

# Gyeongnam International Foreign School

*" Celebrating Diversity – Encouraging Citizenship - Fostering Growth "*



## School Handbook 2011-2012



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# GIFS SCHOOL HANDBOOK

## Table of Contents

➤ Vision / Core Value Statements/GIFS Professional Affiliations -----	1
➤ Expected School-wide Learning Outcomes -----	2
➤ Members of the School Board-----	4
➤ Admissions Policy -----	5
➤ School Location -----	6
➤ School Facilities -----	7
➤ Health -----	8
➤ Parent Teacher Communication -----	9
➤ Academics -----	11
➤ Graduation Requirements -----	21
➤ Miscellaneous -----	22
➤ Emergency Evacuation Plan -----	23
➤ Code of conduct for Bus Passengers-----	25
➤ Dress Policy -----	26
➤ Gifts for Staff Policy -----	27
➤ Code of Conduct -----	28
➤ Inappropriate Behavior and Possible Consequences -----	29
➤ Suspension Policy -----	30
➤ Fees Effective 11/12 School Year -----	31
➤ School Calendar 11/12 School Year -----	33
➤ Sacheon City Information -----	35
➤ Registration Checklist -----	36

Official Notification of Acceptable Use Procedures for the Computer System and the Internet  
Student Information Form  
Previous School Attendance  
Special Power of Attorney / Waiver  
Statement of Understanding on Withdrawal / Refund Policy  
Medical Information Form  
GIFS Code of Conduct



# GIFS SCHOOL HANDBOOK

## VISION

GIFS is a welcoming environment where students gather to receive a quality education that prepares them for academic success.

Our inclusive school provides students from many nations and cultures an opportunity to practice and adopt relationship skills that will foster harmony and positively impact the world.

“Celebrating Diversity - Encouraging Citizenship - Fostering Growth”

## CORE VALUE STATEMENTS

In pursuit of our vision, we incorporate these values:

**Respect** – We will appreciate, regard and consider each other.

**Integrity** – We will maintain credibility, accountability, and honesty in all that we do.

**Trust** – We understand the importance of our vision and the trust our families place in us.

**Collaboration** – We will have open communication with all members of our school community.

**Caring** – We will provide for the safety and well-being of all our students and staff.

## GIFS PROFESSIONAL AFFILIATIONS

- Western Association of Schools and Colleges (WASC) from K to 12
- East Asia Regional Council of Schools (EARCOS)
- Minister of Education, Republic of Korea (Certification)
- Korean Council of Overseas Schools (KORCOS)
- American Chamber of Commerce in Korea (AMCHAM)
- European Union Chamber of Commerce in Korea (EUCCCK)
- Council of International School Administration in Korea (CISAK)



# GIFS SCHOOL HANDBOOK

## EXPECTED SCHOOLWIDE LEARNING OUTCOMES

Gyeongnam International Foreign School prepares our students to :

1. Be Persistent

- Stick to a task until it is completed.
- Remain focused.
- Look for ways to reach their goal when stuck.

2. Manage Impulsivity

- Think before acting.
- Remain calm, thoughtful and deliberative.

3. Listen With Understanding and Empathy

- Understand others.
- Devote mental energy to another person's thoughts and ideas.
- Make an effort to perceive another's point of view and emotions.

4. Think Flexibly

- Look at things in a variety of ways.
- Are able to change perspectives, generate alternatives, and consider options.

5. Think about their thinking (Metacognition)

- Are aware of their own thoughts, strategies, feelings and actions and their effects on others.

6. Strive for Accuracy

- Always do their best.
- Set high standards.
- Check their work and find ways to improve constantly.

7. Question and Pose Problems

- Have a questioning attitude.
- Know what data are needed and develop questioning strategies to produce those data.
- Find problems to solve.

8. Apply Past Knowledge to New Situations

- Use what they learn.
- Access prior knowledge.
- Transfer the knowledge beyond the situation in which it was learned.



## GIFS SCHOOL HANDBOOK

### 9. Think and Communicate with Clarity and Precision

- Strive for accurate communication in both written and oral form.
- Use precise language, defining terms, correct names and universal labels and analogies.
- Support their statements with explanations, comparisons, quantification, and evidence.

### 10. Gather Data Through All Senses

- Pay attention to the world around.
- Gather data through taste, touch, smell, hearing and sight.

### 11. Create, Imagine and Innovate

- Generate novel, original, clever or ingenious solutions and techniques.
- Try to conceive problem solutions differently, examining alternative possibilities from many angles.
- Take risks and frequently push the boundaries of their perceived limits.
- Are intrinsically motivated, working on the task because of the challenge rather than the rewards.
- Are open to criticism. Holding up their products for others to access and seek feedback in an ever-increasing effort to refine their technique.
- Strive for greater fluency, elaboration, novelty, parsimony, simplicity, craftsmanship, perfection, beauty, harmony, and balance.

### 12. Respond With Wonderment and Awe

- Are enthusiastic and passionate about learning, inquiring and mastering.
- Find the world awesome, and mysterious.
- Are intrigued with phenomena and beauty.

### 13. Take Responsible Risks

- Take intellectual as well as 'educated' physical risks.
- Are adventurous; living on the edge of their competence.
- Try new things.

### 14. Find Humor

- Find the whimsical, incongruous and unexpected.
- Are able to laugh at situations and themselves.

### 15. Think Interdependently

- Work together.
- Are able to work and learn from others in reciprocal situations.

### 16. Remain Open to Continuous Learning

- Search for new and better ways.
- Strive for improvement, always growing, always learning, always modifying and improving.
- Seize problems, situations, tensions, conflicts and circumstances as opportunities to learn.



## **GIFS SCHOOL HANDBOOK**

### **MEMBERS OF THE SCHOOL BOARD**

To achieve a successful educational goal for the children, an extensive and sincere cooperation by and between the school and the parents is required. This is accomplished by the existence of a school advisory committee consisting of the following five members.

<b>CHAIRMAN</b>	<b>- DIRECTOR OF GYEONGNAM INTERNATIONAL FOREIGN SCHOOL</b>
<b>MEMBER</b>	<b>- DISTINGUISHED ATTORNEY</b>
<b>MEMBER</b>	<b>- DISTINGUISHED ACCOUNTANT</b>
<b>MEMBER</b>	<b>- DISTINGUISHED DOCTOR</b>
<b>MEMBER</b>	<b>- GYEONGNAM INTERNATIONAL FOREIGN SCHOOL PARENT</b>
<b>ALTERNATE MEMBER</b>	<b>- GYEONGNAM AREA INTERNATIONAL FOREIGN SCHOOL SYSTEM SUPERINTENDENT</b>

#### **FUNCTION**

The committee advises and suggests to the school all necessary matters for the betterment of the educational program. The Director will be responsible for scheduling the meetings and keeping records of the meetings. The Board normally meets in May and again in October in the school library.



# GIFS SCHOOL HANDBOOK

## ADMISSIONS POLICY

### **ELIGIBLE STUDENTS**

- a. Expatriate children
- b. Children from marriage where one parent is Korean and the other partner is an expatriate.
- c. Korean children who were educated overseas for more than three years.
- d. Legally adopted Korean child by an expatriate family.
- e. All children entering preschool must be toilet trained before entrance.

### **FORMS THAT MUST BE COMPLETED TO ENROLL**

All forms can be downloaded from the website or can be picked up at the school.

### **GRADES BY AMERICAN STANDARDS**

Grade	Age	Grade	Age	Date
Nursery	3	6 <sup>th</sup> Grade	11	<b>By September 1<sup>st</sup> of the entry year</b>
Pre Kindergarten	4	7 <sup>th</sup> Grade	12	
Kindergarten	5	8 <sup>th</sup> Grade	13	
1 <sup>st</sup> Grade	6	9 <sup>th</sup> Grade	14	
2 <sup>nd</sup> Grade	7	10 <sup>th</sup> Grade	15	
3 <sup>rd</sup> Grade	8	11 <sup>th</sup> Grade	16	
4 <sup>th</sup> Grade	9	12 <sup>th</sup> Grade	17	
5 <sup>th</sup> Grade	10			

Students will be placed in grade levels based on the chart above with the child's age confirmed by a site such as: <http://www-users.med.cornell.edu/~spon/picu/calc/agecalc.htm> . Given the small class sizes and the ability to offer enriched materials with such small class sizes, advancing students by a grade level beyond what is indicated in the chart above is not advised. All efforts are made to provide students with a challenging curriculum within a classroom of their peers. In the case that a student arrives from a school district that has a school calendar starting at different dates, the student will be placed as the chart above indicates, even if that means repeating part of a year. For example, if a student from South America completes grade five in December and arrives in Korea in January, that student, based on his or her age, would still be placed in grade five which completes here in Korea in June.



# GIFS SCHOOL HANDBOOK

GYEONGNAM INTERNATIONAL FOREIGN SCHOOL LOCATION  
Jin-Sa Foreign Investment Industrial Complex  
Sacheon, Gyeongnam





# GIFS SCHOOL HANDBOOK

## SCHOOL FACILITIES

### **BUILDING**

GIFS occupies a state-of-the-art facility located in Sacheon, Gyeongsangnam-Do. The new building was opened January 2004.

### **CAFETERIA**

A professional cafeteria staff operates on campus to meet the nutritional needs of GIFS students. Meals are freshly cooked each day and cater for a range of tastes. A salad bar including fresh fruit is available at all lunchtimes.

### **COMPUTER ROOM**

There are 16 computers in the lab in the library and another 9 in the lab on the third floor, all of which have internet access. Students in all grades use the computer labs for research, project work and hands on activities related to their subject area.

### **LIBRARY**

GIFS has an extensive school library of books, DVDs, kits, magazines and reference materials available for students or parents to borrow. We have a career and university resources to assist high school students with further education and we also provide a number of literacy programs for elementary school and nursery students.

The library is accessible to all students and parents from 8:30am - 4:00pm. Students and parents/guardians can borrow 2 books at a time for one week and can renew when necessary.

### **MAIN PLAYGROUND**

The main playground consists of a basketball court and a soccer field. The soccer field can also be used for baseball or football. Tetherball is also available as is a dedicated play area for our younger students.

### **MULTI-PURPOSE ROOM**

The multi-purpose room on the second floor is equipped with a data projector, a VCR/DVD player, IT equipment, an internet connection and other audio-visual facilities for students to view multimedia presentations, films and other IT-related educational purposes. The room is used for indoor gym classes as well as special events and programs.

### **PLAYGROUND**

The preschool/kindergarten students have a playground facility separate from the main playground.

### **TRANSPORTATION**

As many of our students travel a long distance to GIFS, we provide several bus routes for students. It is school policy to pick up and drop off students as close to their homes as possible.

### **GYMNASIUM (HADDON HALL)**

The new gymnasium is a state of the art facility with excellent natural lighting. It was completed in February 2011. The gymnasium consists of:

- ▲ a full sized court is used to play basketball, volleyball, and other indoor sports
- ▲ a huge auditorium in the basement that can be used for a wide variety of functions
- ▲ a fully equipped weight room including weightlifting machines, treadmills and exercise bikes
- ▲ a 8 meter high climbing wall



# GIFS SCHOOL HANDBOOK

## HEALTH

### IMMUNIZATION REQUIREMENTS

- **DPT (Diphtheria, Pertussis, Tetanus)**  
Administered at 2, 4 and 6 months, and at any time between the 4th and 6th year.
- **MMR (Measles, Mumps, Rubella)**  
Only one injection required at any time from 15 months.
- **Polio**  
Administered at 2, 4 and 15 months, and any time between 4-6 years.
- **Tuberculosis Screening**  
A physician's certificate of absence of TB is required upon entry to the school and at the beginning of each subsequent school year. This is done through a chest X-ray or skin test.

The above immunizations/tests may be obtained at Gyeongsang University Hospital in Gyeongnam or at an authorized Korean medical facility. Initial enrollments have 30 days to obtain the above immunizations/tests.

### ILLNESS

If your child is ill and unable to attend school, please call or email the school by 8:30 am. The school email is [gifs@gifs.or.kr](mailto:gifs@gifs.or.kr)

### MEDICATIONS

Students shall not keep or take medicine at school without the knowledge of staff. If a student must come to school with medicine, then at the start of the school day, such medicine shall be placed in the office with instructions as to how it is to be taken.

### SCHOOL ILLNESS

The school does not have a nurse on staff. When a student is feeling ill or is injured, he or she should check with their teacher. The student is then sent to the office with a note and their parents/guardians are called. Their parents/guardians should immediately come and take the student home. If this is impossible, the student will use the sick room. No student will be allowed to leave the school sick without the permission of the school. In the event of emergencies, the student will be taken to a hospital and parents/guardians contacted as soon as possible.

As a general rule, students should not be sent to school if they are feverish (above 39C) or feeling ill. The principal reserves the right to request that a student goes home if that student appears to have a contagious illness or is seriously ill.

In the event of an accident serious enough for a student to be sent to the office or school nurse, the following procedures will be followed.

- I. The office staff will inform the parents of an accident or injury to their child upon...
  1. the request of the child.
  2. the need to seek outside medical attention.
  3. the presence of excessive bleeding, significant broken skin or significant bruising.
  4. any possible injury to the head, neck or spine.
  5. any other incident where it is in the opinion of the office staff that the injury is serious enough to have the parents or guardian informed.

II. In the cases of I. 2-6, parents/guardians must be informed regardless of whether the student requests it or not.



# GIFS SCHOOL HANDBOOK

## PARENT/GUARDIAN TEACHER COMMUNICATION

### **PARENT/GUARDIAN TEACHER CONFERENCES**

Both formal and informal parent/guardian teacher conferences and interviews are a very important part of a student's education at GIFS and they are an opportunity to discuss a student's progress. There are a number of ways to contact and meet with staff.

Formal parent/guardian conferences occur twice a year. These provide an opportunity to examine student performance over the previous term and discuss areas of improvement. Students in middle and high school are encouraged to attend the conferences with their parents/guardians so that all parties have the same understanding of progress and suggestions.

Parents/guardians are invited to have a teacher conference by appointment at other times throughout the year.

### **RENWEB**

RenWeb is a School-Home communication system that provides parents/guardians and students access to;

- Attendance
- Daily Grades
- Progress Reports
- Report Cards
- Transcripts
- Lesson Plans
- Homework
- Missing Assignments
- Discipline
- Staff & School Directory
- Teacher Email Addresses
- Teacher Websites

This system is password secure. Parents/guardians can see only their children's information. Please contact school office to sign up for this service.

### **SCHOOL NEWSLETTER**

A school newsletter is distributed weekly providing information in regard to what is happening in the classrooms, dates to remember, special announcements, and information from our committees. This newsletter is also posted on our website, <http://www.gifs.or.kr>.

### **REPORT CARDS**

Report cards are issued 4 times a year (every 9 weeks). Progress reports are issued. (half way through a reporting period).

### **WEBSITE**

Our school website, <http://www.gifs.or.kr>, posts information pertaining to the daily activities of school including the school's newsletter, Parent Teacher Association news, photos of school events, electronic library, all forms and contact information for teachers.

### **EMAIL**

Staff can also be contacted via the e-mail addresses listed on the school website or at [gifs@gifs.or.kr](mailto:gifs@gifs.or.kr). This is the preferred avenue of communication for minor questions and concerns.



## **GIFS SCHOOL HANDBOOK**

### **TELEPHONE**

Staff can also be contacted after teaching hours (3:00pm-4:00pm) via telephone. The school office number is +82-55-853-5125 (outside of Korea).

### **CELLUAR PHONES**

Cellular phones may be brought to school, but they should be left in lockers or out of sight and hearing. During school hours they are to be **TURNED OFF**. Phones could be confiscated if a student is in violation of this rule. It will be returned to the student at home time. Repeat violations will result in a call to the parents/guardians and the phone will only be returned to the student after a meeting with the parents/guardians. If parents need to contact their child during school hours, they can do so via the school office +82-55-853-5125 (outside of Korea).



# GIFS SCHOOL HANDBOOK

## ACADEMICS

### **Advanced Placement (AP)**

Gyeongnam International Foreign School offers Advanced Placement courses. These examinations are developed by the College Entrance Examination Board and the Educational Testing Service in Princeton, New Jersey. With satisfactory examination results, a student can earn credit or advanced placement upon entering college. Registering for AP exams is done in late February and early March and the cost must be paid in advance by the student. The fee for an AP examination is \$147 although this may be subject to change. The student will be required to purchase textbook and materials for all AP courses.

### **Attendance Policies**

#### **Absences**

In order for students to get the most benefit from their education, daily attendance is required.

#### **Excessive Absences**

Students **must** attend their classes to be eligible to receive a grade or credit (no more than 20 days per year absent). All absences, except for school related absences, count as absent without regard to 'excused' or 'unexcused.' Excessive absences will require a conference between the principal and a parent.

A telephone call or note must be sent to our office within two days of a student's return to school for an absence to be considered excused.

#### **Excused and Unexcused Absences**

Illness, emergencies, unavoidable legal or governmental appointments, and school/family trips are excused absences.

Any class work due during an excused absence may be made up for 100% credit, but the work must be completed and returned to the teacher no later than as many days as the student was absent. A 'day' is defined as from 8:45 AM to 3:00 PM and **not** based upon whether a class was held that day. For illnesses to be considered excused absences, the student is required to bring in a doctor's note on the day they return.

An unexcused absence is any absence without a note or phone call from the parents explaining the absence. An unexcused absence will result in a grade of zero for any test or assignment.

Approval for absences not due to illness or an emergency must be requested in advance to the principal. Students must make arrangements to do all the work missed during their absence. The due date for all make-up work coincides with their return to school.

#### **Early Release from School**

Students who need to leave school prior to end of the school day must bring a note from their parents/guardians. Parents/guardians may also inform the office by telephone what time their child is to leave. Students who are ill must notify the principal, who will then make sure the parents/guardians are contacted before sending the student home.

#### **Cutting/Skipping Classes**

Students are expected to be present during each and every school day. Skipping a class will result in an after-school detention and a phone call to parents/guardians.



# GIFS SCHOOL HANDBOOK

## **Tardiness**

Students are expected to be on time. Unexcused tardiness without either a phone call or letter from a parent will result in an after school detention.

## **Absence Due to Family Travel**

It is recognized that in an international school environment, family trips and other excursions may cause students to be absent. Should these circumstances arise, parents/guardians must inform the principal (one week in advance of the departure date) and receive approval from teachers. On the day of return, it is the student's responsibility to turn in their assignments and schedule make-up tests with all of their teachers. Failure to meet with teachers on the return day will result in a zero being issued for all missed assignments, tests, or exams.

## **Illness during the School Day**

If a student appears to be ill, the principal reserves the right to send a student home, after contacting the parents.

## **Discipline Philosophy**

The administration reserves the right to amend any or all of these policies where a particular behavior is deemed to merit a more appropriate consequence from that listed.

## **Discipline Policies**

### **Language Use Other than English**

All students are required to speak English at all times while on campus. This rule also applies to any after school activity or weekend function sponsored by the school, and during bus use.

### **Disruptive Behavior**

Any action taken by a student that causes an interruption of normal classroom instruction or distracts other students from learning is considered disruptive and is punishable. Examples include running in the halls, screaming, throwing things, or actions specified in more detail by classroom rules.

### **Dress Code**

Indoor shoes are required and must be changed anytime students enter/exit the building. These shoes will be of two types only: the all white school shoe or open- toe sandal.

Hats and sunglasses cannot be worn inside the school.

Clothing should fit well, be clean, and cover the entire body with the exception of the head, neck, arms, and legs. T-shirts and shorts are acceptable, but shorts and skirts will be no more than 2 inches above the knee (with or without tights or leggings). Offensive words, images, or objects are not to be displayed in any fashion.

Wearing jewelry is discouraged due to the possibility of loss or theft. **The school is not responsible for lost or stolen items.**



# GIFS SCHOOL HANDBOOK

## **Food in the Classroom**

Lunch meals will be eaten in the cafeteria or outdoors. Exceptions to this rule include birthday parties or special occasions organized by teachers.

## **Chewing Gum**

Students will not bring gum or chew gum while on school grounds at anytime.

## **Tardiness**

Students late for school **must** report to the office **before** going to class. All unexcused tardies will result in an after school detention.

## **Vulgar Language**

Swearing or using “bad words” will not be tolerated on campus.

## **Electronics**

Dictionaries, calculators, laptop computers or any device that aids the student in school work is acceptable. Cell phones may be carried and used for emergency purposes only. All cellphones, messaging devices, MP3 players, portable game devices, etc. must be turned off during school hours. Any device that is confiscated will be held for two weeks or can be returned after paying a penalty fine of 10,000 won, which will be donated to the student council. Any electronic item that is brought to school is the responsibility of the owner only.

## **Computer Use**

School computers **must** be used for educational purposes only, which includes during study hall, lunch or any “free time.” Students are not allowed to browse chat, shop, or any other non-academic sites. Students will not damage the hardware or software in any fashion. Students are not permitted to download or install programs without a teacher’s permission.

## **Missing Classes**

Students must attend all scheduled classes on time, every day, unless they get permission from the principal. Skipping classes or leaving the school grounds without permission is not allowed.

## **Physical or Verbal Attacks**

Fighting with other students with the intent to do bodily harm, or using words to intimidate, injure, or bully is not allowed.



# GIFS SCHOOL HANDBOOK

## **Plagiarizing**

All work assigned to a student must be completed by the student. Copying from books, the Internet, or from friends is not allowed for any type of school work. **Students will receive a zero for all plagiarized assignments and parents/guardians will be notified.**

## **Theft**

Taking items from the school or other students is not allowed unless you have permission from the principal.

## **Refusal to Obey**

Failure to follow reasonable and fair commands or instructions given by the school faculty is not allowed.

## **Leaving School Grounds**

Students wishing to leave school early must notify the office and the principal. Leaving school grounds in any other fashion is not allowed unless students have parental permission via note or phone call to the school office.

## **Weapons**

Guns, knives, swords, or any item that could be used to cause bodily harm will not be brought to school. This also includes toys that simulate weapons.

## **Toys**

Games, cards, toys, dolls etc. will not be allowed at school unless the student has prior teacher permission. Items will be confiscated for two weeks. On the second offense the items will be confiscated for one month and on the third offense the items will be confiscated until the end of the school year.

## **Harmful Substances**

Tobacco, drugs, alcohol, pornography and any other items or substances that cause physical or mental harm will not be allowed on campus nor will items advertising these products be permitted either.



# GIFS SCHOOL HANDBOOK

## **Cheating**

Students will do their own work. Students will not copy answers or homework from other students. Failing to report a student cheating is also against the rules and is subject to punishment.

\*Students caught cheating in AP classes will receive stricter punishment, including possible loss of credit for the class for the school year.

## **Harassment**

Physical, verbal, or sexual harassment of students is not allowed.

## **Bus Behavior**

The rules of the school extend onto the school bus. Any behavior that endangers the safe operation of the bus will be dealt with in the strongest manner. Seat belts must also be worn on the bus at all times (additional bus rules can be found on page 23).

## **Public Displays of Affection**

Students will not engage in physical displays of affection towards other students at school. Physical contact between students will be avoided at all times. Inappropriate touching will also not be tolerated at school or at school-related functions.

## **Unsafe Behavior**

Any action that could cause injury to oneself or others is not allowed.

## **Vandalism**

Altering school, private property, or property the school uses for school-related activities in any way is not allowed.

## **Animals**

Animals are not allowed on campus without prior permission from the principal.

## **Arson**

Setting fires or attempting to set fires on school property is not allowed.



# GIFS SCHOOL HANDBOOK

## **Smoking**

There will be no smoking or use of other tobacco products on campus or at any school sponsored events.

## **Gambling**

Students will not play games or make bets at school or school events involving real money or valuables.

## **Cafeteria Behavior**

Students will behave accordingly in the cafeteria, including making sure to clean-up after themselves, appropriately place the trays, cutlery, and cups in the designated location, and use appropriate language at a reasonable volume. A maximum number of six (6) students will sit at each table.

## **Search and Seizure**

Our school reserves the right to conduct reasonable searches of a student, their physical property, or their school locker. We will protect students' rights by searching only when there is probable cause in the presence of the student, the principal, and a staff member. Only an adult staff member of the same gender is authorized to search a student.

## **Student Appeal Process**

Any punishment less severe than suspension cannot be appealed. Parents/guardians may ask to have an out of school suspension reduced. Parents/guardians may ask the principal to review any discipline action if they disagree with the punishment. The principal must respond in writing within one working day to the review.

A recommendation from the principal for suspension or expulsion may be appealed to the board of directors. The guideline for an appeal of an expulsion recommendation is as follows:

- A parent, within five school days of the principal's action, should place in writing a notice of appeal to the chairperson of the board of directors.
- The chairperson will schedule a hearing with the school board no later than 5 school days after the appeal.
- The board will hold an official hearing to hear the parental/student appeal of the administrative recommendation for expulsion and to hear the administrative documentation supporting the appeal.
- The board will meet in an executive session and render a decision to either uphold the administrative recommendation or overturn the administrative recommendation.
- The board will notify the parent in writing no more than 5 days after the hearing.
- The student will remain on an extended out of school suspension status until the appeal process has been completed.



# GIFS SCHOOL HANDBOOK

## ELL (English Language Learner) Classes

### Program and Policy

#### Beliefs

- **The regular classroom has a significant impact on English language acquisition.**
  - Each classroom has the opportunity to develop a community of learners with all students being part of that community. In effective classrooms, teachers and students together build a culture that values the strengths of all participants and respects individual interests, abilities, languages, and dialects.
  - All classes must have a language focus.
  - Supports need to be built in to instructional programming.
    - Supports can and should look different dependent upon the student.
    - Prescriptive instruction in some English language skill areas may be beneficial for small groups or individual students.
- **Students need to interact meaningfully with each other to construct their own understandings.**
  - Student-centered instruction will engage the student.
  - Collaboration is essential for second language learners. To develop language proficiency opportunities to use language in meaningful, purposeful, and engaging interactions will be encouraged. Collaborative work needs to provide every student with substantial and equitable opportunities to participate in open exchange and elaborate discussions. In these collaborative groups, the teacher is no longer the central figure. Students work autonomously, taking responsibility for their own learning.
- **Students will learn new concepts and language only when they build on previous knowledge and understanding.**
  - Some students have been socialized into lecture and recitation approaches to learning and expect teachers to tell them what lessons are about. But by engaging in activities that involve predicting, inferring based on prior knowledge, and supporting conclusions with evidence, students will realize that they can learn actively and that working in this way is fun and stimulating.
- **Students will better understand new ideas and tasks when they are presented in context.**
  - English language learners often have problems trying to make sense of de-contextualized language. School textbooks are usually linear, dry, and dense, with few illustrations. Embedding the language of textbooks in a meaningful context by using manipulatives, pictures, a few minutes of a film, etc. can make language understandable to students. Teachers may also provide context by creating analogies based on students' experiences.
  - Establishing a purpose for reading and writing allows the learner to focus.



# GIFS SCHOOL HANDBOOK

- **Positive reinforcement will promote continued growth.**
  - Programming should be built on students' strengths.
- **Writers learn conventions of spelling, grammar and style by reading.**
  - Students will need instruction and reinforcement in the application of these conventions as they are applied in the context of their own writing.

## Goals:

1. G.I.F.S. will promote and encourage English language development at all times outside of foreign language instruction.
2. Students will be able to communicate in English in social settings.
3. Students will:
  - Understand teacher directions and classroom procedures.
  - Communicate within the classroom.
  - Have skills and strategies to assist them in overcoming language limitations.
4. Students (as is realistic for their age, grade, and ability) will:
  - Develop vocabulary for daily and academic use.
  - Develop reading skills for enjoyment and academic purposes
    - Components of Reading Skills
      - Letter and sound identification
      - Phonemic awareness
      - Phonics
      - Reading Fluency
      - Vocabulary
      - Reading Comprehension
5. Students (as is realistic for their age, grade, and ability) will write to express themselves in:
  - Simple sentences.
  - Complex sentences.
  - A paragraph.
  - A one-page report.
  - A longer paper.
6. Teachers will:
  - Have understanding of the needs of ESL students.
  - Utilize teaching strategies to accommodate the learning needs of ESL students.



# GIFS SCHOOL HANDBOOK

## Procedure for Identifying Specific Programming Needs for an ESL Student

1. Teacher Referral to English Second Language Teacher  
Based on the following criteria:
  - Student's oral communication and receptive oral language
  - Classroom Assignments
  - Reading log and level
  - Parent referral
  
2. Parent Referrals to Homeroom Teacher  
Based on the following criteria:
  - Child's frustration with English comprehension.
  - Child's lack of academic progress as compared to progress in their native language.
  - Child's inability to develop socially due to language limitations.
  
3. Upon referral the English Second Language Teacher will:
  - Consult with the homeroom teacher.
  - Review and analyze all available data on the student including previous school experience.
  - Assess with Standardized ESL Assessment Instrument to determine a more specific level of English ability.
  - Share and discuss all findings with the student's teacher(s).  
If deemed necessary, the ESL teacher, in cooperation with the teacher(s), will develop an Individual Education Plan for the student.
  
4. Upon completion of the assessment, the ESL teacher and Homeroom teacher will discuss the findings and Educational Plan with the Parent(s).
  
5. Monitoring and Tracking:
  - To ensure English Language Learners are working at Grade level standards, the students will be monitored for two years.

## Programming Options

1. Inclusion
2. Small Group or individual pull-out
  - a. Prescriptive Instruction
    - i. Conversational English
    - ii. Reading
    - iii. Writing
  - b. Content Instruction



# GIFS SCHOOL HANDBOOK

## **An Individual Education Plans (IEP)**

Individual Education Plan (IEP) is a written plan that will describe the program(s) and services some students require to be successful. It is a plan that ensures proper programming is in place to help the student. The IEP is developed collaboratively by school staff, parents and students. An IEP will focus on social and academic needs.

An Individual Education Plan will usually contain:

- an overview of the Student's strengths and areas of need;
- goals written very specifically for the students;
- an overview of the program and services that the students will receive;
- an overview of the methods to determine progress and to monitor progress;

The IEP is a working document and when change is needed, the IEP will be revised. The principal is ultimately responsible to ensure that the IEP is being implemented. Homeroom teachers will be responsible for monitoring the Plan.. Parents are encouraged to work with teachers to ensure their child's needs are being met both at home and at school.

## **Extra Curricular Activities**

Various activities are offered to students throughout the school year. Some activities run all year, while others cycle through for short periods (6 – 8 weeks) depending on the nature of the activity and the time of year. Teachers, parents and other members of the community help provide this important service to the school, and volunteers are always welcome. In the past, activities have included sporting teams, instrumental music like guitar, chess club, Dance Teams, French Club, knitting, juggling, Tae Kwon Do. Other activities like Student Council (STU-CO), Global Issues Network (GIN), Model United Nations (MUN). Spelling Bee and others are held at lunch or after school also. Teachers and parents are encouraged to participate or even start activities that are of special interest to themselves.

## **Grading Scales**

<b>High School (Grades 9-12)</b>		
<b>Letter Grade</b>	<b>% Grade</b>	<b>GPA</b>
A+	97-100	4.0
A	94-96	4.0
A-	90-93	3.67
B+	87-89	3.33
B	84-86	3.00
B-	80-83	2.67
C+	77-79	2.33
C	74-76	2.00
C-	70-73	1.67
D+	67-69	1.33
D	64-66	1.00
D-	60-63	0.67
F	0-59	0

<b>Middle School (Grades 5-8)</b>	
<b>Letter Grade</b>	<b>% Grade</b>
A+	97-100
A	94-96
A-	90-93
B+	87-89
B	84-86
B-	80-83
C+	77-79
C	74-76
C-	70-73
D+	67-69
D	64-66
D-	60-63
F	0-59



# GIFS SCHOOL HANDBOOK

## GRADUATION REQUIREMENTS

A diploma will be granted to each student who has:

- Attended GIFS for at least the entire final semester of his/her 12<sup>th</sup> grade
- Has met the other attendance requirements.
- Satisfactorily completed 24 credits during his/her 9<sup>th</sup> to 12<sup>th</sup> grade career
- Paid in full fees and tuition owed GIFS

<b>MINIMUM REQUIREMENTS FOR GRADUATION (9<sup>th</sup> THRU 12<sup>th</sup> GRADE)</b>		
SUBJECT	CREDITS	REMARKS
ENGLISH	4 *	2 years of ESL may substitute for 2 of the 4 credits
MATH	3	
SOCIAL STUDIES	3	
SCIENCE	3	
FOREIGN LANGUAGE	1	
PHYSICAL EDUCATION	1	
HEALTH	1	
ELECTIVES	8	
<b>TOTAL</b>	<b>24</b>	

1. Credits can be granted by the Principal to a student transferring late in High School to substitute courses previously earned from another school to fulfill graduation requirements.
2. Students who have taken these mandatory courses while enrolled at GIFS during middle school are exempt from taking the courses again during high school. However, 24 credits will be required to be earned from 9<sup>th</sup> – 12<sup>th</sup> grades.
3. Students require 6 grade 12 credits to graduate.

### **2011-2012 Subject Offering**

GR. 7-8	GR. 9-12
English	English
Mathematics	Algebra 1 +2
Science	Integrated Physics + Chemistry
Social Studies	Physics
Physical Education	World History
Health	Spanish
Fine Arts	Korean
Computers	Drama
Korean	AP Psychology
Spanish	Physical Education + Health
	Biology
	Speech
	Multi Media
	Calculus
	Geography
	Geometry
	Art
	US History
	Government/Economics
	Contemporary History



# GIFS SCHOOL HANDBOOK

## MISCELLANEOUS

### **Animal Policy**

No live animals may be brought into the school without administrative permission. Documentation that the animal is disease free is required and transportation to and from school as well as care of the animal is the responsibility of the owner.

### **Southern Korea Athletic Conference**

Gyeongnam International Foreign School is a member of the Southern Korea Athletic Conference (SKAC) and participates in basketball, cross country and soccer with other International schools. Students from grade 7 and up are welcome to try out for the teams. Students also attend the SKAC Science Fair.

### **Telephone Usage**

If there is an emergency, the school secretary will call home for the student.

### **Textbooks**

The textbooks remain the property of the school. If vandalized by the student, the book will need to be replaced by that student at their expense.

### **Visitors to the School**

For the safety of students, all parents and visitors to the school are required to check in at the office. Please do not go directly to your child's room without stopping in at the office first.



# GIFS SCHOOL HANDBOOK

## EMERGENCY EVACUATION PLAN

### **Purpose**

In the case of fire or any other type of emergency, students and staff must be prepared to evacuate the school without panic and in the least possible time. The school shall develop a plan to ensure the safe and orderly movement of all persons in the school to the safest possible areas.

### **Possible Reasons for Evacuation**

- A fire in the school
- Extreme weather conditions
- Civil unrest
- Spillage of hazardous chemicals
- Bomb threat
- Water disconnection

### **Drills**

Special drills shall be planned by the Principal to train everyone in procedures to be followed in case of a particular emergency.

### **When It Is Unsafe To Send Children Home**

If the school authorities believe it is unsafe to allow children to travel home, the children will be kept at school and supervised by teachers until:

- it is safe to travel home or;
- the child is collected by his or her parent.

## **Evacuation Procedures**

### **Contacting Parents**

In the event of any emergency, the school will utilize a phone tree system to contact as many parents as possible in the shortest amount of time. This phone tree is organized by the GIFS PTA and allows for the rapid dissemination of important information to all parents, especially those who do not speak English.

While this may be a different procedure to what families are used to in their home countries, it is an efficient and necessary way for GIFS to contact our families as quickly as possible in event of danger to our students.

### **Alarms**

Fire: Long, continuous ring

Emergency: Short, constant rings



# GIFS SCHOOL HANDBOOK

## **Local or National Emergency Evacuation**

- 1) Students will be escorted to a place of safety. Once safety has been secured, the school staff will notify parents for travel arrangements.
- 2) Contact will be maintained with the US Embassy and US military installation at all times.
- 3) All other staff should remain at the school until the children have been safely evacuated. After this, the Principal will give the instruction to evacuate the school if deemed necessary.

Parents may come and collect their children. The school buses will not take children home while we consider it to be unsafe to travel. Children will not be sent home with another parent unless we have the request from the child's parent.

Upon arrival, parents should report to the office where they will be given instructions as to where their children can be collected.

We will endeavor to contact all parents by phone to explain what is happening and provide them with opportunity to collect their children from the school. This will be achieved by implementation of a 'telephone tree' system. In the case of a major emergency, we ask that parents not phone the school because this will congest the lines and prevent us contacting parents.

After a period of two hours, the school will be closed and any remaining children will be taken to the Principal's or Director's apartment from where they should be collected as soon as possible. Children not collected six hours after the declared emergency will, if possible, be lodged with the guardian nominated on the emergency card.

## **If the School is Unsafe**

In the event of the school becoming an unsafe place, the children will immediately be taken to a place of safety. In such circumstances, the release of children will be coordinated by the members of staff. No child will be permitted to leave until she/he is released by a teacher.

If these residences are unavailable, the children will be taken to residences of parents living locally who have agreed to help in an emergency. Contact will be made with parents thereafter.



# GIFS SCHOOL HANDBOOK

## CODE OF CONDUCT FOR BUS PASSENGERS

### **Bus Policies**

Our goal for bus service is the following:

- Safety is our main concern with all students arriving to their final destinations safely.
- The morning bus goal is that all buses arrive 10 minutes prior to the start of the school day.
- The afternoon bus goal is to assure that all buses leave GIFS by 3:10 pm.

In order to help assure that bus pick up and arrival are done in a safe, timely, and efficient manner, we therefore are putting the following procedures in place:

- All bus occupants must wear a seatbelt while on a GIFS bus.
- In the morning, we ask that students arrive to the designated bus stop five minutes earlier than the posted arrival time so students are at the site prepared to board the bus if it is early.
- Each pick up/drop off bus site has a designated location. Please make sure that students use that specific location. Door-to-door bus pick-up and delivery isn't possible for students unless their home/apartment is the designated stop for the bus.
- All people on the bus must be respectful of one another.

### **All bus passengers shall:**

1. Wear a seatbelt all times.
2. Follow the seating plan as laid out by the school.
3. Manage personal listening devices so it does not intrude on fellow passengers
4. Limit snacks to water or juice and clean snack such as bread or fruit.  
(No popcorn or chips.)
5. Use only appropriate language.
6. Be punctual for pick up.

### **Consequences:**

**1<sup>st</sup> transgression :** Student is warned.

**2<sup>nd</sup> transgression :** Parents are notified.

**3<sup>rd</sup> transgression :** Student receives lose of in-school privileges such as recess or lunch detentions for one to five days depending on the severity of the offense as to be determined by the principal.

**Subsequent transgressions:** Student is receives lose of in-school privileges (as above) or suspended from bus privileges for one to five days depending on the severity of the offense as to be determined by the principal.



# GIFS SCHOOL HANDBOOK

## GIFS DRESS POLICY

The purpose of the dress code is to encourage an environment that is conducive to a respectful learning environment. Students should dress in a manner that does not detract from the learning climate of the school or offend others.

**Hats:** Caps, hats, hoods, bandannas, sunglasses or any other head wear are not to be worn in school. They are to be left in the students' locker during school hours. Religious headwear is permitted upon request to the administration.

**Pants:** Pants must fit properly. Proper belts must be worn and buckled. Pants that are cut low or expose any part of the abdomen whether standing or sitting are not allowed.

**Shorts and Skirts:** Shorts and skirts must be no more than 2 inches above the knee. Slits on skirts cannot exceed the two-inch above the knee rule. Tight clothing of any kind is not to be worn.

**Shirts:** Tank tops, tube tops, halter-type tops, mesh shirts, muscle shirts, spaghetti straps are not appropriate for school. Tops that expose midriffs or underwear, and offensive insignias are not allowed. Low necklines or barebacked clothing are not allowed.

**Jewelry:** It is preferred that you do not wear jewelry because it is easily lost or stolen. If jewelry is chosen it must be neat, appropriate and safe. Cords, ropes and other items that could be used as weapons are prohibited

**Hair:** Boys' hair length must not be more than two inches below the ears. Pony tails are not allowed. Bangs will not cover the eyes. Hair is to be natural.

\*\* Clothing cannot contain references to drugs, alcohol, cigarettes, or vulgar situations.



## **GIFS SCHOOL HANDBOOK**

### **Gifs for Staff Policy**

GIFS employees are not able to accept gifts that will give the appearance of influencing decisions teachers sometimes have to make. Small tokens of appreciation can be presented to an educator, but gifts larger than \$25.00 (US) or higher cannot be accepted. We recognize that some families may want to express gratitude still beyond a token gift-giving. In that event, families can provide gifts to a class fund to go toward student use, or a gift can be made to the PTA in the teacher's name as a way of saying thanks for a job well done.



# GIFS SCHOOL HANDBOOK

## GIFS CODE OF CONDUCT

### **Rights and Responsibilities**

The expectation at G.I.F.S. is that each one of us is to be treated fairly by other people. This will occur if each of us takes care to treat others fairly. We all have responsibilities. At G.I.F.S., yours relate both to your school and to the people who attend it. By acting responsibly you protect your own rights as well as the rights of others. Consider your rights and responsibilities and the rules that make them possible.

### **As A Student You Will:**

- Be conscientious and serious about learning
- Act in a polite and respectful manner
- Make no negative or discriminatory comments to others
- Cooperate with the staff and your fellow students

### **Your Teacher Will:**

- Provide a positive learning environment
- Communicate in a polite and reasonable manner
- Respect each student
- Carry out school policies and regulations

### **In The Classroom You Should:**

- Feel safe and comfortable to express your own ideas and views
- Know what your teacher expects and how to meet those expectations
- Complete all of your assigned work to the best of your ability
- Plan to get help if and when you need it

### **In The Schoolyard You Should:**

- Listen to and stay in sight of supervising staff
- Treat others the way you want to be treated
- Observe that preschool and kindergarten are allowed on the jungle gym
- Cooperate with each other and share equipment
- Keep your hands to yourself
- Stay inside the school grounds at all times
- Let a teacher know if a ball or any other object goes out of the school grounds. Don't go after it yourself
- Return ALL equipment to its home
- Make sure that no trash is left in the yard
- Observe all of these rules in the school multipurpose room on rainy days
- HAVE FUN!



# GIFS SCHOOL HANDBOOK

## INAPPROPRIATE BEHAVIOR AND POSSIBLE CONSEQUENCES

Minor and major offenses are those behaviors which threaten the orderly functioning of the school and the wellbeing of others, whether it is on the bus or at the bus stop, in class, on school grounds, and during school hours. All inappropriate behavior is handled using a formal process. Such behavior is reported to the administration whenever necessary.

Discipline at GIFS is progressive and consequences for infraction can begin at any point in the schema outlined below according to the discretion of the relevant teacher or administrator, depending on the severity of the behavior.

Unacceptable Behaviors	Possible Consequences
<ol style="list-style-type: none"> <li>1. Use of language other than English</li> <li>2. Disruptive behavior, play fighting, horseplay</li> <li>3. Dress code infractions</li> <li>4. Gum chewing</li> <li>5. Hats or head-wear in the school</li> <li>6. Late for class</li> <li>7. Running in the hall-way and classrooms</li> <li>8. Spitting</li> <li>9. Swearing</li> <li>10. Throwing food</li> <li>11. Using electronic games, pagers, cell phones, etc.</li> <li>12. Inappropriate computer use</li> <li>13. Use of walkman/MP3 player without teacher permission</li> <li>14. Unprepared for class</li> <li>15. Being present in unauthorized locations of the school</li> <li>16. Any other behavior which deviates from normal, as determined by the administrator</li> </ol>	<ul style="list-style-type: none"> <li>• Consequences at the distraction of the teacher and/or administration</li> <li>• Reflective work assigned</li> <li>• Temporary confiscation</li> <li>• Detention</li> <li>• Principal conference</li> <li>• Loss of privileges</li> <li>• Parents notified through letter, phone call, or meeting</li> <li>• Suspension</li> </ul>

Zero Tolerance Behaviors	Possible Consequences
<ol style="list-style-type: none"> <li>1. Skipping classes</li> <li>2. Inappropriate computer use</li> <li>3. Unsafe behavior / play fighting / roughhousing and foul language at or towards a student or staff member</li> <li>4. Public display of affection</li> <li>5. Chronic repetition of Unacceptable or Zero Tolerance Behaviors</li> <li>6. Falsification of school work, cheating, copying from the Internet, or plagiarizing from printed sources</li> <li>7. Property abuse or vandalism</li> <li>8. Theft/damage to personal belongings</li> <li>9. Snowballs/rock throwing</li> <li>10. Defiance/refusal to co-operate with staff</li> <li>11. Leaving school grounds without permission and failing to notify the office</li> </ol>	<ul style="list-style-type: none"> <li>• Consequences at the distraction of the teacher and/or administration; confiscation of materials</li> <li>• Detention(s)</li> <li>• Reflective work assigned</li> <li>• Counseling</li> <li>• Parents notified through letter, phone call, or meeting</li> <li>• Restitution where appropriate</li> <li>• Suspension</li> <li>• Police informed</li> </ul>



## GIFS SCHOOL HANDBOOK

12. Replicas of weapons or actual weapons
13. Smoking
14. Possession of tobacco products (cigarettes, lighters, matches, etc.)
15. Possession /trafficking of drugs, alcohol or any other illegal substances
16. Sexual/racial assaults: physical or verbal
17. Any illegal activity as defined by Korean's Criminal Code
18. Bullying
19. Intimidation
20. Harassment
21. Threats (verbal, physical, implied)
22. Any deviant behavior as determined by teachers or administration

### SUSPENSION POLICY

Suspension is an action determined by the administration. The primary consequence of suspension is the removal of a student from the curricular and extra-curricular services of the school for the period of the suspension.

#### **Pre-Suspension Procedures**

- A thorough examination of the situation takes place and a written report is made by administration.
- The suspension is explained to the student and the parent in a conference.
- The length of suspension is decided by the administration.
- An in-school or an out-of-school suspension is decided by the administration.

#### **While under In-School Suspension, the student :**

- May attend the school but at all times must stay in the supervised area designated by the administration.
- May not participate in any extra-curricular or curricular activities

#### **While under Out-of-School Suspension, the student :**

- May not visit the school
- May not participate in any extra-curricular or curricular activities
- Must complete work assigned by the administration while away.

#### **Expulsion**

- In extreme cases of misbehavior, a student may be recommended to the Board for expulsion. This recommendation is made by the administration after consultation and approval by the Board.



# GIFS SCHOOL HANDBOOK

## FEES EFFECTIVE 2011 - 2012 School Year: Preschool

ITEM	FREQUENCY	PRICE
Capital Fee	One Time ( New student only)	KW 3,000,000
Enrollment Fee	One Time ( New student only)	KW 250,000
Curriculum Fee	Yearly	KW 750,000
	<b>Total</b>	<b>KW 4,000,000</b>
<b>ALL STUDENTS</b>		
School Tuition	#Yearly	KW 15,000,000 and US\$1,000.00
School Transportation	#Yearly	KW 1,500,000
School Lunches	#Yearly	KW 1,300,000
	<b>Total</b>	<b>KW 17,800,000 and US\$1,000.00</b>

## FEES EFFECTIVE 2011 - 2012 School Year: Kindergarten ~ 4<sup>th</sup> Grade

ITEM	FREQUENCY	PRICE
Capital Fee	One Time ( New student only)	KW 3,000,000
Enrollment Fee	One Time ( New student only)	KW 250,000
Curriculum Fee	Yearly	KW 750,000
	<b>Total</b>	<b>KW 4,000,000</b>
<b>ALL STUDENTS</b>		
School Tuition	#Yearly	KW 17,000,000 and US\$1,000.00
School Transportation	#Yearly	KW 1,500,000
School Lunches	#Yearly	KW 1,300,000
	<b>Total</b>	<b>KW 19,800,000 and US\$1,000.00</b>

## FEES EFFECTIVE 2011 - 2012 School Year: 5<sup>th</sup> Grade ~ 12<sup>th</sup> Grade

ITEM	FREQUENCY	PRICE
Capital Fee	One Time ( New student only)	KW 3,000,000
Enrollment Fee	One Time ( New student only)	KW 250,000
Curriculum Fee	Yearly	KW 750,000
	<b>Total</b>	<b>KW 4,000,000</b>
<b>ALL STUDENTS</b>		
School Tuition	#Yearly	KW 18,600,000 and US\$1,000.00
School Transportation	#Yearly	KW 1,500,000
School lunches	#Yearly	KW 1,300,000
Athletic Fee	#Yearly	KW 300,000
	<b>Total</b>	<b>KW 21,700,000 and US\$1,000.00</b>

Note: 1. Add KW 1,000,000 for students living outside of the Sacheon/Jinju area.

### ***POLICY ON REFUNDS OF PAYMENTS***

*Please fill out GIFS form 101, Statement of Understanding on Withdrawal/Refund Policy and return with your completed application.*

Any other payment arrangements must be coordinated with the school. Normally a 10% surcharge will be added for quarterly payments and 5% for semi-annual payments.



## GIFS SCHOOL HANDBOOK

### **PAYMENT INSTRUCTION – KOREAN WON**

Account Name : Gyeongnam International Foreign School (GIFS)

Account Number : 1005-901-370860

Bank Name : WOORI BANK ( Sacheon Branch)

Bank Address : #56, Pyung Hwa-Ri, Sacheon Eup, Sacheon City, Gyeongnam, Korea 664-800

Telephone : (82-55) 852-6338

SWIFT Code : HVBKKRSE

### **PAYMENT INSTRUCTION – US DOLLAR**

Account Name : Gyeongnam International Foreign School (GIFS)

Account Number : 1081-400-431103

Bank Name : WOORI BANK ( Sacheon Branch)

Bank Address : #56, Pyung Hwa-Ri, Sacheon Eup, Sacheon City, Gyeongnam, Korea 664-800

Telephone : (82-55) 852-6338

SWIFT Code : HVBKKRSE

**\* For US Dollar payment, either Personal check or cash is also available besides bank transfer.**



# GIFS SCHOOL HANDBOOK

## GIFS 2011 - 2012 SCHOOL CALENDAR

First Quarter : August 30 <sup>th</sup> , 2011 ~ November 2 <sup>nd</sup> , 2011 ( 44days)	90 school days for Students
Second Quarter : November 3 <sup>rd</sup> , 2011 ~ February 2 <sup>nd</sup> , 2012 ( 46days)	98 school days for staff

July 2011							August 2011 ( 2 school day)							September 2011 ( 19school days)						
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
					1	2		1	2	3	4	5	6					1	2	3
3	4	5	6	7	8	9	7	8	9	10	11	12	13	4	5	6	7	8	9	10
10	11	12	13	14	15	16	14	15	16	17	18	19	20	11	12	13	14	15	16	17
17	18	19	20	21	22	23	21	22	23	24	25	26	27	18	19	20	21	22	23	24
24/ 31	25	26	27	28	29	30	28	29	30	31				25	26	27	28	29	30	
<b>June 30 Last Day to pay tuition fee</b> 28 New Teacher Orientation 29 Summer School In-Service 30 Testing Summer School Staff City Tour							1 Summer School Begins 15 Independence Day 19 Last Day of Summer School 22-29 Teacher Pre/In-service 26 Back to School Night 30 Regular School Begins							12-14 Chuseok Holiday 16-Oct.7 MAP Testing 24 Annual Parents Meeting						
October 2011 (20 school days)							November 2011 ( 21 school days)							December 2011 ( 12 school days)						
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
						1			1	2	3	4	5					1	2	3
2	3	4	5	6	7	8	6	7	8	9	10	11	12	4	5	6	7	8	9	10
9	10	11	12	13	14	15	13	14	15	16	17	18	19	11	12	13	14	15	16	17
16	17	18	19	20	21	22	20	21	22	23	24	25	26	18	19	20	21	22	23	24
23/ 30	24/ 31	25	26	27	28	29	27	28	29	30				25	26	27	28	29	30	31
<b>SKAC Soccer Day 1, Day 2</b> <b>ESLR Report Cards</b>  1 SAT 3 Korea Foundation Day 5 Progress Reports 12 PSAT 26 2 <sup>nd</sup> Qtr Payment Due							<b>SKAC Cross Country</b>  2 1 <sup>st</sup> Qtr Ends 5 SAT 7 Report Cards 11-12 Parent-Teacher Interviews 25 Professional Development Day No School ( Tentative)							<b>SKAC Model UN /Spelling Bee</b> <b>GIFS Christmas Concert</b> <b>ESLR Report Cards</b>  3 SAT 7 Progress Reports 19 Winter Break Begins						



# GIFS SCHOOL HANDBOOK

## GIFS 2011 - 2012 SCHOOL CALENDAR

Third Quarter : February 3 <sup>rd</sup> , 2012 ~ April 1 <sup>st</sup> , 2012 (43 days)	87 school days for Students
Fourth Quarter : April 13 <sup>th</sup> , 2012 ~ June 15 <sup>th</sup> , 2012 (44days)	88 school days for staff

January 2012 ( 14 school days)							February 2012 ( 21 school days)							March 2012 ( 15 school days)						
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
1	2	3	4	5	6	7				1	2	3	4					1	2	3
8	9	10	11	12	13	14	5	6	7	8	9	10	11	4	5	6	7	8	9	10
15	16	17	18	19	20	21	12	13	14	15	16	17	18	11	12	13	14	15	16	17
22	23	24	25	26	27	28	19	20	21	22	23	24	25	18	19	20	21	22	23	24
29	30	31					26	27	28	29				25	26	27	28	29	30	31
5 GIFS Foundation Day 9 Professional Development Day No School ( Tentative) 10 School Resumes 20 3 <sup>rd</sup> Qtr Payment Due 23-24 Lunar New Year 28 SAT							2 2 <sup>nd</sup> Qtr ends 9 Report Cards							<b>ESLR Reports</b>  1 Samil Day - No School 6 Progress Reports 9 KORCOS (PD Day) 26-30 Spring Break						
April 2012 ( 21 school days)							May 2012 (22 school days)							June 2012 ( 10 school days)						
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
1	2	3	4	5	6	7			1	2	3	4	5						1	2
8	9	10	11	12	13	14	6	7	8	9	10	11	12	3	4	5	6	7	8	9
15	16	17	18	19	20	21	13	14	15	16	17	18	19	10	11	12	13	14	15	16
22	23	24	25	26	27	28	20	21	22	23	24	25	26	17	18	19	20	21	22	23
29	30						27	28	29	30	31			24	25	26	27	28	29	30
<b>SKAC Basketball</b> <b>Annual Parents Meeting</b>  2 School Begins 5 4th Quarter Payment Due 12 3 <sup>rd</sup> Qtr Ends 16 Report Cards 20-21 Parent-Teacher Interviews							<b>SKAC Basketball</b> <b>ESLR Report Cards</b>  5 Children's Day / SAT 7-25 MAP Testing 16 Progress Reports 28 Buddha's Birthday - No School							<b>Graduation Day</b>  2 SAT 6 Memorial Day - No School 15 Last Day of School / Report Cards						



## GIFS SCHOOL HANDBOOK

### SACHEON CITY INFORMATION

#### ABOUT SACHEON

##### Location



Sacheon is a small rural city with a rapidly developing industrial sector. Only 90 minutes from Busan and within a short distance from the seaside, mountain areas and other natural attractions, it offers both the convenience of modern living with rural diversions. For more information please see the following web sites:

<http://eng.sacheon.go.kr/>

<http://www.sacheon.go.kr/eng/02/03.asp>



# GIFS SCHOOL HANDBOOK

## GIFS Registration Checklist

This is a list of the documents needs and the procedures that should be followed to insure the necessary paperwork has been completed and your child can begin school as quickly as possible.

1. Acceptable Use Procedures Agreement for Technology Form
2. Student Information Form\*\*
3. Previous School Attendance Form\*\*
4. Power of Attorney / Waiver Form \*\*
5. Withdrawal/ Refund Policy Form \*\*
6. Official school transcript(s) and copy of last report card
7. Immunization/Shot Record
8. Medical History Form \*\*
9. Copy of foreign passport for foreigner (or)
10. Copy of Residency Card fro foreign resident (or)
11. Certificate of overseas travel record for children who stayed overseas more than 3 years.
12. GIFS Code of Conduct

\* These forms can be downloaded from the school website, mailed or faxed.

\* This information is available from Gyeongnam International Foreign School and can be mailed or faxed.

\*Once these things have been prepared and received in our office we can schedule your child for interview and if needed, ESL placement testing. After this process is completed, your child may attend regular scheduled classes.

If you have any questions, please contact Gyeongnam International Foreign School.



# GIFS SCHOOL HANDBOOK

## OFFICIAL NOTIFICATION OF ACCEPTABLE USE PROCEDURES FOR THE COMPUTER SYSTEM AND THE INTERNET FOR THE GYEONGNAM INTERNATIONAL FOREIGN SCHOOL

Revised September 1, 2010

**INTRODUCTION:** The Gyeongnam International Foreign School (GIFS) provides resources for teaching and learning, communication services, and business data services by the acquisition of computer equipment and maintaining access to local, regional, national, and international sources of information. The School permits use of its computer system and information resources by students and staff who must maintain respect for the public trust through which they have been provided, in accordance with policy and procedures established by the School. These procedures do not attempt to articulate all required or prescribed behavior by its users. Successful operation of the computer system and network requires that all users conduct themselves in a responsible, decent, ethical and polite manner while using the network. **The user is ultimately responsible for his/her actions in accessing network services.**

### **GUIDELINES:**

1. Access to the computer system, information networks, and to the information technology environment within the GIFS system is a privilege and must be treated as such by all users of the network and its associated systems.
2. The GIFS system will be used **exclusively** for the purpose of research, education, and school-related business and operations.
3. Any system which requires password access or for which GIFS requires an account, such as Internet/Network, shall only be used by the authorized user. **Account owners are ultimately responsible for all activity under their account and shall abide by this policy.**
4. The School's technological resources are limited. All users must exercise prudence in the shared use of this resource. The School reserves the right to limit use of such resources if there are insufficient funds, accounts, storage, memory, or for other reasons deemed necessary by the system operators, or if an individual user is determined to be acting in an irresponsible or unlawful manner.
5. **All communications and information accessible and accessed via the GIFS system is and shall remain the property of GIFS.**
6. **Student use shall be supervised and monitored by system operators and authorized staff and shall be related to the GIFS curriculum.**
7. Any defects or suspected abuse in system accounting, security, hardware or software, shall be reported to the system operators.
8. The School implements content filters for internet access to monitor and block most unacceptable material. This is a valuable tool, but does NOT guarantee that all unacceptable content is blocked. Students and staff are responsible for the content that they access and will be held responsible for intentionally seeking/obtaining unacceptable media.

**UNACCEPTABLE USE:** The Gyeongnam International Foreign School has the right to take disciplinary action, remove computer and networking privileges, or take legal action or report to proper authorities, any activity characterized as unethical, unacceptable or unlawful. Unacceptable use activities constitute, but are not limited to, any activity through which any user:

1. Violates such matters as institutional or third party copyright, license agreements or other contracts. The unauthorized use of and/or copying of software is illegal
2. Interferes with or disrupts other network users, services or equipment. Disruptions include, but are not limited to, distribution of unsolicited advertising, propagation of computer viruses or worms, distributing quantities of information that overwhelm the system (chain letters,



## GIFS SCHOOL HANDBOOK

network games, etc.) and/or using the network to make unauthorized entry into any other resource accessible via the network.

3. Seeks to gain or gains unauthorized access to information resources, obtains copies of, or modifies files or other data, or gains and communicates passwords belonging to other users.
4. Uses or knowingly allows another to use any computer, computer network, computer system, program, or software to devise or execute a scheme to defraud or to obtain money, property, services, or other things of value by false pretenses, promises, or representations.
5. Destroys, alters, dismantles, disfigures, prevents rightful access to, or otherwise interferes with the integrity of computer-based information resources, whether on stand alone or networked computers.
6. Invades the privacy of individuals or entities.
7. **Uses the network for commercial or political activity or personal or private purposes.**
8. Installs unauthorized software for use on School computers.
9. Uses the network to access inappropriate materials.
10. Uses the GIFS system to compromise its integrity (hacking software) or accesses, modifies, obtains copies of, or alters restricted or confidential records or files.
11. Submits, publishes or displays any defamatory, inaccurate, racially offensive, abusive, obscene, profane, sexually oriented, or threatening materials or messages either public or private.
12. Uses the School system for illegal, harassing, vandalizing, inappropriate, or obscene purposes, or in support of such activities is prohibited. Illegal activities shall be defined as a violation of local, state, and/or federal laws. Harassment is defined as slurs, comments, jokes, innuendos, unwelcome compliments, cartoons, pranks, and/or other verbal conduct relating to an individual which: (a) has the purpose or effect of creating an intimidating, hostile or offensive environment; (b) has the purpose or effect of unreasonably interfering with an individual's work or school performance; or (c) interferes with school operations. Vandalism is defined as any attempt to harm or destroy the operating system, application software or data. Inappropriate use shall be defined as a violation of the purpose and goal of the network. Obscene activities shall be defined as a violation of generally-accepted social standards in the community for use of a publicly-owned and operated communication device.



# GIFS SCHOOL HANDBOOK

## **GYEONGNAM INTERNATIONAL FOREIGN SCHOOL'S RIGHTS AND RESPONSIBILITIES:**

1. Monitor all activity on the GIFS system.
2. Determine whether specific uses of the network are consistent with acceptable use policy.
3. Remove a user's access to the network at any time it is determined that user is engaged in unauthorized activity or violating this acceptable use policy.
4. Take prudent steps to develop, implement and maintain security procedures to ensure the integrity of individual and School files. However, information on any computer system cannot be guaranteed to be inaccessible by other users.
5. Attempt to provide error free and dependable access to technology resources associated with the School system. However, the School cannot be held liable for any information that may be lost, damaged, or unavailable due to technical or other difficulties.
6. Ensure that all student users complete and sign an agreement to abide by the School's acceptable use policy and administrative regulations. All such agreements will be maintained on file in the school office.

## **STUDENTS' OR STAFF VIOLATIONS/CONSEQUENCES:**

### **1. Students:**

- (a) Students who violate this policy shall be subject to loss of GIFS system access up to and including permanent loss of privileges, and discipline up to and including expulsion.
- (b) Violations of law will be reported to law enforcement officials.
- (c) Disciplinary action may be appealed by parents and/or students in accordance with existing School procedures for suspension or loss of student privileges.

### **2. Staff:**

- (a) Staff who violate this policy shall be subject to discipline, up to and including loss of GIFS system access up to and including permanent loss of privileges, suspension, termination or discharge, in accordance with School policy, negotiated agreements and applicable law.
- (b) Violations of law will be reported to law enforcement officials.
- (c) Staff assigned computers are responsible for the proper care of that equipment. Loss or damage to a staff member's computer equipment due to their own negligence is their sole responsibility and such loss or damage must be compensated by the employee to GIFS prior to the end of the school year in which the equipment was assigned.

This will serve as official notification informing all network/email account users (students and staff) that any violation of the above policies will result in disciplinary action which could include suspension and/or termination of technology privileges.



# GIFS SCHOOL HANDBOOK

## Gyeongnam International Foreign School's Acceptable Use Procedures Agreement for Technology

The GIFS Acceptable Use Procedures document serves as official notification of acceptable use procedures for computer systems and School network access. Staff and Students wishing to utilize these technologies must agree to do so in a responsible, decent, ethical and polite manner.

Students/Staff will be privileged with access to GIFS technology equipment and network access functions upon agreement of the following statements and complete signatures. Parents/families of elementary students should discuss the acceptable use procedures with their children and initial for this agreement.

Name of User: \_\_\_\_\_  
(Student or Staff name) Please print

School Level: \_\_\_\_\_

Initial \_\_\_\_\_ I have read, understand and agree to follow the "GUIDELINE POLICIES"

Initial \_\_\_\_\_ I have read and understand the terms of "UNACCEPTABLE USE"

Initial \_\_\_\_\_ I have read and understand the "GYEONGNAM INTERNATIONAL FOREIGN SCHOOL'S RIGHTS AND RESPONSIBILITIES"

Initial \_\_\_\_\_ I have read the "STUDENTS' & STAFF VIOLATIONS/CONSEQUENCES" section and understand that violations to the acceptable use agreement carry serious consequences including permanent loss of privileges, and discipline action with possible expulsion.

Re: Staff; violations to the acceptable use agreement carry serious consequences including possible suspension, discharge or termination.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\* My child has my permission to access electronic media including Internet and e-mail via the GIFS network

\_\_\_\_\_  
\* Parent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Staff Signature

\_\_\_\_\_  
Date

This page is to be read, signed and returned to the students/staff GIFS office. Technology privileges will not be allowed without this agreement on file.



# GIFS SCHOOL HANDBOOK

## STUDENT INFORMATION FORM

Student's Name: \_\_\_\_\_  
(Last/Family) (First) (Middle)

Nationality: \_\_\_\_\_ Sex (Check One  Male  Female)

Age: \_\_\_\_\_ Date Of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ Grade In School: \_\_\_\_\_  
(Year) (Month) (Day)

Place Of Birth: \_\_\_\_\_,  
(City) (State / Country)

Student's Passport Country & Number: \_\_\_\_\_,  
(Country) (Number)

Father's Name: \_\_\_\_\_ Mother's Name: \_\_\_\_\_

Parents/guardian email address : \_\_\_\_\_

Name and Ages of Brothers and Sisters:

\_\_\_\_\_

Address In Korea:

\_\_\_\_\_  
(Street Address)

\_\_\_\_\_  
(City Address)

\_\_\_\_\_  
(Zip Code)

Mailing Address (if different from above):

\_\_\_\_\_

\_\_\_\_\_

Telephone Number:

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
(Home) (Office) (Mobile)

Fax Number (if available): \_\_\_\_\_ Email Address: \_\_\_\_\_

Father's Place Of Employment: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
(Company or Organization) (Position or Title) Telephone

Mother's Place Of Employment: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
(Company or Organization) (Position or Title) Telephone



# GIFS SCHOOL HANDBOOK

## Previous School Attendance

Name of School: \_\_\_\_\_

Address: \_\_\_\_\_

From: \_\_\_\_\_ To : \_\_\_\_\_

Name of School: \_\_\_\_\_

Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_

Does either parent have a special skill or interest that they might share with the school, if called upon?  
(i.e. Sports, scouts, cultural, etc.)

\_\_\_\_\_

Father: \_\_\_\_\_ Mother: \_\_\_\_\_

How did you hear about Gyeongnam International Foreign School? Employer \_\_\_\_\_ Friend:

\_\_\_\_\_

Relocation Company \_\_\_\_\_ Advertisement: \_\_\_\_\_ Word of Mouth \_\_\_\_\_ Mission \_\_\_\_\_

Please explain:

\_\_\_\_\_

Has the student ever participated in: an accelerated program \_\_\_\_\_ Gifted program: \_\_\_\_\_

### **In making this application the undersigned certifies his understanding that:**

1. Gyeongnam International Foreign School will provide a United States based education.
2. Fees and tuition are payable in either U.S. dollars or Korean won at the prevailing exchange rate - Annually, in advance or Semi-annually in advance or quarterly, in advance. Deposits should be made a minimum of 10 days in advance of the period paying for.
3. Each applicant for admission to GIFS shall be considered on their own merit.
4. Parent's have an obligation to return the completed Application for Admission, Special Power of Attorney, and a photocopy of the Passport before a student will be admitted.
5. Parents are responsible for seeing that their kids have the required immunizations. (listed on page 7 of school handbook) done within 30 days of enrollment.
6. I have completed GIFS Form 101, STATEMENT OF UNDERSTANDING ON WITHDRAWAL/ REFUND POLICY.

To The Best of My Knowledge, The Information I Have Provided In This Application is Correct.

DATE	PARENT'S SIGNATURE
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## GIFS SCHOOL HANDBOOK

### SPECIAL POWER OF ATTORNEY/WAIVER

#451-2, Weolseongri, Sanam-myeon, Sacheon, Gyeongnam, Korea 664-942  
Tel (82-55) 853-5125~8, Fax (82-55) 853-5129

Dear Parents and Families;

Unfortunately, unforeseen medical or evacuation emergencies do occur. If this does happen at Gyeongnam International Foreign School (GIFS), we will make every attempt to contact you when medical attention beyond basic first aid procedures at school is necessary or other related needs do occur.

Yet, it is not always possible to reach parents or families despite our best efforts to do so. In order to help protect the health and safety of your student, we ask you to complete this Power of Attorney form that will apply only in the circumstance of a medical or evacuation emergency. Thank you for your cooperation.

#### KNOW ALL MEN THESE PRESENTS

That I, ( parent/guardian printed name ), have made, constitute and appoint Gyeongnam International Foreign School (GIFS), together with its agents, officer's, employees, contractors and assigns, as my true and lawful attorney, giving and granting unto my said attorney power to act as follows for ( student printed name ), a        grade student at GIFS:

- Giving and granting unto my said appointed attorney, a GIFS authority, full power to act in my name and on behalf, in the event of my absence or unavailability, for the purposes of taking any action necessary to safeguard the health and welfare of my child due to medical or evacuation emergency.
- Such action shall include, but shall not be limited to, granting consent for any medical treatment required under the circumstances, and signing any and all documents that are required by the authorities for procurement of necessary medical, dental, surgical or hospitalization care in any available hospital, or my attorney in fact shall be limited only on his or her discretion and knowledge of what action I would take in similar circumstances.
- Further, I do authorize my aforesaid attorney, a GIFS authority, in fact to perform all necessary acts in the execution of the aforesaid authorization in the event of a medical or evacuation emergency with the same validity as I could effect if personally present.
- Further, subsequent disability or incapacitation of the principal shall not effect this Power of Attorney but instead authority will pass to other GIFS personnel authorized to do so by chain of command of school.
- And I hereby declare that any act or thing lawfully done there under for me shall be transacted in my name, followed by that of my said attorneys and the designation "Attorney In Fact" in the event of a medical or evacuation emergency.
- Further, this power of attorney shall remain in effect until the revocation thereof by the undersigned or as long as the student is enrolled in and attending Gyeongnam International Foreign School .
- Further, I hereby waive any and all claims I may now or in the future have against Gyeongnam International Foreign School (GIFS) for any accident, injury or death which may occur during the time my said child is at during instances of medical or evacuation emergencies that is not the result of GIFS negligence, misfeasance, or malfeasance.
- "Further, I hereby acknowledge thar Gyeognam International Foreign School shall not be responsible, without any negligence, misfeasance or misfeasance, for any accident, injury or death which may occur during the time my said child is under the care and/or supervision of, or being transported to or from ,GIFS .
- IN WITNESS WHEREOF, I have hereunto set my hand and seal this \_\_\_\_\_ day of \_\_\_\_\_ 201 \_\_\_\_\_.

**Printed Name**

**Signature**

**Date**



## GIFS SCHOOL HANDBOOK

### STATEMENT OF UNDERSTANDING ON WITHDRAWAL/ REFUND POLICY

*STUDENT NAME:* \_\_\_\_\_ *GRADE ENTERING :* \_\_\_\_\_

1. I understand that the minimum payment terms are quarterly and that **quarterly payments** will incur a **10% surcharge** and **semi-annual payments** will incur a **5% surcharge**.

2. I understand that yearly payments will incur no surcharge.

ITEM	FREQUENCY	REFUND	REMARKS
Enrollment Fee	One Time	Non-Refundable	
Curriculum Fee	Yearly	Non-Refundable	
Capital Fee	One Time	Non-Refundable	
School Tuition	Yearly	Half the Tuition	Withdraw before Feb 1, 2012
School Tuition	Semi-Annually	Non-Refundable	
School Tuition	Quarterly	Non-Refundable	
School Transportation	Yearly	Monthly	Refund of the next month
School Lunches	Yearly	Monthly	Refund of the next month
Athletic Fee (G5~G12)	Yearly	Non-Refundable	

**PARENT/GUARDIAN  
SIGN DATE**

**SCHOOL OFFICIAL  
SIGN DATE**

\_\_\_\_\_

\_\_\_\_\_

GIFS form 101



# GIFS SCHOOL HANDBOOK

## MEDICAL INFORMATION FORM

The information on this page is used by G.I.F.S. to Assist in obtaining medical care and for contacting parents in the event of a medical emergency. This form may also accompany the student on athletic activities and off-campus events. Please add extra pages if there is not enough room.

\_\_\_\_\_  
Last Name            First Name            M.I            Date of Birth  
Current School Year \_\_\_\_\_ Grade \_\_\_\_\_ Day Student \_\_\_\_\_ Boarder \_\_\_\_\_

## PERMISSION FOR EMERGENCY TREATMENT

In the event parents or legal guardians named on this form cannot be contacted, I the undersigned do hereby authorize the officials of Gyeongnam International Foreign School to obtain emergency medical treatment for the health of; \_\_\_\_\_.

Print Student's Name

I will not hold the school responsible for the emergency care and/or transportation for said student.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

## EMERGENCY CONTACT PHONE NUMBERS

Mother: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Work Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Father: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Work Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Back-up Contact: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Work Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_



# GIFS SCHOOL HANDBOOK

## **BRIEF HEALTH HISTORY TO BE COMPLETED BY THE PARENT**

Please comment on any areas that may affect your child's participation in school and sports activities or would be significant information for emergency services.

Allergies to medications: _____	Type of reaction: _____
Allergies to foods, insects, etc.: _____	Type of reaction: _____
Airborne allergies: _____	Treatment: _____
Diet or Eating Disorders: _____	Treatment: _____
Respiratory conditions: _____	Treatment: _____
Asthma: _____	Treatment: _____
Diabetes: _____	Treatment: _____
Epilepsy/Convulsions: _____	Treatment: _____
Cardiac Problems: _____	Treatment: _____
Kidney Problems: _____	Treatment: _____
Migraine Headaches: _____	Treatment: _____
Fractures/Back Problems: _____	Treatment: _____
Physical Disabilities: _____	Treatment: _____
Serious Past Injuries/Illnesses: _____	Details: _____
Vision/Hearing Problem: _____	Treatment: _____



## GIFS SCHOOL HANDBOOK

Past Operations: \_\_\_\_\_

Details: \_\_\_\_\_

Any recent or significant joint problems: \_\_\_\_\_

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Any diagnosed learning or behavioral disorders: \_\_\_\_\_

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Any other medical concerns or significant medical history: \_\_\_\_\_

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Any special requests: \_\_\_\_\_

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Restrictions to participation in school or sports activities (please tick): YES NO

If Yes, Please

explain: \_\_\_\_\_

---

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## GIFS SCHOOL HANDBOOK

Current Medications: : \_\_\_\_\_

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Any Additional Comments: : \_\_\_\_\_

---

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### OVER THE COUNTER MEDICATIONS

In the course of assessment and treatment of student medical problems, it is occasionally appropriate to administer Tylenol(acetaminophen), Sudafed (pseudophedrine), Advil (ibuprofen), Robitussin, Pepto-Bismol, Claritin, and other over the counter medications.

My son/daughter \_\_\_\_\_ may/may not receive these over the counter medications when it is deemed appropriate.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### LONG TERM PRESCRIPTION MEDICATION FORM

Long-term medication may be given, provided that parents complete the following permission request form. Bring the medication in the original prescription bottle, properly labeled by a pharmacist.

**To be completed by parent (please attach another sheet if there is insufficient space):**

Diagnosis: \_\_\_\_\_

Name of Medication: \_\_\_\_\_

Dose(s) to be given at school: \_\_\_\_\_

Time(S) to be given at school: \_\_\_\_\_



## GIFS SCHOOL HANDBOOK

Other instructions:

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Side effects:

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Effective From: \_\_\_\_\_ Until: \_\_\_\_\_

My child has permission to receive the above medication as directed.

Parent/Guardian Signature \_\_\_\_\_ Date: \_\_\_\_\_

The school cannot accept responsibility for students taking prescription medicine during the school day without supervision. For this reason, no student may possess or take prescription medicine during the school day without supervision.



# GIFS SCHOOL HANDBOOK

## CONFIDENTIALITY OF MEDICAL INFORMATION

Gyeongnam International Foreign School complies with the American national requirements regarding confidentiality of medical information. This is known as HIPPA or Health Information Portability and Accountability Act. This act has many purpose and components, but there is one aspect that relates specifically to the students in a school situation. This component is the “privacy rule” that ensures privacy and confidentiality of all personal medical information.

Because of these guidelines, the Gyeongnam International Foreign School requests your permission to discuss health issue with physicians and to submit pertinent health insurance claims related to medical problems that arise during the school year.

I have read and understand the above information regarding HIPPA regulations and agree to allow Gyeongnam International Foreign School to share and submit health information for my child as deemed necessary.

Name of Student: \_\_\_\_\_

Date: \_\_\_\_\_

Name of Parent or Guardian: \_\_\_\_\_

## RISK & LIABILITY:

Please refer to the Waiver Form signed during the enrollment process.



# GIFS SCHOOL HANDBOOK

## GIFS Code of Conduct

### **Rights and Responsibilities**

The expectation at G.I.F.S. is that each one of us is to be treated fairly by other people. This will occur if each of us takes care to treat others fairly. We all have responsibilities. At G.I.F.S., yours relate both to your school and the people who attend it. By acting responsibly you protect your own as well as the rights of others. Consider your rights and responsibilities and the rules that make them possible.

### **As A Student You Will:**

- Be conscientious and serious about learning
- Act in a polite and respectful manner
- Make no negative or discriminatory comments to others
- Cooperate with the staff and your fellow students

### **Your Teacher Will:**

- Provide a positive learning environment
- Communicate in a polite and reasonable manner
- Respect each student
- Carry out school policies and regulations

### **In The Classroom You Should:**

- Feel safe and comfortable to express your own ideas and views
- Know what your teacher expects and how to meet those expectations
- Complete all of your assigned work to the best of your ability
- Plan to get help if and when you need it

### **In The Schoolyard You Should:**

- Listen to and stay in sight of supervising staff
- Treat others the way you want to be treated
- Preschool/kindergarten are allowed on the jungle gym
- Cooperate with each other and share equipment
- Keep your hands to yourself
- Stay inside the school grounds at all times
- Let a teacher know if a ball or any other object goes out of the school grounds. Don't go after it yourself
- Return ALL equipment to its home
- Make sure that no trash is left in the yard
- In the school multipurpose room on rainy days
- Observe all of these rules
- HAVE FUN!

**After reading this Code of Conduct, please sign below and show it to your Homeroom Teacher.**

\* I, \_\_\_\_\_, have read and reviewed the G.I.F.S. Code of Conduct with my parent/guardian and fully understand its content. I agree to follow it at all times.

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

\* I have reviewed the GIFS Code of Conduct with my child and fully understand its content.

**Parent/Guardian Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_