

# Gyeongnam International Foreign School

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



## School Handbook 2010-2011



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# GIFS SCHOOL HANDBOOK

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Student Information Form  
Previous School Attendance  
Special Power of Attorney / Waiver  
Statement of Understanding on Withdrawal / Refund Policy  
Medical Information Form  
G.I.F.S 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 from K to 12(WASC)
- East Asia Regional Council of Overseas 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)
- Association of Christian Schools International (ACSI)



# 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 Humour

- 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>ALTERNATE MEMBER</b>	<b>- FOREIGN SCHOOL PRINCIPAL</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
Preschool	3 + 4	6 <sup>th</sup> Grade	11	By September 1 <sup>st</sup> of the entry year
Kindergarten	5	7 <sup>th</sup> Grade	12	
1 <sup>st</sup> Grade	6	8 <sup>th</sup> Grade	13	
2 <sup>nd</sup> Grade	7	9 <sup>th</sup> Grade	14	
3 <sup>rd</sup> Grade	8	10 <sup>th</sup> Grade	15	
4 <sup>th</sup> Grade	9	11 <sup>th</sup> Grade	16	
5 <sup>th</sup> Grade	10	12 <sup>th</sup> Grade	17	



# 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 new, 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 a total of 24 computers in the Computer Room which have Internet access. Students in all grades use the computer room for research, project work and hands on activities related to their subject area.

### **LIBRARY**

GIFS has an extensive school library of books, tapes, kits, magazines and reference materials available for students and/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 - 5:00pm. Students and parents 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, a tennis court and a soccer field. The soccer field can also be used for baseball or football while the tennis court can also be used for volleyball. 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 some 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**

Under construction.



# 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 the school principal or office. 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 are called. Their parents 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 contacted as soon as possible.

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



# GIFS SCHOOL HANDBOOK

## PARENT TEACHER COMMUNICATION

### **PARENT/TEACHER CONFERENCES**

Both formal and informal Parent/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 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 so that all parties have the same understanding of progress and suggestions.

Parents 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 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 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.

### **WEBSITE**

Our school website, <http://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.



## **GIFS SCHOOL HANDBOOK**

### **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.

### **TELEPHONE**

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

### **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 **TURNT 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 and the phone will only be returned to the student after a meeting with the parents. If parents need to contact their child during school hours, they can do so via the school office (+82-55-853-5125).



# GIFS SCHOOL HANDBOOK

## ACADEMICS

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

Gyeongnam International Foreign School offers AP 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 \$85 although this may be subject to change. The student will be required to purchase textbook and materials for all AP courses.

### **Attendance Policy**

Absences affect learning. In order for a student to get the most benefit from their education, daily attendance is required. The school asks parents to make sure their children attend school regularly.

#### **\*Excused & Unexcused Absence**

Illness, emergencies, and unavoidable legal and governmental appointments are excused absences. Any class work due during an excused absence may be made up for 100% credit, but the work must be completed by date set by the teacher.

An unexcused absence is any absence without an acceptable reason and note from the parents explaining the absence. This may result in grade of zero for any test or assignment.

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

If students need to leave school, a note must be brought from home indicating what time they are to be released. If students are sick, the school office will notify the student's family before they will be allowed to leave the school.

#### **\*Cutting and Skipping Classes**

Students are expected to be present during each school day unless they are ill or have a note from their parents. Irregular attendance invariably affects scholastic standing because of the work and instruction missed. Intentionally missing classes is not acceptable and is treated as an unexcused absence, putting other privileges and/or activity participation in jeopardy.



# GIFS SCHOOL HANDBOOK

## ESL 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 authority 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, cooking, chess club, knitting, juggling, Tae Kwon Do.

## **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 28 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	12	
<b>TOTAL</b>	<b>28</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, 28 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.

### **2010-2011 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
	Desktop Publishing
	Calculus
	Geography
	Geometry
	Art
	US History
	US Government



# 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**

There is a pay phone next to the cafeteria for student use. 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

### **In Case of Fire**

The signal for the fire drill or an actual fire is a loud audible bell. The students should move quickly and quietly out of the assigned exit to the designated waiting area indicated by the chart posted in each schoolroom. Teachers should assign students to turn-off lights, fans, and close the door. The principal shall designate a teacher to turn off any hall or bathroom lights. Students should return to their classrooms when the bell is sounded as an all clear. Teachers will accompany the students at all times. Practice drills will be held during the school year. Students and staff will practice the school's fire drill procedure at least once per quarter.



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## **Fire Procedure**

1. When the alarm sounds, students should line up, without any personal belongings, at the nearest exit.
2. The first student should lead the class, in silence, out of the building (following the prescribed plan).
3. All lights should be turned off and doors closed.
4. All classes will meet on the far side of the playground.
5. The Secretary will distribute attendance books.
6. The classroom teacher takes attendance.
7. The Principal or designated staff member will check with each teacher to make sure that all students are accounted for.
8. All staff and students will wait quietly for further instructions.
  
9. All teachers who are on non-contact time when the evacuation situation arises should go to the playground to locate their students.
10. The caretaker will turn off the main power switch.
11. During a fire drill all staff on site and visitors must report to the playground.
12. The secretary will call the proper authorities when instructed by the Principal.

## **In case of Bomb Threat**

The same procedure as for a fire would be followed.

## **Local or National Emergency Evacuation**

In case of a local or national emergency, an emergency alarm will sound. Students and staff will report directly to their classrooms to await further instructions. These instructions will mean that everyone will either remain on campus or evacuate the school.

- 1) When the alarm sounds, students should not return to their 'home' classrooms. Registers will be delivered to teachers. Follow fire regulations 1-8.
- 2) Students will be escorted to a place of safety. Once safety has been secured, the school staff will notify parents for travel arrangements.
- 3) Contact will be maintained with the US Embassy and US military installation at all times.
- 4) 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.



## GIFS SCHOOL HANDBOOK

### **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

**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 is suspended from bus privileges for one week.



## GISS SCHOOL HANDBOOK

### GISS 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.



## GIFS SCHOOL HANDBOOK

### BOARDING ARRANGEMENTS FOR STUDENTS OUTSIDE GYEONGNAM

Boarding is a program that GIFS has initiated to allow children in outlying areas, sixth grade and above, the opportunity to attend Gyeongnam International Foreign School. Students may board at the school from Monday to Friday during the school year. Please contact the GIFS office if you would like to access this service.

#### **Boarding Supplies**

The following Boarding Supplies will be provided for Student Lounge or each apartment by **GIFS**:

TV set/ VCR(In the Student lounge)  
Refrigerator  
Washing Machine  
Clothes Dry Rack  
Couch (In the Student lounge)  
Wardrobe  
Gas Range /Fan(In the Student lounge)  
Dining Table + 4 chairs (In the Student lounge)  
Cups  
Bed  
Air conditioner  
Dresser and Vanity Mirror  
Coat stand

The following Personal Items are recommended to be brought by each boarder:

Clothes  
School supplies

**Personal Sanitation Items: soap, shampoo, toothbrush, toothpaste, towel, facial tissue, etc.**

Boarders may bring a CD player.

**\*\* Rooms will be cleaned daily by janitorial staff.**



# GIFS SCHOOL HANDBOOK

## GIFS DORMITORY RULES OF CONDUCT

1. Rooms and bathrooms have to be clean before students leave for school.
2. All students have to attend and be on time for breakfast in the morning.
3. All students will attend and be on time for dinner in the evening.
4. **No student may leave campus without permission.**
5. All students will be in their assigned rooms by 10:00pm.
6. All stereos, electronic games, etc. will be turned off at 10:00pm.
7. All lights have to be out by 11:00pm.
8. **Students will not fight.**
9. **Students will not threaten another student or staff member.**
10. **Students will not smoke or have cigarettes/alcohol in their possession.**
11. **Students will obey and comply with all directives from the staff.**
12. **Students will not enter the room of the opposite gender.**
13. Students will not leave the dorm after curfew (10:00pm).
14. **Students will not burn anything, possess or use fire lighting materials.**
15. Students will not use profanity or vulgar words.
16. Students will use the computers (in the computer lab) in a proper and respectful manner.
17. Students will get approval before viewing a video/vcd/dvd.
18. Students will maintain quiet in the hallways.
19. Students will walk in the hallways.
20. Students will not leave their respective apartments unless properly attired
21. **Students will not have visitors in the dormitory without the approval of Mr Ha.**
22. Students will not have pets in the dormitory.



# GIFS SCHOOL HANDBOOK

## GIFS DORMITORY RULES OF CONDUCT (2)

Violation of rules #4, 8, 9, 10, 11, 12, 14, 21 the first time will result in restriction of privileges, a second infraction will result in loss of dormitory privileges for a period of one month.

*In the event of illness resulting in a boarder not being able to attend normal classes the boarder shall remain in his/her assigned apartment at all times unless a parent elects to pick up student and take him/her to the family residence.*

---

I have read and understand the **GIFS** Dormitory Rules of Conduct. I agree to abide by the above rules at all times while in residence at **GIFS**.

\_\_\_\_\_  
(Student Signature)

\_\_\_\_\_  
(Date)

I, the parent of the above student, have read and understand the **GIFS** Dormitory Rules of Conduct. I further agree to support **GIFS** in maintaining a safe and healthy environment for my student.

I understand that the payment terms are yearly and the dorm fee is 1,000,000 won a month.

I understand that if my child leaves the dorm in the 1<sup>st</sup> semester, the dorm fee of the 2<sup>nd</sup> semester will be refunded.

I understand that if my child leaves the dorm in the 2<sup>nd</sup> semester, the dorm fee of the 2<sup>nd</sup> semester will NOT be refunded.

\_\_\_\_\_  
(Parent Signature)

\_\_\_\_\_  
(Date)



# GIFS SCHOOL HANDBOOK

## G.I.F.S 2010-2011 School Year Boarding Timetable

7:30 am	School Alarm
8:00 am	Breakfast (All students must attend)
8:30-3:00 p.m	School time
3:05–5:30 p.m	Students may... participate in an extra-curricular activity be Outside be in the Library & Computer Room
(Students may spend a limited time on the computers for personal use however; this computer time is intended for students to complete their schoolwork.)	
5:30 p.m	<u>Winter</u> : Dinner begins at 5:30 p.m (All must attend) <u>Spring/Summer/Fall</u> : Students may return to their rooms to prepare for dinner.
6:00 p.m	<u>Spring/Summer/Fall</u> : Dinner begins at 6:00 p.m
6:00-6:30 p.m	Students may... - use the computers to complete their homework - be outside (during the spring, summer and fall)
6:30 p.m	The school is locked and students continue to their individual rooms for study time.
6:30-8:00 p.m	Study Time – Students will remain in their rooms to study or complete school assignments.
8:00-10:00 p.m	Free Time – Students may relax in the lounge if they have completed their school work.
11:00 p.m	Lights Out

When you leave your room:

- ✓ Your bed must be made.
- ✓ Your living quarters should be neat and tidy.
- ✓ Everything must be off the floor and put away.

Students are **not allowed** in the boarding facility during the day.

Dorm Director, Mr Ha : 017-557-3611 / [mrha@gifs.or.kr](mailto:mrha@gifs.or.kr)  
Dorm Supervisor; Ms Baek ; 010-4600-6421/ [msbaek@gifs.or.kr](mailto:msbaek@gifs.or.kr)



# GIFS SCHOOL HANDBOOK

## G.I.F.S 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 the supervising teacher
- Treat others the way you want to be treated
- Observe that Preschool/Kindergarten/Grade 1'+2's only 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 Principal or Vice Principal</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
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 2010 - 2011 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 12,000,000 and US\$1,000.00
School Transportation	#Yearly	KW 1,500,000
School Lunches	#Yearly	KW 1,300,000
	<b>Total</b>	<b>KW 14,800,000 and US\$1,000.00</b>

## FEES EFFECTIVE 2010 - 2011 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 2010 - 2011 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 2010 - 2011 SCHOOL CALENDAR

First Quarter - 25<sup>th</sup> August, 2010 ~ 4<sup>th</sup> November, 2010  
 Second Quarter - 5<sup>th</sup> November, 2010 ~ 27<sup>th</sup> January, 2011

July 2010							August 2010 ( 5 school days)							September ( 17school 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	1	2	3	4	5	6	7				1	2	3	4
4	5	6	7	8	9	10	8	9	10	11	12	13	14	5	6	7	8	9	10	11
11	12	13	14	15	16	17	15	16	17	18	19	20	21	12	13	14	15	16	17	18
18	19	20	21	22	23	24	22	23	24	25	26	27	28	19	20	21	22	23	24	25
25	26	27	28	29	30	31	29	30	31					26	27	28	29	30		
27 Teachers Arrive Sacheon 28 Teachers Arrive Busan 29 New Teacher Orientation 30 Fall Staff Summer School In-Service 31 Testing Summer School							2 Summer School Begins 18 10-11 SY Payment Due 19 Last Day of Summer School 20-24 Teacher Pre/In-service 25 Regular School Begins 25 1 <sup>st</sup> Quarter Begins							11 Parent-Teacher Meeting <b>20-24 Chusok Holiday</b>						
October 2010 (20 school days)							November 2010 ( 21 school days)							December 2010 ( 11 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		1	2	3	4	5	6				1	2	3	4
3	4	5	6	7	8	9	7	8	9	10	11	12	13	5	6	7	8	9	10	11
10	11	12	13	14	15	16	14	15	16	17	18	19	20	12	13	14	15	16	17	18
17	18	19	20	21	22	23	21	22	23	24	25	26	27	19	20	21	22	23	24	25
24 /31	25	26	27	28	29	30	28	29	30					26	27	28	29	30	31	
1 ESLR Report Card 9 SAT <b>18 No School</b> 22 2 <sup>nd</sup> Qtr Payment Due							4 Report Cards 6 SAT 5 2 <sup>nd</sup> Quarter Begins 5-6 Parent Teacher Interviews <b>8 No School</b>							4 SAT 6 ESLR report Card <b>16 Winter Break Begins</b>						



# GIFS SCHOOL HANDBOOK

## GIFS 2010 - 2011 SCHOOL CALENDAR

Third Quarter - 28<sup>th</sup> January, 2010 ~ 31<sup>st</sup> January, 2011

Fourth Quarter - 1<sup>st</sup> April, 2011 ~ 15<sup>th</sup> June, 2011

January 2011 ( 20 school days)							February 2011 ( 17 school days)							March 2011 ( 22 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	4	5
2	3	4	5	6	7	8	6	7	8	9	10	11	12	6	7	8	9	10	11	12
9	10	11	12	13	14	15	13	14	15	16	17	18	19	13	14	15	16	17	18	19
16	17	18	19	20	21	22	20	21	22	23	24	25	26	20	21	22	23	24	25	26
23 /30	24 /31	25	26	27	28	29	27	28						27	28	29	30	31		
4 School Begins 14 3 <sup>rd</sup> Qtr Payment Due 22 SAT 28 Report Cards 28 3 <sup>rd</sup> Quarter Begins							2-4 Lunar New Year Holiday 12 SAT ( US , US territories only) 26 Annual Parents Meeting							1 Ind.Day - No School 4 ESLR Report Card 12 Annual Parents Meeting 18 4 <sup>th</sup> qtr Payment Due 31 Report Cards						
April 2011 ( 16 school days)							May 2011 (20 school days)							June 2011 ( 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	1	2	3	4	5	6	7				1	2	3	4
3	4	5	6	7	8	9	8	9	10	11	12	13	14	5	6	7	8	9	10	11
10	11	12	13	14	15	16	15	16	17	18	19	20	21	12	13	14	15	16	17	18
17	18	19	20	21	22	23	22	23	24	25	26	27	28	19	20	21	22	23	24	25
24	26	26	27	28	29	30	29	30	31					26	27	28	29	30		
1 4th Quarter Begins 1-2 Parent-Teacher Interviews 18-22 Spring Vacation Week							5 Children's Day - No School 7 SAT 9 ESLR Report Card 10 Buddha's Birthday - No School							4 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 completer and your child can begin school as quickly as possible.

1. Student Information Form\*\*
2. Previous School Attendance Form\*\*
3. Power of Attorney / Waiver Form \*\*
4. Withdrawal/ Refund Policy Form \*\*
5. Official school transcript(s) and copy of last report card
6. Immunization/Shot Record
7. Medical History Form \*\*
8. Copy of foreign passport for foreigner (or)
9. Copy of Residency Card fro foreign resident (or)
10. Certificate of overseas travel record for children who stayed overseas more than 5 years.
11. 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 id completed, your child may attend regular scheduled classes.

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



# 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: \_\_\_\_\_

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

#### KNOW ALL MEN THESE PRESENTS

That I, \_\_\_\_\_, have made, constitute and appoint Gyeongnam International Foreign School, together with its agents, officer's, employees, contractors and assigns, as my true and lawful attorney, giving and granting unto my said hand attorney power to act as follows:

- Giving and granting unto my said attorney 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 and/or evacuation reasons.
- 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 in fact to perform all necessary acts in the execution of the aforesaid authorization 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.
- 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"
- Further, this power of attorney shall remain in effect until the revocation thereof by the undersigned or until leaving 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 for any accident, injury or death which may occur during the time my said child is at, under the care and /or supervision of, or being transported to or from, Gyeongnam International Foreign School and while residing in the School Dormitory Facilities. IN WITNESS WHEREOF, I have hereunto set my hand and seal this \_\_\_\_\_ day of \_\_\_\_\_ 200 \_\_\_\_.

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, 2010
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 Assisi 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: \_\_\_\_\_

BOARDERS : Please indicate how you plan to have this medication replenished:

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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

## G.I.F.S 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 the supervising teacher
- Treat others the way you want to be treated
- Pre-Kindergarten/Kindergarten/Grade 1's +2's only 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 G.I.F.S Code of Conduct with my child and fully understand its content.

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