



**THE  
HIGH SCHOOL  
STUDENT/  
PARENT  
HANDBOOK**

2023 - 2024

**ST. JOHNSBURY ACADEMY JEJU HIGH SCHOOL  
STUDENT /PARENT HANDBOOK**

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## OUR MISSION

*St. Johnsbury Academy Jeju* is a diverse, comprehensive, and independent educational community grounded by our traditions, our deep optimism regarding young people, and our commitment to academic excellence:

**CHARACTER:** To teach good character by modeling and fostering compassion, respect, responsibility, and integrity.

**INQUIRY:** To foster a love for learning by challenging individuals to pursue knowledge, creativity, and intellectual self-reliance.

**COMMUNITY:** To encourage each individual to understand their relationships, rights, and responsibilities within a community that is itself part of the larger world.

Our culture fosters a tradition of respect for all members of our community, regardless of their nationality, ethnicity, cultural background, or economic status.

## OUR THREE PROMISES

**WE WILL DO ALL WE CAN TO HELP EACH STUDENT BE THE BEST PERSON POSSIBLE.**

We are committed to the values of respect, compassion, integrity, and responsibility. We have compassion and empathy and we believe in loving those most who need it most.

**WE WILL DO ALL WE CAN TO HELP EACH STUDENT BE THE BEST LEARNER POSSIBLE.**

We value expertise and creativity. We provide the support and opportunities for students to pursue their passion and develop a love for learning.

**WE WILL DO ALL WE CAN TO HELP EACH STUDENT BECOME PART OF SOMETHING BIGGER THAN HIM/HERSELF.**

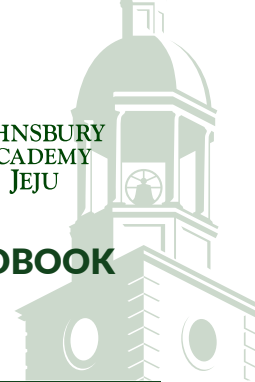
When students come to our school they become part of the most talented and diverse group of individuals they may ever know as friends and colleagues. They develop an intellectual and emotional connection to making this community a better place.

## OUR PHILOSOPHY

Employing innovative and traditional methodologies, the school is committed to personally relevant instruction. We strive to provide opportunities for students to gain a strong understanding in those studies calculated to provide a life foundation for the global citizen, enabling them to be intellectually self-reliant and to function as constructive, moral members of society.

Likewise, the school undertakes to make the acquisition of knowledge a valued social goal by developing an active appreciation of local and world culture. The school also provides opportunities for its students to build those skills useful for personal self-sufficiency.

St. Johnsbury Academy Jeju is committed to the idea that learning is most natural and teaching is most effective in a community atmosphere where collaboration and respect for others is part of the common daily business. Small classes, the advisor program, and a diverse offering of extracurricular activities all exist to support this notion of community.



## ST. JOHNSBURY ACADEMY JEJU HIGH SCHOOL STUDENT/PARENT HANDBOOK

### COMMUNICATION PROCEDURES

Parents are an important part of the school community and regular communication between parents and SJA Jeju is important for the academic success of all students. Please use the information below as a guide regarding **who** to contact with specific concerns. In order to obtain the most relevant information, it is important to contact the individual who is best suited to provide that information.

1. For any questions regarding **re-enrollment contracts**, or your decision surrounding them, please contact the Admissions Office directly at **064-801-1400** or [admissions@sjajeju.kr](mailto:admissions@sjajeju.kr)
2. For any questions regarding **payments**, tuition, student fees or deposits, please contact the Business Office directly at **064-801-1431** or [billing@sjajeju.kr](mailto:billing@sjajeju.kr)
3. For boarding students, if you have any questions regarding your student's residential life program or their progress therein you can contact Residential Life directly at **064-801-1370** or [resparents@sjajeju.kr](mailto:resparents@sjajeju.kr)
4. For questions regarding the ASA or Athletic Program please contact the After School Activities and Athletic Department at [sjaathletics@sjajeju.kr](mailto:sjaathletics@sjajeju.kr)
5. If you have specific questions about your student's academic progress, a specific grade, a late/missing assignment as viewed in PowerSchool, please first speak directly with your student. Then, if necessary, contact the teacher directly for clarification or follow up with your student's advisor.
6. For general questions regarding our academic program, schedule, holidays, upcoming absences, or general teaching and learning inquiries - or if you want to set up a meeting with teachers or a counselor regarding your student's academics or school life - you can contact the Main Office in the High School directly at [highschool@sjajeju.kr](mailto:highschool@sjajeju.kr) or 064-801-1306.
7. For information or a discussion about your student's plan for college, our advice regarding standardized tests, questions about graduation eligibility or transfer credits, please contact the college counseling department at [collegecounseling@sjajeju.kr](mailto:collegecounseling@sjajeju.kr)
7. If your query or concern is not relevant to any of the above-mentioned points, you can contact the Front Desk of the school directly at **064-801-1201** or **1202**.

We strongly encourage parent engagement and communication, and you are welcome to reach out to teachers, counselors, staff and administration in our building. If you have a concern, let us know, as your student's learning, growth and success is at the center of our mission and our mutual success.

### PURPOSE AND OBJECTIVES

The school teaches good character, fosters a love of learning, and encourages positive and constructive attitudes toward society through the following:

Conducting a school-wide Assembly program.

Encouraging participation in traditions that can be a source of pride to the school community, such as special school events, school customs, and the preservation of an architecturally-unique campus.

Upholding our Honor Code, which outlines the moral commitments each member of the student body makes to the community as a whole.

Maintaining a school dress code, which seeks to underline a common sense of identity and seriousness of purpose.

Emphasizing the distinction between the hours devoted to formal education and the hours devoted to recreation and other activities.

Maintaining an Advisory system, which serves to bring teachers and students together.

Promoting lifestyles conducive to good health by providing a safe and healthy environment for all members of the school community through policies and programs that support personal well-being.

Administering discipline according to school policy.

Conducting a Capstone Program for all seniors that requires them to produce professional work in an area of personal interest that is of value to the community.

Encouraging community service in the school, in the community, and around the world.

Providing opportunities for cross-cultural experiences and the development of tolerance through international exchanges and a boarding program, which is both national and international in scope

Providing Social-Emotional as well as College Counseling in order to equip our students will the best chances for success beyond the walls of our school

### ADVISORY PROGRAM

SJA Jeju has an Advisory program that is a natural outgrowth of the school's mission statement. The purpose of the program is to foster character, inquiry, and community. By providing each student with a faculty advisor, and by including each student in a group of peers with whom they may develop close, positive, personal relationships, we expect students to expand their capacity for change and growth.

The advisor is the primary connection to the school for both students and their families. Each student will be in an advisory group of 10 to 12 peers. Because SJA Jeju values the advisor-advisee-family relationship, a student may request a change of advisor, though otherwise will remain with their advisor for multiple years whenever possible. Advisory meetings are held three times a week.

The advisor should be the adult on campus that knows each student best. Parents are encouraged to reach out to their student's advisor regularly, to schedule meetings when they desire and to ask their child's advisor about their relative progress - both academically and socially.

## CONFERENCE PERIOD

Conference period is part of the academic school day. Conference period starts at the end of the last class period and lasts for 25 minutes. Students are expected to see teachers for extra help during this time and all teachers are required to be in their classrooms during the conference period. This is a mutual expectation for students and teachers and helps to build community at SJA Jeju. When attending the conference period, students are expected to be in uniform. If a teacher asks a student to attend the conference period, that appointment takes precedence over all other activities or previously scheduled appointments.

## ATTENDANCE

Attending class is of utmost importance to any student's academic success. As such, it is in everyone's best interest to minimize absences as nothing can truly replicate the teaching and learning that happens in the classroom and the community that is built through unfailing attendance. Moreover, although we have designations for excused and unexcused absences, regardless of one's "excuse," **the act of missing class requires the student to be proactive, and responsible for, "catching up" after their time away - by getting a classmate's notes, by seeing the teacher during conference period, by scheduling assessments, and by submitting any assignments that may have been missed.** For any planned absences with advanced notice, the student is strongly encouraged to see their teachers prior to the absence in order to catch up and make a plan before missing school.

If a student misses school for any reason, their parent or guardian MUST notify the high school office of the student's absence by either calling (064-801-1306) or emailing the high school office ([highschool@sjajeju.kr](mailto:highschool@sjajeju.kr)). For excused absences, notification to the high school office must occur within 24 hours of the absence.

For dorm students, parent(s)/guardian must inform the ResLife team as well by either voice (064-801-1370) or email ([resparents@sjajeju.kr](mailto:resparents@sjajeju.kr)).

## EXCUSED ABSENCES

Most absences are "excused" by the main office, but this does not excuse the student from making up the missed classwork, submitting required assignments or from seeing the teacher for extra help. For excused absences, the teacher is required to accept late work and to allow for an assessment to be taken at a later date agreed upon by the student and teacher. The student is required to make arrangements with each teacher regarding make-up work the first day the student is back at school. The number of days allowed to make up work should not exceed the number of days the student was absent.

Excused absences include, but are not limited to, the following:

- Illness (doctor's note needed for any illness over 2 days)
- Family Emergency
- Required Medical Procedures

### Approved School Trips

Approved participation in an SJA Jeju Athletic Competition

Other Approved Academic or Service Opportunities

Extreme weather (snow, typhoon, etc.)

For students who are sick, a doctor's note must be presented to either the High School Office or the Medical Center. Once the note is received the Absence will be changed to an Excused Absence. Students who are resting at the Medical Center will be marked Absent Excused for the unattended classes.

## SCHOOL EVENT ABSENCES

Students who miss class to participate in an SJA Jeju sponsored and sanctioned event will be considered "present". To reflect that the student is not in class but is participating in a school event, the attendance register will use the code SE (School Event) or OSE (Off Campus School Event) as determined by the location of the event. In order to participate in a school event, students must be academically eligible AND must be approved to participate by the event facilitator.

## UNEXCUSED ABSENCES

Unexcused absences are more serious, and do not require the teacher to allow the student to make up missed work or assignments. As such, unexcused absences will most likely result in a student not earning credit for any assessments, projects or tests during the unexcused absence(s) - resulting in a failing grade for daily performance in each class.

Unexcused absences include, but are not limited to, the following:

Leaving early for, or extending, a holiday or vacation.

Skipping class during the school day (truancy)

Any sickness or medical leave exceeding 2 days without a doctor's note or documentation

## Quarantine

When a student is mandated by the government of the Republic of Korea to remain at home in quarantine, they will be marked Quarantine or (QUR) in PowerSchool. Mandatory absences due to health reasons must be well documented in order to qualify. Such absences will not be reflected in a student's attendance in PowerSchool.

## EXTENDED ABSENCES & ACCUMULATION OF ABSENCES

We understand that absences happen for various reasons throughout a semester. That said, daily class attendance is the foundation for the academic success of the individual student as well as that student's class. Community is at the heart of our mission, and we believe that steadfast attendance builds a strong sense of community. If for any reason a student accumulates 13 absences in a semester, excused or unexcused, the HS Principal will review the eligibility of the student in question to receive credit for those courses and credit may be denied for that course or semester. The process for monitoring attendance is as follows:

Following a 5th absence or missed class in any specific course, the following will take place:

Notification will be sent to the student and student's advisor by the Main Office

A meeting between the student and the student's advisor will be required

An email notification will be sent to the student's parents with information about the potential consequences of absence accumulation

Following a 9th absence or missed class in any specific course, the following will take place:

Notification will be sent to the student and student's advisor by the Dean of Students.

A plan of action to make up work will be outlined in a meeting with all the relevant parties: the student, advisor, counselor, Dean of Students and the student's teachers.

The student will be referred to the Student Support Team.

An email notification letter will be sent to the student's parents by the Dean of Students warning of the potential consequences of absence accumulation (up to 13).

Mandatory study hall monitoring and ASA privileges may be revoked if determined to be in the best interest of the student (as determined by the SST)

Following a 13th absence or missed class in any specific course, the following will take place:

The HS Principal will review the eligibility of the student to receive credit in the course(s)

If deemed necessary, a mandatory meeting will take place between the HS Principal, the student's parents, and the student to review the student's academic standing and future at SJA Jeju.

### Arriving Late to School and Tardiness to Class:

To develop responsible, dependable, and considerate community members, students are expected to arrive on time to designated areas based on their individual schedules. Arriving on time to school and class is a sign of respect to faculty and shows that a student values the importance of being present, prepared, and ready to learn. Students are expected to be in their first class before the bell rings at 8:15 am.

Students are expected to arrive at each class on time. If a student is late to class because of a meeting with a teacher, counselor, administrator, or the school nurse, they must present a note or pass to their class teacher on arrival. An explanatory email to the teacher from the appropriate staff or faculty member is also acceptable.

Students who arrive more than 10 minutes late to class will be considered Absent.

## DAILY TIME SCHEDULES

During the week, students are expected to arrive to class no later than 8:15am. To accommodate the late start schedule on Wednesdays, students are expected to arrive to class no later than 10:15am on Wednesdays. All students must leave the high school building no later than 4:30pm (Monday-Thursday) and no later than 3:30pm on Friday. Students and families are expected to make transportation arrangements that will allow students to arrive to campus and leave campus in accordance with these times.

### 2023-2024 HIGH SCHOOL SCHEDULE S1

DAY ROTATION				
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
A	B	C	D	E
A 08:15 AM -09:20 AM	B 08:15 AM -09:20 AM	LATE START 08:00 AM -09:00 AM	D 08:15 AM -09:20 AM	ASSEMBLY 08:15 AM -08:35 AM
ADVISORY 09:25 AM -09:45 AM	ADVISORY 09:25 AM -09:45 AM	LATE START 09:00 AM -10:00 AM	ADVISORY 09:25 AM -09:45 AM	E 08:40 AM -09:45 AM
B 09:50 AM -10:55 AM	C 09:50 AM -10:55 AM	S 09:00 AM -10:00 AM		
		C 10:15 AM -11:10 AM	E 09:50 AM -10:55 AM	A 09:50 AM -10:55 AM
C 11:00 AM -12:05 PM	D 11:00 AM -12:05 PM	D 11:15 AM -12:05 PM	A 11:00 AM -12:05 PM	B 11:00 AM -12:05 PM
LUNCH 12:10 PM - 12:45 PM				
D 12:50 PM -01:55 PM	E 12:50 PM -01:55 PM	E 12:50 PM -01:40 PM	B 12:50 PM -01:55 PM	C 12:50 PM -01:55 PM
E 02:00 PM -03:05 PM	A 02:00 PM -03:05 PM	A 01:45 PM -02:35 PM	C 02:00 PM -03:05 PM	D 02:00 PM -03:05 PM
X 03:20 PM -04:10 PM	CONFERENCE 03:05 PM - 03:30 PM		B 02:40 PM -03:30 PM	CONFERENCE 03:05 PM - 03:30 PM
	ASA 03:30 PM - 04:15 PM			
SPORTS 04:20 PM - 06:00 PM				Enjoy the Weekend



## 2023-2024 HIGH SCHOOL SCHEDULE S2

DAY ROTATION				
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
A	B	C	D	E
<b>A</b> 08:15 AM -09:20 AM	<b>B</b> 08:15 AM -09:20 AM	<b>LATE START</b> 08:00 AM -09:00 AM	<b>D</b> 08:15 AM -09:20 AM	<b>ASSEMBLY</b> 08:15 AM -08:35 AM
<b>ADVISORY</b> 09:25 AM -09:45 AM	<b>ADVISORY</b> 09:25 AM -09:45 AM	<b>LATE START</b> 09:00 AM -10:00 AM	<b>ADVISORY</b> 09:25 AM -09:45 AM	<b>E</b> 08:40 AM -09:45 AM
<b>B</b> 09:50 AM -10:55 AM	<b>C</b> 09:50 AM -10:55 AM	<b>S</b> 09:00 AM -10:00 AM	<b>E</b> 09:50 AM -10:55 AM	<b>A</b> 09:50 AM -10:55 AM
<b>C</b> 11:00 AM -12:05 PM	<b>D</b> 11:00 AM -12:05 PM	<b>C</b> 10:15 AM -11:10 AM	<b>A</b> 11:00 AM -12:05 PM	<b>B</b> 11:00 AM -12:05 PM
<b>LUNCH</b> 12:10 PM - 12:45 PM				
<b>D</b> 12:50 PM -01:55 PM	<b>E</b> 12:50 PM -01:55 PM	<b>E</b> 12:50 PM -01:40 PM	<b>B</b> 12:50 PM -01:55 PM	<b>C</b> 12:50 PM -01:55 PM
<b>E</b> 02:00 PM -03:05 PM	<b>A</b> 02:00 PM -03:05 PM	<b>A</b> 01:45 PM -02:35 PM	<b>C</b> 02:00 PM -03:05 PM	<b>D</b> 02:00 PM -03:05 PM
<b>CONFERENCE</b> 03:05 PM - 03:30 PM	<b>X</b> 03:20 PM -04:10 PM	<b>B</b> 02:40 PM -03:30 PM	<b>CONFERENCE</b> 03:05 PM - 03:30 PM	
<b>ASA</b> 03:30 PM - 04:15 PM		<b>ASA</b> 03:30 PM - 04:15 PM		
<b>SPORTS</b> 04:20 PM - 06:00 PM				<b>Enjoy the Weekend</b>

## ACADEMICS

## GRADUATION REQUIREMENTS

Students must complete four (4) years of High School study, grades 9-12, and accumulate a minimum of 28 credits to receive an SJA Jeju diploma. For more information about graduation requirements, see the High School Program of Studies.

## COURSE WITHDRAWALS AND SCHEDULE CHANGES

A period where students can “drop” or remove a class from their schedule in order to add a class to their schedule will take place during the first week of each semester. Because the block schedule moves at a fast and challenging pace, students cannot add or drop classes once the add/drop period is complete. Moreover, certain add/drop requests may not be feasible during the add/drop period due to course availability and course requirements. The High School Principal, in conjunction with the teacher, may determine that it is in the student’s best interest to move a student (or students) whom they judge to be misplaced.

## Withdrawing from School

Students who choose to withdraw from SJA Jeju high school before the 14th week of the semester can request a transcript that indicates the student’s date of withdrawal. In addition, the student’s classes will be marked with Withdraw Pass (WP) for classes where the student is earning 65% or higher or Withdraw Fail (WF) for classes where the student is earning less than 65%. When this occurs, credit for enrolled classes will not be awarded.

A student who chooses to withdraw after the 10th week of the semester will receive a transcript with the student’s date of withdrawal. In addition, the transcript will display the student’s academic grades for each class based on the sum total of assignments and assessments assigned to students throughout the semester. Students will be awarded credit for all classes where a grade of 65% or higher is earned.

The withdrawal date for each semester is listed below:

Semester 1: 22-Nov-2023

Semester 2: 20-May-2024

## Withdrawal and Re-Enrollment

From time to time a student may choose to reapply to SJA Jeju after withdrawing from school. When this occurs, students will not be able to re-enroll in semester length classes that were previously completed. Students who were enrolled in an AP course, and withdrew after the first semester, will not be able to enroll in either semester of the AP course.

## REPORTING STUDENT PROGRESS

## Student Progress

Students need regular feedback about their learning progress in a course. Regular feedback about a student’s academic progress is available on an ongoing basis to parents and students in PowerSchool. Advisors will regularly check the academic status of their advisees and may be the first contact point for parents and teachers with any areas of concern.

### PowerSchool

PowerSchool is an online program that allows parents and students to monitor academic progress. Parents can then email teachers with questions or concerns, though they are encouraged to speak directly with their student about his/her progress beforehand. Parents will receive access information early in the year as well as ongoing communications via PowerSchool throughout the school year. Parents that have any questions should contact the High School Office if they have trouble with the system.

Please Note: PowerSchool will be closed to parents and students for the first few weeks of each semester and for the week prior to the issuing of report cards and final grades.

### Semester Report Cards

Report Cards are available via PowerSchool after each semester. These are final grades and, in the case of high school students, are the grades that will appear on their final transcripts.

### Student - Parent - Teacher Conferences

Student Parent-Teacher Conferences will take place roughly 6 weeks into each semester. Parents will receive advanced notice of the conference date in order to make arrangements to attend this all day event. (Students will not have classes on this day.) Parents, however, are encouraged to contact their student's teacher(s) at any point during the school year if they have concerns about their student's progress – academic, social or otherwise.

### Semester Grades

Semester grades are earned by students according to the criteria laid out by the academic department as well as the individual teacher. These criteria are listed in each teacher's course syllabus.

### Transcripts and Semester Grades

Student transcripts are official records of every course taken and every semester grade earned during a student's academic career. The student transcript is one of the most important components of the college or university application process.

### GPA

Grade Point Average (GPA) is a tool to summarize overall student achievement for any grading period. It is obtained by adding all grade points earned and dividing by the number of credit-bearing courses.

If, as a result of extenuating circumstances, a student has not submitted a required summative assessment for a course AND the High School Principal approves an extension, then an "I" (incomplete) grade is recorded and the course is not included in the GPA calculation. However, if after an agreed-upon period of time the assessment is still not turned in, the "I" grade will be changed to reflect whatever grade the student earned in the class and, henceforth, be included in the GPA.

### Grades

Letter Grade	Percent Grade	4.0 Scale
A+	97-100	4.0
A	93-96	4.0
A-	90-92	3.7
B+	87-89	3.3
B	83-86	3.0
B-	80-82	2.7
C+	77-79	2.3
C	73-76	2.0
C-	70-72	1.7
D+	67-69	1.3
D	65-66	1.0
E/F	Below 65	0.0

All grades will be earned via traditional letter grades with pluses and minuses. These will fall into percentages earned on all assessments, as determined by the teacher, and are calculated as such:

### ACADEMIC AWARDS AND RECOGNITION

A Student Awards Assembly recognizing academic achievement, student citizenship, overall growth, and effort will occur once a year.

### Valedictorian and Salutatorian

In order to be a Valedictorian or Salutatorian, a student must receive SJA credit for a minimum of 5 semesters of grades ranging from S1 of 10th grade to the end of S1 of 12th grade. The Valedictorian will be the member of the senior class with the highest GPA at the end of Semester 1 of their senior year. The Salutatorian will be the individual with the second highest GPA at the end of Semester 1 of their senior year. In the event of a tie, the HS leadership team will look at actual course grade percentages, and/or other academic factors that go beyond GPA.

### Student Eligibility Policy for Participation in After-School Activities/Athletics

SJA Jeju encourages students to get involved in extracurricular activities. However, the Student Success Team reserves the right to restrict or remove a student's privileges if the student's academic performance or behavior is unsatisfactory or if attendance is a concern. Additionally, eligibility will be determined each week using the following process.

## Eligibility Requirements

### How is eligibility determined?

A student who has an absence from any or all classes on the day of a competition or, in the case of a weekend game, or weekday tournament, the day before the competition is ineligible.

An eligibility report will be generated on Monday of each week. A student will be considered academically ineligible if they have "two points" where an F is considered two points and a D is considered one point. For example:

A student with 1 "F" has two points and is academically ineligible

A student with 2 "Ds" has two points and is academically ineligible

A student with 1 "D" has one point and is academically eligible.

### What does it mean to be academically ineligible?

A student who is academically ineligible will be prohibited from participating in practice/rehearsal.

A student who is academically ineligible will be prohibited from missing class for any school related activity.

Students who are academically ineligible for three weeks in a row will be removed from the team/activity roster for the rest of the season.

A student who is ineligible on Monday will be ineligible for the entire week until an eligibility report is run on the following Monday.

## When a Student Fails a Class

At SJA Jeju, we work very hard to provide students with ample support in order to give each student every opportunity to pass their classes. However, some students choose not to take advantage of this support and, as a result, may choose to fail a class. When this occurs, the following steps will be enacted.

1. A grade of "F" will be recorded on the student's report card and on the student's transcript. No credit will be awarded and the student will receive 0.0 GPA points.
2. If the class in question is a required class for graduation, the student will be scheduled to retake the class during the next semester or the next academic year. Note, once the student successfully passes the class, both the original failing grade AND the new passing grade will appear on the student's transcript. SJA Jeju does not allow students to "replace" a grade for any class taken during her/his tenure at the school.
3. If the class is not required for graduation, the student will have a choice to retake the class or select another course based on the student's interest
4. Students who fail a class will be scheduled into a supervised study hall during the following semester. The purpose of this study hall is to provide direct academic support for the student in order to facilitate their academic success.

## Retake Policy

Summative assessments are given to students to demonstrate their mastery of the subject. It is crucial for students to grasp the underlying rationale behind this policy in order to avoid misconceptions about its purpose as a mere opportunity to improve their grades.

Under the following conditions, students will be permitted to retake summative assessments:

1. Students may request a retake if their score falls below 90%.
2. The higher score obtained on the retake will be recorded as the official grade in the teacher's grade book.
3. The maximum achievable score on any retake is 100%.
4. Students are allowed to retake a summative assessment only once.
5. A maximum of three retakes per semester per class is permitted.
6. The teacher-designed retake should contain different questions but maintain the same level of rigor. However, the retake assessment may not be more difficult. The structure of the retake assessment should be the same as the original assessment.

### Time and Responsibility Considerations:

1. Students are expected to take responsibility and demonstrate initiative in their learning process.
  - a. Students must turn in all homework preceding the summative assessment in order to be considered for the retake. Late homework should be accepted as long as it's communicated to the student and a clear deadline is given for the late homework.
  - b. Students cannot miss the day of the original assessment to be considered for a retake. Exceptional circumstances such as sporting events, musical concerts, inclement weather, or teacher-approved conflicts will be the exception.
    - i. If a student is sick/ill on the day of the original assessment. In that case, the teacher reserves the right to make the judgment/decision to allow the student eligibility for a retake if the student wishes to do so.
2. Retake requests must be scheduled within one week from the day the original summative assessment grade was given to the student.
  - a. Students must attend a scheduled meeting with the teacher to go over the original assessment. This can be done in any manner the teacher chooses, whether one-on-one or as a class review.
3. Teachers can modify deadlines in exceptional circumstances, such as student absences, scheduling conflicts, inclement weather days, etc.





## Course Replacement Policy

The option to retake a course provides students with an opportunity to achieve a satisfactory level of proficiency and mastery in subjects where they initially encountered challenges. However, students are permitted to repeat a course only once, and before attempting the course a second time, they are required to engage in discussions with school support members to identify the reasons behind their previous low grades. It is the student's responsibility to seek assistance and address the skill gaps or issues that contributed to their initial poor performance or non-completion of the course. If a student received a low grade in a prerequisite course for another course, it is strongly recommended that they retake the prerequisite course to avoid the risk of struggling in subsequent coursework.

A course in which a grade of C- or below was originally obtained may be repeated once. The new grade achieved upon retaking the course will replace the previous grade when calculating the student's GPA and will show on the transcript only once. Students are eligible to repeat a course only if they earned a grade below a "C-". However, in exceptional circumstances, students may request an additional attempt or retake a course in which they earned a grade of "C" or better.

To determine whether a student is eligible for a repeat course:

Before the first day of registration for the subsequent semester or when a student becomes aware of the need to repeat, they must consult with their college counselor to assess whether an additional attempt at the course is in their best interest. The college counselor will be responsible for ensuring that the request is submitted to the Assistant Principal for review. The Assistant Principal will carefully evaluate the student's request and the counselor's input to determine whether granting another attempt in the course is appropriate. If approved, the Assistant Principal will forward the request to the High School Principal, who will enroll the student in the course.

If the repeat request is not approved, the student will receive written notification from the High School Principal in a timely manner, clearly stating the decision to deny the request. Students can appeal this decision to the Head of School, who will make the final decision in these cases. The student should be encouraged to schedule a meeting with their assigned college counselor to explore alternative academic plans and discuss potential avenues for improvement.

The option to retake a course allows students to achieve a satisfactory level of proficiency in subjects where they initially faced difficulties.

Students are permitted to repeat a course only once, and before attempting the course again, they must engage in discussions with school support members to identify the reasons behind their previous low grades.

It is the student's responsibility to seek assistance and address the skill gaps or issues that contributed to their initial poor performance or non-completion of the course.

If a student received a low grade in a prerequisite course for another course, it is strongly recommended that they retake the prerequisite course to avoid the risk of struggling in subsequent coursework.

A course with a grade of C- or below may be repeated once, and the new grade achieved upon retaking the course will replace the previous grade when calculating the student's GPA, and the course will appear on the transcript only once.

Students are eligible to repeat a course only if they earned a grade below a "C-". However, in exceptional circumstances, students may request an additional attempt or retake a course in which they earned a grade of "C" or better.

To determine eligibility for a repeat course, students must consult with their college counselor before the first day of registration for the subsequent semester or as soon as they become aware of the need to repeat.

The college counselor will submit the request to the Assistant Principal for review, who will carefully evaluate the request and the counselor's input to determine if another attempt in the course is appropriate.

If approved, the Assistant Principal will forward the request to the High School Principal for enrollment.

If the repeat request is not approved, the High School Principal will provide written notification to the student in a timely manner, along with encouraging them to meet with their assigned college counselor to explore alternate academic plans and improvement strategies.

The student can appeal this decision to the Head of School for a final decision. All decisions by the Head of School are considered final and binding.

## HONOR CODE

The students of SJA Jeju are part of a learning community dedicated to molding superior character and excellent academics. Students have high expectations for themselves and for their peers, and they depend upon their own honesty and integrity to uphold these expectations. Therefore, SJA Jeju students have adopted the following honor code of conduct:

1. Be Honest: Your work is solely your own. Practice and promote academic integrity at all times.
2. Be Respectful: Include everyone in our community.
3. Be Humble: Show gratitude for what you have. Recognize your own faults.
4. Be Responsible: Your actions and decisions are within your control.

By signing the Honor Code, each student indicates that they understand the expectations and goals of the SJA Jeju community and agree to uphold them in their entirety in order to maintain personal and academic integrity.

The relationships among all members of the community are vital to SJA Jeju's success. Each member of the community must behave with integrity and respect for one another. Expectations about the behavior of SJA Jeju students include both on and off campus behavior.

Each SJA Jeju student is expected to know the difference between right and wrong and how to conduct themselves maturely in the school society. SJA Jeju takes the task of fostering individual responsibility seriously; therefore, each student is expected to take on more responsibilities as they progress through their school career. Each SJA Jeju student is expected to show respect towards themselves and others. Students are expected to be courteous at all events. Students must strive to maintain friendly relationships with all those who visit campus. The community is committed to making sure that SJA Jeju is clean, productive, and in good order.

Each SJA Jeju student is expected to show respect toward themselves and others. Students are expected to be courteous at all events. Students must strive to maintain friendly relationships with all those who visit campus. The community is committed to making sure that SJA Jeju is clean, productive, and in good order.

## ACADEMIC INTEGRITY POLICY

This policy aims to promote the principle of academic integrity for all members of the SJA Jeju community throughout their education and beyond.

### ACADEMIC INTEGRITY

In a learning community, each one of us seeks to learn, to be treated fairly, to treat others fairly, and to be honest in our relationships and with our schoolwork. Integrity is one of the single most significant capacities for happiness and success. When we do not meet or realize these standards, our own learning or that of others is compromised. This includes:

### Plagiarism

Turning in material that in part or whole is not written by you, including translated, and not appropriately cited materials. This may be deliberate or accidental as in using photographs or other digital media without practicing fair use.

Using text written by a generation system as one's own (i.e., entering a prompt into an artificial intelligence tool and using the output in a paper, project, or assignment)

### Cheating

Using any notes, or study aids on a test/quiz or behaving in a way that disrupts other students (i.e. being distracting, communicating with others)

Changing graded work after it has been returned, and then submitting the work for re-grading

Allowing another person to do your work.

Duplication of work: The presentation of the same work for credit in more than one course without permission

### Fabrication

Making up information and presenting them as facts.

### Obtaining an Unfair Advantage

Stealing, reproducing, or circulating any information about tests and quizzes

Stealing, destroying, defacing or hiding library materials with the purpose of keeping it from others

Retaining, possessing, using or giving away exam materials without the teacher's permission

Intentionally interfering with another student's work

Doing anything with the purpose of creating or obtaining an unfair academic advantage over other students' work

### Collusion

Helping others to do any of the things mentioned above

Changing documents (such as report cards, transcripts, or tests), permission slips or nurse's passes (including their dates and times) and/or any school documents that establish when

Students are expressly forbidden from being in possession or using any type of electronic device, including but not limited to phones, computers, tablets, smart watches, etc while completing an assessment in a testing environment. Students who are found to be in possession of an electronic device during an assessment, unless given specific permission by the instructor or proctor, will have violated the schools Academic Integrity Policy and will be subject to disciplinary action as detailed below.

### Consequences of Academic Misconduct

In cases of academic dishonesty, the teacher will collaborate with the librarian, colleagues, counselor, Dean of Students, and High School Principal (as necessary) to put forth appropriate consequences.

Communication with parents by the school will occur in order to explain the details of the offense, the consequences the student will

face, and how to avoid the same mistake from happening again.

Repeated actions of academic dishonesty will result in further disciplinary action.

## Student Responsibilities

All sources are included in your assignment using a citation style appropriate to each assignment (MLA, APA, or another style designated and assigned by the teacher).

Make sure that in-text citations are paired with their full references in the Works Cited page.

Use double quotation marks or indentation when creating a block quotation to show all text that is someone else's exact words and add in your in-text citation.

Cite sources so that others can find them. If you can't state the origin of the source it is probably better not to use it. It is the responsibility of the student to understand what academic honesty is. If you are unsure you need to ask your teacher or the librarian before submitting assignments.

## Parent Responsibilities

Parents have the responsibility to support their children to act in a principled way to avoid academic dishonesty. Parents can support their student by:

Understanding the Academic Honesty Policy

Providing support with the planning of their homework, and when they will work on each part of each assignment.

Letting them do their own work, but assist them in researching and planning when they will complete their work

Establishing a good level of communication with the school so that parents understand the requirements of the programs and what is expected of students

Encouraging them to ask a teacher or the librarian for advice

## CONSEQUENCES OF ACADEMIC DISHONESTY

Offenses accumulate regardless of the type of academic misconduct. For example, If a student plagiarizes as a first offense and is guilty of collusion for a second offense, then the consequences for a second offense will apply. The school leadership may use their discretion to modify consequences for individuals at any stage.

### First Occurrence

An achievement level of zero will be initially awarded for the task. The zero and a comment describing the academic misconduct will be recorded.

A conversation between the student and the teacher will take place to identify the mistake and work out strategies for avoiding this in future tasks. The Librarian (if applicable) should be consulted at this stage to assist in educating the student on good practices.

The student will be told the specific areas to address and the task can be resubmitted within the timeframe given. The task can earn a maximum grade of 50% and feedback on the resubmission will still be given by the teacher.

An email will be sent by the teacher to the parents detailing the offense, the consequences and how to avoid the same mistake again. The Librarian (if applicable), Advisor, Dean of Students and High School Assistant Principal should be copied on this email.

Note: If a student is academically dishonest when taking an end of semester assessment (i.e. exam, quiz, essay, project, etc) the student will receive a 0 on the assignment - even if it is the student's first offense. No retakes will be administered.

### Second Occurrence

An achievement level of zero will be awarded for the task. The zero and a comment describing the academic misconduct will be recorded.

An email will be sent by the teacher to the parents detailing the offense, the consequences and how to avoid the same mistake again. The Librarian (if applicable), Advisor, Dean of Students, High School Assistant Principal, and High School Principal should be copied on this email.

The student and their parents must meet in person or via remote conference with a member of the high school leadership team where the seriousness of the academic misconduct will be explained further along with any additional possible consequence (in-school suspension).

### Third Occurrence

The student will receive a semester grade of F in the class where the academic dishonesty occurs and will be automatically removed from the class.

An email will be sent by the teacher to the parents detailing the offense, the consequences and how to avoid the same mistake again. The Librarian (if applicable), Advisor, Dean of Students, High School Assistant Principal, and High School Principal should be copied on this email.

A third suspension for this type of offense must be communicated to the Head of School.

The AP College Board will be informed if the academic misconduct impacts on any AP regulations or procedures.

The student and their parents must meet in person or via remote conference with the Principal where the seriousness of the academic misconduct will be explained further along with any additional possible consequence, including out of school suspension.

## STUDENT TRAVEL

### ELIGIBILITY

Students must meet academic and behavioral eligibility requirements in order to participate in any school trip, activity, or sports program. Students who travel on school trips outside of South Korea must have medical coverage.

### GENERAL BEHAVIOR ON TRIPS, ACTIVITIES, OR SPORTING EVENTS

It is expected that all students act as ambassadors of SJA Jeju during school trips, activities, and at sporting events.

All students must follow the Behavioral Expectations / Student Conduct guidelines listed in this student handbook while on any school-related activity. Failure to comply may result in a student being immediately sent home at the parents' expense and will result in behavioral consequences upon return to school. In addition, the privilege of future travel and / or participation in activities may be removed.

Students may not attend any trip/activity that is not paid for in advance. If a student's academic or behavior situation worsens after eligibility to travel is granted, the eligibility may be revoked and the student will be responsible for any travel expenses that the school is unable to recover.

Once permission has been granted, it is the responsibility of the student to obtain work from each of their class teachers. Students are expected to attend school for the full day prior to and after a school-sponsored trip, except in cases of documented illness.

## EXTRACURRICULAR TRIPS

What students learn outside of the classroom is often as meaningful as what they learn inside. What students do, what organizations they join, what activities they participate in, and what sports they play, determine the overall quality of their SJA Jeju experience.

Part of SJA Jeju's mission is to educate students about good character and to help them realize their rights and responsibilities as members of a community. As part of both these efforts, we do all we can to help students learn what it means to make a commitment and how to balance the various commitments they make as members of our community.

Participation in these trips is an honor, a privilege, and not a right. Many trips have a selection process through which candidates must pass in order to be allowed on a given trip.

## STUDENT SUCCESS TEAM

The Student Success Team (SST) is a group of professional individuals within the SJA Jeju community that receives health, safety, and academic referrals about students in need of help. The team gathers information, and determines the best course of action for each student. The main goal of the SST is to systematically and professionally respond to student needs.

\*The SST is composed of the Principal, Assistant Principal, Dean of Students, Head of Academic Support, Social Emotional Counselor, teachers, and a referred student's advisor when necessary.

## STUDENT DISCIPLINE

### OVERVIEW

As an educational institution, SJA Jeju believes it has a responsibility to educate all students in proper behavior. This education begins with the Advisory program. Moreover, we view disciplinary actions as an additional opportunity for students to learn, to allow them the opportunity for deeper self-reflection and we view pushing boundaries as a natural part of adolescent development. As such, we never strive to discipline students simply to punish them; rather, we seek to create further opportunities for learning and growth with an emphasis on reflection and helping the student to exhibit better decision making and self-control in the future.

### TIME FOR REFLECTION: IN-SCHOOL AND OUT-OF-SCHOOL SUSPENSIONS

The Head of School, High School Principal, or their designees may, for serious or sustained transgressions against SJA Jeju's community values (Tier 2 or Tier 3 offenses - see below), require a student to

seriously reflect on their actions. Reflections may vary in length depending on the intensity of the need and the attitude of the student. If a student is asked to take the valuable time to reflect, they may independently make up work missed while reflecting - whether in-school or off campus. This time in reflection allows a student to independently decide how their next actions should benefit the community to help create a stronger school. After a suspension, it is each student's responsibility to request assignments from teachers and to request any makeup tests on the day they return to school. All are to be completed at the convenience of the teacher.

## STUDENT SEARCH AND SEIZURE

When the school has a reasonable suspicion that a student is in possession of illegal or banned substances, a high school administrator may conduct a search of a student's locker, backpack, and/or pockets. Whenever possible, a search will be conducted with the student present. Illegal or banned substances will be confiscated by the school.

## HIGH SCHOOL STUDENT BEHAVIORAL MATRIX

In order to create a safe and thriving learning environment it is important that all students are given the information they need to make good decisions. St. Johnsbury Academy Jeju High School has a leveled system to guide discipline decisions. As a school, we strive to warn students whenever possible and see behavioral issues as important learning opportunities. Please also note that the lists below are not comprehensive, rather they simply detail common examples, and these lists may be extended or amended at the discretion of the school.

### MINOR OFFENSES (TIER 1)

Behaviors that are minor and do not have a significant negative effect on other members in the school community.

The most common examples<sup>1</sup> of these behaviors are:

Dress Code violations
Tardiness
Dealing with conflicts in an inappropriate manner
Not Following Classroom Norms
Not Following School Policies Related to Behavior
Public Displays of Affection
Inappropriate or Disrespectful Language

### Probable Consequences:

Issues will be logged into PowerSchool
Parents may be contacted
Detention or Loss of Privileges
Work Assignment to Support a Teacher or Department
In some cases, a written apology will be required

<sup>1</sup> These are only some examples. The school retains the right to extend this list. However, the main focus is on student learning, not punishment. The school tries to issue warnings before creating a formal case.



**MAJOR OFFENSES (TIER 2)**

Behaviors that are recurring from Tier 1, and behaviors that negatively impact the learning of other students and/or community members.

The most common examples<sup>1</sup> of these behaviors are:

Conflict that includes minor physical or verbal altercations
Truancy – Skipping School or Individual Classes
Disrespecting any of the SJA Community members (i.e. faculty, staff, students)
Violating Academic Dishonesty Policy
Misuse of the medical facilities or staff
Technology Network Violations or Minor Hacking
Behaviors that negatively impact group activities or projects <sup>2</sup>
Damage to school property
Entering unauthorized or unsupervised areas
Damage, manipulation, or unapproved access to another student's property
Smoking/Vaping - 1st offense
Minor Physical or Online Bullying
Violating the digital privacy of another student or teacher
Leaving Campus without Permission - 1st offense

**Probable Consequences:**

Issues will be logged into PowerSchool
Parents will be contacted
In-School Suspension or Extended Detentions
Work Assignment to Support a Teacher or Department
In some cases, a written apology is required
In Plagiarism cases, the academic dishonesty policy for each division will be followed
Required counseling
Out-of-School Suspension if required or deemed necessary by the Principal

**UNLAWFUL OFFENSES (TIER 3)**

Behaviors that are recurring from Tier 2, illegal within the Republic of Korea, and/or a violation of SJA Jeju school policies.

Examples may include, but are not limited to:

Use or distribution of any substance that is considered illegal by either type or age(limit)
The purchase or consumption of alcohol while attending the school as a student, including use off campus in the Global Education City (GEC)
Smoking - 2nd or 3rd offense
Sexual Harassment <sup>3</sup>
Major Bullying <sup>4</sup>
Any physical violence, or verbal assault, deemed beyond a mistake or minor misjudgment
Violation of any and all Korean laws concerning theft
Creating, carrying, using, or threatening another person (or group) with a weapon <sup>5</sup>
Unlawful use of vehicles
Unlawful access of buildings with an intent to commit a crime
Plagiarism involving a third party exam (SAT, PSAT, AP, etc.)

**Probable Consequences:**

Tier 3 issues that are accusations will immediately be reported to the Head of School, Principals, and Parents
Established and Verified Tier 3 issues may be reported to the legal authorities
Tier 3 issues will be logged into PowerSchool.
Students who have committed a Tier 3 issue will be suspended out of school. The length will be determined by the High School Principal
In some cases, students will be recommended to the Head of School for possible removal from the school
Students who return from Tier 3 issue suspension will have mandatory counseling

**PARENT/STUDENT CHECKLIST FOR UNDERSTANDING**

I understand the violations and consequences
My child(ren) understand(s) the violations and consequences
I understand the school will warn all students, and try to prevent formal disciplinary actions; disciplinary actions are not the first course of action
I understand that I can meet with the school at any time to review this document
My child(ren) understands that following school policies, classroom guidelines, and the instructions of teachers and administrative staff is required

<sup>1</sup> These are only some examples. The school retains the right to extend this list.

<sup>2</sup> This extends to residential life and after-school activity programs.

<sup>3</sup> Sexual Harassment has to be established and confirmed; simply reporting harassment does not create a Tier 3 actionable offense

<sup>4</sup> Bullying has to be established and confirmed; simply reporting bullying does not create an actionable offense

<sup>5</sup> Weapons can have non-traditional forms; any object used in a threatening manner can be a weapon



## STUDENT AND TEACHER DIGITAL PRIVACY

All students and teachers have the right to privacy. This right also extends to digital privacy. Therefore, it is not permissible to record (video or audio) or take pictures of another student and/or teacher without the express permission of the individual in question. In addition, uploading, sharing, or posting recordings (video or audio) or images of another student and/or teacher without the permission of the individual in question is strictly prohibited.

## DRESS CODE

### DRESS CODE FOR STUDENTS

1. **Tops:** White Oxford shirts with collars and sleeves and white polo shirts are acceptable. Ties are required for oxford shirts with the top collar buttoned. All shirts must be worn tucked into the dress pants or skirt.
2. **Bottom:**
  - a. **Pants** issued by the uniform company are acceptable. Pants must be worn at the waist with a belt and fall to the ankles..
  - b. **Skirts** must be worn at the waist and be of appropriate fit and length (Knee-length required). Skirts may not be altered or shortened. Solid color, ankle length leggings of neutral colors may be worn under one's skirt.
3. **Footwear:** Neutral colored shoes (black, white, gray) are required. No sandals, flip-flops or open-toed shoes.
4. **Outerwear:** School uniform sweaters (cardigans), vests, and jackets (blazers) of appropriate fit and length are permitted. No other outerwear is permissible besides SJA Jeju-issued outerwear.

All students are required to follow the dress code from 8AM to 4:15PM.

Advisors will check that their students are in dress code during assembly and during advisory each morning. Any students out of dress code will be required to change immediately and cannot return to class until they are in compliance. Students who are not in dress code may be sent home to change into an appropriate uniform.

## ACADEMIC PROBATION

The High School Leadership Team may place a student whose academic progress is unsatisfactory on Academic Probation. SJA Jeju reserves the right to deny students continuation as a result of poor grades, effort, participation, and attitude.

**An SJA Jeju student may be placed on Academic Probation if:**

1. The student is failing a course at the end of a marking period.
2. By the opinion of the Advisor, Counselor and High School Principal based upon the student's grades.

**The terms of the Probation will be defined by the High School Principal and may include:**

1. A letter of probation.
2. A request for a written plan of improvement from the student.
3. A weekly schedule of Conference Period obligations with the student's teachers.
4. A requirement to attend a P.M. Study or Homework Club, when applicable.
5. Relocation and observation for a student's daily Study Hall period
6. A weekly review of the student's progress by the High School Principal and SST .

**At the end of each semester the High School Principal will:**

1. Identify students who failed multiple classes.
2. Identify students to be placed on academic probation and issue a letter to the parent(s) and student's advisor to outline the terms of probation.

## POLICY ON SUBSTANCE ABUSE

SJA Jeju recognizes and upholds the laws and statutes pertaining to the use of alcohol and other drugs within the Republic Of Korea. Recreational drug use by students may result in disciplinary proceedings, including suspension or expulsion.

SJA Jeju believes that the best possible environment for learning is one in which faculty, staff, and students feel emotionally and physically safe and one in which the climate is open and supportive. The purpose of this policy is to discourage students' use and abuse of drugs and alcohol and to establish procedures and consequences for students so involved. The goal of the policy is to foster healthy life habits for all students and their families and to provide a drug free environment.

For the purpose of this policy, the term "drugs" includes alcohol and chemical substances, both illegal and controlled, including any medication or substance, such as cough syrup, cold medicine, and pain relievers, inhaled or ingested above the product's recommended dosage, medical need, or doctor recommendation.

In cases where no such dosage information exists (e.g. certain inhalants), we will consult manufacturer's health and safety guidelines for appropriate usage. The term "drug use" is defined as the possession or ingestion of any drug, including drugs prescribed for the student's own use. The term "drug paraphernalia" means all equipment, products, devices, and materials of any kind which are used to process, prepare, store, contain, or conceal drugs, or that are used to inject, ingest, inhale, or otherwise introduce a drug into the human body.

## TOBACCO USE AND POSSESSION

Students are not allowed to smoke or have in their possession any tobacco products, including snuff, and chewing tobacco, on campus or at any SJA Jeju function. This policy includes electronic cigarettes and similar devices.

## Responsibility

SJA Jeju believes that the use and abuse of drugs by teenagers is wrong. SJA Jeju believes that the primary responsibility for each student's total development, including health, character, citizenship, and personality development rests with the parents, with SJA Jeju assuming secondary responsibility. Realizing this secondary responsibility, SJA Jeju will provide education, prevention, intervention (including discipline), guidance, and referral to enable the students to make appropriate decisions regarding the use of drugs.

## Erratic Behavior Probable Cause

Erratic behavior is defined as irregular or uncertain behavior that might be the result of drug involvement. Any member of the SJA Jeju community who observes erratic behavior on the part of a student shall report the situation immediately to the High School Principal or his designee. Probable cause for drug testing and/or disciplinary procedures is present when SJA Jeju officials have reasonable cause to suspect that a search or a drug test of a student will turn up evidence that the student is violating either the law or the rules of the school.

## POLICIES ON PREVENTION OF BULLYING

Each and every person has the right to be in an educational atmosphere that fosters respect for the rights of others. Members of SJA Jeju should not feel in any way threatened by any action that has the effect of reasonably interfering with an individual's connectedness or general performance, or creates an intimidating, hostile, or offensive environment at this school.

SJA Jeju has detailed policies governing each of these unacceptable behaviors. Each of these unacceptable behaviors is also explained below. In addition, there may be conduct that does not fully meet one of the definitions below but that is nonetheless disrespectful and inappropriate and that SJA Jeju will not tolerate. Any student who experiences unwelcome, hurtful behavior is encouraged to contact his or her advisor.

## DEFINITIONS OF BULLYING

"A person is bullied when they are exposed, repeatedly and over time, to negative actions on the part of one or more other persons, and they have difficulty defending themselves" (Dan Olweus).

**This definition includes three important components:**

1. Bullying is aggressive behavior that involves unwanted, negative actions.
2. Bullying involves a pattern of behavior repeated over time.
3. Bullying involves an imbalance of power or strength.

## REPORTING STUDENT BULLYING

1. If a student believes that she/he has been bullied or if a student witnesses conduct that they believe might constitute bullying, the student should report it to his/her advisor or another faculty member.
2. Any other student who witnesses' conduct that she or he believes might constitute student bullying under this policy should report the conduct to a faculty member.

## SJA JEJU MOBILE PHONE POLICY

To uphold global digital citizenship standards within the SJA Jeju community, students are expected to use technology appropriately to enhance their learning experience and to contribute ideas to the larger international community.

Mobile phones should not be seen or used inside of a classroom except at the discretion of an instructor. Mobile phone usage will be determined by the classroom teacher on a case by case basis. Specific permission must be granted by the classroom teacher prior to any usage, and this must only be for educational purposes. If a student's phone creates a distraction in a classroom, or disrupts any learning environment at any time, including Advisory, Conference Period, and Assemblies, the phone will be confiscated and given to the Dean of Students.

## WHAT IS THE CONSEQUENCE IF MY PHONE IS CONFISCATED?

1. For the 1st offense, your phone will be confiscated and withheld until the conclusion of the academic day.
2. For the 2nd offense, your phone will be confiscated for 3 days, a call will go home to your parents, and the incident will be logged into PowerSchool.
3. For a 3rd offense, your phone will be taken for an entire week, your parents will be called, and the phone will need to be picked up and collected by your parents in person.

\*If your phone is taken on a Friday, you may not collect it until the end of school on the following Monday.

## ATHLETICS

SJA Jeju's interscholastic athletic program is an extension of the academic program; we view participation in interscholastic athletics as an honor and privilege and we demand commitment and a strong work ethic. Therefore, student athletes should expect that their involvement in athletics will be an intense educational experience.

Involvement in athletics means that a student is not only a participant but also a representative of the school, team, coach, and family and will be held to a higher standard. SJA Jeju expects total commitment.

## CODE OF CONDUCT FOR AFTER SCHOOL ACTIVITIES

At SJA Jeju, the relationships among all members of the community are vital to SJA Jeju's success. Each member of the community must behave with integrity and respect for one another. Expectations about the behavior of SJA Jeju students and their parents include both on and off-campus behavior. Such guidelines and expectations will be consistent with the ideals and principles expressed in the Honor Code, and the Student Handbook.

## GENERAL RULES FOR CLUBS AND ACTIVITIES

Any eligible student may join any of the clubs.

Each club or activity shall have one or more faculty advisors.

## STUDENT COUNCIL

The high school Student Council is an organization made up of members who are voted upon to represent the collective voice of the students. STUCO supports the mission of the school by sponsoring activities and hosting events that contribute to a climate that fosters community.

Meetings of the Student Council are held at least once a week on a day designated at the beginning of the school year. The President may call special meetings at any time.

All students of SJA Jeju have the following rights:

To attend meetings of the Student Council.

To make suggestions or present views to the Council on problems concerning the welfare of SJA Jeju.

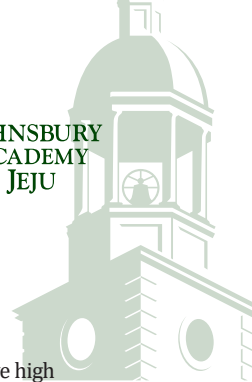
The Student Council may make such rules, regulations, and institutions as necessary for the safety, wellbeing, and reputation of the students and SJA Jeju. These are subject to approval by the high school principal.

## SCHOOL DANCES/EVENTS

The Student Council will operate as the clearing agency for all dances and school parties. Student organizations shall complete an application for a dance at least two weeks prior to the date of the dance. The approved application will go to the High School Principal for final approval.

## TRANSLATION SERVICES

Korean and Chinese support staff will help translate information between parents and the school as needed. Families should not contact support staff directly with concerns about their child. Support staff can only serve as interpreters in a face-to-face dialogue. Due to privacy concerns, support staff cannot comment on individual family concerns about a student.



## APPENDIXES

### APPENDIX A: STUDENT HONOR CODE

The students of SJA Jeju are part of a learning community dedicated to molding superior character and excellent academics. Students have high expectations for themselves and for their peers, and they depend upon their own honesty and integrity to uphold these expectations. Therefore,

1. Be Honest: Your work is solely your own. Practice and promote academic integrity at all times.
2. Be Respectful: Include everyone in our community.
3. Be Humble: Show gratitude for what you have. Recognize your own faults.
4. Be Responsible: Your actions and decisions are within your control.

By signing the Honor Code, each student indicates that they understand the expectations and goals of the SJA Jeju community and agree to uphold them in their entirety in order to maintain personal and academic integrity.

As SJA Jeju, the relationships among all members of the community are vital to SJA Jeju's success. Each member of the community must behave with integrity and respect for one another. Expectations about the behavior of SJA Jeju students include both on and off campus behavior:

Each SJA Jeju student is expected to know the difference between right and wrong and how to conduct themselves maturely in the school society. SJA Jeju takes seriously the task of fostering individual responsibility; therefore, each student is expected to take on more responsibilities as they progress through their school career. Each SJA Jeju student is expected to show respect towards themselves and others. Students are expected to be courteous at all events. Students must strive to maintain friendly relationships with all those who visit campus. The community is committed to making sure that SJA Jeju is clean, productive, and in good order.

### HONOR CODE FOR ASSESSMENTS

On my word, I verify:

1. This work is/was done entirely on my own before, during, or after this assessment/performance.
2. All my work is solely my own, without fabrication or plagiarism.
3. I will/have conducted myself honorably during the production of my work on this assessment.

By signing below, I confirm that I have followed the honor pledge listed above.

NAME

DATE

### Personal and Academic Integrity

Students will not engage in the following unacceptable behaviors:

**Cheating** – to act dishonestly or misrepresent your knowledge to gain advantage

**Stealing** – the intentional taking of any property without right or permission

**Plagiarism** – representing another's ideas or words as one's own

**Aiding and Abetting Dishonesty** – assisting someone to act dishonestly

**Lying** – intentional misrepresentation of any form

**Acts of Harassment** – including but not limited to bullying, teasing, intimidation, vandalism, etc.

**Falsification of Records and Official Documents**

**Unauthorized Access to academic and administrative records, networks, or systems**

Additional guidelines for each class may be determined by the teacher; each student is responsible for knowing and adhering to them. It is the student's responsibility to seek clarification on assignments, collaboration with others, study guides, group work, homework policies, etc.

"I have read, understood, and will abide by the St. Johnsbury Academy Jeju Student Honor Code as the accepted standard for all academic work and personal achievement. I understand the definitions of cheating and plagiarism and the consequences for violating these rules."

STUDENT NAME AND LAST NAME:

STUDENT ID NUMBER

DATE

**APPENDIX B: PARENT CODE OF CONDUCT AGREEMENT****학부모 행동 규정 동의서**

All students need a positive and supportive partnership between home and school. This Parent Agreement must be seen with understanding and support that the school is providing a safe, well-ordered caring environment where students can learn and grow. The school is a place that values all students, their thoughts, beliefs, and perspectives. The school strives to allow all students to work to their potential, reaching their goals and continuing to progress. We look at the whole child and encourage passion in all areas of school life. The school promotes conflict resolution and problem-solving with a growth mindset and solution-based approach.

**Community Norms and Agreements:**

As an SJA Jeju community member, I agree to hold myself to a high standard of personal conduct in my interactions and communications with students, faculty, and parents.

As an SJA Jeju community member, I agree to hold myself to a high standard of personal conduct in my interactions and communications within social media groups.

As an SJA Jeju community member, I agree to hold myself to a high standard of personal conduct in providing a safe, caring school and home environment and develop positive attitudes towards school and others.

As an SJA Jeju community member, I agree to hold myself to a high standard of personal conduct in attending parent-teacher meetings to discuss student progress and support them in attaining their own individual goals and targets.

As an SJA Jeju community member, I agree to hold myself to a high standard of personal conduct in developing conflict resolution skills and model supportive positive behaviors aligning with the school's mission, philosophy, and promises.

Any individual found purposefully disregarding the established agreements for this group may result in:

This means I will adhere to the SJA Jeju statement in the Parent Code of Conduct Agreements:

Contributing productively and positively
Refraining from discrimination
Going to the source
Sharing accurate information
Assuming positive intent

We, the parents, share the commitment to all of the above statements. We have read, understood and accepted this Parent Code of Conduct Agreements and the Parent-Student Handbook.

1. Meet with the Divisional Leadership
2. Meet with the Head of School
3. Removed from entry Campus (This will include pick up/drop off, before/after school hours, special events and programs)
4. Recommend for removal from the SJA Jeju community

**PARENT/GUARDIAN SIGNATURE** 학부모/보호자 서명

**DATE** 날짜

**PARENT/GUARDIAN SIGNATURE** 학부모/보호자 서명

**DATE** 날짜

**STUDENT NAME** 학생 이름

**DATE** 날짜



## APPENDIX C : ACCEPTABLE INSTRUCTIONAL TECHNOLOGY RESPONSIBLE USER AGREEMENT

The goal for technology use at the St. Johnsbury Academy Jeju is to give every student the effective access to digital learning tools while maintaining a safe and educationally relevant technology environment. Students can expect an up to date learning environment at SJA Jeju where teachers work to integrate technology thoughtfully and purposefully in learning experiences and assignments. Access to the school network and Internet should be considered a privilege and is subject to a variety of terms and conditions. SJA Jeju reserves the right to change these terms and conditions as deemed necessary to ensure everyone is safe, secure and protected from harm. Students will abide by the policies and procedures outlined in the Responsible User Agreement when accessing, and using the school networks and it's services.

## APPENDIX D : CHILD SAFEGUARDING POLICY

Students need the foundation of a healthy, safe, and supportive school environment to achieve their full learning potential and social-emotional development. SJA Jeju takes this responsibility to safeguard the welfare of its students seriously, and is committed to engaging in rigorous systems and practices to create and maintain a school environment and community culture that is ripe for learning and growing. This robust mandate stems from our duty to care for all students, the unique characteristics of international schools and communities, and drive our prioritization of safeguarding at SJA Jeju. [The full safeguarding policy can be found here.](#)

## APPENDIX E: PARENT AND SCHOOL COMMUNICATION PROTOCOL

St. Johnsbury Academy Jeju has developed guidelines for what the school believes is the most effective way for a parent to handle a concern about his or her child's academic/school program. St. Johnsbury Academy Jeju's protocol is that the parent should approach the person most closely connected to resolving the concern, which, with most academic issues, is the teacher. Contact can be made at parent-teacher-student conferences, e-mail, or phone, or in a face-to-face meeting. St. Johnsbury Academy Jeju's commitment is to respond to a call/email within 2 school days.

Then, if the parent and the teacher cannot agree upon a resolution, or if the agreed-upon actions are not carried out, parents are welcome to bring the issue to the attention of the Assistant Principal, and next the Principal if no resolution is met, and then, if necessary, to the Head of School. This process not only provides the most direct route to resolving a problem, it also opens up an all-important communication channel between parents and teachers. Sometimes what parents hear at home does not quite match what they might find out from communicating directly with a teacher. As a result, what was starting to grow as a concern could have really been a communication failure, quickly remedied with a parent-teacher conversation.

### SJA Jeju Policy Statement

In aligning with our Mission of Inquiry, Character, and Community and adhering to the philosophy and methodologies of learning, St. Johnsbury Academy Jeju prides itself on the quality of teaching, learning and pastoral care provided to the students. All members of the SJA Jeju community should contribute to the respectful, inclusive and compassionate atmosphere where differences and even the most difficult of challenges can be overcome with open communication and respect. The partnership between home and school plays an essential role when facing challenges,

conflict resolution and problem-solving. We require open dialogue between parent and school in order to ensure that any concerns about students well-being and academic/social performances are resolved appropriately.

When concerns arise there are processes to resolve the issues to the best of the school's ability. These issues are dealt with proper documentation and transparency. This is a whole school policy and applies to Early Childhood, Elementary, Middle and High School. There are lines of communication that parents should follow.

### Lines of Communication

Contact can be made at conferences, by email, phone, or in a face-to-face meeting. Our commitment is to respond to your call/email within 48 hours. Although not always possible, a face to face meeting is the most direct route to resolving a concern. It also opens up the all-important communication channel between parent and teacher. We strongly encourage parents to directly communicate with the classroom teachers. If translation is needed, please give some prior notice or schedule the meeting in advance to ensure clear communication. Please keep in mind that sometimes what parents hear at home does not always match what they might find out from talking to the teacher directly.

After discussing with the teacher, if it is felt the matter is still unresolved, the parent may inform the teacher of their concerns and request a meeting with the Divisional Administration. If it is still felt a resolution is not reached with the Divisional Administration, the parent may inform the Divisional Administration of their continued concern and request a meeting with the Head of School. In this case, the Head of School's decision is final.

