

**SECONDARY
STUDENT
HANDBOOK**

2017 - 2018

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OUR MISSION

St. Johnsbury Academy 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 his or her 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 supports and opportunities for students to pursue their passion and develop a love for learning.

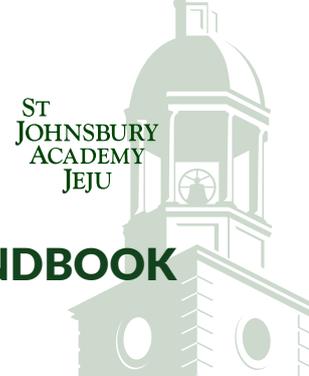
We will do all we can to help each student become part of something bigger than him/herself.
When students come to our school they become part of the most talented and diverse group of individuals they may ever know as friends and colleagues. They develop an intellectual and emotional connection to making 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 SECONDARY STUDENT HANDBOOK

The Student Handbook contains important guidelines for positive involvement and overall success at the SJA Jeju. The rules, policies, and procedures set forth in this handbook are intended to apply under normal circumstances. However, no set of rules or guidelines can cover every conceivable situation that might arise at a school. From time to time, there may be situations that require immediate or nonstandard responses. This handbook does not limit the authority of SJA Jeju to deviate from the normal rules and procedures set forth in this handbook. Additionally, SJA Jeju retains the right to manage individual circumstances as they arise in the manner deemed most appropriate by the school - taking into consideration the best interests of SJA Jeju, its faculty, employees, students, and/or overall community.

MISSION STATEMENT

This is the mission of SJA Jeju, 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 his or her relationships, rights, and responsibilities within a community that is itself part of the larger world.

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 school songs, 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 by 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

ASSEMBLY

Secondary students should be in their assigned assembly seats by 8:30 a.m. on Monday, Wednesday and Friday. All weekly assemblies take place in the PAC.

SCHOOL COLORS: Dark Green, White, and Orange

NICKNAME: Hilltoppers

ALMA MATER

<p>1. Our strong band can ne'er be broken it onward Formed at St. J. A. Far surpassing dreams unspoken Of a long past day. Forever. . .</p>	<p>Chorus: Lift the chorus, speed Let it float away; Hail to thee our Alma Mater Hail to St. J. A.</p>
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<p>2. High above the busy humming better of the bustling town; Stands our noble Alma Mater Looking proudly down.</p>	<p>3. Face the world and make it We have just begun. Carry forth the shield of courage, Face the rising sun.</p>
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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 mentor, 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 advisor group of 6 to 8 peers through to one's graduation. 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 when possible. Advisory meetings are held twice weekly.

Individual meetings with students and/or their parents are scheduled for a variety of reasons that may include personal contact, course scheduling, extracurricular activities, and discussion of disciplinary, academic, or other issues.



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 conference period. This is a mutual expectation for students and teacher and helps to build community at SJA Jeju. When attending conference period, students are expected to be in uniform. **If a teacher asks a student to attend conference period, that appointment takes precedence over all other activities or previously scheduled appointments.**

ATTENDANCE

SJA Jeju believes regular daily attendance by students is important. Daily class attendance is the foundation for the academic success of both the individual and the community. SJA Jeju has historically believed in a strong sense of community in its members. Regular attendance is a valued means of building community.

ATTENDANCE POLICY

Students are absent for various reasons throughout a semester. When these absences exceed 10 in a single semester, the Head of School will review the eligibility of the student in question in order to determine if s/he will receive credit for those courses.

ABSENCES

There are two classifications of absence:

Excused absence/tardy / absence due to illness, death in the family, weather, or other serious and unavoidable cause. Excused absences carry with them the understanding that a teacher will assist in the completion of missed work. On the day a student returns following an absence, s/he must make arrangements with each of their teachers regarding make-up work.

Unexcused absence/tardy / absence that is not due to the above reasons. An unexcused absence relieves the teacher of the obligation to assist in the make-up of missed work, assessments or projects and puts the burden solely on the student.

ABSENCE VERIFICATION

It is regular practice for SJA Jeju to make routine telephone calls to the parent(s)/guardian of absent students. This practice is not intended to convey the impression that the student is suspected of truancy, but merely a routine method of evaluating the attendance practice of SJA Jeju and a safety feature for our community.

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 Advisory by the time the bell rings at 8:30 am. If a student arrives late, they must proceed directly to the High School Office for a late slip.

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

or faculty member is also acceptable.

Habitual tardiness to school or class will result in a meeting with the School Principal or the Disciplinary Committee.

Absences and Missed Work:

To develop responsible and conscientious community members, students are expected to be responsible for their learning, engagement, and participation in school. If a student misses a school day, class, or assignment; the student should make every effort to communicate with his or her teacher to review any missed work and to make a mutually-acceptable plan to make up what they have missed during their absence.

NB: Students are responsible for making up all missed work regardless of whether the absence is excused or unexcused.

DAILY TIME SCHEDULES

HIGH SCHOOL DAILY SCHEDULE

Time	Period Length	Blocks
08:30 - 08:50	20 minutes	Assembly (MWF) Advisory (T/Th)
08:55 - 10:00	65 minutes	A
10:05 - 11:10	65 minutes	B
11:15 - 12:20	65 minutes	C
12:25 - 13:10	45 minutes	Lunch
13:15 - 14:20	65 minutes	D
14:25 - 15:30	65 minutes	E
15:30 - 15:55	25 minutes	Conference Period
16:00 - 17:00/30	60/90 minutes	After-school Activities/ Athletics

MIDDLE SCHOOL DAILY SCHEDULE

Time	Period Length	Blocks
08:30 - 08:50	20 minutes	Assembly (MWF) Advisory (T/Th)
08:55 - 10:10	75 minutes	Core Classes (ELA, Math)
10:15 - 11:30	75 minutes	Core Classes (Science, SS)
11:35 - 12:10	35 minutes	Lunch
12:15 - 13:00	45 minutes	Non-core
13:05 - 13:50	45 minutes	Non-core
13:55 - 14:40	45 minutes	Non-core
14:45 - 15:30	45 minutes	Non-core
15:30 - 15:55	25 minutes	Conference Period
16:00 - 17:00/30	60/90 minutes	After-school Activities/Athletics

ACADEMICS

GRADUATION REQUIREMENTS

GRADUATION REQUIREMENTS: Students must complete four (4) years of secondary school study, grades 9-12, and accumulate a minimum of 26 credits to receive an SJA Jeju diploma.

Course	Credits
Senior Capstone	1
English	4
Science	3
Mathematics	3
Social Studies	3
Physical Education/Health/Fitness	2
Korean Language/History	3
Electives	7
Minimum Total Needed	26 credits

COLLEGE PREPARATION: Most SJA Jeju students will exceed the minimum graduation requirements. At some point during their high school years, students focusing on selective college admissions should consider the additional minimums:

Course	Credits
Fine & Performing Arts	2
Additional Third Language	2

SEMESTER BLOCK SCHEDULE: The SJA Jeju semester block schedule creates more flexibility, differentiation and opportunity for advancement than most traditional school schedules.

Students in grades 9-11 must take eight blocks of study for the year. *Students in Grade 12 must take seven. As a result, students will select 31 blocks of study over four years at SJA Jeju creating a total of 12 elective opportunities for students to advance further in one or more subjects, or to explore multiple electives to broaden their experiences. * Students taking band and/ or chorus may take nine blocks of study.

COURSE WITHDRAWALS AND SCHEDULE CHANGES

Block Scheduling is of such an intensive instructional nature that it disallows student-initiated drops once the drop/add period is complete. Drop/Add will take place during the first two weeks of the academic year as well as during the first week of the second semester. Moreover, certain drop/add requests may not be feasible during this two-week time period due to course availability and student course requirements. The Head of Secondary, in conjunction with the teacher, may determine that it is in the student's best interest to move a student (or students) who they judge to be misplaced.

GRADING, TESTS, AND MAKE-UPS

1. Teachers are responsible for meeting deadlines on the submission of grades each marking period. Failures are recorded as an F on the report card, but teachers are requested to submit the numerical grade for failures at the conclusion of each marking period. Because student grades are reported by computer, teachers are required to adhere strictly to scheduled times for turning in of grades.
2. Each teacher has his/her own policy for acceptance of late work, missing assignments and the make up of formal tests and assessments. This policy, along with general grading and course guidelines and expectations, can be found in the teacher's course syllabus.
3. Course credit is granted by an SJA Jeju student upon successful completion of an SJA Jeju course. Teachers do not have the authority to grant credit or make special arrangements for credit.

REPORTING STUDENT PROGRESS

Student Progress

Students need to know when they are not living up to a teacher's expectations or the requirements of the course. Regular feedback about a student's progress will be made available in PowerSchool at the conclusion of each week. Advisors should regularly check the academic status of their advisees and be the first contact point for 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 Secondary School Administrative Assistant 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 reports.

Progress Reports

Progress reports are an important communication link between teachers and parents and they serve to alert parents and students if academic progress is unsatisfactory and/or there are major concerns about a student's academic standing. They are issued electronically to parents via PowerSchool at the mid-point of every semester. Progress report grades are not final grades and, thus, will not be included on the student's transcript.

Semester Reports

Full narrative reports 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.

Parent-Teacher Conferences

Parent-Teacher Conferences will take place roughly 6 weeks into each semester. Parents will receive advanced notice to sign up for a 15-minute time slot with any/all of their student's teachers during this

academic day without classes. Parents, however, are encouraged to contact their child'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

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 a student has not submitted a required summative assessment for a course and the 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 a "F" and, henceforth, be included in the GPA.

Assessment

Grading at the SJA Jeju has three components: standards for assessing performance, grades for ranking students, and a review process to maintain fairness and consistency.

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.

Honor Roll

An Honor Roll will be published and posted at the end of each semester. In order for a student to make the Honor Roll, the following conditions must be met:

- A. GPA of 3.5 or higher
- B. No course grade lower than a C
- C. Full Academic Load of classes

Valedictorian and Salutatorian

In order to be a Valedictorian or Salutatorian, a student must receive SJA credit for the six semesters of grades 10,11 and 12. The Valedictorian will be the member of the senior class with the highest GPA at the midpoint of semester 2 of the senior year. The Salutatorian will be the individual with the second highest GPA at that time.

Student Eligibility Policy for Participation in Extra-Curricular Activities

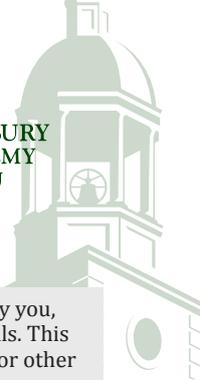
SJA encourages students to get involved in extracurricular activities, but the Eligibility Committee reserves the right to restrict or remove a student's privilege if the student's academic performance or behavior is unsatisfactory or if attendance is a concern. A satisfactory academic record is demonstrated by a student who is not on academic probation.

Students with an unsatisfactory academic record at any time during the year may undergo an academic review and the result will be a decision to:

1. Declare a student to be "eligible".
2. Declare a student to be "ineligible" to participate in the extracurricular activity or school trips

A student declared ineligible by the Eligibility Committee may not participate in the extracurricular activity until further notice. A plan of action to get the student academically on track will be created by the Student Support Team.

A further review will take place after a determined period of time to decide on the student's status.



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. They believe that cheating and plagiarism take away from the fulfillment of their own true potential.
2. They respect their property, as well as the property of others
3. They share the objective of building a trusting community that provides a safe, secure, and productive learning environment.

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.

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 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, and 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 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.

The SJAJ community is committed to leaving each place better than it was found. Each student's primary duty is to learn academics. Additionally students should also learn ethics, service, and responsibility.

ACADEMIC INTEGRITY POLICY

This policy aims to promote the principle of academic integrity for all members of SJA's community throughout his or her 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.

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

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

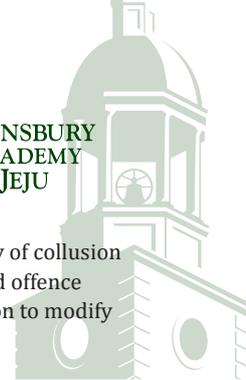
Doing anything with the purpose of creating or obtaining an unfair academic advantage over other students' work

Helping Others Be Dishonest

Helping others to do any of the things mentioned above

Changing documents, permission slips and/or any school papers

In cases of academic dishonesty, the teacher will collaborate with Librarian, colleagues, counselor, and Principal (as necessary) to put forth appropriate consequences. Repeated actions of academic dishonesty will result in further disciplinary action.



CONSEQUENCES OF ACADEMIC MISCONDUCT

Communication with parents by the school will occur to explain the details of the offense, the consequences the student will face, and how to avoid the same mistake from happening again.

Student responsibilities

Good practice—recommendations for students

All sources are included in your assignment using MLA citation style

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

Use double quotation marks or indentation 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 librarian or teacher before submitting assignments.

Teacher responsibilities

Every teacher has the responsibility to ensure that both the students and themselves are learning in an academically honest way. The teacher should:

Set clear expectations for assignments and provide guidance to students on how to correctly cite the sources they have consulted

Devote time to teach and practice these skills

Be a role model - make sure all shared materials are correctly cited

Design assignments that do not lend themselves to academic misconduct

Use tasks where students have to resort to original scenarios or recent events

Create tasks that include stages where students are requested to document their research.

Include methods to ensure that students provide evidence of research process, such as an annotated bibliography.

Parent Responsibilities

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

Understanding the Academic Honesty Policy

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

Letting them do his or her own work, but assist them to research and plan when they will complete their work

Establishing a good level of communication with the school so that they 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

Offences accumulate regardless of the type of academic misconduct.

E.g. If a student plagiarizes as a first offence and is guilty of collusion for a second offence, then the consequences for a second offence will apply. The school leadership may use their discretion to modify consequences for individuals at any stage.

First Occurance

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 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 offence, the consequences and how to avoid the same mistake again. The Head Librarian, Advisor, and Principal should be copied on this email.

Second Occurance

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 offence, the consequences and how to avoid the same mistake again. The Head Librarian, Advisor, Head of School and Principal should be copied on this email

The student and their parents must meet in person or via teleconference with the Principal where the seriousness of the academic misconduct will be explained further along with any additional possible consequence (in-school suspension).

Third Occurance

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 offence, the consequences and how to avoid the same mistake again. The Head Librarian, Advisor, Head of School and Principal will be copied on this email.

A second suspension (out-of-school) will be enforced with the length to be determined by the school leadership.

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

Fourth Occurance

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

An email will be sent by the teacher to the parents detailing the offence, the consequences and how to avoid the same mistake again. The Head Librarian, Advisor, Head of School and Principal should be copied on this email.

A third suspension for this type of offence must be communicated to the Head of School and the Principal and this would result in the Head of School requesting the Board to consider the expulsion of the Student.

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

STUDENT TRAVEL

ELIGIBILITY

Students must meet academic and behavioral eligibility 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 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.

It is expected that all students follow the school's Drug and Alcohol Guidelines while on trips. Any violation of this policy may result in a student immediately being sent home at the expense of the parent and further consequences will be determined as listed in the drug and alcohol guidelines.

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 his/her 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.

ABSENCES AND MISSED WORK

It is the student's responsibility to arrange with his/her teacher(s) any required make-up work. As with any absence, students are responsible for making up all missed work regardless of whether the absence is excused or unexcused.

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, 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 SUPPORT TEAM

The Student Support 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 comprised of the Head of Secondary, Counselor, International Counselor, EAL Coordinator, Learning Support, and a referred student's Advisor.

RESTORATIVE JUSTICE

The restorative process seeks to repair the damage done to the affected party and to the community. Students hear how their actions have affected the community from the person harmed, their peers, and adults at the school.

When a person makes a poor choice resulting in harm to the community, the harm needs to be addressed. The traditional discipline system separates responsible parties from the community that they have harmed. In many cases, however, a conversation about the harm done and how it has affected other students and the school community is appropriate. Restorative justice engages students in these conversations, decides consequences, and develops positive action plans that focus on restoring trust between individuals.

STUDENT DISCIPLINE

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, which is supported by the Counseling Department and the Head of Secondary.

If a student continuously displays major disruptive behavior, that student will be referred to the Head of Secondary, who will work with the student and possibly the student's family to develop positive strategies for behavior change. If change does not occur, the Head will convene the SST (Student Support Team)*, which may employ discipline measures ranging from in-school reflection to out-of-school reflection to a recommendation to the Head of School for possible transfer out of school. The response of the student determines the exact nature of such discipline.

Families are integral to providing support in the discipline process. Early in the SST process, parents and/or guardians will receive communication from SJA Jeju. If the student does not respond to early interventions, parents will be directly involved in the discipline process. The student and his/her family may be assisted throughout the process by the student's advisor who serves as the student's advocate.

REFLECTION

The Head of School, Head of Secondary, or their designees may, for serious or sustained transgressions against SJA Jeju's community values, require a student to seriously reflect on his or her 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, she/he may independently make up work missed while reflecting. This time in reflection allows a student to independently

decide how their next actions should benefit the community to help create a stronger school. The student's SST develops a reflection plan so that adults can be there to help guide the process.

After serving a reflection, 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.

INFRACTIONS

Infractions of SJA Jeju's rules are considered either minor or major. Depending on the severity and the frequency, minor infractions are disciplined through a range of reflection times. Major infractions, depending on the severity and the frequency, are disciplined through range of reflections times and may result in a requested exit.

Minor Infractions:

- Tardiness to Assembly or class
- Unprepared for class
- Insubordinate to faculty/staff
- Unacceptable language
- Disruptive/uncooperative
- Dress code
- Rude/discourteous

Major Infractions:

- Multiple minor referrals
- Failure to attend reflection times
- Truancy
- Smoking
- Cheating
- Possession/distribution of drugs/alcohol
- Vandalism
- Theft
- Violence
- Possession of a weapon
- Violating The Acceptable Use of Technology Policy
- Threatening behavior
- Tardiness to Assembly or class
- Disrespect to a member of the faculty, staff, or administration
- Plagiarism
- Leaving grounds without permission
- Bullying or Harassment
- Any other illegal activities or actions that are damaging to SJA Jeju community

SOCIAL CONTRACT:

To develop a community that follows restorative practices. SJA Jeju recognizes that when harm has been committed, it is the responsibility of the individual to reflect upon his or her mistake, and make efforts to restore the harm caused to the school community.

If a student is involved in a major infraction, they may be placed on

social probation. The social probation contract is drawn up by the High School Principal and signed by the student and his/her parents.

The scope of the contract may include:

- Loss of school privileges such as free time, off-campus privileges, or participation in school sponsored activities
- Regular meetings with the middle/high school counselor
- Mandatory counseling outside the school
- Community service hours
- In-school reflection
- Out of school reflection
- Maintaining personal logs of behavior

DRESS CODE

DRESS CODE FOR FEMALE STUDENTS

1. Tops: Collared shirts/polos are required at all times for females. A collared shirt must be worn under all school uniform cardigans, vests, or blazers. Collared/polo shirts should be buttoned up to the second button, and show a modest neckline. All shirts should be made to be tucked in. No turtlenecks.
2. Bottom: Skirts must be worn at the waist and be of appropriate fit and length (Knee length). Full-length uniform pants are also permitted. Solid color, ankle length leggings are appropriate if worn under a skirt. Jumpers, which are of appropriate length (knee length), are acceptable.
3. Footwear: Black footwear, such as black sneakers, casual dress shoes, or semi-formal footwear are acceptable.
4. Outerwear: School uniform sweaters (cardigans), vests, and jackets (blazers) of appropriate fit and length are permitted.
5. Hair: Should be ones' natural color (Black, Brown, Blonde, Red) and should be worn in a neat and appropriate fashion. Multi-colored hair of natural colors is prohibited.
6. Jewelry: Earrings – no spacers.

DRESS CODE FOR MALE STUDENTS

1. Tops: White oxford shirts with collars and sleeves and polo shirts are acceptable. Ties are required for collared shirts. All shirts must be worn tucked into dress pants.
2. Bottoms: Pants which are given by the uniform company are acceptable. Pants must be worn at the waist with a belt.
3. Footwear: Black sneakers, casual dress shoes and semi-formal footwear acceptable.
4. Outwear: School uniform sweaters (cardigans), vests, and jackets (blazers) of appropriate fit and length are permitted.
5. Hair: Should be ones' natural color and trimmed so as to be above the collar, ears, and eyes.
6. Accessories are prohibited.

All students are required to follow the dress code from 7:55 am to 15:55 pm.

ACADEMIC PROBATION

The Head of Secondary 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.

Who: 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 Division Head based upon his/her grades.

What: The terms defined by the Head of Secondary School, such terms 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. A weekly review of the student's progress by the Head of Secondary.

How: At the end of each semester the Head of Secondary School 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.

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 Head of Secondary 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 the SJA Jeju should not feel in any way threatened by any action that has the effect of reasonably interfering with an individual's SJA Jeju connectedness or general performance, or creates an intimidating, hostile, or offensive environment.

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 he or she is exposed, repeatedly and over time, to negative actions on the part of one or more other persons, and he or she has difficulty defending himself or herself." (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 CELL PHONE POLICY

To uphold global digital citizenship standards within the SJA Jeju community. Students are expected to appropriately use technology to enhance their learning experience and to contribute ideas to the larger international community. However, as responsible digital citizens, students also recognize they should only utilize technology for non-educational and personal purposes outside of the classroom and outside of the academic day.

1. The use of mobile phones is not permitted whatsoever during the entire academic day from 8h30 to 17h00 (the conclusion of ASAs).
2. Any mobile phone brought to campus must remain off, be put away (preferably in one's locker) and out of sight.
3. Mobile phones are never allowed to be used in MS/HS academic building, nor in the PAC, before or after school. If you need to make a call before or after school, you must step outside to do so.
4. Remember, this policy extends to the dining hall, café, PAC, and athletic center during the entire academic day including when walking to/from classes.

**If a teacher asks you to bring your phone to class for academic purposes, you may do so, but only for the reasons and time outlined by the teacher.

When can I use my cell phone?

1. Boarding students can use their phones after their ASA concludes, up until evening study begins, and then again after evening study.

**Boarding students are strongly encouraged, however, to leave their phones in the dorm during the day (you have no need to bring them up the hill!).

2. Day students can use their phones outside the MS/HS building and outside the PAC before the day begins and after their ASA concludes.

What if there is an emergency?

1. If there is an emergency, and your parents need to reach you, they can call Jessica in the main office and we will contact you.
2. If you have an emergency and need to contact your parents or guardian during the school day, you can do so in the main office.

What is the punishment if I'm caught with my phone?

1. For the 1st offense, your phone will be confiscated and withheld until the conclusion of the following academic day. This will be logged on PowerSchool for your parents and advisor to see.
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.

*If you are a day student, your phone will be held by Mr. Lee; if you are a boarding student, your phone will be held in the library.

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.

SJA Jeju views participation in interscholastic athletics as an honor and a privilege. Involvement in athletics means that students are 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 CLUBS AND 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.

Each club or organization will meet at the beginning of each year (or cycle of its operation) to establish, publish, and distribute to members its own guidelines and expectations regarding attendance, performance, and commitment.

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.

Yearly renewal of a club's or activity's charter shall be subject to the approval of the Head of School.

Boarding students must participate in an ASA Monday – Thursday.

STUDENT COUNCIL

The Student Council is an organization, which promotes student activities, provides a means of student participation within the school, and promotes the general welfare of the school.

Membership is open to those students who properly file an application having the appropriate number of signatures. In addition, two members for Grade Level Representation are elected from each of the classes. Information regarding membership procedures will be announced to the student body.

The officers of the Student Council are: President, Vice President and Secretary. The President is a senior elected from the incoming senior class by the entire student body.

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 Head of School.

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 Head of Secondary School for final approval.

TRANSLATION SERVICES

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

APPENDIXES

APPENDIX A: STUDENT HONOR CODE

"SJA Jeju students honor academic and personal integrity in all that we do."

Our honor code establishes standards for all students. At SJA Jeju we aspire to achieve our personal best; we hold each other and ourselves accountable to an honor code emphasizing honor and integrity in all school activities - both inside and outside the classroom. If you observe another student breaking the honor code, you are bound by the honor code to report that infraction.

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: ACCEPTABLE INSTRUCTIONAL TECHNOLOGY USE POLICY

Introduction

In order for students at SJA Jeju to use the school's technology resources, they must follow the guidelines set forth in this Acceptable Use Agreement (AUP). The rules written in this agreement are not all inclusive. SJA reserves the right to change this agreement as deemed



necessary. It is a general agreement that all facilities (hardware, software, Internet, etc.) are to be used in a responsible, ethical, and legal manner. By using the school's technology resources, users acknowledge their understanding of the Acceptable Use Agreement as a condition of using SJA's resources and Internet access.

The school provides some electronic devices and services to promote educational excellence. The school has the responsibility to maintain the integrity, operation, and availability of its electronic systems for access and use. The school does not guarantee user privacy or system reliability.

Access to the school network and the Internet should be considered a privilege, not a right and can be suspended immediately without notice. Access is available only for **educational** and **administrative** purposes. SJA's technology resources are to be used in accordance with this AUP and all users will be required to comply with its regulations. Non-compliance will result in disciplinary action.

The guidelines provided in this AUP are intended to help users understand appropriate use. The school may restrict, suspend, or terminate any user's access to the school's computer systems upon violation of the AUP. This policy applies to all technology at SJA, not only the computers and equipment provided in the school's IT labs, but also the personal devices students bring to school. Additionally, this policy applies to all school facilities, not just the classrooms.

User Rights & Responsibilities:

Students can expect a 21st century learning environment at SJA where teachers work to integrate technology thoughtfully and purposefully in learning experiences and assignments. Students can also expect access to appropriate devices and network services that support the educational mission of the school. Finally, students have a right to feel safe while using the school's resources and network.

Users are expected to:

show respect and courtesy for other users in SJA's community, which includes the strict prohibition of cyberbullying and harassment;

recognize and honor the intellectual property of others;

comply with legal restrictions regarding plagiarism, the use and citation of information resources, and copyright law;

limit the use of the school's technology resources to the educational mission of the school;

help maintain the integrity of the school network and equipment;

avoid tampering or experimenting with the school network or equipment, including efforts to bypass the school's Internet filters or proxies;

make personal devices available for inspection by an administrator or other staff member upon request;

use appropriate language in all communications;

never use or attempt to use another student's assigned hardware, subscriptions, logins, files, or personal information;

avoid giving out personal information, such as name, address, photo, or other identifying information online, including username and password;

avoid using their personal computers or equipment to record (audio/visual) others without their permission;

to avoid modifying or copying any protected system files, system folders, or control panel files without prior approval of the IT Coordinator; and

obey the laws and restrictions of the local government.

Educational Use:

Users are expected to comply with the following rules regarding their network accounts:

school-related files are the only files to be saved in a student's personal folder

students should not store commercial software, music, and/or games or hidden files to their folders;

saving to a school computer's hard disk drive is granted only by permission of instructor (for students) or IT Coordinator (staff);

playing commercial/online games is not permitted;

Respect for Others:

Users should respect the rights of others using the technology resources.

Use assigned equipment or devices, if required by the teacher.

Always log off any shared workstation or device.

Avoid deliberately attempting to disrupt network performance or interfering with the work of another user.

Leave equipment and room in good condition for next user/class.

Respect for Security:

Accounts on the systems at SJA are considered secure, although absolute security of any data cannot be guaranteed. Teachers can be provided access to student files for instructional or evaluative purposes.

Use only your account/password. It is a violation to give access to your password to any other user.

Reading, modifying or removing files and/or mail owned by other users is not allowed without prior approval by the instructor or IT Coordinator.

Any attempts to transmit software designed to compromise the operation or security of the network is prohibited.

Software Installation:

Software may only be installed on the school information systems (including all individual workstations) with prior approval from the IT Department.

Software Copyright:

The only software to be used on the school's computers are those for which the school owns a valid license or has approved from an open-source solution.

Licensed/copyrighted software is not available for borrowing and may only be used at other sites with approval from the IT Director.

Copyrighted software shall not be downloaded from the Internet or further transmitted in any form without compliance with all terms of a preauthorized licensing agreement.

Any attempts to circumvent the licensing control or the copying of software from the network is prohibited.

Hardware:

Report equipment problems immediately to an instructor/tech assistants/IT Department.

Leave workstations and peripherals in their designated places.

Keep work areas neat and clean and free from food and drink.

Any attempts to move, repair, reconfigure, modify or attach external devices to existing information and network systems without the IT Department and/or IT Director's permission is prohibited.

Borrowing of school hardware is not permitted unless email authorization has been given from the IT Department.

Audio Visual Hardware:

If a person checks-out or borrows a piece of audio visual equipment, they are responsible for replacing it or repairing it if it is lost or damaged. All equipment must be properly signed-out and documented.

Internet/World Wide Web Usage:

The school recognizes many sites have educational uses, while others do not. SJA wishes to respond to this by encouraging use of sites for educational reasons only.

Internet access is available to all students and teachers at SJA Jeju. We believe this communication links diverse and unique resources to both students and staff and their availability outweighs any possible access to information that is not consistent with the educational goals of SJA. Expected standards of conduct include:

1. The acknowledgement that access to the Internet is a privilege and not a right.
2. Respect the use of copyrighted materials.
3. Respect the rights and privacy of others.
4. E-mail is allowed during school hours only in connection with a classroom assignment.
5. Downloading of unauthorized programs is not allowed.
6. Compromising the security of the school in any manner is unacceptable.
7. Respect the values and ethics of the local government and culture.

A violation of the above standards and any others included in the Acceptable Use Policy will result in a denial of access and possible further disciplinary action.

The school will use available monitoring and blocking software to filter objectionable materials on the Internet.

Responsibilities:

All users are prohibited from accessing portions of the Internet that do not promote the instructional mission of SJA.

All school web pages are subject to initial approval of the administration. All school web pages should reflect the mission of the school and adhere to the SJA Guidelines.

Personal Equipment:

All users must follow all policies even while using their own personal equipment.

Watching DVD's, Movies, TV Shows, etc while at school is prohibited unless the media has been checked-out from the school library or has been provided by the school's streaming server.

Private networks are prohibited within the school network unless users get permission from the IT Department.

Cyber-Bullying:

This involves the use of information and communication technologies to support deliberate, repeated, and hostile behavior by an individual or group, that is intended to harm others.

Students will be held accountable for Cyber-Bullying, even if it occurs off-campus during the school year and negatively impacts the academic environment at SJA.

