

**Student and Parent**  
Guide to Residential Life

2017 - 2018

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## 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 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.

## 3 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.

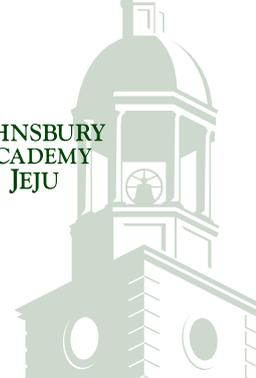
**We will do all we can to help each student become part of something bigger than him/herself.**  
When students come to our school they become part of the most talented and diverse group of individuals they may ever know as friends and colleagues. They develop an intellectual and emotional connection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

## COMMUNITY LIFE VISION

Our goal is to help foster a strong caring, positive and welcoming living environment where a culture of mutual respect and responsibility enhance both personal and intellectual growth and success. By highlighting activities and community behavior that values shared responsibility, creativity, empowerment and leadership, students will understand and value their part in a larger community, preparing them to become informed and engaged citizens of the world. Through working closely with students in the residential environment, staff will help nurture and support personal growth and character development. The Resident Life Program is invested in developing an ongoing Wellness Program that focuses on health of mind, body and spirit. Assimilated in the dorm life program are activities that support fitness, nutrition, mindfulness and mentorship.

## Curriculum

*Student and Parent Guide to Residential Life 2017-2018*



# GUIDE TO RESIDENTIAL LIFE

## 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.

## General School Policies

### Academic Calendar

The academic calendar is available at [sjajeju.kr](http://sjajeju.kr). Please note vacations, early dismissal days, and other special events. The school year totals 176 school days, with 2 semesters.

### School Day

Middle and High School students attend school Monday through Friday from 8:30 to 15:30 and from 8:30 to 12:00 on designated Saturdays. Middle and High School Students can attend Conference Period Monday through Friday from 15:30 to 15:55. Conference Period is a dedicated time where the teaching faculty are available to help students with any immediate learning issues they are experiencing.

### School Safety

SJA Jeju is a closed campus: this means students must remain on campus during the entire school day and during after-school activities, unless a supervised activity is taking place off-campus or they have been given permission by the Residential Dorm Staff. SJA Jeju employs security guards and CCTV to help monitor the campus.

### Fire and Earthquake Drills

Students evacuate the building through the first floor main lobby doors. Proctors will guide students quickly and quietly to specific exits. Fire and earthquake drills are conducted throughout the school year.

### Inclement Weather

A school day may be cancelled in the event of extraordinary environmental conditions, such as rain, snow, typhoons, or yellow dust. School wide alerts will be sent out by SMS. Students living in the dormitories will remain in the dorms. Meals will be served in the dining hall.

### Health Matters

We offer the services of a full-time nurse. Dorm Students who are injured or ill will be accompanied or directed to a school nurse by a staff member.

Students needing external healthcare will be taken to the nearest hospital or clinic.

### Alcohol and/or Drug Use

Students are expected to refrain from smoking, drinking alcohol, or

partaking in any type of illegal substances or becoming involved in any type of behavior detrimental to their health and safety. The use or possession of alcohol or drugs is considered a major offense at St. Johnsbury Academy-Jeju.

### Smoking Policy

SJA Jeju is a tobacco free campus. If a student is caught smoking or using E-cigarettes on campus for the first time, they will receive 10 hours of work detail and loss of privileges until work detail is completed. If caught smoking a second time, they will receive 15 hours work detail and campus restriction until the hours are completed. A third tobacco offense may result in participation in a non-smoking program.

### ID Cards

Students will be issued a pre-paid ID card. ID cards are used for cafeteria meals, café and school merchandise. Dorm students should immediately report lost or stolen cards to the Resident Life Office.

### School Uniform and Clothing

Appropriate school dress is important to the atmosphere of the school. Students are expected to maintain a tidy, professional appearance; they must wear designated St Johnsbury Academy Jeju clothing during school hours and on some school outings.

The following is a guideline to assist residential dorm students in making good school dress decisions for afterschool and on weekends:

Clothing should not be overly tight, overly baggy or revealing.

Shirts and tops should cover the student's underwear and belly button.

Hats may not be worn inside buildings.

No clothing may be worn that exhibits inappropriate language or logos (violent, sexist, racist).

Hanging straps and chains are unsafe and should not be part of, or attached to, clothing worn to school.

Shoes need to be appropriate for moving easily around campus

Cosmetics should be minimal

No piercings

Jewelry should not be distracting

Students may be required to change if an item of clothing is deemed inappropriate.



## Athletics

Athletics at SJA Jeju will provide a fundamental and dynamic opportunity for student learning, growth and development. At SJA Jeju, we see participation in sports as an extension of the academic program and an intense learning experience for many students. SJA Jeju's athletic program will emphasize teamwork, discipline, fun, commitment, a strong work ethic and respect for one's teammates, coaches and opponents.

In our inaugural year, we will offer the "Big 3 Sports" in Korea - basketball, volleyball and soccer in addition to offering track & field, swimming, golf, tennis, table-tennis and badminton as our most likely options.

As our enrollment grows over the next several school years, and especially once we near full capacity in the high school, we will seek to expand our athletic options to include additional sports - such as baseball, softball and field hockey - while also further developing an outstanding golf program as well as Junior Varsity and Varsity teams for regional competitions.

## Birthdays and Celebrations

Birthdays are special. For birthdays and celebrations, parents of dorm students may purchase for delivery a limited number of fast food type meals such as chicken boxes, and/or birthday cakes to be shared with other students on a Friday or Saturday only. Notice must be given to the dorm office at least 24 hours in advance to plan accordingly.

## Dorm Life

### Parent Communication

We are committed to supporting our students through open, positive communication between families and staff. All communication with international staff is conducted in English. Korean support staff will help translate information between parents and dorm staff as needed. Families should not contact Korean support staff directly with concerns about their child. Korean support staff can only serve as interpreters in face-to-face dialogue. Due to privacy concerns, Korean support staff cannot comment on individual family concerns about a student.

### Phone Calls and Meetings

Parents/guardians will be able to arrange contact with their students dorm proctor or the Director of Resident Life through the online Power School Parent Portal at [resparents@sjajeju.kr](mailto:resparents@sjajeju.kr). Each dorm has a cell phone: Girls Dorm: 010-3534-2026, Boys Dorm: 010-2071-2061. Generally, there is a Korean speaker available from 10:00 am through 19:00 Monday through Friday. Parents may not call Resident Life Staff on their personal phones. There may be up to a 48-hour wait before a meeting can be arranged, due to staff schedules. Parents will not be permitted to meet in person with dorm proctors without due notice.

### Process for Concerns

When residential life concerns or conflicts arise, parents/guardians are invited to send an e-mail or schedule a meeting directly with the Director of Residential Life. The school will provide an interpreter for parents with limited English proficiency. Outside interpreters are not permitted.

## Language Use

Our dorms seek to develop bilingual and bicultural students who communicate effectively across cultures and languages. There is a Language Policy in place on school days from Assembly until dinner. The policy specifies that English should be the language spoken on campus with the exception of the use of other languages in the classroom. Most of the enforcement of this policy comes from teachers during the school day. While dorm proctors may not be doing much enforcement in the dorms, they play a critical role in helping students understand the reasons for the policy and why students should strive to adhere to it. A successful boarding community is contingent on solid communication among its members. When English is used as much as possible during the school day, it transfers into the dorms after school hours. The more EAL students speak English, the more academic and social success they will gain from their mastery of the language. It is important for students to be mindful that their language use does not exclude or make others (students and faculty) feel excluded or uncomfortable.

## Language Support and Homework

Acquiring academic English is an intensive and ongoing process. Students will need to develop good study habits, take risks, and be willing to learn creatively and collaboratively. Homework is assigned to help students develop independent study skills and make academic progress. SJA Jeju's Residential Dorm program is designed to help support students complete their homework, study and review. Students have multiple study areas in the dorm as well as the Library to study and complete homework individually and if appropriate, in study groups. The dorm program has specified time periods and routines for homework and study on weekdays and weekends. In addition to study time in the dorm, Evening Study occurs Sunday through Thursday in the Library and is assisted by the teaching faculty to ensure work completion and also provide assistance for the student if s/he needs/wants help or has specific questions. The teaching faculty work in teams rotating throughout the week to ensure that all academic disciplines are covered. Dorm proctors strive to provide two way communication with teachers regarding student progress, homework completion and review. If a student is consistently unable to complete homework during designated study times, the residential program staff will collaborate with classroom teacher and student to provide support.

## Co-curricular Activities and Clubs

All boarding students are required to take part in an after school activity Mondays through Thursdays, unless involved in drama or sports. SJA Jeju offers a variety of faculty led co-curricular activities and clubs for students to attend throughout the school year. These activities and clubs provide students with opportunities to further explore their interests and encourage them to develop their passions and leadership abilities. Activities and clubs vary throughout the school year depending on student interest, teacher availability, and other factors. Attendance is taken at the activity. We expect students who attend school to participate in the day's after-school activities. Students too ill to participate will remain in the nurse's office or infirmary until Resident Life Staff have returned to the dorms.

## Student Conduct and Discipline

Discipline systems in the dorms are designed to reinforce our values of respect and responsibility, assist students in understanding their mistakes, and help them make better decisions. Our disciplinary process within our boarding program follows a restorative justice

philosophy in that it aims to hold students accountable for their behaviors by emphasizing that actions have consequences which may affect others in the community. Our program strives to help students learn how to repair harm and make better choices in the future, with the understanding that because the dorms are a student's home environment, implementation of interventions and consequences may differ from the day school.

### Goals of the Disciplinary Process

Our belief is that the discipline process must be meaningful and educational but also have some flexibility. We understand that students of all ages test the limits of their environments, and our goal is to help students learn from their mistakes. We aim to deal fairly with students and support the majority who act within the letter and spirit of school expectations. We value honesty and an ability to accept responsibility, and this is reflected in disciplinary responses. When handling discipline, we work to balance what is best for the individual with what is best for the community. As an institution focused on leadership skills and character, we strive to address minor and serious violations on a case-by-case basis.

Examples of **Minor Detracting Behaviors** might be messy rooms, lateness for required meeting, late to bed, missed dinner or weekend check in, not signing out, not working in study hall, and loudness in meeting or after lights out. Minor detracting behaviors are handled by dorm staff, who are responsible for dialoguing with the student to understand why the detracting behavior has occurred, how it affects the community and what can be done to prevent it in the future. Students may be assigned house consequences related to the behavior that allow them to reflect and contribute to their community. For example: cleaning duties for leaving a mess or failing room checks. **Repeated Minor Detracting Behaviors** may result in intervention by the dorm or administrative dorm staff, who will complete a Behavior Reflection Sheet and Plan of Action after speaking with the student. Failure to demonstrate sufficient improvement following success planners/value contracts may result in additional interventions and require parental notification.

**More Serious and Concerning Behaviors** often violate the community expectations. Some examples include theft, failure to respect another's privacy, being in unauthorized places, showing disrespect, lying, bullying, and excluding and hurting others. These infractions may lead to a Loss of Privileges.

A Loss of Privilege may be applied as a consequence when a student repeatedly engages in minor detracting behaviors or has engaged in a more serious detracting behavior. This means that some or all of a student's privileges are curtailed for a set period of time (examples are listed below), with additional responsibilities. Students may also be responsible for completing dorm community service.

Loss of Privileges might include no room visitors, no weekend sleepovers, early bedtime, loss of technology, check in with staff at set times, quiet reading, denial of off campus trips and visits, etc.

We are committed to providing a healthy and safe environment, and therefore have a strict policy towards any life-threatening or dangerous behaviors. **Critical Detracting Behaviors** are dangerous behaviors and often life threatening. Parents are required to attend a meeting with the Head of School and Director of Residential Life within 48 hours of the incident. Examples might include, but are not limited to: starting a fire; possessing a weapon; hazing; physical and/or sexual assault; willful destruction to school property; and/or selling or distributing alcohol, drugs, or other illegal substances. Violations of these behaviors will result in immediate out of school suspension and possible expulsion.

### Public Displays of Affection

Public displays of affection should be respectful and sensitive to others. Behavior should be appropriate to the school setting and age level. Public displays of affection that are not permissible on campus or on a school-sponsored activity between two students in a relationship, includes but is not limited to, intimate touching, fondling, cuddling, kissing, etc. Students are not allowed to sign out to the home of a person they are in a romantic relationship without the expressed permission of the Director of Residential Life

### Check-Ins

In addition to signing in and signing out of the dorms for after school related activities, students are responsible for checking in with the proctor on duty at dinner and at 10:30 a.m. on Saturdays and Sundays. Check-ins are simply a verbal confirmation with the adult on duty that you are present. If you arrive at a meal before your Proctor on Duty arrives, you must wait to check in until that adult arrives.

### Weekend Off Campus Privileges

During the week, students in high school that are in good standing academically and in the Residential Life Program may sign off campus with the Proctor on Duty to specific GEC locations during free time. All students are expected to represent school values and behave respectfully when off-campus.

A student who receives an invitation to stay at the home of another student for all or part of a weekend, must contact the Director of Resident Life for permission. She will ask to receive permission from your parents and will give you a form for the day student's parent to fill out. Due to the time needed to check with both sets of parents, you must contact the Director of Resident Life by noon on Thursday.

A student who visits or stays at any other location than the one designated for permission is subject to discipline for a Serious and Concerning Behavior.

### Arrange Overnight Weekend Leave or Travel Outside of Jeju

To arrange for a student to leave campus and return home, the student's parent/guardian must submit a **Weekend Leave Form** to the Director of Resident Life by 15:00 on Thursday of that week. Weekend Leave forms can be found at the Guide to Residential Life section on our official Website ([sjajeju.kr](http://sjajeju.kr)).

If the student's parent/guardian fails to submit the form in time, permission for weekend leave may be denied.

In most cases, Grade 6-8 students on weekend leave may not leave campus without a parent/guardian pick-up. All arrangements and requests for exceptions to this policy must be submitted to the Director of Residential Life.

Dorm students must return to the dorm no later than 20:00 on Saturday. Students returning on Sunday need to be back by 18:00 so they can attend Evening Study.

After vacations, students should plan to return to campus between 13:00-18:00 on Sunday. Students may not enter campus before 13:00 on these days without having arranged special permission with the Director of Residential Life.

Students must plan to leave on the day the semester ends. For those students returning home on a parent-scheduled flight from Jeju International Airport, SJA Jeju will provide transportation to the airport whenever possible. Before leaving for the holidays, the Director of Residential Life should be made aware of the time and flight number for the student's return after the holiday. Please always let us know transport details with as much prior notice as possible.

Please note that the Residential Dorms will not be staffed whenever school is closed for the extended vacations for Chuseok, Christmas,

Lunar New Year and Spring Break. Parents are required to make arrangements for their children whenever the school is closed.

### Weekend Activities

Each weekend a variety of activities will take place on and off campus. Notification and sign up for trips will be posted on your floor outside your Proctor's Office. Students are responsible for asking that their name be removed from the list should they decide to not attend. Students who do not show up for the bus after signing up for a trip, will not be allowed to go on any trips the following weekend.

### School Bus/Van Guidelines

Dorm students will have occasion to ride the bus/van to sporting events and to other off campus activities. Students must sit in their seats and wear seat belts, follow all directions given by the driver and staff and leave the bus clean and tidy. Failure to follow these guidelines will result in a loss of privileges.

### Food

The staff of the dining hall seeks to provide the best food and service possible. It is important for everyone to remember to treat the staff with respect and to be good stewards of the area where you sit and the areas around it.

Healthy snacks will be provided for students after school in the Dorm Dining Zone. Students may bring healthy snacks from home after weekend visits to store and eat in the Dining Zone and Resting Lounges, but this privilege depends on keeping these common areas clean. Students may not have food or drink in their dorm rooms, Study Room or music practice rooms. Students may not have soda or energy drinks. Coffee and tea are allowed on occasion as determined by dorm staff.

### Food Delivery

On Friday Nights and on weekends, students may order food from local restaurants that deliver. Food may not be brought into dorm rooms and must be eaten in either the Dining Zone and Resting Lounges. It is important that students clean up after themselves, making sure that the surrounding area is clean and free of any food. Food wrappers and containers should be disposed of properly. Failure to clean up properly may result in the loss of privileges.

### Laundry

Each dormitory has laundry facilities for you to do your own laundry free of charge. Students should bring their own Laundry detergent as it is not provided. Laundry should be done during free time hours. Students are not be allowed to stay up after curfew or go to school late in order to do laundry. St Johnsbury Academy –Jeju, offers a free laundry service twice weekly to its dorm students. Students will follow the rules posted regarding how to use this service.

### Self-Care

All dorm students are required to meet our minimum standards of self-care. These include eating regular, nutritionally adequate meals 3 times every day, following healthy sleeping patterns and maintaining good personal hygiene (showering regularly, brushing teeth).

### Student Medication

Students may not keep any medication, whether over-the-counter or prescription, in their dorm rooms. Administration of any medication to dorm students, whether over-the-counter or prescription, requires written permission from a student's parent/guardian and will be administered by the school nurse or

another person designated by the nurse (for example, for field trips). Vitamins and other "traditional" medicines must be approved by the nurse.

Dorm students diagnosed with a communicable disease will be kept in isolation under the supervision of the nurse and/or sent home until they have fully recovered. A Doctor's note will be needed in order to return to school after a serious illness.

### Personal Items

SJA Jeju assumes no responsibility for loss/damage of personal items. We strongly discourage bringing expensive or irreplaceable items to the dorms. We try to ensure that your student's possessions can be kept secure at all times. It is helpful if all items of clothing and personal belongings are labeled. A lockable space is provided for all students in their rooms. Each student is also given a locker in the main school building for use during the school day. Passports, tickets etc should be given to the Director of Resident Life upon student arrival for safe keeping. At the start of each holiday period all valuables should be taken home.

We recommend that parents equip their child with a bank card and a small monthly allowance for trips off-campus, convenience store visits and any other incidentals.

### What to Bring

Most dorm students live with one other student and have limited storage space: it is important not to over-pack. Linens and bedding are provided.

#### Essential Items

- cell phone
- Alarm clock
- Headphones
- Full SJA Jeju uniform
- Dress shoes
- Sports shoes
- Outdoor clothing for sports and hiking
- Appropriate casual clothing
- Pajamas, a bathrobe and slippers
- Towels
- Large and small reusable water bottles
- Laundry basket
- Personal toiletries
- Hangers

#### Useful Items

- Camera
- Music player (not WiFi-enabled)
- Personal sports equipment (e.g. badminton or tennis rackets, baseball gloves, frisbees)
- Bicycle, kick board, helmet and lock
- Multi-tab power strip
- Family pictures
- Plush toys or decorative pillows

**Prohibited items** include knives or weapons of any kind; any fire hazards, e.g. matches, lighters, firecrackers, incense, electric blankets, heaters, candles, rice cookers, microwaves, toasters, hot plates, coffee pots, electric kettles; alcohol, tobacco, E-cigarettes or illegal drugs; medicine without nurse's permission, pets of any kind; pornography; inappropriate games/music/movies

### Room and Personal Item Checks

Room checks are a regular part of dorm life, taking place at least once a week. In addition to checking for cleanliness, dorm staff may look inside drawers, closets and bags for items that are not allowed according to school policy. Dorm staff may also ask students to open their bags and luggage when returning to the dorms. Dorm staff have the right to immediately confiscate any prohibited items.

## Student Captains

Student Proctors will be selected by their dorm faculty. These students will have shown that they are leaders in the dorm and will help serve as role models, problem solvers, and to assist the adult dorm staff with certain duties. Student Captains are selected from each of the classes. Student Captains will be offered a single room.

## Meetings

Each dormitory will have dorm meetings designed to go over important information for the weekend and address any pertinent issues in the dormitory.

## Roommates

Most dorm students at SJA Jeju will share a room with one other student. We expect students who are sharing a room to do their utmost to be respectful of one another's privacy, space and personal belongings. At the beginning of every school year, students sharing a room will sign a roommate contract detailing their expectations and routines. Should roommates experience conflict, they are expected to go through a mediation process with their dorm proctor.

## Room Visitors

Students may visit other students rooms in the same dorm with permission from both roommates. On Friday or Saturday nights, students may sleep in another room with permission from the dorm staff. Students sleeping over in another dorm room must obtain a sleeping mattress from the Proctor on Duty.

On Saturday, Sunday and during free time, and with permission by staff of both dorms, students are permitted to visit between the two dorms. All opposite gender guests must check in with the proctor on duty and are only permitted on first floor common areas (Resting Lounge, Media room and Dining Zone) and never in your room.

Room visitation may be suspended by dorm staff.

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## Technology

School computers, peripheral devices, network and Internet access offer the opportunity for unlimited global resources to support and encourage learning. With this opportunity there is an expectation that SJA Jeju will provide a safe, structured environment for our global learning community. All members of our community must share and responsibly use technology resources.

It is important that students, parents/guardians understand that the use of technology resources and internet at our school is a privilege, and SJA Jeju reserves the right to revoke this privilege at any time. Violations of this policy may result in disciplinary action including, but not limited to: suspension, forced parental controls, and/or loss of technology privileges. Our school's Acceptable Use Policy applies across the dorms at all times.

Students are allowed to bring their own electronic devices to SJA Jeju. Laptops can be brought to school during the day, but access will be limited by individual school faculty policy.

CD players, MP3 players, iPods, cell phones, cameras are permitted in dorm rooms, but students must bring headphones and you should be aware that these items will only be accessible at certain times. Please remember that Privacy is a right. You may not use any electronic device or digital camera to take non-consensual photographs or videos.

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## Acceptable Use Policy for Technology

In order for students at SJA Jeju to use the school's technology resources, they must follow the guidelines set forth in the Acceptable Use Agreement (AUP) found in the appendix of this Guide book. The rules written in this agreement are not all inclusive. SJA Jeju 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 Jeju's resources and Internet access.

SJA-Jeju reserves the right to access and read any and all information contained in computers, computer files, email messages, voice mail messages, or written communication. Students should have no expectation of privacy with regard to these communications, and will be in violation of the school's harassment policy if they send, receive, or access discriminatory, harassing, or otherwise inappropriate emails.

