

Songdo International Academy



Student & Parent Handbook

2025-2026

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Welcome to Songdo International Academy!

At SIA we work to provide a premier education for every student who comes through our doors. We have highly qualified teachers that are eager to work with you to help your child excel in this new world that features AI and more interconnectivity than ever before. Designed with Christian values, I would like to invite you to participate in your child's growth and stay in touch with our school administration with all the concerns and kudos you would like to share.

Thank You,

Chris Yoon

Head of School

Introduction

Purpose and Use of This Handbook

The Songdo International Academy (SIA) student/parent handbook is your guide to a successful school year. The handbook details our goals and many aspects of campus life that affect the lives of our students and the operation of SIA. Parents and students are expected to read the handbook carefully. This information will help you understand what SIA has to offer you as well as what is expected of students and parents to have a successful year.

School Vision, Mission, Motto, and Core Values

The vision of Songdo International Academy is to become a leading institution offering high-quality international education in Korea, nurturing global citizens who are innovative, responsible, and compassionate.

The mission of Songdo International Academy is to empower global citizens through academic excellence, cultural exchange, and character development, preparing them to lead and inspire in a rapidly changing world.

Motto

Academia Excellentia: The Pursuit of Academic Excellence

Core Values

- Academic Excellence: Foster critical thinking, creativity, and a passion for learning through STEM education.
- Cultural Understanding: Embrace diversity and promote global perspectives through cultural exchange and mutual respect.
- Innovation and Adaptability: Equip students with the skills to navigate and shape a dynamic, interconnected future.
- Integrity and Responsibility: Encourage ethical behavior, accountability, and respect for others in all aspects of life.
- Empowerment and Leadership: Cultivate confident, compassionate leaders who contribute positively to society.

Standards of Conduct

Rules and standards are necessary in order to promote an environment that is safe, orderly and allows all students to flourish. Our expectation is that our students will be respectful, responsible, motivated and conduct themselves with integrity. Our goal in discipline is to teach students to make choices that are desirable, and for them to learn self-discipline. Enrollment at Songdo International Academy (SIA) is a privilege and our expectation is that students will conduct themselves in accordance with SIA goals and standards. We rely on parents to become partners with the school education of their child. Upon enrollment, students and parents agree to abide by the Standards of Conduct.

If the administration determines that a student's behavior demonstrates a lack of respect for person or property, disrupts the teaching and learning in the classroom or violates the regulations that SIA requires, the student will be disciplined. Student behavior is expected to positively reflect the mission and expectations of SIA, both in and out of school. We have not attempted to list every behavior and consequence, but instead have provided guidelines for appropriate behavior.

Classroom Conduct

Each teacher develops rules and classroom procedures specific to their subject area and congruent with school rules. All students are expected to be positive contributors to the classroom environment and support the structure of the classroom.

Elevator Use

Students may not use elevators unless they have a temporary elevator pass due to injury. If a student needs an elevator pass, their parent/guardian can provide the administration office a doctor's note stating that the student may not use the stairs for a certain period of time. If students are carrying large or heavy items, teachers may give permission to use the elevator. In addition, we ask that students stay off the 2nd floor as there are college students doing scientific research there.

Appropriate Use of Technology

It is the responsibility of the school to provide a secure and functioning online environment where learning can take place. Part of this responsibility involves the taking of basic precautions to insure the security of the system resources of the school, and to channel online activity into constructive, educational activities.

It is the responsibility of the student to behave in a mature and ethical way when using the school's online resources. It is the responsibility of the parents to provide such guidance and oversight for their students in evaluating activities and information retrieved online, as they do with other information sources such as television, telephones, movies, or radio.

The school's online resources are provided for students to conduct research and communicate with others. Access is a privilege--not a right. Access entails responsibility. Access to online resources is given only to students who agree to act in a considerate and responsible manner. Parent permission is required.

Individual users of the school computer networks are responsible for their behavior and communications online. Given sufficient evidence or reasonable suspicion of misuse of the school's online resources, school administrators may review files and/or communications to maintain system integrity and insure that users are using the system responsibly. Users should not expect that online communications and/or records of usage will always be private.

Parent/Teacher Communication

The SIA website is an excellent source for school information. The [SIA website](#) also features student stories and our social media links. SIA uses PowerSchool to share progress reports at the end of each semester. Parents are encouraged to view their child's progress in class using this program throughout the year. Parents are also encouraged to contact teachers through the teachers' SIA email or by calling the administration office at 032-890-7900.

Student Online Access Code of Conduct

Recognizing that online access utilizing the resources of Songdo International Academy is a privilege, not a right; I agree to abide by the following Code of Conduct:

1. I understand that much of what takes place online is in a very public forum, and I will represent myself and my school in such a way as to bring honor and respect to both. I will be polite. I will use appropriate language in my communications.

2. I will not send, or encourage others to send, abusive messages which contain or suggest pornography, racism or sexism; involve or solicit unethical or illegal activities; harass, insult, attack or defame another person or persons; or disclose information which would violate another person's privacy.
3. I will utilize the school's online resources only for appropriate purposes--those that are directly related to school/class activities or ones that I know the school and my parents would approve of.
4. I will not utilize the school's online resources for unauthorized commercial activities. I will not attempt to access a site or retrieve information that is inappropriate due to content which the school or my parents would find morally offensive or ethically wrong. I will not distribute materials that are likewise inappropriate.
5. I will not engage in online vandalism--the malicious attempt to harm or destroy the property (including data) of any other person or persons, or disrupt the normal operations of their system(s).
6. I will not attempt to access areas of the school's system or any other system without proper authorization to do so. Such unauthorized access is trespassing.
7. I will respect the privacy of others by refusing to reveal security and access passwords, home addresses, or personal phone numbers without prior authorization by their owner. I will not attempt to obtain security and access passwords by unethical means, or use passwords that are not my own.
8. I will respect and protect the property rights of others by not violating copyright law in the use and distribution of images and text. I will not use online access to acquire or distribute "bootleg" or "pirated" software.
9. I will ask for help when I need it, and promptly report any problems with the school's online resources, or problems arising from their use, to appropriate faculty or staff members.

Electronic Devices Policy

Cell Phones

The security of cell phones is the students' responsibility. SIA will not assume any responsibility for damaged or lost phones. Cell phones must be used appropriately at all times on campus and will result in disciplinary measures upon violation.

Laptop Computers and Tablet PCs

Students may bring personal laptops and tablets to be used for class activities and individual work. Misuse will result in detention and/or a conference with an administrator. The security of the laptop computer is the responsibility of the student. SIA will not assume any responsibility for damaged or lost laptops or tablet PCs.

Student Dignity Policy

Songdo International Academy is committed to maintaining an academic environment in which all individuals treat each other with dignity and respect, and which is free from all forms of intimidation, exploitation, bullying, and harassment, including sexual harassment. Sexual harassment between any persons, including students, employees, parents or campus visitors, is prohibited. Violators of this policy will be subject to discipline, up to and including termination or expulsion.

Bullying

- (1) "Bullying" means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a pupil or group of pupils directed toward one or more pupils that has or can be reasonably predicted to have the effect of one or more of the following:

1. Placing a reasonable pupil or pupils in fear of harm to that pupil's or those pupils' person or property.
 2. Causing a reasonable pupil to experience a substantially detrimental effect on his or her physical or mental health.
 3. Causing a reasonable pupil to experience substantial interference with his or her academic performance.
 4. Causing a reasonable pupil to experience substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by a school.
- (2) "Electronic act" means the transmission of a communication, including, but not limited to, a message, text, sound, or image, or a post on a social network Internet web site, by means of an electronic device, including, a smart phone, tablet, or computer.
- (3) "Reasonable pupil" means a pupil, including, but not limited to, an exceptional needs pupil, who exercises average care, skill, and judgment in conduct for a person of his or her age, or for a person of his or her age with his or her exceptional needs.

If a student believes they are being bullied, they must immediately inform their homeroom teacher or counselor. All complaints will be investigated promptly, within the limits of respecting privacy. The school has the authority to investigate complaints and may notify the student's parents or guardians, as well as the administration office, depending on the situation, to take appropriate action.

Policy on Student Misconduct on Campus:

Our school does not encourage parents to discuss or consult directly about issues related to current students without prior discussion or communication with our teachers and staff. Therefore, we kindly ask you to cooperate by following the advice of our school's teachers and staff.

For issues related to current students that arise within the school, the following procedures are required:

1. The student must first consult with their homeroom teacher before leaving school on the day of the issue.
2. If necessary, the student may consult with the department director, the vice-principal, or the Head of School.
3. After consulting with the student, the parent may then discuss the matter with the vice-principal or Head of School through a teacher meeting (a phone call or an in-person visit to the school is required).

Prohibition of Hazing (Bullying New Students/Peers)

SIA students must not participate in any form of "hazing" or related activities. Under no circumstances should they engage in actions that endanger or harm fellow students or new students. Behaviors considered physical or mental violence, including threats or insults, as well as any actions that could cause harm, are absolutely unacceptable.

"Hazing" includes the following actions:

- Threats
- Harm
- Any form of mental or physical humiliation or degradation
- Participation in student groups associated with hazing
- Mischievous pranks

Activities such as "hazing" associated with new student initiation that endanger peers or new students are never acceptable and do not constitute officially sanctioned school events. Violations of this rule will result in strict disciplinary action according to school policies.

Student Rules and Regulations

At Songdo International Academy, we expect our students to behave in a manner that reflects this tremendous institution by showing respect to the staff, students, and facilities. Here are some of the rules.

1. Please arrive for all classes on-time unless you have spoken to your teacher beforehand.
2. Cell phones are allowed at SIA as long as you use them appropriately during class.
3. Wear your uniform at all times. P.E. uniforms are only to be worn on days when you have P.E.
4. Eating and drinking snacks is allowed before and after school outside of the classroom. Bottled water is allowed in class as long as it is not a distraction.
5. Please throw away your trash and keep our campus clean.
6. Please ask a teacher if you need to print something or make copies.
7. Vending machines are open to all MS/HS students before and after school plus lunch time.
8. Please use appropriate language to students and staff at all times.
9. Report any damage to the school to a teacher or administrator (such as vandalism) right away.
10. Help your classmates stay focused on class by using the bathroom, taking medicine, or applying make-up during breaks.
11. Remember to use all school technology responsibly.
12. Make sure to always bring all your materials (textbook, pens, handouts) to class.

Neutrality

Songdo International Academy and the enrolled students and parents do not endorse any political party, politician, other social activist organization, monetary transaction, commercial sales and training activities (other than sales of products for the promotion of school development and educational projects) during the school year.

1. Songdo International Academy and the enrolled students and parents are not involved in any political orientation-related meetings on campus during the school year.
2. Songdo International Academy does not support movements or opinions of other social movement organizations, and openly supports, shares, and educates teachers, students, parents, and various media (Social Networking Service).
3. Songdo International Academy does not recommend monetary, commercial sales and training activities (other than sales of products for the promotion of school development and educational mission projects) between parents.
4. Students and parents in the above circumstances are subject to Songdo International Academy policy and leadership meeting decisions.

Prohibition Against Hazing and Initiation

No student or other person in attendance at any public, private or parochial school, or any event or activity associated with any public, private or parochial school, shall conspire to engage in hazing, participate in hazing, or commit any act that causes or is likely to cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to any fellow student or person attending or associated with the institution. Hazing and initiation includes any method of initiating or reinitiating into a student organization, or any pastime or amusement engaged in with respect to such an organization, which causes or is likely to cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm. Hazing and initiation do not include customary athletic events or similar contests or competitions approved by the school administration. Any infraction will result in consequences that will be appropriate and content with school policy as determined by the administration.

Academic Integrity Policy

Songdo International Academy (SIA) seeks to educate students in both mind and character and therefore expects its students to demonstrate integrity in all academic endeavors. SIA defines academic integrity as each student doing his or her own work, except in instances where groups of students are permitted by the teacher to work together to produce one product. If a student uses the phrases, sentences, structures, or ideas of another in an individual assignment, such as a research paper, then the student must give due credit to their sources. When teachers require individual work to be submitted but allow collaboration in completing that work, students may discuss ideas and concepts, but the actual work turned in must be that of the individual student. Additionally, there is no distinction between giving and receiving unauthorized help; one who helps another to cheat is as guilty as one who benefits from the cheating. All work submitted by students should be a true and direct reflection of their effort and ability. If even a small section or part of an assignment is found to be plagiarized, it renders the entire assignment void and the student will receive a zero for the assignment. Finally, any and all use of generative AI to write, supplement, refine, and/or edit student work constitutes academic dishonesty. Student infractions will not reset every semester/academic year. Infractions will carry over to the next semesters and academic years and remain on student's records.

All high school students will read and sign the Academic Integrity Policy Agreement at the beginning of every semester.

Examples of unacceptable practices which constitute academic dishonesty include, but are not limited to:

- Utilizing any and all generative AI such as Grammarly, ChatGPT, OpenAI, Quillbot, Gemini, etc.
- Copying another student's work with or without that student's knowledge
- Using another's words or ideas without giving due credit (plagiarism)
- Violating testing procedures as defined by a teacher in an individual classroom
- Giving and/or receiving answers to a test or quiz
- Providing unauthorized distribution, copying, or recording of tests or quizzes

Instances of academic dishonesty will be investigated by the teachers, leadership, administration, and directors of students. A preponderance of the evidence rather than incontrovertible evidence will be sufficient to incur discipline for academic dishonesty. Evidence of academic integrity will incur disciplinary consequences:

Student Snack Policy

SIA recommends healthy snacks and lunch for our students. We do not recommend junk food such as instant noodles, potato chips, candy, carbonated drinks, energy drinks, sports drinks, etc... We ask that parents pack healthier options such as dried fruit, nuts, and rice cake in place of unhealthy alternatives. Food sharing is strongly cautioned as there are students with food allergies.

Student Dress and Appearance

Songdo International Academy (SIA) strives to maintain a positive and professional learning environment. SIA encourages students to focus on the inner self and not call attention to outward appearances. We have some basic guidelines that we expect students to meet. Final decisions regarding the appropriateness of appearance are at the discretion of the administration.

Students are expected to adhere to the “Dress and Appearance” policy at all times.

Students are required to wear the school uniform every day without fail. P.E. uniforms are only permitted on days when students have their P.E. class and special events such as Sports Day. In addition, the following are NOT allowed:

1. Hats (caps, beanies, etc.)
2. Non-athletic shoes (flip-flops, open-toe shoes, crocs, high heels, etc.)
3. Leggings as pants (applies to grade 4 and above)
4. Visible undergarments or tattoos on skin
5. Bleached, unnatural or brightly dyed hair
6. Distracting jewelry

School Tuition and Fees

2025-2026 Tuition and School Fees (KRW)	
Middle school tuition	26,000,000 per semester
High school tuition	28,000,000 per semester
Application fee	300,000 per semester
School development fee	5,000,000
Book rental fee	350,000 per year
Technology fee	300,000 per semester
Lunch	700,000 per semester
Senior class fee	500,000
After school fee	250,000 per month

The tuition and other fees are due about one month before the semester starts. If parents want to pay in two installments per semester, there will be no additional charges as long as the payment arrives on-time.

School Merchandise

The rules for exchange and refund of Songdo International Academy’s products (Gym clothes, hoodies, etc.) are as follows.

Period	Refund
Within 5 days after purchase	100% exchange and refund
5 days after purchase	No exchange or refund

[Note: Exchanges and refunds cannot be made if the product is opened or used within 5 days of purchase.]

Student Information

Guidance and Counseling

The Guidance Department assists students by providing information and direction in academics and career preparation. Counselors provide a variety of opportunities for students/families to gather information and knowledge necessary to thrive not only in high school but also in college and beyond. Counselors meet with students and families beginning in 9th grade to develop their high school academic plans and to begin the process of discovering students’ gifts and interests. In the 10th thru 12th grade years, counselors actively meet with students and

families to continue maximizing their time at SIA and advancing college and career preparations. Our counselors stay current on college admissions, student scholarship information, and 21st century careers and skills. Parents understand that students may be called in to meet with the guidance counselors for mediation, conflict resolution, or concerning academic and or personal concerns. Students and parents may also request to see their counselor. Together we can provide a supportive and appropriately challenging environment that will give students the foundation and skills to thrive.

High School Graduation Requirements

University of California Admission Requirements (The 15 minimum academic prep courses)

Cat.	Course (Yrs. Req)	Minimum Courses Req.
A	History (2-4)	World History, US History, (Global Geography or US Government), AP
B	English (4)	English 9 - 12, AP
C	Math (3-4)	Geometry, Algebra 2 (Trig included), Pre-Calculus, Calculus (or AP)
D	Science (2-4)	Biology, Chemistry, Physics, AP
E	Foreign Lang (2-3)	Any foreign language
F	Fine Arts (1)	Any on the Approved list
G	Elective (1)	Any additional from 'A – E' above (College Preparatory English Writing)

[Note: Must have “grade”]

High School Requirements (22-27 Credits)

Class Subject	Credits	Years Required
English	4	4
Math	3-4	3-4
Science	2-4	2-4
Social Studies	2-4	2-4
Foreign Language	2	2
PE	4	4
Music/Fine Arts	1	1
Elective Classes	3-4	3-4
Total	22-27	

- 1 Credit = 1 Year of Classwork (2 Times a week or more)
- Students graduate in chosen AP courses or concentrations

University Supplemental Writing Class

Main high school subjects such as English, mathematics, science, and history are very important for college preparation. The completion of English and mathematics requires the fulfillment of 3-4 years in high school. The completion of science and history requires the fulfillment of 2-4 years of high school to prepare for future college majors starting from the 11th grade.

The Songdo International Academy high school curriculum and sequence is designed and implemented based on the standards of main subjects and years required by college admission. In particular, 9th and 10th grade students who have not completed the first two semesters at Songdo International Academy and are experiencing difficulties in understanding and adapting to science or history subjects may be eligible. The academic performance and abilities of

eligible students are evaluated in science and history subjects through class observation, assessments, and student progress by subject teachers. Based on students' eligibility and evaluation, the supplemental writing class may be advised and provided to applicable students.

High School Aptitude and Career Tests

We will give the Holland Aptitude Career Test to the students in both 9th and 10th grade.

Middle & High School Graduation Ceremony

Like all activities, the graduation ceremony is a privilege and not a right, and a graduating student may be excluded from participation at the administration's discretion. Students will normally be able to participate in the graduation ceremony if they successfully complete all graduation requirements. The diploma will not be issued until all graduation requirements have been completed.

If a student fails any required courses at the end of the spring semester, there will be a required meeting of the parents, student, teachers and counselor which will include a written contract. The purpose of this meeting will be to outline what the student must accomplish during the remaining weeks of the semester in order to pass the courses needed to receive a diploma.

Optional Senior Project

The purpose of the project is to allow a senior to gain real-world experience in some area of personal interest not directly related to the academic program at SIA.

Seniors who choose to participate will first obtain approval for his/her chosen project and secure a mentor who will oversee the senior's work. If possible, the project and mentor will be chosen in the spring of the junior year. During the first semester of the senior year, the senior will write a research paper on a related topic. Within a designated time frame, the senior will then complete (with mentor oversight) 40 or more hours of work on the project; maintain a journal and a portfolio related to the project; and give a presentation to a panel of adults (teachers, parents, community members, administrators). Possible types of projects include community service, career-related internships, art exhibits, music recitals, and academic science research. Other types of projects may be proposed and will be considered each year.

Associated Student Body (ASB)

Every Fall semester, the following ASB officers are elected:

1. President
2. Vice-President
3. Class Representatives

The ASB director will oversee the following procedure to finalize the appointment of the officers:

1. Application & Interview
2. Campaigning
3. Speech
4. Election
5. ASB meetings

The president is open to all high school students and the vice-president will represent the middle school students. Each class will also elect their representative. All applicants are required to have and maintain a minimum 3.0 GPA

from the previous year. Students are allowed to run for a different position the following year, but they cannot hold the position more than once.

If an ASB officer position becomes vacant in the middle of the academic year, the position may be filled with a different candidate who campaigned for the same position. If no alternative candidates are available or willing, a candidate for a different position may be considered for the vacant position.

During the election campaign, no gifts will be distributed or false allegations against other candidates be made. Any violation of the campaign rules will result in automatic candidate removal by the decision of the ASB director and the teacher's committee.

The ASB faculty director will oversee applications, campaigns, speeches, and elections for every academic year. Additionally, the director will advise the ASB throughout the academic year.

Attendance Policies

One of the keys to success in school and in every area of life is being present, being on time and being prepared. Students at Songdo International Academy are expected to attend school daily and to be on time. Regular attendance is the student's and parent's responsibility.

- All school days on the school calendar are considered full school days unless otherwise specified. All half days and activity days are considered compulsory attendance days.
- Each day that a student is absent from school parents are asked to call the attendance office before 8:50 a.m. to report the absence. This may be done in lieu of a written note.
- If the student is absent three or more consecutive days, parents must call the attendance office to report the absence.
- If a student misses school for ten or more days in a semester, they and their parents will have a consultation with the academic director.
- If a student plans to miss school due to family travel or other reasons during the academic term, parents must notify the administrative office and the homeroom teacher at least one week in advance. Since such absences can affect college preparation and academic performance, permission will be granted based on approval from the homeroom teacher and the vice-principal.
- However, 9th and 10th grade students are allowed to participate in certain extracurricular activities (such as music, arts, sports, etc.) during the school term, and absences for these activities will be recorded as an excused absence. Additionally, students in the 11th grade and above may participate in extracurricular activities related to their major field of study, and such absences will also be recorded as excused absences. The student must submit the relevant off-campus activity forms to the administrative office in advance and obtain approval.

Excused Absences

- Authorized school activity or event (athletic competition, field trip, etc.)
- Illness with a note from a parent or doctor
 - ◆ [Note: If you are absent for the purpose of self-quarantine due to a viral infection such as Covid-19, your attendance will be recognized for up to five days]
- Emergencies deemed so by the administration
- Funeral with a note from a parent or guardian
- Medical appointments

Unexcused Absences

- Absences that are not excused by school authorities or a parent phone call are *unexcused*.
- Absence due to personal reasons unrelated to academic matters.

Attendance and Tardy Policies

- The official school day begins at 8:55.
- As soon as the bell rings, roll call will begin. Failure to be in class by this time will constitute a tardy.
- There are two types of tardies:
- Excused Tardy (ET):
 - Hospitalization, unforeseen circumstances, etc. with verbal or written notification by a parent or guardian will be marked ET. While occasional excused tardies may have little or no adverse effect on students' school life or academic performance, frequent excused tardies certainly hamper the progress of the entire class, including students themselves and cause serious distraction for teachers. Therefore, timely and regular attendance is recommended.

[Note 1: If a middle or high school student arrives late due to illness, he or she must submit a doctor's note or a pharmacist's note to the administration office.]

[Note 2: If the student exceeds five excused tardies, each subsequent tardy will be marked unexcused even in the event that he or she notifies the administration office in advance.]

- Unexcused Tardy (UT):
 - A late arrival without notification by a parent/guardian will be marked UT. Frequent excused tardies are likely to create a negative impact on students' behavior and academic performance.
- Repeated Tardiness:
 - Even if a student has an approved tardy (ET), if they have 'two or more' tardies in a week, a meeting will be arranged with the homeroom teacher, and the tardies will be recorded as (UT) in the attendance record.
 - If a student has 'two or more' tardies in a week for 'more than two weeks,' the homeroom teacher and vice-principal may request a meeting with the parent.
 - For high school students, such attendance records may be reflected in college applications.

Leave of Absence

1. A student who wants to take a leave of absence should submit the appropriate form to the administration office.
2. Students are eligible for a leave of absence after a minimum attendance of four semesters. Should they request a leave less than four semesters of attend SIA, the administration will consider their circumstances and decide.
3. The student may take a leave of absence for two semesters (or one year). Any failure to return to school following two semesters of leave of absence will result in automatic withdrawal. Should the student wish to be reinstated, he or she will be required to resubmit applications and retake admission tests.
4. A leave of absence will automatically generate a re-enrollment fee of 500,000 won. The fee is non-refundable and will be deducted from tuition upon the student's return.
5. A returning student must notify the office of administration at least two months in advance. The official transcript must be submitted (8th grade onward) and a grade of B or better is required for every subject to be guaranteed readmission. However, some applicants who fail to meet this requirement may be readmitted based on the decision made by the administration.

Gmail Account & Resources

1. Upon withdrawal, the student's SIA email account and personal study materials will automatically expire after 14 days from the date of the withdrawal request.
2. SIA email accounts and personal study materials cannot be viewed 14 days after withdrawing, and SIA reserves the right to decline to reinstate them.
3. SIA email accounts and personal study materials will be retained and maintained during the period of absence, and SIA email accounts and personal study materials will be restored as of the return date.

Library/Book Cafe

The library will be open during scheduled school days from 9 to 4:45. The library is a place for quiet study and research. To maintain this environment please follow the posted rules.

Library books may be checked out for two weeks using either the self-checkout computer or with the library assistant after school. Students are responsible to return books on time. There will be a charge of 500 won per day, excluding weekends, holidays and excused absences, for all overdue books. Full payment must be made for lost books. Damaged books will be charged according to the type and extent of the damage.

Textbooks

Beginning with the new school year, all textbooks of SIA will be furnished by the school as in the past. Students are expected to take care of these books and return them in the same condition as when they were borrowed. The cost of damaged textbooks will be assessed to cover for a replacement.

Student ID Card

Students must have their ID cards with them during the school day. The cards are required during field trips and other experiential learnings.

[Note: In the event of a lost ID card, fill out an ID card reissue form and submit it to the administration office. There is a 20,000 Won fee for a replacement student ID card. Please ensure proper care of the ID card.]

Lockers

Lockers are provided for students to store textbooks and personal belongings. Students have the responsibility to keep their lockers locked, clean and orderly at all times. Students are not to write on any portion of any locker, whether it is assigned to them or to someone else. Locker combinations are not to be given to other students. In addition, students are not to exchange lockers nor use another student's locker. After the end of the school year, any articles left in lockers will be disposed of or donated to charity at the discretion of administration. Lockers are subject to search by school administration. If you lose or break your lock, you will be charged 20,000 won to replace it.

Allergies

If your student has severe allergies to any food or substances, the school must have a doctor's written emergency plan on file.

When a Student Becomes Ill at School

School personnel, including the school administration office, are empowered to render first aid and emergency care only. They may not diagnose or give treatment. Parents are contacted if the services of a physician appear to be necessary.

In case of a serious emergency, every effort will be made to immediately contact the family. If the family cannot be reached, school personnel will call, in order, the one or two responsible adults designated on the student registration form.

If a student must be sent home due to illness or injury, parents are notified. A student is never sent home alone, even if he/she is 18 years old. Students sent to the health office may rest for up to 50 minutes; after that time, they must return to class or be sent home. They must ask for a pass from a teacher or the school office to go to the health office.

Going to the Hospital

1. Notification: If a student needs to go to the hospital due to an emergency while at school, they must inform the homeroom teacher first.
2. Contact: If it is difficult to reach the homeroom teacher, contact the school administration.
3. Emergency: A student may go to the hospital during class in case of a fracture or stretched ligament due to injury during class or an emergency situation.
4. Non-Emergency: In other cases, students need to go to the doctor's office after school.
5. Accompanied by Staff: When visiting the hospital, a student must be accompanied by school staff.
6. Personal Expenses: Students are responsible for covering the expenses related to their personal illness.
[Note: If the sickness or treatment occurs during class and is deemed applicable by the school, the school may cover the initial treatment costs]

Student Drop-Off and Pick-Up

Students must be dropped off and picked up in the designated areas (school lobby or in front of the parking lot) or at school shuttle sites. All delays in student pick-up must be notified to the office.

Arriving on Campus

Once students have arrived to and entered campus, they must remain on campus during school hours and until the end-of-the-day dismissal. Even if a student arrives on campus before school hours, they may not leave campus. Students may only leave campus during school hours with teacher permission while also notifying the administration office.

If you need to pick up your child early, please contact the school office by phone or email as early as possible so we can inform your child's teacher and bring your child the 1st floor to meet you.

Staying After Regular School Hours

Students may stay after school only if they have specific academic assignments. All other students must vacate the school campus within 30 minutes after school hours. Students cannot stay after to engage in non-academic tasks such as playing games in the IT labs or book cafe.

Half Days

Students will be dismissed at 1:00 after lunch on half days. Buses will depart at 1:15.

Academic and Class Information

For high school students, the following academic guidelines will be used.

Grading Scale:

Points	Grade	Percentile	Regular	Honors	AP
97-100	A+	97-100	4	4.5	5
93-96	A	93-96	4	4.5	5
90-92	A-	90-92	3.7	4.2	4.7
87-89	B+	87-89	3.3	3.8	4.3
83-86	B	83-86	3	3.5	4
80-82	B-	80-82	2.7	3.2	3.7
77-79	C+	77-79	2.3	2.8	3.3
73-76	C	73-76	2	2.5	3
70-72	C-	70-72	1.7	2.2	2.7
67-69	D+	67-69	1.3	1.8	2.3
65-66	D	63-66	1	1.5	2
60-62	D-	60-62	0.7	1.2	1.7
Below 60	F	Below 60	0	0	0

C (Credit)

NC (Non-Credit)

The cumulative GPA is augmented and calculated by taking an unweighted GPA of all coursework beginning with 9th grade, and then adding 0.25 points for every semester of AP or Honors coursework with grades C- or higher. The semester GPAs reported on report cards are weighted for Honor roll purposes, and calculated by adding an additional point for each AP and Honors class with a grade of C- or higher. The cumulative augmented GPA is used for selecting the Valedictorian/Salutatorian, and is the GPA reported at the end of the four week grading period during the four semesters. A student must be enrolled at SIA for the last four semesters to be considered for selection. Student service, often referred to as a teacher's aide, is graded Complete/Incomplete.

SIA ESL Grade Policy

Target Group

- 8th grade new ESL students
- 9th grade new ESL students

Important Notes

- The ESL designation at SIA refers to students participating in the class due to basic curriculum content and lack of understanding. However, despite insufficient English proficiency, students (grade 8 and above) should have a satisfactory level of mathematical concepts and arithmetical skills.
- The SIA ESL grade policy is applicable to SIA ESL Students (grade 8 - grade 9) for a maximum of two semesters. If a student has to take ESL for up to three semesters, a signed agreement has to be made between the SIA leadership, teachers, and the parents.
- SIA ESL is provided for a maximum of four semesters.
- SIA ESL high school students are not provided with “credit recovery” opportunities for high school core subjects.
- Middle and high school core subjects (English, math, science, social studies) teachers may modify the content and curve the midterm and final exams for ESL students and may provide additional time as needed.
- The ESL (English as a Second Language) title will be denoted next to the subject on the student’s report card.
- If an SIA ESL student receives an average grade of D or below in the core subjects (English, math, science, social studies) during the fall semester of grade 9, the student will receive an academic probation warning for the spring semester. If the average grade for the core subjects in the spring semester of grade 9 is a D or below, the student will be unable to enroll into the fall semester of grade 10 at SIA.

Midterm and Final Report Cards

Midterm and final report cards will be issued to students after both the ninth and the final week of the semester. Students are expected to share these reports with their parents. Parents can obtain regular information about their student’s reports and grades by checking PowerSchool as often as needed. Apart from the report cards, parents are encouraged to maintain regular communications with teachers and administrators. Email or a phone call is the recommended means for making contact and requesting a conference or meeting. Formal parent-teacher conferences (PTC) are scheduled within a few days of the end of the semester. We suggest parents or guardians who are concerned about the progress of their child to contact the teachers involved at any time.

Official Transcripts

The final official high school transcripts (including final GPAs) will be available one week after graduation. SIA will release a transcript only after first securing permission from the administration office to make sure the student’s account is paid in full. If so, the transcript will be issued within two to three business days.

SIA prefers to issue transcripts electronically for expediency and tracking purposes. If postal mail is required, the SIA administration office will mail transcripts domestically and internationally at the current postal fees. SIA may charge extra fees for multiple copies of report cards, diplomas, transcripts or other certificates based on the SIA administration policy.

Homework Policy

Purpose

Homework contributes toward building responsibility, self-discipline and lifelong learning habits. It is the intention of Songdo International Academy staff to assign relevant, challenging, and meaningful homework assignments that reinforce classroom learning objectives. As appropriate, homework grades are modified based on students’ individual needs. The main purpose generally associated with homework are as follows:

- To give students a chance to review and practice what they have learned
- To prepare students for the next day’s lesson

- To provide opportunities to identify and learn to use resources such as the library, the Internet, reference books, and other community resources
- To allow for more in-depth exploration of topics than is possible during class time
- To help students develop time management, study, and organizational skills
- To provide parents with insights into what is being taught in the classroom and the progress of their children

Expectation

Homework is most beneficial when teacher expectations are well communicated, students take responsibility for their homework, and parents support these efforts. As such, the responsibilities of teachers, students and parents with regard to homework are listed below:

Teachers can help by:

- Informing students and their parents of the purpose and benefits of homework
- Informing students and parents of the school's homework policy
- Assigning relevant, meaningful homework activities that reinforce classroom learning
- Ensuring that students are aware of what is expected of them and how their work will be assessed
- Giving students sufficient time to complete their homework, taking into account homework assigned by other teachers
- Maintaining homework records and providing feedback to students and parents
- Regularly updating PowerSchool to appraise parents of their child's progress.

Students can help by:

- Being aware of the school's homework policy
- Asking questions when necessary to clarify the assignment
- Thoroughly recording homework directions and expectations
- Completing homework within the given time frame
- Informing parents of homework expectations
- Seeking assistance from teachers and parents if difficulties arise
- Ensuring homework is of high quality
- Asking for and completing homework assigned during an absence
- Working on homework independently whenever possible, so that it reflects their ability
- Managing demands and activities to allow sufficient time for homework completion

Parents can help by:

- Setting a regular, uninterrupted study time each day
- Providing a suitable place for study
- Monitoring student's organization and daily list of assignments in their agenda
- Being aware of long term assignments and assisting students in learning to budget their time accordingly
- Assisting and correcting, but not doing the actual work
- Regularly accessing PowerSchool to help monitor their child's progress

Time

Actual time required to complete assignments will vary with each student's study habits, academic skills, and selected course load. Enrollment in accelerated mathematics and/or a world language elective may increase the homework averages noted below. If your child is spending an inordinate amount of time on homework, you should contact your child's teachers. Generally, students in grade 9-12 will average up to three to four hours per night and grade 7 & 8 students will average approximately up to three hours per night, while students in grade 6 will average up to two hours per night.

Late Work Penalties

All assignments must be turned in on time. Late assignments are only accepted upon the instructor's approval and may incur a deduction in the grade.

Grace Periods for Absences

- Absences for Illness and/or Family Emergency (Category One)
 - Minimum of two days for each day of absence to complete missed work.
 - More than three consecutive days of absence- Teacher and student will determine essential assignments and agree upon due dates.
- Absences for Illness and/or family emergency (Category Two)
 - In the event of a one-day absence, for which the work was assigned more than five days in advance, the original due date will be maintained.
 - If the absence is more than one day, the grace period above applies.
- Planned absences of more than one day
 - Absences of one day will follow the two-day grace period.
 - If work is available before an absence, it is due upon return.
 - If work is required, but not available in advance, the student will have two days for each day of absence to complete the assignment.

Extenuating Circumstances

The student will work with the teacher to make a plan to deal with extenuating circumstances. Examples of extenuating circumstances may include: family emergencies, injuries, and extended illnesses.

Extensions (Applies to Category Two Assignments Only)

Extensions for students who have not been absent must be prearranged with the student, teacher, and parent. Students must:

- Complete an extension request form from the SIA Admin Office
- Obtain parent(s) signature to verify the information
- Submit the form to their teacher at least one day in advance of the original due date

If approved, the teacher and student will determine the appropriate extension time based upon the information provided.

Midterm/Final Exam Policy

Students in grades 9-12 are required to take midterm/final exams each semester. The exams are administered during the scheduled mid and final week of each semester. Midterm/final exams count as a percentage of the quarter and semester grade based on the grade components and SIA High School grading scale.

Midterm/Final Exam Retake Criteria

Students who miss a midterm or final exam due to unexpected family emergencies (such as the death of a parent or close relative) or physical injury preventing school attendance may be eligible for a retake. However, students who miss exams for personal reasons (such as a cold, feeling unwell, etc.) will not be provided with a retake opportunity. Instead, the missed exam will be addressed through the credit fulfillment system for that academic year.

Retake Procedure

If a retake is approved, the subject teacher will determine a specific time and location and inform both the student and their parent(s) in advance to administer the exam.

High Honor Roll with Distinction, High Honor Roll, Honor Roll

The purpose of the three levels of awards, High Honor Roll with Distinction, High Honor Roll, and Honor Roll, is to provide high school students recognition for academic achievement. Each level is based on the average GPA, both unweighted and weighted, in each academic year. The three levels of awards are as follows:

- **High Honor Roll with Distinction:** 3.9 and above (unweighted), 4.2 and above (weighted)
- **High Honor Roll:** 3.6-3.89 (unweighted), 3.9-4.19 (weighted)
- **Honor Roll:** 3.3-3.59 (unweighted), 3.6-3.89 (weighted)

Academic Intervention

If a student at SIA demonstrates unsatisfactory academic progress, they will meet with their teacher or an administrator. The teacher/administrator assesses the student in developing a student success plan. A copy of this plan will be sent to parents or guardians. A copy of the report is also kept on file at SIA to track future progress. A plan for success may include the following:

- Meeting with the student/parent(s)/school teacher
- Meeting outside of class time (afterschool program homework time) with teacher
- Recommendation of outside tutoring
- Limitation of participation or exclusion from athletics or extracurricular activities

Transfer Credits

Students who have earned high school credits from another school before enrolling at SIA, may transfer those credits into SIA and apply them towards graduation requirements as long as such students meet entrance testing requirements. SIA will accept the credits awarded, average grade “B” or above from other schools. No transfer credit will be considered official until an official transcript from the other school is received by SIA. For students who have been home-schooled, a copy of all high school credits received from accredited online schools or any educational institutes must be submitted with the SIA application in order to verify the student’s academic abilities.

Failing a Class (Academic Probation) and Credit Recovery

It is our desire to work hand in hand with parents and students in maintaining the academic standards desired at SIA. If any SIA high school student has an average GPA of less than 2.0 for core subjects (English, math, science, social studies), will be placed on academic probation. Students with an average GPA of 1.0 or less for two consecutive semesters will be required to leave the school. Students are removed from academic probation if they meet the conditions of the probation contract.

Although a “D” in a class will earn high school credit toward graduation, as a general rule, a “D” or lower in an academic class will be regarded as a deficiency by four-year colleges and universities and will make a student ineligible for admission. Thus, students receiving a C- or below in a class will be eligible and strongly recommended to take credit recovery courses to improve their grade during SIA summer school. If a student is missing a class credit as a result of transferring to SIA, the student is eligible for credit recovery to receive class credit.

Credit Recovery Policy-Grade Enhancement

- High school students will have the opportunity to take intensive courses for an additional fee offered during the summer for grade enhancement.
- Through instruction projects and tests for classes, students will be able to raise their original letter grade up to two grade-steps based on SIA high school grading scale.
- Students must earn two grade-steps above their original grade to receive one grade-step enhancement. Students must earn three grade-step above their original grade to receive two grade-steps enhancement.
- After successfully completing a credit recovery course, the final grade will be recorded on the transcript, which will denote that the credit was attained through credit recovery.

[Note 1: If a “Credit Recovery Class - Grade Enhancement” grade is received; it will replace the original grade up to 2 grade-steps based on SIA high school grading scale. The original and “Credit Recovery Class - Grade Enhancement” grades will always be denoted on the student’s transcript. The program is offered only once.]

[Note 2: If a “D” or lower is earned through a “Credit Recovery Class - Grade Enhancement,” the original grade will not be replaced.]

[Note 3: Based on Head of School, Vice-Principal, and/or teacher recommendation, the number of courses recommended may vary.]

Mid-Semester Transfer-Grade Fulfillment

- High school students that transfer into SIA mid-semester may qualify for mid-semester grade fulfillment.
- To qualify, students must receive the subject teacher’s recommendation and a B+ or above in the report card for grade period 2/4.
- Non-core classes semester grade fulfillment may be received through the completion of essays, projects, and presentations pertaining to the non-core class.
- All other classes that cannot be fulfilled through this program must be completed through the SIA credit recovery program during summer school.

Honors Class Policies

Acceptance and Continuation:

- To qualify and be accepted for Honors class from a regular class in the following academic year, students should have an A- or above in regular classes. To maintain Honors status in the following academic year, students should maintain a B or above in Honors classes. Subject teachers’ recommendations and parental agreement are also required for students to qualify for Honors classes or AP courses. Additionally, academic achievement in diagnostic and standardized test scores may also be considered for this placement.
- When qualified, students will be informed by subject teachers and leadership of their qualifications in Honor classes for the new academic year. The finalization will take place around the end of the spring semester. Agreements will be signed during the first week of the fall semester.
- For grade 9 students or students in Honors classes for the first time, if a student receives a B- or below for the first quarter, the student will be transferred to the regular class for the remainder of the academic year.
- New high school students joining SIA can qualify for Honors classes from the next academic year.
- If a new student entered in the spring semester of grade 8 qualifies for Honors classes in the fall semester of grade 9, their status is based on their performance in the midterm, final exams, and coursework during the spring semester of grade 8. The subject teachers can make recommendations accordingly.
- If a student in an Honors class is not able to maintain a recommended grade of B or above in each semester, they may not be recommended for the Honors class the following academic year.
- Students who fail to meet the instructor’s expectations will be recommended to be placed in the regular class. All teachers expect that the students will only submit work that is entirely their own.

Advanced Placement Policies

Acceptance and Continuation:

- To qualify and be accepted for Advanced Placement courses, a student's GPA and standardized test scores (PSAT, SAT, TOEFL, etc.) are evaluated. Additionally, subject teachers' recommendations and parental agreement is required to be accepted and registered to any AP courses.
- When qualified, students will be informed by subject teachers and leadership of their qualifications in AP courses for the new academic year. The finalization will take place during the last week of the spring semester. Agreements will be signed during the first week of the fall semester.
- If a new student entered in the spring semester of grade 8 qualifies for AP classes in the fall semester of grade 9, their status is based on their performance in the midterm, final exams, and coursework during the spring semester of grade 8. The subject teachers can make recommendations accordingly.
- Students must show a willingness to complete assignments on time, attend class regularly, and complete the online AP courses work as assigned by the teacher(s).
- Failure to complete the online AP courses work as assigned and on time will result in dropping the class. This may affect the student's eligibility for future AP courses.
- For students who pursue AP courses without the recommendation or permission of the school, students and parents will be fully responsible for the student's academic progress and success of the AP course. In the case of course failure or incompleteness, no credit recovery will be offered through Songdo International Academy.
- Students taking AP online courses in their senior year will complete their course requirements while enrolled in the senior year courses and fulfill the corresponding volunteer/service activities. If a student receives a C-midterm or final grade in an AP online course during their senior year, they will return to the regular class for that course.

Taking the AP Exams

- Most teachers require students to purchase exam preparation books or other review materials.
- Students are required to be in other classes on days they are taking AP exams in May.

AP Course Completion

It is understood that students will complete all required AP course assignments and tests by the end date of Songdo International Academy academic semester schedule. On the semester end date, students will submit all assignments and receive the final grade by the SIA semester end date, regardless of completion status. Final AP course grades for each semester must be received by the AP coordinator. If the student fails to complete the course by the semester end date, the student will not be recommended for future AP courses. Final course grades and GPA are the responsibility of the student.

Academic Integrity

The principal rule of academic integrity is that each member of the school community will do his/her own work, executed to the best of her/his ability, exclusively for the assignment for which it is presented. Because Songdo International Academy seeks to develop responsible students and scholars, the school acknowledges the principle of academic integrity. Consequently, all forms of dishonesty, including plagiarism or cheating in any form, are wrong, non-productive, and contrary to the school's educational objectives and the student's best interest. Any breach of academic integrity will be addressed by the instructor, in consultation with school administration and may result in a failing grade/automatic zero for the assignment and/or withdrawal from the AP or Honors course.

Discipline Procedures

Types of Student Discipline

Detention

The student will serve a detention with the teacher who assigned it either during the student's lunch period for two days or for one hour after school within three days of receiving the punishment. If the student does not serve the detention in that time, they will be referred to an administrator.

Short-term Suspensions

A short term suspension imposed by the Student Disciplinary Committee in some cases lasts for up to ten days. The student serving a short term suspension must complete the assigned homework lest he or she incurs additional disciplinary actions. In addition, he or she is required to attend the meeting arranged by the homeroom teacher. Following the meeting, the homeroom teacher will submit a student evaluation report to the vice-principal.

Long-term Suspensions

A long term suspension is the highest form of punishment imposed next to expulsion. There is no limit on maximum duration of long-term suspensions. Student reinstatement will be determined by the student disciplinary committee after the pre-determined period has passed. The student under long term suspension must complete the assigned homework lest he or she incurs additional disciplinary actions.

Expulsion

If the student shows no signs of remorse or improvement in behavior but continues to inflict harm against other students and damage to the school's reputation, an expulsion may be imposed based on the combined disciplinary system. The final decision and announcement will be made by the Head of School within ten days after the student's offense. During the expulsion procedure, the student disciplinary committee will meet with the student's parents in a parent conference for in-depth dialogue with regard to his or her rights and options. Through cooperation with local communities and parents, SIA will make every effort to find the best alternative schools for the student.

Gifts from Parents, Students, or Other Parties

Per the Improper Solicitation and Graft Act (Kim Young Ran Law), students and/or parents may not give gifts or food items of monetary value to SIA staff. Please address any questions you have about this prohibition to the vice-principal.