



## 성 김안드레아 한국학교

St. Andrew Kim Korean School

St. Andrew Kim Korean Catholic Church

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### 교칙

성 김안드레아 한국학교의 학생과 학부모는 다음의 사항을 준수하여야 합니다.

#### 1. 등하교에 관한 규칙 (Drop off and pick up)

- 1.1 학생들은 수업 시작 10 분전 (9 시 20 분) 부터 입실할 수 있다. (Students cannot arrive before 9:20.)
- 1.2 학부모는 자신의 자녀가 혼자 있는 상황에서 drop off 할 수 없다 (Students cannot stay in the classroom without adult supervision)
- 1.3 오후 12:30 분 학교가 끝난후 10 분 이내에 학부모는 자신의 자녀를 pick up 하여야 한다. (Students must be picked up before 12:40 pm). 특별한 행사가 있는 경우, 행사가 끝난후 10 분 이내에 학부모는 자신의 자녀를 pick up 하여야 한다. (On a special event day, students must be picked up within 10 min after the end of the event.)
- 1.4 부모가 아닌 다른 사람에게 부탁하여 자신의 자녀를 학교에서 pick up 하는 경우 그 학부모는 반드시 학부모의 서명이 포함된 위임장을 담당 교사에게 학생의 등교시 제출하여야 한다. (Students must be picked up by a parent or parents only. A proxy with a parent's signature must be submitted to the SAKKS staff before the beginning of the first class if other person is authorized to pick up their children.)

#### 2. 놀이터에서의 규칙 (At the play ground)

- 2.1. 학생들이 귀가 전 놀이터에서 학부모를 기다리는 동안 학생 혼자 있어서는 안된다.  
(Students should be under the guidance of an adult supervisor)
- 2.3 학생들은 놀이터에서 위험한 놀이를 해서는 안되며 담당 선생님이나 봉사자의 지시와 감독에 따라야 한다 (Students should not play dangerously and should follow the rules and instructions by adult supervisors)

#### 3. 학교 건물안에서의 규칙 (In the building)

- 3.1 학생들은 건물내에서 조용히 걸어야 하며 뛰어서는 안된다 (No running inside the school building)
- 3.2 학생들은 건물내의 시설이나 비품을 깨끗이 사용하여야 한다 (Students should maintain the cleanliness of building facilities and other materials in the school building)
- 3.3 학생들은 허용된 공간에만 있다 (Students should not be present in non-designated areas of the building)
- 3.4 교사와 학부모는 학생들이 위의 내용을 지키도록 지도하고 감독한다 (Teachers and parents should help students abide by the aforementioned rules)

#### 4. 교실 내에서의 규칙

- 4.1 학생들은 교실에서 교사의 지시를 따라야 한다 (Students should respect and follow the teacher's lead)
- 4.2 학생들은 교실에서 뛰거나 큰 소리를 내지 않는다 (Students should not run or speak in a loud voice)
- 4.3 학생들은 휴대전화를 수업중에 사용할 수 없다 (Students are not allowed to use cell phones in classrooms)
- 4.4 학생들은 수업중 다른 학생의 공부를 방해하는 행동을 하지 않아야 한다 (Students should not disturb other students)
- 4.5 학생들은 수업에 필요한 교재, 부교재 및 필요한 학용품을 준비하여 가지고 와야 한다 (Students should bring own school supplies)

한국학교 교사회 승인

August 29, 2009

Revised on July 2010

## St. Andrew Kim Korean School (SAKKS) DISCIPLINARY POLICY

The St. Andrew Kim Korean School discipline policy has been developed to help create and maintain an environment in which optimum learning can take place. An effective school discipline policy encourages a positive learning environment and minimizes the potential for disruptive behavior. Discipline focuses on the development of attitudes in students, which lead them to respect the necessity for regulations and the desire to conform to them. The discipline policy is also intended to improve students' abilities to be responsible citizens at school and in the greater community. The SAKKS discipline requires the partnership of parents, students, and staff to work together. Students, staff, and the parents need to be aware of the school's expectations for student behavior and the consequences if these expectations are not met. This policy defines the students' rights and responsibilities. Every student at St. Andrew Kim Korean School has three basic rights:

- The right to be safe
- The right to feel safe
- The right to learn

To ensure that all students enjoy these rights, each student must expect the best of oneself, challenge his/her mind, accept responsibility for his/her actions, and respect all staff, peers, and the environment.

### DISCIPLINARY Actions:

Behavior that will physically hurt anyone, including self, such as fighting, pushing, shoving, throwing objects, and inappropriately using materials or equipment will be reported to a school administrator and parents will be notified. Teachers will document inappropriate behaviors in writing and when necessary notify other staff members. A parent-Administrator conference will be held. The teacher will be notified of the action taken.

Behaviors that hurt another person's feelings (psychological hurt) including: name calling, putdowns, intimidation, group isolation, sexual harassment, play fighting, or inciting a fight, and other behaviors that are designed to devalue or hurt another person will be reported to a school administrator and parents will be notified. Teachers will document inappropriate behaviors in writing. A parent-Administrator conference will be held. The teacher will be notified of the action taken. Students who violate twice or more times will be suspended for **four weeks**.

Students who bring in toy knives or toy guns will be suspended immediately without warning for **four weeks**. The parents will be notified. Teachers will document inappropriate behaviors in writing.

Bringing in weapons such as knives, guns and sharp objects intended to hurt people will result in **immediate expulsion** from the school without warning. Parents will be notified of the school's actions. Teachers will document inappropriate behaviors in writing. No refund of tuition will be made.

Approved by the St. Andrew Kim Korean School Faculty  
March 6, 2010

I read and agree with the SAKKS Disciplinary Policy.

Parent's signature \_\_\_\_\_ Date \_\_\_\_\_