

Middle and High School Program

Student Life Regulations

Enacted 2014. 2. 28.
Amended 2015. 9. 18.
Amended 2018. 5. 4.
Fully Amended 2021. 10. 5.

Chapter 1 General Provisions

Article 1 (Title) The title of these Regulations is “Handong International School Middle and High School Program Student Life Regulations.”

Article 2 (Purpose) The purpose of these regulations, in stipulating necessary matters concerning student life at this school, is to equip students in the middle and high school programs as servant workers of God’s kingdom by establishing their identity, world view and calling in Christ and developing their capabilities to transform the world.

Article 3 (Basic Etiquette) ① Students must make their best effort to show respect and courtesy to all people based on the Bible verse “Do to others as you would have them do to you.”

② Students must respect teachers’ authority and follow their instruction.

③ Students must recognize the authority of the students in leadership positions in their class, grade, or student council.

④ Students must try to make new friends and form diverse and open-minded relationships with other students rather than be closed-off or exclusive.

Chapter 2 Student Life

Section 1 School Life

Article 4 (Classes) ① Students must attend classes on time. In the event that class cannot be attended for a particular reason, the teacher of the class should be notified.

② If a student has to visit the Nurse’s Room and misses class as a result, the student must

submit a nurse's room visit note to the teacher of the class.

③ Students must receive a "hall pass" from the teacher of the class if they need to leave the classroom during class. The use of hall passes are limited to 4 times for each class per semester per student.

Article 5 (Time Outside of Class) ① Students may not disturb others by being unreasonably noisy indoors or outdoors.

② Students may not engage in roughhousing or joking indoors or outdoors that threatens safety.

③ Students may not engage in speculative gaming or gambling activities.

Article 6 (Early Dismissal and Absences) Students may not leave school early or be absent without permission between the start of and dismissal from school except in cases where they have obtained approval from the homeroom teacher for unavoidable reasons.

Article 7 (Nurse's Room) ① Students should refrain from using the Nurse's Room during class time unless it is an emergency and use the Nurse's Room during lunch or break times instead.

② If a student is sick or injured during class and needs to visit the Nurse's Room, he/she must obtain a permission slip from the teacher.

③ Students may receive up to 2 hours of medical care per day if necessary at the judgment of the nurse, and if further stabilization is needed, the student must return home or visit a hospital for treatment.

④ Students cannot use the Nurse's Room when the nurse is not there.

⑤ When using the Nurse's Room, students must follow the nurse's instructions as well as the Nurse's Room Guidelines.

Article 8 (Respect for Possessions) ① Students must respect the possessions of other students and faculty and may not use them without permission.

② If a student damages, conceals or steals someone else's possessions, the student and his/her guardian must compensate for the damage.

Article 9 (Facilities Use and Environment) ① Students may not damage school facilities and materials, and they must respect the right of school members to live in a pleasant environment.

② Students should use school facilities and materials carefully and tidy up after use.

③ Students must abide by the designated rules when using school facilities.

④ If a student damages, conceals or steals school facilities and materials, the student and his/her guardian must compensate for the resulting damage.

⑤ When a student becomes aware of an issue that may endanger the health and safety of school members, he/she must notify a faculty member immediately.

Article 10 (External Events) At external events such as school field trips, students must follow the general rules of Handong International School as well as the teacher's instructions for the event.

Article 11 (Safety) ① Students must follow the instructions of the supervising teacher in order to maintain order and pay attention to safety in all activities conducted inside and outside the school.

② Students must actively participate in safety education and act according to the manual in case of an accident.

Article 12 (School Violence) With regard to school violence, the school follows the Act on the Prevention of and Countermeasures against Violence in Schools, the respective enforcement decree and guidelines from the Ministry of Education.

Article 13 (Dating) ① Students may not date someone of the opposite gender. This is not to control students' emotions, but to help establish healthy and pure friendships between students of the same and opposite gender.

② Students must not spend time with a specific student for the purpose of dating, including online messaging, KakaoTalk, and text messaging.

Section 2 Personal Appearance and Dress Code

Article 14 (Purpose) The purpose of the appearance and dress code regulations is to ensure that our students look and dress modestly so that they can maintain dignity and safety, promote a healthy school culture, and carry themselves as servants of the kingdom of God who change the world.

Article 15 (Personal Appearance) ① The standards for hair are as follows.

1. Hair should always be kept neat and clean.

2. Hair should not be dyed, permed or shaved off. However, this may be allowed under exceptional cases with the permission of the Student Life Team Leader.

3. For male students, bangs must be kept above the eyebrows, hair on the sides above their jawline, and hair on the back of their head above their shoulders.

4. For female students, hair should not cover their face and hair rollers should not be worn.

② Makeup should not be worn with the exception of BB cream, sunscreen and clear lip balm.

③ Fingernails should be kept short and neat; nail art is not allowed.

④ Students may not get tattoos on their bodies. However, any tattoos from before entering this school must be covered at all times so as not to be visible while the student is attending school.

Article 16 (Dress) ① Students may wear a uniform or casual clothing when they come to school.

② The standards for the uniform are found in Table 1.

③ Casual clothing means clothing that is not a uniform, and the following articles of clothing are prohibited.

1. Clothing that is excessively tight-fitting
2. Clothing that is ripped or exposes too much skin
3. Short pants, dresses or skirts that fall more than 5 cm above the knees
4. Clothing that advertises alcohol, cigarettes or illicit drugs or depicts foul language and sexual references
5. Clothing that depicts wording that could be politically instigating
6. Other clothing that goes against the school's identity

④ During gym class, students should wear a gym uniform in accordance with the standards outlined in Table 2.

⑤ Slippers or high-heeled shoes cannot be worn. However, in the case that it is necessary, slippers may be worn with the permission of the Student Life Team Leader.

⑥ The standards for jewelry and accessories are as follows.

1. Modest jewelry and accessories that conform to the educational spirit of the school are allowed.
2. Students may have up to one piercing per ear with parental consent. However, piercings on body parts other than the ears are prohibited.
3. Stud earrings are the only type of earrings allowed. Hoops and drop earrings are prohibited for safety reasons.
4. Hats may not be worn inside the school building. In exceptional cases, however, a hat may be worn with the permission of the Student Life Team Leader.
5. Excessive jewelry or accessories that could distract or disrupt the learning environment should not be worn.
6. Glasses with colored lenses and colored contact lenses ("circle lenses") should not be worn. In exceptional cases, however, they may be worn with the permission of the Student Life Team Leader.

Article 17 (Official Attire) ① Official attire refers to each of the following:

1. The school uniform should be worn for the top.
2. Long formal trousers should be worn for the bottom, in principle. Shorts, jeans, cargo pants and sweat pants are not permitted. However, female students may wear skirts.
3. Dress shoes, flats or sneakers must be worn as shoes. Sandals and slippers are not permitted.

② Official attire must be worn on the day of official events such as chapel, school opening ceremonies, entrance ceremonies, closing ceremonies, and graduation.

Section 3 Off-Campus Life

Article 18 (Off-Campus Life) As students who take pride in their school, students are to abide by each of the following items during their off-campus life so that they uphold their status as students.

1. Show courtesy when meeting school faculty and staff, upperclassmen, classmates, and underclassmen.
2. Be considerate of children and the elderly, and observe public morals and laws.
3. Do not take harmful drugs such as alcohol, tobacco, glue adhesives or narcotics.
4. Do not enter facilities that are harmful to youth or work illegally in such places.
5. Observe traffic rules and be mindful to avoid various safety accidents.
6. Do not use bicycles, motorcycles, or electric scooters as a means of transportation to and from school.

Article 19 (Duty of Guardians) Guardians are to be mindful of each of the following items and guide their students so they can have an autonomous and wholesome off-campus life, notifying the school immediately of any serious issues.

1. Going out and time they return home
2. Relationship with peers while off-campus
3. Abnormal behavior
4. Access to environments or media harmful to youth

Section 4 Information and Communications

Article 20 (Internet and Media Usage) ① Students may not access the internet or other forms of media with content that is unethical, gambling-related, violent, obscene or harmful in other ways.

② Students should keep their personal information secure and may not use another person's personal information.

Article 21 (Use of Electronic Devices) ① Students may not use electronic devices to play games or use illegal programs while they are on campus before or after school.

② Electronic devices are to be powered down and kept in the student's bag or locker from the time they come to school to the end of the day's schedule.

③ If a student violates Clause 1 or 2 of this Article, the Student Life Team Leader will confiscate the electronic device. The Student Life Team Leader will notify the student's guardian and deliver the electronic device to the guardian directly or via mail at the recipient's expense. The electronic device will be banned from campus for one week for the first violation, two weeks for the second violation, and for the remainder of the semester for the third violation.

④ In special instances such as for class, school events or entrance examinations, students may use electronic devices with the teacher's permission.

Chapter 3 Middle and High School Disciplinary Committee & Middle and High School Life Education Committee

Article 22 (Middle and High School Disciplinary Committee) ① The Middle and High School Disciplinary Committee (hereinafter “Disciplinary Committee”) exists to deliberate and decide on matters regarding student disciplinary actions.

② The Disciplinary Committee is composed of up to 7 members including the Vice Principal, Director, Student Life Team Leader, and Student Life Team Teacher.

③ The Vice Principal serves as the Chair of the Disciplinary Committee and the Student Life Team Leader serves as the Secretary in charge of the office work. If the Chair is unable to carry out his/her duties due to unavoidable reasons, the Director serves as the Acting Chair. When the Student Life Team Leader is absent, the Student Life Team Teacher performs the role of the Secretary.

④ The Chair convenes the Disciplinary Committee when a matter necessitating disciplinary action arises.

⑤ The Disciplinary Committee decides on and proposes disciplinary matters with a majority of the registered members in attendance and a majority vote of the members in attendance, after which disciplinary matters can be implemented with the approval of the Principal. However, expulsion can only be decided by a unanimous decision of the members in attendance at the Disciplinary Committee.

Article 23 (Middle and High School Life Education Committee) ① The Middle and High School Life Education Committee (hereinafter “Life Education Committee”) exists to deliberate and decide on matters regarding a student’s recovery education.

② The Life Education Committee is composed of up to 5 members including the Student Life Team Leader and the Student Life Team Teacher.

③ The Student Life Team Leader serves as the Chair of the Life Education Committee and the Student Life Team Teacher serves as the Secretary in charge of the office work.

④ The Chair convenes the Life Education Committee when a student accumulates 12 or more detention points.

Chapter 4 Disciplinary Education

Article 24 (Purpose) The purpose of disciplinary education is to help students develop proper values, attitudes, and good habits through the use of the detention point system and recovery education.

Article 25 (Detention Points) ① When there has been a violation of the Student Life Regulations, the teacher is to inform the student and assign detention points.

② The standards for administering detention points are outlined in Table 3.

- ③ The Student Life Team keeps track of detention points and notifies the homeroom teacher and guardian of the student.
- ④ Students with detention points meet with the teacher during the recovery education to set up a recovery plan and then carry out the plan.
- ⑤ When a student has 18 or more detention points, the Disciplinary Committee can be convened to deliberate the course of disciplinary action at the request of the Chair of the Life Education Committee.

Article 26 (Recovery Education) ① Recovery education is for students who have between 3 and 17 detention points and it is led by the Student Life Team Teacher and the student’s homeroom teacher.

- ② Recovery education can be administered within the bounds of the student’s right to learn.
- ③ Recovery points can be earned through recovery education. Points are given based on the standards in Table 4.
- ④ Detention points are maintained for one semester and can be deducted with recovery points. Detention points that have not been deducted during the semester may be transferred to the next semester.
- ⑤ The recovery education to be implemented is determined by the number of detention points as follows.

Detention Points	Recovery Education
3-11 pts.	Student Life Team Teacher has meeting with student
12-14 pts.	Life Education Committee has meeting with student
15-17 pts.	Life Education Committee has meeting with student and guardian

Chapter 5 Disciplinary Action

Article 27 (Purpose) The purpose of disciplinary action is to foster proper values, attitudes and good habits among the students in line with our school’s educational calling with the ultimate goal of helping students recover within the community.

Article 28 (Principles of Disciplinary Action) Disciplinary action against students must follow each of the following principles.

1. Respect for the student is to be given first priority.
2. The focus is to be placed on guidance for prevention purposes rather than taking action after an incident occurs.
3. Depending on the severity of the incident, the type of disciplinary action is applied in

stages to give students an opportunity for repentance.

4. When disciplinary action needs to be taken, the guardian of the student is to be informed clearly and in detail of the grounds for disciplinary action, disciplinary standards, and procedures for requesting reconsideration of disciplinary action.
5. Disciplinary action must be taken in accordance with due procedures, such as giving prior notice of grounds for disciplinary action, forming a fair deliberation body, and guaranteeing the opportunity for vindication and the right to request reconsideration.

Article 29 (Types and Methods of Disciplinary Action) ① When it is deemed necessary for educational purposes, disciplinary action in the form of one of the following may be taken against students.

1. In-school volunteering
2. Community service
3. Special education programs
4. Suspension for up to 10 days at a time and up to 30 days a year
5. Expulsion from school

② In-school volunteering can be assigned for up to 7 days, and the student can perform the following services during school under the guidance of the Student Life Team Teacher. Volunteering can also be done in cooperation with an external volunteering organization according to need.

1. School beautification and maintenance work
2. Maintenance of teaching materials/aids
3. Other activities that are equivalent to the above items

③ Community service can be assigned for at least 6 days and up to 10 days, and the student is assigned to a local administrative organization, public organization or a social welfare organization to perform volunteer work.

④ Special education programs can be assigned for at least 6 days, and the student is assigned to complete a program at a facility established and operated by the Superintendent of Education or a professional counseling organization designated by the Superintendent. However, this can be replaced with a special education program operated by the school if needed.

⑤ During a suspension period, life education is administered under the responsibility of the guardian, who may consult with the Student Life Team Teacher about the Life Education program.

⑥ The head of the school may recommend transferring to another school for students and guardians who have been suspended at least two times.

⑦ Expulsion from school shall be carried out only to those who fall under any of the following items and who are not students in the compulsory education course.

1. Someone who is deemed to show no regret for their poor conduct
2. Someone who is frequently absent from school without justifiable reasons
3. Someone who violates other school rules

- ⑧ Before a student is expelled, he/she can be assigned to home learning for up to 7 days.
- ⑨ Once a student is expelled, career counseling must be conducted for the student and guardian and efforts must be made with the local community to make arrangements with other schools or vocational education and training institutions.
- ⑩ Even students under disciplinary action may be allowed to take various tests. However, time spent taking exams is excluded from the disciplinary period.
- ⑪ Absences due to Items 1, 2 and 3 of Article 29.1 will be marked as attended while suspension under Item 4 of Article 29.1 and home learning periods under Article 29.8 will be treated as unexcused absences.

Article 30 (Standards) ① Standards for disciplinary action according to the violation committed by the student are outlined in Table 5.

- ② The Disciplinary Committee decides on disciplinary measures based on Table 6.

Article 31 (Procedures) The procedures for disciplinary action are as follows.

1. The Principal reviews the decision made by the Disciplinary Committee and the statements from the student and/or guardian and then makes the final decision regarding the type and method of disciplinary action at the educational level.
2. Once the type and method of disciplinary action are decided, the Student Life Team Leader immediately notifies the student and guardian by delivering the Notice of Disciplinary Action (Attachment 1) in written form and then telephoning to inform the guardian of the procedures and to request their cooperation.
3. A student or guardian who has an objection to a disciplinary action other than expulsion may request a reconsideration by submitting the Request for Reconsideration (Attachment 2) within 5 days of being notified of the action. However, the request for reconsideration may only be made 1 time.
4. The Disciplinary Committee makes the final reevaluation within 5 days from the date of the request for reconsideration and the Student Life Team Leader notifies the student and guardian of the results through the Notice of Reconsideration Results (Attachment 3).
5. A student or guardian who has an objection to an expulsion measure may submit a request for reconsideration to the Student Disciplinary Mediation Committee of the Gyeongsangbuk-do Office of Education in accordance with the relevant procedures.
6. The Student Life Team implements the disciplinary actions as they have been decided.
7. If, even before the disciplinary action has been concluded, the student is deemed to clearly show regret for their actions, the Principal may reduce or shorten the period of disciplinary action at the request of the Disciplinary Committee.
8. If a student under disciplinary action fails to faithfully implement the disciplinary action, the Principal may increase the severity or extend the period of disciplinary action at the request of the Disciplinary Committee.
9. The student and guardian must submit the Pledge (Attachment 10) to the Student Life

Team before the disciplinary action is concluded.

10. The Student Life Team Leader notifies the student and guardian once the disciplinary action has been concluded.

Chapter 6 Amending Student Life Regulations and Miscellaneous

Article 32 (Amendment of Regulations) If it is necessary to amend the regulations, the Disciplinary Committee asks the School Leadership Committee to review the amendment after which it must be approved by the Principal.

Article 33 (Miscellaneous) Matters that are not stipulated in these regulations are implemented with the approval of the Principal after deliberation by the Disciplinary Committee.

Supplementary Provisions

1. These amended regulations shall go into effect on October 5, 2021.

[Table 1] Uniform Standard

Category		Specifications & Design
Summer Wear	Shirt	<ul style="list-style-type: none"> ● Polo T-shirt ● Color : <ul style="list-style-type: none"> - Middle & High School Common: Black - Middle School : Red - High School : Navy
Spring/ Autumn Wear	Sweatshirt	<ul style="list-style-type: none"> ● Sweatshirt ● Color : <ul style="list-style-type: none"> - Middle & High School Common: Black - Middle School : Red - High School : Navy
	Hoodie	<ul style="list-style-type: none"> ● Fleece-lined zip-up hoodie ● Color : gray (navy for hood lining and strings) ● Material : Cotton 80%, Polyester 20% ● HIS Logo <ul style="list-style-type: none"> - Left Chest(single tone/navy), width 5cm - Full Back(double tone/navy, white), width 24cm

[Table 2] Gym Uniform Standard

Category	Specifications & Design	
Top	<div style="display: flex; align-items: center;">  <ul style="list-style-type: none"> ● Coolon T-shirt ● Color : Blue / Gray (2 colors) ● Material : Coolon 100% </div> <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <div style="text-align: center;">  Left Chest / Print (Single tone / White) Width : 5cm </div> <div style="text-align: center;">  Back Collar / Print (Single tone / White) Width : 7cm </div> </div> <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <div style="text-align: center;">  Left Chest / Print (Single tone / White) Width : 5cm </div> <div style="text-align: center;">  Back Collar / Print (Single tone / White) Width : 7cm </div> </div>	
	Bottom	<p style="text-align: center;">Shorts</p>
<p style="text-align: center;">Pants</p>		<div style="display: flex; align-items: center;">  <div style="margin-left: 20px;">  Beneath Left Pocket / Print (Single tone / White) Width : 4cm </div> <ul style="list-style-type: none"> ● Gym pants ● Color : Navy ● Material : Coolon 100% </div>

[Table 3] Detention Point Standard

Category	Violations	Detention Points	Remarks
Class	3 or more violations of the following: - Not submitting assignments - Being late for class - Sleeping in class - Disrupting the class - Not preparing class materials - Other disobedience to subject teacher's instructions	3-12 pts.	
Plagiarism & Cheating	Plagiarism	9 pts.	
	Cheating, aligning with cheating, or related aiding and abetting	12 pts.	0 score given for the test
Language & Behavior	Foul language	3 pts.	
	Lying	3 pts.	
	Repeating contact or behavior unwanted by someone else	3 pts.	
	Roughhousing or joking that threatens safety of others	3 pts.	
Dress	Wearing hoops or drop earrings	1 pt.	
	Violation of piercing standards	3 pts.	
	Wearing hats on campus without permission	1 pt.	
	Wearing slippers or high-heeled shoes	3 pts.	
	Dressing inappropriately	3 pts.	
	Wearing glasses with colored lenses or colored contact lenses ("circle lenses")	1 pt.	
	Violation of official event dress code	1-3 pts.	
	Wearing excessive jewelry or accessories	3 pts.	
Hair	Wearing hair rollers	1 pt.	
	Hair dyed, permed or shaved off	1-3 pts.	
	Violation of hair length standards	1-3 pts.	
Makeup &	Color makeup	3 pts.	

tattoos	Tattoos	12-15 pts.	
Nail	Lack of nail cleanliness or care	1 pt.	
	Nail art	3 pts.	
Facility & Property	Leaving lockers unlocked	1 pt.	
	Using school elevators	3 pts.	
	Scribbling or drawing graffiti on property of school or others	3 pts.	
	Using someone else's possessions or accounts without permission	3 pts.	
	Using buildings or facilities restricted by Handong Global University	3 pts.	
	Violation of school no-entry time	9-12 pts.	
	Absence without leave during school hours	9-18 pts.	
Dating	1 st violation of dating regulation	12-15 pts.	
Smoking	1 st detection of possession or smoking of cigarettes	12-15 pts.	Mandatory participation in anti-smoking or equivalent education
<p>※Regarding highly serious violations and matters not stipulated above, decisions can be separately made after deliberation by the Life Education Committee.</p>			

[Table 4] Recovery Point Standard

Recovery Activity	Recovery Points (per activity)
Recovery activity assignment	1 pt.
Active class participation	1 pt.
Lost & Found management	1 pt.
Exemplary life (confirmed by the teacher in charge of recovery education)	1 pt.
Class helper activity	1 pt.
Campus campaign activity	1 pt.
Campus Volunteer Work	1 pt.
※Recovery activities and points not mentioned in the above standards can be given through deliberation by the Life Education Committee.	

[Table 5] Standards for Disciplinary Action

Category	Contents of Violations	In-school volunt- eering	Comm- unity Servic- e	Special educa- tion prog- rams	Sus- pen- sion	Ex- pul- sion
Law- abiding	Intentional damaging of school property	0	0			
	Disobeying teachers' legitimate instructions	0	0	0	0	0
	Severely insulting teachers' authority with profanity, abusive language, violence, etc.	0	0	0	0	0
	Forgery, falsification, use, or rental of public documents with mal-intent	0	0	0	0	0
	Being detained or released by a police station or judicial authority	0	0	0	0	
	Being convicted under the criminal law				0	0
	Bringing, hiding, reading, producing, posting or distributing seditious documents	0	0	0	0	
Language, behavior, appearance & attire	Extremely bad behavior	0	0	0	0	
	A complaint or report is made to the school due to excessively poor language, behavior, appearance, or attire	0	0			
Education Activity	Intentionally disrupting class or another person's studies	0	0	0	0	
	Unauthorized refusal of educational activities (class, exam, events, etc.)	0	0			
	Leading or instigating refusal of educational activities (class, exam, events, etc.)		0	0	0	0

	Two or more times of cheating, aligning with cheating, or related aiding and abetting	0	0			
	Finding out or stealing test/exam questions in advance for the purpose of cheating	0	0	0	0	0
Attendance	Two or more times of absence without leave	0	0			
	Truancy within the statutory number of school days without justifiable reasons	0	0	0		
	Truancy beyond the statutory number of school days without justifiable reasons				0	0
Alcohol & drug	Two or more times of possession or smoking of cigarettes	0	0	0		
	Possession or drinking of alcohol	0	0	0		
	Possession or use of hallucinogens, such as drugs, glue, marijuana, etc.			0	0	0
Unwholesome acts	Gambling	0	0	0		
	Entering places prohibited to students or engaging in unwholesome acts	0	0	0	0	
Theft	Stealing money or valuables	0	0	0		
Group action	Attending an illegal assembly or joining a rogue group	0	0	0	0	
	Organizing or joining a group or club without permission to disrupt school order	0	0	0	0	
	Instigating group action, leading such a meeting, or participating in such activities, for the purpose of disrupting school order	0	0	0	0	0
Information & Communica	Damaging or leaking the information of school or teachers using technologies like hacking	0	0	0	0	0

-tion	or cracking					
	illegal use, trade, or distribution of someone else's personal information	0	0	0	0	0
	illegal Software trade or distribution	0	0	0	0	0
	Disturbing social order by joining, opening, or operating websites against society/humanity (suicide, terrorism, violence, illegal transaction, pornography, unwholesome Internet broadcasting, etc.)	0	0	0	0	0
Dating	Second or additional violations of dating regulation	0	0			
Others	Giving a false testimony during investigation for a case	0	0			
※Regarding highly serious violations and matters not stipulated above, decisions can be separately made after deliberation by the Disciplinary Committee.						

[Table 6] Standard of Judgment for disciplinary measures

		Basic Judgment Factors			
		Seriousness of violation	Persistence of violation	Intentionality of violence	Degree of repentance of the student who committed violation
Judgment Score	4	very high	very high	very high	none
	3	high	high	high	low
	2	medium	medium	medium	medium
	1	low	low	low	high
	0	none	none	none	very high
Disciplinary measures	disciplinary education	0 pt.			
	In-school volunteering	1 - 5 pts.			
	Community service	6 - 9 pts.			
	Special education programs	10 - 13 pts.			
	Suspension	14 - 16 pts.			
	Expulsion	decided by a unanimous decision of the members in attendance at the Disciplinary Committee			
<p>※Evaluation of judgment score is decided by consultation for each judgment factor, not the average of committee members' scores.</p> <p>If it is deemed necessary through deliberation by the Disciplinary Committee, decision for "special education programs" may be made regardless of the judgment score.</p>					

[Attachment 1]

Notice of Disciplinary Action (징계 조치 통지서)

Please see below regarding the disciplinary action that has been decided on by the Disciplinary Committee.

1. Date of Committee Meeting: _____ MM/DD/YYYY (____day) Time: __:__

2. Student

Grade-Class & Name	Reason for Disciplinary Action	Disciplinary Action

3. If you would like to request a reconsideration of the disciplinary action based on the procedures stated below, please contact the Student Life Team or your student's homeroom teacher. (Tel: 000-0000)

Student Life Regulations Article 31 (Procedures) The procedures for disciplinary action are as follows.

3. A student or guardian who has an objection to a disciplinary action other than expulsion may request a reconsideration by submitting the Request for Reconsideration (Attachment 2) within 5 days of being notified of the action. However, the request for reconsideration may only be made 1 time.
4. The Disciplinary Committee makes the final reevaluation within 5 days from the date of the request for reconsideration and the Student Life Team Leader notifies the student and guardian of the results through the Notice of Reconsideration Results (Attachment 3).
5. A student or guardian who has an objection to an expulsion measure may submit a request for reconsideration to the Student Disciplinary Mediation Committee of the Gyeongsangbuk-do Office of Education in accordance with the relevant procedures.

Date: _____

Handong International School Principal (Seal)

[Attachment 2]

Request for Reconsideration (재심 청구서)

Petitioner	Name		Phone	Home)	Relation	Self ()
				Cell)		Guardian ()
	Address	□□□□□				[Relation to Student]
	Student	Name		Grade- Class	() Grade () Class	
Date of disciplinary action notice		YYYY/MM/DD		Date I found out about the disciplinary action		YYYY/MM/DD
Purpose of requesting reconsideration (e.g. goals, desired outcomes)						
Reason for requesting reconsideration						
Date: Petitioner: (Seal/Signature) For the Handong International School Principal						

[Attachment 3]

Notice of Reconsideration Results (재심 결과 통지서)

Petitioner	Name		Phone No.	Home)	Relation	Self ()
				Mobile)		Guardian ()
	Address	□□□□□				[Relation to Student]
Student	Name		Grade-Class	()Grade ()Class		
Date of disciplinary action notice	YYYY/MM/DD		Date of reconsideration request	YYYY/MM/DD		
Date of Reconsideration	YYYY/MM/DD					
Background of reconsideration request						
Results of reconsideration and reasons						
<p>The results of the reconsideration are notified as above.</p> <p style="margin-left: 200px;">Date:</p> <p style="margin-left: 200px;">Handong International School Principal (Seal)</p>						

[Attachment 4]

In-School Volunteering Certificate (교내봉사 확인서)

Grade-Class		Name		
Reason				
Date and Hours of Service Provided	Start Date:	End Date:		
	Total Service Provided:	days		
Location				
Volunteering Activity				
Performance	Please circle the student's performance. Unsatisfactory and highly unsatisfactory performance will require the student to perform the service again.			
	Highly Outstanding	Excellent	Average	Unsatisfactory
Notes	This certificate for in-school volunteering is necessitated by disciplinary action and should not be entered in the Student Life Record as community service.			
<p>This is to certify that the above student has performed the volunteering activities prescribed by the disciplinary action based on the Student Life Regulations.</p> <p style="text-align: center;">Date:</p> <p style="text-align: center;">Certifying Teacher (Seal)</p> <p style="text-align: center;">Handong International School</p>				

[Attachment 5]

Community Service Application (사회봉사 신청서)

Personal Information	Name		D.O.B.	
			Phone No.	
	School		Grade-Class	
School Information	Student Life Team Leader		Phone No.	
	Homeroom Teacher		Phone No.	
Guardian	Name		Relation to Student	
			Phone No.	
Application Request	<input type="radio"/> Applicant - Start Date: End Date: Total: () days			
Application Considerations	<input type="radio"/> Student background, reasons for application, etc: <input type="radio"/> Things to be aware of about the student:			
<p>The application for Community Service is as detailed above and I consent to providing the personal information of the student and guardian.</p> <p style="text-align: center;">Date:</p> <p style="text-align: center;">Handong International School Principal (Seal)</p>				

[Attachment 6]

Community Service Certificate (사회봉사 결과 확인서)

Please find below the results and certificate of community service provided by the student as requested by your school.

Student List

No.	Grade-Class	D.O.B.	Name	Service Dates	Service Hours	Disciplinary Action	Phone No.
1				~		Community Service	Homeroom: 000-0000-000 Parent: 000-0000-000 Student: 000-0000-000

Student Performance

Service Day 1	Date: ___day	In charge: (Signature)	Good	Fair	Poor
	Attendance (Punctual/Timely)	(Ex. 00:00-00:00)			
	Dressed appropriately				
	Hardworking attitude				
	Positive mindset				
	Overall opinion	(Ex.) Highly Satisfactory/Satisfactory/Fair/Unsatisfactory/Highly Unsatisfactory			
Service Day 2	Date: ___day	In charge: (Signature)	Good	Fair	Poor
	Attendance (Punctual/Timely)	(Ex. 00:00-00:00)			
	Dressed appropriately				
	Hardworking attitude				
	Positive mindset				
	Overall opinion				
Service Day 3	Date: ___day	In charge: (Signature)	Good	Fair	Poor
	Attendance (Punctual/Timely)	(Ex. 00:00-00:00)			
	Dressed appropriately				
	Hardworking attitude				
	Positive mindset				
	Overall opinion				

※ Please edit form based on length of service

Date:

○○ Director (Seal)

For the Handong International School Principal

[Attachment 8]

Special Education Outcome Report (특별교육 결과 보고서)

1 Student Personal Information

Name		School	
		Grade-Class	

2 Institution where special education was provided

Institution Name		Person in charge	
		Phone No.	Office) Cell)

3 Program Details

Order	Date and Time	Program Details
1		
2		
3		
4		
5		

4 Evaluation

--

Date:

○○ Director:

(Seal)

※ If the special education program was hosted and provided by a school, the school's principal seals this form.

[Attachment 9]

Personal Information Collection and Use Agreement

(개인정보 수집·이용 동의서)

My personal information may be collected and used for the purposes of student counseling and education.

1 Purpose of collection and use of personal information

- To support student counseling and educational activities

2 Types of personal information to be collected

- General information of student: Name, gender, school name, grade, class, date of birth, contact information
- General information of guardian: Name, gender, relation to student, contact information

3 Retention and usage period of personal information

[2000. 00. 00. ~ 2000. 00. 00.]

- In principle, once the purposes of collecting and using the personal information have been met, the relevant information is to be promptly destroyed.

Based on the Personal Information Protection Act, its Enforcement Decree and its Enforcement Regulations, I consent to the collection and usage of my personal information as above.

Please check one of the following:

- I consent to the above.
- I do not consent to the above.

Date:

Student: (Signature)

Guardian: (Signature)

For the Handong International School Principal

PLEDGE

I firmly pledge to be more faithful to school life
and uphold my status as a student as well as not do anything
that goes against the rules;
and if I do something that goes against my student status, I
promise with my guardian that I will take any punishment.

Date:

Grade-Class :	Grade	Class
Student :		(Signature)
Guardian :		(Signature)

For the Handong International School Principal