



SIS Canada

STUDENT HANDBOOK

2023.9-2024.8



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HEAD OF INSTRUCTION'S MESSAGE

SIS Canada prepares students for an optimistic future in this ever-changing global world. We offer an American program from grade 1 through grade 6. Students complete the same courses, meet the same learning outcomes, and are assessed in the same manner by the same standards as all Americans. The classes are taught entirely in English by certified teachers.

At SIS Canada, students experience one of the most renowned educational systems in the world. The curriculum is taught by certified teachers who rank amongst the best-trained teachers in the world. Through teaching the American curriculum and the prescribed learning outcomes in each subject, students acquire the knowledge, skills, and attitudes that are necessary for success in the 21st century. Our students acquire exemplary English language skills while exploring a wide-ranging curriculum offered in a student-centered atmosphere dedicated to achieving excellence in academic, social and emotional learning and realizing their greatest potential.

American Curriculum subjects, including Mathematics, Language Arts (English), Science, Social Studies, Art, Music, Drama, and Physical Education, provide the well-rounded educational program that students need if they are to attend secondary education in Korea or internationally. Courses are taught using interactive and engaging teaching strategies to make learning enjoyable and to help students make personal connections with the material. To ensure that teaching aligns with American standards, pedagogical materials are imported from America.

Up to date technology provides access to worldwide resources that offer a global perspective for student-led projects encompassing learning opportunities across all curriculums. Because of this wide range of opportunities, students at SIS Canada meet and exceed the standard learning outcomes of the American curriculum. Student progress is assessed on an individual basis to ensure that each student receives the instruction needed for improvement throughout each year. SIS Canada is dedicated to offering personalized student learning for future leaders while ensuring that students practice respect for self, others, property, and the environment.

You will make a wise choice if you enroll your child at SIS Canada as they will gain excellent English language skills while developing critical and creative thinking as well as collaborative group problem-solving skills that will help them succeed as a global citizen.

I feel honored to have the opportunity to be a member of the team of professionals at SIS Canada. I have enjoyed close to 6 years of teaching and administration in American education systems, both in the United States and offshore. I look forward to a successful 2023 -2024 academic year!



Joy J. Park

Head of Instruction

ACCREDITATION

SIS Canada Inc. is fully accredited by the National Council for Private School Accreditation (NCPSA) and Ai (Accreditation International), MSA-CESS(Middle States Association of Colleges and Schools).

<https://ncpsaschools.org/>

<http://www.aiaccredits.org/>



**ACCREDITATION
INTERNATIONAL (Ai)**



**NATIONAL COUNCIL FOR
PRIVATE SCHOOL ACCREDITATION**

<https://msa-cess.org>



SIS CANADA FACULTY 2023-2024

Name	Position
Mrs. Joy J. Park	Head of Instruction, Gr. 1 Homeroom Teacher Subject: Social Studies, Fine Arts, English IXL, Character Education, Library, etc.
Mr. Brendan Vrugtman	Gr. 2 Homeroom Teacher Subject: Math, Social Studies, Physical Education, Technology, Character Education, etc.
Ms. Ishanna Dow	Gr. 3/4 Homeroom Teacher Subject: English, Science, Drama, Character Education, etc.

Please call 033-637-8817 to arrange an appointment to speak with your child's teacher. Teachers are expected to be with the students during the day, so they will not be available for drop-in counseling.

ADVANTAGES AND STRENGTHS OF THE SIS CANADA ELEMENTARY PROGRAM

- The Same Educational system and Teaching Content as North American Public/Private Elementary Schools
- Preparing Students for Attending a Secondary School in English Spoken Countries
- Certified Teachers with Professional Accreditation
- 100% English Immersion
- Cutting-edge technology in the Classroom
- Active, Hands-On, and Project Based Learning Opportunities
- Small Class Size with Personalized Attention and Learning
- A Kind and Caring, Student-Centered Learning Environment

SIS CANADA MOTTO



**ACTIVE LEARNING TOGETHER
FOR THE FUTURE**

SIS CANADA VISION

As we are committed to equipping our students for the demands and opportunities of the 21st century, we provide an environment that nurtures innovative thinking, fosters positive social and self-awareness, and builds effective communication skills by offering instruction and curricula that is sensitive to each student's individual needs and allows for personalization of learning.

OUR GUIDING PRINCIPLES

1. Innovative Thinking

At SIS Canada we build Innovative Thinking Skills by instilling in each student the ability to think creatively and critically.

a. Creative Thinking

Students are enabled to think creatively through opportunities that allow them to take initiative, exercise choice, explore ideas and options, question and challenge, make connections, and imagine and visualize the possibilities.

b. Critical Thinking

Students become critical thinkers when they are asked to formulate questions and gather relevant information. They are taught to consider different points of view, and then determine a judgment or conclusion based on criteria, evidence, and experience.

2. Personal Positive Awareness

We believe that Positive Personal Awareness is essential to lead a healthy and happy life.

Students are guided to set goals, monitor progress, regulate emotions, respect their rights and the rights of others, manage stress, and persevere in difficult situations. They keep themselves healthy and physically active, are financially literate, demonstrate self-respect, and express a sense of personal well-being.

3. Social Responsibility

We believe that Social Responsibility provides the foundation for healthy relationships and a compassionate society. Students develop social awareness and responsibility through an environment that values cooperation and collaboration and in which students experience empathy and social well-being. Our students learn to make decisions based on the benefit to all, show respect for everyone's rights, and show empathy and a sense of ethical care as they consider differing views.

4. Effective Communication Skills

a. Language Skill

We believe that strong Language Skills are a fundamental tool for effective communication. Students become competent language and symbol users through activities that allow them to see how language and community are inextricably related. They learn how language shapes culture and culture shapes language.

b. Digital Literacy

We believe that fluency with Digital tools is essential for success in the 21st Century. Students develop digital literacy through activities across the curriculum that incorporate digital literacy and are provided opportunities to engage critically and creatively with digital media. They are also instructed about the privacy, ethical, and personal safety issues related to digital media and the implications of these for their futures

ACADEMIC PROGRAM

The Elementary Years G1~G6

After completing their Kindergarten years, students embark on the next stage of their educational journey, the Elementary years. These are precious times in a child's life, and our programs have been designed to nurture curiosity and enthusiasm for learning that students will carry with them for a lifetime. During this time, students further build their language and social skills while gaining knowledge in other subject areas. Hands-on activities, group projects, and cooperative learning are all features of our Elementary program. Within our Elementary program, students learn the core subjects of Language Arts, Math, Science, and Social Studies. In Language Arts, students begin to learn how to spell and write independently, and they also develop their reading skills by engaging in leveled reading programs. In Mathematics, students begin tackling foundational skills from addition to multiplication and conceptual skills like grouping and complex patterns. In Science and Social Studies, students engage in thematic units that introduce language and learning essential for a strong start in those subjects. Our Elementary program also features subjects like Music and Fine Arts so that students receive a rounded education. Students must build confidence, creativity, and self-expression along with academic pursuits. As the starting step toward Middle and Secondary programs, our Elementary program ensures that every student begins their journey with the skills needed for success.

Developing Minds

Our academic program is based on the major disciplines of Language Arts, Math, Science, and Social Studies. In Language Arts, students expand their grammatical skills and widen their vocabulary as they take on ever more challenging reading and writing assignments. In Science, students delve into complex inquiries about life systems and the world around them. It is an opportunity to find the reasons why and how things happen and, in so doing, gain a broader perspective. In Social Studies, students gain critical thinking skills as they begin to compare and contrast world cultures and examine current world events. They also begin to explore the origins of human history and study American history as well. Every step of the way, our academic programs are focused on expanding the minds of each learner as they blossom into thoughtful and intelligent young adults.

Developing Bodies

Physical Education is a mandatory subject for all young learners in America. Quite simply, children learn better and hold more positive perceptions of themselves when they are physically healthy. Our Physical Education curriculum is designed to foster not just knowledge of sports activities but also how to make healthy lifestyle choices that students can carry with them for life. Enabling students to maintain a healthy body while building self-esteem is fundamental in our education program.

Developing Sense

The time spent in grades 4 to 6 is the formative years for a child. It is a time when children begin to develop a sense of personal awareness and social responsibility. Every step of the way, students are guided on how to become self-regulated learners who are aware of their strengths, unique abilities, and areas requiring growth. Through group activities and authentic real-world projects, students also develop an awareness of who they are in the world and how they can contribute to making it a better place. As they mature through the years, our students become comfortable with making their own choices in their learning and setting their own goals.

OPTIONAL ADDITIONAL PROGRAMS

Cultural Exchange Programs and International Study

Cultural Exchange Program Plan: Camp Narnia



Camp Narnia offers week-long summer camp programs for children ages six to fifteen. It is a community-focused summer camp on Vancouver Island that fosters creativity, friendships, and skill development.

- Period: TBA
- Participating grade: 3rd grade and up
- Itinerary:
 - a. Activity Classes with Canadian Children through Camp Narnia
 - b. Explore the capital city of the Canadian province of British Columbia, Victoria
 - c. Explore the City of Vancouver in British Columbia, Canada
 - d. Explore the University of British Columbia (UBC).
- Website: <http://www.campnarnia.com/>
- **SIS Canada will begin parent meetings and open registration during the school year.**

STUDENT RELATED POLICIES AND GUIDELINES

SIS Canada Code of Conduct Policy

SIS Canada wishes to establish and maintain a safe, caring, and orderly environment in which all learners can learn effectively, achieve personal and social growth, and practice responsible citizenship. All members of the SIS Canada community have the right to know what is expected of them, to be protected from discrimination, physical harm, or verbal abuse, to have their positive behavior recognized, and to have their personal property respected. In return for these rights, SIS Canada believes that all members of the community have a responsibility to respect themselves, others, SIS Canada, and the environment.

Students demonstrate respect by conducting themselves properly on SIS Canada premises while traveling and from SIS Canada, and while attending an SIS Canada-sponsored activity. A bus or any vehicle transporting students is deemed to be an extension of SIS Canada for this policy and therefore all rules apply. A copy of the Elementary Behavior Policy is shown below and will be displayed in each homeroom. A matrix of SIS Canada-wide expectations is also shown below.

Behaviors that interfere with learning or create unsafe conditions are considered disrespectful and unacceptable. All students are expected to be responsible for their learning and their behavior. As students mature, they are expected to make more responsible choices about their behavior and to accept the consequences of those choices.

The Head of Instruction has paramount authority to ensure the health and safety of students and to preserve order within SIS Canada.

Summary of Interventions

<u>Levels</u>	<u>Interventions</u>	<u>Type of Offence</u>
Level 1	Reminder/ correction	Minor but unsafe or disruptive
Level 2	One to One Conference	Challenging
Level 3	Parent Conference	Serious
Level 4	Suspension	Very Serious
Level 5	Suspension (Possible Expulsion)	Unacceptable

Note: These interventions may not occur in order.

Examples:

Level 1

Intervention: Reminder or Correction or Apology Requested (immediate action with little disruption to the event occurring)

At this level, the offender has engaged in some mildly offensive or potentially hurtful or dangerous behavior that, if left unchecked, could disrupt the learning environment of others or cause genuine personal harm. Examples of these sorts of offenses include:

- Interrupting a student or teacher
- Using mildly inappropriate language (other than directed at an individual) about something
- Making unacceptable comments about an individual (perhaps inadvertently) that is mildly offensive or hurtful

Level 2 - (Behavioral Policy record Level 1)

Intervention: One to One conference – **Recorded on the official recorded Behavioral Policy form as Level 1**

At this level, the offender has done something more than a Level 1 offense or has continued to engage in Level 1 behaviors. Examples of these sorts of offenses include:

- Continuing to interrupt other students (or adults) in class or conversations after having been warned several times
- Deliberately using, as part of one's regular vocabulary, inappropriate language about something other than an individual (e.g., swears)
- Intentionally says something to a particular individual which is hurtful (e.g., publicly sneers at a person; laughs or taunts a person from the protection of a group; uses inappropriate language to describe a person) this would be a "first outburst" as distinct from repetitive behavior. This type of behavior will result in the supervising or witnessing adult taking the offender aside to talk to him or her. The purpose of the conversation is to ensure that the offender clearly understands that this type of behavior will NOT be tolerated and to clarify that to continue will result in more serious consequences including parent conference, suspension, or expulsion. **The adult will ensure that the behavior is documented and may choose to notify the parents.**

Level 3 – (Behavioral Policy record Level 2)

Intervention: Conference with Head of Instruction and Parent Phone conference

At this level, the offender has responded negatively to previous interventions or has not responded with the appropriate change in behavior (level 1 or 2 behaviors continue). Examples of moderately serious offenses include:

- No change in behavior from previous interventions
- Demonstrating rude behavior to a student, teacher, volunteer, employee, or visitor to SIS
- Verbal or bullying actions
- Searching, downloading, or sharing objectionable material from the internet
- Using or 'borrowing' without permission personal or SIS Canada property

Students who commit a moderately serious offense will be sent to meet with the SIS Canada Head (or designate). Time missed from class for this meeting will be made up. The SIS Canada Head will determine an appropriate consequence. The range of possible consequences includes (but is not restricted to) a Parent Notification, a formal apology from the student, an appropriate work assignment, and on-campus suspension at SIS Canada.

Level 4 – (Behavioral Policy record Level 3 or 4)

Intervention: Parent Conference with Head of Instruction and Suspension

At this level, students have committed a very serious offence

Examples of very serious offences include:

- Being aggressively rude to a student, teacher, volunteer, employee, or visitor to SIS Canada
- Intentionally striking or otherwise injuring a student, teacher, volunteer, employee, or visitor to SIS Canada
- Destroying SIS Canada or personal property through deliberate negligence or meanness

Students engaging in these types of behaviors will be immediately suspended from SIS Canada until a meeting with the SIS Canada Head is arranged. The range of possible consequences includes (but is not restricted to) a Parent Notification Letter sent home, a formal apology from the student, an appropriate work assignment, on-campus suspension, and off-campus suspension from SIS Canada.

Level 5 – (Behavioral Policy record Level 5)

Intervention: Parent Conference with Head of Instruction and Suspension, possible Expulsion

At this level, students have committed an unacceptable offense.

Examples of unacceptable offenses include:

- Any action that is believed to cause significant emotional or physical harm to others
- Any action that is believed to significantly detract from the educational and social experience of others

Please note that SIS Canada is not obligated to move students through the various levels or interventions. The level of intervention will be dependent upon the severity of the offense.

If a student must be suspended from SIS Canada, the Head of Instruction will arrange a conference with parents to fully apprise them of the circumstances that precipitated the decision. Where SIS Canada or personal property has been damaged, the parents of the student (s) involved are expected to pay for all costs.

Parents may appeal a disciplinary decision regarding an off-campus suspension by requesting a meeting with the Owner/operator to state their concerns. This can be done by contacting the Director at 82-33-637-8817 to arrange an appointment.



Elementary Student Behavior Policy

Level 1 : Teacher speaks with student.

Level 2 : Visit the head of Instruction's room with the teacher.

Spend recess breaks separated from class for 3 days and call home to inform parents.

Level 3 : Visit the head of Instruction's room with the teacher.

Spend recess breaks separated from class for 4 days and meet with Parents.

Level 4 : Visit the head of Instruction's room with the teacher.

Receive a strike on your permanent record and you are suspended for the next half day of school. Parents will be contacted and come for a meeting.

Level 5 : Visit the head of Instruction's room with the teacher.

Receive a strike on your permanent record and you are suspended for the next full day of school. Parents will be contacted and come for a meeting.

These rules are in effect from the moment you step on the SIS bus in the morning, the entire learning day and until you step off the SIS bus in the afternoon at home.

	Level 1	Level 2	Level 3	Level 4	Level 5
Playing computer games 교내에서 컴퓨터게임을 함	O	O	O	O	O
Using bad language 나쁜 말을 사용함	O	O	O	O	O
Stealing 훔치는 행동		O	O	O	O
Disrespecting other's belongings 타인의 소유물을 존중하지 않는 행동	O	O	O	O	O
Being dishonest 부정직함	O	O	O	O	O
Physically hurting others 다른 사람을 아프게 하는 행동(신체적)	O	O	O	O	O
Bullying others (verbally---) 다른 사람을 괴롭히기(언어로..), 왕따 행동	O	O	O	O	O
Inappropriate touching 부적절하게 터치하는 행동(신체적)	O	O	O	O	O



SIS Canada Wide Expectations

	Classroom	Hallways	Cafeteria	Playground	Bus
Respect Self	Use inside voice Try new things Listen Do your best work	Be careful Walk Put your belongings away	Eat what you take Take the time to enjoy your meal Use inside Voice Eat a variety of foods Walk nicely downstairs	Play hard Play safe Decide to play or not	Wear your seat belt Stay in your seat Sit properly and quietly.
Respect Others	Be on time. Keep hands and feet to self Listen to each other Be polite and kind Respect people's property	Walk Use inside voices Take turns Follow the directions of the staff	Greet and thank the Chef Let the supervisor eat first Use inside voice and remain seated. Use your manners Take your share	Include everyone who wants to play Keep hands, feet, or objects to yourself Play properly, politely, and fairly	Use inside car voice Keep hands and feet to yourself Take turns entering and leaving Greet and thank the bus driver Take an empty seat
Respect Environment and SIS Canada	Keep the place tidy and clean. Take care of classroom things Use resources wisely	Keep hallway clean Take off muddy shoes at the entrance Be careful of things on display Wear inside shoes	Clean up Push your chair in Make sure you take all dishes back	Choose a good game for the space Take care of the play space Pick up any garbage Stay in your play area Return equipment	Keep the bus clean Save snacks for later unless permission is given Throw trash in the trash can

Attendance Policy

Students are expected to attend SIS Canada every day. Students who do not attend every day do not perform as well in their studies. Therefore, students should be away only if necessary.

CLASSIFICATION OF ABSENCES/TARDIES

Excused: SIS Canada policy excuses students from compulsory attendance for all or part of a school day for the following reasons:

- Illness
- Prior approved trips/vacations
- Religious observance/instruction
- Family death/emergency

Unexcused: Any absence that is not covered under the above definition of an excused absence is classified as unexcused.

Prior approval Required: Parents should inform the school of all absences, early dismissal, and tardies in advance. If a student must be absent or late, parents must call the office before 8:40 a.m. to leave a detailed message.

Tardy: Tardies are classified as excused/unexcused using the same criteria for general absences. Students arriving at school after the start of homeroom/first block will be recorded as tardy. Three (3) unexcused tardies are equivalent to one (1) absence.

Early Dismissal: Early dismissals where students miss two or more hours will be recorded as a half-day absence.

Vacations and Family Trips: All trips and vacations are unexcused unless prior approval is obtained and the child is in the company of an adult for the entire trip. Up to five (5) days each year may be classified as excused for time spent on a vacation or trip. Approval must be requested before the trip.

Medical & Dental Appointments: Medical/dental appointments should not be scheduled during the instructional day whenever possible. When no other arrangements can be made, parents should inform the school in advance of the appointment. Students will not be dismissed without parents' permission. Before leaving, and after returning, students shall report to the office.

Absence Make-Up Policy: If parents request an extended leave of absence, the student is responsible for arranging for and completing all work that has been or will be missed. While SIS Canada will try to accommodate parents' requests for homework, 7 days' notice must be given for the teacher to prepare the work.

Dress Code

SIS Canada students are free to wear most clothing; there are activities outside almost every day, so please wear comfortable clothing. Avoid revealing clothing that cannot be worn, such as spaghetti-strap tops or dresses, sleeveless T-shirts or dresses, skinny pants, miniskirts, mini shorts, etc. Please bring sneakers for outside activities and indoor shoes for use in the classroom, and wear socks for all 4 seasons.

Personal Information Privacy Policy

Safeguarding the personal information of parents, students, and employees is a fundamental concern of SIS Canada. SIS Canada is committed to meeting or exceeding the privacy standards established by Canada's Personal Information Protection Act (PIPA) and any other applicable legislation.

This Personal Information Privacy Policy describes the policies and practices of SIS Canada regarding the collection, use, and disclosure of personal information, including the steps SIS Canada has taken to ensure personal and financial information is handled appropriately and securely. SIS Canada may add, modify, or remove portions of this Personal Information Privacy Policy when it is considered appropriate to do so, and any such changes will be effective upon giving notice of the revised policy.

"Personal information" means any information about an identifiable individual, as further defined under Canada's Personal Information Protection Act or other applicable laws. Personal information excludes the name, position name or title, business telephone number, business address, business email, and business fax number of an individual, as well as any publicly available information as designated under applicable laws, such as information available from a public telephone directory or a public registry.

SIS Canada uses personal information as follows:

- To communicate with parents and students, process applications, and ultimately to provide students with the educational services and co-curricular programs expected.
- To enable SIS Canada to operate administratively, including reporting to the Ministry of Education, payment of fees, and maintenance of non-educational programs.
- Health, psychological, or legal information to provide certain specialized services in those areas or as adjunct information in delivering educational services.
- To communicate with family members and alumni.

Progress Reports – Assessment of and For Learning

Progress report cards are issued four times throughout the official academic year and are distributed at the end of each term. Regularly scheduled parent-teacher conferences occur once each academic year. Parent-teacher conferences are held for all SIS students in grades 1-6 in December at the end of Term 1 to inform parents of students' individual needs and progress. SIS Parents may request a conference with their child's homeroom teacher and the head teacher at any time during the year providing they contact SIS Canada to make an appointment at least a week in advance. Additional official transcripts are issued upon request and may take up to 7 days to be sent.

The primary purpose of reports is to improve student learning. They are intended to improve communication with parents about the student and their learning. Students are encouraged to be active participants in discussing their learning, both during the term and at progress reporting time. At all stages, the focus is on what has been learned, which forms the basis for planning what needs to be learned next.

Teachers at SIS Canada will use a variety of assessment methods and will endeavor to make sure that students know the assessment criteria before the work begins. Students are often invited to participate in setting the criteria for an assignment. The teacher tries to give specific descriptive feedback before, during, and after the learning. Evidence of learning is collected from multiple sources over an extended period. This may include such things as observations, written assignments and tests, multimedia presentations, performances, and conversations. Therefore, students who perform poorly on one test or assignment will have many opportunities to demonstrate that they have achieved the required learning outcome. Students are encouraged to practice self-assessment, asking themselves the questions: "What's working? What's not working? What's the next step in learning?"

Communication about assessment should be ongoing, clear, purposeful, and respectful. Therefore, reports sent home should balance areas of growth and areas of strength and, where possible, provide examples to demonstrate both.

Parents are asked to refrain from comparing their student's grades with those of other students in the class. Students learn at different rates and can express their learning in many different ways. Students enroll in SIS Canada with a variety of levels of proficiency in English. Particularly for English Language Learners, adaptations may need to be made to adjust the reading level of material, and this is an expected part of providing individualized learning experiences at SIS Canada.

Tablets for Learning

SIS Canada is an English immersion educational environment. Therefore, all students are asked to meet the following expectations regarding technology.

1. Technology should only be accessed when indicated by the classroom teacher. If the technology the device is not needed for class; it should be left in the backpack or under the care of the teacher.
2. During the day, only English sites should be accessed, and all language settings must be in English.
3. Only apps and sites that have educational value shall be accessed during the day. While there is considerable entertainment value to be found through an iPad or a laptop, games, and personal internet searches should be saved for designated times.
4. A student may receive permission from the classroom teacher to access information in Korean where no similar information is available in English.
5. If a student is found to have material on their iPad that is deemed unsuitable (e.g., inappropriate videos, violent games, or adult content) SIS Canada may request that this material be removed, or the student will lose their device (see 7).
6. If a student misuses their technology device (watching videos, playing games, and/or checking social websites during class time), the consequences laid out in # 7 will come into effect.
7. If a student persists in not following the technology expectations, she/he will have that technology taken away in the following step process (Documentation of offenses will be placed in the student file):

- | | |
|------------------|---|
| • First offense | A warning |
| • Second offense | Lose the device for 24 hours |
| • Third offense | Lose the device for 1 week |
| • Final offence | No access to personal devices and <ol style="list-style-type: none">a) Will have to use a classroom computer to access textbooks and other resourcesb) Will require a parent meeting after which a contract regarding acceptable use will be put into effect |

SIS Canada educators believe that the use of technology is an essential key for learning and allows students to engage in learning tasks that promote greater understanding. With this in mind, we are developing plans to encourage students to bring in their own devices and incorporate their use on a broad scale in all subject areas.

Here is an outline of some specifications about what device you choose your child should have if you would like them to use it for schoolwork. We encourage you to choose a device that features the following for the best learning results.

- a. Wireless networking capability
- b. A microphone
- c. An external keyboard for entering text (with Bluetooth connection)
- d. An audio output for headphones
- e. A minimum of 6 hours of use from one battery charge
- f. A full-functioning, recent Chrome web browser

If you already have any devices that meet the criteria above, you do not have to purchase another one. However, if you would like to purchase one for your child, we recommend the following examples of devices:

- a. Chrome book (highly recommended)
- b. Laptop
- c. iPad

Technology Hardware and Software requirements

Hardware

Grades 1 through 6 - require a Chrome book, iPad, or laptop computer

Software or Applications (apps)

Suggestion for students in grades 1 to 6

All Students

Pearson e-text	Free
BrainPOP	Free
Adobe Reader	Free

Primary (Grades 1-3)

RAZ Kids	Free
IXL English and Math	Free
Epic!	Free

Intermediate (Grades 4- 6)

Open office	
Word	
Pages	
Google Drive	Free
Google Docs	Free
Google Slides	Free
Google Sheets	Free
Sketchbook Express	Free
RAZ Kids	Free
IXL English and Math	Free
Epic!	Free
Prezi	Free
EduMotion	Free
iMovie	Free on new iPads

Speaking English

We believe that students who practice speaking English constantly throughout their day will learn better in all of their courses and will become fluent speakers of English more quickly. We also believe that learning should be fun and that students enjoy learning from each other. The guidelines for speaking English are as follows:

1. As a condition of enrolment, students agree to speak English without being reminded by adults or other students. This applies at all times during class and as requested by adults within the building.
2. Class time is defined as any time that students are in attendance at SIS Canada programs, either within the building or on excursions outside the building. We recognize that it is polite for students to respond in Korean if addressed in Korean by a guest or elder or if requested to do so by a teacher.
3. To assist a student who does not know how to say a word in English, students may on occasion ask, "How do you say _____ in English?"

Failure to follow these expectations may result in the implementation of the Behavior Discipline Policy.

Library Books

Students are required to check out any SIS Canada library books they wish to borrow during library class time. They are also required to return their borrowed library books during library class time within 1 week of borrowing them. Students will be responsible for reimbursing SIS Canada for any books that they fail to return or damage beyond use.

INFORMATION FOR PARENTS

Back to SIS Canada Supplies List:

- ☐ Backpack
- ☐ Water Bottle
- ☐ Chopsticks and spoon set
- ☐ Indoor Shoes (Not slippers)
- ☐ Outdoor Shoes
- ☐ Headphones or earbuds: this has to be compatible with your child's tablet
- ☐ 1 Tablet PC
- ☐ Daily Healthy Snack with/without a small drink

Labeling Items: All items in this list need to have your child's name somewhere on it.

More supplies list will be given according to class projects by each teacher via the student's weekly planner and/or text messages in the future.

Weekly Planner: SIS Canada will provide a student's weekly planner, which is an open communication channel between your child's homeroom teacher and parents. One parent is required to sign each school day as they check it.

Counseling

After admission to SIS Canada, your student's teacher will deal with all counseling related to your student's learning progress. Please schedule a meeting with your child's teacher if you have any questions or concerns. If a meeting is required, please schedule a meeting by contacting SIS Canada or sending a letter with your child indicating the date and time(s) you would be available to meet and the concerns or questions you wish to address at the meeting. The Head and teachers are not available for a drop-in consultation.

Translation services will be provided by SIS Canada for all meetings with staff.

Tel. 033 637 8817 / 010 6757 8817

Shuttle Bus

Once your child's shuttle pick-up schedule has been decided, it cannot be changed. Please do not ask to change pick-up times or areas once the schedule is in place. In the event you move to a different address, please notify the office at least two weeks in advance, and we will make the necessary arrangements for shuttle pick-up.

Please let the office know if your child will not be taking the shuttle on any specific day due to illness, absence, or other family matters. If you intend to pick your child up from SIS Canada on any given day, please let the office know 2 hours in advance.

There is no shuttle bus fee. If the shuttle bus is unable to operate due to natural disasters, epidemics, or SIS Canada issues, we may ask you to pick up your students. Shuttle buses are available within the currently defined shuttle bus routes. Shuttles buses are not available in outlying areas or remote areas of the city.

Completion of the school year

- One school year is completed in 11 periods, and 1 period has 19 class days.
- Class days are study days except Saturdays, Sundays, school holidays, national holidays, etc.
- If there are more than 2 days when classes are not available due to natural disasters, infectious diseases, etc., extended classes will be held by reducing the vacation time from Day 3. In other words, 2 days is included in the number of school days.
- Term 1 and 2 : September to February of the next year (Winter break: 2 weeks in December/January)
Term 3 and 4 : March to July (Summer vacation: August)
- Students returning to Korean schools should complete Term 1 and Term 2 and go on to school.
- Students entering a school abroad in the United States, Canada, etc., should complete Term 3 and Term 4 of the course and progress to the school.
- The exact date of the vacation can be found in the yearly calendar.

Tuition fees

- Tuition fees are paid monthly. (Please refer to the payment schedule)
- Please observe the payment date indicated on the payment schedule. (Text sent monthly)
- There is no deduction for absenteeism.
- There is no tuition discount.
- Student admission is on a term-by-term basis, so if you do not enroll for 1 period, a progress report will not be issued that term.
- We issue a cash receipt when paying to the bank. Please inform the front desk of your preferred cash receipt issue number.

Refund Policy

Before the commencement of classes = 100% refund.

After the commencement of classes:

- **1-6 class days – 2/3 refund of tuition fees**
- **7-9 class days – 1/2 refund of tuition fees**
- **After 9 class days – No Refund.**
- SIS Canada offers free meals and shuttle buses. Therefore, even if you do not use the lunch and shuttle bus, the tuition fee you will pay is the same.

Meals

- There is no meal fee.
- If SIS Canada is unable to operate a meal due to a natural disaster, an epidemic, or SIS Canada issues, we may ask you to prepare a packed lunch.
- Children who are sensitive to idiosyncrasies or food, such as Allergies, can bring a side dish.
- Parents of a child with any food allergies are to be informed 3 days before school starts.

Healthy Snacks for Brain Food Break

Please prepare and send the necessary daily snacks for the afternoon. We encourage you to send a small, healthy snack every day that can be eaten in about 10 minutes. Here are a few suggestions and tips to ensure everyone is happy and healthy. We encourage healthy choices such as fruit, vegetables, cheese, yogurt, etc. avoiding food with higher amounts of sugar such as candy and chocolates. Please try to send items that are easily cleaned up. A Ziploc baggie or small Tupperware container works great for packing and doesn't take up much room on the table.

No Food Sharing

SIS Canada has adopted a “No Food Sharing” Practice. Students and parents need to ensure no food sharing or trading during snack time or lunchtime. All school community members need to be aware that students are not to swap or share food and can only eat food provided or approved by their parents.

Get Daily Life Compensation Insurance

Please purchase daily life insurance for compensation in case your children may cause any damages to others and/or other people's property while attending SIS Canada. Even though teachers do their best to prevent accidents, accidents can happen anytime and anywhere. In occasional accidents, things cannot be covered and resolved by SIS Canada insurance. Therefore, we highly recommend you help us with daily life insurance for your child.

Guidelines for Gift Giving

Gifts for Teachers

The teachers appreciate receiving a thank you and recognition for good work from parents and students. However, we suggest that appropriate gifts are small and relatively inexpensive. In English, we would say, "It's the thought that counts, not the size of the gift!" Please do not send expensive gifts to SIS Canada, as teachers have been asked not to accept them.

Gifts or treats for your child's class

When you plan to send in any snacks and/or treats to celebrate a particular day, such as your child's birthday or Children's Day, please send them to the administrative office. If you plan to send in snacks, please choose simple snacks that can be distributed to all students at lunchtime. Also, SIS Canada does not allow our students gift giving or receiving except for their birthdays.

Early Leave

Students who need to leave early should contact the administration office in advance.

Students can leave early between 11:40 and 12:00 (lunchtime) or between 1:40 and 1:50 (snack time).

SIS CANADA ELEMENTARY DAILY SCHEDULE

Time	Activity
9:20-09:40	Homeroom Morning Meeting
09:40-10:25	Morning Classes 1
10:25-11:10	Morning Classes 2
11:10-11:55	Morning Classes 3
11:55-12:40	Lunch and Recess
12:40-1:25	Afternoon Classes 1
1:25-2:10	Afternoon Classes 2
2:10 -2:20	Snack
2:20-3:10	Afternoon Classes 3

- SIS Canada operates a combined class and a subject system.
- Each teacher has 3 to 4 subjects to teach in all grades.
- The weekly timetable will be distributed in the event of a change in course time on a per-term basis and will not be distributed if a change is not made. This may change during the term from time to time.
- Depending on the nature of the subjects and the number of students in each grade, some subjects may be taught in mixed classes/grades.
- In the United States and Canada, local elementary schools do not use textbooks differently than in our country. Based on the educational objectives and grade-level curriculum set forth by the Ministry of Education in each of the states of the United States and Canada, thematic integrated and individualized education is being conducted.
- SIS Canada is an institution that conducts the U.S. public elementary school curriculum allows students to complete U.S. education through AI accreditation, and does not use textbooks in most subjects.



SIS CANADA 2024

- The yearly schedule could change due to either weather or a change in national Korean holiday dates.
- 위 학사일정은 천재지변, 임시공휴일 등으로 인해 변경될 수 있습니다.

CALENDAR

Period 7 <3/4~3/28>

교육비납부 2/25
1 – Holiday (No Classes)
15 – Funky Hair Day
22 – Spelling Bee/
Dojo Party
29- Field Trip

MARCH 2024						
S	M	T	W	Th	F	S
					1	
	4	5	6	7	8	
	11	12	13	14	15	
	18	19	20	21	22	
	25	26	27	28	29	

Term3= 2/26~5/16(55days)

SEPTEMBER 2024

S	M	T	W	Th	F	S
	2	3	4	5	6	
	9	10	11	12	13	
	16	17	18	19	20	
	23	24	25	26	27	
	30					

Period 1 <8/29~9/27>

교육비납부 8/25

16~18 Holiday (No Classes)
6 – Field Trip
27- Dojo Party

Period 8 <3/29~4/24>

교육비납부 3/25
5 – Planting Day
19 – Earth Day
26 – Market Day /Dojo

APRIL 2024						
S	M	T	W	Th	F	S
	1	2	3	4	5	
	8	9	10	11	12	
	15	16	17	18	19	
	22	23	24	25	26	
	29	30				

OCTOBER 2024

S	M	T	W	Th	F	S
		1	2	3	4	
	7	8	9	10	11	
	14	15	16	17	18	
	21	22	23	24	25	
	28	29	30	31		

Period 2 <9/30~10/28>

교육비납부 9/25

3.9 – Holiday (No Classes)
18 – Field Trip/
PAC Meeting
25- Talent Show/Dojo Party

Period 9 <4/25~5/24>

교육비납부 4/25
1 – Labor Day (No Classes)
3 – Field Trip
6,15 – Holiday (No Classes)
17 – Term 4/Report Cards
31 – Career Day/ Dojo

MAY 2024						
S	M	T	W	Th	F	S
			1	2	3	
	6	7	8	9	10	
	13	14	15	16	17	
	20	21	22	23	24	
	27	28	29	30	31	

Term4= 5/17~8/2(55days)

NOVEMBER 2024

S	M	T	W	Th	F	S
					1	
	4	5	6	7	8	
	11	12	13	14	15	
	18	19	20	21	22	
	25	26	27	28	29	

Term2 11/19~2/18(61days)

Period 3 <10/29~11/22>

교육비납부 10/25

1 – Spirit Day
15 – Field Trip
22 – Report Cards Home
25~28 Parent-Teacher
Conferences

Period 10 <5/27~6/21>

교육비납부 5/25
6 – Holiday (No Classes)
14 – Field Trip/
PAC Meeting
28 – Science Fair/Dojo

JUNE 2024						
S	M	T	W	Th	F	S
	3	4	5	6	7	
	10	11	12	13	14	
	17	18	19	20	21	
	24	25	26	27	28	

DECEMBER 2024

S	M	T	W	Th	F	S
	2	3	4	5	6	
	9	10	11	12	13	
	16	17	18	19	20	
	23	24	25	26	27	
	30	31				

Period 4 <11/25~12/19>

교육비납부 11/20

13 – Field Trip
24 – Christmas Party
25 – Holiday (No Classes)
31 – Year-end Party

Period 11 <6/24~7/18>

교육비납부 6/20
5 – Field Trip
19 – Beach Day
29-31 – Last Fun Week
31 – SIS Carnival

JULY 2024						
S	M	T	W	Th	F	S
	1	2	3	4	5	
	8	9	10	11	12	
	15	16	17	18	19	
	22	23	24	25	26	
	29	30	31			

JANUARY 2025

S	M	T	W	Th	F	S
			1	2	3	
	6	7	8	9	10	
	13	14	15	16	17	
	20	21	22	23	24	
	27	28	29	30	31	

Period 5 <12/20~1/17>

교육비납부 12/20

1 – Holiday (No Classes)
17 – Field Trip
24 – Spirit Day
28~30 – Holiday (No Classes)

Period 12 <7/19~8/28>

교육비납부 7/20
1-2 – Last Fun Week
2 – Completion Party/
Report Cards Home
5~16 – Summer Vacation

AUGUST 2024						
S	M	T	W	Th	F	S
				1	2	
	5	6	7	8	9	
	12	13	14	15	16	
	19	20	21	22	23	
	26	27	28	29	30	

Term1 8/19~11/18(61days)

FEBRUARY 2025

S	M	T	W	Th	F	S
	3	4	5	6	7	
	10	11	12	13	14	
	17	18	19	20	21	
	24	25	26	27	28	

Period 6 <1/20~2/18>

교육비납부 1/20

18 – Completion Party/
Report Cards Home
19~3/4 Winter Vacation

Club

Field Trip

Spirit Day

Event Day

Dojo Party

