

Cheongna Dalton School Regulations

Chapter 1 General Rules

Article 1(Objective of the School)

- ① In the era of globalization, Cheongna Dalton School(CDS) is established to educate global citizens who are from multicultural/multiracial families to have spirit of philanthropy across the nation.
- ② In order to educate students to become global citizens who have outstanding leadership, teamwork, communication skills, problem-solving ability, creativity and self-learning ability, CDS studies and develops education program based on Dalton Plan and teaching-learning method for debate-centered education.
- ③ In order for students to respect others and achieve individual progress CDS develops studying community for students, parents and teachers from diverse countries.

Article 2(Name of the School) This school shall be called Cheongna Dalton School. <revised May 22, 2017>

Article 3(Location) CDS shall be located 344 (Kyeongseo-dong) Cheomdandong-ro, Seo-gu, Incheon, Korea. <revised May 22, 2017>

Chapter 2 Years of School and Student Qualification for Admission

Article 4(Year of School) Years of school will be as follows:

- ① Kindergarten 1 year
- ② First Program 4 years
- ③ Middle School 4 years
- ④ High School 4 years

Article 5(Qualification for Admission) Qualification for admission will be as follows:

- ① Children of whose parents are foreign nationalities
- ② Korean students who have lived abroad for more than 3 years
- ③ Children o naturalized Korean who have difficulty in studying in Korean schools. <revised May 22, 2017>

Chapter 3 Number of Students and Classes

Article 6(Number of Classes) Kindergarten is 1 year course and has 2 classes. First program, middle school and high school shall have 3, 6, and 10 classes for each grade respectively, so the total class number for all grades is 78

Article 7(Number of Students) Number of students is 20 for each class and the total number of students is 1,560.

Chapter 4 School Curriculum, Number of School Days, Exams, School Calendar, and Completion of Grand and Graduation

Article 8(School Curriculum)

- ① CDS follows curriculum accredited by Western Association of Schools and Colleges (WASC).
- ② Detailed curriculum is discussed by Academic Policies as Appendix 1.
- ③ CDS provides Korean and Korean History which include more than 102 class hours for students who wish to obtain Korean education accreditation and anyone who completes those subjects shall obtain Korean education accreditation. (see Appendix 2 in Curriculum)

Article 9(Number of School Days)

- ① Each School year shall be more than 180 school days.
- ② School Principal can admit field trip with the approval from parents and the field trip shall be permitted as regular school day.

Article 10(Evaluation)

- ① Evaluating plans will be carried out according to each subject's characteristics. But subjects related with performance, experimentation and practice can be substituted with accomplishment evaluation according to a separate regulation of curriculum evaluation.
- ② School Principal can hold an temporary examination when necessary.

Article 11(Grade and Term)

- ① Grades are as follows:
 1. Kindergarten (K)
 2. First Program : Grade 1 ~ Grade 4
 3. Middle School : Grade 5 ~ Grade 8
 4. High School : Grade 9 ~ Grade 12
- ② One school year consists of five terms and school can operate summer/winter schools separately.
- ③ Term 1 begins on the third week of September. <revised May 22, 2017>

④ Deleted <revised May 22, 2017>

Article 12(School Holidays)

① School holidays shall be as follows:

1. Deleted <revised May 22, 2017>
2. Summer vacation
3. Winter vacation
4. Other holidays designated by Head of School

② Other holidays designated by Head of School (Article 12-1-4) shall be decided in accordance with school days from Article 9.

③ Apart from Article 12-1, temporary or emergency holidays may be given due to uncontrollable weather or other emergency situations.

④ Even on holidays school, CDS can make students do assignments and come to school.

Chapter 5 Admission, Readmission, Transfer, Temporary Absence, Suspension, Completion of Grade, and Graduation

Article 13 Deleted <revised May 22, 2017>

Article 14(Admission Process) New students who qualify Article 5 shall go through the admission process and be admitted.

Article 15(Admission Document) Students who want to be admitted to the school are required to turn in the following documents:

- ① Application for admission
- ② Documents proving the qualification for admission
- ③ Transcript or report card from previous schools <revised May 22, 2017>
- ④ Medical Form
- ⑤ Other documents designated by the Head of School

Article 16(Readmission) Students who are willing to be readmitted by the school are required to follow the same process as new students.

Article 17(Transfer) On space availability students who are willing to be transferred to the school can be admitted and are required to follow the same procedure as new students. They will be admitted when they will be able to complete school curriculum.

Article 18(Documents for transferred students) Students who are willing to be transferred to the

school are required to turn in student record and student health record other than documents for admission.

Article 19(Approval of grade) Grade is in principle determined below the level of the same school, grade and term of the previous school. If there is an interruption of study for more than 6 months, grade shall be determined on the basis of total period of study. But, if a student wants to transfer to CDS in a higher or lower than grade of the previous school owing to a different school system, CDS can accept him/her within the 6 months exceptionally.

Article 20(Previous School) Previous school is restricted within accredited schools. ESL and home schooling are not counted.

Article 21(Written Oath) Students who are admitted as a transferred student by the school are required to turn in a written oath by student himself and parents through a prescribed formality.

Article 22(Parents and Guardians)

- ① Guardians of students shall be people with parental rights or legal guardians.
- ② If there are changes in personal matter or address, guardians must report to the principal.

Article 23(Temporary Absence)

- ① Students who want to take a temporary absence from school due to a disease or other reasons must submit a written request signed by parents along with supporting documents to the principal.
- ② The permitted time for temporary absence is from 3 months to 1 year and cannot be repeated more than 3 times.
- ③ If students want to come back to school from temporary absence, they must submit a written request signed by parents along with supporting documents and get permission from the principal.

Article 24(Voluntary Withdrawal) Students who want to withdraw from school (including transferring to another school) must submit a written request signed by parents and get permission from the principal.

Article 25(Expel from school) Students can be expelled from school for the following reasons:

- ① Student who shows no remorse for his misconduct
- ② Many absences without appropriate reasons
- ③ Student who violates school regulations or disturbs class

Article 26(Completion of Grade and Graduation) Completion of grade and graduation will be

admitted when the following conditions are met:

- ① Number of school days required to complete the grade is 9/10 of school days. However, there can be exception with the principal's permission.
- ② Students must complete the required credits in order to graduate from high school.

Chapter 6 Tuition, Entrance Fee, and Scholarship

Article 27 (Tuition and Entrance Fee) Tuition and entrance fee will be decided by the board of trustees depending on school budget each year.

Article 28 (Failing to pay the tuition) In the case of failing to pay the tuition for more than 2 months after the due date, school can notify parents and order suspension of attendance or expulsion to the student.

Article 29 (Scholarship) If a student has financial difficulty and is determined to help school develop, the student is able to receive scholarship after GPA and document evaluation.

Chapter 7 Qualification for Head of School and Teachers

Article 30 (Qualification for Head of School) As a person who shall agree and practice school philosophy and vision of establishment, Head of School is required to meet one of the following qualification. <revised May 22, 2017>

- ① Head of School shall have a doctorate from English-speaking countries and more than 5 years of teaching experience, or those who have corresponding teaching experience.
- ② Head of School shall have certificate of a principal's certificate or those who have corresponding qualifications. <revised May 22, 2017>

Article 31 (Qualification for Teachers)

- ① The qualifications for appointing teachers include having a teaching license for specific subjects and holding an undergraduate degree or more. Also they should not have problem of receiving visa and signing the employment contract.
- ② Teachers who teach Korean or social studies must have a teacher's license. However, teachers who teach Korean can be appointed when they meet Article 13, Section 1, Item 1 of Enforcement Ordinance of Framework Act on the National Language or Item 2, Ga, Na.
- ③ Teachers can be dismissed for the following reasons:
 1. Those who violate Korean Law and cause social disturbance
 2. Those who violate the contract signed by CDS

Chapter 8 Student Reward and Discipline

Article 32 (Reward) Head of School can reward students who behave well, get good grades, show excellence in specific field and are role models for other students.

Article 33 (Discipline)

- ① Head of School can take disciplinary actions if it is necessary for educational purpose.
- ② Disciplinary actions can be probation, suspension and expulsion from school.

Chapter 9 Supplementary Rules

Article 34 (Revision of School Regulations) Revision of the regulations can be decided by the board of trustees, requested by head of the board of trustees and implemented after Incheon Metropolitan Education Superintendent's approval. <revised on Jan. 25, 2013>

Article 35 (Implementation Rules) Head of School can make other requirements for implementing these regulations.

Additional Rules

Article 1 (Date of Enforcement) This regulation will be enforced starting from the authorized date.

Appendix 1 Handbook

Appendix 2 Curriculum for Korean education accreditation