

# School Regulation of Seoul International School

Established on June 5, 1973  
Amended on January 1, 2014  
Wholly amended on April 24, 2019

## CHAPTER I. GENERAL PROVISIONS

### Article 1 (Purpose)

- ① The educational ideology of Seoul International School (the “School”) is to foster persons who are creative and contribute to the global society by providing a well-rounded education to students who fall under Article 60.2 of the Elementary and Secondary Act.
- ② The purpose of this regulation (the “Regulation”) is to set forth matters concerning the operation of Seoul International School according to Article 7 of the Regulations on the Establishment and Operation of Schools and Kindergartens for Foreigners (“Regulations on School for Foreigners”).

### Article 2 (Name)

The name of the School is 서울국제학교 in Korean and Seoul International School in English and its English abbreviation is SIS.

### Article 3 (Operating Level)

The School operates the following levels and all levels shall be operated as an integrated school under Article 20:

1. Kindergarten and elementary school;
2. Middle school; and
3. High school

**Article 4 (Address)**

The School’s principal address is Seoul International School, 15, Seongnam-daero 1518 beongil, Sujeong-gu, Seongnam-si, Gyeonggi-do, Korea.

**CHAPTER II. COMPOSITION OF ORGANIZATION**

**Section 1. Founder and Manager, Head of School and Business Manager**

**Article 5 (Founder and Manager)**

- ① As the School is a foreign private school that is founded and managed by a foreigner under the Elementary and Secondary Education Act, the Private School Act and the Regulations on School for Foreigners, the founder and chief executive manager of the School (the “Founder and Manager”) has general powers and authorities to manage the School.
- ② Subject to other provisions of this Regulation and laws and regulations applicable to the School in South Korea (the “Laws”), the Founder and Manager has the powers and duties, including but not limited to, of the following acts:
  - i. Appoint or remove the Head of School and the Business Manager. Where a proposal to remove the Head of School or the Business Manager is resolved with the consent of three quarters (3/4) or more of the total number of board of directors under Article 13 of this Regulation, the Founder and Manager may dismiss the Head of School or the Business Manager;
  - ii. Consider proposals made by the board of directors and, where he thinks it necessary, take an appropriate action; and
  - iii. Do other acts the Founder and Manager is entitled to do under the Laws.

### **Article 6 (Head of School)**

- ① The Head of School will be appointed or removed by the Founder and Manager.
- ② The term of the office of the Head of School is three (3) years. At the end of the term, the Founder and Manager may extend the term for three (3) years.
- ③ Subject to other provisions of this Regulation, the Head of School is responsible for provision of academic leadership to the School by doing the followings:
  - i. Having overall responsibility for the management of the School's academics of teaching and implementation of the School's academic policy;
  - ii. Ensuring the effective delivery of high quality teaching and the maintenance of academic standards;
  - iii. Promoting a culture of learning that is directed to student needs;
  - iv. Fostering the development of academic policy and initiatives within the context of the long-term strategies of the School;
  - v. Dealing with student admissions, awards and disciplinary actions; and
  - vi. Liaising with the Founder and Manager for recruitment of the Faculty Member and dealing with Orientation and guidance of the Faculty Members in the understanding of their role and contribution to the School

### **Article 7 (Business Manager)**

- ① The Business Manager will be appointed or removed by the Founder and Manager.
- ② The term of the office of the Business Manager is three (3) years. At the end of the term, the Founder and Manager may extend the term for three (3) years.
- ③ Subject to other provisions of this Regulation, the Business Manager is responsible for provision of administrative leadership to the School by doing the followings:

- i. Financial management of the School, including establishment and management of budgets and other financial planning, resource allocation, the identification of new sources of income, the monitoring of expenditure to ensure that it is within appropriate levels;
- ii. Liaising with the Founder and Manager for recruitment of administrative staff or other employees of the School and orientation and guidance of administrative staff in the School in the understanding of their role and contribution to the School; and
- iii. Compliance with the Laws

## **Section 2. Directors and Auditor**

### **Article 8 (Number of Directors and Auditor)**

- ① The School shall have the following number of directors and auditor:
  1. Directors: Not less than seven (7) but not more than thirteen (13)
  2. Auditor: One (1)
- ② The Head of School and the Business Manager shall be directors of the board. Where the number of the initial board of directors composed under Addenda of this Regulation increases, additional member(s) of the board shall be appointed from the candidates nominated by Gyonggi Education Office or an independent 3<sup>rd</sup> party in similar nature.

### **Article 9 (Term of Office)**

- ① The term of office of directors and auditor shall be two (2) years and they may be reappointed only once.
- ② The term of office of the directors who form the founding board of directors shall be different from one (1) year to two (2) years in order to prevent the changes of all the

directors at the same time.

#### **Article 10 (Method of Appointment)**

- ① The board of directors may by ordinary resolution (pass by a simple majority) appoint a director and an auditor. However, the composition of the initial board of directors shall be made in accordance with the addenda.
- ② Any vacancy in the office of directors or auditor shall be filled within two (2) months.
- ③ Appointment of the directors and auditor shall be made at least two (2) months prior to the expiration of their term of office; provided, however, that if the quorum for a meeting of the board of directors is not met due to the delayed appointment of new directors and auditor, the outgoing directors and auditor shall hold their position until their replacements are appointed.
- ④ If any director or auditor engages in any of the following acts, he/she may be dismissed by the board of directors with the consent of two thirds or more of the total number of directors even prior to the expiration of his/her term of office:
  - i. Cause any material disturbance to the operation and reputation of the School due to the embezzlement, breach of trust, accounting fraud or significant wrongful act;
  - ii. Infringes on the authority of the Founder and Manager, which causes material disturbance to the operation and management of the School; or
  - iii. Violate the provisions of the Laws or fail to comply with orders made under the Laws;

#### **Article 11 (Chairman of Board of Directors)**

The chairperson of the board of directors shall be elected by the board of directors among the directors and details thereof will be set forth in the Board Manual.

#### **Article 12 (Duties of Auditor)**

- ① The duties of the auditor shall be as follows:

- i. To audit the accounts of the School;
  - ii. To audit the matters concerning the operation and duties of the board of directors;  
and
  - iii. To state the opinion at the meeting of the board of directors concerning the accounts of the School or the operation and duties of the board of directors
- ② The auditor, where he believes it necessary to carry out the duties under this Article, may request an employee of the school to provide him with the materials related to duties of the employee. At the request of the auditor, the employee shall immediately provide such materials as requested. If the employee fails to respond to the request, the auditor may request the Head of School (if the Employee is a Faculty Member) or the Business Manager (if the Employee is an administrative staff) for taking a disciplinary measure on the employee. The Head of School or the Business Manager shall investigate this matter in accordance with the applicable disciplinary procedure and, based on his findings, take an appropriate sanction against the employee.

### **Section 3. Board of Directors**

#### **Article 13 (Functions and Authority of Board of Directors)**

The board of directors shall have the authority to do and pass a resolution on the following matters:

- i. Review and approve the budget and other financial plans of the School prepared by the Business Manager;
- ii. Make a proposal to alter this Regulation including the number of students;
- iii. Appoint and/or dismiss directors or auditor;
- iv. Make a proposal for dismissal of the Head of School and/or the Business Manager;
- v. Review and make a proposal for the Founder and Manager's consideration on establishment and change of internal rules of the School that are necessary for the operation of the School such as the accounting rules and HR policies;
- vi. Matters proposed by the Founder and Manager as he thinks them important for

- operation and management of the School;
- vii. Review and make a proposal for the Founder and Manager's consideration on other important matters concerning the operation of the School; and
  - viii. Other matters for which the board of directors is entitled to pass a resolution under this Regulation or the Laws.

**Article 14 (Convening and Resolution of the Meeting of Board of Directors)**

The specific process and method of convening and resolution of the meeting of board of directors shall be set forth in the Board Manual.

**Article 15 (Procedure for Convening Meeting of Board of Directors)**

When a meeting of board of directors is to be convened, a notice containing the agenda of the meeting shall be given to each director at least fourteen (14) days prior to the date of such meeting; provided, however, that such procedure may be omitted with the unanimous consent of all the directors.

**Article 16 (Disclosure of Meeting Minutes of Board of Directors)**

- ① The board of directors shall cause minutes of the board to be entered in books kept for this purpose.
- ② The books containing the minutes of proceedings of the board shall be kept at the School.
- ③ The books may be open to the inspection:
  - i. Of any member of the board of directors or the Founder and Manager without charge; and
  - ii. Of a person, who applies for inspection of the books and the board of directors by ordinary resolution allows him to inspect the books.

### **CHAPTER III. TERMS OF STUDY, ACADEMIC YEAR, SEMESTERS AND HOLIDAYS**

#### **Article 17 (Terms of study)**

The term of the Kindergarten and elementary school is 8 years, the Middle school is 3 years, and the High school is 4 years

#### **Article 18 (Academic Year and Semester)**

- ① The semesters of the School shall be divided into 1<sup>st</sup> semester and 2<sup>nd</sup> semester and each semester shall be divided into two (2) quarters and the elementary school course shall have three (3) trimesters.
- ② In principle, the academic year shall commence in mid-August and end in mid June of the following year.
- ③ The 1<sup>st</sup> semester shall commence in mid-August and end prior to the end of the winter vacation and the 2<sup>nd</sup> semester shall commence from the date after the end of winter vacation and end in mid June.
- ④ Other academic calendar shall comply with the determination of the board of directors.

#### **Article 19 (Holidays)**

- ① The holidays of the School shall be as follows:
  1. Days determined by the School among the Korean national holidays;
  2. Days determined by the School among the US national holidays;
  3. Spring vacation (Easter holiday);
  4. Summer vacation;
  5. Winter vacation (Christmas holiday); and
  6. Saturdays and Sundays.

- ② Upon occurrence of any emergency disaster, infectious diseases, or other events requiring the emergent action, the Head of School may declare the temporary holidays other than those set forth in Paragraph ① above.

## **CHAPTER IV. ORGANIZATION OF SCHOOL AND NUMBER OF STUDENTS**

### **Article 20 (Organization of School)**

The School shall operate all the grades opened as integrated course without classifying the course for kindergarten (JK and SK), elementary school, middle school and high school. The number of classes shall be the number approved by Gyeonggido Office of Education.

### **Article 21 (Maximum Student Enrollment)**

- ① The maximum number of students of the kindergarten per grade shall be twenty (20) and the number of students per class shall be twenty (20).
- ② The maximum number of 1<sup>st</sup> graders to 2<sup>nd</sup> graders shall be 69 per grade; the maximum number of 3<sup>rd</sup> graders shall be 92; the maximum number of 4<sup>th</sup> graders shall be 115; the maximum number of 5<sup>th</sup> graders shall be 138; and the maximum number of students per class shall be 23.
- ③ The maximum number of 6<sup>th</sup> graders to 8<sup>th</sup> graders shall be 161 per grade and the maximum number of students per class shall be 23. The maximum number of 9<sup>th</sup> graders to 12<sup>th</sup> graders shall be 170 per grade.
- ④ The maximum number of students per course may be adjusted within the scope of the entire maximum number of students.

## **CHAPTER V. CURRICULUM · NUMBER OF SCHOOL DAYS**

### **Article 22 (Curriculum)**

The School shall educate the students in accordance with the U.S. regular curriculum determined by the Western Association of School and Colleges (the “WASC”), and specify the matters concerning the detailed curriculum per grade on its website for the purpose of access.

### **Article 23 (Number of School Days)**

In principle, the number of school days shall be 180 days; provided, however, that the Head of School may adjust the number of school days within 1/30 of the entire number of school days upon occurrence of the Act of God or if it is necessary for the curriculum.

## **CHAPTER VI. ADMISSION · RE-ADMISSION · TRANSFER · TEMPORARY ABSENCE FROM SCHOOL · EXPULSION FROM SCHOOL · COMPLETION OF COURSE · GRADUATION AND PROCEDURES THEREOF, ETC.**

### **Article 24 (Admission Period)**

The students shall be admitted to the School in a new semester commencing in August every year, and the details thereof shall comply with the School Year Calendar published by the School every year.

### **Article 25 (Admission)**

- ① The School may allow the admission only to those who fall under the followings:

1. Children of foreigners (in case either father or mother has a foreign nationality);
  2. Nationals who have resided in a foreign country for not less than three (3) years;  
or
  3. Children of the person who has acquired Korean Nationality under Article 4 of the Nationality Act and the Head of School regards him as having difficulties in studying in accordance with the standards and procedures prescribed by Presidential Decree.
- ② In principle, as a foreign school, admission shall be considered throughout the year.
  - ③ Students shall submit an application for admission and take an admission test (English reading ability, vocabulary, listening, speaking, writing and math, etc.).
  - ④ The applicants who pass the test shall be notified of their admission letter as well as required documents and schedules for admission.
  - ⑤ The students who have been notified of their admission letter shall submit a copy of their alien registration card, certificate of reporting domestic residence for a foreign national who used to be a Korean, passport, academic transcript, certificate of entry & exit, certificate of non-Korean nationality, and other prescribed documents required by the School.

#### **Article 26 (Re-admission)**

For re-admission, Article 25 of this Regulation applies. Article 25 ③ may be waived at the discretion of the Head of School.

#### **Article 27 (Transfer)**

An applicant who applies for transfer to the School must submit a certificate of enrollment in the school he has attended, in addition to the documents required for admission.

#### **Article 28 (Temporary absence from School)**

A student who wishes to take a leave of absence must submit a written request for a leave of absence to the School. The Head of School may grant a leave only where there is a justifiable reason.

#### **Article 29 (Withdrawal)**

- ① A student who wishes to withdraw from the School during the semester should notify the admission office of the fact at least two weeks prior to the date he wishes to leave the School.
- ② If a student wishes to withdraw from the School a few days before the end of the semester, the student or his parent(s) must notify the admission office in writing and request for preparation of the documents required for transfer.

#### **Article 30 (Expulsion from School)**

The Head of School, after having a meeting with the principal of the relevant level, may decide expulsion of a student from the School on one of the following reasons:

1. Due to negative learning attitude, it is decided that the student is not able to continue studying at the School;
2. Even after the student is disciplined for a bad behavior causing a harm to other students, he continues or repeats the bad behavior;
3. It is decided that it is not possible educate the student under the School's educational program; or
4. The student disturbs the class which seriously affects other students' studies.

#### **Article 31 (Graduation)**

- ① The students of the School may graduate after obtaining credits pursuant to the School Manual.

- ② The students of the School may graduate after meeting the following requirements:
  - 1. Credits (certain level determined by the School or higher); and
  - 2. Number of school days
- ③ The Head of School shall present diploma to those who are deemed to have completed the entire curriculum of the School.
- ④ The Head of School may recommend the students, who fail to obtain the required credits set forth in Paragraph ① above, to take additional course. In such case, when such students obtain the required credits, the Head of School may present the diploma to such students.
- ⑤ Specific items regarding graduation would be set forth in the School Manual.

**Article 32 (Early Graduation)**

- ① Notwithstanding Article 31, the Head of School may allow an early graduation in accordance with the principle set forth in the School Manual.
- ② Only those who obtain the required credits for graduation may be subject to the early graduation set forth in Paragraph ①.

**Article 33 (Credit System)**

The Credit system shall be set forth in the School Manual.

**CHPATER VII. COLLECTION OF TUITION FEES, ADMISSION FEES AND  
OTHER EXPENSES**

**Article 34 (Admission Fees and Tuition Fees)**

Matters concerning the admission fees and tuition fees of the School shall be determined by the Guidance on Tuitions Fees and Admission Fees.

**Article 35 (Scholarship)**

Scholarship shall be provided pursuant to the separate policy of the School.

**CHAPTER VIII. FACULTY MEMBERS AND STAFF**

**Section 1. Faculty Members**

**Sub-section 1. Matters concerning Qualifications and Duties of Faculty Members**

**Article 36 (Definition of Faculty Members)**

Faculty members (the “Faculty Members”) mean teachers who teach and guide the students and the School shall have a person in charge (such as principal and vice-principal) for each level of kindergarten, elementary school, middle school, and high school; provided, however, that if necessary, the School may operate the person in charge for each course by integration.

**Article 37 (Duties of Faculty Members)**

The Faculty Members shall assist the Head of School, administer the academic affairs and educate students according to their duty assignment.

### **Article 38 (Qualifications of Faculty Members)**

- ① Those who have bachelor's degree or higher with teaching certificate of elementary, middle and high school in Korea or overseas, or with good knowledge and skills required for teaching shall be appointed as the faculty members.
- ② Faculty Members shall have legitimate qualifications set forth in the Immigration Act of Korea.

### **Sub-section 2. Appointment and Dismissal**

### **Article 39 (Appointment and Dismissal)**

Faculty Members shall be appointed and dismissed pursuant to the HR Policy.

### **Section 2. Administrative Staff**

### **Article 40 (Qualifications, Appointment, etc.)**

Specific items including the qualifications, appointment and dismissal, retirement age, remuneration, duties of the administrative staffs of the School shall be set forth in the HR Policy.

## **CHAPTER IX. AWARDS AND DISCIPLINARY ACTION OF STUDENTS**

### **Article 41 (Awards)**

The Head of School may give an award or letter of recognition for those students who have become examples for other students and who have achieved an excellent academic record, a

good record of attendance, especially good behavior.

#### **Article 42 (Disciplinary Action)**

If necessary, the Head of School may take disciplinary action against students according to the standard and process set forth in Parent·Student Handbook.

### **CHAPTER X. AMENDMENT TO THE REGULATION AND THE BOARD MANUAL**

#### **Article 43 (Amendment to the Regulation)**

- ① The Founder and Manager or a director of the board may propose the amendment of this Regulation to the board of directors.
- ② The proposal set forth in paragraph① (the “Proposal”) shall be resolved by the board of directors with the consent of two thirds or more of the total number of directors. Thereafter, the Proposal resolved by the board of directors shall be finally reviewed and approved by the Founder and Manager.
- ③ If the amendment to this Regulation is approved by the Founder and Manager, the Head of School shall register or report such amendment with or to the competent authorities if necessary in accordance with the applicable laws and regulations; provided, however, that if the Head of School fails to perform the above process within seven (7) days after approval of the Founder and Manager, the Business Manager shall register or report such amendment with or to the competent authorities.
- ④ This Regulation shall be posted on the website of the School as set forth in the Regulation on School for Foreigners.

#### **Article 44 (The Board Manual)**

A manual for operation of the board of directors (the “Board Manual”) shall be made in a separate document. The Board Manual and amendment to the Board Manual shall be resolved by the board of directors with the consent of two thirds or more of the total number of directors.

**ADDENDA (wholly amended on April 24, 2019)**

- ① (Effective Date) This Regulation shall be effective on April 30, 2019.
- ② (Election of Initial Directors and Auditor) Initial board of directors may be composed of nine (9) directors including the Head of School and the Business Manager as follows:
  - i. Five (5) candidates recommended by the representatives of parents of students formed on 16 September 2018; and
  - ii. Two (2) candidates recommended by the Founder and Manager