



Elementary Parent / Student Handbook

International School of Busan
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About the School

The International School of Busan is an International Baccalaureate (IB) World School, providing a holistic education to our Pre-K - 12 international students from Busan and surrounding communities. We are a warm, welcoming, and nurturing not-for-profit school that inspires and challenges students to explore, discover, and thrive in the global community to which they belong.

We are deeply committed to providing a personalized and challenging inquiry-based educational experience so every child can pursue their passions to be successful in the future. Our focus is on each student and his or her learning.

Our IB curriculum is the best international curriculum available; it is global in its outlook and is recognized all over the world. Our experienced and motivated faculty members create special learning experiences for all students. Our facilities and parent involvement programs support students and their learning and help to foster our strong sense of community.

To this end:

- We are independent and non-denominational with a diverse school community.
- We provide a high quality, relevant curriculum that is continuously assessed, reflected upon and developed.
- We create opportunities for students to maximize their learning potential.
- We foster respect for the plurality of cultures.
- We develop empathy through service to the community.
- We understand that education is the shared responsibility of the wider school community.

The Board of Governors

The School is managed by the Board of Governors elected from parents of children at the school and members of the local community who can provide an area of expertise that can further the development of the School. Members of the Board are elected for a period of two years at the Annual General Meeting (AGM) held annually early in the first term of the new academic year.

The Board's main function is the broad direction and control of school operations. The Board does not concern itself with the day-to-day running of the School. The Head of School, who reports to the Board, is responsible for the School's overall instructional program, administration, supervision and development.

The Busan City Government through a Policy Deliberation Committee (PDC) also carries out oversight of the School's operations. The city government owns the School's campus and, as such, the Board and the Head of School periodically reports to the PDC.

Our Community

Students at ISB come from more than 35 countries from all over the world. The diversity of the student body is one of the strengths of the school. It enables new students to settle into their environment and creates a wonderful atmosphere of open-mindedness and understanding. The same is true for the teachers who represent over 15 nationalities.

Non – Discrimination

No person in the school shall be discriminated against on the basis of race, national or ethnic origin, religion, gender, sexual orientation, age, socio-economic background or disability (mental or physical). This does not preclude any programme for positive discrimination, which has as its purpose the improvement of conditions for disadvantaged individuals or groups. Initial enrollment of students into the school will be governed by the rules set by the government of Korea and those established by the Board of Governors.

Elementary School Operation

Arrival

School is in session between 8:30 a.m. and 3:30 p.m. Student supervision is provided from 8:10am in the morning. Students arriving prior to 8:10 a.m. are to be supervised by a parent or other adult.

ELC students may report to the classroom from 8:10 a.m. onward. Parents may drop their child, or stay for a short while as their child settles in. We understand that children at this age may take a while to transition from home to school and we appreciate your partnership in this.

Elementary students are to play in the elementary playgrounds until the morning bell rings at 8:25 am, at which point students line up and are transitioned to class.

Late Arrival

ELC students who arrive late are to be walked by the parent to the classroom. Please ensure the teacher is aware that the child has arrived so she can take over responsibility.

Elementary students who arrive late are to report to the Elementary Office to sign in so the attendance can be corrected. The child may then walk to class (parents need not accompany). Parents will be informed of repeated tardiness, which can greatly impact student learning and the development of social connections that are critical for this age group.

Dismissal

At 3:30 p.m., school is dismissed. Students are walked by their homeroom teacher to the buses, or will go to elective classes into which they are enrolled. After-school electives begin at 3:40 p.m. Electives teachers walk students to the buses at 4:30 p.m. No supervision is provided after school for students, and parents who pick their children up from school are requested to be at the school by 3:30 p.m. A parent, guardian, or caregiver must supervise children who remain on campus after school or after electives.

Early Dismissal/Pick Up

Students are not allowed to leave the campus during school hours unless they have been signed out from the Elementary Office. If an elementary student needs to depart early, parents have two options.

1. Parents can inform the Elementary Office and then pick the child up from his/her classroom. The Elementary Office will help notify the Bus Coordinator.
2. Parents can email the teacher, Elementary Office, and Bus Coordinator all together, and then pick the child up from the classroom.

Absences

The Elementary Office should be informed of all absences as early as possible via phone or email. The Elementary Office will contact parents whose children are absent without reason for more than two days. In the event of serious illness, parents are requested to inform the school giving details as to the nature of the illness and the anticipated length of the absence. Parents may send a doctor's note if a child's activity is to be restricted for a specific reason (such as a broken bone). Children who are too unwell to participate fully in school and who do not have a doctor's note are to be kept home.

In elementary school, much of the work is integrated and done collaboratively, and cannot be assigned as stand-alone homework. Therefore, during absences, students will potentially miss a portion of the academic program. Teachers will be unable to provide supplementary work for students to take on trips and during absences. Repeated absences may have an effect on the evaluation of the student's progress. Planned dental and medical appointments, family trips, etc. should be arranged so that they do not conflict with school whenever possible.

Snack Breaks

There will be two recess/snack breaks provided (in addition to a lunch break). During break time, students have an opportunity to socialize and play with students from a variety of classes, as well as to eat their snacks brought from home. Due to allergies, students are asked not to share their snacks with others.

A water bottle labeled with the student's name is also needed. We recommend a non-breakable, non-single use bottle. Chewing gum is not permitted on the school premises.

Snack Guide

To support a healthy learning environment, we encourage our students to make healthy food choices. Food and drinks that fuel physical development will increase students' ability to concentrate, leading to increased academic achievement. We appreciate your support in sending healthy snack options to school, such as fruits, vegetables, whole grains, and proteins. Sweets, candies, chocolates, sugar-rich drinks, etc. are not appropriate and it is requested that they are not sent to school. A morning and afternoon snack should be provided from home for each student.

Lunch

An optional school lunch program is available to all students in ELC and Elementary. The meals are prepared and cooked on-site by a highly qualified team led by a Head Chef who will take personal responsibility for all aspects of the meal provision. ELC and Elementary students can sign up for the program on a yearly or semester basis, the cost of which is paid in advance. Additionally, Grades 3-5 students may purchase school lunch on a daily basis using cash in the ticket machine in the cafeteria. The school takes no responsibility for lost lunch money.

Those students who choose not to buy the cafeteria lunch are to bring their own. On the rare occasion that a child has forgotten his/her lunch, she/he may obtain a lunch from the cafeteria. Parents will be charged accordingly.

Instant noodles (ramen) and other foods requiring the addition of hot water/liquids are not to be brought to school, as they pose a burn danger in the cafeteria. Microwaves are available for warming home lunches (non-liquid) and are operated under adult supervision.

Birthday Parties and Celebrations

If your child wishes to celebrate a birthday at school, please make arrangements ahead of time with the classroom teacher. We request you send in no more than one treat (such as a cookie or cupcake) per student. Teachers will communicate any additional class policy on birthday celebrations at the start of the year, and we suggest you inquire in regard to any food allergies in the class.

Distributing invitations to personal/private parties and social events at school at any time is not allowed, unless all students in a class are included in the invitation. In cases where all students in a class are being invited, please ask the homeroom teacher for the appropriate time to pass out the invitations.

Traffic Flow and Parent Parking

In the morning school buses bring students into the school grounds. There is a pull-in area for parents' cars. If parents wish to stay for any time, they should use the school's parking lot and not leave their car on the road.

School Buses

Please see the bus company regulations and policies for bus information. It is the responsibility of all students to ensure that they act in a safe and responsible manner while on the bus. Bus drivers have been instructed not to continue their journey if students are not seated safely.

Students should:

- Wear their seatbelts
- Sit nicely in the seat on their bottom
- Keep hands, other body parts, and items inside the windows
- Remain quiet and not disturb the driver or other passengers
- Not engage in any activity that threatens the safety or comfort of others

Failure to abide by these rules may lead to :

- a verbal warning from the Elementary Principal, with information sent to the parents
- a written warning from the Principal, to be signed by the parent
- suspension from the use of the bus. In such a case, bus fees will not be refunded

School Supplies

The school provides daily learning materials, such as paper, folders, pencils, markers, scissors, glue, etc.

All students need to bring to school:

- Backpack
- Shatterproof water bottle
- Healthy snacks and lunch (unless purchasing school lunch)
- PE uniform and sports shoes on PE days
- Appropriate clothing for outdoor play during all seasons
- A set of labeled (first and last name), inexpensive headphones with a straight (non-bent) jack which are to remain in the classroom

These children should also bring the following:

Junior Pre-School

- A change of shoes
- Diapers/nappies and wipes if not toilet trained

ELC Students:

- A change of clothing including underwear
- A soft pillow and blanket for rest time

Kindergarten:

- A change of clothing including underwear

Care and Replacement of Books and Materials

Students have a responsibility to look after any books and materials supplied by the school. If a student loses or damages a book or materials beyond reasonable wear and tear, they will be charged for a full cost replacement.

ISB Dress Code Policy

Students are representatives of our school and our diverse cultural environment. Students are responsible for their own personal appearance and they should take pride in it when dressing for school. Here at International School of Busan we promote personal expression through clothing, however we believe that guidelines are appropriate given the diverse nature of our student body. ISB promotes an educational environment where students feel confident and focused on their learning rather than on their clothes. Clothing should be appropriate for daily activities in a school.

Basic guidelines are:

- Clothing should never have violent, sexist, racist, or age inappropriate logos or wording
- Students with outdoor activities or breaks should dress appropriate for the weather
- No visible undergarments - underwear/bra (e.g. shirts that are see-through would require an undershirt)
- Shoes must be acceptable for lessons in workshops or Science labs and Physical Education (e.g. high heels and open-toed shoes are not safe in those environments).
- Revealing of excessive skin is considered inappropriate (e.g. midriff and shorts/skirt length).

If, in the opinion of the staff at ISB, a student's clothing does not meet these basic requirements, they may be asked to change into alternative clothing such as the Physical Education uniform.

Sports Uniform

For scheduled in-school and inter-school sports, students wear the school-approved uniform. Athletic shoes are required as well. Failure to wear the correct clothing may result in the student being unable to participate in the sporting activities. All items, except shoes, can be purchased from the school.

Clothing in the ELC

We encourage you to dress ELC children in practical, durable clothing which they can get into or out of by themselves. Early Childhood classrooms are creative places, and while we do use painting aprons, paint, glue, and other materials will still find their way onto clothing. We teach independence with toileting, so please make sure your child is able to undo buttons, zips, shoe closures, etc. unaided. Accidents will happen, whether toilet-related or spills. Please supply a complete change of labeled clothes (first and last name) to be kept at school.

Personal Property

Students are discouraged from bringing non-essential belongings to school. The school accepts no financial responsibility for personal items that go missing at school. We recommend that items of value (monetary, personal, and sentimental) not be brought to school. Students' personal items should be labeled. If an item is lost, students may check the Lost and Found boxes, which are located near the Main Office, Elementary Office, Cafeteria, and P.E. Office. Unmarked items not claimed within a reasonable period of time will be donated to a local charity. Elementary students may not use electronic or online devices during the school day unless directly supervised by a teacher and engaging in a learning activity. Please keep non-essential electronics at home.

Homework

Preschool-Kindergarten	Students do not receive homework, though we encourage all ELC families to read regularly at home.
Grade 1-2	Maximum nightly homework of 10 minutes plus reading
Grade 3-4	Maximum nightly homework of 20 minutes plus reading
Grade 5	Maximum nightly homework of 30 minutes plus reading

Retention and Promotion

Most students require the normal allotted time to progress through the curriculum. However, in a few cases, it may be in the student's interest to apply a policy of retention or acceleration. In arriving at a decision for either the retention or acceleration of a student, student academic performance data, social issues and skills, and emotional state will be considered, along with the combined views of teachers, parents, and the Principal.

In the case of retention, at the end of Semester 2 we will inform parents in writing that the child's promotion is uncertain. A conference between teachers, parents and the Principal will then be held. The School will make the final decision.

Student Welfare and Safety

Security

The School has electronic security responsible for the integrity of the buildings, along with CCTV for portions of the school grounds, including entrances and exits.

Emergency Notifications to Parents

Emergency information will be given in two main ways:

- Use of front page of the school website. If, due to severe weather or other reason, the school will not open on a particular day, a notice will be posted on the web site by 7:30 a.m. A message will also be posted if the school is forced to close early on any day.
- Use of a telephone texting system. This is organized through the school's office and is designed to reach as many parents as possible in the shortest amount of time. This system will also be used to alert parents of any bus changes.

When Parents Travel/Temporary Guardianship

For the student's protection, it is important that the Elementary School Office be informed when parents travel and leave a student in the charge of a temporary guardian. A letter stating that the guardian is authorized to act in the parent's place should be signed by the parents and filed with the Elementary School Office. Please include all contact information for the guardian and parents in case of emergency.

School Closures

The Head of School is authorized to announce the closing of school if an actual or potential hazard threatens the safety and well-being of students and employees. The decision to close school shall be made upon consultation with members of the Board of Governors and/or other agencies responsible for the safety and well-being of the community.

Visitors to Campus

All ISB families are issued with Family ID cards that are to be worn visibly whenever on campus. Any non-family visitor to the school must report to one of the ADT security offices to collect a visitor badge.

Parents who are interested in visiting classes during the school day are asked to obtain prior permission from the teacher to determine an appropriate day and time. The teacher will inform the Principal of such visits. Parents are asked to refrain from classroom visits while instruction is going on, unless they have prior permission.

Occasionally throughout the school year, students may have friends or relatives visiting from other parts of the world. Parents may request permission from the homeroom teacher to have such a visitor attend the elementary school for up to one day. Children who are not enrolled at ISB will not be permitted to ride the school buses.

Health and Health Services

Sickness During the School Day

Any student who feels unwell must notify to the homeroom teacher, who will then take or send the child to the school nurse (depending on age and severity of illness). If it is considered that the student is not well enough to continue in class, parents will be contacted so that the student can return home. Students are to be picked up as soon as possible in such instances so as to stop the spread of disease and allow the child to rest fully.

When to Keep Your Child at Home

To prevent spread of contagious disease and to enable a student to receive the rest needed for recovery, please keep your child home until he/she has been free of any of the following symptoms for at least 24 hours.

- Fever : 37.8°C (100°F) or higher
- Cold : green or yellow drainage from nose, nasal or chest congestion and cough.
- Severe cough : persistent or uncontrolled
- Diarrhea/Vomiting : vomiting twice within 24 hours, persistent diarrhea.
- Rashes : present of a skin rash especially with other symptoms (fever, itching, bumps); known rash should be identified by a physician before child can return to school.

Communicable Diseases

If your child has been given a medical order to stay home and rest because of a contagious disease they must not attend school until they bring a physician's statement indicating they are able to return without risk to their own or others' health.

The following are the most common illnesses that need to be reported to the school:

- Flu
- Chicken Pox
- Conjunctivitis (Pink eye)
- Hand Foot and Mouth Disease
- Impetigo
- Stomach flu (Gastroenteritis)
- Measles
- Mumps
- Hepatitis A
- Meningitis

Accident or Serious Illness at School

In the event of injury to a student, first aid will be given by the school nurse or other trained staff. If the situation is deemed to be an emergency (severe asthma attack, allergic reaction, seizure, head injury with loss of consciousness, severe burns, open fracture, uncontrolled bleeding), 119 will be contacted immediately and students will be taken to *Inje University Haeundae Paik hospital*. Parents will be informed of the hospital location and should immediately go to the hospital, where ISB staff will be waiting to meet them.

Medication at School

Students who need to take medication during school hours are required to have a written prescription and/or parental permission. For safe administration of medication to students, all medication will be administered and stored by the School Nurse during school hours.

Nut (especially peanut) Allergy Awareness

No nuts or products with nuts as an ingredient are present at student events. One should always assume that there are children who have nut (especially peanut) allergies, and ISB is no exception.

Head Lice

If a case of head lice is identified, the parent will be informed and the student will be sent home. This allows for treatment to take place as quickly as possible. The student can return to school once treatment has been given (usually the next day) but is required to be checked in the nurse's office that day.

Air Quality Index

There may be occasional times when the air quality will affect normal school operations. If circumstances require, then students will need to remain inside during break times and PE. When the local AQI is 100 or more, all students will also remain indoors. We currently use this [site](#) for local readings.

Toilet Training (ELC)

During the year, many Playgroup children become toilet trained. If your child is not yet trained, please provide a change of diapers/nappies and wipes. If you are toilet training at home, we encourage you to continue the training at school. Let the teacher know and provide a change of clothes for accidents. The teacher is very happy to help your child develop this skill. All Playgroup students should be toilet trained by the end of the year. Accidents can occur at any age so please provide a complete change of labeled clothing for your child.

Academic and Support Programs

At ISB we challenge our students to ask questions, solve problems, learn skills and be creative. Our teachers use research-based strategies and exploration across disciplines to ensure outstanding student learning.

- International Baccalaureate Primary Years Programme (PYP)

Between the ages of 3 and 11, children follow the IB PYP, which focuses on the development of the whole child as an inquirer, both within and beyond the classroom.

- International Baccalaureate Middle Years Programme (MYP)

The MYP is for students in grades 6-10. It encourages students to embrace and understand the connections between traditional subjects and the real world, and become critical and reflective thinkers.

- International Baccalaureate Diploma Programme (DP)

The DP is academically challenging and is widely recognized as the best preparation for university success.

The Curriculum

Throughout the school, the choice of curriculum has been based upon the needs of our mobile, international student body. The school's curriculum comprises three inter-related components:

What do we want the students to learn?

- The written curriculum
- The identification of student learning outcomes within a curriculum framework

How best will we learn?

- The taught curriculum and skills
- The theory and application of appropriate classroom practice

How will we know what we have learned?

- The learned curriculum
- The theory and application of effective assessment

The curriculum strives for a balance between the search for understanding, the acquisition of essential concepts and skills, the development of positive attitudes and the opportunity for positive action. In the Elementary School, this is achieved via the implementation of the International Baccalaureate Primary Years Programme (IBPYP).

The Primary Years Programme is a concept and inquiry-based curriculum that combines the best educational research and practice from around the world. This allows ISB to provide a world-class education for our Preschool and Elementary students. The PYP encourages educational excellence, alongside attitude and skill development that teach our children to become lifelong learners in a global environment.

The skills of thinking, communication, self-management, social interaction and research are developed through the contexts of meaningful situations. We value the attitudes of acceptance and tolerance toward others and actively teach them with the purpose of developing well-rounded informed participants in our global society.

Using a process of structured inquiry, students learn higher-level questioning and analysis skills through topics that have been carefully selected, based on their relevance and significance to student needs. The PYP attitudes and skills are developed through all subject areas.

For further information regarding the IB PYP, please refer to the IB website and [PYP General Regulations](#).

Early Learning Center (ELC)

Students in Preschool enjoy play-based learning in conjunction with the IB Primary Years Program (PYP). Learning engagements are initiated and planned by both children and adults, and aim to develop and expand the children's curiosity, knowledge, and understanding.

In the ELC, we believe that learning is fun and that play is a key component in a child's development. We support and develop each child through purposeful and meaningful inquiry that allows them to make sense of their world. We aim to develop an enthusiasm for education that will be the foundation for continuous learning throughout life

Aims of the ELC:

- Develop the socialization skills of the students and help them function as part of a group.
- Introduce the idea that school is a fun place, an enjoyable place to be, and that learning is pleasurable.
- Stimulate students' curiosity.
- Give the students a sense of self-worth and self-confidence.
- Develop language skills.
- Foster and promote the development of physical skills.

Additionally, in Junior and Senior Preschool, we work to introduce the students to:

- Inquiry-based learning activities developed through units.
- Numeracy, reading, and writing readiness skills as part of transdisciplinary learning.
- Korean, Music, Art, PE and Library classes with the support of the homeroom teacher.

Technology Usage

Technology is integrated into the curriculum and students will be using computers regularly. Laptops, Chromebooks and iPads are available for student use, with adult supervision. Students will be given usernames and passwords for online resources that have been approved for use.

All students will be accessing the internet for different projects, including research, instruction, and creation. Students in grades K-5 will be taught responsible use of technology. Digital accounts created for students are associated with and managed by ISB. Students are expected to engage in responsible use of the sites, software, and technology.

Students may only use devices for educational purposes with the permission and direct supervision of the teacher. During school trips, devices may not be used to access the internet without the direct supervision of a teacher. Devices are not permitted for student use during break times at school.

Misuse of technology will be considered seriously and will be dealt with according to school discipline policy, and could result in denial of access to technology while at school.

Standardized Testing

Children in Grades 3 to 5 take the Measures of Academic Progress (MAP) test in Reading and Mathematics in the fall and spring. Standardized testing helps ISB evaluate the efficacy of our curricular program and its capacity to assist teachers in providing appropriate and challenging instruction to students.

Field Trips

Excursions are regularly planned which take students away from campus for educational or recreational purposes. Field trips enhance learning and allow application of concepts through practical experiences. Sometimes field trips are used to enhance lessons and at times as culminating activities. Field trips offer opportunities for integrating learning between subject areas. Approximately two weeks prior to taking students on a field trip, teachers notify parents via email. We ask parents to sign permission slips for all field trips. If you do not wish your child to attend a field trip, your child is to remain home for the day.

At the beginning of the year, all families will be asked to give permission for walking trips within one kilometer of the school in order to allow us to explore our area as it fits with the curriculum. These trips could happen at any time during the school day.

Overnight Camps

The purposes of camps are to enable students to study or take part in activities in an environment outside of school for a prolonged time period. Grade 4 & 5 students have a 2-night camp. A detailed letter and permission slip will be sent for each trip, outlining the specific program, costs, and necessary details. If you do not wish your child to attend a camp, your child is to remain home for the duration of the camp.

Physical Education (PE)

The PE program includes various sports and activities that teach concepts, skills, games, and sportsmanship. The PE program is considered an integral part of the whole program offered by the school. If a student is at school but, owing to recent illness, is considered by parents and/or a doctor to be unfit for sports, a note signed by the doctor, parent or guardian must be presented to the teacher, giving details of the illness. Any extended absence from any part of the PE program will require a doctor's certificate.

ISB Language Learning Policy

ISB is a community rich in languages and diverse cultures. Through language we negotiate, understand and demonstrate the attributes of the IB Learner Profile: discovering different ways of living, believing and seeing the world.

We believe the language of each learner is central to his/her intellectual, social, and emotional development and therefore, must be nurtured and celebrated. Our students have the opportunity to learn other languages to better understand different perspectives and ways of being. Students will be challenged to build on what they know through a multi-phased language program.

Although English is the language of instruction at ISB, we honor our host country language and offer other language acquisition options. We believe that a school-home partnership supporting home & family language development is important for maintaining cultural identity and emotional stability. We recognize that everyone has the right to speak, think, and express themselves in their home & family language.

Our goals are to:

- Develop systems for placement, tracking and analyzing data of student language learning development.
- Provide timely support and quality resources for students who experience difficulties with language acquisition.
- Ensure that all subjects support the development of language learning through inquiry-based, constructivist and differentiated teaching practices.
- Provide teachers with ongoing professional development for language learning and teaching.
- Work with parents in supporting their children's home & family language.

English as an Additional Language (EAL)

In ELC and Kindergarten classes, students contextually acquire their English language skills alongside their peers. From Grade 1 through 5, EAL teachers support English Language Learners (ELLs) to acquire proficiency and confidence in using English.

English as an Additional Language (EAL) students are supported in-class by the homeroom and EAL teacher. At times, students will be withdrawn from the homeroom class for targeted instruction. EAL teachers meet regularly with classroom teachers to discuss differentiated instruction, assessment, and opportunities for co-teaching.

The EAL department uses the McGraw Hill Language Assessment System (LAS) to establish English academic language proficiency, monitor student progress, and flag students when they are ready to receive reduced support.

Learning Support Program (Special Educational Needs)

The Learning Support/Special Educational Needs Department supports selected students across the school. The types of support include conducting informal and formal assessments, providing academic/behavioral/emotional support, consulting with parents/teachers, and making referrals to outside services. The collaborative work between the Learning Support/Special Educational Needs Department, parents, administrators, teachers, and students encourages individual students to meet their goals.

Student learning support can take place in a number of ways, such as:

- Support students in accessing general education curriculum
- Provide explicit and specially designed instruction
- Support students with organizational, self-advocacy and study skills development
- Provide classroom accommodation and modification support
- Consult with students, parents and teachers
- Support students in utilizing assistive technology
- Promote learning difference awareness
- Monitor student progress

A referral for external evaluations is sometimes made for students who have not responded sufficiently to support or are exhibiting significant learning/behavior challenges. Parents pay the fee and any other costs related to outside services. The results of the tests are discussed with the child's parents upon completion of the evaluation, and appropriate plans are formulated.

ISB does have tutors available to work with students. Parents should contact the Head of School to find out more information about this program.

Extracurricular Activities

ABRSM Exams

The Associated Board of the Royal Schools of Music (ABRSM) exams are held at ISB twice a year in both Music Theory and Practical. Music Theory exams take place in November and in March on a Saturday, whereas Practical exams take place in October/November and in April/May during the week. All ISB students are registered for the exams through our school, whether they take lessons at school or outside of school.

Student Council

The Student Council represents children from the different grades of the school, who are voted into their positions by their classroom peers each term. The Student Council submits proposals to the Principal on matters of particular interest to students, arrange extracurricular activities, and do fund-raising. Student activities as arranged by the Student Council will take place under the guidance of the teachers in conjunction with the Head of Elementary.

Festivals and Special Days

Certain festivals representative of the school community are celebrated during the year with non-denominational assemblies and activities to which parents may be invited. Some recent events include the schoolwide Chuseok and Lunar New Year celebrations, Home & Family Languages and Hanguel Day.

After School Electives

Elementary electives provide students in Kindergarten to Grade 5 an opportunity to explore and participate in classes that promote skill-building and social interaction. All electives are optional, and some are offered on a fee basis. Outside-sourced teachers are used for some activities. Many classes are offered to multiple grade-levels to allow students to interact with children across a broader peer group. A variety of classes are offered in order to promote balance in our students, such as music, sports, arts, and language development.

The electives run in three seasons: fall, winter, and spring. Students sign up for the classes of their choice. Regular attendance is required.

House System

ISB operates a House system comprising of 4 houses named after Korean mountains: Hallasan (Red), Jirisan (Blue), Gayasan (Green) and Soraksan (Yellow). The houses are used for sporting events, such as Track and Field, as well as other team-building events in the Elementary School in Kindergarten to Grade 5.

Parents as Partners

We value the parents of our students as partners in the educational process. Teachers may invite parents to participate in learning events, field trips, or activities, or to come in as classroom volunteers. The school reaches out to parents in a number of ways, such as through the weekly Elementary email, and the Seesaw app. Teachers will also email or call parents directly with class-related or student-specific information.

Resolving Problems

Resolving problems or concerns at school is always most effectively done when brought to the immediate attention of the appropriate faculty member or administrator. We ask students and parents to first discuss the matter with the classroom teacher if it relates to grades, curriculum, homework, class behavior, etc. If unresolved, you may discuss your concern with the Head of Elementary.

Report Cards and Student Records

Formal report cards are available for parents via Managebac twice a year, at the end of each semester. All records will be made available to the parents/guardian of the student at their request, with the possible exception of confidential reports, which may be made available only at the discretion of the Head of Elementary. Transcripts, test scores and other appropriate information will be sent to educational institutions requesting them.

Conferences

Conferences will be scheduled at different times during the year. The aim of these is to enable parents, students, and teachers to share information regarding the progress of each student. Neither parents nor teachers should wait until such a time if they have any matter of concern. A meeting should be arranged as soon as any such concern arises.

Parent Communication Schedule (2019-20)

Date	Form of Communication	Notes
August 21-22	Welcome Conferences	2-way to gather information from parents
October 2	Parent / Teacher Conference (optional)	Conferences by appointment (parents or teachers can initiate)
November 7/8	Parent-Student-Teacher Goal Setting Conferences	3-way to discuss progress and set goals. Additional 2 way conference option if required for candid discussions.
December 13	Written report	End of 1st Semester report
February 5-6	Parent-Student-Teacher Conference - Goal review	3-way to discuss progress and review goals. Establish new goals.
April 16	Student Led Conferences	Students share their learning with parents.
June 11	Written report	End of 2nd Semester report

+ Seesaw portfolio communication throughout the year

Four Types of Conferences in the Elementary

Intake Conferences

These are guided by the teacher and are a way for us to learn more from parents about their child and family. These are generally one-way conferences, with the parent sharing information with the teacher.

Two-Way Conferences

These conferences are an opportunity for discussions regarding student progress up to that point in the school year. They may be initiated by teachers or parents.

Three-Way Conferences

These conferences bring together the parent, student, and teacher. They present an opportunity for the student to set goals and/or report on goals progress. Having all parties in the room allows for open and honest communication about the child's accomplishments and areas for further growth. Ultimately, they help the student to take ownership of their learning.

Student-Led Conferences

These are held in ELC and Elementary classes once a year in spring. Parents are invited into the classroom and the students take them on a "learning walk" using their portfolio and other work samples to explain their learning and progress. The student-led conference is a celebration of learning that has occurred over the course of the school year, up to that point.

Parent Coffee Workshops

Various Parent Coffee Workshops relating to different aspects and areas of the academic program are held throughout the academic year. We encourage parents to attend these informative events to remain current in the happenings of the school. Notices for upcoming Parent Coffee Workshops will be included in the Weekly Email.

Email and Phone

We encourage parents to contact teachers and the Elementary office as often as needed using email. We aim to reply to emails within 48 hours (work days). Phone calls can be made to the office between 8:30am – 4:30pm.

Class Parents

A classroom parent has the opportunity to contribute greatly to the lives of children at ISB. It is through the classroom parent that:

- Additional support is given to the teacher
- The support and dedication of other parents can be organized and utilized

There will be many areas that your help may be called upon. Although not a complete list, some examples are:

- Coordinating helpers for trips and visits
- Coordinating people to help with special events with school, e.g. assemblies and parties
- Coordinating food and drink at special events
- Coordinating volunteers to help in the classroom
- Welcoming new families

- Creating and updating a class contact list for parents (voluntary participation)

It is essential that the class parent work with the homeroom teacher and that all events are planned only with the teacher's approval and input. At times, class parents have invited all the parents to a social event, such as coffee. We request that these social events remain informal and social, and school business be avoided. All parent concerns should be individually addressed directly to the teacher as per the ISB Complaints Procedure, rather than discussed at a parent coffee. Room parents are asked to redirect conversations as needed.

In the past, the classroom parents have collected money for class parties and gifts for the students and/or teachers. After reviewing this, we request that instead parents be asked for party donations (such as providing a snack, utensils, decorations, etc.) on a sign-up basis, and that gift-giving be done individually by families.

The role of a classroom parent varies depending upon the age of the children and the needs of the teacher. Teachers will ask for Class Parent volunteers and we hope you will consider helping out.

Settling Your Child (ELC)

In the ELC, parents are welcome to stay for the first session to help their child become comfortable with the teachers, children, and school. We encourage you to let your child interact with others. Please tell your child when you are going, and then leave quickly to allow them to transition easily to being in class without you.

Student Conduct and Discipline

Student Conduct

Student Conduct is based upon the Learner Profile Attributes as set out by the International Baccalaureate Organization. Students strive to be:

- Thinkers
- Risk takers
- Balanced
- Open-minded
- Caring
- Knowledgeable
- Reflective
- Principled
- Inquirers
- Communicators

Through respect for ourselves and for others, we create a friendly, safe and welcoming school environment. The International School of Busan is committed to ensuring that the working and learning environment is fostering positive relationships free from discrimination, harassment and bullying. The School will deal with complaints promptly, confidentially and with discretion. Reports of harassment and bullying will be investigated and documented. The School will properly investigate any allegation of discrimination or harassment.

Student Discipline

Students are taught and expected to follow school policies and procedures. We use a positive approach to discipline, using children's actions as launching points for learning about the world, positive interactions, and how to make safe and moral choices. We present clear expectations for behavior and teach students how to achieve those expectations.

Misbehavior is often linked to a specific situation. Consequences allow for some flexibility and are appropriate for the individual student. If a consequence is warranted for misbehavior, we attempt to logically tie the consequence to the specific behavior or situation. This helps children understand how their actions are intrinsically linked to the consequences of their actions. We are respectful of all students in our behavior management practices.

The majority of behavioral issues will be dealt with by the supervising teacher. The teacher will inform parents of any ongoing behavior concerns. As necessary, parents will be called for a conference with the teacher, and at times the child will attend meetings so all parties can work together to solve the issue.

Serious Misconduct

Serious issues (such as harassment, disruption of the learning environment, bullying, theft, or physical violence) or chronic misbehavior will be referred to the Head of Elementary for intervention. The Head of Elementary will work with the student and teacher to investigate the issue.

Serious misconduct may result in:

- Parent conferences
- Behavior plan
- In-house suspension (under Head of Elementary's supervision)
- Loss of privilege
- School community service work

If the strategies are not successful and there may be a potential threat to the safety of other members in the community, it may be necessary to consider the following:

- Suspension (with approval from Head of School & Board)
- Reconsideration of enrolment (with approval from Head of School & Board)

Playtime Essential Agreements for Students

- Be respectful of others, their games, and equipment
- Stay in the Elementary play area
- Welcome others to play with you
- Be principled by playing friendly, fair and safe games with other people
- Make sure you put your rubbish in the bin

