



## Residential Life Handbook

2019 - 2020

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## OUR MISSION

*St. Johnsbury Academy Jeju (SJA Jeju)* is a diverse, comprehensive, and independent educational community grounded by our traditions, our deep optimism regarding young people, and our commitment to academic excellence:

**Character:** To teach good character by modeling and fostering compassion, respect, responsibility, and integrity.

**Inquiry:** To foster a love for learning by challenging individuals to pursue knowledge, creativity, and intellectual self-reliance.

**Community:** To encourage each individual to understand his or her relationships, rights, and responsibilities within a community that is itself part of the larger world.

Our culture fosters a tradition of respect for all members of our community, regardless of their nationality, ethnicity, cultural background, or economic status.

## THE THREE PROMISES

*CHARACTER. INQUIRY. COMMUNITY.*

***We will do all we can to help each student be the best person possible.***

We are committed to the values of respect, compassion, integrity, and responsibility. We have compassion and empathy and we believe in loving those most who need it most.

***We will do all we can to help each student be the best learner possible.***

We value expertise and creativity. We provide the supports and opportunities for students to pursue their passion and develop a love for learning.

***We will do all we can to help each student become part of something bigger than him/herself.***

When students come to St. Johnsbury Academy, they become part of the most talented and diverse group of individuals they may ever know as friends and colleagues. They develop an intellectual and emotional connection to making this community a better place.

## OUR PHILOSOPHY

Employing innovative and traditional methodologies, the school is committed to personally relevant instruction. We strive to provide opportunities for students to gain a strong understanding in those studies calculated to provide a life foundation for the global citizen, enabling them to be intellectually self-reliant and to function as constructive, moral members of society.

Likewise, the school undertakes to make the acquisition of knowledge a valued social goal by developing an active appreciation of local and world culture. The school also provides opportunities for its students to build those skills useful for personal self-sufficiency.

*St. Johnsbury Academy Jeju* is committed to the idea that learning is most natural and teaching is most effective in a community atmosphere where collaboration and respect for others is part of the common daily business. Small classes, the advisor program, and a diverse offering of extracurricular activities all exist to support this notion of community.

# SJA RESIDENTIAL LIFE PROGRAM

## The Residential Life program at SJA Jeju encourages

- student social and emotional growth,
- deeper connections with their academic learning,
- a balance of self-reliance and utilizing appropriate and available resources,
- and commitment to being a connected member of the community.

All aspects of our program, including weekend activities, after school activities, our discipline process and evening study time are opportunities for students, faculty, and the residential life team to work together to meet these goals.

## PROGRAM

### LANGUAGE

Our dorms seek to develop bilingual and bicultural students who communicate effectively across cultures and languages. There is a Language Policy in place during the school day and ASA time. The policy specifies that English should be the language spoken on campus with the exception of the use of other languages in the classroom. Most of the enforcement of this policy comes from teachers during the school day. While dorm proctors may not be doing much enforcement in the dorms, they play a critical role in helping students understand the reasons for the policy and why students should strive to adhere to it. In addition, the more EAL students speak English, the more academic and social success they will gain from their mastery of the language.

### CO-CURRICULAR ACTIVITIES AND CLUBS

All boarding students are required to take part in after school activities Mondays, Tuesdays, and Thursdays between 3:45pm and 5:00pm (5:30 for varsity sports.) SJA Jeju offers a variety of faculty led co-curricular activities and clubs for students to attend throughout the school year. These activities and clubs provide students with opportunities to further explore their interests and encourage them to develop their passions and leadership abilities.

### EVENING STUDY AND HOMEWORK

SJA Jeju's Residential Dorm program is designed to help support students as they complete their homework, study and review. Students have multiple study areas in the dorm as well as the Library to study and complete homework individually and if appropriate, in study groups. The dorm program has specified time periods and routines for homework and study on weekdays and weekends. In addition to study time in the dorm, Evening Study occurs Sunday through Thursday in the Library and is assisted by the teaching faculty to ensure work completion and also provide assistance for the student if s/he needs/wants help or has specific questions. The teaching faculty work in teams rotating throughout the week to ensure that all academic disciplines are covered. Dorm proctors strive to provide two way communication with teachers regarding student progress, homework completion and review. If a student is consistently unable to complete homework during designated study times, the residential program staff will collaborate with the school to provide extra support.

### FOOD

The staff of the dining hall seeks to provide the best food and service possible. It is important for everyone to remember to treat the staff

with respect and to be good stewards of the area where you sit and the areas around it.

Healthy snacks will be provided for students after school in the Middle School learning pod or in the dorm lobby. Students may bring healthy snacks from home after weekend visits to a store and eat in the lobby or kitchen areas of the dorm. This privilege depends on keeping these common areas clean. Students may not have food or drink in their dorm rooms or the Study Rooms.

### WEEKEND ACTIVITIES

Each weekend a variety of activities will take place on and off campus. Notification and sign up for trips will be posted outside the Proctor's Office. Students who do not show up for the bus after signing up for a trip will receive an appropriate consequence and may not be allowed to participate in events the following weekend.

### SCHOOL BUS/VAN GUIDELINES

Dorm students will have occasion to ride the bus/van to sporting events and to other off campus activities. Students must sit in their seats and wear seat belts, follow all directions given by the driver and staff and leave the bus clean and tidy. Failure to follow these guidelines will result in a loss of privileges.

### STUDENT LEADERSHIP

There are several leadership opportunities for students in the dorms. These students will have shown that they are leaders in the dorm and will help serve as role models and problem solvers. Student leaders will assist the adult dorm staff with certain duties and help to plan and execute important parts of the dorm programming.

### MEETINGS

Each dormitory will have dorm meetings designed to go over important information for the week ahead, address any pertinent issues in the dormitory, and build the community in the dorms.

## DORM STUDENT PRIVILEGES

### WEEKEND OFF CAMPUS PRIVILEGES

During the weekend, students in high school that are in good standing academically and in the Residential Life Program may sign out with the Proctor on Duty to specific GEC locations during free time. All students are expected to represent school values and behave respectfully when off-campus.

High school students must return to the dormitory within four hours of leaving.

Middle School students may also sign out within the GEC. They must go in groups of at least two students and must return to check in to the dorms within three hours of leaving.

A student who visits or stays at any other location than the one designated for permission is subject to discipline for a Serious and Concerning Behavior.

### **OVERNIGHT WEEKEND LEAVE, TRAVEL OFF THE ISLAND, VISITS OUTSIDE OF THE GEC**

To arrange for a student to leave the GEC on weekends, or spend the night outside of the dorm, the student's parent/guardian must submit a **Weekend Leave Form** to the Director of Residential Life by 15:00 on Thursday of that week. Weekend Leave forms can be found at the Guide to Residential Life section on our official Website (sjajeju.kr) or Powerschool.

If the student's parent/guardian fails to submit the form in time, permission for weekend leave may be denied.

In most cases, Grade 6-8 students on weekend leave may not leave campus without a parent/guardian pick-up. All arrangements and requests for exceptions to this policy must be submitted to the Director of Residential Life.

If a student has permission for a Weekend Leave, they are expected to leave and return according to the times listed on the leave form.

High School students must return to the dorm no later than 22:00 on Saturdays.

Middle School students must return to the dorm no later than 20:00 on Saturdays.

Students returning on Sunday must be back by 18:00 so they can attend Evening Study.

12th Grade Students with parent permission will be allowed to leave the GEC and visit other locations on weekends. This privilege will be contingent on good behavior at school and in the dorm, parent permission, and no other scheduled dorm activities at the time.

### **VACATION CLOSURE/OPENING**

After vacations, students should plan to return to campus between 15:00-18:00 on Sunday. Students may not enter campus before 14:00 on these days without having arranged special permission with the Director of Residential Life.

Students must plan to leave on the Friday before break for vacations. For those students returning home on a parent-scheduled flight from Jeju International Airport, SJA Jeju will provide transportation to the airport whenever possible. Before leaving for the holidays, the Director of Residential Life should be made aware of the time and flight number for the student's return after the holiday. Please always let us know transport details with as much prior notice as possible.

Please note that the Residential Dorms will not be staffed whenever school is closed for the extended vacations. In 2019-20 this will include Chuseok Break, Fall Break, Winter Break, Lunar New Year Break, March Break, and April Break. Parents must make arrangements for their children whenever the school is closed.

### **FOOD DELIVERY**

On Friday Nights and on weekends, students may order food from local restaurants that deliver. Food may not be brought into dorm rooms and must be eaten in either the kitchens or resting lounges. It is important that students clean up after themselves, making sure that the surrounding area is clean and free of any food. Food wrappers and containers should be disposed of properly. Failure to clean up properly

may result in the loss of privileges.

### **BIRTHDAYS**

Birthdays are special. For birthdays, parents of dorm students may purchase for delivery a limited number of birthday cakes to be shared with other students on the birthday. Parents may instead have a limited amount of chicken or pizza delivered to the student and a small number of friends on a Friday, Saturday, or Sunday only. Notice must be given to the dorm office at least 24 hours in advance to plan accordingly.

## **HEALTH MATTERS**

We offer the services of full-time nurses on campus. Dorm Students who are injured or ill will be accompanied or directed to a school nurse by a staff member.

Students needing external healthcare will be taken to the nearest hospital or clinic.

Students too ill to participate in school or after school activities will remain in the nurse's office or infirmary until Residential Life staff have returned to the dorms at 17:00.

### **STUDENT MEDICATION**

Students may not keep any medication, including over-the-counter or prescription, in their dorm rooms.

Administration of any medication to dorm students, whether over-the-counter or prescription, requires written permission from a student's parent/guardian and will be generally be administered by the school nurse.

Vitamins and other traditional medicines must be approved by the nurses' office.

Dorm students diagnosed with a communicable disease may be kept in isolation under the supervision of the nurse and/or sent home until they have fully recovered. A Doctor's note will be needed in order to return to school after a serious illness.

### **SELF-CARE**

All dorm students are required to meet our minimum standards of self-care. These include eating regular, nutritionally adequate meals 3 times every day, following healthy sleeping patterns and maintaining good hygiene.

## **EXPECTATIONS FOR STUDENT CONDUCT**

### **RESTORATIVE JUSTICE**

Discipline systems in the dorms are designed to reinforce our values of building character, respect and responsibility for the community, and to assist students in understanding their mistakes and help them make better decisions. Our disciplinary process within our boarding program follows a restorative justice philosophy in that it aims to hold students accountable for their behaviors by emphasizing that actions have consequences which may affect others in the community. Our program strives to help students learn how to repair harm and make better choices in the future, with the understanding that because the dorms are a student's home environment, implementation of interventions and consequences may differ from the day school.

### **GOALS OF THE DISCIPLINARY PROCESS**

Our belief is that the discipline process must be meaningful and

educational but also have some flexibility. We understand that students of all ages test the limits of their environments, and our goal is to help students learn from their mistakes. We aim to deal fairly with students and support the majority who act within the letter and spirit of school expectations. We value honesty and an ability to accept responsibility, and this is reflected in disciplinary responses.

When handling discipline, we work to balance what is best for the individual with what is best for the community. As an institution focused on leadership skills and character, we strive to address minor and serious violations on a case-by-case basis.

Examples of **Minor Detracting Behaviors** might be messy rooms, lateness for required meeting, late to bed, missed dinner or weekend check in, not signing out, not working in study hall, and loudness in meetings or after lights out. Minor detracting behaviors are handled by dorm staff, who are responsible for dialoguing with the student to understand why the detracting behavior has occurred, how it affects the community and what can be done to prevent it in the future. Students may lose privileges or be assigned house consequences related to the behavior that allow them to reflect and contribute to their community. Repeated Minor Detracting Behaviors may result in intervention by the dorm or administrative dorm staff. Failure to demonstrate sufficient improvement may result in additional interventions and require parental notification.

**More Serious and Concerning Behaviors** often violate the community expectations. Some examples include theft, failure to respect another's privacy, being in unauthorized places, showing disrespect, bullying, excluding others or mean behavior, and lying. These infractions may lead to a loss of privileges. A loss of privilege may be applied as a consequence when a student repeatedly engages in minor detracting behaviors or has engaged in a more serious detracting behavior. This means that some or all of a student's privileges are curtailed for a set period of time (examples are listed below), with additional responsibilities. Students may also be responsible for completing extra dorm duties. Loss of Privileges will include consequences such as early bedtime, loss of technology, check in with staff at set times, or denial of off campus trips and visits.

We are committed to providing a healthy and safe environment, and therefore have a strict policy towards any life-threatening or dangerous behaviors. **Critical Detracting Behaviors** are dangerous behaviors and often life threatening. Parents are required to attend a meeting with the Head of School and Director of Residential Life within 48 hours of the incident. Examples might include, but are not limited to: starting a fire; possessing a weapon; hazing; physical and/or sexual assault; willful destruction to school property; and/or selling or distributing alcohol, drugs, or other illegal substances. Violations of these behaviors will likely result in immediate out of school suspension and possible expulsion.

## TECHNOLOGY

In order for students at SJA Jeju to use the school's technology resources, they must follow the guidelines set forth in the Acceptable Use Agreement (AUP) found in the appendix of this Guidebook. The rules written in this agreement are not all inclusive. SJA Jeju reserves the right to change this agreement as deemed necessary. It is a general agreement that all facilities (hardware, software, Internet, etc.) are to be used in a responsible, ethical, and legal manner. By using the school's technology resources, users acknowledge their understanding of the Acceptable Use Agreement as a condition of using SJA Jeju's resources and Internet access.

SJA Jeju reserves the right to access and read any and all information

contained in computers, computer files, email messages, voice mail messages, or written communication. Students should have no expectation of privacy with regard to these communications, and will be in violation of the school's harassment policy if they send, receive, or access discriminatory, harassing, or otherwise inappropriate emails.

School computers, peripheral devices, network and Internet access offer the opportunity for unlimited global resources to support and encourage learning. With this opportunity there is an expectation that SJA Jeju will provide a safe, structured environment for our global learning community. All members of our community must share and responsibly use technology resources.

It is important that students, parents/guardians understand that the use of technology resources and internet at our school is a privilege, and SJA Jeju reserves the right to revoke this privilege at any time. Violations of this policy may result in disciplinary action including, but not limited to: suspension, forced parental controls, and/or loss of technology privileges. Our school's Acceptable Use Policy applies across the dorms at all times.

CD players, MP3 players, iPods, cell phones, cameras are permitted in dorm rooms, but students must bring headphones and should be aware that these items will only be accessible at certain times.

Students may not use any electronic device or digital camera to take non-consensual photographs or videos.

## ALCOHOL OR DRUG USE

Students are expected to refrain from smoking, drinking alcohol, or partaking in any type of illegal substances or becoming involved in any type of behavior detrimental to their health and safety. The use or possession of alcohol or drugs is considered a major offense at St. Johnsbury Academy Jeju. This includes abuse or unsafe use of legal drugs.

## SMOKING POLICY

SJA Jeju is a tobacco free campus. If a student is caught smoking, vaping, or using E-cigarettes on campus for the first time, they will be asked to leave the dormitory for 4 days. Further offenses may result in participation in a non-smoking program, extended removal from the dorms, and/or suspension from school.

## PUBLIC DISPLAYS OF AFFECTION

Public displays of affection should be respectful and sensitive to others. Behavior should be appropriate to the school setting and age level.

## ROOM AND PERSONAL ITEM CHECKS

Room checks are a regular part of dorm life, taking place at least once a week. In addition to checking for cleanliness, dorm staff may look inside drawers, closets and bags for items that are not allowed according to school policy. Dorm staff may also ask students to open their bags and luggage when returning to the dorms. Dorm staff have the right to immediately confiscate any prohibited items.

## SCHOOL UNIFORM AND CLOTHING

Appropriate school dress is important to the atmosphere of the school. Students are expected to maintain a tidy, professional appearance and follow school dress code rules during school hours.

The following is a guideline to assist residential dorm students in making good school dress decisions for afterschool and on weekends:

Clothing should not be overly tight, overly baggy or revealing.

Shirts and tops should cover the student's underwear and belly button.

Hats may not be worn in the cafeteria at dinner.

No clothing may be worn that exhibits inappropriate language or logos (violent, sexist, racist).

Hanging straps and chains are unsafe and should not be part of, or attached to, clothing worn to school.

Shoes need to be appropriate for moving easily around campus

Students may be required to change if an item of clothing is deemed inappropriate.

## PERSONAL ITEMS

### WHAT TO BRING

Most dorm students live with one other student and have limited storage space: it is important not to over-pack. Linens and bedding are provided. Please do NOT bring expensive items such as expensive bicycles or cameras.

### ESSENTIAL ITEMS

Camera (many weekend activities do not allow phones)

Alarm clock

Headphones

Full SJA Jeju uniform

Dress shoes

Sports shoes

Outdoor clothing for sports and hiking

Appropriate casual clothing

Pajamas, a bathrobe and slippers

Towels

Large and small reusable water bottles

Personal toiletries  
(SJA provides toilet paper for student dorm rooms)

Cell phone

Hangers

### PROVIDED ITEMS

Bedding

Toilet Paper

## USEFUL ITEMS

Music player (not WiFi-enabled)

Personal sports equipment  
(e.g. badminton or tennis rackets, baseball gloves, frisbees)

Bicycle, kick board, helmet and lock  
(bicycle use is quite limited however)

Swimwear

Swim towel

Multi-tab power strip

Family pictures

Plush toys or decorative pillows

## PROHIBITED ITEMS

knives or weapons of any kind;

any fire hazards, e.g. matches, lighters, firecrackers, incense, electric blankets, heaters, candles, rice cookers, microwaves, toasters, hot plates, coffee pots, electric kettles

alcohol, tobacco, E-cigarettes or illegal drugs

medicine without nurse's permission

Bug spray

pets of any kind

Pornography

inappropriate games/music/movies including those rated above the age level of the student or their roommate

Motorized scooters, bikes, hoverboards or any other form of motorized transportation

## LAUNDRY

Each dormitory has laundry facilities for students to do their own laundry free of charge. Students should bring their own laundry detergent as it is not provided. Laundry should be done during free time hours. Students are not allowed to stay up after curfew or go to school late in order to do laundry. St Johnsburry Academy Jeju, offers a laundry service twice weekly to its dorm students. Students will follow the rules posted regarding how to use this service. The laundry service does not take responsibility for lost or damaged clothing.

## ID CARDS

Students will be issued an ID card. ID cards are used for computer lockers in the dorm, cafeteria meals and cafe, and admission to weekend activities. Dorm students should immediately report lost or stolen cards to the Residential Life office.

## VALUABLE ITEMS

SJA Jeju assumes no responsibility for loss/damage of personal items. We strongly discourage students from bringing expensive or irreplaceable items to the dorms. We try to ensure that students' possessions can be kept secure at all times and have provided dorm safes as well as computer lockers where students may store important items. It is helpful if all items of clothing and personal belongings are labeled. Passports, tickets, etc. should be given to the Director of Resident Life upon student arrival for safe keeping. At the start of each holiday period all valuables should be taken home.

We recommend that parents equip their child with a bank card and a



small monthly allowance for trips off-campus, convenience store visits and any other incidentals. We suggest that parents have conversations with their students about financial responsibility and consider applying a low limit to any bank or credit cards for their students.

## ROOMMATES AND VISITORS

### ROOMMATES

Most dorm students at SJA Jeju will share a room with one other student. We expect students who are sharing a room to do their utmost to be respectful of one another's privacy, space and personal belongings. At the beginning of every school year, students sharing a room will sign a roommate contract detailing their expectations and routines. Roommates may experience normal conflict and are expected to work it out through the principles of the school and the roommate agreement. If they are unable to work out their conflict, they are expected to go through a mediation process with their dorm proctor.

### ROOM AND DORM VISITORS

Students may not enter other student rooms in the dormitory. This is in order to be respectful of all roommates and personal space.

On Saturday, Sunday and during free time, and with permission by staff of both dorms, students are permitted to visit between the two dorms. All guests must check in with the proctor on duty and are only permitted in first floor common areas (Resting Lounge, Media room and Dining Zone).

Day students are allowed to visit the first floor common areas of the dorms after school on Fridays. Day students must check in with the proctor on duty.

## EMERGENCIES

### FIRE AND EARTHQUAKE DRILLS

Students evacuate the dormitories through the first floor main lobby doors. Proctors will guide students quickly and quietly to specific exits. Students gather on the track and quietly line up by grade level. Fire and earthquake drills are conducted throughout the school year.

### STUDENT SAFETY

SJA Jeju hires a security team and uses CCTV to help maintain school safety.

Students and proctors are expected to leave side and back doors closed and locked and proctors on duty monitor the front doors as part of their duty. Overnight, the security team checks every two hours to be sure all doors are locked and entry to the dorms is unavailable without a proper ID card.

### INCLEMENT WEATHER

A school day may be cancelled in the event of extraordinary environmental conditions, such as rain, snow, typhoons, or yellow dust. School wide alerts will be sent out by SMS. Students living in the dormitories will remain in the dorms. Meals will generally be served in the dining hall unless extreme conditions make it unsafe.

## COMMUNICATION

Many questions and issues can be addressed by the student communicating with the proctors, Head proctors, or Director of Residential Life. We develop student responsibility by encouraging them to first address their concerns to the staff.

### PARENT COMMUNICATION

We are committed to supporting our students through open, positive communication between families and staff. All communication with international staff is conducted in English. Korean support staff will help translate information between parents and dorm staff as needed. Families should not contact Korean support staff directly with concerns about their child. Korean support staff can only serve as interpreters in face-to-face dialogue. Due to privacy concerns, Korean support staff cannot comment on individual family concerns about a student.

### PHONE CALLS AND MEETINGS

Parents/guardians will be able to arrange contact with the Director of Resident Life through the online PowerSchool Parent Portal at [resparents@sjajeju.kr](mailto:resparents@sjajeju.kr). Residential Life office number is 064-801-1370. Each dorm has a cell phone: Girls Dorm: 010-3534-2026, Boys Dorm: 010-2071-2016. Generally, there is a Korean speaker available from 8:30 am through 17:30 Monday through Friday. Parents may not call Residential Life Staff on their personal phones. There may be up to a 48-hour wait before a meeting can be arranged, due to staff schedules. Parents will not be permitted to meet in person with dorm proctors without due notice.

### PARENT ASSOCIATION

There are one dorm representative on the Parent Association. The Director of Residential Life meets monthly with this parents to discuss dorm policy and ways that parents and the dorm might work together. Parents with individual concerns should contact the Director as meetings with the PA are not designed for these items.

We do not have separate parent representatives for each grade level.

### PROCESS FOR CONCERNS

Concerns involving your student should be voiced to the Director of Residential Life. The Director will be happy to communicate with students and parents about their own issue but cannot comment about other students.

When residential life concerns arise, parents/guardians are invited to send an e-mail or schedule a meeting directly with the Director of Residential Life.

The school will provide an interpreter for parents with limited English proficiency. Outside interpreters are not permitted.

## CONTACT INFORMATION

PHONES ARE GENERALLY ANSWERED FROM 8:30 TO 23:30 EVERYDAY.

KOREAN SPEAKING STAFF GENERALLY ARE AVAILABLE TO ANSWER THE PHONES ON WEEKDAYS BETWEEN 8:30 AND 17:30.

**RESIDENTIAL LIFE OFFICE PHONE : 064-801-1370**

**GIRLS DORM PHONE : 010-3534-2026**

**BOYS DORM PHONE : 010-2071-2016**

