

BUSAN FOREIGN SCHOOL

Embracing Diversity, Striving for Excellence

School Handbook



2023-2024 SCHOOL YEAR

www.busanforeignschool.org



HADDON HALL



BUSAN FOREIGN



Welcome

LAUREN HARVEY



**EARLY CHILDHOOD &
ELEMENTARY SCHOOL
PRINCIPAL**

CARL BRENNEMAN



**MIDDLE SCHOOL &
HIGH SCHOOL
PRINCIPAL**

Dear BFS Families,

Welcome to the 2023-2024 school year! We are excited to continue providing an excellent education and learning environment for our students.

The two division Principals, Ms. Lauren Harvey and Mr. Carl Brenneman, work together to ensure the smooth day-to-day operation of the school. As we continue to strengthen each Division, we also work to create a safe and enjoyable learning environment for all students.

Our faculty provides engaging learning experiences that help our students achieve academic, social, and emotional success. We build a strong literacy foundation at all levels and use globally recognized curricula to engage, teach, and challenge our students. We intentionally complement this with a positive community, effective management, and developmental awareness programs. BFS students also have access to a wide variety of academic, artistic, and athletic

enrichment activities. In addition, we equip them with the tools and skills they need to be responsible, contributing, global citizens. Our SHARK schoolwide learner outcomes (SLOs) drive all that we do and form the basis of our value system.

We continue our professional learning and growth so that we are able to develop engaging units of study and high expectations for students.

We value our partnership with you, parents, and families. Together, we will support our students' social and emotional health, provide them with rigorous academic growth, and meet our mission. Together we will live our motto, *Embracing Diversity, Striving for Excellence*.

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About us

Busan Foreign School opened its doors to the Busan community and its surrounding areas in October of 1996. With only two students originally, it has since expanded to encompass nursery to twelfth grade, currently educating over 250 students from 20 different nations.

Our Professional Affiliations

The school is affiliated to the following professional organizations:

- Accrediting Commission for Schools, Western Association of Schools and Colleges (ACS WASC, USA)
- Korean Ministry of Education (Certification, Republic of Korea)
- East Asia Council of Overseas Schools (EARCOS)
- Korean Council of Overseas Schools (KORCOS, Republic of Korea)
- Southern Korean Activities Conference (SKAC, Republic of Korea)
- Korean International Schools Activities Conference (KISAC, Republic of Korea)
- Association for the Advancement of International Education (AAIE)
- National Honor Society (NHS, USA)
- National Association of Student Councils (USA)
- PSAT, SAT, and AP Testing Center (College Board, USA)
- International Association for College Admissions Counseling (USA)
- American Chamber of Commerce in Korea (AMCHAM, Republic of Korea)
- European Chamber of Commerce in Korea (ECCK, Republic of Korea)

Busan Foreign School (BFS) is a proprietary school that is funded by student tuition. We are a small school proud of its diverse and strong community. BFS provides an American curriculum, based on the Common Core State Standards and culminating in Advanced Placement courses. This serves the school's mission to prepare students to enter top universities worldwide and become responsible, contributing citizens in a rapidly changing world.

The school was founded in 1996 by James and Amy Haddon and achieved accreditation from the Accrediting Commission for Schools, Western Association of Schools and Colleges (ACS WASC) in 1998. BFS is currently accredited by ACS WASC through June 30, 2028. The present facility was opened in

April 2001 and, in 2013, the school was renovated with a new wing including a gymnasium, cafeteria, library, art and music classroom spaces. In 2022, the gymnasium was renovated, and in summer 2023 upgrades were made to the basement, field, and teacher lounge space.

At BFS, we maintain a small school feel where we know each student as an individual. Our students succeed at top universities worldwide because we inspire every learner.

We are proud that every family at BFS adds to our community and flourishes at our school.

2023-2024 School Calendar

Last updated May 2023

July 2023

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

August 2023

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

15 Independence Day
19 Family Orientation Day
21 First Day of School | Quarter 1 Begins

September 2023

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

28 - 29 Chuseok (No School)

October 2023

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

2 - 3 Korean Foundation Day (No School)
9 Hangeul Proclamation Day (School Day)
13 Founder's Day
20 Quarter 1 Ends
23 Quarter 2 Begins
27 Q1 Report Cards Sent Home

November 2023

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

2 Parent Teacher Conf. (Evening)
3 Parent Teacher Conf. (No School)
23 US Thanksgiving Day
24 US Thanksgiving (No School)

December 2023

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

20 Quarter 2 Ends
21 Winter Break Begins
25 Christmas

January 2024

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

1 New Year's Day
9 School Resumes | Quarter 3 Begins
12 Q2 Report Cards Sent Home

February 2024

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

9 - 12 Lunar New Year (No School)

March 2024

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

1 Samil Day (No School)
14 Parent Teacher Conf. (Evening)
15 Parent Teacher Conf. (No School)
22 Quarter 3 Ends
25 - 29 Spring Break

April 2024

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

1 School Resumes | Quarter 4 Begins
5 Q3 Report Cards Sent Home
10 Election Day (School Day)

May 2024

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

6 Children's Day (No School)
15 Buddha's Birthday (School Day)

June 2024

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

6 Memorial Day (School Day)
7 Q4 Report Cards Sent Home
10 Summer Break Begins

Our school calendar is kept up to date on our school's website and events are added as they are known.

We strongly recommend you regularly check the school's calendar online by clicking the calendar icon on the BFS website main page.

Guiding Principles

Mission

Busan Foreign School is an international school with an American educational philosophy and curriculum. Our mission is to inspire each learner and provide educational services that nurture their social, intellectual, emotional, and physical growth. BFS students are prepared to enter top universities worldwide and become responsible, contributing citizens in a rapidly changing world. Our ongoing commitment to intercultural understanding and a strong partnership of students, parents, and teachers, allow us to achieve this in a caring and supportive environment.

Vision

We believe that all students regardless of their financial or social standing, deserve an equal right to quality education.

Schoolwide Learner

The BFS Schoolwide Learner Outcomes (SLOs) represent the summative skills and attributes. In conjunction with the WASC accreditation requirements and use of Common Core academic standards, we foster a community of learners, fostering the traits of a true SHARK. At BFS we celebrate the

Socially Conscious

Be empathetic!

Socially Conscious students care about everyone

- Develop empathy and awareness for being inclusive of different opinions and experiences
- Gain an understanding and appreciation of various cultures
- Demonstrate an ability to work well in individual and group settings
- Demonstrate ethical social and academic behaviors

Hardworking

Do your best work!

Hardworking learners do their best

- Formulate and pursue goals as lifelong learners
- Value every life situation as a learning experience and embrace failure as a learning opportunity
- Practice healthy personal, lifelong behaviors
- Develop persistence and diligence to achieve quality work with integrity

Active Communicator

Be an active listener!

Active communicators listen and collaborate

- Communicate accurately in writing and speaking
- Develop effective communication skills
- Listen and respond constructively
- Engage and collaborate with others.



Outcomes (SLOs)

that we believe are most important for students to develop by the time they graduate. standards, Busan Foreign School encourages students, teachers, and parents/guardians to work as SLOs in our monthly / quarterly Assemblies.

Communicator
Be Responsible for yourself and others!

Communicators laborate clearly and English. confidence to and share ideas. respond when with others. inspire positivity

Respectful

Be Responsible for yourself and others!

Respectful Citizens are responsible for themselves and others.

- Become responsible citizens with an understanding of respect and diversity
- Care for the safety and welfare of self and others
- Develop awareness and recognize a responsibility to stand up to exclusion, prejudice, bias, and injustice.
- Exhibit self-motivation and self-discipline and accept individual and group responsibility

Keep Learning

We continue to learn and grow!

BFS students have a growth mindset

- Make an effort for individual progress
- Be adaptable and apply one's experiences
- Develop creatively, artistically, and athletically
- Develop critical thinking skills and the ability to logically reason
- Analyze, synthesize, and evaluate information and apply learning to a variety of different contexts
- Develop and apply problem-solving strategies to real-life situations
- Be innovative by developing creative solutions
- BFS Sharks apply knowledge and demonstrate understanding



WASC

Busan Foreign School has been WASC accredited since 1998.

Accredited by



The Accrediting Commission for Schools, Western Association of Schools and Colleges (ACS WASC) has accredited BFS since 1998. Our accreditation represents an ongoing cycle of quality whereby we prove the capacity, commitment, and competence to support high-quality student learning and continuous school improvement. ACS WASC works closely with the US State Department's Office of Overseas Schools and provides evaluation and accreditation services to

over 5,000 schools within the US and internationally.

Our accrediting status can be checked live at: <http://directory.acswasc.org>







Operations

Busan Foreign School's main office will be happy to assist you
in your school operation needs.



Start & End Times

School is in session from 8:30 a.m. to 3:30 p.m.

Drop off time for students that do not ride the bus is from 8:10 to 8:30 a.m.

Students may only be in the field or the lobby before 8:30 a.m.

The hallways and building close at 5:30 p.m.

On Wednesdays, the building closes at 3:30 p.m.

Late Arrival

Students are expected to be on time.

Students who arrive late are expected to report to the main office so that attendance may be corrected.

Parents are informed of repeated tardiness.

Early Childhood & Elementary

Once checked-in with the main office, one of our office staff will walk the student to the classroom.

Parents do not escort their child to the classroom.

Middle & High School

Tardies that are unexcused (3 or more), meaning the student is late without either a phone call or letter from a parent, will result in disciplinary action.

When arriving late, students are expected to check-in at the main office and then walk on their own to the classroom.

Students are also expected to be on time for every class. MS and HS students arriving late to class must present an excuse from their previous teacher or an administrator.

Dismissal

School is dismissed at 3:30 p.m.

On the last day of the school year, school is dismissed at 12:00 p.m.

No supervision is provided after school for students unless they are enrolled in an after-school activity. Children waiting to be picked up should wait in the lobby or cafeteria.

Early Childhood & Elementary

Students are walked by their homeroom teacher to the lobby at dismissal.

Parents picking up students may wait for them in the school's main lobby or outside the school.

For your children's safety, children who remain on campus after school and are not enrolled in an after-school club must be in the care of their parent or guardian.

Middle & High School

Students will make their way to the school buses, main lobby or after-school activity as appropriate.

Early Dismissal

Students who need to leave school prior to the end of the school day must have their parents' / guardians' permission. Parents/guardians may inform the office by telephone at what time their child is to leave.

Students who are going home ill must notify the Principal. High school students are responsible for informing parents that they are leaving early.

Absences

Students are responsible for making up work and assignments for any work that is missed. Failure to meet with teachers on the return day will result in a zero for all missed assignments, tests, or exams. Whenever possible, families should follow the BFS vacation calendar and not take additional time off.

There are three types of Absences:

1. Excused Absence

An absence is excused when a note from a doctor, hospital or mental health professional is provided to the school office excusing the absence. Please provide all the notes to the school within two days of the students' return.

2. School Sponsored Absence

A school-sponsored absence is an absence from class due to another school commitment, such as school-sponsored sporting commitments, overnight trips or field trips.

3. Unexcused Absence

An unexcused absence is any absence for which a note from a doctor, hospital or mental health professional is NOT provided. An unexcused absence may result in a failing grade for any scheduled test or assignment.

Excessive Absences for Middle & High School Students

MS and HS students must attend 93% of each class to be eligible to receive a grade or credit (no more than 12 days per year absent). All absences count. Excessive absences will require a conference between the Principal and a parent to ensure our students' academic success.

Cutting/Skipping/Ditching Classes

Students are expected to be present during each and every school day. Skipping a class will result in disciplinary action.

Illness During the School Day

If students need to take medicine during the school day, parents should:

1. Fill in the "Medication Request Form" available through the "Renweb" parents portal.
2. Send the medicine in a clear plastic bag. This bag must contain a note on dosage instructions.

Medicine should be taken in the Nurse's Office.

All students with symptoms of fever (99.5°F/37.5°C), diarrhea, or vomiting will be sent home. Students should be fever free for 24 hours without medication before returning to school. In the event of an ongoing public health emergency, additional guidelines may apply and will be shared on the website.

If a student appears to be ill, the Administration reserves the right to send a student home, after contacting the parents/guardians.

According to the United States Center for Disease Control, students diagnosed with live head lice do not need to be sent home early from school; they can go home at the end of the day, be treated, and return to class after appropriate treatment has begun. Successful treatment should kill crawling lice.

BFS' supplementary emergency action plan outlines measures to be taken in case of extraordinary situations, such as a pandemic. Such measures enforce enhanced safety and supersede the ones mentioned in this handbook.

School Buses

BFS offers extensive pick-up and drop off bus services. Current bus routes can be found on our school's website. A late bus service is available depending on demand, and is included in the bus fees.

You can follow the bus progress through the city thanks to the BFS bus tracker application: GPER for CATCH LOC.

Our goals for bus service are the following:

- Safety is our main concern with all students arriving at their final destinations safely.
- The morning bus goal is that all buses arrive 10 minutes before the start of the school day.
- The afternoon bus goal is to ensure that all buses leave BFS by 3:40 p.m.
- The late bus goal is to ensure that all buses leave BFS by 4:45 p.m.



Please, **do notify the school** if, for any reason, your child is not riding the bus to or from school.

In order to notify the school please write an e-mail to **bfs@busanforeignschool.org** or call the main office line (as of 8:00 a.m.) at **051.747.7199**.

To help ensure that bus pick-up and arrival is safe, timely, and efficient, we have put the following procedures in place:

- Arrive at their designated bus stop at least five (5) minutes before the bus is to arrive.
- Stay on the soft shoulder or the sidewalk until the bus comes to a complete stop.
- Get on and off of the bus calmly.
- Cross the street in front of the bus, and cross at a crosswalk when possible.
- Sit where directed to sit by the driver, and remain seated until a destination is reached.
- Wear seat belts on the bus at all times.
- Refrain from talking to, disturbing, or distracting the bus driver.
- Stay completely inside the bus when it is moving.
- Do not throw any objects inside or outside of the bus.
- Do not bring gum on the school bus.
- Do not use bad language (profanity).

The behavioral expectations on the bus are the same as inside the school building.

Bicycles

Bicycles can be stored in the basement parking in the designated bicycle rack.

BFS is not responsible for lost or stolen bicycles.

Lunch

All students eat in the cafeteria at the designated lunch and break times.

CJ Freshway manages the cafeteria food services.



A student can opt to be on the school's lunch plan or to bring their lunch from home. If the student is on the lunch plan, students have the opportunity to choose on a daily basis, between a Western or an Asian menu. We publish the menu on a monthly basis on our school's website. Students not on the lunch plan have the option to purchase lunch tickets at the main office. Fast food and/or delivery food are not permitted for daily lunch, but may be approved by Administration for special events.

Snacks

We understand that a student's working day at the school is long and students might get hungry. Early Childhood and Kindergarten students are provided with a snack in the early afternoon by CJ. Elementary, MS & HS students are welcome to bring a snack from home to eat during recess or at times designated by the teachers.

We encourage our students to make healthy food choices such as fruits, vegetables, whole grains, and proteins. Families may not provide snacks, treats, gift bags, or other celebratory items at school for birthdays.

Snack Bar

The BFS Snack Shop: MY©C is managed by CJ and located in the school cafeteria. It is open between 10:15 a.m. - 10:30 a.m., 12:30 - 1:00 p.m., and 3:30 p.m. - 3:50 p.m. It serves beverages and a variety of snacks. Elementary students are prohibited from purchasing some items.

Recess & Break Times

A typical school day has several break times scheduled for recess.

Early Childhood and Elementary typically have recess before or after lunch and an afternoon snack time. MS and HS have a morning break.

Elementary students may not use devices in the school building.

Middle school students may not use their laptop or device during break time.

Under normal circumstances, break time takes place on the outdoor field. For student safety, we will hold indoor recess if the temperature is below 0°C / 32°F; above 36°C / 97°F; if the air quality in Haeundae-gu is "Unhealthy" (AQI of 151 or above); or in case of rain, hail, or other adverse weather condition. Indoors, our classrooms and student learning spaces operate air purifiers.

Air Quality Monitoring

Busan Foreign School is a verified AQI (Air Quality Index / <http://support.airvisual.com/knowledgebase/articles/1185775-what-is-aqi>) measuring station with AirVisual.com.

We use AirVisual to monitor the AQI for recess and outdoor activities.

Parents can access the air quality measure through the AirVisual website, or on their phone app.

Our station can be found under the name "Busan Foreign School" (<https://www.airvisual.com/south-korea/gyeongsangnam-do/busan/busan-foreign-school>).

Busan Foreign School local device code is WDOGKCHE and can be followed allowing minute-by-minute updates.

The below table describes Busan Foreign School's measures according to air quality readings:

	GOOD AQI 0-50	MODERATE AQI 51-100	UNHEALTHY FOR SENSITIVE GROUPS AQI 101-150	UNHEALTHY AQI 151-200	VERY UNHEALTHY AQI 201-300
EARLY CHILDHOOD	Play outside!	Play outside!	Indoor recess.	Indoor recess.	Indoor recess.
KINDER TO GRADE 5	Play outside!	Play outside!	Limit outdoor to no more than 25 minutes at a time. Indoor recess for students with asthma or other respiratory problems.	Indoor Recess. No outside clubs or activities.	Indoor Recess. No outside clubs or activities.
MIDDLE & HIGH SCHOOL	Play outside!	Play outside!	Coaches need to monitor exertion and breathing levels.	Indoor Recess. Coaches need to monitor exertion and breathing levels.	Indoor Recess. Coaches need to monitor exertion and breathing levels.

Lockers & Cubbies

BFS assigns a cubby or locker to each student as a place of security for clothing, books, and supplies. Money and other valuable items should not be left in backpacks, restrooms, or hallways.

The security of stored items can only be possible if lockers are correctly closed and locked and the padlock combination is kept confidential.

EC/ES: Do not bring toys to school. Neatly store all belongings in the backpack not loosely in the cubby. Coats are to be hung inside the cubby, not thrown on top.

MS/HS: Store all items inside the locker, not on top of the lockers.

It is the student's responsibility to keep their locker neat and clean. It is not recommended to keep valuables in the locker overnight. Students should keep all their goods and valuables safe, either locked in their locker or on their person. Student lockers may be searched if needed by the BFS Administration.

Lost & Found

Lost & Found items are kept next to the futsal field entrance (cafeteria side). Additionally, the school displays all Lost & Found items regularly in the main lobby. At the end of the school year, unclaimed Lost & Found items are disposed of. Articles found must be turned in to the school office where they are kept until claimed or until the end of each quarter. BFS is not responsible for lost or stolen items.

Be sure to label your child's uniform outerwear with their name in case it is misplaced.

Emergency Evacuation

You entrust Busan Foreign School with the safety of your children. We take that trust seriously. We regularly conduct a variety of drills to refine and improve our safety protocols. These drills cover a wide variety of threats, including both natural and man-made. They help us prepare for potential threats to the school, its immediate vicinity, or a wider regional or national area.

Should we need to evacuate the school because of an extraordinary circumstance, or a threat beyond our control (such as war, strike, riot, crime or a natural disaster), we will escort and keep all students in the school basement. We will send an emergency text-broadcast to all parents and relay information via our website and social media platforms. Should these modes of communication be unavailable, we will use the following plan. We are prepared to shelter our students for 24 hours on school grounds. We will not release students, unless picked up by a parent or someone designated as an emergency contact. You should be prepared to pick up your child(ren) entering the school via the front entrance. Please remember to take your ID as this will be required by the school administrator in the basement to release your child(ren).

BFS has protocols in place that allow for continuity of learning virtually.

Visitors

We welcome parental involvement at BFS. During Drop and Pick Up Times (8:15 a.m. to 8:30 a.m. and 3:15 p.m. to 3:45 p.m.) the school's front door will be open. Supervision is present through the school's administration and office staff. Outside the above specified times, and for the safety of our students, all visitors must sign in at the office guard and wear a visitor's tag.

Visitors Expectations

Ensuring a safe, caring, and supportive environment is an essential part of our school mission. Busan Foreign School seeks to maintain and foster high standards of acceptable behavior, not only for students but also for visitors. To ensure that all members of our school community feel safe in our building, we expect the following norms to be upheld:

- We will support our school mission and SHARK Schoolwide Learner Outcomes.
- Meetings will be solution-oriented, keeping in mind our central focus on student well-being and learning.
- We will be respectful, assume good intentions, and seek to understand.
- We will maintain a calm and respectful demeanor at all times.

If these norms are not upheld, we will need to consider other means of ensuring a safe, caring, and supportive environment.

Change of Personal Information

Please notify the school immediately if there is a change in address, telephone number, babysitter, or of an emergency contact person. You can do this either by contacting the main office or filling in through the parent portal "Renweb" the "Update Parent Information" web form.

Use of Student Images

Occasionally, we may take photographs of BFS students at the school, on the field, or during after-school club activities. We may use these images in printed publications, on our website, or in videos publicly displayed. As a general rule we do not publish the students' full names next to their published images.

- The "Use of Student Images Consent Form" asks permission before photographs are used. The form is part of the BFS application process.
- Staff refers to responses to this form before using any student images.
- Parents/guardians may update this form by writing to the BFS Communications office.
- If a photograph is published in error, the parent/guardian may contact the BFS Communications office.

Withdrawal

Students must give one-month notice prior to withdrawal.

At the time of withdrawal, students must turn in books, receive final grades, and make arrangements with the business office for tuition refunds, etc.

All fees and fines must be paid to receive all official documents, including transcripts.







Life at BFS

Busan Foreign School strives to offer a balanced environment where the emotional, social, and academic wellbeing of our students are equally important.



Counseling

The Counselor works with students, parents, and teachers to create healthy, safe, and supportive learning environments that help all students find success at Busan Foreign School. The BFS school Counselor supports the delivery of a comprehensive, proactive school counseling program from Early Childhood through Grade 12 that fosters social-emotional learning, the development of adaptive behaviors, and contributes to a safe school environment. In an ethical and confidential manner, the BFS school Counselor serves as a student advocate, respecting individual differences and supporting the holistic needs of the student population.

Counseling services are largely based on student need; some are universal and offered to all students, such as social emotional learning lessons in the Kindergarten to Grade 5 classrooms using the Second Step curriculum, while other services are targeted to small groups of students, such as social skills or friendship groups. The Counselor also works individually with students as needed for short-term counseling and can provide referrals to outside providers for long-term therapeutic support.

Use of English

The language of BFS is English. Except for foreign language classes, English is the language of instruction. Only English is spoken in class to promote and improve fluency. Since English is the language common to all, it is common courtesy to speak English when in a diverse group, even outside the classroom during breaks and at recess, to be inclusive. Disciplinary action will be taken for students who repeatedly do not follow this policy.

BFS Dress Code

BFS has a school uniform, which reflects the style of smart/casual attire found in the United States.

Our policy is based on the beliefs that the school uniform:

- promotes a sense of pride, community, inclusion, and belonging in our school;
- identifies our students with the school using a cohesive image;
- prevents students from wearing 'fashion clothes' that could be distracting or promote competition; and
- is practical and designed with health and safety in mind.

We have three basic uniform sets across the grade levels. A cold weather uniform (fall/winter), a warm weather uniform (spring), and a PE uniform.

COLD WEATHER (FALL/WINTER) UNIFORM	WARM WEATHER (SPRING) UNIFORM	PHYSICAL EDUCATION (PE) UNIFORM
<ul style="list-style-type: none"> • White long-sleeved oxford shirt • Long-sleeved navy polo • Navy blue fine gauge V-neck sweater or cardigan, or BFS navy blue shark hoodie (optional) • Khaki long pants, or plaid skirt, or plaid jumper (Elementary) • HS only: Navy Blazer and plaid tie (formal days) 	<ul style="list-style-type: none"> • Navy blue short-sleeved polo • Khaki shorts, or plaid skirt, or • Plaid jumper (Elementary) 	<ul style="list-style-type: none"> • ES: Cobalt blue long or short-sleeved t-shirt, athletic shorts or sweatpants and cobalt blue hoodie • MS/HS: BFS P.E. t-shirt



Please note the following:

- Official BFS school uniforms are to be worn Monday through Thursday.
- Friday (or the last day of a working week) is a casual day, and students may choose to wear their uniform or appropriate casual clothing.
 - Students should not wear low necklines, spaghetti straps, bare midriff or halter-tops.
 - Skirts or shorts should be longer than 2 inches (5 cm) above the knee.
 - The use of hats inside the school is not allowed.
 - Graphics on clothing should not include profanity, violence, hate speech, or drug/alcohol references.
- Students may not wear open-toed shoes or sandals, including Fridays.
- The Shark hoodie and Letter Jacket are approved as part of the school uniform.
- Hoodies or sweatshirts from BFS sports or activities and BFS spirit t-shirts are not considered part of the uniform and may only be worn on Fridays.
- Only BFS logo outerwear items may be worn at school. Students may not cover their uniforms with non-BFS sweatshirts/jackets/coats or wear non-uniform pants with other uniform items.
- In cold weather students must wear their school-regulation navy blue sweaters or cardigan. If they are still cold, they may put a BFS Shark hoodie or BFS uniform logo jacket over their sweater or cardigan.
- All Elementary students are also required to purchase BFS P.E. attire to wear on P.E. days (including Fridays).
- Middle and High School students enrolled in P.E. courses must purchase BFS P.E. t-shirt to wear during P.E. class only.
- Proper sports shoes that have laces and good ankle and arch support are also required for P.E.

Implementing the uniform policy is based on cooperation among students, parents, and the school. The school administration is the final authority on the uniform policy, and the appropriateness of overall appearance will be left to the discretion of the administration. For complete information on ordering uniforms please contact the main office or visit the school website (<http://www.busanforeignschool.org/admissions/bfs-dress-code/>)

School Supplies

Families are not required to pay an additional fee for the use of textbooks, workbooks or any other curriculum materials. However, these materials are the property of BFS and must be returned by the last day of enrollment. If a student loses or damages a BFS book, textbook or BFS materials beyond reasonable wear and tear, they will be charged for a full cost replacement. It is the judgment of the teacher and the Administration that determines if a textbook is damaged beyond normal wear and tear.

All BFS students will be given a list of required school supplies for each class on the first day of school. It is the student's responsibility to purchase each item within the timelines indicated by their teacher.

*Please note that throughout the school year, teachers may require additional materials for their classes.

Use of Electronics

Busan Foreign School is a Bring Your Own Laptop school for all students in grades 6 - 12. All students must bring a laptop computer to school each day to participate in the Busan Foreign School curriculum. BFS is committed to developing the 21st-century skills that our students will need to succeed in the future. Elementary students are provided with access to computers and tablets as needed.

Elementary students may not use smartphones or other personal devices within the school building at any time. MS students may not use personal electronic devices during the school day. HS students may only use personal devices such as smartphones in class at their teachers' discretion.

MS & HS students must sign and abide by the Acceptable Use of Communication Technology agreement. Students are responsible for the care of their devices. BFS is not responsible for lost or damaged devices.

See the [Appendix Minimal Laptop Hardware & Software Requirements \(MS & HS\)](#) for specific technology requirements.



Library

The BFS library is open from 8:30 a.m. to 4:30 p.m. Monday - Friday, except on Wednesdays when it closes at 3:30 p.m. All BFS students may check out library books, access the iMacs, use the printer, and complete homework.

Students are responsible for replacing any library books that they lose or intentionally damage. Students may purchase an exact replacement or reimburse the library. The cost for replacement is 10,000 krw for softcover books and 15,000 krw for hardcover books. Report cards and/or transcripts will be held for lost, damaged or overdue books.

Special School Events

Throughout the year BFS hosts different events. We welcome parents to many of these events.

Below are some traditionally held at the school:

- BFS Founder's Day
- Halloween
- U.S. Thanksgiving
- STEM Fair
- BFS Music Concerts
- Fine Arts Fair
- I Love Reading Month
- Family Fun Day & Garage Sale

BFS is also proud to host some of the SKAC (Southern Korea Activities Conference) and KISAC (Korea International School Activities Conference) competitions. On those days and in support of our own team, students are invited to wear their spirit tee-shirts.

Exact dates and event contents can be found on the school's website calendar.



Field Trips

Field trips are regularly planned events, which take the students away from the school campus for educational or recreational purposes.

Before field trips take place, a field trip permission form is sent home with the student. No student may participate in any school-sponsored trip without a consent form signed by the parent/guardian.

Middle school and high school students are responsible for making up any missed assignments or work. School rules apply on all field trips.

At the discretion of the division Principals, students may not attend field trips based on issues including, but not limited to, academic eligibility, detentions, suspensions, and attendance.

Teachers may request for parents to chaperone during field trips. Please do not bring students' sibling(s) on school field trips. Parents may not ride the school bus to/from field trips.

Fundraising

No student is permitted to sell any item or service in school without the division Principal's approval. Students can only participate in a fundraiser event with the approval of the activity sponsor and the division Principal. No student may participate in fundraising activities in the school's name off campus, without written parental consent and the division Principal's approval.

Students are not permitted to coerce other students into contributing to a fundraiser.



Athletics

The BFS Sharks Athletic Program is a welcoming and inclusive student-centered athletic organization that emphasizes participation for all students interested in being a part of the team. The program has teams for girls, teams for boys, and occasionally mixed gender teams (co-ed). Athletes are paired with teams that best suit their skill level, physical ability, and knowledge of the team's technical and tactical strategies.

Interscholastic athletics are an important aspect of education providing an environment for the development of teamwork, individual skills, positive self-esteem, school spirit & school pride. The BFS Athletic Program provides opportunities for enrichment, skill development, and personal growth to develop perseverance, respect, integrity, discipline, and effort.

The BFS Shark Athletic Program strives to:

- Enhance and expand learning in the classroom.
- Provide opportunities for students to experience public performance, competition, teamwork, and interaction with fellow students and athletes.
- Enhance student pride and identification with friends and school.
- Increase student morale and motivation for achievement and skill development in the academic, physical and social realms.
- Practice standards of proper sportsmanship and citizenship behaviors.
- Enhance the development of a positive self-image in each student.
- Increase student experiences in meeting challenges and coping with success and failure.
- Provide reflection and feedback to maximize learning and growth.
- Provide guidance in the individual's selection of activities in which they participate to meet lifelong as well as immediate goals and aspirations.

All students from Grade 3 through Grade 12 are eligible to participate in athletics. Students must maintain a specified academic standard to remain eligible. Students falling below the acceptable standard will not be eligible to participate in the BFS Athletic Program until their academic standing is regained. More information is available on our website in the section [BFS Community / BFS Athletics](#).

After-School Clubs & Activities

BFS offers after-school activities for K-12 students in fall and spring semesters based on online sign-ups.

Most of our after-school activities are free of charge, given by our existing faculty staff, and take place at school premises between 3:40 p.m. and 4:30 p.m. A late bus is available depending on demand.

Due to teacher meetings, there are no after-school activities on Wednesdays.

We invite students to propose ideas for clubs to our Administration.

An overview of after-school activities is available on our website in the section [BFS Community / After-School Clubs](#)

MS & HS Student Council

BFS has a MS Student Council and a HS Student Council.



Members of the Student Council represent their divisions and are voted into their positions by the student body. The Student Councils organize activities and events contributing to a healthy, positive, and fun environment at BFS. They can also make proposals to the school's Administration.

National Honor Society

Busan Foreign School is a chapter member of the National Honor Society (NHS), the premier organization in the U.S. established to recognize outstanding high school students. More than just an honor roll, NHS serves to recognize those students who have demonstrated excellence in the areas of scholarship, leadership, service, and character. NHS members participate in chapter and individual service projects to benefit the school and community. New members to the NHS are inducted annually, at the beginning of the school year.

Gifts for Staff

Busan Foreign School employees are not allowed to receive any gifts and services under the Kim Young-ran Act (the anti-graft law of Korea). Gifts and tokens of appreciation may give the appearance of influencing decisions staff sometimes have to make.

We recognize that some families may want to express gratitude. A hand-written note or card is a good way to show appreciation.

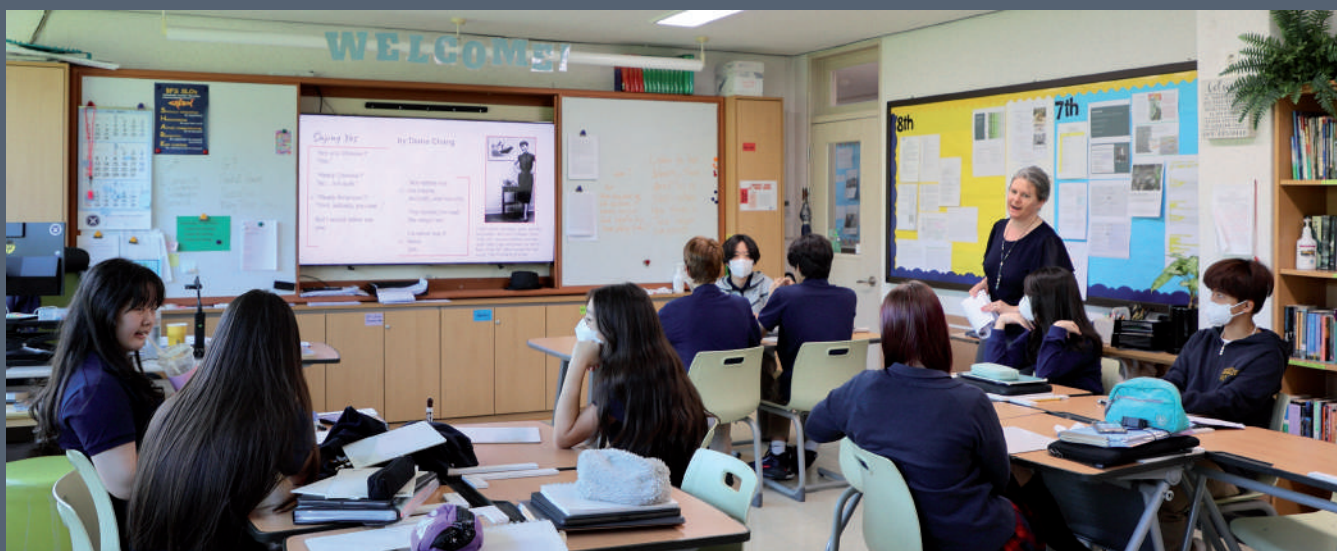
Seniors

Grade 12 students hold a special place at BFS. They have been working hard during high school, and are preparing for their next chapter in life which will most likely take them abroad and away from their friends.

Senior privileges are meant to help our students prepare for life after high school. Seniors must apply for and meet the requirements of Senior Privileges before they are granted to them.

A Senior fee is charged upon entering Grade 12. This fee covers costs associated with the Yearbook, Prom, Senior Dinner, and the Graduation ceremony.







Including Parents

Regular communication and partnership between Busan Foreign School and parents/guardians is fundamental to the success of our school.



PTSO

The BFS Parent Teacher Support Organization (PTSO) supports the BFS community by fostering relationships amongst the school, parents, and teachers via events, activities, and fundraisers.

Typical PTSO involvement includes planning school-wide events, funding activities organized by student leadership groups, ensuring parental support at sports activities, and volunteering at the school, etc. These are wonderful opportunities to foster a healthy environment and create a positive school community.

The PTSO meets monthly at the school. These meetings may include lunch in the city where parents can enjoy each other's company in a relaxed atmosphere while discovering new places in town.

If you would like to know more about the PTSO and what you can do to help, please e-mail ptso@bfs.or.kr.

Communicating with your Child's Teacher

Parents are encouraged to contact their child's teacher at any time if they have concerns about their child, the academic program, or the school.

As our teachers are engaged during the day, we prefer that you write an email to the teacher. Teachers will typically reply within 24 hours and if necessary schedule a follow-up call or face-to-face meeting.

Conflict Resolution

Your child's teacher is the first point of contact for any concerns you may have. If you feel your issues remain unresolved, please schedule a meeting with the Administration.

Parent/Admin Meetings

The school Administration has regularly scheduled meetings that will give parents an opportunity to keep abreast of different aspects of the academic program and life at Busan Foreign School. These meetings will also give the Administration an opportunity to listen to the comments and concerns of our parents.

Please check your e-mails and the school website events calendar for the invite details.

Scheduled Communications

Busan Foreign School reaches out to parents in a number of ways:

- BFS Website (www.busanforeignschool.org): the BFS website is kept up to date daily with information on school events and posts on school activities.



- E-mails: with ad-hoc communications.
- Mass texting: for important reminders or last-minute time-sensitive notices.
- Printed handouts: promoting special events.
- Bloomz: Secured and private social platform used by the EC and ES classrooms. Bloomz allows teachers to securely share a variety of media with parents. Furthermore, parents can choose their communication language, and communicate among each other. Parents will need to accept the school's invitation in order to access their child's class content.
- Parents of MS and HS students will receive a weekly email with a summary of information shared with their student.
- Class Newsletter: EC teachers publish a monthly newsletter. ES classroom teachers publish a weekly class newsletter on Fridays.
- Blue Folder: Parents of EC to Grade 3 parents can check the blue folder for information and forms that need to be returned.
- School-wide Newsletter: provides information on a regular basis to recap recent school events.
- BFS Facebook, Instagram, YouTube: punctual posts which give you an insight on your student's life at BFS.

Please be sure to check your e-mails and our school website frequently to keep abreast with the life of your child at BFS.



Facts/Renweb

Busan Foreign School subscribes to Renweb's ParentsWeb secured portal. Through this portal you are able to access your student's schedule, and grades. You can also submit medication requests and notify us of changes in personal information through Renweb. The link to Renweb's ParentsWeb portal can be found on our school's main web page.

All parents are automatically set-up to use ParentsWeb, and your student's is added as part of your account. Please contact the main office if you run into any issues related to RenWeb's ParentsWeb.

Report Cards

Busan Foreign School uses report cards which are standard across divisions. Report cards are distributed each quarter. Please check the school's calendar for information on when to expect your child's report card.

Criteria for report card grades include quizzes, tests, exams, projects, and other assessments.

See the Academics section for more information about report cards and grading.

Parent Teacher Conferences

Parent Teacher conferences (PTCs) are planned and published in the school's annual calendar. They take place biannually in the fall and spring.

PTCs typically take place on Thursday evening and Friday all day (no school) (no school).

Approximately one week before PTCs, you will receive information on how to sign up.

SKAC & KISAC

BFS is a member of the Southern Korea Activities Conference (SKAC) and the Korean International Schools Activities Conference (KISAC). The SKAC and KISAC bring together several international schools for athletics (cross country, volleyball, basketball, futsal, track & field) and academic activities (Model United Nations, STEM Fair, Fine Arts Fair, Speech & Debate). The SKAC and KISAC event schedules are kept up to date and published on our school's website.

Please come and cheer for our school during the competitions. It really makes a difference to our students and teachers.

Field Trips

Teachers may request for Parents to chaperone during field trips. Please do not bring student sibling(s) on school field trips. Parents may not ride the school bus to/from field trips.

Special Events

The school regularly organizes events where parents are invited to attend. We encourage all parents to attend. This helps create a tighter community within and outside the school and fosters a caring environment across all classes and divisions.

Classroom teachers also organize events where parents are invited to participate.

Volunteering

Our community can always use some help. Please contact the Parent Teacher Support Organization (PTSO) if you would like to volunteer at BFS.

BFS Giving Tree

The Busan Foreign School Annual Fund provides additional financial resources to promote further enhancements for our school.

The purpose of the fund is to provide BFS with the financial flexibility to better ensure the best possible educational experience for our students.

Due to the generosity of our Annual Fund donors, we are able to accelerate and intensify our investments in the most critical improvements for BFS. Tuition and fees mainly cover the cost of maintaining the school, but your donation to BFS will support a variety of enhancements, such as:

- additional financial aid and scholarships for promising students;
- innovative educational resources to improve our academic curriculum and extra-curricular activities;
- state-of-the-art technological and facility improvements;
- increased professional development to guarantee the highest quality teachers and staff;
- improved transportation capabilities.





Academics

At BFS, our Early Childhood to Grade 12 instructional foundation provides students with the necessary skills, knowledge, and mindset to be successful and flexible learners in the future.



Grades & Ages for Enrollment

GRADE	AGE	GRADE	AGE	DATE
Pre-K3	3	6th Grade	11	By September 1st of the entry year
Kindergarten-4	4	7th Grade	12	
Kindergarten-5	5	8th Grade	13	
1st Grade	6	9th Grade	14	
2nd Grade	7	10th Grade	15	
3rd Grade	8	11th Grade	16	
4th Grade	9	12th Grade	17	
5th grade	10			

Standards & Curriculum

At BFS, our American PreK-12 instructional foundation provides all students with the necessary skills, knowledge, and dispositions to be successful and flexible learners in the future. Our teaching subject areas are kept up to date in a continuous curriculum review and improvement cycle.

Our rigorous program is based on the challenging Common Core State Standards (CCSS) for Literacy and Mathematics. For Social Studies, we follow the American Education Reaches Out (AERO) standards from the US Department Of State's Office of Overseas Schools. Finally, in Science, we base learning on the innovative and challenging Next Generation Science Standards (NGSS). Also, at the high school level, rigorous Advanced Placement (AP) courses in the humanities, math, sciences, and arts challenge all students and are a part of an intentional college prep curriculum.

Understanding by Design is the curriculum framework used by our certified teachers to develop appropriate and engaging demonstrations of learning within each classroom. This active and authentic student-centered learning model is paired with educational best practice teaching techniques by our staff to ensure each student a world-class quality education. Our curriculum standards and course descriptions are published on our school's website under the Academics section.

Reporting Process

Progress Reports

Middle and High School Progress Reports are issued four times a year to let parents know the status of their child's performance and grades at that time. Progress Reports are distributed halfway through the quarters for students with grades of 70% or lower to fore-warn parents that their child is in jeopardy of receiving a low or failing grade.

Report Cards

Busan Foreign School uses report cards which are standard across divisions. Report cards are distributed each quarter. Please check the school's calendar for information on when to expect your child's report card. Criteria for report card grades include quizzes, tests, exams, projects, and other assessments.

Grading System

Early Childhood and Elementary

Early Childhood students receive a narrative report card describing students' socio-emotional, academic, and fine and gross motor skills.

Elementary students receive a detailed Standards Based Report Card which uses a 4 point scale.

SCALE	DEFINITION
NA	Not assessed
1	Does not meet the standard
2	Approaches the standard
3	Meets the standard
4	Exceeds the standard

Middle School and High School

Middle School and High School students receive letter grades (A - F) along with a percentage score.



Please see the chart below.

BFS GRADING SYSTEM		WEIGHTING SCALE	AP WEIGHTING SCALE
LETTER GRADE	% GRADE	4.0 POINT SCALE	5.0 POINT SCALE
A+	97-100	4.0	5.0
A	93-96	3.9	4.8
A-	90-92	3.7	4.5
B+	87-89	3.3	4.0
B	83-86	3.0	3.7
B -	80-82	2.7	3.3
C+	77-79	2.3	3.0
C	73-76	2.0	2.7
C-	70-72	1.7	2.3
D+	67-69	1.3	1.9
D	63-66	1.1	1.6
D-	60-62	0.7	1
F	0-59	0.0	0

Assessments

Classroom assessments such as quizzes, tests, exams, projects, and presentations are an ongoing part of all classes. Throughout each quarter, teachers provide students with opportunities to demonstrate what they have learned and teachers use this data to drive their classroom instruction.

It is the student's responsibility to make up all missed work and assessments after an absence.

If a student was present when a test and/or assignment due date was announced, it is their responsibility to prepare for it or to submit the assignment when they return from an absence.

All students are expected to be present during assessments.

Measures of Academic Progress

BFS administers Measures of Academic Progress (MAP) testing for reading, language usage, and math in grades 2 - 9 twice a year (fall and spring). MAP test results are used diagnostically by teachers to identify students' needs and to inform classroom instruction.

MS&HS Assessment Grading

Grading is based on formative assessments which provide ongoing and helpful feedback and inform instruction, as

well as summative assessments which measure students' achievement at the end of a sequence of instruction. The grade book categories and weightings for middle and high school classes are as follows:

- Formative Assessments 20 - 40%
- Summative Assessments 60 - 80%

To accurately assess student learning, a sufficient number of formative and summative assessments must be recorded in the grade book:

- Formative: minimum of 4 per Quarter
- Summative: minimum of 2 per Quarter

Retakes

Formative assessment work may be submitted late, but no later than the summative assessment for that unit. Until an assignment is submitted, it is entered in the grade book as Missing (M) or Incomplete (I), which calculate to a zero. Students who habitually miss school when an assessment is scheduled may receive a lower grade on the missed assessment. Details regarding retakes are found in each course syllabus.

Students may improve formative or summative assessment scores based on guidelines in each course syllabus.

Make-up Work

To be sure that missed work is made up, students and parents/guardians must communicate with teachers and the main office ahead of time for planned absences, and students must make a written plan with teachers to complete homework assignments. A student must accept the responsibility for getting their work completed by the due date.

If a student is absent due to their participation in a co-curricular activity, their work must be submitted in advance or immediately after their absence.

It is the student's responsibility to make up for all missed work after an absence.

Academic Dishonesty

BFS takes our academic integrity very seriously. All middle and high school students sign the Academic Honesty and Integrity Policy. Please note the following for students who are found to be in violation.



First Incident

Students receive a failing grade on that assignment. The teacher notifies the parent(s) and Administration.

Second or Third Incident (lasts for the entirety of MS, then resets and lasts for all of HS)

Students receive a failing grade on that assignment and the teacher notifies Administration. The Upper School Principal meets with students and parents to decide on consequences and develop an academic learning plan. Consequences can include up to a decision on continuing enrollment at BFS.

Homework

At BFS, homework is not graded. The purpose of homework is for students to practice, reinforce, elaborate, prepare, and extend their understanding, not to learn something new.

Homework is used for practice, to prepare students for upcoming learning, and to reinforce and extend learning, but never to learn material for the first time.

Homework or classwork can be a productive practice when it is generated as a result of responding to the needs of a specific class or student.



BFS Homework Guide for All Subjects

GRADE	EXPECTED HOMEWORK EFFORT
Prek-3 and K-4	Optional Homework
K-5 to Grade 2	15 minutes to 30 minutes (all subjects inclusive*)
Grade 3 - 5	30 minutes to 1 hour per day (all subjects inclusive*)
Grade 6 - 8	1 to 2 hours a day (all subjects inclusive)
Grade 9 - 12	2 to 3 hours a day (all subjects inclusive)

*Reading for 20 minutes is suggested for each night for Elementary Grades (K – 5).

*ELL students should expect to take more time to complete homework.

If your child takes longer than the anticipated time to complete homework, please notify the teacher.

Homework Guidelines

In assigning homework BFS teaching staff:

- Assign relevant, challenging, and meaningful homework that reinforces classroom learning.
- Give clear instructions and make sure students understand the purpose.
- Give feedback in a timely manner.
- Communicate with other teachers to coordinate homework load.
- Involve parents and contact them if a pattern of late or incomplete homework develops.

Students should:

- Write down assignments in their homework agenda.
- Be sure all assignments are clear; do not be afraid to ask clarifying questions if necessary.
- Set aside a regular time for studying.
- Find a quiet, well-lit study area.
- Work on homework independently whenever possible, so that it reflects a student's ability.
- Produce quality work.
- Make sure assignments are done according to the given instructions and completed on time.

Advanced Placement (AP Program)

AP courses allow students to earn possible college credits while still in high school in addition to the one high school credit toward graduation requirements. Many universities and colleges in the US and internationally honor AP credits.

- AP courses are open to students in Grades 10, 11, and 12.
- Grade 10 students who want to enroll in two AP courses must have approval from the AP Coordinator. For grade 10 students, the maximum number of AP courses is two.
- The maximum number of AP classes a student may take in Grades 11 and 12 is four (4) classes.
- BFS can only offer the AP test for students who are enrolled in that AP class at BFS.
- AP tests are administered in the spring of each school year per the College Board.
- Students / families are responsible for all fees that may occur with AP exams.
- Students are expected to take the AP exam for any AP course they complete. Those who do not take the AP test will have a notation on their transcript.

As of 2017-18, BFS is approved to offer the AP Capstone™—an innovative diploma program by the College Board that allows students to develop the skills that matter most for college success: research, collaboration, and communication. This distinction sets BFS apart and enhances the instructional program.

Transcripts

A transcript is a document summarizing student achievement at Busan Foreign School usually required when withdrawing from the school or when applying to college. It covers grades 9 through 12, comprises performance in two semesters and includes course grades, GPA, and credits.

Please contact the school's main office if you require a copy of your transcript.

College Counseling Service

Busan Foreign School realizes one of the most important decisions in a student's life is choosing the right college or university.

Over 95% of BFS graduates go on to post-secondary studies, the majority of which attend high-ranking universities in the United States, Canada, the UK, and Hong Kong.

Busan Foreign School provides the guidance, tools, and opportunity for students and families to prepare to successfully enter some of the most competitive universities in the world.

- The PSAT is provided to grades 9-11 at no charge.
- BFS is an SAT Testing Center open only to BFS students.
- We are visited by a variety of colleges and universities each year who introduce students to exciting opportunities abroad.
- BFS holds frequent parent and student seminars to provide guidance on the application process.
- Senior English provides time to assist Grade 12 students with the college application process.
- High school students use MaiaLearning to help guide their university decision making.
- Seniors are expected to take six classes their senior year. Requests for exemptions must be submitted in writing within the Drop/Add window and will be considered by school administration.

If you have any questions or would like to learn more about BFS college counseling, please feel free to contact Mr. Glenn Saunders.

Drop/Add of Classes

Middle and High school students who would like to request a schedule change must obtain a Drop/Add Request Form from the Main Office. Students must then get teacher and parent signatures on the form and submit it to the Upper School Principal for approval.

The deadline to request schedule changes for all classes is ten school days after the first day of school. After this date, no schedule changes will be allowed for middle school students.

High school students who drop a class after this time will have a "W" (Withdrawn) on their report card and transcript, which colleges and universities will see. "W" does not affect your GPA.





Promotion and Retention

- Elementary students are promoted or held back based on Elementary Principal's decision with input from the teacher and in consultation with the student's parents/guardians after reviewing student performance data. Students may not be retained more than once in their elementary and middle school years.
- Students entering 6th grade must demonstrate grade-level proficiency in reading, writing and math, and must be reading at least at a 4th grade reading level.
- Middle school students are required to have a cumulative passing average of 60% for the year to advance to the next grade level.
- High school students must pass a course with a 60% to obtain credit. If a high school student receives a failing grade, they are responsible for making up the credit in the following school year, if that course is required for graduation.

Graduation Requirements

One diploma will be granted to each student who has:

- Attended BFS for at least the entire year of their 12th grade.
- Satisfactorily completed 26 high school credits.
- Paid in-full fees and tuition owed to BFS.
- Completed 75 required community service hours*.

* Due to Covid19 Restrictions, Community Service requirements are adjusted as follows:

- Class of 2024 - 55 total, 25 in senior year
- Class of 2025 - 65 total, 25 in senior year
- Class of 2026 - 75 total, 25 in senior year
- Class of 2027 - 75 total, 25 in senior year

Minimum Graduation Requirements (Grade 9-12)

SUBJECT	CREDITS	REMARKS
Language Arts	4	Senior English mandatory.
Math	3	Must include Geometry and Algebra 2.
Social Studies	3	US History recommended for US citizens.
Science	3	Must include two years of a lab science.
Electives	9	
Foreign Language	2	Two years of the same language. Three years encouraged.
Visual, Performing, or Digital Arts	1	Art, Music, Multimedia, Computer Science classes or other classes approved by the Administration.
P.E./Health	1	Must include one semester of both Art and PE.
Total	26	26 required
Community Service	Non-credit	Class of 2023 - 55 total, 25 in senior year. Class of 2024 - 55 total, 25 in senior year. Class of 2025 - 65 total, 25 in senior year. Class of 2026 - 75 total, 25 in senior year.



Academic Awards

Valedictorian & Salutatorian

The BFS Valedictorian will be awarded to the graduating Senior with highest GPA (weighted) and will be selected by the Administration and teaching faculty based on the following criteria:

- The student should exemplify the BFS SLOs (Schoolwide Learner Outcomes).
- The student must have attended BFS for grades 10 through 12. Cumulative GPA from 10th grade through 3rd quarter of 12th grade, will be calculated.

The Salutatorian will be selected by the same method and awarded to the student with the second highest GPA.

Guidelines for Student Behavior

Ensuring a safe, caring and supportive environment is an essential part of our school mission. Knowing and complying with the rules and procedures will support students in making positive choices. When students are disruptive or misbehave, they must accept the consequences. When students do not follow the rules, school staff members are expected to respond appropriately and consistently. School administrators will inform the parent/guardian of any student whose behavior is in serious conflict with established rules and procedures. Students and their parents/guardians are responsible for working collaboratively with school staff to support the rules and procedures outlined in this handbook.



Busan Foreign School seeks to maintain and foster high standards of acceptable behavior.

Our school procedures and policies ensure common decency and courtesy to protect the rights of all students to pursue an education free from disruption and interference. We emphasize the student's responsibility for their actions, and students are encouraged to make good choices based on self-respect and respect for others.

The primary responsibility for student's behavior rests with the individual student. It is vital that students are in a safe, non-threatening school environment that is conducive to successful learning.

When a student has made a poor choice, our goal is to ensure that the student takes responsibility for changing his/her behavior. If the incident is of a serious nature, the classroom teacher and supervisor will report and submit details of the incident to the Administration. Involvement of the Administration may mean contact with the student's parents and will often result in a conference involving the student, parents, teachers, and the Administration. Appropriate consequences will be determined by the Administration by the established rules of BFS and the student's best interest as outlined in the BFS Discipline Policy Book.

Any action inside or outside the classroom which constitutes an infringement on another student's right to learn in a safe environment, interferes with another student's education, or anyone's well-being may be considered a violation of school procedures and rules. It is the responsibility of each student to evaluate the appropriateness of, and to be accountable for, all of their actions.

EXPECTATION	BUS	HALLWAY	CLASSROOM	CAFETERIA	RECESS
Be Respectful	Ride quietly.	Walk quietly Use inside voices.	Listen and pay attention to the teacher.	Use appropriate language. Use inside voices.	Include others by speaking in English.
	Be considerate of other people.	Follow staff directions.	Work together with teacher and classmates.	Include others by speaking in English.	Take care of the facility and equipment.
	Be considerate of property, including the bus.	Help keep area clean and neat.	Maintain dress code and personal space.	Treat others kindly; allow others to join your table.	Treat others kindly; allow others to join you.
Be Responsible	Arrive at the stop on time.	Put away personal belongings.	Arrive on time.	Stay seated until you finish eating.	Make safe, healthy choices.
	Buckle up seat belts and follow safety rules.	Carry a hall pass to nurse's office.	Complete all assignments with honesty and integrity.	Eat and drink healthy food choices.	Put equipment away.
	Remove belongings and clean up messes.	Walk quietly and safely.	Be prepared for the day and for each class.	Clean area when you are finished.	Use equipment properly.
Be Engaged in Learning	Learn and follow safety rules.	Arrive at class on time.	Use English as the academic language of BFS.	Use extra time to study or finish homework.	Use recess to relax and/or prepare for lessons.
	Listen and follow the bus driver's directions.	Use English as the inclusive language of BFS.	Do your best and take pride in your work.	Engage in positive conversations with others.	Learn something new about your classmates.
	Demonstrate positive behavior.	Demonstrate positive behavior.	Challenge yourself to learn.	Read and follow cafeteria rules.	Be good friends.

Detention

Teachers use their discretion in deciding whether or not classroom behavior warrants detention. Some common behaviors that may result in detention include, but are not limited to: sleeping in class, roughhousing, tardiness, disruptive behavior, bullying, use of cell phones, violating the English language policy, not working on class-related assignments, uniform violations, etc.

If a teacher decides to give a student detention, the teacher will assign the date and complete a detention slip with date(s) and pass it on to the office. The teacher will then contact the parent to inform them of the detention. Only the Principal can change the assigned detention date. All detentions are recorded in a log that is kept in the office.

Detention takes precedence over all other activities including sports, music, clubs, school organization meetings, and outside-of-school commitments.

Suspension

When strong disciplinary action is necessary, a student may be suspended from all classes and school activities for a specified number of school days. Parents and or guardians will be informed by letter and a phone call explaining the reason for the suspension. Reasons for immediate suspension include but are not limited to: physical violence, threatening other students, showing disrespect towards school faculty/staff, use or possession of (e)cigarettes, or any act which may harm or place other students in an unsafe and dangerous situation.

A student who continually violates school rules will be withheld from school-sponsored activities such as field trips, after-school activities, and special events. The Principal reserves the right to make the final decision on these matters. While a student attends an in-school suspension or is suspended from school, he/she will not be allowed to take part in any school-sponsored activities. In the event of multiple suspensions, an expulsion hearing may be held.

Child Protection

BFS has adopted a Child Protection Policy intended to protect students from harm (to self and from others) and to make clear expectations for child protection and safeguarding. It serves to create a safe and positive environment for children and to demonstrate that the school is taking its duty and responsibility seriously.

As part of this policy, BFS will provide appropriate child safety lessons to increase students' ability to understand abuse prevention, implement a clear reporting process, and ensure appropriate communications between faculty and students.

Language & Academic Support Services

Busan Foreign School follows a full inclusionary model of instruction. English language development instruction is available to students who are English Language Learners (ELL). Upon enrollment, new students are assessed to determine if support is needed. Potential ELL students are given the WIDA test to determine the level of support they will need to be successful at BFS.

ES, MS and HS students who need moderate levels of learning support may be enrolled in Academic Enrichment classes or receive additional learning support from the Academic Support Coordinator during the school day.



UNIVERSITY ACCEPTANCES

Year after year BFS graduates are accepted to and receive scholarships from universities all over the world, many of which rank as top tier such as Johns Hopkins, Cornell University, Berkeley, UCLA, Washington University in St. Louis, University of Toronto, Rice University, Emory University, University of Hong Kong and the University of Virginia just to name a few.

BFS Students have been accepted to the following Top 100 US Colleges (2022 National University Rankings by U.S. News):

- American University
- Auburn University
- Binghamton University--SUNY
- Boston University
- Brandeis University
- Brown University
- Case Western Reserve University
- Cornell University
- Dartmouth College
- Duke University
- Florida State University
- Fordham University
- George Washington University
- Howard University
- Indiana University--Bloomington
- Johns Hopkins University
- Lehigh University
- Loyola Marymount University
- North Carolina State University
- Northeastern University
- Northwestern University
- Ohio State University--Columbus
- Pennsylvania State University--University Park
- Pepperdine University
- Purdue University--West Lafayette
- Rensselaer Polytechnic Institute
- Rice University
- Rutgers University--New Brunswick
- Santa Clara University
- Stony Brook University--SUNY
- Syracuse University
- Texas A&M University
- Texas Christian University
- Tulane University
- University at Buffalo--SUNY
- University of California--Los Angeles
- University of California--Merced
- University of Colorado Boulder
- University of Connecticut
- University of Delaware
- University of Denver
- University of Georgia
- University of Illinois--Urbana-Champaign
- University of Iowa
- University of Maryland--College Park
- University of Miami
- University of Minnesota--Twin Cities
- University of Notre Dame
- University of Oregon
- University of Pittsburgh--Pittsburgh Campus
- University of San Diego
- University of Utah
- University of Washington
- University of Wisconsin--Madison
- Vanderbilt University
- Villanova University
- Virginia Tech
- Washington University in St. Louis
- William & Mary

BFS students have also been accepted worldwide to the following internationally ranked universities (2022 World University Rankings by Times Higher Education):

- Arizona State University (Tempe), United States
- Boston University, United States
- Brown University, United States
- Carnegie Mellon University, United States
- Case Western Reserve University, United States
- Chinese University of Hong Kong, Hong Kong
- City University of Hong Kong, Hong Kong
- Cornell University, United States
- Dartmouth College, United States
- Duke University, United States
- Emory University, United States
- Erasmus University Rotterdam, Netherlands
- Georgetown University, United States
- Georgia Institute of Technology, United States
- Hong Kong Polytechnic University, Hong Kong
- Indiana University, United States
- Johns Hopkins University, United States
- McGill University, Canada
- McMaster University, Canada
- Michigan State University, United States
- New York University, United States
- Northeastern University, United States
- Northwestern University, United States
- Ohio State University (Main campus), United States
- Penn State (Main campus), United States
- Purdue University West Lafayette, United States
- Queen Mary University of London, United Kingdom
- Rice University, United States
- Seoul National University, South Korea
- Texas A&M University, United States
- The Hong Kong University of Science and Technology, Hong Kong
- Trinity College Dublin, Ireland
- Tufts University, United States
- University of Alberta, Canada
- University of Amsterdam, Netherlands
- University of Arizona, United States
- University of Auckland, New Zealand
- University of British Columbia, Canada
- University of California, Berkeley, United States
- University of California, Davis, United States
- University of California, Irvine, United States
- University of California, Los Angeles, United States
- University of California, San Diego, United States
- University of California, Santa Barbara, United States
- University of Colorado Boulder, United States
- University of Florida, United States
- University of Hong Kong, Hong Kong
- University of Illinois at Urbana-Champaign, United States
- University of Manchester, United Kingdom
- University of Maryland, College Park, United States
- University of Michigan-Ann Arbor, United States
- University of Minnesota, United States
- University of North Carolina at Chapel Hill, United States
- University of Notre Dame, United States
- University of Ottawa, Canada
- University of Pittsburgh-Pittsburgh campus, United States
- University of Rochester, United States
- University of Southern California, United States
- University of Sydney, Australia
- University of Texas at Austin, United States
- University of Toronto, Canada
- University of Virginia (Main campus), United States
- University of Warwick, United Kingdom
- University of Washington, United States
- University of Wisconsin-Madison, United States
- Vanderbilt University, United States
- Washington University in St Louis, United States
- Yonsei University (Seoul campus), South Korea





Appendices



Minimal Laptop Hardware & Software Requirements (MS&HS)

- All laptops must be fully-functional Wi-fi enabled laptops, not tablets.
- Battery - The battery must last a minimum of 8 hours.
- Operating System - the latest operating system in English. A minimum of OS 10.15 for Apple, Chrome OS for Chromebooks and Windows 10 for PC.
- Browsers - Google Chrome and one of the following (Firefox, Safari, or Internet Explorer)
- Software - Adobe Reader, MS Office suggested but not required
- Offline Storage - 128 GB minimum of internal hard drive or external storage device





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Landmarks:

- Yangun elementary school, Military base 53 division
- 양운 초등학교, 해운대구 53사단





BUSAN FOREIGN SCHOOL

Embracing Diversity, Striving for Excellence

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