

Glossary of Elementary School Terms for Multicultural Families II

• School Newsletters – Main Notices (English) •





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Introduction

● Purpose of Development

- ◆ Marriage immigrants living in Korea may experience many difficulties when first sending their children to school. As a parent of school-aged children, marriage immigrants, like any parent, want to know the best ways to lead their children and adequately provide them with what they need. However, this is sometimes even more difficult because the environment in Korea is different from the environment of the country in which these parents were born and raised.
- ◆ What's more is that the school-home correspondences sent to marriage immigrant parents, which mainly contain information on educational systems and events and school life, may often seem like cryptic documents full of words that are hard to understand.
- ◆ This glossary of school-related terms for multicultural families explains the main topics of school-home correspondences and school-related terms in 5 different languages and is designed to help marriage immigrant school parents communicate more easily with their children's school. By allowing marriage immigrant school parents to better support their child's school life and communicate smoothly with the school, this glossary has been developed with the aim of helping marriage immigrant school parents better fulfill their role as a school parent and promote their relationship with their child.

● Term Selection Criteria

- ◆ To make this glossary, we randomly selected 10% of the elementary schools from each region nationwide and used the roughly 13,000 school-home correspondences published and distributed by these schools over the past year (Sep 1, 2015-Aug 31, 2016) via home correspondence public information portals as our target pool of information.
- ◆ Terms were carefully selected as the main words parents need to know in order to understand the topics covered by school-home correspondences, classified by content and function.

- ◆ The definition of the individual words that make up each term are provided to help readers better understand the term.
- ◆ Synonyms are provided so that similar terms can be understood all at the same time.
- ◆ In the case that a word has more than one meaning, the different meanings are presented together in order using numbers ①, ②, and the school-related meaning is presented as number ①.
- ◆ If you take a look at the current status of women marriage immigrants in Korea (according to the Ministry of Justice, 2015), there are, in order, the largest number of marriage immigrants—Vietnamese, Chinese, the Korean-Chinese, Japanese, Filipinos, and Cambodians. As a reflection of this, translations have been provided in 5 languages—Vietnamese, Chinese, Japanese, English, and Cambodian (Khmer).
- ◆ For a better and easier understanding of terms, readers may use the <Korean-Foreign Language Learning Dictionary> and the <Standard Korean Language Dictionary> issued by the National Institute of Korean Language as background materials for the easier explanation of terms.

● How to Use

- ◆ This glossary is presented in the alphabetical order of “Ga-Na-Da (가-나-다)”, and terms can easily be found in this order.
- ◆ A separate “Ga-Na-Da (가-나-다) Index” (***) has been provided so that desired terms can be found even without having to know the order of the Korean alphabet.
- ◆ Time-related terms are explained separately so that these terms may be more easily utilized to properly understand school event schedules and submit any necessary application forms to the school before the relevant deadline.

School's Emergency Patient Management Consent and Health Survey Guide

Dear parents,

This survey is a basic survey on your child's health and is being conducted to help the school provide your child with the best level of physical, emotional, and academic care. Please have your child complete the survey and check (✓) all applicable items and provide any additional details needed using the space provided. Please fill out the form below and submit it to your child's **homeroom teacher by March 7 (Monday)**.

Grade: Class: Number: Name:

1. Information on the School's Emergency Patient Management

The information below details the procedures followed by the school for the management of students in the case of an emergency at school to ensure quick and systematic first aid treatment and emergency transport.

- 1) **Except for cases in which an emergency transport is needed or when a student is involved in an emergency situation or is in critical condition, basic medical care is provided at the school's health center and the parents of the student are contacted prior to hospital transfer/treatment.**

Classification	Emergency situation (Student immediately accompanied to the hospital by the school nurse and homeroom teacher)	Non-emergency situation requiring hospital treatment (A parent will take the student to the hospital)
Situation	<ul style="list-style-type: none"> - Respiratory obstruction, severe dyspnea - Weak or no pulse - Heavy blood loss, loss of consciousness - Other emergency situations 	<ul style="list-style-type: none"> - When a sprain or simple fracture is suspected - Recessive disease, simple wound - Other situations that require hospital treatment

- 2) **If the student's parents cannot be reached and the student needs an emergency transport, the student will be transferred to the hospital nearest to the school and if necessary, the transfer will be performed by calling 119.**

- 3) Students who have been injured in an accident at school can apply for the financial support from the School Safety and Insurance Association. Please contact your child's homeroom teacher for additional information.

Consent to School's Emergency Patient Management and the Collection and Use of Personal Information			
I hereby acknowledge that first aid provided to my child in the case of an accident is performed by the consent of the parent and hereby grant this content. I agree to delegate the rights of first aid (procedures) to the school if no contact can be made to myself or the emergency contact listed below, and to the collection, use, and provision of personal information for the care of my child.			
Contact information of student's legal guardian	Father: Mother:	Emergency contact in the case a parent cannot be reached	Relationship to the student: Contact number:
Preferred hospital/clinic	Hospital name: 	Blood type: indicate A, B, O, or AB Check (✓) any applicable Rh type	Type (), Rh+(), Rh ()
<p>※ Please check the terms of consent for the collection of personal information for the following items in accordance with the Act on the Protection of Personal Information.</p> <p>※ You have the right to reject consent, but are legally responsible for any negative consequences of this rejection.</p> <p>1. Purpose of use: preparation for emergency care, provision of information to a medical institute in the case of a student's medical checkup, provision of information for the report of an infectious disease</p> <p>2. Items of personal information: student grade and class, name, address, name of parents, contact number of parents, preexisting health problems, blood type</p> <p>3. Retention period of use: March 2, 2016 – February 28, 2017</p>			
I agree to the collection and use of personal information as explained above.		<input type="checkbox"/>	I disagree.
2016 (m) (d), Name of parent or legal representative:		<input type="checkbox"/> (Signature)	

<Continued on the back>

2. Temporary suspension of attendance in the case a student contracts an infectious disease

- 1) In case that a student contracts a legally defined infectious or highly-infectious disease, his/her attendance to school or academy will be temporarily suspended.
- 2) The absence of a student due to an infectious diseases (ex: chickenpox, hand-foot-mouth disease, aseptic meningitis, epidemic conjunctivitis, etc.) is an excused absence, but requires the submission of a doctor's note signed by the hospital to the student's homeroom teacher.

3. Basic Health Survey: Check (✓) the following health conditions and indicate: healthy (), weak (), suffering from illness (), or unavailable for physical education activities ()

Health behavior Item	Please check (✓) all applicable items and provide additional information for any items marked 「Yes」.	Yes	Detailed information	No
Dietary habits	How often do you eat breakfast? ① Always ② Usually ③ Seldom			
Physical activity	Do you exercise to the point of a shortness of breath or sweating more than 3 times a week?			
Home and school life	Does your family respect you and listen to what you say?			
	Do you often feel like you want to run away from home?			
	Have you been bullied or ostracized by friends in the past year ?			
	Is your safety being threatened with frequent beatings or other forms of violence?			
	Is there anyone who touches your body even when you tell them not to?			
Smoking, drinking, and drugs	Have you smoked in the past year?			
	Have you drunk alcohol in the past year?			
	Are you worried about any family member because of excessive smoking or drinking?			
Social/mental health	Do you often feel as if you don't want to go to school?			
	Do you think your self-esteem is low?			
	Do you feel lonely and/or depressed?			
	Do you act violently when you are angry?			
	Are you restless and overly active to the point of disrupting others?			
TV/Internet	How many hours of TV do you watch each day? ① Less than 1 hour ② 1-2 hours ③ 2-3 hours ④ 3 hours and more			
	How many hours do you spend browsing the internet or playing video/computer games each day? ① Less than 1 hour ② 1-2 hours ③ 2-3 hours ④ 3 hours and more			
Write down any matters of concerns that you would like to discuss with your homeroom teacher.				

2016 Milk Supply and Food Allergy Survey

Dear parents,

We appreciate your interest in and support of school meals.

We are now conducting the **2016 Milk Supply and Food Allergies Survey** for students with food-related allergies and will be using this data to provide your child with safe, healthy school meals. **If your child is unable to drink milk due to food allergies or other medical conditions, please fill out the survey on the back of this sheet and submit it to the school by March 10th (Thursday).**

Milk is a super food containing calcium, protein, and other nutrients that are necessary for the physical growth and development of your child, and, as a general rule, is provided to all school students. However, we realize that some students may be allergic to milk and other foods. To prevent any negative reactions to foods served at school, menu information in the form of a weekly lunch menu is posted on the school's website. Please refer to this information and instruct your child to pay attention when eating his/her school lunch.

※ Please contact the cafeteria (☎ 000-0000) for additional information and/or inquiries

※Food allergies (please check all that apply)

①Eggs ②milk ③buckwheat ④peanuts ⑤soy ⑥wheat ⑦mackerel ⑧crab ⑨shrimp ⑩pork
⑪peach ⑫tomato ⑬sulfite ⑭walnuts ⑮chicken ⑯beef ⑰squid ⑱shellfish (oysters, abalone, mussels)

March 7, 2016

Principal of ○○ Elementary School

◆2016 Milk Supply and Food Allergy Survey◆

1. Below are various options for the supply of milk to your child for the 2016 school year. Please indicate the option ☐ you prefer.

5-day supply of white milk	No milk supply
<input type="text"/>	<input type="text"/>

2. Survey of students with food allergies

1). Does your child experience regular diarrhea (irritable bowel syndrome)? Yes (☐), No (☐)

2). Food allergies and symptoms (please indicate any allergic symptoms from milk as well.)

☐ Food allergies:

☐ Symptoms occurring from the intake of an allergenic food

Symptom site	Main symptoms	Check (✓) all the apply
Mouth	Itching, stinging, swelling (lips, tongue, inside of mouth)	<input type="checkbox"/>
Skin	Itchiness, redness, rash, swelling of face or skin	<input type="checkbox"/>
Digestive system	Vomiting, diarrhea, nausea, abdominal cramping	<input type="checkbox"/>
Throat	Constriction of throat, hoarseness, cough	<input type="checkbox"/>
Lungs	Wheezing, cough, asthmatic symptoms	<input type="checkbox"/>
Heart	Low blood pressure, faintness, paleness, cyanosis (bluing of the face and/or skin)	<input type="checkbox"/>
Other symptoms	(Please list here)	

3) Is your child currently taking any medications for food allergies? Yes (☐), No (☐)

4) Can your child safely remove the allergen from foods and continue to eat? Yes (☐), No (☐)

5) Other opinions related to milk supply ()

[Consent for the Collection and Use of Personal Information]

[Purpose of collection] ☐ Collection of information on students with food allergies in 2016

[Items of collection] ☐ Grade, name, food allergy information

[Period of retention and use] ☐ March 7, 2016 – February 28, 2017

[Right to refuse consent and legal ramifications of refusal]

☐ The school and its affiliated personnel cannot be held responsibility for your child's food allergies if consent for the collection and use of personal information is withheld.

[Institute and department of collection] ☐ Cafeteria of ☐ Elementary School

Do you agree to the collection and use purpose of personal information?

☐ I agree. ☐ I do not agree.

March , 2016

(Grade) (Class), Name:

(signature)

※The consent of a legal representative is required for children under the age of 14.

Name of guardian (legal representative) :

(Signature)

To: Principal of ☐ Elementary School

2016 Parents General Assembly Information

Dear parents,

We would like to wish you all health and good luck in your homes in this lively spring season.

We would also like to inform you that we will soon be holding a Parents General Assembly for the organization and operation of the 2016 ○○ Elementary School Management Committee and Parents Association. Please take note of the following and actively participate in the assembly for the development of the school educational community.

1. Date: March 16, 2016 (Wed)
2. Location: Open education room on 1F and each classroom of ○○ Elementary School
3. Target: Parents of ○○ Elementary School
4. Agenda and schedule
 - A. 13:40–14:00 Registration (each classroom)
Video: The School's Transition and Beyond
 - B. 14:00–15:00 (1F, Open Education)
 - 1) Introduction of the homeroom teachers and the current status of the school
 - 2) Greetings by the school principal
 - 3) Instructions for the selection of the parent members of the School Management Committee and the chairman of the Parents Association (chairman of the election board)
 - 4) Speech by parent member candidates of the School Management Committee and chairman of the Parents Association
 - 5) Information on school educational activities and parent training
 - Parent training: anti-corruption education, eradication of illegal donations, preventive education on school violence, preventive education on domestic violence, preventive education on child abuse, normalization of public education, evaluation of each teacher, and community service plan
 - 6) Report of the 2015 Parents Association activities and discussion of agenda (chairman of the Parents Association)
 - C. 15:00–15:40: Meeting with homeroom teachers and Parent Association organization by class (Nachimban Safety Education)
 - D. 15:40–16:00: Discussions on school representatives, Parent Association organization and functions by grade, and group activities
 - E. 16: 00–16:20: Other meetings (principal's office, participation of board members of the Parents Association)

The selection of members for the School Management Committee and the Parents Association will be conducted following a briefing session on school curriculum.

March 9, 2016

Principal of ○○ Elementary School

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Confirmation of Participation in the Parents General Assembly		
Grade (), Class (), No. (), Name:		/ Name of parent:
Participating	Participating	Participating

Parents who do not attend the assembly give up their right to vote in all related elections.

March , 2015

To: Principal of ○○ Elementary School

Physical Development • Vision Test Results

We would like to thank you for your continued support and wish you health and happiness in your homes. A physical development examination and vision test were performed at the school to check the health of all students. The results of your child's tests are listed below.

(Grade) (Class) Name:						
Height (cm)	Weight (kg)	BMI	Uncorrected vision		Corrected vision (with glasses)	
			Left	Right	Left	Right

♣ For students wearing glasses, the results of their vision test is the value measured with glasses (corrected vision).

If the student's corrected vision (either left or right) **is confirmed to be 0.6** or less according to the **vision test results**, myopia is suspected. In this case, please take your child to an ophthalmologist as soon as possible to avoid any deterioration of your child's vision. To ensure the health of your child, any child with corrected vision of **0.6 or less (either left or right)** should complete an ophthalmic examination and submit **the form below (completed by the student's ophthalmologist)** to the school's health center.

- ◆ Please understand that errors in your child's vision test may result from a variety of factors such as the brightness of the school's eyesight chart and the surrounding environment.
- ◆ For your reference, the vision test performed at school is based on an eyesight chart and is not used to identify conditions such as distortion, squinting and amblyopia. School eye tests are primarily used to determine the existence of a vision problem and do not provide a detailed diagnosis. Therefore, if a problem is suspected with the vision of your child, please visit an ophthalmologist for a more comprehensive eye examination.
- ♥ Encourage your child to avoid reading in dark places, watching TV for long hours, or reading with incorrect posture as these habits can cause your child's eyesight to deteriorate. Encourage your child to study with correct posture in a well-lit place.
- ♥ For students who wear glasses, a vision test is recommended every 6 months.

May , 2016
Principal of ○○ Elementary School

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☞ Students whose vision test results indicate that they may have a vision problem, should visit the ophthalmologist for an eye examination and to complete the following form. The completed form must then be submitted to the school.

Ophthalmic Examination

(Grade) (Class) Name:

Examination results	Myopia		Treatment	Observation is required		Other corrective measures	
	Hyperopia			Drug treatment			
	Astigmatism			Wearing of glasses			
	False myopia						

♣ The above is the student's eye examination results.

(m) (d), 2016

To: Principal of ○○ Elementary School

2016 Psychological Testing & Career Counseling and Consent for the Collection & Use of Personal Information

Dear parents,

We will be conducting career counseling (see below) to promote students' self-discovery and understanding of the world of business. By understanding their personality more fully through a psychological test, students will be able to learn more about the types of jobs that might be suitable for them and discover the skills they need to develop in order to achieve their goals. In order to provide you and your child with the most complete and accurate analysis of this psychosocial test, we would like to ask you for your consent to the collection, use, and provision of personal information to the psychological testing institution. Please read the following information on psychological testing and career counseling, and submit your consent form to the counseling center by **July 7th (Thursday)**.

[Career counseling]

1. Period: July 11, 2016 (Mon)–July 22 (Fri)
2. Target: All 6th grade students
3. Topic: Career aptitude and career counseling through personality testing (MMTIC)
4. Details

	Contents	Remark
1 st session	- Considerations for future careers - Decision-making for future careers - Psychological testing (personality test) for self-discovery	* The school will cover the costs for the personality test
2 nd session	- Interpretation of personality type - Discovering the world of business by personality type	* Career counseling based on the test results

5. Procedure

- 1) Psychological testing and group career counseling by class
 - 2) Personality testing and test result analysis by a professional counselor
- ※ The personality test (MMTIC) is a non-diagnostic test that represents 16 different personality types based on the theory that different personality types use different methods to collect information and make decisions based on the information collected.

【Notice of use and provision of personal information】

1. Purpose of provision and use: Performance of psychological test (MMTIC, personality test) and analysis of test results
2. Items of personal information to be used and provided: Student name, gender, grade/class
3. Period of personal information provision and use: July 11 (Mon)–July 22, 2016 (Fri)
 - ※ In principle, personal information will be destroyed immediately after the purpose of its use and provision has been fulfilled.
4. Institution entrusted with the personal information provided: ASSESTA School Psychological Test Institution Daejeon Branch
5. Right to refuse consent and the consequences of refusal

You have the right to **refuse** your consent to the collection, provision, and use of personal information, and your child will experience no **disadvantages from this refusal**. If you refuse to give your consent, your child may still participate in career counseling and career education, but will not be able to take part in the psychological test.

- ※ Personal information will not be used for any purposes other than those outlined above and will not be provided to a third party, other than the institution listed above, without your consent.

July 4, 2016

Principal of ○○ Elementary School

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Consent to the Collection, Provision, and Use of Personal Information for Psychological Testing

Name	Student	(Signature)	Affiliation	(Grade)(Class)(No.)	Consent (○, X)	
	Guardian (Legal representative)		Relationship		Student	Guardian

- ※ I agree to the collection, provision, and use of personal information as indicated above based on ‘Article 15 (Collection and Use of Personal Information) of the Personal Information Protection Act.’

2015 2nd Semester Field Trip Participation Survey for 2nd Graders

We appreciate your sincere support for the development of the school, and wish you all health and happiness in your homes. We would like to inform you that we will be holding the 2nd Semester Field Trip for 2nd graders as per the school's educational plan. At the Oktokki Space Center, the location of our 2nd semester fieldtrip, students will experience various activities to encourage their interest in space and the world around them. Please indicate whether or not your child will be participating in this fieldtrip using the form below, and submit the completed form to your child's homeroom teacher by **September 4th (Fri)**. The fieldtrip will be carried out if **more than 70% of parents express that their child will be participating**.

☆2nd Semester Fieldtrip☆

1. Date: November 3, 2015 (Tuesday)
2. Location: Oktokki Space Center (403, Ganghwadong-ro, Bureun-myeon, Ganghwa-gun, Incheon)
3. **Estimated cost per person: KRW 29,990** (rental of 4 buses) **or KRW 25,740** (rental of 3 buses)

Item		Total cost	Cost per person
Rental of 4 buses (1 bus per class)	Bus rental	KRW 450,000 × 4 buses = KRW 1,800,000	KRW 1,800,000 ÷ 106 people = KRW 16,990 (102 students, 4 teachers = 90 people)
	Admission and Experience fee	KRW 13,000 per person	KRW 13,000
	Total amount	KRW 16,990 + KRW 13,000	KRW 29,990
Rental of 3 buses	Bus rental	KRW 450,000 × 3 buses = KRW 1,350,000	KRW 1,290,000 ÷ 90 people = KRW 12,740 (102 students, 4 teachers = 90 people)
	Admission and Experience fee	KRW 13,000 per person	KRW 13,000
	Total amount	KRW 12,740 + KRW 13,000	KRW 25,740

- * Participation fees are subject to increase or decrease according to the number of participants.
- * If the remaining balance of participant fees is less than 100 won per person, the remaining balance will be donated to the school's development fund.
- * If a student fails to participate on the day of the fieldtrip after indicating that he/she will participate, only the experience fee (excluding the bus rental fee) will be refunded.

September 1, 2015

Principal of ○○ Elementary School

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Grade 2 Class () Number (), Name ()

Fieldtrip Participation		Bus rental options: cost per person based on the number of buses	
Participating	Not participating	Participating	Not participating

To: Principal of ○○ Elementary School

- * Please check ☐ whether or not your child will be participating and indicate your preferred bus rental choice.

Notice of the Operation of the 2nd Semester Parent Counseling Week

The harvest season of fall with its clear, blue skies has now come upon us. We wish you all health and happiness in your homes.

A major social issue today is the increasing number of students who have difficulties adjusting to school life. In response to this and other related issues, teachers at the school continually strive to develop a safe and fun school environment and proper study habits to encourage the healthy development of each and every student.

In addition to efforts by teachers, it is important to maintain a close connection between the school, home, and teachers to provide students with a healthy, well-rounded education. To further enhance parents' understanding of school education and reinforce the connection and communications between teachers and parents, we will be holding the 2nd Semester **Parent Counseling Week, from September 21st (Mon) to September 26th (Sat)**. During this time, we will be offering counseling services for parents in the evenings and on weekends. If you would like to participate in this counseling session, please indicate your availability for counseling on the application form below and submit it to school.

We strongly recommend that all parents apply for this important counseling to better understand their child's school life and help their child better adapt to school and deal with any issues that may arise.

September 15, 2015

Principal of ○○ Elementary School

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Application for the 2nd Semester Parent Counseling Week

(Grade) (Class) Name:

Name of student	Relationship to student	Counseling date (Counseling time- After class)	Counseling method					Phone number or email address
			School visit	Phone	Email	Home visit	Other	
		September (/day)						
		(h, m)						
Any additional message for the counselor								

To: Principal of ○○ Elementary School

Notice of the 2016 Middle School Admissions Presentation

We would like to notify you that we will soon be holding the 「**2016 Middle School Admissions Presentation**」 to share with parents some **important information** regarding the admissions of 6th graders to middle school. Please read the information on the **2016 Middle School Admissions Presentation** below, fill out the confirmation/participation form, and submit the completed form to the school by **October 6, 2015 (Tue)**. Please make every effort to attend the 2016 Middle School Admissions Presentation, and consult with your child's homeroom teacher if you are unable to attend.

Date: October 8, 2015 (Thu) 15:00~ , Audiovisual room
Target: Parents of 6th graders

I . Assignment method

1. General assignment: The assignment of 6th graders to middle school is completed at random by a computer, and students may be assigned to **any affiliated middle school in the same official school group as the student's elementary school**. Sungsan Elementary School belongs to a school group of 16 schools, which includes the following middle schools: Mulgeum-donga Middle School, Sinju Middle School, Beomeo Middle School, Samsung Middle School, Yangsanjungang Middle School, Yangsan Girls Middle School, and Yangsan Boys Middle School.
2. Other assignment methods by type of special circumstance
 - A. Athletic students and students with special needs: Early assignment through a separate selection process
 - B. Students with physical handicaps and impairments: Early assignment through a separate screening process to a middle school close to the student's home for a more convenient commute
 - C. Assignment of twins to the same school: If the students/parents wish, the older of the two siblings will be assigned using the regular assignment process and the younger of the two siblings will be automatically assigned to the same school.
 - D. In cases of school violence, the perpetrator and victim of the incident entering middle school will be assigned to different schools. In this case, the victim is given preference in school assignment.

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Confirmation of Receipt of Notice and Participation in the 2016 Middle School Admissions Presentation

Sungsan Elementary School, 6th grade, Class (), Student: (), Parent: () Signature)

Confirmation of receipt of notice regarding the 2016 Middle School Admissions Presentation		Parent Participation in the 2016 Middle School Admissions Presentation		
Confirmed	Not confirmed	Participating	Not participating	Reason for not participating

II. Random selection method

1. Applicants are assigned to the corresponding schools by the computer draw system using the 'starting points' and 'interval.'
2. If the number of applicants is equal to or less than the maximum number of admissions allowed by the corresponding middle school, all applicants can be assigned to their first choice school.
3. If the number of applicants to a particular school exceeds the maximum allowed admission number, students are randomly selected and assigned up to the maximum allowed number of admissions. Students that are not assigned to their first choice school will then be passed to their second choice school for the second round of random assignments.
4. Please note that if a student is not assigned to his/her first choice school, it does not mean that the student will automatically be assigned to his/her second choice school. If the student's second choice school has already been fully assigned during the first round of random assignments, there will be no second round of assignments for that particular school, and the student will be moved on to the third round of random assignments at their next school of choice.
5. Random assignments will be continued in this way until all students have been assigned to a middle school.

III. Important notes on filling out your assignment application form

1. Please note that each school cannot be selected more than once, and **your assignment application cannot be modified once it is submitted to the Education Office.** Please carefully select your first choice school since students are randomly selected and assigned up to the maximum allowed number of admissions according to their choice.

IV. Other matters requiring attention

1. Students who transfer or relocate to a different place of residence after middle school assignments have been completed can be assigned to different schools through reassignment. Students who wish to be reassigned to other cities, districts, or provinces should inquiry about the reassignment process at the Education Office of their new region of residence.
2. For more information on middle school admissions, please visit the Yangsan Education Office website or telephone the person in charge (listed at the top of this newsletter).

October 2, 2015

Principal of ○○ Elementary School



2015 Open Class for the Development and Assessment of Teacher Competency

This notice is to inform you that the school will be conducting open classes for the development and assessment of teacher competency. Open classes will also be followed by a parent satisfaction survey.

Open classes are a great opportunity for parents to participate in and observe their child's educational activities.

◆ Time: **October 8th (Thursday)–October 16th (Friday)**

	1 st Grade	2 nd Grade	3 rd Grade	4 th Grade	5 th Grade	6 th Grade
Open date	October 8 th (Thursday)	October 14 th (Wed)	October 13 th (Tue)	October 16 th (Fri)	October 15 th (Thursday)	October 12 th (Mon)

◆ Class times: 1st period (08:50–09:30), 2nd period (09:40–10:20), 3rd period (10:30–11:10), 4th period (11:20–12:00)

◆ Open class visiting times: Parents may visit **one class** among the 1st–4th period classes at the **time of their choosing**.

◆ The classes of each Head Teacher are only open to the parents of students in the relevant grade. **If your child's grade is included in the targeted grade(s) of the Head Teacher's class, you may participate in a total of two open classes—one for your child's homeroom teacher and one for the Head Teacher.**

◆ Detailed lesson plans and the location for open classes are described on this paper.

※ Please indicate the time you would like to visit below in order to help teachers prepare open class activity guides, which will be placed in each classroom.

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Parent Participation in the 2015 Open Classes for the Development and Assessment of Teacher Competency

() Grade () Class, Student name: ()

Desired time of visit	
1 st period	
2 nd period	
3 rd period	
4 th period	

■ Lesson Plans for the 1st Grade Open Class for
the Development and Assessment of Teacher Competency (October 8, Thu)

	Teacher	Time	Open class contents		Location
			Subject	Topic	
Class 1	○○○	1 st period	Creative experience activity	Honest and refined language - Using honest and refined language in consideration of other people's feelings	Classroom 1-1
		2 nd period	Math	2. Shapes (5/8) - Creating various shapes using triangles, quadrangles, and circles	
		3 rd period	Fall	1. Weather and living (3/20) - Taking a closer look at the things you can see in fall	
		4 th period	Korean	3. Proper greetings (10/10) - Proper greetings according to time and place	
Class 2	○○○	1 st period	Fall	1. Weather and living (3/20) - Taking a closer look at the things you can see in fall	Classroom 1-2
		2 nd period	Creative experience activity	Honest and refined language - Using honest and refined language in consideration of other people's feelings	
		3 rd period	Math	2. Various shapes (5/8) - Creating various shapes using triangles, quadrangles, and circles	
		4 th period	Korean	3. Proper greetings (10/10) - Proper greetings according to time and place	
Class 3	○○○	1 st period	Creative experience activity	Honest and refined language - Using honest and refined language in consideration of other people's feelings	Classroom 1-3
		2 nd period	Math	2. Shapes (5/8) - Creating various shapes using triangles, quadrangles, and circles	
		3 rd period	Fall	1. Weather and living (3/20) - Taking a closer look at the things you can see in fall	
		4 th period	Korean	3. Proper greetings (10/10) - Proper greetings according to time and place	
Class 4	○○○	1 st period	Fall	1. Weather and living (3/20) - Taking a closer look at the things you can see in fall	Classroom 1-4
		2 nd period	Math	2. Shapes (5/8) - Creating various shapes using triangles, quadrangles, and circles	
		3 rd period	Creative experience activity	Honest and refined language - Using honest and refined language in consideration of other people's feelings	
		1 st period	Creative experience activity	Honest and refined language - Using honest and refined language in consideration of other people's feelings	
Class 5	○○○	1 st period	Creative experience activity	Honest and refined language - Using honest and refined language in consideration of other people's feelings	Classroom 1-5
		2 nd period	Mathematics	2. Various shapes (5/8) - Creating various shapes using triangles, quadrangles, and circles	
		3 rd period	Fall	1. Weather and living (3/20) - Taking a closer look at the things you can see in fall	
		4 th period	Korean	3. Proper greetings (10/10) - Proper greetings according to time and place	

2015 6th After-school (1/4-1/21) Registration Guide

Greetings, parents! We would like to express our thanks to you for your continued interest and cooperation. We would also like to take this opportunity to notify you about registration for the 6th after-school program as follows.

Due to the replacement of asbestos-containing ceilings in the elementary during the winter vacation, all of the classrooms of the Jeoecheong Elementary School will be unavailable for use during winter break. As such, after-school activities during this time will be held in the middle school classrooms.

After the registration deadline for after-school activities, programs with an insufficient number of participants may be merged with other grades (grade group adjustments) or cancelled. In the case of a cancellation or schedule change (change of date and/or time), further notice will be given. Please submit the application for 2015 6th after-school activities to your child's homeroom teacher by the **morning of December 10 (Thu).**

1. Operation of after-school activities

Period: March 16, 2015 (Mon), January 21, 2016(Thu) (10 months)

Kì	Thời gian	Kì	Thời gian
Kì 1 (2 tháng)	16/3 (Thứ 2)-10/4 (Thứ 6)	Kì 4 (2 tháng)	17/8 (Thứ 2)-16/9 (Thứ 4)
	13/4 (Thứ 2)-15/5 (Thứ 6)		17/9 (Thứ 5)-23/10 (Thứ 6)
Kì 2 (2 tháng)	18/5 (Thứ 2)-17/6 (Thứ 4)	Kì 5 (2 tháng)	26/10 (Thứ 2)-20/11 (Thứ 6)
	18/6 (Thứ 5)-16/7 (Thứ 5)		23/11 (Thứ 2)-23/12 (Thứ 4)
Kì 3 (3 tuần, kỳ nghỉ)	27/7 (Thứ 2)-13/8 (Thứ 5)	Kì 6 (3 tuần, kỳ nghỉ)	04/01 (Thứ 2)-21/01 (Thứ 5)

* The opening period of after-school programs is subject to change according to the after-school budget (beneficiary's share) and other school circumstances.

2. Opening program and tuition

Program name	Target grades	Total monthly amount of beneficiary share (won)	Changed location
Reading and Discussion, Violin	Class A: Grades 1-2 Class B: Grades 3-4 Class C: Grades 5-6	13,000	<u>Middle school classrooms</u>
Computer		6,500	
Art		14,000	
Kendo	Class A: Grades 3-4 Class B: Grades 5-6	5,000	
English	All grades	Free (Instructor of TaLK program operated by the Office of Education)	

※ **Computer programs for the 6th after-school (winter vacation) program** will only be offered once a week due to the circumstances of the school and instructor. Accordingly, the tuition for this program during this period is only **6,500 won, which is 50% of the original tuition.**

3. Program schedule <during vacation>

Time \ Day	Monday	Tuesday	Wednesday	Thursday
1 st class 09:20-10:10	Reading and Discussion 1,2 Violin B English6	Reading and Discussion 1,2 Computer B English5	Art C (Kendo A) English2	Art A Violin B English 5
2 nd class 10:20-11:10	Reading and Discussion 3,4 Violin C English 2	Reading and Discussion 3,4 Computer C English1	Art A (Kendo B) English 4	Art B Violin C (Kendo A,B) English 1
3 rd class 11:20-12:10	Reading and Discussion 5,6 Violin A English 4	Reading and Discussion 5,6 Computer A English 3	Art B English 6	Art C Violin A English 3

※ Students may participate in violin and art classes on a customized schedule based on their individual preferences (violin: individual progress/ Art: level-based learning according to grade focused on the same topic)

※ After-school activities during vacation are operated **Mon-Thu for a period of 3 weeks**, and each class is **50 minutes in length**.

4. Program and instructor

Program name	Location	Instructor	Details
English	English Experience Room	○○○, ○○○, ○○○	* English through playing, conversational expression, and singing * Step-by-step phonics (pronunciation) and writing
Computer	Computer Room	○○○	* Basic computer * Preparation for certificates (word processing, Power Point, etc.)
Reading and Discussion	Library	○○○	* Book reports to improve creativity * Reading discussions and essays * Sharing thoughts
Violin	After-school Classroom	○○○	* Basic violin * Learning music (children's song, classical pieces)
Art		○○○	* Sketching, crayon drawings, watercolor, etc. * Learning the basic expression methods of art
Kendo	Gym	○○○	* Learning basic kendo movements and techniques * Kendo sparring

5. Tuition refunds

A. Refund process

- ① Reason for refund → ② Confirmation by the teacher in charge → ③ Draft and approval → ④ Refund given after confirmation by the administration office

B. Tuition refund reasons and criteria

Classification	Date of refund	Refundable amount (based on an operational period of 4 weeks)
When a student wishes to un-enroll for personal reasons	Before opening of the class	Full amount of tuition paid
	Before 1/3 of total operating period has been completed	2/3 of tuition paid
	Before 1/2 of total operating period has been completed	1/2 of tuition paid
	After 1/2 of total operating period has been completed	Non-refundable

6. Others

- A. The support fund by the Office of Education (26,400,000 won) will be used for instructor wages (voucher support, compensation for instructor fees) and program operating expenses. The beneficiary's share will be used for instructor fees and material expenses (no utilities spending).
- B. After-school tuition, with the exception of material purchase costs, is qualified for tax deduction as educational expenses.
- C. The annual operating plan for each after-school program is posted on the Jeocheong Elementary School Website. Please go to "After-school Program" of the website and click on "After-school Instructor Reference Board."
- D. Notices of after-school assessment results are sent out at the end of the 1st and 2nd semesters.
- E. The school employs an after-school activities coordinator to ensure the smooth operation of after-school activities. The coordinator will make phone calls to students' parents to inform them of tuition payment and any student absences.

(※Inquiries: School ○○○-○○○○, Teacher in Charge: ○○○, After-school Activities Coordinator: ○○○)

December 7, 2015

Principal of ○○ Elementary School

6th After-school (1/4-1/21) Program Application

※ Check the timetable on the previous page and indicate ○ on your desired course (s).

(Please note that the times of violin and art classes can be adjusted.)

※ Students who have applied for an after-school voucher are encouraged to actively participate in the after-school program.

(6th term: 1/4-1/21 Mon-Thu)

Grade	Name	English	Computer	Violin	Kendo	Art	Reading and discussion
			A ()	A ()	A ()	A ()	1,2 ()
		()	B ()	B ()	B ()	B ()	3,4 ()
			C ()	C ()		C ()	5,6 ()

Consent for the Collection and Use of Personal Information

1. Purpose of collection and use: Management of after-school applicants
2. Items of collection: Grade, class, number, name, and contact number
3. Use and retention period: From the collection date to January 21, 2016 (last day of the 6th after-school program)
4. You may refuse your consent, but you will have the disadvantage of not receiving text messages related to school activities program.

I consent to the collection and use of personal information as described above.

☐ Yes ☐ No

I hereby apply to participate in after-school activities as indicated above.

Guardian: (Signature)

Tel (home):

Tel (mobile):

December , 2015

To: The Principal of ○○ Elementary School

2015 Winter Vacation Afterschool Program Application and Information

Dear parents,

We would like to thank you for actively cooperating in our afterschool program, which is designed to further promote the scholastic abilities and talents of our students. The school will be operating its afterschool program during the winter vacation as listed below. We ask you for your continued interest and participation.

Students who wish to participate in the 2015 Winter Vacation Afterschool Program must submit their completed application form to their homeroom teacher no later than December 9 (Wed).

- Program Details -

- ◆ **Eligible students:** any student in grade 1st – 6th
- ◆ **Period:** January 4, 2016 – January 15, 2016 (10 days)
 - ※ Saturday Care Class is not operated during the vacation period.
- ◆ **Time:** 09:00–12:30
- ◆ **Bus operation:** School buses are operated according to the afterschool program schedule (arrival at school: 08:50 / departure from school: 12:30)
 - ※ During vacation, students can leave their house and wait for the bus 15 minutes later than their regular scheduled bus.
- ◆ **Snack support:** snack is provided during the operation of the afterschool program
- ◆ **Participation fee:** Free
- ◆ **Operating program**

< Winter Vacation Afterschool Program >

Program name	Target	Contents	Period
English camp	1 st - 6 th grades	English reading and expression activities	1.4–1.15
Reading camp	1 st - 6 th grades	Reading and book report activities	1.4–1.8
Academic Ability UP	1 st - 6 th grades	Compensatory learning of subjects	1.4–1.15
Sports class	1 st - 6 th grades	Various sports activities such as dodge ball, futsal, and cup stacking	1.11–1.15
Ukulele	3 rd - 6 th grades	Ukulele practice and performance	1.4–1.15
Origami	3 rd - 6 th grades	Creative origami	1.4.–1.15
Care class	1 st – 2 nd grades	Various care activities	1.4.–1.15

◆ **Daily schedule**

▶ **Week 1 (January 4 – January 8)**

Period \ Grade	1 st grade	2 nd grade	3 rd grade	4 th grade	5 th grade	6 th grade
1 st period (09:00–09:40)	English (School instructor)	Care (Care teacher)	English (School instructor)	English (School instructor)	Reading (External instructor)	
2 nd period (09:50–10:30)	Care (Care teacher)	English (School instructor)	Reading (External instructor)		English (School instructor)	English (School instructor)
3 rd period (10:40–11:20)	Care (Care teacher) Compensatory class (School instructor)		Reading (External instructor) Compensatory class (School instructor)		Ukulele (External instructor) Compensatory class (School instructor)	
4 th period (11:40–12:20)	Reading (External instructor)		Ukulele (External instructor)		Origami (Care teacher)	
12:30	School bus operation					

▶ **Week 2 (January 11 - January 15)**

<div>Grade</div> <div>Period</div>	1 st grade	2 nd grade	3 rd grade	4 th grade	5 th grade	6 th grade
1 st period (09:00–09:40)	English (School instructor)	Care (Care teacher)	Sports (Sports instructor)		English (School instructor)	English (School instructor)
2 nd period (09:50–10:30)	Care (Care teacher)	English (School instructor)	English (School instructor)	English (School instructor)	Sports (Sports instructor)	
3 rd period (10:40–11:20)	Care (Care teacher) Compensatory class (School instructor)		Ukulele (External instructor) Compensatory class (School instructor)		Sports (Sports instructor) Compensatory class (School instructor)	
4 th period (11:40–12:20)	Sports (Sports instructor)		Origami (Care teacher)		Ukulele (External instructor)	
12:30	School bus operation					

2015. 12. 7.

Principal of ○○ Elementary School

----- C u t -----

Application for Participation in the 2015 Winter Vacation Afterschool Program

Student: Grade (), Name ()

Parent: _____

Intent to participate (Mark an '○' in the applicable column)	Participating	Not participating	Reason(s) for not participating

To: Principal of ○○ Elementary School

Instructions on Eradication of Illegal Donations and Gifts – 2

“Integrity is a must, not a choice.”

◆ What are illegal donations?

Any money and valuables randomly collected and used by a parent group, class officer, and class parents through allotment under the pretext to support educational activities

◆ School policy on collection of illegal donations and gifts

Our school **strictly prohibits** the offering of gifts, snacks, drinks, **flowers**, etc. to students and teachers in regular educational activities, as well as all school events including election of officers, parent counseling, field trip, **teacher’s day**, field day, disciplinary activities, and school trip.

◆ How to eradicate illegal donations and gifts (money)

It doesn’t take much money or time to eradicate illegal donations and gifts (money). Violating basic policy in the name of helping your child can instill wrong ideas and notions into your child. These illegal actions can only be eradicated when everyone in the school community strives together with active, moral awareness. We would like to ask you for voluntary and active cooperation.

◆ Reporting cases of collecting illegal donations

Reporting and Counseling for Illegal Donations and Gifts

- ▶ Seoul Sunsa Elementary School, Person in charge: ☎ 00-000-0000
- ▶ Seoul Gangdong Songpa District Office of Educational Support, Support and Inspection Team:
☎ 00-000-0000
- ▶ Seoul Metropolitan Office of Education, Public Affairs Report Center (Inspector Office):
☎ 0000-0000
- ▶ Seoul Metropolitan Government (<http://www.sen.go.kr>) → E-Complaint → Report Center-Illegal Donations
- ▶ cleanedu@sen.go.kr (Email)

May 10, 2016

Principal of ○○ Elementary School

Instructions on Participating in the School's Violence Survey

Dear parents of Sanoee Elementary School,

In order to come up with an effective plan to **ensure the safety and happiness of students at school without any threat of school violence**, city and province superintendents across the country and the Korean Educational Development Institute will be conducting the 2nd 2016 School Violence Survey from **September 14th to October 23rd** through the Nice Education Information System.

1. School Violence Survey System



2. School Violence Survey Procedure



If you experience **any inconvenience or difficulty** participating in the 2nd 2016 School Violence Survey, please contact **1544-0079** or **survey@moe.go.kr** for immediate support.

We ask all parents and students for their **active interest and participation in this important survey** to help prevent school violence and create a safe, healthy academic atmosphere for everyone. Thank you.

September 14, 2015

Principal of ○○ Elementary School

2015 Teacher Ability Development Evaluation Participation in Parent Satisfaction Survey (Paper Questionnaire)

**“Parents are their child’s most important teacher.
Please share your opinions for your child’s growth.”**

Dear parents,

How is everything going at home? We would like to take this opportunity to thank you for your attention and cooperation in helping promote the sound growth and development of your child here at school.

If you would like to give additional feedback to us here at the school, please take some time to complete the parent satisfaction survey (2015 Teacher Ability Development Evaluation) as described below.

※ **Anonymity is guaranteed for the parent satisfaction survey below, as is your survey participation status. (Please refer to the back of the survey paper for additional instructions.)**

◆ **Instructions on the paper questionnaire satisfaction survey**

- Contents: Satisfaction with school management (satisfaction with principal, vice-principal) and satisfaction with the school life of your child (satisfaction with the teacher)
- Method: Answer the paper questionnaire (please enclose and seal your completed survey in the return envelope for submission)

◆ **Parent satisfaction survey: procedures and notices**

Distribution of paper questionnaire	-- The paper survey is enclosed in a return envelope and distributed to the students. ※ Parents may also pick up the survey directly at school..
Answering of the paper questionnaire/ satisfaction survey	-- <ul style="list-style-type: none">▶Writing materials: Please use a black pen or water-based marker.▶How to answer: Read the questions and fill out the circle in the applicable answer column (p). For short-answer questions, please write your answers directly on the questionnaire paper. ※ Please avoid crumpling or otherwise damaging your paper when completing your questionnaire.
Submission of paper questionnaire	-- <ul style="list-style-type: none">▶Place your completed questionnaire in a return envelope and seal the envelope completely.▶Send the completed survey to school with your child and have him/her place it in the collection box. ※ Parents may also place the survey directly in the collection box. ※ To protect your anonymity, please do not write any information related to you or your child (personal information, etc.) on the survey paper or the outside envelope.

October 5, 2015

Principal of ○○ Elementary School

Instructions on Answering the Parent Satisfaction Survey (Paper Questionnaire)

※ **Anonymity for the parent satisfaction survey is guaranteed, as is each parent's participation status.**

◆ When answering the survey, please read each question carefully and completely fill in the applicable bubble in the answer column (●) using a **black pen or water-based marker**.

<Correct> ●, <Incorrect> ① ② ③ ④

◆ For each survey item, please select the bubble that most accurately reflects your answer regarding your children's teacher and fill the circle in completely (●).

순 번	학부모 만족도조사 문항	만 족 도					
		매우 그렇 다	그렇 다	보통 이다	그렇 지 않다	전혀 그렇 지 않다	잘 모르 겠다
1	담임 선생님은 다양하고 효과적인 방법으로 학습지도에 적극 일한다고 생각하십니까?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2	담임 선생님은 자녀가 학교생활을 잘 할 수 있도록 관심을 갖고 바르게 지도한다고 생각하십니까?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3	담임 선생님은 열정을 가지고 학급을 운영한다고 생각하십니까?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

◆ For short-answer questions, please write your opinion on the applicable part of the questionnaire.

◆ **Be careful not to damage or crumple** basic printed areas (time mark, survey code, etc.).

◆ **Enclose the answered questionnaire in a return envelope and seal the envelope prior to submission**

◆ Send the completed survey to school with your child and have him/her place it in the designated collection box.

※ Parents may also directly place the completed survey in the collection box.

◆ To protect your anonymity, please do not write any information related to you or your child (personal information, etc.) on the survey paper or the outside envelope.

☘ **Parents are their child's most important teachers.**

English E-textbook Download Guide

We hope all is well with you and your family.

The 2016 Elementary English Listening Material E-textbook is now available online and may be downloaded at home and used to enrich your child's English education.

◆ How to download English listening materials

- Visit EDUNET (<http://edunet.net>), click on the 'English' (listening materials, E-textbooks) menu and enter the relevant authentication code (see below) to download the zipped file. Once the files are downloaded as a zip file, simply unzip to use.

Grade	Authentication code	Publisher
3	KE5EF6EL57	Daekyo Books
4	LS2UR8VN85	Daekyo Books
5	HX7MA4GA63	YBM Books
6	QG6FU9Q39	YBM Books

◆ How to guide your child in utilizing English listening materials

- Your child's English listening materials include **songs and other types of multimedia (animations, graded games, etc.)** These materials are designed to **allow for self-directed learning** through preparation and review.
- English listening materials can be used offline **without an internet connection** once they have been completely downloaded. If you are concerned about your child's habits of internet use, **encourage your child to use the materials without access to the internet**. Some functions may not be available without an internet connection, but these functions are not critical for use and study.
- It is important that you do not allow your child to upload the downloaded English listening materials on **webhard, P2P or any type of open information network**. These types of uploads are considered copy infringements and violations can lead to a maximum of 5 years in prison or fines of up to KRW 50 million.
- The government provides English listening materials, e-textbooks, and digital textbooks to students of the elementary school and middle school for free as part of each child's compulsory education; therefore **be wary of any phone calls claiming to be from an educational institution asking for you or your child's personal information or asking you to purchase English listening materials, e-textbooks, or digital textbooks, as these calls are suspected as voice phishing**

Principal of ○○ Elementary School

The 10th School Management Committee Parent Member Election

We appreciate your continued support and cooperation for the educational development of the school, and we wish you the best of luck at your home.

We are planning to organize the 10th School Management Committee as terms for some of the 9th School Management Committee members (3 parent members including 1 kindergarten parent, 3 teacher members including 1 kindergarten teacher and 2 regional members) will end on March 31, 2016.

Based on the joint participation of parents, teachers, and regional personnel, the School Management Committee ensures the democracy and transparency of school management. The committee also plays a crucial decision-making and advising role at the school so that education is provided, according to regional standards and school specifications.

Please refer to the election plan for the parent members of the 10th School Management Committee, and keep the importance of the School Management Committee in mind when making your final election decisions.

March 7, 2016

Principal of ○○ Elementary School

Notice of Learning Material Support

Hello! We would like to wish you all peace and happiness in the coming spring.

At our school, we support certain learning materials within the school budget for the educational welfare of all of our students. We strive to promote teaching and learning activities that reduce the financial burden on parents by providing adequate support by the school.

Learning materials used in class are divided into basic learning materials, collection · substitute learning materials, learning materials provided by the school, and standard school facility supplies.

Please refer to the following table for more information regarding these materials and supplies.

Type	Description
Basic learning materials	- Learning materials carried and used by students, which must be supplied by the individual student or the student's parent(s). (Notebooks, pencils, erasers, rulers, colored pencils, recorders, and danso, etc.)
Collection · substitute learning materials	- Learning materials that can enhance the learning of students and reduce expenses (Milk cartons, cans, PET bottles, magazines, newspapers, buttons, thread, bottle caps, cloths, etc.)
Learning materials provided by the school	- Learning materials provided for free by the school (Drawing paper, colored drawing paper, dice, sorghum straw, paints, varnish, engraving tools, rubber plates, rubber clay, paper clay, clay, colored paper, glue, tape, rice paper, calligraphy tools, science experiment tools, practical course materials for 5 th and 6 th grades, etc.) ※ Students will be notified on a weekly basis of any learning activities using special materials.
Standard school facility supplies	- Reserved learning supplies provided at school according to facility standards (Materials in the science room, gym storage, soccer balls, batons, bass drums, organs, etc.)

Despite the fact that many learning materials are provided by the school, there may be times when students will need to bring materials from home. These materials will be required for creative class activities according to discretion of the teacher.

March 21, 2016

Principal of ○○ Elementary School

Weekly Menu and Nutritional Education



	July 18 (Mon)	July 19 (Tue)	July 20 (Wed) <No soup>	July 21 (Thu)	July 22 (Fri)
Weekly school meal/ nutritional information	Tomato lycopene rice ^⑫ Rice noodles with beef brisket ^{⑤⑥⑨⑬⑯} Sweet potato crackers with flounder fillet ^{②④⑤⑥⑬} Kimchi ^{⑨⑬} Salted green laver ^{②⑤⑬⑯} Yogurt fruit salad ^{②⑤⑬⑯}	Lentil rice Octopus soup ^{⑤⑥⑨⑬⑰⑱} Pork bulgogi with soy sauce ^{⑤⑥⑩⑬} Assorted vegetable wraps with nut ssamjang ^{④⑤⑥⑬⑭} Kimchi ^{⑨⑬} Maple pecan pie ^{①②⑤⑥⑬⑭}	Pumpkin chicken curry ^{②⑤⑥⑬⑮} Scorched-rice water Stir-fried dried shrimp with ketchup ^{⑤⑥⑨⑫⑬} Kimchi ^{⑨⑬} Tornado potato ^{②⑤}	Rice with shelled peas Chard soybean paste soup ^{⑤⑥⑨⑬⑯} Olive ciabatta hamburger ^{①②⑤⑥⑩⑫⑬⑮} Unseasoned dried laver and sauce ^{⑤⑥⑬} Kimchi ^{⑨⑬} 'Sweepie' (apple juice)	<Summer vacation> Enjoy healthy summer vacation ^{^^}

Food ingredients	Origin	Origin	Origin	Origin	Origin
Rice	Organic rice (Ganghwa)	Organic rice (Ganghwa)	Organic rice (Ganghwa)	Organic rice (Ganghwa)	
Kimchi / red pepper powder	Domestic/ Domestic	Domestic/ Domestic	Domestic/ Domestic	Domestic/ Domestic	
Beef (type)/ processed food	Rice noodles with beef brisket: Brisket (Domestic) Beef stock (Australian)				
Pork/processed food		Pork bulgogi with soy sauce: Pork shoulder (Domestic)		Hamburger (patty): Pork (Domestic)	
Chicken/ processed food			Pumpkin chicken curry: Chicken thigh (Domestic)	Hamburger (patty): Chicken (Domestic)	
Duck/ processed food					
Remark	Flounder fillet: USA	Octopus: China			

Nutrient	Estimated average requirements	Recommended intake	Weekly average	Nutrition amount	Nutrition amount	Nutrition amount	Nutrition amount	Nutrition amount
Energy (kcal)	558.85	558.85	5.0	548.6	560.3	532.7	705.6	
Carbohydrates (g)			60.1	97.2	67.8	85.3	98.5	
Protein (g)	10.16	10.16	14.5	20.1	24.7	14.9	24.1	
Fat (g)			25.4	9.3	20.0	14.2	22.0	
Vitamin A (R.E)	108.23	155.53	232.9	391.9	137.6	139.3	262.9	
Thiamin (mg)	0.21	0.26	10.4	0.3	0.7	0.2	40.2	
Riboflavin (mg)	0.26	0.29	6.4	0.5	0.3	0.2	24.5	
Vitamin C (mg)	16.11	21.94	57.0	27.5	20.2	15.2	165.1	
Calcium (mg)	181.60	246.14	236.5	212.3	180.6	224.4	328.7	
Iron (mg)	2.70	3.48	5.2	4.6	4.9	2.6	8.5	

- Every Wednesday is 'Suda Day [Eat Everything]', a day on which we focus on the habit of eating our entire balanced meals for a healthy body and clean environment!
- Every third Wednesday of the month is 'No soup day' in accordance with the KFDA's **Salt Down Campaign**, a sodium reduction plan



※ Please note that the school menu may vary depending on the special circumstances of the school and/or the supply of ingredients. We ask for your understanding in this matter, and apologize in advance for any inconvenience this may cause.

※ Origin of foods on the school menu

: Rice (domestic, organic rice), kimchi and red pepper powder (domestic), beef (domestic), pork (domestic), chicken and duck (domestic, antibiotic-free), Pollack (Russia), mackerel and cutlass fish (domestic), octopus (imported)

● Allergy information

Common food allergens listed on the menu include: ①Eggs, ②milk, ③buckwheat, ④peanuts, ⑤soybean, ⑥wheat, ⑦mackerel, ⑧crab, ⑨shrimp, ⑩pork, ⑪peach, ⑫tomato, ⑬sulfite, ⑭walnuts, ⑮chicken, ⑯beef, ⑰squid (including webfoot octopus and other types of octopus), ⑱shellfish (including oysters, abalone, mussels) and more. Students who have allergies to any of these foods should pay special attention to the school menu.

- D For students with allergies, the school provides allergen-free versions of the meals above or an alternative meal choice for the balanced nutrition of each student. [Please refer to the school's Nurijip (school lunch board) for more information.]

- ☺ For any questions related to school lunch or nutrition, please visit the school lunch board or nutrition counseling section of the School's Nurijip-[Notice]-[School Lunch].
- ☺ The supply of snacks without the approval of the school principal is prohibited as per the School Food Safety Management Measures of the Ministry of Education and Science.
- ☺ For the prevention of food poisoning, please instruct students not to eat unapproved junk foods and to **wash their hands before eating**.

2015 Hwadong School Arts Festival Information

The season of beautiful autumn leaves has now come upon us. As we enter this new season, we would like to thank you for your great interest in our school's education, and wish you health and happiness in your home.

We would also like to inform you that we will be holding the 2015 Hwadong School Arts Festival on November 17th as listed below. Immediately prior to the event, we will also be conducting parent training for the normalization of public education and parent school violence prevention education.

We ask for your interest and request your attendance at the school arts festival to make the event a fun and rewarding experience for all

< Schedule for November 17 >

Order of Events	Time	Contents
1	13:00-13:30	Parent Training for the Normalization of Public Education
2	13:30-14:00	Parent School Violence Prevention Education
3	14:00-16:00	2015 Hwadong School Arts Festival

November 11, 2015

Principal of ○○ Elementary School

Th Notice of Snack Fee Payment for Mother's Bosom Full-day Care Class

Greetings to the parents of Mother's Bosom Full-day Care Class. It is already November, and the red maple trees are now telling us that fall has come to an end. We wish you all peace and happiness in each of your homes, and ask you for your continued interest and support.

We would also like to notify you of the snack fee payment for your child at Mother's Bosom Full-day Care Class as listed below. Please read the following information, and thank you in advance for your kind cooperation.

- Snack Payment Fee -

1. Snack fee (4th quarter)

Month	Operation period	Afternoon snack fee (2,000 won per day)
December	20 days	40,000 won
January	20 days	40,000 won
February	18 days	36,000 won
Total		116,000 won

2. Payment Information

- **Payment date: November 27 (Friday)**
- Payment method: Automatic withdrawal from the registered CMS account (school banking)
- Please note that snack is a contracted service and that, as such, no refunds are available.
- **Snack fees for the 4th quarter may be increased or decreased based on individual attendance as reflected in the related snack survey.**
- We would like to ask for the cooperation of all parents to complete the withdrawal of the snack fee payment on the date specified above. Thank you.

November 23, 2015

Principal of ○○ Elementary School

결혼이민자 통번역서비스 사업



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