



**Korean Education Center
Online School**

Student Handbook

2016-17 SCHOOL YEAR

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Introduction

We, Korean Education Center Online School (KECOS) would like to welcome you to the 2016-17 school year! We have put together this student handbook to help you and your family familiarize yourselves with our school policies and offerings. KECOS serves students both in the United States and abroad, and we are pleased to see continued growth in our services and student body. We have briefly outlined our Korean language online courses in this orientation packet, but please do not hesitate to discuss your interest and participation in these courses with your counselors and teachers so that you can get the most out of our offerings.

KECOS Mission Statement

Our mission is to provide students a flexible online learning environment that develops transferable knowledge and skills while fostering students' personal growth and independence. KECOS provides the knowledge and proficiency in Korean language necessary to unlock students' academic potential, and ultimately assists them in gaining admission to the colleges and universities of their choice. It provides Common Core aligned curriculum, meaningful teacher feedback, and full guidance resources in response to any level of student need, and empowering each student to successfully complete his/her education. Furthermore, KECOS helps students contribute to the American society and get benefit from learning the Korean language skills.

KECOS Empowering Quality

We are the leading provider of quality distance-education program. KECOS Korean Online Courses offer the empowering quality:

1. ***Accessible*** – We provide *ALL* students with a way to get an education. We realize that there are many circumstances that prevent people from attending a live school. We provide you with a quality online high school program.
2. ***Flexible*** – We enable you to attend class at *ANY* time of day. If you work or have other responsibilities, you can learn on any occasion, in almost any type of setting. We make it easy and convenient for you to earn A-G grade.
3. ***Ease of Use*** – Korean Online Courses are *EASY* to comprehend and provide detailed instructions for completion. We'll walk you through the process to ensure that you succeed.
4. ***Sense of Independence*** – There's just nothing like completing something on your *OWN* terms.
5. ***Your Own Choices*** – you decide the terms of your education. You learn in a *FLEXIBLE* environment – you decide the structure. You're in *CONTROL* – you

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decide what to do and when to do it.

School Enrollment

Flexible Enrollment: Enroll any time of the year choosing individual courses to supplement a traditional or homeschool curriculum. Tuition is affordable, and monthly payment options are available.

School Calendar

Students who do not live in the United States may have different calendars depending on their region's academic schedules. If you have any conflicting observances or holidays throughout the school year, please let your teacher know. Please do note that KECOS' staff and services will be available during the designated times as stated on the calendar.

Important Dates for 2016-17

1st semester: Aug 22, 2016 (M) – Jan 27, 2016 (F)

- Thanksgiving Break : Nov 21, 2016 – Nov 25, 2016
- Winter Break : Dec 19, 2016 – Jan 6, 2017

2nd semester: Feb 1, 2017 (M) -- Jun 16, 2017 (F)

- Easter Break: Apr 10, 2017 – Apr 14, 2017
- No School Days:
 1. Labor Day – Sep 5, 2016 (M)
 2. Columbus Day – Oct 10, 2016 (M)
 3. Veteran's Day – Nov 11, 2016 (M)
 4. Thanksgiving break – Nov 21 (M) – Nov 25 (F)
 5. Christmas and New Year Winter break – Dec 26, 2016
 6. New Year's Day – Jan 2, 2017
 7. Martin Luther King's Day – Jan 16, 2017
 8. President's Day – Feb 20, 2017
 9. Easter Day – Apr 17, 2017
 10. Memorial Day – May 29, 2017

Attendance Records

KECOS will track and maintain attendance records for full-time students* only. Part-time students or those taking individual classes will not be counted in the school's attendance records. Compliance with local and state student attendance laws shall lie solely with the parent(s) or

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guardian(s) of the student. KECOS cannot take responsibility for student attendance.

Furthermore, because there is a wide range of regulations and laws regarding student attendance among the different states and regions, KECOS will not be responsible for ensuring that students comply with their respective state and regional attendance laws. By enrolling in our programs, the student is enrolling in a California private school. The onus of compliance shall lie solely with the parent(s) or guardian(s).

Attendance Policy

KECOS requires all students to work through their courses on each designated school day. If you have any planned absences or require time off on days not denoted as school holidays, please contact your teacher as soon as you can. We must note any excused or unexcused absence in our attendance records.

Students are expected to complete approximately 1 to 2 hours of course work per day, according to the student's and teacher's discretion. We allow students the flexibility to arrange their schedules throughout the school week; however, all students are required to participate in their assigned virtual class for at least 1 hour per designated day. Students who do not meet these requirements must be marked absent for the days on which they are unavailable.

KECOS will track student absences in accordance with the school's excessive absence and truancy policy. Any student who does not log instructional time for more than 7 consecutive days shall be marked as "excessively absent." A student marked as "excessively absent" is subject to withdrawal from the school.

Illness/Extended Inability to Participate

We understand that students sometimes run into events out of their control. If a student is required to take an extended leave of absence of three or more consecutive days, he or she must follow these steps: 1. Try to arrange for some form of internet access (public or private), and 2. Contact teachers to explain the situation and formulate a plan to keep to the schedule as closely as possible.

Vacation Policy

KECOS students are expected to attend a minimum of 90% (minimum attendance 162 days, maximum absence 18 days per year) of all possible instructional hours (minimum 180 hours per year) for the school year. They must also not miss school for 7 consecutive school days, as they

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will be marked as “excessively absent.” If your family is planning a vacation, the student must attend class at least once during this 10-day period in order to avoid being marked “excessively absent.” Assignments turned in late due to a family vacation are subject to the late work policy; family-schedule events are not sufficient grounds for turning in late work during the academic year.

Placement Test

As a new student enrolls KECOS, he or she has to take the placement test to be determined which level of course is assigned. Everyone should take a same placement test. As soon as the test is submitted, the system will automatically generate the result so that the student will be notified their course level at that time.

Korean Course 1 → 0 – 30%

Korean Course 2 → 31-50%

Korean Course 3 → 51-80%

Korean Course 4 → 81-100%

If a student is an absolute beginner, he/she will go Korean Course 1. If a student successfully completes the Korean Course 1, he/she will go Korean Course 2 without taking the placement test. This will be applied to Course 3 and 4 in a same manner.

Students can attempt to take the placement test 3 consecutive times in maximum and the course level will be determined according to the average of three test results.

Final Exams

KECOS requires all students to take their final exams at the end of the fall and spring semesters. Because we must maintain test confidentiality and integrity, we cannot allow any excused absences for final exams; students will be required to take their exams on the assigned days.

Grade Determination

Grades at Korean Education Center Online School are determined by the totality of points a student earns on all graded assignments and examinations. They are calculated as follows:

Points earned ÷ Total possible points = Final grade

Example: If a student earns 400 out of 500 total possible points, then $400 \div 500 = 80\%$

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School-wide Grading Policy

KECOS utilizes a school-wide grading policy. Please note that a student who completes the bare minimum requirements for a given course will earn a “C” average grade. Students who wish to earn “As” or “Bs” should perform above and beyond the minimum requirements and strive to complete all necessary assignments for each course.

Grading

A – Denotes work that shows outstanding achievement; far above average, demonstrates understanding and mastery of subject matter. 90-100% accuracy.

B – Denotes work that shows good effort; above average, demonstrates familiarity with subject matter. 80-89% accuracy.

C – Denotes work that shows average achievement; meets minimum requirements, demonstrates adequate knowledge of subject matter. 70-79% accuracy.

D – Denotes work that shows below average effort; less than the minimum requirements, assignments incomplete and some missing, late work. 60-69% accuracy.

F – Denotes work that shows failing effort; work is far below the requirements, assignments incomplete or missing, demonstrates very little to no understanding of subject matter. Attendance and punctuality is an issue. Below 60% accuracy.

Assessments

Students are assessed with the computer-graded Chapter Assessment and one more of the following activities: Teacher will choose and notify the activity to be assessed formally in each chapter. Students can attempt the Computer-graded Chapter Assessment only once to submit.

- Virtual class discussions
- Chapter Assessment
- Worksheets and handouts
- Written or oral reports
- Projects
- Web-based research and evaluations

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- Other

KECOS utilizes both instructor-graded and computer-graded assignments. At any time during the course of the semester, students and parents can view grades and assignments in students' grade books for each course. Grades will be updated as assignments are graded.

Course Requirements

KECOS ensures that your curriculum is specifically designed to suit your online high school needs. We provide the appropriate classes that allow you to easily transition from high school to colleges and universities, vocational schools, or the workplace. Simply select a course of study and follow your path to success!

Each semester course is 1 unit. For example, a yearlong course in Korean Course 1 equals 2 units.

Korean Online Course 1 2 units
Korean Online Course 2 2 units
Korean Online Course 3 2 units
Korean Online Course 4 2 units

Applying to College?

Students planning to attend a University of California campus or California State University campus will want to consider the following graduation requirements, also known as the "A-G Requirements."

Definitions of Terms

Grade Program

If you are looking to achieve a letter grade (A, B....) on Korean Language as a foreign language requirement, this is the program for you. You may request the course approval from your college counselor or teacher. As far as you get the approval from your school, the grade from KECOS will be applied to your GPA. You should complete all chapters and assessments of the Korean course and the assessment result will be graded. KECOS will issue your transcript to your school counselor. Please visit our website to view Course Overview. Please see our main Tuition page for details about our affordable, flexible plans.

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Non- Grade Option

If you want to learn the Korean language for your own career or don't need to achieve a formal grade, you can apply to No Grade option. If you complete the course, you will achieve the result, Complete (C) or Incomplete (IC). In this option, taking assessment is optional. It is just for your own practice, but no letter grade is provided. Please visit our website to view Course Overview. Please see our main Tuition page for details about our affordable, flexible plans.

Non-Discrimination Statement

All potential students are considered without regard to race, religious creed, color, national origin, ancestry, physical or mental handicap, medical condition, marital status, political beliefs/affiliations, ethnic background, sex or sexual orientation, or within the limits imposed by law, age or citizenship. For comprehensive information about admissions and enrollment, course content, grading, exams, transfer credits, academic policies and graduation requirements, please download our KECOS Student Handout (PDF). The International Korean Educators Network (IKEN), in compliance with the Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972 and the Rehabilitation Act of 1973, does not discriminate in matters of admission to this course and any activities because of race, color, national origin, marital status, religion, age, handicap, or sex. The organization will take steps to assure that the language not be a barrier to admission and participation to this course. After the third offense, the student will meet with the school director and face disciplinary action, up to and including expulsion from the program.

Acceptance of Credits Issued Outside of KECOS

We accept class credits earned at other institutions once we have received an official transcript from each institution from which the student wishes to transfer credits. The transfer of credits to KECOS will be on a case-by-case basis, and analyzing transcripts received from other institutions may require contact with the prior institutions regarding the validity of a student's academic record.

Acceptance of Homeschool Credits

KECOS will accept credits from homeschooled students only if the class credits are issued by an official educational institution that provides a defined curriculum, detailed course descriptions,

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and a clearly outlined grading scale.

** Students who have completed previous years of schooling in a homeschool environment may still be accepted into KECOS. However, only the credits issued or formally accepted by KECOS will count toward graduation.*

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The Frequency and Nature of Student/Teacher Virtual Meetings

KECOS students will be able to meet virtually with a teacher specially assigned to them to review their progress and grade their work. Students meet with their teachers once a week at designated times for an hour at a time. Students will need to contact their teachers for specific meeting times and schedules.

We believe parental involvement is a great help to both the student and the teacher, and we encourage parents to join in these meetings. For parents in remote locations (i.e. at work, traveling, from other states) to join the meetings and keep abreast of their students' progress. Please keep a few points in mind:

- Korean Education Center Online School is hosted in California and uses Pacific Standard Time (PST). You may need to make adjustments to ensure that there is no confusion regarding meeting times.
- Meeting times should ideally be when a parent can join or be available, whether from home or a remote location.

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How and When Work is Due

Though KECOS students may be assigned daily work, the true due date for all work is at the weekly meeting with their teacher. At that time, all assigned work prior to, but not including, the day of the appointment is due. For instance, if a student meets with his or her teacher on Monday at 5:00 p.m., then all work from Monday of the previous week through Monday before the appointed time is due.

Late Work Policy

Students must turn in all assignments at the beginning of the meeting with the teacher, regardless of whether the appointment is missed or rescheduled. Instructor-graded assignments that have not been completed by the time of the meeting will be entered in the gradebook as incomplete. The following late work policy will apply to work that is turned in after the scheduled due date:

- Late assignment will be marked down 5% for each work.
- Late Chapter Assessment will be marked 10% for each test.
- Chapter Assessment that is not submitted will not get any credit.

Academic Integrity

Students at KECOS are expected to carry themselves with integrity. We expect this integrity to hold true throughout the student's academic conduct. We trust that all assignments and examinations are the student's original work; if a student refers to any sources or utilizes any materials that are not his or her own work, he or she must properly cite the sources. Any student who is found to be plagiarizing work will be subject to investigation.

For the first offense, the student will not receive credit for the plagiarized assignment and will receive a verbal or written warning from his or her teacher. We will provide the opportunity to complete the assignment for a maximum of 50% of the original points. Parents and/or guardians will be notified.

For the second offense, the school director will hold a mandatory conference with both the student and the parent or guardian. There will be no makeup opportunity and the student will not receive credit for the assignment.

Academic Honor Code

The values of honesty, learning and the pursuit of excellence are central to the mission of this

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course. The Academic Honor Code is the system through which students taking this Korean Online Course uphold these values by assuming individual responsibility for integrity. An environment that encourages personal responsibility facilitates one of the highest aims of education, the free pursuit of knowledge.

At its core the Academic Honor Code is based on trust. Because trust is the bond that forms among all members associated with this course, it cannot exist independently or in a vacuum. Thus, it is essential that all members associated with this course in a way that exemplifies integrity. Students taking this online course are trusted and expected to be honest in their academic work. Any violation of the Academic Honor Code destroys the value of the work, erodes the spirit of trust, and negatively impacts the mission of this course.

It is a basic assumption that credit is awarded for the work of the individual student and judged according to its quality by a designated teacher and the course as a whole. Violations of the Academic Honor Code thus involve an infraction of that basic assumption. Such violations include but are not limited to:

- Giving your log-in ID and password to someone so that he/she has access to the contents.
- Giving any material in any online materials to anyone, ranging from pre-reading activities to final exams.
- Someone else does your work for you and you submit it.
- Someone else does your work for you and he/she submits it for you.
- Downloading, copying, or printing the contents in part or the whole.
- Capturing images of the contents of the course in part or the whole.
- Using someone's voice when speaking.
- Looking at any materials when taking a test.

Dismissal Policy

Korean Education Center Online School recognizes that student enrollment is a voluntary process by both parties: the student and the school. We expect both students and parents/guardians to abide by the rules and regulations outlined in the Enrollment Agreement that they signed upon the initial enrollment. In the case of single or multiple violations of these agreed-upon rules and regulations, the student will be subject to the following procedure, ultimately leading up to consideration of dismissal.

- The first violation of the rules and regulations results in a verbal or written warning.
- The second violation results in the student's being placed on academic probation.

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- The third violation or the failure to meet the terms of the aforementioned academic probation may result in the student's disenrollment from Korean Education Center Online School at the school director's discretion. It is also within the discretionary power of the school director to implement additional requirements as terms of continued enrollment – for instance, but not limited to, requiring a private tutor at the expense of the parent or guardian.

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Report Cards

Fall semester report cards are issued in January, and spring semester grades are issued in June.

Student Records

Student records are kept and maintained at the main Korean Education Center Online School office. If you would like to obtain a copy of a student's records, please contact Korean Education Center Online School directly. A copying fee may apply. If there is any change in address, telephone number, or place of employment within the family, it is the responsibility of the student and parent/guardian to immediately notify their teacher of the change.

Appeal of Final Semester Grades and Awarding of Credit

In the case of a disagreement regarding or a miscalculation of a student's grade, students and parents may appeal the school's decision to award course credit up to 30 days after the end of a semester. Appeals will not be considered after this 30-day period.

Complaint Response Procedure

We at Korean Education Center Online School are committed to making sure students and families are satisfied with our programs and courses. We have established the following procedure to ensure that our designated staff and faculty address student and family grievances in a timely and conscientious manner. The student and parents/guardians must address in writing any concerns or grievances to the school director; the director shall be required to respond within 10 business days.

If the concern or grievance is not or cannot be resolved by the school director, the student and/or parent/guardian may request in writing, within 10 business days of the director's response, an in-person or virtual meeting with the director to address the issues at hand. The school director shall then investigate, address, and respond to the issue within 10 business days.

If by any chance the student's or parent's concern is not resolved after all above measures have been taken, the family may then file a complaint with the Korean Education Center Online School governing body. The governing body shall then directly address the matter in a timely manner.

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Student Daily Schedule

Students of Korean Education Center Online School have the flexibility to complete their assignments at their own pace and timetable. However, we strongly recommend that they follow a fixed study schedule to ensure that all assignments and examinations be completed on time. Upon enrollment, please take some time to meet with your parent or guardian to discuss a daily study schedule. Sticking to a schedule has been shown to greatly increase one's academic performance and may free up time for extracurricular and co-curricular activities as well.

Student Daily Life: Free Time

We at Korean Education Center Online School will do our very best to provide our students with ample resources and access to instructional staff so that they can succeed in the program. Please bear in mind, however, that the onus of responsibility for students' academic success is still on the students themselves. We expect our students to be responsible for the following:

- Daily involvement in their studies, including, but not limited to, mandatory and monitored attendance
- Completing all given tasks and assignments
- Maintaining an efficient and productive study environment
- Recognizing areas of weakness and asking for help when needed
- Regularly communicating with teachers, including, but not limited to, 2 forms of communication per week (via telephone, web chat, email, video conferencing, etc.)
- Checking email correspondence on a daily basis and responding to all forms of communication in a timely manner (usually within 24 hours of receiving said correspondence)
- Making sure that parents and guardians are kept updated on and informed of all progress, grades, and correspondence from assigned teachers
- Following school policies and regulations
- Maintaining high standards of conduct with regard to academic honesty

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Some Helpful Tips for Students

We have compiled a short list of tips and guidelines for students to follow in order to help them achieve academic success in an online learning environment:

- **Study Environment:** We encourage students to designate a workspace that is free from clutter and distractions and that will be productive study environment.
- **Study Hours:** We strongly urge students to designate and adhere to select hours in the day that are specifically set aside for studying and completing assignments. This could be a block in the morning, followed by a short break and then another study block in the afternoon. We also recommend that students work during hours during which their teachers will be available to answer questions and provide feedback.
- **Parental involvement:** We believe that one of the most important factors of success in an online learning environment is active parental involvement. This can be a great help to students who would otherwise be working independently, apart from other students and outside of a formal classroom atmosphere. Korean Education Center Online School is completely transparent in the way students' assignments are scored and how grades are issued. Parents are able to check their students' grades on a 24-hour basis.
- **Ask Questions:** Students need not feel as though they are working alone. If a student needs assistance with an assignment or help studying for a test, he or she may ask a teacher for aid. The teacher will address the request as soon as possible.
- **Daily Emails:** In an online learning environment, students do not learn in a brick-and-mortar establishment to learn and collaborate with other students. However, they are required to maintain consistent communication with the school and their teachers. Email will be the primary form of correspondence in most cases, and checking one's email daily, or multiple times per day, will be the best way to ensure that the student is updated on any recent communication from teachers or staff.

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Parent/Guardians

Parents of students at Korean Education Center Online School are kindly expected to provide two very important services: provision and supervision.

Provision: Parents are key in making sure that their students are provided with a distraction-free working environment during school hours. Students must also have clear and stable access to a computer with internet capabilities. Please try to maintain a steady study schedule during the course of the semester by scheduling vacations and visitors around their academic calendar. Finally, we strongly urge parents to find alternative avenues through which their students can meaningfully interact with their peers – via sports clubs, youth groups, community service groups, etc.

Supervision: Though the teachers at Korean Education Center Online School are responsible for scoring assignments and grading quizzes and tests, please remember that parents reserve the right to be shown student work and reports. If a parent feels that he or she is not receiving sufficient information regarding academic performance by the student, we encourage you to contact the student’s teacher directly.

Parent Responsibility

We have listed some additional helpful points to keep in mind as you assist your student through this academic process:

- Maintain regular contact with your student’s teacher
- Have funds readily available for monthly tuition payments
- Immediately notify the school of any address, name, or contact information changes
- Notify the teacher and school if the student must have a leave of absence
- Notify the school with a “Written Notification of Withdrawal” to withdraw from Elite Open School or to drop a course
- Regularly discuss assignments and grades with students

Feedback

Korean Education Center Online School cannot be what it is without the continued support of and cooperation from our students and parents. We thank you for choosing Korean Education Center Online School to provide your student with the tools and resources to help him or her achieve academic success. We invite you to stay actively involved in the affairs of the school,

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and whenever you see fit, contribute ideas and voice concerns so that we can continue to make our programs better.

We hope that students and parents of Korean Education Center Online School will truly take ownership of their programs and view this school as their own.

Thank you!

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