

2018-19

Pittsburgh Korean School

Student Handbook



Greetings

Pittsburgh Korean School opened its doors in 1980. In the early years, classes were available only for the kids of the church members before and after the Sunday service. What we taught to our kids was not only the language but also their root culture, which helped them build a positive cultural identity. This teaching philosophy still holds true, though the school has been reorganized as the number of students grew. The school changed its name from Hangul School to Pittsburgh Korean School.

Our mission is to cultivate global citizens who take pride in their own cultural heritage as Korean Americans. We aspire to teach our children proper Korean language, culture and history, so that they can in return grow up to serve the communities.

We are very thankful for your support of Pittsburgh Korean School which enabled us to continue to provide education within the Pittsburgh metropolitan area.

Sincerely,

Hyosun Shim

Principal of Pittsburgh Korean School

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Academic Calendar

- Fall Semester (1st semester): September –
December
- Spring Semester (2nd semester): January – April
- One semester is generally for 13 weeks.
- School breaks for Thanksgiving and Easter weekends.
- There will be a placement test on the first day of fall semester for all students except for Class 1. There may be classroom changes for some students based on the placement test results.
- The school offers six classes.
- We will consider the possibility of summer semester, if there are enough requests from more than seven students.
- Our school is affiliated to Korean Central Church of Pittsburgh, therefore our schedule is subject to change when requested by the church.
- This academic calendar is subject to change due to incremental weather or condition of school facility.

2018-19 Academic Calendar

2018 Fall			2019 Spring		
No	Date	Events	No	Date	Events
1	9/1	Opening Ceremony	1	1/26	Opening Ceremony
2	9/8		2	2/2	New Year's Day Celebration
3	9/15		3	2/9	
4	9/22	Choo-suk Celebration	4	2/16	
5	9/29		5	2/23	3.1/Dok-Do Writing Contest
6	10/6		6	3/2	
7	10/13	Hangul Day Events	7	3/9	
8	10/20		8	3/16	
9	10/27		9	3/23	
10	11/3		10	3/30	
11	11/10		11	4/6	
12	11/17		12	4/13	
13	11/24	Thanksgiving break	13	4/20	Easter break
14	12/1	Last day of Fall Semester	14	4/27	Last day of Spring Semester

Student Eligibility

- The age limit of students is 3* – 14 yrs. old.
(*Note: All younger students must be potty-trained.)
- Introductory Korean Class for Adults is scheduled to begin in the fall of 2019.

Tuition

	1 st	2 nd	3 rd
Per semester	\$200	\$190	\$180
Per year	\$400	\$380	\$360

- The tuition includes textbooks.
- Late registration will incur \$10 late fee.
- A full refund will be issued for dropping out within the first week. 80% of tuition will be refunded within the first two weeks, and no refund shall be issued after the third week.
- Tuition is only accepted in checks. Please make the checks payable to “PKS”.
- Registration
 - **By mail:** Please mail tuition and registration form to the address below.
Pittsburgh Korean School
821 S. Aiken Ave. Pittsburgh, PA 15232
 - **In person:** Please register with your class teacher.

Registration Forms

- The form is available for download at kccp.org/korean_school
- The form is available at KCCP office's board.
- The teachers can also provide the forms.

Opening and Closing Ceremonies

- Opening ceremony is on the first day of each semester and will last for about 20 min. Parents are welcome to attend.
- Closing ceremony is on the last day of the spring semester and will last for 20 min. Awards and certificates will be given.

Class Schedule

Every Saturday 12:30 PM – 3:20 PM

- 1st period (12:30-1:20) : Korean
- 2nd Period (1:30-2:20) : Korean history and culture
- 3rd Period (2:30-3:20) : Extracurricular activities
- Curriculum for the 1st and the 2nd periods differ from class to class.

Additional info regarding attendance

- Arrival after 10 min into class will be considered as tardy.
- Three incidents of tardiness will be considered as an absence.
- If the student is absent more than seven times, he/she will repeat the same class next year.
- The student may take and pass a test to advance onto the next class.

Information regarding the Extracurricular Activities during the 3rd Period

- There will be a fee of \$20 per student.
- The Extracurricular Activities Planner will be distributed at the beginning of each semester.
- Class 1 will have their own extracurricular activities. The rest of five classes will have to opportunity to experience various aspects (Korean, Korean history, Korean culture, writing, songs, craft, arts, Korean paper arts, origami, cooking, music, scientific experiments, physical education, etc.) during 13 weeks.
- The extracurricular activities are subject to change from year to year.

Extracurricular Activities Planner (Fall/2018)

No.	Date	Topic	Contents	Materials
1	9/1	First Day of School	No class (Placement tests and opening ceremony)	
2	9/8	Cooking (1)	Making fruit salad	Sprite, watermelon, pineapple, grapes, plastic disposable knife and cups
3	9/16	Origami	Making Hanbok with Paper	Craft papers, scissors
4	9/22	Cooking (2)	Song Pyeon (halfmoon shaped rice cake)	Rice flour, salt, sugar, sesame seeds
5	9/29	Traditional craft (1)	Lamp shade	Lamp shade, tissue paper, glue, scissors
6	10/6	Traditional games	Traditional percussion quartet	Gong, snare drum, double-headed drum, small gong
7	10/13	Hangul Day Events	Painting and writing contest	

No.	Date	Topic	Contents	Materials
8	10/20	Paper Craft	Making Turtle Ship (1)	Toothpick, construction paper, Marker, scissors, glue
9	10/27	Paper Craft	Making Turtle Ship (2)	Toothpick, construction paper, Marker, scissors, glue
10	11/3	Cooking (3)	Making kimbap	Eggs, pickled radish, seaweed (kim), cucumber, rice, carrots, oil
11	11/10	Traditional arts	Drawing folk painting	Pen, marker
12	11/17	Traditional craft (3)	Making tops	Wooden top, paint, brush
13	11/24	Thanks -giving	No class	
14	12/1	Traditional games	Spinning tops, knee wrestling, statues, arm wrestling	Tops

Drop-offs and Pick-ups

- The school is open to students starting at 12:20PM.
- Students may be picked up from the church nursery room, or from the car starting from 3:25PM.
- If the parent/guardian can't pick up the student on time, notify the teacher by 3PM.

Early Dismissal

Please notify the teacher on the day of early dismissal and send in the note with the student at your earliest convenience.

Student Pick-up via Car

- Place your student's name by the front windshield in order to facilitate pick-up process.
- The principal and teacher assistants will aid students to get in the car.
- Please leave the school premise swiftly once the student is onboard to expedite the pick-up process for other parents.

Remaining in the school building after class

- The student must be accompanied by a parent.
- Everyone must exit before the youth/college group worship at 6PM.
- We request that all students be mindful of keeping the school facility as clean and organized as possible. The day after Korean school is Sunday when the Sunday services are held.
- The Pittsburgh Korean School will not be responsible for any incidents after school hours.

Issues regarding Photographs

- Only the students who have signed the agreement regarding photograph privacy will participate in photo or video recordings for the purposes of group pictures or promotion of the Korean school.
- Students who have not signed the photograph privacy agreement will be excluded from any photographs which will be taken for the purposes of class group pictures, promotion, etc.

School Backpacks

- Students must bring their backpacks to school.
- One backpack per student will be distributed. If lost, a fee of \$10 will be charged.

Introduction of Each Class

Class	Teacher	Main Contents and Objectives
1	Sunmee Yoon	Introducing Korean language and culture to low beginners
2	Sunyoung Choi Cook	Learning basic Korean words composed of consonants and vowels
3	Joungsun Min Miller	Learning basic Korean words composed of consonants and vowels
4	Bokhee Park	Composing and understanding of short phrases with double consonants
5	Soohyeon Shim	Connecting reading and writing of various subjects with Korean literature, society, history, culture, music, etc.
6	Jiyeon Oh	Encouraging reading, writing and discussion in Korean in order to improve Korean proficiency and experience Korean culture and history

- Two assistant teachers will help in Class 1. The rest of the classes will have one assistant teacher. More assistant teachers may join the class if needed.
- All students have been carefully assigned to a specific class based on his/her age and proficiency level in Korean.
- Next year's class assignments will be determined based on each student's accomplishments in class this year.
- Contents of each class are subject to change based on the students' needs and each teacher's discretion.

Report Cards

- Report cards are given out to the students twice a year on the last day of each semester.

Class Safety Rules

If a student continues to be disruptive to the class

The student will be taken to the principal, and may lead to a meeting with the parents.

If a student is injured during school hours

The student will be taken to the principal immediately and receive first aid treatments accordingly. We will look into the cause and details of the incident and the student may be dismissed early to return home depending on his injuries.

If a student brings a toy or a gaming device that is not relevant to school work

- The student will be directed to keep the item in the backpack. If that is not followed, the item will be confiscated by one of the assistant teachers and will be held by the principal until the end of the day.
- However, we strongly recommend not bringing any toys to school premises.

Health Issues

- Students with highly contagious infections, such as a cold, flu, hand, foot and mouth disease, are strongly urged to stay home until his/her complete recovery.
- Students with chronic ailments that are in need of occasional emergency treatments, such as asthma or epilepsy, the parent must inform the teacher or the principal of the necessary steps to be taken in case.

Snack Time

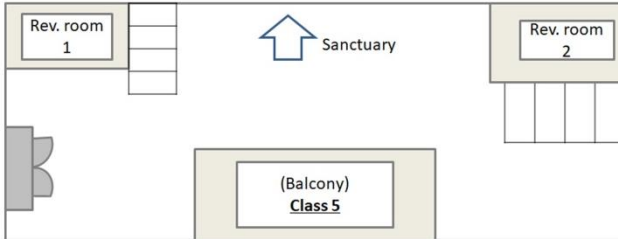
- Snack times are determined according to each teacher's discretion. However, it is standard to have a snack time after the 1st period.

Foods to avoid

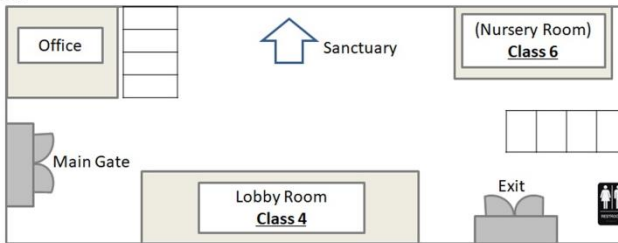
All nuts, oatmeal, beans, shellfish and other highly allergenic foods

Map of Classrooms

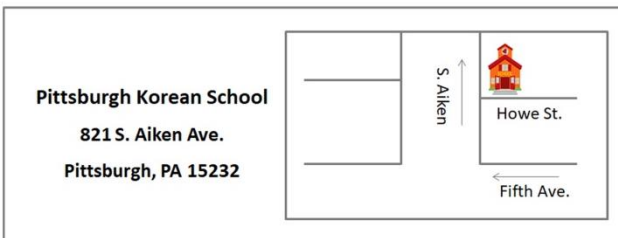
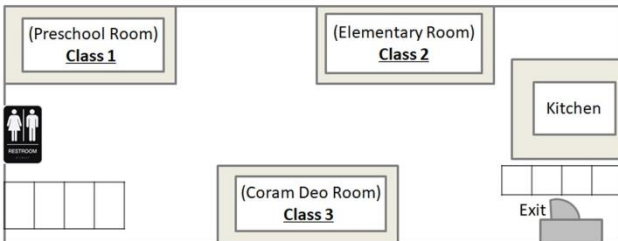
2F



1F



Basement



Our Staff

- **Chairman of the Board:** Changhoon Kim

- **Principal**
Hyosun Shim 412.880.8005
pksofkccp@gmail.com

- **Faculty**
Sunmee Yoon : miyabcnine@gmail.com
Sunyoung Choi Cook : composerchoi@gmail.com
Joungsun Min Miller : nymini@gmail.com
Bokhee Park : beckyparkacc@gmail.com
Soohyoun Shim: ssimssu@hotmail.com
Jiyoon Oh : ogy1292@hotmail.com

- **Assistant Teacher**
Junmo Jeon(Leader), Chloe Lee, Kevin Lee,
Sandy Cho, Elly Jang, Grace Kim, Sonny Hur

If you have any questions or concerns regarding school policies or students' school life, please feel free to contact us.



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Pittsburgh Korean School
www.kccp.org/korean_school
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