

Special Power of Attorney/Waiver

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Dear Parents and Families;

Unfortunately, unforeseen medical or evacuation emergencies do occur. If this does happen at Gyeongnam International Foreign School (GIFS), we will make every attempt to contact you when medical attention beyond basic first aid procedures at school is necessary or other related needs do occur. Yet, it is not always possible to reach parents or families despite our best efforts to do so. In order to help protect the health and safety of your student, we ask you to complete this Power of Attorney form that will apply only in the circumstance of a medical or evacuation emergency. Thank you for your cooperation.

KNOW ALL MEN THESE PRESENTS

That I, (parent/guardian printed name) _____, have made, constitute and appoint Gyeongnam International Foreign School (GIFS), together with its agents, officer's, employees, contractors and assigns, as my true and lawful attorney, giving and granting unto my said attorney power to act as follows for (student printed name) _____.

- Giving and granting unto my said appointed attorney, a GIFS authority, full power to act in my name and on behalf, in the event of my absence or unavailability, for the purposes of taking any action necessary to safeguard the health and welfare of my child due to medical or evacuation emergency.
- Such action shall include, but shall not be limited to, granting consent for any medical treatment required under the circumstances, and signing any and all documents that are required by the authorities for procurement of necessary medical, dental, surgical or hospitalization care in any available hospital, or my attorney in fact shall be limited only on his or her discretion and knowledge of what action I would take in similar circumstances.
- Further, I do authorize my aforesaid attorney, a GIFS authority, in fact to perform all necessary acts in the execution of the aforesaid authorization in the event of a medical or evacuation emergency with the same validity as I could effect if personally present.
- Further, subsequent disability or incapacitation of the principal shall not effect this Power of Attorney but instead authority will pass to other GIFS personnel authorized to do so by chain of command of school.
- And I hereby declare that any act or thing lawfully done there under for me shall be transacted in my name, followed by that of my said attorneys and the designation "Attorney In Fact" in the event of a medical or evacuation emergency.
- Further, this power of attorney shall remain in effect until the revocation thereof by the undersigned or as long as the student is enrolled in and attending Gyeongnam International Foreign School .
- Further, I hereby waive any and all claims I may now or in the future have against Gyeongnam International Foreign School (GIFS) for any accident, injury or death which may occur during the time my said child is at during instances of medical or evacuation emergencies that is not the result of GIFS negligence, misfeasance, or malfeasance.
- "Further, I hereby acknowledge that Gyeongnam International Foreign School shall not be responsible, without any negligence, misfeasance or misfeasance, for any accident, injury or death which may occur during the time my said child is under the care and/or supervision of, or being transported to or from ,GIFS .
- IN WITNESS WHEREOF, I have hereunto set my hand and seal this _____ day of _____ 201 ____.

Printed Name _____

Signature _____

Date _____

Statement of understanding on withdrawal/refund policy

STUDENT'S NAME: _____

GRADE ENTERING : _____

1. I understand that the minimum payment terms are quarterly and that **quarterly payments** will incur a **10% surcharge** and **semi-annual payments** will incur a **5% surcharge**.

2. I understand that yearly payments will incur no surcharge.

ITEM	FREQUENCY	REFUND	REMARKS
Enrollment Fee	One Time	Non-Refundable	
Curriculum Fee	Yearly	Non-Refundable	
Capital Fee	One Time	Non-Refundable	
School Tuition (US\$)	Yearly	Non-Refundable	
School Tuition	Yearly	Half the Tuition	Withdraw before Jan 1, 2018
School Tuition	Semi-Annually	Non-Refundable	
School Tuition	Quarterly	Non-Refundable	
School Transportation	Yearly	Monthly	Refund of the next month
School Lunches	Yearly	Monthly	Refund of the next month
Athletic Fee (G5~G12)	Yearly	Non-Refundable	

PARENT/GUARDIAN SIGNATURE

DATE OF PARENT/GUARDIAN SIGNATURE

SCHOOL OFFICIAL'S SIGNATURE

DATE OF SCHOOL OFFICIAL'S SIGNATURE

Medical information form

MEDICAL INFORMATION FORM

The information on this page is used by G.I.F.S. to Assist in obtaining medical care and for contacting parents in the event of a medical emergency. This form may also accompany the student on athletic activities and off-campus events. Please add extra pages if there is not enough room.

Student's Legal Name: _____

Student's Date of Birth: _____

PERMISSION FOR EMERGENCY TREATMENT

In the event parents or legal guardians named on this form cannot be contacted, I the undersigned do hereby authorize the officials of Gyeongnam International Foreign School to obtain emergency medical treatment for the health of; _____.

Print Student's Name

I will not hold the school responsible for the emergency care and/or transportation for said student.

Signed: _____

Date: _____

EMERGENCY CONTACT PHONE NUMBERS

Mother: _____ Home Phone: _____

Work Phone: _____

Cell Phone: _____

Father: _____ Home Phone: _____

Work Phone: _____

Cell Phone: _____

Back-up Contact: _____ Home Phone: _____

Work Phone: _____

Cell Phone: _____

BRIEF HEALTH HISTORY TO BE COMPLETED BY THE PARENT

Please comment on any areas that may affect your child's participation in school and sports activities or would be significant information for emergency services.

Allergies to medications:_____	Type of reaction:_____
Allergies to foods, insects, etc.:_____	Type of reaction:_____
Airborne allergies:_____	Treatment:_____
Diet or Eating Disorders:_____	Treatment:_____
Respiratory conditions:_____	Treatment:_____
Asthma:_____	Treatment:_____
Diabetes:_____	Treatment:_____
Epilepsy/Convulsions:_____	Treatment:_____
Cardiac Problems:_____	Treatment:_____
Kidney Problems:_____	Treatment:_____
Migraine Headaches:_____	Treatment:_____
Fractures/Back Problems:_____	Treatment:_____
Physical Disabilities:_____	Treatment:_____
Serious Past Injuries/Illnesses:_____	Details:_____
Vision/Hearing Problem:_____	Treatment:_____

GYEONGNAM INTERNATIONAL FOREIGN SCHOOL ' S STUDENT INFORMATION

Past Surgery(ies): ____ Yes ____ No	Details:
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Any recent or significant joint problems: _____

Any other medical concerns or significant medical history: _____

Any special requests: _____

Restrictions to participation in school or sports activities: YES ____ NO ____

If Yes, Please explain: _____

Current Medications : _____

Any Additional Comments : _____

OVER THE COUNTER MEDICATIONS

In the course of assessment and treatment of student medical problems, it is occasionally appropriate to administer Tylenol(acetaminophen), Sudafed (pseudophedrine), Advil (ibuprofen), Robitussin, Pepto-Bismol, Claritin, and other over the counter medications.

My son/daughter _____ may/may not receive these over the counter medications when it is deemed appropriate.

Parent/Guardian Signature: _____ Date: _____

LONG-TERM PRESCRIPTION MEDICATION FORM

Long-term medication may be given, provided that parents complete the following permission request form. Bring the medication in the original prescription bottle, properly labeled by a pharmacist.

To be completed by parent (please attach another sheet if there is insufficient space):

Diagnosis: _____

Name of Medication: _____

Dose(s) to be given at school: _____

Time(S) to be given at school: _____

Other instructions: _____

Side effects: _____

Effective From: _____ Until: _____

My child has permission to receive the above medication as directed.

Parent/Guardian Signature _____ Date: _____

The school cannot accept responsibility for students taking prescription medicine during the school day without supervision. For this reason, no student may possess or take prescription medicine during the school day without supervision.

CONFIDENTIALITY OF MEDICAL INFORMATION

Gyeongnam International Foreign School complies with the American national requirements regarding confidentiality of medical information. This is known as HIPPA or Health Information Portability and Accountability Act. This act has many purpose and components, but there is one aspect that relates specifically to the students in a school situation. This component is the “ privacy rule” that ensures privacy and confidentiality of all personal medical information. Because of these guidelines, the Gyeongnam International Foreign School requests your permission to discuss health issue with physicians and to submit pertinent health insurance claims related to medical problems that arise during the school year.

I have read and understand the above information regarding HIPPA regulations and agree to allow Gyeongnam International Foreign School to share and submit health information for my child as deemed necessary.

Printed Name of Student: _____

Printed Name of Parent or Guardian: _____

Signature of Parent or Guardian: _____

Date of Signature of Parent or Guardian: _____

RISK & LIABILITY:

Please refer to the Waiver Form signed during the enrollment process.

GIFS Code of Conduct

Rights and Responsibilities

The expectation at G.I.F.S. is that each one of us is to be treated fairly by other people. This will occur if each of us takes care to treat others fairly. We all have responsibilities. At G.I.F.S., yours relate both to your school and the people who attend it. By acting responsibly you protect your own as well as the rights of others. Consider your rights and responsibilities and the rules that make them possible.

As A Student You Will:

- Be conscientious and serious about learning
- Act in a polite and respectful manner
- Make no negative or discriminatory comments to others
- Cooperate with the staff and your fellow students

Your Teacher Will:

- Provide a positive learning environment
- Communicate in a polite and reasonable manner
- Respect each student
- Carry out school policies and regulations

In The Classroom You Should:

- Feel safe and comfortable to express your own ideas and views
- Know what your teacher expects and how to meet those expectations
- Complete all of your assigned work to the best of your ability
- Plan to get help if and when you need it

In The Schoolyard You Should:

- Listen to and stay in sight of supervising staff
- Treat others the way you want to be treated
- Preschool/kindergarten are allowed on the jungle gym
- Cooperate with each other and share equipment
- Keep your hands to yourself
- Stay inside the school grounds at all times
- Let a teacher know if a ball or any other object goes out of the school grounds. Don't go after it yourself
- Return ALL equipment to its home
- Make sure that no trash is left in the yard
- In the school multipurpose room on rainy days
- Observe all of these rules
- HAVE FUN!

After reading this Code of Conduct, please sign below and show it to your Homeroom Teacher.

* I, _____, have read and reviewed the G.I.F.S. Code of Conduct with my parent/guardian and fully understand its content. I agree to follow it at all times.

Student Signature: _____ **Date:** _____

* I have reviewed the GIFS Code of Conduct with my child and fully understand its content.

Parent/Guardian Signature: _____ **Date:** _____

**OFFICIAL NOTIFICATION OF ACCEPTABLE USE PROCEDURES
FOR THE COMPUTER SYSTEM AND THE INTERNET FOR THE
GYEONGNAM INTERNATIONAL FOREIGN SCHOOL**

Revised June 20, 2016

INTRODUCTION: The Gyeongnam International Foreign School (GIFS) provides resources for teaching and learning, communication services, and business data services by the acquisition of computer equipment and maintaining access to local, regional, national, and international sources of information. The School permits use of its computer system and information resources by students and staff who must maintain respect for the public trust through which they have been provided, in accordance with policy and procedures established by the School. These procedures do not attempt to articulate all required or prescribed behavior by its users. Successful operation of the computer system and network requires that all users conduct themselves in a responsible, decent, ethical and polite manner while using the network. **The user is ultimately responsible for his/her actions in accessing network services.**

GUIDELINES:

1. Access to the computer system, information networks, and to the information technology environment within the GIFS system is a privilege and must be treated as such by all users of the network and its associated systems.
2. The GIFS system will be used **exclusively** for the purpose of research, education, and school-related business and operations.
3. Any system which requires password access or for which GIFS requires an account, such as Internet/Network, shall only be used by the authorized user. **Account owners are ultimately responsible for all activity under their account and shall abide by this policy.**
4. The School's technological resources are limited. All users must exercise prudence in the shared use of this resource. The School reserves the right to limit use of such resources if there are insufficient funds, accounts, storage, memory, or for other reasons deemed necessary by the system operators, or if an individual user is determined to be acting in an irresponsible or unlawful manner.
5. **All communications and information accessible and accessed via the GIFS system is and shall remain the property of GIFS.**
6. **Student use shall be supervised and monitored by system operators and authorized staff and shall be related to the GIFS curriculum.**
7. Any defects or suspected abuse in system accounting, security, hardware or software, shall be reported to the system operators.
8. The School implements content filters for internet access to monitor and block most unacceptable material. This is a valuable tool, but does NOT guarantee that all unacceptable content is blocked. Students and staff are responsible for the content that they access and will be held responsible for intentionally seeking/obtaining unacceptable media.

UNACCEPTABLE USE: The Gyeongnam International Foreign School has the right to take disciplinary action, remove computer and networking privileges, or take legal action or report to proper authorities, any activity characterized as unethical, unacceptable or unlawful. Unacceptable use activities constitute, but are not limited to, any activity through which any user:

1. Violates such matters as institutional or third party copyright, license agreements or other contracts. The unauthorized use of and/or copying of software is illegal

2. Interferes with or disrupts other network users, services or equipment. Disruptions include, but are not limited to, distribution of unsolicited advertising, propagation of computer viruses or worms, distributing quantities of information that overwhelm the system (chain letters, network games, etc.) and/or using the network to make unauthorized entry into any other resource accessible via the network.
3. Seeks to gain or gains unauthorized access to information resources, obtains copies of, or modifies files or other data, or gains and communicates passwords belonging to other users.
4. Uses or knowingly allows another to use any computer, computer network, computer system, program, or software to devise or execute a scheme to defraud or to obtain money, property, services, or other things of value by false pretenses, promises, or representations.
5. Destroys, alters, dismantles, disfigures, prevents rightful access to, or otherwise interferes with the integrity of computer-based information resources, whether on stand alone or networked computers.
6. Invades the privacy of individuals or entities.
7. Uses the network for commercial or political activity or personal or private purposes.
8. Installs unauthorized software for use on School computers.
9. Uses the network to access inappropriate materials.
10. Uses the GIFS system to compromise its integrity (hacking software) or accesses, modifies, obtains copies of, or alters restricted or confidential records or files.
11. Submits, publishes or displays any defamatory, inaccurate, racially offensive, abusive, obscene, profane, sexually oriented, or threatening materials or messages either public or private.
12. Uses the School system for illegal, harassing, vandalizing, inappropriate, or obscene purposes, or in support of such activities is prohibited. Illegal activities shall be defined as a violation of local, state, and/or federal laws. Harassment is defined as slurs, comments, jokes, innuendos, unwelcome compliments, cartoons, pranks, and/or other verbal conduct relating to an individual which: (a) has the purpose or effect of creating an intimidating, hostile or offensive environment; (b) has the purpose or effect of unreasonably interfering with an individual's work or school performance; or (c) interferes with school operations. Vandalism is defined as any attempt to harm or destroy the operating system, application software or data. Inappropriate use shall be defined as a violation of the purpose and goal of the network. Obscene activities shall be defined as a violation of generally-accepted social standards in the community for use of a publicly-owned and operated communication device.

GYEONGNAM INTERNATIONAL FOREIGN SCHOOL'S RIGHTS AND RESPONSIBILITIES:

1. Monitor all activity on the GIFS system.
2. Determine whether specific uses of the network are consistent with acceptable use policy.
3. Remove a user's access to the network at any time it is determined that user is engaged in unauthorized activity or violating this acceptable use policy.
4. Take prudent steps to develop, implement and maintain security procedures to ensure the integrity of individual and School files. However, information on any computer system cannot be guaranteed to be inaccessible by other users.
5. Attempt to provide error free and dependable access to technology resources associated with the School system. However, the School cannot be held liable for any information that may be lost, damaged, or unavailable due to technical or other difficulties.
6. Ensure that all student users complete and sign an agreement to abide by the School's acceptable use policy and administrative regulations. All such agreements will be maintained on file in the school office.

STUDENTS' OR STAFF VIOLATIONS/CONSEQUENCES:

Students:

- Students who violate this policy shall be subject to loss of GIFS system access up to and including permanent loss of privileges, and discipline up to and including expulsion.
- Violations of law will be reported to law enforcement officials.
- Disciplinary action may be appealed by parents and/or students in accordance with existing School procedures for suspension or loss of student privileges.

Staff:

- Staff who violate this policy shall be subject to discipline, up to and including loss of GIFS system access up to and including permanent loss of privileges, suspension, termination or discharge, in accordance with School policy, negotiated agreements and applicable law.
- Violations of law will be reported to law enforcement officials.
- Staff assigned computers are responsible for the proper care of that equipment. Loss or damage to a staff member's computer equipment due to their own negligence is their sole responsibility and such loss or damage must be compensated by the employee to GIFS prior to the end of the school year in which the equipment was assigned.

This will serve as official notification informing all network/email account users (students and staff) that any violation of the above policies will result in disciplinary action which could include suspension and/or termination of technology privileges.

Gyeongnam International Foreign School's
Acceptable Use Procedures Agreement for Technology

The GIFS Acceptable Use Procedures document serves as official notification of acceptable use procedures for computer systems and School network access. Staff and Students wishing to utilize these technologies must agree to do so in a responsible, decent, ethical and polite manner.

Students/Staff will be privileged with access to GIFS technology equipment and network access functions upon agreement of the following statements and complete signatures. Parents/families of elementary students should discuss the acceptable use procedures with their children and initial for this agreement.

Name of User: _____
(Student or Staff name) Please print

School Level: _____

Initial _____ I have read, understand and agree to follow the "GUIDELINE POLICIES"

Initial _____ I have read and understand the terms of "UNACCEPTABLE USE"

Initial _____ I have read and understand the "GYEONGNAM INTERNATIONAL FOREIGN SCHOOL'S RIGHTS AND RESPONSIBILITIES"

Initial _____ I have read the "STUDENTS' & STAFF VIOLATIONS/CONSEQUENCES" section and understand that violations to the acceptable use agreement carry serious consequences including permanent loss of privileges, and discipline action with possible expulsion.

Re: Staff; violations to the acceptable use agreement carry serious consequences including possible suspension, discharge or termination.

Student Signature Date

* My child has my permission to access electronic media including Internet and e-mail via the GIFS network

* Parent Signature Date

Staff Signature Date

This page is to be read, signed and returned to the students/staff GIFS office. Technology privileges will not be allowed without this agreement on file.