



Dwight School Seoul

School Regulations

Updated date: September 1, 2025

Chapter 1: General Provisions

Article 1 - Mission and Goal

The Mission of the Dwight School Seoul is to prepare young men and women to become leaders in the world community through academic rigor, individualized study and community service. We are committed to realizing each student's full potential based on international standards of excellence and each individual's "spark of genius." The goal of the school is to provide an internationally-approved curriculum to students from around the world living in Korea as well as Korean national students who have returned to Korea from foreign countries.

Article 2 - Name

The school is called "Dwight School Seoul" hereinafter known as DS Seoul.

Article 3 - Location

The school is located at:

21, World Cup Buk-ro 62-gil,
Mapo-gu, Seoul, Korea

Chapter 2: Years of Study, School Term, Terms and School Holidays

Article 4 - Years of Study

The school runs 4 years in Kindergarten, 5 years in Elementary School (Grade 1-5), 3 years in Middle School (Grade 6-8), and 4 years of High School (Grade 9 -12).

Article 5 - School Year

The school year will begin in mid-August and terminate in mid-June of the following year and consists of a total of 182 days of which 180 days will be designated as instructional days.

Article 6 – Semesters

The school year will consist of two semesters. The first semester, designated as the fall semester will begin in mid-August and conclude in December. The second semester, designated as the spring semester, will begin in January upon return from winter break and conclude in mid-June.

Article 7 - School Holidays

Holidays will be comprised of:

- Korean National Celebration days
- Specific International Celebration days
- Winter Vacation – decision on specific dates will be made by Head of School
- Spring Vacation – decision on specific dates will be made by Head of School
- Summer Vacation – decision on specific dates will be made by Head of School



- Faculty Professional Development Days – decision on specific dates will be made by Head of School
- Saturdays and Sundays
- The Head of School can cancel school days in the case of inclement weather or emergencies such as natural disasters, epidemics, etc.

Chapter 3: Classrooms and full capacity

Article 8 - Full capacity

The DIS Seoul will have a full capacity of 620 students.

Article 9 - Classrooms per grade

There will be total of 29 classes. For the total capacity per grade and division, refer to Table 1.

Chapter 4: Curriculum, Official Study Days per Year, Examination and Issuing Certificate

Article 10 - Curriculum

The Curriculum consists of three components of the International Baccalaureate Programme:

1. The Primary Years Programme (PYP) includes ECD and operates for students from two to twelve years of age.
2. The Middle Years Programme (MYP) for students from eleven to sixteen years of age.
3. The Diploma Programme (DP) for students from sixteen to nineteen years of age.

The IB PYP Curriculum

The IB Primary Years Programme, for students aged 2 to 12, focuses on the development of the whole child as an inquirer, both in the classroom and in the world outside.

The Subject of the Curriculum The most significant and distinctive feature of the IB Primary Years Programme is the six transdisciplinary themes.

These themes are about issues that have meaning for, and are important to, all of us. The programme offers a balance between learning about or through the subject areas, and learning beyond them. The six themes of global significance create a transdisciplinary framework that allows students to "step up" beyond the confines of learning within subject areas.

- Who we are
- Where we are in place and time
- How we express ourselves
- How the world works
- How we organize ourselves
- Sharing the planet

The application of curriculum

The six transdisciplinary themes help teachers to develop a programme of in-depth investigations into important ideas, identified by the teachers, and requiring a high level of involvement on the part of the students. These inquiries are substantial, complex and usually last for 2 -3 weeks.

The assessment of curriculum

Assessment is an important part of each unit of inquiry as it both enhances learning and provides opportunities for students to reflect on what they know, understand and can do. The teacher's feedback to the students provides the guidance, the tools and the incentive for them to become more competent, more skillful and better at understanding how to learn.

The IB MYP Curriculum

The IB Middle Years Programme, for students aged 11 to 16, provides a framework of academic challenge that encourages students to embrace and understand the connections between traditional subjects and the real world, and become critical and reflective thinkers.

The programme consists of eight subject groups that provide a framework for learning. Students are required to study two languages plus, humanities, sciences, mathematics, the arts, physical education and technology. In the final year of the programme, students also engage in a personal project, which allows them to demonstrate the understandings and skills they have developed throughout the programme.

The assessment of curriculum

Assessment standards in the MYP program are consistent around the world and are criterion-related. They are designed to allow students to demonstrate achievement.

The IB Diploma Curriculum

The IB Diploma Programme is designed as an academically challenging and balanced programme of education with final examinations that prepares students, normally aged 16 to 19, for success at university and life beyond. The programme is normally taught over two years and has gained recognition and respect from the world's leading universities.

IB Diploma Programme students study six courses at higher level or standard level. Students must choose one subject from each of groups 1 to 5, thus ensuring breadth of experience in languages, social studies, the experimental sciences and mathematics. The sixth subject may be an arts subject chosen from group 6, or the student may choose another subject from groups 1 to 5.

In addition, the programme has three core requirements that are included to broaden the educational experience and challenge students to apply their knowledge and understanding.

The extended essay is a requirement for students to engage in independent research through an in-depth study of a question relating to one of the subjects they are studying.

Theory of knowledge is a course designed to encourage each student to reflect on the nature of knowledge by critically examining different ways of knowing (perception, emotion, language and reason) and different kinds of knowledge (scientific, artistic, mathematical and historical).

Creativity, activity, service requires that students actively learn from the experience of doing real tasks beyond the classroom. Students can combine all three components or do activities related to each one of them separately.



Additional details of the curriculum can be found at www.ibo.org.

Article 11 - Official study days per year

The official number of study days will be 180. However, Head of School may adjust it within 1/30 of 180 days in case of unpredictable incidents such as a natural disaster, or designation of an additional national holiday, etc.

Article 12 - Examination and Issuing Certificate

Students in the MYP Programme will receive an IB Validated MYP Certificate. Students in DP Programme will receive an IB Validated Diploma.

Chapter 5: The procedure of admission, re-admission, transfer to school, temporary absence from school, expulsion from school, completion of the course, graduation.

Article 13 - Admission

All applicants must take a series of entrance examinations before being admitted to Dwight School Seoul (DS Seoul). A student who has passed the entrance examinations will be notified individually of admission to DS Seoul, the timeline and additional required documents to submit. Admission details will be in accordance with the School's policies and procedures.

Non-Discriminatory Policy

The Dwight School admits students of any race, color, national or ethnic origin to all the rights and privileges, programs and activities generally accorded or made available to students at the school. We do not discriminate on the basis of race, color, sexual preference, national or ethnic origin in administration of our educational policies, admissions policies, scholarships and loan programs, and athletic and other school-administered programs.

The following students are eligible to apply to DS Seoul:

1. One or more of the student's parents is a foreigner, who possesses a valid foreign passport and resides in Korea.
2. Students with Korean passports (includes dual citizenship holders), who have lived overseas cumulatively, for at least 3 years.

In order to be eligible for admission, the student must satisfy any of the following requirements:

- When one of the parents are holding a foreign passport, the child is still eligible even if he/she holds a Korean passport and has never resided overseas
- When both parents are Korean nationals and the child is holding a foreign passport, then the student should have resided overseas for at least 3 years
 - Students applying under the three years overseas category must submit the Entry/Exit Statement proving 1,095 days (365 x 3 years) outside of Korea.
 - The period of three years overseas is calculated by the total sum of the total days of residing outside of Korea. Therefore, the days do not need to be consecutive, and the child is not required to be residing overseas right before his/her admission.

3. Naturalized Korean citizenship. Those students are who the head of the relevant school deems to have difficulties to continue to attend school in conformity with the standards and procedures prescribed by Presidential Decree
 1. Students who are not able to keep up with the class due to a significant lack of Korean proficiency
 2. Students with school maladjustment due to cultural difference
 3. Students who are unable to continue to attend school due to other causes similar to subparagraph 1 or 2



4. After reviewing the following appropriate supporting documents for each applicant and completing the admissions test and family interview, the applicants are accepted at the discretion of the Lower and Upper School Principals and Head of School as appropriate.
The school may directly consult with local authorities, such as the Ministry of Justice and/or Immigration Office, or ask the parents to contact them in order to review any questionable documents.
 - a. When one or more of the student's parents is a foreigner: parents and student's passport copy, copy of parent(s)' alien registration card, and family registry (document that proves the relationship between the parents and the student)
 - b. When the student has resided overseas for at least three years: parents and student's passport copy, student's entry and exit statement, family registry (document that proves the relationship between the parents and the student), and school enrollment letter and report cards from the school that student attended while residing in a foreign country
 - c. When the one or more of the parents is a naturalized Korean: parents and student's passport copy, (Naturalized parent) Identification certificate (detailed), Birth certificate or Family registry, Result of the deliberation of the School Governance Committees
5. If it is found that the parent of a current student or an accepted student has provided false or incorrect information on the student records, or if the student does not meet the qualification requirements mentioned in article 13-1 or 13-2, the student will be asked to withdraw from the school, immediately.

The following are the steps required for Admissions to the Dwight School:

- Attend open house (suggested)
- File application (when applying under Korean category, applicants must submit the Entry/Exit Statement)
- Submit official school transcripts (for the current year, and the last two years)
- Submit Teacher Recommendation Form
- Parent and Student personal tour
- Family interview
- Admission Assessment
- Submit Psycho-educational Evaluation (may be asked for submission for students applying into the Quest program)
- Submit Writing Sample (for 6-12th Grade applicants)
- Attend a playgroup (for Pre-School/Kindergarten applicants)

** Priority is given to faculty members' children, current students' siblings, and relative(s) of DS Seoul Alumni.*

The application process for Kindergarten

All parents are recommended to attend an Open House. Once an application and supporting documents are submitted and reviewed, the Admissions Office will contact the family to arrange a family interview and classroom visit for applicants, who passed the documentation stage. When applicable, students will be scheduled to attend a Pre-School/Kindergarten group session.

The application process for Grades 1-5

All parents are recommended to attend an Open House. Once an application and supporting documents are submitted and reviewed, the Admissions Office will contact the family and arrange a family interview and admission assessment for applicants, who passed the documentation stage.

Family interview is conducted by the admissions director and it takes approximately 30 minutes. The assessment consists of English reading comprehension, English writing, and mathematics (30 minutes is given for each portion of the assessment). After the family interview and admission assessment, the family may request a campus tour.

The application process for Grade 6-12

All parents and students are recommended to attend an Open House. This is an opportunity for both students and parents to learn about the IB curriculum and the mission/philosophy of the school. Once an application and supporting documents are submitted and reviewed, the Admissions Office will contact the family and arrange a family interview and admission assessment for applicants, who passed the documentation stage. Family interview is conducted by the admissions director and it takes approximately 30 minutes. The assessment consists of English reading comprehension, English writing, and mathematics (30 minutes is given for each assessment). After the family interview and admission assessment, the family may request a campus tour.

The application process for students applying to the Quest program for Grades 1-12

All parents and students are recommended to attend an Open House. Once an application and supporting documents are submitted and reviewed, the Admissions Office will contact the family and arrange a family interview and admission assessment for applicants, who passed the documentation stage. Family interview is conducted by the admissions director and it takes approximately 30 minutes. The assessment consists of English reading comprehension, English writing, and mathematics (30 minutes is given for each assessment). The Admissions Office will review the application and assessment results with the Head of the Quest Department only when the student seems to require Quest Program. If needed, the student may be invited for a second interview with a Quest teacher. At this time, student will be asked to complete some work with the Quest teacher. A recent psycho-educational evaluation may be asked to be submitted for applicants requiring the Quest program.

Decisions

DIS Seoul admission is based on a rolling admission process. The Admissions Committee consisting of the Admissions Officer, Admissions Director (Director of Enrollment Management), each division's Principals, and Head of School reviews all applications. Students are either accepted, waitlisted, or rejected.

Article 14 - Re-Admission

Re-admission will be based on a student's past year record of achievement work and behavior. Details of re-admission will be in accordance with the school's policies and procedures.

Article 15 – Transfer

The opportunity for a child to transfer into the school after the commencement of the school year will be dependent upon the child meeting the general admission criteria and the availability of space.

Article 16 - Transfer Out of School

A student can transfer out of the school by providing notice of the intention to do so at least two weeks prior to departure. Specific arrangements for transcripts will be made once official notification document has been received by the school.



Article 17 - Temporary absence from school

Parents are required to inform the school in advance of a student's absence.

When a student is absent due to illness or other reasons, a parent or guardian can be asked to submit a doctor's note or letter of explanation. When a student is unable to participate in scheduled tests, exams or other significant assessments, the school can request the following documents:

- Doctor's statement
- Evidences for the reason of absence
- Explanation of the absence by the parents or guardian
- Other documents that Head of School/Principals request

The school may permit an extended absence to a student if all conditions and requirements have been satisfactorily met.

Article 18 - Expulsion from school

The School can expel a student as a result of a decision made by the School Leadership Team under, but not confined to, the following conditions:

- When a student who has been disciplined repeatedly continues to violate School Policy.
- When the school's educational program is considered to be inappropriate for the student.
- When a student's inappropriate behavior affects other students' learning and school life experiences in a negative manner.
- When a student's inappropriate behavior is considered deleterious to the school environment.

Article 19 - Completion of the course, Graduation

The meeting of specific course objectives through ongoing assessment will be the basis for a course being designated as "completed." Graduation from one grade to another will be dependent on the successful completion of an established number of courses.

Chapter 6: Tuition fees, Registration fees, Other fees, and Scholarships

Article 20 - Tuition fees, Registration fees, and Other fees

1. The school can voluntarily decide tuition fees, registration fees and other fees within a reasonable range, but is effective upon approval of Dwight School's governing body.
2. Referring to 20-1, the details of the tuition and fees are as follows:
 - a. Application/Assessment fee
 - b. Tuition and other fees that are required
 - c. School meal fee
 - d. Bus fee
 - e. School development fund fee
 - f. Payment(s) required according to the selection of individual student
3. The paid tuition and fees are refundable followed by the prescribed policy. However, if a student's acceptance has been canceled due to Article 13-4, then the student shall not get any refunds on tuition and fees. If school days have been reduced by the Head of School's decision subject to the Article 11, students shall not get any refunds on tuition and fees for reduced days.



Quest program

Students taking Quest programme, a course designed to help student with uneven academic profiles, may be subject to additional fees.

Article 21 - Scholarship and Financial Aid

1. *Scholarship*

To apply for a scholarship, students will have to complete the scholarship form and submit it to Admissions Office. Then a panel interview, held by the Admissions Director (Director of Enrollment Management), related teachers and the Principals, will take place. Students may apply for scholarship for the following available categories: Spark of Genius, Academic, Athletic, Performing/Visual Arts, and Technology

2. *Financial Aid*

Families applying for financial assistance must fill out a Financial Aid (Bursary) application in order to be considered as a candidate. The applications are reviewed confidentially by Admissions Director (Director of Enrollment Management), Business Director and Head of School and grants are made based on need, future potential, and funds available.

Chapter 7: Qualification of Head of School and Teachers and their Duties

Article 22 - Head of School's qualification and Appointment

1. The qualification and duty of the Head of School

- a. The Head of School of DS Seoul can also act as the representative of Dwight School Canada Society, Seoul branch.
- b. The Head of School of DS SEOUL must meet the qualifications outlined by The Immigration Control Law of the Republic of Korea.
- c. The Head of School must have a proven track record of senior-level administrative experience in an educational setting, outstanding people skills, and a true love of teaching and learning.
- d. The Head of School, reporting to the governing body, is a professional educational leader, guiding the academic and strategic direction of the School, and looking after the welfare of its students, faculty, and staff.
- e. The Head will possess the highest level of personal integrity, the ability to articulate passionately and persuasively the values of DS Seoul.
- f. The Head of School must have the knowledge and skills to support the School's position as an exceptional 21st century learning environment.

2. The Appointment of the Head of School

- a. A list of candidates must be created, and a recommendation from the current school or former school should also be submitted along with the proof of identity.
- b. The interview will be held by the Board of Directors of the Dwight School Canada Society (Canada).
- c. The Board of Directors will have an in-depth interview with each candidate, and candidates should take the psychological test.
- d. The Board of Directors may visit and observe the candidates' former or current school, in order to determine the impacts on DIS Seoul once they are appointed as the Head of School.
- e. The appointment will be confirmed by the final consent of the Board of Directors.

Article 23 - The Qualification and Employment of School Principals, Coordinators, and Teachers



1. Criterion of Teacher's employment and dismissal

Teachers of DS SEOUL must meet the qualifications outlined by The Immigration Control Law of the Republic of Korea.

Teachers must have a teaching certificate, and preferably have an IB teacher certificate with at least a minimum of 2 years teaching experience at an IB School.

Teachers must possess the highest level of personal integrity, honesty, and the commitment of constantly teaching passionately.

Teachers must have the knowledge and skills to lead students in the outstanding 21st century education.

The dismissal may be decided by the Head of School after careful deliberation, if the submitted documents are proved to be false, fails to fulfill his/her responsibilities, or a teacher has committed a criminal act.

2. Employment of the School Principals, Coordinators, and Teachers

- a. Candidates must state their Bachelor's (Master's) Degree, teaching experience, certificates and etc. on the application.
- b. Resume, cover letter, recommendation letters, Bachelor's (Master's) diploma, the proof of teaching experience, certificates etc. must be submitted with the application.
- c. The School will review the application and check the candidates' identity and criminal records, if needed. The School will also contact a reference or recommender.
- d. In-depth interviews will be conducted by the Head of School and/or the Principals.
- e. Candidates may be asked to take a psychological test.
- f. The appointment will be confirmed by the final consent of the Head of School and/or the Principals.

Article 24 - The Configuration of Executive Committee

Executive Committee consists of the following positions:

- Head of School
- Lower School Principal
- Upper School Principal
- Business Director

Chapter 8: Student Organization, Awards, and Discipline

Article 25 - Students Awards

The school will award students recognition based on:

- The demonstration of outstanding academic results
- The demonstration of outstanding athletic results
- The demonstration of outstanding community service and citizenship
- Students recommended by the Head of School and/or School Principals

Article 26 – Discipline

The school will discipline students through any one or more of the following verbal and written warnings, suspension and expulsion, in the following cases:

- Excessive student tardiness and absences
- Behavior in class that is deemed disrespectful and disruptive to the learning environment
- Behavior outside of class that is deemed disrespectful and disruptive to the school environment
- Behavior that can be construed as bullying or harassing



- Behavior that causes damage to school and/or student property
- Other behavior that negatively impacts the safety and learning environment of the school

Article 27 - Expulsion

Expulsion will be decided by the Executive Committee with final authority resting with the Head of School. Article 18 states specificity for grounds of expulsion.

Article 28 - Operation of Student Organization and Activities

Students may operate student organizations and the student government body under the school's support.

Chapter 9: Supplementary Rules
Article 29 - Amendment of school rules

The regulations may be amended and implemented by the Head of School's decision.

Article 30 - Other detailed rules by Head of School

Supplementary Policies and Procedures will be instituted as required, will be based on the Policies and Procedures used in the DS Seoul, and will conform to Korean Law.

ADDENDA

This school regulation will be effective per October 16, 2024

Revised Table 1 in this school regulation will be effective from school year 2025-2026

Table 1

Division	Grade	Number of Class	Total Capacity
Kindergarten	PS2+PS3	1	16
	PS4	2	32
	K	2	32
Elementary School	1	2	46
	2	2	46
	3	2	46
	4	2	46
	5	2	46
Middle School	6	2	46
	7	2	46
	8	2	46
High School	9	2	46
	10	2	40
	11	2	46
	12	2	40
Total		29	620

