

# **World Student Garden Hand Book**

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# The School Culture

## Motto

**Love God**

**Love humankind**

**Love your country**

## Vision Statement

The Institute of Korean Studies for Foreign Students was established by True Parents at Sun Hwa Campus in 1982. It became a division of Sun Moon University in 2001.

The purpose of the school is to train Second generation foreign students to:

- ✓ Understand correctly, by learning the Korean language, the feelings and thoughts of God and True Parents.
- ✓ Become capable leaders who can substantiate God's will, by becoming a bridge between their own country and Korea.

## Mission Statement

Our boarding school seeks to provide a comfortable, homelike residence while providing care and training for each student in all areas of life.

## Objectives

We define our mission through the following objectives:

**Spiritual:** Provide an environment conducive to individual growth and to assist students in integrating the principle of living for the sake of others into all areas of life. In this was assist students in growth of self-esteem, personal responsibility and self-discipline

**Physical:** Provide nutritious meals and promote a healthy life style.

Promote sports and recreational activities

**Social:** Promote growth in personal relationships, respect for authority, and sensitivity to the rights of others.

Promote understanding, appreciation, and respect for the Korean culture as well as other nationalities and cultures represented in our boarding school.

**Educational:** Promote good study habits and provide an environment conducive to study.

## **Schedule**

### **Bedtime**

09:30pm: preparation to go to bed for GOP students. All music should be played music softly if it helps some students fall a sleep

10:00PM: GOP's bedtime. All overhead lights should be out in the rooms. All GOP students must be in bed with the lights out. This is to ensure that they are well rested and able to stay awake throughout their classes the following day. Students should be quiet.

11:00pm: preparation to go to bed for Prep and Middle Schoolers students

11:30pm: Prep and Middle Schoolers bedtime.  
No staying up beyond your bedtime without prior permission.

### **Study Time**

Mandatory study time is from 7:00 pm until 8:25 pm, from Monday through Thursday and Sunday. During this time the students are asked to maintain an atmosphere conducive to study.

### **Quiet Hours**

Monday through Sunday 7:00 PM – 6:30AM

### **Curfew**

Daily Curfew starts from 7:00 pm and ends at 6:30AM

No student is allowed to be outside the dorm after this time without prior permission.

For group nights outing, the group leaders need to get permission from the staff. The group should state where the group is going and the group must be back in the dorm by 10:00PM

## **Daily Schedule**

Students are asked to greet God and True Parents in a respectful way upon entering and leaving the prayer room where we hold most of our meetings. Every school day there will be a dorm assembly in the dorm prayer room for daily prayer and worship at 6:50AM. We may use the intercom to call all dorm students to assemble. Following the morning service all students will proceed to the cafeteria at 7:10AM for breakfast. All students may serve themselves and eat. Students are asked to fold milk cartoons, clear and then wipe the tables

## **Monday to Friday**

06:50 am	Wake up
07:00	Morning service
07:30	Breakfast
08:20	Leave for school
12:10 pm	Lunch
12:50	Return to School
02:40-50	Return to dorm
06:00 pm	Dinner
06:55 pm	Prepare for Study time
07:00 pm	Study time
	Study or read; no eating or talking during study time
	You can drink water
	No student is allowed to be outside after this time without prior permission.
	Everyone is to be at their desk or at study hall
08:25pm	Study time ends
8:30 - 9:30	Evening Service
09:30 pm	Wash up time
10:00 pm	Lights out for GOP
11:30 pm	Light out for Preps and Middle schoolers

## **An Shi II and first day of the month schedule**

All boys must wear their best suit to pledge. If you don't have a suit jacket, then you must wear suit pants with a nice white shirt and a tie. All girls must

wear their best dress for pledge. Hanboks fit into this description as well. Pledge clothes should never be worn for daily occasions, only for pledge and special occasions such as greeting True Parents or special VIPs etc

When the weather is warm everyone must shower every day! Showers are especially important on the night before An Shil Il or the first day of the month in preparation for Family Pledge.

4:30	Wake up
4:50	Be at pledge service
5:00	Pledge service begins
5:30	Pledge service concludes and breakfast begins

## **Saturday Schedule**

06:50 am	Wake up
07:00	Morning service
07:30	Breakfast
08:20	Leave for school
12:10 pm	Lunch
12:50	Free Time
06:00 pm	Dinner
06:55 pm	Prepare for Movie Night
09:30 pm	Closing prayer,
10:30 pm	Lights out

## **Sunday Schedule**

During Sunday Service and announcements it is expected that all students will be attentive, quiet, and respectful.

Prayer and worship is a very special time; causing distractions or disruptive behavior is a serious issue and will not be tolerated. On-going disrespectful behavior is a serious issue and will be dealt with.

All boys must wear their best suit. If you don't have a suit jacket, then you must wear suit pants with a nice white shirt and a tie. All girls must wear their best dress. Students should prepare their donation money!

06:50 am	Wake up
07:00	Morning service
07:30	Breakfast
9:00	service starts
10:00	service ends
12:00	Lunch
	Free Time
06:55 pm	Prepare for Study time
07:00 pm	Study time
	Study or read; no eating or talking during study time
	You can drink water
	No student is allowed to be outside after this time
	Without prior permission.
	Everyone is to be at their desk or at study hall
08:25pm	Study time ends
8:30 - 9:30	Evening Service and weekly reflection
09:30 pm	Preparation for bed time
10:00 pm	Lights out for GOP
11:30 pm	Bed time for Preps and Middle schoolers

## **Dorm Programs**

### **A. Internal Guidance Program**

#### **1. Morning Service:** -Every morning 7:00 ~ 7:30 AM

We share words that relevant to students' everyday life. The students are encouraged to make presentation and share their insights with the others.

#### **2. Evening Service:** Every evening 8:30 ~ 9:30

#### **Group Rotation**

Small Groups meet in designated areas in the dorm. Teachers will remain stationary. Students will rotate every Monday, Wednesday, Thursday and Friday covering the following 6 categories.

### 1) **Applied Divine Principle**

Students discuss and learn how to apply the Divine Principle in their lives.

### 2) **Spirituality**

Students discuss and learn how to cooperate in spirit with God and the spirit world

### 3) **Core values**

Students discuss and learn how to embody the core values and become effective agents of cultural change

### 4) **Purity issues**

Students discuss and learn how to make the most of their singleness

### 5) **Character Education**

Students discuss and learn effective ways to develop their character

### 6) **Service for peace**

Students discuss, learn and practice the principle of living for the sake of others.

Throughout the year, we like to get the students involved in some form of service-based educational activities. These vary from year-to-year but include such things as street cleaning, witnessing, going on PLA rallies and visiting old people's homes and visiting an orphanage.

## **B. Extracurricular Activities**

### **1. Student Clubs**

- 1) **Music** - Choir, Instruments, Creating new songs, Korean drums
- 2) **Visual Arts** - Creativity exercises, Crafts, Drawing & Painting, Film making, Photography
- 3) **Drama** - Creating plays & skits for special events

- 4) **Sports** - Soccer, Martial arts, Tennis, Ping-pong, Swimming, Aerobics, Folk dance
- 5) **Games Club** - Cards, Chess, Pictionary, Jeopardy, Monopoly, Backgammon, etc. Creating new games Sledding Field, Yut Games
- 6) **Team building games**

## **2. Student Committees**

### **1) Yearbook Committee**

Collect materials: photos, essays, testimonies, etc.

### **2) Special Events & Planning Committee**

Birthday parties, Christmas Cafe, Decorations, God's day party

## **Cleanliness**

Cleaning is an important part of the overall education of students. Students are encouraged to take on their assigned cleaning responsibilities with a positive mind and heart. Students take turns washing the dishes as well as cleaning their bedrooms, study rooms and various public areas of the dormitory straight after breakfast and before school (or before Sunday service on Sundays). At 9:40 a.m. Monday through Saturday, there is a cleaning inspection to ensure that the students are learning to clean up after themselves properly. Before school begins the students are regularly checked by a teacher to ensure that they are dressed well.

## **Rooms**

Cleaning responsibility

Every morning before you go to school, futons and blankets must be folded neatly and rooms tidied, ready for inspection.

Rooms must be left clean each day before going to class. A daily inspection will be done. Students will be required to share in household responsibilities. For more information ask a member of the residence staff in your dorm.

Daily room inspection helps students to create good habits through consistently taking responsibility for the cleanliness of their rooms. Room inspection is every day while the students are at their morning classes except for Sundays.

## **Room mates**

Roommates are established at the beginning of each year. No changes will be made until the end of November, February, and May (four weeks) of school. After this time, students may appeal to the residence staff to consider changing a room or roommate.

## **Laundry**

Boys' and girls' Laundry is done on alternating days. Take note of your laundry day and have all your clothes kept clean. Drop off your dirty laundry in the morning and pick it up your in the evening on the same day.

Students must have their school uniform Cleaned at least once a week. All students must have their laundry number on their clothes. The purpose of this is to help to identify and sort clothing.

The laundry service includes washing, drying, folding, and placing clean laundry in compartments for every student to pick up the same day by 7:00 p.m. and no later than 9.30 pm.

## **Shoes**

Only indoor shoes are to be worn in the dormitory. Do not use guest slippers! Indoor shoes are not to be worn outside the dormitory. All shoes are to be kept in your personal shoeboxes outside your rooms.

## **Personal appearance**

After arriving in Korea all students will be supplied with required school uniform. All appropriate personal clothing must be supplied by their parents at the beginning of each school year. If any personal clothing is considered inappropriate, the student will be asked to not wear it while attending this program. We want the students to represent True Parents and our spiritual community in the best possible way by having them dress well in their required dorm and school clothes.

Students must not wear pants that are too tight or extremely baggy this includes patched, tattered, worn, or torn jeans or slacks. They must not wear pajama pants outside the bedroom Students must not wear sleeveless shirts or shorts above the knees.

Girls should not die their hair or have permanent hair style. They must not wear make up or have nail polish for fingers or toes, tattoo chokers and arm tattoo bracelets.

Boys should not Mohawk hair style or wear necklaces.

Students must wear shirts that do not expose their belly button when their arms are raised or expose their back when sitting down. They are not allowed to walk around in public areas with towels on their heads. They are not allowed to wear clothes with offensive or questionable logos or advertisement

Students are asked to change their uniform as soon as they return from school. They should keep their uniform clean and neat

When sports are played sports outfit must be used.

Girls can have one small necklace with modest pendent and tiny earrings to keep the holes intact. Wearing purity ring for both girls and boys are acceptable.

## **Search and Seizure**

Dorm facilities and furnishings are the property of the World Student Garden. Dormitory parents may search any room in the dormitory with probable cause. Dormitory parents may temporarily confiscate personal belongings which violate dormitory rules or have been used abusively.

## **Common Areas rules**

### **Lounge**

The lounge areas are provided for students. Use and enjoyment. However, students are expected to treat the contents of the lounge with respect. If everyone will take care of the provisions that are in the lounge, including picking up your trash before leaving, the lounge will be maintained for a much longer period without having to have things replaced. Anyone mistreating furniture, recreational equipment, etc., will be restricted from using the lounge for a period of time.

### **Rooms and Roof**

No climbing on the roof at the dorm or at school.

Do not go into the Japanese students rooms without being invited by a person from that room.  
Brothers and Sisters should stay out of each other's rooms.

## **Windows**

Do not lean out of the window.  
Do not throw things out of the window

## **Balls**

No ball games or playing with balls in the dormitory.  
No ball games or ball bouncing in the entrance and driveway.  
No ball games or ball bouncing on the balcony and in the basement.

## **Balcony**

The balcony may be used for reading, talking, studying, playing board or card games etc.  
You cannot lean over the balcony edge.  
The balcony is closed at 7:00pm unless given special permission.

## **Basement**

Basement is for exercising, dancing, and playing table tennis.  
Group wrestling is not allowed.

## **Food Service**

### **Meals:**

Our residence program has a full-service dining hall operation. This means that all boarding students will have all meals provided each week. All food should be eaten in the cafeteria, not carried out. This includes ramen. While students do not have a limit to their food consumption, it is a requirement that the amount of food a student places on the plate is eaten and that food is not wasted. Students are not allowed to take utensils out of the Kitchen without permission.

Students are responsible to clear their tables after each meal. All students are required to be present at every meal.

### **Kitchen Duties**

Dishwashers must begin their duties on time:

On week days by 6:30pm for dinner

On Saturday by 12:30pm for lunch and 6:30pm for dinner

On Sunday by 7:30am for breakfast, 12:30pm for lunch and 6:30pm for dinner

### **Absence from meals**

Notification is necessary if the student is to be absent from a meal. Students are expected to be at meals unless they have been invited out or have other approved arrangements for their meals. If they are late to meals without permission, they are subject to do an institutional service or chore such as table wiping as discipline.

### **Medical Services**

To adequately respond to unforeseen emergencies, we must have on file basic necessary medical information about all resident students. Our dorm requires that each dorm student complete the information packet at registration and turn it in to the residence staff at the beginning of each year.

If a student is acutely ill with a contagious disease, the student may be placed in an isolated room. This measure is to help prevent the spread of disease in the dormitory and to keep all students as healthy as possible.

Any student who is injured or ill while at school will be taken to the doctor by one of our resident staff.

### **Return or coming to the dorm when sick**

Students and parents should understand that if they are sick and or running a fever they **should not** return to the dorm because they could cause spreading of the virus. The close proximity of living in a dorm situation ensures that a sick student will infect other students and while we have a room for sick students, it is only for emergency.

## **Medicine**

All medicines will be kept in the office. The student should have no reason to have medication in their possession at any time. Students are not allowed to go to the pharmacy and purchase medications themselves without the permission of the staff.

## **Sick Call**

Means that the student is too sick to attend class, and therefore, is considered too sick to participate in any after school activities. The dorm parents will tell the teachers that you cannot attend school. If you are not seriously sick you need to go to the school and ask the teachers for permission to miss class.

## **Safety**

Lighters, Matches, firearms, Candles, Bebee Guns, Pocket knives etc. or any other object concealed, displayed, brandished in a manner that reasonably provokes fear or harm somebody are not allowed in the dorm. If we find them, we will confiscate them and the student will face the consequences.

## **Money**

Prep and GOP are given allowance from the parent account in the amount of 5000 Wons a week, and 10, 000 Wons a week for the middle schoolers. The allowance will be handed out from 3pm to 6pm every Wednesday.

Students must use their pocket money to develop films. When students need to make a large purchase, the staff must get a written permission from their parents.

Parents are responsible for instructing their children regarding reasonable spending practices. The parents account will need to cover the cost of travel other than field trips, a reasonable weekly allowance, and needs such as: toothpaste, shampoo, hair spray, stationary, school supplies, stamps, donations, presents, haircuts, telephone cards, and Clothes (occasionally).

Upon arrival in Korea, students **should** give their personal money to the Bookkeeper who will put it in a safe.

Residence staff **will not** be responsible for money not given to bookkeeper that gets lost or stolen. As a unificationist school we obviously discourage and try to prevent stealing, however it does happen on occasion, and it is difficult to recover such stolen money.

Students will be required to keep an accurate transaction record in a note book, in order to know their balance

## **Office**

The office equipments are for the staff use only. Students are welcomed to the office to talk with staff regarding dorm or academic issues. Students are encouraged to visit the office for help with personal issues. The office is officially open at 8:00AM and closes at 11:00PM

## **Computer Usage**

There is a computer hall at the school that has 8 computers, which are on-line and available for western students to use.

The computer in the study is primarily for the middle schoolers. We discourage students from bringing computer games to play on these units because they interfere with the students need to send emails and to do school work.

Use of the computer must not be noisy or disruptive to others.

Non-compliance with the above rules may result in the suspension of computer privileges and other disciplinary measures.

## **Recreational Activities and spiritual retreats**

We believe the choice of recreational activities will deeply affect the development of the students' unificationist lifestyle. We ask that you use discretion in your choice of movies, videos, television shows, theater, and reading material, and not be entertained by that which may affect the health of your spirit.

## **Entertainment**

***In our facilities*** we have VCR's available for students to use. Our current expectation from every student is to see them watch Korean movies. This way they are more exposed to the Korean language and culture. During vacation time students can watch western movies but they need to inform a staff member of their selection and allow that person to then activate a program on the internet called **[www.pluggedinonline.com](http://www.pluggedinonline.com)** which will tell about the movie plot, rating, role models advice to parents on the movie, alcohol or drug use, blood, gore, disrespectful, bad attitude, inappropriate music, profanity listings, sex/nudity, smoking, tense fainting scenes, violence,

and topic to talk about.

All students are not allowed to go to PC Bang or Video Bang

Failure to follow these guidelines will result in disciplinary consequences

## **Fitness activities**

Any dormitory student leaving the dorm for Fitness activities, such as swimming, fitness club, hot bath etc, must have authorized permission from dorm parents. Residence staff prefers a group of three or more to ensure a safe trip.

## **Field Trips:**

Field trips are an important part of this program. Not only do they allow the students to get out and see more of Korea's history and beauty, but they also provide the students with powerful visual images and thus a deeper understanding of Father's course, as well. The locations for these field trips are chosen with these notions in mind. The locations include:

- ✓ Heung Jin Nim's Won Jun
- ✓ Sorak Mountain, Jeju Island
- ✓ Bird Hill, Mani Mountain
- ✓ Kyungbok Palace, National & Folk Museums, and the early Chongpadong Church
- ✓ Hook-Sok Dong and Yoido holy grounds, Mapo Church HQ building foundation
- ✓ The Segye Times
- ✓ The Korean Independence Hall (Museum), King Sejong's on Jon
- ✓ The Korean Folk Village
- ✓ Sun Moon University (both the Asan and Chonan campuses)
- ✓ Pusan and the Rock of Tears

## **True Parents attendance**

Often we are able to attend True Parents when they hold public functions in Korea. In the past, we have been able to attend events such as the opening of the Temple at Cheongpyeong and True Children's Day at Cheongpyeong as well as True Parents' birthdays, the 4 million couples Blessing and several Hook Dok We gatherings with True Parents. On some occasions, when True Parents attend a function at the Little Angels Performing Arts Center, the

students are given the opportunity to present True Parents with flowers and to greet them all together. On other occasions, such as when True Parents decide to celebrate holy days in Korea, the students are given the opportunity to perform a song or a dance before True Parents at the Little Angels Performing Arts Center, located on the Sun-Hwa school campus.

### **Cheong Pyeong:**

Going to Cheongpyeong is also an essential part of blessed children's education. Dae Mo Nim is very serious about educating the students in their spiritual life.

We try to take the students at least 2 times a year for weekend workshops. One of the essential items the students must bring to Korea is a small AM/FM radio with earphones in order to receive translation over the airwaves.

### **Signing in and out policy and procedures**

Signing out, on the book at the entrance of the dorm, is necessary when a student leaves the dormitory. When signing out, students must be specific about their destination and/or purpose of the trip.

The Residence staff needs to know exactly where you are at all times. For example, a destination written, "study" is not acceptable.

We are responsible to your parents to know your whereabouts at all times. This can only be accomplished if you are responsible in doing your part.

When the student returns they must clear their last location on the book by indicating that they are back in the building.

### **Guests**

All guests are expected to abide by the dormitory rules.

Weekend-overnight youth guests in the dorm are expected to notify the residence staff by **Wednesday** of that week. This will allow adequate time to confirm the guest intent and parent approval.

Parents visiting students should contact the dorm parents at least three days prior to their arrival. The parents are allowed to stay in dorm a maximum of three days per visit.

## **School programs**

The GOP program, which is taught in English, continues on into the Prep year, which is taught in Korean, and is held in The Institute of Korean Studies for Foreign Students building.

## **Examinations**

The GOP students have 4 mid-term examinations in October, December, March and May, before their finals at the end of June.

The Prep students have 2 mid-term examinations in October and in December before their finals in February.

The students who go through the GOP program are in the position to see whether they want to continue their studies in Korea. In consultation with their parents, the GOPs are asked to decide around May of the following year whether or not they wish to continue. If they wish to continue and if their grades permit them to do so, then preparations are made for them to come back for the Prep year beginning in September. Because the Korean school year begins in March, the Prep year only goes from September through to the end of February. Upon graduating from Prep, the students then enter 1<sup>st</sup>, 2<sup>nd</sup> or 3<sup>rd</sup> grade Korean middle school in March.

## **School Curriculum**

### **Korean Grammar:**

The main purpose of this class is to introduce students to Korean grammar and vocabulary thus developing both their foundation in Korean and their ability to study the language independently, with the use of a dictionary. Finally, along with the language some popular Korean proverbs are also taught, since they are an integral part of the Korean culture itself.

### **Korean Conversation:**

Speech patterns, vocabulary and proper pronunciation are taught and practiced by the students in conversation classes.

## **Korean Culture:**

The primary focus of this course is to give the student an historical overview of Korean history and culture.

## **English:**

The subjects, including reading, spelling, and composition, aimed at developing reading and writing skills are taught to students.

The main purpose of this course is to develop student's ability to read, write and speak the English language clearly and efficiently.

## **Mathematics**

Our Math curriculum strengthens our students understanding of arithmetic and develops their skills of translating verbal expressions into mathematical symbols, numerical expressions.

## **Social Studies:**

Our social studies curriculum provides coordinated, systematic study of information, skills, and concepts from the disciplines of history, geography, political science, economics, culture and health science with attention also given to connections among the peoples and nations of the world, the effect of science and technology on society (and vice versa), and the ways to practice good citizenship. Social studies curriculum helps our students develop the knowledge and skills necessary to make informed and reasoned decisions as citizens of a culturally diverse and interdependent world.

## **Physical Education:**

The students attend two official sports classes every week as part of their school curriculum. For these classes the students are asked to wear sports clothes. All activities are designed to provide a minimum of exercise for the students as well as show the power of teamwork.

The sports fields are located in the school grounds right next to the dormitory so the students can go there during their afternoon free time. Some of the most popular sports include: soccer, basketball, baseball and volleyball.

## **School rules**

Students must be in the school building by 8:30am, at the latest. This means being seated quietly in the appropriate classroom at the sounds of the bell at 8:40 am.

They should not write on the desks in any way, either by using pencils, pens, markers or erasers.

The school is not a play ground they should not run, shout or scream in the hall ways

After lunch students should be back in the school building by 12:50pm, latest.

Student should not touch the classroom equipments including chalk and board erasers unless authorized to do so.

Do not write on the board, unless authorized to do so.

During the day the weekly classroom leader is responsible to clean the board after each class, and to take excess dust off the board erasers.

All students should have a sense of responsibility for the general tidiness of the classroom they are studying in. For instance after a class is over, they should put their chairs under the table; if there is garbage on the floor, it their duty to pick it up and throw it in the garbage.

The only school uniform and indoor shoes must be worn during school time.

The school is a place of learning; therefore, an attitude of self-control and respect towards the teachers, the other students and the school property is a basic requirement at all times.

Students should always be mindful of the tremendous sacrifice that has been made to both establish and maintain this institute of learning, and do our best to preserve it.

Brothers must have short hair and sister must not wear necklaces or bracelets to school. Sisters must tie their hair back before going to school. You must wear your school uniform. If it is too small go and buy something that can replace it and that looks exactly like it.

## **Discipline**

The purpose of any disciplinary action should be to encourage students to be responsible for their actions and to help them integrate Divine Principles into their lives.

### **System of discipline**

Our system of discipline is based on individual responsibility that fosters team work. We expect our staff model respect and kindness. Likewise we expect students to be kind and respectful to each other, and to all of the other members in the dorm and school community. We have taught your class expectations and hope for our students based on dorm and school culture. Constantly and consistently we will reinforce positive behaviors with rewards and discourage negative behaviors with fair and appropriate consequences. We believe that the students, as individual members, should make choices that are beneficial to the dorm and school community.

We believe in counseling before carrying out discipline. We believe that every student has the right to know why he or she must be disciplined. We currently have a discipline system that is tailored to be fair, appropriate and is implemented with love.

These rules are instated to encourage good behavior and responsible actions within the dorm as well as at school.

### **Confidentiality**

Written, verbal, and electronic information of a sensitive nature concerning a student residing in the dorms is to be held in strict confidence by World Student Garden personnel. This obligation of professional confidentiality must be carefully fulfilled not only regarding the information in a student's files but also regarding a student's behavior and attitude learned in the exercise of professional duties. Under no circumstances should sensitive or potentially damaging information be discussed with anyone other than the staff unless authorization is obtained from either the parent or the General Manager of the Dorm.

Parents will be informed of any serious infractions, other wise we will send in a quarterly report to parents regarding behavior attitudes in the dorm.

### **Consequences**

Students with an inappropriate behavior may get from 3 to 7 days after school detention. When a student inappropriate behavior persists we will inform his or her parents.

Students whose presence poses a danger to persons, property, or are an on-going threat or disruption to the Dorm home environment, may have their dormitory residency revoked. The Dorm Parents in consultation with the Principal may revoke a student's dormitory residency. The Dorm Parents will

notify the parents regarding this action. Parents may make an appeal to the Principal in writing within two weeks after receiving the official notification of the revocation.