

# INTERNATIONAL CHRISTIAN SCHOOL PYEONGTAEK



## PARENT/STUDENT HANDBOOK 2015-2016

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This manual is for parents and students of ICS. It is subject to revision by Administration.

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# **1: INTRODUCTORY MATERIALS**

## **1:1 ICS VISION STATEMENT**

A city and world influenced for Christ through Christian education

## **1:2 ICS MISSION STATEMENT**

The mission of ICS is to establish an international Christian school staffed by qualified Christian educators, instilling in each student a Biblical worldview in an environment of academic excellence and respect for people of all cultures and religions.

## **1:3 ICS PHILOSOPHY OF EDUCATION**

1. ICS is a Christian school founded upon the belief that God is the source of all truth, and true education is based on His revealed word, the Bible. (John 14:6; John 17:17)
2. We are dedicated to establishing a godly academic environment where the Bible is integrated into all aspects of school life. (Deuteronomy 6:6-9 and Philippians 4:8)
3. We believe one of the purposes of education is to develop the knowledge and character that will enable students to fulfill their role within God's plan (Galatians 5:22-23)
4. We want to encourage students to honor their parents. (Ephesians 6:2-3)
5. We believe that education is characterized by a strong relevant curriculum coupled with a high expectation for student achievement. (2 Timothy 2:15 and Philippians 3:13-14)
6. Our international atmosphere is an open door for students of all cultures, races, nationalities, and religions. (Revelation 7:9-10)
7. We believe that each individual is uniquely created in the image of God with value and purpose. (Genesis 1:26-28)
8. We seek to help students understand how best to use the tools given, to find their place in God's will. (Ephesians 6:10-17 and Romans 12:1-2)
9. ICS is committed to mentoring a loving relationship with each student. (2 Timothy 2:1-4)

## **1:4 ICS STATEMENT OF FAITH**

- A. We believe the Scriptures, both Old and New Testaments, to be the inspired Word of God, without error in the original writings, the complete revelation of His will for the salvation of man and the divine and final authority for all Christian faith, life, and conduct.
- B. We believe in one God, creator of all things, infinitely perfect and eternally existing in three persons: Father, Son, and Holy Spirit.
- C. We believe that Jesus Christ, without any change in His eternality, became man through the conception of the Holy Spirit and virgin birth and that He died on the cross, a perfect and complete sacrifice, in our stead and for our sins according to the Scriptures. He arose

from the dead and ascended into heaven where, at the right hand of the Majesty on High, He is now our High Priest and Advocate.

- D. We believe that the ministry of the Holy Spirit is to glorify the Lord Jesus Christ and, during this age, to convict of sin and regenerate the sinner upon belief in Christ; at the time of regeneration baptizing the believer into the one body of which Christ is the head; and to indwell, guide, instruct, fill, and empower the believer for godly living and sacrifice.
- E. We believe that man was directly created by God in His own image but fell into sin. The entire human race is therefore lost, and only through repentance, faith in Jesus Christ, and regeneration of the Holy Spirit can salvation and spiritual life be obtained.
- F. We believe that the atoning death of Jesus Christ and His resurrection provide the only grounds for justification and salvation of all who believe, and that only such as receive Jesus Christ by personal faith are born of the Holy Spirit and by Him sealed to the day of redemption.
- G. We believe in the personal return of the Lord Jesus Christ, and that the hope of His appearing has a vital bearing on the personal life and service of the believer.
- H. We believe in the bodily resurrection of all the dead: of the believer to everlasting blessedness and joy with the Lord, and of the unbeliever to judgment and everlasting conscious punishment.
- I. We believe that the Church is composed of all persons who, through saving faith in Jesus Christ, have been regenerated by the Holy Spirit and are united together in the body of Christ, of which He is the head.
- J. We believe that water baptism and the Lord's Supper are ordinances to be observed by the Church during this present age. They are, however, not to be regarded as means of salvation.
- K. We believe that all the saved should live in such a manner as will honor, glorify and not bring reproach upon their Savior and Lord, and that it is commanded of God to remain separate from false doctrine and sinful pleasures, practices, and associations.

## **1.5 ICS EXPECTED STUDENT LEARNING RESULTS**

***Students, considering age and years at ICSP, who are:***

### **1. Effective Communicators**

- 1.1 Can share thoughts, ideas, or emotions through the written, digital, and spoken word
- 1.2 Can write a well crafted composition that is free of grammatical or structural errors
- 1.3 Can express themselves through diverse media options

Evidence & Examples of this ESLR: Class presentations, written assignments, digital assignments

## **2. Community Contributors**

- 2.1 Participates in activities that helps others more than themselves
- 2.2 Works collaboratively with diverse partners
- 2.3 Respects and values all individuals regardless of circumstance or status
- 2.4 Appreciates the value of the team over the individual

Evidence & Examples of this ESLR: Family groups in elementary, Week without Walls for MS & HS students, Food Drives, Service Projects

## **3. Biblically Informed Individuals**

- 3.1 Understands the narrative, major themes, and key doctrines of the Bible
- 3.2 Knows the necessary practices for healthy, gospel-centered spiritual development
- 3.3 Understands the source from which values such as mercy, compassion, grace, and salvation arise
- 3.4 Considers the inalienable value and meaning of life from both what is seen and unseen

Evidence & Examples of this ESLR: Student discipleship by other students, written assignments, spiritual growth assessments

## **4. Complex thinkers**

- 4.1 Can objectively analyze the pros and cons of issues and events past, present, and future
- 4.2 Can understand the sources from which ideas and culture come
- 4.3 Can intellectually engage comparable individuals on relevant topics
- 4.4 Can use logical and mathematical concepts for solving problems

Evidence & Examples of this ESLR: reports comparing and contrasting history or world views, lessons built on using higher order thinking skills of Bloom's taxonomy, debates held in and outside of class

## **5. 21<sup>st</sup> Century Learners**

- 5.1 Can use technology to find data for reaching answers to problems
- 5.2 Able to sort and sift data and information to arrive at a reasonable conclusion
- 5.3 Can learn through different media options
- 5.4 Displays grit, determination, and responsibility for learning to prepare for their future
- 5.5 Can use multiple disciplines to solve problems or projects in either a team or individual setting

Evidence & Examples of this ESLR: STEM, Project Based Learning Assignments, On-line course requirement for graduation, meeting with teachers during free time, using after school and online enhancements to learning

In order to provide evidence of these ESLRs being taught and learned, ICS will utilize a portfolio in which projects or events will be put into the student's file.

## **1:6 ICS = A BRIEF HISTORY**

Reverend Joe Hale founded Liberty Christian School in 1983. The school was initially founded to meet the needs of several missionary families in the Uijeongbu area. Because of the “non-command sponsored” children in the area, the school was expanded to include students in Kindergarten through Grade 12. In 1988, a branch of school was started to meet



U = Unsatisfactory

Mid-term reports are sent home with the students approximately four weeks into the quarter. Reports are to be signed by parents/guardians and returned. Students who fail to return signed reports will receive negative consequences such as lunch detention.

## **2:2 GRADUATION REQUIREMENTS**

### **Graduation Requirements:**

- A student earns .5 credits for each semester that they have successfully completed.
- Students need at least one semester (.5 credit) of a North Star Academy class.
- Students must satisfactorily complete the Senior exit interview.

### **Matriculation (College Preparatory) Diploma requirements:**

#### **Bible & Theo. Studies (4 Credits) §**

New Testament Survey (2 semesters)(required)

Systematic Theology (2 semesters)(required)

Comparative Worldview Studies (2 semesters)(required)

Apologetics (2 semesters)(required)

§ enrolled in a Bible course every semester (Bible courses are “core classes” at ICS)

#### **English (4 Credits)**

Literature & Composition

World Literature

American Literature

British Literature

AP English Literature & Composition A

AP English Literature & Composition B

(AP English Literature “A” & “B” courses can be substituted for American/British Literature)

#### **Mathematics (3 Credits)**

Algebra I (required)

Geometry (required)

Algebra II

Business Math

STEM (Science, Technology, Engineering, Mathematics)

Pre-Calculus;

AP Calculus AB

Trigonometry (Summer Only) (+ NorthStar courses, like Statistics or AP Stats)

#### **Science (3 Credits)**

Biology (required)  
Chemistry  
Physics  
STEM  
Anatomy & Physiology  
(NorthStar AP/Honors courses)

**Social Studies (3 Credits)**

Ancient World History  
Modern World History  
United States History  
Economics (one semester)  
U.S. Government (one semester)  
Psychology  
AP Psychology  
(NorthStar AP & regular courses can be substituted if our offering does not fit the student's schedule or teacher availability.)

**Foreign Language (2 Credits)**

Spanish I  
Spanish II  
Other foreign language credits  
§ Exemption from this requirement by scoring at least 750 on SAT Language Test

**Fine Arts (1 Credit)**

Art  
Choir  
Yearbook  
Music  
Speech & Drama

**Computer (1 Credit)**

Computer Applications  
Computer Science Topics  
STEM  
Yearbook

**Physical Education (1 Credit)**

Physical Education  
(KAIAC Varsity Sports Participation can grant 0.25 credits/season—maximum one credit)

**Community Service (1 Credit)**

Junior Project (0.5 or 1 credit)  
Senior Project (0.5 or 1 credit)  
(Juniors and Seniors must be enrolled at least one semester per year at ICS)

**Electives (at least 2 Credits)**

- Business Math (2 semesters)
- STEM (2 semesters)
- Pre-Calculus (2 semesters)
- AP Calculus (2 semesters)
- Trigonometry
- Biology (2 semesters)
- Chemistry (2 semesters)
- Physics (2 semesters)
- AP Physics (2 semesters)
- AP Psychology (2 semesters)
- Psychology (2 semesters)
- Teacher's Aide
- Library Aide
- Office Aide
- Spanish III
- Other accredited Foreign Language courses
- Art
- Music
- Choir
- Speech/Drama
- Yearbook (2 semesters)
- Computer Science Topics (2 semesters)
- NorthStar Academy courses that are not required ICS courses

**\*\*Seniors are also required to do a presentation on their documented community service. Outstanding community service will receive a special graduation cord and recognition on their high school diploma ("Community Service Distinction"). In 11th or 12th grade, one hundred documented hours are required to meet this requirement. This is coordinated through the Guidance Counselor.**

**Minimum credits required for High School Diploma: 25**

**ALL SENIORS PRIOR TO GRADUATION WILL HAVE A SENIOR EXIT INTERVIEW. The purpose of this interview is to demonstrate to a body of ICS Staff and Faculty your preparation and mastery of our ESLRs upon leaving ICS.**

**High School Diploma for Non-Matriculating Students (Must be offered by ICS as an option to student in Junior Year)**

**Bible & Theo. Studies (4 Credits) §**

- New Testament Survey (2 semesters)(required)
- Systematic Theology (2 semesters)(required)

Comparative Worldview Studies (2 semesters)(required)  
Apologetics (2 semesters)(required)  
§ enrolled in a Bible course every semester (Bible courses are “core classes” at ICS)

**Math: 3 credits**

Algebra I (required)  
Geometry (required)  
Algebra II  
Business Math  
Pre-Calculus  
A.P. Calculus

**Science: 3 credits**

Biology (required)  
Chemistry  
Anatomy  
Physics  
AP Physics

**Social Science: 3 credits**

Ancient World History  
Modern World History  
US History  
US Government (1 semester)  
Economics (1 semester)  
Psychology  
A.P. Psychology

**English: 4 credits**

Literature & Composition (required)  
World Literature (required)  
American Literature  
British Literature  
A.P. English Literature

**Physical Education/Health: 1 credit**

(KAIAC Varsity Sports Participation can grant 0.25 credits/season—maximum one credit)

**Fine Arts: 1 credit**

Art  
Choir  
Yearbook  
Music  
Speech & Drama

### **Foreign Language: 2 credits**

Spanish I

Spanish II

Other foreign language credits

§ Exemption from this requirement by scoring at least 750 on SAT Language Test

### **Computer: 1 credit**

Computer Applications

Computer Science Topics

STEM

Yearbook

### **Electives: 1 credit**

## **Minimum credits required for Non-Matriculating Diploma: 23**

### **COMMUNITY SERVICE**

One of the foundational principles of ICS is developing a community wide sense of service to others. This is accomplished through a variety of means at ICS. One means may be that a class will choose a class project that will be a service to someone else. For example, they may provide clean water or food to those who do not have these items readily available. If any parents knowing of a worthwhile project provide information it will be considered. It is our desire to partner with others who are doing positive and worthwhile community service rather than just starting up new ventures.

In addition, ICS also wants to develop an individual appreciation for service to others within our secondary students. In order to accomplish this, community service will also be mandated for all students enrolled at ICS. For Elementary students community service will be projects directed and/or coordinated with the primary teacher. For Secondary students (6<sup>th</sup> -12<sup>th</sup> grade) community service can be either a class or individual effort.

## **2:3 GRADE POINT AVERAGE**

To graduate with honors, a student must have achieved a cumulative ICS high school GPA of 3.50 or above. A student must have attended ICS for a minimum of 4 full semesters to be eligible for class valedictorian or salutatorian.

International Christian School recognizes the importance of diligence, commitment, and perseverance. In order to encourage our students to complete their high school education with the best possible preparation for college, ICS has instituted the following policy on GPA calculation:

1. Grade Point Averages (GPAs) are computed based on final class grades (semester grades, not quarter grades).
2. AP classes will be based on a 5.0 scale and not the 4.0 scale.
3. ICS will compute and report a transfer student's GPA based solely upon his/her classes completed at International Christian School.

4. High school classes that are exempt from GPA include teacher's aide, office aide, library aide or any other high school class that receives a pass/fail grade.
5. Final official transcripts with final GPAs will be available one week after graduation.

#### **2:4 TRANSCRIPT RELEASE POLICY**

1. ICS will release a transcript only after first securing permission from the Business Office to make sure the student's account is paid in full.
2. If the student's account is paid in full, the transcript will be sent. For current students, a copy of the student's last quarter grades will also be sent.
3. If the account is not paid in full, no transcript or other written details regarding the student's academic record will be sent.
4. ICS will send transcripts to up to three (3) colleges/universities by regular mail at no cost. After three transcripts, a fee of \$10.00 will be charged for each additional transcript. This fee must accompany the "Request for Transcript" form or other written request.
5. ICS may charge extra fees for multiple copies of report cards, diplomas, reference letters, transcripts, or other certificates. Students must pay for costs incurred in order to send transcripts or other documents by any courier other than regular mail.

#### **2:5 GRADUATION**

All school fees must be cleared 5 business before graduation for students to be allowed to participate in graduation ceremonies. Any senior that is deficient of more than 1 credit will not be allowed to participate in graduation ceremonies.

#### **2:6 DROP / ADD POLICY**

If a student wishes to drop or add a class from/to his/her schedule the following procedures must be followed:

1. Classes can be dropped or added only during the first 8 school days of the semester.
2. The student must request a Drop/Add Slip from the guidance counselor/principal.
3. The student takes the form to the appropriate teachers for their approval and signatures.
4. The form is then returned to the guidance counselor for his/her signature and/or the principal's signature. The guidance counselor may wish to contact the student's parents or guardians for their permission.
5. The student is notified of the result of his/her request.
6. If changes are approved the guidance counselor will change the master schedule and print a new schedule for his/her file and for the student.
7. The drop/add slip will then be filed in the student's permanent record file.

#### **2:7 HOMEWORK GUIDELINES**

Research indicates homework at the Jr./Sr. High School levels to have significant impact on achievement levels in both high school and college. Homework for these grade levels is to be encouraged.

For planned absences, students must make arrangements with the school office at least three school days in advance and make arrangements for homework. In order to be considered an excused absence, the absence must be approved by administration and work must be completed either before the student leaves or presented to the teacher upon the student's return.

In the event of illness or unexpected absence, parents may call or send a note to the school office requesting homework. The school office will notify teachers if homework has been requested and should be ready for pick-up by the end of the day. Upon return from an unexpected absence, one day for each day missed will be allowed for make-up work. Teachers may provide more time at their discretion.

In the event of a prolonged illness, an extension may be granted at the discretion of the administration and/or teacher. When absent for any reason, the student is responsible for securing assignments from the teacher upon returning to school.

## **2:8    EXTRA CREDIT**

Please do not request extra credit to help raise your child's grades. If a student is not able to keep up with his/her regular schoolwork, requesting additional work is inappropriate. Extra credit is a privilege not to be given for the purpose of rewarding irresponsibility. Raising grades through extra credit work only masks the problem and gives parents and students a false sense of accomplishment.

## **2:9    FINAL EXAMS**

Students in grades 6–12 are required to take semester final exams in all core courses (Math, Science, English, Social Studies, and Bible) unless they have a 95% at the end of the semester with 0 unexcused and 3 or less excused absences for the semester and then it is optional. The administration will determine the day and announce it for meeting grade eligibility for making the final optional. Typically the semester exams are administered during the final week of each semester. Exams will count for 20% of the semester grade for grades 9-12, 14% for grade 8, and 12% for grades 7 and 6. **Absences will not be excused during finals except for extreme situations such as a serious illness or death in the immediate family. Please discourage all absences during final exams.**

**Final semester exams can only be rescheduled for a serious illness, death in the family, or other family emergency approved by ICS administration. Missing the exam for any other reason will result in a failing exam grade.**

## **2:10    HONOR ROLL & OTHER AWARDS**

Honor roll placements are on a quarterly basis. Students receiving A- or above, for every class will be on the *Headmaster's Honor roll*. Students receiving B- or above, will be on the *Honor Roll*.

Each year, ICS will have end of year awards by Department (Elementary, Middle School, High School) for Highest Academic Achievement, Physical Achievement, exemplary Character, and for 100% attendance. In addition, there will be a Conqueror Award which will be the person that best exemplifies the combination of all of these in a single person. These awards will be presented along with class awards at the end of the year. The awards will be determined by the Staff & Faculty of ICS.

## **2:11 PSAT/NMSQT/STANDARDIZED TESTING**

All grade 10 and 11 students are required to take the Preliminary Scholastic Aptitude/National Merit Scholarship Qualifying Test in October. There is a required fee for this test.

All students will take standardized tests. Presently, ICS uses the MAP (Measure of Academic Progress) by NWEA. Students in K-10th grade will take this test. These costs are included in set tuition and fees. This test may be changed by the administration based upon technology and best practices in education.

## **2:12 RETENTION POLICY**

Grades K – 3: Unsatisfactory progress in language development (including reading comprehension, listening, and writing) or excessive absences (more than 11/semester) may result in the necessity of repeating the grade.

Grades 4 – 8: Failure of two core subjects (Math, English, Reading, Social Studies, Bible or Science) can result in the necessity of repeating the grade. Reading significantly below grade level may be considered as failure of a major subject.

Grades 9 – 12: Failure of courses at the high school level is dealt with individually and will affect student's acquisition of credits toward graduation requirements. Supplemental course work, summer school, or alternative course work may be required.

## **2:13 ACADEMIC PROBATION**

ICS realizes that each student is a unique creation of God. As unique individuals, students are gifted in many different ways and come from many different cultural backgrounds. It is our desire as a school that each student be encouraged to do his/her very best for God's glory. All high school students are encouraged to seek help from their teachers before or after school if they have questions or if they are struggling with a certain class.

If a student habitually receives D's or is not making progress toward a diploma, the administration will place the student on Academic Probation. This student will have a quarter (9 weeks) to bring all his/her grades to a C-. If the student still fails to show improvement, the administration may ask the student to withdraw from ICS.

## **2:14 ATHLETIC & EXTRACURRICULAR ELIGIBILITY**

Any ICS student participating in an extracurricular activity involving students from other schools, such as athletics or an outside school-wide activity, must meet and maintain the following eligibility criteria. This does not apply to ICS after-school activities. The student must have a minimum of a 2.2 GPA in core subjects (Math, English, Science, Social Studies, and Bible) to tryout. Once a student is participating, he/she must maintain this GPA. For sports, this will be checked weekly by the Athletic Director or coach on Monday for the previous week. For students below the threshold, he/she will not participate until his/her GPA meets the threshold. For sport seasons that cross a quarter, the first two weeks of the quarter will be averaged with the ending previous quarter average. For the high school play, the same criteria apply, but after the Christmas Break, student grades will no longer be checked.

## **2:15 CHAPEL**

Chapel is held one day every week. Parents are welcome to attend at their convenience. Students are expected to bring a bible and pen to chapel.

## **3: STUDENT EXPECTATIONS**

### **3:1 ASSIGNMENTS**

All assignments (homework, projects, papers, etc.) should be ready and turned in when the teacher asks for them. If an assignment is late, incomplete, or not ready, the following applies:

Assignments that are turned in on the due date but not submitted upon request may be penalized up to 50%. Electronic submission of assignments must be approved by the teacher or specified in the syllabus.

Even when absent, a student is still responsible for getting the assignment turned in on time. If this is impossible, a student must contact the teacher in advance to discuss options. Neglecting to communicate will result in no credit.

How to communicate:

Phone, email, or Power School.

**Assignments that are reviewed in class will not be accepted late.**

**At times a teacher may not accept a late assignment depending on the circumstances and type of assignment. This will be communicated to the class when the assignment is given.**

**If late homework becomes a chronic problem, the teacher will notify the parents.**

### **3:2 ASSIGNMENT MANAGEMENT**

All students are encouraged to keep an assignment notebook or utilize a homework management application in which they consistently record their homework, tests, quizzes, projects, and any other schoolwork that is due. Parents are urged to review their child's notebook or application periodically to ensure that assignments are being written down and completed.

### **3:3 POWER SCHOOL (PS)**

Parents and students are encouraged to check their PS accounts weekly to keep current on the progress and material in each class. High school teachers will post grade reports to PS for each class weekly.

All students and parents will be issued activation codes on the first day of attending classes. If you have forgotten your Powerschool login or password, please contact the Guidance Counselor to have your password reset.

### **3:4 CHEATING/PLAGIARISM**

Cheating: There are two types of cheating addressed in this policy, formative referring to cheating on homework or class work or summative referring to quizzes, tests, formal papers, and projects. Formative cheating will be handled by each teacher and covered in his/her syllabus. Summative cheating is a serious offense and will result in a grade of “zero” as well as parental notification. Cheating includes giving or receiving information about a test or quiz, and copying or handing in someone else’s work as your own. This includes plagiarism for grades 6<sup>th</sup> through 12<sup>th</sup>. Talking during a test is considered cheating. Demerits may be issued by Administration. The following is a summary of ICS policy for Summative Cheating.

- 1<sup>st</sup> offense – Zero on assignment, Parent Notification
- 2<sup>nd</sup> offense – Zero on assignment, Parent Notification
- 3<sup>rd</sup> offense – Zero on assignment, Parent Notification, In-school suspension
- 4<sup>th</sup> offense – Zero on assignment, Parent Notification, Out-of-school suspension
- Beyond – the student may be immediately placed on long term suspension at the discretion of the administration

**Plagiarism:** The Webster’s Ninth New Collegiate Dictionary, 1989 defines *plagiarism* as: “(v): to steal and pass off [the ideas and words of another] as one’s own; use [a created production] without crediting the source;(vi) to commit literary theft; present as new or original an idea or product derived from an existing source; derived from the Latin word *plagiarius* meaning kidnapper.”

At ICS students are expected to do a variety of research projects. Each project often receives several grades, one of which is for the final copy of the research paper. In the research process it is expected that students will give credit to the various sources they use to obtain information for their papers. ICS subscribes to [www.turnitin.com](http://www.turnitin.com) for checking the authenticity of for submitted work. Not giving credit to someone for his/her work can incur very heavy penalties. This also includes taking Korean documents and translating them into English without proper citation. In university the student is likely to be expelled if found to have plagiarized a work.

All written assignments such as poems, speeches, essays, reports, etc. – no matter the subject written for - shall carry the same consequences as written above in the section for ICS research papers. Plagiarizing is cheating. Cheating is unacceptable and does not honor Christ.

In grades 9 and 10 the student who has plagiarized for the first time will be given the chance to rework the piece including sufficient citing, but the end mark will receive a 25% reduction. In grades 11 and 12 the student who has plagiarized will simply be given a zero (0) for the final copy of the assignment.

### **3:5 BEING LATE TO CLASS**

Secondary students are to be in class and prepared when the bell rings. A .25 demerit will be given each time a student is late to class.

**This late policy does NOT include being tardy to SCHOOL, only to classes for periods 2-7. See Morning Tardy policy under the ATTENDANCE section of this handbook.**

### **3:6    BEING UNPREPARED FOR CLASS**

Students must be prepared for class by bringing required materials (textbooks, pens, pencils, paper, charged electronic device, etc.) with them to each class period. A student should learn to be responsible for his or her own items, and not consistently use a friend's at the friend's expense. If a student is unprepared or borrows materials from a friend, it may be considered a .25 demerit and be accumulated with any other demerits. These policies will apply to study hall as well.

### **3:7    MAKE-UP WORK**

Generally, students will have one day for each day absent to make up missed work. However, special circumstances (consistent absences or extended illness) may require a different time schedule. This schedule should be worked out with each individual teacher.

When a student is absent, the student must work diligently with his/her teachers to make up the work as soon as possible, but at least within twice the amount of time which was missed. Such work is the responsibility of the student, not the teacher. When an absence occurs, the student shall receive full credit for make-up work, unless it is turned in past the deadline stated above. If, however, a student misses only the day a test is given or an assignment is due, he/she is responsible to make up the work the first day he/she returns.

Work or tests assigned prior to the absence that fall due on the day of or the day after the absence should be turned in or taken the day the student returns to school. An exception to this would be if the parent wrote a note stating that the student was unable to do any studying at all during his/her illness; the test/assignment could then be delayed by one day.

Parents must go through the following steps to request such an absence and to ensure the absence is excused. Not following these guidelines may result in the absence being unexcused.

1. Parents must submit a **written note or call the school** to indicate the date of and explanation for the proposed absence.
2. The student or parent/guardian must obtain a pre-arranged absence form from the office two school days in advance and get assignments from teachers so that the student's work may be completed and returned after the absence.
3. Assignments must be completed for the absence to be excused.

We request that these steps be followed. Failure to follow these aforementioned guidelines may result in the absence being unexcused.

The absent student is responsible to find out what work he/she has missed and is expected to make up all such work. The student should contact the teacher *via* email or check the class website for assignments that were missed.

### **3:8    TEXTBOOKS**

The school fees cover the cost for the use of all textbooks. The school expects students to treat all books with care and keep them covered at all times. Book covers should not be taped or glued to the book itself. Loss or damage of textbooks that goes beyond reasonable "wear and tear" will be paid for by the student. Replacement of lost or damaged textbooks will be charged at a rate to replace the textbook plus shipping.

### **3:9 GENERAL SCHOOL CONDUCT**

1. Walk in hallways and staircases; no running.
2. Respect other students, classes and school property.
3. Keep items stored in the designated location (*i.e.* locker, cubby, hook); do not place anything on windowsills or on top of the lockers.

### **Proper Address**

Students should address staff with Mr., Miss, or Mrs., and family (last) name. During Physical Education classes, students may address the instructor as “Coach \_\_\_\_\_” using the surname.

### **Profanity/Inappropriate Language**

Profanity (cursing) is not allowed at ICS in any language. This includes sexual remarks, negative comments about any nationality/ethnic group, or foul language in or outside the classroom. Reports by staff, parents, and students will be investigated and consequences will include apologies to offended persons and other disciplinary actions. Parents will be notified of offensive behavior.

### **3:10 CLASSROOM CONDUCT**

Classrooms are to be orderly places, with objectives to be covered each period. To help with orderliness and efficiency, we ask students to follow the established classroom rules.

**Because of the limited time for each class period and the importance of teaching the curriculum, discipline problems will be dealt with firmness and grace. Below is one way a teacher may employ discipline within their classroom.**

- 1<sup>st</sup> offense: Warning
- 2<sup>nd</sup> offense: Detention
- 3<sup>rd</sup> offense: Demerit

When a student reaches the third offense, he or she will take home rule violation form (RVF) for parents to sign and return, notifying them of the detention.

### **3:12 LUNCH CONDUCT**

The school has a full-service lunch program. Students should return trays, plates, bowls, and utensils to the proper receptacle and throw all trash and litter in the trash cans.

### **3:13 USE OF ENGLISH ON CAMPUS**

International parents who send their children to ICS often do so with the express purpose of assuring that their children learn proper spoken and written English. All instruction at ICS with the exception of foreign language classes is done in English. All documents, signage, and forms are done in English. Therefore, it behooves our students to learn English as soon as possible. Research studies have shown that an effective way for students to acquire a foreign language is through immersion. At ICS, experience has shown that when our ESL students were a small minority of our population, they learned English quickly in order to communicate. We feel our ESL students are taking a longer time to learn proper spoken English. While we realize that God is the One who has provided each nationality with its own language and culture and we do not desire to minimize that truth for each family, we believe

we have a responsibility to help all our students learn English well. Therefore, ICS requires students to speak English during school hours and while participating in school events with the following exceptions: (1) when specifically requested to speak another language by a teacher and (2) when students are speaking to their parents. Students who are overheard speaking a language other than English during regular school hours (except as noted) will be issued an appropriate consequence such as a writing assignment during lunch detention. For those students who continue to violate the school's "English only" policy, other means of discipline may be used.

### **3:14 CAMPUS CLEANLINESS**

Students are to take pride in their campus and keep it clean. All trash should be properly thrown away, and students should pick up stray litter when they see it. If litter problems occur, some student privileges may be lost.

### **3:15 ELECTRONICS AND NON-EDUCATIONAL ITEMS**

Gadgets, skateboards, games, toys, comic books, non-educational magazines, and portable CD players, MP3 players, etc., may be brought to school only if they are **turned off** and kept securely hidden in the student's locker or bag during school hours. **NOTE – Due to hand phones/smart phones causing a continuous distraction, hand phones/smart phones may not be out or used during school hours.** All phones should be powered off before entering school.

Students may bring electronic devices on campus for use before and after school. School aids such as handheld computers and electronic dictionaries may be brought to school, provided that they are only used in class, by the owner, and for academic purposes. Otherwise, they are subject to the same type of confiscation as mentioned above.

### **3:16 FIELD TRIPS**

A permission slip listing emergency information must be submitted by a parent for a student to take part in school-sponsored trips away from school premises. Regular school dress applies to field trips unless otherwise indicated by the teacher. Field trips will be planned with great care as to the safety of the students. They will be expected to behave well and follow the directions of the teacher and parents who may be assisting. Misbehavior by a student may result in his/her exclusion from future field trips.

### **3:17 SENIOR PRIVILEGES**

#### **A) Check Outs**

Students must come to the office for early check-out.

**B) Other privileges, except for academics, will be by agreement between the Administration and Senior class at the start of the year.**

### **3:18 STUDENT PASSES**

Students are required to have hall passes from their teacher any time it is necessary for them to be out of class. This includes permission to use the restroom, visits to the office, etc.

### **3:19 STUDENT TECHNOLOGY CODE OF CONDUCT (ACCESS & USE)**

The International Christian School actively promotes the appropriate use of technology in education. To ensure that students, staff, parents and other community members can take full advantage of the technologies available, all use of technology must have proper authorization and adhere to the school's code of conduct. To access and use technology at ICS, this statement must be signed by each student and his/her parent and kept on file at the school.

1. All use of technology must be in support of and consistent with the purposes of the International Christian School. It is the user's responsibility to keep all inappropriate materials and files, virus-infected media, or other software dangerous to the integrity of the system away from the school's technology.
2. The school expects that students will not access inappropriate materials. Inappropriate use, materials and/or access include, but are not limited to: plagiarism, pornography, hate mail, chain letters, unauthorized access (hacking), and email messages that initiate false alarms, etc.
3. Individuals are responsible for adhering to the laws for copyrighted materials under Pyeongtaek and international guidelines. All software installed on school computers or on the school's network should be owned by ICS with sufficient licensing agreements.
4. Each user shall respect another individual's work, files, passwords and programs. Users shall not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, or misrepresent others using the school's technology or other networks. You have full responsibility for the use of your account, **do not share your password or account.**
5. It is the user's responsibility to exercise reasonable judgment to ensure that no equipment or software is destroyed, modified, or abused in any way. Users must ensure that all food and drink are kept away from all equipment.
6. Users should be responsible and not knowingly degrade the performance of the network. For example, electronic chain letters and Internet chat rooms are prohibited for this reason. Audio and video broadcasts that are not for specific educational purposes are also prohibited during the school day because of the impact on limited bandwidth. In other cases, downloading files from the Internet may also be restricted.

The consequences for failure to adhere to the technology code of conduct may result in restriction or complete loss of access to any and all forms of technology or other disciplinary measures deemed appropriate by the school administration.

### **3:20 PUBLIC DISPLAY OF AFFECTION**

ICS believes that proper, God-glorifying relationships between young men and women should be encouraged. However, the Bible does teach that within each of us is a fallen nature that

may lead us astray from proper relationships. The Bible is also clear that we should avoid any contact that may lead to lust or unwholesome thoughts. While we recognize our standards may be outside what modern society encourages and promotes, we do not apologize for maintaining high standards of moral and ethical conduct. ICS requires its students to avoid public displays of romantic affection.

## **4: ATTENDANCE**

### **4:1 MORNING ARRIVAL**

Students cannot arrive at school prior to 8:05 a.m. We would appreciate parents seeing that their children arrive by 8:25 a.m..

Any students who arrive after 8:30 a.m. should report directly to the office to receive a tardy and a late pass.

### **4:2 MORNING TARDY POLICY**

#### *Morning Arrival*

ICS staff will be on duty to supervise morning arrivals starting at 8:05. Students who arrive earlier than 8:05 a.m. may remain outside of ICS.

Number of Tardies	Result
1	Warning
2	Warning
3	Lunch detention, +1 unexcused absence
4	Warning
5	Warning
6	Lunch detention, +1 unexcused absence, letter goes home, returned signed.
7	Warning
8	Warning
9	½ ISS, +1 unexcused absence, parent contact, letter goes home, returned signed.
10	Warning
11	Warning
12	½ ISS, +1 unexcused absence, parent contact, letter goes home, returned signed.
13	Warning
14	Warning
15	Full day OSS, +1 unexcused absence, Parent conference, develop action plan

### **4:3 ABSENTEE POLICY**

For grades 6-12, if the student arrives more than 15 minutes late to any class period, that is considered a period absence and is no longer a tardy. Missing one period or more in a day equals a ½-day absence. For grades K-5, missing all morning or all afternoon is a ½ day absence. Secondary students must obtain an “excused absence” slip from the office to show to teachers in order to have permission to make up missed work.

Every student absence is designated as either "excused" or "unexcused." An absence may qualify as excused in one of the following ways:

- A. The parent of the absent student must give written notice to the office (and to the classroom teacher, if the student is in elementary school) at least two school days in advance. This type of pre-arranged, parent-approved absence will be excused based on emergency medical needs of family members and other circumstances that may arise.
- B. In cases of illness or emergency, the parent should call the office on the day of the absence, by 09:00 AM. A medical report provided by a licensed physician may be required within two days after returning to school.

All other absences will be treated as unexcused, and the following disciplinary measures will be taken for students (grades 6-12):

- A. Failing Grade for all work missed, including tests and quizzes. Teachers may require students to make up work, but no credit will be given.

**For secondary students, after 10 absences (excused or unexcused) the semester grade will drop by 10% unless for extenuating reasons decided by the administration.** For all subsequent absences, per course, the semester grade will drop an additional 10% from the earned average.

- A. For example: A student has 13 absences and a grade of 85 in biology. At 10 absences, the grade will be reduced to 76.5. After 11 absences, the grade will drop to 69. At the 12<sup>th</sup> absence, the grade will be 62. After 13 absences, the student's final grade will be a 56.
- B. For extenuating circumstances, such as prolonged illness, or contradictory statements the administration reserves the right to review individual student's situations regarding the absence policy.

Unexcused absences of elementary students in grades K-5 will be dealt with on a case-by-case basis and may involve a conference with the parents. However, after 11 absences (excused or unexcused) per semester the student MAY lose partial tuition or scholarship assistance unless the Administration makes a determination of extenuating circumstances.

Homework assignments will be made available at the end of the school day, so that the teacher has ample time to write out the assignments. The number of absences each year will be recorded on the grade report card. There is ample time built into the school calendar for vacations. Please try to schedule your travels around these times.

#### **4:4 CHECK-OUT PROCEDURE**

Only a parent or legal guardian will be allowed to check students out of school before 2:45p.m. Any other individual **will not** be allowed to check a student out of school unless specific permission is obtained from the administration as a pre-planned check-out. Parents may call or send a note to communicate permission for their child's early check-out.

Whenever a student checks out early, teachers of any classes not attended will be notified by e-mail. In the event that early check-out is due to illness, the office staff will be responsible for this notification. Students must sign the check-out sheet in the front office prior to leaving the school campus.

#### **4:5 BUS POLICY**

ICS has contracted with a private bus company to provide transportation to and from school for those parents desiring it for their children. Fees for the bus service vary, depending on the distance from the student's home to the school.

Responsible behavior will be expected on the bus by all students using the service. Misbehavior on the bus may result in suspension from the bus. Students who are not signed up to ride the bus will not be allowed to board the bus either before or after school. Food or drink is NOT allowed on the bus.

No student who is listed as a bus rider will be allowed to remain on campus after school unless the office has received a note or phone call from the parents ahead of time requesting this. **Bus riders who will not be riding the bus on a particular afternoon must notify the school office that morning via a written note from their parents.** Students are not allowed to use the office phone to gain parental permission for this. The bus company and the school must be given at least two days' prior notice if a student will need to switch to another bus. Students who desire to ride the bus home with a friend must have prior permission and will be charged a small amount.

The bus company may also have other specific requirements that those who use their service must abide by.

All students deserve a safe environment when they ride the school buses between school and home. Therefore, please review these bus rules:

1. All students are required to sit on the seats. No one should be standing on seats or in the aisle. Yelling, screaming, or loud noise is not allowed on the bus.
2. Students may not horseplay, fight, tease, or use bad language (in English or Korean). They must treat each other with kindness.
3. Students may not put heads, hands, or objects out of the bus window. Nothing may be thrown from the bus window or may be thrown inside the bus.
4. Students who wish to change buses must get a pass from the office. If a student does not ride a bus, then they must purchase a pass from the office.

Student not normally riding a bus will be charged a fee as follows: Songtan 4,000 won, Osan 5,000 and Cheonan 6,000 each time they ride.

5. The bus monitor will report to the office each day about behavior on the bus. Students will be warned one about violation of bus rules. The second offenses will receive disciplinary action at the school, and parents will be notified. The third offense will put the child on **probation** (the student will not be able to ride the bus for three consecutive school days). Parents will be responsible for getting their child to school on time and picking the child up directly after school. There will be no refund of the bus fee for these days. At the end of the probationary period the student will be able to resume riding the bus.

## **5. Discipline**

We believe that respect for authority is an essential ingredient to quality education and character development; therefore our classrooms are controlled with firm, loving discipline by qualified and dedicated Christian teachers. (Hebrews 12:6-11)

The desire of ICS is that all of our students be controlled with self-discipline in their attitudes and actions on campus and off campus. To develop such self-discipline, though, it is necessary for us to teach and train the students in this process.

ICS teachers are assigned the primary responsibility of ensuring that their students behave in a proper way. At the beginning of the school year each teacher creates a classroom discipline plan, communicates the rules and consequences to the students, and consistently implements the plan. Teachers send these classroom rules/policies home to the parents at the beginning of the school year.

The administration is charged with final responsibility for enforcement of school standards. If a student commits a particularly serious offense or has developed a habit of repeatedly committing the same offense, then that student will be referred to the Principal or Director for special action. Such action may take one of several forms, including but not limited to the following:

- Conference with parents/guardians
- After school work detention/detail
- Saturday school (Parent must pay for supervisor \$100)
- In- or out-of-school suspension
- Long term suspension from ICS
- Fines as determined for property damage
- The loss of scholarships and all Tuition Discounts
- All costs for any adjustments will be passed on to the parents
- Not being allowed to reenroll at ICS

Students in grades K-5 will utilize the “Honorable Character” discipline program.

In grades 6-12, discipline violations will be given to the student as a demerit. Demerits will be given for violations that go above and beyond routine or minor infractions. These violations can be for eventual consequences in the classroom,

disrespect to a staff member, or failure to respond to requests by staff. A teacher can only issue one demerit at a time but the administration can issue more than one based on the seriousness of the situation. Demerits are cumulative for the school year. The following table summarizes the consequences based on number of demerits received by a student:

<b>Demerits</b>	<b>Result</b>
<b>Less than 3.00</b>	Warning
<b>3.00</b>	Discipline Record sent home and ½ day In-School Suspension (ISS) or Saturday school. Signed letter returned
<b>5.00</b>	Discipline Record sent home, letter attached, and ½ day ISS or Saturday school. Signed letter returned
<b>8.00</b>	Discipline Record sent home, letter attached, and ½ day ISS or Saturday school. Signed letter returned
<b>10.00</b>	FIRST Parent meeting and full day ISS
<b>13.00</b>	Discipline Record sent home, letter attached, and full day OSS. Signed letter returned
<b>15.00</b>	Parent meeting towards intervention and change with out of School Suspension
<b>16.00</b>	Discipline Record sent home
<b>17.00</b>	Discipline Record sent home
<b>18.00</b>	Discipline Record sent home
<b>19.00</b>	Parent Meeting, Discipline Record sent home, full day OSS. Signed letter returned.
<b>20.00</b>	Parent meeting and loss of tuition discounts, student may not be allowed to return to school the following year

Out of-School Suspension will receive no credit and an unexcused absence. School work completed during In-School-Suspensions will receive only partial credit as follows.

- Class-work, homework, projects – 50%
- Quizzes – 75%
- Tests and Exams – 90%

We expect every staff member to be treated with respect and dignity just as each student should receive the respect of the staff. Any show of disrespect toward a staff member or insubordination on the part of any student will not, under any circumstance, be tolerated.

### ***Lunch Detention***

In grades 6-12, teachers and staff may issue lunch detention to any student as a form of punishment for behavior policies or the failure to follow administrative instructions such as the return of a signed report card/progress report. A student given lunch detention will report *immediately* to the assigned room during lunch. During lunch detention there will be no talking and students may only work on an assignment given by the lunch detention teacher.

## **5:1 MISCONDUCT**

ICS has the authority to issue demerits or suspend a student from school when the student has committed an act of gross misconduct or has engaged in persistent disobedience.

Administration can award multiple demerits based on the seriousness of the offense. The following are categories of gross misconduct which are general in nature. This list is not intended to be all-inclusive.

- A. Weapons and Dangerous Instruments - A student shall not knowingly possess, handle, or transmit any illegal or dangerous weapons such as a firearm, dagger, dirk, stiletto, switchblade, iron bar, brass knuckles, or any other object that could cause bodily harm.
- B. Disruption of School - A student shall not intentionally cause a disruption or obstruction of the educational process, nor shall he/she urge others to engage in such conduct.
- C. Vandalism - A student shall not be involved in willful or malicious destruction or defacing of school property or the property of others.
- D. Damage or Destruction of School Property - A student shall not be a part of any theft, larceny, robbery, burglary, or unauthorized possession of another individual's property.
- E. Assault on a School Employee – Assaults or verbal threats against school personnel, persons on school premises, or while off school grounds at any time will not be tolerated.
- F. Narcotic and Dangerous Drugs and Alcoholic Beverages - A student shall not knowingly use, possess, distribute, persuade or attempt to persuade others to possess or use any illicit drug or alcohol.
  - a. On the school grounds at any time
  - b. Off the school grounds at a school activity, function, or event.
- G. Smoking - Students are not permitted to smoke or possess smoking materials (including e-cigarettes) at any time during the school day or at school-sponsored evening activities. This applies to all parts of the building and the entire school campus area.
- H. Lack of Submission to Authority - A student shall not repeatedly fail to comply with directions of teachers, student teachers, substitute teachers, teacher-aides, principals, or other authorized personnel during any period of time when he/she is properly under the authority of school personnel.
- I. Fighting – Students will not be allowed to work out disagreements in a physical manner.
- J. Inappropriate Reading Material – Students will not be allowed to have on school property reading or photographic pornography of any type, material containing overt sexual, violent, racial, or inappropriate themes contrary to the mission and purpose of ICS. Students will also not be allowed to access this material on the school's computers.
- K. Bullying – It is our desire at ICS that all parties involved would seek repentance, forgiveness, and reconciliation. We seek to model Matthew 18 in this regard. Forgiveness is the heart of that which we seek and do. Bullying is unwanted, aggressive behavior among school-aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over

time. This is determined by a judgment call made by the teacher or witnessing staff member.

a. Bullying also includes the realm of social media.

- L. Sexual Harassment - is unwelcome words or conduct of a sexual nature that have the purpose or effect of creating an embarrassing, hostile, humiliating or offensive environment for the victim. This is determined by a judgment call made by the appropriate ICS staff member.

## **5:2 THREATS OR ACTS OF INTIMIDATION**

If a student has been threatened or intimidated, the student should immediately contact the teacher or school principal who will immediately initiate action concerning the threat.

If a parent becomes concerned for the safety of a student, whether physical or emotional safety and/or emotional well-being, the parent should contact the high school principal. The principal will initiate an investigation into the concern and will follow up with appropriate personnel as needed.

## **5:3 FAN BEHAVIOR AT SPECIAL EVENTS**

Although ICS realizes that adults (parents/guardians) are not bound by the same code of conduct as their children enrolled at ICS, it should be noted that all persons attending ICS-sponsored events (social events, athletic events, etc) are expected to abide by all ICS policies pertaining to appropriate behavior. Any persons who exhibit inappropriate, rude, unsportsmanlike and/or unchristian behavior may be requested to leave such events at the discretion of the coach or director in charge of the event and/or any administrator in attendance.

# **6: DRESS CODE**

## **6:1 GENERAL STATEMENT OF PHILOSOPHY**

Proper grooming must be taught along with other rules of manner and morals to help our students understand the importance of living a wholesome productive life ICS, through its dress standards, seeks every means at its disposal to encourage its students to think and act like Christian ladies and gentlemen. Our dress code serves to give the student a distinctive appearance, encouraging Christian conduct and promoting school pride. It seeks to create an atmosphere conducive to learning. The goal of our dress code is to establish high Christian standards for our school and our students. Of course, while no outward appearance will gain any extra standing with God, students must still learn the importance of following dress guidelines. This submission helps students understand the importance of Biblical authority and obedience.

## **6:2 SPECIFIC DRESS CODE GUIDELINES**

*\*Note: Items in bold print apply to every school day, including dress down and spirit days.*

### **Pants/Capris**

- Pants may be any solid color.
- Pants may not be denim or sweat pant material.
- **Pants may be straight leg, boot cut, or flair leg style.**
- **Baggy/sagging pants are not allowed.**

- **Pants must be loose enough to pull out the fabric without stretching it and measure an inch at the knee.**

#### **Shorts**

- Shorts may be any solid color.
- Shorts may not be denim or sweat pant material.
- **Shorts must be no shorter than four finger widths above the middle of the knee.**
- **Shorts must be loose enough to pull out the bottom of the hem without stretching it and measure an inch.**

#### **Dresses/ Skirts**

- Dresses/skirts may be solid or multi-colored (striped, dotted, checkered, floral, or patterned).
- Dresses/skirts must not have any writing, except on a logo\* on the chest no larger than your palm.
- \*Logo is defined as- a symbol or other small design adopted by an organization to identify its products, uniforms, etc.*
- **Dresses/skirts must touch the floor when kneeling (with or without leggings).**

#### **Leggings**

- Leggings may be any solid color.
- Leggings may not have any writing or pictures.
- **Leggings may be worn only with a skirt or dress long enough to touch the floor when kneeling.**

#### **Shirts**

- Shirts may be solid or multi-colored (striped, dotted, checkered, floral, or patterned).
- Shirts may not have any writing or pictures, except those purchased from/provided by the school or those with only a logo\* on the chest no larger than your palm.
- \*Logo is defined as- a symbol or other small design adopted by an organization to identify its products, uniforms, etc.*
- **Shirts may be polo shirts, t-shirts, collared, or button-down shirts.**
- **Shirts must have sleeves.**
- **See-through material is not allowed.**
- **Shirts must be modest enough so that the midriff, back, and cleavage (no lower than four fingers from the collarbone) do not show.**

#### **Sweaters/ Sweatshirts**

- Sweaters may be solid or multicolored (striped, dotted, checkered, floral, or patterned).
- Sweaters may be cardigan, pullover, or hooded style.
- Sweaters may not have any writing or pictures, except those purchased from/provided by the school or those with only a logo\* on the chest no larger than your palm.
- \*Logo is defined as- a symbol or other small design adopted by an organization to identify its products, uniforms, etc.*

#### **Jackets**

- Jackets may be any color or style.
- Jackets may be multi-colored (striped, dotted, checkered) or solid.
- Jackets may have writing and/or pictures, but they must not include any derogatory or questionable material.

#### **Shoes**

- Shoes may be dress shoes, tennis shoes, or sandals.
- Bathroom or house slippers are not permitted.
- **Elementary students may not wear heels or wedges.**

#### **Hairstyles**

*\*Wacky Tacky spirit day is an exception for this category.*

- Hair should be kept neat and clean.
- Strange or unusual hairstyles are not permitted.
- If male students have facial hair, it must be neatly trimmed.

**Chapel Day Dress Code (Middle School and High School)**

- Male HS/MS students must wear black dress pants, a white button-down (oxford) shirt, belt, and a school tie. Blazers and sweaters are optional, but must be black (without logos).
- Female HS/MS students must wear black dress pants or skirts, a white button-down shirt, and a school tie. Black leggings are optional.

**Chapel Day Dress Code (Elementary)**

- All elementary students must wear a solid blue polo shirt on chapel day.
- Male students must wear black dress pants on chapel day.
- Female elementary students may wear either a black skirt or black dress pants on chapel day.

**Other Guidelines:**

- Students may not wear slogans, pictures, or colored shirts under their outer shirts so that they show through.
- Female students are allowed to wear earrings in their ears and/or a small nose piercing. However, any other type of body piercing is not allowed in the school building or at any other school event.
- Male students are not allowed to wear earrings or any type of body piercing in the school building or at any other school event.
- Hats, caps, and hoods are not to be worn inside the building at any time.
- If students have tattoos, they must be covered while on campus. Certain exceptions may be made by administration on a case-by-case basis.
- Underwear and bra straps must never be visible.
- Clothing must be free of holes and rips.

*\*Note: These guidelines may be changed at any time at the discretion of the school administration.*

**6:3 DRESS CODE VIOLATIONS**

The first time a student is caught wearing jewelry and/or accessories that are not in conformity with the ICS dress code; it will be confiscated by a staff member and returned only to the student’s parent. The second time it will be collected **and donated to a local charity**.

Parents may choose one of the following to remedy a dress code violation:

- A) Student may travel home, change, and then return to school [each class period missed will be counted as unexcused]
- B) Parent may bring proper clothing for the student.
- C) Student may change while on campus and receive a detention for violation of the dress code
- D) Elementary parents may pay a penalty of 5,000W for a dress code violation *in lieu* of bringing a change of clothes.

For dress code violations involving issues of modesty, the student will be excluded from class until the problem is remedied.

For those students who consistently violate the school’s dress code, other means of discipline such as detention or suspension may be used.

**7: ENROLLMENT**

## **7:1    ADMISSIONS**

International Christian School does not discriminate in its admissions on the basis of national, ethnic, or racial origin. The school respects the religious preferences of parents and students. However, parents should understand that the school is operated within the framework of Christian principles. The school maintains the right to refuse admission to students not meeting its academic requirements or to students displaying a lack of willingness to abide by its rules and regulations.

ICS anticipates that all new students who enroll at ICS will be successful and diligent. Secondary students who fail to succeed during their first quarter at ICS may be put on probation. Those secondary students who continue to perform poorly either socially or academically after two quarters at ICS may be asked to withdraw.

Grade placement for incoming new students is determined on the basis of the student's age, the former grade classification at his/her previous school, previous academic performance, and scores on ICS entrance assessments. New students who are coming from schools following a calendar-based school year will of necessity repeat a half-year.

## **7:2    POLICY ON ACCEPTING STUDENTS LIVING WITH GUARDIANS**

While the Biblical mandate is clear concerning the responsibility of parents rearing their own children (Deuteronomy 6 and Ephesians 6), it is also clear that parents must at times seek the help of others to care for their children. Therefore, ICS attempts to aid these families through the following guidelines.

1. Students living with guardians must be either in grade 7 or higher, **or** they must be age 13 or older.
2. Guardians must sign the "Responsibilities of Guardians of ICS Students" form.
3. Guardians must be approved by ICS. ICS prefers that students stay with relatives. Those missionaries that are living/working outside the country **MAY** be permitted to enroll their children if they are living with a guardian that the mission agency or church recommends.
4. The guardians/parents must take the responsibility to get the necessary student visa for the children.
5. ICS will only allow students to stay with guardians that have a "home stay" situation. Students may not stay in hostels or dormitory situations.

Parents are still responsible to make sure tuition payments are current.

## **7:3    CHANGE OF ADDRESS**

Please notify the school immediately whenever your contact information changes (i.e., home/work phone, hand phone, pager, fax, email address, mailing address). Several times throughout the year we must pass on important information to the parents, and in the case of an emergency, it is extremely important that we have up-to-date contact information.

## **7:4    WITHDRAWAL**

Withdrawal from ICS for any reason must be transacted through the school office by the parent or guardian. A withdrawal form is to be completed, providing the school with forwarding contact information. All money owed the school must be paid before the

withdrawal is complete and records can be released. **A written notice is required at least 14 days prior to withdrawing a student from ICS.**

## **8: MISCELLANEOUS**

### **8:1 CONFERENCES AND SCHOOL VISITATION**

We are delighted to have parents, friends, and prospective parents and students as visitors. The office will make arrangements for the visit, and a staff member will be happy to show visitors around the school campus, if desired. Students with friends who would like to accompany them to school should seek advance permission from the administration and receive a signed campus pass for the day. Any such friends should abide by school rules and adhere to the ICS policy on free dress while on campus. Some confirmation that the parents are aware of the student's visit would be appropriate.

Individually requested parent/teacher conferences are also encouraged but must occur on a scheduled basis outside of class hours. Parents may arrange for these conferences by contacting the teacher with whom they wish to meet. The principal or director can be available for any of these conferences, if so desired. Formal parent-teacher conferences are held on a school-wide basis in the fall and are arranged through the office.

### **8:2 ADDRESSING CONCERNS**

Parents are expected to promote and support the policies and personnel of ICS, to speak positively about the school, and to direct any questions or concerns to the appropriate individuals. Complaining and murmuring about school policies or personnel to others in the school is contrary to the Biblical example of Matthew 18 and to the principle of unity among believers. Parents are expected to follow the following guidelines to express their concerns:

- Request a conference with the teacher or other staff member to address the issue
- If a resolution is not attained, schedule a conference with the teacher and principal.
- If the issue is still unresolved, the parent may request a third meeting which would include the director, the principal, and the teacher.
- If the difficulty remains unresolved, the parent may request a review by our Home Office on the issue. The problem should be submitted in writing. The decision of the Home Office is final.
- Finally, ICS and parents are in a partnership for the success of our students. This requires that we support one another. If a teacher gossips about a student it will be investigated and appropriate disciplinary actions may be taken by Administration. Also, if a parent is speaking negatively about a teacher, the Administration, or ICS this can lead to ICS not allowing the family to enroll the following year.

**Nowhere during this process should anyone not related to the individual concern be involved in the process.**

**Goal of Matthew 18: Restoration. The desire is for the parent and the teacher, coach, or staff member to be restored in their relationship with one another.**

“The mark of spirituality is not whether we are able to expose a brother, but whether we are able to restore him.”

Our goal is for each parent to understand that it is our desire that there be a spirit of unity at ICS through our students avoiding slander, gossip, or whispering about one another. (Prov. 6:16-19)

- a. Slander - telling the truth with a design to hurt.
- b. Gossip - sharing detrimental information with those who are not part of the problem or part of the solution.
- c. Whisperer - one who secretly or privately passes on evil reports to others.

Parents are expected to be supportive of the teachers and administration in their decisions, and to let their child know that they and the school are on the same team. One of the best ways for a parent to support the school is to implement consistent, firm, and loving discipline in the home, teaching respect for authority and not making excuses for misconduct.

### **8:3 PARENT & ICS Code of Conduct**

ICS considers it a privilege to have students. ICS does not take this privilege lightly and does this in cooperation with the Parents. ICS believes that they are acting as an extension for the parents while students are at school. This means that during any interactions between parents and staff at ICS both sides must treat each other with courtesy and respect. This does not mean that there will not be disagreements but at no time should either side make threats or intimidate the other side. If disagreements cannot be resolved with a positive outcome for the students then the parents always have the option to withdraw and ICS reserves the option to ask for the student to withdraw rather than continue in a failed partnership agreement with the parents.

At ICS, we are partnering with you in the education of your child. In many ways, we are like a family, working together toward the growth and well being of all students. From time to time families will have misunderstandings and differences of opinions. However, in these differences, we ask that you support us in the decision making at ICS. Know that each decision is made with careful thought and consideration. We ask that you not only support ICS but one another. Please be considerate of each other seeking forgiveness and reconciliation, Matthew 18.

### **8:4 LIBRARY MEDIA CENTER**

Students must handle print and non-print media and equipment with care and exhibit self-controlled conduct in the LMC. Any student who consistently abuses the LMC rules may lose his/her privilege to check out books, lose privileged use of the LMC for a period of time determined by the Library Media Specialist, or receive a demerit. No food or beverages (including water) are allowed in the library.

Students are allowed to check out materials for two weeks. Grades 6-12 may check out four books. Students who wish to check out books should return a signed copy of the "Student Media Center Rules." These forms are kept on file in the library media center. Borrowers should not lend books to others, as they will be responsible for payment if the book is lost.

Students with overdue books are charged .20 per school day until the overdue book is returned. There is a maximum fine of \$2.00. An item is considered lost after ten days. At that point, the student must pay the current retail value including any shipping, if necessary, for the item. If the item is later found and returned undamaged, the cost of the book is refunded, minus a \$10.00 late fee. Parents are not exempt from overdue fines. Students are to return materials before they become overdue. Renewing a book is encouraged if the student still needs to use it.

Online access to information in the library is encouraged. Computers are to be used for school use only. Students who violate this policy will be banned from further use of the computer.

Students may print from the computer for class assignments for a fee. Please ask the librarian about this service if needed.

### **8:5 LOCKERS & LOCKS**

Students are assigned a locker with a lock for storage of personal and school-related belongings. The lockers are school property, and the student's use of them is a privilege. All lockers should be kept neat and clean, with no materials stored on top or spilling out of them. No lockers should be damaged, decorated on the exterior, or decorated in ways that are permanent or are of questionable morality. The school is not responsible for items lost or stolen that have been placed in the lockers. The school bears no responsibility for items taken from an unlocked locker and/or left unattended. The school reserves the right to search any student locker at any time. Students MAY NOT move their belongings to any locker other than the one assigned to them. If a key is lost, the student will be charged 5,000 won for replacement of the key.

### **8:6 LOST AND FOUND**

Books, purses, clothing, and any other articles of value found lying around the campus will be taken to the school office and placed in the Lost and Found area. Students may visit the office to reclaim any lost items. Periodically, office staff will dispose of all of the items in Lost and Found through sale or disposal in the trash. Please label all clothing, books, bags, etc., with the student's name for easy identification.

### **8:7 SCHOOL OFFICE**

The school office is a place of business. Students should only be in the office when on official business for a teacher or parent. Student use of the office phones is restricted to emergency situations. We recommend that the students have a hand phone for emergencies. Students are not to use the school's photocopy machines to make personal copies without special written permission from a teacher.

At no time is a student to be in the Faculty Lounge, Custodian Room, or Storage areas unless accompanied by an appropriate faculty/staff member.

## **9: SAFETY**

### **9:1 ACCIDENT PREVENTION**

Students are expected to walk from one activity to another and to run only in designated play areas. They are not to hit, trip, roughhouse, or fight with other students. Throwing sticks or rocks is not allowed. Sliding down stair rails or concrete slopes are not allowed. Students are also expected to exit the campus properly after school. Since teachers are entrusted with the safety of the children, all students are to respond immediately and respectfully to any teacher when asked to stop a potentially dangerous activity. In addition, students are not allowed to be in a classroom or the library without an adult present except when on a specific errand for a teacher or the principal.

## **9:2    IMMUNIZATIONS**

Students are required to have all immunizations that are listed in the initial registration form before they may attend classes unless the family has legal reasons for not being immunized. Parents may opt out of some immunizations if they provide written documentation, as allowable by Korean law.

## **9:3    ILLNESS POLICY**

Students are required to have all immunizations up-to-date before they may attend classes. The school maintains first aid kits in the office, and in each classroom for minor cuts. Other supplies are kept in the office. Any child with a temperature over 100° F or 37.8° C will be sent home for care by parents. Parents are asked to keep children home if they have a severe cold, undetermined rash or spots, fever over 100°F., severe headache, upset stomach, diarrhea, or other symptoms of illness. **Please keep your child at home for 24 hours following a fever, vomiting, or diarrhea.**

## **9:4    MEDICATION POLICY**

1. Students are not to bring any medication to school unless it is absolutely necessary.
2. If a student must bring medication to school, he/she may only bring the dosage required to be taken during normal school hours except in the case of extenuating circumstances. All exceptions must be approved by the administration.
3. The parent must send precise instructions written in English indicating the following:
  - a) Time when medication is to be taken
  - b) Dosage
  - c) Name of medication
  - d) Reason the child must take the medication
  - e) Name & phone number of prescribing doctor for prescription medicine  
(If the instructions are not clear to the administering ICS faculty or staff member, the child will not be allowed to take the medication.)
4. All medication must be relinquished to the office staff upon arrival at school except in cases where the student must maintain the medication on his/her person. This may be due to possible medical emergencies, i.e. students with asthma problems. Exceptions must be approved by the administration.
5. No student may at any time give or sell another student medication.
6. Medication will be stored and administered by an authorized faculty member designated by the administration.
7. All medication must be stored in a secure area that is not accessible to students.
9. No medication is administered without first checking the student's medical form in the office.

## **9:5    CAMPUS SECURITY**

ICS attempts to maintain a "limited access" campus for the safety of the students. All visitors must sign in at the office upon arrival. ICS will investigate if any property is stolen on campus to include searching lockers and student belongings. However, ICS will not be responsible for any stolen items unless approved by the Administration.

# **10:    FINANCIAL POLICIES**

## **10:1    REGISTRATION FEES**

ICS requires a registration fee to be paid each year for all students. The fee for the current school year is 400,000 Korean won. This fee covers the entire school year from August to June and is not subject to prorating based on late enrollment in the school year.

Registration fees are non-refundable and do not apply toward tuition.

### **10:2 RESPONSIBILITY**

Families will be held responsible to pay for any damage to school property whether intentional or accidental.

### **10:3 DEPOSIT**

ICS does not require payment of a deposit.

### **10:4 CAPITAL FEES**

First time students will be charged 2,000,000 Korean won. Returning students will be charged 500,000 Korean won.

### **10:5 TEXTBOOKS**

The cost of textbooks and required notebooks are included in the tuition fees. Lost or damaged items will be charged to the students.

### **10:6 PAYMENT OF TUITION FEES**

#### **10:6a--Regular Enrollment**

Tuition fees are billed/collected yearly or monthly. Fees are to be paid by the 10<sup>th</sup> of every month unless approval has been obtained from the Business Office Manager for delayed payments.

#### **10:6b--Withdrawal Policies**

1. A 14-day notice must be given to withdraw any student.
2. A withdrawal form must be completed in the office by the parent/guardian.
3. A supply verification form must be filled out as well to insure that the student has returned textbooks, classroom books, uniforms, library books, and any other supplies belonging to the school.
4. All money owed the school must be paid before the withdrawal is completed and records can be released.
5. All textbooks must be returned in good condition. Parents will be charged a fine for books that are deteriorated at the time of return.
6. If notice is not given, the parent is responsible for a full month's tuition.
7. Teachers will be notified to prepare student's closing grades. These grades will be available to the parent 2 days after date of withdrawal.

8. All financial accounts must be cleared with the school on date of withdrawal. Grades will not be released until all accounts have been cleared.
9. Tuition payments will be as follows:

<u>Date withdrawal form completed</u>	<u>Tuition owed</u>
1 <sup>st</sup> to 15 <sup>th</sup>	100% of current month
16 <sup>th</sup> to 31 <sup>st</sup>	100% of current month 1/2 of the next month

### **10:6c--Late or Non-Payment of Fees**

Late payment fees are as follows:

1-15 business days	5%
16- 25 business days	10%
26 ++ business days	15%

Students will not be allowed to attend classes if their tuition account is late by two months unless a payment plan has been agreed on by both the Director and the Business Manager.

### **10: 7 - Home-School Audit/Selected Course Policy/On Line Courses**

At the discretion of administration, homeschooled students may be enrolled for selected courses, up to a maximum of four courses. Decisions are based on student behavior and family support of ICS policies and goals. Fees will be assessed based on the number of courses taken with no discounts available for part-time students. In addition, ICS can offer on-line fully accredited courses leveraging technology to improve our academic offerings. These courses may be used for obtaining an AP International Diploma, additional AP, or Honor courses not available at ICS, or for grade repair or for extra credit. Homeschool students will not receive an ICS diploma.

Specifically, fees include for Home-School Audit:

- \$25 application fee with completed admissions paperwork for each student.
- Each course is equal to 1/7 of full tuition cost with transcript documentation, teacher grading/feedback, and full participation in class.
- Audited course is equal to half of 1/7 full tuition and not eligible for transcript/grade documentation or teacher assessment.

Specifically, fees for online courses:

- If the course is being offered based on the needs of ICS, then ICS will pay all associated costs.
- If the course is being taken based on a request or need of the student, then the student will pay all associated costs to include textbook.

### **10:7 FINANCIAL ASSISTANCE**

A tuition assistance program is available to families with special financial needs. A limited number of scholarships based on need are available. An application can be obtained from the school office.

**These policies are used for ICS and the parent to have a common understanding of expectations and outcomes. ICS reserves the right to handle situations not covered by following the spirit of these policies.**



# Network of International Christian Schools

