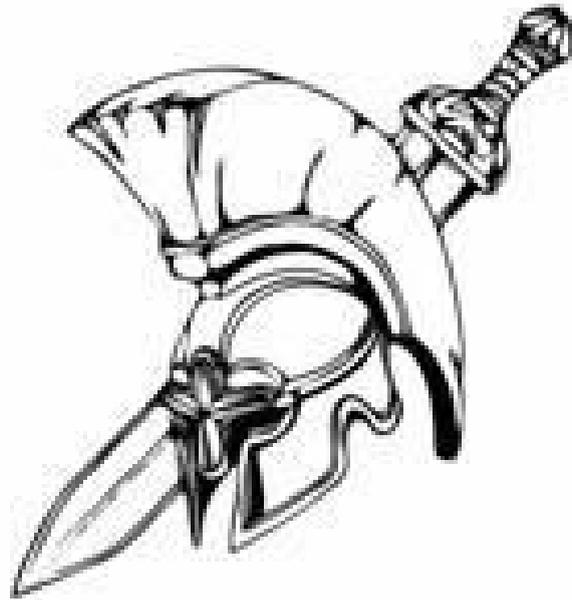


# INTERNATIONAL CHRISTIAN SCHOOL PYEONGTAEK



## PARENT/STUDENT HANDBOOK 2018-19

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This manual is for parents and students of ICS. It is subject to revision by ICS 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, with consideration of age and number of 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, informal spiritual growth assessments (such as journals)

## **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. 21st 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, Online course options, meeting with teachers during free time, using after school and online assessments and tools to enhance learning

## **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 the needs of the students in the Warrior country. In 1990, an elementary school was started in the Namsan area of Seoul as well as a branch in Songtan.



Report cards of student grades and absences are issued to parents at the end of each quarter.

Kindergarten through 2nd grade uses a standard-based report card with the following skill levels:

M = Mastered  
N = Nearing Mastery  
P = Progressing  
I = Improvement Needed

For students in Specials for grades K-5 the following letter scale will be used:

O = Outstanding  
S = Satisfactory  
U = Unsatisfactory

## **2:2 GRADUATION REQUIREMENTS**

### **Graduation Requirements:**

- A student earns .5 credits for each semester course that they have successfully completed.
- 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)**

English 9 (required)

English 10 (required)

Global Literature

Drama and Creative Writing

AP English Literature and Composition

AP English Language and Composition

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

Algebra I (required)

Geometry (required)  
Algebra II  
Business Math  
STEM (Science, Technology, Engineering, Mathematics)  
Pre-Calculus;  
AP Calculus AB  
Trigonometry  
(+ NorthStar courses, like Statistics or AP Stats)

**Science (3 Credits)**

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

**Social Studies (3 Credits)**

Ancient World History  
Modern World History  
Practical Law (offered in annual rotation with Psychology)  
Psychology (offered in annual rotation with Practical law)  
World Geography (1st semester)  
Economics (2nd semester)  
AP world History  
(+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 (discontinued after the 17-18 SY)  
Spanish II (discontinued after the 17-18 SY)  
Spanish III (discontinued after the 17-18 SY)  
Mandarin I  
Mandarin II  
Other foreign language credits  
§ Exemption from this requirement by scoring at least 750 on SAT Language Test  
(Students are required to take 2 full foreign language credits; however, it does not necessarily have to be the same language for each credit. A student may, for example, take Spanish I and Mandarin I to satisfy the minimum requirement.)

**Fine Arts (1 Credit)**

Art  
Yearbook

Music

**Physical Education (1 Credit)**

Physical Education (PE)

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

**Community Service (1 Credit)**

Teacher's Aide

Athletic Director's Aide

Junior Project (0.5 credit)

Senior Project (0.5 credit)

(Juniors and Seniors must be enrolled at least one semester per year at ICS.)

**Electives (at least 3 Credits)**

STEM (2 semesters)

Pre-Calculus (2 semesters)

AP Calculus (2 semesters)

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

Mandarin III

Other accredited Foreign Language courses

Art

Music

Choir

Speech/Drama

Yearbook (2 semesters)

Computer Science Topics (2 semesters)

Any 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

Pre-Calculus

A.P. Calculus

**Science: 3 credits**

Biology (required)

Chemistry

Anatomy

Physics

AP Biology

**Social Science: 3 credits**

Ancient World History

Modern World History

Practical Law (offered in annual rotation with Psychology)

Psychology (offered in annual rotation with Practical law)

World Geography (1st semester)

Economics (2nd semester)

AP world History

**English (4 Credits)**

English 9 (required)

English 10 (required)

Global Literature

Drama and Creative Writing

AP English Literature and Composition

AP English Language and Composition

**Physical Education/Health: 1 credit**

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

**Fine Arts: 1 credit**

Art

Yearbook

Music

**Foreign Language (2 Credits)**

Spanish I (discontinued after the 17-18 SY)

Spanish II (discontinued after the 17-18 SY)

Spanish III (discontinued after the 17-18 SY)

Mandarin I

Mandarin II

Other foreign language credits

§ Exemption from this requirement by scoring at least 750 on SAT Language Test (Students are required to take 2 full foreign language credits; however, it does not necessarily have to be the same language for each credit. A student may, for example, take Spanish I and Mandarin I to satisfy the minimum requirement.)

**Electives: 2 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.

In order to provide service opportunities that meet curricular expectations, all students (K-12) are expected to participate in the annual “Week Without Walls.” This is a full week each spring, which is set aside to focus on spiritual development and service to others. This week is

considered part of ICS' core curriculum and student participation is required, just as it is with every other school day. Elementary projects take place on campus during school hours, while secondary students will have a wide range of service opportunities from which to choose. The service teams include work on campus, off-campus in Korea, and overseas.

### **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 if the student successfully completes the exam.
3. ICS will compute and report a transfer student's GPA based solely upon his/her classes completed at International Christian School or through North Star Academy, a NICS sister 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 prefers to send transcripts electronically for expediency and tracking purposes. If domestic postal mail is required, the ICS office will mail transcripts domestically at no cost to the student. If international postal mail is required, the ICS office can send transcripts through international air mail. The first three international air mail deliveries will be at no cost to the student. After three international air mail deliveries, a 10,000KRW fee will be assessed to the student per international air mail. If the student or parent requests express international courier mail delivery, ICS will require direct reimbursement from the student or parent for the higher fees to use DHL (or other express courier company).

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 days 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**

International Christian School recognizes the educational value and importance of well-designed homework for students. We believe that homework can be an important part of each student's academic achievement; however, it should be related to the educational philosophy and goals of the school (See 1:2 and 1:3).

1. **Purpose of Homework:** The purpose of homework in lower elementary grades (kindergarten to grade two) is to develop healthy study skills and a positive attitude towards school, as less academic specific growth is recognized through homework in lower grades. Homework assigned in upper elementary (grades three to five) should also help foster school achievement. Recreational reading should be encouraged amongst all elementary students to develop English language skills and a curiosity for self-learning. Secondary students (grades six to twelve) should be assigned homework to reinforce and apply learning. All assignments, regardless of grade, should be well-designed to support the curricula, rather than used as "busy" work.
2. **Amount and Frequency:** For each grade level, students should be assigned approximately ten minutes of homework, i.e. 10 minutes for first grade, 20 minutes for second grade, etc, as is recommended by the National PTA to maximize benefits. Assigning high school students more than an hour and a half to two hours of homework a night has been shown to be counterproductive to academic benefits. (An exception to this rule could include A.P. course work)

3. **School and Teacher Responsibilities:** Each teacher has a responsibility to assign quality homework, rather than focus on a quantity of work. Teachers must consider the purpose and design of homework in a way that will increase individual student success. Secondary teachers should also be in communication with one another as to not assign work over the recommended grade appropriate timing.
4. **Student Responsibilities:** Each student should recognize that the academic benefits associated with homework are only accomplished through completion of the work. Therefore, students are encouraged to take homework seriously and quickly communicate any needs of additional clarification with their classroom teacher.
5. **Role of Parent(s):** Each parent is expected to appropriately support and encourage the completion of his child's homework, until the child becomes self-reliant. If a parent has any concerns regarding the quality or quantity of his child's homework, he is encouraged to contact the classroom teacher directly to discuss these concerns.

## **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 exams in all core courses (Math, Science, English, Social Studies, and Bible). For seniors (12th grade) who have a 95% at the end of the semester with 0 unexcused and 3 or fewer excused absences for the semester, final exams are optional. The administration will determine the day and announce it for meeting grade eligibility for making the final exam optional. Typically the semester exams are administered during the final week of each semester. In the spring semester, students enrolled in Advanced Placement (AP) courses are required to take the official AP exam and will, therefore, be exempt from taking the spring semester exam.

Exams will be cumulative of the whole semester for grades 9 through 12. They will count for 20% of the semester grade for grades 9-12 and 10% for grade 8. For grades 6 through 7, semester exams will only be cumulative of the preceding quarter and will only be calculated as part of that quarter.

**Final semester exams may 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 *Director's Honor roll*. Students receiving B- or above, will be on the *Honor Roll*.

At the end of each sports season or KAIAC-sanctioned academic activity (*i.e.* debate, model U.N. or chess club), the faculty member will determine who will be awarded varsity letters.

Varsity letters will be awarded for both athletics and academics.

## **2:11 PSAT/NMSOT/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 (Measures of Academic Progress) Test 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.

MAP results for both sessions are sent home after each testing session by the teacher.

## **2:12 RETENTION POLICY**

Grades K – 2: Unsatisfactory progress in language development (including reading comprehension, listening, and writing) or excessive absences (more than 10 absences per semester) may result in the necessity of repeating the grade.

Grades 3 – 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 coursework, summer school, or alternative coursework 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/after school or during lunch-time office hours, 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 semester (2 quarters) 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 & ACADEMIC 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. (If a student's GPA status changes mid-week, the student's eligibility may not be updated until the following 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.

In order to comply with the KAIAC sports policy and to promote the health of our student athletes, all students are required to sit out at least one week (5 school days) between adjacent athletic seasons. During this time, students are not permitted to participate in practices or games.

## **2:15 CHAPEL**

Chapel and mentor groups are held one day every week on a rotating basis. Middle School and High School rotate. Parents are welcome to attend group chapel times.

## **2:16 TAKING ADVANCED PLACEMENT (AP) COURSES**

Students who wish to take AP courses must meet the pre-requisites for the course, and their enrollment must be approved by the principal in consultation with the teacher and the guidance counselor.

## **2:17 ENROLLING IN ONLINE CLASSES THROUGH NORTHSTAR ACADEMY (NSA)**

Being a member of the Network of International Christian Schools (NICS), NorthStar Academy (NSA) is a sister school of ICS-Pyeongtaek. Due to their relationship, ICSP and NSA have an agreement to work together to provide ICSP students a wide range of online classes, which may not be offered on campus by ICSP teachers. It should be noted, however, that NorthStar Academy courses are an additional cost to the family and will be billed through ICS-Pyeongtaek. NSA courses are NOT covered by the ICS-Pyeongtaek tuition or fees. Because NSA and ICSP are sister schools, NSA courses are included on the ICSP transcript and do affect the student's grade point average (GPA).

Courses taken through other online schools while concurrently enrolled at ICSP may not be recognized by ICSP without previous administrative approval under extenuating circumstances.

A student may NOT enroll in NSA courses if any of the following conditions apply:

- The student's parent/guardian did not sign the NSA enrollment form with the ICSP Business Office.

- The student is currently 2+ weeks behind in any other NSA course.
- The student has failed to complete two (2) previous NSA courses on time (on NSA's own internal timeline), including classes from which the student withdrew after the allowed add/drop period.
  - Courses dropped before the prescribed add/drop period will not be counted.
- The student is failing (F) or has a D in any ICS-P course.
- The particular course is offered by an ICS teacher and fits within the student's schedule.
- The student has previously violated NSA's own honor code (cheating, plagiarism, *etc...*).

**Note:** The High School Principal (in consultation with the Guidance Counselor) may override these criteria and permit a student to enroll in a particular NSA courses.

### **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.

Students should communicate with faculty members by phone, email, or online learning systems, such as Haiku or Schoology. Faculty email addresses may be found on the school's website.

**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.**

On Cyber Days, students must check their school email accounts and/or their class' online learning system (Haiku or Schoology) after 9 a.m. in order to receive assignments and instruction from their teachers.

#### **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 POWERSCHOOL (PS)**

Parents and students are encouraged to check their PS accounts weekly to keep current on the progress and material in each class. High and middle 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 through 12. Talking during a test may be 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 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. Plagiarism is cheating. Cheating is unacceptable and does not honor Christ.

In grades 6 through 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.

**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, the teacher may assign lunch detention. 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 five 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).

### **Proper Address**

Students should address staff with Mr., Miss, or Mrs., and family (last) name. During athletics, or physical education (PE) classes, students may address the instructor as “Coach \_\_\_\_\_” using the coach’s surname/family name.

### **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: Referral to the principal and demerit (issued by the principal)

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

### **3:11 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.

### **3:12 USE OF ENGLISH ON CAMPUS**

Two of the top priorities for ICSP are: 1) to develop students in their English-language speaking and writing ability and 2) to create a community culture of inclusion for all. One of the chief ways we accomplish both of these goals is by using English as our official language of instruction and interaction on campus at all school functions.

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 also composed 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. While we realize that God is the one who has provided each nationality with its own language and culture and that 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 all students to speak English at all times except during passing periods between classes, during mid-morning break, or during foreign language classes (*i.e.* Spanish or Korean). Students who fail to comply with this policy will receive an appropriate consequence that is related to English-language acquisition. This may include, but is not limited to, lunchtime or after-school English language development (ELD).

### **3:13 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.

### **3:14 ELECTRONICS AND NON-EDUCATIONAL ITEMS**

In order to minimize distraction from the academic purpose of ICS, non-academic electronic devices and other gadgets or toys are not permitted to be used on campus, unless specifically permitted by the teacher for a special purpose. “Non-academic electronic devices and other gadgets or toys” may include, but are not limited to: skateboards, laser pointers, MP3 players, mobile gaming devices, non-academic magazines, etc... If students do bring such items to school, they must be powered off and secured in the student’s locker or bag during school hours.

Students may bring cell phones to school; however, they are not to be used during school hours without express permission from a staff member or administrator. Students who would like to call home from their personal cell phones must do so with permission in the office.

All secondary students are required to have iPads for academic purposes and may be used during classes with the teacher’s permission. Use of them for non-academic purposes on campus is prohibited.

### **3:15 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 code 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, and students 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. Field trips are requested and planned by the teacher and approved by the ICS administration.

### **3:16 SENIOR PRIVILEGES**

- A) Check Outs - From time to time, high school seniors (12th grade) may be permitted to check out early from school. This may only be done with parent permission and the student must check out in the office first.
- B) Other privileges, except for academics, will be by agreement between the administration and senior class at the start of the year.
- C) Seniors may order take-out for lunch with administrative approval.

### **3:17 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.*

### **3:18 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, 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.

### **3:19 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 situations 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.

### **3:20 MENTOR & FAMILY GROUPS**

All elementary students (K-5th) participate in "family" groups while all secondary students (6th-12th) participate in mentor groups. Family groups are mixed grade groups of 10-12 in which students get to know students from other grade levels, and each family group is assigned to one faculty member. These groups have team names, participate in team activities, and develop close relationships for the entire course of the student's elementary career. In the secondary, mentor groups are composed of same-gender students from mixed grades, either in the middle school (6th-8th) or high school (9th-12th). Each group is assigned a faculty mentor. These groups will meet at least one time every other week in order to check in on the students in a non-academic and semi-structured setting. The main goals are to build relationships between students and with staff members and to make sure that no student falls through the cracks. Mentor groups may also participate in off-campus or after-school activities from time to time with parental consent and careful planning.

## **4: ATTENDANCE**

### **4:1 MORNING ARRIVAL & AFTERNOON DEPARTURE POLICY**

Students should arrive on campus between 8:05 and 8:25 a.m.

ICS staff will be on duty to supervise morning arrivals starting at 8:05 a.m. When students enter the building before 8:05 a.m. or remain on campus after 4:00 p.m. (3:15 p.m. on Thursdays), they will be required to go to the office and sign a “Student Supervision Form” at the front desk. This form will be used by the business office to bill families monthly. This is meant to discourage early drop-off or late pick-up of students, because ICS does not have adequate staff available to supervise them. It is our desire to have a safe and supervised experience for our students at all times.

Students who arrive before 8:05 or who are still on campus after 4:00 p.m. without cause (or 3:15 p.m. on Thursdays), will be billed by the business office on the following scale. The scale will start over at the end of the semester.

This does not apply to the following circumstances:

- After-school student meetings
- After-school activities, such as athletics, tutoring, clubs, etc...
- The early or late arrival of school busses
- Open gym time with staff supervision
- Delays caused by hazardous weather/driving conditions

<b>Number of Offenses (combined)</b>	<b>Financial penalty per offense</b>
1-5	10,000KRW
6-10	20,000KRW
11-15	30,000KRW
16+	40,000KRW

Parents who have questions regarding the early drop-off or late pick-up on any given day should contact to the office or request an appointment with administration.

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

Any students who arrive after 8:30 a.m. should report directly to the office to receive a tardy and a late pass. The only excused tardies will be if a school bus is late or hazardous weather conditions. All other tardies will be unexcused.

<b>Number of Tardies</b>	<b>Result</b>
<b>1</b>	Warning
<b>2</b>	Warning
<b>3</b>	Lunch detention
<b>4</b>	Warning
<b>5</b>	Warning
<b>6</b>	Lunch detention, letter goes home, returned signed.
<b>7</b>	Warning
<b>8</b>	Warning

<b>9</b>	½ ISS, parent contact, letter goes home, returned signed.
<b>10</b>	Warning
<b>11</b>	Warning
<b>12</b>	½ ISS, parent contact, letter goes home, returned signed.
<b>13</b>	Warning
<b>14</b>	Warning
<b>15</b>	Full day OSS, Parent conference, develop action plan (go back to 1)

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

For grades 6-12, missing more than 15 minutes of a class constitutes an absence from that class period. 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.

#### **Excessive Absences in the Secondary (6-12):**

**For secondary students, after 10 absences (excused or unexcused) in one semester, 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 12th 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.

#### **Excessive Absences in the Elementary (K-5):**

Consistent school attendance, especially in the lower years, is critical to developing the grit and perseverance needed for academic success later in life. There is a strong correlation between excessive absenteeism and both low rates of academic performance and having a sense of belonging in the school community. Not only is being excessive absenteeism detrimental to the child who is absent, but also to the flow and structure of the class as a whole. The integrated and collaborative environment of the elementary classroom functions best for all when students consistently attend school.

Elementary students (K-5) who miss more than 10 days of school in one semester are considered to be excessively absent unless it is due to extenuating circumstances, which are approved by the school administration. This may include unusual illness, death in the family, *etc.* It is important to communicate early and often with the teacher and the school administration ahead of time for extenuating circumstances to get absence approval. This also gives the teacher time to develop an alternative plan for student learning while absent. When the child is absent for the tenth time in one semester, the parent will be required to meet with the teacher and administration in a face-to-face conference. 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 10 absences (excused or unexcused) per semester the student may lose partial tuition or scholarship assistance unless the administration makes a determination of extenuating circumstances. Finally, as noted in section 2:12, being excessively absent may result in the student having to repeat the grade.

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      HOMework POLICY (MAKE UP WORK)**

For planned absences, students and families (K-12) must make arrangements with the school office at least two 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.

#### **4:5      CHECK-OUT PROCEDURE**

Only a parent or legal guardian will be allowed to check students out of school before 3:15p.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.

#### **4:6** **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 to be consumed 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 with fastened seat belt. 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. A student not normally riding a bus will be charged a fee as follows: Songtan 6,000 won, Osan 8,000, Dongtan 10,000, and Cheonan 10,000 each time they ride.
5. The bus monitor will report to the office each day about behavior on the bus. Students will be warned once about violation of bus rules. The second offense 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 five 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

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 with administrative approval, 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>4.00</b>	Discipline Record sent home, letter attached, and ½ day ISS or Saturday school. Signed letter returned
<b>6.00</b>	Discipline Record sent home, letter attached, and ½ day ISS or Saturday school. Signed letter returned
<b>8.00</b>	FIRST Parent meeting and full day ISS
<b>10.00</b>	Discipline Record sent home, letter attached, and full day OSS. Signed letter returned
<b>11.00</b>	Parent meeting towards intervention and change with out of School Suspension
<b>12.00</b>	Discipline Record sent home
<b>13.00</b>	Discipline Record sent home
<b>14.00</b>	Discipline Record sent home
<b>15.00</b>	Parent Meeting, Discipline Record sent home, full day OSS. Signed letter returned.
<b>16.00</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. Lunch detention is served during the first 25 minutes of the 50-minute lunches on Monday, Wednesday, and Friday. Students do have time to eat after serving lunch detention.

## **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 firearms, knives, 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 and Games – Students will not be allowed to have on school property reading or photographic pornography of any type, material containing overt sexual, violent, racist, 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 or on personal electronic devices while at school.
- 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.

M. Excessive or repeated physical aggression is behavior, which may not rise to the level of intentional bullying or fighting but is nonetheless aggressive and/or harmful in nature to the offending student or to other students. It includes, but is not limited to, roughhousing or physically dangerous, harmful play. It may be considered excessive or repeated when a staff member has made a reasonable effort to stop and correct the behavior.

## **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 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 handbook policies pertaining to appropriate behavior. Any persons who exhibit inappropriate, rude, unsportsmanlike 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 ladies and gentlemen. Our dress code serves to give the student a distinctive appearance, encouraging proper conduct and promoting school pride. It seeks to create an atmosphere conducive to learning. The goal of our dress code is to establish high 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**

ICS-P's dress code policy is meant to adhere to three principles: modesty, uniformity, and inclusion. With regard to modesty, it is ICS' desire to train up students who choose to focus

on loving and lifting up others, rather than drawing attention to themselves, especially by dressing in ways that may be considered inappropriate, distracting, or even immoral. This principle is primarily focused on the secondary but the principle can be reinforced while in elementary. While ICS does not have an official school uniform, the dress code is meant to achieve a certain minimal level of uniformity; that is, the students all look somewhat similar in the manner of their dress. The desire is that this will allow the students and teachers to focus on the far more important issue of student learning by minimizing distractions caused by fashion or seeing who does or does not have a particular type of clothing. The dress code is generic and uniform by design. Finally, ICS seeks to create an inclusive student environment in which students can belong without having to “fit in” with certain arbitrary fashion rules determined by other students.

*\*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).
- slits can't exceed 8 cm in length.

#### **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.
- **Jackets, coats, hoodies and other outerwear generally should not to be worn inside the building; however, the teacher may permit it as needed if the classrooms are unreasonably cold. In the event that the teacher does permit outerwear to be worn in doors, the student must still have dress-code compliant clothing underneath.**

#### **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 or “Wheelies” (shoes with wheels in them).**

#### **Hairstyles:**

- *NOTE: Wacky Tacky spirit day and other special occasions are 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.**

#### **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 piercings in their ears and/or a small (stud) 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.**
- **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**

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

1. The student may travel home, change, and then return to school [each class period missed will be counted as unexcused].
2. The parent may bring proper clothing for the student.
3. **Secondary** students (6th-12th) may change while on campus and receive a detention for violation of the dress code.
4. 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 and worldview. 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 semester 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 different calendar-based school year (*e.g.* Korean schools to ICS) may of necessity repeat a half-year.

It is particularly important that parents inform the school of any past accommodations that have been made, formally or informally, for learning disabilities, developmental delays, or other diagnoses that may impact the student's ability to learn and thrive at ICS. While ICS staff cannot diagnose students who may have various learning disabilities or obstacles, it may be possible for ICS to accommodate students who already have a pre-existing medical diagnosis or individual learning plan (IEP) from a previous school. This will have to be determined by the school administration on a case-by-case basis through the admissions process.

## **7:2 ICS-P English Language Development (ELD) Policy**

ICS-P is an English only school in which the curriculum and the teaching is in the English language. Students must be proficient in the English language (reading, writing, speaking, and listening) for success at all grade levels. We recognize that there are many prospective students coming to ICS-P who may be deficient in one or more areas of the English language. WIDA assesses the student in the four areas listed above.

Students desiring entrance into 2-8 grade will be given the WIDA test. WIDA stands for (World-Class Instructional Design and Assessment). WIDA scores the tests on a scale of 1-6. A score of (1-3) reflects a need for help within that specific area. A score of (4) reflects that a student is approaching grade level. A score of (5) reflects that a student is at grade level. A score of (6) reflects that a student is above grade level. Any student who scores in the 1-4 range will immediately be placed in the ELD program at ICS-P. This is not an option or recommendation, it is a requirement for continued enrollment at ICS-P. Students are tested at the end of each semester to determine if they have tested out of the program by scoring in the 5-6 range. Parents will be sent a letter indicating the scores of their children.

Students who will be in Kindergarten-1st grade are given a W-APT. W-APT stands for (WIDA Assess Placement Test). Students will also be tested in four areas: speaking, listening, reading, and writing. Each test has 5 parts with possible scores ranging much higher depending on the section. Listening and Speaking are scaled from 0-30 with a score of 18 testing out of ELD. The Reading test is scaled from 0-15 with a score of 13 testing out of ELD. The Writing test is scaled from 0-18 with a score of 12 testing out of ELD.

Any student needing ELD help in reading will be placed in our Transitional ELD program and will receive ELD (3) days of the school week. If a student needs additional help in speaking and listening, they will be placed in our Intensive ELD program which will work with students (5) days a week. Again, testing will take place at the end of each semester to determine further need of ELD or the testing out of the program.

All new students seeking admission at ICS-P in grades K-8, regardless of primary language will take the WIDA test. The only exception will be if student records are brought into the school for review by the Administrative staff to determine if the WIDA test is necessary. Again, we recognize that students come from all sorts of backgrounds and experiences. It is our desire that we help your child get caught up to grade level as soon as possible so that they can be successful in the traditional classroom setting.

## **7:3 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. All ICS students must have a guardian. ICS reserves the right to deny enrollment (or re-enrollment) based on the guardian. 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 (if applicable).
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.

#### **7:4 CHANGE OF ADDRESS**

Please notify the school immediately whenever your contact information changes (i.e., home/work phone, hand phone, 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.

#### **7:5 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. Faculty contact information is available on the school’s website ([www.icsptk.org](http://www.icsptk.org)). 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.
- **If a parent is speaking negatively about a teacher, staff member, 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 concerned be involved in the process.**

**The goal of the “Matthew 18” policy is restoration. The desire is for the parent and the teacher, coach, or staff member to be restored in their relationship with one another.**

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)

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 (LMC)**

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

Students are allowed to check out material for one week. Grades 6-12 may check out two books. 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 .25 per school day until the overdue book is returned. There is a maximum fine of \$5.00. An item is considered lost after 20 days. At that point, the student must pay the current retail value of the item, including any shipping, and the \$5 fine. If the item is later found and returned undamaged, the cost of the book is refunded, minus a \$5.00 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.

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

Students in grades 5 through 12 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 10,000 won for replacement of the key. All student lockers are cleaned out on the last day of school. If students do not clean out their lockers, the contents may be discarded.

#### **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.

Only secondary students who are serving officially as a teacher's aide may use the copy machine or other office supplies and resources. Furthermore, only teachers' aides may go into the teacher's lounge without teacher supervision. In order to enter the teacher's lounge, they must always have a note from the teacher giving them permission, and they must ask for permission from any teachers who may already be in the lounge at that time.

Students who are not teacher's aides are not permitted to go to the office to make copies or to use office supplies at any time, unless they are accompanied by a teacher.

## **8:8    ATHLETIC PRACTICES & OPEN GYM**

In order to promote balance and appropriate rest, there are restrictions to the amount of time that may be used for after-school athletic practices and "open gym" times. There should be neither athletic practices nor "open gym" time after school on Thursdays. All students should go home directly from school at dismissal. Also under typical circumstances, Tuesdays are to be used only for optional "open gym" time if it is supervised by an ICS staff member. Only in weeks that there are two sanctioned athletic games, Tuesdays may be used as a practice time for the athletic team in season and open gym will be canceled. If there is only one game, however, Tuesdays may only be optional "open gym" time. Any divergence from this policy must be pre-approved by the administration during the week prior.

Finally, in keeping with the biblical principle of observing "Sabbath" rest, there should never be practices or open gym times on Sundays, even if they are optional.

# **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 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**

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.**

When a student vomits at school, the parent will be called to take the student home immediately.

### **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's 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. All side doors must remain closed at all times. They may not be propped open by students, staff, or parents.

### **9:6    OUTDOOR RECESS POLICY**

Elementary recess will be held indoors (typically in the basement) when the air temperature is below 32°F/0°C or when it is raining, snowing, or excessively windy. Alternatively, recess may be moved to either the gymnasium or the classrooms with teacher supervision.

## **9:7 POOR AIR QUALITY POLICY**

All ICS outdoor activities, including but not limited to elementary recess and athletic games and practices, must be held indoors if the air quality index is at or above 150. ICS officially uses the readings of AirVisual.com to make decisions. This policy conforms with written KAIAC (Korean American Interscholastic Activities Conference) policy with regard to athletic events; however, KAIAC may make decisions about air quality cancellations based upon other air quality data sources.

## **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 pro-rating 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 3,000,000 Korean won. Returning students will be charged 1,000,000 Korean won.

### **10:5 TEXTBOOKS**

The cost of textbooks 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 10th 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. Teachers will be notified to prepare student's closing grades. These grades will be available to the parent two days after date of withdrawal.
7. All financial accounts must be cleared with the school on date of withdrawal. Grades will not be released until all accounts have been cleared.
8. Tuition payments will be as follows:

<u>Date withdrawal form completed</u>	<u>Tuition owed</u>
1st to 15th	100% of current month
16th to 31st	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/Online Courses**

At the discretion of administration, homeschooled students may be enrolled for selected 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 online 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 NorthStar Academy (online) courses:

- If the course is being taken based on a request or need of the student, then the student will pay all associated costs, including textbooks.

#### **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

