



Network of International
Christian Schools

International Christian School

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Accredited by:

Association of Christian Schools International

Western Association of Schools and Colleges

Commission on International and Trans-regional Accreditation

Korean Department of Education

A Partner School of the Network of International Christian Schools (NICS)

Members of:

East Asia Regional Council of Overseas Schools (EARCOS)

Korean Association of Interscholastic Athletic Conference (KAIAC)

Multicultural Consortium of Overseas Schools (MCOS)

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HISTORY

Rev. Joe Hale founded Liberty Christian School in 1983. The school was initially founded to meet the needs of several missionary families in the Uijongbu area. Because of the number of “non-command-sponsored” military children in the area, the school was expanded to include students in Kindergarten through grade twelve. In 1988 a branch school was started in Tongduchon to meet the needs of the students in the Warrior country. In 1990 an elementary school was started in the Namsan area of Seoul, including a branch in Songtan.

International Christian Schools were accepted as a candidate for accreditation in 1988. After an extensive self-study, the schools were visited by the accrediting team from the Western Association of Schools and Colleges in April 1991. The school received a full six-year accreditation in June 1991. A dual ACSI (Association of Christian Schools International) WASC (Western Association of Schools and Colleges) self-study was completed during the 1996-1997 school year and again during the 2002-2003 school year and 2008-2009 school year. ICS-Uijongbu is fully accredited until 2015 at which time the school will undergo another complete self-study for continuing accreditation. In addition, ICS-UJB has obtained a third accreditation from CITA, (Commission on International and Transregional Accreditation). Thus, ICS-UJB holds three accreditation certifications.

MISSION STATEMENT

The mission of International Christian School is to provide an education which will enable the student to be a productive, responsible citizen with a positive world view. Education, being the pursuit of truth, is provided in the context that Jesus Christ is the absolute truth.

DOCTRINAL STATEMENT

⊗ICS-UJB believes 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.

⊗We believe in one God, creator of all things, infinitely perfect and eternally existing in three persons: Father, Son, and Holy Spirit.

⊗We believe that Jesus Christ, without any change in His eternal deity, became man through conception of the Holy Spirit and virgin birth, that He died on the cross, a perfect and complete sacrifice, in our stead and for our sins according to the Scriptures. He arose bodily 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.

⊗We believe 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.

⊗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.

⊗We believe the atoning death of Jesus Christ and His resurrection provide the only ground of justification and salvation for all who believe, and that only such as receive Jesus Christ by personal faith are born of the Holy Spirit and by Him are sealed to the day of redemption.

⊗We believe in the personal, premillennial return of the Lord Jesus Christ, and the hope of His appearing has a vital bearing on the personal life and service of the believer.

⊗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 and conscious punishment.

⊗We believe the Church is composed of all persons who, through the 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.

⊗We believe that water baptism (immersion) 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 a means of salvation.

⊗We believe all saved should live in such a manner as will honor and glorify and not bring reproach upon their Savior and Lord, and that it is commanded of God to remain separate from false doctrine, sinful pleasure, practices and associations.

NICS, Inc., Board of Directors

SCHOOLWIDE LEARNING EXPECTATIONS

Students should be:

INVESTIGATIVE LEARNERS WHO:

- Assess their needs and apply appropriate strategies to learn identified concepts and skills
- Formulate positive personal values based upon Biblical principals
- Formulate and pursue realistic goals
- Evaluate progress
- Continued learning throughout life

PERCEPTIVE LEARNERS WHO:

- Identify, analyze, discriminate, prioritize and apply information
- Utilize multiple frames to reference
- Make responsible decisions
- Apply critical thinking skills to life's problems

EFFECTIVE COMMUNICATORS WHO:

- Convey messages clearly and accurately to others
- Understand and use the fundamental processes of communication in dealing with others
- Receive and interpret messages of others in an effective manner

QUALITY PRODUCERS WHO:

- Create intellectual, artistic, practical, and physical products
- Reflect creativity, and high standards
- Take advantage of emerging technology

COOPERATIVE CONTRIBUTORS WHO:

- Develop appropriate skills in personal and social relationships
- Foster, develop, maintain relations within varied cultures and diverse settings
- Establish and accomplish effective goals with others

INVOLVED CITIZENS WHO:

- Respect and submit to proper authority
- Demonstrate positive attitudes and produce quality citizenship
- Contribute their time, energies and talents to improve quality of life in our world
- Practice their beliefs with God and man

International Christian School
Uijongbu, Korea

ADMISSIONS

ICS-UJB does not discriminate against students on the basis of national, ethnic, or racial origin. The school respects the religious preferences of parents and students; however, all classroom instruction is in the context of the stated doctrinal position of the school. The school maintains the right to refuse admission to students not meeting the school's academic requirements or to students displaying a lack of willingness to meet the school's code of conduct.

ICS-UJB is registered with the Korean government as a foreign school. All students enrolling at International Christian School will be assigned to a classroom after consultation with parent(s). Any grade placement prior to receipt of school records is tentative.

All students not submitting test scores of recent standardized achievement tests may be required to take a school-administered achievement test.

All classes have a limited enrollment. Qualified students will be accepted based upon the order of their registration in conjunction with the students academic achievement. Returning students are given preference in enrollment up to a given date. When the limit of enrollment of the class has been reached, qualified students will be placed on a waiting list.

Kindergarten for 5-year olds is offered. Children enrolling in the K-5 program must be five years of age **before October 1** of the same year. We reserve the right to deny admission based on social and emotional maturity.

Students entering first grade must be 6 years of age **before October 1** of the year enrolled. To enter first grade, a student must clearly demonstrate readiness skills for learning to read. Students will be tested to determine placement in first grade.

Students having difficulty with the English language may be placed in the ESL program, (English as a Second Language). The level of ESL placement will be determined by the placement tests. There is an extra charge assessed for ESL. This fee is dependent upon the degree to which the student is proficient in English.

ICS is not a boarding school. No student may attend International Christian School without a responsible guardian living with the student. The school must be notified and approval granted for the arrangement of any designated guardian that is not a parent before the student will be accepted at ICS. Any student violating this policy will suffer disciplinary action and possible expulsion from the school.

Every student is on probation for the first nine weeks the student is in school.

FINANCIAL AGREEMENT

International Christian School is dependent upon school fees for their operation.

REGISTRATION/ANNUAL FEES

A registration/annual fee is required to ensure the acceptance or re-enrollment of the student and is due with the application. This fee is non-refundable.

OTHER FEES

For a list of other fees, please see the insert for the school year your child will be attending. A statement of fees and other charges will be issued at the time of registration.

TUITION SCHEDULE

EFFECTIVE for the 2011-2012 school year and beyond. Attendance one day during the month will require a full month's tuition. No TUITION REFUNDS will be given for a student leaving ICS during the year. ICS offers a monthly plan of tuition payment. If you anticipate moving sometime during the year, it would be wise to pay on the Monthly Payment Plan. Tuition is expected to be in the school's account on the first of the month (September 1 - May 1). On the second of the month a 25,000 Won late fee will be assessed.

Accounts more than thirty days delinquent may result in suspension of the student until suitable arrangements have been made to bring the account current. Report cards and transcripts will not be released until the account is made current. It is the responsibility of the parent to make arrangements when bills are not paid. An employer or military commander may be notified when accounts remain delinquent more than thirty days.

ACADEMICS

The following grading standards are used:

Secondary Grading Scale

A	94 – 100	Excellent
B	84 – 93	Very Good
C	74 – 83	Satisfactory
D	66 – 73	Passing
F	Below 66	Failing
I	Incomplete	Must be made up within two weeks after the quarter or an "F" will be given.
W	Withdrawal	Grade and date are recorded on transcript.

Because pluses and minuses are used to calculate "grade point averages," International Christian School will use the following grading scale for secondary students.

A+	99 – 100
A	96 – 98
A-	94 – 95
B+	92 – 93
B	86 – 91
B-	84 – 85
C+	82 – 83
C	76 – 81
C-	74 – 75
D	68 – 71
D+	72 – 73
D-	66 – 67
F	65 and below

Elementary Grading Scale

A+	99 - 100%
A	94 – 98%
A-	92 – 93%
B+	90 – 91%
B	84 – 89%
B-	82 – 83%
C+	80 – 81%
C	72 – 79%
C-	70 - 71%
D+	68 – 69%
D	62 – 67%
D-	60 – 61%
F	Below 60% -- Failing

HOMEWORK

In an effort to reinforce learning, to provide practice, and to teach the student responsibility and good study habits, the school requires a certain amount of homework. Parents are not to do the homework for their children, but do have a responsibility to assist the student by providing a time and place with an atmosphere that is conducive to study and concentration. Homework assignments issued do affect the student’s grades. As a general rule, the guidelines for homework listed below should be expected. Periodically more or less homework may be given. If the homework is excessive, please speak to your child’s teacher.

Homework Assignment Time Guidelines

K - 15 min.

4th - 1hr. 15 min.

(* AP courses are up to 1 ½

1st - 30 min.

5th - 1hr. 30 min.

hours per course with more

2nd - 45 min.

6th - 1hr. 45 min.

preparation time for students.

3rd - 1 hr.

7th - 12th - 2 hr

Tutoring

Teachers may be available to tutor your child after 3:10 in the afternoons. If you wish to have your child tutored, the fees are listed below. Please make all payments to the office and the office will forward the fees to the teachers.

Tutoring Fees are 20,000 won per hour.

HONOR ROLL

In order for a student to be on the “A” Honor Roll a student must earn an “A” average in all subjects. Likewise, to be on the “B” Honor Roll a “B” average must be earned in all subjects. A grade of D or F in any subject disqualifies a student from being on any Honor Roll. The Principal’s Honor Roll is composed of students who have received an “A” in all subjects.

GRADUATION REQUIREMENTS

English (4 Credits)

- Grammar and Composition II
- World Literature
- American Literature
- British Literature

ESL

Grammar and Composition I

Introduction to Literature

(AP) Advanced Placement Literature

Social Studies (4 Credits)

- World Geography
- World History
- World Government & Economics
- United States History

(AP) United States Government and Politics

Science (2 Credits)

- Physical Science (Physical Sciences Survey, Physics, Chemistry, Ecology/Botany)
- Biology

Advanced Biology

(AP) Advanced Placement Physics

(AP) Advanced Placement Biology

Mathematics (3 Credits)

- Algebra 1
- Geometry

Algebra II
Pre-Calculus
(AP) Advanced Placement Calculus
Consumer Math

Physical Education (1 Credit)

- Physical Education

Health

Foreign Language (1 Credit)

- Spanish I, II, III, AP Spanish
- German I, II, III
- Korean I, II
- Mandarin I

Computer (1 Credit) Choose One

- Computer
- Digital Imaging
- Yearbook

Fine Arts (1 Credit) Choose One

- Music
- Ensemble
- Art
- Drama

Electives (9 Credit)

- Bible:** 1 Credit per year is required while attending ICS. All Bible credits are counted as part of the elective requirement.

Most of the above listed courses will be offered each year. In a few cases, the existence of a course may depend on such factors as student demand and/or the availability of a teacher.

- These courses are required for graduation.**

ATTENDANCE

It is important students be in school every day. When circumstances prevent this and a student misses school, he/she must make up all work missed and it is the student's responsibility to obtain missed assignments. If your child is going to be absent, please contact the office. Students who are not at school by 9:00 may be called at home.

EXCUSED ABSENCES

An excused absence is one due to illness of the student, serious illness or death in the family, medical appointments, or government paperwork. Absences not falling within these categories will be reviewed by the administration and may be considered unexcused. Final authority for judgment regarding an absence rests with the administration. All absences before or after a school holiday will be considered unexcused except for a doctor's excuse. Pre-arranged absences may be given under certain circumstances, but the absence will be officially registered as unexcused and will affect awards given at the end of the school year. This is to avoid students leaving early and returning late during holidays. A doctor's excuse or a death in the family will be considered excused.

PRE-ARRANGED ABSENCES

For special situations, a pre-arranged absence form must be obtained for the absence to be excused.

1. Parents must submit a written note indicating the date of and explanation for the proposed absence. This must be signed by the parent/guardian and submitted at least two days prior to the absence.
2. The student must obtain a pre-arranged absence form from the office two (2) days in advance and get assignments from teachers for work so that he/she may complete the work before the absence.
3. All work must be completed no later than the day when the student returns to school after the absence.
4. All tests missed will be made up on the day the student returns to school.
5. All assignments must be completed by the day of return to school.
6. Pre-arranged absences immediately before or after a holiday will be considered unexcused. 30% reduction in grade will be calculated on all work.
7. Athletes, not attending school the day after a sporting event will be considered an unexcused absence. (Administration will consider extreme circumstances)

RETURNING AFTER ABSENCE

Before homeroom class begins, the student must submit a written note from the parent to the attendance officer. The note must state the reason for and dates of the absence. This must be written and signed by a parent or guardian. If a note of explanation is not brought within two school days after the absence, the absence will be considered unexcused.

EXCESSIVE AND UNEXCUSED ABSENCES

If an absence is unexcused, NO CREDIT will be given for any schoolwork/tests/quizzes etc. missed. Any student who is absent 8 days in one semester will be fined 50,000 Won for the day missed. A 100,000 Won will be assessed for the 9th absence. The 10th absence and any absence beyond 10 the student will be fined 150,000 Won per day.

After the 9th day absent the student will also receive a FULL GRADE deduction for EVERY SUBJECT they are currently enrolled in on the SEMESTER transcript. When 15 absences are reached in any given semester the student will be required to attend a 3 week summer school session to make up all 15 days. This is a non-negotiable policy. The official grade for the semester will be “I” (Incomplete) for all subjects. After the summer school session is made up credit will be given and the Incomplete will be changed to the grade the student earned in each class that semester. Every day absent after 15 days will be considered UNEXCUSED. This means NO CREDIT will be given for schoolwork/tests/quizzes etc. missed. Any student receiving tuition assistance of any kind to ICS-UJB will lose their tuition assistance after 10 days absence.

EXTENDED ABSENCE DUE TO ILLNESS

When a student is absent for three consecutive days due to illness, the parent or student must contact the school for homework assignments. This is to prevent excessive make-up work for the student upon return to school. A child needs to be **fever free for a 24-hour period** following an illness before returning to school. It is imperative to overall good school health that you abide by this regulation. Please do not ask the school to allow your child who was sent home with a fever the day before to attend school the next day. All children sent home with a fever will be automatically expected to be absent the next day as 24 hours could not have been expired by then.

ATTENDANCE REQUIREMENTS FOR EXTRACURRICULAR ACTIVITIES

In order for a student to participate in extracurricular activities he/she must be at school four full periods on the day of the planned activity **and** the full day prior to the activity. A student who is away from school due to a school-sponsored project or field trip may participate in these activities. A student who has been suspended during the time an extracurricular activity is being conducted is not eligible to participate or to attend the function. Any student involved in an extracurricular activity that is more than 15 minutes late or does not attend school the morning after an event, will be suspended from the next activity unless they have a doctor’s excuse. (ie: If a student plays basketball and gets home late from a road trip and does not come to school until the middle of first period, that student will not be allowed to play or travel to the next game unless they brought an excuse from a doctor indicating that they could not attend school.) The administrator, in conjunction with the athletic director, may make exceptions under unusual circumstances. This will be very rare, however, and the circumstance must be extreme. Students that come to school late on the day of an activity should not expect to travel to the game. If an athlete breaks this rule more than one time they may be removed from the team permanently.

EXCUSED TARDIES

Excused tardies do not count against perfect attendance. Students must have a written note signed by a parent or legal guardian stating the reasons for the tardiness. The administration reserves the right to determine whether the excuse is “good enough” to be used.

UNEXCUSED TARDIES

Students accumulating three unexcused tardies in any one class will receive a detention. Excessive tardiness may result in removal from school. Any student who has off campus lunch privileges and obtains three or more tardies to class immediately after lunch will lose their off-campus lunch privilege for the remainder of that quarter or the next quarter if half of the quarter is already past.

Any student missing 50% of a class to three periods will be considered a ½ day absent. Any student missing more than 3 periods will be considered a full day absent. (See Excessive and Unexcused Absence policy above.)

(Example: A student comes to school at 8:50 because they overslept will be consider ½ day absent. Before 8:50 they will be considered tardy

CHECKING IN

A secondary student arriving at school after the class bell rings must secure an admission slip from the attendance officer before going to class.

CHECKING OUT

A parent must contact the office beforehand and give an appropriate reason for signing out a student. If this is not possible, the parent or guardian will be contacted for approval. Before a student will be allowed to leave school. Every student must check out through the school office before leaving school. The parent or legal guardian must grant permission for their child to depart school early. Any student NOT checking out through the office will be considered skipping school. (See Class Skipping p.15)

STAYING AFTER SCHOOL

ICS-UJB strongly advocates student-teacher relations. Students are encouraged to stay after school to obtain mentoring from teachers. ICS strives to develop lifelong learning for students through programs that foster strong spiritual, academic, and professional growth.

WITHDRAWAL

1. A fourteen-day notice must be given to the office in order for any student to withdraw from school.
2. A withdrawal form must be completed in the office by the parent or guardian.
3. All money owed must be paid and all school property returned before the withdrawal process is complete.
4. There are no refunds on tuition for withdrawal or expulsion.

GUIDELINES AND PROCEDURES

The following guidelines and procedures are set forth by ICS-UJB to develop lifelong learning expectations for ICS students.

ALCOHOL AND ILLEGAL DRUGS

Any student under the influence of alcohol or non-prescription drugs or any student having possession of such shall be subject to stern disciplinary action. The student will

be expelled from school for the remainder of the school year. All prescribed medication is to be checked in and kept in the office. The office personnel will dispense medication as warranted.

CHEATING

The Scripture admonishes us to perform tasks with integrity. One area of integrity is honesty. Cheating on daily work, homework, tests, quizzes, research papers, improper citations, etc., will result in stern disciplinary action. Students in grades six and above who are caught cheating will be suspended from school. For an additional offense, students may be removed permanently from ICS-UJB. Students cheating on homework that will not be graded may serve a lesser punishment, such as multiple Saturday School hours, if deemed sufficient punishment by the administration. It should be noted that in Western society if a student copies another student's homework, it is considered cheating. Students cheating on tests or projects that will be weighed as a test will be dealt with more severely. Cheating on a test will result in immediate suspension for one day for the first offense, three days for the second offense, and expulsion for the third offense. Parents are encouraged to help students with their work, but the school requests that the parent not actually do the work for their child. All caught cheating will receive a 0% on that assignment or document. Children cheating at the elementary level will receive a zero on the assignment. Further punishment will be decided in a case-by-case basis with the administration having final say.

CLASS SKIPPING

In order for a student to learn the necessary subject matter, it is imperative the student attend every class. Students who skip a portion and/or an entire class will be suspended from school for one day for the first offense. For an additional offense, students may be removed permanently from ICS-UJB. See also **CHECKING OUT**.

CLASS WORK AND MAKE-UP ASSIGNMENTS

When a student is absent from school, he/she is responsible for getting make-up work from the teacher and completing the assignments. Any work not made up will result in a zero for that assignment. Make-up time will be on "a day-for-day basis." If the student is absent one day, work must be turned in the day after the student returns to school. The student is required to make up all assignments whether the absence is excused or non-excused. Pre-announced assignments are due on the date announced or immediately upon return to school. No homework will be given over the following holidays: Chusok, Thanksgiving, Christmas, Lunar New Year, and the Easter Holiday. Dates for major projects will not be due for at least two days after major holidays.

CONFERENCES WITH TEACHERS

ICS-UJB strongly endorses open communication between the parent and faculty community. Any parent who would like a conference with the child's teacher is asked to arrange for a conference time in advance. You may set up a conference by calling the school office or directly communicating with your child's teacher. Please abstain from interrupting a class for a conference.

CRITERIA FOR REPEATING A GRADE

Kindergarten: Unsatisfactory progress in appropriate social interactions and in basic alphabet skills.

First and Second Grade: Unsatisfactory progress in reading and failure to complete the necessary levels of reading can result in the necessity of repeating the grade.

Third through Fifth Grade: Failure of *two* major subjects, e.g., math, English, reading, social studies, and science will result in the necessity of repeating the grade. Reading below grade level can be considered as failure of a major subject.

Sixth through Eighth Grade: Failure of *two* major subjects or more, e.g., English, math, social studies, science will be cause for placement in the same grade the following school year.

Ninth through Twelfth Grade: Failure of *two* major subjects or more, e.g., English, math, social studies, science will be cause for placement in the same grade the following school year. All mandatory graduation requirements must be fulfilled before a diploma will be earned.

DANCES

It is an official board policy that neither ICS nor any of its component organizations may sponsor any type of dance. Any group of students who promote a dance privately may not associate it with the school in any manner. Failure to abide by this standard will result in firm disciplinary action.

DE-FACING SCHOOL PROPERTY

Any student who defaces and/or destroys school property is responsible to pay for repairs or replacement of the property in addition to any disciplinary action as deemed appropriate by the administrator.

DISCIPLINE

Classroom discipline is absolutely essential in order to teach a child respect for authority and to provide the best possible atmosphere for learning. All students are to be subject to the authority of all staff members. Teacher aides on recess duty and bus drivers while children are on the bus are the adults in authority when a teacher is not present. They will be treated with respect and obeyed as the adult in authority. Children disobeying an aide will be disciplined. Children disobeying a bus driver may be suspended or removed from the bus route.

When minor problems arise, the teacher will administer the necessary discipline. At the elementary level, the student may be sent to the school administrator and a spanking may be used as discipline. If a spanking is deemed necessary it will be administered fairly, lovingly, privately, and only after sufficient warning has been given as to the consequences of the student's offenses. A student may be suspended upon consideration of the offense. Parents will be notified by note and/or by phone if such action is taken. If

any parent desires an exception to corporal punishment, he/she must work out a contract of mutual agreement with the administrator of the school.

Please note that by signing the registration form, the parent is assuring cooperation in this matter. As in all areas dealing with the child, the parent is encouraged to contact the teacher or office regarding any questions concerning the discipline of his/her child.

Starting second semester the fifth grade students will begin adhering to the secondary discipline policies in order to prepare them for Middle School.

When a student receives an “off-campus” (or out-of-school) suspension, the student is required to do all of the work missed, but he/she will receive only 70% of the grade earned on those assignments. Tests and projects must be made up, but again, the student will receive only 70% of the grade earned.

SATURDAY SCHOOL

Skipping a Saturday School will result in at least a 1 Day OSS.

Saturday School takes priority over extra-curricular events. A Saturday School detention must be served before going to any school event.

Due consideration will be given to move a Saturday School to an alternate day when tournaments are scheduled on a Saturday. A jamboree is NOT considered a tournament unless it is the only game played during the season. Any other reasons for a move of the Saturday School to an alternate day will be considered by the administration.

GENERAL SECONDARY DISCIPLINE CHART

Tardies:

3 Unexcused Tardies =	1 Hour Saturday School
25 minutes Tardy =	Half Day Absent
8 th -9 th Day Absent =	Monetary Fine
10 th -14 th Absences =	Fines + Grade Reduction
Unexcused Absence =	No Credit for Work

Cheating, Skipping School, Smoking: (See also **CHEATING** p. 14)

1 st Offense =	1 Day OSS
2 nd Offense =	3 Day OSS
3 rd Offense =	Expulsion

Leaving Campus without Permission:

1 st Offense =	Warning + Possible Saturday School
2 nd Offense =	Saturday School
3 rd Offense =	OSS

Cursing/Bad Language:

Minimum =	Warning/Saturday School
Maximum =	Expulsion

Public Display of Affection:

Minimum = Warning/Saturday School
Maximum = Expulsion

Out of Uniform:

1st Offense = Saturday School
2nd Offense = Saturday School + Sent Home to Change
3rd Offense = Saturday School + Parent Conference

Hand Phones: Hand phones are permitted at school, however, if they are SEEN or HEARD they will be confiscated.

1st Offense = Saturday School and parent must call the school to get the phone released.
2nd Offense = Saturday School and parent must come to the school to get the phone released.
3rd Offense = Saturday School and student will be placed on a discipline contract.

Skipping Saturday School = 1 Day OSS

Not returning a detention slip signed by a parent the next day = Another detention
Not returning an Academic Accountability sheet or any other paper requiring a signature the following day will result in a detention.

FIELD TRIPS

An emergency information and permission card, signed permission slip, and required fees must be in the office before the student may take part in school-sponsored trips. Regular school dress code applies to field trips unless otherwise indicated by the administration.

LANGUAGE

ICS-UJB is an English-speaking school; therefore, no other language is permitted unless it is in a subject course format. The use of improper language, gestures, or insinuations is not permissible. Failure to abide by these rules will result in disciplinary action deemed appropriate by the administrator.

LIBRARY

ICS-UJB's library has volumes exceeding 12,000 and growing. Students are encouraged to use the library facilities. Students are asked to exercise much care in handling all books. If a student damages or loses a book, he/she must pay to have it replaced plus a processing fee. Students with overdue books must pay the overdue fee from the day the book is due until the day the book is returned to the library. No school records will be processed for a student if he/she owes the library money. Computers in the library are for research purposes. Any student using the computers must be responsible to access only internet sites that are appropriate for a Christian school. Absolutely no food or drink is allowed in the library. A book is considered lost if it is not returned within 10 days after the due date. The patron will be charged a replacement fee, which includes shipping and

handling. If a lost book is returned to the library, the patron is refunded half of the money paid. Before a student may check out a book they must possess a student ID with the appropriate scannable bar code. Student ID Cards can be made for a 10,000 Won fee. They will also be good for getting discounts on public transportation.

LOCKERS

The lockers are school property. The school reserves the right to have locker checks at any time. Students are to take proper care of assigned lockers. The lockers will be assigned to students at the beginning of the year. A student is to use only the locker assigned to him/her. The lockers are to be locked at all times. The student is responsible to purchase a lock for the locker. If a student needs a lock removed from a locker, a fee of 2,000 won will be assessed to have it removed, and the school will not be held responsible for purchasing another lock. A student must pay for any damage to his/her locker that occurs throughout the school year. ICS is not responsible for any valuables missing from lockers. Any student found opening another student's locker will be dealt with sternly including the possibility of suspension or expulsion. All students are required to purchase and use a lock for their locker.

LOST AND FOUND

Misplaced personal articles, Bibles, books, etc., will be placed in the lost and found in the office. After sixty days any articles still in the lost and found will become the property of the school and disposed of accordingly. Lost and Found items will be in the office or the Library

LUNCHROOM

ICS-UJB provides hot lunches in the cafeteria. Students from K-5 through grade 12 may choose to eat a hot lunch from the cafeteria or bring their lunch. High school seniors may choose to eat in the cafeteria, or, with written parent authorization, eat off campus. Any student having off-campus lunch privileges who receives three tardies to the class immediately after lunch will lose their privilege for the remainder of the quarter.

MEDICATION

Any student who brings prescribed medication to school is to leave the medication in the office. The medicine will be distributed by office personnel at the time designated by the prescription. It is the responsibility of the student to be aware of the times the medicine is to be distributed and to go to the office at such time. It is suggested that only the medication needed for the day be brought.

MILITARY EVACUATION

ICS-UJB cooperates with the armed forces emergency evacuation, (NEO). In case of a military-ordered evacuation, all students possessing a US passport will be taken to a designated safe area at Camp Red Cloud in accordance with US military guidelines. All other students will be taken to a safe haven and wait for parents to collect them. The school will be the first choice of a safe haven. Should an evacuation be necessary, please

come to the school to retrieve your children. Please note that a teacher will be with your children at all times during an emergency.

PERSONAL BELONGINGS

All personal belongings brought to school are the responsibility of the student. MP3/IPODS are not to be brought to school. They will be confiscated immediately and held until the parent is notified. A detention may be given. Cellular phones are not to be used or seen at school. See p. 17 for a general list of consequences for possessing cell phones.

PHYSICAL EDUCATION AND ATHLETICS

Physical education is very important in the development of an individual. Thus, the school requires a student to participate in physical education. If, for any reason, the student is unable to participate in a physical activity during recess or a physical education period, a note from the parent to the teacher is required. The note should explain the reason and must be accompanied with a letter from the doctor if the physical education exemption is needed for a period longer than three school days.

PHYSICAL HARM

ICS-UJB prides itself on providing a safe environment for Christian education. Under no circumstances at ICS or a school-sponsored activity will physical harm to another person be tolerated. Engaging in such may result in permanent expulsion from ICS. Any student bullying another student will also not be tolerated, and severe punishment will be administered, and possible expulsion may result.

POSSESSION OF WEAPONS

Any student having in his possession and/or displaying, using, or threatening to use any weapon or any instrument classified as a weapon will be expelled from school. ICS holds a zero tolerance level for possession of weapons. Razor knives are not allowed at school unless a teacher is using them for a project, and in that case the teacher will supply the knives for the class period. Students are not allowed to bring razor knives to school.

PREGNANCY, ABORTION, AND SEXUAL IMMORALITY

ICS-UJB has a moral, legal, and Scriptural responsibility to maintain standards within the school and to assure the health and welfare of all its students. Therefore, it is required that all female students who are pregnant and all male students who are responsible for a pregnancy report this to the school administrator as soon as it is medically confirmed. At such time, the students will no longer be allowed to attend classes at ICS. All possible solutions for continuing the student's education will be discussed with the parents. If ICS gains knowledge of the fact that a student's pregnancy has been terminated through abortion, the student will not be allowed to attend classes and this situation will be handled with the parents in the same manner as a pregnancy. Students who are known to be sexually active will require stern disciplinary action and continued attendance at school will be based upon the discretion of the administration (but will usually result in immediate expulsion)

PROGRESS REPORTS

Progress reports are issued to all students in the middle of the first grading period. Thereafter, the reports are issued to students in the middle of the second, third, and fourth quarters who have a grade of “D” or “F” or whose grades have dropped significantly. In addition, progress reports may be issued to students who have shown significant marked improvement. Students who are having academic or behavioral difficulty will be given a weekly progress report. All progress reports sent home must be signed by the parent/guardian and returned to school the following school day. Students not returning forms signed by a parent or guardian the following day will be given a detention.

PUBLIC AFFECTION

Public displays of affection (kissing, hugging, holding hands, etc.) between students at ICS are not permitted. Students who do not abide by this policy will be referred to the administrator for disciplinary action deemed appropriate.

REPORT CARDS

Report cards will be issued quarterly via the school’s Ren Web online reporting system. Report cards will not be issued until all financial obligations are up to date. This includes library fees or any other overdue fees. Elementary Students will receive “Hard Copies” of their report card each quarter. Secondary students will only receive a “Hard Copy” at the end of the school year. Secondary students can print report cards at home as they are sent via email. The school may provide a Hard Copy upon request.

SCHOOL BUS CONDUCT

While traveling on school vehicles to and from school or to any school activity, all standards and guidelines of ICS apply. It is the responsibility of the students to conduct themselves properly. Students are under the authority of the bus driver. Failure to abide by the rules will result in stern disciplinary measures deemed appropriate by the administrator.

The following is a list of bus policies and rules:

1. Students must be authorized to ride the school bus.
2. Students are to remain seated in their assigned seat with the seat belt fastened until the bus arrives at school or their stop.
3. Eating and drinking is not allowed on the bus.
4. Students are not to distract the driver in any way.
5. Throwing any items inside the bus or out the window is not allowed.
6. Students are not to extend anything (including hands, head, feet, etc.) out the window.
7. Students are not to use profanity, yell, or make obscene gestures to motorists, pedestrians or each other.
8. The school’s discipline policy applies to students en-route to or from school on the school bus.
9. Elementary students are not allowed to go off campus before or after school.
10. Secondary students are not allowed to go off campus before or after school if they ride the bus **unless** parents give specific permission. The school will not be held responsible for any injury students may incur going off campus or for students missing the bus after school. **The bus will leave on time after school!**

SCHOOL CLOSURE

Inclement weather or an unforeseen emergency may result in the closing of school. The school will make every effort to contact the parents concerning any school cancellation. Homeroom teachers are instructed to call their students if at all possible when school is closed due to an emergency or inclement weather. For this reason it is imperative that the teacher and the office have up to date phone numbers at all times. The school will send out a message to all students and custodians of students via the email you have provided to the school and entered into Ren Web. Make sure all information the school has is kept current.

SPIRITUAL GROWTH

Spiritual growth in ICS students is the primary foundation of the school. ICS provides such opportunity through Bible classes, weekly chapel services, guidance services, spiritual emphasis week, club activities, and other special events. ICS strives to foster an environment which provides quality spiritual growth.

STANDARDS

When a student enters ICS, he/she becomes identified with the school. Often the school's reputation is established by the conduct of the students. The student's conduct must reflect favorably on ICS at all times.

STUDENT GOVERNMENT

ICS strongly endorses the student government process. Students have the opportunity to serve in school government through student council and class officers. The student council plays a major role in the coordination of student activities at the school. The organization works closely with students and administration in areas of interest and serves an active role in arriving at appropriate actions for the best interest of the student body. Student government officers are expected and required to lead an exemplary life. Students who are elected to these positions and do not abide by the ICS-UJB guidelines and policies will be removed from office.

STUDENT ILLNESS

Any student who becomes ill or is injured during school will be brought to the school office for observation. Parents will be notified and asked to pick up the student when necessary. Students with any sickness considered to be contagious will not be allowed to remain at school or return to school until a qualified physician provides a medical release.

TELEPHONE USAGE

Students will not be dismissed from class to use the phone except in case of an emergency. Office permission must be obtained before using the phone. The telephone in the school office is not to be used by students, however, a pay phone is located in the foyer of the first floor for student use.

TEXTBOOKS

Textbooks are loaned to students and remain the property of ICS. There is no book fee at ICS, however, the student is fully responsible for textbooks assigned to him/her. Lost or damaged books must be monetarily compensated for prior to student records being released. All textbooks must be covered in an appropriate manner. Tape must not touch the book, as it could possibly damage the book. The teacher will retain uncovered textbooks and an appropriate fine will be levied. A detention will be given for an uncovered textbook. The library has very nice book covers that do not require tape for securing them to the book.

TOBACCO

Any student who is caught smoking during school hours on or off campus or any student having tobacco products of such shall be suspended from school for a minimum of three days. Any athlete seen smoking by a staff member at any time will be immediately removed from the sport they are active in.

TRANSCRIPTS

Students needing a transcript will receive one official transcript free of charge. Students needing additional transcripts will be charged a fee of 5,000 Won.

VISITORS

Unless it is an emergency or special circumstances exist, visitors will not be allowed to see students during the course of the school day. Anyone coming to the school for such reasons must receive permission from the office. If students have special circumstances requiring a visitor to accompany them to school for any part of the school day, administrative permission must be granted one day in advance. Graduates are always welcomed and asked to check in through the office. Parents are always welcome to visit the school, but are asked to check in through the office first. All visitors are expected to abide by ICS dress code and conduct standards.

DRESS CODE

GENERAL DRESS CODE INFORMATION

1. Clothing worn to extracurricular activities should be neat, modest, and in keeping with the philosophy and standards of ICS. Boys may not wear earrings to these activities.
2. Students are to remember the school dress code takes effect when one enters the school property or activity and continues until one leaves the property or activity.
3. Any clothing, jewelry, haircuts, etc., that are considered by the ICS faculty to be inappropriate or distracting based upon ICS standards will not be permitted. Since there is no way to cover every fad, style, or article of clothing that may be worn or that may appear in the fashion world in the future, all decisions involving student appearance and/or school dress will be at the discretion of the school.

Uniforms:

All students are required to wear the school-approved uniform, which includes the approved pants and shirts. Once a student is enrolled, he/she has a maximum of fourteen calendar days secure and be wearing the uniform to school. After the elapsed time, the student will not be allowed to attend school until the uniform is secured and worn to school. This will be considered an unexcused absence and all schoolwork will be required but a 30% reduction of the grade will be given. The dress code for students waiting on uniforms will be:

SECONDARY DRESS CODES:

MALE DRESS CODE – DURING DRESS DOWN DAYS AND UNTIL AFTER LABOR DAY

Pants:

1. Male students may wear denim pants as long as they are not torn or frayed.
2. No sagging or baggy pants will be allowed.
3. Shorts are not permitted unless the administration gives permission. They must fit modestly. If there is any question, please bring your attire to the administration office for approval.
4. No sweatpants or warm up clothes are permitted.
5. No “skinny jeans” are permitted.

Shirts:

1. Shirts must be tucked in with the exception of shirts styled to be worn outside.
2. Tank tops or sleeveless shirts may not be worn.

MALE DRESS CODE – UNIFORM

1. Male students will wear the approved school wardrobe. Any solid (one) color box style polo shirts and a solid (one) color Kaki pant must be worn. (A polo shirt is defined by ICS-UJB as a loose fitting collared shirt with two or three buttons.) Pink and yellow colors for boys are not allowed. Others colors may be added to this list. Name brand logos are acceptable, but must be no larger than 1 inch by 1 inch. A solid color tee shirt under the polo shirt is acceptable. No writing on tee shirts under the polo shirt is allowed. Layering solid colored polos is acceptable. The polo shirt must be loose fitting. No tight fitting polo shirts will be allowed. No tight fitting clothing is allowed

Footwear:

1. Sandals may be worn with socks.
2. Shoes with laces must be tied.
3. No flip flops or shower shoes are permitted

Haircuts:

1. The male student's hair must be neat at all times. It must not be in the eyes. Outrageous hair cuts or excessively long hair is not permitted. Administration will determine what excessively long will be.
2. Any haircut that reflects shaving imprints, unusual styles or color, and ponytails are not permitted.

Earrings:

1. Male students at school or school-related events may not wear earring(s).

Tattoos:

1. Students are not permitted to acquire any type of tattoo once they are a student of ICS.

Hats:

1. Hats and hoods are not to be worn by male students inside the building.

GIRL'S DRESS CODE DURING DRESS DOWN DAYS AND UNTIL AFTER LABOR DAY

Dresses/Skirts:

1. No Dresses or Skirts are allowed at ICS.

Pants:

1. Pants that are not tight fitting may be worn.
2. No sweat or warm-up pants may be worn.
3. Spandex pants may not be worn as outer clothing.
4. No sagging or baggy pants will be allowed.
5. Shorts are not permitted unless the administration gives permission. They must fit modestly and the length must be around the knee. If there is any question, please bring your attire to the administration office for approval.

Blouses/Shirts/Tops:

1. Blouses and shirts must be tucked in unless designed to be worn out. Blouses must be long enough so that no skin shows when arms are raised overhead.
2. Tank tops, low necklines, thin material, and tops with exposed shoulders may not be worn.
3. Clothing with distasteful advertising or distracting pictures may not be worn.
4. Blouses and shirts must be tasteful and modest. No spaghetti straps are allowed
5. Tight fitting clothing is not allowed.

FEMALE DRESS CODE – UNIFORM

1. Female students must wear the approved wardrobe to school. Any solid (one) color box style polo shirts and a solid (one) color Kaki pant must be worn. (A polo shirt is

defined by ICS-UJB as a loose fitting collared shirt with two or three buttons.) Name brand logos are acceptable, but must be no larger than 1 inch by 1 inch. A solid color tee shirt under the polo shirt is acceptable. No writing on tee shirts under the polo shirt is allowed. Layering solid colored polo's will be acceptable. The polo shirt must be loose fitting. No tight fitting polo shirts will be allowed.

Footwear:

1. Sandals may be worn.
2. Shoes with laces should be tied.
3. No flip flops or showers shoes are allowed

Tattoos:

1. Students are not permitted to acquire any type of tattoo once they are a student of ICS.

Hats:

1. Hats and hoods are not to be worn by female students inside the building.

ELEMENTARY DRESS CODE:

DURING DRESS DOWN DAYS AND UNTIL AFTER LABOR DAY

Pants:

Students may wear denim pants as long as they are not torn or frayed. No sagging or baggy pants will be allowed. Shorts are permitted. They must fit modestly. If there is any question, please bring your attire to the administration office for approval.

Shirts:

Shirts must be tucked in with the exception of shirts styled to be worn outside. Tank tops or sleeveless shirts may not be worn. No sweatpants or warm up clothes are permitted.

MALE/FEMALE DRESS CODE – UNIFORM AFTER LABOR DAY

1. **Male students** will wear the approved school wardrobe. Any solid (one) color box style polo shirts and a solid (one) color Kaki pant or shorts to the knee must be worn. (A polo shirt is defined by ICS-UJB as a loose fitting collared shirt with two to four buttons.) Pink and yellow colors for boys are not allowed. Others colors may be added to this list. The school logo must be sewn on the left side of the shirt. Logo patches may be purchased in the school office. A solid color tee shirt under the polo shirt is acceptable. No writing on tee shirts under the polo shirt is allowed. Layering solid colored polo's is acceptable. The polo shirt must be loose fitting. No tight fitting polo shirts will be allowed.
2. **Female students** will wear the approved school wardrobe. Any solid (one) color box style polo shirts and a solid (one) color Kaki pant or shorts to the knee must

be worn. (A polo shirt is defined by ICS-UJB as a loose fitting collared shirt with two to four buttons. The school logo must be sewn on the left side of the shirt. Logo patches may be purchased in the school office. A solid color tee shirt under the polo shirt is acceptable. No writing on tee shirts under the polo shirt is allowed. Layering solid colored polo's is acceptable. The polo shirt must be loose fitting. No tight fitting polo shirts will be allowed. No Dresses or Skirts are permitted, but **SKORTs** will be permitted.

3. **Both Male and Female** students must have one **BLUE** pair of pants and **WHITE** color polo to wear on school sponsored field trips to make students more easily identifiable while away from school.

Footwear:

Sandals may be worn with socks.
Shoes with laces must be tied.

Haircuts/Male

The male student's hair must be neat at all times. It must not be in the eyes. Outrageous hair cuts or excessively long hair is not permitted. Administration will determine what excessively long will be.

Any haircut that reflects shaving imprints, unusual styles or color, and ponytails are not permitted.

Earrings:

Male students at school or school-related events may not wear earring(s).

Female students may wear **ONE** set of earrings .

Tattoos:

Students are not permitted to acquire any type of tattoo once they are a student of ICS.

GRIEVANCE PROCEDURE:

ICS is aware that from time to time a misinterpretation of the school's policies or administrative decisions may occur. Parents that desire to file a grievance or appeal a school decision may pick up the appropriate paperwork for correct procedures in the school office.

**INTERNATIONAL CHRISTIAN MIDDLE
AND HIGH SCHOOL CHEATING POLICY**

Description of Cheating: Cheating can be defined in more than one way. The following list is comprised of what ICS identifies as cheating. It may not be all inclusive; each case is determined by the principal in collaboration with the director.

- If a student receives or gives out information about a test or quiz to students who have not taken the quiz or test, this is cheating.
- Looking at someone else's paper, quiz or test is cheating.
- Copying someone else's homework is cheating.
- Students are generally not permitted to speak or whisper or communicate in any fashion while a quiz or test is being administered. Students who do this are violating school policy and will be punished for cheating. This is true even if a student has turned in his/her test paper.
- Having notes hidden in your desk and glancing at them during a quiz or test is cheating.
- Glancing at notes or hidden test material placed anywhere while taking a test is cheating.
- Giving another student your homework is cheating or doing someone else's homework is cheating.

The Bible speaks against being untruthful and tells us to walk in such ways so as to glorify the Lord Jesus Christ. Students are taught at ICS to develop their integrity and honesty between themselves, other students, teacher and God. When cheating occurs in any manner, stern disciplinary action will be taken.

Students caught cheating will be given an F on the paper, quiz, test, etc. and a three-day out-of-school suspension. In the case of a student allowing someone else to copy answers or work not already authorized by the teacher, both students will receive a 0% F, and an out-of-school suspension will be issued.

The student may be removed permanently from ICS if cheating continues.

PARENTAL AGREEMENT

My signature indicates that I have read and do agree to support the policies and practices of International Christian School – Uijongbu. **(Students re-enrolling online via Ren Web will not need to send in this paper.)**

Name of Child(ren): _____ Grade: _____

Grade: _____

Grade: _____

Date: _____
(Signature of Parent or Guardian)

STUDENT AGREEMENT
(Required for a student in grade six or higher)

Name of Student: _____ Date: _____
Name of Student: _____ Date: _____
Name of Student: _____ Date: _____

My signature indicates that I have read and do agree to support the policies and practices of International Christian School – Uijongbu.

(Signature of Student) Date: _____

(Signature of Student) Date: _____

(Signature of Student) Date: _____

****Please sign and return this statement of agreement to school with the school application. Failure to return this form will result in your child not being able to attend ICS-UJB. Thank you for your cooperation.**