

Taejon Christian International School

Founded in 1958

STATEMENT OF MISSION

Taejon Christian International School
provides international students
a high quality internationally-based education
within a Christian environment
utilizing positive educational experiences
and biblical foundations
for spiritual growth.

Adopted 1995

Reviewed 2003

Reviewed 2005

STATEMENT OF EDUCATIONAL PHILOSOPHY

Because each student is recognized as a person made in the image of God, Christian education should foster self-respect and self-worth as well as respect and esteem for others. For this reason, the goal of Taejon Christian International School (TCIS) is to help provide the kind of environment in which each student's unique gifts of intellect, personality, stature, and spirit are given the best opportunities for development toward maturity. TCIS bases its philosophy on basic Christian beliefs.

Adopted 1995

Reviewed 2003

Reviewed 2005

TCIS SCRIPTURE VERSE

In 2000, a special scripture was selected by the entire school. This scripture was selected with input from students, teachers, and administration.

*"I press on toward the goal to win the prize for which God has called me
heavenward in Christ Jesus." (NIV) Philippians 3: 14*

TCIS SHIELD LOGO

The logo was adopted in 1994 from a tee shirt design submitted by Frank Park, the 1993-1994 student body president and later valedictorian of the class of 1994.

The logo contains the following symbols which represent the mission of the school:

SHIELD: Protector of the faith: "Take up the shield of faith with which you will be able to extinguish all the flaming missiles of the evil one." - Ephesians 6:16

SCROLL & QUILL: This symbolizes that the importance of developing God's gift of your mind through scholarship and academics.

BIBLE: This symbolizes that the school is founded on God's Holy Word, the Bible.

CENTRAL LARGE CROSS: TCIS is Christ centered.

PLACEMENT OF THE BIBLE AND QUILL & SCROLL: The bible and scroll and quill are symbolically centered, and equally spaced below the central large cross. Scholarship and the study of God's Holy Word are both equally emphasized at TCIS and they are done within a Christian environment for the purpose of bringing glory to God.

LATIN WORDS ON THE SCROLL: *Fidelitas* - Faith

Speratas - Hope

Pietas - Devotion

Since 1958: This is the founding year of TCIS (first called Taejon Foreign School and later named Korea Christian Academy and now called Taejon Christian International School) by a cooperative of United States missionaries.

TCIS: Taejon Christian International School was the formal name given the school in 1992.

TCIS DRAGONS

Prior to 1970, the school's mascot was the "Imperials," but that year the name "Dragons" was formally adopted.

Dr. John Seel, alumnus and member of the class of 1971, was instrumental in gaining the adoption of the new mascot. The dragon is a part of the history of Korea and was borrowed from the Chinese culture where it was the revered symbol of the emperor. TCIS honors the culture through the use of the traditional dragon to symbolize benevolence, greatness, integrity, and fairness, whether in athletic competition or academic pursuits. However, even more profoundly, TCIS through the Korean culture's symbol of the emperor recognizes the only true emperor or king, the "King of kings,"

God's son, Jesus Christ.

HIGH SCHOOL STUDENT HANDBOOK

Revised April, 2006, April, 2007, April, 2007, April, 2008

FREQUENTLY NEEDED INFORMATION

ADDRESS	TAEJON CHRISTIAN INTERNATIONAL SCHOOL 210-1 O-Jung Dong, Daedeok-gu Daejeon, Republic of Korea 306-010
TELEPHONE	(042) 633-3663
FAX	(042) 631-5732 (Office) (042) 638-8947 (Counselor)
E-MAIL	tcisinfo@tcis.or.kr
WEBSITE	www.tcis.or.kr
HIGH SCHOOL SECRETARY	Mrs. Eun Joo Jung
ADMISSIONS, ATHLETIC & ACTIVITIES SECRETARY	Ms. Hyemi Jo
NURSES	Mrs. Kyeong Hee Bossard & Ms. Young Hee Jeong
COUNSELORS	Ms. Cami Endicott, Mrs. Charmaine Gunther, and Mrs. Barbara Smith- Jang
COUNSELORS' SECRETARY	Ms. Ji Eun Shin
REGISTRAR	Mrs. Kyungah Rhee
FINANCE SECRETARY	Ms. Eun Mi Shin

ADMINISTRATION

Dr. Thomas J. Penland	Headmaster
Mr. John Nelson	Assistant to the Headmaster
Ms. Isabel Searson	Principal
Mr. Kenneth McAllister	Assistant Principal
Mr. Kenneth Gunther	IB Coordinator
Mr. David Suhs	Activities Director/ Assistant to the Headmaster
Mr. D. Brent Frazier	Residence Director/Food Service Manager
Mr. Jae Soon Choi	Director of Business Affairs
Mrs. Kyung Won (Jackie) Lee	Business Administrator/Personnel
Mr. James Armentrout	Athletic Director

CLASS OF 2008 COLLEGE ACCEPTANCES

American University
Anna Maria College
Baylor University
Bellevue Community College
Bentley College
Biola University
Boston University
Brandeis University
California Baptist University
California College of the Arts
Calvin College
Carleton University-Canada
Carnegie Mellon University
Case Western Reserve University
Champlain College
Clark University
College of William and Mary
Cooper Union
Cornell University
DeAnza College
DePaul University
Dickinson College
Duke University
Duquesne University
East Central University
Eastern Nazarene University
Eastern University
Emerson College
Emory University
Fordham University
George Washington University
Georgia Institute of Technology
Glion Institute of Higher Education-Switzerland
Gordon College
Houghton College
Indiana University at Bloomington
Indiana Wesleyan University
Iowa State University
Johns Hopkins University
Kalamazoo College
Knox College
Lehigh University
Les Roches, Hotel Mgmt.-Switzerland
Macquarie University-Australia
Maryland Institute College of Art
McGill University-Canada
Michigan State University
Mid-America Nazarene University
Mount Holyoke
New York University
Nipawon Bible College
Northwestern Oklahoma State University
Northwestern University
Oberlin College
Ohio State University
Olivet Nazarene University
Otis College of Art and Design
Parsons School of Design
Penn State University, University Park
Pratt Institute
Purdue University
Queen's University-Canada
Rhode Island School of Design
Ringling College of Art and Design
Rochester Institute of Technology
Rutgers-New Brunswick
School of the Art Institute of Chicago
School of the Museum of Fine Arts
School of Visual Arts
Skidmore College
St. Johns College
SUNY Albany
SUNY Binghamton
SUNY Buffalo
SUNY Oswego
SUNY Stony Brook
Syracuse University
Taylor University
Temple University-Japan
Texas A & M
Trevecca Nazarene University
UC Berkeley
UC Davis
UC Irvine
UC San Diego
UC Santa Barbara
UC Santa Cruz
UCLA
Union University
University College London
University of Arizona
University of British Columbia
University of Central Arkansas
University of Connecticut
University of Denver
University of Illinois, Urbana-Champaign
University of Iowa
University of Louisiana-Monroe
University of Massachusetts-Amherst
University of Michigan
University of Minnesota, Twin Cities
University of Missouri Columbia
University of Notre Dame
University of Oregon
University of Rhode Island
University of Rochester
University of Southern California
University of Sydney-Australia
University of Texas, Austin
University of Toronto-Canada
University of Utah
University of Victoria-Canada
University of Washington-Bothell
University of Washington-Seattle
University of Washington-Tacoma
University of Waterloo-Canada
University of Wisconsin, Madison
Villanova University
Virginia Polytechnic Institute
Worcester Polytechnic University

STUDENT RIGHTS AND RESPONSIBILITIES

1. Students have the RIGHT to a meaningful education with high standards that adequately meet the needs of all students.
2. Students have the RESPONSIBILITY to punctually attend every class and be appropriately prepared.
3. Students have the RIGHT to voice their opinions and views in matters that directly affect the quality and content of their learning environment.
4. Students have the RESPONSIBILITY to demonstrate respect for the professional staff, support staff, their peers and the learning environment.
5. Students have the RIGHT to timely notice of rules, regulations, policies, and penalties to which they are subject.
6. Students have the RESPONSIBILITY to demonstrate sincere consideration for others by refraining from boisterous behavior, use of obscene language.
7. Students have the RIGHT to physical safety and protection of their personal property within a safe and clean facility.
8. Students have the RESPONSIBILITY to maintain good health and safety by refraining from smoking, use of alcohol, drugs, and other substance abuse.
9. Students have the RIGHT to adequate consultations with teachers, counselors, administrators, and other school personnel.
10. Students have the RESPONSIBILITY to wear appropriate attire, look neat, and practice personal hygiene that is acceptable within the Korean community.
11. Students have the RIGHT to free election of their peers in student organizations.
12. Students have the RESPONSIBILITY for showing respect for school property and the personal property of others.
13. Students have the RIGHT to present grievances to the administration and receive prompt replies regarding the resolution.
14. Students have the RESPONSIBILITY to maintain good judgment in student conflicts, public display of affection and acting in such a manner as to expose others to injury or intimidation.

INFORMATION

ENGLISH LANGUAGE USE POLICY

SCHOOL-WIDE GOALS:

- 1- To make sure that English is the only language used in classrooms except in World Languages classes or in an English language medium classroom with teacher permission for the enhancement of student learning.
- 2- To make English the predominant language used by students during school hours from 8:00 a.m. – 3:00 p.m. and during anytime on/at an official school events (i.e. school sponsored activities and trips) for social communication with one another and with faculty/staff.
- 3- Some accommodation of these expectations will be given to first semester ESL students only.

RATIONALE:

- To prepare students adequately for college and university in English speaking universities
- To reinforce classroom instructional language
- To be consistent with the school mission and values, particularly in the area of providing an environment where students have the best opportunity to develop to maturity
- To ensure clear communication and understanding with and by students in the classroom
- To encourage inclusiveness of all students via a common social language
- To discourage/avoid exclusivity and isolation of minority language groups within the community
- To provide an environment where appropriate language and behavior is reflected and a safe and healthy community is maintained
- To maintain consistency between expectations and practices as an institution

English Language Use Policy
Accountability Procedures
 Effective 15 January 2007

1 st infraction	Warning
2 nd infraction	Parent phone call & lunch detention
3 rd infraction	Parent phone call & after school detention
4 th infraction	In-school suspension and parent conference
5 th -7 th infraction	Suspension (1, 3, 5 days) and parent conference
8 th infraction	Indefinite suspension and recommendation for expulsion

- A language offense is defined as a conversational use of a language other than English involving more than a sentence rather than simply a word or phrase.
- HS office staff will make phone calls home to parents for 2nd and 3rd infractions, after which time the assistant principal will call to inform and to schedule parent conferences. The office will maintain records on student infractions.
- The length of suspension is determined by the administration based on non-compliance behavior and consequence guidelines on page 39 of the handbook
- Offenses are cumulative over the school year, but do not carry over from year to year.
- In order to enforce the current policy the following is recommended:
 - **Monitoring**- teachers will monitor hallways and other social areas to increase the use of English
 - Students who participate in athletic teams and all co- or extra-curricular activities will speak English at all athletic competitions. Coaches will be responsible for monitoring
 - **Student ID**-students will carry school ID cards for identification purposes. The card is taken by the teacher on the first offense and sent to the office. Students will need to go to the office on their own time to pick up the card. At that time they will be assigned the corresponding consequence.

Lunch Detentions

Lunch detentions will be held in the lower cafeteria. One teacher on duty will be designated to eat with the students. Students will talk as a group before eating. Students will eat at the end of the line. Any student who does not speak within the group or who violates the LUP will be invited back for lunch the following day. Students who do not show up on time will serve an additional detention the

next day. Teachers will have a list of students and will check the students who meet the requirements.

TCIS recognizes that language development is a process that takes time and will extend over several years. An ELL will continue to receive direct ESL instruction until he or she shows evidence of proficiency in reading, writing, listening, and speaking in English and is able to work successfully in mainstream classes. The decision to move a child from direct services to transitional status is based on multiple assessments, including oral proficiency, reading comprehension within two grades levels, writing proficiency, overall academic success and teacher recommendations.

TCIS also recognizes that a critical factor in second language development is the level and use of one's first language, or "Mother Tongue". A primary language that is developed and maintained enhances English language development and success in school. For this reason, parents of ELLs are expected to continue their child's home language education and practice.

FEES

TCIS endeavors to keep additional fees to an absolute minimum. However, students taking computer, physical education, or instrumental music from TCIS may be charged an additional materials and/or rental fee. All charges for banquets and social events will be paid at the time the student's name is added to a sign-up list. All monies are non-refundable unless the event is cancelled.

FIELD TRIPS

Field trips are academic activities that are held off-school grounds. No student may participate in any school-sponsored trip without a completed parental consent form. School rules apply to all field trips and students are to be courteous and respectful at all times. Students should inform their teachers that they will be absent during the trip. Students will be responsible to make up any missed assignments or work. The sponsoring teacher will also inform the other teachers at least two weeks before the trip. **Field trips will not be scheduled for the months of May and June.**

FIRE DRILLS

The signal for the fire drill or an actual fire is a loud audible bell. The students should move quickly and quietly out the assigned exit to the designated waiting area indicated by the chart posted in each schoolroom. Students must follow the instructions of staff precisely. Practice drills will be held during the school year.

FUND RAISING

Students participating in school sponsored groups and activities will be permitted to solicit funds from other students, staff members, and members of the community in accordance with school guidelines. The following general rules will apply to all fund-raisers:

1. Students involved in the fund-raising are not to interfere with students participating in other activities in order to solicit funds.
2. A student will not be permitted to participate in a fund-raiser for a group in which he/she is not a member without the approval of the activity sponsor.
3. No student may participate in fund-raising activities off-campus without written parental consent.
4. House-to-house canvassing is NOT PERMITTED by any student for any fund-raising activity.
5. Any fund-raiser that requires students to exert themselves physically beyond their normal pattern of activity, such as "Runs for..." will be monitored by a staff member in order to prevent a student from over-extending himself/herself to the point of potential harm.

6. Students are NOT permitted to coerce other students in any way into contributing to a fund-raiser.
7. Any fund raising requests must have prior approval of the principal.

PARENT INVOLVEMENT

There are many activities throughout the year when parent attendance and participation are invited and encouraged. These activities include open house, International Festival, drama/musicals, concert, International Week, Teacher Appreciation Day, athletic games, middle school soccer tournament, and P.T.A. meetings and workshops. Parent attendance at sports and athletic activities is encouraged. If a parent has a special skill or interest he/she is asked to complete the appropriate section. All parents and teachers are encouraged to join the Parents & Teachers Association (P.T.A.).

The P.T.A. is an organization that encourages interaction between teachers and parents and co-sponsors several events or projects including the teacher appreciation day, the TCIS community telephone directory, International Festival, and parent workshops. In addition, the P.T.A. has fund-raising projects each year to purchase items for the school to benefit our children. The P.T.A. also presents monetary awards to seniors for leadership, valedictorian, and salutatorian. Parents and teachers are invited to volunteer to work in the Dragon Store throughout the year.

CHRISTIAN STUDIES & CHAPEL

The Christian Studies program is a very important part of the TCIS curriculum. Students will study biblical history, personages, theology, and are encouraged to examine their spiritual walk or faith. Our students are encouraged to become Christians or to renew their Christian commitment; however, they are never coerced or forced to make any decisions. All students are required to participate fully in the program. In the 9th to 12th grades, students will receive academic credit for religious studies. Each week all students are required to attend chapel where they will hear messages applicable to their lives. These messages could be presented utilizing music, drama, videos, or guest speakers. Once per year a three-day spiritual retreat or Spiritual Emphasis Week (S.E.W.) will be held to permit students to examine their faith and spiritual walk. Chapel and Spiritual Emphasis Week are required events and activities for all TCIS students. Regardless of faith background, SEW is an excellent opportunity for students and teachers to grow in their relationships with one another.

STUDENT DRIVERS

TCIS students are not permitted to have motor vehicles of any kind on campus. This includes automobiles, motorcycles, and scooters. Safety is the primary concern, but there is also not ample space for student vehicles on campus.

STUDENT VALUABLES

Students are encouraged not to bring items of value to school. Large amounts of money and items such as jewelry, expensive clothing, shoes, and electronic equipment are tempting targets for theft. Although TCIS is a Christian school, not all of the people who pass through our halls resist the temptation to steal. The school will do its best to assist the student in finding lost articles, however, the school cannot be responsible for their safekeeping and will not be liable for loss or damage to personal valuables.

LIBRARY INFORMATION

The library hours are Monday-Friday, 8:10am-5:45pm (the library closes at 3:10pm on Friday during long weekends)

1. BORROWING:

Textbooks are checked out on the registration day at the secondary library. All Secondary School students must have their library card and the copy of course registration in order to borrow textbooks. All items must be signed out under student's own name and students are responsible for all the borrowed items. Students are expected to handle all textbooks with courtesy at all times.

2. LIBRARY CARD:

New students receive ID/Library cards when registration process is completed. ID/Library card is valid until the summer of student's graduation year. Replacement cost for lost ID/Library card is 10,000 won.

3. LOAN PERIOD:

Textbooks..... End of each course
Class Sets..... End of using class sets in class

4. RETURNING:

All textbooks must be returned to the Secondary School Library at the end of the school year. Return dates are announced towards the end of the semester or the year. If textbooks are not returned during the designated period, they are considered as lost and those concerned students are held accountable for those books. Students are responsible for resolving matters concerning lost textbooks or fines before the last day of school. Official transcripts are withheld for transferring students until all books are returned to the library and/or accounts settled.

5. FINES: Textbooks are considered lost if they are returned to the library.

6. TEXTBOOKS:

Most textbooks are provided without extra charge. However, if they are damaged or lost, the student is required to pay the cost of repair or replacement (plus shipping charges). Teachers may require the student to cover their textbooks for protection. The student is responsible for returning the textbook they were issued. Equipment used for instruction is also provided, but if damaged or lost the student is required to pay the cost or repair or replacement (plus shipping and handling charges). The following is a guide in computing damage fees for textbooks:

Textbooks are provided without extra charge; however, if they are damaged or lost, the student is required to pay the cost of repair or replacement (plus processing charges). Teachers may require the student to cover their textbooks for protection. Students are responsible for returning textbooks on time. The following is a guide in computing damage fees for textbooks.

Damaged page(s) and/or cover W 15,000 ~ W 20,000
Severely damaged, but usable Percentage (%) of book price
Lost or destroyed beyond repair Full price of new textbook + *processing fee

*Processing fee: 30% of textbook fee

If a student damages or loses textbooks during the semester/year, the student has to pay the cost of repair or replacement in order to check out another textbook.

6. REFUNDS:

If the book is found before a replacement order is processed, the parents will be refunded the cost of the replacement text, but not the processing fee. If the book is found after the order has been placed, no refund will be given. The school does not accept texts purchased by parents in place of lost books.

7. PHOTOCOPIER AND PRINTING:

A card-operated photocopier is available in the library. Copy cards are purchased at the circulation counter for 3,000 Won. Photocopying is charged at 50 Won per page.

TRANSPORTATION AND BUS RULES

TCIS provides transportation for day students that have paid a bus fee. Special buses are provided for most athletic practices and drama rehearsals. Generally, buses are not provided after games and concerts. If a student elects to participate in an event that ends at a time outside of the regular bus schedule, students will be responsible for providing their own transportation. This includes away games or activities that return after regularly scheduled buses. For reasons of safety, courtesy, and protection of equipment, *students who do not abide by the rules and are disorderly on the bus will be unable to use TCIS busing services*. TCIS is *not liable for injuries or loss of property* that may result from a school bus accident or related damage. The school has installed video cameras on board all of its bus to monitor behavior.

The following are the Bus Conduct Rules:

1. The bus driver must be respected at all times and students must follow his instructions during routine and emergency situations.
2. **SEAT BELTS MUST BE WORN AT ALL TIMES.**
3. Objects should never be thrown in the bus or out of the bus windows.
4. No part of a student's body (arms, head, legs, etc.) should be held out of an open window at any time.
5. If food or drink is brought on the bus, the garbage or waste must be disposed of properly in the bus waste can and not thrown on the floor or out of the window. Care must be taken to clean up after you and not leave wrappers or cans on the floor, in seat pockets, or on seats. Students will be required to clean up any messes they make on the bus.
6. A student must not move from seat to seat while the bus is moving. Once a student takes the seat, he/she must remain in that seat until the destination is reached or an adult instructs the student to move.
7. Students must remain in their seats until the bus comes to a full stop before disembarking.
8. Always maintain a sitting position facing forward while the bus is moving. Do not kneel or stand on the seats.
9. Students must not use or play with sharp objects while riding the bus. The upholstery of the bus should not be damaged or marked in any way. It may be necessary to bill parents for any damage their child may have caused to the bus.
10. Loud talking or shouting is not permitted on the bus.
11. Profanity, smoking, use of alcohol or drugs are absolutely forbidden on the bus or while waiting at the bus stop.
12. The bus driver, principal, or a teacher monitor may assign seats on a bus
13. Stereos and radios without earphones will not be permitted to be used on the school buses. In addition, students will not touch the bus radio or stereo without permission.
14. If a child is reported by the teacher monitor or driver to the office for misconduct, the student's bus riding privileges may be suspended for a period of time.
15. Students should be extremely careful when walking behind the buses and should never be near

the buses as they back up.

VISITORS

Visitors, particularly parents, are welcome at the school. In order to monitor the safety of students and staff, each visitor must report to the secondary school office upon entering the school to check-in. Any visitor found in the building shall be directed to report to the appropriate division office. If a person wishes to confer with a member of the staff, he/she should call for an appointment prior to coming to the school in order to prevent any inconvenience. Students may not bring visitors to school without first obtaining permission from the principal. We welcome alumni to visit the school, but they must stop by the office to obtain permission to visit the campus.

LOCKERS

Lockers are assigned to each student as a place of security for out-of-doors clothing, books, and supplies. **MONEY AND OTHER VALUABLE ITEMS ARE NOT TO BE LEFT IN LOCKERS, BUT SHOULD BE KEPT WITH THE STUDENT. LOCKERS SHOULD BE KEPT LOCKED AT ALL TIMES.** The security of stored items can only be possible if lockers are properly closed and locked and the padlock combination is kept confidential. All student lockers are the property of TCIS. They are loaned to students to use. It is the student's responsibility to keep the lockers neat and clean. The school will issue padlocks for the lockers; no personal padlocks will be allowed. Padlocks must be returned at the end of the school year or the student will be required to pay for a replacement lock. Students should not share or switch their locker with another student. If lockers are improperly utilized and damage occurs, students may be required to pay for the damage.

LUNCH SERVICES

The lunches at TCIS consist of a daily hot buffet entree, and salad and sandwich bar. The hot entrees vary each week and include both western and Korean foods. All students who enroll at TCIS are automatically billed for the lunch program. If at the beginning of the school year or at semester students and parents decide that they do not wish to continue the hot lunch meals, they must immediately inform the finance office.

ALL STUDENTS WITH THE EXCEPTION OF SENIORS ARE EXPECTED TO EAT LUNCH IN THEIR ASSIGNED AREA AND REMAIN ON-CAMPUS DURING THE REMAINDER OF THE LUNCH PERIOD.

Students are not permitted to go to local/public eating places or order out food to be delivered during the school day. Students' backpacks should not be brought to the dining hall, but stored in lockers, classrooms, or in a designated location.

SEARCH AND SEIZURE

As a private school, TCIS has the right to conduct a reasonable search of student's person or his/her property, dormitory room, or locker at any time. There is no presumption of privacy. TCIS will attempt to protect the student's rights by searching only where there is "probable cause" and in the presence of the student and at least one staff member. A reasonable search will be conducted to ascertain whether the student is or has been in possession of stolen property or materials that are restricted from the campus (i.e. tobacco products, alcohol, illicit drugs, weapons, chemicals, explosive devices, or obscene material). The school reserves the right to seize or take possession of any and all restricted materials found during the reasonable search.

SALES BY STUDENTS

Student must have the approval of the principal to sell any item or service in school. Violation of this

rule may lead to disciplinary action.

ADVERTISING OUTSIDE ACTIVITIES

No announcements or posting of outside activities will be permitted without the approval of the principal. A minimum of 24-hours notice is required to ensure that the principal has the opportunity to review the announcement.

USE OF SCHOOL EQUIPMENT AND FACILITIES

Students must receive the permission of the teacher before using any equipment or materials in the classroom and the permission of the principal to use any other school equipment or facility. Students will be held responsible for the proper use and safe keeping of any equipment or facility they use.

USE OF TELEPHONE

Office telephones are not to be used for personal calls. Except in an emergency, students will not be called to the office to receive a telephone call.

ACADEMICS

HONOR PLEDGE

TCIS upholds the highest standards of academic integrity in its academic work. Plagiarism, cheating, and receiving unauthorized aid on school assignments is strictly prohibited and will result in discipline action. The following Honor Pledge has been instituted to encourage and remind students of the importance of academic honesty. Students will be expected to sign this honor pledge on all major assignments to assure the integrity of the assignment.

"On my honor, I have neither given nor received unauthorized aid on this assignment."

ACADEMIC INTEGRITY

Violations of Academic Integrity:

Violations of Academic Integrity will result in the following discipline action(s):

- 1st offense— "F" on assignment, detention, parent/student conference
- 2nd offense— "F" on assignment, parent/student conference, up to 3 days OSS, Recommendation for Academic and Behavioral Probation and Counseling
- 3rd offense— "F" for quarter in class, up to 5 days OSS, parent/student conference
- 4th offense— up to 10 days OSS, Recommendation for Long-term Suspension (until the end of the year)

NOTE: Discipline Actions in the area of Academic Integrity will be recorded and maintained throughout the students' high school experience and could affect college recommendations, NHS membership, and other awards.

Academic Integrity violations progress from one academic year to the next. Once a student achieves the 3rd level of infractions, they may repeat the 3rd level if they violate the policy in a future year rather than proceeding directly to the 4th level.

Important note regarding college notification for serious infractions:

It is a goal of the Headmaster to maintain sensible control over what discipline records are and are not reported to colleges and universities at the time of application and through out the senior year. The TCIS counseling department and administration proposes a level system for school-related student suspensions for the following reasons:

- To maintain a firm stance on discipline-based on Biblical principles at TCIS which university officials may not uphold
- To provide clarity to students, parents, teachers, counselor, and administration as to what discipline records and offenses TCIS reports to colleges and universities during the time of application and throughout the senior year
- To delineate serious offenses in which the universities must know from other one-time or minor, but repeated offenses

The levels are as follows:

Major Suspension- Major Suspensions include third offenses of academic integrity and violent or malicious attacks or actions, including electronic, which may harm others or breach security. These issues are identified as pertinent to the college admissions officer's evaluation of students (OACAC Conference, 2006). TCIS reports all major offenses to all colleges on the Secondary School Report along with an explanation of offense. In the instance of a violation after the application period, TCIS sends a notice of violation and explanation of offense to each college and university in which the student applied.

Minor Suspension- Minor Suspensions include first and second offenses of academic integrity, attendance and lifestyle (smoking, drinking, dress code, swearing etc.) offenses. All minor offense records would be kept in-house and not be reported to colleges and universities. Please note that colleges and universities require that all suspensions are reported when a student is applying for admission. It is expected that students will self-report even minor suspensions.

COURSES - HIGH SCHOOL

The high school curriculum is designed to be college preparatory. Motivated students may have the opportunity to take International Baccalaureate (IB) courses.

1. All students are required to take at least seven (7) full credits each year and a maximum of one study hall per semester.
2. All students must take and pass at least one credit of English each school year.
3. All students must take one semester of Christian Studies each school year. Christian Studies may be waived for IB students taking Theory of Knowledge in the full IB program.

REPORTING SYSTEM, PROGRESS REPORTS, AND REPORT CARDS

Student progress will be displayed on EDLINE as indicated in the division calendar each semester. Edline updates will continue at specific posting dates throughout the semester. It is the responsibility of parents and students to track progress through Edline. Students are evaluated for their progress in each course of study on a regular basis. Letters to students earning below a C are issued at mid-semester and semester to students and also mailed to parents. Report cards will not be issued or mailed to students who owe fees or fines.

ACADEMIC REPORTING SCHEME

Letter grade	Descriptor
A	A consistent and thorough understanding of the required knowledge and skills, and the ability to apply them almost faultlessly in a wide variety of situations. There is consistent evidence of analysis, synthesis and evaluation where appropriate. The student consistently demonstrates originality and insight and always produces work of high quality.
B	A consistent and thorough understanding of the required knowledge and skills, and the ability to apply them in a variety of situations. The student generally shows evidence of analysis, synthesis and evaluation where appropriate and occasionally demonstrates originality and insight.
C	A general understanding of the required knowledge and skills, and the ability to apply them effectively in normal situations. There is occasional evidence of the skills of analysis, synthesis and evaluation.
D	Limited achievement against most of the course targets, or clear difficulties in some areas. The student demonstrates a limited understanding of the required knowledge and skills and is only able to apply them fully in normal situations with support.
F	Very limited achievement against most or all of the course targets. The student has difficulty in understanding the required knowledge and skills, and is unable to apply them fully in normal situations, even with support.

NON-ACADEMIC REPORTING SCHEME

Level	Descriptor
4	Exceeds expectations. Student has a positive attitude toward class, puts forth consistent effort, turns in all work on time, behaves appropriately towards peers and the teacher, comes to class prepared with materials, arrives to class on time, and is accountable for absences. Overall, the student's impact on the class is overwhelmingly positive.
3	Meets expectations. Student usually demonstrates a positive attitude and consistent effort towards class. The student turns most work in on time, almost always behaves appropriately, arrives on time, is usually prepared for class, and is generally accountable for absences. Overall, the student's impact on class is positive.
2	Approaching expectations. Student usually demonstrates positive behaviors, but may occasionally demonstrate one or more of the following behaviors: an ambivalent attitude toward the class, a lack of effort, misbehavior or disrespect toward peers or teacher, lack of preparation for class, tardiness, or often does not take responsibility for absences. Overall, the student's impact on the class is mixed.
1	Below expectations. Student may demonstrate one or several of the following behaviors: has a poor or negative attitude toward the class, frequently turns in work late, poor effort, behaves inappropriately towards peers or the teacher, comes unprepared to class, comes late to class, or takes no responsibility for absences. Overall, the student's impact on the class is negative.

Notes:

- Each department has course/departmental rubrics which coincide with the above. These course/department rubrics are published on Edline for reference by students and parents.
- Each teacher will include narrative comments consistent with the course rubrics for each semester report
- An "I" (incomplete) is given to a student who has not completed a major assessment(s) due to circumstances beyond his/her control such as an illness or a family death or visa problems or a student who works at a slower pace who honestly has attempted to complete his/her assignments in the allotted amount of time. An "I" in a previous semester, which is not completed by the following mid-semester grade report, becomes an "F" (or failure).

ADAPTED GRADES

A student with special needs who must acquire basic proficiency and skills in core disciplines may earn adapted grades by meeting minimum standards set by the instructor of the course. Students with special needs include those who have been identified with some learning skills difficulties and who have had a specific Student Education Plan (SEP) developed by the Student Resources Team (SRT) and approved by the principal. Adapted grades do count toward graduation. Adapted grades will make a student ineligible for some academic honors. The teacher, counselor, and the SRT to determine the advisability to continue in that grading system or to switch to the standard grading scale will monitor the student throughout the school year. Any adaptations will be indicated on the student's report card.

GRADUATION REQUIREMENTS

Diplomas will be granted to each student who has completed the following:

- Attended TCIS for at least the entire final semester of his/her 12th grade year
- Completed 150 hours of Creativity, Action, and Service (CAS)
- Satisfactorily completed 28 credits during his/her 9th to 12th grade career**
- Satisfactory record of conduct and attendance
- Paid in-full fees and tuition owed TCIS

Subject area and credit requirements are given below:** (see exceptions under Transfer of Credits policy)

Subject Area	Recommended for College	Required for 2006-07 Diploma	Required for 2007-08 Diploma	Required for 2008-09 Diploma
English	6 credits	6 credits	6 credits	6 credits
Mathematics	4 credits	3 credits	3 credits	3 credits
Science	4 credits	3 credits	3 credits	3 credits
Social Studies	4 credits	3 credits	3 credits	3 credits
World Languages	2 credits	2 credits	2 credits	2 credits
Religious Studies	.5 credit Per year enrolled	.5 credit Per year enrolled	.5 credit Per year enrolled	.5 credit Per year enrolled
Fine Arts	.5 credit	0 credit	0 credit	0 credit
Speech	.5 credit	.5 credit	.5 credit	.5 credit
*P.E./Health	1.0 credits	1.0 credits	1.0 credits	.5 credits

Electives	3.5 credits	7 credits	9 credits	9.5 credits
TOTAL	26+ credits	26 credits	28 credits	28 credits

* This includes .5 credit of Fitness for Life

EARNED CREDIT POLICY AT TCIS

Approved May, 2008

1. One credit will be awarded for passing a year-long subject for two semesters.
2. One-half credit will be awarded for passing a semester-long class studied for one semester.
3. Students in a year-long course receive two semester grades and a final grade. A student receives one full credit when the final grade is a passing grade of "D" or better, regardless of the grade for any single semester.
4. No partial credit is awarded in any class but upon exceptional circumstances previously approved by the principal. Such circumstances will generally be limited to
 - a. Students entering from another school mid-year
 - b. Students departing TCIS mid-year
 - c. Students who are moved out of a year-long class at the request of the teacher and moved into a class within the same subject area but at a different level (ie., English A1 SL to English A2 HL)

Repeating Courses

1. Upon the recommendation of the department, a student may be required to re-take a course, even if the student passed the course with a grade of "D."
2. A student may request to re-take a course if the student earned a grade of "F" or "D." If the request is approved, the new grade will substitute for the original course grade if the grade in the repeated course is higher. The repeated course must be taken at TCIS. Only one credit will be awarded for both courses. Should a student fail the first semester of a repeated course, the student will be withdrawn from the course and the original grade will stand.

**Transfer of Credits from Other Institutions and Graduation Requirements

1. Students who enter TCIS from another school may not transfer more than the maximum number of possible earned credits at TCIS (8 credits).
2. Students who enter TCIS in the first semester of grade 9 must meet all of the approved graduation requirements for credits (see page 20, Student Handbook).
3. Students who enter TCIS after the first semester of grade 9 or in grade 10 are required to complete 5 credits of English and all other credit requirements. The credit requirement for graduation is 27 credits.
4. Students who enter after grade 10 are required to complete 4 credits of English. Communication Arts, Fitness for Life, and Christian Education courses in grades 9 and 10 are not required. The credit requirement for graduation is 26 credits.
5. Students who, upon entering TCIS, have an average of fewer than 7 high school credits per year must maintain a schedule of classes (no study halls) for the duration of their stay at TCIS to ensure 26 minimum earned credits for graduation.

REQUIREMENTS FOR COLLEGE ENTRANCE

Since most colleges differ in their individual requirements for admission, it is recommended that students who have an inclination toward a particular college or major visit the guidance counselor to check on the specific requirements.

Following a challenging academic program through high school is to a student's advantage. Taking International Baccalaureate (IB) courses is one way to demonstrate to a university that a student is capable of more challenging academics. IB courses also prepare students for college courses and students may earn college credit for the successful completion of the diploma and/or IB exams.

Note: Highly competitive colleges and universities select candidates not only on the basis of academic record, SAT/ACT scores, and IB courses, but also on balanced and committed participation in co-curricular activities such as athletics, student leadership positions, performing and visual arts, and school publications. Parents and students must be fully aware of this requirement because it is an influential factor when applying to any college or university. The guidance counselor can provide more information and advice.

PARENT-TEACHER CONFERENCES

Parent-Teacher-Student Conferences are a very important part of a student's education at TCIS and facilitate parents, students, and teachers sitting down together as partners to discuss the education of their children. All parents, both dorm and day, will be encouraged to meet with teachers during these conferences, generally held after progress reports are issued in October and April. Parents are invited to schedule a teacher conference at any time during the school year by appointment.

ACADEMIC PROBATION

The headmaster, on the recommendation of the high school principal, may place a student on probation for a semester or longer for a lack of academic success. Failure to meet success in the ensuing semester may result in the student not being permitted to return to the school the following semester. Probation may be issued at any time during the school year including at the time of enrollment.

COURSE WITHDRAWAL AND COURSE CHANGES

Rationale regarding withdrawal or change of course:

- Withdrawing students from courses after a reasonable grace period creates disruption in the course the student is leaving as well as the one the student is entering
- Withdrawal from a course after a reasonable grace period puts undue burden on the teacher to ensure the student catches up on the work missed
- Withdrawal from one course and entering into another is often not an equivalent change; therefore, assigning appropriate credit is difficult after a reasonable period
- With an IB course of study, student choices are limited and changes can significantly disrupt the student's schedule

PROCEDURES FOR WITHDRAWALS AND COURSE CHANGES

- Students may not withdraw from or change courses after the first mid-term progress report of the year (for year long courses) or first mid-term progress report of either semester for semester-long courses without Principal permission
- Principal permission will only be granted in the following circumstances:
 - Upon recommendation by the student's current teacher, counselor, new teacher, and IB Diploma Coordinator (if applicable), and permission of the parents, or

- At the student's request; however, the student will earn a mark of WP (withdrawn passing) or WF (withdrawn failing) and that designation will be recorded on the student's transcript; it will not be replaced by the new course grade
- If the student withdraws at the semester, the semester grade will be indicated in the first semester column and a W will be entered in the second
- Students may not earn multiple credits for repeating classes unless by previous, signed agreement with the Principal
- In exceptional circumstances, a student may be permitted to repeat a course he or she has passed (with a D) and substitute the new grade with the previous grade; this requires previous, signed agreement with the Principal

To change his/her schedule, the student must adhere to the following process:

1. Speak with the counselor and obtain a schedule change form.
2. Get the teacher(s) involved to approve the change by signing the form.
3. Take the form home for a signature of a parent or guardian.
4. Return the form to the counselor's office for the principal's signature and final processing.
5. If the student is dropping a class, he/she will remain a member of the class until all four steps have been completed.

WITHDRAWAL FROM SCHOOL & TRANSCRIPTS

Students and parents must give the school at least one (1) week notice when withdrawing early in order to prepare a transcript and other paper work. Students must also complete a "Checkout Form" before they can leave the school. Any obligations such as tuition, library fees, damage fees, books, lockers and padlocks must be cleared before any records can be released. When students withdraw, transcripts are normally mailed to the receiving school by TCIS. It is the student's responsibility to inquire as to how the receiving school would like the transcripts to be delivered. If you will need to carry school records, please request this in advance so that they can be prepared in advance. Students will also be given current "Withdrawal Grades" to take with them to the next school. Withdrawal before final assessments may result in no credit being awarded in any subject.

INTERNATIONAL BACCALAUREATE COURSES

Higher level IB courses may earn students college credit based on their exam scores at the end of two years of study.

TCIS was approved by the International Baccalaureate Organization (IBO) as an IB Diploma school in December, 2004. The TCIS graduating class of 2007 was the first class to be offered IB courses that culminate in IB exams.

IB Course Selection for TCIS Students:

In making course selections, students, with the help of parents, teachers and counselors, should consider several issues when making course selections:

- ***What is the student's English proficiency?*** – If the student is not reading at grade level in English, learning subjects such as history or biology, at the pace required by the IB course syllabus, may be an unreasonable goal. Consider taking Literature in Korean, and English as your second language (English A2).
- ***How motivated is the student to study and complete coursework?*** – In order to prepare students for university, the workload is rigorous. Students must feel motivated to complete the work. There will be holidays that will have extra work and you should expect

some assignments over the summer holidays as well, since IB courses are two years in length.

- ***Does the student agree with the central philosophical components of the IB Diploma Program?*** – In addition to the six courses that make up the core of a student's IB diploma, the student must also complete 150 hours of Creativity, Action, Service, write an Extended Essay (4,000 words) and complete the Theory of Knowledge course requirements. In addition to academic achievements, successful IB Diploma candidates will embrace and exemplify ideals such as:
 - The value of cross-cultural friendships
 - The importance of seeing issues from several points of view
 - The importance of serving those that are less fortunate
 - The need to apply knowledge from course content creatively and appropriately through critical thinking processes
 - The importance of communicating effectively in writing and orally
 - The value of communicating in more than one language

How IB Courses Differ From Typical US and Korean Courses

- Grading of students is based on comparing student work to world-wide set criteria, rather than "norm referenced" to other students in the class, school or national groupings. In other words, students are not compared with each other; instead their work is compared to a number of models of student work that is considered poor, average and excellent.
- Grading criteria assess critical thinking skills within the context of course content knowledge, rather than subject content knowledge alone. Critical thinking skills enable us to creatively solve problems. Consequently, IB exam questions tend to be essay based, rather than objective "multiple response" type questions.
- Internally assessed coursework is a major component of the IB final exam grade. Because of this, the IB goes to great lengths to ensure all work done by a student is their own. Students submitting work that has been copied or plagiarized will be denied an IB Diploma. The IBO continually updates its methods to check student work from all over the globe. TCIS will use www.turnitin.com as an additional means to ensure students are doing their own work. The coursework done by students must be authenticated by teachers to be the student's own work.

Grades in the IB Setting

For TCIS, the change in how students are given grades may be the most difficult adjustment that we must make as a school community. Grades in an IB school are very different from grades in a typical US and Korean educational system.

The IB places a greater focus on critical thinking skills. The IB places such a high emphasis on the development and understanding of critical thinking that an entire course, *Theory of Knowledge*, is dedicated to helping students see how to recognize critical thinking methodologies within the different courses they are taking.

There is little debate in modern society that we need critical thinking skills in order to be successful, creative contributors to the field in which we work. Simply pulling up facts that we have learned does not enable us to use those facts in a creative or even relevant way. Human success, whether determined from the standpoint of today's competitive global economy or from the eternal perspectives provided by a Biblical worldview demands critical thinking at its highest level.

Students with varying language and cultural backgrounds are compared to each other through a process that addresses critical thinking processes and communication within the context of each

course. Comparisons are made between the student's individual work and examples of each of the seven levels of achievement for the given essay, problem, or project.

The Importance of Theory of Knowledge (TOK)

TOK is the central course to an IB student's learning program. The TOK course will help students with understanding the primary ways critical thinking is defined in each of their other courses. At TCIS, TOK is taught within the greater framework of our Christian mission, ensuring that students are exposed to faith-based perspectives and model Christian discipleship within each subject area.

ASSESSMENTS-SEMESTER & FINAL

Semester summative assessments will be required in all core subjects and most electives in the 9th - 12th grades.

TCIS publishes its annual schedule 6 months prior to the beginning of the school year. Thus, parents should plan accordingly based on the school calendar. Early exams are generally not approved but upon exceptional and unavoidable circumstances. Family vacations, relocation, or family graduation from university are not considered unavoidable absences and students will not be granted excused absences for these reasons (see Planned Absences).

In the unlikely event that an early exam is permitted by the high school principal, the student will be required to pay 50,000 Won per exam for each early exam administered. This fee would be collected prior to the exams.

CORRESPONDENCE COURSES

Students may only take correspondence courses for TCIS credit from counselor-approved institutions and only to make up a credit deficiency or at the request and approval of the counselor and principal. Students may not substitute a correspondence course solely to avoid taking a class offered at TCIS. To enroll in correspondence courses, the student must first secure the approval of the principal and counselor in writing **before** submitting the application. Besides submitting the required lessons at specific intervals, there are written examinations to take. A supervising teacher or the counselor must administer these examinations. Correspondence courses taken to fulfill graduation requirements must be completed and a transcript received from the approved institution no later than May 15 of the graduation year.

COUNSELING AND TESTING

The counselors are available to assist students with academic planning or goal setting. The counselor will assist students in preparation of college applications and guidance in personal or academic problems. The counselor will assist students in arranging their course schedules and transfers to other schools. The counselor may also offer assistance and advice in parenting skills. The school does not have a psychologist on staff, but if requested, may assist in securing more professional care. The counseling offices oversee the testing program at TCIS. Some of the tests arranged for or given at TCIS include: (TCIS Testing number is #682-420)

1. *American College Test (ACT):*

TCIS helps arrange for students to take this test required by many U.S. colleges and universities for admission. The test is given at several sites in Korea.

2. *Preliminary Scholastic Aptitude Test (PSAT):* TCIS is a testing site. TCIS will use this test with middle school and high school students to provide data to help assess its curriculum and student achievement. Sophomores (10th Grd.) and juniors (11th Grd.) students also use this test to prepare or practice for the SAT. The PSAT is also the qualifying test for the National Merit Scholarship

Qualifying Test (NMSQT).

3. **Scholastic Aptitude Test (SAT):** TCIS is a test site for the SAT I and SAT II subject area tests. Many U.S. colleges and universities require this test for admission. The test is also given at several other sites in Korea.
4. **Test of English as a Foreign Language (TOEFL):** For students whose first language is not English the TOEFL exam is a recommended, and often required supplement to the SAT exam for college and university admission. TCIS is not a TOEFL test site, and students must make their own arrangements for taking this exam.
5. **Language Proficiency Tests:** These tests are administered at TCIS and are used for admission, placement, and exiting the ESL program.
6. **International Baccalaureate Exams:**

REVIEW OF INSTRUCTION AND INSTRUCTIONAL MATERIALS

Parents have the right to review any instructional materials being used in the school. They also may observe instruction in any class. Any parent who wishes to review materials or observe instruction should contact the principal at least 24 hours before coming to school.

TUTORING

Students in need of additional assistance beyond that provided by the teacher may request tutoring from members of the National Honor Society or may seek private, paid tutoring by an individual not employed by TCIS. Occasionally, the counseling department is aware of qualified and dependable private tutors.

ENGLISH AS A SECOND LANGUAGE (ESL) PROGRAM

Taejon Christian International School welcomes students representing diverse languages and cultures. The TCIS ESL program integrates the development of listening, speaking, reading, and writing skills in English ensuring both social and academic success. All students will have access to a positive learning environment; access to appropriate TCIS curriculum, including language development programs, the core curriculum, all appropriate services and support programs; and access to equitable assessment. Because TCIS bases its philosophy on Christian truths, all ESL students will be nurtured in ways that enable them to mature physically, academically, socially, and spiritually into productive, global citizens.

TCIS is committed to enrolling students appropriately in programs where they will be able to comprehend the academic language and will experience success. During the admissions process, if a student scores two or more grade levels lower on reading comprehension and writing assessments than his/her targeted entry grade level, he/she is referred to the ESL department for additional English language diagnostic assessment to ensure accurate placement. Emphasis is placed on the academic reading evaluation; this is the primary indicator of the student's probability of success in the academic class.

TCIS High School ESL Program Placement

The TCIS ESL program integrates the development of listening, speaking, reading, and writing skills to provide for academic success in English. All English Language Learners (ELLs) will have access to a positive learning environment, TCIS curriculum, including language development programs and the core content curriculum, all related services and support programs, as well as equitable assessment.

Students are accepted into the ESL program based on oral language proficiency and literacy in

English. High School students who have attained intermediate levels of English proficiency will be considered for admission through oral and written assessments at the time of application.

Ninth and tenth grade students who demonstrate a need for further development of foundational English language skills will be enrolled in ESL Reading 9 or 10, ESL Writing 9 or 10, sheltered English 9 or 10 and other sheltered instruction courses in science and social studies. In some cases, highly motivated English Language Learners may be placed in some mainstream classes with teacher, ESL coordinator, and administrator recommendations.

ELL students who demonstrate proficient English language skills will be placed in mainstream courses and monitored for two semesters by the ESL department for consistent progress in English language proficiency. After two academically successful semesters in mainstream courses, students will be officially exited from the ESL program. .

The following support services and types of instruction are available to English Language Learners within the ESL program according to his or her individual language needs.

Sheltered Core Classes: Includes the same content and curriculum as mainstream Science or Social Studies courses, yet with specific instructional strategies and vocabulary enrichment designed for English Language Learners.

Transitional Status: Students who are transitioned from the ESL program's direct services are monitored for two semesters and may receive ESL services as needed.

ATHLETIC AND EXTRA-CURRICULAR ACTIVITIES

Athletics and Activities Philosophy at TCIS

TCIS is dedicated to educating the whole person academically, spiritually, socially, emotionally, and physically. An important part of this education is through the participation of high school students in our activities, athletics and intramural programs. TCIS is committed to developing Christ-like character among our students and encouraging them to develop their God-given abilities to their maximum potential. This will be accomplished through teaching and motivational strategies of coaches and advisors and the support of the administration dedicated to a program that emphasizes Christian character and conduct, teamwork, leadership, skills, excellence, and respect for peers, teammates, and opponents.

In the best interests of all of our students and consistent with the recommendations of the finest universities, TCIS *discourages* students from trying to be *"Jacks of all trades and masters of none."* Rather, it is important for students to choose their athletics and activities commitments very carefully, keeping in mind that universities are most impressed with students who have invested themselves over time and have made long-term commitments to the activity or sport. The ability of a student to give thoughtful reflection to how he or she has contributed to and impacted a group, team, or organization is where learning from and finding value in an activity can be found. Moreover, careful and thoughtful selection and participation in activities is necessary to maintain a healthy balance between academics, activities, athletics, and free time. Indeed, it is truly appropriate for a student *not* to be involved in activities all of the time.

To those ends, TCIS has adopted a point system to help students, parents, and faculty to keep track of the degree to which a student is involved or over-involved in the activities and athletics program. We believe that students can more effectively manage their time if they are also encouraged to take an inventory of what and at what times in the year they are involved in various activities. All students will be required to complete this Activities Participation Inventory prior to beginning his or her first activity.

We have assigned different point values to athletics and activities that represent the time and work commitment to each activity. We have also assigned point values depending upon the academic load the student is carrying and their year in school. Should a student exceed the first level of points, the student will require parental permission for the student to participate in activities with additional point values. **Should a student exceed the second level of points, the student will require parental and principal permission** to participate in activities with additional point values.

Grades 9 and 10

- Level 1—Basic or well-rounded academics and activities schedule (0-3 points)
- Level 2—Aggressive academics and activities schedule (4-5 points)
- Level 3—Demanding academics and activities schedule (6 or more points)

Grades 11 and 12

- Level 1—Basic or well-rounded academics and activities schedule (0-5 points)
- Level 2—Aggressive academics and activities schedule (6-7 points)
- Level 3—Demanding academics and activities schedule (8 or more points)

Point Assignment Values

Academic Schedule	Point Values
7-class schedule (grades 9 and 10 only)	1
8-class schedule (grades 9 and 10 only)	2
Full IB Diploma (grades 11 and 12 only)	3
3-5 IB Classes (grades 11 and 12 only)	2
1-2 IB Classes (grades 11 and 12 only)	1
No IB Classes (grades 11 and 12 only)	0
Senior applications (seniors only)	1

Activity	Point values
Art Club	0
Athletics (includes all sports)	1
Book Club	0
Fellowship of Christian Athletes	0
Key Club	.5
National Honor Society	.5
Praise Team	0
Prom Committee	.5/1
Spanish Club	.5
Student Council	.5/1
Drama (Fall and Spring Productions)	.5/1
Boy Scouts	.5
Hand-in-Hand Korea	.5
Amnesty International	.5
Forensics	1
Student Life Leadership	.5
Yearbook	.5
Newspaper	.5
Dorm Student	.5

TCIS has a large number of co-curricular and extra-curricular activities for high school students. All students participate in the Spiritual Emphasis Week and Korea Culture Week and many of our students participate in vocal and instrumental concerts. The following is a partial list of activities for high school and middle school students:

HIGH SCHOOL ACTIVITIES: Interscholastic Athletics (Volleyball, Tennis, Cross-Country, Basketball, Cheerleading, Soccer and Swimming), Praise Team, drama and musicals, Student Council, National Honor Society, Model United Nations, Forensics Team, Math Team, Photography Club, Love in Action, Mission Trips (Habitat For Humanity, Thailand, India, Philippines, and Cambodia Missions), orphanage visits, Fellowship of Christian Athletes, Boy Scouts, monthly social activities, Prom, and the Sadie Hawkins dance.

EXTRA-CURRICULAR ELIGIBILITY

The following policies apply to students who are actively engaged in or are members of after school athletics and activities that are officially approved by the high school administration.

1. Any student with one or more grades of "F" or one or more Learning Skills marks of "1" during any marking period (mid-semester report or semester report) is ineligible for all participation in athletics and activities, including practices, meetings, and rehearsals, *until the end of the next marking period*. Note: this does not carry over from June to August.
2. Any student with three or more grades of "D" or Learning Skills marks of "2" is likewise ineligible.
3. Re-eligibility may be gained only at the next eligibility review, which is at the end of the marking period (mid-semester report or semester report).
4. In the event that a student would have been ineligible due to any of the conditions above for a particular class but dropped or completed that class at the semester, the student will still remain ineligible until the next marking period.
5. In consultation with and on the recommendation of teachers, the principal may deem a student ineligible outside of this time frame for academic or non-academic reasons.
6. Ineligibility may be waived at the discretion of the principal if the activity is a co-curricular requirement, or if the removal of the student at that particular time in the season would cause undue adversity to the other students in that event. This decision will be made by the principal after consultation with the event sponsor/coach and the student's teachers.

ATTENDANCE AND ELIGIBILITY

Students must be in school for a minimum of two full class periods to be eligible for participation in any after school athletics or activities, including evening events. Permission from the school nurse and/or principal may be given in special situations. Students who do not abide by this condition will be suspended for the next two games or performances.

ATHLETIC PROGRAM

Taejon Christian International School "Dragons" has a proud tradition of athletic competition. This tradition is based on the dedication of athletes, teaching and motivational abilities of coaches, the support and cooperation of teachers and parents, the financial support of the school board, and the knowledge that God has given us physical gifts and talents to excel. TCIS is a proud and long-standing member of the Korean-American Interscholastic Activities Conference (KAIAC). The "Dragons" currently compete in girls' and boys' volleyball, tennis, basketball, cross-country, soccer, and swimming. Many of these sports compete both on the varsity and junior varsity levels.

Sportsmanship is a central part of our sports program and all athletes are expected to play with honor and remember that it is not winning or losing that is important, but how you play the game and the witness you have to other athletes and schools.

SPORTSMANSHIP AT TCIS:

- Play hard but fair. Never tackle or challenge with the intent of hurting another player.
- All officials are to be treated with the highest regard. Making comments to the officials directly or indirectly is not permitted
- Respect your coaches. Listen to them and be willing to learn.
- Show respect to other players (whether they have earned it or not) by helping players up after contact, only directing positive comments to them and shaking hands at the end of the game.
- While watching a game from the bench or elsewhere make only positive comments about your team, the opposing team and officials.
- If you know a wrong call has been made, politely and respectfully make the officials aware of it. Winning and losing that involves cheating or winning on wrong calls is not a victory at all.
- Attend all practices, be on time and give your best effort at all times.
- Be a good ambassador for TCIS and Christ as you compete against other schools.

EXPECTATIONS OF STUDENT ATHLETES:

1. High school students who participate in athletics will also be required to have a yearly physical examination by a physician before the beginning of the season or they will not be permitted to participate.
2. Students involved in athletics must maintain their grades. Academic standing has priority and students must organize their time wisely. If they neglect their work, they will not compete.
3. Students are ambassadors and representatives of TCIS. As such, their conduct on and off campus reflects on the teams and the school. Students who do not maintain proper standards of conduct at school may not be permitted to participate in any single or season sport or activity.
4. Students must communicate with their teachers and coaches when they are having academic problems.
5. Students must obtain assignments for classes they will miss because of away games and tournaments in advance and have the work completed prior to departing for the event or ready to turn in immediately upon returning to class.
6. When participating in games away and at home, the same rules of behavior are expected.
7. Team members are expected to stay with the team during all games and tournaments.
8. Students must never mislead coaches or sponsors about leaving the area of the event or plans after the event.
9. Students must respect the property of others including the property of non-TCIS students and other school property.
10. A student ejected from a contest shall be ineligible for the next regularly scheduled game or match. A second such incident will result in removal from the team for the remainder of the season.

TYPES OF ATHLETIC TEAMS

Varsity & Junior Varsity Teams

1. Teams are made up of the best and most competitive athletes from **grades 9 – 12**. Middle school students (grades 6-8) may not compete in varsity or junior varsity sports if there are alternatives for them at their level of play. Middle school students (grades 6-8) may compete in sports where there are not alternatives for them and where KAIAC eligibility rules permit them to participate.
2. Players are selected on the basis of ability, readiness, desire, and attitude.
3. Playing time for individual participants is determined by the head coach on the basis of the player's ability and the needs of the team.
4. To earn a varsity letter a player must participate in at least half of the games or matches during

that particular season.

5. Only high school students (grades 9 – 12) may earn varsity letters. Middle school students, however, are eligible for MIP, MVP, and other coach awards.
6. Coaching time will vary by ability level.
7. Junior varsity programs are provided for varsity reserves in some sports.

HONORS & AWARDS

HONORS AND AWARDS

1. **Valedictorian:** Presented to the high school senior (12th Grade) with the highest academic average through the end of the first semester of the senior year. Student must have attended TCIS as a full-time student for 3 semesters (2-12th Grade & 1-10th or 11th Grade). In the event that the grade point average drops below 3.5 after the first semester, the honor will be reevaluated.
2. **Salutatorian:** Presented to the high school senior (12th Grade) with the second highest academic average through the end of the first semester of the senior year. Student must have attended TCIS as a full-time student for 3 semesters (2-12th Grade & 1-10th or 11th Grade). In the event that the grade point average drops below 3.5 after the first semester, the honor will be re-evaluated.
3. **Leadership Award:** Presented to one high school student in recognition of leadership in all areas of school and community life. The student should be marked by courtesy, Christ-likeness, tact in dealing with students and school personnel, and an optimistic attitude. Students will be nominated and voted upon by the secondary faculty.
4. **Citizenship Award:** Presented to one high school and one middle school student in recognition of outstanding participation in all areas of school and community life. In addition, the student should exemplify the highest ideals of good citizenship. Students will be nominated and voted upon by the secondary faculty.
5. **Service Award:** Presented to one boy and girl senior who have demonstrated themselves to be servant-like and are active in various service opportunities both on and off-campus. A monetary scholarship is awarded to the selected students by the Korea Exchange Bank.
6. **Drama Award:** Presented to a high school student and selected by the fine arts director in recognition of participation and leadership in drama, as an actor and/or a support/backstage person during the current school year.
7. **Music Award:** Presented to a high school student and selected by the music director(s) in recognition of participation and leadership in vocal and/or instrumental music during the current school year.
8. **Art Award:** Presented to a high school student and selected by the art teacher(s) in recognition of participation and leadership in visual arts during the current school year.
9. **Journalism Award:** Presented to a high school student and selected by the journalism teacher in recognition of participation and leadership in the production of the yearbook (KULSAI) and/or newspaper (GOLDEN DRAGON) during the current school year.
10. **Sportsmanship Awards:** Presented to one boy and one girl high school student who are selected by the athletic director in consultation with all athletic coaches in recognition of the following qualities: sportsmanship, participation in various sports, athletic ability, and competitive spirit during the current school year.
11. **Athlete-of-the Year Award:** Presented to a deserving high school boy and girl who have demonstrated one or more of the following: a) exceptional athletic ability and skills b) all-conference/all-tournament honors c) lettered in multiple sports d) shown leadership on the courts or field of play. The athletic director in consultation with coaches will select the recipient of this award.
12. **KAIAC Scholar/Athlete Award:** Presented to one high school boy and girl athlete at each KAIAC school (must have a 3.5 G.P.A. for the first three quarters of that school year and have

lettered in at least two sports and be a junior or senior) who will be selected by the athletic director in consultation with other coaches.

13. **Department Awards:** Presented to an outstanding high school student in each department by the chairperson in consultation with the other faculty within the department.
14. **Subject Awards:** Presented to the outstanding high school student in each subject. Teachers do have the option to not make this award in every subject area.
15. **TCIS Athletic Letter:** Presented to an 9th to 12th grade student who conscientiously participated in practices and has competed in at least half the KAIAC games of a given sport.
16. **TCIS Band Letter:** Presented to a secondary student in recognition of accomplishment in music.
17. **Students of the Month:** Presented to one high school and one middle school student each month during the school year in recognition of their leadership/citizenship, Christ-likeness, and academic accomplishments. The award includes a gift and/or gift certificate from local merchants.
18. **Honor Roll:** Honor rolls are calculated, published, and posted at the end of each quarter's grading period. No student with any grade below a "C" is eligible for any of the Honor Rolls. The Honor Rolls are calculated, published, and posted at the end of each semester's grading period. No student with any grade below a "C" is eligible for any of the Honor Rolls.

There are three (3) honor rolls"

- a. Headmaster's Honors: Grade Point Average above 4.0 with no grades below "B."
- b. "A" Honor Roll: Grade Point Average of 3.67-4.0 with no grades below "B."
- c. "B" Honor Roll: Grade Point Average of 3.0 - 3.66 with no grades below "C."

HONORS ORGANIZATIONS

1. **National Honor Society (NHS):** Membership in the TCIS KULSAI Chapter is an honor bestowed upon a student in grades 10-12. Selection for membership in each organization is done by a separate faculty council and is based on outstanding scholarship, character, leadership, and service. Once selected, members have the responsibility to continue to demonstrate these qualities.
2. **Tri-M Music Honor Society:** Members are selected for outstanding contributions to the music department in many areas of expertise.
3. **Coup de Theatre:** TCIS drama theatre honor society whose members are selected from middle and high school students who have excelled on-stage and backstage.

Note: Students with violations of academic integrity are ineligible for any and all awards and honors. Students holding membership in the National Honor Society may be suspended or removed from membership.

TCIS SECONDARY SCHOOL STUDENT CODE OF CONDUCT & DISCIPLINE

Since its founding in 1958, Taejon Christian International School has earned the proud reputation of being a friendly school with a Christian perspective, international environment, and challenging academic program. Students from different countries and cultural backgrounds are welcomed and included as they studied, participated in activities, and socialized together in an atmosphere of Christian love, harmony, respect, and understanding. TCIS is dedicated to developing young people of Christian character and integrity. Our faculty and staff promote a loving, positive attitude toward disciplining the students in our care. We believe that discipline means to direct or change a person's behavior in an effective, respectful, and positive manner. Discipline is a process. Therefore, our goal is to help students conduct themselves at all times in a manner becoming of a student at a Christian

school.

TCIS recognizes that while Scriptures do not provide specific teaching regarding all social practices, they do advocate self-restraint in that which is harmful (1 Corinthians 6:19) or offensive to others (1 Corinthians 8:9). ***Christian conduct is expected of students at all times (both on and off campus).*** As we commit ourselves to a code of conduct that glorifies the Lord no matter where we are, it will benefit others as well as ourselves. Within the school setting there are certain character traits which please God and promote positive relationships. Those traits are:

1. **Courtesy** "Finally, all of you, live in harmony with one another; be sympathetic, live as brothers, be compassionate and humble." (1 Peter 3:8, NIV) Our actions and our speech quickly convey to others the factors which motivate us in our relationships. We must daily practice being courteous to those we associate with, and go out of our way to live in harmony with them. Simple action and words can go a long way to express our love and concern for others. Our desire to be courteous is also a desire to show respect for those that God has placed in a position of leadership or authority over us.
2. **Self-Control** "Let your moderation be known unto all men. The Lord is at hand." (Phil 4:5, KJV) The quality of our school community is largely affected by our desire to practice moderation in our behavior. We function best in a calm, safe environment. We must constantly recognize that our failure to practice moderation in words, actions, and lifestyle, impacts the success of those around us. Practicing self-control as a student body will create an environment that is conducive to learning.
3. **Integrity** "The man of integrity walks securely, but he who takes crooked paths will be found out." (Prov. 10:9 NIV) A school environment that is based on integrity provides a setting of peace and trust. We must maintain a school that is based on honesty of word and action. Our actions must always be open to public scrutiny.
4. **Love / Respect for Others** "Dear friends, let us practice loving each other, for love comes from God and those who are loving and kind show that they are the children of God, and that they are getting to know Him better." (1 John 4:7 LB) Loving others first is not a character trait that comes easily to us. Our first desire is to put ourselves first. We must constantly strive to "practice" loving one another and to put the needs and well-being of others first.
5. **Humility** "Be completely **humble** and gentle; be patient, bearing with one another in love" (Ephesians 4:2 NIV). If you see your own flaws and willingly submit yourself to God and to others for God's sake, then you are humble. When you are humble; you are Christ-like. As Helen Keller said "I long to accomplish great and noble tasks, but it is my chief duty to accomplish humble tasks as though they were great and noble. The world is moved along, not only by the mighty shoves of its heroes, but also by the aggregate of the tiny pushes of each honest worker."
6. **Modesty** ²²On the contrary, those parts of the body that seem to be weaker are indispensable, ²³and the parts that we think are less honorable we treat with special honor. And the parts that are unpresentable are treated with special **modesty**, ²⁴while our presentable parts need no special treatment" (1 Corinthians 12:23 NIV). God loves us so intimately and desires the best for us, He sees us as part of the TCIS community (The Body of Christ) and because of this Paul talks about modesty. The Modesty God requires of us is **not only** in our *clothing* but also in our *actions, attitudes, behavior* and **more importantly** in our *hearts!*

GLOSSARY OF CODE OF CONDUCT TERMS

Aggravating Factors: Aggravating factors suggesting consequences beyond the recommended penalty include, but are not limited to, repeated violations, imminent danger to self or others, and other extreme circumstances within the discretion of the principal.

Board: Board of Trustees of Taejon Christian International School

Classroom: Locations where designated learning experiences take place and where school officials have supervisory responsibility.

Conference with Parents: School officials may also request such a conference. School officials may require a conference with a parent after an out-school suspension action.

Consequences: Penalties for violations of the Code of Conduct include, but are not limited to, conferences with parents, confiscation of property which disrupts the learning environment, detention, isolation, restitution, suspension from school activities and events, suspension of bus privileges, after-school detention, out-of-school suspension, and expulsion.

Detention: Any teacher or administrator may assign detention. See DETENTION POLICY BELOW for more details.

Disciplinary Probation: The headmaster, in consultation with the principal, may place a student on probation for a semester or longer for frequent behavior problems. Failure to meet success in the ensuing semester may result in the student not being permitted to return to the school the following semester. Probations may be issued at any time during the school year including at the time of enrollment.

Expulsion: Permanent exclusion of a student from entering the school or school grounds or riding on a school vehicle and the removal of the student from the rolls of Taejon Christian International School.

Indefinite Suspension: Long-term removal of the student from the school, typically pending the decision by parents to withdraw the student or for the Board of Trustees to confirm expulsion.

In-School Suspension: The student is removed from all classes and the student population for the day and remains under the supervision of a school official in a specific location. The student is permitted to complete work missed, but otherwise has no privileges in school for that day.

Isolation: Any student may be removed from regular class activities for any portion of a school day as long as he/she is placed under the supervision of an adult staff member.

Letter of Disciplinary Action: The written summation by the principal or assistant principal of the charges against the student, the principal's findings and the disciplinary action assigned by the principal as a consequence of the action.

Loss of Privileges: Principals, teachers, and/or their designee may withdraw specific school privileges from students who exhibit inappropriate behaviors.

Mitigating Factors: Mitigating factors include but are not limited to self-defense, provocation, former record of the student, and other factors in the discretion of the principal and Headmaster.

Non-Compliance: Denotes any infraction that occurs repeatedly or disregards direct instructions from a staff member.

Out-of-School Suspension: A student may be suspended from attendance at school for 1 day to indefinitely for violations of the Student Code of Conduct. Serious or repeated suspensions may be reported to universities and part of the counselor report.

Parent: Includes the natural parent, legal guardian, or person serving "in loco parentis" having legal charge or control of any student enrolled in Taejon Christian International School.

Parent Contact: Teachers, counselors and school administrators may contact parents by telephone or letter in an effort to inform them of student misconduct and to gain their support in altering that behavior.

Reasonable Search: A reasonable search may be conducted to ascertain whether the student is or has been in possession of property that is restricted from the campus. An administrator may conduct a reasonable search of a student or his property, room, locker, or vehicle, with reasonable cause in the presence of at least one other administrator.

Removal from a School Bus: Students exhibiting inappropriate behavior may be prohibited from riding the bus for any period of time up to the remainder of the school year.

Restitution: To make whole, by replacement or restoration of property to its original condition, or payment of money sufficient to compensate for damage to property.

Student: Any person enrolled in Taejon Christian International School.

Student Discipline Contract: A student may be placed on a discipline contract to attempt to

motivate and hold a student accountable for future behavior.

Suspension from Extra-curricular Activities: A student may be suspended from participating in any or all extra-curricular activities, including graduation exercises.

Tardy: When a student is not physically present in their assigned classroom with all needed materials at hand and ready to begin class when the final or second bell ends or finishes ringing. If for some reason the bells are inoperative, the teacher's discretion will be used. A tardy may be excused if a teacher or administrator writes an excuse for a student who has official business to conduct.

Teacher: The designated professional entrusted by the Board and the Headmaster with the responsibility for the education, health and well being of students under his/her direction.

DETENTION POLICY

1. **20/40/60 Minute Detention:** Based on the seriousness of the offense, students will serve the allotted time with the teacher assigning the detention for the infraction. By serving with the teacher, students will create better relationships and teachers will have opportunities to counsel and mentor the students to achieve more effective behavior modification through the formation of an intrinsic value system. Students must serve the detention at an agreeable time to the teacher, but the consequence for an action should be near to the time the infraction occurred. The detention will take precedence over other school activities unless an exception is made by the principal. Each teacher will decide how the detention time with them is best spent, but the goal should lead to a better understanding of the student by the teacher and a better understanding by the student of why a certain action is unacceptable at TCIS.
2. **1 Hour Service Detention:** Students will spend time performing various duties around campus under the supervision of a detention supervisor. Teachers will be assigned to this detention duty on a rotating basis. This detention hall will be held each Tuesday and Thursday afternoons after school each week.
3. **3 Hour Service Detention:** Students will spend time performing various duties around campus under the supervision of the teacher. This consequence is usually assigned for a Saturday.

TCIS HIGH SCHOOL ATTENDANCE POLICY

TCIS places a high priority on student attendance. It is important for students to be in school in a consistent routine of study and participation in school activities. Nothing can replace the benefits of in-class interaction and participation. This is the best way to build a strong academic record and to establish a reputation of involvement and responsibility.

Required number of days for academic credit: To obtain full academic credit a student cannot have missed more than 10% of the instructional school days or more than 10% of classes in a specific course.

Excused Absences: All work from excused absences can be made up upon a student's return to school. For making up schoolwork for excused absences, a student will receive 1 day to make up work for each day missed. Students will be responsible to turn in any assignments or take any tests/quizzes assigned the day they return if they were present the day they were assigned.

Absences of 1-2 days may be excused with parent notification of the school. If students miss school for extended period due to illness (3 or more days), a doctor's note must be presented to the office upon their return to school (see note below regarding doctor's notes for more information).

NOTE: If your child is going to be absent, please notify the high school office prior to 8:30 AM.

Unexcused Absences: All work from *unexcused absences* receives a zero and cannot be made up. If you have a question about your student's absence, please contact the school office to find out if it will be excused prior to the absence.

Planned Absences

These unavoidable absences must be requested in writing at least a week in advance for absences greater than 2 days. Details should be given on why the absence is occurring. Students' previous attendance record may be taken into account to determine whether the absence will be excused or unexcused.

Planned absences that have received excused absence permission from the principal should complete work before the absence when those assignments can be provided by the teacher ahead of time.

Family vacations, relocation, or family graduation from university are not considered unavoidable absences and students will not be granted excused absences for these reasons.

NOTE: Some students take tests like the TOEFL during their senior year for college admission. All such absences for testing must be approved by the school in advance as stated above for planned absences. A printout from the testing center with the time and date of the test is required.

Illness

Valid/excused reasons for going home during school hours due to illness:

- Fever greater than 100.0F (37.8F)
- Conjunctivitis
- Excessive vomiting or diarrhea
- Strep Throat
- Contagious diseases
- Chest pain
- Abdominal pain (possible for appendicitis)
- Seizures
- High or low blood sugar
- Head injury with nausea and vomiting
- Laceration requiring stitches or a tetanus injection
- Any illness of a serious or questionable nature as determined by the school nurse

If the student experiences a medical emergency, the school will call 119 and notify the parents. If a student desires to go home during school hours due to illness, the school nurse will examine the student and determine whether the absence will be excused or unexcused. A student who is released by the school nurse may be required to bring a note from a physician stating the student's condition with specific reasons for missing school.

Physicians' notes should state not only the medical condition, but also reasons why the student could not attend school. Specific details on why the student should miss school should be explained. (Example: Patient had fever of 101.2 F and extreme tonsillitis. Patient should remain at home until fever decreases for approximately 1 day. Student was prescribed antibiotics.)

(NOTE: A doctor's note stating the student had tonsillitis is insufficient.)

Doctor's notes from family members will not be accepted.

ATTENDANCE AND TARDY REPORTING PROCEDURES

In an effort to align and clarify attendance procedures with specific attention to students who are late to school and to class, please review and apply the procedures as outlined below.

Procedure rationale:

TCIS places a high priority on daily attendance. The importance of proper attendance goes beyond being present in classes and at school each day. It also means coming to school and to classes on time. Students who are chronically late are in danger of conveying certain messages: a complacent attitude toward their classes, a lack of respect for their teachers and peers, a lack of concern for the efforts of support staff, and a lack of basic learning skills.

Students are expected to arrive at school and in classes by the time the bell for class begins. Students who are not seated in class when the bell rings will be marked tardy. Parents ***may not*** excuse a student who is late to school without a note from a medical doctor who is not a family member or by previous arrangement with the office.

In the event that tardiness becomes a problem for any given student, the school is obligated to apply specific consequences. Following are the procedures and consequences for the high school's attendance policies and procedures:

Tardy and Absent to School/First Period:

Students—

- Students report directly to the high school office when tardy, regardless of time entering
- The attendance secretary issues a pass to the student for entrance into class
- The attendance secretary maintains and records student absences for first block classes
- Students who do not obtain a pass from the office will be marked absent and will be considered skipping class.

Teachers—

- First block teachers will complete Grade Quick attendance and submit to the office by 8:20am
- Teachers should only mark a student **Absent** for first period in Grade Quick/Admin +.
- Only the office may admit students and mark students tardy to school/class in the first block in Grade Quick/Admin+
- Students should not be admitted to class without a pass from the office
- Teachers should maintain individual class records on attendance (tardy and absent) regardless of the block and enforce consequences for tardiness to class regardless of the block
- All tardies to school/first period class are unexcused unless a note has been issued by the office. As such, a student who misses an in-class assessment to tardiness may not make up the assignment for credit

Tardy and Absent to All Other Classes:

Students—

- Students who are tardy more than 5 minutes are considered flagrantly tardy and teachers should assign immediate consequences (20/40/60 minute detentions)
- For tardies of less than 5 minutes, teachers should assign consequences consistent with the Faculty Handbook

Teachers—

- The attendance secretary will distribute the first block absence list to all teachers at the beginning of second block
- Teachers are expected to take attendance against this list. In the event of a discrepancy, the teacher should report the discrepancy to the office, who will refer the discrepancy to the assistant principal
- In the event of a student who is late to class, the teacher is expected to complete attendance records for the office as directed and to maintain individual classroom records on attendance for all students

Consequences—

- Teachers should apply consequences for tardiness to class, regardless of the blocks, according to the Faculty Handbook (3 times late to class=20 minute detention, etc.)
- The office will maintain attendance records and will apply consequences on an individual basis given the frequency of the offenses and the time from class missed
- After 6 tardies in a semester, a conference with the student will be held
- After 9 tardies in a semester, an attendance letter will be mailed to parents
- After 12 tardies in a semester, a conference will be held with parents and the student—if the student is a senior, Senior Privileges will be revoked for one month
- After 15 tardies in a semester, a conference will be held with parents and the student to discuss possible loss of credit—if the student is a senior, Senior Privileges will be revoked for the remainder of the year
- Further violations will be referred to the Headmaster

DRESS CODE

TCIS is a Christian school seeking to honor God even through the way students and teachers dress. We express ourselves through the clothes we wear and the example it sets for others. As such, the following standards are provided for neat, appropriate, and modest personal appearance while students are attending TCIS.

1. Hats, bandanas, and sunglasses will not be worn indoors with the only exception being in the gymnasium.
2. Hair color and hairstyles should be neat and of a natural hair color. The general rule is that hair color and style will be of a nature that will not be disruptive in the classroom or in the school.
3. Body piercing for all students will be limited to ears only. Earrings should be modest and of a nature that will not be disruptive in the classroom.
4. Skirts and shorts should be no shorter than mid-thigh.
5. Jewelry or clothing depicting satanic (specifically including clothing promoting bands directly linked to the occult/obscenity), drug, alcohol, or tobacco symbols are not permitted.
6. Shirts and blouses should cover the midriff when arms are held over the head. Tops may be cut no lower than what would be considered modest. Halter-tops, tube tops, and spaghetti straps may not be worn.
7. No spandex material will be permitted.
8. Any question of dress code violation will be settled at the discretion of the high school principal.

ELECTRONIC DEVICES

Students may not bring any electronic devices, including cellular telephones, walkmans, or laser pointers to any classroom, including study halls and the cafeteria from 8:10am-3:05pm, or at any time in the library/media center. Students may use electronic devices in the school buildings between classes or during breaks unless they are participating in a school-sponsored activity where they are specifically requested not to use the devices.

TCIS TECHNOLOGY USE POLICY

Access

TCIS maintains three computer labs for students and teachers to access. Each student will be assigned a student login and password to access the school network and Internet. Every student is provided a home directory within the network. Students are accountable to properly secure their access by not sharing passwords. Everyone is required to log off the network when access is no longer needed. Hacking, cracking, phishing or other malicious activity is prohibited.

Laptops at TCIS are a tool, much like paper and pencils. Students in grades 9-12 need to carry them daily and be prepared to use them in class per the teacher's expectations.

General Usage

During class or in the library it is not acceptable to use technology for non-academic purposes unless otherwise instructed to do so by a teacher. Examples of non-academic usage may include but are not limited to games, gambling, Internet chatting, Internet shopping, text messaging, viewing inappropriate sites, and checking email.

Internet

The Internet is to be used as a means of obtaining needed academic information or performing assigned tasks. Students are expected to use good judgment while surfing. When posting information to a publicly accessible file or web page, the content must be appropriate. Students are ambassadors of TCIS and thus identifying public postings as personal opinion does not exempt their verbiage from the TCIS Code of Conduct inclusive of the SAVE policy. Technology bullying via email, websites, blogs or any other online form of communication is prohibited.

File Storage

Each student in grades 6-12 will have password access to an assigned folder on the school network. The contents of student folders are restricted to school related work only. Personal photos, music, movies, etc. that are not related to school should be kept on other media. No computer programs (executables), MP3s, pornography, or illegally obtained copyrighted material may be stored, downloaded or distributed over the TCIS network. Teachers and administrators can access student folders at any time without prior consent.

Documents students wish to keep long term should be copied to an alternative location (such as a USB memory stick or CD) as student folders are emptied annually during the summer months.

Individual laptops are the personal property of the student. As a result, all information on them is considered private. Students are responsible to maintain their own backup of documents on their laptops. Students should be aware that all files will be accessible to the Technology Support team if the computer is submitted for repair.

Monitoring

Since the school is, to a certain extent, responsible for the actions that take place on its property, TCIS *will* monitor on-line activity via the school Internet connection, including website access, news-group access, protocol, bandwidth, and network use. If someone is causing network traffic through the distribution or downloading of large files, their connection can be terminated without notice.

Moral Code

No student may use another person's computer or other technology device without consent. This prohibition includes assuming another person's identity on the school network or pretending to be that person on the Internet.

If a student has any knowledge regarding the misuse of technology by another individual at TCIS, they are obligated to reveal this information to their division principal or via the SAVE email (save@tcis.or.kr).

Security of Personal Technology

Students are responsible for any technology hardware they bring to school, including laptop computers. Personal technology devices should be clearly tagged with a name, grade level, and phone number. Students should keep their technology with them or LOCKED in their hallway lockers at all times. All TCIS rules regarding items in the library, lunchroom, and chapel apply to personal technology. Students involved in after-school and/or off-campus activities need to insure that their technology is secure. It is the responsibility of the individual student to secure their personal technology.

Students should notify the school immediately if personal technology is missing. Unattended technology may be picked up and taken to the appropriate division office for safekeeping. Only the owner may retrieve items from the office.

Damage

All technology access and equipment is to be treated appropriately. Students are financially responsible for any digital or physical damage they cause. This includes, but is not limited to damage of technology owned by TCIS, TCIS staff, and fellow TCIS students. Knowingly introducing viruses or other malicious software via input devices of any kind is also considered damage.

If a student desires assistance with their laptop from the Technology Support staff, they need to complete the "Personal Computer Service Form" and bring both the form and their laptop to the Technology office. This form can be downloaded from Edline, under the Technology option. Reinstalling of software on laptops will result in a minimum 50,000 won charged to the student's TCIS account. TCIS Technology Department will not attempt to recover lost files.

Computer Labs / Centers

In order to maintain a working environment, food and/or drinks are not permitted in areas designated for student use of TCIS computers. Students should not tamper with any computer settings on the CPU or its attached peripherals. This includes unplugging or disconnecting school equipment. Students will also be held accountable to clean their work area upon exit, including the disposal of trash and placement of keyboard and mouse.

Audio

Because computer audio can be distracting and disruptive, while at school students should keep their volume setting on mute unless instructed otherwise by a teacher. Teachers have the option of allowing students to use headphones in class. Otherwise the use of headphones must align with the Electronic Devices policy as outlined in the TCIS Student handbook.

Printing

All students receive a printing credit balance of 10,000 won at the beginning of the school year. Printing on network printers will deduct 150 won for each black and white copy and 300 won for color copies. Additional funds can be added through the HS library, dorm offices, or division offices. Minimum increase of 2,000 won is required.

The School encourages everyone to print only essential material. Paper and ink toner are valuable resources and should not be wasted.

Taskbar

When using computers during class the taskbar is to be located at the bottom of the screen and remain visible at all times.

Consequences for Inappropriate Technology Usage

Name and offences will be submitted to the division administrator. Technology will suspend Student login privileges until otherwise notified by the administration.

DISCIPLINE INFRACTIONS AND VIOLATIONS OF THE CODE OF CONDUCT

The following rules for conduct apply to all students and violation of the rules will result in consequences as described below. In appropriate circumstances, the administrator is granted the authority to exercise his/her good judgment and apply a greater or lesser consequence than those stated here.

In the event that an administrator finds mitigating or aggravating circumstances to justify a different consequence for discipline, he or she shall so specify the circumstances in his/her Letter of Disciplinary Action to the Headmaster. Repeated violations to the Code of Conduct shall be considered an aggravating and disruptive factor and may result in consequences beyond the recommended, printed actions. The administrator is granted the authority to exercise his/her good judgment to apply a greater or lesser consequence than those specified herein.

Acts or behaviors which are deemed disruptive to the general learning environment.

Disruption of class Dress Code violations Disruptive and inappropriate behavior on campus or school-sponsored event Inappropriate/unauthorized use of electronic devices Failure to serve a detention Flagrant Tardy (more than 5 minutes late to class) Lying/Dishonesty Obscene/profane language Unexcused tardiness to class	20/40/60 Minute Detention	Teacher or Administrative Assigned Discipline
Non-compliance Possession of printed or audio-visual pornography Unauthorized leaving of school grounds Violation of bus rules	Warning, Office Detention, Suspension, Restitution, Other measures deemed appropriate	Administrative Assigned Discipline

Acts of assault, threat of violence, intimidation, hazing, or extortion of individual students or adults.

<p><u>VIOLENT PHYSICAL ASSAULT UPON AN ADULT OR STUDENT, HAZING, OR THREAT OF ASSAULT AGAINST AN ADULT OR STUDENT:</u> Rationale such as "tradition" or "custom" is <u>never</u> a valid excuse for the abuse of individuals under the school's care. Students shall not threaten younger students, strike younger students, extort from younger students, or in any way create or attempt to create fear from a size or age advantage. Students shall not</p>	Up to Indefinite Suspension/Expulsion.
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<p>cause, attempt to cause, or verbally (written or oral) threaten to cause injury or loss of any kind to any student or who have knowledge of such actions or threats and fail to report them at anytime while the student is at school in any school building and on any school premises, attending school-sponsored activities, on or about any school owned or operated vehicle, off-school property at any school-sponsored or school approved activity or function or during any period of time when students are subject to the authority of school personnel and at any time when the student's behavior has direct and immediate effect on maintaining a quality school environment.</p> <p>Students shall not cause or attempt to cause physical or bodily harm to any school employee or other adults at any time. Students shall not, through written or oral communications, threaten to cause, cause or attempt to cause harm to any school employee or other adult at any time while a student is at school in any school building and on any school premises, attending school-sponsored activities, on or about any school owned or operated vehicle, off-school property at any school-sponsored or school approved activity or function or during any period of time when students are subject to the authority of school personnel and at any time when the student's behavior has direct and immediate effect on maintaining a quality school environment.</p>	
<p><u>EXTORTION:</u> Student shall not extort through verbal, written or physical threats, coercion or intimidation anything of value (personal property, money, or information) from any other student or school employee.</p>	5 Days OSS to Indefinite Suspension/Expulsion
<p><u>FIGHTING AMONG STUDENTS:</u> Students shall not fight or attempt to cause bodily harm to another student through physical contact. If a student is attempting to involve another student in a fight, the other student should walk away and report it to a teacher, counselor, or administrator. Students who instigate fights will be subject to the same consequences as those who are actually involved in the fighting.</p>	5 Days OSS to Indefinite Suspension/Expulsion
<p><u>INSULTING, ABUSIVE, HARASSING, PROFANE, OBSCENE, OR SERIOUSLY DISRESPECTFUL WORDS, ACTS OF TOUCHING, GESTURES, SIGNS, VERBAL THREATS OR OTHER ACTS:</u> Students shall respect other students, visitors, school employees and other persons by using appropriate language and behavior at all times. Any action which is insulting, abusive, harassing, profane, obscene or seriously disrespectful and which disrupts the learning process for any student or which demeans or degrades another person is specifically prohibited.</p>	Up to 5 days OSS.

Acts or behaviors which jeopardize the safety of the student body as a whole.

<p><u>DISRUPTION OF SCHOOL (Inciting or Participating in Student Disorder):</u> Students shall not lead or participate in any activity that has as its purpose the disruption of school business or which significantly affects the educational process.</p>	Up to Indefinite Suspension/Expulsion
<p><u>UNWARRANTED ACTIVATION OF A FIRE OR OTHER ALARM SYSTEM:</u> Students shall not activate any fire or other alarm system unless authorized to do so by school employees or unless there are reasonable grounds to believe that an actual emergency situation exists.</p>	Up to Indefinite Suspension/Expulsion
<p><u>MAKING OR POSSESSING EXPLOSIVE OR INCENDIARY DEVICES:</u></p>	

<p>Students shall not possess or ignite firecrackers, explosives, pyrotechnic, incendiary (capable of producing flame or fire) or smoke-creating devices or materials or facsimiles thereof.</p>	<p>Up to Indefinite Suspension/Expulsion</p>
<p><u>POSSESSION OF A FIREARM, DANGEROUS WEAPON, OR OTHER INSTRUMENT:</u> Students shall not possess or conceal or transport any gun (weapon capable of firing a projectile of any kind) or any gun facsimile, or incidental items relating to firearms use, such as bullets, magazine clips, or any other weapon or other instrument including laser pointers that could cause or that is intended to cause bodily injury or harm to another or misuse otherwise acceptable objects in a manner intended to cause harm to others at any time while a student is at school in any school building and on any school premises, attending school-sponsored activities, on or about any school owned or operated vehicle, off-school property at any school-sponsored or school approved activity or function or during any period of time when students are subject to the authority of school personnel and at any time when the student's behavior has direct and immediate effect on maintaining a quality school environment.</p>	<p>Up to Indefinite Suspension/Expulsion</p> <p>Possible Reasonable Search</p> <p>Treatment Program may be required for re-entry</p>
<p><u>POSSESSION, USE, SALE, DELIVERY OR DISTRIBUTION OF MARIJUANA, NARCOTICS, STIMULANTS, ALCOHOLIC BEVERAGES, AND ANY OTHER UNAUTHORIZED OR ILLEGAL SUBSTANCES OR DRUG PARAPHERNALIA:</u> Students shall not possess, use, sell, transmit, deliver, or distribute marijuana, narcotics, stimulants, alcoholic beverages or any other controlled or unauthorized or illegal substances or drug paraphernalia at any time while the student is at school in any school building and on any school premises, attending school-sponsored activities, on or about any school owned or operated vehicle, off school property at any school-sponsored or school approved activity or function or during any period of time when students are subject to the authority of school personnel and at any time when the student's behavior has direct and immediate effect on maintaining a quality school environment.</p>	<p>Up to Indefinite Suspension/Expulsion</p> <p>Possible Reasonable Search</p>
<p><u>NONCOMPLIANCE WITH DIRECTIVES FROM ADMINISTRATORS, TEACHERS, AND OTHER SCHOOL PERSONNEL:</u> Students shall comply with the directions of all administrators, teachers, substitute teachers, counselors, media specialists, teacher assistants, student teachers, coaches, advisors, bus drivers, bus supervisors, and any other authorized school personnel at all times while a student is at school in any school building and on any school premises, attending school sponsored activities, on or about any school owned or operated vehicle, off-school property at any school-sponsored or school approved activity or function or during any period of time when students are subject to the authority of school personnel and at any time when the student's behavior has direct and immediate effect on maintaining a quality school environment.</p>	<p>Up to 5 days OSS</p>
<p><u>USE OF TOBACCO PRODUCTS:</u> Students shall not use or possess tobacco products on any school property at any time while a student is at school in any school building and on any school premises, attending school-sponsored activities, on or about any school-owned or operated vehicle, off-school property at any school-sponsored or school approved activity or function or during any period of time when students are subject to the authority of school personnel and at any time when the student's behavior has direct and immediate effect on maintaining a quality school environment.</p>	<p>Up to 3 days OSS</p> <p>Possible Reasonable Search</p>
<p><u>BUS MISBEHAVIOR:</u> Students, at all times while riding a school bus or other school-owned or operated vehicle, shall observe the directives of the school bus driver and/or school bus supervisor. The following conduct is specifically</p>	<p>Up to 10 days suspension</p>

prohibited and may result in revocation of bus privileges: delaying the bus schedule, fighting, smoking, and using profanity or refusing to obey the driver's instructions, tampering with or willfully damaging the school vehicle, getting off at an unauthorized stop, distracting the driver's attention by participating in disruptive behavior while the vehicle is in operation, throwing objects from the bus, failing to observe and obey safety regulations, willfully trespassing on a school-owned or operated vehicle, or violating any other Code of Conduct rule while on the school bus. If a violation of this Code also violates other rules; consequences in addition to those listed below may be implemented.	from bus plus other applicable consequences, depending on infraction
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Acts which violate community trust and jeopardize individual integrity.
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<u>ROBBERY, BURGLARY, TAKING or DESTROYING PROPERTY, USING VIOLENCE OR THREAT OF VIOLENCE:</u> Students shall not steal or attempt to steal, damage or destroy property of others using threats of bodily harm.	Up to Indefinite Suspension/ Expulsion Possible Reasonable Search Restitution may be required
<u>THEFT OR DESTRUCTION OF SCHOOL OR PERSONAL PROPERTY:</u> Students shall not steal or attempt to steal or knowingly be in possession of stolen property or intentionally damage or attempt to damage any school or private property while under school jurisdiction. Students shall not vandalize or damage or attempt to damage property belonging to others.	Up to Indefinite Suspension/ Expulsion Possible Reasonable Search Restitution may be required
<u>OPEN LUNCH COMPLIANCE:</u> Students shall comply with the rules relating to Open Lunch for seniors. Students in other grades and any senior not having parental permission to participate in open lunch are forbidden from leaving campus for lunch and seniors are forbidden from aiding, inducing or transporting underclassmen not authorized to participate in open lunch.	Up to 3 days OSS Temporary or permanent loss of privileges
<u>FORGING NOTES / DOCUMENTS:</u> Students shall not provide false information to school officials and or parents or guardians with regard to any report card, attendance matter, grades or progress reports, discipline matters or any other school business.	Up to 5 days OSS
<u>GAMBLING:</u> Students shall not engage in any form of games of chance or gambling for money and/or things of value.	Up to 5 days OSS
<u>INAPPROPRIATE INTERPERSONAL BEHAVIOR:</u> Students shall conduct their personal and social relationships according to acceptable community standards. Inappropriate public displays of affection as determined by the faculty will not be allowed.	Up to 3 days OSS
<u>CHEATING/PLAGIARISM:</u> Students shall not engage in any act of deception or falsification of work product. This includes cheating by receiving any unauthorized aid or assistance or the actual giving or receiving of unfair advantage on any form of academic work, plagiarism by copying the language structure, idea and/or thought of another and representing it as one's own work, and verbal or written	Up to 3 days OSS Zero on assignment Possible reasonable search

statement of untruth.	Possible notification of universities
<p>ATTENDANCE: Students shall follow the school attendance guidelines and attend classes in a timely and regular fashion.</p> <ul style="list-style-type: none"> • Skipping: Student shall be on campus and in their assigned homeroom and/or their assigned classroom unless they have been authorized to be absent by the principal or his/her designee or unless they have an absence that is excused pursuant to the school attendance guidelines. • Unexcused Tardy in Homeroom / and or Assigned Classes or Activities: Students shall not be tardy to homeroom and/or assigned classes or activities. 	<p>Detention</p> <p>OSS</p> <p>Possible loss of credit for the course</p>

APPEAL OF A DISCIPLINE ACTION

Any teacher or administrative actions involving any action less severe than expulsion cannot be appealed to the Board of Trustees. A parent/student may ask to have an out-of-school suspension recommendation of a principal reviewed by the Headmaster. A parent may ask the principal to review a teacher discipline action.

If the parent feels that the employee has breached professional conduct as an educator he/she may file in writing an employee grievance concern with the employee's direct supervisor. This should be filed within 5 school days of the alleged infraction and an investigation and response from the supervisor will be returned in writing within 10 school days upon receipt of the grievance concern.

A recommendation from the Headmaster for expulsion may be appealed to the Board of Trustees. The guideline for an appeal of an expulsion recommendation follows:

1. Parent within five school days of Headmaster's action should place in writing a notice of appeal to the Chairperson of the Board of Trustees.
2. The Board will schedule a hearing with a quorum of Board of Trustee members no later than 10 school days after the receipt of the notice of appeal.
3. The Board will hold an official hearing to hear the parental/student appeal of the administrative recommendation for expulsion and to hear the administrative documentation supporting the appeal.
4. The Board will meet in executive session and render a decision to:
 - a. Uphold the administrative recommendation or
 - b. Overturn the administrative recommendation
5. The Board will notify the parent in writing no more than 5 days after the hearing as to their decision.

** It should be noted that the student would remain on indefinite out-of-school suspension status until the appeal process has been completed.**