

# Taejon Christian International School

*Established in 1958*



## Elementary Student Handbook 2011-2012



*IB School - Primary Years Program (PYP)*

*Accredited by the Western Association of Schools and  
Colleges (WASC).*

## Taejon Christian

### Elementary

### Parent

2011 -

### School Address:

TCIS (in O-Jung Dong)  
210-1 O-Jung Dong Deodeok-gu  
Daejeon, Republic of Korea 306-010

Telephone: 042-633-3663

Fax: 042-638-7428

Website: [www.tcis.or.kr](http://www.tcis.or.kr)

-Daily Announcements

-Elementary Notes

### School Hours:

Regular school day: *new times*

**8:00 a.m. – 3:10 p.m.**

Late Start: **11:15 a.m. with lunch served**

Early Dismissal: **11:30 a.m. with NO lunch served**

Lunch: **11:20 a.m.-11:50 a.m.**

Recess: **11:50 a.m. – 12:20 p.m.**

## International School

### Student/

### Handbook

2012

### Faculty and Staff

Pre-Kindergarten	April Pleasants
Kindergarten	Dina Roberts
First Grade	Laurie Miller
Second Grade	Alice Bechtold
Third Grade	Patrick Pinho
Fourth Grade	Anna Stephenson
Fifth Grade	Landon Loeber
Art	Chaegun Lee
Advanced Korean	Hae Kyung Chae
Standard Korean	Yon Hee Bok
Foundational Korean	Jong Shune Hong
Performing Arts	Yeon Sun Kim
PE	Ashleigh Houlton
ESL	Christine Poole
Learning Lab	April Pleasants
Librarian	Connie Anderson
Library Assistant	Sung Mee Yun
Teaching Assistant	Grace Yoo
Teaching Assistant	Esther Kim
Teaching Assistant	Samantha Han
PYP Coordinator/ Curriculum Coord./ Media Information Specialist	Laura Price
Counseling Support	George Zickefoose
Counseling Support	Barbara Smith-Jang
Chapel Leaders	Moni & Dean Wegren
Secretary	Hye-Ock(Cindy)Jang
Principal	George Zickefoose
Headmaster	Dr. Penland

# Table of Contents

## Page Topic

	School Calendar 2011-2012
	Expected Student Learning Results (ESLRs)
2	TCIS Mission Statement
2	TCIS Philosophy
3	IB Mission Statement
3	Absences
3	Academic Integrity
3	Accelerated Reader
3	Attendance
3	Behavior Management Plan
4	Bullying is prohibited
4	Bus Riders – See p. 18
4	Cell Phones – See Hand phones
4	Chapel and Religious Studies
4	Closed Campus
4	Communication
5	Curriculum
5	Dismissal Policy
5	Dress Code
6	Electronic Devices
6	Emergency Information
6	English as a Second Language
6	Field Trips
6	Fire Drills
7	Gangs and Hate Groups
7	Grading and Report Cards
8	Hand Phones
8	Health and Medical Information
9	Homework
9	Honors and Awards
9	IB Learner Profile/ESLRs
10	Injuries or Illnesses
10	Instrumental Music (Band)
11	Insurance
11	Language Use Policy
11	Library
12	Lockers
12	Lunch Services
12	Medication
13	Parent Involvement - PTA
13	Parking Lot – Student Drop-off area
13	Parties-Birthdays-Treats-Money

13	Performance Levels (Academic and Non-academic)– p. 8
13	Photographs of students
13	Primary Years Program (PYP)
14	Profane Language
14	Student Progress – Report Cards
14	Sales by Students
14	School Sports
14	Search and Seizure
15	Special Events
15	Staying Inside From Recess
15	Student Records
15	Student Valuables
15-17	Technology Use Policy (TUP)
18	Telephone Calls
18	Testing
18	Textbooks & Resources
19	Toys-Radios-Video Games
19	Tutoring
19	Vacation During the School Year
19	Visiting the School
19	Volunteers
20	Weapons, Weather and Withdrawal
20	School Behavior Management Plan
21	Bus Essential Agreements
22	Essential Agreements for Cafeteria, Chapel, Classroom,
23	Playground, & Walking between classes
23-25	Consequences for Behavior
26	S.A.V.E. Policy
27	IB General Guidelines for the PYP

**TCIS Mission Statement:** Taejon Christian International School (TCIS) provides international students a high quality internationally based education within a Christian environment utilizing positive educational experiences and biblical foundations for spiritual growth.

**TCIS 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 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.

**International Baccalaureate Organization (IBO) Mission Statement:**

“The International Baccalaureate Organization aims to develop inquiring, knowledgeable and caring young people who help to create a better and more peaceful world through intercultural understanding and respect.

To this end the IBO works with schools, governments and international organizations to develop challenging programmes of international education and rigorous assessment.

These programmes encourage students across the world to become active, compassionate and lifelong learners who understand that other people, with their differences, can also be right.”

Mission Statement found at [www.ibo.org](http://www.ibo.org).

**ABSENCES**

If your child is absent for any reason, please contact the school office at 633-3663, ext. 602. This notification is important for the safety of your child. If not notified, the school will check to see if the child is safe at home. These checks cannot be made until later in the morning. This may pose a hazard to your child's safety if he/she is not safely at home.

**ACADEMIC INTEGRITY**

TCIS upholds the highest standards of academic integrity in its academic work. Plagiarism, cheating, and receiving unauthorized aid or help on school

assignments is strictly prohibited and will result in discipline action. We encourage our students to be honest, do their own work, ask questions when confused to better understand an assignment, and to do their best.

**ACCELERATED READER**

Accelerated Reader (AR), a supplement to our approach to reading, promotes individual reading growth and is motivating our students to read thousands upon thousands of books each year. Here is how it works - students select a good book from the library, read it, and then take a computerized comprehension and/or vocabulary quiz. The computer keeps track of all of the books each student reads, how they do on their quizzes, and tabulates the total points earned from reading and testing on books they selected. It is one way to see what our students are reading and how well they are reading too. Other measures include book reports, book talks, and over a hundred different ways to report on a book that was read.

**ATTENDANCE**

Regular school attendance and punctuality are important to a student's educational progress. Children should arrive at school no more than ten minutes before the school day begins. If a child arrives late for school, he/she must go to the office before going to the classroom.

**BEHAVIOR MANAGEMENT PLAN**

It is the desire of Taejon Christian International School to provide each student with the educational environment, quality instruction and learning opportunities that promote classroom success, personal growth and responsible citizenship. To effectively achieve these educational objectives there needs to be a cooperative effort between the student, school, and home. Therefore, the TCIS staff will follow a discipline policy that establishes clear and specific principles regarding school standards for student

behavior. Please refer to the *TCIS Elementary School-wide Behavior Management Plan* located on **page 20**. Please go over it with your child(ren) and then sign and return the form on the back page of the handbook.

### **BULLYING IS PROHIBITED**

Under our S.A.V.E policy, students are prohibited from treating one another in a manner that resembles a bully. Our school principal, George Zickefoose, who is filling in for our counselor who is on sabbatical leave, will talk to the children about what a bully is and what to do if they feel they are being bullied. The definition of bullying that students learn is this: when someone unfairly hurts or scares them over and over on purpose. Bullying can make three forms. Students learned about these three types of bullies:

- **Muscle Bullies:** Use their bodies to hurt them
- **Mouth Bullies:** Use their words to hurt them
- **Friend Snatcher bullies:** Hurt your friendships with others

Students will learn that there is only one appropriate way to deal with a bully and that is to TELL an adult

Mr. Zickefoose will discuss the difference between joking and teasing, and tattling and telling. Joking is usually told to others for fun to laugh together, so you don't hurt other people. On the other hand teasing hurts people's feelings. Moreover, while tattling is talking to an adult to get someone else in trouble or to get your own way, telling is talking to someone about a problem because you or someone else may be hurt.

**BUS RIDERS – See p. 21**

**CELL PHONES – See HAND PHONES p. 8**

### **CHAPEL & RELIGIOUS STUDIES**

The Bible and religious studies program is a very important part of the TCIS curriculum. Students will study biblical history, personages, and are encouraged to examine their spiritual development or faith. Our students are presented with the opportunity to become a Christian or to renew their Christian commitment; however, they are never coerced or forced to make any decisions. Each week all students are required to attend chapel where they will hear messages from the Bible applicable to their lives. These messages could be presented utilizing music, drama, videos, or guest speakers. Once per year, usually in the spring, the regular curriculum is suspended and a two and a half day spiritual retreat or Spiritual Emphasis Week (SEW) is held to permit students to examine their faith and spiritual journey. Feel free to join us on a **Chapel day!**

### **CLOSED CAMPUS**

TCIS elementary students are expected to remain on the school grounds during the school day and after school sponsored activities. They do not have permission to leave our campus without an adult.

### **COMMUNICATION**

During the school year, communication regarding official school matters and school-sponsored activities will be maintained through the following:

1. TCIS School Calendar: Published once a year, it highlights holidays and major school events.
2. Monthly Activities Calendar: Once a month the school administration distributes an activities calendar.
3. TCIS Newsletter – Views & Visions: A slick newsletter is published two or three times per year to update parents, students, alumni, and the international community of major TCIS events, happenings, and alumni news.

4. TCIS website, Daily Announcements –Elementary Notes and Power School will continue to provide useful school information ([www.tcis.or.kr](http://www.tcis.or.kr))
5. Elementary teachers' class newsletters will inform parents of grade-level specific information on a bi-weekly basis.
6. Single-subject teachers will communicate with parents through newsletters on a monthly basis specific to their course of study.

### **CURRICULUM**

The components of the standards-based curriculum design, implementation, and assessment at Taejon Christian International School are the collaborative responsibility of all the members of the learning community. Our curriculum is continually evaluated and revised from the learner's perspective to ensure that our students are challenged at appropriate academic and developmental levels to prepare them for success in university and in the twenty-first century as described in our Expected Student Learning Results (which is the IB Learner Profile). The dynamic and rigorous curriculum at TCIS is designed to kindle a passion for inquiry, to recognize diverse intellectual talents, to seek areas of service, and to cultivate a Christian worldview. We believe that our students experience individual achievement most effectively in a safe, nurturing, and inclusive learning environment.

Our PreK-12 educational plan is a continuum of carefully designed, standards-based courses in which students are introduced to and guided through to master the skills and attitudes of specific learning goals. Our comprehensive curricular and co-curricular learning experiences are responsive to the intellectual, physical,

social, and spiritual development of each student. The efforts of our total TCIS learning community focus on the development of productive, contributing global citizens equipped to lead lives of integrity and to exert influence for Christ.

### **DISMISSAL POLICY**

*Parents are asked to sign-out their child in the elementary office for early dismissals of their child at their bidding.* We will call the child from his/her classroom to the office. Children are **NOT** to meet their parents/guardians in the parking lot if leaving school **early**. Teachers have been requested to not release a child to any adult without permission from the office. This policy is in effect during regular school hours. Please advise the school if the child is to be picked up by someone other than a parent/guardian. Send a note if you intend to pick up your child at school for a doctor's or dentist's appointment. Also, allow yourself enough time to have your child called to the office for dismissal after you arrive.

### **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 and on special announced occasions (Spirit Week, SEW, etc.)
2. The general rule for hair color/style is that it will not be disruptive to the classroom or school environment.
3. Earrings should be modest and of the nature that will not be disruptive in the classroom.

4. Skirts and shorts should be no shorter than mid-thigh length.
5. Jewelry or clothing depicting profanity, satanic, drug, alcohol, or tobacco symbols are not permitted.
6. Shirts and blouses should cover the midriff when arms are held out parallel to the ground. Tops may be cut no lower than what would be considered modest. Halter-tops, tube tops, and spaghetti straps should not be worn. Tops with 2 inch or 5 cm wide shoulder straps are permissible.

### **ELECTRONIC DEVICES**

Students are asked not to bring any electronic devices including hand phones, MP3s, hand-held video games, or laser pointers in any classroom from 8:00 a.m. to dismissal of school. Students may use electronic devices in the school buildings after classes are dismissed unless they are participating in a school-sponsored activity where they are specifically requested not to use the devices. The bus ride to and from school is an exception to this rule. Cell phones are limited to before and after school use only. Text-messaging or calling during the school day requires teacher permission.

### **EMERGENCY INFORMATION**

It is **very important** that we have up-to-date phone numbers for each parent/guardian and the phone number of two other people who can act for you, as well as the name and phone number of your doctor and dentist. Any changes in the emergency information as listed on your child's enrollment form should be sent to the school office immediately after being changed.

### **ENGLISH AS A SECOND LANGUAGE**

The TCIS English as a Second Language (ESL) program, for elementary students in grades K-5, integrates the development of listening, speaking, reading, and writing skills

to provide for academic success in English. All English Language Learners (ELL) 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. The elementary ESL program will be a combination of in-class and pull-out services to help our students continue to learn and use the English language. As such, our English language learners will be immersed in their classrooms programs to meet their needs in their own grade level's language-rich classroom.

### **FIELD TRIPS**

A field trip permission form will need to be signed for each school sponsored field trip that your son or daughter takes during the course of the year. As trips are scheduled, you will be notified by the classroom teacher. Students must have **written** permission to participate in field trips (walking and bus transported).

### **FIRE DRILLS**

The signal for the fire drill or an actual fire is a loud bell. The students are to move quickly and quietly out the assigned exit to the designated waiting area indicated by the chart posted in each schoolroom. Teachers will assign students to turn-off lights, fans, and any other electrical appliance in use, close windows, and their classroom door. The principal will designate a teacher to turn-off any hall or bathroom lights. Students will return to their classrooms only when the bell is sounded as an all clear signal. Teachers will accompany the students at all times. Practice drills will be held during the school year.

### **GANGS AND HATE GROUPS**

Gangs, hate groups, and similar organizations or groups that advocate hatred or discrimination based on race, color, religion, sex, ancestry, national origin, or handicap are inconsistent with the fundamental values of the educational environment of the Taejon Christian International School. The activities of such groups and their members are prohibited on school district property and at all school sponsored functions. Such prohibited activities include, but are not limited to: the congregation of members, the solicitation or recruitment of members, the possession of group paraphernalia and materials, the intimidation of others, the advocacy of discrimination, and any other behavior, such as the wearing of gang colors or insignia and the use of language, codes, and/or gestures that provoke violence or seek to advocate the purpose and objectives of such groups. Disciplinary action may include suspension. All reports of gang and hate group activities are to be handled by the elementary building administrative staff in an expedient and timely manner. When necessary, appropriate disciplinary actions are to be taken and reports are to be written on the activities and actions taken. Parents/guardians are to be contacted by phone, letter, or in person. All incidents are to be written and copies of said incidents are to be forwarded to the Headmaster.

### **GRADING AND REPORT CARDS**

Pre-Kindergarten will focus mainly on standards & benchmarks in math, language arts, units of inquiry, and our school's Expected Student Learning Results (ESLRs). Kindergarten through fifth grade will report on our ESLRs as well as subject specific **standards** –statements that describe what and/or how well students are expected to understand and perform – for their grade

level and ESLRs. The report card will reflect the curriculum standards that the teachers are using to base their teaching and assessing of their students' learning in each subject and units of inquiry throughout the year. The subjects and units of inquiry will be on the report card with the standards listed underneath. This grading system is based on **critierion-referenced assessments**- assessments that reflect a student's success in meeting the stated objectives, learning goals, expectations, or criteria for his/her specific grade and subject. Instead of using percentages and grades, we will use **descriptors** to make the performance of each student clearer and more affirming, especially to young children (Guskey and Bailey 2001).

### **PERFORMANCE LEVELS**

- 1 Beginning**
  - Needs support or assistance to begin tasks
  - Occasionally shows evidence of learning
  - Limited skills and grasp of concepts
  - Only a few learning goals achieved
- 2 Progressing**
  - Needs occasional support to complete open-ended tasks
  - Needs some support to show learning
  - Partial success in tasks using knowledge of skills
  - More than half of the learning goals met
- 3 Proficient**
  - Has a good grasp of concepts and skills
  - Assignments are generally complete, thorough, organized, and meet standards
  - Solid academic performance

- Applies knowledge to real-world situations

**4 Advanced**

- Superior performance
- Has a high level of understanding of concepts and skills
- Develops new understanding and solutions
- Assignments/projects are of high quality and go beyond stated expectations

impact on class is positive.

4. **Advanced.** 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.

**NON-ACADEMIC ACHIEVEMENT (LEARNING BEHAVIORS)**

1. **Beginning.** 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.
2. **Progressing.** 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.
3. **Proficient.** 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

**Teacher Comments on the Report Card** will articulate specific areas of strength and areas for growth for each student.

**HAND PHONES**

Hand phones (text-messaging, calls, MP3, camera, etc.) are to be used before and after school only. They are prohibited during the school day without teacher permission.

**HEALTH RECORDS AND ON CAMPUS MEDICAL CARE**

Upon admission to TCIS, every student must present an up-to-date (less than 6 months old) certificate of health. The statement should be completed according to the TCIS "Student Health Form" prepared by the TCIS nurse and administration, which are available in the school office. This form requires two (2) Laboratory tests (Blood and Urinalysis), a chest X-ray or PPD skin test to Tuberculosis, and a General Examination signed by a doctor. The student must also be current in the prescribed immunizations and show evidence of having received them. A truthful and accurate statement as to medical and emotional/mental health is also required in the "Student Health Form." An Emergency Medical Release Form must also be signed by a parent/guardian in the "Student Health Form." TCIS has no medical insurance for students. All medical expenses are the responsibility of the parents. ALL

STUDENTS will be required to have a full physical examination by a physician and PPD skin test or chest X-ray to check for tuberculosis EVERY OTHER YEAR. The school does have a nurse on staff and when a student is feeling sick, he or she should check with the nurse before leaving school. In the event of emergencies, the student will be taken as soon as possible to a hospital. Parents will be contacted as soon as possible. Students shall not keep or take medicine at school without the knowledge of the school nurse or office. If a student must come to school with medicine, then at the start of the school day such medicine shall be placed in the nurse's office instructions as to how it is to be taken. As a general rule, students should not be sent to school if they have a fever or are feeling sick. Sending sick students to school exposes other students and teachers to illness. If a student is sent to school with a fever they will be sent home. Please be considerate of others. All injuries must be reported to a teacher or the nurse or school office. If minor, the student will be treated and may return to class. If medical attention is required, the office will follow the school's emergency procedures. A student who becomes ill during the school day should request permission from the teacher to go to the nurse's office. The nurse will determine whether or not the student should remain in school or go home. No student will be released from school without proper parental permission.

### **HOMEWORK**

Homework is an integral part of the educational process. Homework assignments can help reinforce skills taught in the classroom, develop responsibility and instill independent work habits. Approximate time per grade level for homework should be: 1<sup>st</sup> – 10 min.; 2<sup>nd</sup> – 20 min.; 3<sup>rd</sup> – 30 min.; 4<sup>th</sup> – 40 min.; and 5<sup>th</sup> – 50 min. Every night it is

encouraged that your child reads and/or is read to in English and your child's first language. Teachers may assign homework to practice, extend, and/or enrich skills taught in the classroom. Homework will be assigned to students according to the individual needs of the student and the materials and ideas being studied at the time. Parents/guardians can encourage good study habits at home by providing a quiet, well-lit place to study; setting aside a regular time for homework; and showing interest in the child's work. If a child is absent and is able to work, homework may be requested by calling the school office (633-3663) before noon.

### **HONORS AND AWARDS**

Teachers honor all students in their classrooms for a number of areas of distinction including, but not limited, to the following: Single-Subject Class Awards (Art, Performing Arts, Korean, PE, and Library), Expected Student Learning Results (IB Learner Profile), and Subject Area Awards (Most Outstanding, Most Improved, etc.). Throughout the year students will be recognized for demonstrating the following attributes in various ways: **IB Learner Profile** (Inquirers, Risk Takers, Communicators, Thinkers, Knowledgeable, Principled, Caring, Open Minded, Balanced, and Reflective), **PYP Attitudes** (Appreciation, Commitment, Confidence, Cooperation, Creativity, Curiosity, Empathy, Enthusiasm, Independence, Integrity, Respect, and Tolerance).

### **IB LEARNER PROFILE**

“The IB Learner Profile is the IBO mission statement translated into a set of learning outcomes for the 21<sup>st</sup> century. The learner profile provides a long-term vision of education. It is a set of ideals that can inspire, motivate and focus the work of schools and teachers, uniting them in a common purpose.

IB learners strive to be:

- Inquirers
- Knowledgeable
- Thinkers
- Communicators
- Principled
- Open-minded
- Caring
- Risk-Takers
- Balanced
- Reflective”

Excerpt taken from the IB website:

<http://www.ibo.org/programmes/slideh.cfm>

For a complete IB Learner Profile booklet, stop by the school and inquire or print one off the website: [www.ibo.org](http://www.ibo.org).

### **INJURIES OR ILLNESSES**

In case of an injury or illness, we will administer simple first aid only. Students will be cared for by a staff member or school nurse and parents/guardians will be notified if the injury or illness necessitates. If parents/ guardians cannot be reached, the person listed as the emergency name will be notified. In rare cases when no one can be reached, the family doctor may be called and the student taken to his/her doctor, to the emergency room of a hospital, or an emergency clinic. **In any case, it is extremely important that the school has the name of another person to call in case of illness or injury and parents/guardians cannot be located. It is also important to have your current home and business telephone numbers on file in the school office.** Each day many parents are faced with a decision: should they keep their sick child at home or send them to school? Often the way a child looks and acts can make the decision an obvious one. Please consider these guidelines:

- **Colds:** Consider keeping your child at home if he/she is experiencing discomfort from cold symptoms,

such as nasal congestion and cough. A continuous green discharge from the nose may be a sign of infection. Consider having the child seen by your health care provider.

- **Conjunctivitis (pink-eye):** Following a diagnosis of conjunctivitis, the child may return to school **24 hours after** the first dose of prescribed medication.
- **Diarrhea/Vomiting:** A child with diarrhea and /or vomiting should stay at home and return to school only after being **symptom-free for 24 hours.**
- **Fever:** The child should remain at home with a fever greater than 100°. The child can **return to school after he/she has been fever free for 24 hours (without fever-reducing medicine such as Tylenol or Motrin).**
- **Rashes:** Common infectious diseases with rashes are most contagious in the early stages. A child with a suspicious rash should return to school only after a health care provider has made a diagnosis and authorized the child’s return to school.

A sick child cannot learn effectively and is unable to participate in classes in a meaningful way. Keeping a sick child home prevents the spread of illness in the school community and allows the child an opportunity to rest and recover.

### **INSTRUMENTAL MUSIC (BAND) FOR FIFTH GRADE STUDENTS**

All students in grade five will participate in music class called Performing Arts. They will

play an instrument. Information will be given to the students the first part of the year. The elementary performing arts (including traditional wind/stringed instruments) teacher will communicate with students and parents the details for using and/or renting an instrument for the year. The school is not responsible for lost or stolen instruments.

### **INSURANCE**

Taejon Christian International School does not provide medical insurance to pay for expenses when students are injured at school. This is the responsibility of the parents/guardians. TCIS carries only legal liability insurance.

### **LANGUAGE USE POLICY**

Our goal and commitment at TCIS is to produce positive contributing and academically capable students with ongoing language development. In relation to language acquisition, we recognize these basic principles:

- Language has purpose and function and is acquired through meaningful use and interaction.
- Language and culture are interrelated; to learn language is to learn culture.
- Language varies and changes according to person, situation, and purpose, and needs of language users.
- Native language proficiency contributes to social and academic second language acquisition.

Language development and use is a complex process, with shared responsibility among school faculty, students, and parents. We understand that the primary language of a child serves as the foundation on which English proficiency is built. We encourage students to continue to increase literacy and proficiency in their primary (first) language. As English is the language of instruction at TCIS we provide extensive opportunities for students' meaningful social and academic

interaction in English. **English is used as students' primary means of academic and social communication in school buildings and classrooms.** Students are expected to be thoughtful and reflective about their language use. Likewise, we promote the ability to **“code-switch”** from one language to another, according to the situation or need. Outside of the buildings and in recreational areas, students are expected to model inclusion and use English to communicate when the group of speakers includes more than one language. Thoughtful and reflective language usage also includes:

- Using a primary language in any class where the teacher gives permission, so that the student may better understand instructions or a concept.
- Speaking and practicing a world language when it directly relates to academic world language instruction or study programs.
- Using another language in an emergency or life-threatening situation.

### **LIBRARY**

At the TCIS Elementary Library we do our best to maintain a well-balanced selection of library books for our students. Some books are bought to enhance the curriculum for each grade level and subject area. Books are also purchased for pleasure reading. Each class has one 60 min. library period each cycle (6 days). At that time each child may check out three new books provided they have returned the previously checked-out books. Students may go to the library at anytime their teacher permits to return/check-out additional books beyond their library times. The library is also open after school for parents and students. Students must have parent supervision to visit the library after school.

Bound library books are expensive with the

average cost being approximately \$25.00 per book. Students are required to pay for damaged or lost books. We appreciate parent/guardian interest in their child's reading habits and those who encourage and read to their children.

### **LOCKERS (Outside)**

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 ON THE STUDENT'S PERSON. LOCKERS SHOULD BE KEPT LOCKED AT ALL TIMES** [when students are not accessing them]. The security of stored items can only be possible if lockers are properly closed and locked and the padlock combination is kept confidential. **DO NOT SHARE THE COMBINATION CODE TO YOUR LOCK WITH ANYBODY.** All student lockers are the property of TCIS. They are loaned to students to use. Therefore, if there is probable cause, lockers can be subject to a reasonable search at any time. 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 on lockers. Padlocks must be returned at the end of the school year or the student will be charged a replacement fee for a new lock.

### **LUNCH SERVICES**

The lunches at TCIS consist of a daily hot buffet entrée, salad, and sandwich bar. The hot entrée varies among various international dishes and Korean food. 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.

Elementary students will eat between 11:20-11:50 a.m.

### **MEDICATION**

Students taking medication at school need to comply with the regulation adopted by the school board.

1. Contact the school nurse.
2. Medication must be in the original pharmacy dispensed bottle/package or in original bottle if medication is an over-the-counter drug.
3. Proper labeling and directions for administration must be on the original bottle/package brought to school.
4. Send only enough pills, etc., as required for school. Do not send full bottles of any medication.
5. A Medication Administration form needs to be completed by a parent/guardian, and then filed with the school nurse. Changes in dosage require written notification from the physician.
6. Medications to be given for just a few days require a parent/guardian note, along with the exact amount of medication to be given, in the original container.
7. Please do not send medication in baggies, envelopes or other pill bottles.
8. If over-the-counter medications must be used, they are to be in the original bottle with clear instructions.
9. In view of Reyes Syndrome, please do not send aspirin unless specifically ordered by your doctor.
10. The school nurse has no medications to dispense, except Tums, over the counter pain relievers, & cough drops.
11. The school is not responsible for lost or stolen medications.

### **PARENT INVOLVEMENT- PTA**

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, concerts, International Week, Teacher Appreciation Day, athletic games and tournaments, and Parents & Teachers Association (P.T.A.) meetings and workshops. Parent attendance at sports and athletic activities is always appreciated. If a parent has a special skill or interest he/she is asked to complete the appropriate section in the application form. All parents and teachers are encouraged to join the 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.

Each year a number of parents volunteer to help with various activities both in and out of the school. Parents have assisted as chaperones on field trips, substitute teachers, resource people during International Week, library helpers, room mothers, Boys' & Girls' Scout leaders, lunchroom helpers, and recess supervisors.

#### **PTA Officers:** 2011-2012

PTA President – M. Lee, Eunha  
PTA Vice President – Ms. Kwon, Minjoung  
PTA Treasurer – Ms. Noh, Eunhwa  
PTA Secretary – Ms. Kim, Suksoon  
Elementary PTA President– Ms. Hwang, Youn-Ji  
Middle School President – Ms. Lim, Sung Jin  
High School President – Ms. Nam, Jihwa  
High School Dorm VP – TBA  
Assistant Head of School – Dr. Roberts

### **PARKING LOT - STUDENT DROP OFF/PICKUP**

Please drop off and pick up students in the lower elementary parking lot. This will allow the busses to use the circle drive next to the high school. If you need to get out of your vehicle, please park in a designated parking spot or on the road so you are not blocking other cars.

### **PARTIES, BIRTHDAYS, TREATS, MONEY COLLECTIONS**

As a rule, no money is to be collected from students for parties, treats, gifts, valentines, etc by the school or classroom teacher. If a collection of money is necessitated for some classroom purpose, a notice will be sent home with the understanding that participation is **voluntary**. PTA helps organize, through their room mothers, treats for some recognized holidays such as Chusok, Thanksgiving, Christmas, Lunar, Valentine's Day, and Easter. Parents/guardians may send treats to school for birthdays, etc. If you choose to send flowers, balloons, etc., they will be held at the office until arrangements can be made with the classroom teacher concerning delivery. (Glass vases are not allowed on the school bus.)

### **PERFORMANCE LEVELS p. 13**

### **PHOTOGRAPHS OF STUDENTS & POSTING OF STUDENT WORK**

Parents must sign a release form giving the teacher/school permission to photograph students in school-related activities for publication in school printed publications, on the school's website, school newspaper, or a teacher's blog.

### **PRIMARY YEARS PROGRAMME (PYP)**

TCIS is a PYP Authorized School by the International Baccalaureate (IB) organization

through 2016. Here is a brief summary of the program from an IB published document: *A Basis for Practice – The Primary Years Programme* “The PYP focuses on the heart as well as the mind and addresses social, physical, emotional and cultural needs as well as academic ones. The traditional academic subjects are valued. In addition, there is an emphasis on the balance between the acquisition of essential knowledge and skills and the search for meaning and understanding. The programme provides opportunity for learners to construct meaning, principally through concept-driven inquiry. The threads of children's learning are brought together in the transdisciplinary programme of inquiry, which in turn allows them to make connections with life outside the school. The PYP enables children to develop sensitivity to the experiences of others through the curriculum, the attributes listed in the student profile, the attitudes that are an explicit element of the programme, and the expectation of socially responsible action as a result of the learning experience.” More information about this programme may be found on the IB website: [www.ibo.org](http://www.ibo.org).

### **PROFANE LANGUAGE**

Profane or obscene words or gestures in any language is unacceptable and will not be permitted on school grounds, on the bus, on clothing, or at any school-sponsored activity. Usually, there are other, more appropriate words and expressions that can be used instead.

### **STUDENT PROGRESS**

TCIS has chosen to use a few methods of reporting your child's progress. The first is to schedule parent/ teacher and/or student-led conferences at the end of the first nine-week grading period and again in the spring. The second method of reporting to you is by way of a report card. Teachers send weekly folders

home with students. The folders typically contain completed work, newsletters (every two weeks), and information for parents about their child's progress. Performance Levels (formerly called grades) are reported at the end of each quarter and are related to the standards and benchmarks being taught in each subject area or discipline.

Teachers use the following **Performance Levels**: (Refer back to page 13 for details)

- 1 – Beginning
- 2 – Progressing
- 3 – Proficient
- 4 – Advanced

### **SALES BY STUDENTS**

Students must have the approval of the principal to sell any item or service in school.

Violation of this rule may lead to disciplinary action.

### **SCHOOL SPORTS**

Girls and boys interested in soccer, or basketball may obtain a permission slip during the appropriate season. Practices will be held during or after school. Students participating in these extracurricular activities must meet certain academic and behavior standards to participate. Soccer is in the fall for grades 3-5. TCIS hosts a jamboree in the fall. Basketball is in the spring for grades 4 and 5, with a jamboree in Seoul. Younger students interested in soccer and basketball may have opportunity to learn beginning skills for each sport.

### **SEARCH AND SEIZURE**

TCIS is a private school which has a right to conduct a reasonable search of student's person or his/her property or locker. TCIS will attempt to protect the student's rights by searching only when and where there is “probable cause” and in the presence of the student and at least one other 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, or explosive devices). The school reserves the right to seize or take possession of any and all restricted materials found during the reasonable search.

### **SPECIAL EVENTS**

There are several special events scheduled throughout the year: Weekly Chapel, the International Festival, Spiritual Emphasis Week (S.E.W.), Vocal and Instrumental Concerts, and other special events. Parents are encouraged to support their child by attending these special events. See the TCIS school calendar for the exact dates.

### **STAYING INSIDE FROM RECESS**

If parents/guardians desire to have their child stay in the building during recess or noon due to an illness, please make this request in writing to the child's teacher. If the need extends for longer than three (3) days, a doctor's statement will be required.

### **STUDENT RECORDS**

The teachers and the administrative staff hold student records. There are two kinds of records – directory information and confidential records. Directory information can be given to any person or organization for non-profit purposes when requested, unless the parents of the student restrict the information in writing to the principal. Directory information includes: a student's name, address, telephone number, date and place of birth, photograph, height and weight, dates of attendance, or any other information which would not generally be considered harmful or an invasion of privacy, if disclosed. Confidential records contain educational and behavioral information that has restricted access. This information can only be released with the written consent of

the student's parent/guardian. Included in the confidential records may be test scores, psychological reports, behavior data, and disciplinary actions.

### **STUDENT VALUABLES**

Students are encouraged not to bring items of high 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 our students and individuals who pass through our halls are immune to stealing. The school will do its best to assist the student in finding lost or stolen items; however, the school cannot be responsible for their safekeeping and will not be liable for loss or damage to personal valuables.

### **TECHNOLOGY USE POLICY (TUP)**

Technology Usage Policy Cover / Signed Document (This is a copy of the actual document to be signed by each student)

Technology at Taejon Christian International School is a tool to expand learning opportunities. Use of technology is a privilege, not a right, afforded to members of the school community. With this privilege comes responsibility. TCIS provides a set of Technology Usage guidelines to help assure security and direct acceptable use. The underlying principle of adherence to these guidelines is an understanding that how students use technology, like anything else they do, reflect their strength of character. Therefore the use of technology at TCIS is an opportunity to display good judgment, common sense, and integrity.

Violations of the Technology Usage Policy will be directed to the division principals.

By signing below you indicate that you have read and discuss the attached Technology

Usage Policy with your son or daughter.

Student Signature                      Date  
Parent/ Guardian Signature      Date

### **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 the 9<sup>th</sup> through 12<sup>th</sup> grade need to carry them daily and be prepared to use them in class per the teacher's expectations. Laptops are an optional resource for grades 6-8.

### **General Usage**

During class or in the library/ media center 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 is not limited to, games, gambling, Internet chatting, 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 grades 4-12 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 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 will 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**

In order to maintain a working environment, food and/or drinks are not permitted in areas designated as computer labs. 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 for academic purposes. 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.

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 viable 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.

### **TELEPHONE CALLS**

Office or classroom telephones are not to be used for personal student calls. Except in an emergency, students will not be called to the office to receive a telephone call. Office personnel will initiate all calls on behalf of a student seeking permission to leave school. Cellular phones are not to be used in the classrooms during school hours. Messages will be delivered promptly. We will discourage students from phoning parents/guardians from school for trivial reasons. We encourage the making of arrangements for after school activities that affect the transportation home, before the student leaves home that morning or earlier in the week.

### **TESTING**

February is our standardized testing month for this year. The **International Schools' Assessment (ISA)**, once a year our elementary students participate in a standardized test. Grades **three, four, and five** will be taking the ISA in the areas of math, writing, and reading. This test more accurately compares our students to other international students around the world.

Student test results copies are sent home, as well as, kept on file in the office. The following is a website that can direct you to additional information on the ISA: <http://www.acer.edu.au/index.html>

According to an article on the website entitled, *Matching the ISA to the PYP and MYP curricula,* the ISA corresponds well to the PYP program too, *"The ISA assesses mathematical literacy, reading and writing, based on the Program for International Student Assessment (PISA) constructs. The ISA items address generic core skills rather than a particular curriculum. The ISA is not designed to address the full scope of the curriculum in mathematics, reading and writing for any school. It addresses as broad a range of key skills and understandings as is possible in a short, standardised pen and paper test."*

### **TEXTBOOKS**

Textbooks are only **one** type, of a number, of resources that teachers will use throughout the year to teach each subject's standards and benchmarks in class, and are provided without extra charge; however, if resources (textbooks included) are damaged or lost, the student is required to pay the cost of repair or replacement (plus shipping charges). The student is responsible for returning any textbooks or resources they were issued for a class. Equipment used for instruction is also provided without extra charge, but if damaged or lost the student is required to pay the cost of repair or replacement (plus possible shipping charges). The following is a guide in computing damage fees for textbooks:

Type of Damage	Damage Fee
Page(s) and/or cover	W15,000-20,000
Severe, but usable	Percentage (%) of book price

Lost or damaged beyond repair or use	Full price of new textbook + 20% shipping charge
--------------------------------------	--

**TOYS, MP3s, VIDEO GAMES, ETC.**

Please be sure that students leave toys, radios, CD/MP3 players, hand-held video games, etc., at home. The school cannot be responsible for lost, stolen or damaged toys that students bring from home. There are some exceptions to this rule; the most common are when students' individual bus drivers allow students to use electronic devices on the school bus, or teachers allow the on a field trip.

**TUTORING**

All teachers do provide assistance to their students when they request it. Although TCIS has no formal tutoring service, occasionally teachers are willing to provide some tutoring to a limited extent on an individual basis in order to help students meet their classroom expectations. Students who feel they need additional help are encouraged to seek out other students for tutoring, such as, middle or high school students (National Junior Honor Society (NJHS) or National Honor Society students (NHS)).

**VACATION DURING SCHOOL YEAR & EARLY DEPARTURE**

Living overseas brings with it added excitement of travel. Unfortunately, this travel sometimes interferes with school. When your family plans their vacations and holidays please make sure you check the school calendar. We understand the busy schedule many of our parents must keep and that family times together are rare indeed. On the other hand, if you are out of school for even a few extra days, it creates a hardship for students who will miss class instruction and teacher/student contact time. Missing class for vacation or early departure also creates additional work for our very busy teachers

who must help students to make up the work, especially tests and quizzes. Approval of the following absences must be made at least two weeks in advance through the principal:

1. Family vacation while school is in session.
2. Early departure from school.
3. Late arrivals or return to school.

If approved, the student must make arrangements to make up assignments and /or tests missed during the absence.

**VISITING SCHOOL**

Visitors, particularly parents, are welcome at the school. In order to properly monitor the safety of students and staff, each visitor must report to the elementary office upon entering the school to sign-in and receive a visitor or volunteer badge. Any visitor found in the buildings without a badge will be directed to report to the elementary office. If a person wishes to confer with a member of the staff, he/she may call for an appointment prior to coming to the school in order to secure an available time. Students are not encouraged to bring visitors to school without first obtaining permission from the principal. TCIS requires all visitors, including parents/guardians, and volunteers, to go to the main gate and/or office and obtain an identification badge. This procedure is an added security measure to help ensure the safety of your children. Due to the added burden on the faculty, the distraction to the classroom, and liability issues, students and siblings that are home-schooled, are from other schools or are from out of town, are not allowed at TCIS during school hours. Exceptions to this may be granted with prior permission only.

**VOLUNTEERS**

TCIS needs you, your friends, retirees, anyone with an interest in children, who would like to do something meaningful. If you would like to volunteer, please call the school office or

one of our PTA officers. When you arrive at school to volunteer, please sign in and get a badge from gate and/or the elementary office.

### **WEAPONS**

Taejon Christian International School has "zero tolerance" for students who bring toy or real weapons to school or other objects/substances that may be a threat to the health and safety of other students, staff members, or visitors, or a disruption to the educational process. Possession and/or use of these objects/ substances at the elementary school or at any elementary school sponsored activity without prior permission of school officials will result in the following action:

**Administrative Procedure:** Any or all personnel employed by Taejon Christian International School at the elementary level having knowledge of students with weapons or other objects/substances which are a threat to the health and safety of other students, staff members, or visitors, or are a disruption to the educational process, shall notify the building administrative staff immediately. The building administrative staff will conduct an investigation immediately and make the determination as to whether an immediate suspension is in order. This suspension can be in-school or out-of-school as determined by the building administrative staff with the understanding that the weapons, objects, and/or substances have been confiscated and when necessary, turned over to the proper authorities for disposition. The elementary building administrative staff in cooperation with the Headmaster shall determine if sufficient cause exists for referral to the Board of Trustees for long-term suspension. Parents or guardians are to be contacted by phone, letter, or in-person in an expedient and timely manner with detailed information regarding the incident(s). All reports of weapons, objects, and/or substances which are a threat to the health and safety of other students, staff

members or visitors, or are a disruption to the educational process shall be written by the building administrative staff and copies sent to the Headmaster.

### **WEATHER-INCLEMENT**

During extremely cold, wet, high levels of yellow dust weather, students will be allowed to remain in their classrooms. At all other times, students are expected to go outside for recess and should dress accordingly.

### **WITHDRAWAL FROM SCHOOL**

Parents/guardians should notify the school office by telephone or come in at least two weeks (if circumstances allow) before the student's last day of attendance, so that his/her teacher, the librarian, and nurse have sufficient time for check out. All school materials loaned to the student or library books must be returned. Items lost or damaged must be paid for by the parents/guardians before school records will be forwarded to the new school.

## **TCIS Elementary School-wide Behavior Management Plan**

### **Elementary School-wide Behavior**

**Management Plan Philosophy:** The school community, including students, parents, teachers, administration, and others, must work together to create and maintain a safe and supportive environment that promotes teaching, learning, and student responsibility. Our school-wide behavior management plan is in alignment with the TCIS Mission Statement and Educational Philosophy.

Student behavior is the responsibility of each and every employee on the elementary faculty and staff. At core of student

behavior is the belief that each student is responsible for his/her own behavior. Individually and collectively we teach appropriate behaviors and expectations, monitor our students' success in carrying out those expectations, and provide opportunities for students to be responsible and correct their misbehaviors. Classroom teachers and single subject teachers will create, teach, and implement their own classroom management plan that aligns with our school's philosophy of education. Teachers will communicate and provide copies of their classroom management plan to the principal, parents, and students so that everyone knows their expectations. The principal may be included as a step in the progression of consequences for individual teacher's plans. Clear communication between the classroom teachers and the principal is necessary so that student behaviors are taught, monitored, and appropriately maintained by the students.

The School-wide Management plan is designed to support teachers in their efforts within their classrooms, serve as a support system to their plans for teachers, and serve to maintain appropriate student behaviors in the common areas of the school campus.

## **ESSENTIAL AGREEMENTS** **for STUDENT BEHAVIOR:**

**Throughout the campus and on buses,** it is agreed that all individuals in the school are expected to act responsibly and treat others with respect, empathy, and cooperation.

### **Bus:**

TCIS provides transportation for day students that have paid a bus fee. Buses normally run at 3:15 P.M., 4:45 P.M., and 6:00 P.M. each afternoon. 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 the TCIS busing services.** Parents should contact the school office for bus schedules and routes. Bus fees must be paid with tuition fees and kept current throughout the year. TCIS is **not liable for injuries or loss of property** that may result from a school bus accident or related damage. The contracting bus company shall solely be liable for all injuries and loss of property. Parents in effect, enter into a contract with the bus company. The school has installed video cameras on board all of its buses to monitor behavior.

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 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 on 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. If the driver, principal, or teacher monitor assigns seats in a bus, then those seats only must be utilized.
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.
16. If a student, that does not normally ride the bus, is riding home with a friend, **he/she needs to bring a note from a parent, to the office to be signed by the principal or secretary.** The student will only be allowed to ride the bus if there is room. Students that normally ride that bus must be accommodated first.

#### **Cafeteria:**

1. Eat quietly for the first 10 minutes of each lunch period (lights will be off).
2. Speak in "restaurant voices" in the lunchroom (loud enough for your table only i.e. 24-inch voices) when lights come on.
3. Walk in the lunchroom.
4. Raise hand to get out of seat.
5. Use manners, such as: (Please..., Thank you...May I please have some more...etc.)
6. Take only food amounts that will be eaten. Eat the food taken. Don't waste it.
7. Food is to be eaten in the lunchroom, unless lunch is outside (picnic style).
8. Remain seated until dismissed to empty trays.
9. If it becomes too noisy, a no talking signal will be given – "Lights out," – Warning, too loud; and/or possibly – No talking with quiet eating.
10. During the lights out period students are to remain quiet, until further directions are given.
11. Following lunch, students must **WALK** on the sidewalks all the way to the playgrounds with a teacher, teaching assistant. **No running** please!

#### **Chapel/Assembly:**

1. Walk in quietly and sit down in an area designated by the teacher.
2. Participate appropriately whether listening, singing, standing, praying, or clapping.
3. Look at the speaker and model appropriate listening behavior.

#### **Classroom:**

1. Teachers will establish and teach their expectations to their students.
2. Students are to follow each teacher's

classroom management plan.

**Playground:**

1. Remain within the playground boundaries as defined at the beginning of the year.
2. Include other students in games.
3. Refrain from hitting, pushing, kicking, pinching, or any other physically hurtful behaviors towards students.
4. Play safely and respectfully with students.
5. When the whistle is blown: Stop activity immediately, gather equipment, and line up in designated area quickly, ready to listen to your teacher's directions.
6. K-1 students may not play on the hills or dig on the hills. Use sandbox instead.
7. Soccer will only be played on the soccer field, not on the primary playground.
8. Students must get permission to use the bathrooms in the elementary school during recess.
9. Student helpers will help set out and return the playground equipment to its containers and store room.

**Snow:**

1. Students may build snowmen and snow forts, etc.
2. It is **not** all right to throw snow at anyone or anything.
3. It is all right to run and play in the snow on the grass.
4. It is **not** all right to slide on ice that is on the sidewalks or blacktop.
5. Please have your child wear appropriate clothing for the cold weather (hats, coats, gloves, and boots).

**Walking between classes:**

1. Students are to walk with a teacher or teacher's assistant to and from each classroom on campus.
2. Adult supervision will help maintain safety and appropriate behaviors.
3. Students must use voices that are quiet enough so as not to disturb other classes in hallways or in nearby buildings.
4. A "no-talking" direction may be necessary until students learn to choose to speak quietly as they go to special classes (Art, PE, Performing Arts, Korean, ICT, and Library).

**CONSEQUENCE OPTIONS:**

Students may receive rewards and consequences in their classrooms as stated in their teachers' individual classroom management plans according to their behavior choices. However, if their misbehavior is severe, dangerous, or repetitive, students may be sent to the principal's office for additional time for them to figure out a solution to their problem behavior.

**SERIES OF VISITS TO THE PRINCIPAL'S OFFICE:**

Each teacher's classroom management plan is in operation until the student reaches the level of principal involvement. Class plans will vary from teacher to teacher. Students' misbehavior that is so severe or repetitive in nature may cause them to be sent immediately to the principal's office. The principal will initially operate with one rule in mind, "**You can solve a problem any way you want, provided it doesn't cause a problem for anyone else,**" as Jim Fay mentioned in his book, *Teaching with Love and Logic*. Depending on the nature of the problem, other means may be necessary as outlined in the following plan.

**First time to the principal's office:**

- May include 1-3 days of missed recess – Lunch Detention
- Principal will counsel the student regarding behavior choices and provide time for the student to solve the problem on his/her own. The principal will be available to assist the student(s) as necessary.
- Other logical consequences administered with empathy may be issued as they relate directly to the misbehavior...i.e. apologies, other privileges lost, including remaining in the office or sent home for the balance of the day if the misbehavior is severe.
- Parents will be informed either in writing or in a phone call.

**Second** time to the principal's office:

- May include 3-5 days of missed recess – Lunch Detention
- Principal will counsel the student regarding behavior choices and provide time for the student to solve the problem. The principal will be available to assist the student(s) as necessary.
- Other logical consequences administered with empathy may be issued that relate directly with the misbehavior...i.e. apologies, other privileges lost, including remaining in the office or sent home for the balance of the day if the misbehavior is severe.
- Parents will be called and notified of second meeting.

**Third** time to the principal's office:

- May include In-School Suspension.
- Principal will counsel the student regarding behavior choices and provide time for the student to solve the problem. The principal will be

available to assist the student(s) as necessary.

- Other logical consequences administered with empathy may be issued that relate directly with the misbehavior...i.e. apologies, other privileges lost, including remaining in the office or sent home for the balance of the day if the misbehavior is severe.
- Parents called and a meeting scheduled to discuss the student's problem for which he/she needs to find a solution. Parents and principal will be available to assist the student as necessary.

**Fourth** time to the principal's office:

- May include Out-of-school suspension (1 or more days).
- Principal will counsel the student regarding behavior choices and provide time for the student to solve his/her own problem. The principal will be available to assist the student(s) as necessary.
- Other logical consequences administered with empathy will be issued that relate directly with the misbehavior...i.e. apologies, other privileges lost, including remaining in the office or sent home for the balance of the day if the misbehavior is severe.
- Parents will be called and a meeting scheduled to discuss the student's problem for which he/she needs to find a solution. Parents and principal will be available to assist the student as necessary.

**STUDENT CONSEQUENCES MAY RESULT IN, BUT NOT BE LIMITED TO, THE FOLLOWING:**

- Time-Out for the student to solve his/her problem any way that he/she wants to, provided it doesn't cause a problem for anybody else. Consultation from the principal will be available.
- Lunch Detention - Missed recess- From 5 minutes to any number of days, depending on teacher and principal discretion.
- Restitution – repayment or replacement of damaged items.
- Apologies – given in writing and/or verbally in person.
- Parent meetings to discuss the student's misbehavior choices and solution to student's problem.
- Student solution or plan that serves to increase appropriate behavior and reduce inappropriate behavior without causing anybody else a problem.
- In-school suspension – removal from class to the office for the balance of the day or following day to work away from classmates and teacher (1 or more days) as necessary.
- Out-of-school suspension – removal from the school campus due to severe misbehavior or multiple visits to the principal's (1-or more days).

**Suspension (In-School or Out-of-School).**

Suspension is defined as the temporary denial of attendance at school and/or school activities. Suspensions may be in-school or out-of-school. Students may be suspended for the following reasons:

Assault

Bullying

Use of obscene/profane language or gestures

Possession and/or use of drugs, alcohol,

tobacco, explosive devices or weapons

Theft resulting in police involvement

Truancy

Vandalism

Arson

Fighting

Defiant, disruptive behavior

Repeated violations of school rules and authority

Extortion

When a student is suspended off campus, he/she is not to be on or near the campus while school is in session, during activities, or before or after the school day for which he/she was suspended.

Prior to returning to school from an out of school suspension, the student and parents must meet with the principal to discuss the re-entry plan, responsibilities of the student, and to reset the expectations for the student's future behavior choices at school.