



**TAEJON CHRISTIAN  
INTERNATIONAL  
SCHOOL**

**2011-2012  
HIGH SCHOOL  
HANDBOOK & PLANNER**

## TABLE OF CONTENTS

Frequently Needed Information -----	5
Administration -----	5
College acceptances (Since 2009) -----	6
Student's Rights/Responsibilities -----	8
<b>Information -----</b>	<b>9</b>
English Language Use Policy Goals -----	9
Philosophy -----	9
English Language Use Procedures -----	9
Fees -----	10
Field Trips -----	10
Fire Drills -----	10
Fund Raising -----	10
Parent Involvement -----	11
Christian Studies & Chapel -----	11
Student Drivers -----	11
Student Valuables -----	11
Library Information -----	12
Transportation and Bus Rules -----	13
Visitors -----	14
Lockers -----	14
Lunch Services -----	14
Searches -----	14
Sales by Students -----	15
Advertising outside Activities -----	15
Use of School Equipment and Facilities -----	15
Use of Telephone -----	15
<b>Academics -----</b>	<b>15</b>
Honor Pledge -----	15
Academic Integrity -----	16
Courses – High School -----	16
Reporting System, Progress Reports, and Report Card -----	17
Academic Reporting Scheme -----	17
IB MYP and DP General Grade Descriptors -----	17
Learning Skills Reporting Scheme -----	18
Adapted Grades -----	20
Graduation Requirements -----	20
Earned Credit policy at TCIS -----	23

Repeating Courses -----	23
Requirements -----	23
Requirements for College Entrance -----	24
Study Hall -----	24
Parent – Teacher Conferences -----	24
Academic Warning -----	25
Academic Probation -----	25
Procedures for Withdrawals and Changes -----	25
Withdrawal from School & Transcripts -----	26
IB Middle Years Program (MYP) -----	26
IB Diploma Program (DP) -----	28
Assessments – Semester & Final -----	29
Correspondence Courses -----	30
Counseling and Testing -----	30
Review of Instruction and Instructional Materials -----	31
Tutoring -----	31
English as a Second Language (ELS) Program -----	31
TCIS High School ELS program Placement -----	31
<b>Athletic &amp; Co-Curricular Activities -----</b>	<b>32</b>
Athletic & Activities Philosophy -----	32
High School Activities -----	33
Co-Curricular Eligibility -----	33
Attendance and Eligibility -----	33
Athletic program -----	33
Sportsmanship at TCIS -----	33
Expectations of Student Athletes -----	34
Types of Athletic Teams -----	34
<b>Honors &amp; Awards -----</b>	<b>35</b>
Honors and Awards -----	35
Honors and Organizations -----	37
<b>Student Conduct &amp; Discipline -----</b>	<b>37</b>
Detention Policy -----	38
TCIS High School Attendance Policy -----	39
Excused Absences -----	39
Planned Absences -----	39
Unexcused Absences -----	39
Illness during School Hours -----	39
Attendance and Tardy Reporting Procedures -----	40
Tardy and Absent of School -----	40

Dress Code -----	41
Public Displays of Affection -----	42
Electronic Devices -----	42
<b>TCIS Technology Use Policy -----</b>	<b>42</b>
Access -----	42
General Usage -----	42
Internet -----	42
File Storage -----	42
Monitoring -----	43
Moral Code -----	43
Security of Personal Technology -----	43
Damage -----	43
Computer Labs / Centers -----	44
Audio -----	44
Printing -----	44
Taskbar -----	44
Consequences for Inappropriate Technology Usage -----	44
Discipline Infractions & Violations of the Code of Conduct -----	44
Appeal of a Discipline Action -----	49
Glossary of Code of Conduct Terms -----	50
The Constitution of This Student Council of TCIS -----	52
Structure of Student Council -----	60

## **FREQUENTLY NEEDED INFORMATION**

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<b>HIGH SCHOOL SECRETARIES</b>	Ms. Wha Yun Lee & Ms. Su Jin Lee
<b>ADMISSIONS Counselor/Marketing Officer</b>	Mrs. Kate Oh
<b>Admissions Counselor/Parent Liaison</b>	Mrs. Barbara Smith Jang
<b>Registrar</b>	Mrs. Kyung Ah Rhee
<b>NURSES</b>	Mrs. Kyeong Hee Bossard & Mrs. Sun Mi Kim (Dorm)
<b>HIGH SCHOOL COUNSELORS</b>	Mrs. Charmaine Gunther, Mrs. Jennifer Hill
<b>COUNSELORS' SECRETARY</b>	Ms. Sue Young Jo
<b>FINANCE SECRETARY</b>	Ms. Eun Mi Shin

## **ADMINISTRATION**

<b>Dr. Thomas J. Penland</b>	Head of School
<b>Mr. Ryan Roberts</b>	Assistant Headmaster
<b>Ms. Isabel Searson</b>	Assistant Superintendent for Learning
<b>Mr. Mark Pleasants</b>	High School Principal
<b>Mr. Timo Gobius</b>	Assistant High School Principal
<b>Mr. Kenneth Gunther</b>	IB DP Coordinator
<b>Ms. Barbara Wrightson</b>	IB MYP Coordinator
<b>Mr. Paul Rader</b>	Athletics and APAC Director
<b>Mr. Brent Frazer</b>	Residence Director
<b>Mr. Larry Smith</b>	Assistant Residence Director
<b>Mr. Lee Charles Smith</b>	Business Administrator

## **COLLEGE ACCEPTANCES (Since 2009)**

### United States

American University  
 Asbury University  
 Art Center  
 Babson College  
 Bates College  
 Baylor University  
 Beloit College  
 Biola University  
 Boston College  
 Boston University  
 Brandeis University  
 Brown University  
 California Baptist University  
 California Institute of the Arts  
 Calvin College  
 Carnegie Mellon University  
 Case Western Reserve University  
 College of William and Mary  
 Columbia University  
 Cornell University  
 DePaul University  
 Duke University  
 Eastern Nazarene University  
 Eastern University  
 Embry Riddle Aeronautical University  
 Emerson College  
 Emory University  
 Florida State University  
 Fordham University  
 Franklin and Marshall  
 George Washington University  
 Georgia Institute of Technology  
 Gordon College  
 Hope College

Indiana University at Bloomington  
 Indiana Wesleyan University  
 Iowa State University  
 Johns Hopkins University  
 KAIST  
 Kansas State University  
 Lehigh University  
 Liberty University  
 Macalester College  
 Macquarie University-Australia  
 Maryland Institute College of Art  
 Michigan State University  
 Mount Holyoke  
 New York University – Stern  
 New York University – Tisch  
 Northeastern University  
 Northwestern University  
 Northwest Nazarene University  
 Nova Southeastern University  
 Occidental College  
 Ohio State University  
 Otis College of Art and Design  
 Parsons School of Design  
 Penn State University,  
 Pepperdine University  
 Portland State University  
 Pratt Institute  
 Purdue University  
 Reed College  
 Rhodes College  
 Rhode Island School of Design  
 Ringling College of Art and Design

Rochester Institute of Technology  
 Rose-Hulman Institute of Technology  
 Rutgers-New Brunswick  
 Sarah Lawrence College  
 School of the Art Institute of Chicago  
 School of the Museum of Fine Arts  
 School of Visual Arts  
 St. Johns College  
 SUNY Albany  
 SUNY Binghamton  
 SUNY Buffalo  
 SUNY Stony Brook  
 Syracuse University  
 Texas A & M  
 Texas Christian University  
 Trinity College  
 UC Berkeley  
 UC Davis  
 UC Irvine  
 UC Los Angeles  
 UC San Diego  
 UC Santa Barbara  
 University of Connecticut  
 University of Denver  
 University of Illinois, Urbana-Champaign  
 University of Iowa  
 University of Massachusetts-Amherst  
 University of Michigan  
 University of Minnesota, Twin Cities  
 University of Nevada, Las Vegas  
 University of North Carolina  
 University of Notre Dame

University of Oregon  
University of Pennsylvania  
University of Rochester  
University of Southern  
California  
University of Texas, Austin  
University of Washington-  
Seattle  
University of Wisconsin,  
Madison  
University of the Sciences in  
Philadelphia  
Vanderbilt University  
Villanova University  
Virginia Polytechnic Institute  
Wake Forest University  
Washington University (St  
Louis)  
Wheaton College  
Worcester Polytechnic  
University

**United Kingdom**

Coventry University  
Imperial College London  
University of Edinburgh

**Canada**

McGill University  
Queen's University  
University of British Columbia  
University of Calgary  
University of Ottawa  
University of Toronto  
University of Waterloo  
York University, Toronto

**Korea**

Handong University  
KAIST  
Seoul National University  
Yonsei University

**Other Regions**

Glion Institute of Higher  
Education (Switzerland)  
Temple University (Tokyo  
campus)  
Waseda (Japan)  
Yanbian University of Science  
and Technology (China)

## **STUDENT'S RIGHTS/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, and the 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 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 GOALS

1. Ensure that English is the primary 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. Ensure that English is the predominant language used by students during school hours from 8:00 a.m. – 3:10 p.m. and during official school events (i.e. school sponsored activities and trips) for social communication with one another as well as with faculty/staff (exceptions are made for new ELL students during their first semester at TCIS).

## ◆ PHILOSOPHY:

- Prepare students adequately for college and university in English speaking universities;
- Reinforce classroom instructional language;
- 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;
- Ensure clear communication and understanding with and by students in the classroom;
- Encourage inclusiveness of all students via a common social language;
- Discourage/avoid exclusivity and isolation of minority language groups within the community;
- Provide an environment where appropriate language and behavior is reflected and a safe and healthy community is maintained;
- Maintain consistency between expectations and practices as an institution.

## ◆ English Language Use Procedures

The High School administration gives consequences to students who consistently do not follow the English Language Use policy.

- 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.
- Students will carry school ID cards for identification purposes. Student ID cards can be taken by a teacher if the Language Policy is not being maintained by students and sent to the office. Students will need to go to the office on their own time to pick up their cards. At that time, they may be assigned consequences.
- Lunch detentions are held in the cafeteria for students who continually do not follow the English Language Use procedures. One teacher on duty will be designated to eat with the students.

TCIS recognizes that language development is a process that takes time and will extend over several years. An ELL student will continue to receive direct ELL 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 a 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. Students need to remain with a field trip group from the start to the end of the field trip group until everyone returns to school.

#### ◆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 may 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 is 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.

6. Students are not permitted to pressure other students in any way into contributing to a fundraiser.
7. Any fund raising requests must have prior approval of the HS 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, and PTA 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 Parent & Teacher Association (PTA).

The PTA 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 PTA has fundraising projects each year to purchase items for the school to benefit our children. The PTA also presents monetary s 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 and 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 pressured or forced to make any decisions. All students are required to participate fully in the program. In grades 9-12, students will receive academic credit for religious studies. Also, all students are required to attend chapel. 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 progress. Chapel and Spiritual Emphasis Week are required events for all TCIS students. Regardless of faith and background, S.E.W. 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 as there is not space for student vehicles on campus.

Any student driving a car, motorcycle, or scooter must gain the permission of the administration. If students are granted permission, all student drivers of motorcycles and scooters must wear helmets and proper safety equipment, and they are not permitted to have passengers without the permission of parents. Failure to observe school rules will result in the suspension of driving privileges.

#### ◆ STUDENT VALUABLES

Students are asked not to bring valuable items to school. Large amounts of money and items such as jewelry, expensive clothing, shoes, and electronic equipment are tempting articles for

theft. 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, 7:50 a.m. to 5:30 p.m. The library closes at 3:30 p.m. on Friday during long weekends.

#### **Borrowing**

Textbooks are checked out on 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 care at all times.

#### **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.

#### **Loan Period**

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

#### **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 the student is 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.

#### **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:

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.

**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.

**Photocopier & Printing**

A card-operated photocopier is available in the library. Copy cards are purchased at the circulation counter. Photocopying is charged 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 various co-curricular activities. If a student elects to participate in an event that ends at a time outside of the regular bus schedule, the student will be responsible for providing his/her 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.

**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. All school rules are maintained on buses and at bus stops (profanity, smoking, and use of alcohol or drugs are strictly 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 and alumni, are welcome at the school. In order to monitor the safety of students and staff, each visitor should report to the secondary school office upon entering the school to check-in. Students may not bring visitors to school without first obtaining permission from the principal and the permission of the principal must be gained at least two days before visiting classrooms. Permission is given for students to visit classrooms on a case-by-case basis. Visitors are expected to abide by the school's rules.

#### ◆LOCKERS

Lockers are assigned to each student as a place of security for out-of-doors clothing, books, and supplies. All student lockers are the property of TCIS. There is a fee of 10,000 Won per year, and this will be reimbursed at the end of the year if students bring back their own assigned padlock. The locks are loaned for students to use. 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 school issues padlocks for the lockers; no personal padlocks are allowed. The padlock combination should be kept confidential. Students should not share or switch their locker with another student. It is the student's responsibility to keep the lockers neat and clean. 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 meal, and salad and sandwich bar. The meal varies each week and includes both western and Korean foods. 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. Students' backpacks should not be brought to the dining hall, but stored in lockers, classrooms, or in a designated location.

#### ◆SEARCHES

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, illegal drugs, weapons, chemicals, explosive devices, or obscene material). Also, 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 or Assistant Principal. A minimum of 48-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. An 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 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 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, suspension, plus recommendation for Academic and Behavioral Probation and Counseling.
- 3rd offense—** "F" for quarter in class, further suspension, parent/student conference.
- 4th offense—** Extended suspension, recommendation for Long-term Suspension until the end of the year.

#### **College Notification For Serious Infractions:**

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, s/he may repeat the 3rd level if s/he violates the policy in a future year, rather than proceeding directly to the 4th level.

It is a goal of the Head of School to maintain sensible control over what discipline records are and are not reported to colleges and universities at the time of application and throughout the senior year. The transcript is the permanent academic record that follows a student. Major suspensions include third offenses of academic integrity, violent or malicious attacks or actions, including electronic, which may harm others or breach security 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 the 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.

Colleges and universities require that all suspensions are reported when a student is applying for admission. It is expected that students will self-report school suspensions to colleges and universities.

#### ◆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 in grades 9 and 10 are required to take nine (9) full credits each year; all students in grades 11 and 12 are required to take a minimum of seven (7) full credits each year and 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 Religious Studies each school year. Religious Studies may be waived for DP students taking Theory of Knowledge in the full DP program.

◆ **REPORTING SYSTEM, PROGRESS REPORTS, AND REPORT CARD**

Student progress will be displayed on Power School as indicated in the division calendar each semester. Power School updates will continue at specific posting dates throughout the semester. It is the responsibility of parents and students to track progress through Power School. Students are evaluated for their progress in each course of study on a regular basis. Report cards will not be issued 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.

◆ **IB MYP and DP GENERAL GRADE DESCRIPTORS**

IB MYP - DP Grade	DESCRIPTOR
7	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. Consistent evidence of analysis, synthesis and evaluation is shown where appropriate. The student consistently demonstrates originality and insight and always produces work of high quality.

6	A consistent and thorough understanding of the required knowledge and skills, and the ability to apply them in a wide variety of situations. Consistent evidence of analysis, synthesis and evaluation is shown where appropriate. The student generally demonstrates originality and insight.
5	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.
4	A good general understanding of the required knowledge and skills, and the ability to apply them effectively in normal situation. There is occasional evidence of the skills of analysis, synthesis and evaluation.
3	Limited achievement against most of the objective, 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.
2	Very limited achievement against all the objectives. The student has difficulty in understanding the required knowledge and skills and is unable to apply them fully in normal situations, even with support.
1	Minimal achievement in terms of the objectives.

◆ LEARNING SKILLS REPORTING SCHEME

Level	Descriptor
5	<p><b>The Student Exceeds Expectations:</b></p> <p>The student is very positive and engaged in class.</p> <p>The student turns all work in on time.</p> <p>The student exceeds expectations in behavior toward peers or teacher.</p> <p>The student is always well prepared for class.</p> <p>The student arrives to class on time.</p> <p>The student is accountable for all absences.</p> <p>Overall the student's impact on learning in the class is overwhelmingly positive.</p>
4	<p><b>The Student Meets Expectations:</b></p> <p>The student is positive and engaged in class.</p> <p>The student turns in most work on time.</p> <p>The student behaves appropriately toward peers or teacher.</p> <p>The student is prepared for class.</p> <p>The student arrives to class on time.</p>

	<p>The student is accountable for absences.</p> <p>Overall the student's impact on learning in the class is positive.</p>
3	<p><b>The Student is Approaching Expectations:</b></p> <p>The student is usually positive and engaged in class.</p> <p>The student generally turns in work on time.</p> <p>The student generally demonstrates solid effort.</p> <p>The student generally demonstrates proper behavior and respect towards peers or teacher.</p> <p>The student generally demonstrates proper preparation for class.</p> <p>The student generally arrives to class on time and takes responsibility for absences.</p> <p>Overall the student's impact on learning in the class is neutral.</p>
2	<p><b>The Student is Below Expectations:</b></p> <p>The student is at times negative and disengaged in class.</p> <p>The student regularly turns in late work.</p> <p>The student regularly demonstrates poor effort.</p> <p>The student regularly demonstrates misbehavior or disrespect towards peers or teacher.</p> <p>The student regularly demonstrates lack of preparation for class.</p> <p>The student regularly demonstrates tardiness or does not take responsibility for absences.</p> <p>Overall the student's impact on learning in the class is mixed.</p>
1	<p><b>The Student is Not Meeting Expectations:</b></p> <p>The student is mostly negative and disengaged in class.</p> <p>The student turns in work late <i>or not at all</i>.</p> <p>The student displays poor effort.</p> <p>The student behaves inappropriately towards peers or the teacher.</p> <p>The student comes unprepared to class.</p> <p>The student comes late to class or takes no responsibility for absences.</p> <p>Overall the student's impact on learning in the class is negative. The student frequently comes late to class or takes no responsibility for absences.</p> <p>Overall the student's impact on the class is negative.</p>

**Notes:**

1. Each department has course/departmental rubrics which coincide with the above. These course/department rubrics are published on PowerSchool for reference by students and parents.
2. Each teacher will include narrative comments consistent with the course rubrics for each semester report.
3. 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 determine the advisability of continuing in that grading system or to switch to the standard grading scale. Any adaptations will be indicated on the student's report card.

◆ **GRADUATION REQUIREMENTS**

**2011-12 and 2012-13 Diploma Students**

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)

<b>Subject Area</b>	<b>Required for 2011-12 and 2012-13 Diploma Students</b>
<b>English</b>	6.0 credits
<b>Mathematics</b>	3.0 credits
<b>Science</b>	3.0 credits
<b>Social Studies</b>	3.0 credits
<b>World Languages</b>	2.0 credits

<b>Religious Studies</b>	0.5 credit Per year enrolled
<b>Fine Arts</b>	0 credit
<b>Speech</b>	0.5 credit
<b>*P.E./Health</b>	0.5 credits
<b>Electives</b>	8 credits
<b>TOTAL</b>	28 credits

\* This includes 0.5 credit of Fitness for Life

## GRADUATION REQUIREMENTS

### 2013-14 Diploma Students

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 29 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)

<b>Subject Area</b>	<b>Required for 2013-14 Diploma Students</b>
<b>English</b>	6.0 credits
<b>Mathematics</b>	3.0 credits
<b>Science</b>	3.0 credits
<b>Social Studies</b>	3.0 credits
<b>World Languages</b>	2.0 credits

<b>Religious Studies</b>	0.5 credit Per year enrolled
<b>Fine Arts</b>	0 credit
<b>Speech</b>	0.5 credit
<b>*P.E./Health</b>	0.5 credits
<b>Electives</b>	9 credits
<b>TOTAL</b>	29 credits

\* This includes 0.5 credit of Fitness for Life

## GRADUATION REQUIREMENTS

### 2014-15 Diploma Students

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 30 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)

<b>Subject Area</b>	<b>Required for 2014-15 Diploma Students</b>
<b>English</b>	4.0 credits
<b>Mathematics</b>	3.0 credits
<b>Science</b>	3.0 credits
<b>Social Studies</b>	3.0 credits
<b>World Languages</b>	2.0 credits
<b>Religious Studies**</b>	0.5 credit

	per year enrolled
<b>Fine Arts</b>	1.0 credit
<b>P.E./Health</b>	1.0 credit
<b>Technology</b>	1.0 credit
<b>Electives</b>	10 credits
<b>TOTAL</b>	30 credits

\*\* If taking a ToK course, Religious Studies is not required for that year.

#### ◆ EARNED CREDIT POLICY AT TCIS

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 (i.e. English Literature SL to English Language and Literature 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.
3. A student may audit a class, with approval of the Principal. Students need to attend class regularly and complete course assessments. No credit or grade is given, although the

course will be noted on the student's transcript. An ESL student or student entering late in the semester may wish to audit a class, repeating the course for credit the following year.

#### ◆\*\*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.
3. Students who enter TCIS after the first semester of grade 9 or in grade 10 are required to complete 1 credit 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 1 full credit of English each year.
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 27 minimum earned credits for graduation.

#### ◆REQUIREMENTS FOR COLLEGE ENTRANCE

Since most colleges differ in their individual requirements for admission, it is recommended that students 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) Diploma Program (DP) courses is one way to demonstrate to a university that a student is capable of more challenging academics. IB DP courses also prepare students for college courses and students may earn college credit for the successful completion of the diploma and/or IB DP exams.

**Note:** Highly competitive colleges and universities select candidates not only on the basis of academic record, SAT/ACT scores, and IB DP courses, but also on in-depth 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 help.

#### ◆STUDY HALL

As a Senior Privilege, seniors may check out of study hall with the permission of the study hall teacher. Students must remain on the campus. (Students may only leave campus during open lunch). Abuse of this privilege may result in a senior being required to attend a study hall.

#### ◆PARENT-TEACHER CONFERENCES

Parent-Teacher-Student Conferences are a very important part of a student's education at TCIS and facilitate students, parents and teachers sitting down together as partners to discuss achievement to date. All students, 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 WARNING

If a student has two or more first quarter failing grades, the student will be placed on Academic Warning. A letter will be sent home to the parents from the Assistant Principal noting the concern. The parents will be asked to meet with the high school counselor to discuss a plan of action for improving academic performance.

#### ◆ACADEMIC PROBATION

The Head of School, 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.

#### ◆PROCEDURES FOR WITHDRAWALS AND COURSE CHANGES

- Courses may be dropped without a grade being recorded on the student's transcript in the first seven (7) days of a semester.
- Students may drop semester-long courses during the first and third quarters. Principal permission will only be granted in the following circumstances:
  - Upon recommendation by the student's current teacher, counselor, new teacher, IB diploma coordinator (if applicable), and permission of the parents,
  - The student will receive a WP (withdrawn passing) or WF (withdrawn failing) and that designation will be recorded on the 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 column.
- 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:

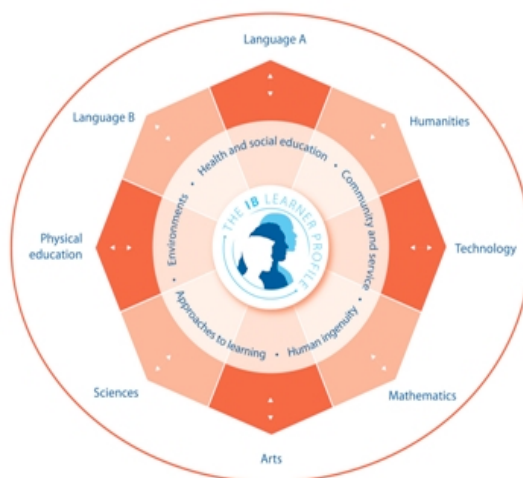
1. Speak with the counselor and obtain a schedule change form.
2. Get the teacher(s) involved to approve the change by signing the form.
3. Take the form home for a signature of a parent or guardian.
4. Return the form to the counselor's office for the Principal's signature and final processing.

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 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. Withdrawal before final assessments may result in no credit being awarded in any subject.

#### ◆ IB MIDDLE YEARS PROGRAM (MYP)



#### Grades 6 to 10

##### The International Baccalaureate Middle Years Program (MYP)

The International Baccalaureate Middle Years Program (MYP) provides a framework of academic challenge and life skills for students aged 11-16 years. The five-year program offers an educational approach that embraces yet transcends traditional school subjects.

Students at this stage—early puberty to mid-adolescence—are in a particularly critical phase of personal and intellectual development. This is a time of uncertainty, sensitivity, resistance, and questioning. An educational program needs to provide them with discipline, skills, and challenging

standards, but also with creativity and flexibility. The IB builds its program around these considerations, but it is also concerned that students develop a personal value system by which to guide their own lives, as thoughtful members of local communities and the larger world.

- The **fundamental concepts** of the MYP are:
- Intercultural Awareness - engaging with and exploring your own culture and other cultures
- Holistic learning - all knowledge is interrelated and education is about developing a whole person
- Communication - encouraging open and effective communication in a variety of forms

The MYP program provides a thorough study of the traditional Secondary school disciplines but it also emphasizes the **interrelatedness** of these disciplines.

In addition to showing the 8 subject areas, the curriculum model shows the five perspectives known as the **Areas of Interaction** that lie at the core of the MYP. Throughout the five years of the MYP, these pervade and recur through the eight subject groups, and also through interdisciplinary teaching and projects, whole school activities, and the MYP Personal Project

### **MYP Assessment**

Teachers assess student work with guidance from the IB according to prescribed, published criteria that state final levels of achievement in each subject.

### **MYP Personal Project**

The Personal Project is the culmination of a student's work with the Areas of Interaction, and it has an important role to play in the curriculum. Completion of a Personal Project is undertaken by all students in the final year of the MYP (Grade 10).

### **MYP Community and Service**

As a both a Christian school and an international school, TCIS places great emphasis on the importance of responsible, thoughtful attitudes towards and service to our local, national and global communities. TCIS aims to meet the challenge of offering all learners the opportunity and the power to choose their actions, to act on them, and to reflect on them in order to make a difference in the world. As part of the MYP curriculum, all students are required to be involved in community and service activities. These activities are outlined in the Guide to TCIS MYP Community and Service.

### **MYP Certification**

- Students at TCIS who complete years 4 and 5 of the MYP (Grades 9 and 10) are eligible to receive official International Baccalaureate certificates. These certificates are awarded to students who meet the following criteria:
- Gained at least a grade 2 in all 8 MYP subjects
- Gained at least a grade 3 for the Personal Project
- Have participated in the MYP for Grades 9 and 10

- Have met the TCIS expectations for Community and Service
- Have gained a total of 36 points (out of a possible 63 points) for their final grades in all 8 MYP subjects and the Personal Project
- Students at TCIS who complete year 5 of the MYP (Grade 10) are eligible to receive a TCIS MYP Certificate of Completion. These certificates are awarded to students who meet the following criteria:
  - Gained at least a grade of 2 in all 8 MYP subjects
  - Gained at least a grade of 3 for the Personal Project
  - Have participated in the MYP for 10
  - Have met the TCIS expectations for Community and Service
  - Have gained a total of 36 points (out of a possible 63 points) for their final grades in all 8 MYP subjects and the Personal Project

#### **MYP Record of Achievement**

Students at TCIS who complete year 5 of the MYP (Grade 10) are eligible to receive an official International Baccalaureate Record of Achievement, which gives a final IB-moderated grade for each MYP subject studied and states that TCIS community and service requirements have been met.

#### **◆ IB DIPLOMA PROGRAM (DP)**

##### **DP Course Selection for TCIS Students:**

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

- **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 assignments can be expected 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 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
  - The importance of seeing issues from several points of view
  - The importance of serving those that are less fortunate
- **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 DP course syllabus, may be an unreasonable goal. Consider taking Literature in Korean, and English as your second language (English A2).

### How IB Courses Differ From Typical US and Korean Courses

Grading by the International Baccalaureate Organization is on a seven point scale:

- 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 assesses critical thinking skills within the context of subject content knowledge.
- Internally assessed coursework is a major component of the IB final exam grade. DP goes to great lengths to ensure all work done by a student is their own. Students submitting work that has been copied or plagiarized are denied an DP Diploma. The IBO continually updates its methods to check student work is not plagiarized.

Examples of internal assessments include:

portfolio	project
composition	performance skills and theatre production
report writing	taped orals
research workbook	fieldwork
experimental design	guided coursework

Examples of External Assessment

two or three written examination papers for most subjects  
visiting examiner for Visual Art  
musical investigation for Music

TCIS uses [www.turnitin.com](http://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.

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

### ◆ ASSESSMENTS-SEMESTER & FINAL

#### PHILOSOPHY

- Semester summative assessments are required in all core subjects and most electives in grades 9 to 12.
- Common assessments are required for classes with more than one teacher teaching the same course.
- Most common assessments combine selected and constructed response. Skill-based classes often use performance-based exams.

TCIS publishes its annual schedule several 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 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, the counselor or someone approved by the principal 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. They will also help students to arrange their course schedules and transfers to other schools. Some of the tests arranged for or given at TCIS include:

**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 grade) and juniors (11th Grade) 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 (NMQST).

**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:**

**Note:** TCIS's testing number is #682-420.

In addition the counselor may also offer assistance and advice in parenting skills. The school does utilize the services of a psychologist. The high school will as necessary refer students to the appropriate professionals when students are in need of more professional care than the school can offer.

#### ◆ **REVIEW OF INSTRUCTION AND INSTRUCTIONAL MATERIALS**

Parents have the opportunity 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 student members of the National Honor Society, and we highly encourage that students seek academic assistance from teachers after school and between classes. At times, students may wish to seek private, paid tutoring by an individual not employed by TCIS. Although we do not promote tutors, the counseling department is sometimes aware of qualified and dependable private tutors.

#### ◆ **ENGLISH AS A SECOND LANGUAGE (ESL) PROGRAM**

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.

#### ◆ **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.

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, scaffolding 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 & Co-Curricular Activities**

### **◆ATHLETICS & ACTIVITIES PHILOSOPHY**

- 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 encouraging students to develop their God-given abilities to their maximum potential. This will be accomplished through a coaching program that emphasizes Christian character and conduct, teamwork, leadership, skills, excellence, and respect for peers, teammates, and opponents.
- TCIS has a large number of co-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.

### **◆HIGH SCHOOL ACTIVITIES**

The following is a partial list of activities for high school students: 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, Love in Action, GINA, Mission Trips (Habitat For Humanity, Thailand, India, Philippines, and Cambodia Missions), orphanage visits, monthly social activities, Prom, and the Sadie Hawkins dance, and much more.

### **◆CO-CURRICULAR ELIGIBILITY**

The following procedures 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 eligibility check.
2. Any student with three or more grades of "D" or Learning Skills marks of "2" is likewise ineligible until the next eligibility check.
3. Re-eligibility may be gained only at the next eligibility review.

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 very occasionally 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 event or activity, including an evening event. 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, performances, or activities.

#### ◆ ATHLETIC PROGRAM

Taejon Christian International School "Dragons" has a proud tradition of athletic competition. TCIS is a member of the Korean-American Interscholastic Activities Conference (KAIAC) and Asia Pacific Activities Conference (APAC.) The "Dragons" 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 AT TCIS

Sportsmanship is a central part of our sports program and all athletes are expected to play with honor. How the game is played and the witness that students have to other schools is considered to be important:

- 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. Students that represent the school on APAC tournaments and are away from school, follow the school's absence policy on their return. They have one day to make-up work for each day away from school.
11. 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 grades in grade 11 through the end of the first semester of the senior year. The student must have attended TCIS as a full-time student for 3 semesters. 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 grades in grade 11 through the end of the first semester of the senior year. The student must have attended TCIS as a full-time student for 3 semesters. In the event that the grade point average drops below 3.5 after the first semester, the honor will be reevaluated.
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 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 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 Kookmin Bank.
6. **ESLR Award/ IB Learner Profile** Presented to students (one category from each grade level) who exemplify the ESLRs/IB Learner Profile as inquirers, knowledgeable, thinkers, communicators, principled, open minded, caring, risk takers, balanced and reflective students
7. **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.
8. **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.
9. **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.

10. **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 newspaper (Golden Dragon) during the current school year.
11. **Design Award:** Presented to a high school student and selected by the yearbook teacher in recognition of participation and leadership in the production of the yearbook (Kulsai)
12. **Forensics Award:** Presented to a high school student and selected by teachers involved in forensics in recognition of participation and leadership in forensics during the school year.
13. **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.
14. **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.
15. **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.
16. **Department Awards:** Presented to an outstanding high school student in each department by the department chair in consultation with the other faculty within the department.
17. **Subject Awards:** Presented to the outstanding high school student in each subject. Teachers have the option to not make this award in every subject area.
18. **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.
19. **TCIS Band Letter:** Presented to a secondary student in recognition of accomplishment in music.
20. **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.
21. **Honor Roll:** Honor rolls are calculated 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. 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. "Head of School" Honor Roll: 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.

## STUDENT CONDUCT & DISCIPLINE

Within the school setting there are certain character traits that 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 and 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**

"<sup>22</sup> On the contrary, those parts of the body that seem to be weaker are indispensable, <sup>23</sup> and the parts that we think are less honorable we treat with special honor. And the parts that are unpresentable are treated with special modesty, <sup>24</sup> while 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 that God requires of us is not only in our clothing but also in our actions, attitudes, and behavior.

**◆ 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. 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. **One-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.

#### ◆ 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 as 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.
- **Doctor's Note:** Absences of one-to-two days may be excused with parent notification of the school. If students miss school for extended period due to illness (three 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). Doctor's notes from family members will not be accepted.
- **Notification:** If a student is going to be absent or tardy to school parents must please notify the high school office prior to 8:30 am.

#### ◆ EXCUSED ABSENCES

All work from excused absences can be made up upon a student's return to school. For making up school work 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.

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

#### ◆ UNEXCUSED ABSENCES

All work from unexcused absences receives a failing grade 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.

#### ◆ ILLNESS DURING SCHOOL HOURS

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.

Students should remain home for illnesses such as, but not limited to:

- Fever greater than 100.0 F (37.8 C),
- Conjunctivitis (pink eye),
- Vomiting or Diarrhea,
- Strep Throat,
- Contagious diseases such as Chicken Pox, German Measles, Infectious Hepatitis Infection Mononucleosis and Mumps,
- Bad cough or cold,
- Any illness as determined by the school nurse.

If the student experiences a medical emergency, the school will call 119 and notify the parents.

#### ◆ ATTENDANCE AND TARDY REPORTING PROCEDURES PHILOSOPHY

- **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.
- **Excessive Tardiness:** In the event that tardiness becomes a problem for any given student, the school is obligated to apply specific consequences. Detention can be given for students who are tardy to school more than 5 times a year.

#### ◆ TARDY AND ABSENT TO SCHOOL:

##### 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. Students who are tardy more than 5 minutes should receive consequences from the teacher (20/40/60 minute detentions)

##### Teachers:

- Teachers will complete attendance on Power School and submit to the office.
- 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 tardiness to school is 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.
- The attendance secretary will distribute the absence list to all teachers before noon.
- 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.
- For student tardiness, teachers should assign consequences consistent with the Faculty book.

#### **Consequences—**

- Teachers should apply consequences for tardiness to class, regardless of the blocks.
- 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 tardiness in a semester, a conference with the student will be held.
- After 9 tardiness in a semester, an attendance letter will be mailed to parents.
- After 12 tardiness 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 tardiness 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.

#### **◆ DRESS CODE**

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, bandannas, and sunglasses will not be worn indoors with the only exception being in the gymnasium.
2. Hair color and hairstyles should be neat. 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 modest (mid-thigh or longer).
5. Jewelry or 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 or Assistant Principal.

◆ **PUBLIC DISPLAYS OF AFFECTION**

It is important that students should not embarrass themselves or others in public. Anything beyond holding hands is considered a public display of affection and may result in disciplinary action.

◆ **ELECTRONIC DEVICES**

Students may not use cell phones, except to call parents, during the school day. Students in violation of this rule may have their cell phones confiscated.

## **TCIS TECHNOLOGY USE POLICY**

◆ **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, fishing or other malicious activity is prohibited.

Students in grades 9-12 need to carry their laptops 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 movies, viewing inappropriate sites, and checking email. Departments have outlined specific consequences. A student's login privilege in technology may be suspended by the administration for a period of time.

◆ **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 not exempt 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 9-12 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.

#### ◆ **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 the Principal or Assistant 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.

◆ **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 wear headphones. 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 15,000 won at the beginning of the school year. Printing on network printers will deduct 200 won for each black and white copy and 400 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.

◆ **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**

A student's login privilege in technology may be suspended by the teacher or administration for a period of time.

◆ **DISCIPLINE INFRACTIONS & 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 principal/assistant principal 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 the Principal/Assistant Principal 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 Head of School. 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	<b>20/40/60 Minute Detention</b>	<b>Teacher or Administrator's Assigned Discipline</b>
Non-compliance Possession of printed or audio-visual pornography Unauthorized leaving of school grounds Violation of bus rules	<b>Warning, Office Detention, Suspension, or Restitution</b>  <b>Other Measures Deemed Appropriate</b>	<b>Administrator's Assigned Discipline</b>

**Acts of Assault, Threat of Violence, Intimidation, Hazing, or Extortion of Individual Students or Adults.**

<p><b>VIOLENT PHYSICAL ASSAULT UPON AN ADULT OR STUDENT, HAZING, OR THREAT OF ASSAULT AGAINST AN ADULT OR STUDENT:</b></p> <p>Rationale such as "tradition" or "custom" is never 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 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</p>	<b>Suspension, Up to Long-Term Suspension</b>
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<p>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><b>EXTORTION:</b> 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>	<p><b>Suspension, Up to Long-Term Suspension</b></p>
<p><b>FIGHTING AMONG STUDENTS:</b> 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>	<p><b>Suspension, Up to Long-Term Suspension</b></p>
<p><b>INSULTING, ABUSIVE, HARASSING, PROFANE, OBSCENE, OR SERIOUSLY DISRESPECTFUL WORDS, ACTS OF TOUCHING, GESTURES, SIGNS, VERBAL THREATS OR OTHER ACTS:</b> 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>	<p><b>Suspension, Up to Long-Term Suspension</b></p>

**Acts or Behaviors which Jeopardize the Safety of the Student Body as a Whole.**

<p><b>DISRUPTION OF SCHOOL (Inciting or Participating in Student Disorder):</b> 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>	<p><b>Suspension, Up to Long-term Suspension</b></p>
<p><b>UNWARRANTED ACTIVATION OF A FIRE OR OTHER ALARM SYSTEM:</b> 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>	<p><b>Suspension, Up to Long-Term Suspension</b></p>

<p><b>MAKING OR POSSESSING EXPLOSIVE OR INCENDIARY DEVICES:</b> 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><b>Suspension, Up to Long-Term Suspension</b></p>
<p><b>POSSESSION OF A FIREARM, DANGEROUS WEAPON, OR OTHER INSTRUMENT:</b> 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><b>Suspension, Up to Long-Term Suspension</b></p> <p><b>Possible Reasonable Search</b></p> <p><b>Treatment Program May Be Required for Re-Entry</b></p>
<p><b>POSSESSION, USE, SALE, DELIVERY OR DISTRIBUTION OF MARIJUANA, NARCOTICS, STIMULANTS, ALCOHOLIC BEVERAGES, AND ANY OTHER UNAUTHORIZED OR ILLEGAL SUBSTANCES OR DRUG PARAPHERNALIA:</b> 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><b>Suspension, Up to Long-term Suspension</b></p> <p><b>Possible Reasonable Search</b></p>
<p><b>NONCOMPLIANCE WITH DIRECTIVES FROM ADMINISTRATORS, TEACHERS, AND OTHER SCHOOL PERSONNEL:</b> 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><b>Suspension</b></p> <p><b>Other Administrative Consequences</b></p>

<p><b>USE OF TOBACCO PRODUCTS:</b> 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><b>Suspension</b></p> <p><b>Possible Reasonable Search</b></p>
<p><b>BUS MISBEHAVIOR:</b> 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 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.</p>	<p><b>Suspension from Bus</b></p> <p><b>Other Applicable Consequences Depending on Infraction</b></p>

**Acts which Violate Community Trust and Jeopardize Individual Integrity**

<p><b>ROBBERY, BURGLARY, TAKING or DESTROYING PROPERTY, USING VIOLENCE OR THREAT OF VIOLENCE:</b></p> <p>Students shall not steal or attempt to steal, damage or destroy property of others using threats of bodily harm.</p>	<p><b>Suspension, Up to Long-Term Suspension</b></p> <p><b>Possible Reasonable Search</b></p> <p><b>Restitution May Be Required</b></p>
<p><b>THEFT OR DESTRUCTION OF SCHOOL OR PERSONAL PROPERTY:</b></p> <p>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.</p>	<p><b>Suspension, Up to Long-Term Suspension</b></p> <p><b>Possible Reasonable Search</b></p> <p><b>Restitution May Be Required</b></p>

<b>FORGING NOTES / DOCUMENTS:</b> 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.	<b>Suspension</b>
<b>GAMBLING:</b> Students shall not engage in any form of games of chance or gambling for money and/or things of value.	<b>Suspension</b>
<b>INAPPROPRIATE INTERPERSONAL BEHAVIOR:</b> 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.	<b>Suspension</b>
<b>CHEATING/PLAGIARISM:</b> 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 statement of untruth.	<b>Possible Suspension</b>  <b>F on Assignment</b>  <b>Possible Reasonable Search</b>  <b>Possible Notification of Universities</b>
<b>ATTENDANCE:</b> Students shall follow the school attendance guidelines and attend classes in a timely and regular fashion. <b>Skipping:</b> 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. <b>Unexcused Tardy in Homeroom / and or Assigned Classes or Activities:</b> Students shall not be tardy to homeroom and/or assigned classes or activities.	<b>Detention</b>  <b>Suspension</b>  <b>Possible Loss of Credit for the Course</b>

◆**APPEAL OF A DISCIPLINE ACTION**

A parent/student may ask to have an out-of-school suspension recommendation of a Principal reviewed by the Head of School. However, any teacher or administrative actions involving any action less severe than expulsion cannot be appealed to the Board of Trustees. That being said, 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 Head of School for expulsion may be appealed to the Board of Trustees. The guideline for an appeal of an expulsion recommendation is as follows:

1. The parent, within five school days of Head of School 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.

#### ◆ 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. Probation may be issued at any time during the school year including at the time of enrollment.

**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.

**Long-term Suspension:** Long-term removal of the student from the school.

**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 Head of School.

**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 Co-Curricular Activities:** A student may be suspended from participating in any or all co-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 Head of School with the responsibility for the education, health and well being of students under his/her direction.

## **THE CONSTITUTION OF STUDENT COUNCIL AT TAEJON CHRISTIAN INTERNATIONAL SCHOOL**

*2011-2012 Revision  
Preamble*

We, the high school students of Taejon Christian International School, in order to establish unity within the student body, to promote better student-faculty relations, and to create an effective plan of student government, do hereby adopt and establish this constitution.

**Article I  
Name of the Organization**

The name of this organization shall be the **High School Student Council of Taejon Christian International School**.

**Article II**  
**Membership**

Those students enrolled in high school (grades 9 through 12) at Taejon Christian International School shall be members of this organization.

**Article III**  
**Organization of Executive and Legislative Body**

**Section I : Student Council**

Executive and legislative powers of the Student Body of Taejon Christian International School shall be vested in a student council consisting of the following officers: student body co-presidents, student body secretary, student body treasurer; and student body pastoral liaison and the following representatives: sixteen senior high representatives. The student council shall represent and act upon the interests of the student body through legislation and other necessary measures. It shall oversee the activities of the committees of the Student Body.

**Section II : Co-Presidents**

1. The Co-presidents of the student body shall be a junior or senior for the period of office. Both Co-presidents must have attended this school at least one year during high school. The Co-presidents must each have at least a 3.0 overall GPA.
2. The Co-presidents of the student body shall have the following duties:
  - a. To preside over meetings of the student council as a non-voting member:
  - b. To call special sessions of the student council or student body
  - c. To break all voting ties in a student council meetings. If there is a tie, the Co-presidents must come to an agreement on the issue. The Co-presidents will then have one vote together
  - d. To act as the student body representative to the public
  - e. To serve as a member of the Headmaster's Advisory Council (HAC) and the Education Committee
  - f. To meet with the Student Council advisor prior to each Student Council meeting.

**Section III : Secretary**

1. The secretary shall be a junior or senior member of the senior high for the period of office who has attended this school at least one year during high school. The secretary shall have at least a 3.0 GPA. The secretary shall be a non-voting member of the Student Council.
2. The secretary shall have the following duties:
  - a. To act as a non-voting member of the Student Council
  - b. To carry on correspondence in the name of the student body
  - c. To record the minutes of all meetings and to keep them on file
  - d. To post bulletins, as necessary, which inform the student body of the activities of the student government
  - e. To write up all ballots needed for student body legislative matters

- f. To write and distribute the minutes at the next student council meeting
- g. To record the proceeding of the student court
- h. To meet with the Student Council advisor prior to each Student Council meeting to develop an agenda for the Student Council meetings
- i. To keep attendance at Student Council meetings
- j. To attend committee meetings as necessary.

#### **Section IV : Treasurer**

1. The treasurer shall be a junior or senior and a member of the senior high for the period of office who has attended this school at least one year during high school. The treasurer shall have at least a 3.0 GPA. The treasurer shall be a non-voting member of the Student Council.
2. The treasurer shall have the following duties:
  - a. To act as non-voting member of the Student Council
  - b. To handle all student body financial matters and keep a record of expenditures and receipts
  - c. To provide budget updates at the weekly student council meetings
  - d. To oversee the operations of all profit-making ventures of the Student Council with the approval and signature of the Student Council advisor
  - e. To deposit all profits made by the Student Council in the Student Council account
  - f. To review class budgets regularly with the aid of the finance department
  - g. To assist the Faculty Advisor in approving class budget requests
  - h. To oversee the actions of the Treasurer's Subcommittee
  - i. To attend committee meetings as necessary.

#### **Section V : Pastoral Liaison**

1. The Pastoral Liaison shall be a junior or senior and a member of the senior high for the period of office who has attended this school at least one year during high school. The Pastoral Liaison shall have at least a 3.0 GPA. The Pastoral Liaison shall be a non-voting member of the Student Council.
2. The Pastoral Liaison shall have the following duties:
  - a. To act as a non-voting member of the Student Council
  - b. To liaise and coordinate with all Student Christian Ministries on Campus
  - c. To establish and update Family Groups
  - d. To recruit, train, and support Family Group Appointed Senior Leaders
  - e. To support and connect all Christians on Campus
  - f. To attend committee meetings as necessary.

#### **Section VI : Faculty Advisor**

1. The student council faculty advisor for the following year shall be selected in the spring by the high school Principal.

2. The advisor shall attend all meeting as a non-voting member.
3. If for some reason he/she is unable to attend a meeting, he/she shall send a faculty representative and read the minutes of the meeting missed.
4. The faculty advisor shall represent the faculty in student council meetings and the students council in faculty meetings.

#### **Section VII: Representatives**

1. Grades 9-12 shall each have four representatives to the student council. In the event that the representatives elected are all one gender; a representative quota reflecting the grade level student body gender ratio; will be chosen by the STUCO Advisor, according to the number of student votes. The representatives shall have at least a 2.7 GPA.
2. The representatives shall have the following duties:
  - a. No less than two (2) class representatives for each class will attend all student council meetings
  - b. To preside over all meetings of their respective classes and represent them in student council meetings
  - c. The senior class representative: To perform the duties of the co-president in the absence of both co-presidents
  - d. The junior class representative: To perform the duties of the secretary in the absence of the secretary
3. Each representative shall have one vote on all legislation.
4. A representative shall appoint a substitute from the remaining class representative of his or her class if he/she cannot be present at a stated council meeting.
5. Each grade will be responsible for organizing a social activity for each semester of the school year. Class Advisors will act as advisors for these activities. Class representatives will coordinate these events with the Student Council.
6. Class representatives must keep on account of money on earned spent by their respective classes.
7. Class representatives cannot take money out of their account without the approval and signature of the STUCO Treasurer and their respective class advisor.

#### **Section VIII:**

##### **A. Sub-Committees**

1. No sub-committees may be formed without advisor approval nor may they meet without a supervisor present.
2. A request for a meeting must be made of the supervisor no less than 2 days in advance.
3. Sub-committee chairpersons must submit their application for the following subcommittees: Prom; Environment; Sports; STUCO Fund; Treasurer's Subcommittee to the student council faculty advisor.
4. The student council staff advisor will choose the chairpersons for each sub-committee based on the candidate's qualifications.

5. Sub-committee chairs are expected to periodically attend student council meetings, at the behest of the student council co-presidents or faculty advisor.
6. Each sub-committee will have their own account with the financial office in which they must deposit all earnings and withdraw all expenditures.
7. Only the sub-committee chairperson with the approval and signature of that sub-committee's faculty advisor can withdraw money from that sub-committee's account.

**B. School management Committees**

1. A STUCO officer representative will be assigned to attend the following committee meetings: Headmaster's Advisory Council, Education Committee, Master Planning/Building Committee, Relocation Planning Committee and Disciplinary Committee.
  - a. \*All four officer will attend the Disciplinary Committee meetings.
2. A STUCO representative will be assigned to attend the following committee meetings according to requirements: Dorm Committee, Food Committee, Spirit Store Committee and Disciplinary Committee.
3. The assigned STUCO officer or representative must attend all committee meetings or arrange for an appropriate STUCO substitute.

**Section IX : Operation of the Student Council**

1. The student council shall have a scheduled meeting at least weekly in which issue pertaining to the student body may be discussed. Any student body member is invited to attend a student council meeting in which he/she may speak, but not vote. Concerning confidential matters, the co-presidents may request a close meeting.
2. Student council meetings will be held after school on a designated day. The faculty advisor to the student council must be present.
3. The student council may propose legislation and projects necessary in areas of its power.
4. Special sessions may be called between stated meetings of the student council by consent of each member and the faculty advisor.
5. Two-thirds of all votes must be present for a quorum. An appointed substitute shall have the same privileges as an elected representative.
6. Student Council will be chiefly responsible for raising student awareness of school policies and for maintaining a positive school climate and positive morale amongst the student body.
7. Clubs may request the STUCO advisor to provide a STUCO representative to serve in an advisory capacity. Representatives will be assigned at the discretion of the STUCO advisor.

**Article IV**

***Election of School Officers***

**Section I : Nomination and Election Procedure**

1. All candidates for offices except Pastoral Liaison shall be nominated in the following way:
  - A. Election process for all offices except Pastoral Liaison

1. Student shall file candidacy by submitting a petition for candidacy to the student council staff advisor.
  2. Candidates for all positions shall also submit, with their petition, two faculty recommendations from a current teacher.
  3. Candidates for all positions must receive consent from their current teachers in order to run in the student council election. If more than 1 teacher raises concerns about a student's ability to run for Student Council, the student's name will be withdrawn from the ballot.
  4. The student council staff advisor shall be responsible for preparing and providing the official Petition for Candidacy form and Teacher Recommendation forms.
  5. The student council staff advisor shall be responsible for collecting all teacher recommendation forms signature forms.
- B. Election Process for Pastoral Liaison**
1. Teachers will nominate candidates for Pastoral Liaison based on their Christian witness.
  2. Candidates in order to run for this position, will submit to the student council staff advisor, their personal testimony of Christian faith in which they acknowledge their salvation. This will be presented to teachers upon request.
  3. Candidates shall also submit, with their petition, two faculty recommendations from a current teacher.
  4. Candidates for all positions must receive consent from their current teachers in order to run in the student council election. If more than 1 teacher raises concerns about a student's ability to run for Student Council, the student's name will be withdrawn from the ballot.
  5. All teachers will vote on nominated candidate to select 2-3 candidates who will run for the Pastoral Liaison position.
  6. The 2-3 selected candidates shall file for candidacy by submitting a petition for candidacy to the student council staff advisor.
2. A student body elections shall be held in the following way:
- a. At least three weeks before the spring Student Council retreat, the student council will announce that it will accept petitions for candidacy and applications for office for the positions of student body co-presidents, secretary, and treasurer. Petitions and applications will be accepted for one week.
  - b. Once the filing period has ended the Student Council staff advisor will validate candidacies.
  - c. Speeches and elections will be held on the same day, at least one week after a list of who is eligible to run for office is posted.
  - d. The election of students for offices shall be held by secret ballot.
  - e. All students in grades 8-11 may vote in the election.
  - f. All offices shall be won by simple majority. In the event that no candidate receives a simple majority, a run-off election shall be held between the two candidates with the most votes.

- g. After the STUCI Officer elections have been held and tallied, the successful candidates will be announced. Any unsuccessful candidates may then run for the Class Representative positions. Openings will also be announced for 4 representatives for the 9<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup>, 12<sup>th</sup> grades.
  - h. The officer election process will then be repeated for class representatives.
3. The current faculty advisor and high school principal shall count the voted in the presence of the student council officers and announce the results at the closest and most convenient opportunity.

**Section II : Officers and Office Requirements**

- 1. The following are the offices of the student body of Taejon Christian International School:
  - a. The major offices are the student body co-presidents, student body secretary, student body treasurer and student body pastoral liaison.
  - b. Each class shall elect four student council class representatives in each election
  - c. A student may not hold more than one major office simultaneously.
- 2. The officer requirements are as follows:
  - a. Each student is allowed to hold only one position in the student council.
  - b. Students shall be eligible for the offices they run for as described in Article III. The acting student council advisor shall confirm the candidates' eligibility before the election.
- 3. Officers elected in the spring shall assume office at the Major Awards Ceremony at the end of the year. All representatives shall carry their responsibility for one full calendar year from the date of their election. If the member withdraws from TCIS, the Student Council faculty advisor shall appoint a substitute from the class to serve until the next election.
- 4. Officers-elect shall attend at least one student council meeting in the Spring (after the date of their election.).

**Article V**

***Removal from Office of Student Council Members***

**Section I : Officers**

- 1. If the student council has a concern about the decisions or actions of a co-president, secretary, or treasurer they must bring their concerns to the faculty advisor. The faculty advisor will then meet with the officer that has come into question. If the faculty advisor finds that the officer in question has acted in a manner not in keeping with the conduct of an officer, the advisor will then issue a warning.
- 2. The high school principal, in consultation with the student council faculty advisor, has the right to remove an officer for behavior unbecoming a officer as determined by the principal and advisor.
- 3. In the event of the impeachment, or other incapacitation, of a Co-President, the remaining Co-President will assume the sole leadership of the student council for the remainder of the school year.

**Section II : Representatives**

1. The high school principal, in consultation with the student council faculty advisor, has the right to remove a representative for behavior unbecoming a representative as determined by the principal and advisor.
2. If the representative is removed from office, the constituents shall elect a representative as soon as possible.
3. Representatives who miss more than one unexcused meeting without a substitute will be removed, and the class will elect another.

**Section III : Code of Conduct**

1. The student council against members will automatically hold a vote of no confidence in the following cases:
  - a. Officers
    - i . Unexcused absence from a meeting with three unexcused tardies counting as equivalent
    - ii . Simultaneous or accumulate five (5) days suspension
  - b. Representatives
    - i . Two or more unexcused absence from a meeting with six unexcused tardies counting in equivalence
    - ii . Simultaneous or accumulated ( 5 ) days suspension

**Article VI**

***Student Body Meetings***

**Section I**

1. The co-president of the student council shall preside over all student body meetings dealing with student council matters.
2. The student council has the authority to call a member of any major office in order to check the work and progress of that office member's committee.
3. A simple majority is required to pass any motions of the student body.
4. The senior high class representative members shall each have one vote.
5. Minutes of the Student Council meetings will be provided to the principal.
6. The Student Council Co-Presidents shall have a meeting with the Principal at least once every two weeks.

**Article VII**

***Finances***

**Section I**

1. If necessary, a budget may be drawn up by the student council for their government expenses.

2. If budget is in effect, the treasurer' books shall be audited at the end of each semester by the faculty advisor.

**Article VIII**  
**Amendment**

**Amendment and Ratification Procedures**

1. The Student Council will vote on an amendment proposal. A two-thirds majority must be reached.
2. The Student Council will propose an amendment to the Principal.
3. The Principal will then approve, veto, or table the amendment for discussion with the high school faculty.

**STRUCTURE OF STUDENT COUNCIL**

