

Centennial Christian School

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Elementary School Student Handbook



Our Mission:

Centennial Christian School exists to provide international students with a quality Western-based education. Centered in Christ, this education seeks to produce life-long learners with a sense of personal responsibility, respect for self and others, and a disciplined Christian character.

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CCS PROFILE

SCHOOL HISTORY AND VISION STATEMENT

Centennial Christian School (CCS) is an American-style college preparatory school for students in grades K-12. Dr. John Song founded the school in 1989, with a vision to meet the needs of international students in Seoul by offering a quality Christian education. Our school's purpose is to educate the whole child, not only serving academic needs, but accommodating the needs for physical, emotional, social, and spiritual development as well. CCS' staff of skilled and dedicated teachers is committed to this vision of developing young people and preparing them for life as productive and responsible citizens.

CCS aspires to obey the great divine command, "Love the Lord your God with all your heart, with all your soul and with all your strength. These commands that I give you today are to be upon your hearts. Teach them diligently to your children." (Deuteronomy 6:5-7)

ACADEMIC PROGRAM

Centennial Christian School provides a college preparatory program designed to prepare students for entrance into Western universities and colleges. CCS offers a wide variety of academic and extracurricular programs. Our academic coursework includes a core curriculum of English, math, science, and social studies. Also included are courses in music, art, physical education, religious studies, and computer technology.

FACILITIES AND LOCATION

Centennial Christian School occupies four floors of a six-story building which was formerly the ICS (International Christian School) building in Yongsan-Dong, on the southwest side of Namsan, just up the hill from Camp Coiner. The facilities are located near Sookmyung Women's University (Sookdae) Subway Station on the #4 blue line.

EXPECTED SCHOOLWIDE LEARNING RESULTS (ESLRs)

- A. Effective Communicators:** *Students will demonstrate this through*
 - Coherent and grammatically correct writing across the curriculum
 - Ability to infer, predict and read a variety of English literature
 - Ability to express and speak with a confident and correct command of English
- B. Community Contributors:** *Students will demonstrate this through*
 - Contributions of time and skills to the improvement of school and community
 - Demonstration of collaborative skills with fellow students and authorities
 - Appropriate social skills for students involved in two cultures
- C. Critical Thinkers:** *Students will demonstrate this through*
 - Use of technology in problem solving and creative discovery
 - Analysis, interpretation and evaluation of information across the curriculum
 - Ability to support and defend opinions and hypotheses based on given data
- D. Faith Learners:** *Students will demonstrate this through*
 - Growth in knowledge and understanding of Christian faith
 - Adherence to and application of Biblical values and principles
 - Articulation of testimony and an understanding of prayer

ADMINISTRATIVE STAFF

Founder and Chancellor: Dr. John Song
Chairman of the Board: Dr. Glenn A. Jent
Director/Business Manager: Mr. Sam Song
Principal: Mrs. Jennifer Dyck

ADMISSIONS

ADMISSIONS POLICY

CCS is registered with the Korean government as a foreign school. We do not discriminate on the basis of race, religion, national or ethnic origin in administration of our educational policies, or other school-administered programs. However as a Christian school, CCS maintains the right to refuse admission or readmission to students not meeting the school's academic requirements or standards of conduct.

QUALIFICATIONS

In order to be eligible for admission, the applicant should:

- Have at least one parent with foreign citizenship (Native Koreans with foreign citizenship must not have Korean citizenship)
- Be a Korean national having lived/studied abroad for at least 3 years (1095 days). Short-term visits do not apply towards the required number of days.

GUARDIANSHIP

Student applicants must reside with at least one parent or a legal guardian.

TRANSCRIPTS

Any student applying for admission must present official school transcripts from the last school attended. If transcripts are not available, the student applicant will be placed according to testing administered by CCS.

INTERVIEW

The student applicant and at least one parent are required to have a personal interview with a CCS official.

What to bring on the day of interview:

1. All applicants:
 - School transcripts and records for the last three years
 - Immunization record
 - A short English writing sample
 - Standard testing record (if any have been taken at your school)
 - Admission processing fee: 300,000 KRW (non-refundable)
 - One white background photo (3 x 4 cm)
2. Students who have at least one parent with foreign citizenship (Native Koreans with foreign citizenship must not have Korean citizenship):
 - Passports of both parents and the student*
 - Alien Registration Card*
 - Korean Family Registry*
(국적이탈 또는 상실신고사실 증명서 또는 한국 호적등본의 국적말소 기록 및가족관계 증명서)
3. Students who are a Korean national and have lived/studied abroad for at least 3 years (1095 days – short term visits do not apply towards the required number of days):
 - a. Certificate of the Facts Concerning the Entry & Exit (출입국에 관한 사실 증명) issued by the Korean Immigration Office*

*Please bring the original documents and submit a copy of each item.

TESTING

All applicants will be tested in English and Math. The English test will consist of vocabulary, comprehension and written sections; the Math test will cover basic math (procedures and problem solving skills) based on grade level.

MID YEAR ENROLLEES

Second-semester enrollees create a special challenge to the faculty and the school. Normally the student will be absorbed into the regular classes, which they previously took if they are transferring from another school at the same grade level. Withdrawal grades from the previous school will be used to determine the initial grade for the quarter/semester enrolled in.

If the student has been out of school or has not completed the first semester credit for the grade in which they are placed at CCS, they may not be required to make up all the previous work provided they could keep up with the current classes. The teacher has the option of assigning areas of study and giving the chapter or unit tests to insure the student is ready for the final exam by the end of the year.

Permanent student status will be determined after a nine-week evaluation period. If the student is behind or unable to make the adjustment academically for any reason, he/she will be encouraged to get their own tutor outside of school, and/or required to attend Summer School; however, attendance at Summer School does not guarantee promotion or re-enrollment.

TUITION AND FEES

CCS offers an affordable tuition that is paid in both US dollars and Korean won. Additional fees for curriculum, registration, academic testing, and certain core or elective classes are required. There is also a fee associated with Advanced Placement courses to cover the cost of testing. Bus transportation, lunch, and milk programs are available at an additional cost. Tutoring (on a limited basis) and counseling services are offered to all students free of charge. We request that all parents pay all fees promptly. Please contact the School Office for a current statement of tuition and fees, a payment schedule, and procedures regarding our refund policy. If you are having a payment problem, please notify the Business Manager immediately for assistance.

APPLICATION COMPLETION

The application process is complete only when: 1) the above requirements have been met, 2) the application form is filled out and received by CCS along with the non-refundable processing fee, 3) the student has been approved for the appropriate grade level or classes, and 4) fees have been paid.

PARENTS

PARENT-TEACHER ASSOCIATION (PTA)

CCS has an active Parent-Teacher Association, which serves to encourage interaction between teachers and parents, to sponsor a variety of school events throughout the year, and to support the school through various means. All parents and teachers are encouraged to join the PTA and to participate in PTA-sponsored events.

There are many ways in which parents can get involved. The school has various co-curricular activities and events to meet the needs of our students. Parents can help us by assisting in club activities, by supervising school-sponsored trips, or by assisting with special events. Please contact the School Office if you would like to have more information on how to get involved.

As a Christian school, we covet the prayers of our student's parents above all. Nothing of kingdom value can be accomplished at CCS without the supplications and petitions of the entire school community, including parents.

PARENT-TEACHER CONFERENCES

Parent-teacher conferences will be held each semester. The fall conference is mandatory for all parents. Spring conferences are scheduled as needed. All parents are encouraged to attend and participate. Any parent wishing additional conferences with a teacher or administrator may call the School Office. Teachers will be available for meetings after school. All parent-teacher conferences will be held in English. An interpreter will be provided if necessary.

WHAT PARENTS CAN DO TO HELP THEIR CHILDREN

- Show normal parental affection to your children. You may ask, "What does parental expression of love have to do with school?" It is difficult for teachers to explain a loving relationship at school if students have not experienced love at home. Too many students go to school lacking the security of parental love.
- Show an interest in what your children are learning in school. Discuss with your children the subject material they are learning and the activities they are participating in. It will enhance their interest in education even more if you, as a parent, are involved with their education.
- Train your children to understand that school is a disciplined learning situation. Very little learning occurs at school if parents do not train their children to "obey those in authority" which includes their teachers and administrators. Students in school reflect their home training. Students whose parents firmly discipline them in love at home respond well to the normal environment of the school classroom.
- Train your children to be accountable for their time. It is not an overstatement to say that many students are "time wasters." You will help your children in school and in life if you train them to use their time wisely. Talk to your children about setting specific times each day for homework. Also train them to be on time for school.
- Train your children to be accountable for their words. Children can be extremely cruel to other students by their words. They can also develop an argumentative back-talk manner of speaking with teachers, parents and others. Parents must impress upon their children that words are powerful and that they are accountable for them.
- Train your children to be accountable for their actions. Teach them to apologize and seek forgiveness if they harm or offend another individual. If they lie or steal, require them to make full restitution with those whom they have offended.
- Support the school rules. As a parent, you may not always agree with every point of the school rules and regulations, but you must not show less than full support of them to your children. Students are much more prone to violate school rules if they know their parents do not agree with the rules. Students must see the school and home as united.

- Support the school personnel. On occasion, you may disagree with the administrator or a teacher on some aspect of the school. Don't discuss your points of disagreement with your children. It will destroy the school's ability to be effective with your children.
- Be a model for your children. Children are parent watchers. If your lifestyle is in harmony with the principles that the school is teaching, your children will respond well to the training of the school. If, on the other hand, your lifestyle is contrary to them, your children may be confused and even frustrated by the conflicting role models they see at home and at school.

(From Dr. Paul Kienel, Executive Director, and Association of Christian Schools International, edited from: Christian School Comments Vol. 13, No. 6)

SCHOOL HOURS/ATTENDANCE

DAILY SCHEDULE

The following is the daily Elementary schedule for the academic school year:

Period	Hours
Homeroom	8:00 – 8:10 (10 min.)
1 st Period	8:10 – 8:55 (45 min.)
2 nd Period	9:00 – 9:45 (45 min.)
Break	9:45 – 10:00 (15 min.)
3 rd Period	10:00 – 10:40 (45 min.)
4 th Period	10:50 – 11:35 (45 min.)
Lunch	11:35 – 12:10 (35 min.)
Recess	12:10 – 12:30 (20 min.)
5 th Period	12:30 – 1:15 (45 min.)
6 th Period	1:20 – 2:05 (45 min.)
7 th Period	2:10 – 2:55 (45 min.)
Clean-up	2:55 – 3:00 (5 min.)

ABSENCES

If your child is going to be absent, please notify the office by 9 a.m. with the reason for their absence. Upon return to school from an absence, a student should present a written explanation signed by a parent or guardian to the homeroom teacher. The note should include:

- Date student returns
- Name of student
- Date(s) and/or times of absence(s)
- Nature of absence (exact reason should be given)
- Attached doctor's note (required if the illness was due to a communicable disease)
- Parent's signature

The following are reasons that are permissible under the absence make-up policy:

- Signed doctor's note
- Illness
- Family emergency/death in family
- Weather conditions which make travel hazardous (such as ice on roads)
- Pre-approved absences - Absences other than illness and emergencies will be excused only if arrangements are made one week, when possible, in advance with the Principal and the student's teacher. The decision to excuse the absence will be made jointly by the classroom teacher and the Principal. All work will be expected to be made up within a reasonable time as determined by the teacher.

Please Note:

Students arriving before 10:00 a.m. will be considered tardy.

Students arriving before 12:30 p.m. will be considered absent a half day.

Students arriving AFTER 12:30 will be considered absent a full day.

TARDIES

It is important that students attend class on time so that the instruction will not be interrupted. They are expected to be in their seat with their study material ready when the bell rings. A tardy will be excused only if a teacher or administrator writes an excuse for an official reason. If a student has multiple tardies the parents should expect to be contacted by the School Office. Persisting problems will be addressed by the Principal.

EARLY PICK-UP

Students picked up any time prior to 2:55 p.m. dismissal must be picked up in the School Office. No student will be allowed to wait outside for pick-up except at regular dismissal time while under teacher supervision. Please DO NOT go directly to the classroom to pick up a student.

WHO CAN "PICK-UP" A STUDENT?

Only persons whose names are on the Information Card as having permission from the parent or legal guardian can pick-up a student. The School Office should have a record of the members of the car pool. Special arrangements can be made to allow others to pick-up students by sending a note or by calling the School Office.

If your child is going to be going home with another student or picked up by you or another parent, you MUST notify the school by writing a note to the teacher or calling the office. Special approval is needed for riding a different bus than usual, so please make sure you take care of these things officially.

Calls regarding student pick up would be appreciate before 9 a.m. to allow the office to communicate clearly with the teacher when special arrangements are being made.

STANDARDS OF CONDUCT

In respect to the CCS school mission of instilling a “disciplined Christian character”, the school has adopted guidelines for student standards of conduct. Centennial Christian School is committed to a safe educational environment in which teachers can teach and students can learn without disturbance. Our rules are based on showing respect to the general community of CCS. Students must respect:

- The school standards and rules in academics and conduct.
- The faculty and administration and their authority to teach and discipline.
- The classmates and their right to learn.
- The diversity of views and backgrounds of all at CCS.

ENGLISH LANGUAGE POLICY: CCS is an American-style college preparatory school which offers a wide variety of academic and extracurricular programs in English. Only the English language is permitted on school campus or other locations of school-related events, with the exception of foreign language classes offered at CCS. We represent students, teachers and administrators of all ethnic, national and cultural backgrounds, not just the Korean-speaking. Our purpose is to encourage all of them to work together in order to promote the English efficiency of students and the inclusive atmosphere of the CCS community.

Bus Rules:

1. Be on time.
2. Seatbelts must be worn at all times.
3. NO eating or drinking.
4. Show respect for others.
5. Speak softly...NO general rowdiness.

Hallway Rules:

1. No running in the hallways.
2. No talking in the hallways.
3. Walk in a straight and orderly line.
4. Keep your hands to yourself.

Cafeteria Rules:

1. No talking (except quietly to cooks as you get your food).
2. Clean your mess! (cutlery, food, cups, tray, table area)

Recess Rules:

1. No talking and quiet, orderly lines up to the roof and down.
2. Don't play on the basketball bars.
3. Slide DOWN the slides (no running up)!
4. Take turns at the basketball hoop.
5. No touching, grabbing, yanking bodies, hitting, punching, kicking, etc.
6. No food on the roof.

Bathroom Rules:

1. Keep the noise level down.
2. No writing on the walls; no playing with toilet paper or water.
3. Please flush the toilet when you are done.
4. Use paper towels sparingly (one or two per person is plenty).

MINOR OFFENSES: The following is a list of unacceptable behavior, although not as serious as major offenses. This list is not comprehensive, yet will give students and parents some guidelines as to our behavior expectations.

- Neglecting to have parent's sign and return assignment sheets, schoolwork, or permission forms.
- Possession of nuisance items such as whistles, radios, tape recorders, skateboards, electronic games, etc., which cause a disruption. (These articles will be taken up and not returned until the end of the year.)
- Running inside the school buildings.
- "Tagging" exit signs, light fixtures, door facings, ceilings, and decorations.
- Dress code violations.
- Noises of any kind that disrupts the school day.
- Excessive talking without permission.
- Forgetting homework.
- Not speaking in English

*Any repeated minor offense will be considered a major offense.

MAJOR OFFENSES: This list is only a guide. It is not a comprehensive listing of all behaviors that we deem major behavior problems.

- Fighting
- Cheating/Lying to a teacher
- Theft
- Being rude or disrespectful
- Verbal abuse (i.e.) name calling, ethnic or racial slurs, derogatory statements
- Leaving class group or campus without permission
- Inappropriate language
- Destruction of school or personal property
- Any persistent behavior which disrupts classroom teaching or school procedures
- Any actions that could cause harm to another student, the individual himself, or faculty (i.e. throwing rocks, climbing trees, etc.)
- Possession of unauthorized articles (i.e. weapons, inappropriate magazines or pictures, alcohol, drugs, tobacco, fireworks, etc.)
- Use of hand phones during school hours is prohibited unless permission is given by the teacher.

DISCIPLINE

Centennial Christian School is committed to a safe educational environment in which teachers can teach and students can learn without disturbance. Our rules are based on showing respect to the general community of CCS. Students must respect:

1. The school standards and rules in academics and conduct.
2. The faculty and administration and their authority to teach and discipline.
3. The classmates and their right to learn.
4. The diversity of views and backgrounds of all at CCS.

Students are expected at all times to demonstrate their maturity by exercising self-discipline. However, in the case that students bring dishonor to the learning atmosphere of the school, the following consequences will occur:

DISCIPLINARY ACTIONS

CCS reserves the right to amend any of the following disciplinary actions where a particular offense is deemed to merit a more appropriate consequence.

WARNING

In the case of a minor offense, the teacher will verbally warn the student that the behavior is inappropriate and it must change. Also, the teacher will also fill out a disciplinary ticket. The student may also be temporarily removed from class, have a privilege taken away, or assigned some type of duty to bring the misbehavior to an end. When a student accumulates 3 minor offenses, it will be considered a major offense and will result in one day of detention.

DETENTION or STUDY HALL

The teacher may decide to retain the student after school for a major offense or repeated minor offenses. In situations where the student shows missing/incomplete homework or no effort in class, the teacher may require him/her to remain after school for study hall. Parents will be notified through the homework assignment sheet. Detentions/study halls are served on Fridays, from 3:05 until 4:00 P.M. **They take priority over all appointments, meetings, make-up exams, extra-curricular events and activities.**

- A detention/study hall list is posted on the main bulletin board one day in advance.
- Detention/study hall begins at 3:05 PM sharp. The supervising teacher will check attendance. If students are late or miss detention for any reason other than absence from school, they will automatically serve an additional detention.
- The study hall time is to be spent doing homework. If a student talks, sleeps, or goofs off, the supervising teacher may take further disciplinary action. On occasion, detention duty may involve some type of community service.
- The supervising teacher may take this time to work on school or personal work in his/her room, but should not leave the students unattended at any time.

In addition to serving the detention, the following consequences apply within each 9 week period.

SUSPENSION:

In the case that a student accumulates 5 to 10 detentions within one period or commits certain major offenses, he/she will receive an in-school or out of school suspension from the Principal. The homeroom teacher will hand a letter of disciplinary action to the student a day before suspension. The student must follow the procedures exactly:

1. Take the homework makeup sheet that day and have each teacher assign work for the suspended day and sign the sheet. It is the student's responsibility to obtain the assignments and signatures from all the teachers. If the teacher is busy during the school day, the student should see him/her after school.
2. Take the letter to the Principal to have it signed.
3. Take the letter home and have it signed by the parent.
4. Return the letter to the Principal on the day of the in-school suspension or on the day immediately following the out of school suspension.
5. **IN-SCHOOL SUSPENSION:** The student will remain in isolation for the entire school day (8:00 A.M.-3:00 P.M.) under the supervision of a designated teacher. If a student misses any assignments, quizzes and/or tests because of the suspension, teachers may allow students may make up the work with a 20% grade deduction.
6. **OUT OF SCHOOL SUSPENSION:** The student must stay home under parental supervision for the designated period. He/she will not receive any credit for class work-tests, quizzes, or projects missed due to the out of school suspension. In addition, he/she will be removed from all extracurricular school activities for the remainder of the quarter. The Principal will also notify the parents that they must come in for a parent-principal conference. Please note that all out of school suspensions go on the student's permanent record.

EXPULSION:

If a student accumulates 12 detentions in a 9 week period, repeats 2 out of school suspensions within one school year or commits any offense of a serious nature (including the major offenses listed within this handbook), expulsion from school will be recommended. The parents or guardians may appeal the incident to the Principal within five days. The Principal in consultation with the Discipline Committee will determine the decision. Once the student is expelled, he/she will not be reconsidered for readmission.

ACADEMICS

GRADING SCALE

GRADE	PERCENTAGE
A+	99 and over
A	94—98
A-	90—93
B+	88—89
B	84—87
B-	80—83
C+	78—79
C	74—77
C-	70—73
D+	68—69
D	64—67
D-	60—63
F	0—59

GRADE DETERMINATION

In each class, a student's grade is determined by his/her attendance, tardiness, participation, homework, exams, projects, and other activities as assigned by the teacher. Percentages will be allotted according to teacher's discretion.

HOMEWORK

Homework may be assigned daily to help students to develop study skills and achieve the desired level of academic competence. Parents have a responsibility to monitor and assist their child. Parents are strongly encouraged to set specific times each day for homework.

REPORTING SYSTEM

Academic Alerts will be mailed home as needed. **Progress Reports** will be mailed at the mid-quarter to the parents of students who are working at an unsatisfactory level. **Quarterly Report Cards** must be picked up by the parents at the end of 1st quarter just before their mandatory parent conference (see below). All other Report Cards will be sent by mail at the end of the 2nd, 3rd, and 4th quarters. A parent must sign the report card and return it to the School Office within one week, except for the final report. Parents are also required to schedule a parent conference for each academic warning their child has received. Report cards will not be issued to the student and parent who owe any payments or fees.

PROMOTION GUIDELINES

Students in the elementary grades are promoted based on their performance throughout the entire year and most importantly the last quarter. How they finish the year is more important than how they did the first semester. Promotion for K-6th grade is based primarily on Language Arts skills (reading being primary, writing being secondary) and mathematics. The teacher makes a recommendation to the Academic Review Committee and the final decision rests with the administration. Promotion is based on the teacher's discretion not the parents' decisions.

ESL students may be promoted with their class for the first year of attending C.C.S. but should be at grade level by the end of the second year to promote. A general guideline is that students must not be lower than one grade level in reading and writing skills after completing two years at C.C.S. A student's attitude, aptitude and motivation are key factors in deciding if they will promote. Normally these students will be required to attend Summer School to promote; however, attendance at Summer

School does not guarantee promotion. Each case will be referred to the Academic Review Committee for consideration.

The minimum promotion standards for each grade area are:

Kindergarten: The student must perform at or above grade level in reading, language arts and mathematics on the student report card and be recommended for promotion by the classroom teacher and principal based on satisfactory classroom performance.

Grades 1-2: The student must pass a minimum of four (4) of the five (5) basic subjects: Bible, language, math, reading/phonics and spelling.

Grades 3-5: The student must pass a minimum of six (6) of the seven (7) basic subjects: Bible, Language, math, reading, spelling, history, and science.

*Students whose average falls at or below a "C" may be required to attend summer school or have summer tutoring in certain subjects.

RETENTION

A student may be retained in the same grade based on one or more of the following criteria:

1. Poor Attendance
2. Academic average (59% or lower indicates failure)
3. The combined evaluation of the teachers and the administration indicates that retention would serve the best interest of the student.
4. Those students who have been placed on temporary admissions will be reviewed for promotion by the administration.

WITHDRAWAL POLICY

It is requested that parents of a withdrawing student give the school at least one week notice. This allows the school to prepare the student's transcript and other records for withdrawal. The student must also complete a "Check-out" Form before he/she can leave the school. All obligations such as tuition, library fees, textbooks, etc. must be cleared before any school records can be released. When students withdraw, transcripts will be mailed to the receiving school, if known by CCS.

TRANSCRIPT REQUESTS

CCS is committed to being professional in the way we handle recommendations and transcripts. We will always send them directly to the destination school. Recommendations and transcripts will NOT be given directly to students or parents. Once a transcript or recommendation request is received it normally will be sent within 3-4 business days or up to two weeks if it is a peak time.

ADDITIONAL TESTING SERVICES

CCS offers services in the areas of guidance, counseling, and testing. Students and parents are welcome to visit the School Office to discuss academic or personal issues. Individual counseling is also available for identified academic problems as well as personal problems. Additionally, the office coordinates the administration of following standardized tests:

Stanford Achievement Test (SAT) Grades PreK-5

CCS administers the Stanford Achievement test on campus during the spring semester. The test measures students' academic achievement at their grade level. Parents will receive a copy of the test score results.

SCHOOL UNIFORM/DRESS CODE

CCS requires students to wear uniforms because appropriate physical appearance is an essential element in education. The following is uniform code to be followed whenever on school campus:

Shirt: Short/long sleeve polo shirt with *CCS logo patch*. (On chapel days: white, button down, collared shirt with *CCS tie and logo patch*)

Pants: Navy blue dress pants. No casual cotton pants please. (Sample color/fabric swatch available.)

Shorts: Knee-length navy blue dress pants.

Shoes/Socks: Black, brown and/or white sneakers or dress shoes. All shoes need to be closed toe, have a heel strap, and have a 2 inch heel or less for safety reasons. Socks should be a solid color.

Hair/Accessories: Sunglasses, hats or hoods in the building, earrings on boys (girls: one pair of earrings in the ear lobes only), body piercings and tattoos are not permitted. Hair must be neat and natural in color.

Optional: CCS sweater/vest/hoodie. No other outerwear is to be worn in the classrooms.

Physical Education: Optional custom-made P.E. uniforms are available through the School Office.

SPECIAL EVENTS

CCS requires students to dress modestly at all school-related events, in or outside of the school building. Dress Code will be determined by event and will be communicated through a formal letter to parents as events occur.

SCHOOL SERVICES AND POLICIES

CHAPEL SERVICE AND BIBLE CURRICULUM

All students are required to fully participate in Bible class and weekly Chapel service. The Tuesday Chapel is a time for students to sing worship songs and listen to children's sermons that aim to help them understand more about God and the Bible.

AFTER SCHOOL

Students are to be off campus by 3:15 P.M. or be under the direct supervision of a CCS staff person.

Students involved in after school activities or on campus after school hours are expected to follow all of the rules of the student code of conduct and responsibilities with the exceptions of: cell phone usage being allowed past 3:30 P.M., and students involved in athletics being out of uniform during and after practices.

FIELD TRIPS

Field trips are academic activities that are held off school grounds. No student may participate in any school-sponsored trip without a written parental consent form. School rules apply to all field trips and students are to be courteous and respectful at all times. Students should inform the teachers of their classes not involved in the field trip that they will be absent before the day of the field trip. Students will be responsible to make up any missed assignments or work.

LIBRARY

All elementary students will have access to the library at a specified time each week. Books are checked out for one week. Books must be brought to the library in order for them to be re-checked.

Defaced books and fines must be paid before grades are released at the end of each nine-week period or before records are released to other schools. See Library Policies and Procedures for more information.

SCHOOL BUS SERVICE

Bus transportation will be provided upon request with a set fee of 390,000 won quarterly if the route is available. One-way transportation is not available. School bus service may not be available for every location. For reasons of safety, courtesy, and protection of students and equipment, students who do not abide by the rules and are disorderly on the bus will be reported immediately to the School Office and will be removed from the bus service.

LUNCH PROGRAM

Students may participate in the school lunch program on a monthly basis or bring their own lunches. The School Cafeteria will serve lunches only to those who have paid for the lunch program. Students should return lunch forms monthly through their homeroom teacher if they wish to participate. Please contact the School Office for details.

MILK PROGRAM

Students may participate in the school milk program on a monthly basis. Students should return milk forms monthly through their homeroom teacher if they wish to participate. Please contact the School Office for details.

TEXTBOOKS

All books issued at CCS are school property. The care of all books is the responsibility of the student. Students are required to pay for the retail price of a book that is written in, highlighted, damaged or lost plus an additional 30% fee for shipping and handling. After the academic year is ended, no

refunds will be given for books that had been lost and are returned to the school. Teachers may require the students to cover their text books for protection.

TELEPHONES

The school telephone is reserved for official business only. The School Office will place emergency calls on behalf of students to reach their parents in the event of accident or illness. Students are not allowed to use cell phones on school grounds between the hours of 7:30 A.M. and 3:30 P.M.

ELECTRONIC DEVICES: MP3, HANDPHONES, ETC.

Use of these devices is not allowed inside the school building. If seen or heard, they will be confiscated and kept in the School Office.

HALL PASSES

Any students in the hall during class hours must have a hall/bathroom pass from his/her class teacher.

VISITORS

Upon arriving at CCS, all visiting parents must report to the School Office immediately and obtain a visitor's pass. They should not walk around the hallways or into the classroom when class is in session. They must remain in the office until school personnel can accompany them.

Students: To invite a guest, the student must get approval from the Administration one school day in advance and accompany the guest at all times. The guest is expected to abide by the school's rules. The student will be held responsible for any misconduct of his/her guest.

LOST AND FOUND

All items found should be turned into the School Office. Students should first check the lost-and-found box if something has been misplaced. It is important for personal items to be clearly labeled with the student's name. A fine of 1,000 won will be charged for each item reclaimed from the lost-and-found. All unclaimed items will be donated to charity at the end of the school year.

COMPUTER USE POLICY

All CCS computers are school property and are intended to support learning and to enhance instruction. The Computer Use Policy is an extension of the school's code of conduct. It is a general policy that all of the school computers are to be used in a responsible manner by all students, teachers, staff and administrators. CCS has the right to monitor computer activity in any form that it sees fit to maintain these guidelines. The school has further right to suspend or terminate computer access privileges, take disciplinary action, and/or initiate legal action if the guidelines are not followed.

School computers are a shared resource. Please use them appropriately.

- Do not change the desktop settings-screen savers, color schemes, etc.
- Use the computer for school-related purposes.
- Save your files under C:\My Documents\Your Name\
- Close programs after each use.
- Respect the privacy of others. Do not access folders or files that are not yours.

Inappropriate use is defined as the following:

- Violating copyrights or school license agreements
- Damaging PC equipment and connected devices
- Degrading computer software or system performance
- Using school computer for commercial gain or fraud
- Stealing equipment, data, or intellectual property
- Accessing or vandalizing the files of school or another user without authorization
- Posting anonymous or offensive messages on a school-owned PC
- Forging email messages
- Possessing any files or disks that might be considered a violation of the Computer Use Policy.

SCHOOL SOFTWARE AGREEMENTS AND COPYRIGHTS

All teachers, staff, administrators, and students are obligated to adhere to all laws concerning the use and distribution of copyrighted software. We are equipped with Microsoft Windows 7 and Microsoft Office 2010 in the classrooms and 1st Floor Computer Lab. All school software is the property of CCS. No one may copy school software to his/her personal PCs nor copy his/her personal software to school PCs under any circumstances, even for school-related purpose.

COMPUTER LAB

The following are the guidelines for students using the CCS computer labs:

- The Computer room is NOT to be used for printing out of last minute assignment work/papers during normal school hours.
- With teacher supervision, student computer lab hours are 3:00 – 3:40 P.M.
- Students will follow the Computer Use Policy guidelines and the supervising teacher's instructions at all times.

LIBRARY POLICIES & PROCEDURES

- Respect other patrons and library users, by keeping your voice to a whisper.
- Rowdy, unruly, and disrespectful students will receive a verbal warning and is reported to their respective class teachers who will deduct grades accordingly.
- Rowdy, unruly, and disrespectful Middle and High School students will receive a red slip offence and will serve Library clean up detention.
- Students are not allowed to eat or drink in the library. (No exceptions.)
- Books removed from the shelf are to be placed back in its original location.
- Please do not throw the books on the floor.
- Please place chairs neatly at the table.
- Do not litter the floors with paper, candy wrappings, etc.
- Respect the librarian who is dedicated to helping you and providing you with the support you need. Respect other patrons who are using the library. Respect your supervising teacher/s.

CHECK OUT POLICY

Books are checked out for one week. Books must be brought to the library in order for them to be re-checked. Videos may be checked out on weekends or holidays only.

BOOKS AND OTHER ITEM LOANS

Students can borrow up to 3 books and/or items at one time (this does not include the curriculum set books prescribed by the Middle and High School English Teachers). Students are free to borrow more books and/or items once all other books and items are returned and fines paid.

Students are allowed to keep the books and/or items for a maximum of 7 days including weekends. If the books and/or items are not returned within 7 days, a fine of 100 won is charged per day per book and/or items. Special consideration is given for holiday seasons.

Lost or damaged books and/or items must be replaced. It is not necessary that the replacement book or item should be the same as the lost book or item. A book or item of equal value may be substituted. In the case of lost books, a book of equal reading level must be replaced. Defaced books and fines must be paid before grades are released at the end of each nine-week period or before records are released to other schools.

LIBRARY COMPUTER USAGE

- The Library has limited computers for the purpose of research, viewing and listening of multimedia directly related to subject matter covered in the student's respective curriculum. Entertainment viewing and listening is subject to the discretion of the librarian or supervising teacher.
- The catalogue of the CCS Library can be accessed at <http://192.168.1.20>
- Students are not allowed to play computer games.
- Students are not allowed to internet chat.
- Students are not allowed on questionable and social sites such as Facebook, Cyworld, etc.
- Only one student/user will be allowed to use the computer at a time.
- Fifteen minutes is allocated per user if students are waiting to use the computer.

DONATIONS

We accept donations of books, DVD's, VHS, cassette tapes, CD's, Board or Card Games.

HEALTH & MEDICAL

IMMUNIZATION RECORDS

CCS requires validated immunization records for all students. Please be sure to inform CCS of any updated immunizations annually.

MEDICAL PERMISSION FORM

Each student must have a Medical Permission Form on file. This form should be completed upon enrollment and should be updated as necessary if emergency phone numbers, Health Insurance Company information, and/or health concerns (i.e. allergies) change.

SPECIAL HEALTH NEEDS

A written letter from your family physician is needed if your student has special health concerns that require long-term medication to be administered during the school day, special limitations for physical education class, and/or special care needed in case of an emergency. A new letter must be completed annually.

MEDICATION ADMINISTRATION

All medication, prescription and non-prescription, must be kept by the School Nurse or designated staff member. Students may not keep medication in their locker, carry it on their person, or keep it in their packed lunch for the safety of the other students. All medication must be accompanied by written instructions, preferably in the original/prescription container.

The School Nurse or designated staff member will administer:

- Non-prescription medication on an as needed basis according to the information provided on the Medical Permission Form.
- Short-term prescription medication with the written request of the parents.
- Long-term prescription medication, and/or emergency medications with the written authorization of the family physician and renewed authorization annually.

Medication will not be administered without parents' written consent.

COMMUNICABLE DISEASES

Students must be free of fever and communicable disease in order to attend school. This is important for the health of teachers and other students. If your student should exhibit symptoms of an illness or communicable disease while in school, you will be asked to pick your child up as soon as possible. A student with a fever of 38°C (101°F) or above should stay home from school.

ILLNESS DURING SCHOOL

If a student is ill during school hours, the school nurse or the administrator will decide if he/she will be sent home.

BAD-WEATHER DAY

Upon inclement weather, excessive rain, or snow the school will contact parents by 6:30 A.M. that morning. If in question that school may not meet, please call the School Office.

FIRE DRILL

Directions for fire evacuation are posted in each classroom. Class teachers will guide their students to move quickly and quietly to the assigned exits. Unannounced drills will be conducted during the school year.

AWARDS

Student of the Week

Student of the Week awards are given by each homeroom teacher to students who have shown excellent improvement, good attitudes, or other good behaviors observed at school. These awards are presented in chapel weekly.

Honor Roll

Students with outstanding scholastic records receive special recognition at the end of each quarter by having their names placed on the honor roll. The following is a list of eligibility for each honor roll:

- **Principal's Honor Roll:** All 94+ in all Core and Elective subjects with all E's as comments
- **"A" Honor Roll:** All 90+ in all Core subjects and Electives
- **"B" Honor Roll :** All 80+ in Core subjects and Electives

End of the Year Awards

Awards in the following areas will also be recognized at the end of the year: English, Math, Science, Social Studies, Handwriting, Spelling, ESL, Perfect Attendance, Music, Art, P.E., Bible Memory, Lion Award, and the Most Improved Student Award. These awards are given at the teacher's discretion.

ACTIVITIES AND EVENTS

Students can participate in many activities and events that are held throughout the year. The following is a brief, non-inclusive list of activities and events CCS offers:

- **ART SHOW:** A yearly art show to include various artworks of CCS students.
- **CHRISTMAS CONCERT:** Students from all grade levels perform Christmas musical, vocal, or drama pieces.
- **BAZAAR:** PTA sponsored event to include games, food, and craft making.
- **ELEMENTARY MISSIONS PROJECT:** Students are encouraged to develop an understanding of and heart for missions. The Elementary will focus on one Missions Project for the year and students will have opportunities to learn about and contribute to those missions in various ways.
- **ELEMENTARY SPORTS:** Each semester elementary students in grades 4 and 5 have the opportunity to participate in an elementary team sport. After approximately 6 weeks of practices (once a week except for in the final week of practice) students will attend a friendly jamboree held for International Schools. Students may play soccer in the Fall and/or basketball in the Spring.
- **FIELD TRIPS:** Day trips taken during the year in correlation with classes.
- **READING PROGRAM:** All Elementary Students have an opportunity to receive awards based on their logged reading outside of the regular curriculum.
- **SPELLING BEE:** Elementary and junior high compete in a spelling contest respectively.
- **TALENT SHOW:** Students rehearse and audition dances, skits, or musical pieces to perform in the school's talent show performed for the student body and parents.

CONSENT AND WAIVER

The following form must be read and signed by the student and his/her parent or legal guardian.

By signing this Consent and Waiver form, I _____ (print name) and my parent(s) or guardian(s) agree to abide by the following restrictions. I have discussed these rights and responsibilities with my parent(s) or guardian(s).

Further, my parent(s) or guardian(s) and I have been advised that CCS does not have control of the information on the Internet, although it attempts to provide prudent and available barriers. Other sites accessible via the Internet may contain material that is illegal, defamatory, inaccurate or potentially offensive to some people. While CCS' intent is to make Internet available to further its educational goals and objectives, users will have the ability to access other materials as well.

CCS believes that the benefits to educators and students from access to the Internet, in the form of educational resources and opportunities, far exceed any disadvantages. Ultimately, the parent(s) and guardian(s) of minors are responsible for setting and conveying the standards their student should follow. To that end, CCS supports and respects each family's right to decide whether or not to apply for CCS computer access.

The student and his/her parent(s) or guardian(s) must understand that student access to the CCS computers exists to support the school's educational responsibilities and mission. The specific conditions and services that are offered will change from time to time. In addition, CCS makes no warranties with respect to the CCS computer service, and specifically assumes no responsibilities for:

- A. The content of any information received by a student from a source outside the school, or any costs or charges incurred as a result of seeing or accepting such advice;
- B. Any costs, liability or damages caused by the way the student uses his/her school computer; or
- C. Any consequences of computer service interruptions or changes.

By signing this form I, as a student of CCS, agree to the following terms:

1. My use of the CCS computers must be consistent with the school's educational goals.
2. I will not use CCS computers for illegal purposes of any kind.
3. I will not use CCS computers to transmit threatening, obscene, or harassing materials.
4. I will not use CCS computers to disrupt users, services or equipment. Disruptions include, but are not limited to: distribution of unsolicited advertising, propagation of computer viruses, and unauthorized entry to any other computers accessible via the network.
5. Information and resources available via the CCS network are private to individuals and organizations which own or hold rights to them unless permission to do so has been granted by the owners.
6. CCS supports but cannot guarantee the privacy of e-mail.

Date: _____

Student Name: _____ Signature: _____

Parent/Guardian Name: _____ Signature: _____