

INTERNATIONAL CHRISTIAN SCHOOL PYEONGTAEK



PARENT/STUDENT HANDBOOK 2023-2024

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Updated: 6/12/2023



NICS Mission Statement

The mission of NICS is to establish a worldwide network of international Christian schools staffed by qualified Christian educators, instilling in each student a Biblical worldview in an environment of academic excellence and respect for people of all cultures and religions.



Network of International
Christian Schools



International Christian School-Pyeongtaek

2023-24 School Calendar

Phone: 031-651-1376 Fax: 031-653-1375

Website: icsptk.org



■	No School
■	½ Day
■	Virtual Day

July

27-28 New Staff Orientation

31 Teacher Work Day

of days

17 August

1 Teacher Work Day

2-4 All Staff Orientation

7 Student Orientation

8 First Day of School

21-31 MAP Testing #1

26 SAT exam

19 September

1 MAP Testing #1

14-15 Secondary Student Retreat

15 Half Day

15 ICSP Picnic

28-29 Chuseok Holiday

20 October

7 SAT exam

13 Q1 ends

16 Q2 begins

19 PT Conferences (virtual day)

20 PT Conferences (NO SCHOOL)

20 November

4 SAT exam

22 Half Day (Thanksgiving)

23-24 US Thanksgiving Holiday

9 December

1 Christmas concert

2 SAT exam

13 Q2 ends

11-13 Semester Exams (1/2 days)

14-31 Christmas Break (NO SCHOOL)

Bell Schedule

Start Time Everyday-8:30AM

Dismissal M.T.W.F- 3:30PM

Thursday 2:50PM

Jul-23						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23/30	24/31	25	26	27	28	29

Aug-23						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Sep-23						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Oct-23						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Nov-23						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

Dec-23						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24/31	25	26	27	28	29
30						

Jan-24						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Feb-24						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	

Mar-24						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24/31	25	26	27	28	29
30						

Apr-24						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May-24						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Jun-24						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

of days

17 January

1-7 Christmas Break (NO SCHOOL)

5 Teacher Work Day

8 Q3 begins

22-31 MAP Testing #2

26 100th Day of School

19 February

1-2 MAP Testing #2

9-12 Seollal Holiday (NO SCHOOL)

15 March

1 Korean Movement Day (NO SCHOOL)

9 SAT exam

15 Half Day

18-22 Week Without Walls

22 Q3 ends

25-29 Spring Break (NO SCHOOL)

20 April

1 Q4 begins

10 Election Day (NO SCHOOL)

26 ICSP International Day

21 May

3 Half Day/Teacher Appreciation

4 SAT exam

6 Observed Children's Day (NO SCHOOL)

10 Activities Banquet

13-24 MAP Testing #3

20-21 Senior Final Exams

21 Senior's Last Day

24 High School Graduation

27 US Memorial Day (NO SCHOOL)

28-30 Semester Exams

30 Last day of school

31 Teacher Work Day

June

Semester 1 =

87

Semester 2 =

93

TOTAL SCHOOL DAYS = 180

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1. ABOUT ICSP

1.1. Field Leadership Team (Administration)



Dr. Roger Dutcher

ICS Director/Head of School

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BS English/Social Sciences (Univ. of Maryland)

MA Human Relations (Univ. of Oklahoma)

MS Educational Leadership (Troy State Univ.)

MDiv Asia Pacific Theological Seminary

EdS Educational Leadership (Regent Univ.)

PhD Educational Psychology (Regent Univ.)

15 years education experience

ICSP since 2021



Mrs. Helen Lee

Business Manager

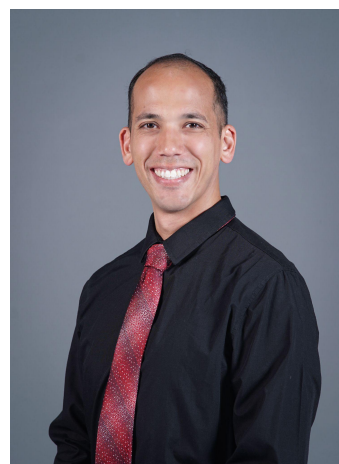
helen.lee@icsptk.org

M.Ed. TESOL, Ajou Univ. Graduate School of Education

M.B.A Business Administration, University of Ajou

9 years in business office

ICSP since 2014



Mr. Jason Lantz

Assistant Elementary Principal

jason.lantz@icsptk.org

B.A. Spanish & Psychology

Certified: Physical Education & MS English

16 years education experience

ICSP since 2020

1.2. History of ICSP

What is today known as the Network of International Christian Schools (NICS) began in Uijeongbu in 1983 as Liberty Christian School (now International Christian School-Uijeongbu) under the leadership of Joe Hale. In 1990, elementary school branches were started in Seoul (now Yongsan International School-Seoul) and Songtan (now International Christian School Pyeongtaek). Therefore, ICSP will be celebrating its 32nd anniversary in the fall of 2022. After an extensive self-study process, the accrediting team from the Western Association of Schools and Colleges (WASC) visited the schools in April 1991. The school received a full six-year accreditation in June 1991. A dual ACSI

(Association of Christian Schools International) and WASC (Western Association of Schools and Colleges) self-study was completed during the 1996-97 school year, and ICSP received full dual accreditation in 1997. In 2003, the International Christian School of Songtan moved to Pyeongtaek and, to this day, it sits in a larger facility outside of Pyeongtaek City. The school is now known as International Christian School of Pyeongtaek. In the Fall of 2014, the property immediately behind the ICSP campus was purchased with the purpose of constructing a gym/multi purpose building. The ground-breaking took place in May of 2015 with completion of the facility in early October of 2015. ICSP's most recent accreditation visit took place in April of 2016. Its accreditation status was renewed in June 2016. The accreditation visit that was scheduled for the 2021-22 school year was postponed until the 2022-23 school year.

1.3. The Network of International Christian Schools (NICS)

ICSP is a member school of the Network of International Christian Schools, which has schools all over the world, including North America, South America, Africa, Southeast Asia, East Asia, and Europe. As a member school, ICSP submits to the leadership of the NICS Board and the Executive Team. Additionally, ICSP's operational procedures and policies are monitored and governed by NICS.

For more information regarding NICS, go to www.NICS.org.

1.4. NICS Statement of Faith

We believe the Scriptures, both Old and New Testaments, to be the inspired Word of God, without error in the original writings, the complete revelation of His will for the salvation of man and the divine and final authority for all Christian faith, life, and conduct.

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

We believe that Jesus Christ, without any change in His eternality, became man through the conception of the Holy Spirit and the virgin birth, and that He died on the cross, a perfect and complete sacrifice, in our stead and for our sins according to the Scriptures. He arose bodily from the dead and ascended into heaven where, at the right hand of the Majesty on High, He is now our High Priest and Advocate.

We believe that the ministry of the Holy Spirit is to glorify the Lord Jesus Christ and, during this age, to convict of sin and regenerate the sinner upon belief in Christ; at the time of regeneration baptizing the believer into the one body of which Christ is the head; and to indwell, guide, instruct, fill, and empower the believer for godly living and service.

We believe that man was directly created by God in His own image but fell into sin. The entire human race is therefore lost, and only through repentance, faith in Jesus Christ, and regeneration of the Holy Spirit can salvation and spiritual life be obtained.

We believe that the atoning death of Jesus Christ and His resurrection provide the only grounds for justification and salvation for all who believe, and that only such as receive

Jesus Christ by personal faith are born of the Holy Spirit and by Him sealed to the day of redemption.

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

We believe in the bodily resurrection of all the dead, of the believer to everlasting blessedness and joy with the Lord, and of the unbeliever to judgment and everlasting and conscious punishment.

We believe that the Church is composed of all persons who, through saving faith in Jesus Christ, have been regenerated by the Holy Spirit and are united together in the body of Christ, of which He is the head.

We believe that water baptism and the Lord's Supper are ordinances to be observed by the Church during this present age. They are, however, not to be regarded as means of salvation.

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

1.5. Colors & Mascot



ICSP's official colors are blue, gray, black, and white, and the official mascot is the conqueror. The Conqueror is a reference to Romans 8:31-39, which is a passage found in the New Testament of the Bible. In this passage, the Apostle Paul (the author of Romans) explains, "in all these things we are more than conquerors through him who loved us." (v. 37). In Christ, faithful believers overcome accusation, condemnation, and even death through resurrection. Through the proclamation of the Gospel and integration of a biblical worldview in all aspects of our curriculum, this is the type of conqueror ICSP hopes to cultivate.

1.6. Expected Student Learning Results (ESLRs)

It is the aim of ICSP--through its teachers, curriculum, and programming--to develop students who are:

1. **Effective Communicators:**

- 1.1. Can share thoughts, ideas, or emotions through the written, digital, and spoken word
- 1.2. Can write a well-crafted composition that is free of grammatical and structural errors
- 1.3. Can express themselves through diverse media options

2. **Community Contributors:**

- 2.1. Participates in activities that help others more than themselves

- 2.2. Works collaboratively with diverse partners
 - 2.3. Respects and values all individuals regardless of circumstances or status
 - 2.4. Appreciates the value of the team over the individual
- 3. Biblically-Informed Individuals:**
- 3.1. Understands the narrative, major themes, and key doctrines of the Bible
 - 3.2. Knows the necessary practices for healthy, gospel-centered spiritual development
 - 3.3. Understands the sources from which values, such as mercy, compassion, grace, and salvation arise
 - 3.4. Considers the inalienable value and meaning of life from both what is seen and unseen
- 4. Complex Thinkers:**
- 4.1. Can objectively analyze the pros and cons of issues and events--past, present, and future
 - 4.2. Can understand the sources from which ideas and culture come
 - 4.3. Can intellectually engage comparable individuals on relevant topics
 - 4.4. Can use logical and mathematical concepts for solving problems
- 5. 21st Century Learners:**
- 5.1. Can use technology to find data for reaching answers to problems
 - 5.2. Can sort and sift data and information to arrive at a reasonable conclusion
 - 5.3. Can learn through different media options
 - 5.4. Displays grit, determination, and responsibility for learning to prepare for their future
 - 5.5. Can use multiple disciplines to solve problems or projects in either a team or individual setting.

1.7. Philosophy of Education

ICSP is a Christian school founded upon the belief that God is the source of all truth, and true education is based on His revealed word, the Bible. (John 14:6; John 17:17)

We are dedicated to establishing a godly academic environment where the Bible is integrated into all aspects of school life. (Deuteronomy 6:6-9 and Philippians 4:8)

We believe one of the purposes of education is to develop the knowledge and character that will enable students to fulfill their role within God's plan (Galatians 5:22-23)

We want to encourage students to honor their parents. (Ephesians 6:2-3)

We believe that education is characterized by a strong relevant curriculum coupled with high expectations for student achievement. (2 Timothy 2:15 and Philippians 3:13-14)

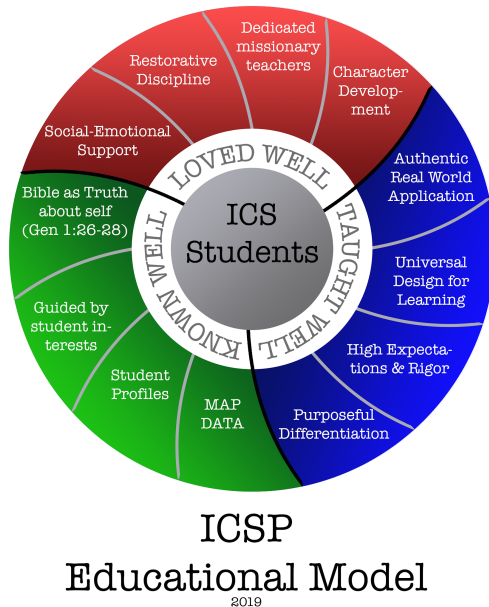
Our international atmosphere is an open door for students of all cultures, races, nationalities, and religions. (Revelation 7:9-10)

We believe that each individual is uniquely created in the image of God with value and purpose. (Genesis 1:26-28)

We seek to help students understand how best to use the tools available to them, to find their place in God's will. (Ephesians 6:10-17 and Romans 12:1-2)

ICSP is committed to fostering loving relationships and mentoring each student. (2 Timothy 2:1-4)

1.8. ICSP Educational Model



The conceptual framework behind ICSP's holistic educational model is "Known Well, Loved Well, Taught Well." At ICSP, our academic program is guided by three core goals: to know students well, to love students well, and to teach students well. All of these purposes flow into each other. As we seek to love students well, we must know them well and knowing them and loving them well are fundamental to teaching them well. These core goals of education at ICSP guide our decisions and the choices in the programs we offer and the practices we incorporate. While the methods we use to achieve these goals may change with best practice research and other factors, the goal to know, love, and teach each student well remains at the heart of the ICSP educational program.

1.9. Accreditation & Affiliations

ICSP is dually accredited by the Association of Christian Schools International (ACSI) and the Western Association of Schools and Colleges (WASC). The most recent full accreditation renewal was in June 2016, and the most recent mid-term accreditation visit was in April 2019. ICSP is in good standing with both accrediting agencies and relevant provincial and national Korean agencies.

2. GENERAL ACADEMICS (K-12)

2.1. Bell Schedules

The bell schedule below was created based on normal school operations. In the event that safety mandates change, ICSP may consider changing the bell schedule. Therefore, any printed bell schedules should be considered tentative. Any changes will be communicated to the student and parent body.

MTWF Bell Schedule

Time	period/event	
	<i>Secondary</i>	<i>Elementary</i>
8:30 -- 9:15 (45)	1st period	
9:20 -- 10:05 (45)	2nd period	LE Specials 9:20-10:05 (45 min) UE Recess/Library 9:35-10:00 (25 min)
10:10 -- 10:45 (35)	Activities/Chapel (Tues.) Block	
10:50 -- 11:35 (45)	3rd period	K-2 Lunch (11:15-11:45)
11:40 -- 12:25 (45)	4th period	3-5 Lunch (11:50-12:20)
12:30 -- 1:00 (30)	Lunch	
1:05 -- 1:50 (45)	5th period	
1:55 -- 2:40 (45)	6th period	UE Specials 1:55 - 2:40 (45 min) LE Recess/Library 1:55-2:20 (25 min)
2:45 -- 3:30 (45)	7th period	EL dismissals: K - 3:20 4th - 3:20 5th - 3:22 3rd - 3:24 1st-2nd - 3:26

Thursday Bell Schedule (Early Dismissal)

Time	period/event	
	<i>Secondary</i>	<i>Elementary</i>
8:30 -- 9:15 (45)	1st period	Chapel 8:35-9:15 (45 min)
9:20 -- 10:05 (45)	2nd period	LE Specials 9:20-10:05 (45 min) UE Recess/Library 9:15-9:40 (25 min)
10:10 -- 10:55 (45)	3rd period	K-2 Lunch (10:50-11:15)
11:00 -- 11:45 (45)	4th period	3-5 Lunch (11:20-11:45)
11:50 -- 12:20 (30)	Lunch	
12:25 -- 1:10 (45)	5th period	
1:15 -- 2:00 (45)	6th period	UE Specials 1:15 - 2:00 (45 min) LE Recess/Library 1:15-1:40 (25 min)
2:05 -- 2:50 (45)	7th period	EL dismissals: K - 2:40 5th - 2:40 1st - 2:42 4th - 2:44 3rd-2nd - 2:46
3:05 -- 4:05 (60)	<i>Teacher P.D. / Dept. Meeting</i>	

HALF DAY

“Morning” Schedule:

Time	period/event	
	<i>Secondary</i>	<i>Elementary</i>
8:30 -- 9:15 (45)	1st period	
9:20 -- 10:05 (45)	2nd period	LE Specials 9:20-10:05 (45 min) UE Recess/Library 9:35-10:00 (25 min)
10:05-10:20 (15)	<i>Morning Break</i>	
10:25 -- 11:10 (45)	3rd period	
11:15 -- 12:00 (45)	4th period	EL dismissals: K - 11:50 4th - 11:50 5th - 11:52 3rd - 11:54 1st-2nd - 11:58

“Afternoon” Schedule:

Time	period/event	
	<i>Secondary</i>	<i>Elementary</i>
8:30 -- 9:15 (45)	1st period	
9:20 -- 10:05 (45)	5th period	
10:05-10:20 (15)	<i>Morning Break</i>	
10:25 -- 11:10 (45)	6th period	UE Specials 10:25-11:10 (45 min) LE Recess/Library 10:25-10:50 (25 min)
11:15 -- 12:00 (45)	7th period	EL dismissals: K - 11:50 4th - 11:50 5th - 11:52 3rd - 11:54 1st-2nd - 11:58

Rally Bell Schedule

Time	period/event	
	<i>Secondary</i>	<i>Elementary</i>
8:30 -- 9:15 (45)	1st period	
9:20 -- 10:05 (45)	2nd period	LE Specials 9:20-10:05 (45 min) UE Recess/Library 9:35-10:00 (25 min)
10:10 -- 10:55 (45)	3rd period	K-2 Lunch (10:50-11:15)
11:00 -- 11:45 (45)	4th period	3-5 Lunch (11:20-11:45)
11:50 -- 12:20 (30)	Lunch	
12:25 -- 1:10 (45)	5th period	
1:15 -- 2:00 (45)	6th period	UE Specials 1:15 - 2:00 (45 min) LE Recess/Library 1:15-1:40 (25 min)
2:05 -- 2:50 (45)	7th period	
2:55 -- 3:30 (35)	<i>Rally</i>	EL dismissals: K - 3:20 4th - 3:20 5th - 3:22 3rd - 3:24 1st-2nd - 3:28

*When there is more than one half day in a school year, the bell schedule will rotate between 1-2-3-4 (Morning) and 1-5-6-7 (Afternoon) in order to give equal time to afternoon classes. This will be announced by the administration.

2.2. Grade Scale

The school year is divided into two semesters and each semester is subsequently divided into 2 quarters, for a total of 4 quarters. Students in Grades 6-12 receive numerical grades for all subjects, while students in the K-5 receive standards-based letter grades.

K-5th (All Subjects):

Kindergarten through 5th grade uses a standard-based report card with the following scale:

M	Mastered	The student consistently and independently demonstrates mastery of the learning objective to the appropriate grade-level standard.
N	Nearing Mastery	The student demonstrates mastery of the learning objective independently most of the time or consistently with some assistance.
P	Progressing	The student demonstrates that he/she is working toward mastering the learning objective, but he/she is not yet able to do so independently.
I	Improvement Needed	The student does not demonstrate the ability to complete the learning objective independently or with assistance, and he/she is not making satisfactory progress in mastering the skill.

6th-12th (all subjects):

Students in Grades 6-12 receive numerical grades for all subjects.

A+	98-100	C	74-77
A	94-97	C-	70-73
A-	90-93	D+	68-69
B+	88-89	D	64-67
B	84-87	D-	60-63
B-	80-83	F	Below 60
C+	78-79		

2.3. Curriculum & Adopted Standards

ICSP is an American-style school with a global curriculum. That means that ICSP follows the typical American school calendar and offers courses common to American schools, including Advanced Placement (AP) courses.

All ICSP staff, faculty, and administration participate annually in a rotating curriculum review cycle in order to ensure that the curriculum and adopted standards are constantly evaluated and improved in order to maximize student learning and adhere to current best practices.

The most important element of any school's curriculum is the teacher, the living curriculum. Through the Network of International Christian Schools (NICS), ICSP seeks to employ skilled, appropriately qualified teachers. Furthermore, through the school year, ICSP offers professional development to make sure the teachers are equipped to teach well.

ICSP takes the adoption of standards seriously as they provide a framework for the learning goals of each class. During curriculum review cycles, standards are carefully scrutinized to assess whether or not they are appropriately helping us achieve our goals. The majority of our standards mirror many of the same standards adopted by US schools. Adopted standards must always be in alignment with the Christian values, doctrines, and worldview of ICSP and NICS and help us achieve our goal to love, know and teach each student well.

2.4. Core Subjects

At ICSP, the core subjects are Bible, Language Arts, Mathematics, Science, and Social Studies. All of these courses are treated with equal weight and importance. In the high school (9-12), the students are expected to earn a certain number of credits in each of the five core subjects.

2.5. Progress Reports & Report Cards

Each student's gradebook is available to parents online at any time through the Alma student information system; therefore, ICSP does not produce mid-quarter progress reports. Alma Student Information System may be accessed online through a browser or installing the Alma webapp. Please ask the office for our quick installation sheet for how to install Alma Now, the up to date web app. Parents who need login credentials should contact the school.



Report cards are printed at the conclusion of the first quarter and given directly to parents at the Parent-Teacher Conferences. For the following quarters, report cards are sent home with the student. Report cards will always be available on your Parent Portal of Alma as well as more detailed information regarding assignments and grades.

2.6. Honor Roll & Conqueror of the Quarter

Honor Roll is recognized each Quarter by the Principal and the Director. In grades 6-12, students with all As for the quarter, including NSA courses, will receive a certificate for Golden Honor Roll. Those with all As and Bs, including NSA courses, will receive the Silver Honor Roll certificate. In grades K-5, 1-2 students are identified by the teachers in each grade as “Conqueror of the Quarter” and receive a certificate. Secondary students will also be recognized with Conqueror awards recognizing achievement of various ESLRs.

2.7. Academic Probation

If a student habitually receives Ds/Fs or is not making progress toward a diploma, the administration will place the student on academic probation. This student will have a semester (2 quarters) to bring all of his/her grades to a C- or better. If the student still fails to show improvement, the administration may not allow re-enrollment the following year.

2.8. Retention Policy

Students who fail to meet certain standards, as listed below, may be required by the administration to repeat a grade level:

Grades K – 2: Unsatisfactory progress in language development (including reading comprehension, listening, and writing) or excessive absences (more than 10 absences per semester) may result in the necessity of repeating the grade. This decision will be made after consultation with the core subject and student support teachers, and the school will keep clear communication with the parents as early as possible if there is potential for retaining the student in grade. A final decision will be made during quarter 4 once we have final MAP data and communicated with parents in person.

Grades 3 – 5: Unsatisfactory progress in meeting standards in any two or more core subjects (Math, Language, Social Studies, Bible, or Science) may result in the necessity of repeating the grade. Additionally, reading significantly below grade level may be considered failure to progress in a core subject. This decision will be made after consultation with the core subject and student support teachers, and the school will keep clear communication with the parents as early as possible if there is potential for retaining the student in grade. A final decision will be made during quarter 4 once we have final MAP data and communicated with parents in person.

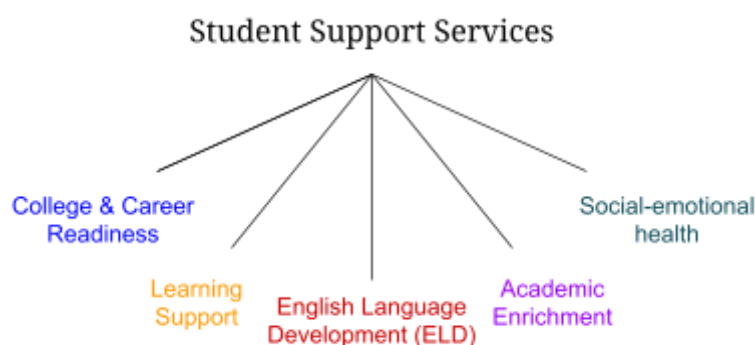
Grades 6 – 8: Failure of two core subjects (Math, Language Arts, Social Studies, Bible or Science) can result in the necessity of repeating the grade. Reading significantly below grade level may be considered a failure of a core subject.

Grades 9 – 12: Failure of courses at the high school level is dealt with individually and will affect the student’s acquisition of credits toward graduation requirements. Supplemental coursework, online classes, or alternative coursework may be required for students who fall behind. The school counselor and secondary principal closely monitor the progress of all students and are proactive to inform parents and partner with them to ensure all students are able to graduate on time.

2.9. Student Support Services (SSS)

Every single student in any school needs support in various ways. That is why schools exist. With that in mind, Student Support Services (SSS) is a broad and individualized support system for all ICSP students. The department focuses on supporting students in college and career readiness, learning support, academic enrichment, English language development, and social-emotional health.

The Student Support Services team comprises the Principals, the Student Support Coordinator, the School Counselor, and ELD staff and aides.



2.10. English Language Development

ICSP provides English-language development support to any student whose evaluation shows a below-grade-level capacity for written or spoken English. There is no additional charge to the parents for this additional support, as this falls under the above Student Support Services department, which manages the educational profile of all ICSP students. ICSP utilizes the WIDA MODEL (Measure Of Developing English Language) to evaluate the English language development of students. WIDA is used to test students into and out of the English Language Support. (<https://wida.wisc.edu/assess/model>)

2.11. Homework Policy

ICSP recognizes the educational value and importance of well-designed homework for students. We believe that homework can be an important part of each student's academic achievement; however, it should be related to the educational philosophy and goals of the school.

Purpose of Homework: The purpose of homework in lower elementary grades (kindergarten to grade two) is to develop healthy study skills and a positive attitude towards school, as less academic specific growth is recognized through homework in lower grades. Homework assigned in upper elementary (grades three to five) should also help foster school achievement. Recreational reading should be encouraged amongst all elementary students to develop English language skills and a curiosity for self-learning. Secondary students (grades six to twelve) should be assigned homework to reinforce and apply learning. All assignments, regardless of grade, should be well-designed to support the curricula, rather than used as “busy” work.

Amount and Frequency: For each grade level, students should be assigned approximately ten minutes of homework, i.e. 10 minutes for first grade, 20 minutes for second grade, etc, as is recommended by the National PTA to maximize benefits. Assigning high school students more than an hour and a half to two hours of homework a night has been shown to be counterproductive to academic benefits. (An exception to this rule could include A.P. course work.)

School and Teacher Responsibilities: Each teacher has a responsibility to assign quality homework, rather than focus on a certain quantity of work. Teachers must consider the purpose and design of homework in a way that will increase individual student success. Additionally, secondary teachers should be in communication with one another to ensure that the assigned work is within the recommended amount for the grade level.

Student Responsibilities: Each student should recognize that the academic benefits associated with homework are only accomplished through completion of the work. Therefore, students are encouraged to take homework seriously and quickly communicate any needs of additional clarification with their classroom teacher.

Role of Parent(s): Parents are expected to appropriately support and encourage the completion of their child's homework, until the child becomes self-reliant. If parents have any concerns regarding the quality or quantity of their child's homework, they are encouraged to contact the classroom teacher directly to discuss these concerns.

Virtual School Homework Policy: While ICSP is in virtual school mode with synchronous class sessions, the faculty will not assign homework that is required to be completed outside of the scheduled 40-minute virtual class period. As an exception, the language arts teachers may assign 20 minutes of reading time outside of the scheduled virtual class period.

2.12. Extra Credit Policy

Students and families may not request extra credit to help raise a student's grades. If a student is not able to keep up with his/her regular schoolwork, requesting additional work is inappropriate. Extra credit is a privilege not to be given for the purpose of rewarding irresponsibility. Raising grades through extra credit work only masks the problem and gives parents and students a false sense of accomplishment. If a student is failing to meet classroom expectations academically, he/she may get support from the Student Support Services. In the secondary, teachers have open office hour schedules during lunch to offer tutoring and extra help for students.

3. ELEMENTARY (K-5)

3.1. Specials Classes (PE, Music, Art, Computer Technology, Korean)

In elementary, the “specials” classes are PE, Music, Art, Computer Technology and Korean. Every elementary student will attend PE, Music, and Art on a 3-day rotation. However, they will have 30 minutes of Korean instruction and 45 minutes of computer instruction once per week. PE, Music, and Art are hands-on or practical in nature and give each student a broad exposure to the principles of physical health, music, and visual arts.

3.2. Integrated Subjects (Library, Science Lab)

In addition to the core subjects and specials classes, the elementary school also integrates experimental science and Library/Literacy into the classroom curriculum. The elementary teachers are able to access the computer lab, the science lab, and the library--as well as the expertise of those teachers--in order to supplement their own classroom instructional time.

3.3. Standards Based Grading

Grades K-5 utilize standards-based grading (M,N,P,I) for all subjects. For further explanation of the standards-based grading scales, see [section 2.2](#) above.

3.4. Golden Tickets

In order to reinforce positive behavior in and out of the classroom, ICSP elementary teachers award Golden Tickets to students who demonstrate exceptionally good behavior. Teachers keep these tickets in a container in their classroom, and on most Fridays, all elementary students convene in the cafeteria for a Golden Ticket ceremony.

3.5. Parent Communication

Partnering with parents in the elementary years is critical to student success. Elementary school teachers communicate with parents in a variety of ways including Class Dojo, the Alma Student Information System (gradebook), and email. Class Dojo will be the primary means of communication, so all parents are expected to register with ClassDojo at the beginning of the year and download the app to their phone or device. Teachers will communicate with parents during orientation and the first week of school with the login credentials for each of their children.

4. MIDDLE SCHOOL (6-8)

4.1. Specials & Electives

In addition to their core classes, ICSP middle school students take specials and elective classes.

Specials Classes - All middle school students take PE, music, and art on a 3-day rotation each year. These are hands-on or practical in nature and give each student a broad exposure to the principles of physical health, music, and the visual arts.

Elective Courses - Elective courses are subject to change year to year, based on the personal interests of students and staff. These are managed by the middle school staff and administration. These courses are selected by students during the first week of each semester.

4.2. Additional Academic Support

Students will initially receive additional academic support if their MAP scores in Reading, Language, or Math are below grade level or there is an indication from their previous school records that the support will be necessary. During the first week of class, students with reading or language needs will be evaluated on the WIDA MODEL. If it is determined that they have an academic English language level that is below grade level they will continue to receive additional academic support for the remainder of the school year during the elective course period. If it is determined that the student meets grade level expectations on the WIDA MODEL, they will choose an elective to replace the additional academic support. The academic support is in addition to their regular middle school language arts course and is designed to bring each student up to their grade-level proficiency in academic English. (See [Section 2.10](#) for additional information on the WIDA MODEL and English language support at ICSP.) Students will test again at the end of the school year. If the WIDA MODEL reveals that the student has reached an appropriate academic English proficiency level, the student will be removed from the requirement for additional academic support the following school year.

4.3. Parent Communication

Partnering with parents during this critical time of student development is especially important to us. Middle school teachers communicate with parents in a variety of ways including the Alma Student Information System (gradebook), email, and Google Classroom. It is important for parents to check these forms of communication often and to inform teachers at the beginning of the year what their preferred form of communication is. Because middle school is a significant transitional time in which students learn to be young adults who take responsibility for their own work and learning, it is important that parents and teachers function as a team to develop this in their middle school students.

4.4. Middle School Semester Exams

Students in grades 6–12 are required to take exams in all core subjects (Math, Science, Language Arts, Social Studies, and Bible). The exams are administered during the final week of each semester.

For grade 8, exams will be cumulative of the whole semester and will count for 10% of the semester average. For grades 6 and 7, it will be a major assessment of the final unit of the quarter and will only be calculated as part of that quarter's assessments.

Final semester exams may only be rescheduled for a serious illness, death in the family, or other family emergency approved by ICSP administration. Missing the exam for any other reason (including family vacation) will result in a failing exam grade.

5. HIGH SCHOOL (9-12)

5.1. Graduation Requirements

A student earns .5 credits for each semester course successfully completed. In addition to completing the required number of credits, students must satisfactorily complete the senior exit interview and fulfill the required service hours (normally through Week Without Walls). As noted below, ICSP's standard high school diploma is the College Preparatory Diploma, which requires the completion of 25 credits. Additionally, the honors high school diploma option may be requested by students for a more rigorous course load which requires the completion of 27 credits. (See sections [5.2](#) and [5.3](#) for diploma requirements.)

5.2. Standard High School Diploma (25 credits)

Standard High School Diploma requirements:

Bible & Theo. Studies (4 Credits¹):

- Survey of the New Testament (required)
- Systematic Theology and Ethics (required)
- Worldview Studies (required)
- Christian Thought & Apologetics (required)

Electives (at least 4 Credits):

- Teaching Assistant
- Athletic Director's Assistant
- Library Assistant
- Online Education Credit
(Any NorthStar Academy courses that are not required ICSP courses)
- Any credits acquired for the classes listed above and are not counted towards the required credits for the subject areas are then considered an elective credit.

¹ Transfer students are not required to have Bible credits from previous schools.

Fine Arts (1 Credit):

- Art
- Advanced Art Portfolio
- Music Theory and Form

Language Arts (4 Credits):

- 9th Grade Language Arts (required)
- 10th Grade Language Arts (required)
- Global Literature
- TEDEd Student Talks & Creative Writing
- AP English Literature
- AP English Language and Composition

Mathematics (3 Credits):

- Algebra 1 (required)
- Geometry (required)
- Algebra 2
- Pre-Calculus
- AP Calculus AB
- AP Calculus BC
- (+ NorthStar AP/Honors courses)

Physical Education (1 Credit):

- 9th Grade Physical Education (PE)
NOTE: KAIAC Varsity Sports Participation can grant 0.25 credits/season—maximum one credit

Science (3 Credits):

- Biology (required)
- Chemistry
- Physics
- Human Anatomy & Physiology
- AP Biology
- AP Chemistry
- (+NorthStar AP/Honors courses)

Social Sciences (3 Credits):

- Ancient World History
- Modern World History
- Practical Law
- Psychology
- World Geography (0.5 credit offered 1st semester)
- Economics (0.5 credit offered 2nd semester)
- AP World History
- (+NorthStar AP/Honors courses)

Technology and Computer Science:

- AP Computer Science Principles
- AP Computer Science A

World Languages (2 Credits²):

- Foreign language courses offered through NSA
- *NOTE: Students should purpose to have two credits in the same foreign language when possible.*

Minimum credits required for the Standard High School Diploma: 25

ALL SENIORS PRIOR TO GRADUATION WILL HAVE A SENIOR EXIT INTERVIEW (See [section 5.4](#)).

5.3. Honors High School Diploma (27 credits)

The honors high school diploma option may be requested by students for a more rigorous course load. This diploma requires two more credits than the standard diploma by adding credit requirements in mathematics and fine arts. Additionally, the student must complete 2 credits of AP course. The student's transcript is marked as such.

Honors High School Diploma requirements:**Bible & Theo. Studies (4 Credits³):**

- Survey of the New Testament (required)
- Systematic Theology and Ethics (required)
- Worldview Studies (required)
- Christian Thought & Apologetics (required)

Electives (at least 4 Credits):

- Teaching Assistant
- Athletic Director's Assistant
- Library Assistant
- Online Education Credit
- *(Any NorthStar Academy courses that are not required ICSP courses)*
- *Any credits acquired for the classes listed above and are not counted towards the required credits for the subject areas are then considered an elective credit.*

Fine Arts (2 Credit):

- Art
- Advanced Art Portfolio
- Music Theory and Form

Language Arts (4 Credits):

- 9th Grade Language Arts (required)
- 10th Grade Language Arts (required)
- Global Literature
- TEDEd Student Talks & Creative Writing
- AP English Literature
- AP English Language and Composition

² Exemption from this requirement by scoring at least 750 on the SAT Korean Subject Test.

³ Transfer students are not required to have Bible credits from previous schools.

Mathematics (4 Credits):

- Algebra 1 (required)⁴
- Geometry (required)
- Algebra 2
- Pre-Calculus
- AP Calculus AB
- AP Calculus BC
- (+ NorthStar AP/Honors courses)

Physical Education (1 Credit):

- 9th Grade Physical Education (PE)
NOTE: KAIAC Varsity Sports Participation can grant 0.25 credits/season—maximum one credit

Science (3 Credits):

- Biology (required)
- Chemistry
- Physics
- Human Anatomy & Physiology
- AP Biology
- AP Chemistry
- (+NorthStar AP/Honors courses)

Social Sciences (3 Credits):

- Ancient World History
- Modern World History
- Practical Law
- Psychology
- World Geography (0.5 credit offered 1st semester)
- Economics (0.5 credit offered 2nd semester)
- AP World History
- (+NorthStar AP/Honors courses)

Technology and Computer Science:

- AP Computer Science Principles
- AP Computer Science A

World Languages (2 Credits⁵):

- Foreign language courses offered through NSA
- *NOTE: Students should purpose to have two credits in the same foreign language when possible.*

Minimum credits required for the Honors High School Diploma: 27

ALL SENIORS PRIOR TO GRADUATION WILL HAVE A SENIOR EXIT INTERVIEW (See [section 5.4](#)).

⁴ For non-matriculating diploma students who took Algebra 1 in 8th grade, only two additional credits will be required.

⁵ Exemption from this requirement by scoring at least 750 on the SAT Korean Subject Test.

5.4. Senior Exit Interviews

In order to graduate, all seniors are required to satisfactorily complete senior exit interviews, which take place during the last two weeks of their senior year. These interviews are conducted by the Principal, the Guidance Counselor, and a mentor teacher of the student's choosing. The process includes a visual presentation, given by the graduating senior, in which the student must demonstrate with evidence that he or she has achieved the five Expected Student Learning Results (ESLRs) of ICSP. (See [section 1.6](#))

No grade is given for the exit interview; however, the administration must deem the student's preparation and delivery to be adequate in order to graduate. If the student's preparation or delivery is inadequate, he or she may be asked to repeat the process.

5.5. Week Without Walls Graduation Requirement

As Week Without Walls is an integral part of the ICSP curriculum, all students are required to participate. Failure to participate will be considered an unexcused absence (unless for illness or some other extenuating circumstance) and will be counted toward the allowed number of absences in the semester. (See [section 12.4](#).) For high school students, WWW participation is a graduation requirement. High school students must complete 80% of the days of Week Without Walls each year they are enrolled at ICSP. If the student is unable to attend for some reason, the hours must be made up. In order to make up the hours, the student must get approval from the school administrators and obtain a Service Hours Form from the school counselor. One day of Week Without Walls is equivalent to six hours of service work, and a full week is equivalent to 30 hours.

Note: If, for some reason, Week Without Walls is canceled (as it was during the covid-19 virtual school time in the 2019-20 school year), the students will not be required to obtain 30 hours of community service in its place.

5.6. Special Recognitions

Valedictorian Medallion - The graduating senior with the highest cumulative GPA according to the "Valedictorian and Salutatorian Indexed GPA formula" is the valedictorian (see High School Course Catalog). A student must have attended ICSP for a minimum of 4 full semesters to be eligible for class valedictorian. Any student who has received 2 or more suspensions in high school will automatically be disqualified for valedictorian status. In the commencement ceremony the valedictorian receives the valedictorian medallion.

Salutatorian Medallion - The graduating senior with the second highest cumulative GPA according to the "Valedictorian and Salutatorian Indexed GPA formula" is the salutatorian (see High School Course Catalog). A student must have attended ICSP for a minimum of 4 full semesters to be eligible for class salutatorian. Any student who has received 2 or more suspensions in high school will automatically be disqualified for salutatorian status. In the commencement ceremony, the salutatorian receives the salutatorian medallion.

Honor Graduate Stole - To graduate with honors, a student must have achieved a cumulative ICSP high school GPA of 3.50 or above. In the commencement ceremony, honor graduates are designated with a golden stole.

Community Service Cord - Students who are able to document 100 service hours over the course of their combined junior and senior years at ICSP will be awarded a golden service cord at graduation. The 100 hours must be documented and verified by the high school guidance counselor by May 1 of the student's senior year. These hours may include Week Without Walls from their junior and senior years.

National Honor Society Pin or Patch - In the commencement ceremony, all students who were members of the National Honor Society are recognized and receive the NHS patch.

5.7. Grade Point Average (GPA)

ICSP recognizes the importance of diligence, commitment, and perseverance. In order to encourage our students to complete their high school education with the best possible preparation for college, ICSP has instituted the following policy on GPA calculation:

- Grade Point Averages (GPAs) are computed based on final class grades (semester grades, not quarter grades).
- Quarter and semester grades are rounded to the nearest whole number
- AP classes will be based on a 5.0 scale and not the 4.0 scale *if* the student successfully completes the AP exam.
- ICSP will compute and report a transfer student's GPA based solely upon his/her classes completed at International Christian School or through Northstar Academy, which is a NICS sister school.
- High school classes that are exempt from GPA include teacher's aide, office aide, library aide, or any other high school class that receives a pass/fail grade.
- Final official transcripts (including final GPAs) will be available one week after graduation.

5.8. Release of Transcripts

ICSP will release a transcript only after first securing permission from the Business Office to make sure the student's account is paid in full. If the student's account is paid in full, the transcript will be sent. For current students, a copy of the student's last quarter grades will also be sent. If the account is not paid in full, no transcript or other written details regarding the student's academic record will be sent.

ICSP prefers to send transcripts electronically for expediency and tracking purposes. If domestic postal mail is required, the ICSP office will mail transcripts domestically at no cost to the student. If international postal mail is required, the ICSP office can send transcripts through international air mail. The first three international air mail deliveries will be at no cost to the student. After three international air mail deliveries, a 10,000 KRW fee will be assessed to the student per international air mail. If the student or parent requests express international courier mail delivery, ICSP will require direct reimbursement from the student or parent for the higher fees to use DHL (or other express courier company).

ICSP may charge extra fees for multiple copies of report cards, diplomas, reference letters, transcripts, or other certificates. Students must pay for costs incurred in order to send transcripts or other documents by any courier other than regular mail.

5.9. Commencement (Graduation) Ceremony

Each year, the senior students who meet the requirements of the ICSP diploma will participate in the commencement (graduation) ceremony. All seniors are required to participate in the ceremony unless their absence is pre-approved by the administration under extenuating circumstances. Commencement will generally be held in the ICSP gymnasium, and graduating seniors will be billed a graduation fee during second semester.

5.10. Add/Drop Policy

If a student wishes to drop or add a class from/to his/her schedule, the following procedures must be followed:

- Classes can be dropped or added only during the first 8 days of enrollment.
- The student must request a Drop/Add Slip from the school counselor or principal.
- The counselor or principal may wish to contact the student's teacher and parents or guardians for their permission.
- The student is notified of the result of his/her request.
- If changes are approved, the counselor or principal will change the master schedule in Alma and inform any teachers affected.
- If a student drops a course outside of the allotted add/drop period, they will receive an F and incomplete on their transcripts.

5.11. Taking Courses with Northstar Academy (NSA)

Being a member of the Network of International Christian Schools (NICS), NorthStar Academy (NSA) is a sister school of ICS-Pyeongtaek. Due to their relationship, ICSP and NSA have an agreement to work together to provide ICSP students a wide range of online classes, which may not be offered on campus by ICSP teachers. It should be noted, however, that NorthStar Academy courses are an additional cost to the family and will be billed through ICSP. NSA courses are NOT covered by the ICSP tuition or fees. Because NSA and ICSP are sister schools, NSA courses are included on the ICSP transcript and do affect the student's grade point average (GPA).

Courses taken through other online schools while concurrently enrolled at ICSP may not be recognized by ICSP without previous approval by the administration under extenuating circumstances.

For the 2023-24 school year, foreign language courses will be offered exclusively by Northstar Academy during a scheduled and proctored study hall; therefore, the course expenses will be covered by ICSP. If not taken during the scheduled and proctored study hall, the expenses will not be covered by ICSP.

5.12. NSA Course Policies

ICSP high school students have the opportunity to take online, fully-accredited courses with NorthStar Academy (NSA). Like ICSP, NSA is a member of the Network of International Christian Schools and holds the same values and mission as ICSP. Because they are sister schools, NSA provides special discounts and working arrangements with all of its sister schools in the network.

ICSP chooses to adhere to their own policies regarding NSA courses:

- Students have until the ICSP add/drop date to submit the NSA enrollment form with the business office and enroll in an NSA course through the school counselor.
- ICSP sets the timeline for NSA courses to be the same as the school calendar, beginning no later than ICSP add/drop date and ending at the semester end date.
- Course extensions will only be granted by the ICSP counselor or principal for extenuating circumstances to be determined by the counselor and the school principal and the cost of the extension must be paid by the parent or guardian in advance.
- Students have 15 school days from the start date that ICSP sets to withdraw from (drop) a class without incurring an F incomplete.
- Students who have previously failed an NSA course will be ineligible to take NSA courses in the future.
- Students are discouraged from taking more than 2 NSA courses during a semester due to the challenges associated with remaining on pace with multiple NSA courses.

NorthStar Academic Improvement policies:

- NorthStar Academic Improvement is held every Monday, Wednesday, and Friday during the activity block.
- Students who are “moderately” or “severely” behind in an NSA course are required to attend Academic Improvement, no matter their current NSA course grade.
- Students with a D or F in an NSA course are required to attend Academic Improvement.
- Students who are “severely” behind in an NSA course, regardless of their overall GPA, will NOT be eligible to participate in KAIAC activities until they are minimally at a “moderately” behind pace.

5.13. Advanced Placement (AP) Courses & Exams

Students who meet the prerequisites for taking a particular Advanced Placement (AP) course may sign up for the course and be enrolled upon approval, and the student will be required to sit for the AP exam in the spring. With the completion of the AP exam, the course will be posted to the student's transcript on a 5-point scale. If, for some reason, the student does not sit for the exam, the course will be posted on a 4-point scale. The cost of taking the AP exam must be paid by the family; it is not included in the student's tuition for the course.

5.14. Outside Credits

Students currently enrolled at ICSP must get approval from the ICSP administration before enrolling in online courses with another school, including but not limited to Northstar Academy. Failure to get approval could jeopardize a student's enrollment status at ICSP.

Courses taken through online schools (other than Northstar Academy) while concurrently enrolled at ICSP may not be recognized by ICSP without previous administrative approval under extenuating circumstances, and they will not be reflected on the ICSP transcript.

5.15. Student Shout Outs

In an effort to recognize student achievement, the middle school and high school have a "shout out" wall. Teachers and staff can choose to recognize a student's achievement under three areas: social service, academics, and attitude. Teachers and staff can write a shout out for students in these three areas each quarter and place them on the display that recognizes the students for such things as acts of service, strong academic performance and displaying grit and determination. Throughout the year, the school principal will collect the shout outs from the display, randomly draw several shout outs to be awarded a special prize, and recognize the remaining students for their accomplishments.

5.16. High School Final Exams

Students in grades 9–12 are required to take semester exams in all core courses (Math, Science, Language Arts, Social Studies, and Bible). Exams will be cumulative of the whole semester for grades 9 through 12 and will count for 20% of the semester grade. For seniors (12th grade) who have a 95% at the end of the semester with 0 unexcused and 3 or fewer excused absences for the semester, final exams are optional. The administration will determine and announce the day by which seniors must be eligible for final exam exemption. Typically the semester exams are administered during the final week of each semester. In the spring semester, students enrolled in Advanced Placement (AP) courses are required to take the official AP exam and will, therefore, be exempt from taking the spring semester exam for those courses. Students enrolled in an AP course and fail to take the exam will be required to take their semester 2 final exam.

Final semester exams may only be rescheduled for a serious illness, death in the family, or other family emergency approved by ICSP administration. Missing the exam for any other reason will result in a failing exam grade.

6. ATHLETICS & EXTRA-CURRICULAR ACTIVITIES

6.1. KAIAC Membership

ICSP is a member of the Korean American Interscholastic Activities Conference (KAIAC) and participates in a number of KAIAC-sanctioned sports and academic extra-curricular activities.



6.2. ICSP Sports

ICSP offers the following KAIAC-sanctioned sports annually: volleyball (fall), basketball (fall/spring), and soccer (spring). KAIAC-sanctioned sports are only open to students in grades 7-12. If students wish to participate in an individual KAIAC sport, they may work with the athletic director to see if arrangements can be made. All sports coaches reserve the right to hold try-outs and to remove students who fail to attend practices (or to meet other reasonable expectations) from the team.

6.3. Athletic Practice Policies

In accordance with KAIAC bylaws, ICSP athletics teams may not engage in any kind of organized practices outside of the official KAIAC sports seasons. While “open gym” times are permissible, neither coaches nor any other school-affiliated adult may run drills or exercises. Furthermore, open gym times may never be required by a coach and non-participation in open gyms may never be used as a criterion for penalizing a team member in any way.

In order to promote balance and appropriate rest, time restrictions are in place for after-school athletic practices and open gym times. There should be neither athletic practices/games nor open gym time after school on Thursdays. All students should go directly home from school at dismissal. Also under typical circumstances, Tuesdays are to be used only for optional open gym time if it is supervised by an ICSP staff member. Tuesdays may be used as a practice time for the athletic team in season, only in weeks with two sanctioned athletic games. In this instance, open gym will be canceled. If there is only one game, however, Tuesdays may only be optional “open gym” time. Any divergence from this policy must be pre-approved by the administration during the week prior.

Finally, practices and open gyms are typically not permitted on Saturdays. Doing so requires administrative permission. Also, in keeping with the biblical principle of observing “Sabbath” rest, there should never be practices or open gym times on Sundays. Open gyms and athletic practices may not be conducted during school holiday breaks without express permission from the school administration.

6.4. Middle School Jamborees

In order to provide athletic opportunities specifically for middle school (6-8) students, ICSP participates in KAIAC Middle School Jamborees. These are one-time exhibitions on Saturdays for particular sports and do not constitute a full season.

6.5. Athletic Uniforms

The school will purchase home and away athletic uniforms for volleyball, basketball, and soccer which is covered by the athletic fee. Furthermore, each player and family must sign a uniform contract. All athletic uniforms will conform to school colors and values and be created and approved by both the school administration and the Athletic Director.

6.6. Physical Evaluation Form

Any student who participates in any athletic activity must be cleared by a medical doctor for physical activity. The [physical evaluation form](#) is provided by the Athletic Director in English or in Korean and must be submitted before a student can participate in or even attend practices. These forms are maintained on file by the Athletic Director.

6.7. ICSP Academic Activities

ICSP students also participate in academic extracurricular activities, including but not limited to KAIAC Debate & Forensics tournaments and Model United Nations (MUN) conferences (non-KAIAC). Students who participate in these events are expected to meet the same eligibility requirements as the athletes, and practice and preparation meetings may be a prerequisite.

6.8. Athletics & Activities Eligibility

Any ICSP student participating in an extracurricular activity involving students from other schools, such as athletics or an outside school-wide activity, must meet and maintain the following eligibility criteria. This does not apply to ICSP after-school activities. The student must have a minimum of a 2.2 GPA in core subjects (Math, Language Arts, Science, Social Studies, and Bible) to try out. Once a student is participating, he/she must maintain this GPA. For sports, this will be checked weekly by the Athletic Director or coach on Monday for the previous week. (If a student's GPA status changes mid-week, the student's eligibility may not be updated until the following week.) Students below the threshold will not participate until their GPA meets the threshold. For sport seasons that cross a quarter, the first two weeks of the quarter will be averaged with the ending previous quarter average.

In order to comply with the KAIAC sports policy and to promote the health of our student athletes, all students are required to sit out at least one week (5 school days) between adjacent athletic seasons. During this time, students are not permitted to participate in practices or games. Students who are "severely" behind in an NSA course, regardless of their overall GPA, will NOT be eligible to participate in KAIAC activities until they are minimally at a "moderately" behind pace.

6.9. Weight Room

Students who would like to use the weight room must: 1) have a completed physical evaluation form, 2) have received the official weight room safety training, and 3) be accompanied by an approved ICSP staff member or approved volunteer. Only ICSP students and staff may use the weight room. Guests, families, and friends are not permitted to use the weight room under any circumstances. Furthermore, visiting athletic teams are never permitted to use the weight room equipment.

6.10. Annual Activities Banquet

Each year, the Athletic Director, athletic coaches, and academic activity sponsors hold an activities banquet for all students who participated. This event is planned by the Athletic Director.

6.11. Absences for Athletics and Activities

Absences for school-sponsored activities (athletics, MUN, debate competitions, etc...) are considered excused and are marked in the school records as such. Students will not be penalized for these absences in any way; however, the students are expected to make up all excused work in a timely manner.

7. AFTER-SCHOOL PROGRAMS

7.1. Purpose

The purpose of after-school programs is to provide enriching activities that align with students' personal interests in a non-academic setting.

In the case of contingencies and mandates from the Ministry of Education, the ICSP administration reserves the right to suspend after-school activities at any time that student safety concerns or government regulation mandate it. In the event that after-school activities must be suspended, families will be reimbursed for the remainder of the activity period with a pro-rated refund.

7.2. Student pick up policy

ICSP is unable to provide any form of after-school transportation for students who participate in after-school activities. Parents must make arrangements for their children to be picked up at 4:45 and no later than 5:00pm. Students who are picked up late without notice will receive one warning, then after the next occurrence the late pick-up fee policy will kick in. Furthermore, there is no childcare available for students who are not officially enrolled in after-school activities. Therefore, parents may not leave siblings (or any other minor) who are not enrolled in the activity at the school.

7.3. Sessions & Timelines

After School Activities are conducted in alignment with the three sports seasons and will be held twice per week (Mondays and Wednesdays) on regular school weeks. There are a limited number of slots, and a minimum of five (5) students are necessary to make a class.

7.4. Cost & Commitment

The cost of after-school activities is typically 10,000KRW per hour, unless the activity requires a larger budget for additional supplies. Parents must pay for an entire season upfront, and there is no refund for failure to attend.

7.5. After School Activities

The activities offered through the ICSP After-School Program are adjusted periodically to meet the demand and desires of the ICSP parents and students. Furthermore, the activities are subject to the expertise and voluntary offerings of the ICSP staff. After-school activity possibilities include, but are not limited to:

- Gymnastics/Spirit Club
- Instrumental Jazz/Music Club
- Science/Engineering Club
- Coding for Beginners
- Strength Training
- Public speaking
- Piano
- Running club
- Drama
- Elementary sports
- SAT Prep

8. STUDENT EXPECTATIONS & BEHAVIOR

8.1. Dress Code

ICSP's dress code policy is meant to adhere to three principles: modesty, uniformity, and inclusion. With regard to modesty, it is ICSP's desire to train up students who choose to focus on loving and lifting up others, rather than drawing attention to themselves, especially by dressing in ways that may be considered inappropriate, distracting, or even immoral. This principle is primarily focused at the secondary education level, but the principle can be reinforced at the elementary level. While ICSP does not have an official school uniform, the dress code is meant to achieve a certain minimal level of uniformity; that is, the students all look somewhat similar in the manner of their dress. The desire is that this will allow the students and teachers to focus on the far more important issue of student learning by minimizing distractions caused by fashion or seeing who does or does not have a particular type of clothing. The dress code is generic and uniform by design. Finally, ICSP seeks to create an inclusive student environment in which students can belong without having to "fit in" with certain arbitrary fashion rules determined by other students.

Bold = rules that always apply, even on Spirit Days and for field trips.

Pants/Capris:

- Pants may not be tight fitting (i.e. Legging or tights are NOT to be worn as pants).
- Pants should not have holes/rips.
- Pajama bottoms are not allowed.

Shorts:

- Shorts must be no shorter than four finger widths above the top of the knee.
- Shorts may not be tight fitting.

Dresses / Skirts:

- Dresses / skirts must touch the top of the knee (with or without leggings/tights).
- Dresses must have sleeves.
- Slits in dresses / skirts can't exceed 8 cm in length.
- Dresses / skirts may not be form fitting.

Leggings / Tights

- Leggings / tights may be worn only with a skirt or dress that meets dress code.

Shirts / Sweaters / Sweatshirts:

- Shirts must have sleeves.
- See-through material is not allowed.
- Shirts must be modest enough so that the belly, back, and cleavage do not show.

Jackets:

- Jackets, coats, and other outerwear generally should not be worn inside the building; In the event that it is necessary to wear a jacket due to the classroom temperature, **the student must still have dress-code compliant clothing underneath.**

Shoes:

- Shoes may be dress shoes, tennis shoes, or sandals (with straps on the heel and across the foot).
- Flip-flops and bathroom / house slippers are not permitted.
- **Students may not wear "Wheelies" (shoes with wheels in them) or other novelty shoes that could be a safety hazard or a distraction.**

Hairstyles:

NOTE: Wacky Tacky spirit day and other special occasions are an exception for this category.

- Hair should be kept neat and clean.
- Strange, distracting, or unusual hairstyles are not permitted.

Other Guidelines:

- Hats, caps, and hoods are not to be worn inside the building at any time.
- **If students have tattoos, they must be covered while on campus, and students are not permitted to get new tattoos while enrolled at ICSP.**
- **Underwear and bra straps must never be visible.**
- **Clothing must be free of holes and rips.**

Physical Education Class:

- **Tennis shoes must be worn at all times during PE classes. Students may have an additional pair of tennis shoes that they permanently leave at the school.**
- **For safety, the student's toes may not be exposed.**
- **Failure to conform to the dress code and safety guidelines for PE will result in the student being marked with an unexcused absence from PE and receiving failing marks for that day.**
- **The Conqueror PE uniform may be worn all day on days that students have PE.**

Note: These guidelines may be changed at any time at the discretion of the school administration.

8.2. Dress Code Violations

If a student arrives at school in an outfit that does not conform to the dress code, the school will contact the student's parents. Parents may choose one of the following to remedy a dress code violation:

1. The student may travel home, change, and then return to school [each class period missed will be counted as unexcused].
2. The parent may bring proper clothing for the student.
3. Secondary students (6th-12th) may change while on campus and receive a lunch detention for violation of the dress code.
4. Elementary parents may pay a penalty of 5,000W for a dress code violation in lieu of bringing a change of clothes.

For dress code violations involving issues of modesty, the student will be excluded from class until the problem is remedied. Missed class time will be considered unexcused.

For those students who consistently violate the school's dress code, other means of discipline, such as detention or suspension, may be used.

8.3. Assignments

All assignments (homework, projects, papers, etc.) should be ready and turned in when the teacher asks for them. If an assignment is late, incomplete, or not ready, the following applies:

- Assignments that are turned in on the due date, but not submitted when requested by the teacher, may be penalized up to 50%. Electronic submission of assignments must be approved by the teacher or specified in the syllabus.
- Even when absent, a student is still responsible for getting the assignment turned in on time. If this is impossible, a student must contact the teacher in advance to discuss options; neglecting to communicate will result in no credit.
- Students should communicate with faculty members by email or online learning systems (e.g. Google Classroom). Faculty email addresses may be found on the school's website.
- Assignments that are reviewed in class will not be accepted late.
- At times a teacher may not accept a late assignment depending on the circumstances and type of assignment. This will be communicated to the class when the assignment is given.
- If late homework becomes a chronic problem, the teacher will notify the parents.

- During virtual school mode, secondary students will have 2 days to complete all assignments. After 2 days, the maximum score that a student can earn for the assignment is 75%.

8.4. Preparation for Class

Students must be prepared for class by bringing required materials (textbooks, pens, pencils, paper, charged electronic devices, etc.) with them to each class period. A student should learn to be responsible for his or her own items, and not consistently use a friend's at the friend's expense. If a student is unprepared or borrows materials from a friend, the teacher may assign lunch detention and/or refer the student to the administration for appropriate disciplinary action. These policies will apply to study hall as well.

8.5. Code of Academic Integrity

ICSP students are mindful of the values underlying an honest and true education, and the challenges posed by a continuously evolving world and, in particular, the immediate access to resources found on the Internet. ICSP students agree to accept personal responsibility for honorable behavior in all of their academic endeavors, to assist one another in maintaining and promoting personal integrity and ethical standards, and to follow the principles and standards set forth in this Code of Academic Integrity.

Violations of the Code of Academic Integrity may take several forms. Plagiarism and cheating are two examples of violations of the Code of Academic Integrity. Plagiarism is typically described as duplication of another's work without full acknowledgment of the debt to the original source, however, it also includes any of the following:

- Direct duplication by copying (or allowing to be copied) another's work, whether from a book, article, websites, another student's assignment, etc.;
- Duplication in any manner of another's work during an exam;
- Paraphrasing of another's work closely, with minor changes but with the essential meaning, form and/or progression of ideas maintained;
- Piecing together sections of the work of others into a new whole;
- Submitting one's own work which has already been submitted for assessment purposes in another subject; and/or
- Producing assignments in conjunction with other people (e.g. another student, tutor), which should be your own independent work.

Cheating results in a loss of integrity on the part of the individual committing the act and on the educational process that is undermined by the act of cheating. It is a violation of the Code of Academic Integrity for any student to attempt to gain an unfair advantage over another student by unfair or dishonest means. If a student is unclear about an assignment, the methodology for the same, or the permissible bounds of assistance for completing their work, the student should speak to their teacher(s) and ask for clarification. Consequences for not following the academic code of conduct may include receiving a zero on the assignment, failing the course, and/or disciplinary action (including the possibility of suspension from school).

*Note: ICSP has modeled the Code of Academic Integrity from other educational institutions such as University of Notre Dame.

8.6. Make-up Work due to Absences

ICSP recognizes that absences are sometimes unavoidable. When a student is absent, it is the responsibility of the student to communicate with teachers and coordinate make-up work. The amount of time given for the completion of make-up work is at the discretion of the teacher and will depend largely on the type of work to be completed. If absences are planned in advance, students should receive assignments before the absence occurs to be submitted upon return to class, so that minimal instructional time is lost.

8.7. Textbooks

The school fees cover the cost for the use of all textbooks. The school expects students to treat all books with care and keep them covered at all times. Book covers should not be taped or glued to the book itself. Loss or damage of textbooks that goes beyond reasonable “wear and tear” will be paid for by the student. Replacement of lost or damaged textbooks will be charged at a rate to replace the textbook plus shipping. “Consumable” textbooks (one-time use) are kept by the student at the end of the school year; whereas, non-consumable textbooks are the property of ICSP and must be returned to the school in good condition at the end of the school year.

Students should bring their own Bibles, as they are not provided by ICS.

8.8. Classroom Conduct

Classrooms are to be orderly places, with objectives to be covered each period. To help with orderliness and efficiency, students are expected to follow the established classroom rules. Because of the limited time for each class period and the importance of teaching the curriculum, discipline problems will be addressed with firmness and grace. The goal is for discipline to be restorative, and it will be handled at the lowest level, typically the classroom, and will take into account the individual circumstances surrounding the behavior. If lower levels of correction (e.g., verbal correction or redirection) do not effectively resolve the issue, or if the offense is more serious, administration and/or parents will become involved. If the situation warrants parental and/or administrative involvement, the student will take home a rule violation form (RVF) for parents to sign and return, notifying them of the behavior and associated consequences.

8.9. Lunchroom Conduct

The school has a full-service lunch program. Students should return their trays, plates, bowls, and utensils to the proper receptacle and throw all their trash and litter in the trash cans. Students may not use their devices during the first 10 minutes of lunch.

8.10. Addressing Faculty and Staff Properly

Students should address staff with Mr., Miss, Dr., or Mrs., and family (last) name. During athletics, or physical education (PE) classes, students may address the instructor as “Coach _____” using the coach’s family (last) name, if the coach desires.

8.11. English Language Policy

ICSP students are required to speak in English during school hours and at all official ICSP events (athletics, extra-curricular activities, field trips, etc...). There are two main reasons for this. First, English is the only common language of the whole school. While we value diversity, we also value inclusion in the ICSP community. Inclusion is most easily achieved when everyone speaks the same language in and out of class. When groups of students speak other languages in social settings, it is too often used to exclude other students who don't speak the same language. Secondly, all students (especially those who do not speak English as a first language) need to academically develop their English language skills. This, too, is best achieved through an immersive English-only policy.

All human languages are valuable and beautiful, but it is the express purpose of this school to develop students' English speaking ability, and English is the only common language of the entire student and staff body.

8.12. Field Trips

A permission slip listing emergency information must be submitted by a parent for a student to take part in school-sponsored trips away from school premises. Regular school dress code applies to field trips unless otherwise indicated by the teacher. Field trips will be planned with great care as to the safety of the students, and students will be expected to behave well and follow the directions of the teacher and parents who may be assisting. Misbehavior by a student may result in his/her exclusion from future field trips. Field trips are requested and planned by the teacher and approved by the ICSP administration.

8.13. Senior Privileges

Food Delivery for Lunch - Seniors may order take-out for lunch with the approval of the Director or the Secondary Principal.

Other privileges, except for academics, will be by agreement between the administration and senior class at the start of the year.

8.14. Hall Passes

Students are required to have hall passes from their teacher any time it is necessary for them to be out of class. This includes permission to use the restroom, visits to the office, etc. Students who are found outside of the classroom without a pass will be sent immediately back to the class to obtain a pass.

8.15. Use of Technology & Electronics

In order to minimize distraction from the academic purpose of ICSP, non-academic electronic devices and other gadgets or toys are not permitted to be used on campus, unless specifically permitted by the teacher for a special purpose. “Non-academic electronic devices and other gadgets or toys” may include, but are not limited to: skateboards, laser pointers, MP3 players, mobile gaming devices, etc... If students do bring such items to school, they must be powered off and secured in the student’s locker or bag during school hours. ICSP is not responsible for these items if they are lost or damaged.

Students may bring cellphones to school; however, they are not to be used during school hours without express permission from a staff member or administrator. Students who would like to call home from their personal cell phones must do so with permission in the office.

All secondary students are required to provide their own device (tablet or laptop computer), which can support the full Chrome browser. The full Chrome browser will enable students to access their online information system, Google Classroom, e-books, and various web-based educational resources. Use of their devices for non-academic purposes on campus is prohibited, and they may be confiscated by staff and returned to the student or parent later.

8.16. Technology Code of Conduct

ICSP actively promotes the appropriate use of technology in education. To ensure that students, staff, parents, and other community members can take full advantage of the technologies available, all use of technology must have proper authorization and adhere to the school’s code of conduct. To access and use technology at ICSP, this statement must be signed by each student and his/her parent and kept on file at the school.

1. All use of technology must be in support of and consistent with the purposes of ICSP. It is the user’s responsibility to keep all inappropriate materials and files, virus-infected media, or other software dangerous to the integrity of the system away from the school’s technology.
2. The school expects that students will not access inappropriate materials. Inappropriate use, materials and/or access include, but are not limited to: plagiarism, pornography, hate mail, unauthorized access (hacking), and email messages that initiate false alarms, etc.
3. Individuals are responsible for adhering to the laws for copyrighted materials under Pyeongtaek and international guidelines. All software installed on school computers or on the school’s network should be owned by ICSP with sufficient licensing agreements.
4. Each user shall respect another individual’s work, files, passwords, and programs. Users shall not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, or misrepresent others using the school’s technology or other networks. You have full responsibility for the use of your account, do not share your password or account.

5. It is the user's responsibility to exercise reasonable judgment to ensure that no equipment or software is destroyed, modified, or abused in any way. Users must ensure that all food and drink are kept away from all equipment.
6. Users should be responsible and not knowingly degrade the performance of the network. For example, electronic chain letters and Internet chat rooms are prohibited for this reason. Audio and video broadcasts that are not for specific educational purposes are also prohibited during the school day because of the impact on limited bandwidth. In other cases, downloading files from the Internet may also be restricted.

The consequences for failure to adhere to the technology code of conduct may result in restriction or complete loss of access to any and all forms of technology or other disciplinary measures deemed appropriate by the school administration.

8.17. Public Displays of Affection (PDA)

ICSP believes that proper, God-glorifying relationships between young men and women should be encouraged. However, the Bible does teach that, within each of us, is a fallen nature that may lead us astray from proper relationships. The Bible is also clear that we should avoid situations that may lead to lust or unwholesome thoughts. ICSP requires its students to avoid public displays of romantic affection on campus or at any ICSP events. Violations of this policy will generally be treated as “general misconduct” (see [section 9.3](#)); however, repeated violations or actions that are more sexual in nature may be treated as “gross misconduct.” (see [section 9.4](#))

9. DISCIPLINE

9.1. Types of Misconduct

ICSP distinguishes between general misconduct and gross misconduct.

General misconduct is normally handled in class by the teacher and is managed by the teacher and the parent. These are infractions that are minor in nature, and the teacher and parent work together as a team to train the student to behave morally, responsibly, and appropriately.

Gross misconduct is normally handled by the administration with input from the teacher. These are infractions that are much more serious in nature because they pose a threat to others or are a sign of more significant concerns in the student's heart and mind.

9.2. Discipline Measures

For misconduct, ICSP teachers and administrators may utilize various disciplinary measures, which include, but are not limited to the following:

- Verbal correction
- Loss of individual privileges/rewards (when related to the offense)
- Parent conference
- After-school detention (Secondary)

- Lunch detention (Secondary)
- Permanent or temporary removal from athletic teams or other activities (Secondary)
- In-school suspension (ISS)
- Out-of-school suspension (OSS)
- Expulsion

9.3. General Misconduct

“General misconduct” refers to behavioral offenses that are not considered to be serious in nature but that still require some level of discipline and correction. As the authority in the classroom, this level of discipline is handled by the teacher, who may utilize a range of measures at his/her discretion. More serious behavior issues are considered below under “gross misconduct” and will be addressed by the administration with the cooperation of the classroom teacher. Students who commit gross misconduct may be required to have a follow up meeting with the school counselor after the administration decides on the discipline measure.

9.4. Gross Misconduct

ICSP has the authority to suspend a student from school when the student has committed an act of gross misconduct or has engaged in persistent disobedience. The following are the categories of gross misconduct which are general in nature. This list is not intended to be all-inclusive.

- **Weapons and Dangerous Instruments** - A student shall not knowingly possess, handle, or transmit any illegal or dangerous weapons such as firearms, knives, brass knuckles, or any other object that could cause bodily harm.
- **Disruption of School** - A student shall not intentionally cause a disruption or obstruction of the educational process, nor shall he/she urge others to engage in such conduct.
- **Vandalism** - A student shall not be involved in willful or malicious destruction or defacing of school property or the property of others.
- **Damage or Destruction of School Property** - A student shall not be a part of any theft, larceny, robbery, burglary, or unauthorized possession of another individual's property.
- **Assault on a School Employee** – Assaults or verbal threats against school personnel, persons on school premises, or while off school grounds at any time, will not be tolerated.
- **Narcotic and Dangerous Drugs and Alcoholic Beverages** - A student shall not knowingly use, possess, distribute, persuade, or attempt to persuade others to possess or use any illicit drug or alcohol.
 - On the school grounds at any time.
 - Off the school grounds at a school activity, function, or event.
- **Smoking** - Students are not permitted to smoke or possess smoking materials (including vapes / e-cigarettes) at any time during the school day or at school-sponsored evening activities. This applies to all parts of the building and the entire school campus area.
- **Lack of Submission to Authority** - A student shall not repeatedly fail to comply with directions of teachers, student teachers, substitute teachers, teacher-aides, principals, or other authorized personnel during any period of time when he/she is properly under the authority of school personnel.

- **Fighting** – Students will not be allowed to work out disagreements in a physical manner.
- **Inappropriate Reading Material and Games** – Students will not be allowed to have on school property reading or photographic pornography of any type, material containing overt sexual, violent, racist, or inappropriate themes contrary to the mission and purpose of ICSP. Students will also not be allowed to access this material on the school's computers or on personal electronic devices while at school.
- **Bullying** – It is our desire at ICSP that all parties involved would seek repentance, forgiveness, and reconciliation. We seek to model Matthew 18 in this regard. Forgiveness is the heart of that which we seek and do. Bullying is unwanted, aggressive behavior among school-aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. This is determined by a judgment call made by the teacher or witnessing staff member.
Bullying also includes the realm of social media. Bullying on social media may take the form of directing profanity and inappropriate language at other students, staff or parents, sharing inappropriate materials, and/or instigating the degradation of another student, parent or staff member. We ask students and parents to be especially mindful of group chats where the inappropriate behavior often happens.
- **Sexual Harassment** - is unwelcome words or conduct of a sexual nature that have the purpose or effect of creating an embarrassing, hostile, humiliating, or offensive environment for the victim. This is determined by a judgment call made by the appropriate ICSP staff member.
- **Excessive or Repeated Physical Aggression** - is behavior, which may not rise to the level of intentional bullying or fighting, but is nonetheless aggressive and/or harmful in nature to the offending student or to other students. It includes, but is not limited to, roughhousing or physically dangerous, harmful play. It may be considered excessive or repeated when a staff member has made a reasonable effort to stop and correct the behavior.
- **Profanity (cursing)** - is not allowed at ICSP in any language (spoken or written). This includes sexual remarks, negative comments about any nationality/ethnic group, or foul language in or outside the classroom. Reports by staff, parents, and students will be investigated and consequences will include apologies to offended persons, parent conferences, loss of privileges, or removal from the classroom. Parents will be notified of offensive behavior on the first offense.

9.5. Bus Policy

ICSP has contracted with a private bus company to provide transportation to and from school for those parents desiring it for their children. Fees for the bus service vary, depending on the distance from the student's home to the school.

Responsible behavior will be expected on the bus by all students using the service. Misbehavior on the bus may result in suspension from the bus. Students who are not signed up to ride the bus will not be allowed to board the bus either before or after school. No student who is listed as a bus rider will be allowed to remain on campus after school unless the office has received a note or phone call from the parents ahead of time requesting this. Bus riders who will not be riding the bus on a particular afternoon must notify the school office that morning via a written note from their parents. Students are not allowed to use the office phone to gain parental permission for this. The bus company and the school must be given at least two days' prior notice if a student will need to switch to another bus.

Students who desire to ride the bus home with a friend must have prior permission and will be charged a small amount. (See [section 15.8](#))

9.6. Bus Misconduct

All students are expected to abide by the following rules when riding the bus to/from school. Failure to keep these policies could lead to temporary or permanent removal from the bus.

- **Wear a seatbelt.** All students are required to sit on the seats with fastened seat belts.
- **Do not move around the bus or stand up while the bus is moving.** Additionally, no one should be standing on seats or in the aisle.
- **Treat the other riders and the bus driver with respect and kindness at all times.** Yelling, screaming, or loud noise is not allowed on the bus. Students may not horseplay, fight, tease, or use bad language (in any language).
- **Windows** - Students may not put heads, hands, or objects out of the bus window. Nothing may be thrown from the bus window or may be thrown inside the bus.
- **Respect and obey the driver.** The driver is the authority on the bus and must be obeyed for safety's sake at all times.
- **Do not eat or drink anything on the bus.** Food or drink is NOT allowed to be consumed on the bus.

Suspension from the bus (temporary or permanent) - Bus rules are enforced through the monitoring of the bus driver, the adult bus monitor, and through administrative review of the bus CCTV system. Students will be warned once about violation of bus rules. On the second offense, the student will receive disciplinary action at the school, and parents will be notified. The third offense will put the student on probation (the student will not be able to ride the bus for five consecutive school days). Parents will be responsible for getting their child to school on time and picking the child up directly after school. There will be no refund of the bus fee for these days. At the end of the probationary period, the student will be able to resume riding the bus. Further violations of bus rules could result in permanent suspension from the bus.

First Offense	Verbal Warning
Second Offense	Disciplinary action, parent informed
Third Offense	Parent conference, Student removed from the bus for 5 consecutive school days. (no refund of bus fees)
Fourth Offense	Parent conference, Student may be removed from the bus for the remainder of the school year

9.7. Threats or Intimidation

If a student has been threatened or intimidated, the student should immediately contact the teacher or school principal who will immediately initiate action concerning the threat.

If a parent becomes concerned for the safety of a student, whether physical or emotional well-being, the parent should contact the school administration. The administration will initiate an investigation into the concern and will follow up with appropriate personnel as needed.

9.8. Fan Behavior at ICSP events

Although ICSP realizes that adults (parents/guardians) are not bound by the same code of conduct as their children enrolled at ICSP, it should be noted that all persons attending ICSP-sponsored events (social events, athletic events, etc...) are expected to abide by all ICSP handbook policies pertaining to appropriate behavior. Any persons who exhibit inappropriate, rude, or unsportsmanlike behavior may be requested to leave such events at the discretion of the coach or athletic director in charge of the event and/or any administrator in attendance.

10. PARENT EXPECTATIONS

10.1. Parent Involvement

Parents are the primary educators of students. Given this reality, ICSP is a group of highly-trained educational professionals that come alongside parents to provide expertise and assistance to families to fully educate and form their students. Parents are encouraged to be actively involved on campus and in the life of the school when possible. Also, it is vitally important that the parent and teacher be in regular contact to discuss the progress of the student. ICSP will succeed in proportion to the quality of the relationship between the parents and the teachers. Parents who will be supervising students without other supervisors must complete Child Safety training and a background check.

10.2. Campus Visits

We are delighted to have parents, friends, and prospective parents and students as visitors. The office will make arrangements for the visit, and a staff member will be happy to show visitors around the school campus, if desired. Students with friends who would like to accompany them to school should seek advance permission from the administration and receive a signed campus pass for the day. Any such friends should abide by school rules and adhere to the ICSP dress code while on campus. Some confirmation that the parents are aware of the student's visit is required.

Individually requested parent/teacher conferences are also encouraged but must occur on a scheduled basis outside of class hours. Parents may arrange for these conferences by contacting the teacher with whom they wish to meet. Faculty contact information is available on the school's website (www.icsptk.org). The Principal or Director can be available for any of these conferences, if so desired. Formal parent-teacher conferences are held on a school-wide basis in the fall and are arranged through the office.

10.3. Parent-Teacher Conferences

Official parent-teacher conferences occur once per year (after the first quarter), and they are required for every elementary family as well as the parents of all secondary students who have a D or F in any course. Required families that cannot attend on the published date for extenuating circumstances may schedule to meet with their child's teacher within two weeks after the conference date.

Beyond the official conferences, parents are invited to meet with the teacher at any point throughout the year to discuss the student's progress. These conferences, which may be requested by the parent, teacher, or administration, should be pre-scheduled in order to give the teacher time to prepare. The best ways to contact a teacher and set up a conference are to either email the teacher directly or to call the front office and make an appointment.

10.4. ICSP Parent & School Code of Conduct

ICSP considers it a privilege to have students. ICSP does not take this privilege lightly and does this in cooperation with the parents. ICSP believes that they are acting as an extension for the parents while students are at school. This means that during any interactions between parents and staff at ICSP both sides must treat each other with courtesy and respect. This does not mean that there will not be disagreements but at no time should either side make threats or intimidate the other side. If disagreements cannot be resolved with a positive outcome for the students then the parents always have the option to withdraw and ICSP reserves the option to ask for the student to withdraw rather than continue in a failed partnership agreement with the parents.

At ICSP, we are partnering with you in the education of your child. In many ways, we are like a family, working together toward the growth and well being of all students. From time to time families will have misunderstandings and differences of opinions. However, in these differences, we ask that you support us in the decision making at ICSP. Know that each decision is made with careful thought and consideration. We ask that you not only support ICSP but one another. Please be considerate of each other seeking forgiveness and reconciliation- Matthew 18. (See [section 10.5](#) for steps in addressing concerns.)

10.5. Addressing Concerns

As concerns and conflicts arise, all ICSP parents, students, faculty, staff, and administrators are expected to adhere to the principle of Matthew 18--going privately and personally to the person(s) concerned with the intent of resolution and restoration. When the concerned parties fail to resolve the conflict, there is a specified grievance process by which anyone may have their concerns heard.

Below are the steps to address concerns at ICSP:

1. Speak privately with the person(s) most directly involved. For concerns related to teachers especially, ICSP administrators will not meet with parents until the parent has attempted to meet directly and privately with the teacher.

2. If a resolution is not attained in a private meeting, schedule a conference with the teacher and the supervising principal (within 10 days). The principal will have 5 days to respond and bring resolution.
3. If the issue is still unresolved, the parent (within the next 10 days) may request a third meeting which may include the director, the principal, and the teacher. The Director will have 5 days to bring resolution.
4. If the concern remains unresolved, the parent may request a review by the NICS Home Office on the issue. The problem should be submitted in writing to the NICS Vice President of Leadership Development (VPLD).

Parents are expected to promote and support the policies and personnel of ICSP, to speak positively about the school, and to direct any questions or concerns to the appropriate individuals. Complaining and murmuring about school policies or personnel to others in the school is contrary to the biblical principle of Matthew 18 and to the policies of ICSP. If a parent is speaking negatively about a teacher, staff member, the administration, or ICSP, this can lead to ICSP not allowing the family to enroll the following year.

10.6. Homework Help

Each parent is expected to appropriately support and encourage the completion of his child's homework, until the child becomes self-reliant. If parents have any concerns regarding the quality or quantity of their child's homework, they are encouraged to contact the classroom teacher directly to discuss these concerns. (see also [Section 2.11](#))

11. STUDENT SAFETY & WELLBEING

11.1. Accident Prevention

Students are expected to walk from one activity to another and to run only in designated play areas. They are not to hit, trip, roughhouse, or fight with other students. Throwing sticks or rocks is not allowed. Sliding down stair rails or concrete slopes is not allowed. Students are also expected to exit the campus properly after school. Since teachers are entrusted with the safety of the children, all students are to respond immediately and respectfully to any teacher when asked to stop a potentially dangerous activity. In addition, students are not allowed to be in a classroom or the library without an adult present except when on a specific errand for a teacher or the principal.

11.2. Immunizations

Students are required to have all immunizations before they may attend classes unless the family has legal reasons for not being immunized. Parents may opt out of some immunizations if they provide written documentation, as allowable by Korean law.

Currently, neither ICSP nor the Ministry of Education requires any student to have the covid-19 vaccine in order to attend school.

11.3. Illness

The school maintains first aid kits in the office, the gym, and in each classroom for minor cuts. Other supplies are kept in the office. Any child with a temperature over 99.5°F/37.5°C will be sent home for care by parents. Parents are asked to keep children home if they have a severe cold, undetermined rash or spots, fever over 99.5°F/37.5°C, severe headache, upset stomach, diarrhea, or other symptoms of illness, especially covid-19. Please keep your child at home for 24 hours following a fever, vomiting, or diarrhea.

When a student has illness-induced vomiting at school, the parent will be called to take the student home immediately.

11.4. Head Lice

Head lice is a fairly common occurrence anywhere that people congregate and is not the result of uncleanness or a lack of hygiene. Thankfully, it is a nuisance that is relatively easy to detect and treat. When it is suspected that a student may have head lice, the ICSP office staff will discreetly inspect the student's hair. If confirmed, the office staff will immediately contact the parents and require the student to be taken home for treatment.

Depending on the situation, the school may send out a general alert to all parents encouraging them to check their children for signs of head lice. The US Center of Disease Control has helpful information at <https://www.cdc.gov/parasites/lice/head/diagnosis.html>. Parents who do find an infestation should begin treatment and keep their student home the following day and bring them back to school when there is no longer any sign of lice. For information on treatment, see <https://www.cdc.gov/parasites/lice/head/treatment.html>.

11.5. Medication

Students are not to bring any medication to school unless it is absolutely necessary. If a student must bring medication to school, he/she may only bring the dosage required to be taken during normal school hours except in the case of extenuating circumstances. All exceptions must be approved by the administration.

The parent must send precise instructions written in English indicating the following:

- a) Time when medication is to be taken
- b) Dosage
- c) Name of medication
- d) Reason the child must take the medication
- e) Name & phone number of prescribing doctor for prescription medicine

If the instructions are not clear to the administering ICSP faculty or staff member, the child will not be allowed to take the medication.

All medication must be relinquished to the office staff upon arrival at school except in cases where the student must maintain the medication on his/her person. This may be due to possible medical emergencies, i.e. students with asthma problems. Exceptions must be approved by the administration.

No student may, at any time, give or sell their medication to another student. Medication will be stored and administered by an authorized faculty member designated by the administration. All medication must be stored in a secure area that is not accessible to students. No medication is administered without first checking the student's medical form in the office.

11.6. Campus Security

ICSP attempts to maintain a "limited access" campus for the safety of the students. All visitors must sign in at the office upon arrival. ICSP will investigate if any property is stolen on campus to include searching lockers and student belongings. However, ICSP will not be responsible for any stolen items unless approved by the administration. All side doors must remain closed at all times. They may not be propped open by students, staff, or parents.

There are CCTV cameras in several locations on campus: over the front parking lot, on the playground, in the main campus lobby, in the gym lobby, in the gym, and in the hallways on each floor.

11.7. Bullying & Harassment

ICSP does not tolerate any form of bullying or harassment. ICSP defines "bullying" as unwanted, aggressive behavior among school-aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time and makes the other person feel unsafe, uncomfortable, or afraid. Bullying may take many forms, including, but not limited to: spoken, written (especially online), relational, and physical bullying.

Any form of bullying will result in swift disciplinary action by the teachers and administration and will be followed up by an attempt at restoration through the intervention of the School Counselor and Student Support Services. Bullying that occurs among ICSP students off campus and especially online (after hours) may also result in disciplinary action and investigation.

ICSP also takes proactive steps to prevent bullying by developing and implementing a curriculum that develops empathy, kindness, and awareness in the student body at a young age. (See also [Section 9.4](#))

11.8. Emergency Preparedness Plan

ICSP maintains an Emergency Preparedness Plan (EPP), which outlines procedures for responding to a number of different emergencies. This document is reviewed and updated annually to ensure the safety of ICSP students in the event of various types of emergencies including:

- Bomb threats/explosions
- Campus evacuation
- Death of a staff member
- Death of a student
- Earthquake
- Fire

- Flash Flood
- Hurricane/Typhoon/Tornado
- Lockdown
- Noxious fumes/spills/odors
- Pandemic Response
- Personal Emergency
- School invader/intruder
- Transportation incident/accident

11.9. Safety Drills

ICSP administration conducts various safety drills at least once per quarter. These drills include, but may not be limited to: fire drills, lock-down drills, or typhoon drills. Some are announced, while others are unannounced. Annual fire drills are conducted with support and oversight of the local fire department.

11.10. Air Quality Index (Poor Air Quality)

All ICSP outdoor activities, including but not limited to elementary recess and athletic games and practices, must be held indoors if the air quality index is at or above 150. ICSP officially uses the readings of AirVisual.com to make decisions. This policy conforms with the written KAIAC (Korean American Interscholastic Activities Conference) policy regarding athletic events; however, KAIAC may make decisions about air quality cancellations based upon other air quality data sources.

11.11. Cold Weather Policy

Elementary recess will be held indoors when the air temperature is below 20 degrees Fahrenheit (-7 degrees Celsius) for actual temperature or windchill, or when it is raining, snowing, or excessively windy. Alternatively, recess may be moved to: 1) the basement multi-purpose space, 2) the cafeteria, or 3) the classrooms with teacher supervision.

11.12. Child Safety & Protection Network

ICSP, along with the NICS network, is a member of the Child Safety & Protection Network, which provides policies, guidelines, and training that focus on prevention of and intervention for child abuse (sexual, physical, emotional, or neglect). These policies and protocols govern staff-student and student-student relationships in order to minimize the possibility of child abuse. Additionally, they provide guidelines for responding to signs of abuse.



11.13. Mentor & Family Groups

All elementary students (K-5th) participate in “family” groups while all secondary students (6th-12th) participate in mentor groups. Family groups are mixed grade groups in which students get to know students from other grade levels within lower elementary and upper elementary, and each family group is assigned to one faculty member. These groups have team names, participate in team activities, and develop close relationships for the entire course of the student’s elementary career. At the secondary level, mentor groups are mixed grade groups of 8-12 students in which students get to know students from other grade levels. Each group is assigned a male and a female faculty mentor. These groups will meet at least one time every other week in order to check in on the students in a non-academic and semi-structured setting. The main goals are to build relationships between students and with staff members and to make sure that no student falls through the cracks. Mentor groups may also participate in off-campus or after-school activities from time to time with parental consent and careful planning.

11.14. Student drop off/supervision

Students may not be on any part of the ICSP campus without appropriate supervision. When there are no staff on official supervision duty, students must remain with their parents or leave the campus. Students may not accompany their siblings (without a parent) to practices, activities, or events in which they do not personally participate.

11.15. School Lunch Menu & Kitchen

The school menu is evaluated by a licensed nutritionist, and the kitchen is registered with the city of Pyeongtaek and monitored for cleanliness and practices that promote student health and safety.

11.16. School Counselor

The ICSP School Counselor is an important member of the Student Support Services team, whose role is specifically to address student health and academic success in the areas of social-emotional development, behavior management, conflict resolution, self image, etc.

A student may be referred to the school counselor for an initial intervention or evaluation. If the school counselor sees a concern, the counselor will contact the parents to discuss the situation.

The ICSP school counselor cares for students within a biblical worldview that is consistent with the values and mission of ICSP and NICS. In addition to individual interventions, the counselor is also instrumental in assisting the administration and teachers in the development of curricula that promote a healthy school community.

Confidentiality & Informed Consent

In order to build trust with the child, the school counselor will keep information confidential with some possible exceptions. The counselor may share information with parents/guardians, the child's teacher, administrators or school personnel who work with the child on a need to know basis, so that we may better assist the child as a team.

The counselor is required by law to share information in the following circumstances:

- School counselor feels that your child is in danger of harming him/herself or others
- If there is reasonable belief the child is or has been a victim of abuse or neglect
- Threats to school security
- In the case, counseling records are court ordered by subpoena, the school counselor will attempt to contact you first. However, he/she must comply with the court.

The counselor will make the child aware of these limits of confidentiality and will inform the child when sharing information with others. If you would like the counselor to share information with a third party, such as a community counselor, psychiatrist, social services worker, or pediatrician, you will need to sign a release of information form.

School counseling is considered a regular educational service provided by the school. In Korea, legally the counselor can see a minor student without parental consent. However, as a good faith practice the school counselor will not see students in a group setting without receiving parent permission. As a parent or guardian, you have the right to decline certain educational services, such as individual or group counseling. If you do not want your child to be seen individually, please contact the school Principal or Director and provide a written statement. The school counselor will not provide mental health therapy services to students, but is able to provide community resources if you or the school counselor believes your student is in need of additional support. By signing the ICSP Parent & Student Handbook, you are giving the school counselor permission to provide individual services to your child.

12. ATTENDANCE

12.1. Arrival & Departure Times

Students should arrive on campus between 8:05 and 8:25 a.m.

ICSP staff will be on duty to supervise morning arrivals starting at 8:05 a.m. When students enter the building before 8:05 a.m. or remain on campus after 3:45 p.m. (3:00 p.m. on Thursdays), they will be required to go to the office and sign a "Student Supervision Form" at the front desk. This form will be used by the business office to bill families monthly. This is meant to discourage early drop-off or late pick-up of students, because ICSP does not have adequate staff available to supervise them. It is our desire to have a safe and supervised experience for our students at all times.

Students who arrive before 8:05 or who are still on campus after 4:00 p.m. without cause (or 3:15 p.m. on Thursdays), will be billed by the business office according to the following scale. The scale will start over at the end of the semester.

This does not apply to the following circumstances:

- After-school student meetings

- After-school activities, such as athletics, tutoring, clubs, etc...
- The early or late arrival of school busses
- Open gym time with staff supervision
- Delays caused by hazardous weather/driving conditions
- After-school detention or mandatory tutoring/study hall

Number of Offenses (combined)	Financial penalty per offense
1-5	10,000KRW
6-10	20,000KRW
11-15	30,000KRW
16+	40,000KRW

Parents who have questions regarding the early drop-off or late pick-up on any given day should contact the office or request an appointment with administration.

12.2. Morning Tardy Policy

Any students who arrive after 8:30 a.m. should report directly to the office to receive a tardy and a late pass. Tardies will be excused if it is due to: 1) late arrival of a school bus or 2) extreme weather conditions. All other tardies will be unexcused. If tardies become excessive, administration will meet with the student and/or parent to determine an effective resolution.

12.3. Absentee Policy

For grades 6-12, missing more than 15 minutes of a class constitutes an absence from that class period. For grades K-5, missing all morning or all afternoon is a ½ day absence. Secondary students must obtain an “excused absence” slip from the office to show to teachers in order to have permission to make up missed work.

Every student absence is designated as either “excused” or “unexcused.” An absence may qualify as “excused” in one of the following ways:

- The parent of the absent student must give written notice to the office (and to the classroom teacher, if the student is in elementary school) at least two school days in advance. This type of pre-arranged, parent-approved absence will be excused based on emergency medical needs of family members and other circumstances that may arise.
- In cases of illness or emergency, the parent should call the office on the day of the absence, by 09:00 AM. A medical report provided by a licensed physician may be required within two days after returning to school.

All other absences will be treated as unexcused, and the following disciplinary measures will be taken for students (grades 6-12):

- Failing Grade for all work missed, including tests and quizzes. Teachers may require students to make up work, but no credit will be given.

12.4. Excessive Absences

6th - 12th:

For secondary students, after 10 absences (excused or unexcused) in one semester, the semester grade will drop by 10% unless for extenuating reasons decided by the administration. For all subsequent absences in the course, the semester grade will drop an additional 10% from the earned average. For extenuating circumstances, such as prolonged illness, the administration reserves the right to review individual student's situations regarding the absence policy.

K-5th:

Consistent school attendance, especially in the lower years, is critical to developing the grit and perseverance needed for academic success later in life. There is a strong correlation between excessive absenteeism and both low rates of academic performance and having a sense of belonging in the school community. Not only is excessive absenteeism detrimental to the child who is absent, but also to the flow and structure of the class as a whole. The integrated and collaborative environment of the elementary classroom functions best for all when students consistently attend school.

Students who miss more than 10 days of school in one semester are considered to be excessively absent unless it is due to extenuating circumstances, which are approved by the school administration. This may include prolonged illness, death in the family, etc. It is important to communicate early and often with the teacher and the school administration ahead of time for extenuating circumstances to get absence approval. This also gives the teacher time to develop an alternative plan for student learning while absent. When the child is absent for the tenth time in one semester, the parent will be required to meet with the teacher and administration in a face-to-face conference. Unexcused absences will be dealt with on a case-by-case basis and may involve a conference with the parents. However, after 10 absences (excused or unexcused) per semester the student may lose partial tuition or scholarship assistance unless the administration makes a determination of extenuating circumstances. Finally, as noted in [section 2:8](#), being excessively absent may result in the student having to repeat the grade.

Homework assignments will be made available at the end of the school day, so that the teacher has ample time to write out the assignments. The number of absences each year will be recorded on the grade report card. There is ample time built into the school calendar for vacations. Please try to schedule your travels around these times.

12.5. Homework Make-up Policy

For planned absences, students and families (K-12) must make arrangements with the school office at least two school days in advance and make arrangements for homework. In order to be considered an excused absence, the absence must be approved by the administration and work must be completed either before the student leaves or presented to the teacher upon the student's return.

In the event of illness or unexpected absence, parents may call or email the school office requesting homework. The school office will notify teachers if homework has been requested and should be ready for pick-up by the end of the day. Upon return from an unexpected absence, one day for each day missed will be allowed for make-up work.

Teachers may provide more time at their discretion.

In the event of a prolonged illness, an extension may be granted at the discretion of the administration and/or teacher. When absent for any reason, the student is responsible for securing assignments from the teacher upon returning to school.

12.6. Check-out Procedures

Only a parent or legal guardian will be allowed to check students out of school before 3:30 pm. Any other individual will not be allowed to check a student out of school unless specific permission is obtained from the administration as a pre-planned check-out. Parents may call or send a note to communicate permission for their child's early check-out.

Whenever a student checks out early, teachers of any classes not attended will be notified by email. In the event that early check-out is due to illness, the office staff will be responsible for this notification. Students must sign the check-out sheet in the front office prior to leaving the school campus.

12.7. Virtual School Attendance

While the nature of the virtual class may differ from the physical campus classroom, active student engagement and participation is still expected. Failure to participate in virtual school instruction, learning, and activities may be counted as an absence. For students in the secondary (6-12), failure to attend pre-planned live sessions may be counted as unexcused absences. For students who are sick and/or can't otherwise participate in virtual schooling for the day, parents should contact the office staff via email informing the office of the child's absence.

13. FACILITIES

13.1. Main Building

The main academic building houses all of ICSP academic programming with the exception of PE classes, which take place in the gymnasium.



13.2. Gymnasium

The gym is used for PE, basketball, volleyball, and many school events, including but not limited to: the Christmas concert, the annual high school play, Fall Festival, graduation, and more.



13.3. Cafeteria

ICSP's cafeteria is a multi-purpose space used for serving meals, chapel, assemblies, and various other student activities.

13.4. Basement “Gym”

ICSP has a multi-purpose space in the basement of the main campus, which may be used for various activities, including gymnastics, indoor recess, and PE when necessary. It is most frequently used for recess when the outdoor temperature is below freezing or when the air quality index exceeds 150.

13.5. Library & Media Center

Students must handle print and non-print media and equipment with care and exhibit self-controlled conduct in the Library and Media Center (LMC). Any student who abuses the LMC rules may lose his/her privilege to check out books and lose privileged use of the LMC for a period of time determined by the Library Media Specialist. No food or beverages are allowed in the library. (Water is permitted by the water cooler.)

Students are allowed to check out materials for one week. Grades 6-12 may check out two books at a time. Borrowers should not lend books to others, as they will be responsible for payment if the book is lost.

Students with overdue books are charged .25 per school day until the overdue book is returned. There is a maximum fine of \$5.00. An item is considered lost after 20 days. At that point, the student must pay the current retail value of the item, including any shipping, and the \$5 fine. If the item is later found and returned undamaged, the cost of the book is refunded, minus a \$5.00 late fee. Parents are not exempt from overdue fines. Students are to return materials before they become overdue. Renewing a book is encouraged if the student still needs to use it.

13.6. Lockers & Keys

Students in grades 5 through 12 are assigned a locker with a lock for storage of personal and school-related belongings. The lockers are school property, and the student's use of them is a privilege. All lockers should be kept neat and clean, with no materials stored on top or spilling out of them. No lockers should be damaged, decorated on the exterior, or decorated in ways that are permanent or are of questionable morality. The school is not responsible for items lost or stolen that have been placed in the lockers. The school bears no responsibility for items taken from an unlocked locker and/or left unattended. The school reserves the right to search any student locker at any time. Students MAY NOT move their belongings to any locker other than the one assigned to them. If a key is lost, the student will be charged 20,000 won for replacement of the key. All student lockers are cleaned out on the last day of school. If students do not clean out their lockers, the contents may be discarded.

13.7. Use of Campus WiFi

Only students and staff will be given the password(s), which will be changed annually or as needed to ensure network security. Unprotected guest WiFi will be available only in the ICSP main building lobby. Internet access may be monitored by the ICSP IT Department.

14. FINANCES

14.1. Responsibility

Families will be held responsible to pay for any damage to school property whether intentional or accidental.

14.2. Tuition

Tuition rates are reviewed and adjusted each year to fit the international school market and to keep up with inflation and/or the cost of doing business in Pyeongtaek. Adjustments to tuition will be announced each April for the following school year.

14.3. Capital Development

First-time students will be charged 3,000,000 KRW. Returning students will be charged 1,000,000 KRW. Capital development funds are used to fund the acquisition or maintenance of any physical ICSP assets that are used year-to-year. This includes, but is not limited to: facility maintenance/upgrades, new construction/projects, vehicles, furniture, audio-visual equipment, etc.

14.4. Fees

Registration Fee - ICSP requires a registration fee to be paid each year for all students. The fee for the current school year is 400,000 Korean won. This fee covers the entire school year from August to June and is not subject to pro-rating based on late enrollment in the school year. Registration fees are non-refundable and do not apply toward tuition.

Early Re-registration Fee - ICSP families will be given an early re-enrollment window each spring, during which the registration fee is lowered from 400,000 Korean won to 100,000 Korean won. This fee is non-refundable and does not apply toward tuition.

Capital Development Fee - (See [section 14.3](#))

Art Fee - All students who are enrolled in an art class (K-12) will be charged a 45,000 KRW art fee in order to cover the cost of supplies for the school year. Students will not be asked to bring other supplies beyond those that are expected for any other class, such as tissue boxes, etc.

Athletics Fee - All students who participate in KAIAC-sanctioned sports must pay a 50,000 KRW athletic fee per athletic season. This fee covers the costs of uniforms and transportation to away games. This fee does not cover the cost of shoes, other special equipment, or hotels (if the team must spend the night away).

Late payment Fee -- (See [section 14.6](#))

Graduation Fee (for Seniors) -- A one-time graduation fee of 250,000 won is required in order to cover the costs of decorations and any other items needed for graduation. The fee is billed in the second semester.

14.5. Enrollment Deposits

ICSP does not require payment of a deposit on tuition in order to enroll.

14.6. Late or non-payment policies

Late payment fees are as follows:

- 1-15 business days 5%
- 16-25 business days 10%
- 26+ business days 15%

Students will not be allowed to attend classes if their tuition account is late by two months unless a payment plan has been agreed on by both the Director and the CFO/Business Manager.

14.7. Lunch Account Deposits

Parents may check the balance of their child's lunch account by logging into MealManage. If the balance is negative, parents must deposit funds to the student's account directly by money transfer. The school's bank account/transfer information is available through the ICSP Business Office. When making a transfer, it is important to make a note of the student's name so that the Business Office will know to whom they should apply the credit. Lunch account deposits may not normally be made directly to the office in cash.

14.8. Textbooks

The cost of textbooks are included in the tuition fees. Lost or damaged items will be charged to the students.

14.9. Withdrawal Policies

- A 14-day notice must be given to withdraw any student.
- A withdrawal form must be completed in the office by the parent/guardian.
- A supply verification form must be filled out as well to ensure that the student has returned textbooks, classroom books, uniforms, library books, and any other supplies belonging to the school.
- All money owed to the school must be paid before the withdrawal is completed and records can be released.
- All textbooks must be returned in good condition. Parents will be charged a fine for books that are deteriorated at the time of return.
- Teachers will be notified to prepare student's closing grades. These grades will be available to the parent two days after the date of withdrawal.
- All financial accounts must be cleared with the school on the date of withdrawal. Grades will not be released until all accounts have been cleared.
- Tuition payments will be as follows:

Date withdrawal form completed	Tuition owed
1st to 15th	100% of current month
16th to 31st	100% of current month + 1/2 of the next month

14.10. Tuition Assistance Program (TAP)

A tuition assistance program is available to families with special financial needs. A limited number of scholarships based on need are available. An application can be obtained from the school office. In order to apply for tuition assistance families will be expected to supply the following documents:

- Certificate of income (or W-2) for the applicant and spouse (if applicable)
- Property tax statement for the applicant and spouse (if applicable)

Furthermore, families that receive need-based tuition assistance enter into a contractual agreement with ICSP, stating that they will not disclose the agreed tuition assistance amount to others. Those who violate this contractual agreement will lose all tuition assistance.

All tuition assistance contracts must be renewed by submitting new documentation each year.

14.11. Loss of Tuition Assistance

As noted in the above section, student families may lose tuition assistance for two reasons: 1) disclosing their agreement to others (see [section 14.10](#)) or 2) excessive student absences from school (see [section 12.4](#))

14.12. Homeschool Students

At the discretion of administration, homeschooled students may be enrolled for selected courses for credit or as an audit. Decisions are based on student behavior and family support of ICSP policies and goals. Fees will be assessed based on the number of courses taken with no discounts available for part-time students. Homeschool students who take courses for credit will receive an official transcript for courses taken but may not receive an ICSP diploma. Auditing homeschool students will not receive any official credit or a transcript.

Homeschool students may take up to 3 courses per semester and may not normally be enrolled at any other school at the time. Furthermore, homeschool students are permitted to join ICSP's athletic teams if they pay the additional athletic fee (see [section 14.4](#)).

The fees for homeschool courses are as follows:

Application fee: \$25 with completed admissions paperwork for each student.

- **Credit course tuition:** Each credit-bearing course is equal to 1/7 of full tuition costs with transcript documentation, teacher grading/feedback, and full participation in class.
- **Audit course tuition:** Each audited course is equal to one half (½) of the cost of tuition for one course, but the student will not receive a transcript or grade documentation of any kind.

14.13. Virtual School & Tuition

In order to minimize the disruption to the academic development of ICSP students, in the 2019-2020 school year, the ICSP faculty and administration developed a comprehensive virtual school model that allows all students (K-12) to continue with their instruction from home. In the event that Korean law or the general safety of the ICSP student body requires that ICSP switch to a virtual mode of instruction, ICSP will not issue refunds or discounts on tuition. While the administration and staff would prefer to meet with students face-to-face, the ICSP faculty and staff will continue to provide the academic instruction and support that will enable ICSP students to meet their adopted standards.

14.14. Virtual School & Fees

While ICSP will not refund or discount tuition during virtual school mode, it will refund fees paid for services not rendered. This includes the bus fee, athletics fees, and after-school activities. If any portion of the fee was used before moving to virtual mode, the fee will be prorated by the number of school days and partially refunded. Because lunch is purchased daily, the students' lunch accounts will not be affected, and the unused amount may be withdrawn at any time.

15. ENROLLMENT

15.1. Admissions Philosophy

International Christian School does not discriminate in its admissions on the basis of national, ethnic, or racial origin. The school respects the religious preferences of parents and students. However, parents should understand that the school operates within the framework of Christian principles and worldview. The school maintains the right to refuse admission to students not meeting its academic requirements or to students displaying a lack of willingness to abide by its rules and regulations.

ICSP anticipates that all new students who enroll at ICSP will be successful and diligent. Secondary students who fail to succeed during their first semester at ICSP may be put on probation.

Grade placement for incoming new students is determined on the basis of the student's age, the former grade classification at his/her previous school, previous academic performance, and performance on ICSP entrance assessments. New students who are coming from schools following different calendar-based school years (e.g. Korean schools to ICSP) may, out of necessity, repeat a half-year.

It is particularly important that parents inform the school of any past accommodations that have been made, formally or informally, for learning disabilities, developmental delays, or other diagnoses that may impact the student's ability to learn and thrive at ICSP. While ICSP staff cannot diagnose students who may have various learning disabilities or obstacles, it may be possible for ICSP to accommodate students who already have a pre-existing medical diagnosis or individual learning plan (IEP) from a previous school. This will have to be determined by the school administration on a case-by-case basis through the admissions process.

15.2. Non-Discrimination Student Admissions Policy

ICSP does not discriminate on the basis of race, religion, color, national and ethnic origin in admissions policies, financial aid, athletic and other school-administered programs. ICSP reserves the right to select students on the basis of academic performance, lifestyle choices, and personal qualifications including a willingness to cooperate with ICSP administration and to abide by its policies.

While open to families of all religious beliefs and backgrounds, ICSP operates unapologetically with an exclusive commitment to Jesus Christ as Lord and savior. All students will be "known well, loved well, and taught well," as creatures of God, irrespective of their or their family's religious beliefs or backgrounds.

15.3. Admitting Students with Learning Difficulties or Disabilities

As a matter of admissions policy, ICSP will not admit any student whom it cannot adequately educate. Because learning and developmental challenges vary greatly, each case must be considered individually. Families with students with learning difficulties, learning disabilities (medically diagnosed or not), or developmental delays are encouraged to inquire about admission and discuss the challenges with the school administration and potential teachers. If the faculty and administration are able to make the necessary accommodations and/or modifications, the student may be admitted, with the understanding that the teachers, administrators, and parents will work closely together to monitor and adjust to the student's needs as necessary.

Families that are transferring from a previous school in which their child had previously documented accommodations, modifications, or even a formal Individual Education Plan (IEP) are highly encouraged to share this with ICSP administrators. This information will be handled with great confidentiality and respect.

15.4. English Language Development (ELD) Policy

ICSP is an English-only school in which the curriculum and the teaching is in the English language. Students must be proficient in the English language for success at all grade levels. We recognize that there are many prospective students coming to ICSP who may be deficient in one or more areas of the English language. The Student Support Services Department utilizes the WIDA MODEL tool, to assess the student in the four areas: reading, writing, speaking, and listening. In collaboration with the classroom teacher and student support team, a student may be supported with additional English language development. This is determined on a case by case basis.

15.5. Living with a Guardian

While the biblical mandate is clear concerning the responsibility of parents rearing their own children (Deuteronomy 6 and Ephesians 6), it is also clear that parents must at times seek the help of others to care for their children. Therefore, ICSP attempts to aid these families through the following guidelines.

- Students living with guardians must be either in grade 7 or higher, or they must be age 13 or older.
- Parents and guardians must sign the “Responsibilities of Guardians of ICSP Students” form.
- All ICSP students must have a guardian. ICSP reserves the right to deny enrollment (or re-enrollment) based on the guardian. ICSP prefers that students stay with relatives. Those missionaries that are living/working outside the country MAY be permitted to enroll their children if they are living with a guardian that the mission agency or church recommends.
- The guardians/parents must take the responsibility to get the necessary student visa for the children (if applicable).
- ICSP will only allow students to stay with guardians that have a “home stay” situation. Students may not stay in hostels or dormitory situations.
- If ICSP discovers that an enrolled student is living without a parent or known guardian, the student will immediately be removed from school until the situation is rectified.

Parents are still responsible to ensure that tuition payments are current.

15.6. Change of Address

Please notify the school immediately whenever your contact information changes (i.e., home/work phone, hand phone, fax, email address, mailing address). Several times throughout the year we must pass on important information to the parents, and in the case of an emergency, it is extremely important that we have up-to-date contact information.

15.7. Withdrawal Policy

Withdrawal from ICSP for any reason must be transacted through the school office by the parent or guardian. A withdrawal form is to be completed, providing the school with forwarding contact information. All money owed to the school must be paid before the withdrawal is complete and records can be released. A written notice is required at least 14 days prior to withdrawing a student from ICSP.

15.8. Bus Costs

ICSP has contracted with a private bus company to provide transportation to and from school for those parents desiring it for their children. Fees for the bus service vary, depending on the distance from the student's home to the school. The rates based on location are as follows:

- Songtan/Pyeongtaek - 215,000 won
- Anjeong-ri - 215,000 won
- Dunpo - 250,000 won

Students who wish to change buses must get a pass from the office. If a student does not ride a bus, then they must purchase a pass from the office. A student not normally riding a bus will be charged a fee as follows: Songtan/Anjeong-ri/Pyeongtaek - 7,000 won, Dunpo - 9,000 won, and Asan - 12,000 won each time they ride.

15.9. Enrollment Periods

As a general rule, any qualified student may enroll at ICSP at any point before the school year and up to the add/drop date for the school year, which is after the first 15 school days. Those who enroll after the course add/drop date must be transferring from another school in which they are already enrolled.

Any K-12 student who is transferring directly from an accredited English-language school may enroll at any point before May 1. In the secondary level, the students may be expected to take the end-of-year assessments with their classmates.

Students who are transferring to ICSP from schools that are NOT accredited or English-language are evaluated on a case-by-case basis.

16. MISCELLANEOUS

16.1. Gifts for Teachers

In order to adhere to the 2016 Korean Improper Solicitation & Graft Act, teachers, staff, and administrators are not permitted to accept any gifts from parents, students, or companies. This includes, but is not limited to: cash, gift certificates, merchandise, meals, or discounts. All gifts that an ICSP staff member receives must be submitted to the administration. The administration will graciously contact the family and return the gift.

16.2. Chapel

Chapel and family/mentor groups are held one day every week on a rotating basis for all students (K-12).

The secondary chapels are organized and planned by the secondary chaplain while the elementary chapels are organized by the elementary faculty.

16.3. School Office

The school office is a place of business. Students should only be in the office when on official business for a teacher or parent. Student use of the office phones is restricted to emergency situations.

Only secondary students who are serving officially as a teacher's aide may use the copy machine or other office supplies and resources. Furthermore, only teachers' aides may go into the teachers' lounge without teacher supervision. In order to enter the teachers' lounge, students must always have a note from the teacher giving them permission, and they must ask for permission from any teachers who may already be in the lounge at that time.

Students who are not a teacher's aide are not permitted to go to the office to make copies or to use office supplies at any time, unless they are accompanied by a teacher.

16.4. Lost & Found

Books, purses, clothing, and any other articles of value found lying around the campus will be taken to the school office and placed in the Lost and Found area. Students may visit the office to reclaim any lost items. Periodically, office staff will dispose of all of the items in Lost and Found through sale or disposal in the trash. Please label all clothing, books, bags, etc., with the student's name for easy identification.

