

# 1. SCHOOL REGULATION

## **School Hours**

Grade K – 12<sup>th</sup>: 8:30 a.m. to 3:30 p.m. ( supervision starting at 8:00a.m.)

## **Mission Statement**

The mission of Global Christian School is to provide children with an academically excellent education that is comprehensive, and integrated with Biblical truths. We strive to offer a nurturing, Christ-centered environment. This is the continued vision of the late founder of GCS, Pastor Joseph Song.

## **ADMISSION**

### **Admission Policy:**

GCS happily admits students of any race, color, or ethnic origin.

### **Admissions Procedure:**

1. Parent(s) and prospective student(s) visit school and have an interview with the principal of GCS.
2. Office appoints the date for diagnostic testing, if needed.
3. ***Before the diagnostic test***, the application form is submitted accompanied by previous school transcripts, school records and the registration fee. (Registration fee is NOT refundable.)
4. Student completes diagnostic testing.
5. Parents, student, and principal discuss results and probable academic projection.
6. Both parents and student are required to read this student handbook thoroughly. *The acknowledgment slip at the end of this book should be signed and returned to GCS.*
7. Upon school's decision, student is enrolled after required tuition is fully paid.

### **Tuition Policy and Expenses:**

- If the student withdraws from the school voluntarily, the tuition will NOT be refunded.
- If the student is expelled from the school due to the student's lack of compliance with the school's policies and standards, the tuition will NOT be refunded.
- If the student leaves the school due to a circumstance that is beyond the student's family's control, the remaining tuition may be refunded upon the school's discretion.
- In addition to tuition students will be asked to purchase standard school supplies, including a USB, as well as pay for some PE programs and school activities.
- If a student intentionally damages school property or another student's property, the student will be required to make restitution.

### **Special Help Standard and opportunity:**

At GCS we offer the best possible opportunity to students who are struggling. We offer an English speaking environment in combination with a low student to teacher ratio. All students receive substantial individualized help and attention.

For this reason, we do not offer a specific program. Students who are struggling are started at a level that matches their English/Scholastic ability. As the student's English skill develops, their academic level will likewise be adjusted. **However, as students will require more teacher time and attention we charge an additional fee to these students (from 3<sup>rd</sup> grade to 12<sup>th</sup> grade).**

As soon as the student is able to work semi-independently, at least one grade below his or her grade level, they will not be considered academically challenged. This approach has proved highly effective with students who are willing to work hard. Motivated students are able to learn English very quickly in our school environment and should be able to move into their grade level within a few years.

### **ESL Standard and opportunity:**

In addition to regular English classes, the school offers ESL. Students who are behind by two grades or at the administration's discretion, will be required to enroll in ESL. This is a very intense English course that will take the student out of the class room everyday for three hours of intensive English learning. There is an additional fee for this service.

## **SCHOOL LIFE**

### **Parental Involvement**

We also strongly encourage parents to actively support their child throughout their studies. There will be opportunities for parents to meet with teachers at Parent Teacher Conference (PTC) which is held several times a year.

Finally, a special note to parents: at times parents want to bless and thank the teachers and staff through food snacks, or small gifts. This is, of course, appreciated, but is definitely not necessary. And, it should be made clear that teachers will **NOT** accept gifts of money.

### **Communication envelopes**

We will send communications home in a large envelope. Parents must read and respond to all communication. The student must assume the responsibility of returning the envelope the next day with the parent's signature on the front of the envelope.

### **Lunches**

Each Thursday a lunch order form is sent home to parents. Lunch orders for the entire week must be given to the teacher Friday morning. Otherwise, the student is responsible for his/her own lunch. Please have exact change when turning in a completed lunch form.

### **Sleep and Breakfast**

GCS strongly encourages the parents to have their children eat breakfast and to help ensure that they have adequate amount of sleep each night. Children ages 5-15 need minimum 8 hours of sleep per night for their health. They also need to eat a healthy, balanced diet in order for them to focus in their studies..

# ATTENDANCE POLICY

A student's attendance is critically important to their success in school as well as their personal discipline and character. Absences should be avoided as much as possible for the student to excel in their academics. The students are responsible to make up any work that was missed during their absence.

## Excused Tardy/Absences

If the student will be tardy/absent, the parent/guardian must call the school office by 8:30 AM and notify them with a valid excuse. If the student is not at school by 10:30 AM, it will count as an unexcused absence. If the student is absent for 3 or more consecutive days a note signed by a **Doctor** must be turned into the office in order for the student to have excused absence status.

If the absence or tardy is foreseeable, the parent/guardian should send a written excuse signed by the parent in advance. Doctor, dental, music, and other appointments are to be scheduled after school hours.

## Unexcused Tardy/Absences

Tardy and absences such as

- Over sleeping,
- Delay by public transportation/traffic jam
- Bad weather condition
- Returning home for forgotten items

will be counted as unexcused. If the student is not at school by 10:30 AM without properly notifying the school, it will count as an unexcused absence.

**When a student accumulates 3 unexcused tardies, it will count as 1 unexcused absence.**

## Attendance Penalties

Failure to meet the attendance policy will have disciplinary consequences. Students with unexcused absences will be reported to parents and will be subject to disciplinary action. After 3 unexcused absences the student will be suspended. If the problem persists the disciplinary action will increase in severity.

**If a student accumulates 10 unexcused absences in a school year it will result in a loss of credits and automatic expulsion.**

# SCHOOL BUS POLICY

**If a student is not going to ride the school bus, they are required to call the bus drivers before 7 a.m. Similarly, if a student is not going to ride the bus home, they must inform the office before dismissal.**

(Phone numbers of bus drivers are available in school website.)

**The same rules that apply to students while they are at school also apply to them while riding the bus.** Students will treat each other with respect, be in proper uniform, and speak English only. No Korean language is allowed. Swearing and other foul language, as well as fighting of any kind, will not be tolerated. Buses will be monitored by the bus driver and a bus captain to supervise and record behavior issues. Drivers have the same authority as teachers and must be listened to. Any student caught violating the rules will be subject to disciplinary action, including being banned from riding the bus, and will NOT receive a refund of their bus fees.

## **Bus Rules**

- 1. Bus driver is in charge**
  - He is to be obeyed without question,
  -
- 2. Riders are to remain seated and wear seat belt when riders are inside the bus.**
  - Assigned seats necessary
- 3. Hands, arms, and head are to be kept inside bus**
- 4. No yelling or shouting**
  - Keep voices at talking level
- 5. Bus driver can make any other rules he feels necessary**
- 6. This procedure will be followed:**
  - A. 1<sup>st</sup> offence – a warning and a trip to the principal’s office**
  - B. 2<sup>nd</sup> offence – detention after school**
  - C. 3<sup>rd</sup> offence – corporal punishment and/or 3 days  
Suspension (cannot ride the bus)**

## **Leaving School Grounds**

Students may not leave the school grounds during school hours without permission. Violating this rule will result in serious consequences.

## **Medical Health Guidelines**

- No staff member will be allowed to administer any medicines without parent authorization in writing.
- All medicines must be kept and administered at the school office. A note signed by a parent with the following information will be required:

Name of child  
Name of drug  
Dosage  
Frequency

- Students are responsible for coming at the proper time to the office for medication
- Teachers should be notified of any health problems such as asthma, headache, allergies, etc.
- First aid will be administered either by the office staff or by first aid certified teachers.
- Serious injuries will receive immediate emergency services of the city.
- Parents are required to submit a signed Emergency Information Card listing physician numbers. Parents are asked to call the school and update the information on the card if changes occur during the year.

## **Illness**

- A Student with fever above 39 degrees will be sent home.
- A Student who vomits during the day will be sent home.
- Any rash or eye infection may require a child to be sent home when there is a question of contagion. A student may return to school when a physician states he/she is no longer contagious or when symptoms disappear.

# Dress Code

All students are required to wear the approved GCS uniforms and PE uniforms and will conform to the following code.

Uniforms must be worn to and from school unless permission is given by the supervisor.

**Please look on GCS website for information on ordering uniform.**

- **Outside of the school building:** Students must wear uniform at all times.
- **Inside the school building:** Students must wear their uniform into class.
- If students choose to wear a t-shirt or undershirt underneath their uniform shirt, it must be plain white with no words or visible design.
- Skirt, short lengths will be no shorter than 2 inches above the top of the knee.
- Belts, socks (white, navy blue or black), or tights will be worn.
- Other garments (i.e. coats, jackets) will not be worn during school hours. Winter coats and jackets may be worn outside during P.E., recess and field trips.
- All clothing must be clean, in good repair, and well pressed at the start of each day
- Pants should touch shoe tops and not drag on the ground.
- Shoes must be low heeled, polished, and in good repair. Shoelaces are to match the color of the shoes. Athletic shoes are required for P.E. classes. Sandals and high-heeled shoes are not allowed.
- Make-up and nail polish is not allowed in school while you are in uniform.
- No more than one earring per ear with earring that does not hang down from the ear. Earrings are not allowed for boys.
- Hats, caps, and sunglasses may not be worn in the building

Hair must be neatly styled and clean. No hair that has been dyed in an unnatural manner will be allowed. No excessive visible decorative items may be worn. Teachers have the authority to tell students to cut their hair if they are not following guidelines, and failure to follow will result in disciplinary action.

## **Haircuts**

**Boys:** haircuts must be off the collars and away from the face and out of the eyes.

**Girls:** Hair must be away from the face and out of the eyes.

**The principal is given the authority and discretion to determine whether a student's dress is appropriate.**

## **P. E. uniform:**

- GCS issue track pants or shorts
- GCS issue jacket and t-shirt.
- White socks, athletic shoes

Students will not be allowed to participate in P.E. if they fail to be in complete P.E. uniform each P.E. period. Repeated offenses will result in a demerit. Clothes must be taken home and washed after every P.E. class.

Students can obtain an additional P.E. uniform and rotate them every class.

**Note:** No student is excused from the required physical education course without a doctor's written excuse.

## **Free Dress Guidelines**

- Free dress days are only for summer school and specific days during the year.
- Clothing with objectionable writing, pictures, and advertisements will not be worn to school.
- No tank tops, sleeveless shirts, or undershirts are allowed
- Shorts and skirts will be modest and its length should be no higher than two inches above the knee
- Socks will be worn with shoes at all times.
- Pants and shorts should be not baggy

**Boys:** All shirts except T- shirts or Polo shirts will be tucked in and buttoned.

**Girls:** Midriff's and halters are not permitted.

**Guests:** When parents/guests are at school we ask that their Dress is consistent with the school standards.

# Social Respect and Other Disciplines

## Three Central Principles:

- Respect for Authority
- Honesty
- No violence

## Language Policy

Global Christian School adheres to an English-only language policy. The faculty of this school considers this matter seriously and *enforces* a strict English-only language policy at school at all times. Students may only speak Korean with the principal for counseling purposes when permitted by the principal directly.

## Opposite gender relationship

At GCS we are interested in helping our students grow into healthy, self-confident men and women. It is very important that students have a chance to learn who they are, before they begin a relationship with someone of the opposite gender. For this reason we strongly discourage students to enter into a dating relationship during their elementary or high school years. Dating relationships between students at GCS will not be accepted.

We ask our young men to lead the way in this, and treat our young ladies with total respect.

## Other IMPORTANT notes:

Students are prohibited from smoking, use of alcoholic beverages, use of narcotics, swearing, viewing or discussing pornographic items, and other questionable practices. A student who engages in this behavior will receive serious disciplinary action.

Media devices (MP3, CD players, etc.), questionable trading cards (Yougio, Pokemon, etc.) and chewing gum are not permitted on campus. If any of these items are found they will be permanently confiscated. As will guns, cigarettes, alcohol, narcotics, matches, lighters, or knives.

**\*\*Cell phones may be kept in the designated area only. If a cell phone is found on the student during school hours it will be permanently confiscated\***

# Discipline

When a child's attitude is not in accord with school policies or principles, the child will be placed on probation and both parents will be called for a conference. If the administration feels the situation has not changed within a designated time, parents will be asked to withdraw the child.

## **Detention**

Disrespect for school rules and principles will result in detention. Other consequences include suspension and expulsion if deemed necessary by the Headmaster.

When a student receives a detention, a "Corrective Action Notice" is sent home with the student and is to be signed by the parents. The next day the slip is returned and the detention time is served.

If a student earns 3 detentions in one quarter, the student will be suspended for one day. If the student earns additional 3 detentions after the suspension in the same quarter, the student will be suspended for 3 days and a conference will be called with the parents to determine the student's future enrollment at GCS.

## **Corporal Correction**

Corporal correction is used only when the child has failed to exercise self-restraint and to apply Biblical principles. When corporal correction is deemed necessary the following procedures will be applied:

1. The school will send a corporal correction notification form home which the parents sign verifying awareness of the policy and giving their agreement to spank their child.
2. The following day, the staff administering the corporal correction will discuss the offense with the child, pray with the child, and then administer correction.
3. After corporal correction is carried out, the staff member will pray once more with the child, review the offence and show him Hebrews 13:17. The child will then request that the Lord forgive him for this violation and help him obey God's word and those people God has placed in his life to train him.

4. When all the above procedures are carried through the child will be sent back to Class.

*"Obey your leaders and submit to their authority...."* (Hebrews 13: 17a)

*"For these commands are a lamp, this teaching is a light, and the corrections of discipline are the way to life."* (Proverbs 6: 23)

## Academics

### Grading Scale Detailed:

<u>Percentage</u>	<u>Grade</u>	<u>Point</u>
100~94	A	4.0
93~92	A-	3.7
91~90	B+	3.3
89~86	B	3.0
85~84	B-	2.7
83~82	C+	2.5
81~74	C	2.0
73~72	C-	1.7
71~70	D+	1.5
69~66	D	1.0
65~64	D-	0.7
63 ~ 0	F	0.

## **Academic Integrity**

The following statements will address the questions regarding various academic situations and possibly answer some of the questions raised by students, parents and teachers for clarification. These are guidelines to help with each individual situation.

### **Homework:**

Homework assignments are given as part of learning. It is considered appropriate to get help from others. However, copying another student's assignment to make teachers think you did your homework is considered "cheating."

### **Tests and Quizzes:**

The following are examples of unacceptable behavior when it comes to tests and quizzes.

- Discuss the test or quiz with someone who had already taken it
- Using "cheat notes" during tests and quizzes
- Looking over at another student's test or quiz paper during a test or quiz
- Talking to another student during test or quiz
- Allowing other student to look over at your paper during a test or quiz
- Possessing a copy of the test or quiz beforehand
- Taking another student's test or quiz

### **Plagiarism:**

It is unacceptable to steal the work of others as your own.

- Copying specific ideas from an author or copying large portion of their work completely
- Downloading or purchasing papers written by others

## **Academic Probation Guidelines**

While most students are able to achieve success in their academics, there are students who may not achieve their full potential. The following are general guidelines that GSC uses to determine whether a student should be placed on "academic warning", academic probation", or asked to withdraw from school.

Students who are transferring from other schools may be put on academic warning at the beginning of their enrollment at the discretion of the Principal.

**At the end of first quarter:**

If a student has grades 70% or below in two or more classes, the student will be placed on Academic Warning. A note will be sent home to the parents encouraging them to meet with the teacher to make steps to improve the child's learning.

Any student placed on academic warning at the beginning of school year and has 70% or less in two or more classes, will be placed on Academic Probation.

A letter will be sent home and the student will be given one more semester to improve his or her grades. If the grades are not improved, the student will be asked to withdraw from school.

**At the end of second quarter:**

Same as above for students who have had no previous record of academic difficulty:

For the student who was put on academic warning in the first quarter and has two or more second quarter grades at 70% or below will be put on Academic Probation. The student will be given one more semester to bring up the grades or he/she will be asked to withdraw from school the following year.

If the student has raised their second quarter grades above 70% the student will be removed from Academic Warning.

**At the end of the third quarter:**

Same as above for students who have had no previous record of academic difficulty:

If the student continues to have 70% or below on two or more third quarter grades the student will be placed on Continuing Academic Probation.

If the student has raised their third quarter grades above 70% will be removed from Academic Probation and will be placed on Academic Warning.

If the student continues to have academic difficulty and fails to raise the grades at 70% or above on two or more second semester grades, a letter will be sent home to the parents from the Principal encouraging them to make an appointment with the teacher to make a plan of action for the student.

### **Academic star**

At the end of each quarter students' GPA will be evaluated. Those who fit the requirements will be awarded an academic star. This star is placed on the school jacket by the principal, and symbolizes academic excellence and leadership. In order to maintain this symbol, the student must keep up a satisfactory GPA as well as be available to assist other students in their studies.

### **Progress Reports / PTC**

The grading system of our school is designed to give parents a true indication of the student's progress or lack thereof.

Progress Reports are given to students to present to their parents following each nine-week period. The report is to be signed by the parent and returned to the school promptly. There will be two P.T.C.(Parent-Teacher Conference) scheduled per each school year.

### **Transcripts**

A copy or an original copy of a transcript can be requested.

The process takes approximately 4 days from the time of request.

A fee of 5,000won must be paid to the Office for each copy.

### **Graduation Requirements**

A minimum of twenty-three units of credit is required for graduation. A prescribed course of study will be determined through a conference among the staff, parents, and student.