

# SCS Student Handbook

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Christians must be different from the world in thought, speech, actions and appearance. SCS has adopted the following standards for its students in order to emphasize the distinctiveness of the Christian lifestyle.

## Honor Code

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### To Be Honest And Truthful

SCS will not tolerate lying, cheating, stealing or damaging school property (Romans 12:17; Ephesians 4:25).

### To Be Physically And Mentally Pure

SCS will not tolerate any immoral behavior including ungodly music, swearing, smoking, drinking or pornography (Ephesians 5:11; James 4:4; Romans 12:2)

### To Be Obedient And Respectful

Students must treat faculty and staff with respect and honor both openly and in private, whether spoken or written. They must also have courtesy and respect toward each other (Eph.4:32; Phil.2:3–4).

## Admission

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1. Students in the junior high and high school are expected to profess Jesus Christ as their Lord and Savior. Every student is expected to attend a Bible believing church every Sunday.
2. Students from 5th–12th grade must demonstrate a certain level of proficiency in English based on the SLEP (Secondary Level English Proficiency) Test. Students who have studied in an English speaking country two out of the last three years are exempt.
3. Prospective students must submit transcripts in advance of enrollment.
4. Registration and fees must be paid before any student may attend class.

## School Hours

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For purposes of this handbook, school hours are 8:45am to 3:45pm.

Students are not allowed to leave the school premises during the school day without permission from the office or a faculty member.

## Dress and Appearance Regulations

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### Grades 1–4

Boys: Navy blue or khaki pants and collar shirt (no tee shirts).

Girls: Skirts with collar blouses or dresses.

## Grade 5–12

### Boys

**Dress:** The school uniform consists of a collar shirt, necktie and navy blue or khaki in pants in a traditional cut. Winter shirts and long sleeve SCS knit shirts must be smartly tucked in. A belt must be worn at all times.

**Hair:** The hair must be crewcut or traditional combed down style (“kongmuwon” style). Hair should not be bushy, with sides and back of hair tapered. Hair must be above the ears and the collar and at least one finger’s width above the eyebrows. Hair should never be spiked or combed in a manner that appears spiked. Hair must be natural (in color, not dyed, and not permed).

**Jewelry:** Boys are not permitted to wear necklaces, bracelets or earrings. Body piercings and tattoos are not permitted.

**Shoes:** Only sneakers or dress shoes (sandals with socks will be permitted for inside wear).

### Girls

**Dress:** The school uniform is a gray skirt with a white front button down blouse. (T-shirts are not acceptable). Skirts must be knee length. (touch the floor when kneeling). Black tights must be worn in winter.

**Hair:** Must be feminine (not too short), exercise great care in dying - dark brown only - no blond, streaked or red colors.

**Jewelry:** only one button earring per ear, in the ear lobe; no other body piercings. A minimum of makeup is permitted to cover blemishes, and only clear nail polish.

**Shoes:** no high heels or platform shoes, sandals are acceptable in warm weather.

### Both

Summer shirts or short sleeve SCS knit shirts may be worn loose. In winter uniform sweater vest or blazer will be permitted in class but no outer coats or jackets with hoods except for the SCS hoodie.

Students who do not come to school in proper attire must rent proper attire from SCS or be sent home to retrieve it.

Students must come to school and leave dressed in their school uniform. Changing clothes at school is not permitted except for physical education.

Uniforms may be purchased at Ivy Club Uniform Shop (+82 2–876–1947) located on the 2nd floor of the Kwanck Plaza Shopping Center near Seoul National University subway stop. Tell them you are from Seoul Christian School.

All students are required to have their uniforms by the end of the first week of classes.

## Student Relationships

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1. No cliques, ostracizing (wangta), or hazing of any student(s) by any other student will be permitted under any circumstances for any reason.
2. No touching is allowed: boys may not touch girls, girls may not touch boys, boys may not touch other boys.
3. Gripping, criticizing or complaining about the school, rules, faculty or administration will not be permitted for any reason.
  - 4 Students may not enter karaoke (noraebangs), PC rooms, video/DVD rooms or ANY dark, cigarette-smoke filled place with loud music and ungodly influences.
4. Students are expected to warn and/or report students who violate any school rule,

especially cheating, swearing and vandalism. Students who knowingly tolerate the misconduct of others are guilty of the same offense. Those who cheat will receive an automatic zero for that assignment or test.

5. Students must respectfully obey all faculty and staff members regardless of whether they are elementary, secondary, or in the office.

## General Regulations

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1. Students may enter at 8:15 and go to Study Hall downstairs. No student(s) may be alone on any floor at any time unless he is in the presence of a faculty member.
2. Parents are requested not to burden students with hakwons other than music, math or sports (e.g. taekwondo). Attendance at hakwons must not interfere with any SCS functions including after school activities.

## Lost and Found Items

Items that are lost are put in the lost and found bin where they may be reclaimed. Items not reclaimed after a week may be thrown away. Students are urged to clearly mark all belongings.

## Prohibited Items

1. Students must not bring Korean books, knives, liquid whiteout, gum(5,000won fine) or food other than one's lunch onto school premises. No food, snacks, or drinks may be eaten except in the cafeteria.
2. Handphones and MP3 players must be turned in to the home room teacher during the school day, not in the locker or with the student. Handphones and MP3 players must not be used on campus at any time. The campus includes the road in front of the school. Violation will result in confiscation.

## School Property

1. Students are expected to take care of the facilities and property. Students will pay for any damage which they cause.
  2. Most of the textbooks are paperback and the property of the student, but library books and some textbooks loaned to the student by SCS must be handled with care. They must not be written in or marked in any way. The student will be charged for any damage done to the book through misuse.
- Sickness & Medication
3. Students who have a fever, chronic cough, stomach ache, diarrhea, or pink eye should not be sent to school.
  4. SCS will bill the students for medicine needed for occasional unexpected headaches, stomachaches or bandages.
  5. If a student feels sick and wishes to go home, the parent must first be contacted to decide whether and how he should go home. SCS has no facilities or personnel for sick students to remain on campus.

## Lockers

Junior and senior high school students will be assigned a locker. Students are expected to keep their possessions in the locker and nowhere else. Lockers must be kept neat with the door closed.

## Off Campus Conduct

1. Students must not listen to any music that is against Christian standards including rock-and-roll, R&B, rap, hip-hop or pop songs.
2. Students must not post inappropriate material by means of internet, text messaging or any other communication device. This includes offensive remarks about any teacher or student, criticism of SCS, or use of bad language. It is strongly recommended that all students not have social network accounts such as Facebook or Kakao Talk. 1st–8th graders may not have social network accounts.

3. Students must not watch inappropriate TV programs, DVDs, look at pornographic computer sites or magazines, or play violent computer games.
4. Students must not smoke or drink or engage in immorality - violation of this is subject to immediate dismissal.
5. Students must not intimidate, threaten, harass, or bully any other student either by look, word, or action at any time.

## English Only

English only must be spoken while on campus except foreign language classes. Students who violate this rule will be subject to discipline. The campus includes the road in front of the school.

## Academic Probation

Students who transfer with low grades from other schools, or SCS students who receive two or more 'Ds' and/or 'Fs' in any marking period will be placed on academic probation for each successive marking period until his grades improve. Any student on academic probation must attend study hall (3:50–4:30). If academic performance does not improve the student will be asked to withdraw. Any student who receives an F must attend summer school.

## Attendance

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### Absenteeism

1. If a student is sick, parents must notify SCS by 9:00AM.
2. Up to five excused absences are permitted (for sickness, church retreat, or travel with parents). Students with a planned absence (travel or retreat) must bring an absence permission form to be signed by each teacher at least three days in advance.
3. Additional absences due to illness (up to five) must be accompanied by note from a doctor to be excused. An interview with the parents will be required if there are more than ten absences in a semester. A student with twenty or more absences jeopardizes promotion to the next grade.

### Tardies

1. A student who is tardy must report to the office first. After five tardies the parent must be called for verbal acknowledgement before the student is admitted to class each successive time after five.
2. After ten tardies in a semester an interview with a parent to seek a solution is required before readmission. Continued tardies after this point may result in loss of credit for the course and/or promotion to the next grade.

## Finances

Seoul Christian School operates totally on student tuition. Therefore SCS does not normally provide discounts. Tuition is paid on a quarterly basis which is due on the first of the month.

After the 5th a 5% late fee will be charged. If the tuition is 20days in arrears (or one week in the case of monthly pay), the student will not be permitted to attend class. If this happens again the student will be suspended immediately.

## Behavior

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Students whose attitude, words and conduct are not in line with the spiritual standards of SCS will be asked to withdraw. Attendance at Seoul Christian School is a privilege, not a right.

This handbook should not be considered an exhaustive listing of all the regulations. SCS may change or add a regulation as the need arises.

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*Last Revised 2015.02.07*