**Student Handbook**

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**2021-2022**

**Peniel School**

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Peniel School Rules and Regulations

## **Vision**

"Arise, Shine!" (Isaiah 60:1)

## **Mission Statement**

Peniel School educates students to be global leaders being used as pathways of blessing in all nations.

## **Value**

God-centered real education by the true love of God

## **Goals**

PENIEL is a Christian college preparatory private school that not only educates students to be the born again Christian with sound spirituality, exemplary character, and biblical world view but also challenges them with rigorous academic programs specifically tailored to prepare them for the demands of higher education of STEM (Science, Technology, Engineering, Mathematics). PENIEL aims to prepare students to be righteous people of God to contribute, to influence, and to thrive in a heterogeneous environment. PENIEL will enable students to develop skills to achieve their goals and in turn to be innovative global Christian leaders in their respective fields and of their generation.

According to the mission statement, PENIEL emphasizes two goals in our education.

1. To educate students to live according to the word of God. When students encounter God personally, they experience radical changes in not only spirituality and personality but also characters and attitude. The students surely live a life adapted to Christian ethics and they will have a powerful influence on communities and societies they are in. To accomplish this goal, we emphasize everyday chapel, reading and writing the Bible, retreat, vision trip, and religious counseling.

2. To provide a stimulating and challenging education that prepares and inspires students for successful academic careers. To accomplish our goal, we emphasize STEM curriculum. Parts of our education are the development of skills in writing and oral communication, acquisition of mastery in subjects, critical thinking, and understanding social responsibilities.

PENIEL provides a creative, loving, and academic environment for students to grow socially, emotionally, physically, and spiritually through individual and group learning experiences. Students are guided and nurtured by carefully chosen Christian teachers, administrators, and ultimately be under the Lordship of Jesus Christ so that they might live according to His words. Peniel encourages all students to grow in a personal relationship with Jesus Christ and to emphasize the value of the eternal soul, the worth of the individual, the love of God for man, and the kinship of all people as taught in the Holy Scriptures while providing students with the opportunity for achieving academic excellence.

## **Statement of Faith**

1. We believe the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God (II Timothy 3:15; II Peter 1:21).
2. We believe there is one God eternally existent in three persons -Father, Son, and Holy Spirit (Genesis 1:1; Matthew 28:19; John 10:30).
3. We believe in the deity of Christ (John 2:11), His virgin birth (Isaiah 7:14; Matthew 1:23; Luke 1:35), His sinless life (Hebrews 4:15; Hebrews 7:26), His miracles (John 2:11), His vicarious and atoning death (1 Corinthians 15:3; Ephesians 1:7; Hebrews 2:9), His resurrection (John 11:25; 1 Corinthians 15:4), His ascension to the right hand of the Father (Mark 16:19), His return in power and glory (Acts 1:11; Revelation 19:11).
4. We believe in the absolute necessity of regeneration by the Holy Spirit for salvation because of exceeding sinfulness of human nature and that men are justified on the single ground of faith in the shed blood of Christ; only by God's grace and through faith we are saved (John 3:16-19; John 5:24; Romans 3:23; Romans 5:8-9; Ephesians 2:8-10; Titus 3:5).
5. We believe in the resurrection of both the saved and the lost; the saved are unto the resurrection of life, and the lost are unto the resurrection of damnation (John5:28-29).
6. We believe in the spiritual unity of believers in our Lord Jesus Christ (Romans 8:9; 1 Corinthians 12:12-13; Galatians 3:26-28).
7. We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life (Romans 8: 13-14; 1 Corinthians 3:16; 1 Corinthians 6:19-20; Ephesians 4:30, 5:18).

## **Parental Commitments**

Parents pledge to cooperate with and support PENIEL in encouraging their child to follow its Christian teaching, upholding the authority of the administration, faculty, and staff in the matter of discipline, and in supporting the academic process. Furthermore, parents agree to employ Christian love, forgiveness, charity, and wisdom in all dealings with the administration, faculty, staff, other parents, and students in Peniel realizing that how they behave towards others is very likely to be imitated by the child. Parents pledge to abide by and support, in spirit and practice, all policies and procedures that govern Peniel. Parents will do or say nothing that would undermine or damage the authority or reputation of the teachers and PENIEL concerning other parents, other students, or their child. If for any reason, your child does not respond favorably to PENIEL, parents will do everything in their power to cooperate and help their child make the necessary adjustments. If these adjustments cannot be made then the parents agree to withdraw their child respectfully from school. Parents understand and agree that failure of either the parents/guardians or child to comply fully with the established regulations, codes of conduct, school policies and procedures, or the failure to meet financial obligations to the school may forfeit their child's privilege of attending PENIEL.

## **Student objectives**

1. To believe and acknowledge the presence of living God in their lives and His governance of all things
2. To love and respect themselves and practice virtuous thoughts, proper words, and exemplary behavior in consideration of others in the community
3. To observe all school rules and fulfill all responsibilities with honesty, integrity, and a positive attitude

## **Student life**

1. Students are encouraged to plan a virtuous life by God’s calling and live it in a school setting.
2. In dealing with student discipline matters, PENIEL strives to implement reward rather than punishment, compliments rather than condemnation, and freedom rather than strict restriction to direct students onto the right path.
3. Through regular counseling and systematic mentoring for individual students, PENIEL will examine the students’ needs and work towards equipping them.
4. The disciplinary system has been designed to effectively administer student discipline and minimize the conflicts between parents, teachers, and students.

## **Student behavior**

1. Students are expected to behave in a manner conforming to Christian standards both on and off-campus.
2. MP3 players, CD players, hand-held gaming devices, or any other multimedia devices are prohibited during the school day. However, they may be permitted at times at teachers’ discretion so long as they are used for academic purposes.
3. All mobile phones are prohibited to ensure an appropriate academic atmosphere. Should a student need to contact home, he or she may use the phone in the administration office.
4. Students must not engage in verbal abuse, intentional exclusion, or physical aggression against other students. Depending on the degree of such behavior, the offending student may be subject to disciplinary action, including physical discipline, short-term suspension, long-term suspension, or expulsion.
5. A student who enters an adult entertainment establishment, such as but not limited to a bar, club, or massage parlor, will be disciplined. Also, anyone who knowingly aids a student committing such an offense will be disciplined.
6. PENIEL permits wholesome, healthy relationships between two students of the opposite sex within the boundaries of school rules and regulations. However, AGAPE does not support students with having romantic relationships. If students are found to be dating, they will be asked to meet with school counselors.
7. Non-academic articles (obscene magazines, comic books, pictures, CDs, food, clothes, cosmetics, hair care products, etc.) are not allowed on school property. Anyone in possession of these items will be disciplined, and the items will be confiscated.

General Policies

## **Attendance**

Students must work towards maintaining good attendance. Parents are encouraged to help and motivate students to faithfully fulfill their attendance responsibilities.

*Arriving at School*

All students are expected to be in homeroom before 9 a.m. Failure to attend the homeroom constitutes a tardy. Students who are tardy after the first chapel period without notifying the school will be marked unexcused absent. If, however, it was due to unforeseen circumstances, students will be marked present. All students are required to attend the first chapel period every day.

*Early Dismissals*

Early dismissal is allowed for illness and emergencies through student-teacher meetings and parent-teacher meetings (over the phone). If the school determines that the reasons provided are unjustifiable, early dismissal will be denied. Leaving the school property in violation of the school’s decision constitutes an unexcused early dismissal (or skipping) and will result in disciplinary action and a reduction of daily participation grades.

Students must obtain a dismissal report and submit it along with proper documentation providing reasons for early dismissal (medical reports, doctor’s notes, etc) to their homeroom teachers. Failure to do so will result in an unexcused absence.

Three early dismissals will constitute one excused absence. Students who require long-term medical care are encouraged to make their appointments outside of school hours or to take a leave of absence and focus on their medical treatment. All foreseeable early dismissals (excluding unavoidable circumstances such as illness and emergencies) must be notified to the homeroom teacher at least five days in advance. Failure to do so may result in disapproval of early dismissal. Any student who leaves school under such a circumstance will be marked as an unexcused absence.

If a student reports his or her early dismissal four days in advance, then it will be counted as an unexcused early dismissal. Students must include emergency contact information on the early dismissal form.

*Excused Absence*

Absences are permitted under exceptional circumstances. If possible, a written request for absence must be submitted to the homeroom teacher five days in advance. Such a request may be denied at the homeroom teacher or vice principal’s discretion. If a student fails to appear despite the denied request for absence, he or she will be marked unexcused and be subject to disciplinary action.

The maximum number of excused absences allowed is three per semester. However, it may be extended through discussion in a conference with the homeroom teacher and/or the vice principal in the event of extreme circumstances. Even during absence, a student is still under obligation to retake tests or submit late assignments according to the teachers’ instructions. Failure to complete tests or submit assignments may result in an automatic fail grade. Retests or make-up final exams may be allowed at the subject teacher’s discretion, and the incurred expenses must be paid for by students. Students are given one school day for each excused absence to make up their course work. Upon returning to school it is the student’s responsibility to talk to their teachers about missing homework and making up any course work.

On the first day back to school after an absence, a student must submit an absence note lest he or she incurs an absence. In case of an illness-related absence, a student must submit a medical report along with an absence note. All foreseeable absences (excluding unavoidable circumstances such as illness and emergencies) must be notified to the homeroom teacher at least five days in advance. If a student reports his or her absence four days in advance in case of a non-emergency, foreseeable absence, half or more of his or her excused absences will be marked as unexcused absences.

*Unexcused Absence or Early Dismissal*

An unexcused absence is defined as an absence from school that was not planned or authorized by the school. Unexcused absences may be the result of failure to comply with school policies regarding family trips or other excused absences. Students may also be issued unexcused absences for skipping or if they are dismissed from school due to improper dress code. Despite the reason for an unexcused absence, the student will be issued the necessary disciplinary action for unexcused absences, and receive 0% on their course work for that day. Students are unable to make this course work up.

*Field Trips*

Students may participate in field trips involving their groups or family. Students must submit a written request for absence and a travel plan at least five days in advance to homeroom teachers. In turn, homeroom teachers are required to report this matter to the vice principal. The maximum number of days in one school year that may be used are three excused days. Seniors are only allotted one day for field trips. No student is allowed to take field trips with family or outside organizations during the midterm or final examination periods.

Within three days after receipt of the required documents, the school will notify the decision. Students must adhere to the school’s decision regardless. If a student proceeds with the field trip despite the school’s disapproval, the number of days he or she is not present at school will be marked as an unexcused absence. Furthermore, he or she will be subject to disciplinary action. If approved by the school, a student is permitted to participate in a field trip. On the first school day after the trip, a student must submit a field trip report to his or her homeroom teacher. The report has no fixed format and may be written freely (no more than a page on A4 paper).

*School Closure*

The principal may order emergency school closure in case of natural disasters. Upon approval by the School Committee, the vice principal will notify homeroom teachers about emergency school closure and homeroom teachers in turn will contact parents individually to inform them in detail. Homeroom teachers must have the emergency contact information of each student.

*Skipping*

Any student that does not attend their properly scheduled class without the consent of the subject teacher will be considered skipping. Students will be considered skipping if they fail to report to the class 15 minutes late without a proper pass from a counselor or teacher. If students leave campus at any point during the school day (even during lunch) without required permission it will be considered willful skipping. The punishment for skipping will be determined by the disciplinary committee according to the disciplinary guidelines.

*Hall Passes*

Students are to remain in their classrooms at all times unless they receive specific approval from the homeroom or subject teacher. Any faculty or staff may ask a student why he or she is outside of the classroom at any time. If the student cannot produce a legitimate reason, then he or she will be subject to disciplinary action.

*Loitering*

It is assumed that students will leave PENIEL campus unless they are participating in approved afterschool activities by 6:30 p.m. Any students that are caught loitering and causing problems before or after school hours may face disciplinary action if the problem persists.

## **Visitors**

PENIEL is a closed campus and visitors are not encouraged outside of scheduled appointments. All visitors must obtain a visitor's pass from the administration office before proceeding through the school building.

## **Honoring Teachers**

1. Teachers cannot receive any gifts from parents or students. Violation of this rule will result in an investigation by the school committee and appropriate disciplinary action.
2. Unreciprocatory gifts may be permitted for special occasions (marriage, funeral, teacher transfer, student transfer/relocation).
3. To express their gratitude to specific teachers, parents can make donations to PENIEL in honor of their favorite teachers.
4. A letter of appreciation to a teacher is highly recommended.
5. Teachers cannot request from parents any type of assistance or support except prayers.

Student Conduct

## **The Golden rules**

* 1. Be Kind and Helpful
	2. Be Respectful
	3. Listen
	4. Work Hard
	5. Be Gentle
	6. Be Honest

### **Language**

1. As the disciples of Jesus Christ, students are expected to use appropriate language.
2. Use of vulgar, profane, and obscene language will result in disciplinary action. A student, who continually uses such language, will be issued higher levels of disciplinary action.

### **Relationships**

1. Students must at all times submit to the authority of the teacher and exhibit respect and obedience.
2. Through the love of Christ, teachers must disciple their students and train them to live Christ-like daily life.
3. If a student wishes, he or she can have a private meeting with a teacher. The teacher must be attentive and receptive to the student’s needs in the meeting. When setting the time for the meeting, both a teacher and a student should take into account each other’s schedule.
4. In an attempt to protect teachers’ privacy and maintain their personal space, PENIEL will allow parents to contact teachers only during their office hours (8:30 a.m. -5:30 p.m.). In case of emergency, however, this rule may not apply.

## **Dress Code**

Students are to maintain the appropriate appearance and personal hygiene (hair, nail, clothing, etc.) suitable for a school setting. It is the responsibility of students to maintain acceptable standards of personal hygiene. Failure to do so may result in the imposition of appropriate disciplinary actions such as Saturday Detention.

*Male Students*

* 1. An acceptable, well-groomed haircut is required of all male students.
	2. Permanent waves, bleached or dyed hair color, layered cut, and asymmetrical haircut are prohibited.
	3. Excessive alteration of the school uniform (both top and bottom) is not acceptable. Appropriate length and width of the uniform jacket and pants must be maintained.

*Female Students*

1. Hair shall be no longer than 10 cm below the shoulders. Unusually long hair must be properly tied up.
2. Permanent waves, bleach, hair color, and flat iron/curling iron hairstyles are prohibited.
3. The uniform jacket, shirt, and skirt cannot be altered excessively. The skirt must be no shorter than 3cm above the knee and the top must not be altered in the waist.

*Other Dress Code Requirements*

1. Students are permitted to wear only closed-toe sneakers or athletic shoes. Dress shoes, flip-flops, and sandals are prohibited.
2. Only backpacks, not handbags or cross body bags, are allowed on school property.
3. Accessories (earrings, nose rings, and other types of piercings) and tattoos are prohibited. Accessories will be confiscated and tattoos are to be medically removed.

*Retreat/Official School Functions*

Although student uniforms are not required during each semester’s retreat or other special school events, students must adhere to a dress code that follows the guidelines and vision of the school. Below are the criteria for each student’s dress:

1. All clothes must be in one piece with no holes or frays.
2. No clothing should display any symbols, words, or pictures that are sexually explicit, degrading toward people of other ethnicities, gender, or nationalities, or promotes immoral (alcohol, tobacco, or narcotics) behavior.
3. Apparel that displays occultic symbols cannot be worn.
4. Students must have clothing that covers modestly. Undergarments should not be showing. Tank tops and/or halter tops are not to be worn. All shorts/shirts must follow the guidelines of the uniform policy.
5. Students are not to wear clothes (either tops or bottoms) that are too tight. This includes tights and leggings.
6. Students are prohibited from wearing either pajama pants or *ajumma* pants.
7. All hair and other personal hygiene rules apply to all school functions.

*I.D. Cards*

Each student will be issued an identification card that they are to carry at all times. Due to the importance of the I.D. card, it is considered to be a part of the normal school uniform. The I.D. card is used for identification as well as the student’s library card. If the student loses his/her I.D. card, he or she must order a new one in the administration office. Students may not alter their I.D. card, otherwise, they will be asked to order a new one.

*Physical Education*

There is currently no specific PENIEL P.E. uniform. As such students are required to wear sports clothing that follows all dress code policies during the P.E. classes. Students are only allowed to wear their P.E. clothing during P.E. class time. The regular uniform must be worn before and after the P.E. class.

*Dress Code Violations*

A student’s first dress code violation will result in a warning being issued to him or her. If the violation is not corrected within seven days after the warning, parents will be called in for a teacher-parents conference. If the violation remains uncorrected within seven days after the conference, the student will be issued demerit points. Repeated violations after seven days will result in more severe disciplinary action, which may include suspension and/or expulsion. If the dress code violations are not corrected within four weeks after the initial warning, out of school suspension and/or expulsion may be issued.

### **Bus Transportation**

1. A school bus driver, who is in charge of student transportation, is to be conferred the same degree of responsibility as any other teacher.
2. Any student who interferes with the safe operation of a school bus will be disciplined through the following means: 1st offense-warning, 2nd offense-student/teacher meeting, 3rd offense- parents/teacher meeting.
3. Repeated misbehavior on the school bus may result in revocation of the student’s eligibility to ride the bus. Also, the bus fee will not be refunded.

## **Search and Seizure**

To maintain safety for all students, PENIEL retains the right to search to inspect all lockers, desks, classrooms, and other school property and equipment owners and operated by the school as well as personal items left in those places without notice or consent of the student. The school may request the assistance of law enforcement officials to conduct searches in extreme cases. The inspection will be performed only in the presence of students, and only the teachers of the same sex as students will perform the inspection.

If inappropriate items are found during the inspection, they will be confiscated after class and held for a while. The student in possession of prohibited items will be subject to disciplinary action. If a student found in possession of prohibited items (cigarette, alcohol, pornography, game consoles, comic books, illicit reading materials, makeup, hair care products, etc.) exhibits disobedience and disrespect to teachers, he or she will be immediately issued a red action\* for continual disobedience.

*\*Refer to Excessive Behavioral Referrals.*

Discipline Procedures

To ensure a safe learning environment throughout the school, students are held to the standards of the handbook before, during, and after the school day. As long as a student is participating in a school-related function (on or off campus), riding the school bus, attending regular classes, or on school campus before or after school they are obliged to follow the school rules. Any infraction on the rules during these situations will be seen as a breach of discipline and incur the necessary discipline.

The objective of these regulations is to promote students’ spiritual and academic growth in keeping with the Christian vision of PENIEL and establish students as the perfect and socially influential servants of God.

## **Discipline Principles**

* 1. PENIEL strives to implement reward rather than punishment, compliments rather than criticism, and freedom rather than strict restriction in dealing with students.
	2. PENIEL educates and encourages students to honestly and strictly adhere to all rules and regulations.
	3. In matters of student discipline, PENIEL prioritizes respect for students and ensuring their growth in Christ.
	4. Student intent, disciplinary history, and other relevant factors will be taken into consideration in determining the appropriate disciplinary action to ensure objective and balanced decisions based on Christian values.
	5. Through regular counseling, PENIEL will assess each student’s individual needs and create plans of action according to that student’s needs.
	6. All discipline principles are aimed at realizing PENIEL’s core vision, “Arise, Shine!”
	7. The red action system in addition to merit and demerits will serve to minimize the conflicts between parents, teachers, and students.

## **Student Discipline Committee**

The purpose of the Student Disciplinary Committee is to oversee student affairs and handle cases of student misconduct. The committee is composed of Principal Vice Principal, Director of Student Life, and Chaplain. At times, homeroom teachers may be included in the committee. The principal serves as chairperson and Vice Principal vice-chairperson to collaborate with the Principal in managing and supervising the committee. An emergency committee may be held when necessary. All disciplinary actions regarding students will be determined, announced, and imposed by the committee.

## **Merit/Demerit System**

PENIEL implements the merit/demerit system to execute disciplinary actions in the objective manner possible. The merit/demerit system is administered by the Student Discipline Committee to all students. Through this system, teachers and staff can properly guide and educate students.

Total merit/demerit points may be adjusted at the Student Discipline Committee meeting held every semester. Total points become effective immediately upon a final decision by the committee meeting members.

Some students with the highest merit points are selected every semester and presented with an award of recognition at the end of the semester.

## **Disciplinary Procedures**

If severe disciplinary problems arise, the Dean of Student Affairs may make a request to the Vice Principal for an emergency Student Discipline Committee. The Vice Principal (vice-chairperson) has the power to convene the committee if it is necessary and two-thirds of the committee members agree (required documents for the convening of the committee: written confession by student and evaluation report by the Dean of Student Affairs).

Based on the evaluation report submitted by the Dean of Student Affairs and school guidelines, the committee will decide what disciplinary action to take. The committee will take into consideration the opinion of the homeroom teacher in reaching a final decision.

If a proposed sanction against the offending student is approved by a two-thirds vote of the committee, it will take immediate effect upon the approval of the committee chair. The Dean of Student Affairs will submit a disciplinary report to the Vice Principal, and the homeroom teacher will contact the student’s parents to arrange a parent meeting. Except in case of a severe offense, the student will not be prohibited from attending classes.

Disciplinary decisions will be explained in detail to parents in a parent conference. Although parents and students have the right to appeal, the decisions may not be immediately reversed.

The entire procedure (Student Disciplinary Committee, adjustment of decision, and final notification) will take no more than 5 days after student violation: 2 days for the committee to discuss the matter, 1 day for a decision to be made, and 1 day for implementation and notice. Under certain conditions, the procedure may take up to ten days. The homeroom teacher will notify the student facing disciplinary action about homework assigned by subject teachers. The student must complete the homework lest he or she incurs additional disciplinary actions.

## **Types of student discipline**

*Probation*

The maximum term of disciplinary probation will be ten days. During the probationary period, the student will not be marked absent.

*Detention*

Detention will be held after the school day at 4:45 p.m. and last no longer than 5:30 p.m.

The student will be given at least 1 day to make arrangements to serve the detention. Detentions are not assigned to be convenient for the student and scheduling the detention should take priority over most schedule conflicts. It is the student’s responsibility to serve detentions on the assigned day. Failure to serve detention may result in further disciplinary action.

Saturday detentions will be issued to students based on the decision of the school disciplinary committee. The purpose of Saturday detention is to help students comply with school rules, and provide an effective deterrent for misbehavior through mandatory physical labor. The student assigned Saturday detention is required to complete all necessary work during the assigned hours of 9 a.m. to 4 p.m. Saturday detention dates will be determined by the disciplinary committee and should be held approximately once a month.

*In-School Suspensions (ISS)*

School absences will be excused for students serving in-school-suspension. Students will work on homework during their time in suspension. This allows the student to be removed from the learning environment while not deterring the student from his or her studies. Students will also be required to have a time of counseling with the Chaplain each of the days that they serve the ISS. Each of the school days that the student is in ISS will follow the normal 8:30 a.m. arrival and 4:35 p.m. dismissal time. Students will be required to eat lunch separately from the other students. The following rules apply.

1. Students must collect and bring their assignments before the school day that the ISS will be served
2. Students must bring all of the necessary materials for their assignments
3. Students may not sleep
4. Students will remain supervised during lunch. Restroom breaks will be allowed but may be monitored by the teacher

*Out of School Suspensions (OSS)*

If a student is guilty of a gross infraction of the school’s rules, they may be given an out-of-school suspension. The period that a student may be suspended for is a minimum of three days to ten days for a definite suspension. In special circumstances, the school reserves the right to suspend a student for an indefinite amount of time. During this indefinite period, the student may be required to report to school to receive counseling. If the student shows signs of repentance for his or her actions, they will be allowed to return to school. Students that are given an out-of-school suspension are not permitted to enter the campus unless special permission has been given. Failure to adhere to this policy may result in further disciplinary actions against the student. A meeting with the parent and student is required on the last day of the suspension before the student returns to school.

*Suspension Procedures*

The disciplinary committee is authorized to suspend students guilty of offenses resulting in any of the levels of disciplinary action. If a student is to be suspended, the process for suspension will be conducted in the following manner:

1. After a report of a student breach of discipline, the school disciplinary committee will investigate the matter, and then hold a meeting with the parent to present the evidence of the offense.
2. The student will be given both oral and written notice of the specific breach of discipline that happened. If the breach is denied by the student, the student will be allowed to be presented with the documentation of the offense, and then be able to present his or her evidence of the incident.
3. If a student poses a danger to himself or herself, other students, or school personnel, the right to the above procedure may be suspended.
4. All suspensions will take effect on the next school day after notification. The notice will include the reasons for suspension and the official dates of the suspension

*Expulsion*

If the student shows no signs of remorse or improvement in behavior but continues to inflict harm against other students and damage to the school’s reputation, expulsion may be imposed based on the combined disciplinary system. The final decision and announcement will be made within ten days after the student’s offense. During the expulsion procedure, the Vice Principal, Director of Student Life, and homeroom teacher will meet with the student’s parents in a parent meeting for an in-depth dialogue concerning his or her rights and options. Through cooperation with local communities and parents, AGAPE will make every effort to find the best alternative schools for the student.

## **Excessive Behavioral Referrals**

Students who continue to receive an excessive amount of referrals because of disruption to a lesson, persistent lateness, rudeness, or homework missed without good reason will be considered for the following course of action:

|  |  |
| --- | --- |
| Stage | Course of Action  |
| 1 | Parent contact |
| 2 | Parent Contact, Student Meeting with Student Life Teachers, a letter of apology, and Saturday Detention  |
| 34 | Parent and Student Conference with Student Life Teacher, a letter of apology, and in-school/out-of-school/indefinite suspension Parent and Student Meeting with Student Life Teachers, either indefinite OSS or expulsion  |

## **Extra-Curricular Involvement**

Students who are serving either ISS or OSS will not be eligible to participate in extracurricular activities unless specifically notified by the school. If a student does not have permission to participate but still attends, he/she will be asked to leave.

## **Additional Rules Concerning Disciplinary Actions**

Students facing disciplinary action must take tests and quizzes like the rest of the students. The homeroom teacher will hand out reviews in advance. In case the student misses tests/quizzes under exceptional circumstances, make-up tests/quizzes will be given at the Vice Principal’s discretion.

If the student currently under disciplinary action displays sincere remorse, the Student Disciplinary Committee may decide to adjust or minimize the severity of the disciplinary action.

## **Rewards**

Students worthy of recognition for their outstanding contributions on and off campus will be nominated by the Student Awards Committee and selected by the Principal. The Student Awards Committee consists of the Principal, Vice Principal, Director of Administration, Counselor, and Director of Student Life. At times, homeroom teachers may be included in the committee. Recipients of student awards may be eligible for various grants and scholarships.

*Merit/demerit System Regulations*

1. Students are assigned merit/demerit points based on the below table.
2. Further violations of school rules during a period of disciplinary action will result in additional penalties.
3. Merit/demerit points are assessed for each student individually. Also, the red action system may be used in conjunction with the merit/demerit
4. When a student has accumulated three demerit points, a private meeting may be convened at the discretion of the homeroom teacher or the Director of Student Life.
5. Red action one will be issued for a total of 9 demerit points. In this case, the student will submit a reflection/apology letter and a parent conference with both the homeroom teacher and the Director of Student Life will be arranged. Depending on the decision by the student discipline committee, the student may be assigned to Saturday Labor School or receive a short term suspension.
6. Red action two will be issued for a total of 18 demerit points or will result from a violation of a student’s short term or long term suspension.
7. Red action three will be issued for a total of 27 demerit points. In this case, the violating student will be expelled under the assumption that he or she has proven to be incorrigible.
8. Before a student reaches a dangerous level at which severe disciplinary action is inevitable, the homeroom teacher will take all possible intervention and prevention measures to keep students well-behaved.
9. In cases of serious violations, the student discipline committee may hold a special meeting and immediately issue red action, depending on its outcome.
10. The students who want to check their merit/demerit points may consult their homeroom teachers during homeroom and lunch hours.
11. The merit/demerit point system is enforced by the Student Discipline Committee and is subject to change as necessary. Any changes to the merit/demerit point system take effect immediately.

## **Cyberbullying**

Students are expected to maintain Christian ethics inside and outside of PENIEL campus. PENIEL students are expected to treat each other and teachers with respect. Any material that is transmitted or published by cell phone or other electronic means that threatens degrades, disrupts, or is obscene or sexually explicit will be considered harassment. Students are to respect people despite race, ethnicity, gender age, disability, academic ability, or political beliefs. Such actions are subject to disciplinary action including counseling, suspension, or expulsion. Also, such actions will be reported to local law enforcement.

## **Vandalism**

Students who purposefully destroy or deface school property will be financially liable and will receive an out of school suspension.

## **Prohibited Items**

To keep a safe and healthy Christian environment at PENIEL, the school prohibits students from having any of the following items on campus: adult material (magazines, photos, or videos), alcohol, cigarettes and lighters, drugs, knives or other weapons, and unnecessary comic books or electronics. Inappropriate or unnecessary clothing may also count as a prohibited item.

## **Disciplinary Action**

Any breach of discipline that falls within a particular level of disciplinary action may incur one or more actions from the list for that category.

**Merit/Demerit Point Table**

|  |  |  |  |
| --- | --- | --- | --- |
| **Category** | **Description of Violation/Merit** | **Merit** | **Demerit** |
| Observance of School Rules | Use of cellular phones and other electronic devices such as MP3 players during school hours |  | -1 |
| Inappropriate hairstyles |  | -1 |
| Inappropriate clothing and accessories |  | -1 |
| Poor participation in chapel, homeroom, and other school activities |  | -1 |
| Abuse or misuse of school equipment |  | -1 |
| Possession of such prohibited items as cigarettes, lighters, and/or (sexually) immoral magazines and videos. |  | -3 |
| Smoking, drinking, theft, vandalism, gambling, entering adult entertainment establishments |  | -5 |
| Dishonesty (lying or cheating) |  | -3 |
| Creation of new clubs without the school’s approval, and/or promoting dissension against the school |  | -2 |
| Unexcused absences, leaving the school property without permission, and defiance of school policies |  | -3 |
| Using English well | +1 |  |
| Showing courtesy and respect toward others | +1 |  |
| Relationship with Other Students | Improper behavior and language towards fellow students |  | -1 |
| Improper behavior towards younger students |  | -1 |
| Improper behavior towards older students |  | -1 |
| Improper behavior towards students of the opposite sex |  | -2 |
| Physical/sexual assaults |  | -5 |
| Physical or psychological harassment |  | -3 |
| Showing kindness toward fellow students | +1 |  |
| Learning Attitude | The condescending attitude towards teachers’ instructions |  | -1 |
| Poor class preparation |  | -1 |
| Insubordination toward faculty or staff |  | -1 |
| Derision against teachers’ teaching methods |  | -1 |
| Poor class participation |  | -1 |
| Intentionally disturbing classmates in class |  | -1 |
| Academic dishonesty (aiding and abetting) |  | -5 |
| Verbal and physical offense against teachers |  | -5 |
| Helping students in the class | +1 |  |
| Exhibiting a great attitude | +1 |  |

\* If the accumulated points are over 5, the student ought to participate in our ‘Labor Program’ which is held occasionally on Saturdays.

Academics

## **Academic Load**

All students should take all subjects as prescribed and sequentially arranged in the curriculum. No student shall be promoted to the upper curriculum year if he has a deficiency in the previous year’s classes.

## **Curriculum**

The distinguishing mark of PENIEL’s academic program is that it promotes a unique biblical view toward education: to gain knowledge of the world from God's point of view (rather than man’s) through the application of principles in every area of the curriculum and school activity. This is the kernel of Christian education. The academic program of PENIEL shall be a planned program combining Christian teachers and Christian or non-Christian textbooks like Abeka, Pearson, McGraw-Hill, and Bob Johns are the core curricula used by all grades. Another curriculum is supplemented as needed by our teachers with the approval of our school board.

## **Biblical Integration**

All subjects are taught in the light of God's Word and are integrated with biblical truth. Human relationships, both student/teacher and student/student, will be built based on God's teachings, whether in the classroom, on the athletic field, or in social situations. Students are required to have their Bible for daily Bible reading during chapel. All classes will use the NIV Bible (sometimes Korean Bible too). Please make sure it is a complete version and not a storybook, etc.

## **School Term**

The Academic year starts in August and ends in June, depending on the school calendar for the year.

1st Semester (fall): August to December

2nd Semester (spring): January to June

Easter break will be observed the week before Easter Sunday.

## **Class Hours**

Students must attend classes on time. The schedules of classes are posted on the bulletin board of the school website. Each class lasts 90 minutes. Students must not loiter outside the classroom during class time, except for extreme necessity. Suspension of classes due to natural disturbances such as strong typhoons shall be rescheduled. Should there be make-up classes, parents will be duly informed. Regular classes are not held during the final examination days.

## **Examinations**

That will be a midterm exam (project week) and the final exam (formal examination week). Students have the right to know their performance. Thus, the faculty should return corrected test papers to the student:

At least two weeks after the examination, already with scores and grades.

Discuss the answers to the examination questions.

No special examinations shall be granted unless there is a valid reason. The Vice Principal and/or Principal shall examine the validity of the student's reason for not taking the examination during the regular dates.

## **Grading Scale and Grade Points**

Students of PENIEL follow a Grade Point Average system. All subjects, whether passed or failed, are included in the GPA computation. In addition to the required credits, each student must complete reading classes. Chapel attendance is also required for graduation.

Grades are recorded on the transcript and GPA is computed in December and June. Agape uses a standard GPA scale.

Information on the GPA scale we use can be found on the CollegeBoard website.

|  |  |  |  |
| --- | --- | --- | --- |
| **Letter Grade** | **Percent Grade** | **4.0 Scale** | **5.0 Scale** |
| **A+** | 97 – 100 | 4.0 | 5.0 |
| **A** | 93 – 96 | 4.0 | 5.0 |
| **A-** | 90 – 92 | 3.7 | 4.7 |
| **B+** | 87 – 89 | 3.3 | 4.3 |
| **B** | 83 – 86 | 3.0 | 4.0 |
| **B-** | 80 – 82 | 2.7 | 3.7 |
| **C+** | 77 – 79 | 2.3 | 3.3 |
| **C** | 73 – 76 | 2.0 | 3.0 |
| **C-** | 70 – 72 | 1.6 | 2.6 |
| **D+** | 67 – 69 | 1.3 | 1.3 |
| **D** | 63 – 66 | 1.0 | 1.0 |
| **F** | Below 63 | 0.0 | 0.0 |
| **I** | — | Incomplete | — |
| **W** | — | Withdrawn | — |

## **Graduation Requirements**

A minimum of 24 credits is required for graduation. In grades 9 through 12, one-half credit is awarded each semester for core subjects. A quarter-credit is awarded for each semester course for non-core subjects. Passing grades must be at least 63% to receive credit.

|  |  |  |  |
| --- | --- | --- | --- |
| **Subject** | **course** | **Credit** | **Honor** |
| **Science** | Biology | 1 | – |
| Chemistry | 1 | – |
| Physics | 1 | – |
| AP Biology | 1 |  |
| AP Chemistry | – | 1 |
| AP Physics | – | 1 |
| **Computer Coding** | Foundations of Computer Science | 0.5 |  |
| Foundations of Computer Science Accelerated | 0.5 |  |
| AP Computer Science A plus Data Structures | 0.5 |  |
| Computer Vision | 0.5 |  |
| **Mathematics** | Algebra I | 1 | – |
| Algebra II | 1 | – |
| Geometry | 1 | – |
| Pre-Calculus | 1 | – |
| AP Calculus | – | 1 |
| **Language Arts** | English 1 | 1 | – |
| English 2 | 1 | – |
| English 3 | 1 | – |
| English 4 | 1 | – |
| AP English Lit &C | – | 1 |
| AP English La &C | – | 1 |
| **Social Studies** | US History | 1 | – |
| World History　 | 1 | – |
| AP Govern. & Politics  | 1 |  |
| AP US History | – | 1 |
| AP World History | – | 1 |
| AP Microeconomics | – | 1 |
| AP Macroeconomics | – | 1 |
| **Foreign Language** | Chinese / Spanish  | 2 | 2 |
| **Bible** | Bible Truth | 1 |  |
| **Extracurricular** | PE |  | 1 |
| Art |  | 1 |
| Music |  | 1 |
| **Total** |  | 24 | 14 |
|  |  |  |  |
| **Graduation Requirement** |  | 24 Credits |  |
| **Graduation Requirement with honors** |  | 24 Credits  | + 8 AP Credits |

## **Credit Make-up**

Students that receive a C+ or lower for their semester score in any subject will be eligible to take the credit make-up classes. Credit make-up classes will be held during either the summer or winter vacation depending on need and/or teacher availability. Credit make-up scores will replace the previous score on the transcript but will have a note specifying that it was a make-up course. If a student fails the credit make-up class, another opportunity will not be given to make up the scores. All credit make-up scores are final, and cannot be changed through additional means such as final exam re-test, etc. More than two medical excused absences during the credit make-up course will constitute the student’s withdrawal from the course. If a student must withdraw because of medical issues, he/she may take the make-up course during the next available offering.

## **Incomplete/Failures**

Students who do not take the final exams for either excused or unexcused reasons will receive an “I” on their report card. If the student does not apply for the final exam re-test within one month the grade will be recorded as an “F” on the transcript.

If a student does not meet the minimum course requirements (sixty-three percent and above), he or she will fail the course. The student will receive no credit for taking the course and is encouraged to enroll in the credit make-up courses to receive credit for the failed class.

## **Transferring/Withdrawing/Exchange Programs**

Parents that wish to withdraw their student from PENIEL should follow the procedures for withdrawal/transfer. Parents must submit all required documents a minimum of 30 days before the desired withdrawal date. Failure to follow the withdrawal/transfer procedures may result in transcripts not being released.

1. Parent-Homeroom Teacher conference
2. Parent-Vice Principle conference
3. Submission of all required forms

Students who wish to go on exchange to another country for a semester or year should submit all information about the program to the Education Office. Once receiving all the information the school will evaluate if the exchange program matches PENIEL’s core beliefs and educational principles. If the school deems the program as acceptable, then all courses taken will be evaluated for transfer credit. However, if the school does not approve of the exchange program, the student will be regarded as having taken a semester/year off and will be expected to continue with the existing education plan.

High school students, who wish to withdraw or transfer before the end of the semester, will receive no credit on their transcripts for the incomplete semester. If the student does not take the final exams at the end of the semester, he or she will not be issued a credit for that semester since they have not completed all the course requirements.

## **Transcripts/Student Life Records**

If a student wishes to obtain a copy of their student life records or transcripts, then he or she must fill out the required request form on the PENIEL school website. Requests will be processed within a maximum of 4 school days during regular school days, and 10 business days when school is not in session. Urgent requests will incur extra fees. Students who have outstanding fees or incomplete discipline (Saturday Detention, ISS, or OSS) will not be issued transcripts until those commitments have been fulfilled.

## **Academic Dishonesty**

PENIEL expects all students to apply Christian ethics to their academic lives. Academically students are expected to complete their work at all times and have it done punctually. The following are examples of academic dishonesty:

1. Attempting to pass off someone else’s work as your own.
2. Completing homework for another student.
3. Plagiarism.
4. Feigning sickness to extend the amount of time to study for an exam or quiz.
5. Willfully giving answers or work to others.
6. In extreme cases, dishonesty is also considered as taking exam papers from teachers’ classrooms before the exam.

Students who are caught committing one of the dishonest acts above for the first time will receive zero percent for that assignment. If students continue to exhibit academically dishonest behavior, then further punishment such as out-of-school suspension will be implemented.

Unauthorized possession of any school-related documents included exams, quizzes, or essay papers will result in a parent conference and a 5-day out-of-school suspension.

Spirituality

## **Daily Chapel**

Every morning a chapel time will be held for our students and staff. Students are encouraged to approach chapel as worship and devotional time during which they may learn about God in a different context from the classroom. Students are required to bring Bibles and notebooks to the chapel. The format and presentation of chapels will vary occasionally. Students and/or entire classes will be given opportunities to actively participate in chapel services through special performances or special sharing.

## **Spiritual Attitude**

It is always expected that the students have mature, respectful, and appropriate behavior during chapel or retreat services. Inattentive or disruptive behavior is unacceptable. Students are required to be punctual. Students that do not arrive on time or display improper attitude during chapel will incur disciplinary action from the Student Life Committee.

## **Chapel Notebooks**

Students are required to bring NIV English-Korean Bibles and their chapel notebooks to chapel every day. Students need to take notes that summarize the chapel sermon and write the required Scriptural reading and memory verses. This steadfast and diligent attitude is encouraged so that students can find applications of sermons in their daily lives and bear the fruit of a rich devotional life.

## **Spiritual Retreat & Other Spiritual Events**

Christianity is very important for our community. The school holds retreats every semester to spiritually educate and develop students. Students will have the opportunity to focus on worship, prayer, and fellowship in a form different from the daily chapel. Students’ attendance and participation are required for all spiritual retreats that the school hosts. Depending on the nature of a student’s absence, it may be counted as excused or unexcused. Please refer to the absence policies regarding the proper method for reporting an absence.

If a student is sick or injured during the retreat, the parents will be notified, and the student will be taken to a local hospital for diagnosis. If the student and the parents agree, then the student will be dismissed from the retreat and receive excused absences.

## **Spiritual Mentorship**

Students will receive spiritual mentorship from the chaplain for one period during the school week. These meetings may consist of the following material: counseling, encouraging students to become disciples of Christ, affirming the truth when students doubt their minds about Biblical concepts and controversial topics, and finding practical applications to develop Christ-centered character in their lives. This discipleship time is especially required by the school to further develop all students according to God’s purpose.

Students who wish to receive individual, gender-specific mentorship from the chaplain or a teacher must file a request with the chaplain. The chaplain and all necessary school officials will discuss the student’s request and notify the student upon approval. All discipleship material used in these meetings will be determined by the chaplain and other necessary school officials. One-on-one mentorship must be done before/after school, or during lunch. Any other regulations about mentorship will be communicated from the chaplain to the mentoring teacher.

Extra-Curricular Activities

### **Music Lessons**

The students take systematic, well-organized lessons for musical instruments, such as clarinet, cello, flute, violin, guitar, bass, and drums.

### **Performing Arts & Club Activities**

Performing Arts (PA) maximizes creativity in the following programs: hip-hop dance, musical, and orchestra. Club activities (CA) explore diverse programs such as baseball, basketball, bowling, boxing, kendo, soccer, and woodshop.

### **Afterschool College Preparation Program**

The afterschool college preparation program (ACPP) is divided into domestic and international groups depending on the locations and types of schools our students are considering attending. Our college advisors regularly meet with students to carefully assess their strengths, interests, and academic standings for successful admission into schools of their choice. The ACPP aims to assist students in preparing for SAT, TOEFL, and AP.

**Academic Calendar 2020 – 2021**

|  |
| --- |
| **Fall Semester** |
| **Date** | **Description** |
| September 2 | First Day of School  |
| September 2-4 | New and Returning Student Orientation |
| September 5 | College Seminar |
| September 6 | School Anniversary (No School) |
| September 28 - October 4 | Global Vision Trip |
| September 20 – 22  | Chuseok Holiday (No School) |
| October 3 | National Foundation Day (No School) |
| October 9 | Sports Day |
| October 9 | Hangeul Day |
| October 15-17 | Midterm Exam |
| October 23 | College Counseling Seminar |
| November 11-15 | Vision Trip |
| November 15 | Thanksgiving Day |
| November 18-22 | Thanksgiving Retreat |
| November 22-24 | Enrollment for Winter Session |
| December 14-15 | Final Exam |
| December 15 | End of 1st Semester |
| December 16 | Application for 2nd Semester |
| December 15-January 5 | Christmas Break |
|  |

**Spring Semester**

|  |  |
| --- | --- |
| **Date** | **Description** |
| January 6 – February 17 | Winter Session |
| January 30 | Speech Contest (English, Chinese Bible) |
| February 6 | Parents’ Class |
| February 17 | End of Winter Session |
| February 18 – March 1 | Winter Break |
| February 24 – 26 | Teacher Training |
| February 27 | Activity |
| March 1 | Independence Movement Day |
| March 2 | First Day of 2nd Semester |
| March 20 | College Counseling Seminar |
| April 4 | Easter Day |
| April 13-17 | Easter Break; Vision Trip & Open School |
| April 22 – 24 | Midterm Exam |
| April 24 | Activity |
| May 4-8 | Creative Art Contest |
| May 22 | Speech Contest (English, Chinese Bible) |
| June 6 | Memorial Day/ Sports Day |
| June 19-23 | Final Exam |
| June 26 | End of 2nd Semester |

\*The schedule may be subject to change.

Faculty Roster 2021-2022

|  |  |
| --- | --- |
| Head Master | Dr. Peter Kim |
| Director | Maria Lee |
| Head of Academic Affair | Ji-Yeon Park |
| English | Hannah Hong |
| Mathematics | Donghak Kim |
| Science | Samuel Lee |
| Chinese | Deng Xin |
| Music | Evan Cho |
| English 2/ Social Science | Daniel Lee |

**Student Handbook Contract**

Students and parents should expect to sign the form below prior to admissions to LIS as well as each year the student attends LIS thereafter. Parental signature acknowledges that the LIS administration has the right to determine appropriate discipline and take any action deemed necessary to provide a safe, Christian environment for our students.



**Peniel School**

**Handbook Agreement**

Secondary Student Handbook Contract

We, the student and the parents/guardians, have read the Peniel Handbook. We will strictly adhere to the policies in the Peniel Student Handbook or accept full responsibility for the consequences.

Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Grade: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_