



INTERNATIONAL CHRISTIAN SCHOOL
ELEMENTARY STUDENT/PARENT HANDBOOK

2019/2020

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Welcome!

Welcome to International Christian School! Some of you are returning for another year and others are brand new to the school. We hope and pray that you all have a happy and successful school year.

ICS is a special community, and like any other community we all (principals, teachers, parents, and students) have a role to play. ICS students and teachers represent different nationalities, so we can share from a diversity of talents and ideas. ICS is also a Christian school, and we want to cooperate with each other in a loving and respectful way, like Jesus would want.

The following handbook has been designed to communicate areas that will help our school community work well together. We hope this handbook will be helpful to you and your family during the school year.

All the faculty and staff are looking forward to a rewarding and challenging year as we work with you and celebrate your academic, spiritual, physical, and social growth. We are here to help you reach your goals. Again, welcome!

Sincerely in Christ,

Keith Welch
Upper Elementary School Principal

Karen Whenuaroa
Kindergarten/ Lower Elementary School Principal

Chapel Theme: In His Steps

“I have set you an example that you should do as I have done for you.” John 13:15

Mission

To equip students to serve and transform their communities by delivering excellent Christian education designed to cultivate their character, nurture their God-given abilities, and prepare them for life, including tertiary education.

Motto

Instruction for Life Commitment to Christ Service to the Community

School Philosophy

The International Christian School Philosophy Statement
(Board Approved on November 3, 2010)

International Christian School is a Christian School

International Christian School seeks to be centered upon Christ. We are committed to building God's Kingdom and integrating faith, learning, and action. We are an evangelical¹ Christian school that uses academic and extra-curricular programs to develop the whole student – intellectually, physically, socially, and spiritually².

We affirm the authority of the Bible over all matters of faith, the exclusive Lordship of Christ, and a life of discipleship leading to holiness, witness, and service. There is no contradiction between the truth of revelation and scholarly investigation. The intersection of Christian belief, the liberal arts and sciences, and an ethic of service provide an educational perspective that unites theory with practice, leading to an increased understanding of God, self, and the world.

¹ See ICS Statement of Faith

² 1 Thessalonians 5:23-24; Luke 2:52

International Christian School is a Community of Learners

International Christian School recognizes the importance of the interpersonal dimension of the learning process. We believe that community grows out of common commitments and that learning is the result of interaction between people, ideas, and experience. As students' accountability and responsibility to others is increased, they are better able to understand

themselves, respect others, and serve as compassionate disciples of Christ and as constructive members of society.

ICS believes that the Gospel transcends all cultures and ideologies and we welcome students of different backgrounds to participate in our community. We affirm that Christian community is formed as individuals personally relate to God. We do not discriminate against students who cannot freely and honestly make a commitment to Christ and also recognize that those who have not made a commitment to Jesus Christ can still learn from and contribute positively to the school.

We seek to carry out our mission by building a community that promotes, and is committed to, the principles of sustainability and stewardship of God's creation. Our belief in community is expressed in patterns of leadership and governance that are servant-oriented and participatory, leading to collaborative decision-making. Qualified Christian teachers deliver a balanced curriculum that purposefully integrates biblical principles such as love³, truth⁴, moral integrity⁵, and servanthood⁶.

International Christian School is Prophetic

The prophetic function of ICS is to engage our community through church and society, believing that the Word of God transforms culture. With a respectful attitude, we persistently dialogue with and critique contemporary culture in a way that honors God and demonstrates respect for those who differ in view. As responsible members of a global community, we embrace our duty to love our neighbor by opening our doors to the community and serving others with humility and compassion.

3 Mark 12:28-31; John 15:12; 1 Corinthians 13:13

4 John 8:31-32

5 Psalm 24:3-5; Micah 6:8

6 Matthew 20:25-28

We encourage informed reflection on personal, institutional, and societal values which contributes to a philosophy of wholeness that is Christ-centered. We enable students to respond to current issues with the Word of God, to illuminate darkness with light, and dispel ignorance with wisdom and understanding.

Our leadership trusts God to provide direction and provision for our community. Prayer is a mainstay of our school and we testify that God works through prayer. All students and their families are introduced to the gospel⁷ with the intention of equipping them to lead a fulfilling life of obedience to God⁸. We strive to instill students with an evangelical Christian mission and dependence on the Holy Spirit so they are empowered to share their faith and bring God's Word to bear in everyday situations. We plant seeds of faith and encourage students to incorporate biblical values into their personal, academic, and vocational pursuits⁹.

Therefore, our mission is To equip students to serve and transform their communities by delivering excellent Christian education designed to cultivate their character, nurture their God given abilities, and prepare them for life, including tertiary education.

Expected Schoolwide Learning Results (ESLRs)

The Expected Schoolwide Learning Results (ESLRs) contain the school's second order goals for students explained as broad, interdisciplinary learning outcomes. ESLRs suggest skills, attitudes, perspectives, and values that courses can develop in students regardless of the subject area. Teachers create learning objectives based on the ESLRs, standards and benchmarks, and they align assessments accordingly. At ICS, the ESLRs are further delineated by a series of descriptors for each ESLR (see below).

All ICS students will...

Identify and develop God-given abilities (including natural and spiritual abilities) by:

- participating in a variety of activities, evaluation, and opportunities
- using encouragement and feedback on strengths and weaknesses for improvement
- demonstrating a developing level of competency in a variety of activities
- demonstrating personal excellence and mastery in at least one area

Communicate effectively by:

- expressing ideas clearly and concisely to the targeted audience
- employing a variety of media
- accurately receiving and interpreting others' expression of ideas
- developing skills in the areas of: speaking, writing, behavior (body language), listening, reading, and performing

Strive for excellence by:

- identifying goals and employing strategies for their attainment
- developing skills for lifelong learning
- striving for moral and ethical integrity
- consistently displaying the habit of doing one's best
- improving upon areas of weakness
- willingly receiving constructive criticism

Act as responsible members of the global community by:

- developing awareness and knowledge
- showing motivation to make a difference in the (global) community
- displaying appropriate attitude/action (effort) towards others and situations

Know, understand, and apply biblical principles by:

- having a factual knowledge of biblical events
- developing a biblical understanding of the nature, character and role of GOD
- understanding that CREATION was made and is sustained by God
- developing a biblical understanding of MANKIND (who and what humans are)

- developing a biblical understanding of MORAL ORDER (moral behavior and responsibility)
- understanding how to have a growing relationship with Christ

Think independently, creatively, and analytically by:

- independently and collaboratively discovering truth - not simply receiving presented information.
- critically using ideas and information to construct an informed viewpoint
- posing questions and formulating hypotheses to extend knowledge
- understanding complex problems by breaking them down into manageable parts and figuring out how those parts work together.
- applying what is learned to novel situations
- observing what is, imagining what could be, and discerning what is “beneficial” from what is merely “acceptable”

Arrival to School

Arrival time is after 7:25 am and by 7:50 am for ES students. Students are expected to arrive independently to the Covered Play Area (CPA) before 7:55 am with their School ID Card. Student are supervised on arrival on the 2/F.

Please note: Parents are not permitted to accompany their children into the school building during the morning arrival time. Parents must drop off their children at the designated entrances of the school as is common security practice in Hong Kong.

Bus Riders

Students will enter through the parking garage entrance where they will take the main curved stairwell to the first floor and the rear stairwell to the CPA.

Car drop off walkers

Students dropped off by car in the garage may independently make their way up the main curved stairwell to the first floor and the rear stairwell to the CPA.

Walkers:

May enter through garage and follow the curved stairwell or the main entrance (glass doors) and take the closed stairwell to the podium level / second floor or the main outdoor steps to the podium.

All students are supervised by duty teachers on the CPA and or playground area.

Duty teachers signal and assist students to assemble in class lines just prior to pick up by teachers.

Late Arrivals / Tardiness

Students arriving after 7:55 AM must check in at the Elementary Office located on 2/F before proceeding to their classrooms. Tardiness will be recorded in Powerschool. If a student is persistently tardy, parents will be notified and more information may be required. If students are experiencing difficulty getting to school in the morning parents may contact the office to inform them of the situation (i.e. bad weather, accident or traffic / transport situation, etc.).

Absences

Students are expected to be in attendance each school day. Parents or caregivers of absent students must email the school officer elementary@ics.edu.hk and include the homeroom teacher before 9:00 a.m., to report the reason for the absence. Those who are absent 2 or more days for illness must bring a doctor's note to school to support the absence. If students are ill with fever, they are recommended to stay home for 24 hours after fever subsided without medication. Absences NOT due to illness or not pre-arranged with the school will be considered an unexcused absence. Except for illness of a student, all absences are considered to be unexcused unless arrangements have been made in advance. The administration will determine the appropriateness of all other absences.

Accumulating multiple absences, will likely impact the student's progress. The principals and teachers will use discretion for certified, extended, or chronic illnesses.

Since absences can be disruptive to student learning and to teachers, non-emergency absences should be scheduled during school breaks. If an absence is planned, parents must make arrangements regarding missed learning one week prior to leaving. Teachers will use discretion to determine whether students have achieved specific learning standards due to absences and missed learning.

Doctor's appointments should be scheduled after school if at all possible. If an appointment must be during school hours, the teacher and school office should be notified ahead of time.

For parent absence, please see Parent Absence Notification.

After-School Activities

The school offers after-school activities based on the availability of instructors and facilities. All students not involved in a sponsored after-school program must leave the campus once dismissed by the teacher unless supervised by a parent, guardian, or helper. Parents are required to make alternate transportation arrangements if their children normally ride the

school bus home after school. All students and parents are expected to leave campus by 4:35 p.m.

Bullying

International Christian School does not tolerate bullying in any of its forms. The school defines bullying as any intentional electronic, written, verbal, or physical act that includes some or all of the following:

- is a repeated occurrence with the intent to harm or intimidate that may include a threat of future aggression or harm
- is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment
- substantially disrupts the orderly operation of the school or the child's ability to learn

Bullying can include social isolation, excessive teasing, acting as a group against one person, or joining with others to cause harm, injury, or emotional distress. Students are taught that as a bystander, they are expected to assist peers who are being mistreated and/or report any bullying behaviors. Students are taught that failure to assist or report bullying makes them a partner to the act, and they could be held responsible for their failure to act.

1 John 4:18a There is no fear in love. But perfect love drives out fear...

If it is determined that a student is engaged in "bullying behavior", the school will act according to its disciplinary procedure (see handbook section on Discipline).

Please note: Sometimes students, especially when they are very young, have not developed the interpersonal skills necessary to express their needs and feelings well. Therefore, some students will be unkind to each other or even physically hurt each other on occasion. The elementary school does not consider these infrequent acts "bullying". In these instances, teachers and staff will attempt to work with these students to help them make better decisions in the future.

Bus Transportation

ICS will only release students to authorized individuals. Parents contract directly with the school bus company. ICS helps in maintaining a positive relationship between the bus company and the parents. There is a Bus Service Committee comprised of ICS staff and parent representatives that work with the school bus company to provide a quality bus service. Please direct any concerns to elementary@ics.edu.hk

Care of the Campus

All students should be very careful to respect school property in order to keep the campus and buildings serviceable and attractive condition. Abuse and defacement of buildings and property will not be permitted. Waste materials, food, and cans must be discarded in the trash and recycle containers that are provided. No chewing gum is allowed on the campus. Instructional materials may be assessed in the event of damage, whether accidental or purposeful, or as a result of inappropriate behavior, students may be required to pay for repair or replacement.

Chapel

Chapel is held every Day 1 cycle day at 8:55 a.m. All students are required to attend and participate. Challenging biblical messages and programs will be presented to the students. Parents can access Eventbrite for Chapel ticket requests for through our weekly announcement.

Closed Campus

International Christian School operates on the basis of a closed campus. Once the student arrives on campus in the morning, he/she is not permitted to leave the campus until dismissal time in the afternoon. Students arriving late, or desiring permission to leave the campus early must make arrangements with the school office. A note or email is required from the parents for late arrival or early dismissal.

Parents are requested to inform the office before taking their children out of school and students MUST be signed out at the office by a parent or guardian. This is required for the protection of the students. Parents are also required to notify the school in writing if there is a change in the after school transportation for their children.

The campus is open Monday through Friday, 7:25 a.m. – 4:35 p.m. The school is closed during weekends and holidays, except during special school events. Students may not bring visitors to the school without obtaining permission from the school office in advance. Classroom visits require two days advance notice and permission from the principals.

Computer Equipment Usage

All users of computer equipment at ICS are expected to comply with the following rules:

- No food or liquids may be consumed when using a computer or other electronic device.
- Always log off from the computer when leaving it for any reason, unless the computer is designated for your sole use and is located in an office to which nobody else has access.

- If printing is necessary, you must ask permission from your supervising teacher. There is no printing charge for ES students.
- Students are not permitted to use any ICS computer equipment without teacher supervision.
- Students are not to tamper in any way with the physical hardware, change settings, or attempt to repair the computer. Any damages/malfunction to a computer they are using should be reported to the supervising teacher immediately.
- All student files should be stored on students' Google Drive. Students are not to install software, change settings, or save files on any local hard drive of the school computers.
- Students must not tamper with another student's computer. Do not touch the keyboard, the mouse, or any other physical part of a computer, which is being used by another student. If assistance is required, please ask a teacher.
- Use of ICS computer resources is a privilege. Misuse of these resources may result in the withdrawal of the privilege.

Cell Phones, Smartwatches and other Mobile devices

While the value of mobile devices is warranted for communication purposes, mobile phones and smartwatch devices are not needed at school. P1 through Grade 5 students are not allowed to have cell phones or smartwatch devices at school, if a staff member sees them or hears them during the school hours the cell phone or smartwatch device will be given to the school office staff member, kept until the end of the day, and the parent required to come and pick it up. Any type of communication can be made through the school office at 3920 0060.

Discipline

God's goal for all of his children is that they be conformed to the likeness of Jesus Christ (Romans 8:29). That means He wants us to look like Jesus in the way we act, the choices we make, what we say, our attitudes, and treatment of others.

The goal of our school discipline practices is to provide a safe and harmonious learning environment, and to help our students develop the personal responsibility and self-control they need to become wise and godly people. Biblical standards are used as a measure of appropriate behavior and as the guide for appropriate discipline.

All Scripture is inspired by God and is useful to teach us what is true and to make us realize what is wrong in our lives. It corrects us when we are wrong and teaches us to do what is right. God uses it to prepare and equip his people to do every good work. 2 Timothy 3:16-17 (New Living Translation)

ICS believes that a strong relationship between student and teacher is the key to effective classroom and school discipline and management. Our faculty and staff take a personal interest in each of their students, taking time to know them as individuals. They respectfully

communicate and enforce learning and behavioral expectations for the classroom and common areas.

ICS Elementary works from four core principles: be responsible, be respectful, be safe, and be helpful. These principles are intended to express God's command to love God with all of our heart, soul, mind, and strength and to love our neighbor as ourselves (Mark 12:30-31). Students are taught what these principles look like in the classroom and in the school's common areas, and are expected to behave according to these principles and the specifically associated rules.

If and when a student misbehaves, teachers and administrators are to exercise authority to bring about a change in the behavior of the student and to prevent further incidents from occurring. This may take the form of verbal or written warnings, appropriate natural or imposed consequences, re-direction or removal from activities, and communication and cooperation with parents. Students who damage or take others' property or cause injury will be expected to make restitution.

Persistent disciplinary problems brought to the principal may be handled in the following ways:

- Prayer
- Discussion and analysis of the issues with appropriate corrective measures
- Phone call, written statements and/or conferences with parents
- Normal in-school or at-home suspension (one to three days)
- Severe suspension (three to five days)
- Expulsion may occur when recommended by the principal and determined by the Head of Schools. To appeal an expulsion, the request must be submitted in writing to the Board of Trustees.

Dismissal

Adults who are responsible for student pick up (e.g., parents or helpers, etc.) may enter the building for school pick up of walkers only after 3:00 p.m. All adults must check in with security using their Student Pick Up Card before proceeding to the blue area on the 2/F Covered Play Area. If the person picking up a child does not have their Student Pick Up Card, they must sign in with security and follow the visitor entry process. Please note this may lead to delays in the pickup routine.

Early Dismissal

Students that need to be dismissed from school early due to illness or outside appointment need to be signed out of the nurse office or elementary office respectively by a parent or guardian. Parents must show their dismissal slip to security as they depart. Security will not allow students to leave campus without appropriate authorization.

Early Release Days

Several Early Release Days are scheduled throughout the school year for the purpose of teacher professional development and curriculum work. On these days, students will be dismissed from school at 1:05 pm for P1 students and 1:15 p.m. for Gr 1-5 students. On the occasions that school is let out at 12:00 pm P1 students will be released at 11:55 am. At this time, buses will run normal routes and walkers need to make appropriate arrangements for leaving. Students are expected to vacate the campus immediately unless they are involved in an after school activity.

Electronic Learning Platform

The school maintains an electronic classroom platform, PowerSchool Learning, which can be accessed via the internet. All students and their parents are expected to become familiar with and use this system. The school uses PowerSchool Learning to communicate important information to parents, such as the newsletters, special flyers, and announcements. For technical support, please contact support@ics.edu.hk with your full name, your child's name, grade level for verification, and a brief description of your need.

Email

The school maintains an email account for all students, parents, teachers, and staff of the school. It should be used for school purposes only. In the event an individual has another preferred personal email address, they are urged to have all mail posted to their ICS account forwarded to their personal account to ensure they receive all pertinent information and communication from the school. For technical support, please contact support@ics.edu.hk with your full name, your child's name, and grade level for verification.

ESLR Awards

ESLR Award assemblies are held at the end of each year by grade and/or by class. Each student receives an award certificate based on the character trait that best describes them, and is related to the school's Expected Schoolwide Learning Results.

Fees, Dues, and Fines

All tuition, fines, and other fees must be paid in full before report cards, transcripts, or other records will be issued.

Field Trips

Short trips to various places of interest may be included in the academic program. All trips will be held under the supervision of the administrative and teaching staff. There may be an extra charge to the students for field trips. Casual dress may be permitted on some field trips, but school policies regarding appearance and behavior must be maintained.

Parent help for supervision is often requested. Please note, domestic helpers are not able to act as supervisors on field trips.

Free Dress

Periodically the school plans Free Dress Days. On these days, students are not required to wear the school uniform, however all attire must be appropriate for learning. Students are also not to wear costumes on these days unless otherwise directed.

Gifts

School Employees are restricted to receiving a gift of more than \$100 from any school community-related individual or more than \$500 from a group. Gifts in excess of these amounts must be returned to the donor or turned in to the school for allocation.

Grievance Policy

ICS views the education of students as a joint venture between multiple community stakeholders. Therefore, the school encourages open honest dialogue among parents, students, teachers, staff, and administration to provide the best educational/working environment and learning opportunities for everyone.

As a general rule, ICS believes that most issues are best resolved directly between the individuals involved. Normally principals will not become involved in classroom matters until the parent has first contacted the teacher. Individuals can expect initial acknowledgement within 24 hours and can expect to dialogue or meet within 5 days of initial contact with individuals directly involved.

If direct dialogue has been attempted and is not successful, individuals may consult directly with the next level of supervision. At this point, the supervisor's responsibility is to meet with the individual in a timely and professional manner to discuss the situation and consider reasonable solutions consistent with school policy.

Cases involving safety, harassment, discrimination or breach of laws and by-laws should be immediately directed to a higher level of supervision such as a principal or Head of Schools. Apart from the aforesaid, ICS also recognizes there are times when parents need to discuss a grievance with someone at a higher level of authority such as a principal and/or the Head of Schools. In some cases, grievances may need to be directed to the School Management Committee (SMC).

To effectively address grievances, the following suggestions should be considered:

1. Grievances should be expressed and addressed in a mutually respectful manner.
2. Identify the issue(s)/concern(s) clearly before contacting the relevant party(ies). If there is more than one issue or concern, please list them to ensure clarity.

3. Decide whether the issue is a general concern, inquiry, clarification, or specific complaint.
4. Identify factual details of the incident(s) or issue(s), names of the individuals involved, and the names of any witnesses. Also, include this information in any correspondence with the school. Written documentation is strongly encouraged.
5. Identify the appropriate person(s) that need to be involved in the communication.
6. The school encourages parents to contact school employees by email. However, a parent may also call the school, and office staff will help connect parent(s) with the person(s) to whom the parent(s) needs to speak.
7. As part of the school's due diligence, anonymous or unsigned grievances/communications will not be addressed.
8. No individual should fear discrimination or retribution for bringing forth a concern or grievance.
9. In the event a grievance is made against a specific person, that person will be informed as to the nature and content of the complaint, and be given the opportunity to respond appropriately.
10. To avoid the possibility of a conflict of interest, anyone with a vested interest in the outcome of the grievance or who is the subject of the grievance will not handle the grievance.
11. Discussions of grievances will be kept confidential among those directly involved.
12. For all issues raised, the action(s) taken to resolve them and the outcomes of those actions will be documented.
13. A person who has raised an issue or grievance may withdraw it at any time. If the issue/grievance was made in writing, then the withdrawal of the issue/grievance should also be in writing.
14. Individuals making or identified in a grievance/complaint, have the right to be represented and supported by another person of their choice. For example, a student who is uncomfortable approaching a teacher or administrator about an issue may bring along a parent, classmate, teacher, or counselor.
15. At any level, an individual may request a mediator to facilitate a resolution and/or reconciliation.

Gymnasium Use

Appropriate non-marking sole footwear should be worn when engaging in gym activities. Food or drinks are not permitted in the gym except at specific pre-approved events. Students must be supervised by school personnel or appointed person when using the gymnasium facilities.

Homework Policy

Definition of Homework

Homework is assigned out-of-class tasks that usually focus on one of four major goals:

- Practice of skills introduced in class
- Preparation of new material to be introduced in class
- Extension of skills into new areas of study
- Integration of skills that are applied to a single project

Policy

Students are to receive reasonable homework assignments that complement classroom instruction. Every effort should be made to see that homework assignments are understood, relevant to the curriculum, as interesting as possible, and that students have the means and materials to complete their work with success.

Elementary students should be given homework to:

- Develop good study habits.
- Foster positive attitudes towards school.
- Communicate that learning takes place at home as well as at school.
- Provide time to practice and extend learning begun in school.

Teachers are to:

- Indicate the purpose of the assignment.
- Clearly state what the student needs to do to demonstrate successful completion of the assignment.
- Assess homework and give prompt feedback.
- Give clear directions to students about when it must be finished.
- Provide checkpoints of accountability for longer projects.
- Inform students of the homework verbally and in writing via PowerSchool Learning.
- Communicate to parents at the beginning of the year, e.g., Back-To-School Night, how homework is administered in their class(es) within this policy.

Parents should:

- Rarely be asked by the teacher to play a formal teaching role in homework.
- Create a home environment and routine that facilitates student's self-study.
- Have direct involvement in listening, memorizing, etc.
- Monitor completion of homework and notify teachers if amounts seem excessive.

Keeping these considerations in mind, ICS suggests the following average¹¹ student/grade-level amounts of focused homework outside of class, with the recognition that each student will work at their own unique pace and may take more or less time on given assignments:

P1- No Homework (not including reading), Chinese (2-5 minutes practice 2nd semester)

Grade 1: 10-20 minutes per night for homeroom (not including reading time), Chinese (10 minutes)

Grade 2: 20 minutes per night for homeroom subjects (not counting personal reading), Chinese: 10-15 minutes

Grade 3: 30 minutes per night, covering all homeroom subjects (not counting personal reading), Chinese: 15 minutes

Grade 4: 30 minutes per night covering all homeroom subjects (not counting personal reading), Chinese: 15 minutes

Grade 5: 30 minutes per night covering all homeroom subjects (not counting personal reading), Chinese: 15 minutes; Instrumental Practice: 10 minutes.

Note: Individual instrument practice and preparation for tests and quizzes are included in the suggested amounts.

¹¹ "Average" means that most of the class can complete the work within the time parameters. It is recognized that "per day" is not an absolute but the weekly average should stay under the daily maximum times five. The listing of minimum does not indicate that homework must be given but rather recognizes that students work at differing rates and quality levels.

¹² "Per night" means outside of the actual class time period even if/when homework is started during class.

Illness, Medication, and Health

It is imperative that parents maintain an up-to-date emergency telephone number on file in the school office at all times. Parents will be notified in the event of their child's injury or illness. Students who are ill with a temperature of 37.5C/99.5F (oral) or 38C/100.4F (ear) will not be permitted to remain in school. It is the obligation of parents to report to the school any contagious disease, including, but not limited to, Chicken Pox, Hand-Foot-Mouth Disease, Fifth Disease, Influenza, Measles, and Mumps. A doctor's certificate of clearance is required before children are allowed to return to school following any contagious disease.

If medication is to be administered at school, refer to the "Instructions for Medication" form, (available on PowerSchool Learning, the School Office, or the Health Office) as it is essential that proper information and parental permission is provided. Along with the completed "Instructions for Medication" form, all medication must be properly labeled and submitted to the Health Office for administration under supervision.

Medical History and Health Report forms are distributed to all students each year. Parents are required to provide up-to-date health information for students and return back to school office before the start of new school term.

Information Technology

The Internet is a very powerful tool allowing access to vast quantities of information. Some of this material may be unsuitable for students. ICS has installed filtering mechanisms that exclude most inappropriate material. In addition, students are always under teacher supervision while they are working on computers. However, because the Internet is dynamic, the possibility of students accessing inappropriate material does exist. The school encourages parents to take steps at home to protect children from harmful internet content. The school recommends Common Sense Media (www.common Sense Media.org) for helpful information on parenting in the information age.

Jewelry

All jewelry must be discreet. Girls only may wear one earring per ear no larger than the ear lobe. No loose jewelry may be worn during physical education or other sports events. Single strand necklaces or a medallion not larger than one inch may be worn. All jewelry must be in keeping with the positive Christian atmosphere in the school.

Language on Campus

ICS is made up of students and teachers from all over the world. Many of them speak more than two languages. We appreciate and admire this diversity among our students and teachers. In order to provide for a greater immersion in the languages of learning, students are encouraged to speak English and Mandarin on campus. English should be used by students when conversing with others while on the campus and/or during school events and activities.

Learning Assessment, e-Portfolios, and Reporting

Assessment, e-Portfolios, and Reporting work together at ICS Elementary to support learning in the following ways.

ASSESSMENT: Assessment at ICS Elementary is both formative and summative. That is, teachers assess to see how learning objectives have been met and to inform future learning. Assessments are aligned to unit objectives that are aligned with standards and benchmarks and/or Expected Schoolwide Learning Results (ESLRs). Grading, however, is based on student performance on summative or end of learning assessments.

E-PORTFOLIOS: Seesaw is used as an electronic platform to provide an e-Portfolio to record students learning.

REPORTING: Teachers record and report on what learning has been achieved. This is done throughout the school year. The school requires reports to be informed, truthful, positive, and beneficial for directing further learning.

International Christian School bases its grading system on the philosophy that a student is not evaluated on his/her potential, but rather on performance. The purpose of grades and reporting is to communicate information about student achievement to the appropriate stakeholders.

A grade describes to what degree a student has achieved the particular content and skill objectives in a given course of study. Content and skill objectives are determined by the school's curriculum and articulated in its standards and benchmarks.

- Teachers use a variety of assessment types.
- Teachers use both quantitative (numerical data) and qualitative data (data obtained from observations, rubrics, checklists, or other student responses) to determine a grade.
- All subject areas will grade according to the following matrix. The following box explains the different grading criteria and meanings they hold.

4 -- Student has demonstrated knowledge and skills which exceed grade level expectations

3 -- Student is proficient and has achieved grade level expectations

2 -- Student is progressing towards meeting grade level expectations

1 -- Student is beginning to show progress, but is not meeting grade level expectations

* -- Area not introduced or assessed at this time

A student receives a 4, 3, 2, or 1 there will be no +/- grades given.

The report card will reflect the above grades with anecdotal comments in the homeroom and single subject areas.

P1 will report finally on learning through written mid-term progress reports and two report cards that go home in January and June. Parents are encouraged to review their report card with their child and use the information to set realistic goals for learning. Parents are required to sign and return the report envelope to acknowledge that the report card has been received and read. The report envelope does not need to be returned at the end of the year.

Gr. 1-5 use PowerSchool to record and communicate progress on student learning in the form of a live online grade book that can be accessed by students and parents throughout the school year through the school portal (<https://portal.ics.edu.hk>). Utilizing PowerSchool in this way allows students and parents to monitor learning progress in an ongoing way. Gr. 1-5 grade-book links assignments and assessments to standards that are being assessed, and it displays both cumulative subject grades and grades by distinct standards. These grades are determined by a weighting formula that takes into account the developmental nature of learning, so grades will not be a simple average of all marks but based on a weighted formula that emphasizes the most recent learning.

With the ease of access and information provided by the live grade-book, parents will only receive mid-term communication from the teacher for students who are progressing with difficulty; that is, consistently not meeting grade level standards. Grades will be finalized and reports will be generated and available on PowerSchool at the end of each term for all students with comments from each homeroom and specialty teacher.

Promotion and Retention

Students who have successfully completed the grade level requirements for a given school year will be promoted to the next grade; however, students who are struggling significantly with grade level requirements may be considered for retention. This decision is never made lightly and includes input from teachers, administration, specialists, and parents.

Conferences

The school celebrates and communicates about learning by engaging in Parent-Teacher conferences in the fall term and Student-led conferences in the spring. The goal of Parent-Teacher Conferences is to give parents and teachers an early opportunity to connect with one another and to establish a partnership in supporting student learning. Student-led conferences in the Spring provide a venue where children and parents can reflect on and share about learning together. The conferences are designed to encourage students to take greater responsibility for their learning, promote higher-order thinking, and create a stronger partnership between the home and school. Parents may request to meet with their child's teacher at any time during the school year by making an appointment with them. Please see the section on School Visitation for protocols on visiting the school.

Library

Elementary students may check out up to three English & two Chinese books at a time for the duration of the 6-day cycle. Students may not check out other book(s) until their current book(s) are returned. Reference books and the most recent periodicals may not be checked out. Students are encouraged to ask for assistance if needed and to keep in mind that all students have the right to a quiet atmosphere for research and study. Students may not bring food or drink into the library.

Students will be liable for all lost or damaged books. The charges will include the shipping and handling charges to replace the books. All fines and library charges must be paid before any more books may be checked out.

The Library is open after school on Monday, Tuesday, Friday – 3:15 - 4:00 pm (*Closed on Early Release days)

Lost And Found

There are designated lost and found areas for you collect items you may come across around campus. The lost and found bin locations are as follows:

- G/F Lower Gymnasium
- 2/F (Abundant Grace Memorial Gymnasium - ES and SS)

If the item is labeled with a name, effort will be made to return to the student directly.

If valuable items are found, they should be sent to SS office, ES office, or JLL directly.

Lunch Program

Students may turn in a monthly order for hot lunch provided by Sodexo catering services. By not pre-ordering, students who purchase hot lunch on a daily basis will be charged extra for the meal. Students may also choose to bring lunches from home.

Elementary students are not permitted to purchase snack items from the cafeteria, ICS Cafe, or vending machines during school hours and carbonated drinks are not to be purchased or brought from home. Students waiting after school may purchase snacks after 3:30 p.m. when the school buses have been dismissed or before if attended by a parent, guardian, or helper.

In the event of school being cancelled due to inclement weather, and there is enough time to give advance notice to keep from making lunches, Sodexo will cancel all orders placed on that day and a credit coupon will be issued. However, if notice arrives after lunches have been prepared accounts will not be refunded.

In the case of illness absence from school, due to the lunch missed already being accounted for in preparation, a refund will not be issued. Cancellation must be received through the Elementary Office at least one day before the absence for a refund to be issued. Cancellations received ahead of time will receive a credit and carried over to the next order. Family members can pick up a child's lunch by presenting the student's ID Card at the cafeteria before 12:00 noon.

Monetary Transactions

At no time are students and/or parents permitted to buy or sell items and/or services from/to other students while on the school campus or attending school-sponsored events or activities. Students should not accept money or goods for any purpose. School sponsored fundraising is an exception: see Fundraising.

Fundraising

Procedures and guidelines have been set up to ensure that fundraising is handled with appropriate due diligence, stewardship and accountability.

All fundraising must be approved. A fundraising application form is available from the Head of Schools office and contains all the necessary procedures and information.

Normally, fundraising applications must be submitted in Spring in order to be approved for the coming school year (see application form for deadlines each year). Applications submitted after the deadline may or may not be approved.

Money and Valuables

Students should not bring money to school. (Exceptions – chapel offering, lunch order purchase or field trip). Students should not bring valuable items to school. The school cannot guarantee the security of the students' personal belongings. If items are lost, students should notify their teacher immediately.

Music and Instruments

ICS offers a well-rounded music literacy program that all students are required to participate in. P1 through grade 4 students are trained with 2 units of music per cycle. Grade 5 students have one unit of instrumental training (band or strings).

Students are encouraged to purchase their own instruments. Alternatively, students may rent instruments through the school at a cost of HKD \$500 per semester per instrument. Students who play larger instruments (tuba, baritone, cello, double bass, etc.) may use a school instrument for class and keep their own purchased or rented instrument at home to avoid the difficulties of transport and possible damage to instruments. Students are accountable for the condition of the instrument that they rent or use, and parents will be notified of and billed for any damages or repairs needed on school-owned instruments.

Non-discrimination Policy

International Christian School admits any qualified student who is willing to abide by the school's code of conduct, without discrimination on the basis of race, national and ethnic origin, religion, disability, or sex, to all the rights, privileges, programs, and activities generally accorded or made available to students at the school, provided that the school has allocated the resources to support any needs that the student may have. ICS reserves the right to administer selective enrollment when deemed necessary, proper, and in the best interest of the school.

Office

The Elementary School Office is to be used for school business only. The office is open from 7:45 a.m. - 4:35 p.m. from Monday to Friday. The Accounting Department handles all finances, both payables and receivables, for all campuses (finadm@ics.edu.hk). The Admissions Office handles all matters related to applications (admissions@ics.edu.hk). Their office hours are also Monday to Friday, 8:00 a.m. - 5:00 p.m. School is closed on weekends and holidays.

Parent Absence Notification

If during the school year, both parents/guardians plan to leave Hong Kong while the child remains in attendance at ICS, they should appoint a guardian and notify the school as far in advance as possible. Parents need to complete the Parent Absence Notification Form (available on PowerSchool Learning) each time they plan a trip away from Hong Kong.

PLEASE NOTE: DOMESTIC HELPERS DO NOT QUALIFY AS AN ACCEPTABLE GUARDIAN, REGARDLESS OF THE AGE OF THE CHILD.

Parents who do not arrange for and inform the school of the child's supervision and guardianship as indicated above, may jeopardize their child's future and continued enrollment in ICS.

Personal Property

Parents are urged to carefully label coats, books, sweaters, or any other personal items used at school, which might become lost.

Plagiarism Policy

Definitions and Examples of Plagiarism^[13]

"Plagiarism is simply defined as the use of another person's ideas or work without proper acknowledgment."

"Plagiarism may take the form of repeating another's sentences as your own, adapting a particularly apt phrase as your own, paraphrasing . . . , or even presenting someone else's line of thinking . . . as though it were your own."

Plagiarism applies to ideas in written, verbal, or electronic form. In short, to plagiarize is to give the impression that you have written or thought of something that you have in fact borrowed from another.

Examples of Plagiarism include:

- Copying or gaining any other advantage from another student's test during a test or examination situation;
- Exact copying of an author's text without the use of quotation marks;
- Using an author's passages with occasional omissions or changes in wording without proper acknowledgment;
- Rearranging the words or sentences of one or more authors;
- Using an author's argument or points from an argument and representing them as one's own;
- Using graphics, art or music in your work without acknowledging its source; and
- Failing to acknowledge substantial suggestions from someone else in doing an assignment.

Consequences of Plagiarism

At the elementary school level, any assignment in which plagiarism/cheating occurs could receive a zero score/grade. If the teacher determines that the plagiarism was caused by ignorance or carelessness, the student may be asked to correct the assignment and re-submit it for grading.

Citing Conventions

Students are expected to follow the MLA Style Manual and Guide to Scholarly Publishing, Second Edition (1998) by Joseph Gibaldi. The ICS Citing Guide is based on the MLA conventions, and should be sufficient for most citing needs.

Teacher Responsibilities

Teachers should be familiar with the ICS position and conventions on plagiarism and citing, and should make sure that their students are aware of these. Different kinds of assignments in different subjects may require different levels of proficiency with citing different types of sources.

When giving students an assignment, teachers should consider whether there are any particular citing skills they should introduce or review with their students. However, it is ultimately the student's responsibility to cite correctly.

[13] These definitions are adapted from the MLA handbook for Writers of Research Papers, Thesis, and Dissertations (Student edition, Joseph Gibaldi and Walter S. Achtert, Modern Language Association, 1977) and the A.C.S. Beirut Student Handbook

Privacy and Social Media

In recognition of the growth of “social media” and privacy issues it creates, the school recognizes the need to establish some community norms for social media use that will promote safety, respect, and harmony among its members.

Therefore the school asks individuals not employed by the school to refrain from soliciting information or taking photos of students, their families or school employees without their permission. In addition, no one should distribute or post another's personal information or photo in any digital, non-digital, or social media platform (e.g. Facebook, Instagram, WhatsApp, WeChat, etc.) without expressed permission.

In the case of PUBLIC events such as chapels, field trips, class parties, etc. it is understood that there will be photo taking and sharing.

Prohibited Items

Chewing gum is not permitted on the school premises. Magazines, radios, or other personal items are not to be brought to school unless specifically requested by the teacher or unless permission has been given in advance. No weapon or toy weapon is permitted on campus (see: Weapons on Campus). Students may not bring live animals to school for any reason.

MP3/MP4 players, radios, mobile phones, electronic games, portable TVs, and other similar devices may not be used at school. Special permission may be granted from the principals for the use of these items on the school bus.

Promotion of Private Activities

The use of the school mailing list or any other contract arising out of school attendance is considered to be promotion. Promotion of any event, function or cause at school must have the approval of the Head of Schools.

Requests to use the school mailing list must be submitted to the Head of School's' Office. If the event is promoted at school, school policy and guidelines will be in effect. This includes all social, cultural, and religious events. Activities related to ICS should reflect the mission statement of the school.

Re-enrollment

Families desiring to re-enroll their child for the following school year are required to apply for re-enrollment by the deadline established annually by the administration. Re-enrollment will be conducted online for P1 - G11 students. All applications for family discounts or financial assistance must be re-filed annually by the designated dates. ICS reserves the right to disenroll any student.

Settlement of all outstanding fees

Please note that re-enrollment for returning students is granted in good faith that all tuition fees and other fee obligation will be fulfilled. If a family foresees an inability to fulfill its financial obligations, the School requires a special payment plan to be approved by the Head of Finance (or his/her designee). ICS reserves the right to disenroll any student due to long outstanding unpaid school fees.

School Hours

School hours are as follows:

- 7:50 a.m. Students should be at school by this time
- 7:55 a.m. Students dismissed to class from the central assembling area
- 8:00 a.m. Classes begin
- 3:15 p.m. Dismissal

Students are not permitted beyond the G/F hallway before 7:25 a.m. or after 4:35 p.m. unless they are involved in school-sponsored/approved activities. Students arrive to and are dismissed from the 2/F covered play area only. Students should not go to or be taken directly to the classroom by parents except with permission from the teacher. If students are late (arriving after 8:00 a.m.) they should go to the office to receive a late slip before going to class.

School Photos

The school will arrange for photos to be taken of each student at the beginning of the school year. Students are required to have their photo taken, in order that school records and student ID cards can be created.

Families who do not wish their child's image to be used on the school website, media releases, or other school publications intended for an external audience, may indicate this on the Student Information Release form and must complete and turn in the Non-Consent Form provided in the registration package. The school reserves the right to print group and candid photos of students in internal publications, such as the yearbook.

School Visitation

Parents are welcome to visit the school. Before planning a visit, parents should notify the school office to ensure that the scheduled visit will not interfere with planned classroom activities. All visitors must sign in at the main entrance and/or garage before going to any classrooms.

Security Cameras and Privacy

Security cameras are located at numerous locations around campus. Recordings are used only for security and safety purposes. Regarding monitoring student actions, recordings are used only as needed, for example, to investigate thefts or other significant infractions of school rules.

Tropical Cyclones and Severe Weather

(based on Education Bureau Guidelines: June 2016 Circular)

In the event of tropical cyclone or severe rainstorm, ICS follows the instructions given by the relevant authorities, namely the Hong Kong Observatory and Education Bureau. Please listen to the radio / TV and consult the websites of [Hong Kong Observatory](#) and [Education Bureau](#).

Heavy Persistent Rain

Rainstorm Warning Signal	Corresponding Measures
AMBER	All Schools: All schools, including kindergartens, are to operate as usual unless advised otherwise.
RED or BLACK	
(i) Issued between 5:30 a.m. and 6:00 a.m.	AM Kindergarten and P1-G12: Classes of AM and whole-day schools are to be suspended all day. Students at Home: Students who have not left for school should stay home. Students on Route or at School: Schools should implement contingency measures and arrange staff to look after the students who might arrive and ensure that conditions are safe before allowing students to return home.
(ii) Issued between 6:00 a.m. and 8:00 a.m.	AM Kindergarten and P1-G12: Students of AM and whole-day schools do not have to attend school that day. Students at Home: Students who have not left for school should stay home. Students on Route: If students learn about the class suspension announcement on their way to school, they should decide whether to proceed with their journey to school taking into consideration the rain, road, slope, or traffic conditions.

	<p>Students at School: Students who have already arrived at school should remain in school until it is safe for them to return home.</p> <ul style="list-style-type: none"> • Schools are required to keep their premises open and implement contingency measures to look after students who have arrived at school. • Parents do not need to pick up their children from school immediately.
(iii) Issued between 8:00 a.m. and 10:30 a.m.	<p>AM Kindergarten and P1-G12: AM and whole-day schools should continue the lessons until the end of normal school hours and ought to ensure that conditions are safe before allowing students to return home.</p>
(iv) Issued between 10:30 a.m. and 11:00 a.m.	<p>PM Kindergarten: Classes of PM schools are to be suspended.</p> <p>PM Kindergarten Students at Home: Students of PM schools who have not left for school should stay home.</p> <p>Students at School: AM and whole-day schools should continue the lessons until the end of normal school hours and ought to ensure that conditions are safe before allowing students to return home.</p>
(v) Issued between 11:00 a.m. and 1:00 p.m.	<p>PM Kindergarten: Students of PM schools do not have to attend school that day.</p> <p>PM Kindergarten Students at Home: Students of PM schools who have not left for school should stay home.</p> <ul style="list-style-type: none"> • PM schools are required to keep their premises open until the end of normal school hours and arrange staff to look after the students who have arrived at school. They ought to ensure that conditions are safe before allowing students to return home.
(vi) Issued from 1:00 p.m. onwards	<p>All Schools: All schools should continue lessons until the end of normal school hours and ought to ensure that conditions are safe before allowing students to return home.</p>

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Tropical Cyclones

<u>Weather Conditions</u>	<u>Corresponding Measures</u>
When Tropical Cyclone Warning Signal No. 1 is issued	All schools, including kindergartens, are to operate as usual unless advised otherwise.
When Tropical Cyclone Warning Signal No. 3 is issued	AM and PM Kindergarten, and Schools for students with disabilities: Classes of kindergartens, schools for children with physical disability and schools for children with intellectual disability are to be suspended. P1-G12: Other schools are to operate as usual unless advised otherwise.
When Tropical Cyclone Warning Signal Pre-No. 8 / No. 8 or above is issued	ALL Schools: Classes of all schools are to be suspended.
When Tropical Cyclone Warning Signal No. 8 or above is replaced by Signal No. 3	AM and PM Kindergarten, and Schools for students with disabilities: Classes of all kindergartens, schools for children with physical disability and schools for children with intellectual disability are to remain suspended. P1-G12 (if announced before 5:30 a.m.): Schools are to resume if Tropical Cyclone Warning Signal 3 has been issued before 5:30 a.m. unless previous announcement has been made to the effect that classes will be suspended for the entire day. P1-G12 (if announced after 5:30 a.m.): Students stay home.
When Tropical Cyclone Warning Signal No. 3 is replaced by Signal No. 1 or when all tropical cyclone signals are cancelled	ALL Schools: All schools are to resume with the next session unless previous announcement has been made to the effect that classes will be suspended for the entire day.

General Notes

- Please do not call ICS unless there is a genuine emergency since it is vitally important that our communication lines remain open.
- Schools will not allow students to return home, including on a school bus when a Red / Black rainstorm or Tropical Cyclone Signal No. 8 warning is issued.
- If the Red / Black rainstorm or Tropical Cyclone Signal No. 8 warning is in force, the School will close. However, school premises will be open and ICS will implement contingency measures to look after arriving students. Parents do not need to pick up their children from school immediately, but should arrange pick up as soon as it is safe to do so.
- In the event of severe weather warnings, students, parents, and employees should refer to the ICS PowerSchool Learning (or updated platform) to receive current information regarding school closure.
- Parents should exercise their discretion as to whether their children should go to school in the event of tropical cyclones and heavy persistent rain, having regard in particular to local weather, road and transport conditions at that time. In this connection, allowance will be given to the affected students for tardy or absence from school at parents' discretion on the day with inclement weather and such students will not be penalized for that reason.
- Parents should listen to radio / TV broadcasts on the latest development of the rainstorm and consult the websites of [Hong Kong Observatory](#) and [Education Bureau](#) when in doubt.

Uniforms

ICS students are required to wear the prescribed school uniform purchased from Uniform Station located at 2/F, 59 Parkes Street, Will Strong

Development Building, Jordan, Kowloon (Tel: 2523 2517).

- Students must arrive and depart from the school premises conforming to the dress code.
- All clothing should be clearly marked with the student's name.
- Students participating in sports activities are required to wear PE uniforms or team uniforms.
- Grade 4 & 5 students may wear their PE clothes to school on days they have PE.
- When students are on field trips or other outings away from campus, some relaxation of this requirement may be necessary to dress appropriately for the nature of the trip.
- The school administration will determine whether the attire meets regulations.
- Exceptions to the uniform because of religious beliefs must have the principal's approval.

General Uniform

- Bottoms: The Uniform Station sells pants or shorts for boys, and pants, shorts, or skirts for girls.
- Shirts: Long or short-sleeved polo shirts from the Uniform Station. No sweatshirts or crewneck collars are allowed.
- Socks: Plain socks must be worn. They may be ankle or knee-length.

- Shoes: The emphasis is on comfort and appearance. Shoes should be plain black. Suede is acceptable if properly maintained. Sports shoes are acceptable, but flashing lights or other distractions are not permitted. No sandals or backless shoes are permitted. Shoes must be laced up and tied properly.
- Outerwear: Only school-issued outerwear (vest, sweater, sweatshirt, and coat) may be worn. Exceptions made on extreme cold days (below 12°C) at parent's discretion.
- Stockings and leggings are only allowed in the winter, and can only be in plain black, navy, or white color. No other colors should be worn.
- Hairstyles: Hairstyles should be suitable for school and sports, and should be tidy and kept from falling over the eyes. No attention-attracting hairstyles or colors (such as tails and furry animal ear headbands) are permitted.
- No costumes (book character day excluded) on free dress days.
- Jewelry: See page 22.

PE Kit

- School issued PE uniforms from the Uniform Station must be worn by students in grade 4 & 5.
- P1 to grade 3 students may wear their regular school uniform.
- Athletic shoes with non-marking soles are required for PE.

Volunteering

Over the past year, we have made significant improvements to student safety and security at our Shek Mun campus. In order to enhance our campus security and to ensure alignment with our accreditation guidelines, we have now created a new school-wide volunteer application process. Please note that effective immediately, all potential volunteers at ICS will be required to complete a volunteer application form and supply three character references in order to volunteer at our school. Once completed, you may turn these in to your child's administrative office (kindergarten, elementary office or secondary office).

[Volunteer Applications & Confidentiality Agreement Form](#)

[Volunteer Character Reference Form](#)

Weapons on Campus

A. Weapons are prohibited on campus. The policy applies to the Board of Trustees, Head of Schools, students, employees, and visitors.

B. Possession and/or use of dangerous weapons by students is detrimental to the welfare and safety of the students and school personnel. Accordingly, carrying, bringing, using, or possessing a dangerous weapon in any school building, on school

grounds, in any school vehicle or at any school-sponsored activity without the authorization of the school is prohibited. Any student in violation of this policy is subject to expulsion.

As applied to this policy, a “dangerous weapon” means:

- A firearm, whether loaded or unloaded.
- Any pellet, BB gun or other device, whether operational or not, designed to propel projectiles by spring action or compressed air.
- A fixed blade knife with a blade of any length or a spring loaded knife of any length, or any knife, regardless of length, which the student uses or threatens to use.
- A slingshot, bludgeon, brass or spiked knuckles or artificial knuckles of any kind.
- Any object, device, instrument, material, substance, or look-a-like, whether animate or inanimate, used or intended to be used to inflict death, serious bodily harm, to intimidate, or to cause injury.

The Head of Schools or Principal shall initiate disciplinary proceedings immediately as appropriate for students who violate this policy. Disciplinary measures may include suspension and/or expulsion in accordance with school policy.

Withdrawal Policy - Pre-Grade 1 to Grade 12

By re-enrolling your child in International Christian School, you are entering an agreement with the school for your child to study and remain a student at ICS for the entire 2019-20 academic year. ICS operates on a fixed budget based on projected enrollment.

The following will be applied should you choose to violate this agreement:

1. If you enroll your child at ICS but for any reason do not complete the first full academic year or re-enroll for the following academic year and subsequently withdraw prior to completing the academic year your child re-enrolled for, you will be charged a withdrawal fee equal to TWO-months full tuition.
2. Tuition is charged by 10 installments and cannot be prorated.
3. Any outstanding fees will be debited before the debenture is refunded. No school records and academic credits will be granted and released until the account is paid in full.
4. If you choose to withdraw your child within 12 months of debenture payment, a handling fee of 15% of the debenture amount will be charged.

To process the transfer of your debenture and the completion of withdrawal, you are required to:

- Inform the Admissions Office in writing.
- Submit a completed Withdrawal Form together with the original Debenture Certificate to the Admissions Office.

- Contact your child's school office for information regarding the necessary checkout procedure and complete checkout accordingly.
- To facilitate timely processing of grades, student checkout procedures and a healthy leaving process, parents are encouraged to provide 30-days written notification.

Rights and Responsibilities

Each student at ICS has rights and responsibilities which accompany membership in the school community. While this is not an exhaustive list of rights and responsibilities, it is meant to provide students and parents with expectations for and of the school and responsibilities of students.

An ICS student has the right to:

- be treated with respect;
- attend and participate in school without fear or intimidation or harm;
- be provided an educational program and atmosphere conducive to spiritual, academic, and personal growth; and
- be given clear and timely information on the school's rules and expectations.

An ICS student shows:

Respect for the learning process by:

- listening to others, both teachers and students;
- being honest in the completion of school work;
- avoiding disruptive behavior; and
- attending classes regularly and promptly.

Respect for others by:

- being courteous and kind to all;
- welcoming and assisting newcomers;
- demonstrating respect for other cultures;
- avoiding name-calling, foul language/behavior, bullying;
- moving carefully through the school; and
- having a cooperative attitude.

Respect for property by:

- helping to maintain a pleasant, clean, and safe environment;
- taking good care of school property; and
- leaving the property of others alone.

Respect for rules and authority by:

- following school and classroom rules.



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