



INTERNATIONAL CHRISTIAN SCHOOL  
KINDERGARTEN STUDENT/PARENT HANDBOOK

2019/2020



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## Welcome!

Welcome to International Christian School Kindergarten! 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 many 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. By no means does it cover every area. It is a work in progress and thus subject to change and revisions as the need may arise. 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,

Karen Whenuaroa International Christian School  
Kindergarten/Lower Elementary Principal

Gillian Wu  
International Christian School  
Assistant Principal Kindergarten

## **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.

## **Vision**

ICS will honor Christ by modeling excellence and innovation in holistic Christian education.

## **Motto**

Instruction for Life   Commitment to Christ   Service to the Community

## **Expected Schoolwide Learning Results (ESLRs)**

Identify and develop God-given abilities

Communicate effectively

Strive for excellence

Act as responsible members of the global community Know, understand,  
and apply biblical principles

Think independently, creatively, and analytically

## **THE INTERNATIONAL CHRISTIAN SCHOOL: CURRICULUM FRAMEWORK**

### **Curriculum Components**

At ICS, we aim to align the intended, instructed, resourced, and assessed curriculum. Aligning the varying levels of curriculum is intended to impact student learning by ensuring a quality curriculum applied consistently across grade levels. Therefore, our written curriculum contains units which indicate how specific learning objectives, instruction, and assessment meet the school's ESLRs and standards and benchmarks.

The following defines the various aspects of the school's curriculum and provides supporting examples. Some of these components have been in place for some time and some are still

being further developed. This structure indicates the direction of curriculum development at ICS.

## **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 evangelical<sup>1</sup> Christian school that uses academic and extra-curricular programs to develop the whole student – intellectually, physically, socially, and spiritually<sup>2</sup>.

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 love<sup>3</sup>, truth<sup>4</sup>, moral integrity<sup>5</sup>, and servanthood<sup>6</sup>.

### **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 gospel<sup>7</sup> with the intention of equipping them to lead a fulfilling life of obedience to God<sup>8</sup>. 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 pursuits<sup>9</sup>.

**Therefore, our mission is to 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.**

## **School Mission**

The school mission describes the purpose of the school in terms of its overarching goal for students. At ICS, the Board of Trustees defines the mission in consultation with the school's stakeholders. All school programs work ultimately towards the achievement of the mission. The ICS Board of Trustees reviews the mission periodically.

ICS equips students with the knowledge, skills, and Christian character to serve and transform their communities while preparing them for tertiary education.

7	1 Corinthians 15:1-4; Romans 1:16
8	Matthew 28:18-20
9	Colossians 3:16-17, 23-24

## **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"

## **Absences**

Students are expected to be in attendance each school day. Those who are absent should call the school office (**3156 1234**) or email **kindergarten@ics.edu.hk** and class teacher to report the reason for the absence. It is the parent's responsibility to inform their bus driver if they will not be riding the bus. Non-emergency absences should be scheduled during school breaks. If an appointment must be attended during school hours, the school should be notified ahead of time. If parents will be out of town, they must complete the Parent Absence Notification form that can be found on PowerSchool Learning (PS Learning).

## **After-School Activities**

The school offers after-school activities based on the availability of instructors and facilities. Parents are required to make alternate transportation arrangements if their children normally ride the school bus home after school. All students are expected to be collected from the campus by a parent, guardian, or helper by 4:30 p.m.

## **Bus Transportation and Pick-up**

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](mailto:elementary@ics.edu.hk)

## **Cars**

There is no car access into Kam Fung Court. Paid car parking is available in the shopping center carpark.

## **Discipline**

The objective of our discipline plan is to train our children to be self-disciplined, to behave in an orderly way, and to understand the relationship between consequences and wrong behavior. Following the school's class expectations will result in an environment that is conducive to learning and personal development.

The first part of discipline is to set out clear, realistic and developmentally appropriate expectations, that are simple to understand and follow and to introduce them to the children. For our students, we have written out four expectations:

- Be safe - take care in all situations.
- Be responsible - taking responsibility for oneself as well as others.
- Be respectful - respecting others, property, and environment and using kind words and actions.
- Be helpful - helping other people

The second part of our discipline policy is to help the children understand the consequences of not observing the classroom/school expectations. We have set up a three-step system to help children correct their own misbehavior.

- When a student makes a deliberate decision to disobey, he or she will be given a warning to serve as a reminder, so that his or her actions may be corrected immediately.
- Should the child decide to continue to misbehave, then he or she may be given a three-minute time-out, during which he or she will not be able to participate in

whatever the given activity is. During that time, the child has the opportunity to reflect on his or her wrongdoing and to correct the misbehavior.

- At the end of the three minutes, the child is invited to join in and participate with the class again.

Should the child continue to misbehave in the same way after the second disciplinary step, then he or she will be excused from the specific activity for the rest of the class time. Continued misbehavior may result in a call to parents and/ or a conference with the Principal. The expectations are simple to remember and serve as guidelines to help children with their decision process. The expectations, both vocabulary and meaning, will be explained to the children and regularly reviewed over a period of time. Teachers model the expectations by demonstrating them in their daily routine. Furthermore, teachers are committed to being just, loving, and encouraging while disciplining the children. We believe in discipline that is based on loving relationships between teacher and students.

### **Electronic Learning Platform - PowerSchool**

The school maintains an electronic classroom platform, PowerSchool, which can be accessed via the internet. All parents are expected to become familiar with and use this system. The school uses PowerSchool 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, and grade level for verification.

### **Email**

The school maintains an email system for all students, parents, teachers, and staff of the school. It should be used for school purposes only. All ICS school community members are issued an email address. 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.

### **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 is usually no extra charge to the students for field trips. Parents are encouraged to accompany their child on these trips, but must pay their own fees, and/or any additional related activities.

### **Gifts**

Teachers are restricted to receiving a gift of up to \$100 from any school community-related individual and up to \$500 from a group. Gifts in excess of these amounts must be returned to the donor or turned in to the school for disposal.

## **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.

### **Homework Policy**

There is no requirement of written homework for kindergarteners. Students will benefit from being read to and having involvement with skills which expand their horizons but do not involve independent study. Parents are encouraged to review the weekly photographs with their child, discussing the school activities.

### **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. The Education Bureau requirements state that if a child has a fever, or repeated diarrhea they need to stay home for at least 48 hours after the symptoms have subsided. 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 PS Learning) 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 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.

### **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 English language, students are encouraged to only speak one of our languages of instruction while on campus. These include Mandarin and English. English is encouraged when conversing with others while on the campus and/or during school event and activities.

### **Lost And Found**

Lost and found articles are taken to the school office where they can be retrieved by parents and or guardian.

### **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. At Kindergarten this includes **no** passing of money and or tickets etc via students on behalf of parents to other parents.

### **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 kindergarten office handles all general kindergarten matters. Office hours are Monday through Friday, **8:30** a.m. - 4:45 p.m. (ph 3156 1234 or kindergarten@ics.edu.hk). 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. with a break from **11:30 am – 12:30 pm** for lunch. 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 PS 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.

## **Parent - Teacher Contacts**

ICS views education as a joint venture between parents and teachers. Parents are encouraged to visit their child's classroom. Visits need to be scheduled with their child's classroom teacher. You may call the office and leave a message for the teacher to contact you. You may also email the school at kindergarten@ics.edu.hk or use the teacher's school email address. For individual student matters, the teacher is not usually available during the normal school hours for personal conferences. You are welcome to meet with them by scheduling a separate appointment outside of school hours.

All parents are requested to meet with the teacher during the scheduled conferences at the end of the first and second terms. Year-end conferences may also be scheduled but are optional.

## **Personal Property**

Parents are urged to carefully label book bags, coats, water bottles, or any other personal items used at school, which might become separated from the child and lost.

### **Prohibited Items**

Personal toys, video games, 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.

Chewing gum is not permitted.

### **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, 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.

### **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 for R1 only**

All students desiring to return to the school the following year are required to apply for re-enrollment by the deadline established and published annually by the administration. All applications for family discounts must be filed again at this time. A non-refundable tuition deposit must accompany the re-enrollment application.

### **Report Cards and Progress Reports**

All students receive a written report at the end of each term. Teachers will schedule a parent conference at the end of the first and second terms. A year-end conference may be requested by the teacher or parent. Teachers have the option of using progress reports and parent conferences at any time in order to keep the parents informed of their child's progress.



## **School Hours**

School hours are as follows:

Morning Classes: 8:20 - 11:20 a.m.

Afternoon Classes: 12:20 - 3:20 p.m.

Students are not permitted on the school premises before 8:10 a.m. or after 3:30 p.m. unless they are involved in school-sponsored/approved activities. **Students are expected to be in the school for the full session as late arrivals or early departures do impact learning.** The school is closed at all other times including weekends, except for special events.

## **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**

For the children's security, we have a closed campus policy. The closed campus policy implies that students may not bring visitors to the school without obtaining permission from the school office. Classroom visitors (other than parents) require advance notice and permission from the principal. All visitors, regardless of the reason for their visit, must report to the school office before going to any classroom.

## **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
<b>AMBER</b>	<b>All Schools:</b> All schools, including kindergartens, are to operate as usual unless advised otherwise.
<b>RED or BLACK</b>	
(i) Issued between 5:30 a.m. and 6:00 a.m.	<p><b>AM Kindergarten and P1-G12:</b> Classes of AM and whole-day schools are to be suspended all day.</p> <p><b>Students at Home:</b> Students who have not left for school should stay home.</p> <p><b>Students on Route or at School:</b> 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.</p>
(ii) Issued between 6:00 a.m. and 8:00 a.m.	<p><b>AM Kindergarten and P1-G12:</b> Students of AM and whole-day schools do not have to attend school that day.</p> <p><b>Students at Home:</b> 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> <p><b>Students at School:</b> 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"> <li>● Schools are required to keep their premises open and implement contingency measures to look after students who have arrived at school.</li> <li>● Parents do not need to pick up their children from school immediately.</li> </ul>
(iii) Issued between 8:00 a.m. and 10:30 a.m.	<b>AM Kindergarten and P1-G12:</b> 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>	<p><b>PM Kindergarten:</b> Classes of PM schools are to be suspended.</p> <p><b>PM Kindergarten Students at Home:</b> Students of PM schools who have not left for school should stay home.</p> <p><b>Students at School:</b> 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>
<p>(v) Issued between 11:00 a.m. and 1:00 p.m.</p>	<p><b>PM Kindergarten:</b> Students of PM schools do not have to attend school that day.</p> <p><b>PM Kindergarten Students at Home:</b> Students of PM schools who have not left for school should stay home.</p> <ul style="list-style-type: none"> <li>• 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.</li> </ul>
<p>(vi) Issued from 1:00 p.m. onwards</p>	<p><b>All Schools:</b> 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>

### Tropical Cyclones

<b><u>Weather Conditions</u></b>	<b><u>Corresponding Measures</u></b>
<p>When Tropical Cyclone Warning Signal <b>No. 1</b> is issued</p>	<p><b>All schools</b>, including kindergartens, are to operate as usual unless advised otherwise.</p>
<p>When Tropical Cyclone Warning Signal <b>No. 3</b> is issued</p>	<p><b>AM and PM Kindergarten, and Schools for students with disabilities:</b> Classes of kindergartens, schools for children with physical disability and schools for children with intellectual disability are to be suspended.</p>

	<b>P1-G12:</b> Other schools are to operate as usual unless advised otherwise.
When Tropical Cyclone Warning Signal <b>Pre-No. 8 / No. 8</b> or above is issued	<b>ALL Schools:</b> Classes of all schools are to be suspended.
When Tropical Cyclone Warning Signal No. 8 or above is replaced by Signal <b>No. 3</b>	<p><b>AM and PM Kindergarten, and Schools for students with disabilities:</b> Classes of all kindergartens, schools for children with physical disability and schools for children with intellectual disability are to remain suspended.</p> <p><b>P1-G12 (if announced before 5:30 a.m.):</b> 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.</p> <p><b>P1-G12 (if announced after 5:30 a.m.):</b> Students stay home.</p>
When Tropical Cyclone Warning Signal No. 3 is replaced by Signal <b>No. 1</b> or when <b>all tropical cyclone signals are cancelled</b>	<b>ALL Schools:</b> 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 PS Learning 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**

Official ICS uniforms may be bought from the school uniform supplier, but are not required at the Kindergarten level. In lieu of wearing the ICS school uniform, a dress code has been established. The standard dress code shall be solid-colored navy blue or khaki bottoms (pants, shorts, skirt, etc) and a solid-colored red or white top (shirt, blouse, sweater, etc). The tops should not have pictures, (cartoons, etc.) but small logos and contrasting trims are acceptable. Shoes are required - no sandals. Backpacks/school bags may be of any design and should be the appropriate size for folders and snack. The school's uniform supplier is Uniform Station located at 2/F, 59 Parkes Street, Will Strong Development Building, Jordan, Kowloon (ph 2523 2517).

## **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 are 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.

## **Withdrawal Policy - SCHOOLWIDE**

Families are reminded that by enrolling and/or re-enrolling their children in ICS, families have entered an agreement with the school for their children to study in this school for at least one

school year. The school operates on a fixed budget based on projected enrollment therefore the following fees will be applied:

1. Students who enroll at ICS but for any reason do not complete the first full academic year **or** who re-enroll for the following academic year and subsequently withdraw prior to completing the academic year they re-enrolled for, will be charged 2 months' tuition as a withdrawal fee.
2. Families of students enrolled in the **ICS Kindergarten** are required to provide the Admissions Office with written notification one calendar month prior to the last day of school or forfeit one-month tuition **plus** pay the applicable withdrawal fee as stated in point 1.
3. Families of students enrolled in **Pre-Grade 1 through Grade 12** are required to provide the Admissions Office with written notification one calendar month prior to the last day of school or forfeit the \$5,000 Tuition Deposit plus pay the applicable withdrawal fee as stated in point 1.
4. Any outstanding tuition and fees together with any withdrawal fees incurred will be deducted before the debenture monies are refunded.
5. If the withdrawal from ICS is within 12 months of the debenture payment, a handling fee of 15% of the debenture amount will be charged.
6. In case of an early withdrawal with unpaid tuition or fees outstanding, no school records will be released or transferred nor will academic credit be granted until the account is paid in full.

To process the refund of your deposit and to transfer your debenture, you are required to checkout at your respective school office(s). Please contact your child's school office for information regarding the necessary procedure as each school varies depending on the level of the child.

### **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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