



INTERNATIONAL CHRISTIAN SCHOOL  
SECONDARY STUDENT/PARENT HANDBOOK

2018 - 2019

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Welcome!

We are looking forward to a productive, successful, and happy school year. ICS is a community made up of administrators, staff members, faculty, parents, and most importantly, students. The ICS community is made up of people of many nationalities and origins. As a community, each individual must be willing to work with others in a cooperative manner and take responsibility for his or her actions.

The following handbook has been designed to communicate areas that will help our school community to run effectively. By no means does it cover every area. It is a work in progress and thus, a living document, subject to change and revisions as the need may arise. We hope this handbook will be a helpful document to you and your family during the school year. Changes and/or new items have been bolded throughout the Handbook for your reference.

All ICS faculty and staff are looking forward to a rewarding and challenging year as we work with you in celebrating your academic successes, rejoicing in your spiritual break through, and recognizing your physical and social maturation. We are here to help you reach your goals. Again, welcome!

Sincerely,

Steven Taylor  
Middle School Principal

Emerson Keung  
High School Principal

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Mission, Vision, Motto, Expected Schoolwide Learning Results (ESLRs)

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 course overviews and units which indicate how specific learning objectives, instruction, and assessment meet the school's ESLRs, subject area 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.

A. 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

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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 | Psalms 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>.



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Therefore, our mission is to equip students with the knowledge, skills, and Christian character to serve and transform their communities while preparing them for tertiary education<sup>10</sup>.

7 1 Corinthians 15:1-4; Romans 1:16

8 Matthew 28:18-20

9 Colossians 3:16-17, 23-24

10 See ICS Mission Statement. Adapted from the Fresno Pacific University “Idea”

**B. 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.

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.

**C. 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, each ESLR are further expanded upon (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

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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”

#### Academic Honors

Each semester, High School students who achieve a high standard of academic excellence by maintaining a certain GPA are placed on the academic honor roll. The spring semester honor roll is not published until all grades are completed.

Merit Roll	3.25 GPA
Honor Roll	3.50 GPA
Principal's Roll	3.75 GPA

#### Academic Advising and Support for Student Learning

The goal of Academic Advising at ICS is to develop self-directed students. In providing personalized academic guidance and support, and enabling students to make informed, rational, and healthy choices, it is hoped that students will be successful and healthy individuals. The development of academic skills will be fostered by providing opportunities to develop time management, organization, and study skills; decision-making and problem solving abilities; reflection through self-assessment and goal setting; and communication, critical, and creative thinking skills. Finally, by providing opportunities for students to know and understand themselves as uniquely gifted beings created by God, they have potential for growth while promoting personal learning ownership and responsibility.

Academic advising takes place in a variety of ways by different people including course teachers, HS Tribe Chiefs/MS Facegroup Teachers, University Advisors, and administrators. Parent-teacher conferences are organized in the Fall, but parent-, teacher-, administration-, or counselor-initiated parent-teacher conferences are possible at other times.

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Students are flagged for [learning behaviors](#) and [grades](#) each mid- and end of quarter. Students are flagged for being at risk in one or more subjects. Criteria for flagging are having at least two Ds, or an F or an I (Incomplete) grade, or two ratings of 1 or 2 in any learning behavior, in two or more courses. The main reason for flagging is to offer appropriate support to enable these students to be successful. It is hoped that with support, students will improve their academic status by the end of the quarter. Support will be differentiated based on student individual needs. Support will be offered by Middle School Facegroup/High School Tribe Chiefs and Classroom Teachers. (see “Academic Probation”)

Course sign-up advising for grades 8 - 11 happens twice a year. Preliminary course-sign-ups occur in November. Final course sign-ups commence in March, and concludes in May. Course sign-up season involves assemblies, Power School Learning, postings with directions, seeking advice from parents, course teachers, Facegroup Teachers or Tribe Chiefs, administration advising, on-line course sign-ups, and approval and schedule readjustments.

BridgeU is a resource that all grades from 9-12 will be accessing to support student decision-making, university applications, and university advising.

#### Academic Probation

Academic Probation is only one way in which students in need of academic recovery are supported. Academic Probation is a temporary status earned by a student based on the most recent report card. Academic probation earned at the end of one year will be waived the first quarter of the following year. At the discretion of the administration, new students may be accepted to ICS on academic probation based on their incoming transcripts. Students will be considered for academic probation if their grades at the end of any quarter (based on the report card) include:

- One or more F grades earned in any subject for the quarter just completed.
- Two or more D+ grades or below earned in any subjects for the quarter just completed.
- An Incomplete in any subject for the quarter just completed.
- An Incomplete in any graduation requirement (MAD project; WWW) for the quarter just completed.
- Learning behavior ratings of 1 or 2 in two of more courses.
- Students meeting these grade criteria may be waived from academic probation at the discretion of the grade-level team (Middle School) or Tribe leader (High School), if:
  - The student has an identified learning disability or special need and has demonstrated acceptable effort and progress.
  - The student-met targets previously set in an individualized improvement plan.
  - The student was not flagged as needing additional support or did not receive adequate additional support to enable success.
  - Alternate consequences were agreed upon for this student by all parties (teachers, student, parents).
  - There are other extenuating circumstances.

Even if not officially placed on academic probation, students who have been flagged with two Ds, one F, one I, or learning behavior ratings of 1 or 2 in two of more courses at mid-quarter time will need special consideration to be approved for extended absences such as an overseas school trip.

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**Consequences of Academic Probation:**

Consequences of academic probation are customized to student needs.

Students on academic probation will not be allowed to participate in some or all co-curricular events. The activities the student may not participate in are proposed by the grade-level team leader (Middle School) or Tribe leader (High School), then confirmed by the relevant principal and will be listed at the time of being placed on academic probation. Middle School students may be required to attend Homework Club (see Homework Club). High School students may be required to attend a specific study hall, or other customized arrangements may be made.

For those High School students who are placed on academic probation and who are not involved in co-curricular activities, we encourage parents to provide consequences at home to reinforce application and effort towards learning success.

A student will be removed from academic probation at the end of any quarter or mid-quarter reports if ALL of the following criteria are met:

- No F grades earned in any subject
- At most one D+, D, or D- earned in any subject for the quarter
- No Incomplete grades in any subject

Removal from academic probation takes effect upon notification from the secondary office.

A student who was placed on academic probation due only to an Incomplete will be removed from probation as soon as the incomplete grade is resolved.

A student may be removed from academic probation before the next mid-quarter or end of quarter if the student meets targets agreed upon in an individualized improvement plan, at the discretion of the grade-level team leader (Middle School) or Tribe Leader (High School).

After-school and Lunch-time Activities

The school offers after-school activities based on the availability of instructors and facilities.

- Any activity that is an extension of the curriculum is not considered a co-curricular activity.
- Students on academic probation are not eligible to participate in certain co-curricular activities unless the activity is a part of their course of study or they have approval from the Principal. (see “Academic Probation”)
- Students are advised to carefully consider their co-curricular commitments in light of their academic load.
- Lunchtime meetings: Meetings can only be held at lunchtime if attendance is voluntary. Students who do not attend a lunchtime meeting cannot be penalized. Exception: Some mandatory WWW meetings may be scheduled during lunchtime.
- After-school activities: All students not involved in a sponsored after-school program must leave the campus by 4:35 p.m., with exception of the below schedule.
- The rule of thumb is that students who are too sick to be in school on a particular day are too sick to participate in co-curricular activities that day. In particular, if a student is not in school by noon, he or she will normally not be permitted to participate in after school co-curricular activities.

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After-school Schedule

Time	Monday	Tuesday	Wednesday	Thursday	Friday
1st Practice Block 3:25 - 4:40	MS Music HS Sports Clubs	MS Sports HS Music Clubs	MS Sports HS Sports Clubs	MS Sports HS Sports Clubs	MS Sports HS Sports Clubs
2nd Practice Block 4:45 - 6:00	MS Music HS Sports Clubs	MS Sports HS Music Clubs	MS Sports HS Sports Clubs	MS Sports HS Sports Clubs	MS Sports HS Sports Clubs

Students must choose their commitments carefully, making sure that the rehearsal/practice/meeting times of the music group(s), sports team(s) and/or club(s) that they commit to do not conflict with each other.

Alignment of Course Sections

Different sections of the same course may vary in classroom activities and teaching style, however, they should be aligned in terms of major assessments and the weighting of such assessments toward the final grade. Teachers will communicate this information via the course syllabus that is distributed during the first week of school.

Art Show and Academic Fair

An Art Show is held every year. The Middle School Art Show & Academic Fair is held on-campus and features science, social studies, math, Chinese language, and art. The High School Art Show features the top works, especially the portfolio, of AP Art and Advanced Art students. Additionally, artwork is displayed at the Middle School/High School Christmas and Spring Concerts.

Assessment Policy Summary

Note: Each course will publish on Power School Learning (or updated platform) a more specific syllabus and details about assessment.

Classroom assessment may be defined as the process of gathering, recording, interpreting, using and communicating information about a student's progress and achievement during the development of knowledge, concepts, skills and attitudes.

Assessment, therefore, involves much more than testing. It is an ongoing process that encompasses many formal and informal activities designed to monitor and improve teaching and learning in all areas of the curriculum. Assessment at ICS is both formative (teachers assess both to see how learning objectives have been met and to inform future learning) and summative (reports what students know at the end of the learning period). Assessments are aligned to unit objectives that are derived from curricular standards and benchmarks and/or Expected Schoolwide Learning Results (ESLRs).

Assessment Principles

- Assessment practices and data support and inform learning.
- Assessment addresses a full range of thinking.
- Assessment and feedback directly align with clearly communicated learning goals, and success criteria.

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- Assessment and feedback is timely, ongoing and varied.
- Assessment develops student reflectiveness and self-directedness.
- Assessment promotes responsive discipleship.
- Assessment demonstrates student learning not the intrinsic value or worth of the person.

Pitfalls to Avoid:

- Extra credit should not be given because assessments should reflect learning
- There should not be a lack of transparency with students, or “surprises” about how they will be assessed because students should know what they will be assessed on so they can be prepared
- Group projects should be graded individually to allow for individuals to show their learning
- Grades should not be based on student behavior (tardiness, class participation, class behavior, late submission of work). These will be reported on separately.
- Routine homework or practice should not be used to assign grades (or have very minimal impact on grades)-because routine homework and practice is to help students learn, not to be a final (summative) grade

Band Instruments

Most students choose to purchase their own instrument to use. Alternatively, any band student may rent an instrument from ICS (subject to availability) at a cost of \$500 per semester per instrument. Students who play larger instruments (tuba, baritone, horn, tenor sax, bass clarinet) do not need to rent the instrument that they use at school, but are encouraged to rent one from ICS (subject to availability) to keep for at-home practice. Students are accountable for the condition of the instrument they rent or use, and parents will be notified of and billed for any damages or repairs needed on school-owned instruments.

Bullying & Cyberbullying

ICS has the responsibility to maintain an environment in which teachers can teach and students can learn. Any speech or act that takes place on or immediately adjacent to school grounds, at any school-sponsored activity, on school-provided transportation, while using school internet systems, using a personal digital device on campus, or during off-campus activities, either online or off-line, that causes or threatens to cause disruption at school or interference with the rights of students to be secure will not be tolerated. ICS may impose formal discipline (normally a suspension) when such speech or act causes, or threatens to cause, disruption at school or interference with rights of students to be secure.

Cyber-bullying is being cruel to others by sending or posting harmful material, or engaging in other forms of social cruelty using the Internet or other digital technologies. It has various forms, including direct harassment and indirect activities that are intended to damage the reputation or interfere with the relationships of the student targeted. Examples include: posting harmful material, impersonating the person, disseminating personal information or images, or activities that result in exclusion.

References: <http://cyberbullying.org/>

Bus Transportation

ICS will only release students to authorized individuals. Parents contract directly with the school bus company, with monthly payments paid directly to the driver. ICS helps in maintaining a positive relationship between the driver and the parents. There is a Bus Service Committee comprised of ICS staff and parent representatives that work with the

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school bus company to provide a quality bus service. Please direct any concerns to [elementary@ics.edu.hk](mailto:elementary@ics.edu.hk).

Care of the Campus

All students should be very careful to keep the campus and buildings in an 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. Students will be assessed for all damage whether accidental or purposeful (see “Fees, Dues, and Fines” and “Lockers”).

Chapel

Chapel is held each week. All students are required to attend and participate. Challenging biblical messages and programs will be presented to the students. Parents are encouraged to join. Students form worship teams which lead the services in both Middle and High School chapels.

Cheating

Cheating is any kind of “short-cut” that undermines the purpose of assessment, for the student and his/her peers. The purpose of assessment is for the student to demonstrate (and for the teacher to find out) in a particular context what the student has learned: what s/he knows, understands, and can do. Note that the purpose of assessment is not “to get a high mark”.

The teacher is responsible to let students know what knowledge and skills are being assessed, and in what context (for example via a project or via a test, or both) they will be assessed.

This definition of cheating is very easy to apply in some situations. For example, if student A copies answers from another student in a test situation, student A is clearly not showing what they know, understand, and can do. For example, if student A finds a copy of the test and memorize the answers, they are showing how well they can memorize answers, not what they know, understand, and can do.

In other situations, it is not so clear. How much “help” from parents, other students, or from a tutor, is appropriate on a project or writing assignment or homework? A certain degree of help is normal and is expected. On the other hand, having a tutor write an assignment for a student is inappropriate. Students should ask themselves: “What have I learned during this process? Does this work show what I know, understand, and can do?” Ask your teacher to clarify his or her expectations.

Electronic devices are not to be in a student’s possession during any test exam. These should be locked in the student’s locker, or turned in to the teacher at the beginning of class. This is consistent with SAT and AP exam regulations. Possession of an electronic device during a test could be grounds for determination of cheating.

Misconduct on external Standardized Tests (such as AP or SAT):

Students who engage in test misconduct risk score cancellation, as well as losing the opportunity of taking future external standardized tests at ICS. (Tests would then have to be taken under the auspices of the HK Examination and Assessment Authority.) Example of misconduct include: not following the test administrator’s instructions immediately, disturbing other test-takers, looking through the test book, and using a mobile phone or other electronic device.

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Class and Program Changes

For information on High School Course add/drop procedures, see the High School Course Offerings Booklet. For information relating to students transferring in or out of ICS mid-semester, see "Late Admission/Early Withdrawal".

Closed Campus

International Christian School operates on the basis of a closed campus. Once a student arrives on campus in the morning, they are 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. (see "School Hours") A note or email is required from the parents for late arrival or early dismissal.

There are two exceptions to this rule:

- During lunchtime, students in grades 11 and 12 whose parents have signed the appropriate permission form have the privilege of eating off-campus in their designated lunch period.
- Grade 12 students whose parents have signed the permission slip allowing them to be off campus during a free period or for purposes of conducting business for the school, such as yearbook activities.

In both of these cases, the students should sign in and out with JLL. These privileges may be revoked for any student if there are relevant concerns.

For other reasons, any student who leaves campus must sign out at the secondary office. For the protection of students, parents are requested to inform the office before taking their child out of school.

The closed campus policy implies that students may not bring visitors to the school without obtaining permission from the school office the previous day. Parents are welcome to visit the school, but they should sign in at the entrance and report to the Secondary Office.

College and University Advising

ICS provides extensive advisement services via the school's university advisors. Students and parents are encouraged to actively seek out this support. In addition, periodic workshops and seminars are provided for juniors and seniors throughout the school year. Various workshops and seminars are planned for High School parents and students. The university advisors meet individually with all students in grades 10-12 with group sessions for grade 9. The university advisors also maintain information on and contacts with most major colleges and universities in Australia, Hong Kong, North America and the UK. Students in grades 9-12 have access to BridgeU, a comprehensive online university advising tool that includes research tools regarding interests, majors, and careers, as well as university research and application tools.

Contact Information

For general inquiries, please contact the secondary office at 3920-0100 or [secondary@ics.edu.hk](mailto:secondary@ics.edu.hk)

For more efficient service, we suggest you contact the specific person or department needed. Below are some of the more frequently needed phone numbers and e-mail contacts:

Area	Person	Phone Number	E-mail Address
Attendance	Angela Chan	3920-0156	attendance@ics.edu.hk
Accounting	Winnie Wong	3920-0205	wongw@ics.edu.hk



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Admissions	Esther Lou	3920-0001	admissions@ics.edu.hk
Dean of Co-Curricular Education & Pastoral Care	Brian Van Tassel	3920-0119	vantasselb@ics.edu.hk
Dean of Curriculum & Instruction	Liz Hutchison	3920-0157	hutchisonl@ics.edu.hk
Dean of Curriculum & Instruction Office	Elyn Nollan, Catherine Chu	3920-0105 3920-0079	nollane@ics.edu.hk chuc@ics.edu.hk
Head of School's Office	Amelia Wong	3920-0209	wonga@ics.edu.hk
HS Office	Connie Chau	3920-0136	chaucky@ics.edu.hk
Learning Technology	Learning Technology Staff	39200228	support@ics.edu.hk
MS Office	Kitty Leung	3920-0101	leungk@ics.edu.hk
Nurse's Office	Patricia Cliff	3920-0059	cliffp@ics.edu.hk
Standardized Testing (AP, MAP, PSAT)	Pearl Chan	3920 - 0103	chanp@ics.edu.hk
Supervisor of Secondary Academics	Florence Ho	3920-0121	hof@ics.edu.hk
University Advisor	Diana Van Meter	3920-0159	vanmeterd@ics.edu.hk
University Advisor	Sarah Yiu	3920-0118	yius@ics.edu.hk

### Curriculum

ICS has a comprehensive curriculum consisting of Expected Schoolwide Learning Results (ESLRs), Standards, Benchmarks, Course Overviews, and Units. For more information on the curriculum, please consult the Middle School and High School Course Offering Booklets, the relevant divisional/departmental chair, the relevant principal, the Supervisor of Secondary Academics, or the Dean of Curriculum and Instruction. The High School Course Offerings Booklet also has useful information about graduation requirements, honors and AP courses, course selection procedures, course prerequisites, and course descriptions.

### Dance

The school does not normally sponsor or allow social dances on the school campus. The school serves a diverse clientele and seeks to be sensitive to as many viewpoints regarding this subject as possible. However, under certain conditions and parameters, opportunities for social dance may be approved. Dance is permitted at the Junior-Senior Banquet under the following conditions: 1) Junior Tribe leaders must be involved with the choice of music; 2) The style of dance must be appropriate (e.g., not sexually suggestive); 3) Participation must be optional for students; 4) Dance should form a limited portion of the Junior- Senior Banquet. Since not all students / families feel comfortable participating in dances, it is important not to turn the focus of the banquet into a dance.

Dance performances and routines also take place from time to time as part of P.E. classes, dance club, talent shows, and cultural programs. Standards are monitored by the appropriate faculty members, such as club faculty sponsor, talent show organizer, or cultural program organizer.

### Discipline

Students are expected to exercise the self-discipline required to operate effectively and efficiently at ICS. When a student's self-discipline undermines the values, beliefs, and mission of ICS community, teachers and administrators are to exercise authority to bring about a

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change in the behavior of the student. It is not the goal of the school to be punitive, but rather to develop the highest sense of civic and Christian behavior for students and ensure the physical and emotional safety of the learning community. This jurisdiction includes the total campus, field trips, Week Without Walls, and/or any other school-sponsored activity, event, or whenever a student is wearing an ICS school uniform be it an on or off campus activity.

#### Levels I & II - Detentions

An administrative detention may be issued by a school staff member as a means of discipline. This is different from a teacher detention that a teacher may assign on his/her own. Dates and times are arranged in advance. After a student is issued a detention, e-mail notification will be sent to the parent(s) and student with information concerning the detention. Detentions issued carry over to the next grading period and each student receives a clean slate at the beginning of the school year only. Upon being issued a fourth administrative detention, the student will receive a one-day, in-school suspension. Generally, this is intended to serve as a warning that proper behavior is not taking place and additional interventions may be needed.

If a student fails to attend a detention, he/she will receive another detention (up to two additional detentions). If the student continues to disregard this process, he/she will receive an in-school suspension and will only be allowed to return to class after a parent/school conference.

##### Level I

Teacher deals with it. It may/may not be documented at teacher's discretion. Teachers may in fact have their own system of detentions for minor infractions. However, once a student is issued a detention through the secondary office, the process is formalized and a record is kept according to the paragraph above. Examples of Infractions: gum chewing, being unprepared for class, late/ missing work, littering, running in hallways, not using English on campus, tardiness, or technology infractions such as being off-task during class e.g. off task browsing.

##### Level II

Administration deals with the situation. The teacher will also be involved at this level. Consequence will be a detention and/or (for technology infractions) loss or restriction of personal device usage at school for a designated time period (up to 1 week). Examples of Infractions: inappropriate game playing, swearing, uniform violations, unauthorized presence on campus after hours, public display of affection, out of bounds (including unauthorized presence in classrooms, gyms, theater, etc.), disrespectful behavior, tardiness of 10 minutes or more, persistent tardiness to school or classes, failure to comply with attendance procedures, technology infractions such as using the personal device outside of designated areas or times, watching videos or movies, gaming, or repeated Level I infractions (see "Tardies").

#### Levels III & IV - Suspensions

Suspensions serve as a warning to parents and students that there has been a serious behavior infraction. During a suspension, either in-school or out-of-school, students are not permitted to participate in any school activity on the day of the suspension, including after-school functions. In cases dealing with more severe technology infractions, students' usage of personal devices may be suspended for an extended period of time.

##### Level III

In-School Suspension – Suspended students are supervised by a member of the administrative team. They are responsible to complete all assignments and may be required to complete exercises designed to have them reflect on the reasons for the

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suspension and what can be done in the future. Students must comply with all instructions given them by the secondary office staff.

In High School, in-school suspensions which arise simply due to an accumulation of minor offenses (such as Tardies) may be classified as “N” (i.e. Not reported to colleges and universities). However most in-school suspensions will be classified as “R” (i.e. Reported to colleges and universities, if requested).

A Parent-Administrator/Teacher conference will be held. Examples of Infractions: truancy, lying, cheating (see “Cheating”) or behavior associated with cheating, fighting, vandalism, rough housing, bullying, cyber-bullying, trespassing, plagiarism (see “Plagiarism”), possession of or access to obscene materials, forgery of signatures, having an open flame or fire, technology infractions (such as hacking, identity theft, and using illegal websites), or repeated Level II infractions.

#### Level IV

Out-of-School Suspension (normally for minimum of 3 days) – These are given for the most serious behavior infractions, or for serious or repeated cases of Level III behaviors. Students are excluded from the school and all school activities during the suspension period. Either prior to or upon return from a suspension, students are expected to get assignments from their teachers and make up missed schoolwork. Note: the principal may decide to require a Level IV suspension to be served in school rather than out of school, depending on relevant factors. Out-of-school suspensions received in High School are reported to universities and colleges on application forms, if requested. The principal can determine a different course of action in lieu of a suspension.

Examples of Infractions: smoking, stealing, use or possession of stolen items, extortion, possession of tobacco products, sexual activity, sexual harassment, or repeated Level III infractions.

#### Level V - Expulsion

Examples of Infractions: assault, possession/use of drugs and/or alcohol and weapons (including toy weapons), persistent cheating, or for serious or repeated cases of Level III or IV behaviors.

Persistent disciplinary problems are brought to the Principal and may be handled in the following ways:

1. Discussion and analysis of the issues with appropriate corrective measures.
2. Conference with and/or written statement to parents.
3. Regular suspension (up to five days).
4. Severe suspension (five to ten days).
5. Long-term suspension (over ten days).
6. 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.

Note: Depending on the nature of the infraction the school will contact the police in cases of illegal activities.

#### Dismissal from Off-Campus School Activities

ICS takes care to ensure students’ safety. Because MS / HS students are familiar with the safe and excellent system of public transportation in Hong Kong, students may be released from off-campus activities without bussing them back to school, when it is appropriate to do so.

#### Fees, Dues, and Fines

All fines and fees (including tuition fees) must be paid in full before report cards, transcripts, diplomas or other records will be issued. Monies collected for fines are put toward the

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annual club contestable funds allocation process. Students who have class projects requiring materials that are more extensive than the class requirements and are personally used or taken from the classroom, may be required to pay extra for the materials used. Fines are collected for a variety of situations. These are used as a deterrent to certain types of behaviors.

### Textbooks

At the end of a course (or when a student withdraws from the school) all school - issued textbooks must be returned. The condition of each textbook upon return will be compared with its condition when issued, using the following scale:

Excellent/Good/Fair/Poor/Unusable. A drop in one level on the scale is considered normal wear and tear. A drop of two levels will result in a fine of 25% of the book cost; 3 levels – 50% of the book cost. If a book is lost or unusable for any reason the student will be charged for the cost to replace the book, including shipping and handling charges.

### Others

- Students may be fined for the following:
- Failure to present ID card upon entry to the campus if requested (\$5)
- Failure to return borrowed library materials
- Failure to properly store personal items or belongings
- Using an electronic device inappropriately (see “Technology Acceptable Use Policy”)
- Other fines may be introduced if needed, students will be informed in advance (see “Transcript Fees”)

### Field Trips

Short trips to various places of interest may be included in the academic program. There may be an extra charge for field trips. Trips will be under the supervision of the administrative and teaching staff. Policies regarding students’ appearance and behavior will be maintained on field trips. More casual dress may be permitted on some field trips. For other trips, students may need to dress more formally. These will be announced in advance. All Week Without Walls (WWW) activities are considered to be school in-session and all school rules are in force except dress code, although appropriate and modest attire is still expected.

### Free and Alternate Dress Code Guidelines

Students are not required to wear the school uniform on Free Dress Days. All attire must be in keeping with the positive Christian atmosphere. Alternate dress code guidelines also apply at special events such as WWW, school camp, and other events as communicated. Periodically, various school organizations, such as the National Honor Society or Student Council, plan special Free Dress and Alternate Dress days. Students are reminded that all dress must be modest and in good taste. Students are not permitted to wear frayed jeans, tank tops or midriff-exposing shirts, hats (unless it is a Hat Day), short skirts, or short shorts. Tights/leggings are not a substitute for appropriate pants/shorts/skirts. They may be worn under suitable clothing. All applicable dress code guidelines are in effect during Free Dress Days, including the wearing of jewelry and the like. Flip-flops may be worn on such days, however this privilege does not extend to the weekly senior free dress day. Seniors are permitted free dress once a week on a pre-determined day announced in advance for all seniors. They must, however, follow all the Free and Alternate Dress guidelines during these free dress times. Repeated violations will result in the loss of this privilege.

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Boys:

- Must wear a shirt. Shirt must be buttoned (no open flailing shirts).
- Shirts do not have to be tucked in or collared. No tank top or sleeveless shirts are permitted. Additionally, shirts must not have any offensive words or phrases on them.
- Shorts must be of modest length: mid-thigh or below, whether seated or standing.
- Underwear/boxers must be concealed.
- Shorts and pants must be kept at a reasonable size and not let to fall below the waistline.
- Jeans may be worn but cannot be frayed.
- Hair must be tidy and not attract attention (natural colors only).
- No hats in class.
- No earrings.

Girls:

- Shirts do not have to be tucked in or collared.
- No spaghetti strap tops/dresses (straps must be wider than 1 inch), unless worn underneath an item of clothing.
- No midriff exposing clothing that shows the mid-section.
- No inappropriate neckline.
- Skirts must be of modest length (school skirt length – no shorter than 2 inches above the knee).
- Shorts must be of modest length: mid-thigh or below, whether seated or standing.
- Shorts and pants must be kept at a reasonable size and not let to fall below the waistline. Jeans may be worn but cannot be frayed.
- Hair styles must be tidy and not attract attention (natural colors only).
- Make-up must be discreet.
- No hats in class.
- Only one earring may be worn per ear.
- Undergarments must be completely concealed.

Above all, modesty is required of all ICS students. Common sense and simple decency should be exercised.

Free Blocks and Study Halls

Middle School students normally do not have free blocks, but in certain situations (such as with a student with identified learning needs) the principal may approve a student to be waived from taking a certain subject and receive additional support during that time instead. Juniors and seniors are required to enroll for a minimum of 6 credits each year, and freshmen and sophomores are required to enroll for a minimum of 7 credits each year. This

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means that students may have a limited number of free blocks/ periods/study halls each year.

Students will be assigned to a study hall which normally is in the library, or in a designated classroom. (see "Study Hall Guidelines") However, seniors, with the written approval from their parents or guardians, may remain in public areas of the campus without supervision (such as lounge areas – see "Lounge Areas") or leave the campus during these free block times (see "Closed Campus"). Students on academic probation may have this privilege revoked. In order to meet these minimum credit requirements, occasionally students may need to take a course for which they would not otherwise register. We believe this allows for the stretching of our students and in most instances, students still can select the courses they desire. There are exceptions to this (such as for students with identified learning needs) which requires approval by the learning support teacher, Supervisor of Secondary Academics, or High School principal. In these instances, students may enroll for a reduced course load provided this does not impact on graduation requirements. All students, regardless of learning needs, must fulfil all requirements for graduation from ICS.

### Fundraising

The Fundraising Policy has been set up to:

- Provide a comprehensive procedure with guidelines for fundraising groups, and
- Safeguard the interests of donors and beneficiaries through a system of stewardship and accountability

All fundraising initiatives/activities (e.g. clubs) must be submitted to the Fundraising Vetting Committee (comprised of the Head of Schools, Chief Operating Officer, Dean of Curriculum and Learning Systems, and the Service Learning Coordinator) and be pre-approved before commencing.

Note: There are two application intakes and betting meetings per academic year: (1) October for events between November to January; (2) February for events between March and June. Early approval is available and encouraged. Applications must be turned into the SCHOOL OFFICE.

Questions regarding the application process and forms can be directed to HS principal or Head of Schools Office. Applications will be reviewed by the Fundraising Vetting Committee.

### Games

During appropriate times (such as lunch time, before or after school, and during free periods), appropriate games may be played on campus. Students are to play games of a positive, social nature that do not cause a disturbance to others. Electronic games, and games normally associated with gambling (such as mahjong or poker) are not to be played. Skateboards are not to be used on campus.

### 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.

### Grade Level Retention or Non-re enrollment

Deciding not to promote a student to the next grade level, or not to re-enroll a student at ICS in the following year, are the last resorts that we try to prevent if at all possible.

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Students concerned will be identified within the first semester or near the beginning of the second semester so that a meeting with parents will be called, and expectations will be discussed. Students who are deemed at risk of retention or non-re-enrollment by the end of the first semester will be placed on an improvement contract. Failure to adhere to the terms of the contract may result in grade level retention or non-re-enrollment.

Grading System

International Christian School bases its grading system on the philosophy that a student is not evaluated on his/her potential, but rather on performance. A grade describes to what degree a student has achieved the particular objectives in a given course of study. Learning objectives are determined by the school's curriculum and articulated in its standards and benchmarks. The purpose of grades and reporting is to communicate information about student achievement to the appropriate stakeholders.

Grade	Percentage	Point Value	Description
A+	97 - 100	4.00	Exceeds Standard
A	93 - 96	4.00	Meets Standard with Excellence
A-	90 - 92	3.67	Meets Standard with Excellence
B+	87 - 89	3.33	Meets expectations of the standard
B	83 - 86	3.00	Meets expectations of the standard
B-	80 - 82	2.67	Meets expectations of the standard
C+	77 - 79	2.33	Meets some expectations of the standard
C	73 - 76	2.00	Meets some expectations of the standard
C-	70 - 72	1.67	Meets some expectations of the standard
D+	67 - 69	1.33	Meets minimal expectations of the standard
D	63 - 66	1.00	Meets minimal expectations of the standard
D-	60-62	0.67	Meets minimal expectations of the standard
F	0-59	0.00	Meets insufficient expectations of the standard

For Middle School and High School students, a Grade Point Average (GPA) is computed at the end of each semester as a weighted average of the point values associated with the grades received. The weighting is based on the credit value of each course. For High School students, a cumulative GPA is computed at the end of each semester based on all High School courses completed. No cumulative GPA is computed for Middle School students. Progression from Middle School to High School is conditional upon demonstrating learning which is typically indicated in passing grades. Selected High School courses are assessed on a Pass/No Pass basis. Credit toward graduation requirements can be earned, but the GPA is not affected. Every effort is made to evaluate

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the student's self-government, self-discipline, and progress which are assessed separately from the subject areas.

Students also receive Learning Behavior Ratings for each course in three areas: Engagement, Attitude, and Effort; Organization and Time Management; Contributions to the Learning Community.

	Exemplary 4	Consistent 3	Developing 2	Beginning 1
Engagement, Attitude, and Effort	Exceeds the descriptor	Almost always on task and works effectively, with positive attitude. Almost always motivated and involved.	A little under	Missing a lot
Organization and Time Management	Exceeds the descriptor	Almost always completes tasks on time and organizes self effectively. Almost always comes to class prepared	A little under	Missing a lot
Contributions to the learning community	Exceeds the descriptor	Collaborates with peers effectively. Listens and responds thoughtfully. Fulfills responsibilities in a group setting effectively and helps others when requested.	A little under	Missing a lot

Grades Online

Parents and students have access to student grades online. Information about access is provided individually. Contact the Learning Technology department at [support@ics.edu.hk](mailto:support@ics.edu.hk) if there are any difficulties.



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Please recognize that grades entered are not necessarily final. They indicate the current status of the student toward completing course requirements. Communicate if you have any questions or concerns! For example, a mark of “0” on a particular assignment may simply indicate that the assignment was late and has not yet been marked. The teacher may still be willing to accept late work. In such cases, refer to the expectations communicated in the course syllabus, talk with your child/parent to discuss the situation, and contact the teacher if needed. If a particular low grade is final, discuss with the teacher how learning can improve. Also, note that the semester grade is based on multiple marks and the student will most likely have an opportunity to improve his or her learning, thus improving the overall grade.

### Graduation and Credit Requirements

The graduation requirements for the High School are based on four years of attendance. To graduate, a student must have four years of High School attendance, complete all graduation requirements, and earn a minimum of 25 units of credit. High School students will take up to nine courses in a cycle. In addition to credits, in order to graduate each student is required to successfully complete and pass a Make A Difference Project and a Week Without Walls (WWW) activity for each year of study at ICS. One of the WWW activities must be a service activity.

In keeping with the philosophy and goals of ICS, each student is expected to complete a minimum of:

- 1.0 credit of Bible for each year in High School at ICS
- 4.0 credits of English
- 2.0 credits of Fine and Performing Arts
- 3.0 credits of Math
- 2.0 credits of Science
- 2.0 credits of Social Sciences
- 2.0 credits of World Languages
- 1.5 credits of Physical Education taken over three years
- 0.5 credits of Health
- Meet the Make A Difference Project requirement each year at ICS
- One Week Without Walls activity per year at ICS, one of which must be a service activity

Notes: The above credits represent the minimum required for graduation. Many university admission policies demand four credits in the core disciplines (i.e. English, Social Sciences, World Languages, Mathematics, and Science). Students should consult a High School University Advisor, Supervisor of Secondary Academics, or School Counselor to ensure that they plan to take the courses needed for their anticipated post-secondary goals (see also “Academic Advising” and “College Advisement”).

- Graduation consequence for non-graduating seniors – seniors who are projected to be more than one credit short of graduation requirements one week before the Commencement exercises will forfeit the privilege of participating in the Commencement exercises.
- Seniors who do not meet graduation requirements will not receive a diploma from ICS. See High School Course Offerings Booklet for more details.

### 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,

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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. Therefore it is expected that parents and students have held initial discussions to resolve issues. 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:

- Grievances should be expressed and addressed in a mutually respectful manner.
- 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.
- Decide whether the issue is a general concern, inquiry, clarification, or specific complaint.
- 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.
- Identify the appropriate person(s) that need to be involved in the communication.
- 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.
- As part of the school's due diligence, anonymous or unsigned grievances/communications will not be addressed.
- No individual should fear discrimination or retribution for bringing forth a concern or grievance.
- 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.
- 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.
- Discussions of grievances will be kept confidential among those directly involved.
- For all issues raised, the action(s) taken to resolve them and the outcomes of those actions will be documented.
- 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.
- 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.

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- At any level, an individual may request a mediator to facilitate a resolution and/or reconciliation.

#### Gymnasium Use

Street shoes are not permitted on the unprotected gym floor at any time. Food or drinks are not permitted in the gym except at specific pre-approved events. Students are not permitted in the gym without direct teacher supervision.

#### Homework Policy

Definition of Homework:

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

- Improve achievement
- Extend the time available for both practice and investigative learning
- Help students take charge of their own learning opportunities
- Help students to identify subject areas that require more attention

#### 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 successfully.

#### Purpose

Homework develops habits and attitudes that work to a student's advantage far beyond the classroom. Qualities like self-discipline, responsibility, and a love of learning benefit students throughout their lives.

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.
- Should be monitoring more closely the completion of homework for grades 6 - 8 students.

#### Average Amount of Homework

Grades 6 - 8: 65 - 80 minutes per night, covering all subjects

Grades 9 - 12: 90 - 120 minutes per night. Students in advanced subjects like AP courses maybe required to do more homework per night to meet the requirements, and may also need to do some homework over holidays.

#### Other Guidelines on Homework

- Homework is not to be used as a method of discipline.
- Students are not expected to complete more than two tests on one day. If more than two tests are scheduled on one day, teachers will make arrangements for one of the tests to be rescheduled on another day. If students realize that they have been scheduled for two tests on a day, they should report it to the teachers at least two days in advance of the test date, otherwise it may be impossible to

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re-schedule the tests. (Please note: Number two does not apply during the final exam week at the end of last semester.)

- Required homework is not to be given over vacation times which are two school days or longer, e.g. Christmas, Spring Break.
- Long-term projects should not be due a day or two after a vacation.
- Homework should not be due, nor tests or quizzes scheduled, the day after a major school activity such as Christmas Concert or School Camp.

**Homework Club:**

Each Middle School grade level has its own designated classroom for after school teacher-guided study time. All students are welcome to attend. Some students may be required to attend based on academic performance. The conditions mandated for these students may vary as determined by the grade level team.

Homework Submission via Turnitin.com

Teachers will be asking students to submit significant assignments that include a significant writing component via Power School Learning, which will also route the assignment through Turnitin.com to check for citations and plagiarism. Students are also encouraged to submit their assignments to Turnitin.com before submitting to their teachers, so that they can get feedback about how well they have cited work. Teachers will clarify which assignments need to be submitted in this way.

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.

If medication is to be administered at school, refer to the "Instructions for Medication" form, (available on Power School Learning, the school office, or 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 school or Health Office for administration under supervision.

Medical History & 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.

It is the obligation of parents to report to the school any contagious disease, including, but not limited to, Chicken Pox, Scarlet Fever, Hand, Foot and Mouth Disease, Fifth Disease, Mumps, Measles and Influenza. A Doctor's Certificate of Clearance is required before children are allowed to return to school following any contagious disease; or if the original doctor note lists recommended dates of absence, this is also sufficient.

Jewelry

All jewelry must be discreet. Girls only may wear one earring per ear no larger than the earlobe. No 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. Studded and/or gothic jewelry may not be worn at any time. All jewelry must be in keeping with the positive Christian atmosphere in the school.

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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 permitted to only speak one of our languages of instruction while on campus. These include English, Mandarin, Spanish, and French. Spanish, French and Mandarin should be spoken during these classes and it would be appropriate that these languages be used at other times during the day to promote oral fluency. However, at all other times, English should be used by students when conversing with others while on the campus and/or during school events and activities. Other languages may be used when it is deemed the use of this language would facilitate learning and understanding.

Withdrawal Policy

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:

- 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.
- 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.
- 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.
- Any outstanding tuition and fees together with any withdrawal fees incurred will be deducted before the debenture monies are refunded.
- 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.
- 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.

Leave Application

In the event of an anticipated absence, it is the parent's responsibility to contact the office one week in advance via a note or email (to [attendance@ics.edu.hk](mailto:attendance@ics.edu.hk)) explaining the reason for the absence and attaching any relevant documentation (such as doctor's notes). The office will respond, indicating whether the absence is excused or unexcused. It is then the student's responsibility to contact each teacher in advance (in person or by email) to make arrangements to complete assignments, projects, and/or work during the period of absence from school.

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After a student returns to school from an unanticipated absence, in which there was no pre-planning, it is his/her responsibility to see the teachers for all make-up work. This should occur within two days upon return to school. A student is entitled to two days per excused day absent to make up work, unless other arrangements are made with the teacher.

After an absence that has been communicated to the office, it sometimes happens that a student in fact ends up coming to school (e.g. the student felt sick, but later feels better; e.g. an external piano exam was canceled). In such cases, parents should communicate with the office again so that we know when to expect the student, and students should check in at the secondary office as soon as they arrive on campus. (see "Tardiness, Absences, and Truancy")

### Library

ICS has an excellent collection of reference, resource, and recreational reading materials available for use, including printed materials for checkout, complete text of many online books, and excellent research information through online reference sources. Resources are listed and ICS materials can be searched at the Library website <http://destiny.ics.edu.hk>. Students are encouraged to request research, reference, and technology assistance from the librarians. Students may use the library during school days between 7:45 a.m. and 5:00 p.m., following library usage rules, including no food and drinks in the library, treating materials and others with respect, and using the facilities for the intended purposes of study and research. Collaborative study is encouraged, as long as it does not disturb others who prefer a quiet study environment. Students must sign in to use the library between 7:50 a.m. and 3:15 p.m., and bring a library pass if coming from another class or study hall other than in the library. Students who wish to leave the library from assigned study hall must have a pass signed by a teacher, and sign out when leaving. Seniors with senior privileges may use the library without a pass, but may be asked to leave if they are disruptive, or may be required to sign in with a pass if they have been disruptive in the past.

### Check-out

- Students are allowed to have a total of seven books from the school library checked-out at any time. The normal checkout period is 21 days for most books, 3 days for videos and 7 days for reserved materials. Overdue fines are \$1 per book per day and \$5 per day per reserved material.
- Students will be liable for all lost or damaged books checked-out under their names. The charges will include the shipping and handling charges to replace the book. All fines and library charges must be paid before any more books may be checked out. Library materials are due no later than two-weeks before the end of school year, except for textbooks, which are due no later than final exam week.
- All library books are due no later than two weeks before the end of school year, and none will be checked out during that time.

### Lockers

Middle and High School students will have assigned lockers. Students are encouraged to lock their lockers at all times. Students are responsible to provide their own lock for their locker. They are recommended to give a copy of their key to their Facegroup/Tribe Teacher as a backup.

The school reserves the right to have access to the lockers at all times. Lockers are school property and therefore should be treated with care. Lockers will be inspected periodically. Any pictures kept inside the lockers must meet the decency standards of the school. Students are responsible to keep locker areas clean and tidy. No pictures, posters, or other decorations are allowed on the exterior of the lockers unless for a specific school organized event (e.g., Holiday decorating). Students may be asked to scrub their locker to remove any

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tape or glue residue. Fines may be assessed for an untidy locker area, including storing items on top of lockers. All valuables should be kept in lockers at all times to avoid loss or theft.

Seniors are provided with full-length lockers. Students in grades 6 - 11 are provided with half-length lockers.

### 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 Gym - ES and SS)
- 1/F (Room 104 - ES and SS)
- 2/F (Cafeteria - ES and SS)
- 3/F (Corridor by Room 324)
- 4/F, 5/F, 6/F (SS Student Lounges)

The cleaning staff will collect items from the bins and sort them each week before delivering them to the G/F Main Entrance Office. If the item is labeled with a name, effort will be made to return to the student directly.

If there is no way to determine the owner the following steps will be taken:

Lunch boxes/water bottles:

- collected every day and placed in the lost and found boxes nearby
- items will be kept for one week

Non-Uniform Clothing:

- non-uniform items (including shoes) will be collected every Friday and sent to the G/F Main Entrance Office
- items will be kept for two weeks

Uniforms:

- uniforms will be collected every Friday sent to the G/F Main Entrance Office
- items will be kept for two weeks
- those with no label will be made available by the PA as second-hand.

All other items:

- collected every Friday and sent to the G/F Main Entrance Office
- items will be kept for one month

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

### Lounge Areas

The school and Student Council have provided furniture on the 4/F, 5/F, and 6/F for student use. We hope these lounge areas help students to feel at home at our school, and get to know each other well!

Guidelines for Appropriate Use:

- Use your conversations to build up one another. "Do not let any unwholesome talk come out of your mouths, but only what is helpful for building others up

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according to their needs, that it may benefit those who listen.” Ephesians 4:29, NIV

- Treat the furniture responsibly, with care. Report to the secondary office any damage caused.
- Any food eaten in the lounge areas must be eaten with care, so as to preserve the condition of the furniture and lounge area. Middle School students are not to eat their lunch in the lounge areas.
- Keep the lounge areas tidy and tidy up after yourselves. The Student Council will be monitoring the lounge areas to make sure they are kept tidy.
- Keep your shoes off the furniture.
- You may adjust the position of furniture, but keep it within the lounge area.
- Do not arrange furniture to form an enclosed bed area.

**Additional Lounge Area Rules (Primarily for Seniors using the 6/F Lounge during Free Periods):**

Due to noise from the lounge disrupting instruction in nearby classrooms, the following rules have been necessary:

- No audible music, but seniors may use headphones (connected to laptops, not phones) during free periods only.
- No card games or board games, except during lunch or P block. Games may be played in the cafeteria or the 2/F podium.
- No electronic games.
- Voices must be quiet when classes are meeting.
- Do not store items in the lounge – ask a teacher to store items that will not fit in your locker.

If these rules are not followed, the lounge area may be closed for access during free periods, either temporarily or permanently.

**Consequences for Inappropriate Use:**

- Individuals who use the lounge areas inappropriately may lose the privilege.
- Furniture that is damaged must be paid for by the person responsible. The amount of money will be determined by the Facilities Office. If the person responsible is not identified, either:
  - The Student Council will be asked to pay for repairs. This means that all students will to some extent bear the loss; OR
  - The damaged furniture will be removed from the lounge until the person responsible is identified.

**Lunch Line Passes (High School Only)**

- To ensure sufficient time for lunch meetings to be held, lunch passes will be given to High School students involved in clubs that meet during lunchtime.
- Club students are entitled to move to the front of the lunch line on the day the club meets.
- Pass must be shown before 11:15 a.m. to be valid.
- Students need to get a different pass for each club.
- Termination of the entire lunch pass privilege may result from improper use.
- Honor system: if you are in the lunch line and another student shows you a pass (valid for that day, and before 11:15 a.m.), then your job is to graciously let him or her ahead of you.
- Students who are using their passes need to also use them politely and respectfully. Do to others as you would have them do to you.
- If you suspect abuse, (a student is using the pass but not attending the club) you may alert the club teacher.



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Lunch Program

Students may turn in a monthly order for hot lunch provided by Sodexo catering services. Alternatively, students who purchase hot lunch on a daily basis will see a small increase in meal cost from those who pre-ordered. Students may also choose to bring lunches from home. Microwaves are available in the cafeteria for reheating food. Students in grades 11 and 12 may leave the campus during lunch if their parents have signed the approval form for them to have this privilege. Students are welcome to eat their lunch in the cafeteria or on the podium.

Sodexo graciously allows a student to get refills if needed, but these are only for the student who has purchased the lunch. Lunch refills are not transferable or to be shared.

High School students (but not Middle School) may eat in the lounge areas. Students may take their lunch to a classroom or meeting room if there is a lunch meeting planned with a faculty member present. Students should not eat in other locations (e.g. 1/F, etc).

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. Fundraising is an exception: see Fundraising.

Money and Valuables

Students should not bring a significant amount of money or valuable items to school. The school cannot guarantee the security of the students' personal belongings.

New School Rules and Procedures

Sometimes new procedures or rules are introduced in the middle of a school year that are not included in the current Student/Parent Handbook. The school will ensure that these changes are posted on Power School Learning and that any consequences are stated. The school will also inform the Student Council and Parent Association (either before or after the implementation of the rule, depending on urgency) and invite feedback and suggestions. New procedures or rules may also be introduced when preparing handbook for the upcoming year. The school will provide the Student Council and Parent Association a chance to give input on any proposed changes from the previous edition.

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.

Off-limit Areas

The 7th floor is usually off limits for all students, parents, and visitors. Secondary students are not to enter the Elementary wing (including the Elementary stairs without approval. Middle School students are not to use the elevator unless given explicit permission and accompanied by an adult. High School students are not to use the elevator unless given explicit permission to do so. Students are not permitted to be in any rooms (classrooms, theater, gyms, etc.) unless a supervising teacher is present. Under limited circumstances, students may go to the 7th floor:

- If invited by a friend who lives on the 7th floor, but only after school hours on weekdays, or any time on non-school days (such as weekends, public

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holidays). In such a case, the guest should either be accompanied by the hosting student to the 7th floor, or have a permission note from the hosting student.

- If invited by a teacher who resides on the 7th floor for a class/group/advisory “home event”. This would typically take place outside of school hours. (For Middle School/High School it could be appropriate to have breakfast during the tribe/facegroup time.)

#### Office

The school office is to be used for school business only. The office is open from 8:00 a.m. - 5:00 p.m. from Monday to Friday. The accounting department handles all finances, both payables and receivables, for all campuses ([finadm@ics.edu.hk](mailto:finadm@ics.edu.hk)). The admissions office handles all matters related to applications ([admissions@ics.edu.hk](mailto: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

#### Outside Testing Policy

ICS staff may proctor entrance exams for students applying to universities with no fee charged and no extra fee given to the staff member. Such exams should be scheduled during the normal school day. In the case of a student applying to another school (or summer school) outside of Hong Kong, ICS will provide a proctor if one is available. A fee will be charged based on the current hourly substitute teacher rate. Such exams should be scheduled outside of normal class hours so as not to impact the operations of the school.

ICS offers Advanced Placement (AP) exams only for AP courses taught at ICS. For any other AP exam, students may either take these through the Hong Kong Examination Authority (HKEA), or may take these at ICS if they pay for the test proctor in addition to the AP exam fees.

#### 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 (of legal age) and notify the school as far in advance as possible. Parents need to complete the Parent Absence Notification Form (available on Power School 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 the education of the child as a joint venture between parents and teachers. Parents are encouraged to follow appropriate channels for communication. If you have a question regarding the teacher and/or classroom procedures you should communicate with the teacher involved. The principal will not become involved in classroom matters until the teacher has been contacted directly by the parent. (see “Communication Policy”)

If you need to talk with the teacher, please email or leave a message and he/she will attempt to contact you within 24 hours (excluding weekends or holidays). Do not stop in to talk with a teacher during the school day as they are usually teaching, on recess or class duty. You are welcome to stop in and talk to them 15 minutes after the closing of class. You may call the

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office and leave a message for the teacher to contact you. Please respect the teacher's privacy and personal time by calling only during the office hours. Teachers are not expected to communicate regarding school-related issues during evenings, weekends, and holidays. Communication should be done through school email unless the teacher has specifically requested communication via other platforms. All parents are requested to meet with the teacher during the scheduled conferences in the fall.

### Personal Property and Supplies

Each student is to provide his/her own copy of the Bible (NIV), which can be left at school for daily use. Parents can check with the school office to buy one for a fee. Parents will be responsible for providing classroom supplies for their children. A list of necessary supplies will be distributed on registration day.

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 11

- "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

As with other forms of academic dishonesty / cheating, the standard consequence for plagiarism is a zero score for the assignment, and an in-school suspension.

#### 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.

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**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.

Podium Guidelines

**Middle School Students**

Since the gym is normally available during Middle School lunch, Middle School students are not allowed to have sports activities on the podium. Students may only use the gym if there is teacher supervision.

**High School Students**

Play on the 2/F podium involving throwing and catching over long distances (such as throwing balls or Frisbees) involves some risk, such as overthrowing and hitting an innocent bystander, or running into a table when attempting to catch a ball. Such activities are not allowed on the podium. Students may only play "safe" games such as foursquare/handball which are directly supervised by a willing faculty member.

Privacy and Inspection

ICS employees reserve the right to inspect a student's locker at any time, and to inspect a student's personal items (electronic device, backpack) or accounts (email, facebook) if there is probable cause (such as suspected danger or contravention of school rules). However, to safeguard students, such inspections will normally be done with a) prior notification of parents; b) a minimum of two ICS employees involved. In emergency situations, immediate action and inspection may be required forcing the contacting of parents and/or inspection by two ICS employees to be delayed until after the situation has been addressed. During inspections of students' personal items, the person(s) inspecting should limit the inspection to relevant content, i.e. which is suspected of violating school rules.

Privacy and Media/ 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, Whats App, WeChat, etc.) without expressed permission.

Likewise, students should not share photos or videos of others with newspapers or the media without permission from those involved and from the school.

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.

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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 Schools' 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.

Recognition of External Courses

Sometimes ICS students find it advantageous to take an external course (e.g. summer course) as a way to earn graduation credits or be exempt from certain course pre-requisites. Please note that these will appear as transfer credits on the transcript and do not impact GPA. See the High School Course Offerings Booklet for full details.

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.

Settlement of all outstanding fees

Please note that re-enrollment for returning students is granted in good faith that all tuition fee and other fee obligations will be fulfilled. If a family foresees inability to fulfill its financial obligations, the School requires that a special payment plan be approved by the Director of Finance and Administration (or his designee).

Reporting of Student Learning

An online report is available at the end of each quarter. Not all reports include teacher comments. When reports are ready for viewing, an announcement will be issued via Power School Learning. Parents are encouraged to inquire about their child's progress at any time. At the end of the school year unpaid accounts, incomplete Online Registration (via Powerschool), or incomplete student check-out will result in withholding of report cards and transcripts.

Learning behaviors and habits are important to develop in our students and cannot be ignored. Rather than impacting grades, we will therefore report on learning behaviors using a 4-point rating scale each quarter to rate the following in each course: (4 - Exemplary / 3 - Consistent / 2 - Developing / 1 - Beginning)

- Every mid and end of Quarter
- Three behaviors targeted:
  - Engagement, attitude, and effort (SSLB.E)
  - Organization and time management (SSLB.O)
  - Contribution to the learning community (SSLB.C)

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;

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- 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.

### Romantic Relationships

ICS is a conservative Christian school and adheres to a high moral standard. ICS students are expected to adhere to biblical standards in their romantic relationships at all school functions and anytime they are in school uniform. Outward signs of affection, such as physical contact, are to be avoided. ICS students are exhorted/urged to abstain from sexual activity before marriage, and engage in healthy relationships that honor Christ.

### School Camp Attendance and Fees

Each school year, Middle School and High School have separate camps for which a camp fee will be charged. Guidelines and fees for each camp will be communicated separately. Attendance is required. Note that because camp planning and bookings need to be made well in advance, students will be expected to pay the camp fee even if they are not able to attend, unless the absence is approved at least three weeks in advance.

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School Hours

Daily Schedule

Middle School		High School	
7:50 a.m. – 8:38 a.m.	Facegroup/ Chapel (Tues.)	7:50 a.m. - 8:38 a.m	Block P
8:43 a.m. – 9:55 a.m.	Block A/E	8:43 a.m. - 9:55 a.m.	Block A/E
10:00 a.m. – 10:54 a.m.	Block M	10:00 a.m. - 11:12 a.m.	Block B/F
11:00 a.m. – 12:12 p.m.	Block B/F	11:12 a.m. - 11:50 a.m.	Lunch
12:12 p.m. – 12:46 p.m.	Lunch	11:55 a.m. - 12:41 p.m. or 12:20 p.m. - 12:41 p.m.	Tribe/Chapel /Extended Lunch
12:46 p.m. – 1:58 p.m.	Block C/G	12:46 p.m. - 1:58 p.m	Block C/G
2:03 p.m – 3:15 p.m.	Block D/H	2:03 p.m. – 3:15 p.m.	Block D/H
3:25 p.m. – 4:40 p.m.	1st After-school Activity	3:25 p.m. – 4:40 p.m.	1st After-school Activity
4:45 p.m. – 6:00 p.m.	2nd After-school Activity	4:45 p.m. – 6:00 p.m.	2nd After-school Activity

Students are not permitted on the school premises before 7:25 a.m. Middle School and High School students who arrive before 7:35 a.m. should remain in the cafeteria until 7:35 a.m. High School students not involved in P block need to stay in the cafeteria or library before 8:15 a.m. The SS library opens at 7:45 a.m.

Students are expected to be off campus by 4:35 p.m., unless they are involved in school-sponsored/approved activities. Any student remaining on campus after school must be under direct supervision by a faculty member. Students who are involved in a school-sponsored/approved activity are expected to leave campus within 10 minutes of dismissal from their activity.

On Saturdays or school holidays that are not public holidays, students are only permitted on campus if supervised by a teacher. On public holidays the campus is closed.

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

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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 through prior arrangement. For the safety of the students, all visitors, including parents, regardless of the reason for their visit, must sign in at the front gate and report to the secondary office. Parents waiting for students need to wait in the cafeteria or the 2/F podium area.

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.

Senior Class Day

Seniors are given one day to use exclusively for a Senior Class activity or trip. This day is determined by administration in advance and placed on the calendar. No other day may be used. The senior class must have approval of the school for all trips or activities planned using this time. Senior students not participating in the activity or trip are required to attend school. All applicable school rules, guidelines, and policies apply to any trip or activity. Traditionally, this time has been used for a senior class trip, but this is at the discretion of the senior class and class advisors. Note: This is separate from WWW, which is for academic/ service learning purpose, and in which participation is mandatory.

Senior Examination Exceptions

Seniors will be exempted from final examinations at the end of a course if they have a semester grade of 90% prior to the examination period. For classes of one semester duration the rule will apply for the semester of enrollment. For classes of full year length, the rule will apply for only the second semester. Please note that in courses using alternate summative assessments, seniors may still be required to complete them. (see "Summative Assessments") In most AP courses, mock exams count as the Final Exam, and seniors are not exempt from these.

Senior Gift Approval

Before purchasing a Senior Gift (SG), Seniors need to go through an approval process in order to ensure that issues of design, location, and upkeep are satisfactorily arranged. They must present a proposal to the High School Principal which includes a description of the proposed SG, including rationale, function, design, cost, and proposed use/location. After obtaining provisional approval from the High School Principal and Facilities Office, the proposal and approval form will be submitted to the Schoolwide Leadership Team for approval before April 1.

Senior Privileges

Seniors are granted off-campus privileges during regular school hours subject to written parent/guardian consent. This privilege can be exercised during free periods, but students must sign in/out at the secondary office or at the main entrance welcome booth. Privilege abuses result in revocation for the individual or the entire class. Students on academic probation or those with repeated poor attendance may have this privilege revoked.



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Service Learning

All secondary students participate in service learning opportunities during the school year. High School Students are required to complete a “Make a Difference” (MAD) project each year as a graduation requirement and details are available from the assigned MAD advisor.

Smart Cards

All students, faculty, and staff are issued with an identification card (Smart Card). All new students, faculty, and staff will be issued with a new Smart Card on the morning of their first day of school. All payments & consumptions in the School will be transacted through the Smart Card. Smart Cards will enable all students, faculty, and staff to purchase food at the cafeteria, pay library fines, pay copying and printing charges, and pay expenses for any field trips, etc. Smart Card balances are not stored on the card itself and are not lost if the card is lost.

The first card is free, but replacement for a card is HK\$50. The charge will be directly debited from the card balance when we issue the replacement.

Smart Card Re-Charging

A minimum initial loading of HK\$200 is required. Smart Cards have to be loaded before the first usage. Amount loaded into the card is non-refundable (will be refundable only when the users leave ICS) and non-transferable. Smart Cards should be maintained with a minimum positive balance of HK\$100. Should a transaction create a negative balance, no transactions can be executed on credit base. It is recommended depositing a minimum of HK\$200 to avoid frequent reloading. The maximum loading of the smart card should be limited to less than HK\$1,000. All students, faculty and staff can process their card loadings at the following outlets.

1. BY CHECK

Please prepare a crossed check made payable to “International Christian School” and deposit it in the drop-in box outside the Cafeteria. Please write down the name and the Smart Card number on the back of the check. The amount will be loaded to the Smart Card after three working days.

2. BY CASH

Smart Card cash loadings can be made at the cash register of the cafeteria. Smart Cards can be recharged Mon.-Thurs. from 8 a.m. and 3:45 p.m., Fri. from 8 a.m. to 2:15 p.m. To avoiding slowing down the lunch service, cash loadings are closed during lunch service time. Note: When charging the card at the cafe, it takes one working day for the printing quota to be loaded into the smart card. Students are advised to add money before their card reaches zero.

3. BY PPS

Please dial telephone number “18031” or visit <http://www.ppskhk.com> and enter the Merchant Code “9417” for payment. The bill type is “3”. For details, please call the PPS hotline at 2311 9876. After the payment has been processed successfully, the amount will be loaded to the Smart Card after two working days. If users elect to load their Smart Cards via PPS, a minimum loading of HK\$300 is required. Otherwise, the PPS transaction charges will be deducted from their Smart Cards.

Users should check their transactions and balance reports via Power School Learning on a regular basis to ensure that all transactions are correctly recorded.

Smart Card Balance Report

Smart Card balance and transaction reports can be viewed on Power School Learning by pressing the \$ sign. Reports are updated each Friday.

Using the Smart Cards

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1. To purchase food at the cafeteria  
Users give their cards to the cashier and the total price of the item(s) purchased is debited from the card balance.
2. To pay library fine or field trip expenses  
Users give their cards to the librarian/administrative assistant of the school office and the total amount of the fines/payments will be debited from the card balances.
3. To pay copying and printing charges  
Before students can photocopy or print, they must purchase a print quota.  
Students give their card to the cashier and purchase a print quota for \$10 that is debited from the card balance. The print quota is loaded the following school day.

To print or photocopy, students put their Smart Cards on the card-readers terminal. The total amount of copying and printing charges is debited from the print quota of their smart cards (\$1/ B&W page and \$2/color page). If a transaction creates a negative balance on the print quota, no further copies can be made.

After each printing, the remaining balance of the print quota will be shown on the reader. We recommend users to check their transactions and the remaining balances after each transaction to ensure that there will be sufficient balance for the next photocopying and printing.

Users are not allowed to use other users' Smart Cards. Unauthorized usage of other users' Smart Cards is an offense. The School reserves the right to make legal proceeding. Please remember that the Smart Card bearer is responsible for his/her smart card working condition. The smart card should be kept in good condition and should not be cut, punched, heated, or folded.

#### Lost Card

Although Smart Card balances are not stored on the card itself and are not lost if the card is lost, a lost card should be reported immediately to the office. The office will report the loss to the unit manager of Sodexo. The unit manager will update the card listing to void the card, and will e-mail the school when the card has been voided.

It will take eight working days to create a new Smart Card, during which the user has to use cash to purchase food at the cafeteria. The unit manager will check any balance left from the card. All balances of the lost card are automatically transferred to the new card.

#### Card Refund

Amounts put on the smart card for printing do carry over from year to year, but are not refundable. Students, staff, and faculty should manage the amount of money on the card carefully to ensure that they do not have a large amount of money on the card when the time comes to leave the school.

#### Special Requests

As a school we strive to be responsive, flexible, and courteous in meeting our students' and families' needs. Sometimes we receive more complex requests (such as requests for recommendation letters or special forms that need to be completed) and we ask that students and parents communicate well in advance if at all possible, as these require more time to respond to with high quality.

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Student Council

The school promotes student leadership through the student council. Officers are elected by student peers and supervised by the student council advisor. This group plans periodic activities throughout the school year and serves on various school committees.

Study Hall Guidelines

Study hall students must take attendance (on time) at the beginning of the study hall period at the assigned study hall location with the regular study hall teacher. Failure to take attendance properly will result in a detention. Students are to maintain a study hall environment that is conducive to study. In other words, they should be quiet. Electronic games should not be played.

Students who wish to go to an alternate supervised location for a specific purpose (library, computer lab, art room) should obtain in advance the signature of the teacher who will be supervising the alternate location, and then show the pass to the regular study hall teacher. Students who have art room passes may use these passes to be excused to the art room to do work. Students who abuse their pass (go to the art room but then do not stay there) will lose their privilege.

Students taking an external course, including online learning will attend their study hall in room 527, where the Online Learning Educational Assistant will monitor and coach students to promote learning success.

End-of-semester Summative Assessments

Each semester, High School courses in Bible, English, World Languages, Math, Science, and Social Science are required to administer an end-of-semester summative assessment worth 20% of the semester grade.

By default, it will be assumed that this summative assessment will take the form of a semester final exam. However, teachers may request to use an alternate form of summative assessment, such as a project, paper, portfolio of student work, or other assessment. Note that this should be summative, representing the learning objectives of the entire semester. To do this, teachers submit a description of their proposed final assessment to the High School principal within two weeks of the beginning of the semester. If approved, students and parents should be informed of the alternate assessment by their teacher as soon as possible.

Middle school courses do not provide semester-end summative exams worth 20% of the semester grade. Teachers may provide an assessment that does cover the objectives of the entire semester, but the exam must not carry any more weight than any other test, exam, or assessment which was given during the term.

Important note about High School Exam Week: The High School exam week takes place at the end of semester 1 and again at the end of semester 2. See the school calendar for exact dates. Parents should not schedule travel for their families during exam week. It is very difficult to re-arrange exams for individual students, due to test security concerns. A HK\$500 fine may be levied for each re-scheduled exam. Students who skip an exam (unexcused absence without pre-arrangement) may receive a zero or reduced grade for their exam. Students who miss an exam due to emergency must contact their teacher as soon as possible to make alternate arrangements. Students who miss an exam due to sickness must bring a doctor's note.

Tardiness, Absence and Truancy

Students are expected to be in attendance each school day. Completion of work in lieu of attendance can never fully match the value of participation in classes or events. This is why

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students should be on time, and students and parents should make every effort to plan their events in such a way as to avoid absences.

Email communication regarding any issues related to attendance should be directed to [attendance@ics.edu.hk](mailto:attendance@ics.edu.hk) (see “Leave Application”). Phone communication should be directed to 3920-0100 or 3920-0156.

### Tardiness

A student is tardy if he or she arrives to school, class, or an event after the designated starting time, and no later than 10 minutes after the designated starting time. A student who arrives to an event or class more than 10 minutes late is considered absent. If there is a valid reason for the tardiness, the student should bring a note (or have an email sent or phone call made) from a parent, teacher, or other ICS staff member. Any such note must be received on the day of the tardy, or the tardy will be unexcused. Determination of excused or unexcused tardy status will be made by the secondary office (for tardiness to school), or the relevant teacher (for tardiness to a class or event).

Tardiness to class is recorded by the teacher at the beginning of the class period. Students who arrive late to school must report to the office for an admit slip before going to class. Also, students must report to the office for a late pass if they are late for a class during the school day. If a student is persistently tardy, parents are notified and disciplinary action by the teacher or administrator may be initiated.

Consequences of continued unexcused tardies (see “Discipline Policy”):

- Upon the 6th tardy within one quarter, an administrative detention will be served.
- Administrative detentions accumulate to in-house suspensions.
- After the 10th unexcused tardy, a parent conference will be arranged and a contract drawn up for the consequences of subsequent tardies.

### Absence

There are many categories of absence. Absences are sometimes planned and sometimes unplanned, and may be either excused or unexcused. There can be absences from school or from a particular class. Students more than 10 minutes late for any class or event will be considered absent (unexcused) for that class or event.

After any absence, a student is expected to:

- Make up missing assignments, tests, and quizzes based on new class material taught in his/her absence. For excused absences, the student will be permitted the same number of days to complete/prepare for these as the number of days of his/her absence.
- Hand in missing assignments and make up tests and quizzes based on class material taught prior to the absence period, and which was normally due in the absence period, on the day he/she returns to school – unless there was inadequate time for completion/preparation due to illness, or if other arrangements have been made between the teacher and the student.

Academic consequences of absences: Unexcused absences may result in reduced or zero grades for affected classes. Even in the case of excused absences, it is important to understand that it may be impossible to make up all work (for example, class activities). At the principal’s discretion in consultation with the Supervisor of Secondary Academics, University Advisor, and/or appropriate faculty, extended excused absences due to illness or other serious circumstances may result in a reduction of number of credits earned for certain courses, such as courses in which class participation is essential and cannot be made up. A rule of thumb is that 13 absences from any given class (whether excused or

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unexcused) may result in loss of credit and progression to the next class may be in jeopardy.

Behavioral consequences of unexcused absences: A student who is more than 10 minutes late for an event or class will receive a detention. Depending on the circumstances and with a note from home, this consequence may be adjusted to a tardy, or waived. For cases of truancy, see below.

#### Planned Absences

If at all possible, the school should be informed of absences in advance. See "Leave Application". Not all planned absences are considered excused. Non-emergency absences should be scheduled during school breaks. Doctor appointments should be scheduled after school if at all possible. Extended family vacations are not normally considered excused, although the school understands that these may be valuable.

#### Unplanned Absences

Unplanned absences from school are normally not excused, except for cases of illness or other emergencies. A note should be brought to the office, signed by a parent or guardian, on the day the student returns to school. A doctor's note is required if the student missed a test or important assessment due to illness. A doctor's note will also be required on the third day of a sick leave, or if a pattern of absence due to sickness has been identified. After any unplanned absence (excused or unexcused) it is the student's responsibility to show absence slips to teachers, to find out from teachers what make-up work is needed, and to clarify when this work is due. This should be done within two school days after the student returns from the absence. Students who miss work deadlines because they did not find out what work was expected, may receive a reduction in credit or no credit for the late or missing work, at the teacher's discretion. It is also the student's responsibility to approach the office to re-schedule any detentions that may have been missed during the absence.

After an absence has been communicated to the office, it sometimes happens that a student in fact ends up coming to school (e.g., the student felt sick, but later feels better; an external piano exam was cancelled). In such cases, parents should communicate with the office again so that we know when to expect the student. Students are to check in at the Secondary Office as soon as they arrive on campus.

#### Truancy

A student is considered truant if he or she is deliberately absent from school or from a particular class or event without permission from parents or the school. Academic consequences of truancy: Truancy may result in reduced or zero grades for the affected classes.

Behavioral consequences of truancy: In-school suspension. The length of in-school suspension may depend on the amount of school skipped.

Example: A student accidentally oversleeps, and arrives to school, with a note from a parent, after the first period has ended – this would be an unexcused absence and a detention would be assigned.

Example: A student deliberately skips the first period – this would be truancy.

#### Teacher Assistance Program

Students may serve as Student Aides to teachers. All service must be approved by the relevant Principal. High School students who are doing this as a MAD project need their MAD advisor's approval.

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Technology Acceptable Use Policy

International Christian School (ICS) provides students with access to its computer network and the Internet primarily for educational purposes. Most expectations regarding use of technology at ICS are clearly articulated. At other times, good judgment and wisdom are needed. Ask a faculty or staff member whether a resource has educational merit, if you aren't sure. ICS teachers and staff have discretion over student technology use and its appropriateness at all times at ICS, and during all ICS-sponsored activities on or off campus.

Scope of Technology Usage Policy

Policies and rules refer to all computing devices including but not limited to computers, mobile devices, audio devices, portable memory storage devices, calculators with interfacing, capability, cell phones, smartphones, interactive whiteboard devices, digital cameras, etc., as well as technology infrastructure, associated peripheral devices and/or software, whether provided by the user, by ICS, or by others.

All Technology Usage Policies also apply to any online services used, including but not limited to: email, calendar and docs (Google Apps for Education), Power School Learning, and any other programs or applications (apps).

Expectation of Privacy

At any time and without prior notice, International Christian School reserves the right to monitor, inspect, copy, review, and store any and all usage of the network and the Internet, as well as any information sent or received in connection with this usage. Because files remain the property of the ICS, no one should have any expectation of privacy regarding such materials.

Consequences for Violation of Technology Policy

Use of the computer network and Internet is an integral part of learning at ICS, but abuse of this technology can result in loss of privileges. Students who use the computer network or the Internet inappropriately may lose their access privileges and may face additional disciplinary or legal action, if applicable.

The length of time for loss of privileges will be determined by school administrators and/or faculty/staff member. If the user is guilty of multiple violations, privileges can be removed for one year or more. See the "Discipline" for more details.

As a Responsible User of Technology Resources, I Will:

1. Actively use my notebook for educational and school-related activities
  - a. not for leisure/entertainment purposes such as gaming or watching non-educational videos.
2. Secure my notebook at all times and not use anyone else's notebook
3. Always attend classes with a fully charged battery
4. Not interfere with the normal functioning of computers, computer systems, or computer networks.
5. Respect the integrity of computer hardware, systems, and networks. This includes refraining from: "hacking" and other illegal activities in attempt to gain unauthorized access to restricted files, other computers or computer systems; uploading any harmful form of programming, bypassing filters; installing any type of server, aliasing/ spoofing, peer-to-peer networking or remote-control software.
6. Protect my personal privacy when I am online by not revealing my home address, phone number, or other information of a personal nature.
7. Access, modify, or delete files/data that only belong to me, and not to others.
8. Be responsible for all of my data and will regularly BACK-UP my files

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9. Protect my password, and never give it to any other student. I will not use the username and password of someone else to access any part of the technology system.
10. View appropriate materials and refrain from viewing, transmitting or downloading pornographic, obscene, vulgar and/or indecent materials.
11. Only listening to music with teacher supervision (Exception for Seniors during free periods - they may listen to appropriate music, via laptop but not via phone)
12. Send or publish messages and content that are appropriate; in particular, avoid offensive or harassing messages and content.
13. Not access dangerous information that could cause damage or danger to others.
14. Comply with copyright laws, citing guidelines, and the school policy on plagiarism.
15. Not violate the student conduct code, including but not limited to cheating, plagiarism, hazing or harassment, theft, falsification of records, possession of banned substances/items, etc.
16. Not make an audio or video recording of another student, teacher, or staff member without his or her direct and clear permission, nor post personal information or images pertaining to another student, teacher, or staff member online without the person's direct and clear permission.
17. Not copy or pass-on software supplied by ICS
18. Remove ICS-owned software from my notebook when I leave ICS
19. Use my notebook in a public space at home
20. Manage my notebook time and find a balance between school work, family life and social life
21. Not save inappropriate files to any part of the system, including but not limited to:
  - a. Music files, movies, or other media with illicit content
  - b. Video games of all types that are not approved by a teacher
  - c. Offensive images or files
  - d. Programs which can be used for malicious purposes
  - e. Any files for which you do not have a legal license or permission to use
  - f. Any file which is not needed for school purposes or a class assignment.

NOTE: If you need a file for a class project that you think may be considered inappropriate, then you need to have permission from a teacher or staff member prior to the class project.

Students may use the ICS wireless network but may not "tether" to other networks, (such as through a mobile phone). Phones will be confiscated for such use.

#### Email Policy

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 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](mailto:support@ics.edu.hk) with your full name, your child's name and grade level for verification.

#### Uses for Student Email:

Email can be a powerful communication tool for students to increase communication and collaboration.

- Students are expected to check their ICS email account at least once per day.

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- Teachers and staff will use email and Power School Learning to communicate reminders, course content, pose questions related to class work, and other school information.
- Students may send email to teachers and staff with questions or comments regarding class and school functions.
- Students may send email to other students to collaborate on group projects and assist with school classes.

**Student Email to Faculty:**

Students are encouraged to email faculty members concerning school- related content and questions. Teachers and staff are not required to answer student email outside of their regular work hours, but they may do so if they choose. An unanswered email to a teacher does not excuse a student from turning in an assignment at the assigned due date and time.

**General Email Guidelines for Students:**

The student Acceptable Use Policy covers email, as well as other technologies. Below is a general summary of guidelines related to email.

- Email is to be used for school-related communication.
- Do not send harassing email messages or content.
- Do not send offensive email messages or content.
- Do not send spam email messages or content.
- Do not send email containing a virus or other malicious content.
- Do not send or read email at inappropriate times, such as during class instruction.
- Do not send email to share test answers or promote cheating in any way.
- Do not use or access the account of another person.

**How Student Email is Monitored:**

All student email will pass through a message security system.

Rules and filters monitor student email for profanity, and other inappropriate content.

Student email identified as inappropriate will be blocked from delivery.

**Guidelines for Google Drive**

Google Apps/Google Drive is a web-based office software suite and data storage service offered by Google. It allows users to create and edit documents online while collaborating in real-time with other users.

The following are some guidelines when using Google Drive at ICS.

- Your Google Drive and email in your ICS account is considered ICS property.
- Google Drive is always linked to a specific user account as “owner” of every file. Carefully consider ownership and sharing of files for appropriate access within the school community.
- When sharing documents of a sensitive nature, “Share” settings must be restricted to the appropriate members of International Christian School only.

**Guidelines for Using Power School Learning**



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The school maintains an electronic classroom platform Power School 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 Power School Learning to communicate important information with students and parents, such as the newsletters, special flyers, and announcements. Teachers use Power School Learning to post student assignments and other important classroom information. For technical support, please contact support@ics.edu.hk with your full name, your child's name and grade level for verification.

- Power School Learning is an online learning platform, not a social networking site. Please remember to always:
  - Use appropriate language: respectful, responsible, safe, and helpful
  - Use standard English, including capitalization, punctuation, etc.
- Report to a teacher or staff any bullying or items that make you feel uncomfortable.
- Never give out personal information (e. g. photo, name, school, address, phone number, etc.) and especially your password. This includes being responsible and not giving out information about your friends, classmates, or others. Think before you post!
- In an online discussion, write your opinions in a respectful manner. It's okay to disagree, but take the time to phrase your opinion in a way that respects the thoughts or ideas of others.
- Never post anything that would embarrass yourself or others. The online community is not the place for gossip, rumors, insults, or bullying, and as a member of the online community, you agree to let an adult know if you observe such activities.
- Stay on topic and politely remind others when they stray off topic. Don't add irrelevant information.
- Your post should include useful information. Do not simply write "This is great!" (and certainly not "This is gr8!!")
- Do not use All CAPS or abbreviations like LOL. This is a school forum and proper English writing rules must be used. It is an important skill to learn to communicate effectively in different environments
- Proofread your writing before you post. Make a good impression.
- Report any inappropriate behavior to an ICS faculty or staff member immediately.
- Remember, everyone in your class, teachers and administrators can see your post even if you have deleted it!

**NOTE FOR PARENTS:**

Your child will use the same login credentials used for the school network to access Power School Learning. Power School Learning is a closed system, password protected, and can only be used by students, teachers, and administrators within our ICS network.

**Technology Usage Policy**

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

- Students are allowed to bring their backpacks / textbooks into the computer lab. They should be stored below the computer desk.
- No food or drinks may be consumed in the Computer Labs or when using a laptop computer or other digital 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.

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- Printing done on the school laser printers costs \$1 per page for black and \$2 per page for color. Printing charges will be deducted from the student's smart card.
- Students are not permitted to enter any of the computer labs or to use any other ICS computer equipment without teacher supervision.
- Students are not to tamper in any way with the physical hardware, 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, or be saved on the school servers in student folders on M:Drive or K: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.
- All students, faculty, and staff must sign the "Technology Acceptable Use Policies and Agreement" annually. A printable version of the policy with a place to sign can be obtained on Power School Learning.

#### Electronic Devices and Laptops

Middle school students are not allowed to use any electronic devices such as iPods or mobile phones at school unless they are directly supervised by a teacher. High School students may use electronic devices such as iPods and mobile phones may be used before the first period (normally 7:50 a.m. for Facegroup / P block or 8:40 a.m. for A block / E block) or after the last class (normally 3:15 p.m.) only. Students should use these responsibly and appropriately. Inappropriate material should not be viewed or listened to, and electronic games should not be played. During the school day these should be turned off and locked in lockers, and may only be used with explicit permission (for example, a teacher may approve a student to call home on a mobile phone in special situations, or a teacher may permit devices to be used for a specific educational purpose in class.) Any violation of these rules will result in confiscation of the electronic device.

At the principal's discretion, the device may be returned to the student upon payment of a fine of up to \$100, and/or the device may be returned to a parent, and/or the device may be held for a period of time before being returned. The school does not assume responsibility for any lost or stolen property.

Laptops are to be used for educational purposes only. In Middle School, Laptops are only to be used under teacher supervision. Middle School students are not permitted to use the computers in the library unless they permission and direct supervision from a teacher. In High School, students may use notebooks during free periods and lunch time but only for educational purposes. Use for non-educational purposes will result in loss of privileges, such as confiscation of laptop. (See Discipline levels).

Apple Watches are not permitted at school.

#### Telephone

The office telephone can be used by students only with permission. Only emergency messages from parents will be delivered to students.

#### Temperature Checks

In order to prevent the spread of possible communicable diseases, students are required to monitor their temperature before entering the campus each morning. Students who are ill with a temperature of 38°C (100.4°F) or higher will not be permitted to remain in school. It is advisable that students with a fever seek medical attention. This procedure is constantly

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being monitored by the school administration and is subject to change depending on EdB and CHP mandates and at the direction of school authorities.

Please note that this procedure is only used if needed.

#### Textbooks

Textbooks are issued by the school. Students are required to properly maintain them. Students are expected to cover all non-consumable textbooks by the end of the second week of classes. Any damage to books beyond normal wear will be charged to the student. Students should write their names inside the front covers. No other markings are permitted, including underlining and highlighting. At the end of the year or upon withdrawal, all school issued textbooks must be returned. The assigned number must agree with the teacher's record (see "Fees, Dues, and Fines").

#### Transcripts, Diplomas, and School Records

Copies of transcripts can be secured from the Secondary School Office. Students must complete the transcript request form, available on Power School Learning.

Diplomas are prepared for students who meet graduation requirements. Students are asked to carefully verify their legal name before transcripts are prepared. Graduates should take care of their diplomas carefully. While we do keep a scanned copy of each diploma, it is both costly and time-consuming to re-issue a lost diploma. While we are happy to assist, graduates who need a diploma to be re-printed will need to bear the cost and recognize that the process takes time.

#### Transcript Fees

ICS no longer charges transcript fees. This is under the assumption that transcripts are only being requested when for a specific purpose.

#### Tutoring

At this time, the school does not offer any after-school tutorial services. Students are encouraged to seek help from their teachers and peers as needed. The National Honor Society offers free tutoring to students each year. Assignments for tutoring are made with the NHS advisor and students. Teachers are ready to provide additional support and assistance as appropriate.

Private tutoring by teachers for pay is not to be done on any ICS campus. Furthermore, teachers are not permitted to tutor students from their own classes for pay, even off campus. Teachers may provide free tutoring for their students as needed outside of class time, either on or off campus.

#### 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.

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RED or BLACK	
(i) Issued between 5:30 a.m. and 6:00 a.m.	<p>AM Kindergarten and P1-G12: Classes of AM and whole-day schools are to be suspended all day.</p> <p>Students at Home: Students who have not left for school should stay home.</p> <p>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.</p>
(ii) Issued between 6:00 a.m. and 8:00 a.m.	<p>AM Kindergarten and P1-G12: Students of AM and whole-day schools do not have to attend school that day.</p> <p>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> <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"> <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.	<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>

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	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.
(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"> <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>
(vi) Issued from 1:00 p.m. onwards	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.

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	<p>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.</p> <p>P1-G12: Other schools are to operate as usual unless advised otherwise.</p>
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.

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	<p>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.</p> <p>P1-G12 (if announced after 5:30 a.m.): Students stay home.</p>
<p>When Tropical Cyclone Warning Signal No. 3 is replaced by Signal No. 1 or when all tropical cyclone signals are cancelled</p>	<p>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.</p>

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 Power School 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

Rationale: ICS has a uniform (and alternate dress codes) for several reasons. One is to define standards of modesty in the ICS community, and to emphasize that inner qualities are more important than outer ones. Another is to reduce status competitions that can arise through the way people dress. The focus of school should be on learning and relating to one another positively.

ICS students are required to wear the prescribed school uniform purchased from Uniform Station (2/F, 59 Parkes Streets, Will Strong Development Building, Jordan, Kowloon. Tel: 2523-2517).

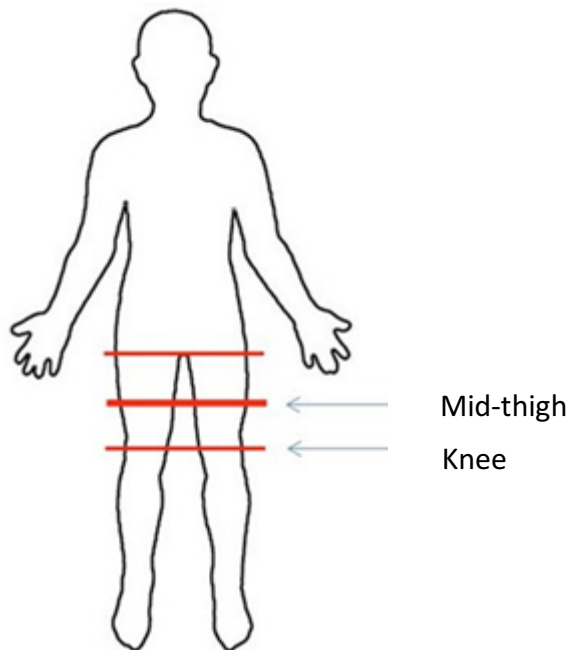
1. All clothing should be clearly marked with the student's name.
2. Students must arrive and depart from the school premises conforming to the dress code, including outerwear. (Exception – students wearing school uniform may wear

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PE shoes to school as long as they change immediately into black/ brown shoes upon arrival.)

3. Only students who have PE at dismissal time or have after-school athletics may leave school in PE uniform. PE attire (but not mixed PE attire and regular school uniform) may be worn to chapel if the class directly after chapel is PE. Students may come to school in PE uniform, and wear PE uniform during the Facegroup/Tribe period, if their first period class is PE. Students may wear their PE uniform during lunch period if their class immediately after lunch is PE. On the day of a sports team competition, team members are allowed to wear the following items to class during the day, instead of regular school uniform:
  - a. Sports shoes
  - b. ICS P.E. shorts or the sports team shorts if they are appropriate (Volleyball shorts and track shorts are not to be worn in the classroom, you may wear P.E. shorts instead.)
  - c. ICS Warriors t-shirt, P.E. shirt, or the sports team shirt if it is appropriate (Singlets [sleeveless tops], such as those for Basketball, Cross Country, or Track are not to be worn, you may wear an ICS Warriors t-shirt or P.E. shirt instead.)
  - d. Business Casual wear, if agreed upon and worn by the entire team and coach.
4. The school administration will determine whether the attire meets not only the letter of the regulations but also the spirit of the regulation.
5. Students are not permitted to wear chains or straps dangling from pockets or attached to clothing.
6. Pants, slacks, and shorts must be worn at waist level. Skirts should be modest in length, no more than 2 inches along the top from the knees. Shorts must reach mid-thigh or below, whether seated or standing. Students who violate skirt or shorts length standards may be required to change into school-issued clothing (with an accompanying \$20 per day rental fee) and must return the clothing in the same condition as when issued, or else be required to purchase it.
7. Hats or any other type of head-coverings are not to be worn during the school day. (Exception: appropriate hats can be worn during outdoor P.E. classes and sports activities)

See Free and Alternate Dress Days: Free & Alternate Dress Code Guidelines.



8. Shirts – All buttons must be securely fastened except the top button. Only plain white, short sleeve t-shirts may be worn under the school shirt. T-shirt sleeves should not extend beyond the sleeves of the school shirt. The bottom of the t-shirt should not be longer than the school shirt when the school shirt is worn out over pants, skirts, or shorts.
9. White Oxford shirt must be tucked in. Student Council hoodies may be worn by current Student Council members in place of ICS uniform jackets/outerwear. Similarly, other ICS outerwear that has been approved by the Principal, such as Marketing Club hoodies or sports team hoodies may be worn by any student in place of ICS uniform jackets/ outerwear. Students are advised to get designs approved by the Principal before producing items! Designs that include the ICS logo will be viewed more favorably. Regular school uniform should be worn underneath.
10. 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.
11. Exceptions to the uniform because of religious beliefs must have the principal's approval.

Notes:

Persistent violations of uniform policies may result in reduction of uniform options. In particular, any High School student who receives 3 detentions for wearing skirts that are too short will lose the privilege of wearing skirts for the rest of the year. Likewise, any High School student who receives 3 detentions for wearing shorts that are too short will lose the privilege of wearing shorts for the rest of the year.

General Uniform

1. Bottoms: The Uniform Station sells pants or shorts for boys; pants, shorts, or skirts for girls.
2. Shirts: Long or short-sleeved polo, button-up, and oxford shirts are available from the Uniform Station. No sweatshirts or crewneck collars are allowed. Oxford shirts must be tucked in. There should be no markings or logos on belts.



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3. Shoes: The emphasis is on comfort and appearance. Shoes should be plain black or brown, flat or low heeled (no higher than 1"). Suede is acceptable if properly maintained. Leather or leather-type sports shoes are acceptable. No flip-flops, sandals, or backless shoes are permitted. Shoes must be laced up and tied properly. Boots may be worn only under slacks.
4. Outerwear: Only school-issued outerwear (vest, sweater, sweatshirt, and coat) may be worn. If the Hong Kong Observatory posts a Cold Weather Warning, students may wear non-ICS outerwear over top of their ICS uniform. The expectation is that students first use appropriate uniform items to keep warm (vest, sweater, etc) and only supplement this with non-ICS outerwear if needed.
5. Hairstyles for girls: 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 are permitted.
6. Hairstyles for boys: Hair must be trimmed so that it stays off the collar and out of the eyes and face at all times. No hairpins or hair bands may be used at any time. No attention-attracting hairstyles such as shaved or partially shaved, patterned, or unusual coloring are permitted.
7. Makeup: Girls are permitted to wear discreet make-up and colorless nail varnish.
8. Jewelry: see "Jewelry"

PE Kit

1. School issued PE uniforms from the Uniform Station must be worn.
2. Students participating in sports activities are required to wear PE uniforms or team uniforms.
3. Athletic shoes with non-marking soles are required for PE.
4. P.E. shorts must reach mid thigh or below, as with any shorts.
5. Girls' Swimwear needs to be one piece, and modest. If a one piece swimsuit is deemed by the teacher to be inappropriate, the student may be required to wear a shirt over the swimsuit. Two piece swimsuits may not be worn, even under a shirt.

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.

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- C. Toy weapons that are to be used as props for a class or drama may only be brought to school if there is prior approval, and if they are immediately turned in to the appropriate teacher upon arrival at school.

Week Without Walls (WWW)

Each year in the Secondary School, students are required to participate in a WWW experience. Students in grades 6 - 8 must choose a service trip during one of these years. Also, students in grades 9 - 12 must also choose a service activity during one of these years to meet graduation requirements.

Other details about WWW selection and payment will be communicated via the WWW booklet, which is updated annually and made available on the ICS website and via Power School Learning. Selecting a trip indicates a commitment to pay for the trip. Trip changes are not always possible, and usually complete refunds are not possible. Please read the WWW booklet carefully before making trip selections.

Students are expected to be on their best behavior on WWW trips, consistent with normal school behavioral expectations. Specific expectations will be communicated separately for each trip. Consequences for poor behavior will vary depending on the circumstances and the severity of the behavior. For example, these may include: i) consequences that are administered while on the trip; ii) being sent home from the trip; iii) being restricted to local WWW trips in future; iv) being restricted to service trips in future; v) being restricted from any international travel with school trips (WWW or otherwise) in future. vi) losing the privilege to attend Junior-Senior Banquet (HS).

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 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.
3. Any outstanding tuition and fees together with any withdrawal fees incurred will be deducted before the debenture monies are refunded.
4. 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.
5. 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.

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Student Contract

Good citizenship is necessary to gain the most from your education. Regulations and procedures in this handbook are provided with special emphasis on the following:

1. Students are to respect the facilities of ICS and show courtesy and respect to all those who work at ICS.
2. Students are not permitted to use or possess alcoholic beverages or tobacco at school functions or anytime they are in school uniform going to or from school.
3. ICS prohibits the use, possession, purchase, or sale of illegal and dangerous drugs and weapons.
4. Students' appearance and dress will follow the school's uniform requirements.
5. Students are expected to follow classroom regulations and respond politely to teachers' instruction and correction. A student is expected to do his/her own schoolwork to the best of his/her ability within the guidelines of the school.
6. Students will abide by the "Technology Acceptable Use Policy". Use of ICS computer resources are a privilege. Students understand that misuse of these resources may lead to the withdrawal of the privilege.
7. A suspended student shall not be on campus at any time or attend any school-sponsored functions during the period of the suspension.
8. Students are expected to have a lifestyle that seeks to positively reflect Christian values. These include honesty, wholesome communication, and a cooperative attitude.
9. Holding the Bible as the basic source of spiritual truth, the school requires Bible instruction for every student at all grade levels throughout the school year.
10. Every student has the right to attend school and study without the fear of intimidation or sexual harassment by other students. Students intimidating or harassing others will be severely disciplined.
11. ICS is a Christian school following traditional Christian and biblical worldview values. While other religions are respected, studied, reviewed, and debated, only Christian principles will guide school life and leadership.

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