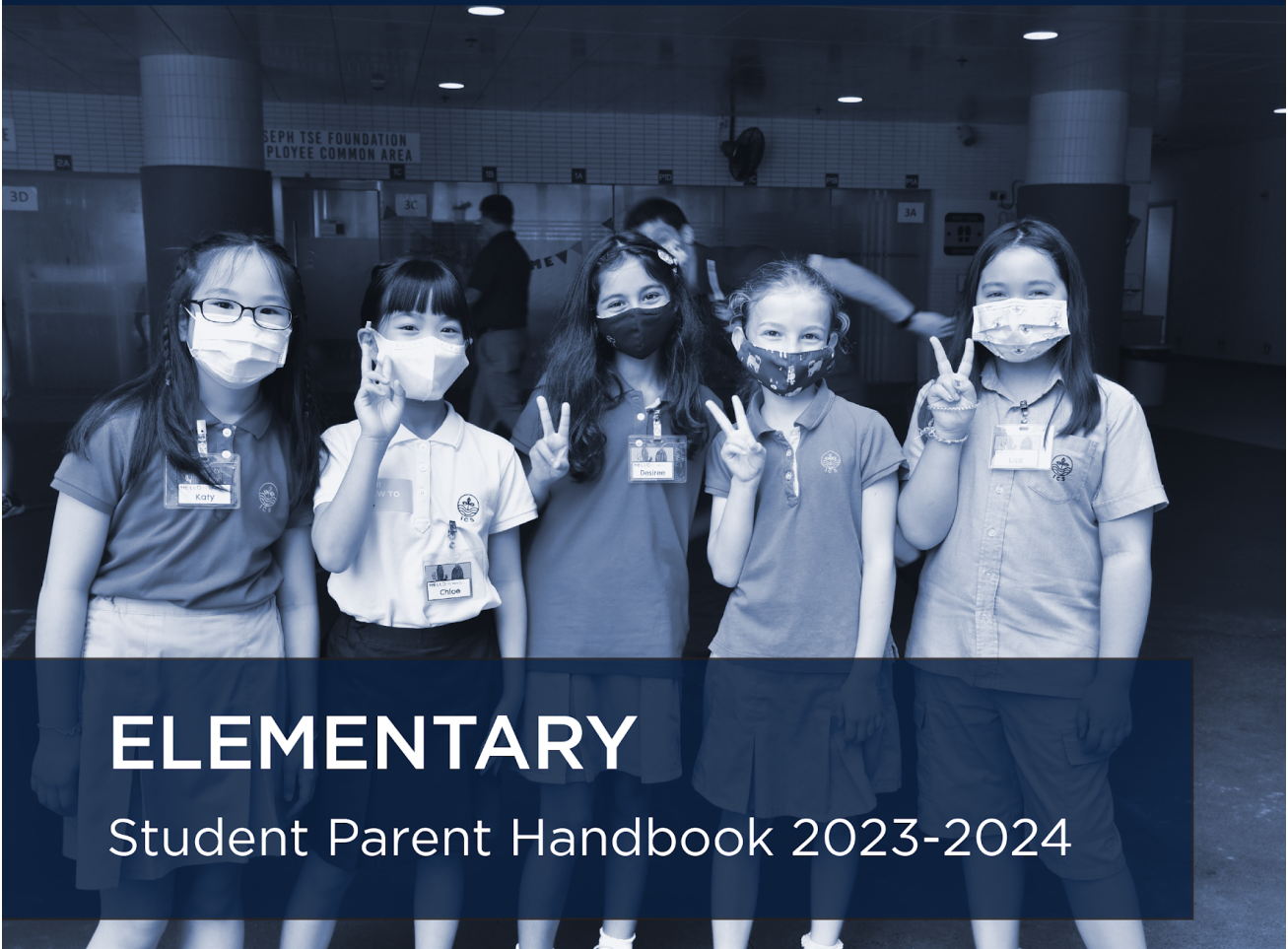




**INTERNATIONAL
CHRISTIAN
SCHOOL**



ELEMENTARY

Student Parent Handbook 2023-2024

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Welcome to International Christian School! We are glad that you have chosen to join us for another year of learning. We are pleased to welcome many new students into the ICS family. We have prayed for each of you over the summer and are excited for the new year ahead.

ICS is a special community and we each have a role to play in order for students to succeed. We are truly an international community with students and staff from over many different countries. As a Christian community, we follow the example of Christ to communicate and cooperate in loving and respectful ways.

All faculty and staff are looking forward to a challenging and rewarding year as we work together to celebrate your child's academic, spiritual, physical, and social growth.

In His Service,

Keith Welch

Kindergarten & Elementary Principal

Chapel Theme: Shine the Light of Jesus

In the same way, let your light shine before others, so that they may see your good works and give glory to your Father who is in heaven.

Matt 5:16

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

Arrival & Dismissal

The elementary school schedule begins at 8:00 am. Students should arrive on campus between 7:25 am and 7:40 am. All students are to enter the school building through the car park and will independently make their way to the Covered Play Area (CPA) on 2/F. Students will be supervised during this time by the duty teachers and be released to classes at 7:45 am.

Students will be dismissed from the Ground floor in staggered groupings beginning from 2:50 pm - 3:00 pm. Please see the school map below for locations. Students are expected to leave the premises upon dismissal and may not remain on campus.



Attendance

Student learning is maximized when they are in class. Therefore, the school monitors absences and tardies. Parents or caregivers should email the school office, elementary@ics.edu.hk, and the homeroom teacher to report their child's absence and the reason for the absence before 9:00 am. Students who are ill for 2 or more days are required to provide a doctor's note to support the absence. Students who have fevers may not return to school until they have been fever free, without the aid of medication, for 24 hours.

Since absences can be disruptive to student learning, non-emergency absences, such as doctor's appointments, should be scheduled on non-school days or after school hours. If an absence is planned, parents should notify the homeroom teacher one week prior to the scheduled absence.

Late Arrivals / Tardies

Students arriving after 7:45 am are required to check in at the Elementary Office located on 2/F before proceeding to their classrooms. Please inform the school office if your child will be late for any reason.

Acceptable Use of Technology

All individuals at ICS are expected to exercise responsibility in the care use of digital equipment. Parents and students will review and sign an acceptable use agreement each year.

After-School Activities

The school offers a variety of after-school activities (ASAs) for elementary-age students. ASAs take place 3 times a year for approximately 10 weeks. Before each ASA cycle, families will receive an email with the activity options and directions for sign-ups. For more information please contact the elementary office, at elementary@ics.edu.hk. Students are expected to leave campus after being dismissed from ASAs. Parents are required to make alternate transportation arrangements as no bus transportation is provided after ASAs.

Assessment, Grading, and Reporting

Assessment, grading, and reporting work together at ICS Elementary to support and communicate learning.

Assessment

ICS Teachers use a variety of formal and informal assessment methods that provide evidence of student learning. Assessments are aligned to unit objectives, standards, and benchmarks, and/or Expected Schoolwide Learning Results (ESLRs).

Grading

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

- Teachers use a variety of assessment types.
- Teachers use both quantitative (numerical data) and qualitative data (data obtained from observations, rubrics, checklists, or other student responses) to determine a grade.
- Student progress is communicated through the following levels of performance:
 - 4 -- Student has demonstrated knowledge and skills which exceed grade level expectations
 - 3 -- Student is proficient and has achieved grade level expectations
 - 2 -- Student is progressing towards meeting grade level expectations
 - 1 -- Student is beginning to show progress but is not meeting grade level expectations

The report card will reflect the above levels of performance with comments from the homeroom and single subject teachers.

Reporting

Parents will receive a report on what learning has been achieved twice annually in January for Term 1 and in June for Term 2. Parents may access these reports on PowerSchool. Parents can check progress on PowerSchool at any time.

Promotion and Retention

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

Conferences

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

Bullying

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

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

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

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

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

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

Bus Transportation

ICS will only release students to authorized individuals. Parents contract directly with the school bus company. The Parents Association leads the Bus Service Committee and works with the school bus company to provide a quality bus service, with the support of ICS, to ensure a positive relationship and partnership. Please direct any concerns to schoolbus@ics.edu.hk.

Care of the Campus

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

Cell Phones, Smartwatches, and other Mobile devices

While the value of mobile devices is warranted for communication purposes, mobile phones, and smartwatch devices are not needed at school. P1 through Grade 5 students are not allowed to have cell phones or smartwatch devices at school. If students are using a cell phone or smartwatch device during school hours, it will be given to the school office. Parents are required to come and collect the device. If at any time parents need to communicate with their child during the school day, you can do so through the school office at 3920 0060.

Chapel

Upper Elementary Chapel is held every Day 1 of the cycle day from 8:55 am - 9:30 am while Lower Elementary Chapel is held every Day 6 at the same time, 8:55 am - 9:30 am. All students are required to attend and participate. Chapels consist of challenging biblical messages and programs, prayer, and praise and worship.

Closed Campus

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

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

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

Communication through Electronic Learning Platforms

The school maintains electronic classroom platforms such as PowerSchool Learning, SeeSaw, and Google Classrooms. Students and their parents are assigned logins and passwords for these platforms. Teachers use these platforms to communicate with parents and for student learning. For technical support, please contact support@ics.edu.hk with your full name, your child's name, grade level, and a brief description of your needs.

Digital Safety

ICS utilizes all resources for student learning including online platforms. Students are taught to search appropriately for information, critique sources, and stay safe online. When working on devices at school, students are monitored by teachers. ICS has also installed filtering mechanisms that help protect students from inappropriate material. Parents are encouraged to take steps at home to help protect children from inappropriate content that can be found on the internet. Common Sense Media (www.commonsensemedia.org) is recommended for information on parenting in the digital age.

Discipline

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

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

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

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

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

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

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

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

Early Pick-Up

Times may arise when students need to be dismissed from school early due to illness or outside appointments. Parents are asked to notify the homeroom teacher and Elementary office in advance. Students must be picked up and need to be signed out of the G/F security office by a parent or guardian.

Early Release Days

Early release days are scheduled into the yearly calendar for the purpose of teacher professional development and curriculum work. The school will communicate times and pick-up arrangements for these days as they occur.

Email

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

ESLR Awards

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

Unpaid Fees

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

Field Trips

Field trips support our academic programs. All trips will be held under the supervision of the administrative and teaching staff. There may be an extra charge to the students for field trips. Casual dress may be permitted on some field trips, but school policies regarding appearance and behavior must be maintained.

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

Free Dress

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

Gifts

School employees may not receive gifts of more than \$100 from any school community-related individual or more than \$500 from a group. Gifts in excess of these amounts must be returned to the donor or turned into the school for allocation.

Grievance Policy

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

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

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

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

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

1. Grievances should be expressed and addressed in a mutually respectful manner.
2. Identify the issue(s)/concern(s) clearly before contacting the relevant party(ies). If there is more than one issue or concern, please list them to ensure clarity.
3. Decide whether the issue is a general concern, inquiry, clarification, or specific complaint.
4. Identify factual details of the incident(s) or issue(s), the names of the individuals involved, and the names of any witnesses. Also, include this information in any correspondence with the school. Written documentation is strongly encouraged.
5. Identify the appropriate person(s) that need to be involved in the communication.
6. The school encourages parents to contact school employees by email. However, a parent may also call the school, and office staff will help connect the parent(s) with the person(s) to whom the parent(s) needs to speak.
7. As part of the school's due diligence, anonymous or unsigned grievances/communications will not be addressed.
8. No individual should fear discrimination or retribution for bringing forth a concern or grievance.

9. In the event a grievance is made against a specific person, that person will be informed as to the nature and content of the complaint, and be given the opportunity to respond appropriately.
10. To avoid the possibility of a conflict of interest, anyone with a vested interest in the outcome of the grievance or who is the subject of the grievance will not handle the grievance.
11. Discussions of grievances will be kept confidential among those directly involved.
12. For all issues raised, the action(s) taken to resolve them and the outcomes of those actions will be documented.
13. A person who has raised an issue or grievance may withdraw it at any time. If the issue/grievance was made in writing, then the withdrawal of the issue/grievance should also be in writing.
14. Individuals making or identified in a grievance/complaint, have the right to be represented and supported by another person of their choice. For example, a student who is uncomfortable approaching a teacher or administrator about an issue may bring along a parent, classmate, teacher, or counselor.
15. At any level, an individual may request a mediator to facilitate a resolution and/or reconciliation.

Gymnasium Use

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

Homework Policy

Elementary students are given homework to:

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

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

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

Homework at the elementary level has limited returns in terms of learning according to most of the research on the subject. However, homework has some benefits for children to learn the organization and routines for the practice of getting materials home and back to school, as well as creating another means of connection between home and school for parents. At the end of 7 hour school day, the school believes that students should have some downtime for recreation. This may take the form of physical activity or other imaginative play, reading for enjoyment, or maybe even a limited amount of screen time. Nevertheless, students may also receive some assignments to do at home that complement classroom instruction. In these cases, teachers work to ensure that homework assignments are understood, relevant to the curriculum, and as engaging as possible, and students should have the means and materials to complete assignments successfully.

ICS allows for the following student/grade-level average¹¹ times of focused homework outside of class, with the recognition that each student will work at their own unique pace and may take more or less time on given assignments:

Grade	Homeroom	Chinese
Pre-Grade 1	Individual and Parent Reading	<5 minutes during 2nd semester
Grade 1	10-20 minutes PLUS Independent or Parent Reading	10 minutes
Grade 2	20 minutes PLUS Independent Reading	10-15 minutes
Grade 3	30 minutes PLUS Independent Reading	15 minutes
Grade 4	30 minutes PLUS Independent Reading	15 minutes
Grade 5	30 minutes PLUS Independent Reading Instrument Practice- 10 minutes	15 minutes

11 "Average" means that most of the class can complete the work within the time parameters. It is recognized that "per day" is not an absolute but the weekly average should stay under the daily maximum times five. The listing of minimum does not indicate that homework must be given but rather recognizes that students work at differing rates and quality levels. 12 "Per night" means outside of the actual class time period even if/when homework is started during class.

Illness, Medication, and Health

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

If medication is to be administered at school, please complete the **Instructions for Medication** (<https://drive.google.com/file/d/1qKQbDB18YOE1pXHWvyXIKm2x4mCQyzUw/view>) form. All medication must be properly labeled and submitted to the Health Office for administration under supervision.

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

Language on Campus

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

Library

Elementary students will have an opportunity to visit the library during each 6-day cycle and may borrow 4 to 6 items at a time (depending on grade level). These items include English books, Chinese books, magazines, and DVDs.

Students will be liable for all lost or damaged books and reminders of overdue materials will be sent out by email throughout the school terms.

Lost And Found

There are two designated lost and found areas for you to collect items that may have been lost. The lost and found bin locations are as follows:

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

If the item is labeled with a name, an effort will be made to return it to the student directly. If valuable items are found, they should be sent to the ES office.

Lunch Program

ICS contracts with Sodexo catering services to provide hot lunches on campus. Students may make a monthly lunch order through the Sodexo online ordering system. Students who do not pre-order hot lunches, but rather purchase hot lunches on a daily basis, will be charged a higher price for the meal. Students may also choose to bring lunches from home.

Elementary students are not permitted to purchase snack items from the cafeteria, ICS Cafe, or vending machines during school hours. Carbonated drinks are not to be purchased or brought from home.

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

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

Monetary Transactions

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

Fundraising

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

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

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

Money and Valuables

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

Music and Instruments

Grade 5 students in Band or Strings. Students are encouraged to purchase their own instruments. Alternatively, students may rent instruments through the school at a cost of HKD \$500 per semester per instrument. Students who play larger instruments (tuba, baritone, cello, double bass, etc.) may use a school instrument for class and keep their own purchased or rented instrument at home to avoid the difficulties of transport and possible damage to instruments. Students are accountable for the condition of the instrument that they rent or use, and parents will be notified of and billed for any damages or repairs needed on school-owned instruments.

Non-discrimination Policy

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

Office

The Elementary School Office is to be used for school business only. The office is open from 7:30 am - 4:30 pm from Monday to Friday. The Accounting Department handles all finances, both payables and receivables, for all campuses (finadm@ics.edu.hk). The Admissions Office handles all matters related to applications (admissions@ics.edu.hk). Their office hours are Monday to Friday, 8:00 am - 5:00 pm. School is closed on weekends and holidays.

Parent Absence Notification

If during the school year, both parents/guardians plan to leave Hong Kong while the child remains in attendance at ICS, they should appoint a guardian and notify the school as far in advance as possible. Parents need to complete the **Parent Absence Notification Form** (<https://forms.gle/uyPPYH2qNw8Y9qXs8>) each time they plan a trip away from Hong Kong.

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

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

Personal Property

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

Privacy and Social Media

In recognition of the growth of "social media" and the 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 on any digital, non-digital, or social media platform (e.g. Facebook, Instagram, WhatsApp, WeChat, etc.) without expressed permission.

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

Prohibited Items

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

Electronic devices, other than e-readers, may not be used at school. Special permission may be granted from the principals for the use of these items on the school bus.

Promotion of Private Activities

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

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

Re-enrollment

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

Rights and Responsibilities

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

An ICS student has the right to:

- be treated with respect;
- attend and participate in school without fear of 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, and bullying;
- moving carefully through the school; and
- having a cooperative attitude.

Respect for the 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.

Settlement of all outstanding fees

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

School Hours

School hours are as follows:

7:45 am Students should be at school by this time
2:50 - 3:00 pm Dismissal (staggered)

Students are not permitted beyond the G/F hallway before 7:25 am or after 4:35 pm unless they are involved in school-sponsored/approved activities. Upon arrival, students will go to the CPA on 2/F. Students will be dismissed from the parking garage. Students should not go to or be taken directly to the classroom by parents except with permission from the teacher. If students arrive after 7:45 am they should go to the office to receive a late slip before going to class.

School Photos

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

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

School Visitation

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

Security Cameras and Privacy

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

Tropical Cyclones and Severe Weather Warnings

(based on Education Bureau Guidelines: June 2016 Circular)

The safety of our students is of the utmost importance. In the case of inclement weather, it is necessary, at times, to adjust our school schedule. Parents are advised to pay close attention to notifications from the Hong Kong Weather Observatory and the EdB to determine if road conditions in their area are safe for travel.

The Education Bureau makes decisions regarding special weather conditions and releases those to the public before 8 am. ICS follows the Government's recommendations and will post any special announcements on the school website. We will not contact parents directly.

What happens if a weather signal is raised before school starts:

Typhoon Signal 1	All P1-G12 classes are in session.
Typhoon Signal 3	All P1-G12 classes are in session.
Typhoon Signal 8	All on campus classes are suspended P1-G12. Distance learning will take place.
Typhoon Signal 9 or above	All P1-G12 classes are canceled.
Amber Rain	All P1-G12 classes are in session.
Red Rain	All on campus classes are suspended P1-G12. Online learning will take place.
Black Rain	All on campus classes are suspended P1-G12. Online learning will take place.

What happens if a weather signal is raised **during** the school day:

Typhoon Signal 1	All P1-G12 classes in session with regular dismissal.
Typhoon Signal 3	All P1-G12 classes in session with regular dismissal.
Typhoon Signal 8	All classes are dismissed and students are sent home. <i>A notice of Typhoon 8 is given at least 2 hours in advance allowing time for students to return home safely.</i>
Typhoon Signal 9 or above	All classes are dismissed and students are sent home. <i>A notice of Typhoon 9 or higher is given at least 2 hours in advance allowing time for students to return home safely.</i>
Amber Rain	All P1-G12 classes in session with regular dismissal.
Red Rain	All P1-G12 classes in session. Students remain at school until the weather signal has dropped and it is safe to return home.
Black Rain	All P1-G12 classes in session. Students remain at school until the weather signal has dropped and it is safe to return home.

The ICS campus will be open during a Red or Black Rain Warning and will implement contingency measures to look after arriving students. Parents are encouraged to monitor the road conditions and make arrangements to pick up their child as soon as it is safe to do so.

Uniforms

ICS students are required to wear the prescribed school uniform purchased from Uniform Station

8th Floor, China Pacific Industrial Building,
 No. 10 Wing Hong Street,
 Lai Chi Kok,
 Kowloon.
 Contact Number: 3598 0073

You may also purchase the uniforms online at <https://www.ics.ufsonline.com.hk/>

General Uniform

Boys	Girls
<ul style="list-style-type: none">● long or short sleeve Polo shirt● shorts or pants● plain ankle socks● black shoes or athletic shoes	<ul style="list-style-type: none">● long or short sleeve polo shirt● shorts, pants or skirt● ankle or knee-length socks● black or athletic shoes (no sandals or backless shoes)● black, navy or white leggings or stockings- Winter Only

- Outerwear: Only school-issued outerwear (vest, sweater, sweatshirt, and coat) may be worn. Exceptions are made on extremely cold days (below 12°C) at the parent's discretion.
- Hairstyles: Hairstyles should be suitable for school and sports, and should be tidy and kept from falling over the eyes.

Guidelines

- Students must arrive and depart from the school premises conforming to the dress code.
- All clothing should be clearly marked with the student's name.
- Students participating in sports activities are required to wear PE uniforms or team uniforms.
- **Grade 4 & 5 students may wear their PE clothes to school on days they have PE.**
- Athletic shoes with non-marking soles are required for PE.
- The school administration will determine whether the attire meets regulations.
- Exceptions to the uniform because of religious beliefs must have the principal's approval.

Volunteering

To ensure the safety of our students, ICS volunteers are required to complete an online volunteer application form. Please complete the **Volunteer Applications & Confidentiality Agreement Form** (<https://www.ics.edu.hk/elementary>) on the ICS website.

Weapons on Campus

1. Weapons are prohibited on campus. The policy applies to the Board of Trustees, Head of Schools, students, employees, and visitors.
2. 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 devices, whether operational or not, is 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-alike, whether animate or inanimate, used or intended to be used to inflict death, serious bodily harm, to intimidate, or to cause injury.

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

Withdrawal Policy - Pre-Grade 1 to Grade 12

Families are reminded that by enrolling and/or re-enrolling their children in ICS, you are entering an agreement with the school for your child to study and remain a student at ICS for the whole 2023-24 school year. ICS operates on a fixed budget based on projected enrollment.

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

- The school requires TWO full calendar months' written notice of withdrawal or TWO full calendar months' tuition if the notice period is less than this. Summer holiday does not count towards the notice period.
- Tuition is charged by 10 installments and cannot be prorated.
- Any outstanding fees will be debited before the debenture is refunded.
- No school records and academic credits will be granted and released until the account is paid in full.

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

- Inform the Admissions Office (admissions@ics.edu.hk) in writing. As this is the official withdrawal notice, your child's seat will be released once your notice is received.
- Submit a completed Withdrawal Form together with the original Debenture Certificate to the Admissions Office.
- Contact the school office for information regarding the necessary checkout procedure and complete checkout accordingly.
- To facilitate timely processing of grades, student checkout procedures, and a healthy leaving process, parents are encouraged to provide 30-days written notification.



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