



**INTERNATIONAL  
CHRISTIAN  
SCHOOL**



# **KINDERGARTEN**

**Student Parent Handbook 2022-2023**

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## Welcome!

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

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

The following handbook has been designed to communicate areas that will help our school community work well together. By no means does it cover every area. It is a work in progress and thus subject to change and revisions as the need may arise. We hope this handbook will be helpful to you and your family during the school year.

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

Sincerely in Christ,

Suanne Forrester  
International Christian School  
Kindergarten/Lower Elementary Principal

Gillian Wu  
International Christian School  
Assistant Principal Kindergarten

## **Mission**

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

## **Vision**

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

## **Motto**

Instruction for Life   Commitment to Christ   Service to the Community

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

Identify and develop God-given abilities

Communicate effectively

Strive for excellence

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

Think independently, creatively, and analytically

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

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

1 See ICS Statement of Faith

2 1 Thessalonians 5:23-24; Luke 2:52

#### **International Christian School is a Community of Learners**

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

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

We seek to carry out our mission by building a community that promotes, and is committed to, the principles of sustainability and stewardship of God's creation. Our belief in community is expressed in patterns of leadership and governance that are servant-oriented and participatory, leading to collaborative decision-making. Qualified Christian teachers deliver a balanced curriculum that purposefully integrates biblical principles such as love<sup>3</sup>, truth<sup>4</sup>, moral integrity<sup>5</sup>, and servanthood<sup>6</sup>.

### **International Christian School is Prophetic**

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

- 3 Mark 12:28-31; John 15:12; 1 Corinthians 13:13
- 4 John 8:31-32
- 5 Psalm 24:3-5; Micah 6:8
- 6 Matthew 20:25-28

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

Our leadership trusts God to provide direction and provision for our community. Prayer is a mainstay of our school and we testify that God works through prayer. All students and their families are introduced to the gospel<sup>7</sup> with the intention of equipping them to lead a fulfilling life of obedience to God<sup>8</sup>. We strive to instill students with an evangelical Christian mission and dependence on the Holy Spirit so they are empowered to share their faith and bring God's Word to bear in everyday situations. We plant seeds of faith and encourage students to incorporate biblical values into their personal, academic, and vocational pursuits<sup>9</sup>.

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

### **School Mission**

The school mission describes the purpose of the school in terms of its overarching goal for students. At ICS, the Board of Trustees defines the mission in consultation with the school's

stakeholders. All school programs work ultimately towards the achievement of the mission. The ICS Board of Trustees reviews the mission periodically.

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

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

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

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

All ICS students will...

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

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

Communicate effectively by:

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

Strive for excellence by:

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

Act as responsible members of the global community by:



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

Know, understand, and apply biblical principles by:

- having a factual knowledge of biblical events
- developing a biblical understanding of the nature, character and role of GOD
- understanding that CREATION was made and is sustained by God
- developing a biblical understanding of MANKIND (who and what humans are)
- developing a biblical understanding of MORAL ORDER (moral behavior and responsibility)
- understanding how to have a growing relationship with Christ

Think independently, creatively, and analytically by:

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

### **Absences**

Students are expected to be in attendance each school day. Those who are absent should call the school office (**3156 1234**) or email **kindergarten@ics.edu.hk** and the class teacher to report the reason for the absence by 9:00am or 1:00pm. It is the parent’s responsibility to inform their bus driver if they will not be riding the bus. If students are ill with fever, they may not return to school until they have been fever free, without the aid of medication, for 48 hours.

Multiple absences will likely impact the student’s progress. Since absences can be disruptive to student learning, non-emergency absences should be scheduled during school breaks or non-school hours. If an appointment must be attended during school hours, the school should be notified ahead of time. If parents will be out of town, they must complete the Parent Absence Notification form.

### **After-School Activities**

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



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

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

## **Cars**

The Ma On Shan campus does not have access for student drop off or pick up directly outside the school. To respect the neighbors in Kam Fung Court, parents are asked to use the paid parking available in the shopping center carpark.

## **Chapel**

Chapel is held every Friday. All students are required to attend and participate. Parents are invited to attend. Biblical messages, stories, and songs will be shared with the students.

## **Closed Campus**

ICS Kindergarten is a closed campus. Once the student arrives on campus, he/she is not permitted to leave the campus until dismissal time. 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 after school transportation or change in pick up person.

## **Discipline**

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

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

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

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

ICS Kindergarten 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.

Continued misbehavior may result in a call to parents and/ or a conference with the Principal. Student expectations will be explained to the children and regularly reviewed over a period of time using developmentally appropriate language. Teachers model the expectations by demonstrating them in their daily routine. Furthermore, teachers are committed to being just, loving, and encouraging while disciplining the children. We believe in discipline that is based on loving relationships between teacher and students.

### **Email**

All ICS school community members are issued an email address. 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 from 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.

### **Fees, Dues, and Fines**

All tuition, fines, and other fees must be paid in full before progress reports or other records will be issued.

### **Field Trips**

Short trips to various places of interest may be included in the academic program. All trips will be held under the supervision of the administrative and teaching staff. There is usually no extra charge to the students for field trips. Parents are encouraged to accompany their child on these trips, but must pay their own fees, and/or any additional related activities.

## **Gifts**

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

## **Grievance Policy**

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

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

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

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

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

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

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

### **Homework Policy**

There is no requirement for homework in kindergarten. Students will benefit from being read to daily by an adult. Reading to your child develops vocabulary and early literacy reading skills. Children also benefit from exploring the world around them and engaging in imaginative play. Parents are encouraged to review the weekly photographs with their child, discussing the school learning activities.

### **Illness, Medication, and Health**

It is imperative that parents maintain an up-to-date emergency telephone number on file in the school office at all times. Parents will be notified in the event of their child's injury or illness. Students who are ill with a temperature of 37.5C/99.5F (oral) or 38C/100.4F (ear) will not be permitted to remain in school. The Education Bureau requirements state that if a child has a fever, or repeated diarrhea they need to stay home for at least 48 hours after the symptoms have subsided. It is the obligation of parents to report to the school any contagious disease, including, but not limited to, Chicken Pox, Hand-Foot-Mouth Disease, Fifth Disease, Influenza, Measles, and Mumps. A doctor's certificate of clearance is required before children are allowed to return to school following any contagious disease.

If medication is to be administered at school, parents must complete the "Instructions for Medication" form. All medication must be properly labeled and submitted to the Office for administration under supervision.

Medical History and Health Report forms are distributed to all students each year. Parents are required to provide up-to-date health information for students and return back to 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 a greater immersion in the English language, students are encouraged to only speak one of our languages of instruction while on campus. These include Mandarin and English. English is encouraged when conversing with others while on the campus and/or during school events and activities.

### **Library**

Kindergarten students may check out a Class Set of English & Chinese books each week. Students may not check out other book(s) until their current book(s) are returned. Students will be liable for all lost or damaged books. The charges will include the shipping and handling charges to replace the books or DVDs.

### **Lost And Found**

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

### **Monetary Transactions**

At no time are students and/or parents permitted to buy or sell items and/or services from/to other students while on the school campus or attending school-sponsored events or activities.

Students should not accept money or goods for any purpose. At Kindergarten this includes **no** passing of money and or tickets via students on behalf of parents to other parents.

### **Money and Valuables**

Students should not bring money to school. ICS is a cash free school. All bills and tuition payments should be sent directly to the Finance Office at the Shek Mun Campus. Students should not bring valuable items to school. The school cannot guarantee the security of the students' personal belongings. If items are lost, students should notify their teacher immediately.

### **Non-discrimination Policy**

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

### **Office**

The kindergarten office handles all general kindergarten matters. Office hours are Monday through Friday, 8:30 a.m. - 4:30 p.m with a break from **11:00 am – 12:00 pm** for lunch. The office can be reached by phone, 3156 1234, or by email at [kindergarten@ics.edu.hk](mailto:kindergarten@ics.edu.hk). The Finance Department handles all finances, both payables and receivables, for all campuses and can be reached via email at [finadm@ics.edu.hk](mailto:finadm@ics.edu.hk). The Admissions Office, [admissions@ics.edu.hk](mailto:admissions@ics.edu.hk), handles all matters related to applications and withdrawals. Their office hours are also Monday to Friday, 8:00 a.m. - 5:00 p.m. School is closed on weekends and holidays.

### **Parent Absence Notification**

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

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

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

### **Personal Property**

Parents should carefully label school bags, coats, clothes, shoes, water bottles, or any other personal items used at school, which might become separated from the child and lost.

### **Prohibited Items**

Personal toys, video games, or other personal items are not to be brought to school unless specifically requested by the teacher or unless permission has been given in advance. Chewing gum is not permitted.

### **Privacy and Social Media**

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

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

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

### **Promotion of Private Activities**

The use of the school mailing list or any other contract arising out of school attendance is considered to be promotion. Promotion of any event, function or cause at school must have the approval of the Head of Schools. Requests to use the school mailing list must be submitted to the Head of School's Office. If the event is promoted at school, school policy and guidelines will be in effect. This includes all social, cultural, and religious events. Activities related to ICS should reflect the mission statement of the school.

### **Re-enrollment for R1 only**

Families who desire 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 R1 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. (*Note: R2 students who wish to continue onto Pre Grade 1 have to complete an Admissions application to be invited for assessment.*)

## **Reporting Student Learning**

### *Progress Reports*

Parents will receive a report on what learning has been achieved twice annually in January for Term 1 and in June for Term 2.

### *Conferences*

The school celebrates and communicates student learning by engaging in Parent-Teacher conferences in the fall and spring term. The goal of Parent-Teacher Conferences is to give parents and teachers an opportunity to connect with one another and to establish a partnership to support student learning. Parents may request to meet with their child's teacher at any time during the school year by making an appointment with them.

## **School Hours**

School hours are as follows:

Morning Classes: 8:00 - 11:00 a.m.

Afternoon Classes: 12:00 - 3:00 p.m.

Students are not permitted on the school premises before 7:50 a.m. or after 3:10 p.m. unless they are involved in school-sponsored/approved activities. **Students are expected to be in the school for the full session as late arrivals or early departures do impact learning.** The school is closed at all other times including weekends, except for special events.

## **School Photos**

The school will arrange for photos to be taken of each student at the beginning of the school year. Students are required to have their photo taken, in order that school records and student ID cards can be created. Families who do not wish their child's image to be used on the school website, media releases, or other school publications intended for an external audience, may indicate this on the Student Information Release form and must complete and turn in the Non-Consent Form provided in the registration package. The school reserves the right to print group and candid photos of students in internal publications, such as the yearbook.

## **School Visitation**

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

## **Tropical Cyclones and Severe Weather**

(based on Education Bureau Guidelines: June 2016 Circular)

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 6 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.

### General Notes

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

## **Uniforms**

Official ICS uniforms may be bought from the school uniform supplier, but are not required at the Kindergarten level. In lieu of wearing the ICS school uniform, a dress code has been established. The standard dress code shall be solid-colored navy blue or khaki bottoms (pants, shorts, skirt, etc) and a solid-colored red or white top (shirt, blouse, sweater, etc). The tops should not have pictures, (cartoons, etc.) but small logos and contrasting trims are acceptable. Shoes are required - no sandals. Hairstyles should be suitable for school and should be tidy and kept from falling over the eyes. Backpacks/school bags may be of any design and should be the appropriate size for folders and snacks. The school's uniform supplier is Uniform Station located at 8/F, China Pacific Industrial Building, 10 Wing Hong Street, Lai Chi Kok, Kowloon. (ph 3598 0073) You may also purchase the uniforms online at <https://www.ics.ufsonline.com.hk/>

## **Volunteering**

To ensure the safety of our students, ICS volunteers are required to complete a volunteer application form and provide 3 character references. Please return the completed forms to the Kindergarten office.

Volunteer Applications & Confidentiality Agreement Form

Volunteer Handbook

## **Weapons on Campus**

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

Possession and/or use of dangerous weapons by students are detrimental to the welfare and safety of the students and school personnel. Accordingly, carrying, bringing, using, or possessing a dangerous weapon in any school building, on school grounds, in any school vehicle or at any school-sponsored activity without the authorization of the school is prohibited.

## **Withdrawal Policy**

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 2022-23 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 month's written notice of withdrawal or two full calendar month's tuition if 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.

For completion of withdrawal, you are required to:

- Inform the Admissions Office ([admissions@ics.edu.hk](mailto: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 to the Admissions Office.
- Contact the school office for information regarding the necessary checkout procedure and complete checkout accordingly.
- To facilitate timely processing of school records, student checkout procedures and a healthy leaving process, parents are encouraged to provide 30-days written notification.

## **Rights and Responsibilities**

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

### **An ICS student has the right to:**

- be treated with respect
- attend and participate in school without fear or intimidation or harm
- be provided an educational program and atmosphere conducive to spiritual, academic, and personal growth
- 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
- attending classes regularly and promptly

**Respect for others by:**

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

**Respect for property by:**

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

**Respect for rules and authority by:**

- following school and classroom rules.



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