



INTERNATIONAL
CHRISTIAN
SCHOOL

STUDENT PARENT HANDBOOK

ELEMENTARY SCHOOL

2026-2027

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WELCOME

Dear Parents & Students,

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 an international community with students and staff from 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

Forming Hearts & Habits

And I am sure of this, that he who began a good work in you will bring it to completion at the day of Jesus Christ.

(Philippians 1:6)

INTERNATIONAL CHRISTIAN SCHOOL

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MISSION, VISION, MOTTO

Mission

ICS equips 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 7:55 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 released to classes at 7:45 am.

Students will be dismissed from the Ground floor in staggered groupings beginning from 2:50 pm (P1-G1) and 3:00 pm (G2-5). Please see the school map below for locations. Students are expected to leave the premises upon dismissal and may not remain on campus.



ATTENDANCE & ABSENCES

Student learning is maximized when they are in class. Therefore, the school monitors absences and tardiness. Parents or caregivers should notify the school using the relevant e-collect form on PowerSchool by 9:00 am or 1:00 pm:

[Student Absence eCollect Form](#)

[Notification of Parent Absence from Hong Kong](#)

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 or travel, should be scheduled on non-school days or after school hours. If an absence is planned, parents should notify the homeroom teacher and complete the [Student Absence eCollect Form](#) 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 and use of digital equipment. Parents and students will review and sign an acceptable use agreement (coming soon) each year to be sent home by the Homeroom teacher.

AFTER-SCHOOL ACTIVITIES (ASAs) AND ATHLETICS

The school offers a range of After-School Activities (ASAs) and Athletic Programs for elementary-age students, which run throughout the year.

Before each ASA cycle, families will receive an email outlining the activity options, costs and timings as well as providing sign-up instructions. Additional updates and information will be shared with parents via the Weekly Warrior and through school emails.

Athletics programs require parents to sign their children up to attend trials and once trials for the particular Athletic options are over, parents are notified via email. All information regarding Athletics options will be sent to parents via email and included in the Weekly Warrior.

Students are expected to leave campus after being dismissed from their activities. Parents are required to make alternative transportation arrangements as no bus transportation is provided after ASA's and Athletics.

If you require further information, please contact the Elementary Activities and Athletics Office at esathletics@ics.edu.hk.

ASSESSMENT, GRADING AND REPORTING

Assessment, grading, and reporting work together at ICS Elementary to support and communicate learning. ICS employs a standards-based approach to learning, assessment, and grading that helps parents understand what their children should know and be able to do at each stage of their education. Standards serve as guidelines for teachers to plan lessons and evaluate student progress, both during the learning process and at the end of a period. This approach ensures that instruction, assessment, feedback, grading, and reporting practices are consistent and transparent throughout the entire education cycle.

Assessment

ICS teachers use a variety of formative and summative assessment methods that provide evidence of student learning. Assessments are aligned to unit standards and/or Expected Schoolwide Learning Results (ESLRs).

Grading

Students will be assigned a proficiency rating based on their performance on assessment tasks. A proficiency rating is the term used to describe the level assigned to a student upon demonstration of learning at a specific proficiency level. For example, in the event that a student completes a formative or summative assessment and demonstrates performance at Meeting Standard, their proficiency 'rating' for that priority standard would be Meeting Standard.

The proficiency continuum is as follows:

Below Standard (Minimal Evidence)	Approaching Standard (Partial Evidence)	Meeting Standard (Evidence of Proficiency)	Exceeding Standard (Deep Learning Evidence)
The student demonstrates a proficiency below the expectations and/or intended learning of the standard.	The student demonstrates a proficiency approaching the expectations and/or intended learning of the standard.	The student demonstrates a proficiency that meets the expectations and/or intended learning of the standard.	The student demonstrates a proficiency that exceeds the expectations and/or intended learning of the standard.

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 on visiting the school.

BEHAVIOR, DISCIPLINE, AND BULLYING

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. At ICS Elementary School, our commitment to fostering a safe and caring learning environment is reflected in our approach to discipline. We believe that effective discipline helps students develop personal responsibility and self-control, essential qualities for their growth as wise and godly individuals.

The Elementary School behavior expectations are articulated in 4 Principles that we call the ICS Bees: BEE Responsible, BEE Respectful, BEE Safe, and BEE Helpful in various school contexts. 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 they are expected to behave according to these principles and the specifically associated rules.

When negative behavior occurs, however, we also need guidelines to address it with compassion and wisdom, ensuring that each situation is handled appropriately. Discipline is not merely imposing consequences, but also needs to lead students through a process that encourages reflection, understanding, and improvement. At ICS, we apply the principles of God's word to this process.

All Scripture is God-breathed and is useful for teaching, rebuking, correcting and training in righteousness, 17 so that the servant of God[a] may be thoroughly equipped for every good work. 2 Timothy 3:16-17

Steps in Addressing Behavior

Generally speaking, when a teacher observes negative behavior, the following steps are taken:

1. **Engagement:** The adult engages with the student to understand the behavior's type and intensity.
2. **Correction:** A verbal reminder of expectations is provided, along with discussions about alternatives and solutions.
3. **Natural Consequences:** Appropriate consequences are applied, which may include temporary loss of privileges, reflective time, or restitution.
4. **Documentation:** Repeated or severe behaviors are documented, and parents may be

notified if issues persist.

5. **Restoration:** We prioritize restorative practices aimed at repairing harm and rebuilding relationships, helping students learn from their mistakes.

Types of Behavior

We categorize behavior so that we can tailor our responses effectively, using Barbara Colorosso's framework: **Mistakes, Mischief, and Mayhem.**

- **"Mistakes" & Low Disruptive Behavior:** This includes unintentional or infrequent actions that mainly disrupt the student's own learning, such as fidgeting, inattentiveness, or blurting out. Teachers provide gentle reminders and support.
- **"Mischief" or Persistent Disruptive Behavior:** Actions that interrupt others' learning or safety require more structured interventions, including discussions about expected behavior and possible consequences addressed by the teacher.
- **"Mayhem" or Severe Misbehavior:** Immediate intervention is necessary for dangerous or defiant behaviors. In such cases, school administration is involved to ensure safety and appropriate disciplinary measures are applied.

Children are guided in handling misbehaviour using the framework: **Own It, Fix It, Move On.**

1. Own It

Children should acknowledge their mistakes honestly. This builds integrity and helps them understand the impact of their actions.

2. Fix It

If harm is caused, students should take steps to repair the damage by apologizing and making amends. This fosters empathy and strengthens relationships. A good apology demonstrates an understanding of how our behavior has hurt another person. It demonstrates remorse, empathy, and a desire to change.

3. Move On

After addressing the issue, children ask for and receive forgiveness and then let go of the incident and focus on the future. This not only teaches resilience, but it also reflects the grace that God demonstrates when we are honest with Him about things that we have done wrong and we seek to change. By encouraging this process, we help our children grow into responsible and compassionate individuals.

Partnering with Parents

Effective discipline is a shared responsibility. The school appreciates parent support in reinforcing these values at home. Open communication between parents and teachers is vital, and parents should feel free to reach out to the school with concerns or questions about their child's behavior or our policies.

Discipline

The goal of 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 behave as wise and godly people. Where there has been hurt or harm, the school will lead the student(s) into a restorative process.

Correction and training in righteousness is not a legalistic or simply punitive exchange. Each situation requires compassion and wisdom to follow through as the situation requires. When a negative behavior is observed, the adult observing the behavior should engage with the student(s). They begin by determining the type of negative behavior, the intensity of the behavior, and, if possible, the intention behind the behavior to take appropriate corrective and restorative action.

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.

Severe or persistent disciplinary problems brought to the principal may be handled in the following ways:

- Discussion and analysis of the issues with appropriate corrective measures
- Phone call, written emails, and/or conferences with parents
- Normal in-school or at-home suspension (one to three days)
- Extended suspension (three to five days)
- If all disciplinary avenues have been exhausted, and/or where a student's continuing presence at ICS may endanger the safety or wellbeing of others, and/or where incident(s) occur of great severity (for example where ICS has to exercise its duty to report illegal activities to the police), the place of the student at ICS will be considered, and may be removed. In all such cases, the Head of Schools will consult with the School Supervisor, with due regard for relevant Education Bureau guidance.

Bullying

International Christian School does not tolerate bullying in any of its forms. We believe that using the right words to describe situations is very helpful.

At ICS, we use the words **peer conflict**, **meanness**, and **bullying**, which all have different meanings. When we engage with student conflict to determine if there is bullying, we look for three things: Purpose, Pattern, and Power:

- **Purpose:**

There is an intent to harm or intimidate (cause fear).

A student who accidentally bumps another child and causes them to fall down is not bullying. Neither is a student who has difficulty with social interactions and may seem rude to others. There must be intent to harass, intimidate, or cause fear or harm for there to be bullying.

- **Pattern:**

A regular or repeated occurrence with the intent to harm or intimidate (cause fear) that may include a threat of future aggression or harm.

While conflicts, rude behavior, or meanness will be addressed by the school, a single incident, or even repeated incidents, may not fit the definition of bullying. However, if there is a regular pattern of incidents with identifiable intent to harm or cause fear, the school will view this as a bullying incident.

- **Power Imbalance:**

If two students can't seem to get along or regularly argue, it does not necessarily indicate bullying. As long as one child feels they can stand up/advocate for themselves, walk away, or otherwise end the conflict, or one doesn't fear the other, it is likely not a bullying situation.

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 bystanders, 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 participant in the act, and they could be held responsible for their failure to act.

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

BUS TRANSPORTATION

Bus transportation is provided through Chun Wo Bus Services Ltd. Parents [contract directly](#) with the school bus company to register and arrange bus transportation for their children. With the support of ICS, the ICS Parents Association leads the Bus Service Committee and works to provide a quality bus service 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, keeping the campus and buildings serviceable and attractive. Abuse and defacement of buildings and property is not permitted. Waste materials, food, and cans must be discarded in the trash and recycling 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

P1 through Grade 5 students are not allowed to have cell phones or smartwatch devices at school. While the value of mobile devices is warranted for communication purposes, mobile phones and smartwatch devices are not needed at school. Therefore, 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, it can be done through the school office at 3920 0060.

CHAPEL

The Elementary School will hold chapel services each week. The Lower Elementary Chapel is on Tuesday, 8:45-9:20 am and the Upper Elementary Chapel is on Thursday, 8:10-8:45 am, with several combined chapels throughout the school year. Chapel is a worship service that includes biblical messages and presentations, prayer, and praise and worship. All students are required to attend and participate.

CLOSED CAMPUS

The Elementary School operates as 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. Notification is required from 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. If this is known in advance, please use the [Student Absence eCollect Form](#).

Parents are also required to notify the homeroom teacher by email if there is a change in the after-school transportation for their children.

Visitors: 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, SeeSaw, and Google Classroom in Grade 5. Students and their parents are assigned logins and passwords for these platforms. Teachers use these platforms to communicate with parents and for student learning. Parents can set notifications to receive emails when items are posted. 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 a variety of 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 monitor their child's digital usage, including helping to protect children from inappropriate content. Common Sense Media (www.commonsensemedia.org) is recommended for information on parenting in the digital age.

EARLY PICK-UP

Occasions 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 the elementary office in advance using the [Student Absence eCollect Form](#). 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 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. School email should be used for school purposes only. In the event a parent has another preferred email address, they are encouraged 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 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 a character trait that describes them, and is related to the school's Expected Schoolwide Learning Results.

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 administrative and teaching staff. There may be an extra charge for the students for field trips. School uniforms will be worn on most field trips. If a field trip warrants alternative dress, school policies regarding appearance and behavior must be maintained.

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

FREE DRESS

The school will occasionally plan a free dress day in support of learning or community building. On free dress days, students are not required to wear the school uniform; however, all attire must be appropriate for learning. Students are not to wear costumes on free dress days.

GIFTS

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

GRIEVANCE POLICY

ICS holds that biblically, parents are the primary educators of their children, and we partner with them in Christ-honoring schooling. We encourage open and honest dialogue between parents and the school, and when concerns and issues arise, we respectfully address them in a manner consistent with scriptural principles.

In the first instance, we encourage parents to uphold the principle of authority and to avoid undermining faculty members in their children's eyes before a thorough investigation of the issue or concern involved. Again, in the first instance, concerns should be directed either to the teacher or to the child's pastoral lead (Facegroup or Tribe teacher). **The clear exception to this is where a safeguarding concern exists.** In such cases, this should be reported directly to the divisional counsellor, who is a member of the Safeguarding Team and is responsible for handling these concerns and for communicating processes and outcomes to parents.

Grievance Stages:

Stage 1

Normally, principals will not become involved in classroom matters until the parent has first contacted the teacher concerned. Individuals can expect initial acknowledgement within 24 hours and can expect to dialogue or meet with individuals directly involved, if deemed appropriate.

Stage 2

If direct dialogue has not provided a satisfactory resolution for the parent(s), they may articulate a **formal written grievance by email to the appropriate principal**. This will be responded to within 24 hours, and the principal will arrange a meeting in a timely and professional manner to discuss the grievance and seek a resolution.

All grievances, including formal written grievances, should follow the following guidelines:

- Grievances should be expressed and addressed in a mutually respectful manner.
- Anonymous or unsigned grievances will not be addressed.

- In the event a grievance is made against a specific person or persons, they 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 grievances of Stage 2 and above, any action(s) taken to resolve them and the outcomes of those actions will be documented and communicated to parents.

Stage 3

If a Stage 2 resolution is not satisfactory to parents, they may then raise their grievance to the Head of Schools in writing. The Head of Schools will respond within 24 hours and arrange a meeting in a timely and professional manner to discuss the grievance. Following this meeting, the Head of Schools will consult with the School Supervisor and decide on a final resolution. This will be communicated to parents as soon as possible; if parent(s) remain unsatisfied, their last recourse is a direct appeal to the Board of Trustees.

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

The ICS Homework policy can be found at this [link](#). Elementary students are given homework to:

- Develop good study habits (time management, organization, responsibility, etc.)
- Provide time to practice, extend, or enrich learning begun in school.
- Foster a strong home and school connection by making learning visible to parents.
- Communicate that learning can take place at home as well as at school.

At the end of a 7-hour school day, the elementary school believes that students should have some downtime for recreation, nutrition, and connection with family and God. This may take the form of physical activity or other imaginative play, reading for enjoyment, or

family devotions. 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, as engaging as possible, and that students have the means and materials at home to complete assignments successfully. Homework in the elementary school will be device-free.

Procedures & Guidelines, Roles & Responsibilities:

Assigning, Communicating, and Completing Homework:

- Teachers who assign homework will review it before the end of the school day, and students will write it down in their journals.
- Teachers will then upload the homework to the learning platform (SeeSaw, Google Classroom, or email to the parent's school email). This is primarily for parents to read, but may also be accessed by students.
- Grade levels may also decide on a regular weekly schedule of assignments to be sent home with their weekly communications to parents.
- Students should complete homework as independently as possible.
- Homework will not be graded at the elementary school as it is a complementary activity and not an integral part of the process of instruction. Modelling, practice, assessment & feedback cycle will be addressed in class.
- If, due to home circumstances and commitments, a student is unable to complete homework, parents should prioritize well-being (eating, sleeping, emotionally regulating, family time) and may excuse their child from the homework. Parents should email the teacher regarding this decision.
- Teachers should not give homework over holidays other than recommending reading for pleasure.

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 through their listed phone number in PowerSchool in the event of their child's injury or illness. Students who are ill with a fever of 37.5 °C/99.5 °F (oral) or 38 °C/100.4°F (ear) will not be permitted to remain in school, and may not return to school until they are fever-free without medication for 24 hours.

It is the obligation of parents to report to the school any contagious disease their child has contracted, including, but not limited to, Chicken Pox, Hand-Foot-Mouth Disease, Fifth

Disease, Influenza, Measles, and Mumps, etc.. 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 Form](#). All medication must be properly labelled and submitted to the Health Office for administration under office 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 of their student(s), and return 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 asked to speak English and Putonghua 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 every week and may borrow 4 to 6 items at a time (depending on grade level). These items include English books, Chinese books, and magazines.

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

To prevent lost items from being discarded, all students must clearly label all jackets and personal belongings with their name and class. Students are responsible for their belongings and should check the lost and found regularly.

There is a designated lost and found area for you to collect items that may have been lost. The lost and found bin location is as follows:

- G/F Carpark for items left on the 2/F at the end of the week
- 2/F (Abundant Grace Memorial Gymnasium - ES and SS)

If the item is labelled with a name, an effort will be made to return it to the student.

If valuable items are found, they should be sent to the ES office. The Lost and Found will be cleared on the last Friday of each month, and unclaimed items will be removed.

LUNCH PROGRAM

ICS contracts with Sodexo Catering Services Ltd. to provide hot lunches on campus. Students may make a monthly lunch order through the Sodexo Online App that can be found in your [Google](#) or [Apple](#) app store. Students who do not pre-order hot lunches may still purchase hot lunches on a daily basis, but will be charged a higher price for the meal. If a student forgets their home lunch, a school lunch will be provided at the daily rate set by Sodexo and parents will be billed. Students may also choose to bring lunches from home.

In the event of school being cancelled due to inclement weather, 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.

To receive lunch credit for student absence, parents must complete the [Student Absence eCollect Form](#) before 8 am.

Vending Machines and Kiosk: Elementary students are not permitted to purchase snack items from the ICS Kiosk or vending machines. Elementary students are also not permitted to buy carbonated drinks (sodas) or bring them for lunch.

MONETARY TRANSACTIONS

Students and/or parents are not 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. Please contact the Dean of Student Life for more information.

MONEY AND VALUABLES

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

MUSIC AND INSTRUMENTS

All Grade 5 students participate in either Band or Strings. Students are encouraged to purchase their own instruments. Alternatively, students may rent instruments through the school at the cost of \$500 HKD 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 transportation 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 necessary repairs 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 HOURS

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 Finance Office 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 [Notification of Parent Absence from Hong Kong](#) on PowerSchool each time they plan a trip away from Hong Kong. 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.

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

PERSONAL PROPERTY - LABEL APPROPRIATELY

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

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, individuals not employed by the school should 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. Toys, 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. No weapon or toy weapon is permitted on campus (see: Weapons on Campus). Students may not bring live animals to school for any reason.

Mobile phones and smartwatches, and personal electronic devices may not be used at school.

PROMOTION OF PRIVATE ACTIVITIES

School mailing lists and contact information of individuals associated with ICS may not be used to promote any event, function, or cause at school without 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.

RESPONSIBILITIES AND VIRTUES

An ICS education is centered on spiritual formation in piety, wisdom, and virtue. Students are disciplined to know that the “fear of the LORD is the beginning of wisdom,” and to “make every effort,” to grow in godly character as they live under the grace of the Cross of Christ. This means that all ICS students have essential duties and responsibilities as members of the ICS school community.

While this is not an exhaustive list, it is meant to provide students and parents with our expectations.

An ICS student shows

Respect for learning by:

- listening to others, both teachers and students;
- being diligent and 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;
- abhorring name-calling, foul language/behavior, or 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 all 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-standing 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 P1-G1 at 2:50 pm, G2-5 at 3 pm)

Students are not permitted beyond the G/F hallway before 7:15 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. Please do not drop off your student before 7:15 am.

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 for school records and so 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 arrange their visit with the individuals involved and notify the school office to ensure that the scheduled visit will not interfere with planned classroom activities. All visitors must sign in at the security office at the G/F garage entrance before entering the school.

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.

Student ID Card And Pick-Up Card

Every student is issued a free initial Student ID Card, which is required for entering and leaving the school building, alongside two Student Pick-Up Cards for parents or guardians to present during dismissal.

In the event of a loss, parents must notify the Elementary Office immediately. A \$50 HKD replacement fee per card will be applied to the following month's tuition billing, and it will take a few days to process and issue the new card.

Self-Dismissal Card

Parents of Grade 4 and Grade 5 students may apply for a Self-Dismissal Card. This card allows students to leave the school campus independently during regular dismissal hours. To ensure safety, students must present their card to the teacher on duty every time they exit.

TROPICAL CYCLONES AND SEVERE WEATHER WARNINGS

(based on Education Bureau Guidelines: July 2022 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.

Heavy Persistent Rain

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

	contingency measures to look after students who have arrived at school. • Parents do not need to pick up their children from school immediately.
(iii) Issued between 8:00 a.m. and 10:30 a.m.	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.
(iv) Issued between 10:30 a.m. and 11:00 a.m.	PM Kindergarten: Classes of PM schools are to be suspended. PM Kindergarten Students at Home: Students of PM schools who have not left for school should stay home. 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.	PM Kindergarten: Students of PM schools do not have to attend school that day. PM Kindergarten Students at Home: Students of PM schools who have not left for school should stay home. • PM schools are required to keep their premises open until the end of normal school hours and arrange staff to look after the students who have arrived at school. They ought to ensure that conditions are safe before allowing students to return home.
(vi) Issued from 1:00 p.m. onwards	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

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

The campus will remain open, and contingency measures will be implemented to look after students if any warning is issued during school hours, including Red and Black Rain

Warnings. 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 CollegePro.

Unit 903, Orient International Tower,
1016-1018 Tai Nan West Street,
Lai Chi Kok, Kowloon, Hong Kong

Tel: +852 2151 3114

Email: webshop@collegepro.com.cn

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

General Uniform

Boys	Girls
• long or short-sleeve light blue or white Polo shirt • blue or khaki shorts or pants • plain ankle socks • black shoes or athletic shoes (no sandals or backless shoes)	• long or short-sleeve light blue or white Polo shirt • long or short-sleeve navy Polo dress • blue or khaki shorts, pants or skirt • ankle or knee-length socks • black or athletic shoes (no sandals or backless shoes) • neutral coloured (black, navy, gray, white, beige) 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 parents' discretion.
- Hairstyles: Hairstyles should be suitable for school and sports, and should be tidy and kept from falling over the eyes.

Guidelines

- Families will receive a full transition year to adopt the new uniforms and should follow the transitional arrangements announced.

- 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 undergo safeguarding checks and training. The ICS Safeguarding Team is led by the Designated Safeguarding Lead (DSL), Mrs. Kimberly Chan. Please contact at safeguarding@ics.edu.hk.

WEAPONS ON CAMPUS

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 is strictly prohibited.

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.
- 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.

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 entire 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. The 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 the 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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CHRISTIAN
SCHOOL**

EXCELLENCE FOR LIFE. ANCHORED IN CHRIST.

INSPIRE. CONNECT. SERVE.