



INTERNATIONAL  
CHRISTIAN  
SCHOOL

STUDENT PARENT HANDBOOK

# **SECONDARY SCHOOL**

2026-2027

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## INTERNATIONAL CHRISTIAN SCHOOL

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# WELCOME

Dear Parents & Students,

We are delighted that you are part of the ICS family. Our faculty and staff are committed to partnering with you so that each student's experience at ICS is both fruitful and joyful.

ICS is a community of administrators, staff members, faculty, parents, and students from many nations and backgrounds. As members of the body of Christ, we desire to live and learn together in a spirit of humility, gratitude, and love, seeking in all things to glorify our Lord and Saviour.

This handbook communicates important information that helps our school community function well. Yet its purpose is more than procedural. The routines, expectations, and policies of school life are intended to support the deeper formation of our students. As ICS continues to move toward a more intentional and classical Christian orientation and philosophy, we are placing renewed emphasis on two essential student outcomes: wisdom and virtue.

By wisdom, we mean more than knowledge or academic success. We desire students whose hearts are increasingly ordered toward God, who learn to love what is true, good, and beautiful, and who are able to discern and act faithfully in the world. By virtue, we mean the cultivation of Christlike habits: humility, diligence, courage, self-control, honesty, kindness, perseverance, and service. In short, we seek to form both the heart and the habits of our students.

We believe that excellent Christian education is not merely about preparing students for the next examination, university, or career, though these are important. It is about preparing young people for life before God: to know Him, to love Him, to serve others, and to use their God-given abilities for the good of their communities.

We trust that it will serve as a helpful guide for students and families as we work together in partnership.

We are grateful for the privilege of walking alongside you in these important secondary school years. May God continue to shape our students in wisdom and virtue as they grow in knowledge, faith, and service.

Sincerely,

Will Schroeder  
Middle School Principal

Dr. Kiel Nation  
High School Principal

## MISSION, VISION, MOTTO, EXPECTED SCHOOLWIDE LEARNING RESULTS (ESLRS)

### 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

### 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

## CURRICULUM COMPONENTS

ICS aims to align curriculum, instruction and assessment across the varying grade levels of the school with the goal of positively impacting student learning. Our written curriculum contains course overviews and units which indicate how specific learning objectives, instruction, and assessment meet the school's ESLRs, subject area standards, and benchmarks.

The following defines the various aspects of the school's curriculum and provides supporting examples.

## **A. School Philosophy**

### **The International Christian School Philosophy Statement**

(Board Approved on November 3, 2010)

#### **International Christian School is a Christian School**

International Christian School seeks to be centered upon Christ. We are committed to building God's Kingdom and integrating faith, learning, and action. We are an evangelical Christian school that uses academic and extra-curricular programs to develop the whole student – intellectually, physically, socially, and spiritually.

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.

<sup>1</sup> See ICS Statement of Faith

<sup>2</sup> 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.

<sup>3</sup> Mark 12:28-31; John 15:12; 1 Corinthians 13:13

<sup>4</sup> John 8:31-32

<sup>5</sup> Psalm 24:3-5; Micah 6:8

<sup>6</sup> 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 with the knowledge, skills, and Christian character to serve and transform their communities while preparing them for tertiary education<sup>10</sup>.

<sup>7</sup> 1 Corinthians 15:1-4; Romans 1:16

<sup>8</sup> Matthew 28:18-20

<sup>9</sup> Colossians 3:16-17, 23-24

<sup>10</sup> See ICS Mission Statement. Adapted from the Fresno Pacific University “Idea”

## B. School Mission

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

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

## C. Expected Schoolwide Learning Results (ESLRs)

Alongside subject based skills and content ICS aims to create learning opportunities that promote the schools ESOs and ESLRs. The expected schoolwide outcomes are wisdom and virtue. Wisdom = Heart (we are shaped by what we love - and the fear of the LORD is the beginning of wisdom), and

Virtue = Habits (we get good at what we practice). The Expected Schoolwide Learning Results (ESLRs) are skills, attitudes, perspectives and values that we believe promote lifelong learning and align closely with the ICS mission. ESLRs can be developed in students regardless of the subject area. At ICS, each ESLR is further expanded upon (see below).

**All ICS students will:**

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

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

**Communicate effectively by:**

- expressing ideas clearly and concisely to the targeted audience
- employing a variety of media
- accurately receiving and interpreting others' expression of ideas
- developing skills in the areas of: speaking, writing, behaviour (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”

## ACADEMIC HONORS (HIGH SCHOOL ONLY)

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

|                 |                 |
|-----------------|-----------------|
| Cum laude       | 3.75 - 3.89 GPA |
| Magna cum laude | 3.90 - 3.99 GPA |
| Summa cum laude | 4.0 GPA         |

## ACADEMIC ADVISING AND SUPPORT FOR STUDENT LEARNING

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

Academic advising takes place in a variety of ways by different people including course teachers, HS Tribe Advisers/MS Facegroup Teachers, University Advisors, and administrators. Parent-teacher conferences are organized in the Fall, but parent-, teacher-, administration-, or counselor-initiated parent-teacher conferences are possible at other times. All students are reviewed regularly with regard to learning behaviors and academic progress. Any concerns and actions arising will be communicated promptly to students and parents.

Preliminary course sign-ups for grades 8-11 occur at the end of semester one. Department Chairs and University Advisors give approvals in January, following Semester 1 examination results. The course add/drop period concludes in February, before the schedule is finalized for the subsequent school year.

## ACADEMIC SUPPORT

Academic Support is designed to help students remain successful in their classes and school responsibilities. A student may be placed on Academic Support because of academic performance, missing work, poor study habits, repeated behavioral concerns affecting learning, or attendance patterns that interfere with instruction.

Attendance is an important part of academic success. Even when absences are excused, missed class time can affect a student's progress. For this reason, excessive absences, repeated tardiness, or frequent early dismissals may result in Academic Support.

For attendance purposes, the school may review a student's attendance by individual course, total scheduled class periods, quarter, semester, or overall pattern. School-excused absences, such as school-sponsored trips, athletic events, field trips, or other approved school activities, do not normally count toward attendance concerns. Excused and unexcused absences may both be considered when determining whether missed instructional time has become excessive.

### *Attendance Triggers for Academic Support*

A student may be placed on Academic Support when attendance concerns begin to affect academic progress or school participation. The following attendance triggers may apply:

- **10% of scheduled classes missed:** parent notification and attendance concern.
- **15% of scheduled classes missed:** placement on Academic Support for attendance.
- **20% of scheduled classes missed:** Academic Support probation and administrative review.

Repeated unexcused tardies may also contribute to Academic Support placement. Every **six unexcused tardies** in a quarter may count as one unexcused absence equivalent for attendance review purposes.

### *Academic Support Probation*

When a student is placed on Academic Support because of attendance, the status functions as an attendance probation until improvement is shown. While on Academic Support probation, the student may be required to:

- attend academic support sessions;
- complete missing or make-up work;

- meet with an advisor, teacher, or administrator;
- provide documentation for future absences or tardies;
- follow an attendance improvement plan;
- limit early dismissals or planned absences;
- reduce outside activities that are contributing to missed school time.

Students on Academic Support probation may also have participation privileges limited, including athletics, clubs, fine arts, trips, student leadership, or other co-curricular activities, until the student returns to good academic and attendance standing.

A student may be removed from Academic Support when attendance improves, required work is completed, and the student demonstrates consistent engagement in school. The school will review each student's progress and determine when Academic Support is no longer necessary.

Unexcused absences and unexcused tardies may still result in disciplinary consequences in addition to Academic Support. Academic Support is intended to help the student improve, while discipline may apply when school expectations are not met.

#### **Action Steps based on Academic Support:**

- Students on academic support will typically not be allowed to participate in some or all co-curricular activities and events.
- Middle School students may be required to attend Homework Club (see Homework Club). High School students may be required to attend a specific study hall, or other customized arrangement.
- A student will be removed from academic support at the end of any quarter if ALL of the agreed action points and criteria for being placed on academic support are met, and removal is at the discretion of the divisional Principal.

## **AFTER-SCHOOL AND LUNCH-TIME ACTIVITIES**

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

- Any activity that is an extension of the curriculum is not considered a co-curricular activity.
- Students on academic support are not eligible to participate in certain co-curricular activities unless the activity is a part of their course of study or they have approval from the divisional Principal. (see "Academic Support")
- Students are advised to carefully consider their co-curricular commitments in light of their academic load.
- After-school activities: All students must leave the campus by 3:15 p.m. unless they are taking part in approved after school activities. Such activities include co-curricular sports, clubs and activities; homework club or study hall; working directly with a teacher; working, researching, choosing books or reading in the secondary library; detentions or other disciplinary matters;

watching an official ICS sporting event or waiting for the second practice block (by joining the homework club or being in the library).

- Students who are too sick to be in school on a particular day are too sick to participate in co-curricular activities that day. In particular, if a student is not in school by noon, he or she will not be permitted to participate in after school co-curricular activities.

### After-school Schedule –

specific schedules of after school activities are released each school year. Broadly speaking activities follow the schedule below

| Time                              | Monday                      | Tuesday                     | Wednesday                    | Thursday                     | Friday                                      |
|-----------------------------------|-----------------------------|-----------------------------|------------------------------|------------------------------|---------------------------------------------|
| 1st Practice Block<br>3:05 - 4:05 | MS Music<br>HS Sports Clubs | MS Sports<br>HS Music Clubs | MS Sports<br>HS Sports Clubs | MS Sports<br>HS Sports Clubs | MS Roots Groups & Spiritual Life Activities |
| 2nd Practice Block<br>4:05- 5:30  | MS Music<br>HS Sports Clubs | MS Sports<br>HS Music Clubs | MS Sports<br>HS Sports Clubs | MS Sports<br>HS Sports Clubs | Spiritual Life Activities                   |

**It is imperative that students choose their activities carefully to avoid overcommitting themselves. They must also make sure that the rehearsal/practice/meeting times of the music group(s), sports team(s) and/or club(s) that they chose do not conflict with each other.**

### ALIGNMENT OF COURSE SECTIONS

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

### ART SHOW

An Art Show is held every year. The High School Art Show features the top works, especially the portfolio, of AP Art and Advanced Art students. Additionally, artwork is displayed at the Middle School/High School Christmas and Spring Concerts.

### ASSESSMENT POLICY

ICS operates a standards-based grading approach to assessment. Generally speaking, assessments in each course will rate a student's proficiency against defined standards as follows:

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

In the PowerSchool gradebook these proficiency levels will be associated with a numerical symbol for the purposes of data entry. These numbers do not have a mathematical meaning.

|   |             |
|---|-------------|
| 4 | Exceeding   |
| 3 | Meeting     |
| 2 | Approaching |
| 1 | Below       |

For AP courses in High School the approach is customized to indicate proficiency against calibrated AP examination grades.

## BAND INSTRUMENTS

Many students choose to purchase their own instrument to use. Alternatively, any band student may rent an instrument from ICS (subject to availability) at a cost of \$500 per semester per instrument. Summer rental is HK\$100. Students who play larger instruments (tuba, baritone, horn, tenor sax, bass clarinet) do not need to rent the instrument that they use at school, but are encouraged to rent one from ICS (subject to availability) to keep for at-home practice. Students are accountable for the condition of the instrument they rent or use, and parents will be notified of and billed for any damages or repairs needed on school-owned instruments.

## BULLYING & CYBERBULLYING

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

when such speech or act causes, or threatens to cause, disruption at school or interference with rights of students to be secure.

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

Bullying is unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. Both children who are bullied and children who bully others may develop serious, lasting problems. See: <https://www.stopbullying.gov/what-is-bullying/index.html>

## **BUS TRANSPORTATION**

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

## **CARE OF THE CAMPUS**

All students should be very careful to keep the campus and buildings in an attractive condition. Abuse and defacement of buildings and property will not be permitted. Waste materials, food, and cans must be discarded in the trash and/or recycle containers that are provided. No chewing gum is allowed on the campus. Students will be assessed for all damage whether accidental or purposeful (see “Fees, Dues, and Fines” and “Lockers”).

## **CHAPEL**

A separate chapel for Middle School & High School is held weekly. All students are required to attend and participate. Challenging biblical messages and programs will be presented to the students. Students form worship teams which lead the services in both Middle and High School chapels.

## **CHEATING**

Any action by a student which undermines the purpose of assessment will result in formal discipline. In particular, the use of AI is forbidden in controlled assessments, and electronic devices are not to be in a student’s possession under test conditions. The one exception is where a laptop with a lockdown browser is employed to simulate AP examination conditions.

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



Students who engage in test misconduct risk score cancellation, as well as losing the opportunity of taking future external standardized tests at ICS.

## CLASS AND PROGRAM CHANGES

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

## CLOSED CAMPUS

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

**There are two exceptions to this rule:**

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

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

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

The closed campus policy implies that students may not bring visitors to the school without obtaining permission from the school office at least three days in advance. Parents coming onto the school campus for scheduled meetings or events should sign in at the JLL security office in the parking garage.

## COLLEGE AND UNIVERSITY ADVISING

ICS provides extensive advising services via the school's university advisors, including numerous workshops and seminars alongside one-to-one counselling. Students and parents are encouraged to seek out extra support actively from university advisors as required. Students in grades 9-12 and their parents have access to MaiaLearning, a comprehensive online university advising tool that includes research tools regarding interests, majors, and careers, as well as university research and application tools. This platform serves applications to the top global destinations, including Hong Kong, North America, the UK, Europe and Australia.

## COMMUNICATION

All students and their parents are expected to become familiar with and use the following primary communication tools:

1. The **Weekly Warrior** email, sent to all ICS families, contains important announcements and information for the upcoming week and future events.
2. Learning information about your student's individual classes and homework tasks is found by logging into **Schoology**, through the parent portal.
3. Information about your students assessments and stored electronic report cards is found by logging into **Power School** through the parent portal.

For technical support regarding difficulties in access please email [support@ics.edu.hk](mailto:support@ics.edu.hk) quoting your full name, your child's name and grade level for verification purposes.

## CONTACT INFORMATION

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

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

|                                  | Person                             | Phone Number           | E-mail Address                                    |
|----------------------------------|------------------------------------|------------------------|---------------------------------------------------|
| High School Principal            | Dr. Kiel Nation                    | 3920-0136              | nationk@ics.edu.hk                                |
| Middle School Principal          | Will Schroeder                     | 3920-0101              | schroederw@ics.edu.hk                             |
| Attendance                       | MS Loretta Chung<br>HS Amelia Wong | 3920-0101<br>3920-0136 | middleschool@ics.edu.hk/<br>attendance@ics.edu.hk |
| Admissions                       | Esther Lou                         | 3920-0001              | admissions@ics.edu.hk                             |
| Dean of Student Life             | Christina Daniel                   | 3920-0119              | danielc@ics.edu.hk                                |
| Dean of Curriculum & Instruction | Kristin Barber                     | 3920-0157              | barberk@ics.edu.hk                                |
| Curriculum & Instruction Office  | Lisa Ho                            | 3920-0077              | hol@ics.edu.hk                                    |
| Finance                          | Hermia Chu                         | 3920-0206              | chuh@ics.edu.hk                                   |

|                                     |                                 |           |                        |
|-------------------------------------|---------------------------------|-----------|------------------------|
| Head of Schools Office              | Catherine Chu                   | 3920-0209 | chuc@ics.edu.hk        |
| High School Office                  | Amelia Wong                     | 3920-0136 | wonga@ics.edu.hk       |
| Learning Technology                 | Learning Technology Staff       | 39200228  | support@ics.edu.hk     |
| Middle School Office                | Loretta Chung                   | 3920-0101 | chungl@ics.edu.hk      |
| Health Office                       | Puja Chaudhari                  | 3920-0059 | chaudharip@ics.edu.hk  |
| Standardised Testing (AP)           | Loretta Chung                   | 3920-0101 | chungl@ics.edu.hk      |
| Student Services – HS Counselor     | Bonnie Cheung                   | 3920-8108 | cheungb@ics.edu.hk     |
| Student Services – MS Counselor     | Vanessa Manchester - Morgenheim | 3920-8085 | manchesterv@ics.edu.hk |
| Student Services - Learning Support | Ami Unrau                       | 3920-8076 | unraun@ics.edu.hk      |
|                                     | Beatrice Tao                    | 3920-8076 | taob@ics.edu.hk        |
| University Advisor                  | Chris Lee                       | 3920-0159 | leec@ics.edu.hk        |
| University Advisor                  | Wilson Wu                       | 3920-0118 | wuw@ics.edu.hk         |

## CURRICULUM

The curriculum for each subject is outlined in the relevant Departmental Handbook, which can be accessed via the website. The High School Course Offerings Booklet also has useful information about graduation requirements, honors and AP courses, course selection procedures, course prerequisites, and course descriptions.

## DANCE

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

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

## **DISCIPLINE**

Students are expected to behave sensibly and well at all times. When a student's self-discipline undermines the values, beliefs, and mission of the ICS community, teachers and administrators will exercise authority to discipline the student in Christian virtue. This jurisdiction includes any school activity or event, on or off campus.

### **Levels I & II - Checkmarks & Detentions**

A checkmark or detention may be issued by a school staff member as a means of discipline. After a student is issued a detention, email notification will be sent to the parent(s) and student with information concerning the detention. Detentions issued are kept on record throughout the school year and each student receives a clean slate at the beginning of the school year only. Students receiving multiple, or a pattern of detentions may receive a one-day, in-school suspension. Generally, this is intended to serve as a warning that additional interventions may be required.

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

#### **Level I - Checkmarks**

Checkmarks are used to track low level student misbehavior at the discretion of the teacher. A formal detention will be issued if a student receives three checks within a one week period. Checkmarks reset at the end of every week.

Examples of infractions: gum chewing; speaking Cantonese in school; off-task behaviour; disruptive behavior in class; running in the hallway; play fighting; low level technology infractions; other misbehavior that disrupts the peaceful environment of the school. Teachers can escalate to Level II action if the behaviour is deemed serious enough or if there is disregard for the teacher's authority.

#### **Level II - Detentions & Administrative Interventions**

Consequences at this level will involve formal parental communication. Detentions are served after school for both High School and Middle School students. Other administrative interventions might include, but are not limited to, daily check ins at the office or loss of privileges (free dress, technology, off campus lunch, etc.) Examples of Infractions: tardy over 10 minutes, six tardies under 10 minutes, forgetting student ID on three separate school days; inappropriate game playing; swearing; uniform violations; unauthorized presence on campus after hours; public display of affection; out of bounds (including unauthorized presence in classrooms, gyms, theater, etc.); disrespectful behavior; excessive or persistent tardiness; failure to comply with attendance

procedures; technology infractions such as using the personal device outside of designated areas or times, watching videos or movies, or gaming; repeated Level I infractions.

## **Levels III & IV - Suspensions**

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

### **Level III**

**In-School Suspensions** – Suspended students are supervised by a member of the administrative team. They are responsible to complete all assignments and may be required to complete exercises designed to have them reflect on the reasons for the suspension and what can be done in the future. Students must comply with all instructions given them by the secondary office staff.

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

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

### **Level IV**

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

Examples of Infractions: smoking/vaping; stealing; use or possession of stolen items; extortion; sexual activity; sexual harassment; repeated Level III infractions.

## Level V – Removal from ICS

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. Historically, the EDB guidance emphasizes community safety.

## DISMISSAL FROM OFF-CAMPUS SCHOOL ACTIVITIES

Hong Kong has a safe and excellent system of public transportation. Secondary students may be released from off-campus activities without bussing them back to school, when it is appropriate to do so.

## END-OF-SEMESTER SUMMATIVE ASSESSMENTS

Most secondary courses will include an end-of-semester summative assessment, usually in the form of a written examination. In High School there is a formal exam week, whilst in Middle School there is an equivalent summative period. **Parents should not schedule travel for their families during exam week.** Students who skip an exam (unexcused absence without pre-arrangement) will receive no credit and will impact both their GPA and future course choice options.

## FEES, DUES, AND FINES

All fines and fees (including tuition fees) must be paid in full before report cards, transcripts, diplomas or other records will be issued. Failure to return borrowed library and/or other materials will incur a fine. At the end of a course (or when a student withdraws from the school) all school-issued textbooks must be returned. The condition of each textbook upon return will be compared with its condition when issued, using the following scale: Excellent/Good/Fair/Poor/Unusable. A drop in one level on the scale is considered normal wear and tear. A drop of two levels will result in a fine of 25% of the book cost; 3 levels – 50% of the book cost. If a book is lost or unusable for any reason the student will be charged for the cost to replace the book, including shipping and handling charges.

## FIELD TRIPS

Short trips to various places of interest may be included in the academic program. There may be an extra charge for field trips. Trips will be under the supervision of the administrative and teaching staff. Policies regarding students' appearance and behavior will be maintained on field trips; these will be announced in advance. All Week Without Walls (WWW) activities are considered to be school in-session and all school rules are in force: appropriate/modest attire as per handbook free dress guidelines is required.

All students participating in a field trip or athletic game must attend all classes prior to leaving for the event. Any student who chooses not to come to school for their classes prior to the field trip or athletic game, will not be allowed to participate unless prior approval is given from the trip leader.

## FREE AND ALTERNATE DRESS CODE GUIDELINES

Periodically the Student Council may plan special Free Dress and Alternate Dress days for High School students with the approval and at the discretion of the High School Principal. The general rule is that Free and Alternative Dress clothing should cover the same parts of one's body that the official ICS uniform would. All dress must be modest, in good taste, and in the spirit of glorifying God, with non-exhaustive guidelines as follows:

### Boys:

- Shirts must not be ripped, sleeveless or bear offensive messaging.
- Shorts must be of modest length (mid-thigh or below).
- Underwear must not be visible.
- Shorts, pants or jeans must not be ripped or worn below the waistline.
- Hair must be tidy and not attract attention (natural colors only).
- Hats may not be worn in class.
- No earrings.

### Girls:

- Shirts, shorts, pants, jeans, underwear, hats and hair: as for boys.
- No clothing may be worn which is inappropriately revealing (e.g. low neckline or midriff-exposing)
- Skirts must be of modest length (no shorter than 2 inches above the knee).
- Leggings may only be worn underneath other clothing.
- Makeup must be discreet.
- Up to two earrings may be worn per ear.

Above all, Biblical modesty is required of all ICS students. Common sense and simple decency should be exercised in accordance with Romans 12, and our duty not to place stumbling blocks before brothers and sisters.

## FREE BLOCKS AND STUDY HALLS

Middle School students do not have free blocks; where a student has identified learning needs they will receive supervised support if not taking particular subjects.

In High School, juniors and seniors are required to enroll for a minimum of 6 credits each year, and freshmen and sophomores are required to enroll for a minimum of 7 credits each year. Discretion on course load may be exercised over students with identified learning needs with the approval of the

divisional Principal. All students, regardless of learning needs, must fulfil all requirements for graduation from ICS.

High School students will normally have a limited number of free blocks/ periods/study halls each year. Students will be assigned to a study hall which normally is in the library, or in a designated classroom. (see “Study Hall Guidelines”)

Seniors, with the written approval from their parents or guardians, may remain in public areas of the campus without supervision (such as lounge areas – see “Lounge Areas”) or leave the campus during these free block times (see “Closed Campus”). Students on academic support may have this privilege revoked.

## **FUNDRAISING AND DONATIONS IN KIND**

To ensure a Biblical approach to stewardship and responsibility, any fundraising activity engaged in under the ICS name is carefully overseen. Please contact the Dean of Co-curricular Education & Pastoral Care in the first instance if you have any queries or requests in this regard.

## **GAMES**

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

## **GIFTS**

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

## **GRADE LEVEL RETENTION OR NON-RE ENROLLMENT**

Deciding not to promote a student to the next grade level, or not to re-enroll for the following year, are last resorts that we try to prevent if at all possible. Students concerned will be identified within the first semester or near the beginning of the second semester so that a meeting with parents will be called, and expectations will be discussed. Students who are deemed at risk of retention or non-re-enrollment by the end of the first semester will be placed on an improvement contract. Failure to adhere to the terms of the contract may result in grade level retention or non-re-enrollment.

## **GRADING SYSTEM**

ICS employs a standards-based grading system (see “Assessment Policy”). Each subject is divided into domains of knowledge, with a four-level proficiency rating assigned on the report card (Below Standard, Approaching Standard, Meeting Standard, Exceeding Standard) for each domain. This rating represents the overall assessment of student work in the semester against the standards of



each domain. The overall subject grade for each semester is calculated using a matrix from these domain ratings, from A+ to D. In High School, GPA is calculated from these subject grades as follows:

| Grade | GPA  |
|-------|------|
| A+    | 4.00 |
| A     | 4.00 |
| A-    | 3.67 |
| B+    | 3.33 |
| B     | 3.00 |
| B-    | 2.67 |
| C+    | 2.33 |
| C     | 2.00 |
| D     | 1.00 |

For AP courses, the grade assigned will represent the projected outcome in the AP examination as follows:

| Grade | GPA  | AP Exam Equivalent |
|-------|------|--------------------|
| A+    | 4.00 | 5                  |
| A     | 4.00 | 5                  |
| A-    | 3.67 | 4/5                |
| B+    | 3.33 | 4/5                |
| B     | 3.00 | 4                  |
| B-    | 2.67 | 3/4                |
| C+    | 2.33 | 3/4                |
| C     | 2.00 | 3                  |
| C-    | 1.67 | 2/3                |
| D+    | 1.33 | 2/3                |
| D     | 1.00 | 2                  |

|    |      |     |
|----|------|-----|
| D- | 0.67 | 1/2 |
| F  | 0.00 | 0/1 |

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

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

|                                                | <b>Exemplary<br/>4</b>                                                                                                                                                                                  | <b>Consistent<br/>3</b>                                                                                                                                          | <b>Developing<br/>2</b>                                                                                                                                 | <b>Beginning<br/>1</b>                                                                                                                   |
|------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Engagement, Attitude, and Effort</b>        | Consistently on task and fully engaged with focused attention, positive attitude, and active participation. Demonstrates independent thinking, follows directions, and maintains integrity in all work. | Almost always on task, engaged, and motivated. Maintains a positive attitude, follows directions thoughtfully, and produces quality work with minimal reminders. | Sometimes on task and engaged, but effort and focus are inconsistent. Attitude and motivation vary, and work quality does not always meet expectations. | Rarely on task or engaged, with poor attitude and minimal effort. Frequently needs reminders and produces work below expected standards. |
| <b>Organization and Time Management</b>        | Always completes tasks on time, maintains an effective organizational system, and consistently comes to class prepared with required materials.                                                         | Almost always completes tasks on time, demonstrates effective organization, and brings necessary materials to class with few reminders.                          | Sometimes completes tasks on time, but organization and preparation are inconsistent. May occasionally forget required materials or need reminders.     | Rarely completes tasks on time, has poor organizational habits, and often comes to class unprepared, requiring frequent redirection.     |
| <b>Contributions to the learning community</b> | Actively collaborates with peers and models effective learning by listening, responding                                                                                                                 | Works well with peers and models learning by listening carefully, providing                                                                                      | Participates in group activities at a basic level and models limited self-directed learning. Contributes                                                | Rarely collaborates effectively or models productive learning                                                                            |

|  |                                                                    |                                                                     |                                                                                                            |                                                                                                                           |
|--|--------------------------------------------------------------------|---------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------|
|  | thoughtfully, and enhancing discussions with insightful questions. | thoughtful responses, and contributing meaningfully to group tasks. | minimally to others' understanding and inconsistently fulfills personal responsibilities in the classroom. | behaviors. Struggles to engage meaningfully with peers, distracts others, and frequently neglects group responsibilities. |
|--|--------------------------------------------------------------------|---------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------|

## GRADES ONLINE

Parents and students have access to student assessment results in PowerSchool through the parent portal. Information about access is provided individually. Contact the Learning Technology department at [support@ics.edu.hk](mailto:support@ics.edu.hk) if there are any difficulties.

## GRADUATION AND CREDIT REQUIREMENTS (HIGH SCHOOL ONLY)

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

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

- 1.0 credit of Bible for each year in High School at ICS
- 4.0 credits of English
- 2.0 credits of Fine and Performing Arts
- 3.0 credits of Math
- 2.0 credits of Science
- 2.0 credits of Social Sciences
- 2.0 credits of World Languages
- 1.5 credits of Physical Education taken over three years
- 0.5 credits of Health

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

Advising” and “College Advisement”).

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

## **GRIEVANCE POLICY**

ICS 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 school, and where concerns and issues arise, we deal with them on a scriptural basis.

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 the member of the Safeguarding Team responsible for handling these, and for communicating process and outcome 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 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**

Shoes used in the gymnasium should not mark the floor. Food or drinks are not permitted in the gym except at specific pre-approved events. Students are not permitted in the gym without direct teacher supervision.

## **HOMEWORK**

The ICS Homework Policy can be accessed via this link.

### **Homework Club:**

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

## **ILLNESS, MEDICATION, AND HEALTH**

It is imperative that parents maintain an up-to-date emergency telephone number on file in the school office at all times. Parents will be notified in the event of their child's injury or illness. Students who are ill with a temperature of 37.5C/99.5F (oral) or 38C/100.4F (ear) will not be permitted to remain in school.

If medication is to be administered at school, refer to the "Instructions for Medication" form, (available on Power School Learning, the school office, or Health Office), as it is essential that proper information and parental permission is provided. Along with the completed "Instructions for Medication" form, all medication must be properly labeled and submitted to the school or Health Office for administration under supervision.

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

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

## **JEWELRY**

All jewelry must be discreet. Girls only may wear up to two earrings per ear no larger than the earlobe. For safety reasons, it is advised that jewelry should be removed or properly secured or taped during physical education or other sports events. Single strand necklaces with small medallions may be worn. Studded and/or gothic jewelry is forbidden. All jewelry must be in keeping with the Christian ethos of the school. ICS reserves the right to ask students to remove any jewelry deemed to be inappropriate.

## **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 required to speak English whilst on campus. Spanish and Mandarin will be spoken during these instructional classes and it would be appropriate that these languages be used at other times during the day to promote oral fluency. However, at all other times, English should be used by students when conversing with others while on the campus and/or during school events and activities.

## **LEAVE APPLICATION**

In the event of an anticipated absence, it is the parent's responsibility to contact the office one school week in advance via a note or email (to [middleschool@ics.edu.hk](mailto:middleschool@ics.edu.hk) or [attendance@ics.edu.hk](mailto:attendance@ics.edu.hk)) explaining the reason for the absence and attaching any relevant documentation (such as doctor's notes). Parents who are doctors may not submit sick notes for their own children as it is a conflict of interest. Please ensure the student's full name and facegroup / tribe are included in the email. The office will respond, indicating whether the absence is excused or unexcused. It is then the student's responsibility to contact each teacher in advance (in person or by email) to make arrangements to complete assignments, projects, and/or work during the period of absence from school.

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

After an absence that has been communicated to the office, it sometimes happens that a student in fact ends up coming to school (e.g. the student felt sick, but later feels better; e.g. an external piano

exam was canceled). In such cases, parents should communicate with the office again so that we know when to expect the student, and students should check in at the secondary office as soon as they arrive on campus. (see “Tardiness, Absences, and Truancy”)

## **LIBRARY (MS/HS)**

ICS has an excellent collection of informational and recreational reading materials available for use, including printed materials for checkout, complete text of many online non-fiction books, and excellent research information through online databases. All these materials can be found via the ICS Portal Library section. Students are encouraged to request reading, research and reference assistance from the teacher-librarian.

The MS/HS library is open on school days between 7:45 a.m. and 4:00 p.m. Grade 12 students may use the library for quiet study at any time, and Grade 11 students may use the library for quiet study during P Block. During class blocks A-H, the library is often a place for teachers to bring their classes for research projects, where collaborative work may increase the noise level. When there are no classes present, the library will be a place of silent, individual study. Students who do not respect this will be disciplined. During lunchtime and after school, all students Grade 6-12 may use the library, and the library will not necessarily be quiet, with a focus on borrowing and collaborative group study. When using the library, students should treat the materials, furniture, staff and other students with respect.

### **Check-out**

- Students can have a total of 6 books checked-out at any one time. The checkout period for free choice books is 4 weeks. If students would like their books longer than this, they must renew them by emailing or talking to library staff. Textbooks are checked out for the entire school year, class novels for 3 months, and computer chargers and headphones for 1 day only.
- Overdue fines are imposed as follows: \$1 per book per day and \$5 per day for chargers and headphones.
- Students will be liable for all lost or damaged books checked-out under their names. The charges will include the shipping and handling charges to replace the book. All fines and library charges must be paid before any more books may be checked out.
- Library materials are due no later than two-weeks before the end of the school year, except for textbooks, which are due no later than final exam week. No books will be checked out during the final two weeks of school.

## **LOCKERS**

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

therefore should be treated with care. Lockers will be inspected periodically. Any pictures kept inside the lockers must meet the decency standards of the school. Students are responsible to keep locker areas clean and tidy. No pictures, posters, or other decorations are allowed on the exterior of the lockers unless for a specific school organized event (e.g., Holiday decorating). Students may be asked to scrub their locker to remove any tape or glue residue. Discipline measures may be used for an untidy locker area, including storing items on top of lockers. All valuables should be kept in lockers at all times to avoid loss or theft. Seniors are provided with full-length lockers. Students in grades 6 - 11 are provided with half-length lockers.

## LOST AND FOUND

There are designated lost and found areas for the collection of items found around campus. The lost and found bin locations are as follows:

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

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

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

### **Lunch boxes/water bottles:**

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

### **Non-Uniform Clothing:**

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

### **Uniforms:**

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



**All other items:**

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

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

**LOUNGE AREAS**

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

**Guidelines for Appropriate Use:**

- Use your conversations to build up one another. “Do not let any unwholesome talk come out of your mouths, but only what is helpful for building others up according to their needs, that it may benefit those who listen.” Ephesians 4:29, NIV
- Treat the furniture responsibly, with care. Report to the secondary office any damage caused.
- Any food eaten in the lounge areas must be eaten with care, so as to preserve the condition of the furniture and lounge area. Middle School students are not to eat their lunch in the lounge areas.
- Keep the lounge areas tidy and tidy up after yourselves. The Student Council will be monitoring the lounge areas to make sure they are kept tidy.
- Keep your shoes off the furniture.
- Do not lie down on the furniture.
- You may adjust the position of furniture, but keep it within the lounge area.
- Card games and board games may be played during lunch or P block. Games may also be played in the cafeteria or the 2/F podium. No electronic games.
- Do not store items in the lounge – ask a teacher to store items that will not fit in your locker.

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

**Consequences for Inappropriate Use:**

- Individuals who use the lounge areas inappropriately will face disciplinary action.

- Furniture that is damaged must be paid for by the person responsible, to a level determined by the Facilities Office. If the person responsible is not identified, either:
  - The Student Council will be asked to pay for repairs. This means that all students will to some extent bear the loss; OR
  - The damaged furniture will be removed from the lounge until the person responsible is identified.

## **LUNCH PROGRAM**

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

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

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

## **MONETARY TRANSACTIONS**

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

## **MONEY AND VALUABLES**

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

## **NON-DISCRIMINATION POLICY**

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

## **OFF-LIMIT AREAS**

The 7th floor is off limits for all students and visitors during the school day, including children of faculty residing there. Secondary students are not to enter the Elementary wing (including the Elementary stairs) without approval. Students are not to use the elevator unless given explicit permission. Students are not permitted to be in any rooms (classrooms, theater, gyms, etc.) unless a supervising teacher is present.

### **Under limited circumstances, students may go to the 7th floor:**

- If invited by a friend who lives on the 7th floor, but only after school hours on weekdays, or any time on non-school days (such as weekends, public holidays). In such a case, the guest should either be accompanied by the hosting student to the 7th floor, or have a permission note from the hosting student.
- If invited by a teacher who resides on the 7th floor for a class/group/advisory “home event”. This would typically take place outside of school hours.

## **OFFICE**

The school office is to be used for school business only. The secondary office is open from 7:30 a.m. - 4:30 p.m. from Monday to Friday. The accounting department handles all finances, both payables and receivables, for all campuses (finadm@ics.edu.hk). The admissions office handles all matters related to applications (admissions@ ics.edu.hk). Their office hours are also Monday to Friday, 8:00 a.m. - 5:00 p.m. School is closed on weekends and holidays

## **OUTSIDE TESTING POLICY**

Requests may be made to have ICS staff or faculty proctor entrance exams for students applying to universities, or other schools. If an ICS proctor is available, a fee will be charged based on the current hourly substitute teacher rate. Such exams are scheduled outside of normal class hours so as not to impact the operations of the school. Requests should be submitted to secondary@ics.edu.hk

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

## **PARENT ABSENCE NOTIFICATION**

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

**Please Note: Domestic helpers do not qualify as an acceptable guardian regardless of the age of the child.**

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

## **PARENT – TEACHER CONTACTS**

ICS views the education of the child as a joint venture between parents and teachers. Parents are encouraged to follow appropriate channels for communication. If you have a question regarding the teacher and/or classroom procedures you should communicate with the teacher involved. The principal will not become involved in classroom matters until the teacher has been contacted directly by the parent.

If you need to talk with the teacher, please email or leave a message and he/she will attempt to contact you within 24 hours (excluding weekends or holidays). You may call the office and leave a message for the teacher to contact you. Please respect the teacher's privacy and personal time by calling only during the office hours. Teachers are not expected to communicate regarding school-related issues during evenings, weekends, and holidays. Communication should be done through school email unless the teacher has specifically requested communication via other platforms. All parents are requested to prioritise time within their schedule to attend parent/teacher conferences.

## **PERSONAL PROPERTY AND SUPPLIES**

Parents will be responsible for providing classroom supplies for their children. A list of necessary supplies will be distributed accordingly. Parents are urged to carefully label coats, books, sweaters, or any other personal items used at school.

## **PLAGIARISM POLICY**

Plagiarism is defined as the use of AI or another person's ideas or work without proper acknowledgment. Plagiarism applies to ideas in written, verbal, or electronic form. Examples include:

- Copying or gaining any other advantage from another student's test during an examination;
- Copying an author's text without the use of quotation marks;
- Using an author's argument or points from an argument and representing them as one's own;
- Using graphics, art, or music in your work without acknowledging its source;
- Using AI-generated passages of text and representing them as one's own

## **Consequences of Plagiarism**

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

## **Citing Conventions**

Students are expected to follow the American Psychological Association (APA) Style Manual and 7th Edition. The ICS Citing Guide is based on the APA conventions, and should be sufficient for most citing needs. (Refer to *ICS Plagiarism Policy and Citation Style Manual*).

## **PODIUM GUIDELINES**

### **Green Turf:**

The green turfed area is primarily a secondary (MS & HS) domain to be used for PE classes and lunchtime recreation. If not in use by Secondary students, then Elementary Students may use the green turf area. ES students are expected to limit themselves to the blue/red turf or covered play

areas when SS students are using the green turf area. Sponge or balls that are soft may be used on the green turf area during unstructured use. Frisbee play is not allowed.

### **Blue & Red Turf:**

Blue and red turfed areas are primarily Elementary School domain used for recesses. Please note that the ES breaktime and lunch schedule is such that the blue and red turf area will be in use by ES for the majority of the school day. If no ES students are present, then secondary students may occupy the Dip and Fly apparatus and the Speed X spinner. MS and HS students may not use the orange climbing dome.

### **Before-School Podium Use Parameters**

- MS Students are allowed up to the 2/F podium from 7:10 am and may use the podium area as per the guidelines stated above.
- ES students are allowed to play on the blue turfed area until 7:40 am or until crowding becomes a safety concern. Teachers are supervising this.
- HS students are 2/F podium from 7:10 am and may use the podium area as per the guidelines stated above.

### **After-School Podium Use Parameters**

In addition to the school-day podium use parameters, the following applies after school:

1. ES Students must wait for bus riders to leave the podium area before after school play begins (this also includes other play on the Podium and CPA).
2. All ES students using the podium area after school should have direct supervision by a parent or identified adult who is physically present in the podium area and is maintaining focused attention on the student play.
3. At 4:35pm signs will be posted communicating in English and Chinese that the playground is closed.
4. As a general reminder, students not involved in sponsored after-school clubs, programmes, or other teacher-supervised activities should leave the school campus by 4:35pm.

### **Other General Parameters for Podium usage**

The following applies at all times:

1. Signs indicating the closure of turfed areas of the podium require that students refrain from playing in that area. When necessary, closure signs will be placed on and around the relevant area of the turfed area. Lower & Upper Elementary Principals shall have the monitoring brief on making decisions on when to close the playground.

2. No food and drink allowed on the turf areas of the podium.
3. The green turf area is available to be booked for sports activities that do not use sticks (no hockey).
4. Equipment used for events (i.e. tables, chairs, speakers, stands, or staging for games or performances) may not be placed on the turf areas.
5. Elementary students should always be directly supervised by an adult in the playground area.

## **PRIVACY AND INSPECTION**

ICS employees reserve the right to inspect a student's locker at any time, and to inspect a student's personal items (electronic device, backpack) or accounts (email, facebook) if there is probable cause (such as suspected danger or contravention of school rules). Certain circumstances do require immediate action which results in parents being contacted after the situation has been addressed. During inspections of students' personal items, the person(s) inspecting should limit the inspection to relevant content, i.e. which is suspected of violating school rules.

## **PRIVACY AND MEDIA/ SOCIAL MEDIA**

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

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

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

## **RECOGNITION OF EXTERNAL COURSES**

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

## **RE-ENROLLMENT**

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

### **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 obligation will be fulfilled. If a family foresees an inability to fulfill its financial obligations, the School requires a special payment plan to be approved by the Head of Finance (or his/her designee). ICS reserves the right to disenroll any student due to long outstanding unpaid school fees.

## **REPORTING OF STUDENT LEARNING**

Reports are made available online for students and parents. When reports are ready for viewing, an announcement will be issued via the schools communication platform and/or email. Parents are encouraged to inquire about their child's progress at any time. At the end of the school year unpaid accounts, incomplete Online Registration (via Powerschool), or incomplete student check-out will result in withholding of report cards and transcripts.

## **RESPONSIBILITIES AND VIRTUES**

An ICS education is primarily about 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. Essential to this fulfilling their duties and responsibilities as members of the ICS school community. Whilst 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.

**ROMANTIC RELATIONSHIPS**

ICS chooses to take a conservative approach to romantic relationships, and students are expected to adhere to this whilst on the school campus, and at all school functions, events and activities.

Outward signs of affection, such as physical contact, are to be avoided. Consistent with biblical standards, ICS students are exhorted/urged to abstain from sexual activity before marriage, and engage in healthy relationships that honor Christ.

**SCHOOL CAMP ATTENDANCE AND FEES**

Each school year, Middle School and High School have separate camps. Guidelines and any additional fees for each camp will be communicated separately. Attendance is required. As camp planning and bookings need to be made well in advance, students are required to pay any additional camp fees even if they are not able to attend, unless the absence is approved at least six weeks in advance. Non-attendance at Camp is typically recorded as an unexcused absence in the official student attendance records.

**SCHOOL HOURS**

Students are not permitted on the school premises before 7:00 a.m. Students may come up to the 2nd floor podium area from 7:10 a.m. At 7:40 a.m. MS students may come up to their lockers. High School students not involved in P block need to stay in the cafeteria or library before 8:15 a.m. The SS library opens at 7:45 a.m.

Students are expected to be off campus by 3:15 p.m., unless they are involved in school-sponsored/approved activities. Any student remaining on campus after school must be under direct supervision by a faculty member. Students who are involved in a school-sponsored/approved activity are expected to leave campus within 10 minutes of dismissal from their activity. On weekends or school holidays that are not public holidays, students are only permitted on campus if supervised by a teacher for an approved school activity. On public holidays the campus is closed.

**SCHOOL PHOTOS**

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



|       | Middle School (MS) |         |           |          |           |          |         |           |          |           |
|-------|--------------------|---------|-----------|----------|-----------|----------|---------|-----------|----------|-----------|
|       | WEEK A             |         |           |          |           | WEEK B   |         |           |          |           |
|       | Monday             | Tuesday | Wednesday | Thursday | Friday    | Monday   | Tuesday | Wednesday | Thursday | Friday    |
|       | Day 1              | Day 2   | Day 3     | Day 4    | Day 5     | Day 6    | Day 7   | Day 8     | Day 9    | Day 10    |
| Time  |                    |         |           |          |           |          |         |           |          |           |
| 7:50  | Assembly           | Chapel  | Facegroup | Clubs    | Facegroup | Assembly | Chapel  | Facegroup | Clubs    | Facegroup |
| 8:30  | Passing time       |         |           |          |           |          |         |           |          |           |
| 8:35  | 1AM                | 2AM     | 3AM       | 4AM      | 5AM       | 6AM      | 7AM     | 8AM       | 9AM      | 0AM       |
| 9:25  | Passing time       |         |           |          |           |          |         |           |          |           |
| 9:30  | M1                 | M2      | M1        | M2       | M3        | M2       | M1      | M2        | M1       | M4        |
| 10:20 | Morning Recess     |         |           |          |           |          |         |           |          |           |
| 10:40 | 1BM                | 2BM     | 3BM       | 4BM      | 5BM       | 6BM      | 7BM     | 8BM       | 9BM      | 0BM       |
| 11:30 | Passing time       |         |           |          |           |          |         |           |          |           |
| 11:35 | 1CM                | 2CM     | 3CM       | 4CM      | 5CM       | 6CM      | 7CM     | 8CM       | 9CM      | 0CM       |
| 12:25 | Lunch              |         |           |          |           |          |         |           |          |           |
| 13:15 | 1DM                | 2DM     | 3DM       | 4DM      | 5DM       | 6DM      | 7DM     | 8DM       | 9DM      | 0DM       |
| 14:05 | Passing time       |         |           |          |           |          |         |           |          |           |
| 14:10 | 1EM                | 2EM     | 3EM       | 4EM      | 5EM       | 6EM      | 7EM     | 8EM       | 9EM      | 0EM       |
| 15:00 | End of day         |         |           |          |           |          |         |           |          |           |

|       | High School (HS) |         |                   |             |             |                  |         |                   |             |             |
|-------|------------------|---------|-------------------|-------------|-------------|------------------|---------|-------------------|-------------|-------------|
|       | WEEK A           |         |                   |             |             | WEEK B           |         |                   |             |             |
|       | Monday           | Tuesday | Wednesday         | Thursday    | Friday      | Monday           | Tuesday | Wednesday         | Thursday    | Friday      |
|       | Day 1            | Day 2   | Day 3             | Day 4       | Day 5       | Day 6            | Day 7   | Day 8             | Day 9       | Day 10      |
| Time  |                  |         |                   |             |             |                  |         |                   |             |             |
| 7:50  | 1AH              | 2AH     | Tribe / HS Chapel | 4AH         | 5AH         | 6AH              | 7AH     | Tribe / HS Chapel | 9AH         | 0AH         |
| 8:50  | Passing time     |         |                   |             |             |                  |         |                   |             |             |
| 8:55  | 1BH              | 2BH     | 3BH               | 4BH         | 5BH         | 6BH              | 7BH     | 8BH               | 9BH         | 0BH         |
| 9:55  | Passing time     |         |                   |             |             |                  |         |                   |             |             |
| 10:00 | 1CH              | 2CH     | 3CH               | 4CH         | 5CH         | 6CH              | 7CH     | 8CH               | 9CH         | 0CH         |
| 11:00 | Lunch (Clubs/UA) |         |                   | Tribe Lunch | Lunch/Roots | Lunch (Clubs/UA) |         |                   | Tribe Lunch | Lunch/Roots |
| 12:00 | P1               | P2      | P1                | P2          | P1          | P2               | P1      | P2                | P1          | P2          |
| 12:50 | Passing time     |         |                   |             |             |                  |         |                   |             |             |
| 12:55 | 1DH              | 2DH     | 3DH               | 4DH         | 5DH         | 6DH              | 7DH     | 8DH               | 9DH         | 0DH         |
| 13:55 | Passing time     |         |                   |             |             |                  |         |                   |             |             |
| 14:00 | 1EH              | 2EH     | 3EH               | 4EH         | 5EH         | 6EH              | 7EH     | 8EH               | 9EH         | 0EH         |
| 15:00 | End of day       |         |                   |             |             |                  |         |                   |             |             |

## SCHOOL VISITATION

Visits to the school are made through prior arrangement. For the safety of the students, all visitors, including parents, regardless of the reason for their visit, must sign in at the JLL office in the parking garage. Parents may only transit beyond the ground floor for the purposes of a school approved meeting or event.

## **SECURITY CAMERAS AND PRIVACY**

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

## **SENIOR CLASS DAY**

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

## **SENIOR EXAMINATION EXCEPTIONS**

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

## **SENIOR PRIVILEGES**

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

## **SERVICE LEARNING**

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

## **SMART CARDS**

All students are issued with an identification card that they are required to have with them every day they are at school. The ID card has the primary functionality as a means to enter and exit the school campus through the electronic coded barriers. In addition ID cards are used to pay for copying and printing charges.

## Copying & Printing

Smart Cards are loaded with an initial amount of HK\$200, which comes from tuition payments. Typically this amount is sufficient for the copying and printing needs for the school year. Should a student use up this credit on printing and copying the card will register a negative balance, no transactions can be executed until further credit is loaded. Students should visit the ICS IT office if they require additional load. At the start of each school year the credit balance on the card will be returned to HK\$200.

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

After each printing, the remaining balance of the print quota will be shown on the reader. We recommend users to check their transactions and the remaining balances after each transaction to ensure that there will be sufficient balance for the next photocopying and printing. Users are not allowed to use other users' Smart Cards. Unauthorized usage of other users' Smart Cards is an offense. The School reserves the right to make legal proceedings. Please remember that the Smart Card bearer is responsible for his/her smart card working condition. The smart card should be kept in good condition and should not be cut, punched, heated, or folded.

## Lost Card

The first card is free, but the replacement fee for each subsequent card is HK\$50. Lost cards should be reported immediately to the secondary office. Smart Card balances are not stored on the card itself and are not lost if the card is lost. It will take a few days to create a new Smart Card, all balances of the lost card are automatically transferred to the new card.

## Card Refund & Management of Balances

Smart card balances are non-transferable between siblings or other ICS students.

Amounts put on the smart card for printing do carry over from year to year, at the start of each school year the credit balance on the card will be returned to HK\$200.

## SMOKE FREE CAMPUS

ICS is an entirely smoke free campus, in compliance with guidelines issued by the government which are summarized below.

**1. The ban on the provision of conventional and alternative smoking products** to persons aged below 18 has come into effect on September 19, **2025**, with a fixed penalty of \$3,000, up to max. \$25K + imprisonment

**2. Expansion of No Smoking Areas (NSAs)**

NSAs expanded to include **3-metre zones** outside entrances/exits of child care centres, hospitals, **schools**, residential care homes, and specified clinics or health centres, effective on January 1, **2026**. Any person who does a smoking act in the NSAs will be liable for a fixed penalty of \$3,000.

**3. The ban on the possession of alternative smoking products - to all ages** (i.e. capsules, heat sticks, herbal cigarettes) will become effective on April 30, **2026**. Fixed penalty of \$3,000, up to max. \$50K + imprisonment.

## STUDENT COUNCIL

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

## STUDY HALL GUIDELINES

Study hall students must take attendance (on time) at the beginning of the study hall period at the assigned study hall location with the regular study hall teacher. Failure to take attendance properly will result in a detention. Students are to maintain a study hall environment that is conducive to study. Students who wish to go to an alternate supervised location for a specific purpose (library, computer lab, art room) should obtain in advance the signature of the teacher who will be supervising the alternate location, and then show the pass to the regular study hall teacher. Students who have art room passes may use these passes to be excused to the art room to do work. Students who abuse their pass will lose their privilege.

## TARDINESS, ABSENCE AND TRUANCY

Students are expected to be in attendance each school day. Completion of work in lieu of attendance can never fully match the value of participation in classes or events. This is why students should be on time, and students and parents should make every effort to plan their events in such a way as to avoid absences.

Email communication regarding any issues related to attendance should be directed to [attendance@ics.edu.hk](mailto:attendance@ics.edu.hk) (see "Leave Application"). Phone communication should be directed to 3920-0100 or 3920-0156. Please ensure the student's full name and facegroup / tribe are included in the email.

### Tardiness

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

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

Consequences of continued unexcused tardies (see “Discipline Policy”) within specified time periods will result in detentions being issued. Consistent patterns of tardies may result in additional consequences and behavioural contracts.

Unexcused tardies are tracked quarterly.

- **3 unexcused tardies:** parent notification may be sent.
- **6 unexcused tardies:** detention.
- **Every 6 unexcused tardies** in a quarter may count as **one unexcused absence equivalent** for attendance review purposes.
- Continued tardiness may result in additional detention, parent conference, loss of privileges, or Academic Support probation.

If a student misses a substantial portion of a class period because of late arrival, early dismissal, or time out of class, the student may be marked absent for that class period.

## Absence

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

### After any absence, a student is expected to:

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

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

Behavioral consequences of unexcused absences: A student who is more than 10 minutes late for an event or class without mitigating circumstance or permission will receive a detention.

## **Planned Absences**

As a general rule planned absences and appointments under parental control (medical appointments, and other activities) are expected to schedule outside of school hours. The school should be informed of planned absences in advance. See “Leave Application”.

Non-emergency absences (example days added onto school vacations, events, family celebrations and other opportunities) are typically considered as unexcused absences.

## **Unplanned Absences**

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

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

## **Education Bureau Reporting**

The school is responsible to report to the education bureau any student who is absent for seven consecutive days, regardless of whether the absences are excused or unexcused.

## **Truancy, Parent-Authorized Absences, and Attendance Avoidance**

Truancy occurs when a student is absent from school, class, or a required school activity without school approval. Truancy includes skipping class, leaving campus without permission, failing to report to an assigned location, or missing any required part of the school day without authorization from the school.

Parent/guardian notification is required for any absence, late arrival, or early dismissal. However, parent notification does not automatically make an absence excused. The school determines

whether an absence, tardy, or early dismissal is excused, unexcused, or school-excused according to school policy.

The school does not recognize repeated parent-authorized absences from required instructional time as automatically excused when the pattern suggests attendance avoidance, convenience, fatigue, lack of preparation, or selective attendance. Students may not choose which classes or portions of the school day to attend based on preference, tiredness, incomplete work, assessments, or convenience.

For school policy purposes, repeated or excessive parent-authorized absences may be treated as attendance concerns, unexcused absences, or truancy when they are not approved by the school. This includes, but is not limited to:

- repeatedly missing morning classes;
- frequently arriving late after missing the same class period or portion of the school day;
- missing classes on test days, presentation days, chapel days, advisory days, or other required school activities;
- leaving early or arriving late for outside sports, training, lessons, rehearsals, travel, or family convenience;
- establishing a pattern of partial-day attendance that causes the student to miss significant instructional time;
- using parent permission to avoid school responsibilities or required classes.

The school recognizes that legitimate illness, chronic medical conditions, mental health needs, and family emergencies may affect attendance. When such circumstances are ongoing, parents/guardians are expected to communicate with the school and, when appropriate, provide documentation or work with the school to establish a support plan. Without appropriate documentation or administrative approval, repeated illness-related late arrivals, early dismissals, or partial-day absences may be treated as unexcused or may result in Academic Support probation.

Because partial-day absences can disproportionately affect certain classes, the school may review attendance by individual course, class period, time of day, quarter, semester, and overall attendance pattern. A student may be placed on Academic Support for attendance even if the student's total full-day absences are not excessive, if the student is repeatedly missing a particular class, portion of the day, or required activity.

When a pattern of parent-authorized attendance avoidance occurs, the school may take one or more of the following actions:

- require a parent/student conference;
- require documentation for future absences, late arrivals, or early dismissals;
- decline to excuse future absences of a similar nature;
- count repeated partial-day absences toward attendance thresholds;
- assign detention or other disciplinary consequences for unexcused absences or tardies;
- place the student on Academic Support for attendance;
- restrict participation in athletics, clubs, fine arts, trips, student leadership, or other co-curricular activities;
- review the student's continued enrollment if attendance does not improve.

A student may be placed on Academic Support when attendance concerns begin to interfere with academic progress or school participation. Attendance-related Academic Support may function as probation until the student demonstrates consistent improvement. Continued parent-authorized

absences that are not approved by the school may delay removal from Academic Support or result in further administrative action.'

## TEACHER ASSISTANCE PROGRAM

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

## TECHNOLOGY ACCEPTABLE USE POLICY

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

### Scope of Technology Usage Policy

Smartphones, smartwatches and other 'smart' devices are not permitted to be used or seen on campus during the school day. App based tablets (iPads etc.) are not permitted as replacements for laptops due to notifications and distractions. Headphones must be 'over ear' or wired and only used with a teacher's presence and permission for educational purposes. Secondary students may use one personal notebook/laptop to support their education, which must be approved by the IT office. All Technology Usage Policies also apply to any online services used, including but not limited to: AI, email, calendar and docs (Google Apps for Education), Power School Learning, and any other programs or applications (apps).

### Smartphone Pouches

ICS is a smartphone-free campus. All smartphones must be locked inside a designated ICS phone pouch at all times while on campus. There is no reason an ICS student will need to use their smartphone on the ICS campus.

#### Daily Procedure

1. Upon arrival, students must place their smartphone in the assigned ICS pouch and ensure it is fully locked before entering the tap-in/tap-out gates.
2. Students keep the pouch with them (e.g., in a backpack) but may not attempt to open it on campus.
3. At the end of the school day, students may unlock their pouch only at the designated self-serve unlocking stations located outside the tap-in/tap-out gates.

#### What Constitutes a Smartphone Violation?

Any smartphone seen outside of a locked ICS phone pouch anywhere on campus is a violation, regardless of whether the phone is being used, is on silent, or is in a student's hand, pocket, or desk. Tampering with a pouch, using a damaged pouch to remove the phone, or leaving the pouch at home while bringing a phone to campus also counts as a violation.

#### Parent Pickup of Confiscated Phone



When a phone is confiscated for a first or second offense, parents must arrange a pickup time through the secondary office. Pickup may occur after school but before 5:00 PM on a school day. Phones will not be returned to students directly.

#### *Consequences*

- **First Offence:** The phone will be confiscated and must be picked up by a parent at their earliest convenience (after school, before 5:00 PM).
- **Second Offence:** The student will be issued a detention in addition to having their phone confiscated and picked up by a parent.
- **Third Offence:** Triggers a meeting with the parents and the divisional principal to discuss an updated phone contract. That contract may include, but is not limited to: checking the phone in at the secondary school office each day, not bringing a phone to school at all, or other accountability structures.

*The school reserves the right to apply consequences beyond those listed above in cases of deliberate damage to pouches, repeated refusal to comply, or other serious misconduct.*

### **Expectation of Privacy**

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

### **Consequences for Violation of Technology Policy**

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

All students are required to be responsible users by adhering to the following:

1. Actively use notebook/laptop for educational and school-related activities, not for leisure/entertainment purposes such as gaming or watching non-educational videos.
2. Secure notebook/laptop at all times and not use anyone else's notebook/laptop.
3. Always attend classes with a fully charged battery
4. Not interfere with the normal functioning of computers, computer systems, or computer networks.
5. Respect the integrity of computer hardware, systems, and networks. This includes refraining from: "hacking" and other illegal activities in attempt to gain unauthorized access to restricted files, other computers or computer systems; uploading any harmful form of programming, bypassing filters; installing any type of server, aliasing/spoofing, peer-to-peer networking or remote-control software.

6. Protect personal privacy online by not revealing home address, phone number, or other personal information online.
7. Only access, modify, or delete files/data belonging to oneself..
8. Be responsible for all data and regularly back-up files
9. Protect passwords, and not use the username and password of someone else to access any part of the technology system.
10. View appropriate materials and refrain from viewing, transmitting or downloading pornographic, obscene, vulgar and/or indecent materials.
11. Only listen to music or otherwise use headphones with teacher supervision.
12. Send or publish messages and content that are appropriate; in particular, avoid offensive or harassing messages and content.
13. Not access dangerous information that could cause damage or danger to others.
14. Comply with copyright laws, citing guidelines, and the school policy on plagiarism.
15. Not violate the student conduct code, including but not limited to cheating, plagiarism, hazing or harassment, theft, falsification of records, possession of banned substances/items, etc.
16. Not make an audio or video recording of another student, teacher, or staff member without his or her direct and clear permission, nor post school information (PowerSchool suite or areas of the website accessed through the portal), or personal information or images pertaining to another student, teacher, or staff member online or in any other public forum without the person's direct and clear permission. Information
17. Not copy or pass on software supplied by ICS
18. Remove ICS-owned software from notebook/laptop on leaving ICS
19. Not download or save inappropriate files to any part of the system, including but not limited to:
  - a. Music files, movies, or other media with illicit content
  - b. Video games
  - c. Offensive images or files
  - d. Programs which can be used for malicious purposes
  - e. Any file which is not needed for school purposes or a class assignment.

## Email Policy

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

address. In the event an individual has another email address, they are urged to have all mail posted to their ICS account forwarded to their personal account to ensure they receive all pertinent information and communication from the school. For technical support, please contact [support@ics.edu.hk](mailto:support@ics.edu.hk) with your full name, your child's name and grade level for verification.

### **Uses for Student Email**

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

- Students are expected to check their ICS email account at least once per day.
- Teachers and staff will use email and Power School Learning to communicate reminders, course content, pose questions related to class work, and other school information.
- Students may send email to teachers and staff with questions or comments regarding class and school functions.
- Students may send email to other students to collaborate on group projects and assist with school classes.

### **Student Email to Faculty**

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

### **General Email Guidelines for Students**

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

Email is to be used for school-related communication.

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

## How Student Email is Monitored

All student email will pass through a message security system.

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

Student email identified as inappropriate will be blocked from delivery.

## Guidelines for Google Drive

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

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

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

## Guidelines for Electronic Communication

- Please remember to always:
  - Use appropriate language: respectful, responsible, safe, and helpful
  - Use standard English, including capitalization, punctuation etc.
- Report to a teacher or staff any bullying or items that make you feel uncomfortable.
- Never give out personal information (e. g. photo, name, school, address, phone number, etc.) and especially your password. This includes being responsible and not giving out information about your friends, classmates, or others. Think before you post!
- In an online discussion, write your opinions in a respectful manner. It’s okay to disagree, but take the time to phrase your opinion in a way that respects the thoughts or ideas of others.
- Never post anything that would embarrass yourself or others. The online community is not the place for gossip, rumors, insults, or bullying, and as a member of the online community, you agree to let an adult know if you observe such activities.
- Remember, everyone in your class, teachers and administrators can see your post even if you have deleted it!

## NOTE FOR PARENTS:

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

## Student-Made and Run Social Media Pages Policy

This policy aims to establish guidelines and protocols for the use of social media for students at ICS. It protects student privacy, prevents cyberbullying, upholds the school's reputation, promotes focused learning, and encourages positive interactions. This policy applies to all students enrolled in our institution.

**Definition of Student-Run Social Media Page:** A student-run social media page is defined as any page, account, group, or channel on social media platforms (including but not limited to Facebook, Instagram, Twitter, Youtube, Snapchat, etc.) that is created, managed, or primarily populated by students, and is associated with or represents our school, a class, a club, a sport, or any other school-related activities.

### Expectations:

- 1. Creation of Student-Run Social Media Pages:** Students are prohibited from creating or running social media pages that represent or are associated with our school, a class, a club, a sport, or any other school-related activities.
- 2. Participation in Student-Run Social Media Pages:** Students are prohibited from participating in student-run social media pages that represent or are associated with our school. Participation includes but is not limited to posting, commenting, liking, sharing, or following such pages.
- 3. Students and staff are encouraged to report** any known violations of this policy to the school administration. The reporting individual's identity will be kept confidential to the extent possible.

Exceptions to this policy may be granted for educational purposes or school-sanctioned activities, but only with prior written approval from the school administration.

### Official Accounts:

#### Instagram:

- icshk
- Icshkwarriors
- Icshkstudentcouncil

#### Facebook:

- Icshkofficial

- ICS Alumni

**Consequences for Violating the Policy** are disciplinary action in line with the school's disciplinary policy.

## Electronic Devices and Laptops

Secondary (Middle & High) school students are not allowed to use any electronic devices, mobile phones, smartwatches, headphones or any app based tablet (iPads, etc.) at school. Students may use laptops only when permitted and supervised by a teacher. Seniors may use their laptops unsupervised for their free period "study halls," and to do school related tasks in the senior lounge.

- Phones, smartwatches, and any bluetooth earbuds must stay in bags or phone pouches once a student enters the school through the electronic security gates (tap in). Students may choose to use these items when they exit (tap out) the school building through the security gates.
- Headphones (wired or over ear) should stay in school bags, except for rare occasions when permitted and supervised by a teacher for education purposes.
- We recommend that Middle School students do not have smartphones, but use inexpensive 'brick' phones instead. Many parents use GPS trackers to ensure they know the location of their child to and from school, and we support this.
- Social media platforms will be blocked on the ICS intranet. We recommend that you do not allow students to access social media accounts until High School.
- Confiscated devices can be collected by students from the Secondary Office at the end of the school day (post 3pm).

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

The school does not assume responsibility for any lost or stolen property.

## TELEPHONE

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

## TEMPERATURE CHECKS

The following procedure is only used if needed: In order to prevent the spread of possible communicable diseases, students are required to monitor their temperature before entering the campus each morning. Students who are ill with an oral temperature of 37.5C (99.5F) (oral) or ear

temperature of 38C (100.4F) or higher will not be permitted to remain in school. It is advisable that students with a fever seek medical attention. This procedure is constantly being monitored by the school administration and is subject to change depending on EdB and CHP mandates and at the direction of school authorities.

## TRANSCRIPTS, DIPLOMAS, AND SCHOOL RECORDS

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

## TUTORING

Private remunerated tutoring by ICS teachers of ICS students is forbidden. Teachers may provide free tutoring if requested.

## TROPICAL CYCLONES AND SEVERE WEATHER

(based on Education Bureau Guidelines: June 2016 Circular)

In the event of a tropical cyclone or severe rainstorm, ICS follows the instructions given by the relevant authorities. Please consult the websites of Hong Kong Observatory and Education Bureau.

### 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.                                          | <p>AM Kindergarten and P1-G12: Classes of AM and whole-day schools are to be suspended all day.</p> <p>Students at Home: Students who have not left for school should stay home.</p> <p>Students on Route or at School: Schools should implement contingency measures and arrange staff to look after the students who might arrive and ensure that conditions are safe before allowing students to return home.</p> |

|                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|-----------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| (ii) Issued between 6:00 a.m. and 8:00 a.m.   | <p>AM Kindergarten and P1-G12: Students of AM and whole-day schools do not have to attend school that day.</p> <p>Students at Home: Students who have not left for school should stay home. Students on Route: If students learn about the class suspension announcement on their way to school, they should decide whether to proceed with their journey to school taking into consideration the rain, road, slope, or traffic conditions.</p> <p>Students at School: Students who have already arrived at school should remain in school until it is safe for them to return home.</p> <ul style="list-style-type: none"> <li>• Schools are required to keep their premises open and implement contingency measures to look after students who have arrived at school.</li> <li>• Parents do not need to pick up their children from school immediately.</li> </ul> |
| (iii) Issued between 8:00 a.m. and 10:30 a.m. | <p>AM Kindergarten and P1-G12: AM and whole-day schools should continue the lessons until the end of normal school hours and ought to ensure that conditions are safe before allowing students to return home.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| (iv) Issued between 10:30 a.m. and 11:00 a.m. | <p>PM Kindergarten: Classes of PM schools are to be suspended.</p> <p>PM Kindergarten Students at Home: Students of PM schools who have not left for school should stay home.</p> <p>Students at School: AM and whole-day schools should continue the lessons until the end of normal school hours and ought to ensure that</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |



|                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|---------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                             | conditions are safe before allowing students to return home.                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| (v) Issued between 11:00 a.m. and 1:00 p.m. | <p>PM Kindergarten: Students of PM schools do not have to attend school that day.</p> <p>PM Kindergarten Students at Home: Students of PM schools who have not left for school should stay home.</p> <ul style="list-style-type: none"> <li>PM schools are required to keep their premises open until the end of normal school hours and arrange staff to look after the students who have arrived at school. They ought to ensure that conditions are safe before allowing students to return home.</li> </ul> |
| (vi) Issued from 1:00 p.m. onwards          | All Schools: All schools should continue lessons until the end of normal school hours and ought to ensure that conditions are safe before allowing students to return home.                                                                                                                                                                                                                                                                                                                                     |

## Tropical Cyclones

| 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                            | <p>AM and PM Kindergarten and Schools for students with disabilities: Classes of kindergartens, schools for children with physical disability and schools for children with intellectual disability are to be suspended.</p> <p>P1-G12: Other schools are to operate as usual unless advised otherwise.</p>                                                                 |
| When Tropical Cyclone Warning Signal Pre-No. 8 / No. 8 or above is issued       | ALL Schools: Classes of all schools are to be suspended.                                                                                                                                                                                                                                                                                                                    |
| When Tropical Cyclone Warning Signal No. 8 or above is replaced by Signal No. 3 | <p>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.</p> <p>P1-G12 (if announced before 5:30 a.m.): Schools are to resume if Tropical Cyclone Warning Signal 3 has been issued before 5:30</p> |

|                                                                                                                           |                                                                                                                                                                                             |
|---------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                                                                           | <p>a.m. unless a previous announcement has been made to the effect that classes will be suspended for the entire day.</p> <p>P1-G12 (if announced after 5:30 a.m.): Students stay home.</p> |
| 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.                    |

### General Notes

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

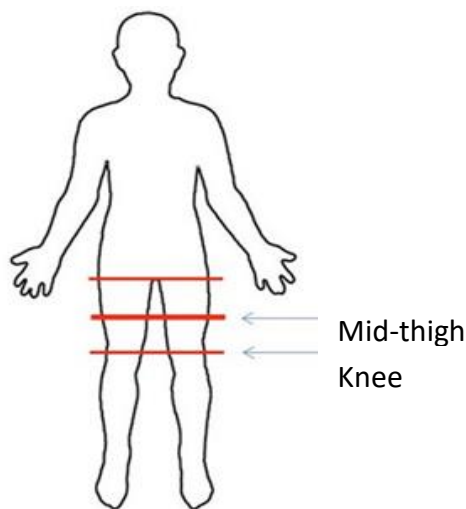
## UNIFORMS

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

ICS students are required to wear the prescribed school uniform purchased from Uniform Station (8th floor, China Pacific Industrial Building, No. 10, Wing Hong Street, Lai Chi Kok, Kowloon, Tel: 35980073).

1. All clothing should be clearly marked with the student's name.
2. Students must arrive and depart from the school premises conforming to the dress code, including outerwear.

3. Students may wear the approved ICS PE uniform on the days they have PE. Students should not mix and match normal uniform with PE uniform. On the day of a sports team competition, team members are allowed to wear their official ICS team jersey to class during the day, instead of regular school uniform. Their lower half garments should be normal school uniform. Business Casual wear, if agreed upon and worn by the entire team and coach, may be worn on game days
4. The school administration will determine whether the attire meets not only the letter of the regulations but also the spirit of the regulation.
5. Students are not permitted to wear chains or straps dangling from pockets or attached to clothing.
6. Pants, slacks, and shorts must be worn at waist level. Skirts should be modest in length, no more than 2 inches along the top from the knees. Shorts must reach mid-thigh or below, whether seated or standing. Students who violate skirt or shorts length standards may be required to change into school-issued clothing and must return the clothing in the same condition as when issued, or else be required to purchase it.
7. Hats or any other type of head-coverings are not to be worn during the school day. (Exception: appropriate hats can be worn during outdoor P.E. classes and sports activities) See Free and Alternate Dress Days: Free & Alternate Dress Code Guidelines.



8. Shirts – All buttons must be securely fastened except the top button. Only plain white, short sleeve t-shirts may be worn under the school shirt. T-shirt sleeves should not extend beyond the sleeves of the school shirt. The bottom of the t-shirt should not be longer than the school shirt when the school shirt is worn out over pants, skirts, or shorts.
9. Only outerwear purchased from CollegePro may be worn. (Varsity Jackets are for High School students only.).

## Notes:

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

## General Uniform

1. Bottoms: The Uniform Station sells pants or shorts for boys; pants, shorts, or skirts for girls.
2. Shirts: Long or short-sleeved polo, button-up, and oxford shirts are available from the Uniform Station. No sweatshirts or crew neck collars are allowed. Oxford shirts must be tucked in. There should be no markings or logos on belts.
3. Student shoe choices should be practical and modest. Specifically:
  - i. Leather or sports shoes are acceptable and should be laced up and tied.
  - ii. Shoes should be a flat or low-heeled (no higher than 1") style.
  - iii. Flip-flops, sandals, beach shoes, crocs, backless shoes, and shoes with wheels are not permitted.
  - iv. Boots are only to be worn under slacks.

While there are no specific color restrictions, students are expected to operate within the spirit of this policy. Based on the principal's discretion, individuals wearing shoes that flaunt affluence, seek personal attention, or compromise the school's core values will be restricted to more limited choices

4. Outerwear: Only school-issued outerwear (those sold by CollegePro, or the ICS Varsity jacket from the Merch Shop may be worn). Plain black or brown leggings or tights may be worn underneath uniform skirts or shorts in the event of colder weather. If the Hong Kong Observatory posts a Cold Weather Warning, students may also wear non-ICS outerwear over top of their ICS uniform travelling to and from school and during lunch and any outside break or activity times. The expectation is that students first use appropriate uniform items, and consider extra layers underneath their uniform shirt to keep warm and only supplement this with non-ICS outerwear if needed.
5. Hairstyles for girls: Hairstyles should be suitable for school and sports, and should be tidy and kept from falling over the eyes. No attention-attracting hairstyles or colors are permitted.
6. Hairstyles for boys: Hair must be trimmed so that it stays out of the eyes and face at all times. No attention-attracting hairstyles such as shaved or partially shaved, patterned, or unusual coloring are permitted.
7. Makeup: Girls are permitted to wear discreet make-up and colorless nail varnish.
8. Jewelry: see "Jewelry"

## PE Kit

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

## 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 Kim Chan. Please contact at [safeguarding@ics.edu.hk](mailto: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, which.
- 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.

## WEEK WITHOUT WALLS (WWW)

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

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

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

## WITHDRAWAL POLICY - PRE-GRADE 1 TO GRADE 12

Families are reminded that by enrolling and/or re-enrolling their children in ICS, you are entering an agreement with the school for your child to study and remain a student at ICS for the whole 2021-22 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 instalments 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](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 together with the original Debenture Certificate to the Admissions Office.

- Contact the school office for information regarding the necessary checkout procedure and complete checkout accordingly.
- To facilitate timely processing of grades, student checkout procedures, and a healthy leaving process, parents are encouraged to provide 30-days written notification.

## STUDENT CONTRACT

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

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







**INTERNATIONAL  
CHRISTIAN  
SCHOOL**

**EXCELLENCE FOR LIFE. ANCHORED IN CHRIST.**

**INSPIRE. CONNECT. SERVE.**