



**Hong Kong
International School**

High School

***HKIS High School
Community Guidelines &
Expectations (2018-19)***

****Some main points from electronic
student handbook***



Role of students

Students are expected to conduct themselves in accordance with all school policies, rules and procedures including, but not limited to, the following:

- Attend and participate actively in classes and school activities.
- Complete all homework and assignments as requested by teachers.
- Care for all school property and equipment including textbooks and other items provided by the school.
- Adhere to the school's dress code.
- Avoid bringing valuables or large amounts of money to school and keep personal items secure. This includes any personal items of value that can be lost, stolen, or broken.



- Show respect, courtesy, and kindness toward all members of the community.
- Conduct oneself in a manner that reflects positively on the school and all HKIS students. (ON and OFF campus)
- Use appropriate language at all times.
- Serve as a positive role model for one's peers and for younger students.
- Conduct oneself in a manner that exemplifies honour, self-respect, integrity, tolerance for diversity, and compassion for others.



Attendance Expectations

- The expectation is simple - be in class when you are to be in class (especially at the beginning of the day)
 - Passing time is 10 minutes
 - Teachers will be recording tardies
- If unexcused tardiness becomes a chronic issue, parents will be notified.
- Remember if you are later than 15 minutes, unexcused, it is then considered an unexcused absence
- You **MUST** always **CHECK-IN** with the Attendance Officer if arriving on campus late.



- Free Period expectations
 - You are required to remain on campus during all free periods (except for “Senior Privilege” and “Come Late to School Privilege”)
 - Outside appointments are to be avoided and can only happen with parental contact with the Attendance Officer.
- “Come Late to School” Privilege
 - Students do not need to be on campus if their free period falls during the 1st period of the day.



Dress Code (written by Senate EXCO)

- Expectation is that dress is modest and appropriate for ALL students in this international school setting
 - Length of shorts, dresses, skirts must be below finger tips
 - Clothing should be in good repair (no excessive tears)
 - Shoulder straps need to be at least 3 fingers wide
 - Tops to appropriately cover the chest and midriff
 - Clothing may not have inappropriate images or innuendos
 - Underwear is never appropriate as outerwear
 - Workout gear is inappropriate outside of the weight room and PE classes



Harassment

- Harassment of any type (physical, verbal, on-line, religious, racial, intellectual, sexual) is simply not tolerated
- If you or someone you know is feeling bullied or harassed, please let your counsellor or an administrator know
- These situations are always taken seriously and treated with confidentiality



Drugs, Alcohol, Tobacco and Vaping

- The high school takes a strong stand against the damaging effects of substance abuse (see policy details in handbook)
 - Random testing
 - Education (Seminar)
 - Policy includes not only possession but facilitating substance abuse
- If you or someone you know is struggling, let someone know so we can help!



Off Limits areas - High School

- The Middle School campus
- Faculty apartment areas
- The carpark
- Any areas that are not public
- Elevators unless you have a pass from the office
- Roof
- Rehearsal rooms unless permission from a teacher
- Classrooms outside of school hours unless permission from a teacher/club advisor



Keeping the campus clean

- This campus belongs to all of us - we all share ownership
- This is all about RESPECT and PRIDE in our community
- The expectations are that we all clean up after ourselves and remind each other when we forget...
- The Cafeteria
 - You “bus” your own table (return trays, dishes and throw away/recycle trash)
 - Outside the cafeteria or Noodle Bar area, dishes must be returned to designated bins
- The Island, outside Library, and 7th, 8th floor tables
 - Nothing should be left on the tables when you leave these areas



Severe Weather Procedures

- Depends on when the warnings are issued...
 - If a **RED** or BLACK Rain or T8 or higher is issued before 6am, classes are cancelled.
 - IF a **RED** or BLACK Rain is issued during school hours, you **MUST** remain on campus (including Senior Privilege folks).
 - Classes run as usual and parents are not to come to school to take you home as it is unsafe to be on the roads.



Grading and Reporting

- Formal report cards will be sent at the Semester and End of Year (this includes your Approaches to Learning).
- Approaches to Learning reports will also be sent at Q1 and Q3.
- Students are EXPECTED to attend Conferences with parents.
- Course grades are based on the portfolio of summative work. Teachers use professional judgment based on several factors to determine a grade correlated to the grade descriptors.
- Ongoing feedback on course progress is accessed through Schoology
 - Formative feedback will be timely (if it is not, ask)
 - Grades will be established for Summative Assessments within an 8 Day Cycle (or sometimes two if the assessment warrants more time)
- Summative Assessments are to be taken when they are assigned by the teacher unless there are extenuating circumstances. Failure to complete a summative will have a serious affect on final course grades. A doctor's note is required for make-up of any missed summative.



Homework and other Formative work

- Completion of formative work at home and in class is expected and will be reflected in the Approaches to Learning document. Some formative work which is designed for preparation for class or which gives the teacher another way to measure proficiency in learning targets may also be included in a teacher's professional judgment when determining a final course grade.
- The feedback you receive from this formative work is designed to help not only the teachers with their instruction but also to help you set your own learning goals in preparation for Summatives.
- Opportunities for reassessment is at the discretion of course teams and likely will not be offered if formative work has not been completed.
- Completion of formative work may also be a factor in teacher recommendations for next level courses (Honours, AP...).



Grace Period policy

- If you miss a class due to a school-sponsored event, you are granted ONE class period for each class period missed to complete any missed assignments and/or assessments.
- Additionally, Summatives will not be given the day of your return to school.
- You **MUST** inform your teachers **AT LEAST** one cycle prior to the absence.
 - If this is **NOT** followed, the grade will be recorded as an IE (Insufficient Evidence) and the timing and nature of the make up will be at the teacher's discretion.



Academic Integrity

- Our school's shared philosophy of education includes the expectation of high standards in ethical behaviour as well as scholarship.
- 9th graders - a lesson in Counseling Seminar where the policy will be taught and then signed student and parents.
 - The policy is on DragonNet on "Teaching & Learning" tab for review.
- 10th-12th graders - form is already on file and there will be a lesson targeted to each grade level in Homeroom or Seminar.



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***Remember, there are many
adults here that are pulling for
you! Let's have a great year,
together!***