



Concordia International School



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CONCORDIA INTERNATIONAL SCHOOL

School Motto: Transforming Lives Together!

Concordia International School is located in Yau Yat Chuen, a peaceful neighborhood in Kowloon, distanced from the noise and intensity of city life in Hong Kong. Concordia is one of Hong Kong's outstanding small schools. The school was founded in 1990 by the President of the Lutheran Church-Hong Kong Synod. Our patient and dedicated faculty offer students in grades 7 to 12 an opportunity to learn through an entirely English medium in small classes; the average class size is approximately 15 students. Our campus accommodates a maximum of 100 students yearly. Consequently, we offer one class per grade level each year and have maintained enrollment at 90 students for the past twenty years. Our individualized method of education and supportive community contrast the often large and impersonal programs of other international and local schools in Hong Kong.

We invest in academically demanding programs of study and staff them with teachers who have post-secondary teacher training and advanced education in their fields of expertise. We place a significant emphasis on the core subjects of Mathematics, Science, Social Science and English. Programs at Concordia International School are based on rigorous curricular standards from North America. Specifically, our teachers follow the Common Core State Standards, Content Standards and Curricular Frameworks adopted and developed by the California State Board of Education.

We prepare all of our students for further study at colleges and universities. Toward this end, we institute PSAT testing for all grade 10 and 11 students, the SAT and TOEFL testing for grade 11 and 12 students, and many also take AP and subject-specific SAT exams. These consistent measures of achievement provide students with internationally recognized scores that are required for admissions to North American universities and many other universities around the world. Many local universities also offer admission to our graduates based on their high test scores. The vast acceptability of these standardized exams ensures that successful students at Concordia have an abundance of post-secondary opportunities in international education including universities/colleges in Canada, the United States, Japan, Australia, Korea, England and Hong Kong.

Concordia is also unique in the way technology has been integrated into all subject areas. The Concordia campus is equipped with the latest high-speed wireless connection. Our students are offered state of the art technology with our Mac 1:1 Laptop Program and enjoy such courses as Digital Literacy and Computer Programming. Most of our class texts, resources and library materials are available to our students via e-books and digital platforms to allow for greater convenience and accessibility at school and home. We continually upgrade our facilities and recruit professional staff who demonstrate computer literacy within their areas of expertise.

At Concordia, sports are viewed as exercise and all-inclusive participation is encouraged. Our athletics program plays an important role in offering a holistic, well-rounded approach to student development outside of the classroom. The program also contributes to our school's sense of community, where everyone is encouraged and welcome to participate in order to pursue their athletic interest and ambitions. Participation in our sports teams allows beginners to learn new skills while those with more skill are given the opportunity for further advancement and leadership. Concordia International School was a member of the International Schools Sports Federation of Hong Kong (ISSFHK) and we plan to rejoin this or similar league(s) in post Covid, so students can participate in league sports such as cross-country, volleyball, basketball, badminton and soccer.

We welcome any student with sound character, determination and a curiosity for learning.

VISION, MISSION & THE SCHOOLWIDE LEARNER OUTCOMES

Vision

Concordia International School will be a leading community of learning where both students and staff interact positively in the pursuit of knowledge and the development of life skills.

Mission

Concordia International School aims to passionately and purposefully drive student learning, to provide a balanced education for all and to transform lives.

The School-wide Learner Outcomes

Students of Concordia International School will:

- (1). Be Independent Learners to prepare for Lifelong Learning
 - a. Master effective study skills, academic knowledge and technological expertise.
 - b. Develop problem solving and research skills.
 - c. Think critically to sensitively analyze information and ideas.
- (2). Be Global Citizens
 - a. Develop knowledge of international affairs in an interdependent world.
 - b. Provide service to others in our local and/or global communities.
 - c. Recognize diversity in values and demonstrate respect for cultures of the world.
- (3). Communicate Effectively
 - a. Express themselves clearly through forms of speech, writing, media and non-verbal behaviors.
 - b. Listen, read and observe to gain understanding and respond appropriately in a variety of settings.
 - c. Work collaboratively in group settings to achieve common goals.
- (4). Be Responsible and Ethical People
 - a. Demonstrate an understanding of right and wrong.
 - b. Demonstrate responsibility towards others and their property.
 - c. Demonstrate a responsible approach towards the environment.

SCHOOL MANAGEMENT BOARD

Chairman:

Rev. Dr. Allan T. Y. Yung

Members:

Rev. Li Yat Shing Daniel

Mr. Fung Tat Yeung Gene

Ms. Au Pui Yee

Rev. Lau Yat Chiu Tony

Rev. Ip Tai Cheong

Ms. Gloria Chan

Role of the School Management Board:

- Establishes purpose and goals of the school.
- Establishes procedures and policies for the administration of the school's educational programs and services so as to achieve the goals.
- Monitors the operation of the school such that it is operated according to the vision and mission of the school, the Education Ordinance of Hong Kong, and to support the achievement of the School-wide Learner Outcomes.
- Appointment and deployment of the School Principal.
- Oversees the school's annual budget and resources deployment.

STUDENT SERVICES

GENERAL ENQUIRES: Ms. Yvonne Wu

General Office Opening Hours:

Monday to Friday	8:00a.m. – 5:00p.m. (8:00a.m. – 5:00p.m. in school holidays)
Saturday	9:00a.m. - 1:00p.m.

Telephone: (852) 27899890 Fax: (852) 23928820

Emails: office@cihs.edu.hk , office@concordiaintl.edu.hk

PLACEMENT & COLLEGE PLANNING: Mr. Zadok Cha

COUNSELING: Mr. Kelvin Ho (School Social Worker and Child Protection Officer)
Ms. Nitasha Jagdev (Counseling Team and College Board SSD Coordinator)
Ms. Rou You

SCHOOL DOCUMENTS

School Reports: School reports are usually issued at the end of each quarter. The school will not issue any of these reports a second time. Hence, parents and students should keep their school reports safely for future use.

Should a certified copy of a report or any other school documents be required, \$50 per copy will be charged.

Transcript: A transcript is issued only when a student applies for **colleges/universities** or **schools in overseas**. Such a document is highly confidential and will only be issued **directly to the institutes** named to ensure its credibility. Hence, when applying for a transcript, the name and address of the institute must be provided. Transcripts are sealed under school cover; any unsealed transcript will be voided. Transcripts are issued free, but parents/students may have to pay for the overseas postage.

Letter of Attendance/Recommendation: Students may apply for a letter of attendance to certify their study at Concordia. However, recommendations are written only for students who deserve it. The first 5 copies of a Letter of Attendance/Recommendation are free; the charge for extra copies is \$50 per copy.

CURRICULUM OVERVIEW

The curriculum at Concordia International School is based on North America's best educational practices with a focus on the "core four" academic disciplines: English, Mathematics, Science and Social Science. Our high school program's foundation is based upon the College Board's SAT and AP curriculum specifications. Courses offered at Concordia are:

Grade 7-8	Grade 9	Grade 10	Grade 11-12
Science	Science (covers foundation Chemistry, Biology and Physics)	Science (covers foundation Chemistry, Biology and Physics)	AP Physics I* AP Chemistry AP Biology*
Social Studies	Ancient History	Modern History	AP Psychology AP Economics (Micro and Macro)
Math	Math (covers Pre-SAT Math)	Math (covers SAT Reasoning Math)	AP Calculus AB AP Calculus BC
English	English (endeavor to write Pre-SAT English)	English(endeavor to write SAT Reasoning English)	English 11 (students prepared to write SAT Reasoning and TOEFL English)
Teaching Strategy: enquiry-based approach with emphasis on foundation building.			English 12 (students prepared to write SAT Reasoning English, eligible students are prepared to write the AP English)
Digital Literacy	Computer Programming	Graphic Design	Chinese Studies (eligible students are prepared to write the AP Chinese)
Visual Art	Visual Art	Performing Art	Visual Art
Dramatic Art	Sports and Recreation	Chinese Studies	Sports and Recreation
Chinese Studies	Music Studies		
Music Studies	Global Leadership & Service Learning		
Sports and Recreation	YMCA Programme		
Global Leadership			
YMCA Programme			

Note: * offered in alternate years

SCHOOL ATTENDANCE AND COMMUNICATION WITH PARENTS

(1). SCHOOL ATTENDANCE

All students must be in **regular attendance** to be eligible for promotion/graduation. A student who is not in regular attendance may not be offered a position in the school in the next term. Only students with 95% attendance are eligible for First Class Diplomas. A student with poorer attendance will be awarded a lesser class of Diploma. Students must arrive at school punctually at 8:15 A.M. **Chronic lateness is unacceptable.**

Dealing with Lateness

Students arriving school late (8:15a.m. in the morning or 12:55p.m. in the afternoon) should obtain a “late slip” from the General Office before going to the class, late students not doing this would be taken as ‘absent’ from school.

Detentions are assigned for latecomers on the same day, repeated lateness will lead to Demerit Point.

Dealing with Early Leave

- No students may leave the school before 3:00pm.

- Should a student need to leave earlier than 3:00pm on a particular day, such request has to be supported by their parents and approved by the Principal.

- When a student falls sick during school hours and wants to go home immediately, one of the parents or a delegate has to come to school personally to pick up the student. School would not let a sick student to leave alone.

Travel Plan during School Days

Students who plan to be away during regular school days must first complete the appropriate form available from the General Office or from the school website and seek approval from the Principal **before any plans are made**. Once the Principal is satisfied that adequate plans have been made for missed school work, approval would be granted. Parents are asked to make such plans only for serious reasons. Students who have poor attendance will normally not be granted approval to miss more classes.

It is the responsibility of the Parent/Guardian to make sure that the school is contacted when the student will be late or absent for that day. This should be done by contacting the school on 2789-9890 between 8:00 to 8:15 a.m. or 12:40 to 12:55 p.m.

(2). APPLICATION FOR LEAVES

Concordia International School records students’ leaves under the following categories:

- | | |
|---------------------|--|
| (a). Excused Leaves | These include <u>sick leaves</u> supported with a medical certificate issued by a doctor registered with the Hong Kong Medical Council, and <u>casual leaves pre-approved</u> or <u>approved</u> by the Discipline Committee. |
| (b). Other Leaves | These may include the following situations:
(a) Claimed to be sick but could not produce a <u>valid</u> medical certificate.
(b) Application for casual leave is rejected and the student is absent on that day.
(c) Application for casual leave after the day of absence and with a non-emergency reason. |
| (c). Suspension | When a student is suspended from school for discipline matters. |
| (d). Truancy | This is regarded as a serious offence and a demerit will be served immediately with the student. |

Application Procedures for Excused Leaves

SICK LEAVES	<ul style="list-style-type: none">-Phone to General Office in the morning.- Submit the Application Form to the General Office <u>within the first two days</u> of return to school after the leave together with a valid medical certificate (original).
CASUAL LEAVES	<p>(1) USUAL CASES</p> <ul style="list-style-type: none">-Apply at least one day before the day of leave.-Submit a parent's letter together with the Application Form to the General Office.-Submit supporting document on unavoidable conditions e.g. piano exam.-Provide a reason acceptable by teachers of the Discipline Committee. <p>OR</p> <p>(2) IN EMERGENCY</p> <ul style="list-style-type: none">-Phone to General Office in the morning.-Submit Application Form to the General Office <u>within the first two days</u> of return to school after the leave together with a parent's letter and related document.-Provide reason which cannot be predicted before the day of absence.

Sick/casual leaves which are 'not excused' are classified as 'Other Leaves'.

(3). SCHOOL - PARENT COMMUNICATION

(a). Parents and students can access the following information on-line with the password provided:

Assignment Reporting System

This system enables parents to be updated with the most current and up-to-date information on their children's school work.

Grade Recording System

Once an assignment is graded, the subject teacher records the marks in the Grade Recording System immediately (before the work is returned to students). This can help parents to know the latest grade/mark their children are getting.

Attendance Reporting System

The General Office will up-date the absent/late records of each student daily so that parents can learn about their children's up-to-date school attendance from the homepage.

(b). Parent-Teacher Interview Evenings

The following formal meetings with parents are scheduled yearly:

Open House (at beginning of school year)
Parent-Teacher Interview (end of Quarter 1)
Parent-Teacher Interview (end of Quarter 3)

(c). Parents and Guardians

All students at the school must have a parent or guardian who can be contacted in the case of emergency or any other school-related issues. Please clearly understand that students will not be kept at the school nor will they be offered future places in the school if no adult can be contacted for the student. Concordia is not a place where students can be ‘dumped off’ and left for the school to worry about. Concordia expects and appreciates the cooperation of all parents and values the working relationship the school has with the various families. Students must clearly understand that if a problem should arise and the school cannot contact a parent or guardian, **the student will be suspended until such time as a responsible adult can come into school to discuss and resolve the issue.**

(d). Student Information

It is the responsibility of the parent/guardian to inform the school of any changes in student information that occur over the course of the year. For example, if a student is given a new mobile phone, this number should be reported to the school.

CONDUCT AND DISCIPLINE ON CAMPUS

(1). THREE POSITIVE GOALS FOR EVERYONE TO AIM FOR

Students who attend the School will grow stronger in their character and become more mature, responsible, and self-disciplined if they are guided by positive principles. Sometimes this process is not easy, but nonetheless, it is worthwhile. The staff at the School (in collaboration with Parents/Guardians) will help to guide students as they move towards adulthood. In this regard, everyone at the School are encouraged to embrace the following three goals:

- RESPECT
- RESPONSIBILITY
- SELF-DISCIPLINE

As a small school, it is essential for students to foster good relationships with each other. This will help promote collaborative learning positively. To promote a positive environment in the school, students must **treat each other and staff with respect at all times.** This means there should be no swearing; no physical or verbal intimidation of other students or staff; and no comments or actions that harms another student or staff.

As in any school, the spreading of rumours and/ or lies about other students or their friends and family is a very serious offense because it can cause real problems among many students. The school is particularly concerned about the professional standing the school and its staff has in the community. For instance, the spreading of untruthful and professionally damaging comments about staff on social networking websites will meet with serious disciplinary action.

Fighting in school is strictly prohibited and will lead to Demerit Points and/or immediate suspension/expulsion of a student. Serious disagreements should be reported to a teacher or the Principal who will then assist with a resolution. In no case should a student attempt to resolve difficulties with another student through the use of force or intimidation of any kind.

(2). CLASSROOM BEHAVIOR

Students are expected to work collaboratively with teachers and fellow students. In general, students should be responsible individuals who want to participate and fully engage in the learning process. Students also need to understand that every student should have the equal opportunity to learn in every class without disruption.

(3). CHEATING AND PLAGIARIZING

Students who cheat during **examinations** or **tests** or who submit material (original compositional research) that has been copied from sources without specifically referring to the author and source (Footnoting and Bibliographies) are subject to zero grades for the examination or material involved. Depending on the seriousness of the situation, the Principal may deem it necessary to apply Demerit Points and/or a suspension. If a student is unclear about what constitutes plagiarism it is the student's responsibility to clarify such issues **before** submitting any material. We encourage students to engage in research and investigative studies; such activities require proper citation and referencing of sources. Learning good research techniques early can benefit students who plan to attend university

(4). BULLYING

Bullying is generally defined as:

- is ongoing, unwanted behaviour on the part of the victim.
- the abuse of a relationship.
- a type of behaviour that needs to be managed.

Bullying can take a variety of forms - verbal, physical and cyber. The first response to each instance is a restorative approach. If the problem persists, the Discipline Committee may be asked to intervene.

We also overlay a 'No Blame Approach' in the first instance that attempts to resolve the issue without laying blame on any of the parties involved.

As above, all parties must:

- a. acknowledges their role in the incident
- b. take responsibility for their actions
- c. understands the impact of their actions (encourage empathy)
- d. be part of the solution (build tolerance and respect)

We encourage this through the use of a consistent line of questioning:

- tell me what happened?
- seek to understand all parties' views on the incident
- what were you thinking (and feeling) when this happened?
- encourage empathy for and understanding of others
- who was affected by your actions and how?
- take responsibility / understanding of the effect of own actions
- What needs to happen now?
- be part of the solution (where possible)

(5). ILLEGAL SUBSTANCE USE

Students at Concordia are strictly prohibited from using illegal drugs on school premises or while on any school trips. Concordia has a **zero tolerance** for drugs. This means that any student caught possessing or using illegal drugs at school or away from school at any school event will be expelled from the school.

In the event that the school suspects a student is taking illegal substances, the school reserves the right to demand that the student undergo a drug test with a doctor designated by the school. Failure to agree to undergo a drug test will result in immediate suspension until such time as the required test is taken. **Should the results of a test prove positive it is school policy to immediately expel the student.** Parents/Guardians should understand that under such circumstances there will be no refund of school fees.

(6). ALCOHOL AND TOBACCO USE

Smoking or possession of tobacco is not allowed on school premises or anywhere while in school uniform. Every year, Concordia International School makes efforts to remind students that smoking physically harms the smoker and others. Even outside of the school, students should be making the positive choice not to smoke, in favour of a healthier lifestyle.

Using alcohol or possession of alcohol is not allowed on school premises or any school event.

(7). SCHOOL FACILITIES

Students must take care when using school facilities and equipment. If a student accidentally damages school equipment or facilities, they must immediately notify the teacher or the General Office of the damage. Repair will be made and a bill for the cost involved will be issued to the Parent/Guardian who would be expected to pay the full amount for the damage within one week (for careless or willful damages only). Any student is required to report damage which they become aware of to the General Office.

Students are responsible for school equipment and materials that they sign out from the General Office. If borrowed equipment is lost or damaged, the student responsible for signing the equipment out will be charged for replacing the loss. Should school facilities or equipment be damaged maliciously (i.e. on purpose), then the damage would have to be paid and disciplinary action would be taken against the student.

(8). PERSONAL PROPERTIES AND LOANS

Students are not encouraged to bring large sums of money (in excess of HK\$500) to school unless absolutely necessary nor should they lend other students large sums of money. Concordia can bear no responsibility for recovering any money that has been loaned. **Students should not share lockers because personal affects do go missing.**

If a student becomes aware that their property or money is missing, it is very important that this be **reported immediately** to the teacher or the Principal. If the student suspects another student of stealing, this matter should be reported to the classroom teacher or the Principal. The suspected student should not be confronted directly. The Principal or the Discipline Committee will investigate the matter.

Students should not leave money or valuables in the classroom at any time. *Students are encouraged to remove the risk of becoming a victim of theft by safeguarding their personal property.* Everyone should carry their valuables with them, keep them in their pockets, in school lockers or, better still, leave the valuables at home.

The school is not responsible for a mobile phone that a student brings to school. Please note that over the past couple of years, some mobile phones have gone missing at school. Concordia aims to have a community of trustworthy/honest individuals and it does not tolerate any kind of theft. However, the reality is that students are putting their valuables at risk when mobile phones/portable devices are left alone anywhere in the school. Students are required to give the school the contact number for any phone they bring onto school premises and must inform the school of any changes in numbers that occur as the year goes on.

To keep the campus tidy, personal belongings such as clothes and shoes left behind or dumped in classrooms or public places on campus by students will be disposed by school from time to time. The school takes no responsible if any such personal belongings are dumped or sent away for charity.

(9). APPEARANCE AND DRESS CODE

Students should not wear any **facial jewelry**. Girls are advised to have only one piercing per ear. Hair cannot be a **multi-coloured** tint and must be well groomed and of reasonable **length**.

A student in CIHS wears a school uniform with the following guidelines.

All boys will wear:

- Appropriate school shirts given the season
- White undershirts if an undershirt is worn
- Black socks above the ankle
- Black Dress Shoes
- Blue Trousers
- Black Belt
- Winter Dress School Tie and School Jacket
- School Sweater Only

All girls will wear:

- Appropriate school shirts given the season
- White undershirts if an undershirt is worn
- Black socks above calf high
- Black Dress Shoes
- School Sweater Only
- Winter or Summer Skirt (maximum 2 inches above the knee)
- Winter Dress and School Jacket

(10). MOBILE PHONES AND ELECTRONIC DEVICES

Though we understand that many of our students have mobile phones/devices and that they like to keep in contact with their parents and friends, the school strictly forbids students to have these turned ON while in the classroom during lessons or hallways above the ground floor. The same rule applies to other electronic devices like iPODS or portable electronic games. **No one should take an image or record a video on classroom teaching** with a phone or other electronic devices (unless permitted by a teacher). **If a mobile phone or electronic device is found/seen in class (even turned off already), the classroom teacher will take possession of the device and keep it until the end of the day.** Repeated violations of this rule will result in the student losing the device for increasingly longer periods of time. At some point, the Principal will become involved in helping the student to become more self-disciplined. No one should lose self-control or harm their own educational opportunities when using technology. A 'balanced' use of technology is a wise approach to development.

Students are permitted to contact their families using mobile phones during all break periods. This may be done quietly on the G/F only.

Online Games: Online gaming is usually not appropriate for the school and cannot be allowed in the classroom at any time. These games may be played during lunch or break times on the Ground Floor only. Excessive gaming will be monitored by the School for abuse. As a place specializing in a formal education, Concordia International School needs to guide students towards a more intelligent use of computers and the changing technologies.

(11). RECYCLING OF HARD-COVER PAPER TEXT-BOOKS

To be environmental and to reduce the total cost spent on paper books in the future, hard-cover paper text-books will be recycled for at least 3 school years for the valid edition. This policy would reduce the pressure of raising the Associated Fees in the near future and therefore parents would be benefited in the long run. In order for this policy to work successfully, cooperation from students is necessary.

- (1). Students should not write or scratch on any hard-cover text-books supplied by the school.
Damaging a text-book willfully will lead to discipline consequence.
- (2). Students would return to the school all hard-cover text-books at the end of the school year, for re-allocation to other students in the next school year.
- (3). If a student wants to keep a hard-cover text-book for future reference, then HKD300 will be levied for each hard-cover text-book not returned. The levy will be deducted from the General Deposit.

MISCONDUCT AND DEMERIT POINT SYSTEM

Improper behaviors in school are regulated by a **Misconduct and Demerit Point System** which comes into effect when the Discipline Committee or the Principal becomes involved in the situation. Most discipline situations will be handled directly by the teacher through counseling and/or detentions. The table below describes the discipline system at Concordia International School.

Categories of misconduct	The following examples indicate how a misconduct may be assigned but not limited to:
Behavior (B)	<ul style="list-style-type: none">- Fails to follow instructions such as laptop procedures given by a teacher- Engages in chat and/or disrupts the class when doing class work.- Uses electronic games on computers, or other devices in class during lessons.- Uses mobile phones in an undesignated area within the school (except the ground floor)
Uniform (U)	<ul style="list-style-type: none">- Shirt is not tucked in properly- Boys' tie is not done up to the neck (Winter uniform only)- Girls' skirt length is too short (the lower edge should not be more than TWO inches above the knee)- Students not wearing a white t-shirt underneath their school shirt- Not wearing a black belt- No wearing black shoes- Inappropriate sock, length and colour, depending on season- wearing jeans or other improper clothing to YMCA, or in R&S classes

MISCONDUCT TALLIES AND CONSEQUENCES

Misconduct Tally	Consequences
5	<ul style="list-style-type: none"> - Home Room Teachers will advise students of their misconduct tallies to prevent further accumulation - Students are advised that it is their responsibility to follow School rules, and must rely upon their own self-discipline, to behave in acceptable manners
10	<ul style="list-style-type: none"> - Parent(s) are notified and a <u>first</u> written warning is given to the student by the homeroom teacher who keeps monitoring the situation - Mandatory counseling session with school's social worker
15	<ul style="list-style-type: none"> - A first meeting with the Discipline Committee - A <u>demerit</u> is given to the student and it will be entered on the report card - A demerit form and letter is issued and sent home to notify the parents
20	<ul style="list-style-type: none"> - Parent(s) are notified by a letter and a <u>second</u> warning is given to the student from the Discipline Committee - Student is placed on a ONE WEEK REPORT period - The progress of the student during the report period will be closely monitored
25	<ul style="list-style-type: none"> - Student is suspended from school - A parent-student-school conference is held with the Discipline Committee - A <u>second demerit</u> is given to the student and it will be entered on the report card
30	<ul style="list-style-type: none"> - A final warning is given by the Discipline Committee - Parent(s) is notified about the possibility of student's discontinuation of his/her studies in CIHS
35	<ul style="list-style-type: none"> - A <u>third demerit</u> is given to the student and it will be entered on the report card - Discontinuation of studies in CIHS: the student may be asked to leave CIHS at any time.

<u>Serious Offences:</u> Smoking in Uniform Use of Drugs and/ or Alcohol Plagiarism Gambling Chronic Lateness Truancy Fighting Bullying Stealing Vandalism	For each offence a Demerit will be given immediately and the student may be suspended from class until a resolution is reached.
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REMOVING EXISTING DEMERIT POINTS

The Student initiates the process	<p><u>METHOD:</u> It is student driven. If a student has a Demerit Point and wishes to remove it he/she must first approach the Discipline Committee with a constructive idea which can be put into action by the student. If the plan/idea is acceptable to the Discipline Committee and it is carried out by the student to the satisfaction of the Discipline Committee, then the Demerit Point will be removed from the next report card. Only one demerit point can be removed per constructive idea.</p> <p><u>**Demerit points are carried over in School Reports for one term, but from year to year in Testimonials. Therefore, DON'T get a demerit point. If you have one, you should endeavor to remove it before the term ends.**</u></p>
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ACADEMIC POLICIES

(1). GRADING SYSTEM

- Concordia uses a North American grading system that is a blend of American and Canadian Systems and is similar to the standards adopted by North American universities.
- A credit value of 1.0 is given to a course that meets no less than 100 hours per year. Thus a course having one forty-minute class per day for 180 days in a school year is assigned a credit value of 1. The Grade Point Average (GPA) is the weighted sum of the grade points earned, divided by the total credit value for courses studied. GPAs are calculated per term (half-yearly) while cumulative (CGPA) is determined over all the terms that the student attends the school.

Alpha Grade	Percentage	GPA Value	Alpha Grade	Percentage	GPA Value
A+	100 to 94	4.00	C+	69 to 67	2.33
A	93 to 87	4.00	C	66 to 63	2.00
A-	86 to 80	3.67	C-	62 to 60	1.67
B+	79 to 77	3.33	D+	59 to 57	1.33
B	76 to 73	3.00	D	56 to 53	1.00
B-	72 to 70	2.67	D-	52 to 50	0.67

(2). ASSESSMENTS

Students are evaluated based on achievement of the content standards of the courses they are studying as well as on achievement of the School-wide Learner Outcomes that we pledge publicly.

Assessments for a course include multiple formative assessments in the form of home work, class work, projects, presentations, quizzes and tests written during the quarters and an end-of-term final examination. The final examination counts 30% of the term score.

(3). GRADUATION REQUIREMENTS

To graduate with a **High School Diploma** from Concordia International School, a student must have at least 24 credits from courses taken in grades 9-12, with a minimum of 20 credits from:

- 4 credits in English
- 4 credits in Mathematics
- 4 credits in Science
- 4 credits in Social Science
- 2 credits in Fine Arts/Drama
- 2 credits in Information Technology

Diplomas for graduates are classified according to students' overall GPA and school attendance in the Grade 11-12 years in Concordia:

First Class Diploma

- Overall Grade Point Average at least 2.67 (70%, B-), and
- School attendance 95% minimum

Second Class Diploma

- Overall Grade Point Average at least 1.67 (60%, C-), and
- School attendance 90% minimum

Third Class Diploma

- Overall Grade Point Average at least 0.67 (50%, D-), and
- School attendance 85% minimum

Recommended Pass Diploma

- Overall Grade Point Average at least 0.67 (50%, D-), and
- Student-specific school attendance requirement

(4). SCHOLARSHIPS AND AWARDS

Concordia International School offers the following awards to eligible students:

(a) Bursary Awards for the Graduating Class

- (a) Academic Achievement Award – The highest in-school academic average in the “Core subjects” of English, Mathematics, Social Science and Science.
- (b) Academic Achievement (SAT) Award – The highest total score for the SAT Reasoning test written in January by a student graduating in June.
- (c) Leadership/Service Award – This award recognizes the students who have demonstrated leadership skills while positively contributing to the overall school environment.

Certain other conditions may apply and decisions made by all faculty members are final. An individual student may only receive one of these awards.

(b) Certificate Awards

Position Award - The highest academic average in a class.

Subject Award - The highest academic average in a subject within the same grade level.

(5). EXTERNAL EXAMINATIONS

To evaluate the performance of its students, teachers, and programs of study, Concordia reserves the right to require its students to sit external examinations of the school’s choice (i.e. PSAT, SAT Reasoning Test, SAT Subject Tests, TOEFL and AP Exams). Students and parents must understand that if a student does not sit the required external examinations, the school reserves the right not to promote the student.

All students intending to graduate from this school must have SAT, TOEFL and AP scores for their academic records. Excuses such as illness or travel problems will not be accepted for any external examinations that are missed.

(6). LANGUAGE POLICY

Students are encouraged **speak English in the school** at all time for their own benefit and the benefit of others. Anyone who wants to improve in a 'new' language must use it. Many of our students are learning English as a second or third language. Everyone is working diligently to improve their English at this school; thus, no student should feel shy or isolated about using English. Making mistakes with English is a *necessary* part of this learning process. A student's determination to improve their English language skills will carry them far.

Our teachers have designed highly interactive programs and expect student participation; these are essentially invitations for students to become confident and fluent users of English. Students should proactively 'switch their channel' to English within the school. Students should understand the truth of the simple rule: If you want to improve your English language skills, then you will need to use it as often as possible.

To monitor compliance in **Campus Language Policy**, the school maintains an up-dated non-compliance list on students.

Students who do not attempt to use English on campus with Teachers and fellow students will be identified on a DETENTION LIST. Students whose names appear on the detention list persistently may be asked to leave the school.

(7). ESL CLASS

Students who score **lower than 60% in English** and students who score **below the grade Lexile range** in reading in a term means practically that their language proficiency has still not yet met the standard for academic study, such students are strongly recommended to attend an **ESL class** in the term/year follows.

(8). CORE SUBJECTS AND SUPPLEMENTARY EXAMINATION

A student at Concordia has to pass the 4 core subjects (defined as the Mathematics, Science, English and Social Science courses) in both terms of the school year and obtain full credits from these courses before he/she could be promoted to a higher grade or to graduate. A student passes a course studied in a school term if he/she obtained an overall grade in the course of 50%. A 0.5 credit will be granted for each course passed at Term 1 or at Term 2 when a student is in regular attendance.

At the discretion of the Principal, students who have not failed more than 2 core subjects may be allowed to write a supplementary examination for the subject failed. Supplementary examinations are graded as "pass/fail" only in school's records and credit may be granted for a pass. Students need to understand clearly that supplementary examination results will be strictly used to determine student progress, especially as it applies to the promotion to a higher grade or continuation of studies at the school.

SCHOOL UNIFORMS

It is expected that all students attending *Concordia International School* wear the proper school uniform. The following information is provided for your reference. Please ensure that your son/daughter is wearing the school-approved uniform from the first day of school onwards. A student will be sent home if they are repeatedly not cooperating in wearing the uniform (*e.g. the tie is worn undone, no proper shoes, etc.*). Please contact the office if you have any questions. Your cooperation is appreciated.

(1). Summer Uniform

BOYS:

- Dark blue trousers with black belt
- White short-sleeved shirt (*with logo sewn on*)
- White undershirts if an undershirt is worn.
- Black dress shoes with **black socks** (no ankle-cut)

GIRLS:

- Blue/green summer skirt**
- White short-sleeve shirt (*with logo sewn on*)
- White undershirts if an undershirt is worn.
- Black dress shoes with black calf high socks

N.B.: Students, boys or girls, are not allowed to come to school in polo t-shirts.

(2). Winter Uniform

BOYS:

- School jacket with logo sewn and school tie
- Dark blue trousers with black belt
- Long sleeved white shirt with school logo sewn. Blue pullover sweater vest or V-neck sweater with long sleeves, all with school logo sewn.
- White undershirts if an undershirt is worn.
- Black dress shoes with black socks (no ankle-cut)

GIRLS:

- School jacket with logo sewn, no tie
- Blue/green winter skirt** (black tights are optional on cold days)
- Long-sleeved white shirt with school logo sewn. Blue pullover sweater vest or V-neck sweater with long sleeves, all with school logo sewn.
- White undershirts if an undershirt is worn.
- Black dress shoes with black knee high socks covering the calf

***The lower edge of the skirt should not be more than 2 inches from the middle of the knee. Please do not alter the skirts so that they are noticeably too short and draw unnecessary attention to yourself. While it may be the style to wear very short skirts elsewhere, this is not the style at Concordia International School – moderation is the key.*

(3). Sports Clothing

Students should bring the following items of clothing with them for the sports classes.

- The full set of PE uniform supplied by school
- A pair of running shoes
- A face cloth / hand towel

Students repeatedly refusing to change to sports clothes will earn detentions or misconduct points.

SCHOOL CONTINGENCY PLAN FOR POOR WEATHER CONDITIONS

The following outline will serve as the School's contingency plan when there are **Typhoons** and/or **Rainstorm Warnings**. Teachers will review this plan with the students in their homerooms. Please contact the School Office (2789-9890) if you require clarification. Concordia's first priority will always be to protect the safety of our students. The School will act proactively. We want students and staff to have the time to return home safely **before** the weather deteriorates.

Our plan complies with the (EDB) Education Bureau's regulations.

Tropical Cyclones / Typhoons	
Warning Signal	Action to be Taken
No. 1	School operates as usual
No. 3	School operates as usual
Pre-No. 8/ No.8 or above	<p><i>School will be closed.</i></p> <p>i) IF THE SIGNAL IS RAISED BEFORE 8.00 a.m. If students have not yet left their homes, they should remain at Home. If students have already set out for school, they will be allowed to remain on campus until it is safe for them to return home. Parents/Guardians will be informed.</p> <p>ii) IF THE SIGNAL IS RAISED BETWEEN 8.00 a.m. – 2.30 p.m. Students at school will be sent home immediately provided it is safe for so doing. Parents/Guardians will be informed. If an examination was planned for that day, students should expect to write the exam the next day.</p>
Heavy Persistent Rain	
Warning Signal	Action to be Taken
AMBER	School operates as usual
RED or BLACK	<p>i) IF THE SIGNAL IS RAISED BEFORE 8.00 a.m. School will be closed. Students who have already set out for school will be allowed to remain on campus until it is safe for them to return home.</p> <p>ii) IF THE SIGNAL IS RAISED BETWEEN 8.00 a.m. – 2.30 p.m. School will continue until the end of normal school hours. (there will be no after school activities)</p>

Note:

- (1) Concordia International School will be closed when EDB announces to close all 'Whole-day schools'.**
- (2) If there is a downgrade in the warning signal (i.e. No. 8 to No.3 / Black and Red to Amber) during the day, Concordia International School will follow EDB announcement on whether whole day schools will be resumed or not.**

If there are an excessive number of school days lost due to poor weather conditions, the principal at his discretion, reserves the right to add more school days onto the end of the term. This may mean that the school year will have to be extended beyond the planned last day of the school year. This will be done if more than 3 school days are lost due to poor weather conditions. Teachers and students should therefore be careful about making travel plans too close to the last day of school.

COUNSELING SERVICE AND CHILD PROTECTION

1. The counseling team headed by Ms. Jagdev consists of the School Social Worker and two teacher members. Students are free to contact the teacher members any time during school hours to seek help. The School Social Worker is on campus every Wednesday and on call (through General Office at 2789 9890) any other days. Parents and students are welcome to contact the School Social Worker to seek support on a proactive basis.
2. The school has a Child Protection Policy to help teachers identify child abuse incidences among students. This policy is based on the guidelines set by EDB and SWD of the HKSAR to deal with different forms of child abuse: physical, sexual, psychological, and neglect. Ms. Jagdev is the designated Child Protection Officer who will work together with the School Social Worker to handle child abuse or suspected child abuse incidences according to the policy. Parents and students are encouraged to contact the CPO of the school directly. In addition to the Child Protection Policy, CISHK has also adopted a Student Safety Policy from Ministry Safe to ensure a safe learning environment on campus.

NON-DISCRIMINATION POLICY

Concordia International School does not exclude, deny benefits to, or otherwise discriminate against any person on the ground of race, colour, nation of origin, religious creed, disability, ancestry, sex, age or sexual orientation in employment or in admission to, participation in, or receipt of the services and benefits of any of the school's programs and activities, whether carried out by Concordia International School directly or through a contractor or any other entity with whom Concordia International School arranges to carry out its programs and activities.

This policy statement is in accordance with the provision of the Hong Kong Bill of Rights Ordinance (Cap.383), the Sex Discrimination Ordinance (Cap.480), the Disability Discrimination Ordinance (Cap.487), the Family Status Discrimination Ordinance (Cap.527), the Race Discrimination Ordinance (Cap.602) and other applicable Hong Kong Ordinances and Regulations.

In case of questions concerning this policy, or in the event of a desire to file a complaint alleging violations of the above, please contact the Executive Director of Concordia International School.

MEDICAL POLICY

Parents have to complete and return to the General Office the **Medical Form** of their child at the beginning of the school year, listing all allergies and medications taken on regular basis. It is our policy that no school personnel shall provide or administer prescription or non-prescription medication to a student. However, the General Office does keep in the first-aid box non-prescription medication which may include Paracetamol, Panadol, Acetaminophen and Ibuprofen. Your permission must be given in the Medical Form for your child to be given these temporary medications by the General Office.

Medication should be given at home whenever possible. However, if your child needs to take medication during school hours, please bring the medication to school in the original pharmacy labeled container from the clinic.

INCLUSIVE EDUCATION POLICY

- Students having mild SEN or students suspected of having mild SEN would be admitted under the Inclusive Education Policy. Some of these students may have mild cognitive disabilities, and therefore may not be able to meet all the academic requirements for promotion to the next higher grade in the future or for graduation from high school with the required credits. Under these circumstances, the student may only receive a Certificate of Completion of High School upon completing Grade 12 here.
A Certificate of Completion of High School is normally awarded to a student completing Grade 12 here who meets the standards stipulated in our School-wide Learner Outcomes in every respect, except the credit requirements in any of the four core subject areas: English Language Arts, Mathematics, Science and Social Science.
- Psycho-educational assessments from a professional educational/clinical psychologist should preferably be pursued for these students, so that both parents and teachers could best help them at home and in school. An assessment report should be submitted to the school for the benefit of the student.
- School would line-up an Educational Psychologist or SEN specialist to help these students and their family. The school will work collaboratively with this professional person to best help the students, school will collect HKD1,000 from each family to recover the various costs incurred for this program.
Students under the IEP would consult the professional person together with their parents for the first consultation session, and then as frequent as required to help them solve problems they face in school and at home. The fee for this out-sourced service will be paid by the parents directly.

Professional Person: Dr. Eunice Wong
Room 1408, Lane Crawford House
70 Queen's Road Central
Hong Kong. Tel: (852) 2858-2183 Fax: (852) 2858-5311

STUDENTS LEAVING CONCORDIA

According to the Withdrawal and Refund Policy, students intending to leave Concordia International School during the school year are required to inform the General Office one month prior to the effective date of withdrawal by submitting the "Student Withdrawal Form". Such students are also required to attend a confidential "Exit Interview" with teachers.

WITHDRAWAL AND REFUND POLICY

Withdrawal Policy

- Concordia International School recognizes the right of currently enrolled students and families to consider other educational options during the school year.
- Should the situation arise where a family wishes to withdraw their child from the school, the family is required to provide the General Office with written confirmation one calendar month in advance of the date of withdrawal.
- Families are reminded that by registering their children in Concordia International School, families have entered a contractual agreement with the school for their children to study in this school for at least one school term. The school operates on a fixed budget based on projected enrollment, all school fees received are non-refundable.
- If a student does not attend the school after registration for a continuous period of 2 weeks without any approval from the school, the child's school place will be cancelled. All school fees paid will be forfeited.

Refund Policy

- It is important for families to realize before they register their children in Concordia International School that school fees are collected by school term in CISHK and not by calendar month as with some other schools. This school is approved by the EDB to collect the annual school fees in 2 installments to cover services provided to student's term by term. Therefore, parents pay fees twice a year at the beginning of each term. Parents facing financial difficulty may consult the Principal for an alternative arrangement.
- To reserve a place in the school for an upcoming school year, a **Registration Fee** of HK\$15,000 is required. This should be paid immediately upon receiving the letter of acceptance for new students and before the end of May for returning students. The registration fee is refundable before 31 July for returning students, and before the last day of the period of offer for new students. Payments are strictly non-refundable thereafter. The registration fee is fully deductible from the first installment.
- If a child does not attend the school after the place is accepted and registration is completed, the registration fee of \$15,000 will be forfeited. Parents should consider carefully before making any payment.
- For the benefit of our students and stakeholders, the school operates on a precisely configured fixed budget based on projected enrolment. Families are informed that any refund of school fees, in partial or full, is not possible.
- Besides the School Fees, parents also need to pay a refundable **General Deposit** of HK\$10,000 before the commencement of the first term for out-sourced and/or above standard programs and for other personal expenses during the year. If a family has already given the General Office written notification to withdraw a student one calendar month in advance, then the un-used portion of the General Deposit will be refunded.

Payments

- Please note that this school holds parents, not employers, to be liable for all school fees and other payments due to the school. Where payments are made by employers, it is the parent's responsibility to ensure that the company makes payment.
- Concordia International School adopts a rolling admission policy to assist expatriates relocating to Hong Kong during the year, students can be admitted after the term has begun and fees will be calculated on case by case basis, quarterly or monthly as appropriate.
- Service is held on all school records if school fee payments remain outstanding.
- Late fees (0.5% of fees owed) will be incurred within one week after the payment due date. Parents/Guardians should inform the school of any payment concerns that may arise.

CONCORDIA EXIT INTERVIEW

All students who are leaving CISHK (apart from those who are graduating at the end of Grade 12) are required to attend an Exit Interview before they leave the school. This will provide both the School Improvement Committee and the school as a whole with incredibly useful information as to why students are choosing to leave, thus giving us the opportunity to make necessary improvements where appropriate.

To conduct the Interview:

Homeroom Teacher and one member of the School Improvement Committee

Notes:

- The interview would be conducted in a private room.
- The student would be made aware that the information they provide will not be shared with any other students but may be shared with the teachers and management of the school. If they would prefer not to mention individual names during the interview that is fine.
- The student would be made aware that the information will be used to make improvements to the school and so they should be as honest as possible. There will be no negative repercussions for them.
- Those conducting the interview would take notes below each question below to document the student's responses. A soft copy would be sent to the General Office who will store the information securely. This information will be available for the School Improvement Committee to view, as well as the Principal. They will then decide if the information needs to be shared with the wider staff and if changes to school practices are required.

Interview Script:

Teachers conducting the interview should be comfortable with asking additional questions/probing further if they feel they will receive useful information from doing so.

1. What initially attracted you to coming to study at CISHK?
2. Where are you going next?
3. What factors have led you to deciding to leave CISHK?
4. What have been your positive and negative experiences of CISHK?
5. Is there any way in which Concordia could have supported you more effectively?
6. Are there any other comments you would like to make at this time?

SOCIAL MEDIA & ACCEPTABLE USE POLICY

INTRODUCTION

Concordia International School recognizes that access to technology in school gives students and teachers greater opportunities to learn, engage, communicate, and develop skills that will prepare them for work, life, and citizenship. We are committed to helping students develop 21st-century technology and communication skills.

To that end, we provide access to technologies for student and staff use. This Acceptable Use Policy outlines the guidelines and behaviors that users are expected to follow when using school technologies or when using personally-owned devices on the school campus.

- The network is intended for educational purposes.
- All activity over the network or using district technologies may be monitored and retained.
- Access to online content via the network may be restricted in accordance with our policies and federal regulations, such as the Children’s Internet Protection Act (CIPA).
- Students are expected to follow the same rules for good behavior and respectful conduct online as offline.
- Misuse of school resources can result in disciplinary action.
- We make a reasonable effort to ensure students’ safety and security online, but will not be held accountable for any harm or damages that result from misuse of school technologies.
- Users of the network or other technologies are expected to alert IT staff immediately of any concerns for safety or security.

TECHNOLOGIES COVERED

Concordia International School may provide Internet access, desktop computers, mobile computers or devices, videoconferencing capabilities, online collaboration capabilities, message boards, email, and more. As new technologies emerge, Concordia International School will attempt to provide access to them. The policies outlined in this document are intended to cover all available technologies, not just those specifically listed.

USAGE POLICES

All technologies provided by Concordia International School are intended for educational purposes. All users are expected to use good judgment and to follow the specifics of this document as well as the spirit of it: be safe, appropriate, careful and kind; don’t try to get around technological protection measures; use good common sense; and ask if you don’t know.

WEB ACCESS

Concordia International School provides its users with access to the Internet, including web sites, resources, content, and online tools. That access will be restricted in compliance with CIPA regulations and school policies. Web browsing may be monitored and web activity records may be retained indefinitely.

Users are expected to respect that the web filter is a safety precaution, and should not try to circumvent it when browsing the Web. If a site is blocked and a user believes it shouldn’t be, the user should follow protocol to alert an IT staff member or submit the site for review.

EMAIL

Concordia International School may provide users with email accounts for the purpose of school-related communication. Availability and use may be restricted based on school policies.

If users are provided with email accounts, they should be used with care. Users should not send personal information; should not attempt to open files or follow links from unknown or untrusted origin; should use appropriate language; and should only communicate with other people as allowed by the district policy or the teacher.

Users are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Email usage may be monitored and archived.

SOCIAL/ WEB 2.0/ COLLABORATIVE CONTENT

Recognizing that collaboration is essential to education, Concordia International School may provide users with access to web sites or tools that allow communication, collaboration, sharing, and messaging among users.

Users are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Posts, chats, sharing, and messaging may be monitored. Users should be careful not to share personally-identifying information online.

MOBILE DEVICES POLICY

Concordia International School may provide users with mobile computers or other devices to promote learning outside of the classroom. Users should abide by the same acceptable use policies when using school devices off the school network as on the school network.

PERSONALLY-OWNED DEVICES

Students may use personally-owned devices (including laptops, tablets, smartphones, and cell phones) at any time during school break, lunchtimes and after school on the ground floor only --unless such use interferes with a school event or creates a disturbance in the educational environment. Any misuse of personally-owned devices may result in disciplinary action. Therefore, proper netiquette and adherence to the acceptable use policy should always be used.

SECURITY

Users are expected to take reasonable safeguards against the transmission of security threats over the school network. This includes not opening or distributing infected files or programs and not opening files or programs of unknown or untrusted origin. If you believe a computer or mobile device you are using might be infected with a virus, please alert IT. Do not attempt to remove the virus yourself or download any programs to help remove the virus.

DOWNLOADS

Users should not download or attempt to download or run .exe programs over the school network or onto school resources without express permission from IT staff. You may be able to download other file types, such as images or videos. For the security of our network, download such files only from reputable sites, and only for educational purposes.

NETIQUETTE

- Users should always use the Internet, network resources, and online sites in a courteous and respectful manner.
- Users should also recognize that among the valuable content online is unverified, incorrect, or inappropriate content. Users should use trusted sources when conducting research via the Internet.
- Users should also remember not to post anything online that they wouldn't want parents, teachers, or future colleges or employers to see. Once something is online, it's out there—and can sometimes be shared and spread in ways you never intended.

CHATGPT

- Users should NOT ask ChatGPT software to provide answers OR write essays for them as this is a form of plagiarism (below)

PLAGIARISM

- Users should not plagiarize (or use as their own, without citing the original creator) content, including words or images, from the Internet.
- Users should not take credit for things they didn't create themselves, or misrepresent themselves as an author or creator of something found online. Research conducted via the Internet should be appropriately cited, giving credit to the original author.

PERSONAL SAFETY

If you see a message, comment, image, or anything else online that makes you concerned for your personal safety, bring it to the attention of an adult (teacher or staff if you're at school; parent if you're using the device at home) immediately.

- Users should never share personal information, including phone number, address, social security number, birthday, or financial information, over the Internet without adult permission.
- Users should recognize that communicating over the Internet brings anonymity and associated risks, and should carefully safeguard the personal information of themselves and others.
- Users should never agree to meet someone they meet online in real life without parental permission.

CYBERBULLYING

Cyberbullying will not be tolerated. Harassing, dissing, flaming, denigrating, impersonating, outing, tricking, excluding, and cyberstalking are all examples of cyberbullying. Don't be mean. Don't send emails or post comments with the intent of scaring, hurting, or intimidating someone else.

Engaging in these behaviors, or any online activities intended to harm (physically or emotionally) another person, will result in severe disciplinary action and loss of privileges. In some cases, cyberbullying can be a crime. Remember that your activities are monitored and retained.

EXAMPLES OF ACCEPTABLE USE

I will:

- Use school technologies for school-related activities and research.
- Follow the same guidelines for respectful, responsible behavior online that I am expected to follow offline.
- Treat school resources carefully, and alert staff if there is any problem with their operation.
- Encourage positive, constructive discussion if allowed to use communicative or collaborative technologies.
- Alert a teacher or other staff member if I see threatening/bullying, inappropriate, or harmful content (images, messages, posts) online.
- Use school technologies at appropriate times, in approved places, for educational pursuits only.
- Cite sources when using online sites and resources for research; ensure there is no copyright infringement.
- Recognize that use of school technologies is a privilege and treat it as such.
- Be cautious to protect the safety of myself and others.
- Help to protect the security of school resources.

This is not intended to be an exhaustive list. Users should use their own good judgment when using school technologies.

EXAMPLES OF UNACCEPTABLE USE

I will not:

- Use school technologies in a way that could be personally or physically harmful to myself or others.
- Search inappropriate images or content.
- Use social media platform (e.g. Facebook Messenger, Instagram, Twitter, WeChat, and WhatsApp) to communicate with others during class time
- Engage in cyberbullying, harassment, or disrespectful conduct toward others—staff or students.
- Try to find ways to circumvent the school's safety measures and filtering tools.
- Use school technologies to send spam or chain mail.
- Plagiarize content I find online.
- Post personally-identifying information, about myself or others.
- Agree to meet someone I meet online in real life.
- Use language online that would be unacceptable in the classroom.
- Use school technologies for illegal activities or to pursue information on such activities.
- Attempt to hack or access sites, servers, accounts, or content that isn't intended for my use.

This is not intended to be an exhaustive list. Users should use their own good judgment when using school technologies.

LIMITATION OF LIABILITY

Concordia International School will not be responsible for damage or harm to persons, files, data, or hardware. While Concordia International School employs filtering and other safety and security mechanisms, and attempts to ensure their proper function, it makes no guarantees as to their effectiveness. Concordia International School will not be responsible, financially or otherwise, for unauthorized transactions conducted over the school network.

VIOLATIONS OF THIS ACCEPTABLE USE POLICY

Violations of this policy may have disciplinary repercussions, including:

- Suspension of network, technology, or computer privileges in extreme cases
- Notification to parents in most cases
- Detention or suspension from school and school-related activities
- Legal action and/or prosecution

I have read and understood this Acceptable Use Policy and agree to abide by it:

(Student Printed Name)

(Student Signature)

(Date)

I have read and discussed this Acceptable Use Policy with my child:

(Parent Printed Name)

(Parent Signature)

(Date)

FORMS AND OTHER INFORMATION

CONCORDIA INTERNATIONAL SCHOOL
Application for 'Student Leave'

Student: _____

Today's Date: _____

Time Period Requested: _____

Additional information that the parent/guardian would like to include about the request:

Parent's/Guardian's Signature: _____

Discipline Committee's Comment/Decision:

STUDENT UPDATED INFORMATION

It is important that all student information be accurate so that we can contact parents/guardians directly. Please take the time to change or add information so that our files can be updated. If there is other important information that you would like the School to know (*e.g. a new medical condition or family concern*), please feel free to include that on the Medical Form or on a separate sheet. Any information that you give to us will be treated as strictly confidential.

Personal Information

Student Name: _____ Date: _____
(Surname) (Other name)

Mobile Phone: _____ Email Address: _____

FAMILY INFORMATION

Father's Updated Information:

Home Phone: _____ Mobile/Pager: _____

Work Phone: _____ Work Fax: _____

Residential address: _____

Email Address: _____

Mother's Updated Information:

Home Phone: _____ Mobile/Pager: _____

Work Phone: _____ Work Fax: _____

Residential address: _____

Email Address: _____

In an Emergency, the School should contact:

Name: _____ Phone: _____
(Surname) (Other name)

If you are interested in joining the PTA, please put down your name below:

Name: _____ (father/mother of student)



CONCORDIA
INTERNATIONAL
SCHOOL

Medical Form

To be Completed by All Students

This form must be completed and on file in the General Office when the student enters the school. This enables us to adequately care for your child during the school day.

Student Name:

Surname First Name Known as in school

Parent/Guardian _____
Name Contact Number

Emergency Contact in Hong Kong: _____
Name Contact Number

1. Allergies. List your child's allergies, including foods, drugs, plants and animals. _____ None

Allergic to	Reaction	Treatment

2. Medications. Does your child take medication at home on a daily basis? ____ No ____ Yes

Medication	Used to Treat	Dose/Time

3. Is your child receiving current or ongoing treatment for any medical, surgical or psychological condition?

____ No ____ Yes (Please explain and attach physician's statement)

4. Is there any reason why your child cannot participate in Physical Education classes, intramural or sporting events?

____ No ____ Yes (Please explain and attach physician's statement)

5. Visual Difficulties ____ No ____ Yes ____ Contact Lenses ____ Glasses

6. Any previous difficulties with hearing, speech or language development?

____ No ____ Yes (Please give details)

7. Please indicate if your child has had the following conditions?

X	Condition	X	Condition
	Seizures		Headache
	Tuberculosis		Blood Pressure issues
	Eczema		Frequent Nosebleeds
	Asthma		Orthopedic
	Emotional Trauma		Menstrual Cramps (females)
	Stomach aches		Other:
	Seizures		Headache

8. Other medical/health information you may wish to include that may help us understand your child's health needs:

9. Medical Permission

I hereby give permission for my child to be given temporary medication by the general office. Medication used may include Paracetamol, Panadol, Acetaminophen and Ibuprofen.

Signature Date

10. Accident Treatment Permission

I understand all efforts will be made to contact parents first, emergency contact second, and if neither are available I hereby give permission for emergency measures in case of accident or sudden illness. I certify that all information given is correct and complete.

Signature Date

Failure to declare accurate and full medical information may result in annulment of the school's acceptance offer or require withdrawal from CISHK.



CONCORDIA INTERNATIONAL SCHOOL
68 BEGONIA ROAD, YAU YAT CHUEN,
KOWLOON, HONG KONG
Tel: +852 2789 9890 Fax: + 852 2392 8820
Email: office@concordiaintl.edu.hk

STUDENT WITHDRAWAL FORM

Please complete all parts of this form and return to the General Office at least one month prior to the effective date of withdrawal.

Full Name of Student: _____ **Current Grade:** _____

(1). Notification of Withdrawal

This is to inform you that the aforementioned student will withdraw from Concordia International School effective ____/____/_____. (dd/mm/yy)

Reason for Withdrawal

☐ Moving from Hong Kong to another country

Name of country _____ *Name of the school _____

☐ Moving to another international school or a local school within Hong Kong

*Name of the school _____

☐ Other (please state reason): _____

* Name of the school is required in order to facilitate future communication with the new school if necessary.

(2). Request for Refund of the General Deposit: (please refer to the Withdrawal and Refund policy overleaf)

I, _____, parent/guardian of the aforementioned student, contact phone number _____, hereby request a refund of the General Deposit less any outstanding debts of which I have been previously notified. Please make cheque payable to:

_____.

☐ Mail cheque to: _____.

☐ To be collected by Mr. / Ms. _____ (HKIC no. _____)

Signature of parent/guardian

Date: ____/____/____.
(dd/mm/yy)

Note:

1. Please be sure to **clear all outstanding debts**, including tuition fee and other school fees.
2. Please return all school-owned property and equipment.
3. Notice of withdrawal in writing and submission of this Student Withdrawal Form are required at least ONE calendar month prior to effective date of withdrawal.

For Office Use Only	
Received by: _____	Received Date: _____
Authorized signature: _____	Date: _____

Appendix with Child Safety Policy

ABUSE TOLERANCE CISHK has a zero tolerance for abuse in school programs and activities. It is the responsibility of every faculty and staff member at CISHK to act in the best interest of each child in every school program.

In the event that faculty or staff members observe any inappropriate behaviors (i.e. policy violations, neglectful supervision, poor role-modeling, etc.) or suspected abuse (physical, emotional, or sexual) it is their responsibility to immediately report the information to the Child Protection Officer or to the Principal.

REPORTING SUSPICIOUS OR INAPPROPRIATE BEHAVIORS

CISHK is committed to providing a safe, secure environment for children and their families. To this end, any report of inappropriate behaviors or suspicions of abuse will be taken seriously and will be reported, in accordance with this policy and the law of Hong Kong, to the CISHK Child Protection Officer, the Principal and to the Family and Child Protective Services Unit of the Social Welfare Department.

CISHK supports and encourages a culture of communication related to abuse or suspected abuse of children. If you see or suspect inappropriate interaction with or between children, it is your responsibility to report the inappropriate interaction to a supervisor or a member of the CISHK Counseling Committee. This includes partial or inconclusive information concerning behavior, which may or may not be blameless.

Because sexual abusers ‘groom’ children for abuse, it is possible a staff member or volunteer may witness behavior intended to ‘groom’ a child for sexual abuse. Staff members and volunteers are asked to report ‘grooming’ behavior, any policy violations, or any suspicious behaviors to a supervisor or a member of the CISHK Counseling Committee.

ENFORCEMENT OF POLICIES

CISHK staff members and volunteers who supervise other staff members or volunteers are charged with the diligent enforcement of all CISHK policies. Violations of these policies are grounds for immediate dismissal, disciplinary action, or reassignment from positions for both volunteers and staff members. Final decisions related to policy violations will be the responsibility of the Principal or the Executive Director.

Reporting Abuse or Suspicions of Abuse

CONSEQUENCES OF PROHIBITED/HARMFUL ACT

Any person accused of committing a prohibited act or any act considered by the school to be harmful to a child will be immediately suspended from all child interaction and school related activities. This suspension will continue during any investigation by law enforcement or child protective agencies.

Any person found to have committed a prohibited act may be prohibited from future participation as a staff member or volunteer in all activities and programming that involves children, students or vulnerable populations at CISHK. If the person is a staff member or employee, such conduct may also result in termination of employment from CISHK.

REPORTING SUSPICIONS OF ABUSE TO LAW ENFORCEMENT AGENCIES

Staff members and volunteers at CISHK are required to report suspicions of child abuse or neglect, or any inappropriate behavior of a colleague or co-worker to the Principal or Executive Director.

Staff members and volunteers are required to verbally report an incident to supervisory staff as soon as possible after the incident. After receiving a report from a staff member or volunteer, the Principal will speak with the person or volunteer to whom the child spoke in order to get detailed information about the entire conversation. The Principal or Executive Director will be notified as soon as reasonably possible.

RESPONSE TO REPORT OF ABUSE

The School Social Worker and CISHK Counseling Committee will take appropriate action on behalf of the school when a report of abuse occurs.

Any report of inappropriate behaviors or suspicions of abuse will be taken seriously, and will be reported in accordance with this policy to the Principal or the Executive Director. If appropriate, the Family & Child Protective Services Unit of the Social Welfare Department will be notified. For more information regarding the procedures and responsibilities to report suspicions of abuse or neglect, please refer to Section F of the CISHK Child Protection Policy.

WHEN A CHILD HAS BEEN VICTIMIZED

If a staff member or volunteer has knowledge or a suspicion that a child is a victim of sexual abuse or other maltreatment, the information will be reported to supervisory staff and the appropriate authorities as outlined above.

BATHROOM SUPERVISION AND ASSISTANCE GUIDELINE

Staff members and faculty should avoid taking children to the restroom. If a staff member or faculty must go to the restroom to check up on an individual child, they should:

GIFT GIVING

Staff members and faculty are prohibited from providing special gifts to any individual student. Special occasions or special accomplishments should receive group acknowledgement and can easily be rewarded with group recognition (i.e., give mention during announcements; have the entire class sing Happy Birthday, etc.) Any requests for variance from this policy must be addressed to the Principal.

INTOXICANTS

Staff members and faculty are prohibited from the use, possession, or being under the influence of alcohol or any illegal drugs while in the facility, during a school activity, or while working with students at CISHK. Staff members and faculty are prohibited from providing alcohol or illegal drugs to students.

TOBACCO

CISHK is a tobacco-free facility. CISHK requires staff members and faculty to refrain from the use or possession of tobacco products in the facility, and while in the presence of children and students or their parents. CISHK staff members and faculty are prohibited from providing tobacco products to students.

NUDITY

Staff members and faculty at CISHK should never be nude in the presence of students in their care.

ONE-TO-ONE INTERACTIONS WITH CHILDREN AND STUDENTS

CISHK recognizes that meeting the educational needs of students may occasionally require that staff members and faculty interact with them on an individual basis. Workers should observe the following guidelines when interacting with students:

Individual Meetings

Staff members and faculty should conduct one-to-one meetings with an individual student at a time when others are present and where interactions can be easily observed. There will be no one-to-one meetings

between a staff member or a faculty and a student behind closed doors. If a circumstance arises where a private one-to-one meeting does occur, the staff member or faculty will notify the Principal immediately before or after the meeting.

Transportation

Staff members and faculty may from time to time be in a position to provide transportation for students. The following guidelines should be strictly observed when workers are involved in the transportation of students:

- 1) Students should never be transported without parental permission or of the Principal.
- 2) Students should be transported directly to their destination. No unauthorized stops should be made.
- 3) Staff members and faculty should avoid physical contact with students while in vehicles.
- 4) No cell phones may be used by the driver while providing transportation for students.
- 5) Students should not use a vehicle belonging to a staff member or faculty.

PARENTAL CONTACT

Parents will be contacted if their child/student becomes ill, injured, or has a severe disciplinary problem while participating in school activities.

PARENTAL INVOLVEMENT

Parents are encouraged to be a part of any and all services and programs in which students are involved at CISHK. A parent accompanied by a child to any school program or activity is responsible for their child's safety.

PHYSICAL CONTACT

CISHK is committed to protecting the students in our care. The School has implemented a physical contact policy that will promote a positive, nurturing environment while protecting our students. Physical contact in any form should not give even the appearance of wrongdoing. The personal behavior of CISHK staff or faculty must foster

trust at all times – personal conduct must be above reproach. The following guidelines are to be carefully followed by anyone working in School programs:

1. Hugging, pats on the back and other forms of appropriate physical affection between staff or faculty and students are important for student's development, and are generally suitable in the school setting.
2. Physical affection should be appropriate to the student's age. Inappropriate touching and inappropriate displays of affection are forbidden. Any inappropriate touching and inappropriate displays of affection should be immediately reported to the Principal.
3. Physical contact and affection should only be given when in the presence of other children or School staff and faculty. It is much less likely that touches will be inappropriate or misinterpreted as such when more than two individuals are present and the touch is open to observation.
4. Do not force any physical contact, touch or affection upon a reluctant child. A child's preference not to be touched must be respected.

SEXUALLY ORIENTED CONVERSATIONS

Staff members and faculty are prohibited from engaging in any sexually oriented conversations with students. However, it is expected that from time to time staff may be called upon to address students regarding human sexuality and purity. Staff members and faculty are not permitted to discuss any inappropriate or explicit information about their own personal relationships, dating, or sexual activities with any student in the School. This provision includes the use of cellular phones, text messages, e-mail, instant messaging and online chat rooms.

POSSESSION OF SEXUALLY ORIENTED MATERIALS

CISHK staff members and faculty are prohibited from possessing any sexually oriented materials (magazines, cards, videos, films, etc.) on School property or in the presence of students. If any such materials are purportedly necessary for classroom instruction, they must be approved in advance by the Principal.

INTERNET/ELECTRONIC MEDIA

No computer at or related to CISHK is to be used by staff members, faculty or students to engage in computer chat room discussions or visit pornographic or sexually inappropriate websites. Violation of this policy can lead to discipline from the Principal. Any questions about inappropriate use of computers or the suitability of a particular website should be discussed with the Principal.

SOCIAL MEDIA/NETWORKING

CISHK establishes a social networking policy to safeguard the students, employees, and the reputation of CISHK and to provide guidelines to assist employees in using this communication vehicle. The absence of, or lack of explicit reference to a specific site does not limit the extent of the application of this policy.

Students

Employees are prohibited from ‘friending’ and/or accepting friend requests from current students. Employees are prohibited from posting anything on a social site of a current student unless the employee is the parent or guardian of that student. Please immediately unfriend any students who are your friends on Facebook or any other social network.

Parents

Use caution when ‘friending’ current CISHK parents. CISHK expects each employee to maintain a professional relationship with parents. Should you choose to participate in social networking with parents please be aware that at all times you are a representative of CISHK. Anything you post, including pictures, is a reflection upon CISHK.

Alumnae

It is acceptable to accept social network ‘friend requests’ with alumnae over the age of 18. However, it is best not to initiate friend contacts with alumnae. Understand that uneven power dynamics of the school environment, in which adults have authority over former students, might continue to shape those relationships. Consider that recent alumnae are in some ways similar to current students because of proximity and age, and because they likely perceive faculty and staff member as authority figures.

Other Friends

Remind other members of your network of your position at CISHK and that your profile may be accessed by current or former students, and to monitor their posts to your network accordingly. Conversely, be judicious in your postings to all friends’ sites, and act immediately to remove any material that may be inappropriate from your site whether posted by you or someone else.

Privacy

Recognize that there is no such thing as complete privacy on a social networking site. Take care in anything you post online. Keep your privacy settings at appropriate levels to protect yourself. Any violation in this policy may lead to disciplinary action, up to and including termination of employment.

SLEEPING ARRANGEMENTS

It is anticipated that certain CISHK activities may occasionally require that overnight sleeping arrangements be made for students and staff members or faculty. In the event that an activity requires sleeping arrangements, staff members and faculty will strictly observe the following rules; any exceptions to the below policies must be approved in advance by the Principal:

1. Staff members and faculty will monitor sleeping students periodically conducting visual bed checks to ensure that sleeping students remain in designated sleeping areas.
2. Only students of the same sex will be permitted to sleep in the same room.

3. At times, a staff member or faculty will sleep in the same room as students or in an adjoining room. However, staff members or faculty are prohibited from sleeping in a 1:1 ratio setting with students for any reason, unless the staff member or faculty is an immediate family member of the student.
4. In the event that overnight arrangements do not include standard beds, each staff member, faculty, and/or student will use single sleeping bags or blankets. In these instances, a “one-person-to-one-bag or blanket” rule will be observed.
5. Staff members, faculty, and students will be required to wear both top and bottom clothing while sleeping.

SUPERVISION

CISHK staff members and faculty are expected to provide adequate supervision for children in their care while working at the School. Some group activities away from the School may permit youth to function in small, unsupervised groups for brief time periods. When group activities allow for this type of unsupervised functioning, staff members and faculty should set clear expectations for students concerning times to meet and “check-in” with staff members or workers in charge of the activity.

VERBAL INTERACTIONS

Verbal interactions between staff members or faculty and students should be positive and uplifting. CISHK staff members and faculty should strive to keep verbal interactions encouraging, constructive, and be ever mindful of their mission of aiding parents in the educating children. Staff members and faculty are expected to refrain from swearing in the presence of students.

END

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