

Hong Kong International School POLICY

1 Red Hill Road,
Tai Tam, Hong Kong

6 South Bay Close,
Repulse Bay, Hong Kong

Education and Students Series 3000

Policy Title : Parents' Presence in Hong Kong

Policy No. : 3110

Residency

An enrollment requirement of HKIS is for all students to have at least one parent in full-time residence in Hong Kong.

Temporary Absence from Hong Kong

If during the school year both parents plan to leave Hong Kong for one or more days while their child remains in residence, one or more temporary guardians must be appointed to make any necessary decisions regarding the child's welfare.

A "Notification of Both Parents' Absence from Hong Kong" form must be completed each time both parents plan to be absent from Hong Kong, and submitted to the student's divisional administration office as far in advance as possible.

The "Appointment of Temporary Guardians" form must also be completed and returned to the student's divisional administration office as soon as possible prior to the FIRST planned departure of both parents from Hong Kong. The completion of one of these forms each school year is sufficient, as long as the appointed temporary guardian information has not changed.

Parents who do not arrange for and inform the school of their child's supervision and guardianship may jeopardize their child's continued enrollment at HKIS.

Date Adopted : 1997
Date of Last Review : June 2012
Date of Next Review : 2016/2017
Reference : *Policy posted on HKIS DragonNet June 12, 2012*

Administrative Regulations: Parents' Presence in Hong Kong Policy No. 3110

Guidelines for when both parents plan to leave Hong Kong with children remaining in school at HKIS.

The best learning and living environment for students comes when home and school work closely together and maintain continuing contact between the school and parents. Consequently, the following procedures govern parents' residence in Hong Kong:

Residency

1. Children may NOT enroll in HKIS unless one parent is in full-time residence in Hong Kong. Any exceptions are for high school students to complete their HKIS education with appropriate temporary guardianship for parents not in Hong Kong is to be decided by the High School Principal and Head of School.

Temporary Absence from Hong Kong

1. If during the school year **both** parents plan simultaneously to leave Hong Kong for brief periods of time (one or more days), while their child/children remains/remains in attendance at HKIS, the parents must:
 - **Notify the school of their planned departure from Hong Kong** as soon as possible prior to the departure date. The school divisional office must be notified by completing the "Notification of Both Parents' Absence from Hong Kong" form. The form can be submitted to the student's divisional administration office by hand, fax, or email. Please ensure that a copy of the form is submitted to each divisional office if you have children attending HKIS in different divisions. A new form must be completed each time both parents plan a trip away from Hong Kong.
 - **Appoint a temporary guardian** and notify the school as far in advance as possible by completing the "Appointment of Temporary Guardians" form. The completion of one "Appointment of Temporary Guardians" form each school year, **for each child**, is sufficient for our records as long as none of the personal or temporary guardian information has changed. Please ensure that each child's form is submitted to the correct divisional administration office if you have children attending HKIS in different divisions.
 - **Remember to:**
 - Notify the school if temporary guardianship changes (by using the required form).
 - Notify the school and your temporary guardian **each** time both parents plan to leave Hong Kong giving the dates of their absence from the territory, and all relevant contact information (for example, travel destination, contact telephone numbers at destination, and email address).
2. Because illness, accidents and unforeseen problems can occur at any time, the school asks that the duly appointed temporary guardian lives directly with, or close by the child to provide adequate care and supervision.

3. A domestic helper who speaks English may qualify as an acceptable temporary guardian if the parents so choose.
4. Parents, who do not arrange for and inform the school of the child's supervision and guardianship as indicated above, may jeopardize their child's future and continued enrollment at HKIS. Principals and/or counselors will follow up with parents when this regulation is not followed:
 - First Instance – an email will be sent home informing parents of their failure to notify HKIS of their absence from Hong Kong.
 - Second Instance – a hardcopy letter will be mailed home to parents followed by a follow-up telephone conversation from the school Principal and/or the school counselor/dean.
 - Persistent violations may be cause for removal of a family from HKIS.

Please be assured that the school's concern in this matter is not intended to interfere with the personal responsibilities of parents but rather is designed to serve the best interests of the children. Past experience has shown that while a child is attending HKIS, the school must be able to contact the parents or temporary guardian directly at any time.

DIRECTIONS FOR COMPLETING THE "NOTIFICATION OF BOTH PARENTS' ABSENCE FROM HONG KONG" FORM:

1. Please complete the form and submit it to the student's divisional administration office as soon as possible prior to the parents planned departure from Hong Kong.
2. Notify the school and the temporary guardian **each** time both parents plan to leave Hong Kong giving the dates of their absence from the territory, and all relevant contact information (for example, travel destination, contact telephone numbers at destination, and email address).
3. Please ensure that a copy of the form is submitted to each divisional administration office if you have children attending HKIS in different divisions.
4. Additional forms are available from the school offices and can be downloaded from the HKIS DragonNet.
5. In case of an emergency or any exception to this policy, parents are to speak directly to the divisional principal.

DIRECTIONS FOR COMPLETING THE "APPOINTMENT OF TEMPORARY GUARDIANS" FORM:

1. The form must be **signed by both the parent and the temporary guardian** to be considered complete.
2. One form must be completed for each child in attendance at HKIS. A form must be submitted to each divisional administration office if you have children attending HKIS in different divisions.
3. The completion of one "Appointment of Temporary Guardians" form each school year, for **each child**, is sufficient for school records as long as none of the personal or temporary guardian information has changed.

4. Additional forms are available from the school offices and can be downloaded from the HKIS DragonNet.
5. In case of an emergency or any exception to this policy, parents are to speak directly to the divisional principal.
6. Please remember to notify the school if temporary guardianship changes (by using a new copy of the required form).

Exhibit - Policy No. 3110

- **Notification of Both Parents' Absence from Hong Kong, sample form**
- **Appointment of Temporary Guardians (When Both Parents are Absent from Hong Kong), sample form**

Hong Kong International School

“NOTIFICATION OF BOTH PARENTS’ ABSENCE FROM HONG KONG”

- **Please complete this form and submit it to the divisional administration office** as soon as possible prior to the planned departure of both parents from Hong Kong. You may submit the form to the division administration office by fax, letter, or email. Forms can be downloaded from the HKIS DragonNet, scanned and attached to your email. Email addresses are: hsattendance@hkis.edu.hk msattendance@hkis.edu.hk upsattendance@hkis.edu.hk ipsattendance@hkis.edu.hk
- **You must notify HKIS, and the temporary guardian, each time both parents plan to leave Hong Kong.** If you have children attending HKIS in different divisions, please ensure that a copy of the form is submitted to each divisional administration office.
- Please provide the dates of absence from the territory, and all relevant contact information at the destination, for example, contact telephone numbers and email address. If you can provide your travel itinerary, that would be most helpful.
- In the event of an emergency and to ensure the safety and welfare of your child, **please ensure that the “Appointment of Temporary Guardians” form is completed, or has been completed at an earlier date,** and returned to the respective divisional administration office.

STUDENT’S NAME	DATE OF BIRTH	GRADE

DATES BOTH PARENTS WILL BE OUT OF HONG KONG	
Date LEAVING Hong Kong:	Date RETURNING to Hong Kong:

CONTACT DETAILS OF PARENTS DURING THEIR ABSENCE FROM HONG KONG	
I will be at this address (or hotel) from _____ to _____	I will be at this address (or hotel) from _____ to _____
Telephone # (at address or hotel):	Telephone # (at address or hotel):
Mobile Telephone #:	Mobile Telephone #:
Contact Email:	Contact Email:

TEMPORARY GUARDIAN(S) APPOINTED TO ACT ON BEHALF OF PARENTS DURING THEIR ABSENCE

I/WE have completed the “APPOINTMENT OF TEMPORARY GUARDIANS” form at an earlier date in this current school year and returned the form to the respective principal’s office. I/WE have notified the temporary guardians of our forthcoming dates of absence from Hong Kong. (Please ✓ answer box below where applicable).

YES If yes, please state the names of the appointed temporary guardians:

NO If no, please complete an “APPOINTMENT OF TEMPORARY GUARDIANS” form and return it to the principal’s office prior to your absence from Hong Kong.

WILL YOUR CHILD/CHILDREN BE LIVING WITH THE APPOINTED TEMPORARY GUARDIAN? YES NO (please circle)
If “no”, what appropriate supervisory arrangements are being made?

IS YOUR CHILD/CHILDREN INVOLVED IN AFTER SCHOOL ACTIVITIES AT HKIS? YES NO (please circle)			
Student’s Name	Activity	Day / Time	Coach’s / Tutor’s Name & Contact Number

Parent’s Signature: _____

Date: _____

Hong Kong International School

“APPOINTMENT OF TEMPORARY GUARDIANS” (When Both Parents are Absent from Hong Kong)

“An enrollment requirement of HKIS is for all students to have at least one parent in fulltime residence in Hong Kong. If during the school year both parents plan to leave Hong Kong for one or more days while a child remains in residence, one or more temporary guardians must be appointed to make any necessary decisions regarding the child’s welfare”. (Policy #3110)

In the event of an emergency and to ensure the safety and welfare of your child/children please complete a form for each child and return the original copy to the student’s divisional administration office as soon as possible prior to the first planned departure of both parents from Hong Kong.

- The form must be signed by **both the parent and the temporary guardian** to be considered complete.
- The completion of **one “Appointment of Temporary Guardians” form each school year, for each child**, is sufficient for our records, as long as the temporary guardian information has not changed. **If temporary guardianship changes, a new form must be completed and returned to the student’s divisional administration office.**

PARENTS DECLARATION

I/We, parents of

Student’s Name: Date of Birth: Grade:

do hereby appoint, as TEMPORARY GUARDIAN(S) of my child, the person(s) whose particulars are indicated below, namely :

Name of Temporary Guardian(s):

Relationship:

Address:

Home Tel:

Work Tel: Mobile

Mobile Tel: Email:

TEMPORARY GUARDIANS DECLARATION

I/We, the named appointed TEMPORARY GUARDIANS above agree to act on behalf of the parents with respect to the direct care and supervision of the above named student on matters pertaining to the students education at Hong Kong International School (HKIS).

I/We also agree to make decisions, on behalf of the parents, in the event of a medical emergency pertaining to the above named student.

JOINT DECLARATION & SIGNATURES

In the event of emergencies, if neither of us (parents) nor the temporary guardian(s) can be contacted, I/We hereby irrevocably authorize the Hong Kong International School and/or its representative to take my/our child to the Hong Kong Adventist Hospital or other available hospital if and when emergency care is needed. In that event I/we shall indemnify the Hong Kong International School and/or its representatives and employees in respect of all claims, liabilities, costs and expenses that may be incurred in connection with authorizing any treatment, which, in the opinion of the relevant medical practitioner of the hospital, may be necessary or appropriate for the treatment of my/our child. I/we shall pay and reimburse such costs and expenses to the Hong Kong International School on demand. I/we hereby irrevocably authorize the Hong Kong Adventist Hospital to perform any emergency care deemed necessary for the treatment of my/our child.

Parent’s Name

Parent’s Signature

Date

Temporary Guardian’s Name

Temporary Guardian’s Signature

Date