



**Elementary Section
Student and Parent Handbook
2023-2024**



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SCHOOL CONTACT INFORMATION

Address	5-7 Tai Fung Avenue, Taikoo Shing, Hong Kong	
Elementary Office	Phone: (852) 3658 0508	Fax: (852) 3658 0500
Elementary Office Email	e.office@dsc.edu.hk	
DSC Health Room	Phone: (852) 3658 0525	
IT Department	Phone: (852) 3658 0368	
School Website	www.dsc.edu.hk	
School Facebook Page:	https://www.facebook.com/DSCTKS	
Other Information		
School Bus: Essex Services Limited	https://essexbus.com.hk/DSC	
Ontario Ministry of Education	www.edu.gov.on.ca/eng/	
Hong Kong Education Bureau	www.edb.gov.hk/en/	
CHP Positive RAT Self-Reporting	https://chp.gov.hk/ratp	

ACCREDITATION

DSC International School is registered with the Hong Kong Education Bureau and with the Ontario (Canada) Ministry of Education. DSC is registered with the Hong Kong Education Bureau according to the HK Education Ordinance Chapter 279 as ED/1/21579/86. In Ontario, the School is registered as School Board #B78000 and Private School #879037.

VISION, MISSION AND CORE VALUES

Vision

Inspire all to strive for excellence and contribute to a better world.

Mission

Provide an engaging and real world learning environment inspiring students to strive for excellence and make a positive difference within the local and global communities. We will do this by promoting a love of learning and developing students' social, emotional, intellectual, and physical intelligence.

CORE Values

Fostering diversity
Developing student success
Supporting balance in life
Creating opportunities

Personality

Integrity
Dedicated
Creative
Collaborative
Innovative

Performance

Best value
Global pathways
Highly qualified teachers
Excellent school leaders

DREAM. SUCCEED. CELEBRATE.



CODE OF CONDUCT

INTRODUCTION

A school is a place that promotes responsibility, respect, civility and academic excellence in a safe learning and teaching environment. All students, parents, teachers and staff have the right to be safe, and feel safe, in their school community. With this right comes the responsibility to be law-abiding citizens and to be accountable for actions that put at risk the safety of others or oneself.

Purpose of the Code of Conduct

1. To ensure that all members of the school community, are treated with respect and dignity, especially those in positions of authority.
2. To promote responsible citizenship by encouraging appropriate participation in the civic life of the school community.
3. To maintain an environment where conflict and difference can be addressed in a manner characterized by respect and civility.
4. To encourage the use of non-violent means to resolve conflict.
5. To promote the safety of people in the school.
6. To prevent bullying of any kind.
7. To prevent the use of alcohol and illegal drugs.

Guiding Principles

- All participants involved in DSC International School—students, parents or guardians, volunteers, teachers and other staff members - are included in this Code of Conduct whether they are on school property, on school buses or at School-authorized events or activities.
- All members of the school community are to be treated with respect and dignity, especially those in positions of authority.
- Responsible citizenship involves appropriate participation in the civic life of the School Community. Active and engaged citizens are aware of their rights, but more importantly, they accept responsibility for protecting their rights and the rights of others.
- Members of the school community are expected to use non-violent means to resolve conflict. Physically aggressive behaviour is not a responsible way to interact with others.
- The possession, use, or threatened use of any object to injure another person endangers the safety of oneself and others.
- Alcohol and illegal drugs are addictive and present a health hazard. DSC International School will work cooperatively with police, drug and alcohol agencies to promote prevention strategies and, where necessary, respond to School members who are in possession of, or under the influence of, alcohol or illegal drugs.
- Insults, disrespect, and other hurtful acts disrupt learning and teaching in a school community. Members of the school community have a responsibility to maintain any environment where conflict and difference can be addressed in a manner characterized by respect and civility.

STANDARDS OF BEHAVIOUR

Respect, Civility and Responsible Citizenship

All members of the School Community must:

- respect and comply with all applicable Hong Kong laws and ordinances;
- demonstrate honesty and integrity
- respect differences in people, their ideas and opinions;
- treat one another with dignity and respect at all times, and especially where there is disagreement;
- respect and treat others fairly, regardless of their race, ancestry, place of origin, ethnic origin, citizenship, religion, gender, sexual orientation, age or disability;
- respect the rights of others;
- show proper care and regard for School property and the property of others;
- take appropriate measures to help those in need;
- respect persons who are in a position of authority;
- respect the need of others to work in an environment that is conducive to learning and teaching;
- seek assistance from a member of School staff, if necessary, to resolve conflict peacefully;
- not swear at a teacher or at another person in a position of authority;
- discourage others from engaging in bullying or cyber bullying.

ROLES AND RESPONSIBILITIES

The Head of School and Principal (Elementary) under the direction of the School Management Committee, take a leadership role in the daily operation of the School. They provide this leadership by:

- demonstrating care and commitment to academic excellence and a safe teaching and learning environment;
- holding everyone, under their authority, accountable for their behaviour and actions;
- communicating regularly and meaningfully with all members of their school community.

Vice Principal (Elementary), Team Leaders, Teachers and School Staff, under the leadership of their Head of School and Principal (Elementary)/ Principal (Secondary) maintain order in the school and are expected to hold everyone to the highest standard of respectful and responsible behaviour. As role models, staff uphold these high standards when they:

- help students work to their full potential and develop their self-worth;
- communicate regularly and meaningfully with parents;
- maintain consistent standards of behaviour for all students;
- demonstrate respect for all students, staff and parents;
- prepare students for the full responsibilities of citizenship.

Students are to be treated with respect and dignity. In return, they must demonstrate respect for themselves, for others, and for the responsibilities of citizenship through acceptable behaviour. Respect and responsibility are demonstrated when a student:

- comes to school prepared, on time and ready to learn;
- shows respect for themselves, for others and for those in authority;
- refrains from bringing anything to school that may compromise the safety of others;

- follows the established rules and takes responsibility for his or her own actions.

Parents/Guardians play an important role in the education of their children and have a responsibility to support the efforts of school staff in maintaining a safe and respectful learning environment for all students. Parents fulfill this responsibility when they:

- show an active interest in their child's school work and progress;
- communicate regularly with the school;
- help their child be neat, appropriately dressed and prepared for school;
- ensure that their child attends school regularly and on time;
- promptly report to the school their child's absence or late arrival;
- become familiar with the Code of Conduct and school rules;
- encourage and assist their child in following the rules of behaviour;
- assist school staff in dealing with disciplinary issues.

Police and Community Members are essential partners in making our schools and communities safer. Community members need to support and respect the rules of their local schools. Police investigate incidents in accordance with the protocol developed with the school.

SAFEGUARDING

The mission of DSC International School is to provide an inclusive multicultural and caring environment to inspire students to develop their social, intellectual, emotional, and physical abilities to contribute positively to the global community. This can only occur when students feel safe to learn in conditions which protect them from harm and promote optimal development of their intellectual, physical, emotional, and social well-being. At DSC, we see child protection and safeguarding as the fundamental responsibility of every stakeholder in the community.

Guiding Principles

All DSC staff members have a responsibility to protect your child from harm. As professional educators working directly with your child, our staff is legally and ethically responsible to report any concerns to the school administration, and when there are reasonable grounds, any suspicion that a child is or may be in need of protection. The school is also legally and ethically responsible to ensure that the case is followed up and reported to the appropriate authorities when deemed necessary.

DSC accepts and adheres to these basic principles:

- A child's welfare is paramount, and each student has the right to be protected from harm and exploitation and to have their welfare safeguarded irrespective of age, racial heritage, religion, ability, gender, identity or culture.
- All students need to be safe and feel safe in school.
- Every student is entitled to a rich and broad curriculum that helps to equip them to keep themselves safe.
- Every adult in school must have a demonstrable commitment to protecting the students with/for whom we work. Schools are responsible for the provision of a safe and nurturing environment for all children.

- Any symptom(s) or report of suspected child abuse must be taken seriously.
- We work in partnership with parents/guardians and/or other professionals to ensure the protection of students.
- Our guiding principle throughout is ‘the best interests of the students’. This means the welfare, safety, needs and rights of children should always come first and be a primary concern in working with children and their families.
- All students have the same equal rights to protection, but we recognise that we need to do more for some students because of their special educational needs, disability, gender, religion, or sexual orientation.
- Adopting best practices to minimize the possibility of harm to children and adopting procedures to protect all teachers and staff from conduct which may leave them open to accusations of abuse or neglect.
- Confidentiality must be maintained as far as it is possible and permissible under the relevant laws in Hong Kong, and all community members must take precautions to secure confidential and private data and share it only with authorised and relevant staff under the “Need to know” principle.
- Cooperating with the relevant authorities concerning child protection and safeguarding matters to ensure child safety.

Child Protection and Safeguarding

Safeguarding is a term which is broader than ‘child protection’ and relates to the action taken to promote the welfare of children and protect them from harm.

Safeguarding means:

- protecting children from abuse and maltreatment both at school and at home
- preventing harm to children’s health or development including both physical and psychological development
- ensuring children have safe and effective care
- taking action in the best interests of our student

DSC is bound by both the Hong Kong Education Bureau and the Ontario College of Teachers which require that all school staff report suspicions of physical, sexual and emotional abuse, neglect and risk of harm. DSC hold high standards of behavior and expects all school leaders, teachers and staff to recognize danger signals in interactions between students and adults/students and students and intervene when and where needed. This includes mandatory reporting the Head of School.

DSC will ensure that it maintains a safe and supportive learning environment for your child.

ACADEMIC HONESTY

Students are reminded as well of the importance of academic honesty. Students must always do their own work. When a student has difficulty with an assignment, the student must ask the teacher for assistance. A student must never copy, intentionally or unintentionally, another person’s work nor take the ideas of someone else. This includes the work of other students; of brothers, sisters or parents; and material found on websites and/or in books.

Students must not have a tutor complete their work for them.

Plagiarism is a serious offence involving the theft of intellectual property. Plagiarism occurs when someone takes credit for the thoughts, words, ideas, photographs and other images, creative work, and music of another individual and presents it as his or her own. There are consequences for those who copy or use another's work without giving acknowledgement through proper referencing and use of a bibliography.

In teaching research skills, it is very important that teacher model and students are taught how to paraphrase and how to acknowledge and cite sources correctly. Students are expected to use research in their assignments by paraphrasing ideas and citing sources for all materials used, including non-print materials such as photographs, creative works, and music that are not the student's own. As much as possible, students will complete assignments in class so that the teacher can assist students in developing their paraphrasing skills and proper techniques for citing sources.

The teaching of academic honesty occurs in all grades and the skills taught are age and grade appropriate. These skills include paraphrasing and acknowledging sources. Beginning in the Junior Division, the teaching of paraphrasing and citing sources is part of the teaching of research skills.

As assignments for evaluation are completed in class, teachers monitor student work and assist students in identifying plagiarism and developing their paraphrasing skills and techniques for citing sources. Students make the required changes; teachers provide support as needed. However, in the event of cases of plagiarism on assessments of learning, the following will occur:

Junior Division (Grades 4 to 6)

Plagiarism will result in a progressive series of consequences with the first offence resulting in the assignment not being marked and the assignment redone after the teacher has reviewed with the student what plagiarism is and how to avoid it, and which parts of the assignment have been plagiarized. The assignment will be evaluated without penalty. When plagiarism does occur in Grade 6, the Vice Principal will, on the first offence, be notified by the teacher of the plagiarism.

For the second offence, defined as plagiarism that occurs after the teacher has reviewed what plagiarism is and how to avoid it, the student will be required to redo the assignment, and, for students in Grades 4 and 5, the parents or guardians will be contacted by the teacher, and the Vice Principal notified. For students in Grade 6, the Vice Principal will contact the parents or guardians to arrange a meeting with the student and parents to review the case and plan strategies to avoid future plagiarism.

For the third offence in Grades 4 and 5, a parent meeting will be required to review the case and plan strategies to avoid future plagiarism. The assignment will be redone and evaluated without penalty. In Grade 6, the student will receive an "R" for the assignment and the teacher will notify the Vice Principal who will contact the parents to arrange another meeting to review why the strategies put in place have not worked, to inform the parents of the "R", and to discuss further consequences should plagiarism continue.

For all subsequent cases of plagiarism in the Junior Division, the student will receive an “R” for the assignment and the teacher will notify the Vice Principal who will contact the parents to arrange another meeting.

ACADEMIC RESPONSIBILITY

Learning is an active process. The teachers provide learning opportunities and support in the classroom, and extra help after school if required.

Students take advantage of these learning opportunities by:

- attending school daily
- participating in class activities to the best of their abilities in every subject every day
- asking questions and seeking assistance when needed
- trying their best all the time
- checking the online learning platform daily and
- participating in on-line, teacher assigned chats
- completing to the best of their abilities all assignments, including homework, on time

Parents and guardians support student learning by:

- supervising homework
- maintaining open communication with their child’s teacher(s)
- discussing concerns with their child’s teacher(s)
- attending Report Card Conferences

Assessment of all learning takes place on an on-going basis in the classroom. Students are reminded to use their class time effectively to complete all assignments in class during the time allotted. Only assignments worked on in class will be assessed. Only that which is completed in the time allotted in class will be assessed.

ANTI-BULLYING

DSC International School welcomes diversity and believes that every student and member of staff has a right to learn and work in a place that encourages everyone to get along together. The School promotes and expects all students and members of the School Community to treat each other kindly by not saying and doing mean things to others, by being polite towards one another, by being understanding of and helpful towards one another, and by being kind.

Bullying is when someone says or does mean or hurtful things over and over again. Bullying can be physical – someone hits or pushes someone many times, over many days to hurt or scare the person; verbal – someone calls other names over and over to make the person feel bad; or social - someone on purpose won’t allow another to be part of the group or makes up rumours or stories about that person.

Cyber-bullying is when someone makes up stories about another person, or says things to hurt another person again and again using the internet, email, text messaging, and/or social media.

Students who feel they are being bullied or cyber-bullied should speak to a teacher or to the Vice Principal. Students may also speak with the School Counsellor, Ms Elly Chung.

Bullying of any kind will be treated very seriously by the School Administration. Students who bully other students will face consequences that include but are not limited to a meeting with the Vice Principal, a warning, a parent meeting, suspension or expulsion.

DISCIPLINE

DSC International School supports an approach to student discipline that is based on the principles of “progressive discipline”. This means that it is fair, equitable and consistent, and consequences are directly connected to the specific situation. These consequences may include, but are not limited to, counseling, signing a behaviour contract, detention, suspension and others deemed appropriate. Students who commit violent or serious acts which may endanger the safety and security of students and staff may be suspended or expelled from the School.

When disciplinary action is needed, repeated behavior and independent infractions are approached differently.

For behaviors that are independent from any previous disciplinary action, minor infractions such as lack of preparation for class, uniform infractions, unsafe behavior, and disruptive behavior, for example, are handled by the classroom teacher. Consequences for minor infractions may include speaking with the student to provide suggestions to improve behavior; contacting the parents; removing privileges; or completing a reflection sheet. If, after these interventions, the behavior does not improve, the School administration will become involved and the parents will be contacted by the Vice Principal (Elementary). Repeated offenses related to student safety or defiant behavior can result in escalated disciplinary action, including suspension.

Major infractions violations of the Appropriate Use Agreement, theft, cheating, and bullying, for example, are handled by the Vice Principal (Elementary). The parents will be contacted by the Vice Principal. For repeated offences, the student may, after consultation with the Principal, be suspended or expelled from school. Repeated offences will also result in escalated disciplinary action.

The following behaviors will result in immediate suspension or expulsion:

- bringing weapons to School or School-related functions
- bringing guns – toy or real - to School or School-related functions
- violent behavior causing bodily harm and/or damaging School property

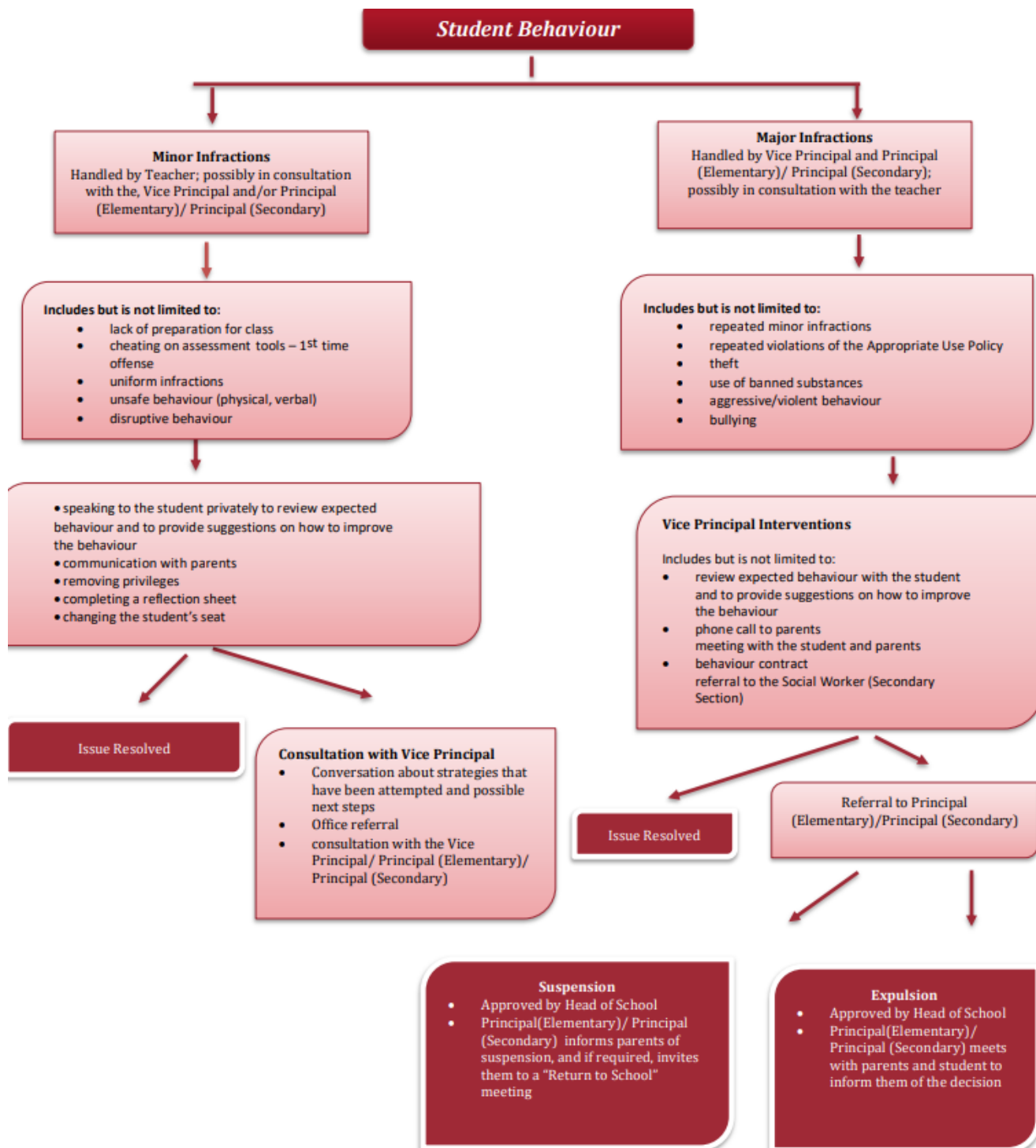
Any student who is suspended will have a Suspension Letter added to their file for each suspension.

Additionally, the length of each suspension will depend on the infraction and will take into consideration any previous suspensions. Multiple suspensions can lead to expulsion from School.

Parents/Guardians must meet with the Principal (Elementary) following a suspension before

the student may return to class.

The School reserves the right to search all areas on school property. This includes lockers, with probable cause. Parents will be informed of such action.



ELECTRONIC DEVICES

DSC is committed to providing students a learning environment that integrates and uses technology in a way that furthers student learning and assists in developing the technical skills that a student uses in their daily life and in the future.

In keeping with this vision, the School permits certain personally owned devices to be used on Campus by students to complete learning activities while under teacher supervision and guidance. Not all devices are included in this list and there are age restrictions applied to the acceptable use of personal devices on Campus.

Approved Personal Electronic Devices for Pre-Grade 1 to Grade 3:

The School encourages students to bring their own mobile technologies. The School also provides the tools for students. If the Pre-Grade 1 to Grade 3 students do bring their own personally owned technology to class, the teacher will assess whether his or her students should be using any personal electronic devices in the classroom as part of curriculum-based teaching and learning.

Approved Personal Electronic Devices for Grade 4 to Grade 6:

Students in Grades 4 to 12 must bring a laptop to school. In addition, students may bring in other Information and Technology Learning Tools. Students are asked to wait until they are outside of the school building before using devices for personal use during entry and dismissal.

SMOKING AND SUBSTANCE ABUSE

Healthy living choices, including the avoidance of smoking, including vaping, and other substance abuse, promote wellness. Cigarettes, vaping paraphernalia, or other substances, including alcohol and illegal drugs, cannot be used or in one's possession at School and/or used or in one's possession off the School property while students are in School uniform. Students will be suspended or expelled for violation of this rule.

STUDENT DRESS CODE

Students must wear the School uniform, unless given permission otherwise, when attending school or school-related activities. Clean, neat, tidy and appropriate dress is required at School. Unsatisfactory dress may lead to the student being required to report to the School Office to call home and make arrangements to change into the proper uniform.

School uniform items are available in the Uniform Shop. Student uniform articles should be properly fitted before purchasing. Only school uniform items can be worn at school. Non-uniform sweaters and jackets are not permitted.

PG1 - Students in PG1 will be required to wear the PE uniform to school every day. Families

may, however, wish to purchase any of the student uniform items.

During cold weather, students must still adhere to the school policy. To ensure that our students remain dressed for the season, the uniform shop sells jackets that are appropriate for Hong Kong’s colder climate. They may also wear red, white or black hats, scarves, and gloves.

Please see the complete list of items below.






PE Shirt 	PE Shorts 	PE Skort 
Track Suit 	Track Pants 	Jacket (2-in-1) 
Hoodie (PG1-1) 	Grade 1 	Shirt (White/Red) 
Shirt (Black/Red) 		Optional Item 






Grade 1 to Grade 6 - Students in Grade 1 to Grade 6 have both a PE and non-PE uniform. Students are required to wear the PE uniform on days PE is taught. Please check your timetable to see which days are PE days. All other days the student must wear the non-PE uniform. Families may, however, wish to purchase any of the student uniform items.

During cold weather, students must still adhere to the school policy. To ensure that our students remain dressed for the season, the Uniform Shop sells jackets that are appropriate for Hong Kong’s colder climate. In the event of a “Very Cold Weather Warning” students may wear a warmer jacket over their school jacket if they are cold. They may also wear red, white or black hats, scarves, and gloves.

Students cannot wear hoodies during PE classes in September, October, May and June.

Please see the complete list of items below.

Physical Education Uniform		
PE Shirt	PE Shorts	PE Skort
		
Track Suit	Track Pants	Shoes
		Students should wear proper sport shoes/running shoes to school.

Optional Add-On Items (Worn any day)		
		
	 Grade 6 Only	
<ul style="list-style-type: none"> • If a hat is worn on campus or field trips, it must be the school hat. • Students who join grade 6 between January and June may purchase the secondary school uniform. 		

Students are expected to come to school in dress that is appropriate for school. As an international school, it is important to wear conservative attire and maintain respect for one another.

Note the following regarding the DSC International School dress code:

- Only conservative hair dye colours are allowed.
Unacceptable hair dye colours include, but may not be limited to, the following: blue, pink, green, purple, bright orange, silver/grey, white, bright red
- no low hanging trousers/shorts
- conservative dress only no midriff exposed
- subtle make-up
- no excessive jewelry (no jewelry during P.E. classes)
- no wallet chains
- no defacing the School logo
- white/red/black solid colored undershirts may be worn under school polo shirt
- scarves/gloves/hats solid colors (red, white, or black) may be worn in cold weather

Parents of PG1 students are asked to send an extra School uniform – top and bottoms - to be kept at school, and if the original set is used, replace it with a clean set.

As a multicultural school with students from diverse backgrounds, DSC International School recognizes that students may require accommodations to the dress code for cultural

and/or religious reasons. DSC International School accommodates these requirements in compliance with the guidelines set out by the Equal Opportunities Commission. Students who require accommodations to the School's dress code are encouraged to speak with the Vice Principal (Elementary) or Principal (Elementary).

Items not to bring to school

- e-cigarette
- alcohol
- weapons (knives, boxcutter, airsoft gun)
- wheelie shoes
- No scooters or skateboards are to be brought to school (unless for a sanctioned school activity and with permission)

THE ONTARIO PROGRAM

PRE-GRADE 1

The Pre-Grade 1 Program is based on the Ontario Ministry of Education’s revised policy document, *The Kindergarten Program, 2016*. A copy of this document can be found on the Ministry of Education’s website, www.edu.gov.on.ca.

The Program is designed based on research in early learning. This research has shown that early childhood is a critical period in children’s learning and development; that young children are competent, capable and curious; and that children succeed in programs that focus on active learning through exploration, play and inquiry. As such, the program is a play-based program.

Children learn through play and inquiry by developing skills in problem-solving, critical thinking, and creative thinking; language acquisition, literacy and mathematics; and in the development of social, physical and emotional skills. They develop the ability to work collaboratively with others. They learn to take what they have learned and apply it in different contexts.

The Program is broken into four areas of learning referred to as the “four frames”. The four frames are:

- Belonging and Contributing
- Self-Regulation and Well-Being
- Demonstrating Literacy and Mathematics Behaviours
- Problem Solving and Innovating

Students also study Physical Education/Health, Music and International Language (French, Japanese or Putonghua) with specialized program teachers.

Assessment and Evaluation

Students are assessed in each of the four frames and achievement is reported on through anecdotal comments that summarize the student’s learning in relation to the overall expectations of each of the frames. Teachers collect evidence of student learning in the form of anecdotal notes, observations, photos and video documentation, and samples of student work that the student and teacher share with the parents during the Report Card Conferences.

GRADES 1 - 6

DSC International School follows the Ontario curriculum details of which can be found on the Ministry’s website at www.edu.gov.on.ca. The Grades 1 to 6 curriculum is designed to provide a balanced, rigorous and challenging program in The Arts – Visual Arts, Music, Drama, and Dance; Health and Physical Education; Science and Technology; Social Studies; Mathematics; Literacy; and International Language. An English as a Second Language (ESL) program supports students in improving their English language skills. The International Language program is comprised of French, Japanese, and Putonghua. Information and Learning Technologies (ILT) is integrated into all subject areas. Student achievement of the curriculum expectations and the development of learning skills and work habits are reported using the Ontario Provincial Report Card. Information about assessment, evaluation and reporting can be found in the

Growing Success document on the Ministry website, www.edu.gov.on.ca.

Assessment and Evaluation

The assessment and evaluation practices in Grades 1 – 6 are based on the Ontario Ministry of Education guidelines as set out in the Ministry document *Growing Success: Assessment, Evaluation, and Reporting in Ontario Schools*; a copy of this document can be found on the Ministry of Education's website, www.edu.gov.on.ca

There are three types of assessment:

- Assessment *for* Learning whose purpose is to improve student learning by helping students understand what they are working towards
- Assessment *as* Learning whose purpose is to improve student learning; students are able to learn about themselves as learners, to become aware of how they learn, and through reflection on their work, decide what their next learning will be
- Assessment *of* Learning whose purpose is to provide evidence of student achievement that is used to report student achievement.

Other highlighted aspects of *Growing Success* include:

- Students having multiple opportunities to meet subject expectations
- Overall grades being based on the most recent and most consistent achievements
- Overall grades being based on a combination of Products (tests, projects and other physical assignments), Conversations, and Observations.

Levels of Achievement

The levels of achievement are broad and general, and supply a reference point for assessment. They enable teachers to make consistent judgments about student work, and help teachers provide clear and specific information to parents and guardians and students. In Grades 1 – 6, there are four categories of knowledge and skills, all of which are assessed and used in determining a student’s achievement:

- Knowledge and Understanding
- Communication
- Thinking
- Application

Achievement	Description	Provincial Standard	Letter Grade	Percentage Mark
4+	The student has demonstrated the required knowledge and skill with a high degree of effectiveness. However, this does not mean that the student has achieved expectations beyond those specified for the grade/course.	Achievement exceeds the provincial standard.	A+	95 - 100
4			A	87 - 94
4-			A-	80 - 86
3+	The student has demonstrated most of the required knowledge and skills. Parents of students achieving at this level can be confident that their children will be prepared for work in subsequent grades/courses.	Achievement meets the provincial standard.	B+	77 - 79
3			B	73 - 76
3-			B-	70 - 72
2+	The student has demonstrated some of the required knowledge and skills. Students performing at this level need to work on identifying learning gaps to ensure future success.	Achievement approaches the provincial standard.	C+	67 - 69
2			C	63 - 66
2-			C-	60 - 62
1+	The student has demonstrated some of the required knowledge and skills in limited ways. Students must work at significantly improving learning in the specific areas needed if they are to be successful in the next grade/course.	Achievement falls much below the provincial standard.	D+	57 - 59
1			D	53 - 56
1-			D-	50 - 52
R / Below Level 1*	The student has not demonstrated the required knowledge and skills.	Extensive extra support is needed	R	Below 50%
I**	There is insufficient evidence available to determine a letter grade or percentage grade.	Insufficient work completed	I	No Grade

Teachers evaluate student work – tests, projects, presentations and other assignments - using the levels indicated in the first column of the table above and report using the second column on the Report Card.

ONTARIO STUDENT RECORDS (OSRs)

Every student has a file in the Elementary Office that contains a copy of all Report Cards, school application, medical information, and similar documents. As well, a file is opened in the School’s computer system. These files are maintained at the School in accordance with the regulations established by the Ontario Ministry of Education, and are available for parents and guardians to review if they should request to do so.

REPORT CARDS

Students in Pre-Grade 1 will receive three formal, written reports: one Pre-Grade 1 Communication of Learning: Initial Observations and two Pre-Grade 1 Communication of Learning. The Pre-Grade 1 Communication of Learning: Initial Observations is issued in early November and the two Pre-Grade 1 Communication of Learning are issued in January and at the end of June. The Pre-Grade 1 Communication of Learning: Initial Observations provides observations of learning and early evidence of growth in learning in relation to the overall curriculum expectations. The first Pre-Grade 1 Communication of Learning reports on the student's growth in learning in relation to the overall curriculum expectations in each of the four frames from the first day of classes in September to the reporting date. Also included are the next steps that the teacher is planning to support the student's new learning. The second Pre-Grade 1 Communication of Learning covers the period from the end of the first reporting period until the end of June.

Parent Conferences are scheduled to coincide with the issuing of the Communication of Learning: Initial Report and the first Communication of Learning. These Conferences take the form of student-led conferences where the student shares his or her work with his or her parents. As such, students must be in attendance for these Conferences. Please refer to the Student Calendar for the dates.

Students in Grades 1 - 6 will receive one Progress Report in early November and two Report Cards – one in January and one at the end of June. The Progress Report reports on Learning Skills and Work Habits in addition to a student's *general progress* toward the achievement of the curriculum expectations. The first Report Card reports the development of Learning Skills and Work Habits and achievement of the curriculum expectations from the first day of classes in September to the reporting date. The second Report Card covers the period from the end of the first reporting period until the end of June.

Report Card Conferences are scheduled to coincide with the issuing of the Progress Report and the first Report Card. Students in Grades 1 – 6 are encouraged to attend the Report Card Conferences to participate in the discussion with their teacher(s)

Additional information about the Ontario Provincial Report Card can be found on the Ontario Ministry of Education website: www.edu.gov.on.ca

STUDENT SUCCESS

APPROPRIATE USE POLICIES

All DSC students have access to various types of Learning Technologies on Campus. These devices range from hand-held devices such as iPads, tablets and smartphones to laptops. In addition, students will be asked to bring to class their own devices. Ensuring these devices are used appropriately in the classroom to support student learning is a team effort that requires the help and cooperation of students, parents, teachers and the School's Support Staff.

The Appropriate Use Policies are designed to promote the safe, ethical, responsible, and legal use of the computer systems and learning technologies at school and at home. There are three different Appropriate Use Policies: Pre-Grade 1, Grades 1 - 3, and Grades 4 – 6. The content of each is listed below. Both the student and the parent sign the Policy acknowledging that they have read, will abide by, and understand that there are consequences for violations of the Policy.

As the document is different for each, students and parents sign this document upon entering Pre-Grade 1, Grade 1, and Grade 4 or at the time of joining DSCE in Grades 2 -3 or 5 - 6. In order for a student to be permitted to access the School's ICT equipment, the signed form must be returned to the School.

Students and parents are reminded that, where warranted, violations of the Appropriate Use Policy may result in the loss of access to School devices and School IT resources, payment for damages caused by vandalism, suspension or expulsion, and where applicable, law enforcement agencies may be contacted.

Please refer to this information throughout the school year.

Families are encouraged to use some of these rules to help establish family-based guidelines for the appropriate use of technology at home. Parents who would like additional advice on creating family-based guidelines may contact the Homeroom Teacher, the School's IT Department or Vice Principal.

Pre-Grade 1 – Grade 6

Students have access to various types of Learning Technologies on Campus. Ensuring these devices and digital access are used appropriately in the classroom and at home is a team effort that requires the cooperation and support of our students, parents, teachers and the school's support staff.

DSC International School values the ethical and safe use of information technologies, digital access, and digital learning tools to enhance student learning and demonstrate mastery of skills. Students will have access to a wide variety of digital technologies, sites, and Apps using school technology or their own devices. As a community of learners, we will work together to build a set of skills and attitudes that ensure that technology is used appropriately. Our commitments will extend beyond the classroom and beyond the school and we will involve parents and guardians in this process by offering workshops on how to support your child in using technology at home and guidance in safe use of technology and technology blocking Apps.

Appropriate Use Policy (AUP)

This Appropriate Use Policy was designed to promote the safe, ethical, responsible, and legal use of the computer systems and learning technologies at school and at home. We encourage families to use some of these rules to help establish family-based guidelines for the appropriate use of technology at home. Parents who would like additional advice on creating family-based guidelines may contact one of our ICT Educational Specialist.

DSC Technology Guiding Principle for Safe Use

These were developed with student input.

As a digital citizen, I will....

- T.H.I.N.K. before I post
- use my technology to create, collaborate, and contribute
- use my technology to support stages of the design process and develop creative solutions to authentic real-world problems
- never agree to go to see a stranger I have met online
- speak with my parents or teacher before responding to a stranger's message or email
- let my teacher and parents know if my laptop is broken or is not working
- take care of my technology and the School's technology I use
- install an antivirus program to avoid computer viruses and maintain my computer well
- use my laptop carefully and wisely.
- take photos of someone only after asking for permission
- share only things I create
- participate in online learning and use technology to demonstrate skill development
- communicate and collaborate with various communities in a safe, respectful, responsible and inclusive manner
- understand my rights and responsibilities when communicating online
- manage my privacy and personal data responsibly
- demonstrate digital citizenship through the appropriate use of technology, as outlined in the schools' Code of Conduct
- report any inappropriate use of email, data or unauthorized technology to a teacher, Vice Principal, or Principal

Before You Post THINK



- T** - is it True?
- H** - is it Helpful?
- I** - is it Inspiring?
- N** - is it Necessary?
- K** - is it Kind?

As a digital citizen, I will not....

- Cyberbully, spread hate, sexism, or racism;
- post anything on the internet, social media or online learning platforms that might hurt someone's feelings;
- access and share online content that is offensive;
- use a device or social networking apps during class time in the class without the teacher's permission;
- use any device to copy, save or share things that do not belong to me (copyright);
- download songs or movies that belong to someone else;
- give my password to anyone other than my parents or teacher (if they request it); or
- give out my full name, my address, my telephone number or the name and address of the School over the Internet or by email

ATTENDANCE

Regular attendance at school is required. Learning is an on-going process involving student participation in classroom activities and continuous, ongoing assessments. Students who are not in school cannot participate and cannot have their learning assessed by their teachers. The School tracks attendance identifying students who are late and/or absent frequently and who would benefit from a conversation with the Vice Principal about attendance and strategies to improve attendance and/or punctuality; these meetings may also involve parents or guardians.

Absences

Regular attendance is an essential component of student success. Excessive absence from school is strongly discouraged. Excessive absences are defined as 10 consecutive days or 20 days during a school year. Excused absences are not included.

When patterns of absences, such as a student being absent every Monday and Friday, for example, and/or clusters of absences, such as students missing a number of consecutive days, are identified, the Vice Principal will begin an investigation into the number of times and reasons why the student is absent. This may involve a meeting with the student or a conversation with school staff.

Because of this investigation, the Vice Principal will:

- call the parents to discuss the reasons and the impact of missed time on student learning and achievement;
- invite the parents in to the School for a meeting to develop strategies to address the lack of attendance;
- send a letter to the parents that notes the number of days absent, the impact on student learning and achievement, and any possible consequences for future absences; or
- refer the student to the Student Support Team.

If absenteeism continues, the case will be referred to the Principal (Elementary). The Principal (Elementary) may:

- invite the parents in to the School for a meeting where the impact of lack of attendance on student learning and achievement, and socialization will be discussed;
- require the parents to put in writing the reasons for the absences and the strategies that they will implement to improve attendance;
- put an attendance contract in place;
- refer the student to the Student Support Team; and in consultation with the Principal, refer the case to the Hong Kong Education Bureau for further follow up;
- ask the parents to withdraw the student from school; or
- withdraw the offer of a place for the following school year.

Parents are encouraged to take holidays during the School holidays and, as much as possible, schedule appointments to take place outside school hours.

Absent: Parents or guardians are asked to report student absences on the school APP before 8:15 am on a day when their child is absent. If no phone call is received, the Office will phone the parent or guardian. If a parent or guardian knows in advance that a student will be absent,

the parent or guardian is asked to inform the Office as far in advance as possible.

Late: A student who is late, who arrives after 8:15 am the morning bell, must report to the Office, obtain a Late Admission Form, go to class and enter quietly, and give the Late Admission Form to the teacher. Multiple lates will be brought to the attention of the parent or guardian.

Extended Absences

Parents that have requested extended leave must complete a “Student Notification of Absence” form which is completed and submitted to the Office and placed in the student’s parallel folder. All students that are absent without excuse for more than 7 consecutive days must be reported to the EDB non-attendance Case Team using the “Student Dropouts Reporting Form”.

Students will be provided access to asynchronous during extended absences. Synchronous learning and assessment and evaluation may not take place during extended absences.

Recurring Lates

Students who are late to school on a regular basis and/or for a number of consecutive days will meet with the Vice Principal who will determine the reasons for lates. Parents will be contacted, and where deemed appropriate, invited in to take part in a meeting to put in place strategies to assist the student in getting to school on time. Parents and students will be reminded of the impact of late arrival on student learning.

As with unexcused absences, lates are tracked and maintained in the student’s record and recorded on the report cards.

Early Leave: A student wishing to leave early from the School must notify the teacher and report to the Elementary Office to receive a “Notice of Early Dismissal”. Parent or guardian is asked either to provide a written note stating the date and time the student is to leave the School, or go to the Office to request early leave. The student or parent or guardian is then given the “Notice of Early Dismissal” form. The “Notice of Early Dismissal” is presented to the security guard at the Main Entrance. A student must not leave without receiving permission from the School. Permission will not be granted without parental approval.

Please note: Students who attempt to leave the School, with or without a parent or guardian, without having the Office-issued “Notice of Early Dismissal” will be sent back to the Office to get the form. Security will not allow a student to leave without this form even if the student is accompanied by an adult.

Attendance Codes in Edsembli

The following codes are used to categorize attendance in Edsembli and on the report card:

Attendance Code	Title	Explanation of Use	For the Report Card
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P	Present	Student is present at school or online classes	Not reported
A	Absent	Student is absent from school or online classes without permission. This is an unexcused absence.	Recorded on the Report Card as Absent
L	Late	Student is late to School in the morning or after lunch. Student is late to a High School subject class.	Recorded on the Report Card as Late.
S	Suspended	Student has been suspended from School.	Not reported
G	General Absence	The student is absent because: - the day is a holy day - he or she is attending an educational exchange - Weather Warnings - the parents have requested that the student miss part of the school day in order to take part in other learning support programs, or international competitions - of extended illness of more than 4 days; medical documentation is required - students not going on field trips - sent home sick from the Health Room - Compulsory Testing Notice (CTN) - Quarantine	Not reported
F	Fever	Fever due to influenza or contagious diseases	Reported
H	Fever Policy	Absent due to 48hr Fever Policy	Not Reported
T	School Activity	Field Trip/Activity off Campus	Not Reported

AWARDS AND RECOGNITION

Student of the Month

This award is for students who have made outstanding contributions to the class, the School, or the community and whose actions model the character traits of cooperation, empathy, perseverance, integrity, responsibility, curiosity, and/or leadership. Each month, one student from each class (PG1-Grade 6) is selected by the Homeroom/program teachers for the 'Student of the Month' award. The names and photo of the month's recipients will be posted on the bulletin board in the Elementary Office and each class will have a poster on the classroom bulletin board. Students will also receive a certificate and House Points.

Student Recognition Ceremonies (Grade 3-6)

In June of each year, Student Recognition Ceremonies acknowledge those students honoured

throughout the year for club achievements and sports as well as accomplishments in the community. In addition, the homeroom that raises the most money for Community Chest will be awarded the Community Chest trophy. For Clubs, supervising teachers may nominate an award for the club. For Sports teams, coaches will select a “Most Improved”; “Leadership”; and “Sportsmanship” Award.

COMMUNICATION — SCHOOL AND HOME

The School, the parents, and the student form a partnership that plays a vital role in nurturing the student’s success at school. Therefore, communication between the School and home is very important. Parents are encouraged to maintain an on-going dialogue with the School. Parents can communicate with teachers directly through formal and informal scheduled meetings, via email or notes, and/or by telephone.

Parents are asked to contact the classroom teacher to discuss any concerns. If, after communicating with the classroom teacher, the concern has not been resolved, the parents are invited to contact the Vice Principal (Elementary) who then will address the concern and, where appropriate, refer the concern to the Principal (Elementary).

COPYRIGHT

It is the intent of DSC International School to adhere to international and Hong Kong laws protecting copyright material. Brief overviews of these laws are available in the Hong Kong publication “Copyright in Education in Hong Kong” and the Canadian publication “Copyright Matters”. To understand more about the copyright law, you are advised to become familiar with the information posted on the website of the Intellectual Property Department, the Government of the Hong Kong Special Administrative Region at www.ipd.gov.hk.

This copyright policy applies to all members of the DSC community and extends to personally owned devices. Students must ensure that any tool used/data used for the creation of content for work/educational purposes is created in a manner that does not infringe copyright.

The School does not condone the illegal use or reproduction of copyrighted materials in any form. Students who willfully disregard the School’s Copyright Policy and the Copyright Ordinance do so at their own risk and assume all liability.

The School will respect the copyright rights of students. Students own the copyright to their creative works, including works created using School resources. Student work will only be posted on the School web site with the permission of parents. All student work posted on the Internet will contain a copyright notice indicating the ownership of that work by the student(s).

ENGLISH

English is the medium of communication on Campus throughout the entire day except during the International Language Program. Therefore, a good proficiency of the English language is important at DSC International School. As with the development of any skill, the only way to improve one’s English is through as much practice as possible.

Therefore, students are encouraged to use English throughout the day — both inside and outside the classroom, during lessons and while playing during recess and before and after school.

Students requiring extra assistance with English language development may be enrolled in English as a Second Language Program (see below) scheduled in their daily timetable.

ENGLISH AS A SECOND LANGUAGE (ESL)

DSC International School offers an optional English as a Second Language Program (ESL Program) in Grades 1-6.

In Grades 1-6 the program is an optional program. During the admissions process, the Admissions Team works closely with the family to ascertain whether the student should join ESL. A recommendation to join ESL is based on a review of student’s previous education as well as the language used at home, language of instruction, level of proficiency in English, and other factors.

All ESL students are assessed using a variety of tasks to determine their stages of development in the areas of reading, writing, speaking and listening. The guideline for determining a student’s stage of development is based on Ontario Ministry of Education criteria.

The ESL Program is structured to support ESL learners by incorporating a “Pull-Out” model. Students enrolled in the ESL Program will receive English support during the Language periods on the timetable. The ESL Program is structured with 2 levels – Level 1 and Level 2 - per grade and supported by 4 teachers. Two teachers are responsible for the Primary Division Grades 1-3 and two teachers for the Junior Division Grades 4-6. This allows the ESL program to group students across grade sections who are at a similar level of English proficiency for ESL support.

GOOGLE DRIVE

Students are responsible to ensure that data stored on their Google Drive is school-related only and complies with the Appropriate Use Policy.

Upon leaving DSC International School, this account will be deleted and all data removed. It is the responsibility of the student and parent to ensure that this data is removed/backed up prior to withdrawing from the School.

HOMEROOM ASSIGNMENTS

Each year homeroom lists are created for the following school year. Homeroom teachers and the leadership team collaborate to create homeroom lists that ensure a balance of students that benefits all learners. Factors that are taken into consideration include gender, nationalities, first language, ESL, academic achievement, social dynamics etc. DSC does not take parent or student requests into considerations as it is not possible to satisfy all requests. The homeroom assignment process is approached with care, professionalism and careful consideration.

HOMEWORK

The purpose of homework is to consolidate and reinforce learning that has occurred in the classroom during the school day, or to help prepare for the next day's activities by previewing materials.

Homework activities include:

- completing classroom work, that is not to be assessed, that was not completed in class
- practicing and applying skills taught in class that have not yet been mastered
- collecting information to be used in class
- reviewing in preparation for in-class assessments
- being read to, reading aloud, and reading independently
- previewing material for the next class

The amount of time a student spends on homework depends on a number of factors:

- the student's needs
- the specific subject and its level of difficulty for the student
- the student's in-class work habits.

The time spent on homework will also vary by grades:

Pre-Grade 1: 1 – 2 hours per week. Pre-Grade 1 students should be given opportunities to practice the skills that focus on numeracy and literacy and interact with parents/guardians.

Grade 1 – 3: 2 – 4 hours per week

Grade 4 – 6: 3 – 5 hours per week

All parents/guardians of primary students (pre-grade 1 to Grade 3) are encouraged to spend time reading with their children. Parent/guardians for junior students (Grade 4 to Grade 6) are encouraged to spend time reading with their children and/or encouraging them to spend time to read.

Ultimately, the amount of homework and the amount of time required to complete the homework will be based on the support a student needs to be successful in meeting program requirements.

Finally, parents are encouraged to be proactive and supportive of their child's learning process. In the early years, create a culture of learning, curiosity and exploration with a strong focus on reading. Research has shown that parents reading with their children is the single most important factor in helping a child acquire language, being prepared for school, and in developing a love of learning. Once they acquire basic literacy skills, encourage them to read continuously throughout their school years and beyond.

HOUSE PROGRAM

All students who enter the School are "sorted" into one of four Houses: The DSC Owls, The DSC Falcons, The DSC Bears, or the DSC Cougars. Students remain in the same House for the entire time they are enrolled at DSCE.

The House Program forms part of the School’s pastoral care initiative and is designed to help develop a sense of belonging, school pride, and community. The program aims to promote a sense of school spirit by building positive relationships between students and fostering rich and meaningful school-life engagement beyond the classroom experience. This is accomplished through engaging students in school-wide events and activities, House Team initiatives and challenges, and service work in the community. Additionally, students will participate in House events that include trips and friendly competitions to earn points for their House.

House Points are awarded earned throughout the year and a House Cup is awarded to the House with the most points at the Year End Assembly held in June. Students earn House Tokens through displays of kindness, being helpful, demonstrating positive leadership and being examples of DSC Mission and Core Values. Additionally, students will participate in House events that include trips and friendly competitions to earn points for their House. House Points will be tallied at the end of the school year and the winner will be awarded the House Cup.

Please see past House Cup Winners below:

House Cup Winner
2018-2019



House Cup Winner
2019-2020



House Cup Winner
2020-2021



House Cup Winner
2021-2022



House Cup Winner
2022-2023



ICT PARENT WORKSHOPS

DSC offers a technologically rich teaching and learning environment. Starting in PG1B, students use technology to demonstrate learning and mastery of competencies and outcomes. Students in Grades 1 to 3 are part of a 1:1 iPad Program which sees students use iPads in all subjects as a tool for learning and a means of cataloging success to share with teachers and parents and guardians. Students in Grades 4 to 12 are part of a 1:1 Laptop Program.

As one of the pioneers in technology enriched teaching and learning, DSC is at the forefront of 21st century teaching. As a way of assisting parents and guardians in supporting learning at home, DSC offers tailor made workshops and information sessions for families. Each month the ICT Educational Specialist, supported by the School's Admissions Team and IT Team, will host a parent and guardian workshop. The workshops are designed to help parents and guardians become familiar with the technology their children will be using at school and at home. The workshops will be offered in English with language support for Cantonese, French, Hindi, Japanese, Korean, and Putonghua.

The workshop dates for the 2023-2024 school year are noted on the School calendar.

1:1 iPad PROGRAM

All students in Grades 1- 3 will have access to an iPad with specifically-selected and approved educational apps. The iPad is used in the teaching and learning; students will use their iPads to gather information, to complete work, and to create student products. The Homeroom teacher assigns each student an iPad with an individualized marker; the student uses only the iPad assigned to him or her. iPads are for in-school use only. They are not permitted to be used in the Courtyard at recess nor taken on field trips or home. They will be used in classrooms and stored in the Homeroom classroom.

Homeroom teachers review the Grades 1 - 3 Appropriate Use Policy with the students as well as assist them in developing and following correct procedures for handling and using their assigned iPads. Students are expected to use their assigned iPads in Homeroom and Program classes and must follow the expectations set out in the Appropriate Use Policy.

Grades 1 - 3 students must use the School-assigned iPad. They cannot bring from home their own iPad to use in the classroom. Questions about how the iPad is being used to support student learning can be directed to the Homeroom and Program teachers.

LAPTOP PROGRAM - GRADES 4-6

All students in Grade 4 to 6 must bring a laptop to school each day.

Students have the option to join the Laptop Purchase Program or bring their own laptop (BYOD). Students who choose the Laptop Purchase Program will have 3 year warranty on their laptop for various items under warranty. The DSC laptop program is not managed by DSC International School. All payment and program purchase or hardware replacement issues must be raised with Helix, the program Vendor. When a laptop from the Laptop Purchase Program is damaged the student takes his or her damaged laptop to IT in Room 400 for repair and will receive a loan unit.

If a student is not part of the Laptop Purchase Program and has a damaged laptop he or she will be responsible for his or her own repairs. In addition, the student must have a laptop for classes each day.

If you would like to transfer the ownership or usage of a School-approved laptop to an immediate family member, you must first notify the Office and the School of the serial number of the laptop and the previous user. Next, you must contacting Helix/Lenovo to register the transfer of ownership if purchased through the Laptop Ownership Program.

If the transfer of ownership is to an individual (other than an immediate family member), the new owner will need a letter from you indicating approval of the transfer of ownership plus all original receipts. That individual will then need to contact Helix to arrange the registered transfer of ownership if purchased through the Laptop Ownership Program.

ONLINE LEARNING PLATFORM

Students in Pre-Grade 1 through Grade 6 have access to a classroom online learning platform.

Parents should review, with their child, the information posted on the learning platforms to facilitate a better understanding of class routines, homework assignments and assessment dates, and monthly class activities. Parents with questions or concerns, should, via email or telephone, contact the teacher.

Students and parents can access the online learning platform via the School's website at: <https://www.dsc.edu.hk/parent-portal/elementary>

ONLINE LEARNING AND STUDENT EXPECTATIONS

Given the possibility at any time of an impact to face-to-face teaching and learning, the school is ready to move to online learning within a days' notice if the EDB announces a suspension of classes. When this occurs, parents and students will be informed by the Head of School.

During this time, students will follow the daily timetable and join the scheduled live classes through Google Calendar or SeeSaw and delivered via Google Meets, Zoom or other appropriate learning tool. The daily online presence and interactions will mirror the in-class format and class activities of a typical day. Students are expected to complete and submit assigned class work.

During online learning, students are expected to interact with their teacher and classmates during the learning activities. Interactive conversations and participation are an important part of teaching and learning and contribute to student success.

Students must be aware of the environment from which they are participating in online classes. All efforts need to be made to prevent the broadcast of images or a setting that should not be shared with everyone. Before joining the class, students must turn on their camera, look at the image and ensure nothing is captured that should not be shared. Remember, this broadcast is live and embarrassing interruptions by family members cannot be edited out.

Please noted the following expectations:

- Students are to wear the school uniform during all live classes and online group work during the school day
- Students are expected to attend all scheduled classes as per the timetable and be present for the amount of time requested by the teacher. This will allow teachers to support students and maximize understanding and success within the virtual classroom.
- Students are expected to behave in the online classroom as they would in a physical classroom including being respectful of one another
- Student Code of Conduct and Appropriate Use Policy apply and will be enforced
- Students attendance will be tracked to ensure students are maximizing their learning opportunity

In addition to Student Code of Conduct and Appropriate Use Policy the following guidelines apply:

- Students should create their own virtual meetup to collaborate with peers and should not use a scheduled online classroom
- Students are expected to behave in the online classroom as they would in a physical classroom including being respectful of one another
- Students are reminded of the Appropriate Use Policy (AUP) agreement they signed and are responsible for the content, images, links, and comments they share. Please refer to the AUP found in the Parent Portal.
- Students understand that conversations and videos may be recorded by the teacher for educational purposes and no student under any circumstance may record, capture, or save the online learning environment

Any infractions will be addressed as per the School's Progressive Discipline Policy.

NEW FAMILY ORIENTATION

On August 31, we will host an orientation for new families to the campus where they will have the opportunity to meet our leadership team and be introduced to your child's teacher(s). Your child's homeroom teacher will review important information about the first day of school and will be able to answer any questions you may have.

Parents and students will also be provided with a grade specific school tour where they can see the classrooms and other school facilities. *Please note that due to social distancing restrictions a maximum of two adults can attend the school tour per child and this event is open to new families only.*

SEESAW

All students in Pre-Grade 1 to Grade 3 have a SeeSaw account that provides a means for students to share their learning with their teachers, with their peers, and with their parents. Students can post what they have created in class; parents receive notification of a new post and are able to see their child's work on line instantly.

When a student withdraws from the School, his or her SeeSaw account is deactivated. Therefore, parents are encouraged to download their child's work prior to his or her last day of attendance.

PARENT PORTAL

Parents can access important school information in addition to their child's attendance and academic data from the school's Parent Portal at: <https://www.dsc.edu.hk/parent-portal>

Important documents include:

- DSCE Student Calendar

- DSCE Student and Parent Handbook
- DSCE Appropriate Use Policy
- Student Timetables
- Lunch Program
- Textbooks and Consumables List

Attendance and Assessment Data

Students and parents can access student attendance and academic results by subject and assignment in the Parent Portal. Teachers will have student results published in ConnectEd within 5 working days from the completion of the assignment.

DSC International School will host a parent workshop on September 24th to review the features and support accessibility of the Parent Portal.

To access your child’s attendance and academic information, please log-in to the following site with your unique username and password:

Regular School Year (September to June)

Students:

<https://connect.edsembli.com/ON/Private/DSC/DSCE/Portal/viewer/login/login.aspx?LoginType=S>

Parents:

<https://connect.edsembli.com/ON/Private/DSC/DSCE/Portal/viewer/login/login.aspx?LoginType=P>

TEXTBOOK LOAN PROGRAM

The School provides textbooks to all students in Grade 1 to Grade 6. A compulsory deposit of \$1000 is required at the time of enrollment and an annual Textbook Loan Fee is collected. The deposit is refundable when a student withdraws from the School and returns the textbooks in good condition.

Students will be responsible for keeping the loaned textbooks neat and in good condition. Students must not write on any pages or mark any part of the textbooks, and must ensure that pages are not torn. The cost of damaged or lost textbooks will be paid by parents or guardians.

On the first day of School, textbooks are distributed directly to students by their Homeroom teachers. All textbooks are tracked and assigned to a specific student. Each student’s textbooks has a unique code that identifies the textbooks as assigned to that student.

The Loaned Book Form is sent home with all students on the first day of school. Junior Division students will receive assigned textbooks and inspect them prior to signing acknowledgement of receiving the textbooks. They will take home only the Loaned Textbook Form.

Primary students will bring the Loaned Book Form home for signing. Parents may request to have the textbooks brought home for inspection. In these cases, students may be asked to

bring the textbook back to school within three days. Parents of both Primary and Junior Division students are required to review the list, sign the form, and also return the next day.

Students are to follow teacher instruction regarding where textbooks should be kept. This may vary based on the unit the student is learning in class as well as the need for the textbook for homework assignments. Teachers will work to minimize the amount of times that students need to travel with their textbooks.

When the School receives a student withdrawal notification, the Elementary Office will communicate with the Homeroom Teacher to confirm that all books have been returned to classes in good condition. The Office will then inform Accounts to issue the cheque for the textbook deposit refund.

If the student does not return a particular textbook, the Office will communicate with parents regarding the replacement cost. The replacement cost has been clearly stated in the letter and loan book agreement.

TUTORING

While families may feel that employing a tutor will be beneficial to their child’s academic progress, please note that DSC International School teachers are not permitted to tutor students currently registered at the School. Teachers are available for extra help to support student learning after school from 3:00 pm to 4:00 pm if required and upon an agreed time.

WORKBOOKS, NOVELS, AND CONSUMABLES

For students in pre-grade 1 to 6 students, a list of required novels and workbooks, with ISBN numbers, and listed consumables, is distributed to parents in August and are available at the Accounts. Students are required to have the resources needed for class.

Pre-Grade 1B

	TITLES/PUBLISHERS	ISBN No.	Prices HK\$
FRENCH (Students registered in International Language French)			
	Les petits Loustics 1- Methode	9782016252765	\$290
	Les petits Loustics 1- Cahier	9782016252772	\$220

Pre-Grade 1A

	TITLES/PUBLISHERS	ISBN No.	Prices HK\$
FRENCH (Students registered in International Language French)			
	Les petits Loustics 1- Methode	9782016252765	\$290
	Les petits Loustics 1- Cahier	9782016252772	\$220

Grade 1

	TITLES/PUBLISHERS	ISBN No.	Prices HK\$
FRENCH (For students registered in International Language French)			
	Les petits Loustics 2- Methode	9782016252826	\$290
	Les petits Loustics 2- Cahier	9782016252833	\$220
JAPANESE (For students registered in International Language Japanese)			
	Tanoshiku Oboeru Hiragana Suuji 日本標準たのしくおぼえるひらがなすうじ	-	\$60
	Tanoshiku Oboeru Katakana たのしくおぼえる カタカナ	-	\$55
	Kurikaeshi Kanji 1A くりかえし漢字ドリル光村準拠版 1年上	-	\$70
	Kurikaeshi Kanji 1B くりかえし漢字ドリル光村準拠版 1年下	-	\$70
	Kanji Drill Note 1A 漢字ドリルノート 1年上	-	\$30
	Kanji Drill Note 1B 漢字ドリルノート 1年下	-	\$30
	Kotoba no Kimari 1A ことばのきまり 1上 日本標準	-	\$60
	Kotoba no Kimari 1B ことばのきまり 1下 日本標準	7695000013	\$60
	Utsushimarukun 1A うつしまるくん 1上 光村教育図書	7685015025	\$65
	Utsushimarukun 1B うつしまるくん 1下 光村教育図書	7685015024	\$65
PUTONGHUA FIRST LANGUAGE *			
	Chinese (Yuwen) Textbook 1A 语文一年级上册	9787107312403	\$35
	Chinese (Yuwen) Textbook 1B 语文一年级下册	9787107315206	\$35
	Chinese (Yuwen) Workbook 1A 人教版金学典语文一年级上册练习	9787107313035	\$30
	Chinese (Yuwen) Workbook 1B 人教版金学典语文一年级下册练习	9787107314155	\$30
PUTONGHUA SECOND LANGUAGE *			
Beginner	My First Chinese Reader Vol. 1 Student Textbook	9789629780265	\$350
	My First Chinese Reader Vol. 1 Workbook Set (A+B)	9789629782344	\$280
Advanced	Easy Steps to Chinese Textbook 1	9787561916506	\$295
	Easy Steps to Chinese Workbook 1	9787561916513	\$190

GRADE 2

		TITLES/PUBLISHERS	ISBN No.	Prices HK\$
		Sketch Book	-	TBC
		Flat Stanley: His Original Adventure by Jeff Brown	9780060097912	80
FRENCH (Students registered in International Language French)				
		Les Loustics 1- Methode	9782011559036	250
		Les Loustics 1- Cahier	9782011559050	190
JAPANESE (Students registered in International Language Japanese)				
		Kurikaeshi Kanji 2A くりかえし漢字ドリル光村準拠版2年上	-	\$85
		Kurikaeshi Kanji 2B くりかえし漢字ドリル光村準拠版2年下	-	\$85
		Kotoba no Kimari 2A ことばのきまり2上 日本標準	-	\$60
		Kotoba no Kimari 2B ことばのきまり2下 日本標準	7695000013	\$60
		Utsushimarukun 2A うつしまるくん2上 光村教育図書	7685015025	\$65
		Utsushimarukun 2B うつしまるくん2下 光村教育図書	7685015024	\$65
PUTONGHUA FIRST LANGUAGE *				
		Chinese (Yuwen) Textbook 2A 语文二年级上册	9787107319327	\$43
		Chinese (Yuwen) Textbook 2B 语文二年级下册	9787107323836	\$35
		Chinese (Yuwen) Workbook 2A 人教版金学典语文二年级上册练习	9787107320651	\$35
		Chinese (Yuwen) Workbook 2B 人教版金学典语文二年级下册练习	9787107325410	\$30
PUTONGHUA SECOND LANGUAGE *				
Beginner	My First Chinese Reader Vol. 1 Student Textbook		9789629780265	\$350
	My First Chinese Reader Vol. 1 Workbook Set (A+B)		9789629782344	\$280
Advanced	Easy Steps to Chinese Textbook 2		9787561918104	\$320
	Easy Steps to Chinese Workbook 2		9787561918111	\$190

GRADE 3

	TITLES/PUBLISHERS	ISBN No.	Prices HK\$
	Sketch Book	-	TBC
	Judy Moody Was in a Mood (Author: Megan McDonald)	9781536200713	85
	Freckle Juice (Author: Judy Blume)	9781481411028	80
FRENCH (Students registered in International Language French)			
	Les Loustics 2- Methode	9782011559043	\$295
	Les Loustics 2- Cahier	97820115599067	\$225
JAPANESE (Students registered in International Language Japanese)			
	Kurikaeshi Kanji 3A くりかえし漢字ドリル光村準拠版3年上	-	\$85
	Kurikaeshi Kanji 3B くりかえし漢字ドリル光村準拠版3年下	-	\$85
	Kotoba no Kimari 3A ことばのきまり3上 日本標準	-	\$60
	Kotoba no Kimari 3B ことばのきまり3下 日本標準	-	\$60
	Utsushimarukun 3A うつしまるくん3上 光村教育図書	7685015062	\$65
	Utsushimarukun 3B うつしまるくん3下 光村教育図書	7685015061	\$65
PUTONGHUA FIRST LANGUAGE *			
	Chinese (Yuwen) Textbook 3A 语文三年级上册	9787107329029	\$35
	Chinese (Yuwen) Textbook 3B 语文三年级下册	9787107331787	\$35
	Chinese (Yuwen) Workbook 3A 人教版金学典语文三年级上册练习	9787107330308	\$35
	Chinese (Yuwen) Workbook 3B 人教版金学典语文三年级下册练习	9787107333378	\$30
PUTONGHUA SECOND LANGUAGE *			
Beginner	My First Chinese Reader Vol. 1 Student Textbook	9789629780265	\$350
	My First Chinese Reader Vol. 1 Workbook Set (A+B)	9789629782344	\$280
Intermediate	My First Chinese Reader Vol. 2 Student Textbook	9789629781408	\$310
	My First Chinese Reader Vol. 2 Workbook Set (A+B)	9789629782351	\$250
Advanced	Easy Steps to Chinese Textbook 2	9787561918104	\$320
	Easy Steps to Chinese Workbook 2	9787561918111	\$190

GRADE 4

	TITLES/PUBLISHERS	ISBN No.	Prices HK\$
	Sketch Book	-	TBC
	Charlie and the Chocolate Factory (Author: Roald Dahl)	9780141365374	140
	The One and Only Ivan (Author: Katherine Applegate)	9780061992278	115
FRENCH (Students registered in International Language French)			
	Les Loustics 3- Methode	9782011559159	\$295
	Les Loustics 3- Cahier	9782011559166	\$225
JAPANESE (Students registered in International Language Japanese)			
	Kurikaeshi Kanji 4A くりかえし漢字ドリル光村準拠版4年上	-	\$85
	Kurikaeshi Kanji 4B くりかえし漢字ドリル光村準拠版4年下	-	\$85
	Utsushimarukun 4A うつしまるくん4上 光村教育図書	7685015027	\$65
	Utsushimarukun 4B うつしまるくん4下 光村教育図書	7685015026	\$65
PUTONGHUA FIRST LANGUAGE *			
	Chinese (Yuwen) Textbook 4A 语文四年级上册	9787107335556	\$35
	Chinese (Yuwen) Textbook 4B 语文四年级下册	9787107341205	\$35
	Chinese (Yuwen) Workbook 4A 人教版金学典语文四年级上册练习	9787107339097	\$30
	Chinese (Yuwen) Workbook 4B 人教版金学典语文四年级下册练习	9787107343520	\$30
PUTONGHUA SECOND LANGUAGE *			
Beginner	Discovering Chinese Pro App Companion Textbook 1	9781681940106	\$395
	Discovering Chinese Pro App Companion Workbook 1	9781681940144	\$280
Intermediate	Discovering Chinese Pro App Companion Textbook 2	9781681940113	\$365
	Discovering Chinese Pro App Companion Workbook 2	9781681940151	\$260
Advanced	Easy Steps to Chinese Textbook 3	9787561918890	\$295
	Easy Steps to Chinese Workbook 3	9787561918906	\$190

GRADE 5

	TITLES/PUBLISHERS	ISBN No.	Prices HK\$
	Sketch Book	-	TBC
	Holes (Author: Louis Sachar)	9780440414803	\$100
	Wonder (Author: R. J. Palacio)	9780552565974	\$150
	Recorder for Music	Yamaha Y01-YRS24B	\$40
FRENCH (Students registered in International Language French)			
	C'EST PARTI 2 PACK 5 MODULES	9782761759250	\$569
JAPANESE (Students registered in International Language Japanese)			
	<u>Kurikaeshi Kanji 5A</u> くりかえし漢字ドリル光村準拠版5年上	-	\$85
	<u>Kurikaeshi Kanji 5B</u> くりかえし漢字ドリル光村準拠版5年下	-	\$85
	<u>Utsushimarukun 5A</u> うつしまるくん5上 光村教育図書	7685015028	\$65
	<u>Utsushimarukun 5B</u> うつしまるくん5下 光村教育図書	7685015011	\$65
PUTONGHUA FIRST LANGUAGE *			
	Chinese (<u>Yuwen</u>) Textbook 5A 语文5年級上册	TBC	TBC
	Chinese (<u>Yuwen</u>) Textbook 5B 语文5年級下册	TBC	TBC
PUTONGHUA SECOND LANGUAGE *			
Beginner	Discovering Chinese Pro App Companion Textbook 1	9781681940106	\$395
	Discovering Chinese Pro App Companion Workbook 1	9781681940144	\$280
Intermediate	Discovering Chinese Pro App Companion Textbook 2	9781681940113	\$365
	Discovering Chinese Pro App Companion Workbook 2	9781681940151	\$260
Advanced	Easy Steps to Chinese Textbook 3	9787561918890	\$295
	Easy Steps to Chinese Workbook 3	9787561918906	\$190

GRADE 6

TITLES/PUBLISHERS		ISBN No.	Prices HK\$
Sketch Book		-	TBC
Escape from Mr. Lemoncello's Library		9780307931474	\$105
Recorder for Music		Yamaha Y01-YRS24B	\$40
FRENCH (Students registered in International Language French)			
C'EST PARTI 3 PACK 5 MODULES		9782761757041	\$569
JAPANESE (Students registered in International Language Japanese)			
Kurikaeshi Kanji 6A くりかえし漢字ドリル光村準拠版 6年上		-	\$85
Kurikaeshi Kanji 6B くりかえし漢字ドリル光村準拠版 6年下		-	\$85
Utsushimarukun 6A うつしまるくん 6 上 光村教育図書		7685015013	\$65
Utsushimarukun 6B うつしまるくん 6 下 光村教育図書		7685015012	\$65
PUTONGHUA FIRST LANGUAGE *			
Chinese (Yuwen) Textbook 6A: 语文六年级上册		9787107335792	\$35
Chinese (Yuwen) Textbook 6B: 语文六年级下册		9787107341915	\$35
Chinese (Yuwen) Workbook 6A 人教版金学典语文六年级上册练习		9787107339127	\$40
Chinese (Yuwen) Workbook 6B 人教版金学典语文六年级下册练习		9787107343124	\$40
PUTONGHUA SECOND LANGUAGE *			
Beginner	Discovering Chinese Pro App Companion Textbook 1	9781681940106	\$395
	Discovering Chinese Pro App Companion Workbook 1	9781681940144	\$280
Intermediate	Discovering Chinese Pro App Companion Textbook 3	9781681940120	\$365
	Discovering Chinese Pro App Companion Workbook 3	9781681940168	\$260
Advanced	Easy Steps to Chinese Textbook 4	9787561919965	\$295
	Easy Steps to Chinese Workbook 4	9787561920008	\$190

Please note that IL consumables are given to students based on their grade and language level.

WORKSHOPS for PARENTS and GUARDIANS

The Elementary Section Parent Workshops offered by Senior Leaders, Teachers, Guidance, ICT Educational Specialists, School Counsellor and Inclusive Education Specialists for the 2023-2024 are listed on the School Year Calendar: <https://www.dsc.edu.hk/calendar>

A letter will be sent to parents monthly outlining the topic of that month's workshop.

WiFi ACCESS

DSC International School offers student access to WiFi while on campus. Access to this network must be managed to facilitate safe, secure and equitable access.

Access to the WiFi networks on Campus is secured by a password. This password is changed yearly. Teachers post the password for the student WiFi network in their classrooms.

SSID – DSC Student

Students join the WiFi network with the SSID "DSC" with a single device. This device should be the laptop they are using for the 1:1 Program. Joining this network will require the user to

register his or her device with the School's system. A second device cannot be registered until the original device has been removed. Students wishing to remove a registered device and add a new device to this SSID must visit the IT Department.

- When registering on "DSC", each user will need to install a security certificate which is valid for one year. Once completed, the device will have access to this wifi network for one school year.
- The SSID "DSC" will have increased bandwidth and will provide faster connectivity and downloading and uploading time.
- Users will be assigned limits to bandwidth to ensure equal access to all.

SCHOOL INFORMATION

The Campus opens to students beginning at 7:50 am; upon arrival, students report directly to their Homeroom classroom where they will be met by their teachers. The school day begins at 8:15 am and it is expected that all students are in their homeroom classroom no later than 8:15 am.

Parents and guardians will be permitted access to the Campus during the School day only to attend pre-arranged meetings with School staff, Accounts, IT, Health Room or Uniform Shop. Parents and guardians do not have access to the Campus during lunch time; students are expected to come to school in the morning with their lunches. The access to campus is only available via the Tai Fung Avenue main entrance.

Parents and guardians needing to drop off forgotten items need to sign in at Security and then proceed to the Office to drop off the item. Students will be called to the Office to pick up the item.

Temperature Checks During an Outbreak

All students will enter the School through the main entrance pass through scanning stations located in the lobby. Members of the Security Team and Health Team will monitor live feed data from the thermal CCTV system. Students with an elevated temperature will be pulled aside to undergo additional checks. Additional stations may be setup in the Auditorium.

Please note:

- Students with an elevated temperature will be pulled out of line. Their temperature will be retaken by a member of the School's Health Team. Students with an elevated temperature will be sent to the Isolation Room in the auditorium.
 - Fever- sent home
 - No Fever – sent to class, but a member of the Health Room staff will also check on students pulled out of the line at another point during the day.
- Individuals with a temperature, as decided by the Health Team or 38.0°C or higher will not be allowed to remain on Campus.
- All school bus students must have their temperature taken by their parent before getting on the school bus.

ANTI-VIRUS POLICY – ELECTRONIC DEVICES

The School has an anti-virus policy so that students who are bringing personal laptops and other ICT equipment to School do not bring electronic viruses into the School's network.

Personal laptops and other devices can be connected to the School's network or Wifi system or used on Campus only if the device is protected by an anti-virus program. Students and parents with questions can contact the IT Department.

Also, students should never open an email or instant message attachment unless they know who it is from and know that it is being sent to them. Students should not send or forward an

email message that tells the student he or she has a virus; the student should tell the teacher. The teacher will help the student.

CERTIFIED SCHOOL DOCUMENTS

Parents can request certified school documents by completing the “Student Records Request and Authorization” form available from Head Office – Accounts. These records and documents include Letter of Attendance, Letter – Completion of Grade Level, and True Copy of Progress Report and Report Card. Please note that it may take up to 40 days to process the request.

As per the School’s Data Retention Policy and the Ontario Student Record (OSR) policy document, copies of student Progress Reports and Report Cards are maintained for five years following the student’s withdrawal from the School. Parents are reminded that after five years from leaving the School, the School will not be able to fulfill requests for certified true copies of Progress Reports and Report Cards, and Pre-Grade 1 Communication of Learning: Initial Observations and Pre-Grade 1 Communication of Learning reports.

CHANGE OF ADDRESS, PHONE NUMBER, OR EMAIL ADDRESS

For the beginning of each school year, or at the time of enrolment, parents and guardians are required to complete a Contact Information form; the form asks for email, postal address, and telephone numbers of the parents. Information on this form is maintained in the School’s records and used to communicate with parents and guardians. School information is sent home by email and by post; parents and guardians are contacted in the case of emergencies, by teachers, and by other School staff. Please also note that coaches of School teams and supervisors of clubs with offsite activities will email parents and guardians of any changes or additions to the schedule.

Parents are asked to complete and return the form in September or at the time of enrolment and during the school year when any of the contact information changes to update the information.

In order to ensure that throughout the school year the School has up-to-date contact information, parents and guardians are asked to inform the Elementary Office when they have a change of address, telephone number and/or the parents or guardians have a change in email address. The student, or parent or guardian, may inform the Office in person, by telephone, by fax, with a written note, or via email.

COMMUNITY CHEST DRESS CASUAL DAYS

One way of encouraging civic awareness is through participation in activities that benefit the larger community. In the Elementary Section, participation in Community Chest Dress Casual Days is one such activity. Community Chest is an organization in Hong Kong supporting those in Hong Kong who are in need. DSC International School supports Community Chest by donating all money collected through fund-raising activities to Community Chest.

On Community Chest Dress Casual days, students do not have to dress in school uniform. Students may dress in neat and tidy casual wear appropriate for school and school activities

on that day. Students who have Physical Education scheduled on their timetable on these days must choose clothing and shoes appropriate for active participation in PE activities.

A minimum donation of HK\$20 for Community Chest is collected from those students participating in Dress Casual Day. All money collected is donated to Community Chest.

Please refer to the Student Calendar for the Community Chest Dress Casual Days.

COURTYARD

<u>Time</u>	<u>Remarks</u>
7:00 am – 8:00 am	Courtyard available for pre-scheduled Extracurricular Activity use
7:50 am	Students begin to arrive and go directly to their Homeroom
Recesses	no roller blades, roller skates, scooters, skateboards
3:00 pm – 3:15 pm	no ball games; no games with hard balls; no technology
	no roller blades, roller skates, skateboards, scooters; no chasing games
3:15 pm – 4:00 pm	Courtyard available for Extracurricular Activity use only
4:00 pm (Mon-Fri)	Courtyard is closed to student-use unless under the direct supervision of a teacher in a scheduled activity; all other students and parents are asked to leave the Courtyard at the sounding of the 4:00 pm bell

Students must be dressed in School uniform at all times when in the Courtyard, including after school. School uniforms include the black and white uniform, the DSC PE uniform, and DSC Team uniforms.

Students not dressed in School uniform after school will be asked to leave the Courtyard.

EMAIL

Students: Students are issued an email address while attending DSC International School. For Elementary Section students the address is prepared using the following pattern: dsce student number@dsc.edu.hk. For example, a student with the student number “12345” would have the e-mail address: 12345@dsc.edu.hk.

Staff: All staff members are issued an email address. With computers work stations set up in every classroom the teachers have ready access to their email accounts. However, teachers check them only before and after school Monday through Friday.

The addresses for staff members are prepared using a similar pattern. For example, a teacher name “Mr. Thomas Brown” would have the e-mail address: t.brown@dsc.edu.hk.

The School provides email facilities to students primarily for facilitating the communication between students and staff. The email account provided is intended for educational purposes only. However, the School is prepared to permit reasonable and responsible use of email facilities for non-school or personal purposes on the expressed understanding that such usage will not be detrimental to the best interests of the School or used in a way that would violate the School’s “Appropriate Use Policy”.

The following email usages are not permitted:

- Users will not use obscene, profane, lewd, rude, inflammatory, threatening or

disrespectful language in email messages.

- Students will not disclose names, personal contact information, or any other private or personal information about themselves or others in email messages.
- Students will not knowingly cause interference with or disruption to the School's network resources, e.g. by sending unsolicited bulk mails or data that function in a malicious manner.
- Students will not perform any unlawful activities that may render the School liable for the acts done.
- Students may not establish or access web-based email accounts on commercial services through the School Internet/Intranet system unless such accounts have been approved for use by the School.
- Excessive use of email by a student may raise a reasonable suspicion that the student is using electronic mail in violation of School policy.
- Instant messaging programs (iMessage, WhatsApp, Skype, etc) must not be used in class without permission from the teacher. They can only be used under direct supervision.
- Users will not misuse School email, School distribution lists or personal distribution lists for sending irrelevant messages.

Always follow email etiquette when creating and sending email.

Where warranted violations will result in:

- loss of access to computers and School IT resources
- payment for damaged caused by vandalism
- suspension
- expulsion

E-NEWS

DSC International School sends home a monthly e-Newsletter via parent email addresses to inform parents of educational news and events at the School. Parents are requested to update their email addresses with the School when their email address changes. Please ensure that your email system recognizes DSC email and does not place our email into your SPAM or promotional folder.

EVACUATION AND LOCKDOWN PROCEDURES

The safety of our students is a number one priority. As such, the School has in place procedures to deal with various possible threats from internal (Lockdown), external (Hold and Secure) and environmental (Shelter in Place) sources. There is also an evacuation procedure and evacuation routes for every room on Campus.

Throughout the year, evacuation drills and lockdown drills are practiced to ensure that students and staff know what to do in the event of an emergency.

EXTRACURRICULAR ACTIVITIES

Elementary Section students have a number of Extracurricular Activities that they can choose from, including clubs and teams, some of which are grade specific, have limited enrolment. Extracurricular Activities run from October through May and take place in either Term 1 (October through January) or Term 2 (February through May); please refer to the Student Calendar for the exact dates. However, some activities run all year and varsity sports teams run according to seasons. All activities are supervised by DSC International School staff. All coaches of varsity teams have first aid and coaching training.

Please refer to the Extracurricular Activities Brochure for descriptions of the offerings and other important information including attendance requirements and fees. The Extracurricular Activities Brochure will be distributed at the beginning of the school year and available on the school website.

Questions about Extracurricular Activities should be directed to the Club/Team supervisor or the Director of Athletics and Extracurricular Activities.

Extracurricular Verification Forms and ECA Certificates

All students who meet the attendance requirements for the extracurricular activities that they are a part of will receive a certificate at the end of the term.

Families who require verification of enrolment in Extracurricular Activities at the School may request a certified letter outlining the teams and clubs the student participated in during his or her time at the School. Participation is defined as staying in the club until it is completed and not being removed during the course of the offering.

Please be reminded that participation data is maintained for a maximum of 1 year after the student has withdrawn from the School. As such, it is recommended that families requiring this letter request it at the time of withdrawal from the School by completing the "Student Records Request and Authorization" form available from Head Office.

EXPERIENTIAL LEARNING WEEK

Experiential Learning Week (ELW) is designed to give all students an opportunity to extend their learning beyond the walls of the classroom. A variety of trips age-appropriate are planned each year. More information will be provided during the school year.

There are five Experiential Learning Week themes: leadership skills and collaboration, enhancing cultural awareness, community involvement through service projects, enriching creativity, and adventure and sports. By participating in these programs, students will enhance their 21st century learning competencies while developing independence and growing as a person. Through participation in these programs, students will develop independence, leadership skills, organization, collaboration, responsibility, empathy, problem solving, and global awareness.

FIELD TRIPS

Field trips are a means to extend student learning of curriculum content outside the classroom and are directly tied to the curriculum expectations. Information and a Permission Form are sent home in advance of a field trip explaining the relevance to the curriculum and details such as date, time and cost of the trip. A signed Permission Form must be returned to the School indicating that a parent or guardian has given permission for the student to go on the field trip. Please note that only students returning signed reply slips granting permission may participate. Students not participating in the field trip are expected to remain at home for the day.

Please note that students who are absent because of illness the day before a field trip will not be permitted to attend the field trip. If a fee was collected, the fee will be refunded.

Students, unless instructed otherwise, are to wear their P.E. uniform on field trips.

GIFTS

Please note that teachers, staff members, and members of their family are not allowed to accept or demand any gift, benefit, or advantage from a student, student's family or other third party by reason of their employment with the school. Please do not offer gifts or food items to staff as they will not be able to accept regardless of the circumstance or value.

GIFTS and BIRTHDAY CELEBRATIONS (STUDENTS)

Please note that student birthdays are announced over the PA system and acknowledged during homeroom. However, there are no birthday parties or birthday celebrations in the classrooms. Parents who supply gift bags for students that they would like to be distributed must ensure that the gifts are small and modest, age-appropriate and do not include untraceable edible items. Well known allergens should also be avoided. All gift bags are to be distributed at the end of the school day and brought home.

GRADUATION CEREMONY (PG1A)

The Pre-Grade 1 Graduation Ceremony is held in June for all students of Pre-Grade 1A to mark the transition to Grade 1. Please see the Student Calendar for the date of this event.

HEALTH RELATED ISSUES

Health Room

DSC International School Elementary Section has a health room. The Health Room serves as a first aid station and a rest area for students feeling ill. Mrs. Amy Walter is the Health Room Supervisor and is in charge of running the Health Room. You may contact her at 3658 0525 or via e-mail at a.walter@dsc.edu.hk. The Health Room is located on the ground floor (Room 112) of the PG1 Building.

Parents are required to indicate/update any medical conditions, together with any medications their child takes, on the Medical Questionnaire. Throughout the year, if there are any revisions that need to be made to this information, parents are asked to update the Health Room Team immediately. This allows the School to provide the safest learning

environment possible and provides vital information for health care providers in the unlikely event of a medical emergency. Please input the School's main phone number (3658-0508) into your phone and be sure to answer any calls originating from this number promptly.

School Medication Policy

DSC International School has a strict policy regarding student medication (tablets, liquid, lozenges, ointments, creams or sprays) being brought to School. Any medication brought to school must be given to the Health Room in the morning for storage and administration. A student must never keep medication in the classroom or take it on his or her own.

Short Term Medication

Students taking medication at school is discouraged. Parents and guardians are encouraged to use, when practical, dosages that can be safely administered outside of school hours. If a student requires medication in school please adhere to the following guidelines:

1. A Temporary Medication Request **must** be received from a parent or guardian in writing. A completed authorization form must be received before the student can be assisted with his or her medication.
2. Any medications should be brought to school by a parent or parent's representative. The child can bring the medication with special permission and parents should contact the Health Room. The medication should be delivered personally with the completed medication request for to the Health Room in the morning before class.
3. Medications must be clearly labelled with contents, **student's name, dosage, time, and route**. The medication must be in its **original container**, and if prescribed, with the **prescription**.
4. If there is an excess of medication sent to school, it should be collected by the parent or parent's representative. However, it may be sent home with the child after school if agreed upon by parent and the Health Room.

If these guidelines are not followed then the medication **may not** be given. All parents/guardians will receive a letter and two request forms. Parents/guardians who do not understand the medication policy or have any questions/concerns are encouraged to contact the Health Room Supervisor.

Long Term Prescribed Medication

The School understands that there are certain cases where students must take prescribed medication at school. Parents/Guardians must complete the School's Medical Questionnaire indicating their child's medical condition and medication.

The Health Room will contact the parents or guardians to get additional information about the condition and send home a Medication Consent Form, including the Physician /Parent Request for Administration of Medicine by School Personnel and the Student Medication Consent Form to support the parents or guardians in completing the medication approval process.

If a family incurs a long term prescribed medication for their children after the Medical Questionnaire has been sent back to the School, the parent should contact the Health Room directly.

1. Prior to any medication being administered to a student, the parent or guardian must complete and return the Medical Request Form identifying the drug, proper dosage, possible side effects, and the time of administration.
2. The parent or guardian must sign a consent form giving the Health Room permission to assist the student with his or her medication.
3. The Health Room must assist and supervise the administration of the medication.
4. The medication must be stored in the Health Room in a secure area.
5. Medication can be supplied to the Health Room on a weekly or monthly basis.

Special Cases – Prescribed Medications

A student may self-administer i.e. epinephrine or prescribed inhalers as may be agreed upon in advance in writing by the student’s parents or guardians, the Health Room Supervisor and Principal (Elementary).

School Illness Policy

At DSC it is our responsibility to be proactive against the spread of infection among staff, students, and families. If your child is ill (fever, chills, rash, sore throat, cough, headache, vomiting, and/or diarrhea) he or she should not be sent to school. If a student develops these symptoms while at school, the parent or guardian will be asked to pick the student up for school and it is recommended that the student sees a doctor.

The school uses 38.0 °C (EAR) to determine “fever”. Our fever policy states **a student must be fever free for 48 hours before returning to school.** When a student no longer has any fever (without the help of medicine), you can begin to count 48 hours (two complete days). When this 48 hours is up, your child can return to school. If your child returns to school before this time period, the student will be sent home.

For example, if your child has a fever on Monday and the fever stops on Tuesday evening, count 48 hours from Tuesday evening. That means student can return to school on Friday of that week.

Please follow the fever reference chart below, provided by the CHP (HK Department of Health).

Measuring Method	Celsius scale (°C) is a <u>fever</u>	Fahrenheit scale (°F) is a <u>fever</u>
Oral	37.5	99.5
Ear	38.0	100.4
Armpit	37.3	99.1

If a student is sick with a communicable disease (i.e. Chicken Pox; Influenza; Common Cold; Mumps; Measles; Hand, Foot & Mouth Disease; Conjunctivitis), or the student has infestations such as Head Lice, he or she cannot attend school until he or she is well and/or treated. The student should see a doctor and follow the doctor’s instructions and advice.

Please notify the School if your child has contracted a communicable disease or has been admitted to hospital. Depending on the student’s condition, the student may be asked to

bring a doctor's note to school stating he or she is fit to attend school before returning to class.

At DSC International School, our policies are based on the guidelines and recommendations provided by the Centre for Health Protection (CHP) and the Education Bureau of Hong Kong (EDB). These policies are enforced to protect the health of the students and staff at DSC International School.

Please feel free to contact me with any questions and/or refer to the CHP and EDB websites for further information: <http://www.chp.gov.hk> and <http://www.edb.gov.hk>

Automated External Defibrillator (AED)

The School has two Automated External Defibrillators (AED). One is located in the Main Lobby of the School (Tai Fung Avenue Entrance), and the other is located in the Elementary Section near the Po Shan Mansion Entrance on the G/F. Many staff members have been trained in the use of the system. Security guards should be contacted in the event that the AED is needed.

INVIGILATION OF ENTRANCE EXAMINATIONS

The School does not serve as an examination invigilator for students going to other schools in Hong Kong. The School will, however, invigilate exams for overseas schools at a charge of HK\$1000.00 per hour. The invigilation can only take place during regular office hours. Please contact Admissions at admissions@dsc.edu.hk to set up an appointment.

LANYARDS

To ensure that the learning environment remains safe, the only permitted lanyards that can be used by all members of the School community – including students – are lanyards with a breakaway feature. Non-breakaway lanyards are not permitted.

Students are not permitted to wear lanyards outside the classroom during physical education classes.

LIBRARY

The C.C. Lee Library is located on the third floor of the Elementary Section building. It is used by all students in PG1 to Grade 6. Students are invited to make use of the many resources, magazines, and other reference materials. The library is open after school until 4:00 pm for use by Junior Division students.

Students can also access online resources at the Parent Portal.

LOST AND FOUND

The Lost and Found area is located at the Security Desk at the Main Entrance of the School on Tai Fung Avenue.

Students who lose something should inquire at the Security Desk at the Main Entrance of the School. Found items should be turned in to the Security Desk at the Main Entrance of the School. Personal articles should have the student's name printed on them. Belongings should not be left unattended.

LOST ELECTRONIC DEVICES (LAPTOPS, PHONES)

Students who bring electronic devices to school are responsible for the looking after those devices. The School is not responsible for the replacement of lost, stolen or missing items.

If a student discovers that an item is missing he or she should:

- Check the “Lost and Found”
- Immediately report the missing item to the Office if lost on Campus or during a School-sanctioned activity (in person, by phone or email)
- Visit areas most recently been to ensure the item was not left behind
- Make a police report if lost off campus or theft is suspected

The School will assist the student in the investigation and search for the missing item if the item went missing on Campus.

LUNCH

Students studying in the Elementary Section (PG1 to Grade 6) remain on Campus for lunch. Students may bring their lunch to school or register for the School Lunch Plan. On the rare occasions that a student forgets to bring their lunch to school, parents/guardians may drop off student lunches to security where students will be called down to collect them.

OCTOPUS CARDS

Students must have their Octopus Cards registered under their names.

PERSONAL DATA (PRIVACY) POLICY

DSC International School collects, uses, and discloses personal information about students and parents or guardians in connection with the delivery of our educational programs to our students, and we are accountable for the personal information we collect and hold. We collect information only by lawful and fair means and not in an unreasonably intrusive way.

We collect your personal information directly from you, from the application form, at the beginning of a school year, and in the course of our delivering the educational programs offered by DSC. In addition, for full time students, we may obtain information that is stored in the Ontario Student Record (OSR) by contacting your previous school if the student comes to us from an Ontario school.

Every student has a file in the School Office that contains personal data of the student and family. Some of the information contained in this file includes report cards, medical information, previous education records, and similar information collected from you from time to time. As well, a file is opened in the School’s Computer System. These files are maintained at the School in accordance with the regulations established by the Ontario Ministry of Education. A copy of this policy document can be found at:

<http://www.edu.gov.on.ca/eng/document/curricul/osr/osr.pdf>

Under the Personal Data (Privacy) Ordinance and the OSR guidelines you have a right to request access to, and to request correction of, your personal data in relation to any personal data we hold on you. If you wish to exercise these rights, contact the School Office.

Under and in accordance with the terms of the Ordinance you have the right to:

- ascertain whether the School holds personal data of which you are the data subject;
- request a copy of the data;
- require the data user (School) to correct any data relating to you this is inaccurate;
- ascertain the School's policies and practices on personal data.

Data Retention

Students and their parents are reminded that it is their responsibility to keep and safeguard participation and award certificates as the School does not, under the Data Retention Policy, keep copies of these awards and certificates.

Parents are reminded that under the School's Data Retention Policy, copies of Progress Reports and Report Cards are kept by the School for only five years and will not be available after five years from the year of withdrawal from the School.

PINK SHIRT DAY

Pink Shirt Day, as indicated on the calendar, is a day when all students and staff wear a pink shirt to reinforce the message that bullying is not acceptable and will not be tolerated. Prior to Pink Shirt Day, teachers will discuss the history and meaning of Pink Shirt Day and to have conversations with students on the topic of bullying and the importance of being kind and inclusive of others.

Student who would like to participate can, wear a DSC pink shirt from a prior year, or wear their own pink shirt.

SCHOOL APP for SMARTPHONE

DSC has a mobile app to facilitate better communications with parents in real-time.

The App was designed to work in unison with the parent portal and streamline access to important school information, events, notifications, and forms. DSC has transitioned all parent communication through the App. The App will be your primary communication gateway for:

- Parent Communication (replacing email)
- School News (only available on the App)
- Upcoming Events (only available on the App)
- Calendars
- Athletics
- Teacher Contact (only available on the App)
- Notifications and School closures (only available on the App)
- ECA and Team Registration
- Field Trip Notifications
- Reporting Absences (only available on the App)
- Forms and Surveys
- and more

Please download and install the App to stay current on all critical school communication. There is a tutorial and guide on how to reset your password.

Contact our IT team at ict@dsc.edu.hk if you need assistance.

DSC Mobile App - Tutorial



REFERENCE LETTERS

The School will not provide a ‘non-confidential’ reference letter for students that is submitted directly to parents or students. All reference letters must be confidential and submitted directly to the receiving school.

Reference Letter for a Specific Recipient

All requests for ‘confidential’ reference letters for specific recipients are made through Head Office. Please submit your request by completing the “Student Records Request and Authorization” form available from Head Office – Accounts. Please also be aware that the School will not release the letter to the parent or student.

SCHOOL BUS

The school bus provider for 2023-2024 is Essex Services Limited. City School Bus Service Limited has a long history of providing quality school bus services to International Schools in Hong Kong. Please note that the School does not manage the school bus service provided to families. All administration and operations will be handled by Essex Services Limited. Please contact the Essex Services Limited at <https://essexbus.com.hk/DSC>.

Students taking the School bus are reminded that all school bus rules must be followed. Students are asked to listen to and follow the directions of the Bus Mother. Students who do not abide by the rules risk losing their place on the bus.

School Bus Regulations

- All students are responsible to be at the assigned bus stop for pick up at the scheduled time. Buses will not wait beyond scheduled pick up time for students who are late.
- Bus students must report to the school bus as soon as classes are dismissed for the day. The buses will start leaving the School campus at 3:15 pm. Students who have not reported to the bus and miss their bus will have to find alternative transport back home.
- Parents and guardians should notify City School Bus Service Limited at 3912-9620 in advance if their child is not taking the bus service on a particular day/time.
- Bus students who have co-curricular activities after school will have to make their own transport arrangements back home.
- Eating or drinking is not allowed on the bus.

- Students must remain seated while the bus is moving.
- Seatbelts must be worn.
- Shouting, playing or using sharp objects (i.e. pen, pencil, scissors, etc) on the bus is not permitted.
- Swearing and other inconsiderate behaviour or actions are not acceptable on the bus.
- The Bus Mother's and Bus Driver's instructions and requests must be followed.

SCHOOL CLOSURE

In the event that the School is closed for a period of time by order of the Hong Kong Centre for Health Protection (CHP) or the Education Bureau (EDB) or because of other unforeseen circumstances, learning will continue via the School's website and online learning platforms. Learning materials and activities for all grades and subjects will be posted on the online learning platforms.

Students must make every effort to continue their academic program by:

- keeping informed by visiting the School website daily for updated information.
- being responsible for daily school assignments as posted on the learning platforms.
- contacting teachers regarding questions and concerns.
- ensuring that assignments are completed and submitted on time.

Parents and guardians are expected to:

- keep informed by visiting the School website daily for updated information.
- monitor student learning at home.
- ensure that students complete school assignments.
- ensure that student assignments are submitted to the teachers and submitted on time.
- contact teachers and Administration to ask questions and/or clarify concerns.
- encourage and support their child's learning.

Suspension of Classes

Classes will be suspended if:

- authorized by the Hong Kong Education Bureau (EDB)
- a Red or Black Rainstorm warning is issued between 6:00 am – 8:00 am
- a Tropical Cyclone Warning Signal 8 or above

Please refer to the detailed information on the School's website found in the "Inclement Weather Policy" taking note of the information provided in the two charts and listen to the radio or watch TV for information on school cancellations.

STUDENT CARDS

Every student is provided with a student card. Apart from as a student identification, it can be used as a Library Card. For Grades 4 to 6 students, their smart Student Card can be used for printing at school. If the student loses his or her card, he or she or the parent needs to report to the Head Office and apply for a replacement with a replacement fee of \$100.

SUMMER SCHOOL

Held during July, students from Pre-Grade 1 to Grade 6 are welcome to join our programs which are designed to meet the varying academic, physical and social needs of students. Information about Summer School is available in the spring.

TEACHER INFORMATION NIGHT

Parents will have an opportunity to meet their child's teacher and see the classroom in September. The School will communicate the exact date that Teacher Information Night will take place. Teachers will present The Curriculum – An Overview of the Curriculum Expectations; Assessment, Evaluation and Reporting; Achievement Chart and Rubrics; Field Trips; and Student Behaviour and Expectations.

Parents are reminded that this is not a meeting to discuss their child but rather meet the teacher, see the classroom, and learn, in greater detail, about the Program.

PAYMENT AND REFUND POLICY

For our Payment and Refund policy, please refer to the parent portal at: <https://www.dsc.edu.hk/parent-portal>

THERMAL SCANNERS and CCTV SYSTEM

The School has installed several cameras on Campus. The purpose of the CCTV system is to provide security and safety on Campus during the day, evening and night, and to assist with an investigation into a security issue or suspected violation of the School's Code of Conduct. The collection, retrieval and copying or saving of images are handled in accordance with the School's Personal Data Collection Policy and the guidelines of the "Office of the Privacy Commissioner for Personal Data" and the "Personal Data (Privacy) ordinance (Cap. 486)".

In order to maintain an environment that is safe from communicable diseases, everyone who enters the School Campus may be subject to a temperature check. Those whose temperature is 38.0°C or higher will not be allowed to remain on the Campus.

During peak flu season or if there is an outbreak, thermal temperature scanners will be used. All members of the school community will enter the School through the main entrance pass through scanning stations located in the lobby. Members of the security team and health team will monitor live feed data from the thermal CCTV system. Anyone with an elevated fever will be pulled aside to undergo additional checks.

These will be monitored by Security Guards for the sole purpose of identifying those individuals who can enter the Campus and those who need to see a member of the Health Team for a temperature check.

VENDING MACHINES

Vending machines are available for drinks and snacks. Students may access the tuck shop with teacher permission or during lunch or recess.

WEAPONS

DSC International School promotes non-violence. As such, weapons—real or toy—are not permitted at School under any circumstances. In addition, toy guns are not permitted as part of a Halloween costume, for drama activities, or other classroom or Extracurricular Activities.

Students who bring weapons to school or to school-sanctioned activities will be suspended or expelled.

WEATHER CONDITIONS

Tropical Cyclones and Rainstorms

All School closures due to inclement weather are announced by the Hong Kong Education Bureau on their website, radio and local TV stations. Websites where suspension of classes and current weather conditions may be found at:

- Weather Information for Schools: <http://www.weather.gov.hk/school/school.htm>
- Hong Kong Observatory: <http://www.hko.gov.hk/contente.htm>
- Education Bureau Website: <http://www.edb.gov.hk/>
- DSC Website (<http://www.dsc.edu.hk>)
- School App (notifications)

The School's *Inclement Weather Policy* can be found on the School's website, . Parents should refer to this in times of inclement weather.

Parents and guardians should exercise their discretion in deciding whether or not to send their child to school based on current inclement weather conditions. In the event of adverse local weather, road, slope or traffic conditions, parents should keep their children at home for the sake of safety. Students will not be penalized for the absence.

DSC has developed responses and procedures for the following warning systems:

- Tropical Cyclone Warnings
- Rainstorm Signals
- Air Quality Health Index
- Hot Weather Warnings
- Thunderstorm Warnings
- Hong Kong Heat Index / Humid Weather




Please Note:

- If the Education Bureau announces that kindergartens are closed for the day this does not apply to DSC International School. DSC International School offers a Pre-Grade 1 Program which is different than kindergarten.
- If the Education Bureau announces the closure of whole day schools, DSC International School is closed.
- If the Education Bureau announces the closure of Primary School there will be no School for students in Pre-Grades 1 through Grade 6. Students in Grade 7 through Grade 12 will come to School/stay at School.
- If during Summer School, the Education Bureau announces the closure of whole day schools, DSC International School is closed for morning and afternoon Summer School classes.

School Closures Contingency Plans

The following School-based contingency policy is reflective of the Education Bureau’s “Circular No. 9/2015”.

Tropical Cyclone Warning

<p>Tropical Cyclone Warning Signal No. 1</p> 	<ul style="list-style-type: none"> • School is open as normal • School Administrators closely monitor weather conditions • Student absences are reported on the Report Card
<p>Tropical Cyclone Warning Signal No. 3</p> 	<ul style="list-style-type: none"> • School as normal (unless advised otherwise by EDB) • School Administrators closely monitor weather conditions • Student absences are recorded on the Report Card • ECAs and Fieldtrips are cancelled; parents are notified by email
<p>Tropical Cyclone Warning Signal No. 8 or above</p> 	<ul style="list-style-type: none"> • Suspension of classes • Students should stay home. • The school will remain open until all students have returned home at the appropriate time. • If the signal is raised during school hours, classes are suspended as soon as the warning that the Tropical Cyclone Warning Signal No 8 or above will be raised. Parents will be contacted seeking permission to and instructions for dismissing the student from school. <p>Please note that <i>students in PG1 to Grade 3 will not be permitted to go home on their own. Students can be picked up by a parent, guardian or older sibling.</i></p>

Tropical Cyclone Warning Signal No. 8 or above

Before – 6:00 am – School is closed

There are no classes when Typhoon Signal 8 has been hoisted. Members of the School Community are encouraged to view the TV, EDB website or listen to the radio in the morning before departing for school if there is the possibility of a Typhoon Signal 8 being hoisted. If the signal is hoisted there will be no classes for the students and students should remain at home.

Between – 6:00 am and 8:00 am – Classes are suspended, School remains open



If the Level 8 Warning (or above) is announced after 6:00 am and before classes begin the School will remain open. For students who have arrived at school, arrangements will be made for them to return home at the appropriate time.

After – 8:00 am – Classes are suspended, School remains open

If the Level 8 Warning (or above) comes after classes have begun instruction stops but the School remains open. Students will be dismissed from School on their own to go home if conditions are safe. Parents will be contacted by emergency contact email and notified of the

dismissal. Younger siblings can be collected by students in Grades 7 - 12 after the office has verified the permission given by families.

Rainstorm Warnings

<p>Amber Rainstorm Signal</p> 	<p>Unless the Education Bureau has made special announcements on the closure of schools, DSC will be open as usual.</p>
<p>Red Rainstorm/Black Rainstorm Signal</p> 	
<p>Announcement made before 6:00 am</p>	<ul style="list-style-type: none"> • Suspension of classes; students should remain at home. • Note – DSC is classified as a whole day school
<p>Announcement made between 6:00 am - 8:00 am</p>	<ul style="list-style-type: none"> • Suspension of classes • Students who have not left for school should remain home. • Students who are already in transit should continue to school. • Teachers will supervise students until normal dismissal time and it is safe to return home.
<p>Announcement made after 8:00 am</p>	<ul style="list-style-type: none"> • Classes will continue as usual • School rainstorm contingency plan will be put in place • Students will remain at school until it is safe to return home • Absences are counted on the report card
<p>Signal remains in effect at dismissal</p> <p><i>DSC will not allow students to return home, including on a school bus when a Red or Black Signal is issued.</i></p>	<ul style="list-style-type: none"> • Students will remain in their classes until: <ul style="list-style-type: none"> ○ Signal is dropped ○ Parent/guardian has come to school to pick up child <p>Please note:</p> <ul style="list-style-type: none"> • If the Red signal is in effect at 1:00 pm, parents will be notified that a delayed dismissal may occur. • If the Red signal is in effect at 3:00, all students, PG1 to 12, will only be released to a parent or designated responsible adult if requested by a parent. • DSC will not ask parents to rush to the school to collect their children. We will supervise students until it is safe for them to return home. • If school buses can be arranged when the signals are lowered, students will be sent home and parents will be contacted. If the buses cannot be arranged, DSC will advise parents (or guardians) to collect their children from school.

AQHI OF 10+ AND VERY HOT WEATHER WARNINGS

When the AQHI reaches 10/10+ is announced or a Very Hot Weather Warning is announced, all outdoor activities at DSC International School cease. Please refer to the following chart.

The School remains open and classes continue as scheduled unless otherwise announced by the Education Bureau (EDB).

When a Very Hot Weather Warning is issued, the following action will be taken:

Activity	Action to Be Taken
Physical Education Classes in the Courtyard	Scheduled classes continue inside if in a Gymnasium/Auditorium. Modified Lesson – CHECK Policy Manual (20/20) Scheduled PE classes on the courtyard will continue with a modified lesson. The period will be divided into a 20-minute lesson in the homeroom classroom and 20-minute PE activity with reduced intensity on the Courtyard.
Field Trips	Field Trips that involve outdoor activities are cancelled; field trips to inside venues continue as scheduled.
Recess	Recess continues as normal. Students should be reminded to remove their hoodie.
Lunch Recess	Students remain in the building.
After School - Courtyard	The Courtyard is closed for outdoor activities. Students may exit the building via the Courtyard. Bus lineups remain outside.
Extracurricular Activities	Elementary Extracurricular programs continue inside following the “Rainy Day” procedure.
Sports League Games	Varsity team league games are played as scheduled according the leagues safety measures. Coaches are responsible to ensure students remain hydrated and have breaks in playing time. Coaches should be aware of the symptoms of heat related illnesses and take suitable measures.

Please note that this information is also available on the School’s website; please refer to the “Inclement Weather Policy” by clicking on the link at the bottom of the Home page.

WINTER AND SPRING CONCERTS/TALENT SHOW and ARTS EXTRAVAGANZA

Parents, family and friends are invited to attend our yearly Winter and Spring Concerts. The Winter Concert is a Pre-Grade 1 through Grade 3 concert that takes place before the Winter Break in December. Building on the theme of “Winter”, students from each homeroom will showcase their talent in a performance art.

The Spring Concert is for Grade 4 – 6 and follows a similar format to that of the Winter Concert with each class participating in a performance. This performance provides an opportunity for Junior

Division classes to showcase their talent in a performance art. The Elementary Section Choir performs at this event. Like the Winter Concert, parents, friends and family are invited to this Concert.

The Elementary Talent Show and Arts Extravaganza will take place in May after school from 3:00-4:30 pm. It is open to Elementary students and the parents of those performing or having artwork displayed. A committee made up of teachers will organize, promote, and select, based on a student audition process, the performances for the Talent Show.

Please see the Elementary Student Calendar for exact dates to both of these events.

WITHDRAWING FROM THE SCHOOL

Throughout the school year families leave Hong Kong. Families are requested to provide at least one month’s notice of the last day of attendance by completing the Withdrawal Form available from the Elementary Section Office. There are a number of steps to complete in this process:

Items to Complete as Part of the Withdrawal Process	Timeframe
Inform the School that your child is withdrawing by completing the Withdrawal Form and submitting it to the Elementary Section Office	Minimum one month prior to the last day of attendance
Request any required School documents by completing the “Student Records Request and Authorization” form and submitting it, along with the required fees, to Head Office. Please be reminded that it can take up to 40 days to process these requests	40 days prior to last day of attendance
Provide Head Office with the information for the issuing of a cheque for the Textbook Loan Program; parents will be contacted by Head Office.	Within one week of submitting the Withdrawal Form.
Parents of students in PG1B – Grade 3 should download their files from SeeSaw. Students will lose access to their SeeSaw account within two weeks of withdrawing from the School.	Prior to last day of attendance.
Students in Grades 4 – 6 should download their files from Google Drive. Students will lose access to both their email and their Google Drive accounts within two weeks of withdrawing from the School.	Prior to last day of attendance.
If applicable, pick up from the Health Room any of your child’s long-term prescribed medication.	Prior to last day of attendance.
Return all Library Books	One week prior to the final day of attendance.
Return all textbooks to the Homeroom Teacher	One day prior to final day of attendance.
Collect the Textbook Loan Program deposit refund.	When contacted by Head Office.
If applicable, collect the requested School documents.	When contacted by Head Office.

*D*ream! *S*ucceed! *C*elebrate!



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