



# AMERICAN SCHOOL HONG KONG

## Parent Handbook 2023 - 2024

**School Director**  
**Principal (Elementary)**  
**Principal (Secondary)**

Christopher Coates  
Amy Jackman  
Amanda Shepherd

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# WELCOME TO ASHK!

## A Message from the School Director

Please accept our warm welcome to all ASHK parents. We are thrilled that you have chosen our school for your children and eagerly anticipate a productive and successful academic year in 2023-2024.

Last year, we celebrated our first graduating class; the 2023 cohort were our first to complete the IB Diploma. They have now matriculated in many of the top universities around the world, and we hope to build on this with our next group of IBDP students in 2024. All of our academic programs, from KG to G12, are designed to develop responsible global citizens who excel inside and outside the classroom.

At ASHK, we believe in a holistic approach to education that focuses not only on academic growth; we also strive to develop character, physical wellbeing, and our staff work hard to meet the social and emotional needs of each student. ASHK teachers are consummate professionals, who personalise their instruction so that each child may reach their full potential in all aspects of school life.

We anticipate that the information found in the Parent Handbook will be helpful to you as you navigate through the year ahead. Please feel free to contact us directly at the school if you have any questions or concerns.

Mr. Christopher Coates  
School Director



## ASHK Vision

To be widely recognized as a welcoming global community where creativity and innovation equip students with the knowledge, skills, and attitudes necessary to achieve their fullest potential.

## ASHK Mission Statement

To provide a challenging American and international education program that empowers students to be independent critical thinkers and responsible global citizens who excel in their future studies and careers.

## IB Mission Statement

The International Baccalaureate aims to develop inquiring, knowledgeable and caring young people who help to create a better and more peaceful world through intercultural understanding and respect.

To this end the organization works with schools, governments and international organizations to develop challenging programmes of international education and rigorous assessment.

These programmes encourage students across the world to become active, compassionate and lifelong learners who understand that other people, with their differences, can also be right.

## Learner Profile

The attributes list the qualities, attitudes, and skills we subscribe to as being critical for the overall development of the child. As a school community, we will be very intentional with respect to the attributes. They will be infused in our curriculum and embedded in our classroom management. When all members of our school community strive to live by the spirit of the IB Learner Profile, chances are very good that every experience will be a positive and fulfilling one. Therefore, all students and staff are encouraged to become:

***Inquirers - Knowledgeable - Thinkers - Open-minded - Principled - Reflective - Balanced - Caring - Communicators - Risk-takers***

# IMPORTANT DATES

<p><b>Open House for Students and Parents</b></p> <ul style="list-style-type: none"> <li>All students and parents are invited to attend and meet the teachers, view the classrooms, and meet classmates. Students are encouraged to bring their supplies with them on orientation day</li> <li>Uniforms are not required to be worn on this day</li> <li>Bus service is not available on this day but begins on Friday, August 11</li> </ul>	<p><b>Open House</b>  <b>Thursday, August 10, 2023</b>  <b>Anytime between</b>  <b>9:00 a.m. - 11:00 a.m.</b></p> <p><b>*G11/12 Student orientation</b>  <b>Wednesday, 9 August, 2023</b>  <b>8:00-2:30</b></p> <p><b>Thursday, 10 August, 2023</b>  <b>8:-10:30 G11/12 orientation</b>  <b>10:30 -2:30 G11 orientation cont.</b>  <b>And G12 classes start</b></p>
<p><b>First Day of School</b></p> <ul style="list-style-type: none"> <li>School gates open for students at 7:30 a.m.</li> <li>Regular bus service is provided</li> <li>School uniform must be worn on this day</li> </ul>	<p><b>The first regular day of school is:</b>  <b>Friday, August 11, 2023</b>  <b>at 7:45 a.m.</b></p>
<p><b>Coffee Morning for New Parents</b></p> <ul style="list-style-type: none"> <li>Meet the school's leadership team</li> <li>Meet members of the parents' association executive committee</li> <li>Learn more about:</li> <li>The essential communication platforms at the school;             <ul style="list-style-type: none"> <li>Daily routines including lunch and bus service</li> <li>Extra curricular activities and sports and arts programs</li> </ul> </li> </ul>	<p><b>Wednesday, August 9, 2023</b>  <b>at 11:00 a.m.</b></p>

# PARENT / GUARDIAN LANYARD

Please note that all new ASHK families will receive three identification lanyards. These lanyards must be worn when entering the campus. Any individuals arriving without a lanyard during will be required to show their ID and sign in at the security booth.



# Staff Contact List

Position	Staff Member	Email Address
School Director	Christopher Coates	<a href="mailto:christophercoates@ashk.edu.hk">christophercoates@ashk.edu.hk</a>
Principal, Elementary School	Amy Jackman	<a href="mailto:amyjackman@ashk.edu.hk">amyjackman@ashk.edu.hk</a>
Principal, Secondary School	Amanda Shepherd	<a href="mailto:amandashepherd@ashk.edu.hk">amandashepherd@ashk.edu.hk</a>
Director of Educational Technology	Ryan Yue	<a href="mailto:ryanyue@ashk.edu.hk">ryanyue@ashk.edu.hk</a>
KGA Teacher	Rebecca Hardman	<a href="mailto:rebeccahardman@ashk.edu.hk">rebeccahardman@ashk.edu.hk</a>
KGB Teacher	Jessie Lau	<a href="mailto:jessielau@ashk.edu.hk">jessielau@ashk.edu.hk</a>
Grade 1A Teacher	Colleen Powers	<a href="mailto:colleenpowers@ashk.edu.hk">colleenpowers@ashk.edu.hk</a>
Grade 1B Teacher	Kalinda Kolek	<a href="mailto:kalindakolek@ashk.edu.hk">kalindakolek@ashk.edu.hk</a>
Grade 2A Teacher	Rachel Li	<a href="mailto:rachelli@ashk.edu.hk">rachelli@ashk.edu.hk</a>
Grade 2B Teacher	Bradney St Peter	<a href="mailto:bradstpeter@ashk.edu.hk">bradstpeter@ashk.edu.hk</a>
Grade 3A Teacher	Ryan Morgan	<a href="mailto:ryanmorgan@ashk.edu.hk">ryanmorgan@ashk.edu.hk</a>
Grade 3B Teacher	Laura Rauthmell	<a href="mailto:laurarauthmell@ashk.edu.hk">laurarauthmell@ashk.edu.hk</a>
Grade 4A Teacher	Thomas Garbushian	<a href="mailto:thomasgarbushian@ashk.edu.hk">thomasgarbushian@ashk.edu.hk</a>
Grade 4B Teacher & Elementary School Team Leader	Emily Christensen	<a href="mailto:emilychristensen@ashk.edu.hk">emilychristensen@ashk.edu.hk</a>
Grade 5A Teacher	Krista Wiberg	<a href="mailto:kristawiberg@ashk.edu.hk">kristawiberg@ashk.edu.hk</a>
Grade 5B Teacher	Lisa Tavares	<a href="mailto:lisatavares@ashk.edu.hk">lisatavares@ashk.edu.hk</a>
Grade 6A HR & English / Social Studies Teacher	Tim Birkett	<a href="mailto:timbirkett@ashk.edu.hk">timbirkett@ashk.edu.hk</a>
Grade 6B HR & Math Teacher	Tom Blazey	<a href="mailto:tomblazey@ashk.edu.hk">tomblazey@ashk.edu.hk</a>
Grade 7A HR & English Teacher	Cody Arndt	<a href="mailto:codyarndt@ashk.edu.hk">codyarndt@ashk.edu.hk</a>
Grade 7B HR & Math / Science Teacher	Dana Koniuch	<a href="mailto:danakoniuch@ashk.edu.hk">danakoniuch@ashk.edu.hk</a>
Grade 8A HR & Social Studies / Ind. & Soc. Teacher	Anthony Brewer	<a href="mailto:anthonybrewer@ashk.edu.hk">anthonybrewer@ashk.edu.hk</a>
Grade 8B HR & English Teacher	Hilary Cheung	<a href="mailto:hilarycheung@ashk.edu.hk">hilarycheung@ashk.edu.hk</a>
Grade 9 HR & Math / Ind. & Soc. Teacher	Miranda Lee	<a href="mailto:mirandalee@ashk.edu.hk">mirandalee@ashk.edu.hk</a>
Grade 10 HR & Social Studies / TAP Teacher	Morgan Reeves	<a href="mailto:morganreeves@ashk.edu.hk">morganreeves@ashk.edu.hk</a>
Grade 11 HR & Head of EAL	Katie White	<a href="mailto:katiwhite@ashk.edu.hk">katiwhite@ashk.edu.hk</a>
Grade 12 HR & Science / Ind. & Soc. Teacher & CAS Coordinator	Lea Choukroun	<a href="mailto:leachoukroun@ashk.edu.hk">leachoukroun@ashk.edu.hk</a>
Science Teacher & Secondary School Team Leader	Chris Lee	<a href="mailto:chrislee@ashk.edu.hk">chrislee@ashk.edu.hk</a>
Social Studies / Ind. & Soc. Teacher & IB DP Coordinator	John Culliton	<a href="mailto:johnculliton@ashk.edu.hk">johnculliton@ashk.edu.hk</a>
Science / TOK Teacher	Mike Luciani	<a href="mailto:mikeluciani@ashk.edu.hk">mikeluciani@ashk.edu.hk</a>
Science Teacher	Ray Marangelo	<a href="mailto:raymarangelo@ashk.edu.hk">raymarangelo@ashk.edu.hk</a>
Athletic Director	Jake Carey	<a href="mailto:jakecarey@ashk.edu.hk">jakecarey@ashk.edu.hk</a>
Head of PE	Bradley Wilson	<a href="mailto:bradleywilson@ashk.edu.hk">bradleywilson@ashk.edu.hk</a>
Director of Chinese Studies	Flora Hui	<a href="mailto:florahui@ashk.edu.hk">florahui@ashk.edu.hk</a>
Chinese Studies Teacher	Stanley Zhong	<a href="mailto:stanleyzhong@ashk.edu.hk">stanleyzhong@ashk.edu.hk</a>

Position	Staff Member	Email Address
Chinese Studies Teacher	Fiona Fu	<a href="mailto:fionafu@ashk.edu.hk">fionafu@ashk.edu.hk</a>
Chinese Studies Teacher	Ziyan Wang	<a href="mailto:ziyanwang@ashk.edu.hk">ziyanwang@ashk.edu.hk</a>
Chinese Studies Teacher	Ivy Wong	<a href="mailto:ivywong@ashk.edu.hk">ivywong@ashk.edu.hk</a>
Chinese Studies Teacher	Yanfen Liu	<a href="mailto:yanfenliu@ashk.edu.hk">yanfenliu@ashk.edu.hk</a>
Chinese Studies Teacher	Leah Zhao	<a href="mailto:leahzhao@ashk.edu.hk">leahzhao@ashk.edu.hk</a>
Chinese Studies Teacher	Sophie Kong	<a href="mailto:sophiekong@ashk.edu.hk">sophiekong@ashk.edu.hk</a>
Head of Learning Support	Caitlyn Pace	<a href="mailto:caitlynpace@ashk.edu.hk">caitlynpace@ashk.edu.hk</a>
Learning Support Teacher	Michelle Waldren	<a href="mailto:michellewaldren@ashk.edu.hk">michellewaldren@ashk.edu.hk</a>
Counselor / Learning Support Teacher	Lauren O'Brien	<a href="mailto:laurenobrien@ashk.edu.hk">laurenobrien@ashk.edu.hk</a>
Counselor / Guidance Teacher / College Counselor	Miya Zeng	<a href="mailto:miyazeng@ashk.edu.hk">miyazeng@ashk.edu.hk</a>
EAL Teacher	Malin Vart	<a href="mailto:malinvart@ashk.edu.hk">malinvart@ashk.edu.hk</a>
EAL Teacher	Camille Uzac	<a href="mailto:camilleuzac@ashk.edu.hk">camilleuzac@ashk.edu.hk</a>
Head of Music	Liam Callan	<a href="mailto:liamcallan@ashk.edu.hk">liamcallan@ashk.edu.hk</a>
Music Teacher	Monica Johnston	<a href="mailto:monicajohnston@ashk.edu.hk">monicajohnston@ashk.edu.hk</a>
Head of Library / STEAM Facilitator	Stephen Miles	<a href="mailto:stephenmiles@ashk.edu.hk">stephenmiles@ashk.edu.hk</a>
Teacher Librarian	Sarah Cha	<a href="mailto:sarahcha@ashk.edu.hk">sarahcha@ashk.edu.hk</a>
Head of Visual Arts	Jon Poblador	<a href="mailto:jonpoblador@ashk.edu.hk">jonpoblador@ashk.edu.hk</a>
Visual Arts Teacher	Ming Tang	<a href="mailto:mingtang@ashk.edu.hk">mingtang@ashk.edu.hk</a>



# School Calendar 2023 - 2024



**AMERICAN  
SCHOOL  
HONG KONG**

an  **Esol Education** school

## 2023-2024 School Calendar

August 2023						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

September 2023						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

October 2023						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

November 2023						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

December 2023						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

January 2024						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August	
3-4	New Teacher Orientation
7-9	Staff Planning for Returning & New Teachers
9	Coffee Morning for New Parents
9	G11/12 Students' Orientation
10	G11/12 Students' Orientation / First Day of School for G12 students
10	Open House for Students and Parents
11	First Day of School for All Students
29-31	Curriculum Night

October	
2	The day following National Day - Public Holiday
3	Staff Professional Development Day - No School for Students
7	ASHK Open Day
10	Secondary Reports Sent Home (Term 1 Interim)
12	Parent Teacher Conferences (Evening Session on Zoom)
13	Parent Teacher Conferences - No School for Students
16-20	Mid-Term Break
23	Chung Yeung Festival - Public Holiday
31	Halloween Celebration

November	
22	Terry Fox Run
23	Staff Professional Development Day - No School for Students
24	Thanksgiving Holiday

December	
22	Early Dismissal for Students - Winter Break
25-29	Winter Break

January	
1-5	Winter Break
26	Term 1 Reports Sent Home

February	
7	CNY Celebration
8	Early Dismissal for Students - Lunar New Year Break
9-16	Lunar New Year Break

March	
22	Sports Day
25	Secondary Reports Sent Home (Term 2 Interim)
27	Parent Teacher Conferences (Evening Session on Zoom)
28	Parent Teacher Conferences - No School for Students
29	Good Friday - Public Holiday

April	
1-5	Spring Break

May	
1	Labour Day - Public Holiday
15	Birthday of Buddha - Public Holiday
23	Graduation

June	
5	Term 2 Reports Sent Home
6	Early Dismissal for Students - Last Day of School
7	Last Day for Teachers

February 2024						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

March 2024						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April 2024						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May 2024						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June 2024						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

July 2024						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			



# COMMUNICATION

We recognize parents as the primary caregivers. Our faculty are committed to honoring parents as significant partners in the educational process. Teachers will act in loco parentis (“as a good person would in the absence of the parent”). It is crucial, therefore, for school and family to work closely together, informing, supporting, and communicating with each other. You may expect communication from ASHK staff to be:

Open & Honest

Frequent & Ongoing

Respectful

Centered always on the best interests of your child

The same expectations are requested from our parent community. In the event of parent concerns or grievances, please be advised to communicate these to your child’s homeroom teacher as a first point of contact, who will arrange a meeting at the earliest possible mutually convenient time. If parent concerns relate directly to class teachers or other members of staff, please communicate directly with the following individual depending on the grade of your child:

KG - Grade 5: Mrs. Amy Jackman  
Principal, Elementary

Grade 6 - 12: Ms. Amanda Shepherd  
Principal, Secondary



Parents should also be mindful of what they post about the school in public forums, whether on an official or unofficial platform. As a school community, we expect that all stakeholders will always be respectful and professional when conveying ideas or opinions about the school or members of the school community.

In addition, it is imperative that parent contact details held by the school are up to date at all times. Please inform your child’s Homeroom Teacher of any changes. In addition to daily interactions at drop off and pick up time, other forms of communication at ASHK include:



## Email

Email is our preferred method of communication. Current parents have already been assigned an ASHK Gmail account. New parents will receive their ASHK email address prior to the start of the school year. All communication from the school will be sent to this account - and to this account only. If you wish, you may choose to forward all email messages sent by the school to your personal email address.

Communication from parents will normally be responded to within 24 hours during the working week.

# COMMUNICATION



## ASHK Parent Communicator

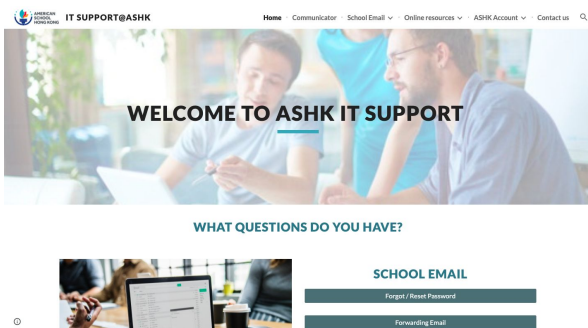
Google Sites

From this site, parents are able to access information such as curriculum outlines, schedules, routines, teacher introductions and contact information. Pages have been created by Homeroom Teachers, the Chinese Department, Specialty Teachers (visual arts, PE, music, library), and the Student Services Team (Learning Support, EAL, Counselor). In addition, parents can find general information such as school health, school calendars, the parent handbook, ECA, and bus information.

To access the Parent Communicator using your ASHK Gmail account, visit: <http://ashkcommunicator.ashk.edu.hk/>

Please note that, during the summer, the classroom communicator pages will be deactivated as preparation begins for the new school year. These sites will be active again a few days before the start of the new school year.

For IT assistance, please visit the [IT support website](#) which provides detailed instructions for all platforms used at ASHK.



## Weekly Updates

Elementary Teachers will share weekly photos and updates via Seesaw (KG - Grade 3) or email (Grade 4 and 5).

## Zipper Pouch

- In addition to the information found on the Parent Communicator, the school or individual teachers will occasionally send paper messages
- KG - Grade 5 students will be given a zipper pouch, which will be used to carry these letters, notices, updates or reminders from your child's homeroom teacher
- Please check with your child on a regular basis to inquire if any message came home from the teacher
- Please ensure that the pouch is brought back to school each day

## Coffee Mornings

- A series of workshops and information sessions for parents will run over the course of the year. Some of these will be live and some will be on Zoom
- The sessions will highlight various curriculum thrusts, program initiatives, and ways to support your child at home
- Parents with specific suggestions are asked to share these recommendations with the School Director or homeroom teacher and, should a wider interest be apparent, attempts will be made to incorporate corresponding workshops to meet parents' needs

## ASHK Newsletter

The School Director will write regular newsletters to the community featuring information about previous and upcoming events, Coffee Mornings, health news from the School Nurse, an overview of school calendar items, pertinent information, and celebrations of school success.

# DAILY TIMETABLE

Elementary	
Period	Time
Homeroom	7:45 a.m. - 7:50 a.m.
1	7:50 a.m. - 8:30 a.m.
2	8:35 a.m. - 9:15 a.m.
Break	9:15 a.m. - 9:35 a.m.
3	9:35 a.m. - 10:15 a.m.
4	10:20 a.m. - 11:00 a.m.
5	11:05 a.m. - 11:45 a.m.
Lunch	11:45 a.m. - 12:25 p.m.
6	12:25 p.m. - 1:05 p.m.
7	1:10 p.m. - 1:50 p.m.
8	1:55 p.m. - 2:35 p.m.

Secondary	
Period	Time
Homeroom	7:45 a.m. - 7:50 a.m.
1	7:50 a.m. - 8:30 a.m.
2	8:35 a.m. - 9:15 a.m.
3	9:20 a.m. - 10:00 a.m.
Break	10:00 a.m. - 10:20 a.m.
4	10:20 a.m. - 11:00 a.m.
5	11:05 a.m. - 11:45 a.m.
6	11:45 a.m. - 12:25 p.m.
Lunch	12:25 p.m. - 1:05 p.m.
7	1:10 p.m. - 1:50 p.m.
8	1:55 p.m. - 2:35 p.m.

# ASSESSMENT, STANDARDS, & HOMEWORK

## Assessment

Assessment is an ongoing process and is integral to all teaching and learning with the prime objective to provide purposeful feedback on the learning process. It informs instruction and allows teachers, students, and parents to reflect upon learning as well as to identify what students know, understand, and can demonstrate at different stages of the learning process.

The school has developed a set of Guiding Principles that serve to support teachers with assessment. It includes the following:

1. The primary purpose of assessment and evaluation is to improve student learning.
2. Assessment and evaluation must match the curriculum standards.
3. Assessment involves diagnostic, formative, and summative assessment.
4. Strategies used should be varied in nature, administered over a period of time, and designed for students to demonstrate the full range of their learning.
5. Assessment and evaluation address both the process and product of student work.
6. Learning expectations and criteria for assessment are communicated to students in advance.
7. Students are provided with examples and models to assist them in understanding how to achieve excellence.
8. Teachers provide students with ongoing, timely, and descriptive feedback on their learning to help them establish goals for improvement.
9. Assessment and evaluation accommodations and/or modifications may need to be made for students with special needs.
10. Students must be made aware of and held accountable for academic honesty.
11. Report card grades must be based on sufficient evidence of achievement.

At ASHK, apart from the IB Diploma courses, assessment is aligned to the following standards:

CCSS - Common Core - English Language Arts

ACTFL - Foreign Language Learning Standards

CCSS - Common Core - Math

ISTE - Technology

NGSS - Science

CSTA - Technology

AERO - Social Studies

AERO - Music

SHAPE - Physical & Health Education

AERO - Visual Arts

## Assessment Timeline

Over the course of the academic year, teachers will report to parents formally about their child's progress in the different curriculum areas as per the dates indicated.



## Students with Identified Learning Needs

Students with identified learning needs will receive support and accommodations based on their individual student profile and guided by the recommendations in the student's psycho-educational assessment. Accommodations are only allowed where a student has identified learning needs and where supporting documentation is provided.

## Homework

Homework is an integral part of your child's growth and at ASHK we encourage a variety of activities to support this growth. As the homework reinforces ideas from class, it should be completed without adult support, although sometimes your child may need your assistance.

We suggest these maximum times for teacher assigned homework:

KG to Grade 2:	20 minutes daily
Grades 3 to 5:	30 - 50 minutes daily
Grades 6 to 10:	60 - 90 minutes daily
Grades 11 to 12:	90 - 120 minutes daily

In addition to the above times, KG - Grade 2 Chinese teachers may assign an additional 10 minutes of Chinese specific homework and Grades 3 - 10 Chinese teachers could assign up to 20 minutes of Chinese specific homework on a daily basis.



## LANGUAGE OF INSTRUCTION & COMMUNICATION

The language of instruction and communication used in and outside the classrooms at ASHK is English - with the exception of classes taught in Mandarin. All written communication (with the exception of the School Director's Newsletter), including the ASHK website, promotional materials, and communication between staff, students, and parents is in English

### **The rationale for this policy is as follows:**

- Mastery of English is one of the major reasons parents choose to send their children to ASHK. Practice is essential in both the formal situations of the classroom and informal social settings
- Except for Mandarin, all classes at ASHK are conducted in English. The stronger the English skills, the greater the likelihood a student will be able to achieve his/her potential
- International schools are typically characterized as having a welcoming and inclusive culture. For the school to maintain a strong sense of community and inclusion, a common language of communication is of paramount importance. Since students must possess solid English skills to enter ASHK, that common language is English. With recognition that language acquisition and development has a social development, all students will be encouraged to work, learn and play using English as the primary language emphasized at the school.



## SCHOOL ROUTINES & CODE OF CONDUCT

### Guiding Principles

We are a community bound together by the shared values of respect, responsibility, and honesty. We believe that living by these values creates an environment that encourages all of us to reach our potential. The Code of Conduct sets out basic responsibilities, expectations and consequences that, when followed, can help all students achieve their learning goals.

We recognize that students may sometimes not meet our expectations. Our focus is to help students remain on track while addressing the needs of those who may be adversely affected by poor behavior. In circumstances where a student repeatedly falls short of expectations, consequences will be issued that serve to signal the seriousness of the matter and protect the well-being of the community.

While we recognize the rich diversity of languages in school, our language of instruction and communication is English.

### Students' Responsibilities

Students have the right to a positive and supportive environment. Therefore, in consideration of this, it is the responsibility of all ASHK students to:

- Treat others with respect, kindness, and dignity
- Think before acting and make good choices
- Be cooperative and helpful with other students
- Respect the rights of others
- Display good manners
- Perform to the best of their ability
- Use language that is positive and constructive
- Treat school, peer, and personal property with respect
- Attend school regularly and be on time for all classes
- Follow the instructions of all staff members

### Parents' Responsibilities

We recognize parents as primary caregivers and partners with the school in the education of their children. Effective partnerships are characterized by clearly defined responsibilities, a shared commitment to collaboration, open lines of communication, mutual respect, and a common vision of the goals to be achieved. It is the responsibility of parents, who choose to send their children to ASHK, to understand and accept the philosophy of the school and its regulations and to support the school in their enforcement.

## Administration and Faculty Responsibilities

Qualified and experienced administrators and faculty will act in *loco parentis* - as a good person would in the absence of the parent. It is the responsibility of the school administration and faculty to be objective and even-handed in the administration of the Code of Conduct, to maintain respect for students, and to make communication with parents and students around matters of discipline as open as possible.

## Expected Behavior

### School Uniform

- Students are required to wear the school uniform at all times during the day and are encouraged to wear their uniform with pride
- No scarves or outerwear should be worn other than ASHK jackets and sweaters
- Hats are strongly encouraged when playing outside
- Hats should not be worn inside
- On days when students have PE class, they should wear their PE uniform to school for the entire day

### Travel on School Bus

Students should...

- Be punctual at the appropriate pick-up point
- Sit in seats on a first come, first served basis, however, the bus company reserves the right to allocate seats in the interests of safety
- Remain seated at all times wearing a seatbelt
- Keep hands, arms, and head inside the bus if the window is open
- Place all personal belongings on laps, stowed under the seats or given to the bus escort for appropriate storage, keeping aisles clear
- Not use a laptop or iPad while on the bus
- Be courteous and use inclusive language to all bus users
- Talk at an appropriate level and act in an appropriate way so as not to disturb other bus users
- Put all litter carefully in the appropriate bin or take it off the bus on departure
- Remain seated until the bus has reached its destination and comes to a complete stop
- Treat the bus supervisor and driver with respect
- Place any small toys brought to school in their backpack upon arrival and these should not be taken out during the school day

### Arrival at School

- The school gates open at 7:30 a.m. Two gates will be used for access into the school
- The kindergarten to grade 4 students will enter through the west gate (the main entry gate)
- The grade 5 to grade 12 students will enter through the east gate (the bus gate)



- Parents are not permitted on the school grounds
- Students are not permitted to use the lift unless authorized

### **Departure from School**

- The school day ends at 2:35 p.m. Students in KG to Grade 2, who take the bus, are accompanied to their registered bus for a 2:45 p.m. departure
- Students who stay for an Extra-Curricular Activity (ECA) must leave the school campus after their ECA is finished at 3:45 p.m.
- Students are not permitted to stay at school after 3:45 p.m. unless prior arrangements have been made with the supervising teacher
- Students in KG and Grade 1 will wait out front for parents, and parents will wait for the students in the front area near the security booth
- Students in grades 2 and 3 will wait in the gym for parents, and parents will wait for students in the adjacent garden area
- Students in grades 4 and up will exit the gates to meet parents, and parents will wait for the students outside the school gates
- Students in grades 5 and up may depart school on their own
- Lunchtime Arrangement: Students in grades 9 - 12 are permitted to leave the school grounds on their own during the lunch time only. Failure to return on time may prompt this privilege to be revoked

### **Attendance**

- Students must arrive to school and to all classes on time
- Students arriving after 7:45 a.m. are required to report to the reception desk in the General Office, where they will be marked as late
- If a child is ill or has a health-related appointment, parents will be required to inform the homeroom teacher and the General Office at [administration@ashk.edu.hk](mailto:administration@ashk.edu.hk) via email
- Any leave or tardy days will be marked as unexcused unless the teacher has received advance notice from the parent
- Parents who wish their child to leave school during school hours must inform their homeroom teacher in advance. Parents should also contact the General Office at [administration@ashk.edu.hk](mailto:administration@ashk.edu.hk) to arrange an early leave pass and sign out their child
- Teachers will email parents when a child has reached 10 total days of absence to reinforce the importance of attending school on a regular basis to support learning. Teachers will request a meeting with parents when a student has been absent for 15 days of school. A second conference will be scheduled with parents and an administrator if a student misses 20 days of school.

### **Front Playground (KG - Grade 1 only)**

Students should...

- Go down the slide (not up)
- Follow the rule that only one student should be on the slide at a time
- Wait for other students to walk away from the slide before going down
- Avoid tag games or running on the red-brick surface
- Follow the rule that only one person is permitted on the monkey bars at a time
- Walk around the monkey bars - not under them

### **Covered Playground/Turf/Gymnasium**

Students should...

- Play sensibly and safely in designated areas
- Play by the rules, behave appropriately, demonstrate good sportsmanship

- Refrain from all forms of bullying, intimidation, play fighting, harassment, and 'hands on' behavior
- Use appropriate language
- Follow the posted restrictions on rainy days and when using the gym
- Refrain from climbing fences and walls
- Avoid kicking balls in the covered playground area
- Not sit on the basketball net base
- Treat equipment with care and leave play spaces tidy

### **Cafeteria**

- Students are required to sit and eat a healthy lunch each day in the assigned space only
- Students in KG to Grade 3 may bring their own lunch or pre-order lunch from the cafeteria service provider (Chartwells)
- Students in Grades 4 - 12 may bring their own lunch, pre-order or purchase food on the same day from the cafeteria service provider (Chartwells)
- Students should clean their space, remove all trash, and return cutlery and trays
- Students should raise their hand when they need to get up from their seat
- Students should use an indoor voice and show good table manners
- All students should wait for dismissal, from the teacher supervisor, before leaving the cafeteria

### **Corridors/Classrooms**

- No elementary students are allowed in classrooms before school, during breaks, and after school unless accompanied by a teacher
- Secondary school students may go to the classrooms during breaks with permission and supervision by a teacher
- Movement in and around the school must be quiet and orderly. No running along passages will be allowed
- Correct equipment and supplies should be brought to all classes
- Students in KG - Grade 8 may not leave the school grounds during school hours unless accompanied by a staff member
- Lunchtime Arrangement: Students in Grades 9 - 12 are permitted to leave the school grounds on their own during the lunch time only. Failure to return on time may prompt this privilege to be revoked

### **Athletics**

Students should...

- Show respect for teammates, opponents, officials, and coaches
- Respect the integrity and judgment of officials
- Exhibit fair play, sportsmanship, and proper conduct at all times
- Maintain a high level of safety awareness
- Refrain from the use of profanity, vulgarity, or other offensive behaviors
- Adhere to the established rules and standards of the game to be played
- Respect all equipment and use it safely and appropriately
- Win with character, lose with dignity

### **ECAs and Excursions**

- All responsibilities and expectations identified in the previous sections apply equally to students while engaged in ECA's or while participating in a field trip activity
- Students must uphold the reputation of the school by observing an appropriate standard of behavior when representing the school on and off campus

## Reinforcement and Consequences

The school reinforces appropriate and exemplary behavior through many positive reinforcement channels: awards, assembly and newsletter announcements, school reports, and letters of commendation. Consequences for non-observance of the Code of Conduct factor in the nature of the breach along with the severity and frequency.

### Minor and infrequent behavioral problems

Minor and infrequent behavioral problems (i.e. disruption, not following instructions, lack of equipment, incorrect uniform, lack of respect, littering, incomplete homework, lateness, short term lack of effort) are dealt with by the teacher. Disciplinary actions may include the following:

- Reprimand/conference with teacher
- Restitution or other logical consequence
- Temporary withdrawal of privileges
- Time out and/or in-class isolation
- Parent contact by email or phone
- Reflection sheet
- Detention during lunch
- Community service

### Major behavioral problems

Major behavioral problems (i.e. racial/sexual harassment, bullying, fighting, theft, vandalism, extreme rudeness, drug and alcohol related offence, persistent violations of our code of conduct) are usually dealt with by the teacher or supervising staff member along with the appropriate administrator as necessary. The consequences will be determined at the administrator's absolute discretion and may include the following:

- Parent contact by email or phone by administrator
- Parent/teacher/administrator conference
- Removal of privileges (including suspension from ECA's)
- Warning to the student
- Mandatory counselling
- Community service
- In-school suspension
- Out of school suspension
- Involvement of external agencies
- Student support and monitoring plan
- Permanent exclusion in cases where the violation is of significant magnitude and/or if the offense takes place in the context of a history of violations.

## Bullying

Bullying is typically a form of repeated, persistent, aggressive behavior that is directed at an individual with the intention to cause fear, distress, and/or harm to another person's body, feelings, self-esteem or reputation. Bullying in any form is unacceptable. There will be consequences for this behavior. At ASHK we will:

- Encourage students to report incidents of bullying to their teacher, school counselor or administrator
- Work to establish, factually, what has occurred and identify what needs to be done to rectify the situation
- Teach skills of assertiveness, resilience, and coping and make changes to the environment as necessary to lessen the possibility of bullying continuing
- Inform parents of students involved in a bullying situation

## Digital Technology Appropriate Use Policy (AUP)

The school recognizes that when digital technology is used effectively it can build character, enrich discovery, guide learning, and encourage positive behavior. At ASHK, all students are expected to act in a respectful, responsible, and safe manner when using digital technologies. As part of an **Appropriate Use Policy (AUP)**, students will be expected to comply with the following:

- Access only websites that are relevant to school and the information that is needed as part of the class/assignment.
- Use of a VPN by students is prohibited during school time
- Send messages that are polite, respectful and sensible when using email, forums, blogs, chat rooms, etc. and refrain from using profane language or bullying.
- Use only appropriate pictures, music, videos, etc.
- Respect the learning environment of others and always comply with the teacher's request to shut down the device, close the screen, use the silent or mute button, etc.
- Allow the school permission to add applicable applications and online resources aligned to classroom learning activities. Ask permission from the teacher before downloading or installing any applications.
- Use digital technologies for school purposes only, as directed by the teacher (please note that the school will remove all files, images, and apps stored in the students' iPads at the beginning of each academic year).
- Keep passwords private and respect the privacy of others by not sharing photos, documents or other files that belong to other students without their permission.
- Understand that the school may collect and examine a device, check computer files, storage devices, email and may monitor the internet sites visited.
- Maintain all settings on devices unless otherwise directed by the teacher.
- Print only with the teacher's permission.
- Avoid taking someone else's work without giving credit as this is plagiarism.
- Treat digital technologies with care, respect, and safety in mind and keep food and drink away from all equipment.

## Code of Academic Honesty

The code of academic honesty exists to promote, uphold, and reinforce values that are consistent with the ASHK Mission statement, central to the school's interest in the pursuit of excellence, and applies to all classes and activities associated with ASHK. The purpose of this code is to:

- Set high expectations
- Develop responsible and ethical behavior
- Reinforce self-respect and respect for peers
- Protect the integrity of the academic achievement level of all students
- Promote a high level of learning
- Guide students and parents in traditions of academic honesty valued by the school

Examples of academic dishonesty, or cheating, includes, but is not limited to, the following examples:

**Plagiarism** – submitting major ideas and/or selections or passages of any length with the intent to represent the work as one's own by failing to acknowledge or seek permission from the original author. This includes copying or cutting and pasting directly from a web page or another person's (student, tutor, sibling, parent, etc.) paper or report or lab or book assignment or artwork or multimedia presentation in whole or in part and submitting it as your own, to the teacher. A superficial change of wording or structure or conclusion is not sufficient to turn aside the charge of plagiarism.

**Collusion** – one student permitting another student to submit his or her paper or report or lab book assignment or artwork in whole or in part as his or her own work, to the teacher. This includes one student permitting another student to copy his or her work, and failure to report this to the teacher. A superficial change of wording or structure or conclusion is not sufficient to turn aside the charge of collusion.

**Examination and test dishonesty** - using cheat sheets or other prohibited items during a class test or examination; looking at another student's paper during a class examination; providing another student, whether at ASHK or elsewhere, with questions or answers from an examination or test which he or she has taken and the other student has not.

**Theft** – stealing notes, notebooks, reports, lab books, or other work from other students to use as one's own or to transmit to any other user.

## Promoting Academic Honesty

Academic dishonesty is often the result of carelessness when completing assignments and work and/or pressure on students to achieve higher grades. Using another person's work (written or visual) is an acceptable academic practice **if proper acknowledgement and credit** is given and if the intent is to add support and/or credibility to one's ideas.

In order to avoid being accused of academic dishonesty when using another person's work, students must always acknowledge exactly what, where, and how the outside work is used. At ASHK, we adopt the **Modern Language Association (MLA)** style of citing reference materials unless otherwise stated by the teacher.

### **To encourage and promote successful achievement for all students, teachers will:**

- Communicate in advance key dates for completing assignments
- Plan for major assignments to be completed in stages, so that students are less likely to be faced with an "all-or-nothing" situation at the last minute
- Encourage and model time-management skills and techniques

### **To demonstrate responsible attitudes and develop self-management skills, students will:**

- Communicate with teachers when there are extenuating circumstances that prevent them from meeting a deadline
- Seek assistance from teachers and counselor to develop alternative strategies to manage deadlines and prioritize tasks
- Strive to be principled and positive when faced with challenges that he/she may not be able to overcome alone
- Maintain an honest and respectful attitude when communicating with teachers

### **To encourage student responsibility and the development of self-management skills, all teachers will:**

- Take into consideration legitimate reasons for missed deadlines
- Provide alternate assignments where, in the teacher's professional judgment, it is reasonable and appropriate to do so
- Discuss and agree on a revised submission date and, if necessary or warranted, deduct marks up to and including the full value of the assignment for failure to meet the revised deadline. Although deducting the full value of an assignment is rare, teachers will make this decision based on the circumstances of each student

- Communicate with the student's parents/guardian and share information on any decisions made in relation to a revised deadline, alternative assignment or consequences associated with a late submission
- Communicate with the student's counselor to deal positively with repeat cases of late submissions
- Record an appropriate achievement level on the report card in the Learning Skills and Personal Development section

## **Missed Test/Final Exam Policy (Secondary School)**

Students who are absent for a test may be given an alternate test on their first day back in the respective course. A doctor's note will be required to validate the absence. If a student does not submit a doctor's note or submits a parent letter only the teacher will follow-up with the parent to inquire about the absence.

Students absent for a final exam will be given a zero. The only exceptions are at the discretion of the Principals, or Director. Illness must be documented by a doctor's note submitted no later than three days after the exam.

## **Academic Honesty Education**

At American School Hong Kong we take pride in educating our students on the importance of academic honesty. We employ multiple layers of reinforcements for our students starting in elementary school through to the Diploma Programme. We believe that all teachers should model the principle of academic honesty.

The ASHK academic honesty education program aims to:

- Explain to students that they have a central role in ensuring that their work is always academically honest
- See academic honesty as a larger set of values and skills that promote lifelong learning
- Encourage good academic practice and a school philosophy that fosters academic honesty

To support the education of our IB Diploma Programme students, ASHK will introduce an 'IB Core' class as part of the TAP program that is mandatory for all IB Diploma year one students. The class provides an overview to students about the following topics to support students in maintaining academic honesty:

- |                                  |  |
|----------------------------------|--|
| • Academic honesty overview      | • How to properly cite sources                                   |
| • What constitutes 'malpractice' | • How to use Turnitin.com  |
| • Proper research skills         | • What constitutes collusion, plagiarism and duplication of work |
| • Time management                |  |
| • Finding reliable sources       |  |

## **Roles and Responsibilities**

In order to maintain a learning environment that honors the intention of the IB and also promotes academic honesty we have asked each stakeholder to accept his or her role in building a culture of integrity.

### **IB Diploma Programme Coordinator:**

- Educate students about academic honesty and support the acquisition of skills in the IB Core course
- Ensure that all faculty are informed of the IB Policy Manual including the specifics related to academic honesty

- Educate parents about the IB Policy Manual including academic honesty
- Provide support and intervention for students who may violate the academic honesty policy
- Report any violations of the academic policy on IB assessments to the principal

### **Secondary School Librarian:**

- Provide support for research and information literacy skills
- Support teachers in implementing the research skills curriculum
- Support students in curating materials and databases
- Reinforce the IB academic honesty expectations
- Support proper reference and citation practices
- Maintain the turnit.com service and provide training for students and teachers

### **Student:**

- Submit original work that is their intellectual property
- Acknowledge the work and ideas of others through proper reference and citations
- Validate work through submission to Turnitin.com
- Manage time well and meet internal assessment deadlines
- Support classmates by reinforcing academic honesty within the cohort
- If suspected of an academic honesty violation, provide support and evidence of the work's originality

### **Parents:**

- Reinforce academic honesty at home by engaging children in conversations about their work
- Monitor the activities of supplemental education service providers contracted to support your child to ensure they are engaging ethically and in line with the IB Academic Honesty Policy

### **Teachers:**

- Clearly explain academic honesty and educate students about the specific details regarding academic honesty in the discipline
- Provide regular feedback to students regarding their work and to ensure they are familiar with the quality of their original work
- Structure assignments in a manner that promotes integrity and originality
- Be vigilant about providing original assessment tasks, monitoring student work on assessments, and also monitoring the conditions under which assessments are administered
- Utilize turnitin.com on written tasks as both a deterrent and as an originality check
- Report any suspected violations of academic honesty to the administration immediately

### **Administration:**

- Ensure that all members of the community are familiar with the IB Policy Manual including the academic integrity policy
- Supervise teachers and ensure that students are informed about academic honesty and that teachers are engaging in classroom practices that promote honesty and work originality
- Provide swift and immediate response in the event the academic honesty policy is violated
- Ensure the integrity of the IB Diploma Programme in all matters of policy including the academic honesty policy

- Provide the means (time, budget etc) for staff to register for IB Diploma Programme PD opportunities as required
- Ensure that the policy is reviewed on an annual basis

## Consequences

If a student has breached academic honesty rules, the following steps will be taken:

- **First Offense:** the student may receive a mark of zero or part thereof for the assignment or test in question; the student may receive an unsatisfactory learning skills and personal development mark for the term; The student will be required to complete an alternate assessment; The respective teacher will inform parents of the infraction; Eligibility for term awards will be under review; The teacher will review the academic policy with the student and remind them of the school's expectations and where the student had failed to comply with the policy.
- **Second Offense:** With consideration of the rights of the student if suspected of a second breach, the student may wish to have a parent, peer, or teacher advocate present at a meeting to discuss the breach. If found to be in violation of the policy, the student will receive a mark of zero for the assignment or test in question; the student will receive an unsatisfactory learning skills and personal development mark for the term; The student will be required to complete an alternate assessment; The student will receive a suspension from school; Parents will need to meet with a school administrator prior to the student's re-entry to school; Each of the student's teachers will be informed of the infraction and will be asked to report any similar incidents to the administration; eligibility for term awards will be withdrawn.

On IB assessments which contribute to a final IB grade, the school has adopted the sanctions as outlined below:

- If the amount of plagiarism is negligible, zero marks will be awarded for the assessment component, but a grade will still be awarded for the subject
- If a candidate is found to have plagiarized all or part of any assignment then no grade will be awarded for the subject. This automatically means that no Diploma can be awarded
- Transgressions during an examination will result in no grade being awarded for the specific subject involved, also resulting in no diploma being awarded
- If a candidate falsifies a CAS record, no Diploma will be issued until 12 months after the examination session has passed. The CAS record will need to be correctly completed

## Late Submission of Assignments

It is important that all students continue to develop ownership and responsibility for their education. In order to encourage and develop self-management skills, support will be provided to assist students with completing assignments on time. In addition, consequences will be identified for students who submit assignments late or who fail to submit an assignment.



# 1:1 iPad & MacBook Program

1:1 computing is a model in which every student uses a laptop or tablet device to assist with their learning, discovery, and research. Technology provides an increasing number of ways for students to develop literacy and numeracy skills, create multimedia, improve communication and collaboration, carry out project-based or STEAM approaches to learning, and develop higher order critical thinking skills. The purpose of a 1:1 program is to provide a more engaging experience for students that will positively transform the way teaching and learning takes place. This is consistent with our school's mission statement which is "to empower students to be independent critical thinkers and responsible global citizens."

Students enrolled in grades KG - Grade 3 are required to bring an Apple iPad to school along with their regular set of supplies which meets the ASHK minimum requirements. Students enrolled in grades 4 - 12 are required to bring an Apple MacBook which meets the ASHK minimum requirements for both hardware and software.

All grade KG - Grade 12 students will have access to their iPads or MacBooks (dependent on grade) in their homeroom. Devices will be kept safe and charged in cabinets inside the homeroom class. Students will learn to become responsible users of the iPad and MacBook before taking it to specialist classes and bringing it home.



## Purchase Options

Parents have two purchase options available:

1. Purchase your own iPad (KG - Grade 3) or MacBook (Grades 4 - 12)
2. Purchase an iPad or MacBook through the school's official supplier, Senco-Masslink, who will deliver the device directly to the school. Parents can access [www.eduoffer.com](http://www.eduoffer.com) to purchase devices with an educational discount. Please note that it takes about 6 - 8 weeks to process the purchasing order.

## Hardware and Software Requirements

### iPads

iPad recommended specifications for KG - Grade 3 students (new purchase)	iPad Wi-Fi 256GB 10.2-inch iPad Air Wi-Fi 256GB 10.9-inch iPad Pro Wi-Fi 256GB 11-inch
iPad minimum specifications for KG - Grade 3 students (existing iPad)	iPad 128GB 9.7 - 11-inch

Please note that the iPad Mini does not meet school specifications and the 12.9" iPad Pro is too large and unwieldy for KG - Grade 3 students to use.

### Macbooks

MacBook recommended specifications for G4 - G12 students (new purchase)	MacBook Air 13-inch 256GB MacBook Pro 13-inch 256GB
MacBook minimum specifications for G4 - G12 students (existing Macbook)	MacBook (256GB, late 2018 or newer) MacBook Air (256GB late 2018 or newer) MacBook Pro (256GB, 2018 or newer)

### Accessories Required

You **must** have or purchase the following accessories:

- Laptop case/sleeve or iPad cover preferably with handle and foam protection.
- Wired headphones with built in microphone (KG - Grade 3)
- Wired or wireless headphones (Grade 4 and up)

### Software and Apps Required

- Some school activities may require the installation of an app on the iPad. These will be identified by the school.
- Some courses (i.e., Chinese, Art, and Music) require specialized software. These will be identified by the school, and the cost may be charged to each family depending on the particular app.
- Students do not need to purchase Microsoft Office.
- If you use your existing device, all photos and links with the devices should be removed before sending the devices to the school.

### AppleCare Warranty

Parents are encouraged to purchase AppleCare Plus to extend the warranty services for the Apple devices, because accidents happens, especially with the younger kids.

## IT Support

To receive technology support, you may do the following:

- **Email** - Email the IT team, [IT@ashk.edu.hk](mailto:IT@ashk.edu.hk), to share any issues or concerns that you have regarding access to the technology tools
- **Face to Face** - Email the IT team, [IT@ashk.edu.hk](mailto:IT@ashk.edu.hk), to schedule an appointment to meet face to face on campus
- **Access the IT Support Site** - <https://it.ashk.edu.hk> (make sure you are logged into your ASHK gmail account)
- **Call the IT Team** - Please call +852 3919 4195

To gain access to these communication platforms, you will need to do the following:

- **Email**

- Go to [gmail.com](https://gmail.com) to access your school parent email
- Log in with your school parent email address and password
- This will allow you to view your school emails



- **Parent Communicator Pages**

- Visit <https://ashkcommunicator.ashk.edu.hk> to access the communicator pages
- Log in with your school parent email address and password
- Teachers will update these pages, and they will all be available on the first day of school



- **ECA Registration**

- Visit <https://ashk.schoolsbuddy.net/Account/Login> to access the schoolsbuddy platform
- Log in with your school parent email address and password
- You can register for your child's ECAs and access their ECA schedule



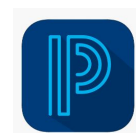
- **Zoom**

- Download and install the Zoom client program on your device from this [link](#)
- Log in to Zoom with your school email account
- Your child will access Zoom for the e-learning live lessons



- **PowerSchool SIS**

- PowerSchool SIS is our school information system
- You can access your child's academic records (attendance records, timetable, and school report cards) through PowerSchool SIS
- The URL and sign-in information for PowerSchool SIS will be provided through your school email.



## LIBRARY

### ASHK Elementary and Secondary School Libraries

At the heart of ASHK, the elementary and secondary school libraries offer a bright, warm, and cosy place for all students. With an extensive collection of English books, in addition to many Chinese selections, the libraries are used by the students and teachers alike to extend learning and support new discoveries. Classroom teachers work collaboratively with the librarians to provide enriching opportunities that serve to build new understandings and promote a love of reading that will last a lifetime! In addition to visiting with their classroom teachers, students are invited to visit throughout the day to support their learning needs.

## SCHOOL UNIFORM

### School Uniform & Dress Code

It is our policy that all children wear a uniform when attending school and school related activities where appropriate. Our policy is based on the notion that the school uniform promotes pride in the school and creates a sense of community/belonging towards the school. Further, we believe that the uniform identifies the children with the school, prevents distractions in class, can make children feel equal to their peers in terms of appearance, and is designed with health and safety in mind. At all times, the school administration reserves the right to decide if clothing and/or appearance conveys a message that runs contrary to the philosophy of the uniform policy.



### School Uniform items are available:

#### Online Shop:

<https://www.ashk.ufsonline.com.hk/>

#### In person: Aston Wilson Shop

Address: 8th Floor, China Pacific Industrial Building, No. 10 Wing Hong St, Lai Chi Kok, Kowloon.

Whatsapp: 9540 2814 / Office Tel: 3598 0073

Shop Opening Hours: Mon to Sat - 10 a.m. to 6 p.m.

### House Shirts

All students are expected to purchase a House Shirt according to their assigned House from our uniform supplier. These must be worn during House Days, House activities, Sports Day, and other special events.

### Dress Down Day

Dress Down Day (DDD) is usually held on the last Friday of every month as notified by a school email. Students may wear appropriate casual dress. On these occasions, students are asked to raise and donate \$20 to a charitable cause supported by the school

# Uniform Guide

## KG - Grade 2 Uniform

### REGULAR UNIFORM FOR NON-PE DAYS

#### SUMMER

Short-sleeved teal-and-white striped dress. Girls are encouraged to wear blue, white or black 'bike shorts' under their dresses



Blue shorts with a short-sleeved teal polo shirt



#### WINTER

Grey pinafore with a long-sleeve teal-and-white-striped blouse



Grey trousers with a long-sleeved teal polo shirt



Footwear: Mostly black shoes or black runners (boys and girls).  
White socks or tights (girls).

### PE UNIFORM

#### SUMMER

Blue and teal PE T-shirt and blue PE shorts



#### WINTER

Blue and teal PE t-shirt with track suit top and track pants



Footwear: Runners or sneakers (any color) with white socks

### OUTERWEAR

Hoodie, windbreaker with fleece



### HAT

Mandatory for KG - Grade 2 students to wear a cricket hat for all outdoor activities



### HOUSE SHIRT

Purchase shirt according to your allocated House



# Uniform Guide

## Grade 3 - Grade 5 Uniform

### REGULAR UNIFORM FOR NON-PE DAYS

#### SUMMER

Short-sleeved teal polo shirt



Blue skirt or Blue shorts



#### WINTER

Long-sleeve teal polo shirt



Grey skirt or Grey trousers



Footwear: Mostly black shoes or black runners (boys and girls).  
White socks or tights (girls).

### PE UNIFORM

#### SUMMER

Blue and teal PE T-shirt and blue PE shorts



#### WINTER

Blue and teal PE t-shirt with track suit top and track pants



Footwear: Runners or sneakers (any color) with white socks

### OUTERWEAR

Hoodie, windbreaker with fleece



### HAT

Mandatory for Grades 3 - 5 students to wear a baseball cap for all outdoor activities



### HOUSE SHIRT

Purchase shirt according to your allocated House



# Uniform Guide

## Grade 6 - Grade 12 Uniform

### REGULAR UNIFORM FOR NON-PE DAYS

#### SUMMER

Short-sleeved white blouse or short-sleeved white shirt



Blue skirt or Blue shorts



#### WINTER

Long-sleeve white blouse



Grey skirt or Grey trousers



Footwear: Mostly black shoes or black runners (boys and girls).  
White socks or tights (girls).

### PE UNIFORM

#### SUMMER

Blue and teal PE T-shirt and blue PE shorts



#### WINTER

Blue and teal PE t-shirt with track suit top and track pants



Footwear: Runners or sneakers (any color) with white socks

### OUTERWEAR

Hoodie, windbreaker with fleece



### HAT

Optional for Grades 6 - 12 students to wear a baseball cap for all outdoor activities



### HOUSE SHIRT

Purchase shirt according to your allocated House



# MEDICAL INFORMATION

## School Nurse

The nurse is responsible for providing medical support and administering prescribed medication from a doctor to students. If your child is on medication, parents and the doctor are asked to fill in the Authorization Form for Emergency/Ongoing Prescribed Medication and parents should inform the nurse via email at [nurse@ashk.edu.hk](mailto:nurse@ashk.edu.hk) of the time and dosage to be administered, as well as the last time the child received the medication at home. All medication should be clearly labeled with the student's name, class, name of medication and dosage, and given to the nurse directly.

Parents will be contacted if a student becomes ill during the day and the nurse determines the student should be sent home. The student must be signed out at the main office before leaving the school premises. If the school is unable to contact the parents and/or the legal guardian, the student will remain at school under staff supervision.

### **We ask parents to keep their child at home if they have the following symptoms:**

- Temperature of 37.5C or above within 48 hours
- Vomiting or diarrhea within 48 hours
- Unidentified or disease related rash or spots anywhere on the body
- Pink eye (conjunctivitis) symptoms present (inflamed membranes, 'weeping' eye)
- Head lice symptoms present (student may return once these are treated)
- Respiratory or breathing problems present
- Extreme lethargy or fatigue
- Diagnosed with a contagious disease
- Positive rapid test for COVID



### **Accident/Emergency Situations**

Should a student sustain a serious injury while at school, he/she will immediately be sent to the nearest hospital as the situation warrants and parents will be contacted immediately. If parents cannot be reached, the emergency contact or legal guardian will be contacted. A Student Medical Form and Emergency Contact Form for your child will be made available at the start of the school year. It is important to keep the school and teacher informed of changes in your contact information.

Please visit the nurse website <https://sites.google.com/ashk.edu.hk/school-health> for further information.





## BUS SERVICE - KAR YING TRAVEL LIMITED

Registration for the school bus service via Kar Ying Travel Limited <http://www.karyingtravel.com/ashk/> should be completed immediately to ensure service is arranged for your child(ren) on the first day of school. Kar Ying Travel will continue to accept registrations throughout the year provided there is space on the route requested.

All bus service enquiries should be directed to Kar Ying Travel Ltd.

### **Kar Ying Travel Contact Details:**

School Bus Service Team for ASHK

Direct Hotline: (852) 5588 2383

Direct Email: [\*\*karyingschoolbus@gmail.com\*\*](mailto:karyingschoolbus@gmail.com)

The student bus service is available at the start and end of the day. The first afternoon bus service is at 2:45 p.m. Students who stay for Extra Curricular Activities (ECAs) can take the 3:45 p.m. bus service. Buses are provided only for students who pay for this service. Students who do not follow the outlined bus safety expectations may have their bus privilege revoked.



## EXTRA-CURRICULAR ACTIVITIES

### Extra-Curricular Activities (ECAs)

Extra-curricular activities (ECAs) are those that are complementary to the school program and scheduled outside the regular school timetable. At ASHK, we offer a full range of academic, arts, sports, clubs, cultural, leadership, and service activities.

#### **Please make note of the following general ECA guidelines:**

- There are four ECA sessions offered - each session is 6-9 weeks long
- With the exception of music ECAs, which run on Monday, all other ECAs are offered from Tuesday to Saturday
- Weekday ECAs run from 2:45 p.m. - 3:45 p.m.
- In order to help with their transition to a full-day new learning environment, students in KG are not permitted to register for session one ECAs. In sessions two to four, they may register for up to two ECAs per week

Session 1: September 4, 2023 to November 11, 2023

Session 2: November 13, 2023 to February 3, 2024

Session 3: February 19, 2024 to April 20, 2024

Session 4: April 22, 2024 to June 1, 2024

## INTERNATIONAL SCHOOL'S SPORTS FEDERATION OF HONG KONG (ISSFHK)

American School Hong Kong is a member of the International Schools Sports Federation Hong Kong (ISSFHK). The purpose of the ISSFHK is to provide a well-rounded program of interscholastic athletics for all member schools. The ISSFHK provide rules and regulations governing the Federation that achieve recognized educational objectives, promote the traditions of sportsmanship, and provide a competitive and enjoyable athletic program throughout the school year for all participants, spectators and supporters.

ASHK have enjoyed taking part in the Silver division this year, being competitive in a number of sports. We have seen some successes in football, basketball, badminton, golf, and volleyball. With these experiences we aim to provide more teams in the years to come should student interest warrant this.

<p><u>SEASON 1 (August 28 – November 10)</u></p> <p>Soccer (U14)</p> <p>Volleyball (U14 &amp; U16)</p>	<p><u>SEASON 2 (November 13 - February 02)</u></p> <p>Soccer (U16)</p> <p>Basketball (U12, U14, U16)</p> <p>Ball Hockey</p> <p>Golf</p> <p>Cross Country (U12, U14, U16)</p>
<p><u>SEASON 3 (February 19 - April 26)</u></p> <p>Badminton (U12, U14, U16)</p> <p>Track and Field (U12, U14, U16)</p>	<p><u>SEASON 4 (April 22 - June 7)</u></p> <p>Soccer (U12)</p> <p>Volleyball (U12)</p>

Participation on an ASHK Lightning team is based on a successful try out. Students selected to represent the school in competition must commit to the full schedule of practices and games. ISSFHK activities are closely aligned with the ECA sessions in terms of start and end dates. It is important, therefore, for students to work closely with the school’s Athletic Director, Mr. Carey, and with the coaches of the respective sports teams, to ensure that conflict is avoided between ECA and ISSFHK activities.



## BIRTHDAY CELEBRATIONS & SOCIAL EVENTS OUTSIDE OF SCHOOL

### Birthday Celebrations

A birthday celebration is always a joyful and memorable occasion - particularly for young children. At ASHK, we want to provide opportunities for our students to celebrate birthdays with friends at school. At the same time, we want these celebrations to be manageable. In consideration of the need to avoid interruption of the school program the staff have adopted the following guidelines:

The HR teacher will choose a short block of time for celebration (typically during snack or at the end of the day). Students are invited to bring in a *nut free* treat to share with their classmates. We encourage parents to provide treats that can be easily distributed such as individual, pre-cut pieces of cake or cupcakes. We ask parents not to send in sheet cakes or ice cream. Please also no juice, goody bags or presents.

### Social Events Outside of School

To guard against hurt feelings and in the interest of inclusion, please follow these guidelines when planning children’s events outside of school:

Invite all students in the class or under half of the students in the class (Ex. All of 4A or half of 4A). This will help avoid having only a few students left out of the activity.

Invitations may not be handed out at school.

Gifts/party favors should not be brought or worn to school.

## EXCURSIONS, CONFIDENTIALITY, SCHOOL FEES & FOOD SERVICE

### Excursions

Excursions, within Hong Kong, will be scheduled to complement the regular school program. These include trips to local museums, parks, beaches, theatres, and historical or environmental sites. Parents can expect to receive an email in advance of the trip outlining the activity plan and any costs associated.



### Confidentiality and Data Protection

#### Personal and Contact Details

In line with school policy, we will not circulate or distribute parent email addresses, phone numbers, or other personal information to any third party without prior consent - this includes other school parents. Class parents will collate and distribute class parent contact details early in the academic year for those who wish to share this information.

#### Photos

Throughout the year, we will take photos of our school campus, community, and students at work and play in a range of contexts. These photos are used solely for school related purposes including enhancement of teaching and learning tasks in class, individual assessment documents, learning displays, school newsletters, and our ASHK social media platforms and ASHK website. If you wish to discuss this further, please contact the School Director to do so.

In the interest of data protection and personal privacy, parents are requested not to take photos of other students when on the campus. Exceptions will be made to this policy on special occasions such as class performances, whole school celebrations, sporting events etc.

## School Fees

Tuition Fees can be paid on a monthly or term basis. You will have received a direct debit form that will be used for automatic transfers from your accounts at the beginning of each month. If you have not completed and returned it to our finance office, your child will not be eligible to start school. The 2023-24 Tuition Fees receipt is available in this [folder](#). (Please note that you must **sign in with your ASHK parent email** to view your receipt.)

The Tuition Fees will be collected according to the following 2023-24 Tuition Fees Collection Schedule.



2023-24 Tuition Fees Collection Schedule									
Collection Date	Month(s)	Period	Grade						
			Reception	1-4	5-6	7-8	9-10	11-12*	
			\$154,500	\$178,000	\$189,500	\$198,500	\$209,500	\$220,500	
<b>Monthly Basis</b>									
10-Jul-23	1	10/Aug/23	31/Aug/23	\$15,450	\$17,800	\$18,950	\$19,850	\$20,950	\$22,050
1-Sep-23	1	1/Sep/23	30/Sep/23	\$15,450	\$17,800	\$18,950	\$19,850	\$20,950	\$22,050
3-Oct-23	1	1/Oct/23	31/Oct/23	\$15,450	\$17,800	\$18,950	\$19,850	\$20,950	\$22,050
1-Nov-23	1	1/Nov/23	30/Nov/23	\$15,450	\$17,800	\$18,950	\$19,850	\$20,950	\$22,050
1-Dec-23	1	1/Dec/23	31/Dec/23	\$15,450	\$17,800	\$18,950	\$19,850	\$20,950	\$22,050
2-Jan-24	1	1/Jan/24	31/Jan/24	\$15,450	\$17,800	\$18,950	\$19,850	\$20,950	\$22,050
1-Feb-24	1	1/Jan/24	29/Jan/24	\$15,450	\$17,800	\$18,950	\$19,850	\$20,950	\$22,050
1-Mar-24	1	1/Mar/24	31/Mar/24	\$15,450	\$17,800	\$18,950	\$19,850	\$20,950	\$22,050
1-Apr-24	1	1/Apr/24	30/Apr/24	\$15,450	\$17,800	\$18,950	\$19,850	\$20,950	\$22,050
2-May-24	1	1/May/24	6/Jun/24	\$15,450	\$17,800	\$18,950	\$19,850	\$20,950	\$22,050
	10								
<b>2-term Basis</b>									
10-Jul-23	5	10/Aug/23	31/Dec/23	\$77,250	\$89,000	\$94,750	\$99,250	\$104,750	\$110,250
2-Jan-24	5	1/Jan/24	6/Jun/24	\$77,250	\$89,000	\$94,750	\$99,250	\$104,750	\$110,250

\* IB Exam Fees are not included.  
 - 3 months notice is required to withdraw a student.  
 - There is a HK\$150 admin fee for late tuition, returned cheque or direct debit payment.

## Food Service

### Lunch Service – Chartwells

Parents may order school lunches for their child on a monthly basis from our lunch service provider. The school works with Chartwells to ensure that all lunches and snacks available from the café are safe, nutritious, and fresh.



### Snack

Parents are encouraged to send a nutritious snack to school with their child. Small sandwiches, crackers, fruit and vegetables are appropriate. We discourage sweets, chips, and cookies. Please ensure that your child is able to open and close their snack containers. A small, unbreakable, easy-to-open water bottle with a strap should also be included. Please ensure that your child's name is clearly written on their snack container and water bottle.

## STUDENT SUPPLY LIST

**Please access the student supply list using this link - [Student Supply List](#).**




Parents are asked to provide the items on the supply list according to their child's grade level. Students are encouraged to bring in their supplies on the orientation day.

# SCHOOL POLICY FOR INCLEMENT WEATHER

## Typhoon




SIGNAL	BEFORE SCHOOL HOURS	DURING SCHOOL HOURS	EXCURSIONS / OUTDOOR ACTIVITY
<b>TYPHOON SIGNAL 1</b>	School is open and regular classes in session	School is open and regular classes in session	Teacher to closely monitor situation, cancel if necessary
<b>TYPHOON SIGNAL 3</b>	School is open and regular classes in session	School is open and regular classes in session	Before activity: Cancelled / During Activity: Students return to school
<b>TYPHOON SIGNAL 8</b>	School is closed and classes are cancelled. Students stay home	Classes dismissed. Students stay at school until collected or when it is safe to go home	Cancelled
<b>TYPHOON SIGNAL 9 OR 10</b>	School is closed and classes are cancelled. Students stay home	Classes dismissed. Students stay at school until collected or when it is safe to go home	Cancelled

## Rainstorm Warning

SIGNAL	BEFORE SCHOOL HOURS	DURING SCHOOL HOURS	EXCURSIONS / OUTDOOR ACTIVITY
	School is open and regular classes in session	School is open and regular classes in session	Teacher to closely monitor situation, cancel if necessary
	School is closed and classes are cancelled. Students stay home	Classes remain in session. Students stay at school until regular dismissal or until it is safe to go home	Before activity: Cancelled / During Activity: Students return to school
	School is closed and classes are cancelled. Students stay home	Classes remain in session. Students stay at school until regular dismissal or until it is safe to go home	Cancelled

## Air Pollution

The school will monitor the AQHI reading daily to ensure that all outdoor activities are conducted in a safe environment. Outdoor activities will be modified or relocated indoors if the AQHI reading is 7 or above.

SIGNAL	BEFORE SCHOOL HOURS	DURING SCHOOL HOURS
	7	Children are advised to reduce outdoor physical exertion, and to reduce the time of their stay outdoors, especially in areas with heavy traffic. They should also seek advice from a medical doctor before participating in sport activities and take more breaks during physical activities
	8 - 10	Children are advised to reduce to the minimum outdoor physical exertion, and to reduce to the minimum the time of their stay outdoors, especially in areas with heavy traffic
	10+	Children are advised to avoid outdoor physical exertion, and to avoid staying outdoors, especially in areas with heavy traffic



Looking forward to seeing you in the 2023 - 24 academic year!  
Hope you have a great year at ASHK.

Acknowledgments:

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AMERICAN SCHOOL HONG KONG  
6 Ma Chung Road, Tai Po, New Territories, Hong Kong  
+852 3919 4100 | [admissions@ashk.edu.hk](mailto:admissions@ashk.edu.hk)

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