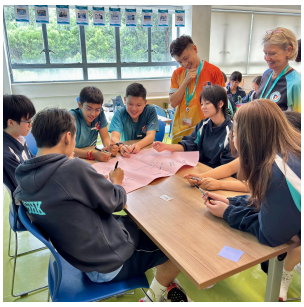
AMERICAN SCHOOL HONG KONG

Confirm Read




ACHIEVEMENT STUDENT AGENCY HOLISTIC DEVELOPMENT KINDNESS






# Parent Handbook 2026 - 2027

| | |
|---|---|
| **School Director** | Christopher Coates |
| **Principal (Elementary)** | Amy Jackman |
| **Principal (Secondary)** | Amanda Shepherd |
| **Assistant Principal - Curriculum & Student Affairs** | Zachary Post |

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# Welcome to ASHK

## A Message from the School Director



To our returning parents, welcome back to ASHK. To the parents of new students, we enthusiastically welcome you to our school community. We are thrilled that you have chosen our school and we expect that you will find this to be a warm and welcoming environment for you and your children. We are hopeful for another very productive school year in 2026-2027.

Our school continues to grow at a rapid pace as we now have an enrolment of over 500 students; the energy and excitement within the school is palpable and we are keen to get the school year started. We have graduated four IBDP classes, and our alumni are now off to study at top universities around the world. All of our academic programs, from KG to G12, are designed to develop responsible global citizens who excel in all aspects of school life.

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 ever have any questions or concerns.

Mr. Christopher Coates
School Director

## ASHK Vision

To be a world-class school nurturing resilient lifelong learners who lead with integrity, purpose and global-mindedness, and thrive in an ever-changing world.

## ASHK Mission Statement

To provide a balanced K–12 education within an inclusive community, through a challenging American and IB program, enhanced by a strong Chinese program. We empower students to own their learning, think critically, collaborate effectively, and grow as respectful, compassionate global citizens.

## ASHK Diversity, Equity and Inclusion Statement

ASHK is dedicated to creating an inclusive learning environment that promotes a sense of belonging and celebrates diverse perspectives, cultures, and identities. We value every child's right to learn and succeed, removing barriers to ensure equal opportunities for all students. The school cultivates curiosity, open-mindedness, and dialogue. We actively promote collaboration and appreciation of different perspectives. ASHK aims to create a supportive and caring community that empowers students to thrive in an interconnected world.

## IB Mission Statement

ASHK is dedicated to creating an inclusive learning environment that promotes a sense of belonging and celebrates diverse perspectives, cultures, and identities.

We value every child's right to learn and succeed, removing barriers to ensure equal opportunities for all students. The school cultivates curiosity, open-mindedness, and dialogue. We actively promote collaboration and appreciation of different perspectives.

ASHK aims to create a supportive and caring community that empowers students to thrive in an interconnected world.

## Learner Profile: Expected Schoolwide Learning Outcomes

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

# Important Dates

| | |
|---|---|
| **Coffee Morning for New Parents**<br><br>• Meet the school's leadership team<br>• Meet members of the parents' association executive committee<br>• Learn more about:<br>• The essential communication platforms at the school;<br>  ○ Daily routines including lunch and bus service<br>  ○ Extra curricular activities and sports and arts programs | **Thursday, August 13, 2026**<br>**at 11:00 am** |
| **Open House for Students and Parents**<br><br>• 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<br>• Uniforms are not required to be worn on this day<br>• Bus service is not available on this day but begins on Monday, August 17 | **Open House**<br>**Friday, August 14, 2026**<br>**Anytime between**<br>**9:00 am - 11:00 am**<br><br>***G11 Student Orientation**<br>**Wednesday, August 12, 2026 &**<br>**Thursday, August 13, 2026**<br>**11am to 2:35pm**<br><br>**G11 & G12 classes start**<br>**Friday, August 14, 2026**<br>**7:45 am** |
| **First Day of School**<br><br>• School gates open for students at 7:30 a.m.<br>• Regular bus service is provided<br>• School uniform must be worn on this day | **The first regular day of school is:**<br>**Monday, August 17, 2026**<br>**at 7:45 am** |

# 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 the school day 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 | christophercoates@ashk.edu.hk |
| Principal, Elementary School | Amy Jackman | amyjackman@ashk.edu.hk |
| Principal, Secondary School | Amanda Shepherd | amandashepherd@ashk.edu.hk |
| Assistant Principal - Curriculum & Student Affairs | Zachary Post | zacharypost@ashk.edu.hk |
| Director of Educational Technology | Ryan Yue | ryanyue@ashk.edu.hk |
| KGA Teacher | Ella Wightman | ellawightman@ashk.edu.hk |
| Grade 1A Teacher | Colleen Powers | colleenpowers@ashk.edu.hk |
| Grade 1B Teacher & Elementary Team Leader | Kalinda Kolek | kalindakolek@ashk.edu.hk |
| Grade 2A Teacher | Becky Parker | beckyparker@ashk.edu.hk |
| Grade 2B Teacher | Brad St Peter | bradstpeter@ashk.edu.hk |
| Grade 3A Teacher | Ryan Morgan | ryanmorgan@ashk.edu.hk |
| Grade 3B Teacher | Cassandra Garvin | cassandragarvin@ashk.edu.hk |
| Grade 3C Teacher | Zoe Yeung | zoeyeung@ashk.edu.hk |
| Grade 4A Teacher | Thomas Garbushian | thomasgarbushian@ashk.edu.hk |
| Grade 4B Teacher | Simon Skinner | simonskinner@ashk.edu.hk |
| Grade 5A Teacher | Krista Wiberg | kristawiberg@ashk.edu.hk |
| Grade 5B Teacher & Elementary Math / STEAM Coordinator | Lisa Tavares | lisatavares@ashk.edu.hk |
| Grade 6A HR & EAL Teacher | Suleman Butt | sulemanbutt@ashk.edu.hk |
| Grade 6B HR & EAL Teacher | Tim Birkett | timbirkett@ashk.edu.hk |
| Grade 6C HR & Math / TAP Teacher | Ray Marangelo | raymarangelo@ashk.edu.hk |
| Grade 7A HR & English / Social Studies Teacher | Happy Jara | happyjara@ashk.edu.hk |
| Grade 7B HR and Head of Visual Arts | Ming Tang | mingtang@ashk.edu.hk |
| Grade 8A HR & English / TOK Teacher | Bill Grochowski | billgrochowski@ashk.edu.hk |
| Grade 8B HR & Science Teacher | Jordi Medina | jordimedina@ashk.edu.hk |
| Grade 8C HR & Math / Design Teacher | Pri Sharma | prisharma@ashk.edu.hk |

| Position | Staff Member | Email Address |
|---|---|---|
| Grade 9A HR & English Language Arts Head of Department & Teacher | Cody Arndt | codyarndt@ashk.edu.hk |
| Grade 9B HR & Math Head of Department & Teacher | Jaya Pisharodi | jayapisharodi@ashk.edu.hk |
| Grade 10A HR & Head of Secondary Learning Support / EAL & English B Teacher / EE | Katie White | katiewhite@ashk.edu.hk |
| Grade 10B HR & Chinese Studies Teacher | Laura Li | laurali@ashk.edu.hk |
| Grade 10B HR & Chinese Studies Teacher | Christine Chen | christinechen@ashk.edu.hk |
| Grade 11A HR & Head of Social Studies & Psychology Teacher | Brittiany Andears | brittianyandears@ashk.edu.hk |
| Grade 11B HR, IB DP Coordinator & History Teacher | Kyle Gray | kylegray@ashk.edu.hk |
| Grade 12 HR & Science Head of Department & Biology Teacher & Student Life Coordinator | Dana Koniuch | danakoniuch@ashk.edu.hk |
| English Teacher | Hilary Cheung | hilarycheung@ashk.edu.hk |
| Social Studies / Psychology Teacher | Yi Lin Huang | yilinhuang@ashk.edu.hk |
| Social Studies / TAP Teacher/ CAS Coordinator | Susan Nour | susannour@ashk.edu.hk |
| Science / Chemistry / TAP Teacher | Wayne King | wayneking@ashk.edu.hk |
| Science / Physics Teacher | Doreen Chin | doreenchin@ashk.edu.hk |
| Math / Business Management Teacher & WWW Coordinator | Miranda Lee | mirandalee@ashk.edu.hk |
| Math Teacher | Lorne Veasey | lorneveasey@ashk.edu.hk |
| Athletics Director & PE Teacher | Jake Carey | jakecarey@ashk.edu.hk |
| Head of PE | Paul Madden | paulmadden@ashk.edu.hk |
| PE Teacher | Dave Stewart | davestewart@ashk.edu.hk |
| Head of Elementary Learning Support / EAL | Jacqueline Stewart | jacquelinestewart@ashk.edu.hk |
| Learning Support Teacher | Emily Flach | emilyflach@ashk.edu.hk |
| Learning Support Teacher | Ernest Li | ernestli@ashk.edu.hk |
| FEP Teacher | Malin Vart | malinvart@ashk.edu.hk |
| Head of Counseling | Lauren O'Brien | laurenobrien@ashk.edu.hk |

| Position | Staff Member | Email Address |
|---|---|---|
| Counselor | Angelique Owens | angeliqueowens@ashk.edu.hk |
| Counselor / Guidance Teacher / College Counselor | Miya Zeng | miyazeng@ashk.edu.hk |
| Director of Chinese Studies & Community Affairs | Flora Hui | florahui@ashk.edu.hk |
| Chinese Studies Teacher | Fiona Fu | fionafu@ashk.edu.hk |
| Chinese Studies Teacher | Leah Zhao | leahzhao@ashk.edu.hk |
| Chinese Studies Teacher | Ivy Wong | ivywong@ashk.edu.hk |
| Chinese Studies Teacher | Lulu Liu | lululiu@ashk.edu.hk |
| Chinese Studies Teacher | Hai Lin | hailin@ashk.edu.hk |
| Chinese Studies Teacher / Ambassador's Club & Secondary Service Learning Coordinator | Stanley Zhong | stanleyzhong@ashk.edu.hk |
| Head of Library / Literacy Coordinator | Nicki Merrick | nickimerrick@ashk.edu.hk |
| Teacher Librarian | Sarah Cha | sarahcha@ashk.edu.hk |
| Head of Music | Liam Callan | liamcallan@ashk.edu.hk |
| Music Teacher / Assistant CAS Coordinator | Jessica Keider | jessicakeider@ashk.edu.hk |
| Music Teacher | Jocelyn Liu | jocelynliu@ashk.edu.hk |
| Visual Arts Teacher | Jon Poblador | jonpoblador@ashk.edu.hk |
| Visual Arts Teacher | Andrés Silva | andressilva@ashk.edu.hk |

# Who to Contact?



AMERICAN SCHOOL HONG KONG

an Esol Education school

# 與誰聯繫?

| | |
|---|---|
| 您子女的班級 | 聯絡您子女的班主任<br>老師電郵請參考家長手冊 (firstnamelastname@ashk.edu.hk) |
| 請假 | 聯絡您子女的班主任和校務處<br>電郵 administration@ashk.edu.hk 或致電 +852 3919 4100 |
| 課外活動 | 聯絡校務處<br>電郵: administration@ashk.edu.hk |
| 醫療/健康 | 聯絡註校護士<br>電郵: nurse@ashk.edu.hk |
| 技術支援 | 聯絡資訊科技部<br>電郵: IT@ashk.edu.hk |
| 學費 | 聯絡財務部<br>電郵: finance@ashk.edu.hk |
| 校巴 | 聯絡嘉盈旅運有限公司<br>電郵: karyingschoolbus@gmail.com 或致電: 55882383 |
| 午膳 | 聯絡 Sodexo<br>電郵: unit.uashk.hk@sodexo.com 或致電: 5225 6535 |
| 校服 | 聯絡 Aston Wilson 網上商店: www.ashk.ufonline.com.hk 或<br>致電: 3598 0073 |
| 家長協會 (ASPA) | 聯絡家長協會 (ASPA)<br>電郵: aspa_exco@parent.ashk.edu.hk |
| 家長與學校聯絡 | 給家長 - 學校參與和活動<br>電郵: florahui@ashk.edu.hk |
| 市場推廣 | 聯絡市場推廣部<br>電郵: marketing@.ashk.edu.hk |
| 入學 | 聯絡入學部<br>電郵: admissions@ashk.edu.hk |

## 有用連結

ASHK 家長通訊網頁:
https://sites.google.com/ashk.edu.hk/ashk-communicator/

Zoom:
https://zoom.us/download

課外活動及家長會登記:
https://ashk.schoolsbuddy.net/Account/login

PowerSchool:
https://ashk.powerschool.com

香港新界大埔馬聰路6號 | www.ashk.edu.hk | +852 3919 4100

# School Calendar 2026 - 2027

**August 2026**

| S | M | T | W | T | F | S |
|---|---|---|---|---|---|---|
| | | | | | | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
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| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 | | | | | |

**September 2026**

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| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | | | |

**October 2026**

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| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 |

**November 2026**

| S | M | T | W | T | F | S |
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| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | | | | | |

**December 2026**

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| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | 31 | | |

**January 2027**

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| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 31 | | | | | | |

| | |
|---|---|
| **August** | |
| 6-10 | New Teacher Orientation |
| 11-13 | Staff Planning for Returning & New Teachers |
| 14 | Open House for Students and Parents /Term 1 Starts |
| 14 | First Day of School for G11-12 students |
| 17 | First Day of School for All Students |
| **September** | |
| 14 | Staff WASC Meeting - Early Dismissal for Students |
| **October** | |
| 1 | National Day - Public Holiday |
| 2 | School Holiday |
| 14 | Secondary Reports Sent Home (Term 1 Interim) |
| 15 | Parent Teacher Conferences (Evening Session on Zoom) - Early Dismissal for Students |
| 16 | Parent Teacher Conferences - No School for Students |
| 19-23 | Mid-Term Break |
| 31 | ASHK Open Day |
| **November** | |
| 26 | Staff Professional Development Day - No School for Students |
| 27 | Thanksgiving Holiday |
| **December** | |
| 18 | Early Dismissal for Students – Winter Break |
| 21-31 | Winter Break |
| **January** | |
| 1, 4 | Winter Break |
| 15 | Term 1 Ends |
| 18 | Term 2 Starts |
| 18 | Staff WASC Meeting - Early Dismissal for Students |
| 22 | Term 1 Reports Sent Home |
| **February** | |
| 4 | Early Dismissal for Students – Lunar New Year Break |
| 5-15 | Lunar New Year Break |
| **March** | |
| 17 | Secondary Reports Sent Home (Term 2 Interim) |
| 18 | Parent Teacher Conferences (Evening Session on Zoom) - Early Dismissal for Students |
| 19 | Parent Teacher Conferences - No School for Students |
| 25 | Early Dismissal for Students – Spring Break |
| 26-31 | Spring Break |
| **April** | |
| 1-2, 5 | Spring Break |
| 6 | Staff Professional Development Day - No School for Students |
| **May** | |
| 13 | Day following Buddha's Birthday - Public Holiday |
| 14 | School Holiday |
| **Jun** | |
| 9 | Dragon Boat Festival |
| 16 | Term 2 Reports Sent Home |
| 17 | Early Dismissal for Students - Last Day of School |
| 17 | Term 2 Ends |
| 18 | Last Day for Teachers |

**February 2027**

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| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | | | | | | |

**March 2027**

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| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | 31 | | | |

**April 2027**

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| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | |

**May 2027**

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| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 | | | | | |

**June 2027**

| S | M | T | W | T | F | S |
|---|---|---|---|---|---|---|
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| 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 2027**

| S | M | T | W | T | F | S |
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| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 |

*as at Jun 18, 2026*

# 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, Elementary School Principal |
| Grade 6 - 12: | Ms. Amanda Shepherd, Secondary School Principal |

When matters arise between students, the School will deal with these issues in a thorough, fair and timely manner, which involves gathering information from all relevant sources before making any decisions. The School will communicate its findings to parents once it has all of the information. It is not appropriate nor acceptable for parents to communicate directly to students of other parents who are involved in these matters; in fact, the School will deal with these issues when they arise and reserves the right to facilitate all of the needed communication.

All communication between parents and the school must be done in a respectful and professional manner, using language that is appropriate for a school environment. One of our core values is "kindness" - we expect that all parties communicate accordingly, even when in disagreement. It is an expectation of our community that all members will engage with each other in a dignified manner that deals with issues directly and avoids personal attacks.

In some cases, meetings will take place between parents and the school that are sensitive in nature. In order to protect the privacy rights of all community members and foster transparent dialog, parents and guardians may not audio or video record any conversation, parent-teacher conference, or meeting with school administrators or staff without prior explicit authorization from all attendees. Any unauthorized recording is considered a breach of our community trust and expectations.

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. We are not authorized to respond to non-ASHK anonymous email accounts.

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

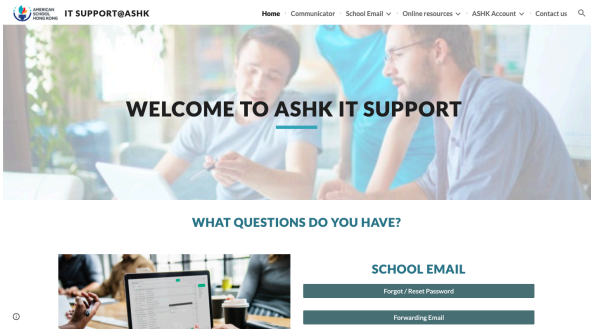
Please note: it is the responsibility of all parents to read and, when requested, respond to all emails from the school. Neglecting to do so is not in the best interest of the students.

## 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 Elementary Homeroom Teachers, Secondary subject 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. Translation is available during these sessions. Presentations from these sessions will be shared on the Parent Communicator.
- 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 | | Secondary | |
|---|---|---|---|
| **Period** | **Time** | **Period** | **Time** |
| Homeroom | 7:45 a.m. - 7:50 a.m. | Homeroom | 7:45 a.m. - 7:50 a.m. |
| 1 | 7:50 a.m. - 8:30 a.m. | 1 | 7:50 a.m. - 8:30 a.m. |
| 2 | 8:35 a.m. - 9:15 a.m. | 2 | 8:35 a.m. - 9:15 a.m. |
| Break | 9:15 a.m. - 9:35 a.m. | 3 | 9:20 a.m. - 10:00 a.m. |
| 3 | 9:35 a.m. - 10:15 a.m. | Break | 10:00 a.m. - 10:20 a.m. |
| 4 | 10:20 a.m. - 11:00 a.m. | 4 | 10:20 a.m. - 11:00 a.m. |
| 5 | 11:05 a.m. - 11:45 a.m. | 5 | 11:05 a.m. - 11:45 a.m. |
| Lunch | 11:45 a.m. - 12:25 p.m. | 6 | 11:45 a.m. - 12:25 p.m. |
| 6 | 12:25 p.m. - 1:05 p.m. | Lunch | 12:25 p.m. - 1:05 p.m. |
| 7 | 1:10 p.m. - 1:50 p.m. | 7 | 1:10 p.m. - 1:50 p.m. |
| 8 | 1:55 p.m. - 2:35 p.m. | 8 | 1:55 p.m. - 2:35 p.m. |

# Assessment, Standards, & Homework

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 identified learning requirements.
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.

Secondary Assessment Essential Agreements for students

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 | Massachusetts Arts Curriculum Framework - Music |
| SHAPE - Physical & Health Education | National Core Arts Standards - 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 Identified with Additional Support Needs (Academic, Social-Emotional)

Students with identified, mild-moderate, developmental/additional support needs (ASN), and neurodiversity can access support and accommodations through ASHK's model of Multi-Tiered System of Supports (MTSS). As much as possible, interventions and services are tailored to each student's unique profile and guided by the recommendations in their clinical or educational psychological assessment. Accommodations and access arrangements are generally activated when a student has a diagnosed neurodiversity and specific recommendations are listed in up-to-date clinical report/supporting documentation.

In certain circumstances, the school may require that a student receive external counseling, specialized clinical input (such as speech therapy or occupational therapy), or undergo an clinical or educational psychological assessment as a condition of continued enrollment. This multidisciplinary, coordinated approach between home/school and external clinicians ensures the necessary resources and safety frameworks are in place—prioritizing the health, safety, and well-being of the student, as well as the broader school community and staff. On rare occasions, it may be evident that a student would be better served in an alternative educational arrangement when the additional support needs (ASN) are complex/significant, falling outside the school's current staffing, resourcing and support provisions.

## 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 primary language of instruction and communication at ASHK is English - with the exception of classes taught in Mandarin. All written communication (except the School Director's Newsletter), including the ASHK website, promotional materials, and communication between staff and students, 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 their 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 typically English. Students may communicate with other community members in their first language, but for the sake of inclusion, are encouraged to use the language that is common to all when communicating in groups.

# 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.

## 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. A parent or guardian should be living with the children at all times to ensure their well-being and support their learning. 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.

The school may decide to suspend, decline future enrollment or expel a student if any information pertaining to the child's learning needs, behaviour at school or school data is withheld before admission to the school or if there are any incidents of misbehaviour as a current student. Parents must understand and support the vision, mission and values of the school including the Code of Conduct.

## 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.

In order to maintain a safe, fair, and prompt learning environment, the school reserves the right to interview and gather statements from any students involved in or witnessing an incident occurring on school grounds or during school-sponsored activities. These preliminary investigative conversations may be conducted by administration or faculty without prior parental notification, permission, or presence. While the school values parent partnership and will inform parents of discipline matters in a timely manner, prioritizing an immediate, objective, and uninterrupted fact-finding process is essential to ensuring the safety and well-being of all students.

The school endeavours to identify, avoid where possible, and appropriately manage any actual, potential, or perceived conflicts of interest related to our staff. To support this commitment, the school maintains clear and stringent guidelines in areas where conflicts may arise, including the acceptance of gifts and advantages, and decisions affecting staff children who are students at the school. Staff are expected to disclose relevant conflicts promptly and, where possible, to refrain from participating in decisions where their impartiality could reasonably be questioned. All school policies are applied consistently, equally and fairly to all members of our community, regardless of their role, seniority, or status within the organisation.

## Timetable & Class Placements

Student placement in homeroom classes and the construction of master timetables are directly governed by strict class-size caps established in accordance with total grade-level enrollment numbers. To maintain optimal learning environments, ensure balanced staff-to-student ratios, and support diverse learning needs, homeroom class assignments prioritize equitable demographic balancing—including gender distribution, academic strengths, and specialized learning support requirements. Once a class section reaches its predetermined capacity threshold, subsequent enrollments—including late admissions throughout the academic year—will be systematically assigned, but only if there is available capacity to preserve balanced class dynamics.

From a pedagogical perspective, changing a student's class placement is treated as a last resort. While a class transfer may offer immediate temporary relief during times of peer friction or challenge, it frequently creates new long-term social or academic difficulties while leaving the underlying root issue unresolved; it is therefore considered educationally unsound. The school firmly believes that moving a child to a different class section is rarely in the best interest of the individual student or either

affected classroom community.

When social, behavioral, or academic issues arise, it is the school's responsibility to work collaboratively with families to deploy proportional, responsive, and multidisciplinary interventions. Students must be allowed the time and opportunity to benefit from these targeted support mechanisms within their assigned environment. Consequently, due to pedagogical best practices and the extensive operational coordination required to maintain equitable class balances, homeroom class placement changes will not be made to accommodate individual student or parental requests.

## 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, hats, and sweaters.
- KG-G2 students are required to wear ASHK hats 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.

### Mobile Phones

All aspects of our mobile phone policies apply to mobile phones, cell phones, and smart watches. The policy also encompasses the use of earbuds and headphones.

Students are permitted to have mobile phones with them, preferably in their bag or backpack, but they should never have their phones out nor be using them while at school. This includes all times throughout the day during classes, between classes, in the corridors, gym, cafeteria, or on the playground. The only exceptions are if a teacher requests that the phone be used by the student or for G11/12 students in the student lounge area only. Smartwatches should never be worn by any students.

### 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 without their orange lanyard and must sign in with security staff and the front desk in the school office.
- 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 Extracurricular 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 2:45 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 lunchtime only. Failure to return on time may prompt this privilege to be revoked.

**Attendance**

- Students must arrive at 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 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 to arrange an early leave pass and sign out their child.
- Homeroom 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.
- For Grades 9 to 12 students, a 90% attendance rate is a graduation requirement.
- Due to the limited positive impact on student learning, logistical challenges, and potential disruptions to the classroom environment, the school will not provide Zoom lessons or access to classroom instruction for individual students during extended absences.
- In instances where students require additional support, teachers will be available for scheduled Zoom check-in meetings by appointment. These meetings aim to offer guidance and assistance to students during their absence from school.
- If a student is absent from school due to illness, they are not eligible to participate in ECAs or sports activities on the same day without permission of the principal; if students are not healthy enough to attend classes, they are also not well enough to participate in ECAs.
- if a parent wants to keep a child out of school for an extended period (i.e. vacation, sports competitions, special events, family circumstances, etc), parents need to request approval from the divisional principal; they should include the child's homeroom teacher in that request

**Front Playground (KG - Grade 2 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.
- Do 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 in the assigned space only.
- Students in KG to Grade 5 may bring their own lunch in the morning when they arrive at school or pre-order lunch from the cafeteria service provider (Sodexo).
- Students in Grades 6-12 may bring their own lunch in the morning when they arrive at school, pre-order, or purchase food on the same day from the cafeteria service provider (Sodexo).
- Students should clean their space, remove all trash, and return cutlery and trays.
- Elementary 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.
- Secondary students are not permitted to bring in food ordered from an external vendor, whether through delivery or takeaway.

**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 lunchtime 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.
- If a student does not attend classes on the same day as an athletics training session or competition, they are not permitted to participate in that activity without the permission of the Athletics Director and Principal

## ECAs and Excursions

- All responsibilities and expectations identified in the previous sections apply equally to students while engaged in ECAs 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, and 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 ECAs)
- 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 and put necessary consequences in place.

## Discipline Procedures:

ASHK discipline procedures aim to:

- Recognize and promote responsible and positive behavior.
- Provide a consistent approach to managing inappropriate behavior by applying
- fair and logical consequences.
- Encourage students to take responsibility for their own behavior by teaching and
- promoting problem solving and conflict management skills.
- Encourage students to learn from and reflect on their own behavior.
- Promote the IB learner profile attributes in order to encourage students to have a
- positive influence in our community by being: Inquirers, Thinkers,
- Communicators, Risk-Takers, Knowledgeable Principled, Caring,

Open-Minded,
- Well-Balanced and Reflective.

## Discipline Regulations and Procedures:

ASHK is committed to maintaining a supportive and safe educational setting. Our discipline framework emphasizes positive behavioral alternatives and proactive guidance over punitive measures, balancing individual student needs with community well-being.

However, if student behavior becomes persistent, hinders curriculum access or personal care, or poses a safety risk to students or staff, more serious interventions may be required. Such actions include requiring a parent-funded 1:1 Educational Assistant, recommendations for external therapeutic input, extended suspension, or dismissal.

In order to develop and maintain a positive educational setting that is conducive to student learning, discipline standards at ASHK are designed to balance discretionary authority and the need to provide students with positive behavioral alternatives. The behavior modification procedures of our school are educational in nature and are designed to ensure all students enjoy learning in an environment free from distraction and intimidation. Disciplinary procedures are designed to foster good behavior rather than react to inappropriate behavior. Disciplinary procedures involve consideration for individual circumstances within the context of respect for the safety and well-being of the entire school community.

Teachers will first address and resolve problems which come to their attention prior to administrative intervention. The Principals and the Director have the responsibility to make the final decision in relation to consequences for severe inappropriate behavior.

Teachers and staff members will follow the following rubric to guide their classroom management.

**LEVEL 1:** Managed within the classroom by the individual teacher, positive and negative behavior communicated as needed.

**LEVEL 2:** Managed by the teacher in conjunction with the appropriate principal, referral form filled out, parents are contacted, possible counselor meeting, appropriate teachers informed.

**LEVEL 3:** Managed by the appropriate principal, referral form used, clear consequences given, parents involved, and student enrollment at risk.

**LEVEL 4:** Managed by administration, parents involved, referral form used, and student enrollment at high risk.

| **Inappropriate Behaviors** | **Consequences (To support behavior change)** |
|---|---|
| **LEVEL 1** – Low level, infrequent behaviors that interrupt teaching and learning and are dealt with in-class<br><br>• Off task/Not finishing work<br>• Non-compliance<br>• Incomplete homework<br>• Inappropriate moving around the school<br>• Using inappropriate language<br>• Chewing Gum<br>• Littering<br>• Spitting<br>• Bringing inappropriate items to school<br>• Unsafe play | **LEVEL 1** – Appropriate response by teacher<br><br>• Clear Directions<br>• Rule Reminder<br>• Loss of privileges (recess or lunch detention)<br>• Logical Consequences (e.g. drop litter, pick up garbage for 5 minutes during free time)<br>• Time Away/ Time Out – student moves to a place away from group or in another classroom<br>• Behavior reflection |
| **LEVEL 2** - Repeated behaviors that disrupt teaching and learning or are repeated level 1 behavior and require outside assistance<br><br>• Non-compliance<br>• Disrespect/Defiance<br>• Verbal Abuse – First offense<br>• Swearing<br>• Bullying<br>• Truancy<br>• Inappropriate use of computers<br>• Dishonesty with staff | **LEVEL 2** – Appropriate response by teacher with Administration assistance as needed<br><br>• Loss of Privileges<br>• Behavior reflection<br>• Parent notified<br>• Sent to office<br>• In class contract<br>• Student referral form filled<br>• Counseling recommended<br>• After school or lunch detention |
| **LEVEL 3** - Persistent documented breaking of rules, repeated level 2 behavior and required administrative support (Theft, Vandalism - including Graffiti moved to Level 4 category)<br><br>• Harassment<br>• Racism<br>• Bullying<br>• Fighting<br>• Truancy<br>• Inappropriate use of devices<br>• Academic dishonesty or cheating<br>• Consistent classroom disruptions | **LEVEL 3** – Administrative action, to include teachers, counselors and parents<br><br>• Student referral form filled<br>• Family conference<br>• Individual Behavior Plan/Contract<br>• In school suspension<br>• Counselling referral<br>• After school detention<br>• The requirement to provide a parent funded 1:1 Educational Assistant<br>• Enrolment at risk |
| **LEVEL 4** – Repeated level 3 behaviors, Physical Violence, Dangerous or Illegal Behaviors. Examples: | **LEVEL 4** – Administrative actions may include any or all of the following: |

| | |
|---|---|
| • Extreme physical violence and or<br>• repeated acts of physical violence<br>• Possession or use of controlled<br>• substances<br>• Smoking, possessing, consuming or<br>• selling illegal substances while<br>• under the school's jurisdiction<br>• Possession or consumption of<br>• alcohol or tobacco<br>• Possessing dangerous items or weapons while under the school's jurisdiction<br>• Bringing to school or accessing pornographic material<br>• Computer hacking, trashing or interfering in any way with another person's work<br>• Inappropriate use of technology, including social media platforms, that can be deemed as harmful to the physical, social, psychological and emotional well-being of another member of our school community<br>• Repeated theft and or vandalism of school property<br>• Repeated bullying and or harassment of others<br>• Excessive unexcused truancies | teacher, counselor, parents and<br><br>• Contact with authorities if required<br>• Family conference<br>• Individual behavior plan/contract<br>• Out of school suspension<br>• Counseling- professional recommendations<br>• The requirement to provide a parent funded 1:1 Educational Assistant<br>• Enrolment at high risk |

## 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 the 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 social media tools, email, forums, blogs, chat rooms, or any instant messaging tools, 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 and the school internet safety policy.

- Ask permission from the teacher before downloading or installing any applications. For security reasons, we do not provide administrative rights for students using their iPads or Macbooks. The school IT department will help install the applications if necessary.
- Please only use iPads or MacBooks for school-related activities as instructed by the teacher. The school reserves the right to delete any files, images, games, and apps from students' iPads or computers if necessary. Do not store personal files such as family photos on these devices.
- 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 the students' iPads or computers, check computer files, storage devices, and emails, monitor the internet sites visited, and remove any data/files in the computer if necessary.
- Maintain all settings on devices unless otherwise directed by the teacher.
- Print at school only with the teacher's permission.
- Use mobile phones in class only with the teacher's permission.
- Avoid taking someone else's work or using AI tools to generate texts 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.

*This policy is subject to regular updates. Please check the latest version at this link.*

## Code of Academic Integrity

The code of academic integrity exists to promote, uphold, and reinforce values that are consistent with the ASHK Mission statement and is 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 misconduct or malpractice includes, but is not limited to, the following examples:

**Plagiarism** – occurs when a person presents someone else's work as their own without proper acknowledgment or permission. This includes using major ideas, selections, or passages of any length from another source without credit or citation. Examples of plagiarism range from copying entire works to making minor alterations to work products from websites, papers, reports, assignments, books, artworks, or

multimedia presentations. Simply changing a few words or rearranging the structure slightly does not make the work original. Whether the source is online or from another person (such as a student, tutor, family member, or other individual), submitting it as your own work without proper citation constitutes plagiarism. It's crucial to always credit the original author and seek permission when using others' intellectual property.

**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.

**Duplication of work** - This is defined as the presentation of the same work for different assessment components and/or Diploma requirements.

**Examination and test misconduct/ malpractice** - Any attempt to gain an unfair competitive advantage during an assessment, which includes but is not limited to: using cheat sheets or other prohibited items during a class test or examination; looking at another student's paper during an examination; providing another student, whether at ASHK or elsewhere, with insider knowledge of an assessment already taken.

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

**Avoiding plagiarism in group projects,** see Appendix 2, page 11 in this policy document.

## 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 malpractice 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.
- Use peer evaluation towards the end of a group project to clearly identify contributors and have a group discussion on academic integrity.

**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 counselors 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.
- Clearly understand and promote the ASHK Academic Integrity Policy.
- Demonstrate ethical behavior with respect to academic integrity.
- Use required conventions for submitting work.

**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/guardians 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 Approaches to Learning

## AI Technology Integration and Academic Integrity

The use of Artificial Intelligence (AI) tools and technologies in academic work requires careful consideration and explicit acknowledgment. At ASHK, students in Grade 9 and above must declare any use of AI tools (including but not limited to ChatGPT, Claude, Bard, or similar Large Language Models) in their academic work. This declaration should clearly state which portions of the work involved AI assistance and how the AI tool was used. The use of AI tool is not prohibited; however, their use must be:

- Transparent - All AI usage must be explicitly declared in the work
- Appropriate - AI should be used as a tool for enhancement, not replacement

of student work
- Documented - Students must maintain records of AI interactions used in their work
- Ethical - AI should not be used to circumvent learning objectives or create work that misrepresents student ability

A detailed outline of AI integration expectations can be found within the ASHK AI Policy and Guidelines for Students.

For IB Diploma Programme submissions, students must comply with all IB regulations regarding AI use and documentation. Please refer to the ASHK Academic Integrity Policy for the IB regulations.

## 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.
- To 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 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 Integrity Policy overview.
- What constitutes 'malpractice'.
- Proper research skills.
- Time management.
- Finding reliable sources.
- How to properly cite sources.
- How to use Turnitin.com.
- What constitutes collusion, plagiarism and duplication of work.

### 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.

**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.

For more detailed information on the role and responsibilities of the IB Diploma Programme Coordinator, Secondary School Librarian and teachers, please refer to the Academic Integrity Policy.

## Consequences

If a student has breached academic honesty rules, the following steps will be taken and breaches will be recorded in CPOMs management system and in writing to the student and family:

**Level 1**

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 Approaches to Learning; Communication at 'Developing' level.
- The student will be required to complete an alternate assessment.
- The respective teacher will inform parents and the principal of the infraction.
- The infraction will be recorded on the school safeguarding and wellbeing platform.
- Written communication to parents to make clear what consequences a further infraction would incur.
- Written confirmation that the above warning has been received is required from the parents.
- Eligibility for term awards will be under review
- The teacher will review the academic integrity policy with the student and

remind them of the school's expectations and where the student had failed to comply with the policy.

Examples of level 1 for AI usage:

- Failure to cite AI assistance in preliminary work or drafts.
- Incomplete documentation of AI tool usage.
- Unintentional omission of AI consultation in the creative process.

**Level 2**

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 a 'Developing' for their Approaches to Learning Skill of Communication for the term.
- The student will be required to complete an alternate assessment.
- The student may receive a suspension from school.
- Each of the student's teachers and the principal will be informed of the infraction.
- The infraction will be recorded on the school safeguarding and wellbeing platform and in writing to parents/guardians.
- Eligibility for term awards will be withdrawn.

Examples of level 2 AI usage

- Deliberate omission of AI usage in final submissions
- Using AI tools in explicitly AI-restricted assignments
- Sharing AI-generated content with other students for submission

On IB assessments contributing to a final IB mark, the school has adopted the IB sanctions as outlined in the ASHK Academic Integrity Policy.

## 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 only submits a parent letter 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 Principal or Director. Illness must be documented by a doctor's note submitted no later than three days after the exam.

## 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.

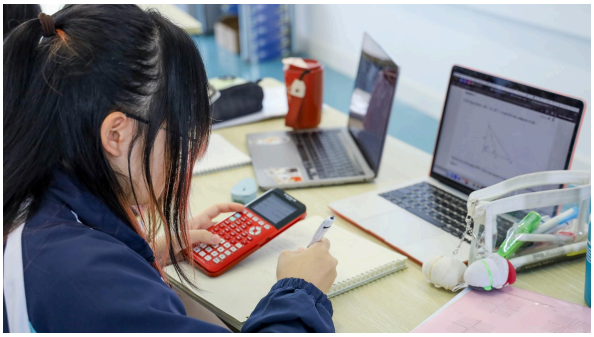
*The Academic Integrity Policy is subject to regular updates. Please check the latest version at this link.*

# 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 take 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 that 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 to purchase devices with an educational discount. Please note that it takes about 6-8 weeks to process the purchase order.

## Hardware and Software Requirements

**iPads**

| | |
|---|---|
| iPad recommended specifications for KG - Grade 3 students (new purchase) | iPad Wi-Fi 256GB 11-inch<br>iPad Air Wi-Fi 256GB 11-inch<br>iPad Pro Wi-Fi 256GB 11-inch) |
| iPad minimum specifications for KG - Grade 3 students (existing iPad) | iPad 8th Gen 128GB 10.2 - 11-inch (2020 or newer) |

*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 Neo 13-inch 256GB<br>MacBook Air 13-inch 256GB<br>MacBook Pro 14-inch 256GB |
| MacBook minimum specifications for G4 - G12 students (existing Macbook) | Macbook Neo 13-inch 256GB<br>MacBook Air M1 or newer (Not support intel chip)<br>MacBook Pro M1 or newer (Not support intel chip) |

**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 will 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 must be removed before sending the devices to the school.*
- *Apple ID must be signed out before sending the iPad 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, 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, 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 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/PTC 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/PTCs and access their ECA/PTC 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
  - Students and parents are not permitted to record live presentations/lessons without the permission of the school

- **PowerSchool SIS**
  - PowerSchool SIS is our school information system
  - You can access your child's records (attendance records and timetable) 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 cozy 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
**Tel**. 3598 0073
**Office Tel**: 2742 2498

**Shop Opening Hours:**
Monday to Saturday: 10:00-18:00
Monday to Saturday: 10:00-18:30 (only in August)
Sun: 11:00-18:00 (Only in August)
PH & Sun - Closed

## 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.

### Not Permitted

**Tops**

- Crop tops or midriff-baring shirts
- Low-cut necklines
- Spaghetti straps
- Shirts with inappropriate messages, including but not limited to:
    - Drug/alcohol references
    - Offensive language
    - Violent imagery
    - Suggestive content
    - See-through materials

**Bottoms**

- Ripped or torn jeans
- Leggings/yoga pants without a long top, shorts or skirt
- Short shorts
- Mini skirts

**Footwear**

- Heels over 2 inches

### Additional Guidelines

**Fit**

- Clothing should not be excessively tight
- Length
- Shorts/skirts must reach at least to fingertips when arms are at sides
- Shirts must be long enough to cover midriff when arms are raised

**Accessories**

- No excessive jewelry
- No hats or hoods worn inside buildings
- No sunglasses inside
-

**Important Notes**

- If in doubt about an item, err on the side of more conservative choices
- Administration reserves the right to determine if clothing is inappropriate
- Students wearing inappropriate items may be asked to:
    1. Change into appropriate clothing
    2. Contact parents/guardians for alternate clothing
    3. Wear school-provided appropriate attire

Remember:
Dress down days are a privilege that should be respected while maintaining a learning-focused environment.

# Uniform Guide

## KG - Grade 2 Uniform

### REGULAR UNIFORM FOR NON-PE DAYS

#### SUMMER
#### AUG-NOV / APR-JUN

Short-sleeved teal-and-white striped dress. Blue, white or black 'bike shorts' should be worn under dresses



Blue shorts with a short-sleeved teal polo shirt



#### WINTER
#### DEC-MAR

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 with white socks or tights .

### PE UNIFORM

#### SUMMER

Blue and teal PE T-shirt and blue PE shorts



#### WINTER

Blue and teal PE t-shirt with track pants



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

### OUTERWEAR

Hoodie, track suit jacket



### 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



## Grade 3 - Grade 5 Uniform

### REGULAR UNIFORM FOR NON-PE DAYS

#### SUMMER
AUG-NOV / APR-JUN

Short-sleeved teal polo shirt



Blue skirt or Blue shorts



#### WINTER
DEC-MAR

Long-sleeve teal polo shirt



Grey skirt or Grey trousers



Footwear: Mostly black shoes or black runners with white socks or tights

### PE UNIFORM

#### SUMMER

Blue and teal PE T-shirt and blue PE shorts



#### WINTER

Blue and teal PE t-shirt with track pants



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

### OUTERWEAR

Hoodie, track suit jacket



### HAT

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



### HOUSE SHIRT

Purchase shirt according to your allocated House



## Grade 6 - Grade 12 Uniform

### REGULAR UNIFORM FOR NON-PE DAYS

#### SUMMER
AUG-NOV / APR-JUN

Short-sleeved white blouse or short-sleeved white shirt



Blue skirt or Blue shorts



#### WINTER
DEC-MAR

Long-sleeve white blouse



Grey skirt or Grey trousers



Footwear: Mostly black shoes or black runners
With white socks or tights

### PE UNIFORM

#### SUMMER

Blue and teal PE T-shirt and blue PE shorts



#### WINTER

Blue and teal PE t-shirt with track pants



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

### OUTERWEAR

Hoodie, track suit jacket



### 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 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.

If your child is sick and needs to stay at home, you must inform the child's homeroom teacher, the school nurse, and the administration office by sending an email to all. If your child may have a contagious disease, you must bring your child to a doctor to confirm the diagnosis, get a medical certificate/letter with the diagnosis in it and notify the school immediately.

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

- Temperature of 37.5$^{C}$ 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**

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.





# Extracurricular 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:**

- With the exception of music ECAs and some external provider 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, they may register for up to two ECAs per week in Session 2.
    - Students in Grade 1 may register for up to two ECAs per week in both Session 1 and 2.

# International Schools' Sports Federation of HK (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 provides 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 has enjoyed taking part in the Silver division this year, being competitive in a number of sports. We have seen successes in football, basketball, badminton, golf, cross country, track and field, and volleyball. With these experiences, we aim to provide more teams in the years to come should student interest warrant this.

| | |
|---|---|
| SEASON 1 (August 25 – November 7)<br>Football (U14 & U16)<br>Volleyball (U14 & U16)<br>Swimming | SEASON 2 (November 10 - January 30)<br>Football (U16)<br>Basketball (U12, U14, U16, & U20)<br>Golf<br>Cross Country (U12, U14, U16, & U20) |
| SEASON 3 (February 2 - March 27)<br>Badminton (U12, U14, U16, & U20)<br>Track and Field (U12, U14, U16, & U20) | SEASON 4 (April 13 - June 5)<br>Football (U12)<br>Volleyball (U12) |

Participation on an ASHK Lightning team is based on successful tryouts. Students selected to represent the school in competition must commit to the full schedule of practices and games. The 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, theaters, and historical or environmental sites. Parents can expect to receive an email in advance of the trip outlining the activity plan and any associated costs. Because the school makes bookings and vendor commitments, all excursion fees are non-refundable.






## 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.

### Handling Student Data & Ensuring Privacy

At ASHK we take our obligations to manage all of the data we use/hold in accordance with Hong Kong's data privacy ordinance and guidelines. From time to time, we may be asked to provide certain, specific information or advice on students to external parties. These include doctors and clinics, statutory bodies, and other institutions/schools. We will only release such information in these circumstances with the express written permission of parents. As part of our standard procedures, ASHK transmits sensitive and confidential student data directly to the requesting organization using only secure electronic channels.

**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 2026-27 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 2026-27 Tuition Fees Collection Schedule.

AMERICAN SCHOOL HONG KONG

**2026-27 Tuition Fees Collection Schedule**

| | | | | Grade | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| | | | | Reception | 1-4 | 5-6 | 7-8 | 9-10 | 11-12* |
| Collection Date | Month(s) | Period | | $170,600 | $196,300 | $208,600 | $218,700 | $231,000 | $242,700 |
| **Monthly Basis** | | | | | | | | | |
| 14-Jul-26 | 1 | 14/Aug/26 | 31/Aug/26 | $17,060 | $19,630 | $20,860 | $21,870 | $23,100 | $24,270 |
| 1-Sep-26 | 1 | 1/Sep/26 | 30/Sep/26 | $17,060 | $19,630 | $20,860 | $21,870 | $23,100 | $24,270 |
| 2-Oct-26 | 1 | 1/Oct/26 | 31/Oct/26 | $17,060 | $19,630 | $20,860 | $21,870 | $23,100 | $24,270 |
| 2-Nov-26 | 1 | 1/Nov/26 | 30/Nov/26 | $17,060 | $19,630 | $20,860 | $21,870 | $23,100 | $24,270 |
| 1-Dec-26 | 1 | 1/Dec/26 | 31/Dec/26 | $17,060 | $19,630 | $20,860 | $21,870 | $23,100 | $24,270 |
| 2-Jan-27 | 1 | 1/Jan/27 | 31/Jan/27 | $17,060 | $19,630 | $20,860 | $21,870 | $23,100 | $24,270 |
| 1-Feb-27 | 1 | 1/Feb/27 | 28/Feb/27 | $17,060 | $19,630 | $20,860 | $21,870 | $23,100 | $24,270 |
| 1-Mar-27 | 1 | 1/Mar/27 | 31/Mar/27 | $17,060 | $19,630 | $20,860 | $21,870 | $23,100 | $24,270 |
| 1-Apr-27 | 1 | 1/Apr/27 | 30/Apr/27 | $17,060 | $19,630 | $20,860 | $21,870 | $23,100 | $24,270 |
| 3-May-27 | 1 | 1/May/27 | 17/Jun/27 | $17,060 | $19,630 | $20,860 | $21,870 | $23,100 | $24,270 |
| | 10 | | | | | | | | |
| **2-term Basis** | | | | | | | | | |
| 14-Jul-26 | 5 | 14/Aug/26 | 31/Dec/26 | $85,300 | $98,150 | $104,300 | $109,350 | $115,500 | $121,350 |
| 2-Jan-27 | 5 | 1/Jan/27 | 17/Jun/27 | $85,300 | $98,150 | $104,300 | $109,350 | $115,500 | $121,350 |

* IB Exam Fees are not included.
- Tuition Fees in 2026-27 are subject to EDB final approval.
- The school requires 3 full calendar month's written notice of withdrawal or 3 full calendar month's tuition in lieu of such notice. The school reserves the right to withhold any refund or documentation if insufficient notice of withdrawal is not given or any outstanding payment or liability is due to the school.
- There is a HK$150 admin fee for late tuition, returned cheque or direct debit payment.

## Food Service

**Lunch Service – Sodexo**
Parents may order school lunches for their child on a monthly basis from our lunch service provider. The school works with Sodexo 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 |
|---|---|---|---|
| **TYPHOON SIGNAL 1** | School is open and regular classes in session | School is open and regular classes in session | Teacher to closely monitor situation, cancel if necessary |
| **TYPHOON SIGNAL 3** | 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 |
| **TYPHOON SIGNAL 8** | 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 |
| **TYPHOON SIGNAL 9 OR 10** | 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 |

Please refer to our Bad Weather Protocol here.

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