

# DSC International School

德思齊加拿大國際學校

Elementary Section  
Student and Parent Handbook  
2025-2026



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## SCHOOL CONTACT INFORMATION

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<b>Elementary Office</b> 0500	Phone: (852) 3658 0508    Fax: (852) 3658
<b>Elementary Office Email</b>	e.office@dsc.edu.hk
<b>DSC Health Room</b>	Phone: (852) 3658 0525
<b>IT Department</b>	Phone: (852) 3658 0368
<b>School Website</b>	<a href="http://www.dsc.edu.hk">www.dsc.edu.hk</a>
<b>School Facebook Page:</b>	<a href="https://www.facebook.com/DSCTKS">https://www.facebook.com/DSCTKS</a>
<b>Other Information</b>	
<b>School Bus:</b> Essex Services Limited	<a href="https://essexbus.com.hk/DSC">https://essexbus.com.hk/DSC</a>
<b>Ontario Ministry of Education</b>	<a href="http://www.edu.gov.on.ca/eng/">www.edu.gov.on.ca/eng/</a>
<b>Hong Kong Education Bureau</b>	<a href="http://www.edb.gov.hk/en/">www.edb.gov.hk/en/</a>

### ACCREDITATION

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

## VISION, MISSION AND CORE VALUES

### Vision

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

### Mission

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

### CORE Values

Fostering diversity  
Developing student success  
Supporting balance in life  
Creating opportunities

### Personality

Integrity  
Dedicated  
Creative  
Collaborative  
Innovative

### Performance

Best value  
Global pathways  
Highly qualified teachers  
Excellent school leaders

**DREAM. SUCCEED. CELEBRATE.**



## CODE OF CONDUCT

### Introduction

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

A whole-school approach, which involves all members of the school community, is also important in supporting efforts to ensure that schools are safe, inclusive, and accepting. It is an effective approach to making systemic changes that will benefit all students and the broader community.

All students, parents, and teachers and other school staff have the right to be safe, and to feel safe, in on campus. With this right comes the responsibility to contribute to a positive school climate. To foster a positive school climate that supports student achievement and well-being, the DSC community must focus on prevention and early intervention strategies to address inappropriate behaviour.

### Purposes of the Provincial Code of Conduct

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

### Those governed under the Code of Conduct

The Code of Conduct applies to the entire school community. This means that the code of conduct applies to all individuals:

- on school property
- on school buses
- at school-related events and activities
- in other circumstances that could have an impact on the school climate
- in a virtual learning environment
- in school uniform
- when using social media/technology and disparaging, harassing, harming another school community member

## **Fundamental Values**

- All participants involved in DSC International School, students, parents or guardians, volunteers, teachers and other staff members, are included in this Code of Conduct whether they are on School property, on School buses or at School authorized events or activities
- Everyone has a responsibility to promote a safe environment.
- All members of the school community are to be treated with respect and dignity, especially those in positions of authority.
- Everyone has a responsibility to resolve conflicts in a way that is civil and respectful. Insults, hurtful acts and a lack of respect for others disrupt learning and teaching in a school community.
- Everyone is expected to resolve conflicts without using violence. Physical aggression is not a responsible way to deal with other people. No one should use an object to injure another person or threaten to use an object to injure another person. Violence and threats are unacceptable and puts everyone's safety at risk.
- Everyone is expected to use appropriate conflict resolution.
- The possession, use or threatened use of any object to injure another person endangers the safety of oneself and others.
- Tobacco, Vapes, Alcohol and illegal drugs are addictive and present a health hazard. DSC International School will work cooperatively with police, drug and alcohol agencies to promote prevention strategies and, where necessary, respond to School members who are in possession of, or under the influence of, or in possession of Tobacco, Vapes, Alcohol and illegal drugs.

## **Purpose of the Code of Conduct**

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

## **Standards of Behaviour**

The two key focus areas for the standards of behaviour are:

- respect, civility and responsible citizenship
- safety

### **All members of the School Community must:**

- respect and comply with all applicable Hong Kong laws and ordinances;
- demonstrate honesty and integrity;
- respect differences in people, their ideas and opinions;
- treat one another with dignity and respect at all times, and especially when there is disagreement;
- respect and treat others fairly, regardless of their race, ancestry, place of origin, ethnic origin, citizenship, religion, gender, sexual orientation, age or disability;
- respect the rights of others;
- show proper care and regard for School property and the property of others;
- take appropriate measures to help those in need;
- report cases of abuse, bullying, and infractions of the Code of Conduct;
- respect persons who are in a position of authority;
- respect the need of others to work in an environment that is good for learning and teaching, including by ensuring that cellphones and other personal mobile devices are only used during instructional time for:
  - educational purposes (as directed by an educator)
  - health and medical purposes
  - educational support needs
- seek assistance from a member of the School staff, if necessary, to resolve conflict peacefully;
- not swear at a teacher or at another person in a position of authority;
- discourage others from engaging in bullying or cyber bullying

### **Safety**

All school community members must not:

- start or join in any form of bullying, whether in-person or through technology (for example, email or cell phones, class chats, online forums, social media)
- commit sexual assault or sexual harassment
- traffic weapons or illegal drugs
- commit robbery or theft
- give alcohol, tobacco, Vapes or Illegal Drugs to a minor
- be in possession of a weapon on campus or at school functions and events (including cutters, knives)
- use any object to threaten or intimidate another person
- injure anyone with an object
- be in possession of alcohol, cannabis (except when the person is authorized to use cannabis for medical purposes) or illegal drugs
- be under the influence of alcohol, cannabis (except when the person is authorized to use cannabis for medical purposes) or illegal drugs
- give others alcohol, illegal drugs or cannabis (unless the receiver is someone who has been authorized to use cannabis for medical purposes)
- inflict or encourage others to inflict bodily harm on another person

- engage in hate propaganda and other forms of behaviour motivated by hate or bias
- commit an act of vandalism that causes damage to school property, to property located on the premises of the school or to the property of a member of the school community
- record, take or share non-consensual recordings or photos of members of the school community

## **Roles and Responsibilities**

**Head of School**, under the direction of the SMC, takes a leadership role in the daily operation of a School. He provides this leadership by:

- develop policies that set out how the school will put in place and enforce the code of conduct and all other rules that they develop as related that promote and support respect, civility, responsible citizenship and safety
- seek input from students, staff, parents,
- review these policies regularly with students, staff, parents
- establish a process that clearly communicates the code of conduct to all parents, students, staff and members of the school community to gain their commitment and support
- ensure an effective approach to intervene and respond to all violations that relate to the standards for respect, civility, responsible citizenship and safety
- give opportunities for all staff to gain the knowledge, skills and attitudes they need to promote student achievement and well-being in a safe, inclusive and accepting learning environment
- demonstrating care and commitment to academic excellence and a safe teaching and learning environment;
- holding everyone, under their authority, accountable for their behaviour and actions;
- empowering students to be positive leaders in their School and community;
- communicating regularly and meaningfully with all members of their School community.

**Principals and Vice Principals**, under the direction of the Head of School, take a leadership role in the daily operation of a school.

Principals provide this leadership by:

- demonstrate care for the school community and a commitment to student achievement and well-being in a safe, inclusive, and accepting learning environment
- holding everyone under their authority responsible for their behaviour and actions
- empowering students to be positive leaders in their school and community
- communicating regularly and meaningfully with all members of their school community
- model the standards of respect, civility and responsible citizenship.

**Teachers and all School Staff**, under the leadership of the Head of School, maintain order in the School and are expected to hold everyone to the highest standard of respectful and responsible behaviour. As role models, staff uphold these high standards when they:

- help students work to their full potential and develop their self-worth;
- empower students to be positive leaders in their School and community;
- communicate regularly and meaningfully with parents;
- maintain consistent and fair standards of behaviour for all students;
- demonstrate respect for all students, staff and parents;
- demonstrate respect for one another, all students, parents, volunteers, and other members of the school community
- prepare students for the full responsibilities of citizenship, in particular the skill of respectful communication, both in person and online
- model the standards of respect, civility, and responsible citizenship. This includes modeling appropriate use of personal mobile devices. Educators are not to use personal mobile devices during instructional time, unless explicitly for work-related purposes.

**Students** - Everyone should treat students with respect and dignity. In return, students must show respect for themselves and for others.

Students show respect and responsibility when they:

- comes to School prepared, on time and ready to learn;
- shows respect for him/herself, for others and for those in authority;
- refrains from bringing anything to School that may compromise the safety of others;
- follows the established rules and takes responsibility for his or her actions.

**Parents/Guardians** play an important role in the education of their children and have a responsibility to support the efforts of School staff in maintaining a safe and respectful learning environment for all students.

Parents fulfill this responsibility when they:

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

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

## **SAFEGUARDING**

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

### **Guiding Principles**

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

DSC accepts and adheres to these basic principles:

- A child's welfare is paramount, and each student has the right to be protected from harm and exploitation and to have their welfare safeguarded irrespective of age, racial heritage, religion, ability, gender, identity or culture.
- All students need to be safe and feel safe in school.
- Every student is entitled to a rich and broad curriculum that helps to equip them to keep themselves safe.
- Every adult in school must have a demonstrable commitment to protecting the students with/for whom we work. Schools are responsible for the provision of a safe and nurturing environment for all children.
- Any symptom(s) or report of suspected child abuse must be taken seriously.
- We work in partnership with parents/guardians and/or other professionals to ensure the protection of students.
- Our guiding principle throughout is 'the best interests of the students'. This means the welfare, safety, needs and rights of children should always come first and be a primary concern in working with children and their families.
- All students have the same equal rights to protection, but we recognise that we need to do more for some students because of their special educational needs, disability, gender, religion, or sexual orientation.
- Adopting best practices to minimize the possibility of harm to children and adopting procedures to protect all teachers and staff from conduct which may leave them open to accusations of abuse or neglect.
- Confidentiality must be maintained as far as it is possible and permissible under the relevant laws in Hong Kong, and all community members must take precautions to secure confidential and private data and share it only with authorised and relevant staff under the "Need to know" principle.

- Cooperating with the relevant authorities concerning child protection and safeguarding matters to ensure child safety.

### **Child Protection and Safeguarding**

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

Safeguarding means:

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

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

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

### **ACADEMIC HONESTY**

Students are reminded as well of the importance of academic honesty. Students must always do their own work. When a student has difficulty with an assignment, the student must ask the teacher for assistance. A student must never copy, intentionally or unintentionally, another person’s work nor take the ideas of someone else. This includes the work of other students; of brothers, sisters or parents; and material found on websites and/or in books. Students must not have a tutor complete their work for them.

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

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

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

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

### **Junior Division (Grades 4 to 6)**

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

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

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

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

### **ACADEMIC RESPONSIBILITY**

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

Students take advantage of these learning opportunities by:

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

time

Parents and guardians support student learning by:

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

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

### **ANTI-BULLYING**

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

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

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

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

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

### **ARTIFICIAL INTELLIGENCE (AI) IN EDUCATION**

DSC International School supports the ethical and honest use of AI in education and is committed to upholding ethical standards in the utilization of AI tools. When used appropriately, AI tools offer learners and teachers support and can enrich the learning experience. However, there needs to be an agreed-upon limit and ethical and appropriate use. OpenAI programs, including ChatGPT and DaLLE, stipulate that users must be 13 years of age or older. Therefore, to ensure that DSC students follow legal and policy compliance, elementary students are only permitted to use AI tools embedded within school and classroom-approved programs for students under the age of 13. Students must follow the School's academic honesty policy and properly reference people, sources, and tools

(including AI) that influence the ideas or generate content used. Students will be taught how to use and site AI tools appropriately in class.

## **DISCIPLINE**

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

When a student is suspended a letter will be sent home and kept in that student’s file. Student Suspension Letters for violent incident will be kept on file for 3 years (from the date of inclusion). Suspension letters from non-violent incidents will be kept on file for 1 year since the incident.

Upon a student’s return from suspension, the vice principal, principal, and/or counsellor will provide support as needed to ensure a smooth and successful reintegration into the classroom. Suspensions are not intended to be punitive, but rather to serve as an opportunity for learning, growth, and positive change.

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

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

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

Disciplinary action is not limited to infractions that take place on campus. Disciplinary action also applies to infractions that take place online between DSC students and incidences that happen off-campus while students are in uniform.

The following behaviors will result in immediate suspension or expulsion:

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

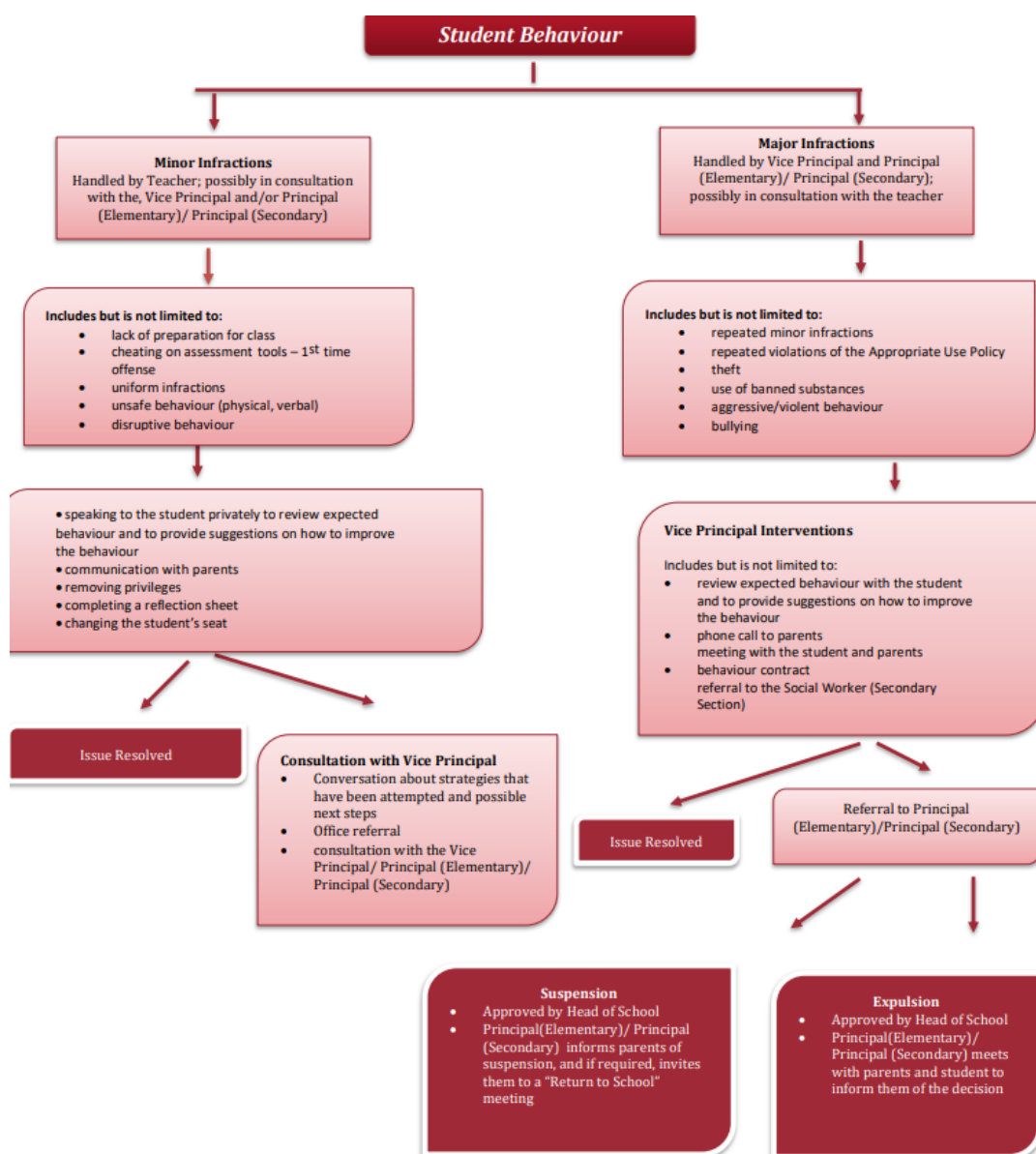
Any student who is suspended will have a Suspension Letter added to their file for each suspension.

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

Parents/Guardians must meet with the Principal (Elementary) following a suspension before the student may return to class.

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

### Progressive Discipline Chart



## **ELECTRONIC DEVICES**

DSC is committed to providing students with a learning environment that integrates and uses technology to further student learning and assist in developing the technical skills that a student uses in their daily lives and in the future.

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

### **Earbuds, AirPods, and Headphone Policy**

Earbuds/AirPods/Headphones are encouraged within the classroom for the specific lesson requirements as directed by the teacher. Earbuds/AirPods/Headphones are also permitted for students who are sensitive to loud noises and their individual education plans require the use of headphones.

Wearing earbuds/AirPods/headphones on campus can create a safety issue and classroom distractions. To limit these distractions and possible safety issues, students must remove any earbuds/AirPods/headphones and put them away before entering the building. Students cannot wear their earbuds/AirPods/headphones during lunch or recess.

Students who continue to use their earbuds/AirPods/headphones inappropriately on campus will receive progressive consequences which may include dropping off their earbuds/AirPods/headphones in a secured location in the office at the beginning of the school day, where it can be collected again before dismissal. Repeated inappropriate use of listening devices will result in a parent meeting and discussion of further consequences.

### **Social Media, Google Hangouts and Electronic Communication**

Access to social media through the School's network will be restricted and controlled. Students at school can only use social media platforms directed by an educator for educational purposes. Students are not permitted to use Google Chat.

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

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

### **Approved Personal Electronic Devices for Grade 4 to Grade 6:**

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

## **SMOKING AND SUBSTANCE ABUSE**

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

## **STUDENT SCHOOL UNIFORM AND DRESS CODE (UPDATED - 23/01/2026)**

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

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

**PG1** - Students in PG1B and PG1A will be required to wear the PE uniform to school every day. When students enter Grade 1, there are additional items they must purchase.









Students in PG1B and PG1A must also wear proper sport shoes/running shoes to school every day. Each student is required to leave one set of clothes at school (PE shirt/ Shorts or Skort). All students must have a House Program shirt that can also be worn as a PE uniform. The House shirt must be worn during House activity days. **Students may wear the long-sleeved T-Shirt under the polo for extra warmth (if needed).**

Please note that the Red Hoodie cannot be worn during PE Class. Students are required to be in proper PE gear.

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

Students can no longer wear school uniforms with the old Delia logo.

Please see the complete list of items below.

Standard School Uniform		
<b>Warm Weather</b>		
PE Shirt	PE Shorts	PE Skort
		
<b>Cool Weather</b>		
Track Suit	Track Pants	Shirt (White/Red)
		 
Hoodie (PG1)		
		
Required Items for New Students		
3 PE Shirts (1 must be left at school), 1 House Shirt		
4 PE Shorts/Skort (1 must be left at school)		
1 Track Suit Top		
1 Track Suit Pants		
1 Red Hoodie (Optional)		
1 long sleeved t-shirt (either color)		

**Grade 1 to Grade 6** – Students in Grade 1 to Grade 6 must wear a school uniform to school each day. Students in Grade 1 to Grade 6 have both a PE and non-PE uniform. Students are required to wear the PE uniform on days PE is taught. Please check your timetable to see which days are PE. Students can also wear the PE uniforms during Health class. All students must have a House Program shirt that can also be worn as a PE uniform. The House shirt must be worn during House activity days. All other days the student must wear the non-PE uniform. However, families may wish to purchase any student uniform items.









Students must wear proper sports shoes/running shoes to school every day. Boots, high-heeled shoes, and sandals are not permitted. Students cannot wear leggings under shorts.








The School does not have a designated “summer” or “winter” time period. During cold weather, students must still adhere to the school policy. To ensure that our students remain dressed for the season, the Uniform Shop sells jackets that are appropriate for Hong Kong’s colder climate. **Students may wear the long-sleeved T-Shirt under the polo for extra warmth (if needed).** In the event of a “Very Cold Weather Warning,” students may wear a warmer jacket over their school jacket if they are cold. They may also wear red, white, or black hats, scarves, and gloves. Students may wear the long-sleeved T-Shirt

under the polo for extra warmth (if needed).

Students cannot wear hoodies during PE classes.

Students can no longer wear School uniforms with the old Delia logo.

<b>Standard School Uniform</b>			
Warm Weather			
Polo Shirt	Skort	Shorts	Long Sleeved T-shirt
			
Cool Weather			
Polo Shirt	Pants	DSC Hoodie	Long Sleeved T-shirt
			
<b>Minimum Required Items for New Students</b>			
	<b>1 or 2 Polo Shirts</b>		
	<b>1 or 2 Shorts/Skort</b>		
	<b>1 Pants</b>		
	<b>1 Long Sleeved T-Shirt (Optional)</b>		
	<b>1 Red or Black Hoodie (Optional)</b>		

PE Uniform			
Warm Weather			
PE Shirt	PE Unisex Shorts	PE Skort	Long Sleeved T-shirt
			
Cool Weather			
Track Suit	Track Pants	Long Sleeved T-shirt	
			
Required Items for New Students			
	<b>1 PE Shirt, 1 House Shirt</b>		
	<b>2 PE Shorts/Skorts</b>		
	<b>1 Track Suit (Top)</b>		
	<b>1 Track Suit (pants)</b>		

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

Note the following regarding the DSC International School dress code:

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

As a multicultural school with students from diverse backgrounds, DSC International School recognizes that students may require accommodations to the dress code for cultural and/or religious reasons. DSC International School accommodates these requirements in compliance with the guidelines set out by the Equal Opportunities Commission. Students who require accommodations to the School's dress code are encouraged to speak with the Vice Principal (Elementary) or Principal (Elementary).

### Items not to bring to school

- e-cigarette/vaping devices/alcohol
- weapons (knives, boxcutter, airsoft gun, bb gun, fake weapons)
- wheelie shoes
- scooters, skateboards, long board, bicycles (unless for a sanctioned school activity and with permission)

## THE ONTARIO PROGRAM

### PRE-GRADE 1

The Pre-Grade 1 Program is based on the Ontario Ministry of Education's revised policy document, *The Kindergarten Program, 2016*. A copy of this document can be found on the Ministry of Education's website, [www.edu.gov.on.ca](http://www.edu.gov.on.ca).

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

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

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

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

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

### Assessment and Evaluation

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

### GRADES 1 - 6

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

## **Assessment and Evaluation**

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

There are three types of assessment:

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

Other highlighted aspects of *Growing Success* include:

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

## Levels of Achievement

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

- Knowledge and Understanding
- Communication
- Thinking
- Application

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

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

## ONTARIO STUDENT RECORDS (OSRs)

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

## **REPORT CARDS**

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

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

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

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

Additional information about the Ontario Provincial Report Card can be found on the Ontario Ministry of Education website: [www.edu.gov.on.ca](http://www.edu.gov.on.ca)

## STUDENT SUCCESS

### APPROPRIATE USE POLICIES

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

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

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

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

Please refer to this information throughout the school year.

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

#### Pre-Grade 1 – Grade 6

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

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

on how to support your child in using technology at home and guidance in safe use of technology and technology blocking Apps.

### **Acceptable Use Policy (AUP)**

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

### **Artificial Intelligence (AI) in Education and Academic Honesty**

DSC International School supports the ethical and honest use of AI in education and is committed to upholding ethical standards in the utilization of AI tools. When used appropriately, AI tools offer learners and teachers support and can enrich the learning experience. However, there needs to be an agreed-upon limit and ethical and appropriate use. OpenAI programs, including ChatGPT and DaLLE, stipulate that users must be 13 years of age or older. Therefore, to ensure that DSC students follow legal and policy compliance, elementary students are only permitted to use AI tools embedded within school and classroom-approved programs for students under the age of 13. Students must follow the School's academic honesty policy and properly reference people, sources, and tools (including AI) that influence the ideas or generate content used. Students will be taught how to use and cite AI tools appropriately in class.

### **DSC Technology Guiding Principle for Safe Use**

These were developed with student input.

#### **As a digital citizen, I will....**

- T.H.I.N.K. before I post
- use my technology to create, collaborate, and contribute
- use my technology to support stages of the design process and develop creative solutions to authentic real-world problems
- follow teacher instructions and guidelines when using technology
- never agree to go to see a stranger I have met online
- speak with my parents or teacher before responding to a stranger's message or email
- let my teacher and parents know if my laptop is broken or is not working
- take care of my technology and the School's technology I use
- install an antivirus program to avoid computer viruses and maintain my computer well
- use my laptop carefully and wisely.
- take photos of someone only after asking for permission
- share only things I create and be transparent when I have used AI tools for help

## **Before You Post THINK**



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

- participate in online learning and use technology to demonstrate skill development
- communicate and collaborate with various communities in a safe, respectful, responsible and inclusive manner
- understand my rights and responsibilities when communicating online
- manage my privacy and personal data responsibly
- demonstrate digital citizenship through the appropriate use of technology, as outlined in the schools' Code of Conduct
- report any inappropriate use of email, data or unauthorized technology to a teacher, Vice Principal, or Principal

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

- Cyberbully, spread hate, sexism, or racism;
- post anything on the internet, social media or online learning platforms that might hurt someone's feelings;
- Use AI tools as a part of my school work without the permission of my teacher;
- access and share offensive online content;
- use a device, earphones, AirPods, headphones or social networking apps during class time in the class without the teacher's permission;
- use my cell phone/smartphone or smartwatch in between classes, during recess, lunch, or an ECA;
- bring my cell phone/smartphone or smartwatch to the bathroom; use my cell phone/smartphone to take photos of anyone in the bathroom.
- Take pictures or videos of any individual(s) without their permission.
- use earbuds, air pods, or headphones outside of the classroom;
- use any device to copy, save or share things that do not belong to me (copyright);
- download songs or movies that belong to someone else;
- access sites not authorized by the School or use a VPN
- give my password to anyone other than my parents or teacher (if they request it); or
- give out my full name, my address, my telephone number or the name and address of the School over the Internet or by email
- attempt to hack into another person's computer or computer system or access their accounts or files without permissions

### **ATTENDANCE**

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

### **Absences**

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

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

Because of this investigation, the Vice Principal will:

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

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

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

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

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

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

### **Extended Absences**

Parents that have requested extended leave must complete a “Student Notification of Absence” form which is completed and submitted to the Office and placed in the student’s

parallel folder. All students that are absent without excuse for more than 7 consecutive days must be reported to the EDB non-attendance Case Team using the “Student Dropouts Reporting Form”.

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

### **Recurring Lates**

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

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

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

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

### **Attendance Codes in Edsembli**

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

<b>Attendance Code</b>	<b>Title</b>	<b>Explanation of Use</b>	<b>For the Report Card</b>
P	Present	Student is present at school or online classes	Not reported
A	Absent	Student is absent from school or online classes without permission. This is an unexcused absence.	Recorded on the Report Card as Absent
L	Late	Student is late to School in the morning or after lunch.	Recorded on the Report Card as

		Student is late to a High School subject class.	Late.
S	Suspended	Student has been suspended from School.	Not reported
G	General Absence	The student is absent because: - the day is a holy day - he or she is attending an educational exchange - Weather Warnings - the parents have requested that the student miss part of the school day in order to take part in other learning support programs, or international competitions - of extended illness of more than 4 days; medical documentation is required - students not going on field trips -sent home sick from the Health Room - Compulsory Testing Notice (CTN) - Quarantine	Not reported
F	Fever	Fever due to influenza or contagious diseases	Reported
H	Fever Policy	Absent due to 48hr Fever Policy	Not Reported
T	School Activity	Field Trip/Activity off Campus	Not Reported

## AWARDS AND RECOGNITION

### Student of the Month

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

### Student Recognition Ceremonies (Grade 3-6)

In June of each year, Student Recognition Ceremonies acknowledge those students honoured throughout the year for club achievements and sports as well as accomplishments in the community. In addition, the homeroom that raises the most money for Community Chest will be awarded the Community Chest trophy. For Clubs, supervising teachers may nominate an award for the club. For Sports teams, coaches will select a "Most Improved"; "Leadership"; and "Sportsmanship" Award.

## COMMUNICATION — SCHOOL AND HOME

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

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

## **COPYRIGHT**

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

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

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

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

## **ENGLISH**

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

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

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

## **ENGLISH AS A SECOND LANGUAGE (ESL)**

DSC International School offers an optional English as a Second Language Program (ESL

Program) in Grades 1-6.

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

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

The ESL Program is structured to support ESL learners by incorporating a "Pull-Out" model.

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

### **GOOGLE DRIVE**

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

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

### **HOMEROOM ASSIGNMENTS**

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

### **HOMEWORK**

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

Homework activities include:

- completing classroom work, that is not to be assessed, that was not completed in class
- practicing and applying skills taught in class that have not yet been mastered
- collecting information to be used in class

- reviewing in preparation for in-class assessments
- being read to, reading aloud, and reading independently
- previewing material for the next class

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

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

The time spent on homework will also vary by grades:

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

Grade 1 – 3: 2 – 4 hours per week

Grade 4 – 6: 3 – 5 hours per week

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

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

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

## **HOUSE PROGRAM**

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

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

House Points are awarded earned throughout the year and a House Cup is awarded to the

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

Please see past House Cup Winners below:



## INCLUSIVE EDUCATION

DSC International School is committed to developing and maintaining learning environments that support learners, challenge learners, and foster creation and innovation. In commitment, along with our non-discrimination Admission policy, ensures that DSC International School offers a comprehensive education to all student community members. At DSC, inclusive education is not just about learners with special needs or identified exceptionalities; instead, it is an attitude that approach that embraces diversity and learner differences and promotes equal opportunities for all learners.

The School expects that students will be able to each the curriculum with minimal support and accommodations. Every student who is being supported by the Inclusive Education team will have a Student Support plan that will be shared with the parents, teachers, and the Elementary leadership team. Parents of students who are supported by the IES team will work in collaboration with the Student Support Team to work towards the success their child.

DSC does not provide 1-on-1 support for students.

### **ICT PARENT WORKSHOPS**

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

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

Workshop dates are noted on the School calendar.

### **1:1 iPad PROGRAM**

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

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

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

### **LAPTOP PROGRAM - GRADES 4-6**

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

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

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

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

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

### **ONLINE LEARNING PLATFORM**

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

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

Students and parents can access the online learning platform via the School's website at:

<https://www.dsc.edu.hk/parent-portal/elementary>

### **ONLINE LEARNING AND STUDENT EXPECTATIONS**

To ensure uninterrupted learning during EDB-mandated suspension of on campus learning due to typhoons or Red/Black Rain, we will activate our School Contingency Plan for continuation of learning. The plan involves synchronous and asynchronous learning. This policy will be implemented following the EDB announcement. Parents, Guardians and students will receive a message from the school.

#### **Online Learning: Class Structure Grades PG1 to 3**

- Teachers will provide asynchronous learning activities for students
- Online lessons will not take place

#### **Online Learning: Class Structure Grades 4 to 12**

- Teachers will distribute Google Meets links to students
- Students will access live lessons through Google Meet
- Each period will have a minimum of 15 minutes of direct online instruction
- Teachers will be available to students to answer questions and offer support
- Class attendance will be taken at the beginning of each class/period
- Students will be assigned independent work
- Clear instructions and check-in points will be provided to ensure students remain on track

- Teachers will follow up with students who have not completed assigned work or those who may need additional support

### **Student Responsibilities:**

- Students are expected to complete all the assigned work
- Students are expected to participate in online classes and ensure their camera and microphone (when needed) are on and working
- Students are required to attend the online lessons on time
- Students must adhere to the School Code
- Students must be wearing their school uniform
- Students are responsible for communicating any difficulties to their teachers
- Students continue to monitor online classroom platforms

### **Parents and Guardians Responsibilities:**

- Ensuring their child has access to the necessary technology
- Monitor their child's attendance and engagement during online learning
- Communicate any concerns or difficulties to the school
- Ensure that their children are ready to attend all online lessons

### **School Responsibilities:**

- Provide clear and timely communication regarding distance learning arrangements
- Ensure Teachers deliver engaging and effective online lessons
- Ensure Teachers will provide timely feedback on student work
- Ensure that all online platforms used are safe and secure

## **SMARTPHONES and SMARTWATCHES**

The school appreciates and understands the needs of older students having a smartphone. They offer convenience for traveling to and from school, a safety net, and connections to family and emergency services. However, these devices can be used at inappropriate times, in inappropriate locations, and for inappropriate purposes. As such, the school will limit and monitor the use of devices on campus by staff and students.

### **Student use of Smartphones and Smartwatches**

If a student brings a smartphone to campus it must be switched to silent mode and kept in their knapsack/school bag. Smartphones cannot be brought to the bathroom. Smartphones cannot be used during class transitions, recess, lunchtime ECAs, or walking around campus. Students may use their own smartphones for educational purposes if explicit approval is given by the class teacher for the amount of time or for the task specified by the teacher only.

Students who continue to use their smartphones, and/or smartwatches inappropriately on campus will receive progress consequences. Teachers will warn students about the appropriate use of their smartphones and smartwatches up to three times. After three warnings the teacher will send the student to the Vice Principal. Teachers will make an Edsembli note each time a student is warned about using their smartphone or smartwatch, ensuring that the staff member giving the third warning knows to send them to the Vice Principal's office. Students caught with their smartphones, or smartwatches in the bathroom will be sent to the Vice Principal's office with no warning and may be suspended. Students

are to be sent to the Vice Principal's office for any additional incidents after their first visit to the Vice Principal's office.

Students are not permitted to take their smartphones or smartwatches on field trips unless given permission by the teacher. Teachers may grant permission for students to take their devices on trips if they are needed for health and medical purposes. With the teacher's permission, devices may also be brought and used to record an event or act as a safety net during remote field trips such as hiking.

### **SEESAW**

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

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

### **PARENT PORTAL (Updated 09/01/2026)**

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

Important documents include:

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

### **Attendance and Assessment Data**

Students and parents can access student attendance and academic results by subject and assignment in the Parent Portal. Teachers will have student results published in ConnectEd within 10 working days from the completion of the assignment.

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

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

### **Regular School Year (September to June)**

Students:

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

Parents:

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

### **TEXTBOOK LOAN PROGRAM**

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

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

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

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

Primary students will bring the Loaned Book Form home for signing. Parents may request to have the textbooks brought home for inspection. In these cases, students may be asked to bring the textbook back to school within three days. Parents of both Primary and Junior Division students are required to review the list, sign the form, and also return the next day.

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

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

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

### **TUTORING**

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

## **URSTRONG**

URSTRONG's whole-school friendship strategy has improved the social climate in schools worldwide, connecting over a million kids, parents, and teachers with a common language of friendship. We are proud to be a URSTRONG School and are committed to empowering your children with friendship skills.

To be an active participant in our whole-school friendship strategy:

- [Click here](#) to view an overview of URSTRONG.
- Activate your [FREE Parent Membership](#) by clicking "Become a URSTRONG family"
- Explore the hundreds of resources available to you!

We believe that empowering our students with these skills will create a culture of kindness at our school, and we hope that, together, we can support your children in having healthy, feel-good friendships.

## **WORKBOOKS, NOVELS, AND CONSUMABLES**

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

### **Grade 1 to Grade 6 Homeroom 2025-2026 Consumable Lists**

**Grade 1**

	TITLES/PUBLISHERS	ISBN No.	Price HK\$
	Sketch Book	-	11

**GRADE 2**

	TITLES/PUBLISHERS	ISBN No.	Price HK\$
	Sketch Book	-	11
	Flat Stanley: His Original Adventure by Jeff Brown	9780060097912	80

**GRADE 3**

	TITLES/PUBLISHERS	ISBN No.	Price HK\$
	Sketch Book	-	11
	Judy Moody Was in a Mood (Author: Megan McDonald)	9781536200713	85

**GRADE 4**

	TITLES/PUBLISHERS	ISBN No.	Price HK\$
	Sketch Book	-	11
	The One and Only Ivan (Author: Katherine Applegate)	9780061992278	115

**GRADE 5**

	TITLES/PUBLISHERS	ISBN No.	Price HK\$
	Sketch Book	-	11
	Wonder (Author: R. J. Palacio)	9780552565974	150
	Recorder for Music	Yamaha Y01-YRS24B	41

**GRADE 6**

	TITLES/PUBLISHERS	ISBN No.	Price HK\$
	Sketch Book	-	11
	Escape from Mr. Lemoncello's Library	9780307931474	105
	Recorder for Music	Yamaha Y01-YRS24B	41

## Pre-Grade 1 to Grade 6 Homeroom 2025-2026 International Language Consumable Lists

## INTERNATIONAL LANGUAGE -FRENCH

### Pre-Grade 1B

	TITLES/PUBLISHERS	ISBN No.	Prices HK\$
	Les petits Loustics 1- Methode	9782016252765	\$290
	Les petits Loustics 1- Cahier	9782016252772	\$220

### Pre-Grade 1A

	TITLES/PUBLISHERS	ISBN No.	Prices HK\$
	Les petits Loustics 1- Methode	9782016252765	\$290
	Les petits Loustics 1- Cahier	9782016252772	\$220

### GRADE 1

	TITLES/PUBLISHERS	ISBN No.	Prices HK\$
	Les petits Loustics 2- Methode	9782016252826	\$290
	Les petits Loustics 2- Cahier	9782016252833	\$220

### GRADE 2

	TITLES/PUBLISHERS	ISBN No.	Prices HK\$
	Les Loustics 1- Methode	9782011559036	\$259
	Les Loustics 1- Cahier	9782011559050	\$194

### GRADE 3

	TITLES/PUBLISHERS	ISBN No.	Prices HK\$
	Les Loustics 2- Methode	9782011559043	\$295
	Les Loustics 2- Cahier	9782011559067	\$225

### GRADE 4

	TITLES/PUBLISHERS	ISBN No.	Prices HK\$
	Les Loustics 3- Methode	9782011559159	\$295
	Les Loustics 3- Cahier	9782011559166	\$225

### GRADE 5

	TITLES/PUBLISHERS	ISBN No.	Prices HK\$
	C'EST PARTI 2 PACK 5 MODULES	9782761759250	\$599

### GRADE 6

	TITLES/PUBLISHERS	ISBN No.	Prices HK\$
	C'EST PARTI 3 PACK 5 MODULES	9782761757041	\$599

## INTERNATIONAL LANGUAGE - JAPANESE

## Grade 1

	TITLES/PUBLISHERS	ISBN No.	Prices HK\$
	<u>Tanoshiku Oboeru Hiragana Suuji</u> たのしくおぼえるひらがなすうじ	-	\$66
	<u>Tanoshiku Oboeru Katakana</u> たのしくおぼえるカタカナ	-	\$57
	<u>Kurikaeshi Kanji 1A</u> くりかえし漢字ドリル光村準拠版 1年上	-	\$80
	<u>Kurikaeshi Kanji 1B</u> くりかえし漢字ドリル光村準拠版 1年下	-	\$80
	<u>Kanji Drill Note 1A</u> 漢字ドリルノート 1年上	-	\$45
	<u>Kanji Drill Note 1B</u> 漢字ドリルノート 1年下	-	\$45
	<u>Kotoba no Kimari 1A</u> ことばのきまり 1上	-	\$73
	<u>Kotoba no Kimari 1B</u> ことばのきまり 1下	7695000013	\$73
	<u>Utsushimarukun 1A</u> うつしまるくん 1上 光村教育図書	7685015025	\$75
	<u>Utsushimarukun 1B</u> うつしまるくん 1下 光村教育図書	7685015024	\$75

## GRADE 2

	TITLES/PUBLISHERS	ISBN No.	Prices HK\$
	<u>Kurikaeshi Kanji 2A</u> くりかえし漢字ドリル光村準拠版 2年上	-	\$91
	<u>Kurikaeshi Kanji 2B</u> くりかえし漢字ドリル光村準拠版 2年下	-	\$91
	<u>Kotoba no Kimari 2A</u> ことばのきまり 2上	-	\$73
	<u>Kotoba no Kimari 2B</u> ことばのきまり 2下	7695000013	\$73
	<u>Utsushimarukun 2A</u> うつしまるくん 2上 光村教育図書	7685015025	\$75
	<u>Utsushimarukun 2B</u> うつしまるくん 2下 光村教育図書	7685015024	\$75

## GRADE 3

	TITLES/PUBLISHERS	ISBN No.	Prices HK\$
	<u>Kurikaeshi Kanji 3A</u> くりかえし漢字ドリル光村準拠版 3年上	-	\$91
	<u>Kurikaeshi Kanji 3B</u> くりかえし漢字ドリル光村準拠版 3年下	-	\$91
	<u>Kotoba no Kimari 3A</u> ことばのきまり 3上	-	\$73
	<u>Kotoba no Kimari 3B</u> ことばのきまり 3下	-	\$73
	<u>Utsushimarukun 3A</u> うつしまるくん 3上 光村教育図書	7685015062	\$75
	<u>Utsushimarukun 3B</u> うつしまるくん 3下 光村教育図書	7685015061	\$75

**GRADE 4**

	TITLES/PUBLISHERS	ISBN No.	Prices HK\$
<u>Kurikaeshi Kanji 4A</u>	くりかえし漢字ドリル光村準拠版4年上	-	\$91
<u>Kurikaeshi Kanji 4B</u>	くりかえし漢字ドリル光村準拠版4年下	-	\$91
<u>Utsushimarukun 4A</u>	うつしまるくん4上 光村教育図書	7685015027	\$75
<u>Utsushimarukun 4B</u>	うつしまるくん4下 光村教育図書	7685015026	\$75

**GRADE 5**

	TITLES/PUBLISHERS	ISBN No.	Prices HK\$
<u>Kurikaeshi Kanji 5A</u>	くりかえし漢字ドリル光村準拠版5年上	-	\$91
<u>Kurikaeshi Kanji 5B</u>	くりかえし漢字ドリル光村準拠版5年下	-	\$91
<u>Utsushimarukun 5A</u>	うつしまるくん5上 光村教育図書	7685015028	\$75
<u>Utsushimarukun 5B</u>	うつしまるくん5下 光村教育図書	7685015011	\$75

**GRADE 6**

	TITLES/PUBLISHERS	ISBN No.	Prices HK\$
<u>Kurikaeshi Kanji 6A</u>	くりかえし漢字ドリル光村準拠版6年上	-	\$91
<u>Kurikaeshi Kanji 6B</u>	くりかえし漢字ドリル光村準拠版6年下	-	\$91
<u>Utsushimarukun 6A</u>	うつしまるくん6上 光村教育図書	7685015013	\$75
<u>Utsushimarukun 6B</u>	うつしまるくん6下 光村教育図書	7685015012	\$75

**GRADE 4**

	TITLES/PUBLISHERS	ISBN No.	Prices HK\$
<u>Kurikaeshi Kanji 4A</u>	くりかえし漢字ドリル光村準拠版4年上	-	\$91
<u>Kurikaeshi Kanji 4B</u>	くりかえし漢字ドリル光村準拠版4年下	-	\$91
<u>Utsushimarukun 4A</u>	うつしまるくん4上 光村教育図書	7685015027	\$75
<u>Utsushimarukun 4B</u>	うつしまるくん4下 光村教育図書	7685015026	\$75

**GRADE 5**

	TITLES/PUBLISHERS	ISBN No.	Prices HK\$
<u>Kurikaeshi Kanji 5A</u>	くりかえし漢字ドリル光村準拠版5年上	-	\$91
<u>Kurikaeshi Kanji 5B</u>	くりかえし漢字ドリル光村準拠版5年下	-	\$91
<u>Utsushimarukun 5A</u>	うつしまるくん5上 光村教育図書	7685015028	\$75
<u>Utsushimarukun 5B</u>	うつしまるくん5下 光村教育図書	7685015011	\$75

**GRADE 6**

	TITLES/PUBLISHERS	ISBN No.	Prices HK\$
<u>Kurikaeshi Kanji 6A</u>	くりかえし漢字ドリル光村準拠版6年上	-	\$91
<u>Kurikaeshi Kanji 6B</u>	くりかえし漢字ドリル光村準拠版6年下	-	\$91
<u>Utsushimarukun 6A</u>	うつしまるくん6上 光村教育図書	7685015013	\$75
<u>Utsushimarukun 6B</u>	うつしまるくん6下 光村教育図書	7685015012	\$75

## INTERNATIONAL LANGUAGE -PUTONGHUA (Second Language)

Grade	INTERNATIONAL LANGUAGE -PUTONGHUA (SECOND LANGUAGE)	ISBN No.	Prices HK\$
Better Chinese			
G1-3 Beginner	My First Chinese Reader Vol. 1 Student Textbook	9789629780265	\$350
	My First Chinese Reader Vol. 1 Workbook Set (A+B)	9789629782344	\$280
G2-3 Intermediate	My First Chinese Reader Vol. 2 Student Textbook	9789629781408	\$310
	My First Chinese Reader Vol. 2 Workbook Set (A+B)	9789629782351	\$250
G4-6 Beginner	Discovering Chinese Pro App Companion Textbook 1	9781681940106	\$395
	Discovering Chinese Pro App Companion Workbook 1	9781681940144	\$280
G4-5 Intermediate	Discovering Chinese Pro App Companion Textbook 2	9781681940113	\$365
	Discovering Chinese Pro App Companion Workbook 2	9781681940151	\$260
G6 Intermediate	Discovering Chinese Pro App Companion Textbook 3	9781681940120	\$365
	Discovering Chinese Pro App Companion Workbook 3	9781681940168	\$260
Tsai Fong Books, Inc.			
G1 Advanced	Easy Steps to Chinese Textbook 1	9787561916506	\$341
	Easy Steps to Chinese Workbook 1	9787561916513	\$215
G2-3 Advanced	Easy Steps to Chinese Textbook 2	9787561918104	\$341
	Easy Steps to Chinese Workbook 2	9787561918111	\$215
G4-5 Advanced	Easy Steps to Chinese Textbook 3	9787561918890	\$341
	Easy Steps to Chinese Workbook 3	9787561918906	\$215
G6 Advanced	Easy Steps to Chinese Textbook 4	9787561919965	\$341
	Easy Steps to Chinese Workbook 4	9787561920008	\$215

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

### **WORKSHOPS for PARENTS and GUARDIANS**

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

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

### **WiFi ACCESS**

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

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

#### SSID – DSC Student

Students join the WiFi network with the SSID “DSC” with a single device. This device should be the laptop they are using for the 1:1 Program. Joining this network will require the user to register his or her device with the School’s system. A second device cannot be registered until the original device has been removed. Students wishing to remove a registered device and add a new device to this SSID must visit the IT Department.

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

## SCHOOL INFORMATION

The Campus opens to students beginning at 7:55 am; upon arrival, students report directly to their Homeroom classroom where they will be met by their teachers. The school day begins at 8:15 am and it is expected that all students are in their homeroom classroom no later than 8:15 am.

Parents and guardians will be permitted access to the Campus during the School day only to attend pre-arranged meetings with School staff, Accounts, IT, Health Room or Uniform Shop. Pre-Grade 1 and Grade 1 parents and guardians are welcome to drop-off and pick up students from their classroom but should be off-campus by 3:15 pm. Parents and guardians do not have access to the Campus during lunch time; students are expected to come to school in the morning with their lunches. The access to campus is only available via the Tai Fung Avenue main entrance.

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

### **Temperature Checks During an Outbreak**

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

Please note:

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

### **ANTI-VIRUS POLICY – ELECTRONIC DEVICES**

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

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

Also, students should never open an email or instant message attachment unless they know who it is from and know that it is being sent to them. Students should not send or forward an email message that tells the student he or she has a virus; the student should tell the teacher. The teacher will help the student.

### **CERTIFIED SCHOOL DOCUMENTS**

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

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

### **CHANGE OF ADDRESS, PHONE NUMBER, OR EMAIL ADDRESS**

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

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

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

### **COMMUNITY CHEST DRESS CASUAL DAYS**

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

On Community Chest Dress Casual days, students do not have to dress in school uniform. Students may dress in neat and tidy casual wear appropriate for school and school activities on that day. Students who have Physical Education scheduled on their timetable on these days must choose clothing and shoes appropriate for active participation in PE activities.

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

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

## **COURTYARD**

<u>Time</u>	<u>Remarks</u>
7:00 am – 8:00 am	Courtyard available for pre-scheduled Extracurricular Activity use
7:55 am	Students begin to arrive and go directly to their Homeroom
Recesses	no roller blades, roller skates, scooters, skateboards, chasing games, kicking balls, technology, balls from home etc. Recess rules will be reviewed with students.
3:00 pm – 3:15 pm	no ball games; no games with hard balls; no technology no roller blades, roller skates, skateboards, scooters; no chasing games
3:15 pm – 4:00 pm	Courtyard available for Extracurricular Activity use only
4:00 pm (Mon-Fri)	Courtyard is closed to student-use unless under the direct supervision of a teacher in a scheduled activity; all other students and parents are asked to leave the Courtyard at the sounding of the 4:00 pm bell

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

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

## **EMAIL**

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

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

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

The School provides email facilities to students primarily for facilitating the communication between students and staff. The email account provided is intended for educational purposes only. However, the School is prepared to permit reasonable and responsible use of email facilities for non-school or personal purposes on the expressed

understanding that such usage will not be detrimental to the best interests of the School or used in a way that would violate the School's "Appropriate Use Policy".

The following email usages are not permitted:

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

Always follow email etiquette when creating and sending email.

Where warranted violations will result in:

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

## **E-NEWS**

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

## **EVACUATION AND LOCKDOWN PROCEDURES**

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

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

## **EXTRACURRICULAR ACTIVITIES**

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

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

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

### **Extracurricular Verification Forms and ECA Certificates**

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

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

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

## **EXPERIENTIAL LEARNING**

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

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

## **FIELD TRIPS**

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

Please note that students who are absent because of illness the day before a field trip will not be permitted to attend the field trip.

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

## **GIFTS**

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

## **GIFTS and BIRTHDAY CELEBRATIONS (STUDENTS)**

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

## **GRADUATION CEREMONY (PG1A)**

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

## **HEALTH RELATED ISSUES**

### **Health Room**

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

Parents are required to indicate/update any medical conditions, together with any medications their child takes, on the Medical Questionnaire. Throughout the year, if there are any revisions that need to be made to this information, parents are asked to update

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

### **School Medication Policy**

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

### **Short Term Medication**

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

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

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

### **Long Term Prescribed Medication**

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

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

If a family incurs a long term prescribed medication for their children after the Medical

Questionnaire has been sent back to the School, the parent should contact the Health Room directly.

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

### Special Cases – Prescribed Medications

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

### School Illness Policy

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

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

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

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

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

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

Please notify the School if your child has contracted a communicable disease or has been admitted to hospital. Depending on the student's condition, the student may be asked to bring a doctor's note to school stating he or she is fit to attend school before returning to class.

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

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

### **Automated External Defibrillator (AED)**

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

### **INVIGILATION OF ENTRANCE EXAMINATIONS**

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

### **LANYARDS**

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

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

### **LIBRARY**

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

Students can also access online resources at the Parent Portal.

### **LOST AND FOUND**

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

Students who lose something should inquire at the Security Desk at the Main Entrance of

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

### **LOST ELECTRONIC DEVICES (LAPTOPS, PHONES)**

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

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

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

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

### **LUNCH**

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

Parents are asked to provide nutritious meals for lunch and snacks that will give students energy for their learning day. Processed foods that are sugar-filled and lacking in nutritional value should be had in moderation. Parents are welcome to see the Canada's Food Guide for some recommended guidelines. Link: <https://food-guide.canada.ca/en/>

### **OCTOPUS CARDS**

Students must have their Octopus Cards registered under their names.

### **PERSONAL DATA (PRIVACY) POLICY**

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

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

Every student has a file in the School Office that contains personal data of the student and family. Some of the information contained in this file includes report cards, medical information, previous education records, and similar information collected from you from time to time. As well, a file is opened in the School's Computer System. These files

are maintained at the School in accordance with the regulations established by the Ontario Ministry of Education. A copy of this policy document can be found at: <http://www.edu.gov.on.ca/eng/document/curricul/osr/osr.pdf>

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

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

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

### **Data Retention**

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

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

### **PINK SHIRT DAY**

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

### **SCHOOL APP for SMARTPHONE**

DSC has a mobile app to facilitate better communications with parents in real-time. The App was designed to work in unison with the parent portal and streamline access to important school information, events, notifications, and forms. DSC has transitioned all parent communication through the App. The App will be your primary communication gateway for:

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

- and more

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

Contact our IT team at [ict@dsc.edu.hk](mailto:ict@dsc.edu.hk) if you need assistance.

DSC Mobile App - Tutorial  
Password Management Guide - Link



## REFERENCE LETTERS

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

### Reference Letter for a Specific Recipient

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

## SCHOOL BUS

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

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

### School Bus Regulations

- All students are responsible to be at the assigned bus stop for pick up at the scheduled time. Buses will not wait beyond scheduled pick up time for students who are late.
- Bus students must report to the school bus as soon as classes are dismissed for the

day. The buses will start leaving the School campus at 3:15 pm. Students who have not reported to the bus and miss their bus will have to find alternative transport back home.

- Parents and guardians should notify City School Bus Service Limited at 3912-9620 in advance if their child is not taking the bus service on a particular day/time.
- Bus students who have extracurricular activities after school will have to make their own transport arrangements back home.
- Eating or drinking is not allowed on the bus.
- Students must remain seated while the bus is moving.
- Seatbelts must be worn.
- Shouting, playing or using sharp objects (i.e. pen, pencil, scissors, etc) on the bus is not permitted.
- Swearing and other inconsiderate behaviour or actions are not acceptable on the bus.
- The Bus Mother's and Bus Driver's instructions and requests must be followed.

### **RECESS EXPECTATIONS (NEW 22/10/2025)**

Here at DSC, we are committed to fostering a positive and safe learning environment for every student. Recess is an important time for students to be active, develop friendships, and social-emotional skills. To support positive play and encourage safety during the school day, we have established some recess rules for students. All recess rules are communicated to students and posted around campus. Please see below for expectations that require support from home:

- Pokémon cards and other trading items are not permitted on campus.
- Students are not permitted to trade or buy items (like snacks) for other students on campus.

### **SCHOOL CLOSURE**

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

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

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

Parents and guardians are expected to:

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

- encourage and support their child’s learning.

### **Suspension of Classes**

Classes will be suspended if:

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

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

### **STUDENT CARDS**

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

### **STUDENT DISMISSAL and FAMILY PASSES**

As a part of DSC dismissal procedures, all elementary school families will be issued three family passes. These passes must be shown while on campus and when collecting students. Each pass will be assigned to a specific adult and have the details of the student, the adult, and a picture of the adult.

All students in grade PG1 to Grade 3 must be picked up by a family pass holder.

Parents and Guardians must inform the office if their child(ren) who are in Grade 4 to Grade 6 have permission to go home unaccompanied. Parents and Guardians of Grade 4 to Grade 6 students who do not have permission to go home unaccompanied must provide the office with the relevant details of family pass holder.

### **SUMMER SCHOOL**

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

### **TEACHER INFORMATION NIGHT**

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

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

### **PAYMENT AND REFUND POLICY**

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

## **THERMAL SCANNERS and CCTV SYSTEM**

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

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

During peak flu season or if there is an outbreak, thermal temperature scanners will be used.

All members of the school community will enter the School through the main entrance pass through scanning stations located in the lobby. Members of the security team and health team will monitor live feed data from the thermal CCTV system. Anyone with an elevated fever will be pulled aside to undergo additional checks.

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

## **VENDING MACHINES**

Vending machines are available for drinks and snacks.

## **WEAPONS**

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

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

## **WEATHER CONDITIONS**

### **Tropical Cyclones and Rainstorms**

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

- Weather Information for Schools: <https://www.weather.gov.hk/en/school/school.htm>
- Hong Kong Observatory: <http://www.hko.gov.hk/contente.htm>
- Education Bureau Website: <http://www.edb.gov.hk/>

- DSC Website (<http://www.dsc.edu.hk>)
- School App (notifications)

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

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

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

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

Please Note:


- If the Education Bureau announces the closure of whole-day schools, DSC International School is closed.
- If the Education Bureau announces the closure of Kindergartens, there will be no school for PG1 students.
- If the Education Bureau announces the closure of Primary School there will be no School for students in Pre-Grades 1 through Grade 6. Students in Grade 7 through Grade 12 will come to School/stay at School.
- If during Summer School, the Education Bureau announces the closure of whole day schools, DSC International School is closed for morning and afternoon Summer School classes.

### School Closures Contingency Plans

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

#### Tropical Cyclone Warning

<p><b>Tropical Cyclone Warning Signal No. 1</b></p> <p><b>T1</b></p>	<ul style="list-style-type: none"> <li>• School is open as normal</li> <li>• School Administrators closely monitor weather conditions</li> <li>• Student absences are reported on the Report Card</li> </ul>
<p><b>Tropical Cyclone Warning Signal No. 3</b></p> <p><b>T3</b></p>	<ul style="list-style-type: none"> <li>• School as normal (unless advised otherwise by EDB)</li> <li>• PG1 Classes suspended if the EDB suspends classes for Kindergarteners.</li> <li>• School Administrators closely monitor weather conditions</li> </ul>

	<ul style="list-style-type: none"> <li>• Student absences are recorded on the Report Card</li> <li>• ECAs and Fieldtrips are cancelled; parents are notified by email</li> </ul>
<p><b>Tropical Cyclone Warning Signal No. 8 or above</b></p>  <p>NW 西北 SW 西南 NE 東北 SE 東南 9 10</p>	<ul style="list-style-type: none"> <li>• Suspension of classes</li> <li>• Students should stay home.</li> <li>• The school will remain open until all students have returned home at the appropriate time.</li> <li>• If the signal is raised during school hours, classes are suspended as soon as the warning that the Tropical Cyclone Warning Signal No 8 or above will be raised. Parents will be contacted seeking permission to and instructions for dismissing the student from school. <b>Please note</b> that <i>students in PG1 to Grade 3 will not be permitted to go home on their own. Students can be picked up by a parent, guardian or older sibling.</i></li> </ul>

### Tropical Cyclone Warning Signal No. 8 or above

#### Before – 6:00 am – School is closed

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



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

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

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

If the Level 8 Warning (or above) comes after classes have begun instruction stops but the School remains open. Students will be dismissed from School on their own to go home if conditions are safe. Parents will be contacted by emergency contact email and notified of the dismissal. Younger siblings can be collected by students in Grades 7 - 12 after the office has verified the permission given by families.

### Rainstorm Warnings

<p>Amber Rainstorm Signal</p> 	<p>Unless the Education Bureau has made special announcements on the closure of schools, DSC will be open as usual.</p>
<p>Red Rainstorm/Black Rainstorm Signal</p> 	
<p>Announcement made <b>before 6:00 am</b></p>	<ul style="list-style-type: none"> <li>• Suspension of classes; students should remain at home.</li> <li>• Note – DSC is classified as a whole day school</li> </ul>

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

### **AQHI OF 10+ AND VERY HOT WEATHER WARNINGS**

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

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

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

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

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

**WINTER AND SPRING CONCERTS/TALENT SHOW and ARTS EXTRAVAGANZA**

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

The Spring Concert is for Grade 4 – 6 and follows a similar format to that of the Winter Concert with each class participating in a performance. This performance provides an opportunity for Junior Division classes to showcase their talent in a performance art. The Elementary Section Choir performs at this event. Like the Winter Concert, parents, friends and family are invited to this Concert.

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

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

### **WITHDRAWING FROM THE SCHOOL**

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

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

*Dream! Succeed! Celebrate!*



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