



HOUSE RULES

NOVEMBER 2024

Contents

GUIDING PRINCIPLES	5
GUIDELINES, PROCEDURES AND RULES	7
• Kindergarten and Primary DVOR/Y01 (Pok Fu Lam Campus)	7
• Primary K01-K04/Y02-Y06 (Peak Campus, Upper Building).....	17
• Secondary K05-K12/Y07-Y13 (Peak Campus, Lower Building & Middle Building)	29
STUDENT AND PARENT PARTICIPATION	41
DISCIPLINARY RULES	47
FINAL PROVISION	51
APPENDIX 1 - FIRE & EMERGENCY PLAN	53
APPENDIX 2 - DRUG INTERVENTION	60
APPENDIX 3 - DISCIPLINE	61



Guiding Principles

ALL SCHOOL MEMBERS MUST

- Respect and comply with all applicable Hong Kong laws
- Demonstrate honesty and integrity
- Respect differences in people, their ideas and opinions
- Treat one another with dignity and respect at all times, especially when there is disagreement
- Respect and treat others fairly, regardless of their race, ancestry, place of origin, colour, ethnic origin, citizenship, religion, gender, sexual orientation, age or disability
- Respect the rights of others
- Show proper care and regard for school property and the property of others
- Take appropriate measures to help those in need
- Respect the need of others to work in an environment conducive to learning and teaching



Guidelines, Procedures and Rules

Kindergarten and Primary DVOR/Y01 (Pok Fu Lam Campus)

ABSENCE FROM SCHOOL.....	8
ABSENCE OF PARENTS FROM HONG KONG.....	8
AFTERNOON PROGRAMME.....	8
ASSEMBLY	8
BOOKS AND EXERCISE BOOKS	8
BREAK TIMES FOR Y01 AND DVOR.....	9
BULLYING	9
CALENDAR.....	10
CHILD PROTECTION POLICY	10
CLEANLINESS.....	10
COMMUNICATION PROCEDURES.....	10
COUNSELLING SERVICES	11
DISCIPLINARY RULES	11
DRESS CODE.....	11
EATING AND DRINKING / LUNCH	11
EXEMPTION FROM PE CLASSES	12
FIRE AND EMERGENCY PLAN.....	12
FIRST AID AND MEDICAL MATTERS.....	12
LANGUAGE OF COMMUNICATION	12
LANGUAGES.....	12
LEAVING THE SCHOOL PREMISES.....	12
LOST AND FOUND	13
MANDATORY SCHOOL BUS POLICY	13
PHYSICAL SAFETY.....	14
REQUEST FOR LEAVE	14
SCHOOL PROPERTY	14
TYPHOON	14
VISITORS TO POK FU LAM CAMPUS.....	14

ABSENCE FROM SCHOOL

In the event that a student is unable to attend school lessons, or other compulsory school activities, through illness, or for any other reason, the parents should notify the school immediately.

In the case of planned absences the school should be informed well in advance.

All absences from DVOR and Y01 students will be recorded on the school report. Repeated or unexplained absences will be included in the Class Teacher's comments.

If a student does not attend a field trip or camp but still is in good health, they are expected to come to school and will be placed in another classroom for the period during which their class is absent from school.

Students should adhere to the published vacation schedule. Absences during term time are inevitably very disruptive to the class and the individual student's progress. Where in special cases (religious ceremonies, family celebrations, school visits, etc.) absences are necessary, they must be kept to a minimum.

[Click here to read more about Leave Request](#)

See Appendix 3

ABSENCE OF PARENTS FROM HONG KONG

If at any time both parents are to be absent from Hong Kong, the school must be informed at least five working days before the date of departure, giving the name and contact number of the responsible adult who will look after the child/children in the parents' absence, and the contact details of both parents whilst overseas in case of an emergency. Cooperation in this matter is very important.

AFTERNOON PROGRAMME

For all primary classes, we provide enrichment through a wide range of Extra-Curricular Activities (ECAs) that form an integral part of our school programme. These classes are delivered by our own teachers and some outside coaches after 12:30 pm. The Kindergarten does not offer ECAs.

Afternoon Activities (AAs) for Kindergarten and DVOR/Y01 usually take place on GSIS premises and are conducted by our own teachers and by staff from outside agencies. There is an extra charge for these activities.

AAs are divided into two terms, whereas ECAs can run annually or in two terms. Activity bookings and payments are all made online.

ASSEMBLY

Assemblies bring together students and teachers to create a strong sense of community. In assemblies we aim to educate, celebrate, inform, and share experiences and talents and to encourage participation in the broader aspects of school life. Through bilingual presentations the assemblies also serve to increase exposure to both German and English.

BOOKS AND EXERCISE BOOKS

All necessary exercise books will be provided by the school. Exercise books should be kept clean and tidy. New exercise books will only be issued when the old ones are full. Parents/Families must pay for lost or damaged books.

BREAK TIMES FOR Y01 AND DVOR

IN GENERAL

- Respectful Behaviour: Be respectful towards all teachers and all students.
- Spend your break in the break time areas: No loitering in or around the corridors or toilets.
- No Running: Only walking is permitted in the corridors.
- Walk left on the Stairs: Use the left side to walk up and down all stairs.
- No Hat, No Play: All students must wear hats whilst outdoors.
- Return all Sports Equipment: Students are required to tidy up all sports equipment after use.
- Broken Equipment If equipment can be repaired, please give it to the caretaker.

PLAYGROUND

- Football / Ball Games: Football and other ball games are permitted in the 1st break. Rugby is not allowed.
- Scooters / Tricycles: They can be used during 2nd break and must only be ridden on the road (clockwise direction). Ensure that all the tricycles / scooters are returned to the proper parking stands.
- Sandpit: Students must take off shoes and socks to enter the sand pit. Keep the sand in the sandpit.
- Toy Houses: Climbing on the roofs of the houses is not permitted.
- Climbing Equipment: Be careful when climbing on the play equipment and use the monkey grip if needed.
- End of the break: Everybody helps to tidy up, sit under their house umbrella and wait for the teacher to dismiss them.
- Shed: The teacher on duty oversees the distribution and return of toys in and out of the shed.

HALL

- No Ball Games: Quiet games such as elastics, hoops, skipping, reading and construction are permitted. Play with all equipment in the proper way.
- No Eating or Drinking: No food or drink is permitted in the hall or on the stage. Children are able to use the garden area for their snacks.
- Stage Area: Students are not permitted to sit or play on the stage at any time.
- No Running: No running is permitted inside the Hall.

BULLYING

It is the right of every student at GSIS to study and relax in a safe environment. Bullying behaviours will not be tolerated.

The definition of bullying is when an individual or a group of people with more power, repeatedly and intentionally cause hurt or harm to another person or group of people who feel helpless to respond. Bullying can continue over time, is often hidden from adults, and will probably continue if no action is taken.

Bullying behaviours may take many forms:

- Verbal – calling people names, making fun of them in any way.
- Gestural – threatening or obscene gestures, menacing stares.
- Psychological – making people feel bad or uncomfortable in subtle ways, e.g. leaving them out of groups, talking in a language they cannot understand, pressuring them to do things.
- Physical – including, but not limited to, punching, hitting and kicking.

Students who are experiencing any form of bullying including cyberbullying, or online bullying, should not suffer in silence but should turn to their Class Teacher, the School Counsellor, or their Head of Department for help.

CALENDAR

The school's calendar in the Parent Portal includes all the important dates for the coming year. It is updated regularly. Parents can refer to this to have a sense of what is coming up in our community.

CHILD PROTECTION POLICY

GSIS is committed to building and sustaining a culture of respect, care and safety for all members of our school community. Child abuse and neglect are in direct opposition to that goal and are of growing concern in schools throughout the world. Child abuse and neglect are violations of a child's human rights and are obstacles to the child's education as well as their physical, emotional, and spiritual development.

The GSIS Child Protection Policy can be found on the Parent Portal.

CLEANLINESS

Each student is responsible for the workspace s/he has occupied during a lesson. Each student also shares responsibility for the cleanliness of the classrooms, the school building, the stairways and break areas.

GSIS has a high standard in regards to keeping all of our facilities clean and free from infectious diseases. We regularly disinfect all surfaces, and in times of influenza cycles adhere to a more rigorous cleaning schedule.

COMMUNICATION PROCEDURES

There are two computer based platforms which we encourage parents to use to access to information about the school:

- School Website: www.gsis.edu.hk
This is an open access site and contains general information about the school.
- Parent Portal: <https://portals.veracross.eu/gsis/parent>
This is a secure site which can only be accessed by individual parent login and password. Contained within Veracross is information about student and family demographics and medical details. All written reports are available and there are functions which enable access to the school calendar and policy and procedure documents.

SOCIAL MEDIA

We are aware that many parents find the use of social media (particularly Whatsapp groups) a useful source of information and support. These platforms are usually set up by groups of interested parents and are not official school based sites. To avoid social media groups becoming a source of misinformation, disrespectful communication or misinterpreted information we expect our community to commit to the norms that follow below:

- Be mindful of your group and respect their sensibilities.
- Avoid gossip and the spreading of rumours.
- Evaluate the usefulness of your messages to others.
- Evaluate the accuracy and reliability of your information before you hit 'SEND'.
- Do not post anything you would feel uncomfortable saying to a person's face.
- Avoid debate and argument – social media groups are not the right forum for discussion of sensitive issues.
- Be aware of your tone in any message you send.
- Avoid sarcasm if there is a chance your humour could be misinterpreted.
- Avoid profanity or any words/phrases that should not be used in a family environment.
- Do not assume your group chat is private.

- Keep your posts short and to the point.
- Do not inundate a group with too much information.
- Be a role model in your use of social media that your own children can respect.

COUNSELLING SERVICES

The Primary/Kindergarten Counsellor supports the social emotional learning and well-being of students by working in collaboration with the Class Teachers. The counsellor may also see students individually or in small groups to help students work through problems they may be facing. We recognise that as children grow up they can face problems which are more easily solved if they are able to speak with someone in confidence.

DISCIPLINARY RULES

Disciplinary measures may only be imposed against a student if s/he is guilty of violating legal requirements or school rules and regulations. Disciplinary measures should only be applied if this is necessary for upholding the school's educational mandate and for the protection of those involved and their property.

The teacher's educational mandate includes clearly explaining the need for, and the point of, regulations, thus helping the students to accept, and act in accordance with the house rules. Disciplinary measures should be imposed with the educational objective of strengthening the students' social responsibility. For this reason they should only be applied to support the school's educational mandate and its educational responsibility towards individual students.

Educational measures take priority over disciplinary measures. The use of disciplinary measures must be commensurate with the offence.

See Appendix 3

DRESS CODE

Students should dress appropriately at school. The following are not acceptable:

- Crocs
- Flip-Flops
- Earrings, Necklaces, Headbands should be removed for PE.

See Appendix 3

EATING AND DRINKING / LUNCH

Students eat their snacks in the classroom. After eating their snack they should make sure that they leave the space clean. Students have lunch in the classroom or in the Multi-Purpose Room and must stay at the tables provided while they are eating. When they are finished eating they must dispose of their rubbish.

All students bring their snack/lunch from home.

The lunch break is scheduled from 12:20 pm to 1:50 pm.

Chewing gum is, in general, not looked upon favourably at GSIS; during lessons it is not allowed.

EXEMPTION FROM PE CLASSES

Long-term exemption from PE (Physical Education) lessons is only allowed on presentation of a doctor's certificate.

FIRE AND EMERGENCY PLAN

The aim of these rules is to ensure that if there is a fire all students and adults leave the danger area unharmed. Students, teachers and other employees must know these rules, and be familiar with all the details specific to their respective departments.

See Appendix 1

FIRST AID AND MEDICAL MATTERS

The First Aid Room at Pok Fu Lam Campus is staffed by a trained nurse. It is located on the Second Floor in room P204 and is open from 7:15 am until 2:00 pm Monday to Thursday and until 1:00 pm on Friday, to take care of minor accidents. Students stay in the First Aid Room until a parent or other responsible person collects the child.

In case of serious accidents (emergencies), the parents will be informed immediately and the child will be taken to hospital via ambulance (999) for emergency treatment.

Please note that students are covered by a school accident insurance up to HK\$50,000 per accident related to school activities. Parents are advised that they should themselves first pay for all expenses related to the accident and then submit original paid bills to the school administration for processing.

If a child suffers from a particular condition, e.g. asthma, any required special medication can be given to the nurse who will have it labelled and secured. Parents will be informed when any medication has been administered to a child.

HEAD LICE

It is important NOT to send a child to school if they have head lice. Parents should inform the Class Teacher and Departmental Secretary. If a child is found to have head lice during school hours, the nurse will inform their parents to come and collect them. Once the child has received treatment and is free of lice, they can return to school.

The child will be checked by the nurse on the first day coming back to school before lessons start.

The whole year group and the classes with siblings will be checked by the nurse once we receive the confirmation of head lice.

LANGUAGE OF COMMUNICATION

See GSIS Website:

<https://www.gsis.edu.hk/school-life/going-to-school/language-of-communication/>

LANGUAGES

In the interests of gaining fluency in the modern languages studied at GSIS, students should only speak English, German, Mandarin in school.

LEAVING THE SCHOOL PREMISES

Students may not leave the school campus during school hours unless accompanied by their teacher or parent.

LOST AND FOUND

All items of lost property will be collected and taken to 'Lost and Found', which is located on the ground floor, next to PG05 (Gym). Any valuable items, such as Octopus cards, watches, jewellery or glasses, will be taken to the office and kept securely. Twice a year, usually after Parent Information Days, all unclaimed items in the Lost and Found will either be donated to charity or disposed of.

MANDATORY SCHOOL BUS POLICY

There is a mandatory school bus policy in effect for Pok Fu Lam Campus.

Buses run on predetermined routes with select stops that are central to students with a given area in order to ensure timeliness as well as reduce the impact on traffic congestion. In this context, bus companies are unable to provide door-to-door services.

Only families with a residential address in walking distance to the School are exempt from the mandatory school bus policy. Walking distance is considered from Chi Fu Estate to 140 Pok Fu Lam Road.

In case there are any changes to your child's going home routine please inform us in writing or call the Departmental Secretary in advance.

Bus changes are not permitted.

In case you have to pick up your child due to extraordinary circumstances please note the following pick up time: 12:50 pm (After the school buses have gone.)

Parents picking up their child/ children have to wait outside the main entrance of the School. The children will be brought down on time from the "Pick up Waiting Room" by the supervising staff members.

ARRIVAL

Upon arrival designated staff members are on duty at the bus stop to help students alight from their bus. To support and guide the students on their way to the school, staff members are on duty at the middle of the staircase and at the school entrance.

In order to familiarise our students with the school building and the location of their classroom all teachers will meet their students either in the Hall or the Gym for the first two weeks of the new school year and then accompany the students to their classrooms. It is important to us to foster independence in our students and in the long run your children will be able to go to their respective classroom without assistance in the school building.

DISMISSAL

All students leaving on the 12:30 pm buses will go down to the Hall/ Gym at 12:20 pm. Both venues are prepared with signs for each bus. The students will be accompanied either to the Hall or Gym, according to their dedicated bus number indicated on their bus tag, to meet the staff on duty and to be ticked off on the daily bus attendance list. When the bus has arrived for boarding the students will be accompanied by the staff on duty and the Bus Supervisor to their bus. The staff on duty makes sure all students are wearing their seat belts and a final headcount will be taken before the bus is allowed to depart.

The same procedure will be followed for the 2:00 pm buses when ECAs and AAs have ended. All students departing on the 2:00 pm buses will go down to the Hall at 1:50 pm.

WET WEATHER BUS BOARDING/ALIGHTING

Please provide your child with suitable wet weather clothing such as a raincoat or poncho, for use during wet weather. Children are asked not to use umbrellas as they are difficult to manage in large numbers and can be hazardous, particularly in strong winds.

BUS DEPARTURE TIMES

- 12:30 pm
- 2:00 pm (ECAs and AA participants only)

SCHOOL BUSES AND FERRIES

GSIS rules also apply on buses and ferries used by students to travel to and from school. Seatbelts must be worn where provided.

PHYSICAL SAFETY

WEAPONS

No member of school may

- Bring knives and other weapons into the school
- Use any object to threaten or intimidate another person
- Cause injury to any person with an object

PHYSICAL AGGRESSION

No member of school may inflict, or encourage others to inflict, bodily harm on another person. Staff assistance should be sought, if necessary, to resolve conflict peacefully.

See Appendix 3

REQUEST FOR LEAVE

See GSIS Website:

<https://www.gsis.edu.hk/school-life/going-to-school/gsis-house-rules/>

SCHOOL PROPERTY

School property (e.g. chairs, desks etc.) should be treated with care.

In the event of wilful or negligent damage to property, the parents will be liable for damages.

See Appendix 3

TYPHOON

GSIS follows Hong Kong regulations regarding typhoons and bad weather.

See GSIS Website:

<https://www.gsis.edu.hk/school-life/going-to-school/typhoon/>

VISITORS TO POK FU LAM CAMPUS

GSIS is fortunate to have a supportive and friendly parent body. A collaborative working relationship between parents, faculty and administrators enhances the experiences and education of all children at GSIS. To help better define our respective roles and expectations, the school has a Visitor Code of Conduct.

These guidelines provide a reminder on the basic standards of conduct expected of all GSIS parents, guardians and visitors. GSIS is committed to providing a safe, inclusive and welcoming environment where all members of the community treat one another with dignity and mutual respect.

Visitors should sign in and out at the main entrance of the building. They should comply with GSIS House Rules and the school's Visitor Code of Conduct during the entire visit.

VISITOR CODE OF CONDUCT

- Visitors must be accompanied by a member of GSIS staff at all times during a visit.
- Visitors must wear their ID prominently at all times.
- Visitors should not take photographs or videos of any students.
- Visitors should not seek to gather personal information or contact details from any of our students.
- Visitors must not make physical contact with any child or invade their personal space.
- Visitors must never be alone with a student.
- Visitors should only use toilets designated for adult use. Do not use student toilets.
- Visitors should never raise their voice to a child.
- Visitors must report any suspicious or unacceptable behaviour including physical or verbal abuse by and/or between any student or adult.

Guidelines, Procedures and Rules

Primary K01-K04/Y02-Y06 (Peak Campus, Upper Building)

ABSENCE FROM SCHOOL	18
ABSENCE OF PARENTS FROM HONG KONG	18
AFTERNOON PROGRAMME.....	18
ASSEMBLY	18
ATTENDANCE AND PUNCTUALITY	18
BOOKS AND EXERCISE BOOKS	19
BREAK TIMES	19
BULLYING AND CYBERBULLYING	20
CALENDAR	20
CHILD PROTECTION POLICY	20
CLEANLINESS	21
COMMUNICATION PROCEDURES.....	21
COUNSELLING SERVICES	21
DISCIPLINARY RULES	22
DRESS CODE	22
EATING AND DRINKING / LUNCH	22
ENTERING UPPER BUILDING.....	23
EXEMPTION FROM PE CLASSES	23
FIRE AND EMERGENCY PLAN.....	23
FIRST AID AND MEDICAL MATTERS.....	23
HOME TRANSPORTATION	23
LANGUAGE OF COMMUNICATION	25
LANGUAGES.....	25
LEAVING THE SCHOOL PREMISES	25
LIBRARY / MEDIA LAB.....	25
LOST AND FOUND	26
MOBILE PHONES AND OTHER DIGITAL DEVICES	26
PHYSICAL SAFETY	26
REQUEST FOR LEAVE	26
SCHOOL PROPERTY	27
TYPHOON	27
VISITORS TO UPPER BUILDING.....	27

ABSENCE FROM SCHOOL

In the event that a student is unable to attend school lessons, or other compulsory school activities, through illness, or for any other reason, the parents should notify the school immediately.

In the case of planned absences the school should be informed well in advance.

In special circumstances a doctor's certificate may be required.

If a student does not attend a field trip or camp but still is in good health, they are expected to come to school and will be placed in another classroom for the period in which their class is absent from school.

All absences will be recorded on the school report. Repeated or unexplained absences will be included in the Class Teacher's comments.

Students should adhere to the published vacation schedule. Absences during term time are inevitably very disruptive to the class and the individual student's progress. Where in special cases (religious ceremonies, family celebrations, school visits, etc.) absences are necessary, they must be kept to a minimum.

It is the family's responsibility to ensure the student catches up on the classwork and homework missed during the absence and to consult his/her teachers promptly to discuss this matter. Students and parents take full responsibility for any possible drop in the student's standard of achievement caused by the absence.

[Click here to read more about Leave Request](#)

See Appendix 3

ABSENCE OF PARENTS FROM HONG KONG

If at any time both parents are to be absent from Hong Kong, the school must be informed at least five working days before the date of departure, giving the name and contact number of the responsible adult who will look after the child/children in the parents' absence, and the contact details of both parents whilst overseas in case of an emergency. Cooperation in this matter is very important.

AFTERNOON PROGRAMME

For all primary classes, we provide enrichment through a wide range of Extra-Curricular Activities (ECAs) that form an integral part of our school programme. These classes are delivered by our own teachers and some outside coaches after the normal school day.

Afternoon Activities (AAs) usually take place on GSIS premises but are conducted mainly by staff from outside agencies. There is an extra charge for these activities.

AAs are divided into three terms, whereas ECAs can run annually or in three terms. Activity bookings and payments are all made online.

ASSEMBLY

Assemblies bring together students and teachers to create a strong sense of community. In assemblies we aim to educate, celebrate, inform, and share experiences and talents and to encourage participation in the broader aspects of school life. Through bilingual presentations the assemblies also serve to increase exposure to both German and English.

ATTENDANCE AND PUNCTUALITY

Students must come to school on time, prepared and ready to learn. Participation in lessons requires that the

student prepares for and takes an active part in the lesson; carries out the tasks assigned to him/her and has all the materials necessary for the lesson.

Students enrolling for an optional subject or a study group are obliged to attend the classes for the duration of the course; any exceptions are at the discretion of the Head of Department.

BOOKS AND EXERCISE BOOKS

All necessary exercise books will be provided by the school. Exercise books should be kept clean and tidy. New exercise books will only be issued when the old ones are full. Parents/families must pay for lost or damaged books.

BREAK TIMES

BEHAVIOUR AND SAFETY AGREEMENTS

We, the students, understand that we are responsible for our own safety and for the safety and wellbeing of others.

We agree that we will always be polite and respectful to others.

MOVING AROUND THE BUILDING

We agree that we will move around the school in a way that keeps everyone safe and happy.

To this this, we need to remember to:

- Walk on the left
- Use appropriate indoor voices
- Keep our hands and feet to ourselves
- Walk in the orange zones
- Stay out of the red zones
- Play responsibly in the green zones (free play areas)

IN SHARED PLAY SPACES

We agree that we will play in a way that keeps everyone feeling safe and happy.

To do this we need to remember:

Safety:

- Choose where we want to play
- Play only in the supervised spaces
- Wear our hats if we are playing outside

Equipment:

- Use equipment safely in the appropriate area
- Share the equipment and include others in our games
- Return equipment to the correct place

Consideration:

- Eat our snacks only in the orange zones in the hall
- Tidy up after we have eaten our snacks
- Speak kindly to each other

If we forget, we may be asked to take some time to reflect in the blue zone (time-out zone).

BULLYING AND CYBERBULLYING

It is the right of every student at GSIS to study and relax in a safe environment. Bullying behaviours will not be tolerated.

The definition of bullying is when an individual or a group of people with more power, repeatedly and intentionally cause hurt or harm to another person or group of people who feel helpless to respond. Bullying can continue over time, is often hidden from adults, and will probably continue if no action is taken.

Bullying behaviours may take many forms:

- Verbal – calling people names, making fun of them in any way.
- Gestural – threatening or obscene gestures, menacing stares.
- Psychological – making people feel bad or uncomfortable in subtle ways, e.g. leaving them out of groups, talking in a language they cannot understand, pressuring them to do things.
- Physical – including, but not limited to, punching, hitting and kicking.

Cyberbullying, or online bullying, will be subject to the same sanctions and disciplinary measures as for bullying. The use of technology can sometimes make it more difficult to identify the bully but wherever possible, GSIS will fully cooperate with the police, telecommunication providers and other authorities to help identify the perpetrator.

Cyberbullying can be defined as bullying involving the use of online technology to embarrass, threaten or bully someone such as:

- Text Messages
- Email
- Chat Rooms
- Instant Messaging (IM)
- Web Sites including social networking sites such as Facebook, Snapchat etc
- Online Polls and Surveys

Students who are experiencing any form of bullying including cyberbullying, or online bullying, should not suffer in silence but should turn to their Class Teacher, the School Counsellor, or their Head of Department for help.

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CALENDAR

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SOCIAL

MEDIA

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- Avoid sarcasm if there is a chance your humour could be misinterpreted.
- Avoid profanity or any words/phrases that should not be used in a family environment.
- Do not assume your group chat is private.
- Keep your posts short and to the point.
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- Be a role model in your use of social media that your own children can respect.

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Educational measures take priority over disciplinary measures. The use of disciplinary measures must be commensurate with the offence.

See Appendix 3

DRESS CODE

Students should dress appropriately at school. The following are not acceptable:

- Revealing clothes
- Clothes with offensive slogans
- Gaudily coloured hair (ie, hair dyed in non-natural colours, e.g. blue or green)
- Body piercings, other than earrings; Earrings should be removed for PE.
- Wearing of hats during lessons and assemblies
- Tattoos are strongly discouraged. Students and staff who already have tattoos should endeavour to cover them.

See Appendix 3

EATING AND DRINKING / LUNCH

Students eat their snack during their break in the orange zone in the hall or on the roof top. After eating their snack they should make sure that they leave the space clean. Students have lunch in the hall and must stay at the tables provided while they are eating. When they are finished eating they must dispose of their trash, put away their chair and move their table once the last student is finished. Backpacks should be placed in the designated area and not left in the middle of the hall. Students with a pre ordered meal eat their lunch in the cafeteria.

All students have various lunch options:

- Packed lunch/snacks, which students should bring in in the morning – lunches should not be dropped off at school by parents or helpers
- Pre-ordered warm lunch or sandwich set provided by Compass Group Hong Kong Ltd.
- Purchase of snacks and drinks from the snack counter on site. The snack counter is open during break times and lunch break (payment by octopus card only).

The lunch break is scheduled for lesson 8 (1:15 pm – 2:00 pm). The session will be divided into two sections and your child will be allocated one of those sessions for recreational play and the other for supervised lunch eating.

Chewing gum is, in general, not looked upon favourably at GSIS; during lessons it is not allowed.

ENTERING UPPER BUILDING

All students travelling to school will enter via the Guildford Road entrance at the Upper Building. Safety is our priority at GSIS. We respectfully ask that parents, helpers and drivers only drop off students near the Guildford Road entrance and not attempt to park and enter the campus.

We would recommend that school bus services are utilised.

EXEMPTION FROM PE CLASSES

Long-term exemption from PE (Physical Education) lessons is only allowed on presentation of a doctor's certificate.

FIRE AND EMERGENCY PLAN

The aim of these rules is to ensure that if there is a fire all students and adults leave the danger area unharmed. Students, teachers and other employees must know these rules, and be familiar with all the details specific to their respective departments.

See Appendix 1

FIRST AID AND MEDICAL MATTERS

The First Aid Rooms at Peak Campus are staffed by trained nurses. In the Upper Building, the Primary School Nurse is located in UL17 and is open from 7:30 am until 3:30 pm Monday to Friday, to take care of minor accidents. Students stay in the First Aid Room until a parent or other responsible person collects the child.

In case of serious accidents (emergencies), the parents will be informed immediately and the child will be taken to hospital via ambulance (999) for emergency treatment.

Please note that students are covered by a school accident insurance up to HK\$50,000 per accident related to school activities. Parents are advised that they should themselves first pay for all expenses related to the accident and then submit original paid bills to the school administration for processing.

If a child suffers from a particular condition, e.g. asthma, any required special medication can be given to the nurse who will have it labelled and secured. Parents will be informed when any medication has been administered to a child.

HEAD LICE

It is important NOT to send children to school if they have head lice. Parents should inform the Class Teacher and Departmental Secretary. If a child is found to have head lice during school hours, the nurse will inform their parents you to come and collect them. Once the child has received treatment and is free of lice, they can return to school.

The child will be checked by the nurse on the first day coming back to school before lessons start.

The whole year group and the classes with siblings will be checked by the nurse once we receive the confirmation of head lice.

HOME TRANSPORTATION

TRANSITION TO THE BUSES

It is important to us to foster independence in our students. All children will be able to board the buses without assistance after the first few weeks of school.

In order to familiarise our students with the transition from the Upper Building to the school buses, the students are accompanied by their teachers during the first few days of the academic year. The teachers ensure that the students board the correct bus, as indicated on their bus tag. The students learn to identify the bus number of their bus independently.

Parents are requested to ensure their child knows their bus number and is aware of the bus they are to board.

Our youngest students will be guided to the buses by their teachers for the first 2 weeks. Afterwards a buddy system takes place so the students help each other to board the bus until the younger ones feel confident to board the bus by themselves.

Our teachers are on duty in front of the Upper Building, next to the zebra crossing and at the roundabout in the cul-de-sac so students can always address a teacher if they have questions.

Our lollipop man is directing traffic at the zebra crossing and ensuring a safe road environment.

WET WEATHER BUS BOARDING/ALIGHTING

The transport arrangements for bus boarding at Guildford Road make it necessary for our students to leave the Upper Building to board buses on the opposite side of the road. This applies in all weather conditions.

Please provide your child with suitable wet weather clothing such as a raincoat or poncho, for use during wet weather. Children are asked not to use umbrellas as they are difficult to manage in large numbers and can be hazardous, particularly in strong winds.

PROCEDURE FOR CHANGING BUS ARRANGEMENTS AT THE PEAK CAMPUS

▪ Parents of students in K01/Y02 and K02/Y03

Parents with students in K01/Y02 and K02/Y03 who wish to make changes to their child's bus arrangements need to notify the bus company and the bus coordinator at least two working days in advance to allow them to manage their bus schedules and seating arrangements. Parents and Class Teachers will receive a confirmation from the bus coordinator on the same afternoon. In this way, the Class Teacher has a chance to send the student to the right bus and remind him/her of the change. If they have not received a confirmation email they must assume the child needs to take their regular bus home. Please note that any requests submitted after 12:30 pm of the previous working day (e.g. 12:30 pm Thursday for any changes to Friday buses) will not be approved.

▪ Parents of students in K03/Y04, K04/Y05 and Y06

Parents with students in K03/Y04, K04/Y05 and Y06 must communicate changes with the bus company and bus coordinator directly and with at least two working days in advance. Families will be responsible for managing their own bus arrangements.

The school will ensure the students are escorted across the road safely, and then students will be responsible for boarding the correct bus independently.

The bus company has the final decision if a seat is available and is responsible for reporting to parents if the child does not show up to the designated bus in time (see bus times below).

Please ensure your child is well aware of any changes – the school is not responsible for communicating bus changes to students during the school day.

Please note that any requests submitted after 12:30 pm of the previous working day (e.g. 12:30 pm Thursday for any changes to Friday buses) will not be approved.

BUS DEPARTURE TIMES

- For 1:15 pm buses leaves at 1:25 pm
- For 3:20 pm buses leaves at 3:30 pm

Notes:

- School buses to Ferry Pier and Clear Water Bay: These buses will depart in priority over other buses bound for Hong Kong side.

STAGGERED DISMISSAL (TAXI, PARENT/DRIVER PICK UP)

As safety is our priority, GSIS students will not be allowed to exit the school premises unless an authorised adult is accompanying them or the parent has signed the release agreement (only applicable to K03/Y04, K04/Y05 and Y06 students).

SCHOOL BUSES AND FERRIES

GSIS rules also apply on buses and ferries used by students to travel to and from school. Seatbelts must be worn where provided.

LANGUAGE OF COMMUNICATION

See GSIS Website:

<https://www.gsis.edu.hk/school-life/going-to-school/language-of-communication/>

LANGUAGES

In the interests of gaining fluency in the modern languages studied at GSIS, students should only speak English, German, Mandarin in school.

LEAVING THE SCHOOL PREMISES

Students may not leave the school campus during school hours unless accompanied by their teacher or parent.

During school hours Primary students are not to visit "Wellcome" in Watford Road.

LIBRARY / MEDIA LAB

Students should at all times be considerate of other users in the library. All students using the library should show respect to the librarians and follow their instructions.

Students should

- Keep their voices low and behave appropriately
- Return resources they have used to the correct place on the shelves or on the book trolley
- Put chairs under the table or return them to where they were

Students should not take food and/or drink into the library.

Priority for library use will be given to classes supervised by a teacher, provided it has been booked in advance.

It is a student's responsibility to return the books by the due dates of borrowed items.

A replacement fee will be levied for lost or damaged items.

LOST AND FOUND

All items of lost property will be collected and taken to 'Lost and Found', which is located on the lower ground floor, next to the hall. Any valuable items, such as Octopus cards, watches, jewellery or glasses, will be taken to the primary office and kept securely.

Twice a year, usually after Parent Information Days, all unclaimed items in the Lost and Found will either be donated to charity or disposed of.

MOBILE PHONES AND OTHER DIGITAL DEVICES

To provide clear and up-to-date guiding principles for everyone, the following rules and regulations for operating mobile devices (e.g. smartphones, laptops.) on the school premises will apply:

- Phones should not be seen or heard during the school day. Emergency calls may be made from the primary office.
- Mobile phones and all digital devices should be set to silent at all times when in school
- No digital device should be used for gaming on the school premises.
- During lessons digital devices are to be used for educational purposes only, at the discretion of the teacher
- All use of mobile devices should conform to the "Responsible Use Agreement"
- Listening to music is not permitted, unless explicitly authorised by a teacher. Earphones may be used only when seated. The volume should be set so that it does not disturb others and so that the listener is still aware of what is going on around him/her.
- Students are responsible for the safekeeping of the devices

See Appendix 3

PHYSICAL SAFETY

WEAPONS

No member of school may

- Bring knives and other weapons into the school
- Use any object to threaten or intimidate another person
- Cause injury to any person with an object

PHYSICAL AGGRESSION

- No member of school may inflict, or encourage others to inflict, bodily harm on another person. Staff assistance should be sought, if necessary, to resolve conflict peacefully.

See Appendix 3

REQUEST FOR LEAVE

See GSIS Website

<https://www.gsis.edu.hk/school-life/going-to-school/gsis-house-rules/>

SCHOOL PROPERTY

School property (e.g. chairs, desks etc.) should be treated with care.

In the event of wilful or negligent damage to property, the parents are liable for damages.

See Appendix 3

TYPHOON

GSIS follows Hong Kong regulations regarding typhoons and bad weather.

See GSIS Website

<https://www.gsis.edu.hk/school-life/going-to-school/typhoon/>

VISITORS TO UPPER BUILDING

- GSIS is fortunate to have a supportive and friendly parent body. A collaborative working relationship between parents, faculty and administrators enhances the experiences and education of all children at GSIS. To help better define our respective roles and expectations, the school has a Visitor Code of Conduct.
- These guidelines provide a reminder on the basic standards of conduct expected of all GSIS parents, guardians and visitors. GSIS is committed to providing a safe, inclusive and welcoming environment where all members of the community treat one another with dignity and mutual respect.
- Visitors should sign in and out at the main entrance of the Upper Building (11 Guildford Road). They should comply with GSIS House Rules and the school's Visitor Code of Conduct during the entire visit.

VISITOR CODE OF CONDUCT

- Visitors must be accompanied by a member of GSIS staff at all times during a visit.
- Visitors must wear their ID prominently at all times.
- Visitors should not take photographs or videos of any students.
- Visitors should not seek to gather personal information or contact details from any of our students.
- Visitors must not make physical contact with any child or invade their personal space.
- Visitors must never be alone with a student.
- Visitors should only use toilets designated for adult use. Do not use student toilets.
- Visitors should never raise their voice to a child.
- Visitors must report any suspicious or unacceptable behaviour including physical or verbal abuse by and/or between any student or adult.

Guidelines, Procedures and Rules

Secondary K05-K12/Y07-Y13 (Peak Campus, Lower Building & Middle Building)

ABSENCE FROM SCHOOL.....	30
ABSENCE OF PARENTS FROM HONG KONG.....	30
ALCOHOL.....	30
ASSEMBLY.....	30
ATTENDANCE AND PUNCTUALITY.....	31
BOOKS AND EXERCISE BOOKS.....	31
BREAK TIMES.....	31
BULLYING AND CYBERBULLYING.....	31
CLEANLINESS.....	32
COMMUNICATION PROCEDURES.....	32
DRESS CODE.....	33
DRUGS AND OTHER HARMFUL SUBSTANCES.....	33
EATING AND DRINKING.....	34
EXEMPTION FROM PE CLASSES.....	34
FIRE AND EMERGENCY PLAN.....	34
FIRST AID AND MEDICAL MATTERS.....	34
INGRID BUCHHOLTZ HALL.....	35
LANGUAGE OF COMMUNICATION.....	35
LANGUAGES.....	35
LEAVING THE SCHOOL PREMISES.....	35
LIBRARY.....	35
LOCKERS.....	36
LOST AND FOUND.....	36
MOBILE PHONES AND OTHER DIGITAL DEVICES.....	36
PHYSICAL SAFETY.....	37
REQUEST FOR LEAVE.....	37
ROAD SAFETY.....	37
SCHOOL BUSES AND FERRIES.....	37
SCHOOL PROPERTY.....	37
SMOKING.....	37
SPORTS HALL.....	38
TYPHOON.....	38
VISITORS TO LOWER BUILDING AND MIDDLE BUILDING.....	38

ABSENCE FROM SCHOOL

In the event that a student is unable to attend school lessons, or other compulsory school activities, through illness, or for any other reason, the parents should notify the school immediately.

In the case of planned absences the school should be informed well in advance.

In special circumstances a doctor's certificate may be required.

If a student does not attend a field trip or camp but still is in good health, they are expected to come to school and will be placed in another classroom for the period in which their class is absent from school.

All absences will be recorded on the school report. Repeated or unexplained absences will be included in the Class Teacher's comments.

Students should adhere to the published vacation schedule. Absences during term time are inevitably very disruptive to the class and the individual student's progress. Where in special cases (religious ceremonies, family celebrations, school visits, etc.) absences are necessary, they must be kept to a minimum.

It is the family's responsibility to ensure the student catches up on the classwork and homework missed during the absence and to consult his/her teachers promptly to discuss this matter. Students and parents take full responsibility for any possible drop in the student's standard of achievement caused by the absence.

[Click here to read more about Leave Request](#)

See Appendix 3

ABSENCE OF PARENTS FROM HONG KONG

If at any time both parents are to be absent from Hong Kong, the school must be informed at least five working days before the date of departure, giving the name and contact number of the responsible adult who will look after the child/children in the parents' absence, and the contact details of both parents whilst overseas in case of an emergency. Cooperation in this matter is very important.

ALCOHOL

No member of the school or visitors should be in possession of, or under the influence of, or provide others with alcohol. Students are not permitted at any time to consume alcohol on school premises or whilst on school trips.

Exceptions: Occasionally, teachers, parents and adult visitors may be permitted to consume alcohol during social events on school premises e.g. Christmas bazaar.

See Appendix 2

ASSEMBLY

Assemblies bring together students and teachers to create a strong sense of community. In assemblies we aim to educate, celebrate, inform, and share experiences and talents and to encourage participation in the broader aspects of school life. Through bilingual presentations the assemblies also serve to increase exposure to both German and English.

Assemblies normally take place after a break and students are expected to be seated in the Ingrid-Buchholtz Hall by the time the second bell goes.

- Students leave their bags in the classroom in which they would normally have their lesson and then go directly to the Ingrid-Buchholtz Hall. Bags must not be left in the area outside the Ingrid-Buchholtz Hall. Students may bring valuables such as laptops, wallets or mobile phones into the assembly but must not use them. Mobile phones must be switched off and out of sight or they may be confiscated.

- Students must not sit on the steps in the auditorium and all gangways must be kept clear for reasons of safety.
- Teachers who would normally be teaching a class during an assembly will join their students in the assembly and supervise behaviour.
- After the assembly, the subject teacher meets the students in the relevant classroom.

ATTENDANCE AND PUNCTUALITY

Students must come to school on time, prepared and ready to learn. Participation in lessons requires that the student prepares for and takes an active part in the lesson; carries out the tasks assigned to him/her and has all the materials necessary for the lesson.

Students enrolling for an optional subject or a study group are obliged to attend the classes for the duration of the course; any exceptions are decided by the Principal.

When changing rooms students must take with them all books necessary for the next lesson so that there is no need to disrupt their own lesson or those of other students.

If a teacher does not arrive for a class, then after five minutes the class representatives should go to the reception (in Lower Building) or office to find him/her.

BOOKS AND EXERCISE BOOKS

School exercise books should be kept clean and tidy. New exercise books will only be issued when the old ones are full.

Books should be carefully looked after. Students must pay for lost or damaged books.

BREAK TIMES

During the first and second long breaks and lunchtimes:

- Students below K10/Y11 must leave their classrooms promptly. Students are not permitted to loiter in the following areas:
 - Middle building 3rd and 4th floors since these are narrow corridors that are needed as thoroughfares. Students with lockers on these floors may visit their lockers, but should move on after doing so.
 - 1st and 2nd floor LB (except students in K09/Y10 and above)
 - Ground floor LB (except students in K11/Y12 and above)
- At all times, students should be aware that corridors are used by many members of the school community and they should not block the corridors or act in an unsafe or inappropriate manner.
- During wet breaks, students should not use the LB or MB Rooftops or the Library Terrace. During wet breaks, students are allowed to stay in the classrooms with the door open.
- During split-lunch days, all corridors outside teaching rooms must be vacated during both lunch sessions, since lessons are in progress.
- At the start of breaks, classrooms (except K10/Y11 and above) should be vacated and locked with lights and air-conditioning off.
- Students of K10/Y11 and above may remain in their classrooms.
- When the first bell goes, students must return to the lockers immediately in order to have all books ready when the second bell goes.

BULLYING AND CYBERBULLYING

It is the right of every student at GSIS to study and relax in a safe environment. Bullying behaviours will not be tolerated.

The definition of bullying is when an individual or a group of people with more power, repeatedly and intentionally cause hurt or harm to another person or group of people who feel helpless to respond. Bullying can continue over time, is often hidden from adults, and will probably continue if no action is taken.

Bullying behaviours may take many forms:

- Verbal – calling people names, making fun of them in any way.
- Gestural – threatening or obscene gestures, menacing stares.
- Psychological – making people feel bad or uncomfortable in subtle ways, e.g. leaving them out of groups, talking in a language they cannot understand, pressuring them to do things.
- Physical – including, but not limited to, punching, hitting and kicking.

Cyberbullying, or online bullying, will be subject to the same sanctions and disciplinary measures as for bullying. The use of technology can sometimes make it more difficult to identify the bully but wherever possible, GSIS will fully cooperate with the police, telecommunication providers and other authorities to help identify the perpetrator.

Cyberbullying can be defined as bullying involving the use of online technology to embarrass, threaten or bully someone such as:

- Text Messages
- Email
- Chat Rooms
- Instant Messaging (IM)
- Web Sites including social networking sites such as Facebook, Snapchat etc
- Online Polls and Surveys

Students who are experiencing any form of bullying including cyberbullying, or online bullying, should not suffer in silence but should turn to their Class Teacher, their Head of Year, the School Counsellor, or their Head of Department for help.

See Appendix 3

CLEANLINESS

Each student is responsible for the workspace s/he has occupied during a lesson. Each student also shares responsibility for the cleanliness of the classrooms, the school building, the stairways and break areas.

COMMUNICATION PROCEDURES

There are two computer based platforms which we encourage parents to use to access to information about the school:

- School Website: <https://www.gsis.edu.hk>
This is an open access site and contains general information about the school.
- Parent Portal: <https://portals.veracross.eu/gsis/parent>
This is a secure site which can only be accessed by individual parent login and password. Contained within Veracross is information about student and family demographics and medical details. All written reports are available and there are functions which enable access to the school calendar and policy and procedure

documents.

SOCIAL MEDIA

We are aware that many parents find the use of social media (particularly Whatsapp groups) a useful source of information and support. These platforms are usually set up by groups of interested parents and are not official school based sites. To avoid social media groups becoming a source of misinformation, disrespectful communication or misinterpreted information we expect our community to commit to the norms that follow below:

- Be mindful of your group and respect their sensibilities.
- Avoid gossip and the spreading of rumours.
- Evaluate the usefulness of your messages to others.
- Evaluate the accuracy and reliability of your information before you hit 'SEND'.
- Do not post anything you would feel uncomfortable saying to a person's face.
- Avoid debate and argument – social media groups are not the right forum for discussion of sensitive issues.
- Be aware of your tone in any message you send.
- Avoid sarcasm if there is a chance your humour could be misinterpreted.
- Avoid profanity or any words/phrases that should not be used in a family environment.
- Do not assume your group chat is private.
- Keep your posts short and to the point.
- Do not inundate a group with too much information.
- Be a role model in your use of social media that your own children can respect.

DRESS CODE

Students should dress appropriately at school. The following are not acceptable:

- Revealing clothes
- Clothes with offensive slogans
- Gaudily coloured hair (ie, hair dyed in non-natural colours, e.g. blue or green)
- Body piercings, other than earrings; Earrings should be removed for PE.
- Wearing of hats during lessons and assemblies
- Tattoos are strongly discouraged. Students and staff who already have tattoos should endeavour to cover them.

See Appendix 3

DRUGS AND OTHER HARMFUL SUBSTANCES

No member of the school or visitors should be in possession of, or under the influence of, or provide others with illegal drugs and other harmful substances. This includes not only all illegal drugs but also the misuse of medication (prescribed and over the counter); aerosols; glue etc. Students are not permitted at any time to consume illegal drugs and other harmful substances on the school premises or whilst on school trips. The school does not tolerate the consumption of, the possession of or the trafficking of illegal drugs, or the misuse of other harmful substances by students.

See Appendix 2

EATING AND DRINKING

Students should not eat in the classrooms except during wet breaks or with permission by the supervising teacher.

During the first and second long breaks and lunchtimes, students may eat in the following areas

- Cafeteria in the Middle Building
- Corridor outside Sports Hall
- 1st and 2nd floor LB (K09/Y10 and above) except Mon and Thurs Lunch;
- Senior common area in the Lower Building (K11/Y12 and above);
- Senior common room LL07 (only K12/Y13)

Dishes and cutlery cannot be removed from the cafeteria.

Chewing gum is, in general, not looked upon favourably at GSIS; during lessons it is not allowed.

EXEMPTION FROM PE CLASSES

Long-term exemption from PE (Physical Education) lessons is only allowed on presentation of a doctor's certificate.

FIRE AND EMERGENCY PLAN

The aim of these rules is to ensure that if there is a fire all students and adults leave the danger area unharmed. Students, teachers and other employees must know these rules, and be familiar with all the details specific to their respective departments.

See Appendix 1

FIRST AID AND MEDICAL MATTERS

The First Aid Rooms at Peak Campus are staffed by a trained nurse. In the Middle Building, the School Nurse is located in M407 from 7:30 am until 3:30 pm Monday to Friday.

In case of serious accidents (emergencies), the parents will be informed immediately and the child will be taken to hospital via ambulance (999) for emergency treatment.

Students in K07/Y08 and above may be sent home by the nurse by taxi with the parents'/legal guardians' permission. All other students stay in the First Aid Room until a parent or other responsible adult collects the child.

Students are covered by a school accident insurance up to HK\$50,000 per accident related to school activities. Parents are advised that they should themselves first pay for all expenses related to the accident and then submit original paid bills to the school administration for processing.

Parents should advise the school of any significant medical condition of their child, e.g. asthma. Any required special medication can be given to the nurse who will have it labelled and secured. Parents will be informed when any medication has been administered to a child.

HEAD LICE

It is important NOT to send children to school if they have head lice. Parents should inform the Class Teacher and Departmental Secretary. If a child is found to have head lice during school hours, the nurse will inform their parents you to come and collect them. Once the child has received treatment and is free of lice, they can return

to school.

The child will be checked by the nurse on the first day coming back to school before lessons start.

The whole year group and the classes with siblings will be checked by the nurse once we receive the confirmation of head lice.

INGRID BUCHHOLTZ HALL

School bags, other obstructive objects, food and drink may not be taken into the Ingrid-Buchholtz Hall.

LANGUAGE OF COMMUNICATION

See GSIS Website:

<https://www.gsis.edu.hk/school-life/going-to-school/language-of-communication/>

LANGUAGES

In the interests of gaining fluency in the modern languages studied at GSIS, students should only speak English, German, Mandarin or French in school.

LEAVING THE SCHOOL PREMISES

Students may not leave the school premises during school hours with the only exception being to go to the Wellcome store.

Secondary students from K05/Y07 to K07/Y08 are not to visit Wellcome during school hours; students from K08/Y09 and K09/Y10 may visit Wellcome during the lunch break only. Students in K10/Y11 and above may visit Wellcome during the morning and lunch breaks and also during study periods.

The use of the sitting area in the Country Park below the Lower Building or similar spots is not permitted.

LIBRARY

The GSIS Senior Library is an extended classroom and a guided learning area for all members of our community. We aim to create an active learning environment for our students.

- All students should follow GSIS Acceptable Use of Technology Agreement
- Students are asked to use the library with consideration. Any unnecessary noise, disturbance or inappropriate behaviour is inappropriate
- All learning devices should be set to silent or used with headphones
- Food and drinks are inappropriate.
(Senior study area: K11/Y12 and K12/Y13 students might bring sealed water bottles to drink with the librarian's permission.)

Priority for library use will be given to classes supervised by a teacher. Individual students may only stay in the library if there is sufficient seating available.

It is a student's responsibility to return the books by the due dates of borrowed items. Overdue messages are sent to school email periodically. An item will be labelled as lost four weeks after its original due date. A replacement fee will be charged for lost or damaged items.

LOCKERS

Lockers are allocated to Secondary school students by the Deputy Principals and the Class Teachers.

The lockers must be secured with padlocks supplied by the students. The locking mechanism should be treated with care.

In the event of a lost key, padlocks may only be opened by the caretaking staff with the written authorization of the Deputy Principal.

Students should not go to their lockers between lessons 1 and 2, 3 and 4, and 5, 6 and 7, but should collect all books needed at break time.

LOST AND FOUND

Any items found must be handed in to the Reception (Lower Building) and will be taken to 'Lost and Found', which is located on the 4th floor of the Lower Building, through the double doors to the right of the Secondary Sports Hall.

MOBILE PHONES AND OTHER DIGITAL DEVICES

To provide clear and up-to-date guiding principles for everyone, the following rules and regulations for operating mobile devices (e.g. smartphones, laptops.) on the school premises will apply with immediate effect:

- Phones should not be seen or heard during the school day. Emergency calls may be made from the reception area.
- No digital device should be used for gaming on the school premises.
- During lessons digital devices are to be used for educational purposes only, at the discretion of the teacher
- Learning devices should not be used during assemblies or in the canteen. In general, Learning devices may not be used in the corridors or other common areas during breaks or lunchtimes, with the following exceptions: (educational use only)
 - Senior common room LL07 (K12/Y13);
 - Senior study area (K11/Y12 and up);
 - Library;
 - Senior common area in the Lower Building (K11/Y12 and above);
 - 1st and 2nd floor LB (K09/Y10 and above)
- Mobile phones and all digital devices should be set to silent at all times when in school
- All use of mobile devices should conform to the "Responsible Use Agreement"
- Listening to music is not permitted, unless explicitly authorised by a teacher. Earphones may be used only when seated. The volume should be set so that it does not disturb others and so that the listener is still aware of what is going on around him/her.
- Students are responsible for the safekeeping of their devices

DISCIPLINARY MEASURES

Mobile devices will be confiscated without prior warning if their use is in any way deemed to be causing a problem.

If a device is confiscated, for the first and second offences, it can be picked up from the reception at the end of the school day. Students will be required to sign a tracking form.

For the third offence, parents must come in to school to sign for and collect the device.

See Appendix 3

PHYSICAL SAFETY

WEAPONS

No member of school may

- Bring knives and other weapons into the school
- Use any object to threaten or intimidate another person
- Cause injury to any person with an object

PHYSICAL AGGRESSION

No member of school may inflict, or encourage others to inflict, bodily harm on another person. Staff assistance should be sought, if necessary, to resolve conflict peacefully.

See Appendix 3

REQUEST FOR LEAVE

See GSIS Website:

<https://www.gsis.edu.hk/school-life/going-to-school/gsis-house-rules/>

ROAD SAFETY

Students visiting Wellcome from the Lower and Middle Buildings must use the pavement around the turning circle at the end of Guildford Road or the pedestrian crossing. They should not cross directly in front of the Middle Building.

SCHOOL BUSES AND FERRIES

GSIS rules also apply on buses and ferries used by students to travel to and from school. Seatbelts must be worn where provided.

SCHOOL PROPERTY

School property (e.g. chairs, desks etc.) should be treated with care.

Display of posters, notices etc. is only allowed with authorization of a Head of Department or Deputy Principal.

In the event of wilful or negligent damage to property, the parents are liable for damages.

See Appendix 3

SMOKING

Students, staff and visitors may not smoke anywhere on the school premises (indoor or outdoor areas), in the immediate school vicinity or on the school buses. The immediate school vicinity includes Watford Road, the Wellcome car park and the section of Guildford Road adjacent to the school premises. The same rules apply to the use of e-cigarettes, e-shishas and similar devices as to the smoking of conventional cigarettes.

The ban on smoking in the immediate school vicinity goes beyond what is required by the Smoking (Public Health) Ordinance and Smoking (Public Health) (Amendment) Ordinance 2006. However, it is to be hoped that everybody will recognise that smoking in front of young children and teenagers is to be avoided.

See Appendix 2



SPORTS HALL

In the interest of cleanliness, students are strongly encouraged to wear a second pair of sports shoes with white soles during PE lessons.

TYPHOON

GSIS follows Hong Kong regulations regarding typhoons and bad weather.

See GSIS Website:

<https://www.gsis.edu.hk/school-life/going-to-school/typhoon/>

VISITORS TO LOWER BUILDING AND MIDDLE BUILDING

GSIS is fortunate to have a supportive and friendly parent body. A collaborative working relationship between parents, faculty and administrators enhances the experiences and education of all children at GSIS. To help better define our respective roles and expectations, the school has a Visitor Code of Conduct.

These guidelines provide a reminder on the basic standards of conduct expected of all GSIS parents, guardians and visitors. GSIS is committed to providing a safe, inclusive and welcoming environment where all members of the community treat one another with dignity and mutual respect.

Visitors should sign in and out at the main gate (22 Guildford Road) and at the reception of the Lower Building. They should comply with GSIS House Rules and the school's Visitor Code of Conduct during the entire visit.

VISITOR CODE OF CONDUCT

- Visitors must be accompanied by a member of GSIS staff at all times during a visit.
- Visitors must wear their ID prominently at all times.
- Visitors should not take photographs or videos of any students.
- Visitors should not seek to gather personal information or contact details from any of our students.
- Visitors must not make physical contact with any child or invade their personal space.
- Visitors must never be alone with a student.
- Visitors should only use toilets designated for adult use. Do not use student toilets.
- Visitors should never raise their voice to a child.
- Visitors must report any suspicious or unacceptable behaviour including physical or verbal abuse by and/or between any student or adult.



Student and Parent Participation

PREFECTS

The prefects are students selected by the faculty staff who, as representatives of the school, are to be role models for the student populace through their behaviour and attitude, dress, punctuality and abiding by school rules. A prefect should set an exemplary standard of responsible conduct at all times. In particular, a prefect should

- Show respect for others and school property
- Represent the School at public functions when requested
- Support staff when and where appropriate
- Help, guide and support junior students
- Carry out all duties responsibly and reliably

All prefects must share duties, which will be equitably distributed. These include

- Assisting in monitoring and support of new students in a 'buddy' system
- Organising one major charity fundraising event each year
- Acting as ushers/guides for information days, orientation days, performances and concerts
- Assisting in fire alarm
- Assisting at school entrance exams
- Attendance at prefect meetings
- One period per week school community work (e.g. assisting Class Teachers, helping with reading or tutoring a student)
- Showing visiting parents around
- Assisting with various school activities, e.g. Hong Kong Award for Young People, Debating, Drama etc.
- Library assistance
- Providing homework help for younger students
- Assisting PE teachers when required
- English (ESL) and German assistance
- Assisting with class trips

Staff can ask the Head of Department (GSD) or Deputy Head Pastoral (ESD) for prefects' help with an activity. The member of staff involved should allocate duties and report on the prefects' performance.

The duties each prefect performs during the course of the year are noted down in a digital document. It provides a written record of a prefect's contribution to the school and can be used by staff when writing a student's reference.

With a clearly defined role and expectations, prefects attending interviews or completing personal statements for jobs or university applications will be in a position to outline their role in the school and their responsibilities.

ELECTION OF PREFECTS

Staff nominate suitable candidates from future K11/Y12 and K12/Y13. The list of nominees is posted. Objections (with reasons) are recorded.

The faculty of the German Secondary Department and English Secondary Department selects prefects from those nominated. Objections are discussed and decided upon. The number of nominees varies but is approximately one third of the total number of students in the year group. If the panel (K10/Y11 and K11/Y12 Class Teachers, Head of German Secondary Department, Head of English Secondary Department, Deputy Principals and Principal) has concerns about the student's suitability, an interview will take place.

Selected students are notified and briefed about responsibilities. Subject to agreement by all parties, students will provisionally be appointed prefects.

Prefects begin duties in the summer term ready to assume full responsibilities when K12 and Y13 leave school.

Any prefect not performing duties in accordance with expectations will be withdrawn.

Two Head Prefects and two Deputy Prefects are to be appointed (German Secondary Department and English Secondary Department) based on the number of votes each candidate obtains.

The Head of Department (GSD) or Deputy Head Pastoral (ESD) will take responsibility for the overseeing of duties and to work closely with the prefects.

STUDENT COUNCIL (SV)

The Student Council (SV) is the representative body of the GSIS students. Working with other school bodies, it helps to achieve the educational aims of the school. It does so by offering students the opportunity to work independently in a socially responsible manner and to represent their own interests when dealing with the School Management, Faculty Staff and other school bodies.

Other duties of the SV include

- Organising events for GSIS students
- Representing all the students of GSIS in any and all affairs related to them
- Regularly informing students of matters concerning them
- Maintaining contact with student representative bodies of other schools

In order to fulfil their duties SV members are granted an appropriate amount of lesson time and financial and material support by the School Management.

THE SV BODIES

The SV bodies are

- Two Class Representatives per class
- Class Representatives Assembly (Klassensprecherversammlung – KV)
- Two Head Students and two Deputy Head Students
- Two Trust Teachers

Class Representatives

There are two Class Representatives from each GSIS Secondary school class.

The Class Representatives represent the interests of their class in dealings with faculty staff and the School Management. In the Class Representatives Assembly they also share the responsibility for the general well-being of the school. They inform their class of the matters under discussion and of the decisions of the KV, and assist in putting these into action. In cooperation with the Class Teacher, if appropriate, the Trust Teacher, they also strive to create a productive working and social environment within the class community.

Being a Class Representative is an honour and a serious responsibility. It will be credited on both half year school reports if the Class Representative undertakes all responsibilities connected therein.

They should attend events, functions or activities organized by any school related body, such as school concerts or drama performances. They are responsible for upholding the spirit of the school and its students.

Class Representatives Assembly (KV)

The Class Representative Assembly (KV) consists of the two Head Students as Chairpersons along with the Deputy Head Students and Secondary Department Class Representatives. The KV advises and decides on requests from students of the whole school and supports the Head Students in carrying out their duties. The Trust Teachers participate in KV meetings in an advisory capacity.

KVs are called by the Head Students after setting a date with the School Management. As a rule they take place during the school morning. Minutes must be taken of the meetings and these must then be made known to the classes, the faculty staff and the School Management.

It is important to note that the Head Students at GSIS hold a different role from that typically associated with Head Students in British and Australian schools. In such schools the faculty staff would normally select the Head Students to represent the school. At GSIS, however, the Head Students are the democratically elected spokespersons of the student body.

Head Students

The Student Council is led by two Head Students and two Deputy Head Students, each representing the GSD and the ESD.

Head Students and Deputy Head Students need to be in K11, Y12, K12 or Y13 although only one of each Department Team should be in K12 or Y13 during their term.

The two Head Students and the two Deputy Head Students represent the whole student community of GSIS, both within the context of the school and externally, and are responsible for carrying out the decisions of the KV within the scope of the tasks of the SV. Together with the Prefects they also take on special duties within the school.

Trust Teachers

In addition to the Class Teachers, two Trust Teachers are available to the students or entire classes: one from the German International Stream, one from the English International Stream. The trust teachers advise the SV and support the preparation and execution of the SV elections. They must be present at all meetings of the KV. The Head Students agree/coordinate all dates with them.

ELECTIONS

Student Representatives and Trust Teachers are in principle elected for the duration of a school year. Any vacancies during the school year are filled by means of by-elections. Office-holders may be replaced during the course of a school year by a constructive vote of no confidence by the relevant voting body, or by decision of the School Management.

Class Representatives

The two Class Representatives are as a rule elected from within the class by open ballot within the first school week. The nominees attaining the majority of votes from those present are elected. Voting may be carried out by secret ballot at the request of at least three voters. Each class should have one male and one female Class Representative.

Head Students

The elections of the Head Students and Deputy Head Students are held before the Easter break. Only students from future K11/Y12 and K12/Y13 are eligible to be voted into office.

The Election Committee consists of the Trust Teacher and the outgoing Head Students, provided they are not running for another term. In this case, s/he will be replaced by another SV member of K12 or Y13.

During a one-week nomination period, as determined by the Election Committee, any student in K09/Y10 and

above and all Secondary teachers may put candidate names on the electoral list. Each nomination must be seconded/supported by two classmates in K09/Y10 and above or by two Secondary teachers.

The Election Committee reviews the nominations and obtains the nominee's signed approval for the nomination.

After the nomination period, the Election Committee submits the list to the Secondary teachers for comment and then to the Principal, the Deputy Principals and the Heads of Department for confirmation.

The Election Committee makes the confirmed list public. The candidates may campaign for votes in the GSIS Secondary departments for two weeks. One lesson in each class may be set aside for class visits by the candidates in agreement with the teachers involved. Each candidate must also introduce himself/herself to the school community at an assembly.

Immediately following the campaign period, online polls will be held for two school days under the authority and supervision of the Election Committee.

All students from K05/Y07 to K12/Y13 have the right to vote. Every student has two votes which may be split between two candidates or accumulated and applied to one candidate of his/her choice.

After the votes have been counted, the Election Committee confirms the validity of the results and submits the list to the Principal and the Deputy Principals for final confirmation by the Heads of Department. The Deputy Principals then notify the students who have been elected, formally appoint them in their capacity as Head Students of GSIS, and introduce them to the school community.

On receipt of a written request signed by 20 teachers and/or students, the KV will take a vote on whether the responsibilities of one or both of the Head Students will be continued or terminated. In the case of a vote of no confidence, a new election will be held within 21 days.

If one or both of the Head Students should be involved in behaviour that incurs a suspension or expulsion from GSIS then s/he may, at the discretion of the Principal, be removed from office without a vote of no confidence.

Trust Teachers

The election of the two Trust Teachers takes place at the beginning of the school year. The execution of the election is the responsibility of the Head Students. The KV prepares a list of candidates and asks for their approval.

The Class Representatives organise the election in their respective classes. The following applies:

- Each student has two votes, one which s/he can submit for a candidate of the German International Stream and the other one for the English International Stream. Cumulative voting is not permitted.
- The two candidates who have been elected by majority in the class will be included in the KV by the Class Representatives (binding mandate). The two candidates who each have received a simple majority of votes in their stream are elected as Trust Teacher.

These Statutes came into force by resolution of the GSIS General Conference on 11 May 2005 and with the approval of the Board of Directors of the Association on 13 June 2005. They were amended by the School Management and approved by the Board of Directors of the Association on 6 February 2018.

THE KPRS (CLASS PARENT REPRESENTATIVES)

The Klassenpflegschaft system is designed to promote an atmosphere of mutual support and trust amongst all members of the school: parents, teachers, Heads of Department, Deputy Principals, the Principal and the Association Board. It operates at different levels: the class level, the departmental level, and the school level.

Klassenpflegschaftsvertreter or Class Parent Representatives (KPRs) are elected by the parents of their class. They facilitate the exchange of ideas and concerns, flow of relevant information, and make recommendations to the appropriate parties.

In the Kindergarten and the English Primary Department, the Deputy KPR will also be the Class Mother or Class Father, who from time to time assists in class activities.

The KPR is bound to confidentiality. Sensitive issues concerning children, families or teachers (i.e., medical issues, family problems, etc.) may only be discussed with teachers, Heads of Department, Deputy Principals and the Principal. Relevant information should be passed on to the elected KPR of the following year, if necessary.

ELECTION PROCEDURE AND TERM OF OFFICE

The KPR – German International Stream

Within the first three weeks of a school year, the Class Teacher sends notice to invite all parents to attend a meeting, at which the KPR and Deputy KPR for each class are to be elected. This meeting is held within the first five weeks of a school year.

The KPR and the Deputy KPR are elected for one year.

Board Members of the Association and the Foundation as well as GSIS staff members are not eligible to be KPRs.

Board Members of the Association and the Foundation who have resigned from the Board for less than 2 years and Staff members who have left the employment of GSIS for less than 2 years are not eligible to be KPR.

One parent or legal guardian of each student can vote.

Elections shall be by show of hands or in writing and by simple majority.

The KPR – English International Stream

At the beginning of a school year, the English Primary and English Secondary Department Heads will ask all parents for indication of interest in becoming KPRs or Deputy KPRs. Indication can be provided by email or in writing, showing the Academic Year/s one intends to be KPR/s or Deputy KPR/s for and his/her children's names.

Parents are also allowed to put forward their nominations at the election meeting.

Within the first three weeks of a school year, the Class Teacher sends notice to invite all parents to attend a meeting, at which the KPR and Deputy KPR for each class are to be elected. This meeting is held within the first five weeks of a school year.

The KPR and the Deputy KPR are elected for one year. Parents may elect a KPR from another class in the same Academic Year.

Board Members of the Association and the Foundation as well as GSIS staff members are not eligible to be KPRs.

Board Members of the Association and the Foundation who have resigned from the Board for less than 2 years and Staff members who have left the employment of GSIS for less than 2 years are not eligible to be KPR.

One parent or legal guardian of each student can vote.

The KPR Secretary of each department

Within three weeks of the KPR and Deputy KPR being elected for each class, the school organises a joint meeting of all the KPRs. At this meeting, KPRs from each department (ie, Kindergarten, German Primary, German Secondary, English Primary and English Secondary) elect their Departmental Secretary and Deputy Departmental Secretary.

The KPR Secretaries serve as a bridge of communications between their respective departments, School Management and the Association Board.

The KPR Secretaries and Deputy KPR Secretaries are elected for one year.

MEETINGS

The KPR

The KPR calls at least one formal, minuted meeting of the parents of the class/Academic year in a school year. More are recommended.

In addition to the formal meetings, the KPR can call informal meetings of the parents throughout the year as necessary. No minutes are required for informal meetings.

In each half-year, the Head of Department, in consultation with the relevant KPR Secretary, initiates meetings with all KPRs in a department to provide updates on general or specific issues related to the department. These formal meetings are minuted, which serves as a basis for further discussions and follow-up.

The KPR Secretary

The KPR Secretary maintains close contact with the KPRs in his/her department and calls informal meetings as necessary to understand the key issues in each Academic Year and identify issues common to the department.

The KPR Secretary Working Group

The KPR Secretaries of each department form the KPR Secretary Working Group. The KPR Secretary Working Group serves as a bridge of communications between the parent community, the School Management and the Association Board.

The KPR Secretary Working Group meets the Association Board once a year, with additional meetings called with mutual agreement.

MINUTES

KPR Meetings of Individual Classes or Academic Years

The minutes of these meetings are distributed to the parents of the class/Academic Year, the Class Teacher/s, the Head of Department, the Deputy Principal/s, the Principal and the KPR Secretary of that department. The KPR should follow up in the case of pending issues.

Departmental KPR Meetings

The minutes of the formal meetings between KPRs in a department, the Head of Department, the relevant Deputy Principal and the Principal are distributed to the KPRs (who in turn distribute them to parents), the Head of Department, the Deputy Principal/s and the Principal. The KPR Secretary should follow up in the case of pending issues.

KPR Secretary Working Group Meetings with the Association Board

The minutes of these meetings are distributed to the KPR Secretaries and all members of the Management Committee. Subject to the agreement of the Association Board, the KPR Secretaries can communicate important messages of such meetings to the parent community via the KPRs in their respective departments.

Disciplinary Rules

Disciplinary measures may only be imposed against a student if s/he is guilty of violating legal requirements or school rules and regulations. Disciplinary measures should only be applied if this is necessary for upholding the school's educational mandate and for the protection of those involved and their property.

The teacher's educational mandate includes clearly explaining the need for, and the point of, regulations, thus helping the students to accept, and act in accordance with school rules.

Disciplinary measures should be imposed with the educational objective of strengthening the students' social responsibility. For this reason they should only be applied to support the school's educational mandate and its educational responsibility towards individual students.

Educational measures take priority over disciplinary measures. The use of disciplinary measures must be commensurate with the offence.

1. EDUCATIONAL MEASURES

- 1.1 Educational measures have priority over disciplinary measures which are to be considered only when and if other educational means have proved insufficient.
- 1.2 The teacher has sole responsibility for choosing the appropriate educational measure bearing in mind the general principles of education as well as the age, personality and specific circumstances of the student in question.

2. DISCIPLINARY MEASURES

- 2.1 The following disciplinary measures can be taken
 - 2.1.1 Written reprimand
 - 2.1.2 Transfer to a parallel class or learning group
 - 2.1.3 Suspension from lessons or other school events
 - 2.1.4 Warning of expulsion from school
 - 2.1.5 Expulsion from school
- 2.2 The measures listed in 2.1. do not represent a schematic sequence. Disciplinary measures in accordance with 2.1.1. – 2.1.5. can be used more than once.
- 2.3 Corporal punishment is not permissible.

3. PRINCIPLES OF PROCEDURE

- 3.1 The Principal or Deputy Principal/s consulted by the Class Teacher/Head of Year and Head of Department, decides on the initiation of disciplinary action according to 2.1.
- 3.2 The disciplinary measures must be appropriately related to the behaviour of the student, bearing in mind all aspects of the individual case.
- 3.3 Collective measures are not permissible unless the misbehaviour is attributed to each individual student.
- 3.4 Before a decision about disciplinary measures is taken, the student and his/her legal guardians have to be given the opportunity to present their point of view to those who have to decide on the measures to be taken. The student may ask a student or teacher/counsellor in whom s/he has confidence to be present.
- 3.5 The Principal looks into the legality of the decision. If in doubt s/he takes the case back to the conference for reconsideration, presenting his/her reservations.
- 3.6 The legal guardians are advised in writing about the incident and the disciplinary measures taken.

3.7 The application of disciplinary measures is not affected by prosecution of illegal or punishable acts outside school.

4. WRITTEN REPRIMAND

4.1 The class conference, convened by the Principal, decides to issue a written reprimand.

4.2 A disciplinary measure according to 2.1.2 and 2.1.3. can be combined with the written reprimand.

5. TRANSFER TO A PARALLEL CLASS OR LEARNING GROUP

5.1 The class conference, convened by the Principal, decides on the transfer of a student to a parallel class or learning group. The transfer may be permanent or for a limited period of time.

5.2 The transfer as a disciplinary measure can be used if the student substantially disturbs the lessons or the education of the other students by his/her behaviour in his/her present class or learning group.

5.3 A disciplinary measure in accordance with 2.1.1. and 2.1.4. can be combined with the transfer.

6. SUSPENSION FROM LESSONS

6.1 The class conference, convened by the Principal, decides on the suspension from lessons. The suspension should not exceed two weeks except in especially serious cases. The maximum suspension is six weeks.

6.2 Suspension from lessons may be limited to individual subjects. The student is obliged to catch up with the missed work. The suspended student can be asked to participate in the lessons of another class or learning group during the duration of his/her suspension.

6.3 The disciplinary measure in accordance with 2.1.4. can be combined with the suspension.

6.4 In urgent cases the Principal, acting alone, can provisionally suspend a student from lessons or from other school events. The hearing in accordance with 3.4., the decision of the conference and the communication to the legal guardians in accordance with 3.6. have to be arranged without delay.

7. WARNING OF EXPULSION

7.1 The relevant departmental conference, convened by the Principal, decides to issue the warning of expulsion.

7.2 The warning of expulsion can be combined with a disciplinary measure according to 2.1.2. and 2.1.3.

7.3 Before applying this disciplinary measure, approval from the GSIS Board must be sought.

8. EXPULSION FROM SCHOOL

8.1 The relevant departmental conference, convened by the Principal, decides on expulsion from the school.

8.2 This disciplinary measure is permissible if the student has in any way hindered the normal functioning of the school or infringed the rights of others by serious or repeated misconduct.

8.3 Before applying this disciplinary measure, approval from the GSIS Board must be sought.

9. IMPLEMENTATION

These Disciplinary Rules were approved by the Board of the German Swiss International School Association Ltd on 20 November 2007 and implemented with effect from 29 May 2008 after consultation with the Combined Federal States Committee for German Schooling Abroad. The previous version will no longer be valid.

CLASS/DEPARTMENTAL CONFERENCES

Class conferences are part of the school's German heritage. They are called by the Principal, after consultation with the Deputy Principal/s and the Head of Department, in cases of severe violation of the rules, e.g. in the case of a student physically injuring another student.

Rationale

Class conferences require students and parents/legal guardians to explain and comment on the incident/s in question before all the teachers of the student involved.

- They help students and parents/legal guardians understand the severity of the rule violation in question.
- They give students and parents/legal guardians an opportunity to present their views before disciplinary action is taken.
- They guarantee due process.
- They strengthen collective responsibility for maintaining and upholding standards of good behaviour.

Disciplinary action taken by the class conference includes, but is not limited to written reprimand, transfer to a parallel class or learning group, suspension from lessons or other school events, warning of expulsion from school and expulsion from school. Decisions to issue a threat of expulsion or to expel a student from school are taken by the relevant departmental conference and need to be approved by the GSIS Board.

Experience has shown that the collective wisdom of the class/departmental conference often results in more appropriate, imaginative and effective disciplinary action than that taken by the Head of Department, the Deputy Principal/s or the Principal acting alone.

Class/departmental conferences involve parents in the disciplinary process and thus serve to foster communication between parents and children on expected standards of behaviour. For the parent-child relationship it is of vital importance that parents take the time to attend their child's class/departmental conference and stand by their child even though s/he has violated the school's code of conduct.

Before the Class/Departmental Conference

Before a class/departmental conference is called, the incident in question is thoroughly investigated by the Class Teacher/Head of Year. This involves taking written statements from all parties involved, including witnesses. Statements should be written independently and as soon as possible after the incident. Translations should be provided as required by the class conference.

The Head of Department contact the student's parents by phone, email or in writing at an early stage of the investigation.

In the case of a cross-stream incident, the Head of Department should be notified immediately. They ensure that all necessary steps are taken.

If, after consultation with the Head of Department, the Deputy Principal/s and the Principal decide to call a class/departmental conference, the student's parents are notified in writing and invited to attend the class/departmental conference. It is recommended that the student and his/her parents /legal guardians nominate a teacher/educational psychologist/ school counsellor and/or fellow student they trust to accompany them to the class/departmental conference. Copies of Appendix 3 to the House Rules and, as applicable, the student's written statement are enclosed in the letter of invitation to attend the class/departmental conference. The Class Teacher/Head of Year prepares a written summary of the case, which is presented to the class/departmental conference.

The class/departmental conference should take place as soon as possible after the incident. The school will make every effort to set a mutually acceptable date for the class/departmental conference. At this stage, communication with the student's family will usually be through the Head of Department. The letter notifying the student's family of the class/departmental conference is signed by the Principal. A copy is sent to the Chair of the Board of the GSIS Association Ltd.

The Class Teacher/Head of Year – and, if necessary, the school counsellor – discuss the purpose and proceedings of the class/departmental conference with the student. Prior to the conference, the Principal will offer parents the opportunity to discuss and clarify expectations on either side.

During the Class/Departmental Conference

The class/departmental conference is presided over by the Principal and falls into the following parts

- Presentation of the case by the Class Teacher/Head of Year/Head of Department
- Response by the student, parents/legal guardians, and the teacher and/or student nominated by the student
- Questioning of the student by the class/departmental conference about details of the case, motives, lessons learnt, etc as appropriate. Questioning will be restricted to the extent necessary for the conference to gain an understanding of the case. The student's parents/legal guardians and the teacher and/or fellow student nominated will, if they wish, be heard at this stage in the proceedings.
- Final statement of the student, his/her parents, and the teacher and/or student nominated by the student
- Deliberations and decision by the class/departmental conference

The class/departmental conference considers its verdict and sanction in closed session. The Class Teacher/Head of Year/Head of Department puts forward a proposal for disciplinary action; the class/departmental conference debates the proposal, bearing in mind all aspects of the individual case. After due consideration, the eligible members of the class conference, i.e. the teachers actually teaching the student in question or the departmental conference, i.e. the teachers of the relevant department, vote on a motion put forward by the Class Teacher/Head of Year/Head of Department.

The class/departmental conference is minuted.

After the Class/Departmental Conference

After the class/departmental conference the Principal explains the verdict and sanction to the student and his/her parents/legal guardians and notifies them in writing of the decision reached and the factors determining this decision. The class/departmental conference is recorded in the student's personal file. Compliance with the sanction is monitored by the Head of Department.

In the case of a threat of expulsion or expulsion, the Principal seeks the approval of the Management Committee and the Board of the GSIS Association Ltd without delay. The parents should be advised that the decision is subject to Board approval.

An objection to sanctions or disciplinary measures decided by the class/departmental conference may be raised by the parents/legal guardians within a period of one year. The period for lodging an objection may be shortened to one month if the parents/legal guardians are instructed as to the legal remedies available. If an objection is lodged, the class conference will in the first instance review the measure/s imposed. If the class conference does not revoke the measure/s, this decision on the objection will be submitted to the departmental conference.

If an objection is lodged, the measure/s will be suspended unless the class conference has ordered that the measure/s should be applied immediately.

Final Provision

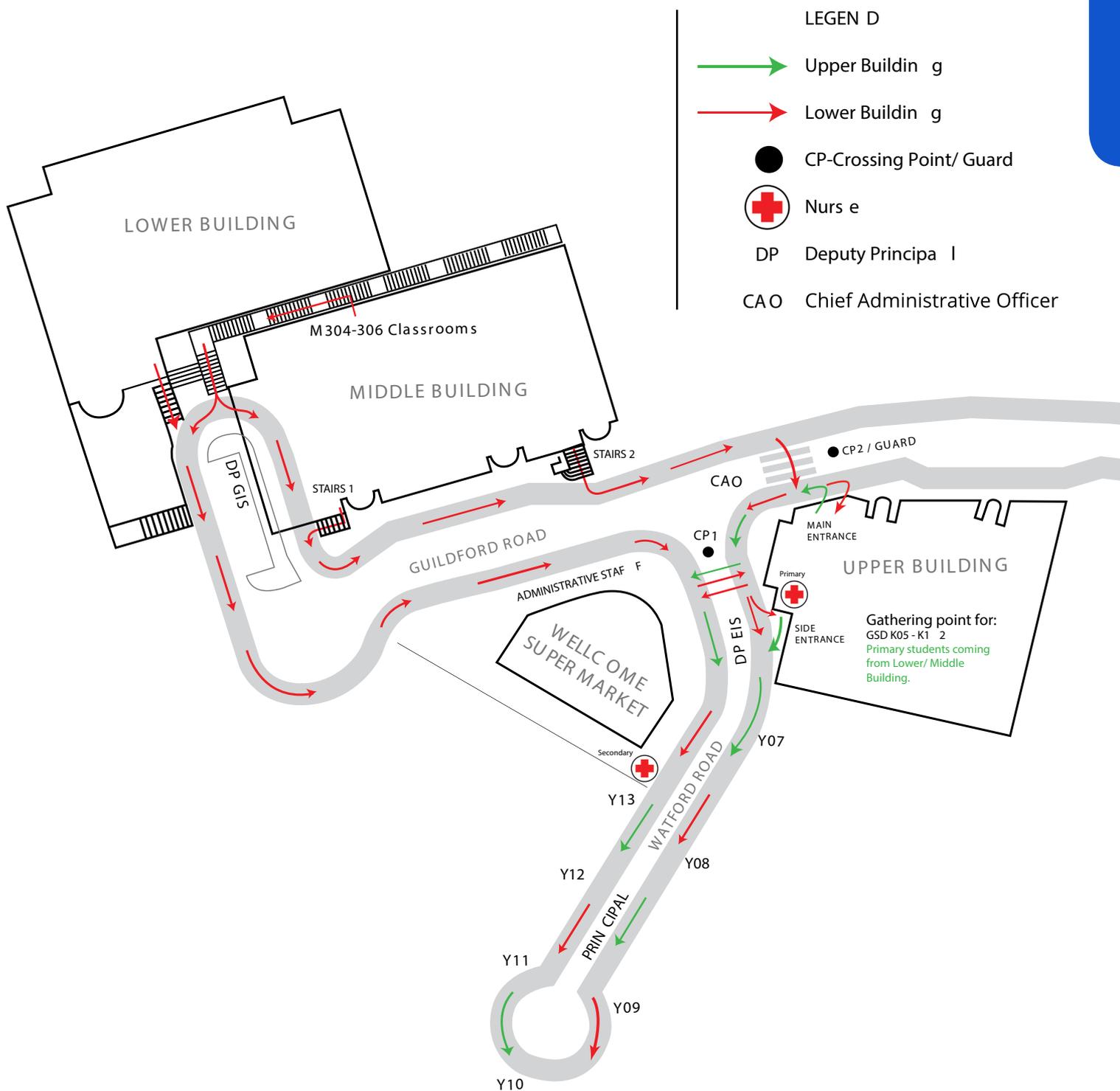
This revised version of the GSIS House Rules is effective from 1 August 2005 as decided by the Board of the German Swiss International School Association, Hong Kong on 13 June 2005 and amended by the School Management in the academic year 2019-20. It may be amended or added to by the School Management at any time. Any such amendments or additions will be made known to the school community as appropriate.

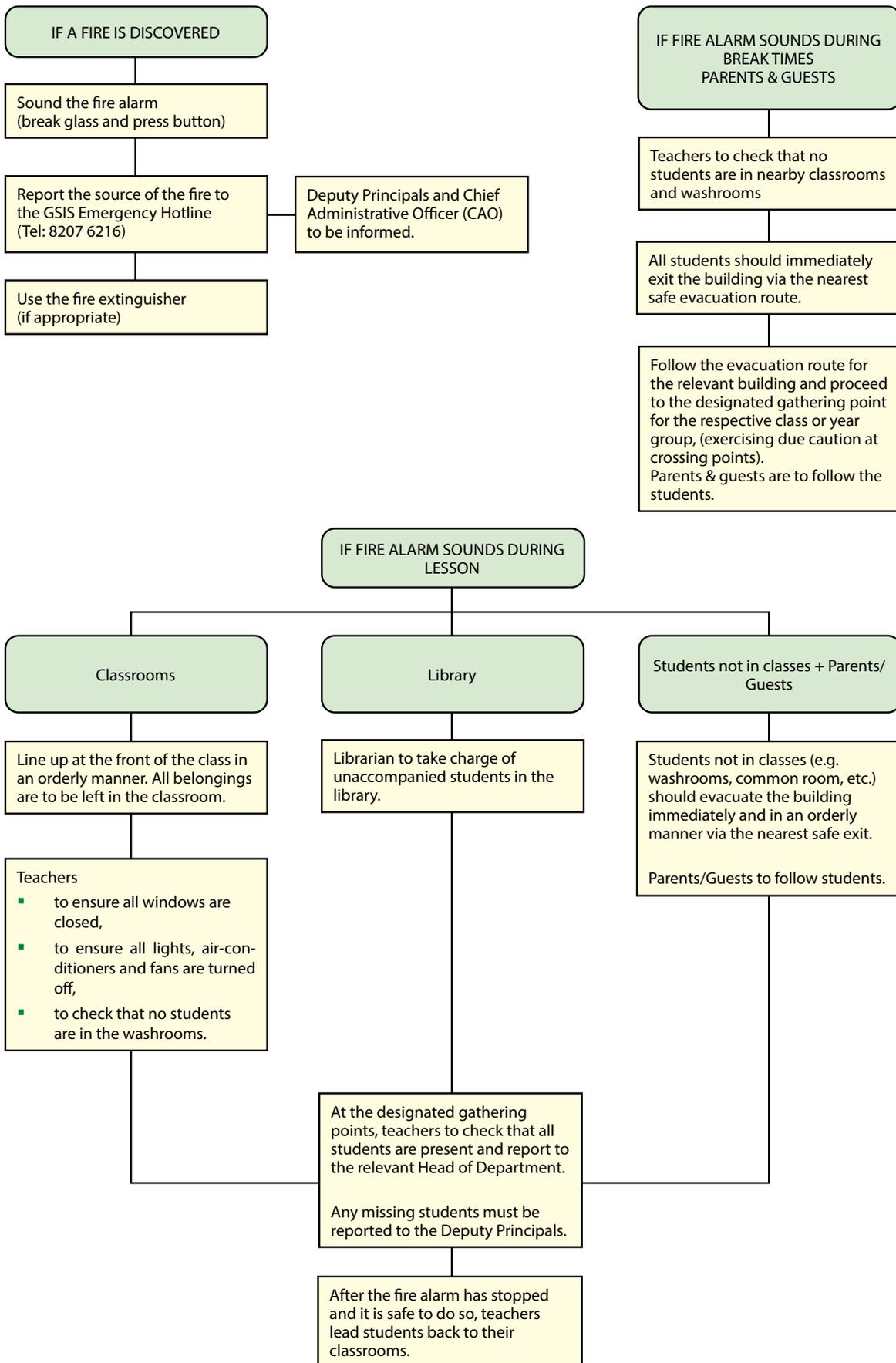


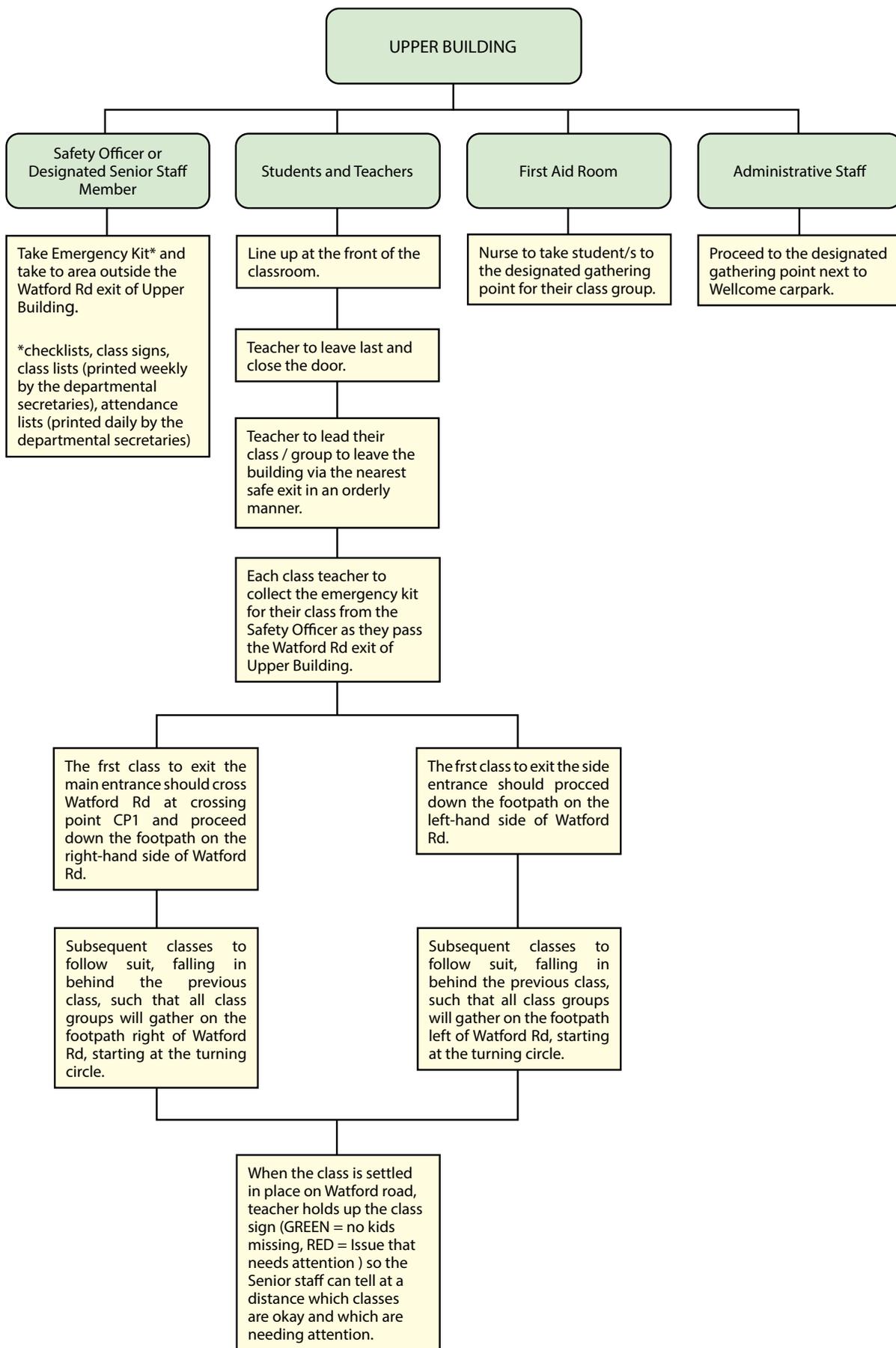
Appendix 1 - Fire & Emergency Plan

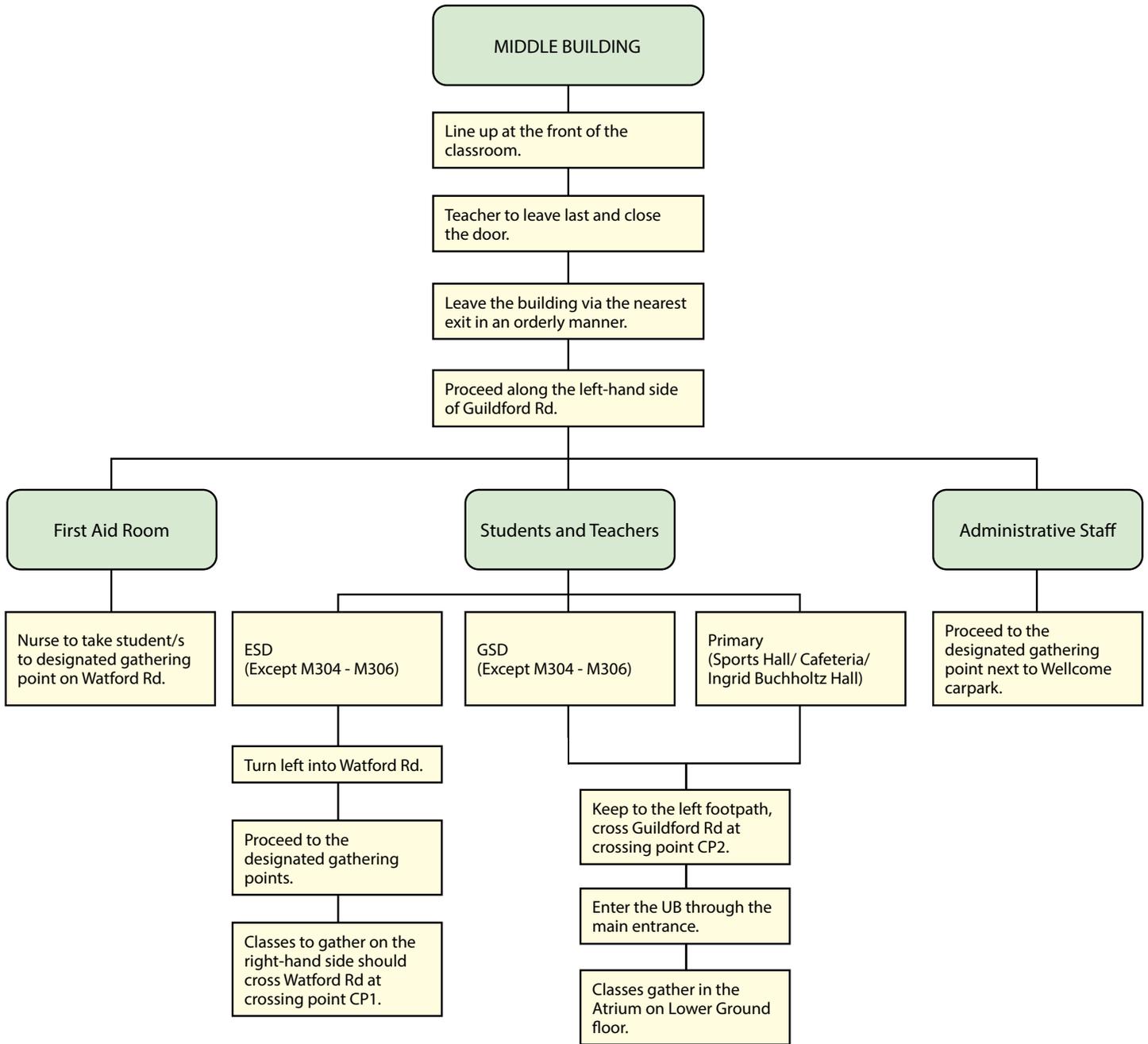
PEAK CAMPUS

Muster Stations / Fire Escape Map
(Figure 1)

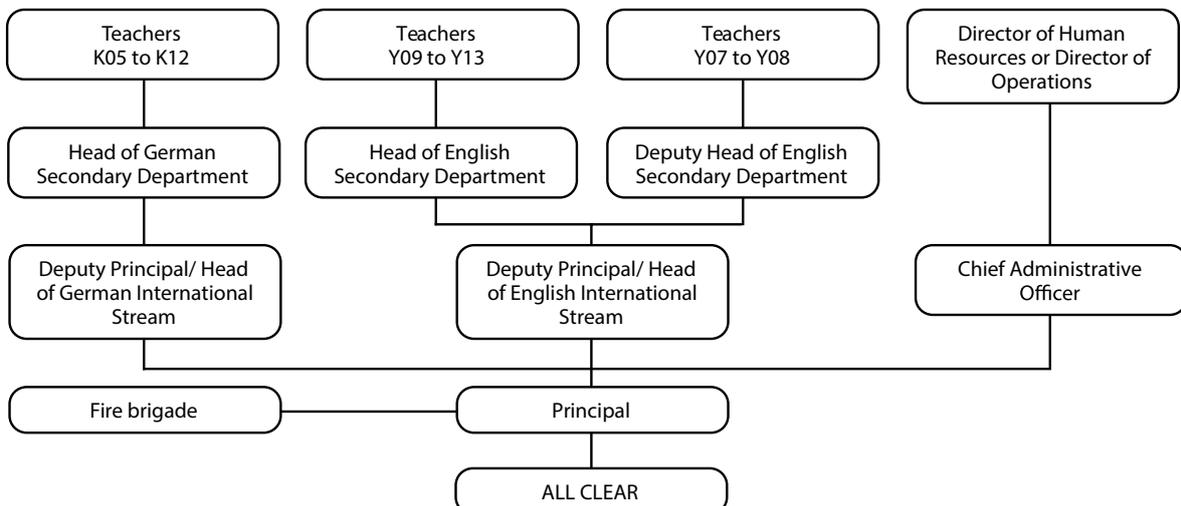


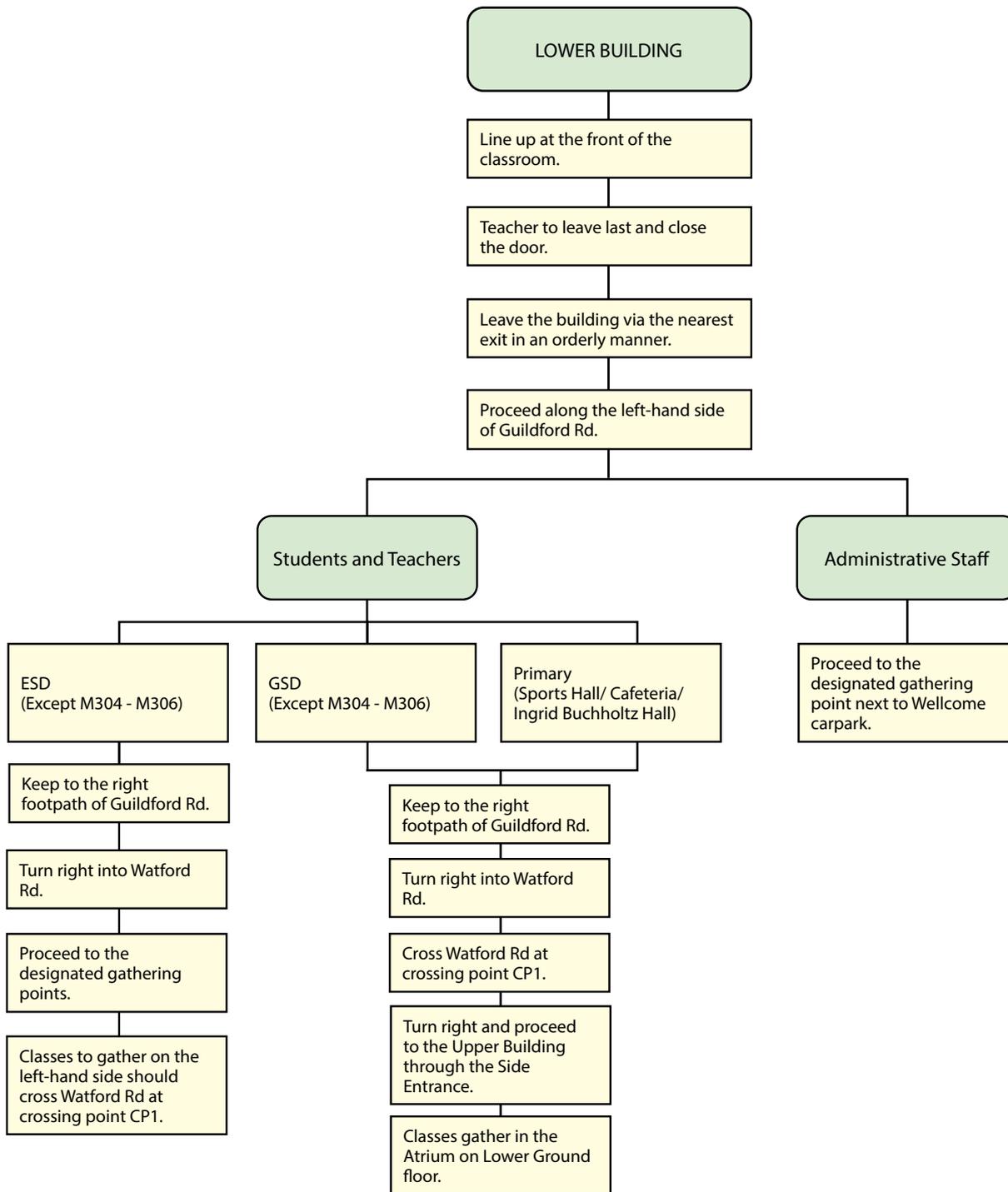




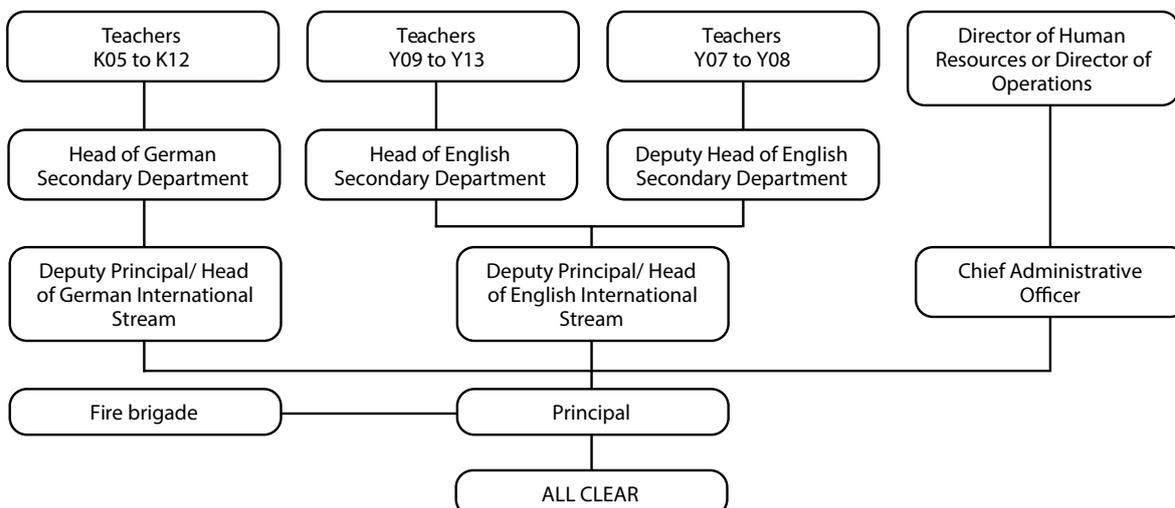


Reporting Lines



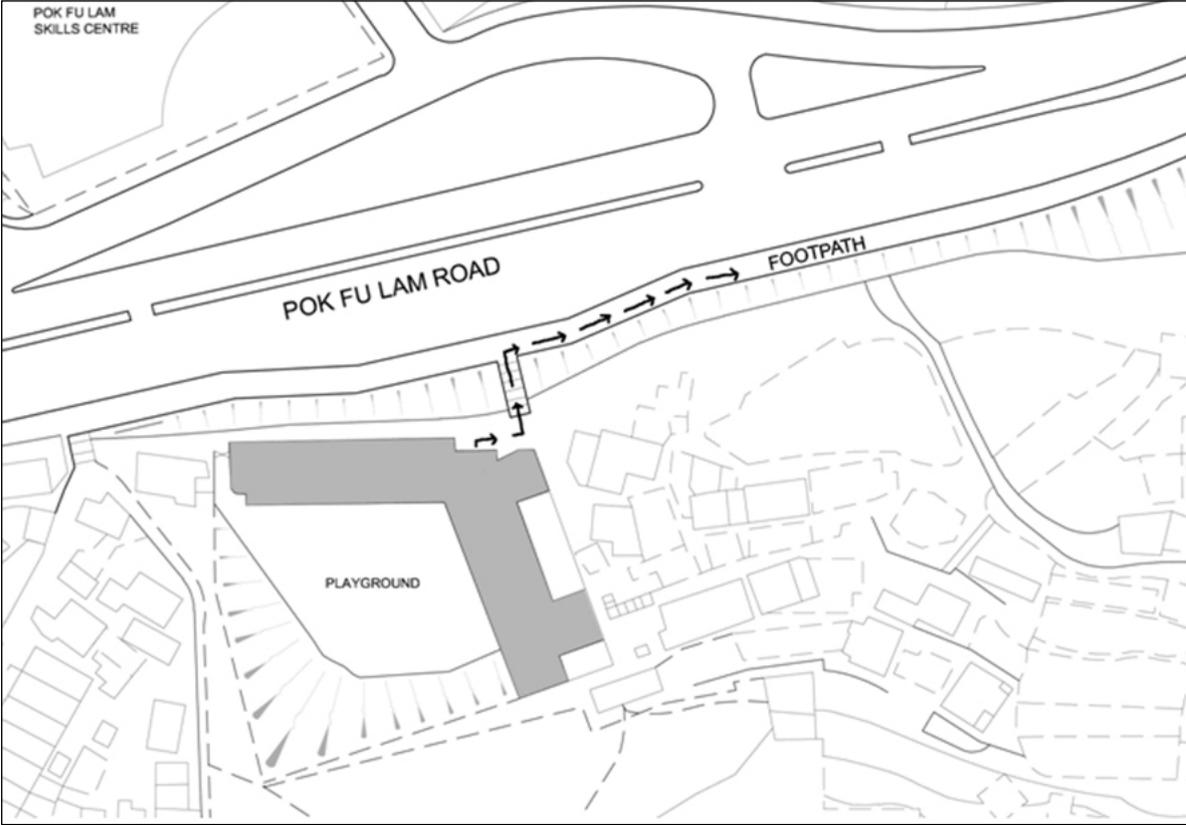


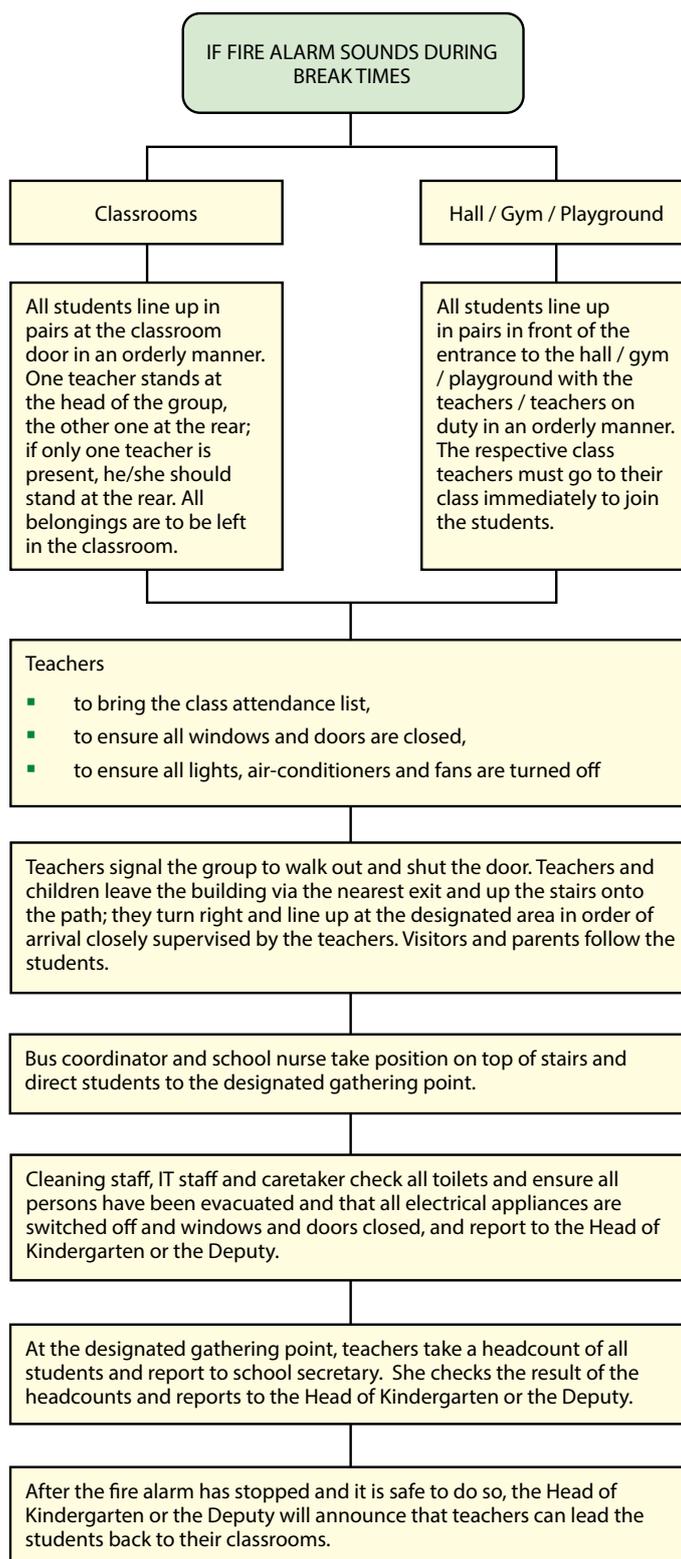
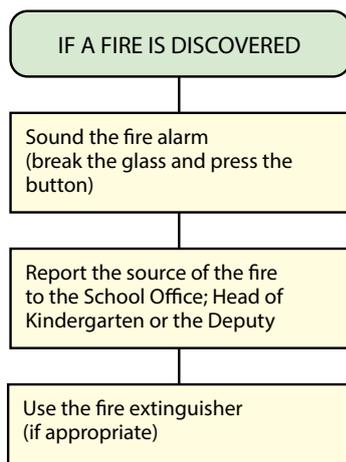
Reporting Lines



POK FU LAM CAMPUS

**Muster Stations / Fire Escape Map
(Figure 2)**





Appendix 2 - Drug Intervention

(including illegal drugs, alcohol and misuse of other harmful substances such as medication, aerosols, glue, etc)

OBSERVED BEHAVIOUR	IMMEDIATE ACTIONS TO BE TAKEN BY GSIS STAFF IN ALL CASES	DISCRETIONARY ACTION TO BE TAKEN ON A CASE BY CASE BASIS
Non-compliance with house rules regarding alcohol	<ul style="list-style-type: none"> ▪ Emergency medical consultation if required ▪ Immediate removal to Deputy Principal's office ▪ Notification of parents ▪ Notification of class teacher and school counsellor ▪ Send student home at parents' expense 	<ul style="list-style-type: none"> ▪ Meeting with parents, student (called by class teacher/ Year level Coordinator) ▪ Meeting with school counsellor ▪ Suspension for appropriate time in urgent cases ▪ In serious cases and/or in the event of recurrences: Class conference
Non-compliance with house rules regarding illegal drugs and misuse of harmful substances	<ul style="list-style-type: none"> ▪ Emergency medical consultation if required ▪ Immediate removal to Deputy Principal ▪ Notification of parents ▪ Notification of Head of Department and Principal ▪ Notification of class teacher and school counsellor ▪ Send student home at parents' expense 	<ul style="list-style-type: none"> ▪ Meeting with parents, student, class teacher, principal and school counsellor. Aim: Agreement for student support. If necessary drug testing (at parent's expense). ▪ Suspension for appropriate time in urgent cases ▪ In case of recurrences: class conference ▪ Expulsion from school (refer to Disciplinary Rules on Page 17)
Non-compliance with house rules regarding trafficking illegal drugs and other harmful substance	<ul style="list-style-type: none"> ▪ Immediate removal to Deputy Principal ▪ Notification of parents ▪ Notification of Head of Department and Principal ▪ Notification of class teacher and school counsellor ▪ Send student home at parents' expense 	<ul style="list-style-type: none"> ▪ Meeting with parents, student, class teacher/year level coordinator, principal and school counsellor. ▪ Suspension for appropriate time in urgent cases ▪ Calling in the police ▪ Expulsion from school (refer to Disciplinary Rules on Page 17)
Non-compliance with house rules regarding smoking	<ul style="list-style-type: none"> ▪ Immediate removal to Primary student to Head of German/English Primary Department. ▪ Immediate removal to Deputy Principal (Secondary students) ▪ Notification of parents and class teacher 	<ul style="list-style-type: none"> ▪ Meeting with parents, student (called by class teacher/Year level Coordinator) ▪ School-based community work

Appendix 3 - Discipline

DISCIPLINARY MEASURES

OBSERVED BEHAVIOUR	ACTION TO BE TAKEN BY OBSERVING TEACHER	ACTION TAKEN AT DISCRETION OF CLASS TEACHER, HEAD OF DEPARTMENT, PRINCIPAL ¹
Violations of Dress Code	<ul style="list-style-type: none"> Minor case: verbal warning Severe violation: send to Head of Department 	Provide appropriate clothing from the office. If no suitable clothing is on hand, student may be sent home to change.
Peer conflict ² / Bullying ³ behaviour Distinguish between <ul style="list-style-type: none"> Ongoing bullying (= counsellor issue) Conflict Verbal Physical violence with harm 	<ul style="list-style-type: none"> Separate the students. Involve Class Teacher or Head of Department as appropriate.⁴ 	<ul style="list-style-type: none"> Written accounts of the incident by all parties involved Apology to the injured party (if applicable) Warning by Head of Department/Class Teacher Community work as appropriate (either at school or outside)⁵ Class conference in serious cases (e.g. physical violence) Counselling at school⁶ or outside source
Damage to school property Distinguish between <ul style="list-style-type: none"> Accident Deliberate damage 	Involve Class Teacher, Head of Department, Deputy Principal or Principal as appropriate.	<ul style="list-style-type: none"> Firm/stern/strong reprimand Note in student records Note to parents Reimbursement of any damage Apology letter to the Chief Operating Officer
Absent without permission	<ul style="list-style-type: none"> Involve Class Teacher. Get in touch with parents. 	<ul style="list-style-type: none"> Meeting with parents Counselling inside/outside school Note number of absences in school report
Repeated interruption of classes	Involve Class Teacher or Head of Department as appropriate.	<ul style="list-style-type: none"> Reprimand Written warning Community work Meeting with parents Class conference
Use of mobile phone and other digital devices	Confiscate item.	<ul style="list-style-type: none"> 1st & 2nd offence: pick up after signing at the end of the school day 3rd offence: parents must come into school to collect the device
Being in possession of dangerous items, ie pocket-knife, etc	Confiscate item.	<ul style="list-style-type: none"> Written warning Item returned to parents who have to come to school for this
Threats of violence towards staff or students	Immediate removal to Principal's office	<ul style="list-style-type: none"> Notification of parents and involvement of police as deemed necessary by the Principal Suspension for appropriate time Class conference¹⁰

1 Appropriate information will be stored in the student file in the school database system.

2 Normal peer conflict is an argument or fight between two students of equal status and power.

3 Bullying involves an imbalance of power. The bullying is repeated, and the bully seeks to gain power and control over the victim.

4 See Appendix 3 for a form for reporting a bullying incident.

5 See Appendix 3 for a form on community work at school.

6 See Appendix 3 for a form for an agreement between counsellor and student.

REPORT OF A BULLYING INCIDENT

Date _____

Incident reported by _____

- Reporting person was
- The victim
 - A staff member
 - A bystander
 - A parent
 - Involved but not the main perpetrator

Date/time of incident _____

Who was involved _____

What happened _____

Where did it happen _____

Witnesses _____

Follow up

Date	Action taken by school and follow up on bullying incident by Class Teacher (or School Counsellors on request)

**COMMUNITY WORK AT SCHOOL
FORM FOR STUDENT**

Student _____

Class _____

Class Teacher _____

Date from _____ to _____

Time 10:45 – 11:05 am

Where Pre-Primary DVOR Y01
 Junior Library Senior Library

Teacher in Charge _____

Write a short report of your week, making at least one comment on each day. Hand in your report (with this paper) to your class teacher. Remember to ask your parents to sign your report.

You may like to comment on the following

- What did you do?
- Which tasks did you like/dislike?
- Which tasks were easy/difficult?
- What were you thinking when carrying out these tasks?





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