



德
瑞
國
際
學
校
DEUTSCH-SCHWEIZERISCHE
INTERNATIONALE SCHULE
GERMAN SWISS
INTERNATIONAL SCHOOL

HOUSE RULES

(Hong Kong, January 2012)



TABLE OF CONTENTS

PRINCIPAL'S PREFACE	4
GUIDING PRINCIPLES.....	5
RULES.....	6
DISCIPLINARY MEASURES.....	12
FINAL PROVISION	14
SCHOOL CONTRACT	16
APPENDIX 1 - DISCIPLINE	17
1.1 REPORT OF A BULLYING INCIDENT	18
1.2 COMMUNITY WORK AT SCHOOL	19
1.3 AGREEMENT BETWEEN COUNSELLOR AND STUDENT.....	20
1.4 DISCIPLINARY RULES	21
1.5 CLASS/DEPARTMENTAL CONFERENCES	24
APPENDIX 2 - ELECTRONIC COMMUNICATION POLICY	26
2.1 PRIMARY SCHOOL.....	27
2.2 SECONDARY SCHOOL.....	27
2.3 STAFF, TRAINEES, GUESTS	29
APPENDIX 3 - FIRE AND EMERGENCY ALARM	31
3.1 ALL DEPARTMENTS.....	32
3.2 KINDERGARTEN EVACUATION PROCEDURES	33
3.3 LOWER AND MIDDLE BUILDING EVACUATION PROCEDURES	34
3.4 UPPER BUILDING EVACUATION PROCEDURE	35
3.5 BUSINESS COLLEGE – 18 Centre Street, Kaiser Commercial Centre.....	36
APPENDIX 4 - FIRST AID	37
APPENDIX 5 - SCHOOL ACTIVITY GENERAL CONSENT FORM	39
APPENDIX 6 - STUDENT AND PARENT PARTICIPIATION	42
6.1 PREFECTS.....	43
6.2 STUDENT UNION (SCHÜLERVERTRETUNG – SV).....	45
6.3 THE KPRs (CLASS PARENT REPRESENTATIVES)	48



德
瑞
國
際
學
校
DEUTSCH-SCHWEIZERISCHE
INTERNATIONALE SCHULE
GERMAN SWISS
INTERNATIONAL SCHOOL

PRINCIPAL'S PREFACE

Rules help us live together. They tell us what is expected of us and what we may expect of others. This is of special importance in schools where people from many different cultures and backgrounds work together. We may, in accordance with religions and philosophies across the ages, agree on the Golden Rule, "Don't do things you wouldn't want to have done to you" or, "Do unto others as you would have them do unto you". But when it comes to details, perceptions of what constitutes proper behaviour are bound to vary. What some regard as legitimate self-expression others see as inappropriate and unacceptable.

In a multicultural school we soon learn that what we take for granted is by no means universally accepted. We need to be aware of our differences. We need to talk about them and we need to compromise in the interest of the common good. Some of us, for example, would like to see school uniforms as a way to solve the question of appropriate school clothing and to foster the school spirit; others oppose school uniforms as a violation of students' rights to express themselves through their clothing. The compromise found in GSIS is a dress code that is firm on essentials, yet flexible enough to accommodate individual styles and preferences.

Through a process of consultation involving students, staff, management, parents and school board, we have arrived at a set of rules which help us meet the challenges of working and learning in an atmosphere of mutual respect and cooperation. Our House Rules state the basic principles governing our quest to educate students to be confident, self-disciplined individuals and responsible members of society. At the same time, they spell out our practical solutions to the challenges of a complex campus comprising a German and an English Stream and catering to the diverse needs of students from Kindergarten to Business College.

We are confident that the rules we have agreed on are fair and workable. They will be reviewed from time to time to keep them up to date in the light of changing circumstances.

My deep-felt thanks go to all who have so freely given of their time and expertise to help us clarify our code of conduct. I gratefully acknowledge the cartoons designed by one of our students: Rhonda Chan. They add an element of creativity and humour to our attempt to formulate the rules we live by.

Students, parents and staff who are new to GSIS are cordially invited to study our House Rules and to sign our school contracts. In doing so, you decide to become members of the GSIS community. A very warm welcome to all of you.

Dr Jens-Peter Green



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, and 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 persons who are in a position of authority
- Respect the need of others to work in an environment of learning and teaching.

RULES

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.

On returning to school, the student should bring a written explanation from his/her parents stating the cause and length of absence. In special circumstances a doctor's certificate may be required.

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.

SEE "ATTENDANCE AND PUNCTUALITY"

ABSENCE OF PARENTS FROM HONG KONG

If at any time both parents are to be absent from Hong Kong, the school must be informed, giving both the name of the person in whose care the child is to be left, and the name and telephone number of the contact person in the event of an emergency. Cooperation in this matter is very important.

ALCOHOL AND DRUGS

No member of school or visitor should be in possession of, or under the influence of, or provide others with, alcohol or illegal drugs. Occasionally, consuming alcohol by teachers, parents and visitors may be permitted during social events. Students should not consume alcohol on the school premises at any time.

SEE "SMOKING"



ASSEMBLY

Assemblies aim to bring together sections of the school community to inform them about events and activities, to celebrate successes 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.

Any files to be used during presentations (music, slide shows, etc) should be handed in to the ICT support team in good time.

Students must be escorted by their subject teachers (Secondary) or class teachers/subject teachers (Primary) to the IB Hall.

- Students gather in the classroom in which they would normally have their lesson and wait for the subject teacher.
- The subject teacher makes sure that all schoolbags are left in the classroom. The subject teacher locks the classroom and escorts the students to the IB Hall.
- After the assembly, the subject teacher escorts the students back to their 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 Upper Building) or office (in Middle Building) to find him/her.

SEE "ABSENCE FROM SCHOOL"

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 the second long breaks, all Primary school students go to the break areas allocated to them.

Middle Building students below K10/Y11 must leave the classrooms promptly and go to the roof.

Students in the Upper Building below K10/Y11 must leave the classrooms promptly and go to the courtyard or the Old Gym (when available).

At the start of breaks, classrooms (except K10/Y11 and above) should be vacated and locked with lights and air-conditioning off. Classrooms should be unlocked by the teacher on duty following the first bell.

Students of K10/Y11 and above may remain in their classrooms and/or the Senior Students' Common Room.

Middle Building students may go to the Upper Building at first and second break times if they wish to purchase snacks from the kiosk, but must be back in their classrooms in good time for the next lesson.

During wet breaks, students are allowed to stay in the classrooms with the door open.

Ball games (with the exception of French tennis and basketball) are forbidden during the break.

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

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

Bullying 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 can't 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 counsellors, Student Prefects or their Head of Department for help.

Further information, advice, and resources are available on the GSIS Portal.

SEE CYBERBULLYING; APPENDICES 1.1 – 1.3

CLEANLINESS

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

CORRIDORS/PRIMARY AND SECONDARY AREAS

Students must not run in the hallways or on the staircases.

Secondary school students should not use the Primary school areas and Primary school students should not use the Secondary school areas in the Middle Building.

CYBERBULLYING

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. This can take many forms including:

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

SEE BULLYING; APPENDICES 1.1 – 1.3

DRESS CODE

Students should dress appropriately for school. The following are not acceptable

- Revealing clothes
- Clothes with offensive slogans
- Gaudily coloured hair (ie, hair dyed in non-natural colours, eg blue or green)



- Body piercings, other than earrings
- Wearing of hats during lessons and assemblies

Earrings should be removed for PE.

Tattoos are strongly discouraged. Students/staff who already have tattoos should endeavour to cover them.



EATING AND DRINKING

Students should not eat in the classrooms of the Secondary Departments except during wet breaks or with permission by the supervising teacher. During the lunch break, students should eat in the designated lunch areas

- The lunch zone in front of the gymnasium
- The sitting area in the Secondary school hallway in the Middle Building
- The Old Gym
- The courtyard in the Upper Building
- Chewing gum during lessons is not allowed. Chewing gum is, in general, not looked upon favourably at GSIS.

ELECTRONIC COMMUNICATION

The school has three policy statements/agreements relating to electronic communications and the use of GSIS electronic resources.

1. Primary school students and parents/legal guardians
2. SEE APPENDIX 2.1. To be signed jointly by the parent/legal guardian and the student.
3. Secondary school students and parents/legal guardians
4. SEE APPENDIX 2.2. To be signed jointly by the parent/legal guardian and the student.
5. GSIS staff, trainees, and guest users
6. SEE APPENDIX 2.3. To be signed online by the user.

To respect the privacy and needs of our families, we ask that everyone indicate their wishes in the Administration Information Pack regarding the use of student images by the school.

Any questions or comments regarding these policies should be addressed to the Head of Teaching and Learning Technologies.

EXEMPTION FROM PE*¹ CLASSES

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

INGRID BUCHHOLTZ HALL

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

LANGUAGES

In the interest 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 neighbourhood during school hours.

During school hours Primary students are not to visit the Lounge or shops in Watford Road; Secondary students from K05/Y07 to K09/Y10 may visit them during the lunch break only. Students from K10/Y11 upwards may visit the Lounge and the shops during the morning breaks and also during study periods.

1 Physical Education

LIBRARY

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
- Only print what they will use

Students should not

- Take food and/or drink into the library
- Play games of any sort in the library
- Provide passwords to access online resources to non-GSIS users

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

Individual students may only stay in the library if there is sufficient seating available. If the library is full then they must go elsewhere.

No resources, paper or electronic, may be borrowed without a current student card. If laptops are borrowed for use in the library then they should be used only for work and should be returned after use.

It is a student's responsibility to return the books by the due dates of borrowed items. In the Senior Library, a fine will be charged for late returns.

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

Borrowers who consistently refuse to pay fines (Senior Library) or pay for lost books will be excluded from using the library resources.

Students are to follow the Electronic Communication Policy.

SEE APPENDIX 2

Priority for computer use is given to classes who have a library lesson (Senior Library).

Laptops and computers can be reserved by subject teachers for use by their students during lessons.

Camera equipment held in the Junior Library will be issued to staff members only.

LOCKERS

Lockers are allocated to Secondary school students by the Deputy Principal 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 Reception or to the Primary administration office.

MOBILE PHONES, TELEPHONES, MP3 PLAYERS, ETC

Students may not use or turn on mobile phones at any time in school. Staff should show discretion in the use of mobile phones.



Students may only use the telephones at the stairs to the ground floor in the Upper Building and in the first hallway in the Middle Building.

Personal entertainment devices (ipods and mp3 players) and headphones/earphones should not be used on the school premises unless under the supervision and discretion of staff or in the Senior Common Rooms.

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.

REQUEST FOR LEAVE

See Website (http://mygsis.gsis.edu.hk/SchoolInformation_gsis_houserules.aspx#Extra-leave)

ROAD SAFETY

Students must use the official pedestrian crossing when crossing the road to go between the Upper and Middle Buildings. Crossing the road diagonally at the junction of Watford Road and Guildford Road is forbidden.

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

SMOKING

Students, staff and visitors may not smoke in the school (indoor and outdoor areas), in the immediate school vicinity, and on school buses. The immediate school vicinity includes Watford Road, the Wellcome car park, and the section of Guildford Road adjacent to the school premises².

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

See Website (http://mygsis.gsis.edu.hk/SchoolInformation_typhoon_warning.aspx)

² 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.

DISCIPLINARY MEASURES

OBSERVED BEHAVIOUR	ACTION TO BE TAKEN BY OBSERVING TEACHER	ACTION TAKEN AT DISCRETION OF CLASS TEACHER, HEAD OF DEPARTMENT, PRINCIPAL ³
Smoking	<ul style="list-style-type: none"> Send Primary student to Head of German/English Primary Department. Send Secondary student to Deputy Principal. 	<ul style="list-style-type: none"> Community work (1 afternoon) Written warning by (a) Head of Department, (b) Principal Meeting with parents (called by Class Teacher and Head of Department) Class conference
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 ⁴ / Bullying ⁵ 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.⁶ 	<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)⁷ Class conference in serious cases (e.g. physical violence) Counselling at school⁸ 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

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

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

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

6 See Appendix 1.1 for a form for reporting a bullying incident.

7 See Appendix 1.2 for a form on community work at school.

8 See Appendix 1.3 for a form for an agreement between counsellor and student.

OBSERVED BEHAVIOUR	ACTION TO BE TAKEN BY OBSERVING TEACHER	ACTION TAKEN AT DISCRETION OF CLASS TEACHER, HEAD OF DEPARTMENT, PRINCIPAL ³
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, MD and MP3 player	Confiscate item.	<ul style="list-style-type: none"> • Notify parents • Returned after a period decided by the Deputy Principal
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
Being in possession of drugs or dealing in school	Immediate removal to Principal's office	<ul style="list-style-type: none"> • Notification of parents, relevant teachers and police • Drug test • Medical-psychological consultation • Suspension for appropriate time • Expulsion from school⁹
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
Alcohol use	Immediate removal to/notification of Principal's office	<ul style="list-style-type: none"> • Emergency medical consultation required • Notification of parents • Send student home at parents' expense • Class conference • Suspension for appropriate time

9 The student must leave the school if:

- After going through support measures or following a written warning he/she again becomes involved with drugs
- He/she brings drugs to school or to school events, or passes drugs on to fellow students
- He/she actively assists in drug abuse or promotes the consumption of illegal drugs

10 The class conference convened by the Principal deals with all serious violations of rules. See Appendices 1.4 and 1.5.

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 2007-08. 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.



德
瑞
國
際
學
校
DEUTSCH-SCHWEIZERISCHE
INTERNATIONALE SCHULE
GERMAN SWISS
INTERNATIONAL SCHOOL

SCHOOL CONTRACT



SCHOOL CONTRACT

STUDENTS

Family name _____

Given name _____

Date of birth _____

Class _____

Telephone _____

Home address _____

I, <student name> have read and will comply with the rules and regulations set forth in the GSIS House Rules.

Student's signature _____ [for students from K05/Y06 onwards]

Date _____

PARENT/LEGAL GUARDIAN

We have read the GSIS House Rules and will support the school in maintaining a safe and respectful learning environment for all students. In particular, we will

- Show an active interest in our child's school work and progress
- Communicate regularly with the school
- Help our child be neat, appropriately dressed and prepared for school
- Ensure that our child attends school regularly and on time
- Promptly report to the school our child's absence or late arrival
- Discuss with our child the need to always act in a safe and responsible manner when accessing the Internet or using emails
- Encourage and assist our child in following the rules of behaviour

We are aware of the school's KPR (Class Parent Representative) system, under which parents are invited to participate in matters relating to the class, the department or the school as a whole. See Appendix 6.3. in the House Rules.

Name (printed) of Parent/Legal Guardian* _____

Signature of Parent/Legal Guardian* _____

Date** _____

* Please delete where appropriate

** In case of changes to the above personal data, please correct.



德
瑞
國
際
學
校
DEUTSCH-SCHWEIZERISCHE
INTERNATIONALE SCHULE
GERMAN SWISS
INTERNATIONAL SCHOOL

APPENDIX 1 - DISCIPLINE



DISCIPLINE

1.1 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)



DISCIPLINE

1.2 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?



DISCIPLINE

1.3 AGREEMENT BETWEEN COUNSELLOR AND STUDENT

Student's Family Name _____

Student's Given Name _____

Class _____

In future I will not

SAMPLE ONLY

If I keep to this agreement until the end of the current school year this document will be destroyed.

If I do not or if I am involved in other negative acts, this document will go to the Principal and my Class Teacher. A parents' meeting will be called at which my parents will also read this.

Student's Signature _____

Counsellor's Signature _____

Date _____

DISCIPLINE

1.4 DISCIPLINARY RULES

Disciplinary measures may only be imposed against a student if 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, consulted by the Class Teacher 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 he/she has confidence to be present.
- 3.5 The Principal looks into the legality of the decision. If in doubt he/she 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 With regard to students of the Business Trainee Programme, those responsible for their vocational training are informed about disciplinary measures taken.
- 3.8 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 20.11.2007 and implemented with effect from 29.05.2008 after consultation with the Combined Federal States Committee for German Schooling Abroad.

The previous version will no longer be valid.



DISCIPLINE

1.5 CLASS/DEPARTMENTAL CONFERENCES

Class conferences are part of the school's German heritage. They are called by the Principal, after consultation with 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 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 he/she 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(s). 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(s) 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 Heads of Department should be notified immediately. They ensure that all necessary steps are taken.

If, after consultation with the Head(s) of Department, the Principal decides 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 I.4 and I.5 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 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 Chairman of the Board of the GSIS Association Ltd.

The Class Teacher – 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 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 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, ie the teachers actually teaching the student in question or the departmental conference, ie the teachers of the relevant department, vote on a motion put forward by the Class Teacher/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.



德
瑞
國
際
學
校
DEUTSCH-SCHWEIZERISCHE
INTERNATIONALE SCHULE
GERMAN SWISS
INTERNATIONAL SCHOOL

APPENDIX 2 - ELECTRONIC COMMUNICATION POLICY



德
瑞
國
際
學
校
DEUTSCH-SCHWEIZERISCHE
INTERNATIONALE SCHULE
GERMAN SWISS
INTERNATIONAL SCHOOL

ELECTRONIC COMMUNICATION POLICY

All GSIS students are provided with an email account and appropriate storage space on our school servers. In order to draw our users' attention to their respective responsibilities when using our IT infrastructure, we request parents/guardians and students, where it is age appropriate, to read, sign and return an electronic communication policy agreement. The relevant document (Kindergarten, Primary and Secondary) is included in the GSIS Administration Booklet. This booklet is given to all newcomers and must be returned – duly filled in and signed – to the administration office.

In the Kindergarten and the first three years of Primary, we ask the parent/guardian to sign this agreement. Once a student enters K03 or Y04, the student must co-sign an age appropriate e-policy agreement at the start of the new year. This process is repeated when students move over into the secondary school in class K06 or Y07. Each document is adjusted to reflect the needs of the various age groups. We ask our parents/guardians to read the age appropriate document for their child carefully and to take time to discuss it with their son/daughter.

2.1 PRIMARY SCHOOL

Children in the Primary section use the Internet independently from K03 and Y04 onwards as part of their ICT development. At GSIS we ensure that our children are taught to use the Internet sensibly and, just as we realise that they need to be shielded from unsuitable material in newspapers, television programmes etc, we recognise that inappropriate material on the Internet must be suppressed. For this reason a web filtering system has been installed on the Primary machines. This will block access to unsuitable sites. In addition the children will not be allowed to use the Internet unsupervised.

Although in the Primary Department, teachers shall do everything they can to protect our children, we realise that they will be able to access the Internet in many other environments and will continue to do so throughout their lives. Parents should give their children guidance in strategies to deal with whatever they meet in the course of their use. Simply blocking access in one environment does not deal with the overall situation.

The first lessons on Internet use will involve accessing a child-safety site (Safekids.com) and answering an on-line questionnaire regarding this issue. They will bring the results of this questionnaire home along with material for you and your child to read together.

CHILDREN AND THE INTERNET

- www.becta.org (The British Education Communications Technology Agency)
- www.pin-parents.com (Parents' Information Network)
- www.netnanny.com (Filtering software for home and school use)
- www.cyberpatrol.com (Filtering software for home and school use)
- www.smartparent.com (Filtering software for home and school use)
- www.safety.com (Official Safety Site of the Internet)

2.2 SECONDARY SCHOOL

- 1 The various computer systems provided in the school are owned by the German Swiss International School (GSIS), and are made available to students to further their education. This policy has been drawn up to protect all parties involved in using these systems, that is, students, staff, parents and the GSIS Association and Board.
- 2 Students at GSIS are required to have Internet access and a GSIS email account to facilitate their studies.

- 3 Students will be required to sign an Electronic Communication Agreement and to have it countersigned by a parent or guardian. By signing this agreement, the student agrees that
- 3.1 Authorised GSIS staff members have the right to examine or delete any files held on any GSIS computer system and to record any Internet sites visited
 - 3.2 All Internet activity will be concerned with educational activities relevant to the course of study
 - 3.3 He/she will not share his/her password(s) with any other person and he/she will immediately inform a teacher or a member of the technical staff if he/she suspects another person knows his/her password(s)
 - 3.4 He/she will be responsible for all email sent from his/her account
 - 3.5 Posting anonymous messages and forwarding chain letters is forbidden
 - 3.6 He/she will not take part in any activity that threatens the integrity of the GSIS computers or network
 - 3.7 The use of the GSIS resources for personal financial gain, political purposes or advertising is not permitted
 - 3.8 The language used in emails and the content of emails should be equivalent to the standard used for any other formal communication in the school
 - 3.9 Email and/or the Internet may not be used to create, send or receive any of the following: materials that contain sexual implications, racial slurs or comments offensively addressing someone's age, sexual orientation, religious or political beliefs, national origin, disability or other characteristics protected by law or other materials which are defamatory or are inconsistent with Hong Kong SAR Government's Sex Discrimination Ordinance (1996); defamatory materials; or other offensive materials.
 - 3.10 Publishing Material about Others: Publishing material about staff members or other students on the Internet is not permitted in any digital format including written material, still images, or video materials without express permission from the individual(s) concerned.

Publishing Material about Others: Publishing material about staff members or other students on the Internet is not permitted in any digital format including written material, still images, or video materials without express permission from the individual(s) concerned.

Publishing Personal Information: Students should reflect carefully on the potential implications of publishing personal material on the Internet. Students are advised not to publish personal information that could allow their home/school location to be identified on social networking sites or other Internet sites.

Publishing Using an Alternative Identity: Students who use "alternative" personal identities on social networking sites are still bound by section 3.9 and 3.10. Students should be aware that in the case of a complaint, the site providers and/or other authorities such as the police can easily trace "alternative identities" back to the original owner.
 - 3.11 He/she should not respond to any message that makes him/her feel uncomfortable
 - 3.12 He/she understands that it is not his/her fault if he/she receives an offensive message, and if he/she does, that he/she will report it to his/her teacher or parents immediately
 - 3.13 He/she will respect the copyright of all materials including, but not restricted to, music, videos and computer software.



DEUTSCH-SCHWEIZERISCHE
INTERNATIONALE SCHULE
德瑞國際學校
GERMAN SWISS
INTERNATIONAL SCHOOL

ELECTRONIC COMMUNICATION POLICY

2.3 STAFF, TRAINEES, GUESTS

BACKGROUND

The German Swiss International School (GSIS) makes electronic communications resources available to all members of the GSIS user community for use in the performance of their duties and studies. This policy governs the use of all GSIS electronic communication systems, including e-mail, facsimile machines, telephones, computer networks, personal computers and the Internet. This policy applies to all staff, trainees, and guest users. Appropriate and reasonable incidental personal use of the GSIS communications resources is permitted. However, any personal use of the GSIS's electronic communications resources that interferes in anyway with the conduct of the business of the school is prohibited. It is important that users all have a common understanding of what this means. All users should complete the online registration form to indicate that they have read and understood the Electronic Communications Policy agreement and that they agree to abide by the agreement.

SCHOOL PROPERTY

All messages created, sent, received or stored by users of the German Swiss International School electronic communication systems remain the property of GSIS. Information stored in, or transmitted through, the GSIS electronic communication systems may be reviewed by authorized personnel, with the user present, if inappropriate activity is suspected or reported. GSIS logs all Internet use and authorised staff will review these logs periodically. This will be done automatically using search techniques specifically designed to identify access to inappropriate web sites. No other information concerning Internet usage is examined or recorded and it is hoped that users will understand the need for GSIS to be vigilant in screening for inappropriate types of activity. If a user accidentally accesses an inappropriate web site they should exit the site immediately and notify the Information Technology Support Group as soon as possible.

PROPER USE

The German Swiss International School electronic communications systems may not be used to create, send or receive any of the following: materials that contain sexual implications, racial slurs or comments offensively addressing someone's age, sexual orientation, religious or political beliefs, national origin, disability or other characteristics protected by law or other materials which are defamatory or are inconsistent with Hong Kong SAR Government's Sex Discrimination Ordinance (1996); defamatory materials; or other offensive materials.

The German Swiss International School's electronic communications resources may not be used to engage in any improper or illegal activity or to perform any unauthorized access of any other person's, or organisation's, computers or telecommunication systems. Users shall further agree not to transmit any material that encourages conduct that could constitute a criminal offence, give rise to civil liability or otherwise violate any applicable local, national or international law or regulation. The School shall assume no responsibility for any infringing or non-permitted use committed by the User.

Users may not use the German Swiss International School's resources to establish a World Wide Website, home page or other capability without express permission from GSIS. Users are also prohibited from using or placing the GSIS logo, or other distinctive image, on any external computer system.

CONFIDENTIAL OR PROPRIETARY INFORMATION

Users should treat all communications using the German Swiss International School's electronic communications systems as confidential. Users may not retrieve any messages that are not addressed to them unless authorized to do so. However, users should not assume that any message or document would remain private or confidential. Messages and documents can still be read even after they have been deleted. The use of passwords does not guarantee confidentiality. Users may not access, transmit or store materials protected by patent, copyright, trade secret or other intellectual property right unless they obtain the proper consent of the owner of such rights. Users may not transmit confidential or proprietary information or trade secrets to any unauthorized party.

ENFORCEMENT

Any user who acts inconsistently with this policy is subject to disciplinary action, up to and including immediate termination of employment or studies, and, where appropriate, potential civil and/or criminal penalties. In addition, any user who acts inconsistently with this policy will be held responsible for any claim, liability, charge or expense, including any legal fees that arise from such action. The policy will be governed and construed in accordance with the laws of the Hong Kong SAR and the Users and the School shall agree to submit to the exclusive jurisdiction of the courts in the Hong Kong SAR.

These policies are intended to assure reasonable and appropriate protection of the German Swiss International Schools communications resources and to provide clear guidance to all users as to reasonable standards of behaviour that are appropriate in using these resources. GSIS reserves the right to change this policy at any time.

If users have any questions about this policy, they should contact the Deputy Principal.

SAMPLE ONLINE REGISTRATION FORM

- I do not agree
 I agree

Your Given Name(s): _____

Your Surname: _____

Your Email Address (*): _____

(*) Staff and students should enter their official GSIS email address

I am a

- Staff Member Trainee KPR Member
 Guest User Student

Security Check

As a security check, an email will be sent to your email account after you click on the Submit button.

Original agreement signed online.



德
瑞
國
際
學
校
DEUTSCH-SCHWEIZERISCHE
INTERNATIONALE SCHULE
GERMAN SWISS
INTERNATIONAL SCHOOL

APPENDIX 3 - FIRE AND EMERGENCY ALARM

FIRE AND EMERGENCY ALARM

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. Only in this way can panic be avoided.

3.1 THE PEAK CAMPUS

If a fire is discovered,

- sound the fire alarm (break the glass of the alarm box and press the button);
- report the source of the fire by telephone to the School Office in the Upper Building (from where the Administrator and/or the Principal will be informed); and
- use the fire extinguisher, if appropriate.

If the fire alarm sounds during a lesson,

- all students must line up at the front of the classroom in an orderly manner, leaving sufficient space in front of the door - they must remain absolutely quiet;
- all belongings must be left in the classroom;
- teachers must ensure that they bring the class attendance list;
- all windows must be closed, and lights, air-conditioners and fans turned off;
- teachers must check that no students are in the washrooms;
- the librarian takes charge of unaccompanied students in the library;
- students who are not in classes (i.e. in washrooms, the common room, study areas, playgrounds, etc.) should evacuate the building immediately and in an orderly manner via the nearest safe evacuation route and proceed safely to the relevant designated gathering point for their year group;
- at the designated gathering points, all students must remain lined up in an orderly manner. Respective teachers check that all students are present and report to the relevant Head of Department. Any missing students must be reported at once to the Deputy Principal; and
- after the fire alarm has stopped and it is announced that it is safe to do so, the teachers lead the students back to their classrooms.

If the fire alarm sounds during break times,

- teachers should check that no students are in nearby classrooms and washrooms, and proceed to exit the building via the nearest safe evacuation route; and
- all Primary and Secondary students should immediately exit the building in an orderly manner via the nearest safe evacuation route and proceed via relevant footpaths and road crossing points to the appropriate designated gathering point for their year group.

3.1.1 LOWER AND MIDDLE BUILDING EVACUATION PROCEDURES

If the fire alarm sounds during a lesson,

- students line up at the front of the classroom behind the Fire Captains. On the teacher's signal, the Fire Captains lead the class out of the classroom via the relevant evacuation route; and
- the teacher leaves last and closes the door.

Primary School

With reference to the diagram on page 34, after exiting the Lower Building, Primary students and teachers should

- keep to the footpath and turn right into Watford Road; and
- proceed to the turning circle at the end of the street.

German Secondary

With reference to the diagram on page 34, after exiting the building, German Secondary students and teachers should

- walk along the footpath on the left-hand side of Guildford Road to crossing point #2 and cross Guildford Road;
- proceed to crossing point #1 on Mansfield Road, keeping to the footpath; and
- cross Mansfield Road, under the supervision of two crossing attendants, and proceed along the footpath on the right hand side of Rosmead Road to the relevant designated gathering point.

English Secondary

With reference to the diagram on page 34, after exiting the building, English Secondary students and teachers should:

- walk along the footpath on the left-hand side of Guildford Road to crossing point #2, and cross Guildford Road;
- proceed to the turning circle at the end of Mansfield Road, keeping to the footpath; and
- assemble according to year groups at the relevant designated gathering point.

Non-Faculty Staff

After exiting the building, all non-faculty staff should proceed along the footpath to Watford Road and wait near the Upper Building car park, opposite the Wellcome premises (indicated on the diagram on page 34). Non-faculty staff report to the Head of HR, who reports to the Deputy Principal.

FIRST AID ROOM

Students who are in the First Aid Room will be taken by the nurse to the designated gathering point to rejoin their class.

3.1.2 UPPER BUILDING EVACUATION PROCEDURE

If the fire alarm sounds during a lesson,

- students line up at the front of the classroom behind the Fire Captains;
- On the teacher's signal, the Fire Captains lead the class out of the classroom via the relevant evacuation route;
- In the event that a class is being taught in various groups then all groups in the class exit the building in an orderly manner via the nearest safe evacuation route; and
- proceed via relevant footpaths and road crossing points to the appropriate designated gathering point for their year group and wait for further instructions.

German Secondary

With reference to the diagram on page 34, after exiting the building, German Secondary students and teachers should:

- make their way along the footpath on the right hand side of Guildford Road to crossing point #1 on Mansfield Road;

- cross Mansfield Road, under the supervision of two crossing attendants; and
- proceed along the footpath on the right hand side of Rosmead Road to the relevant designated gathering point.

English Secondary

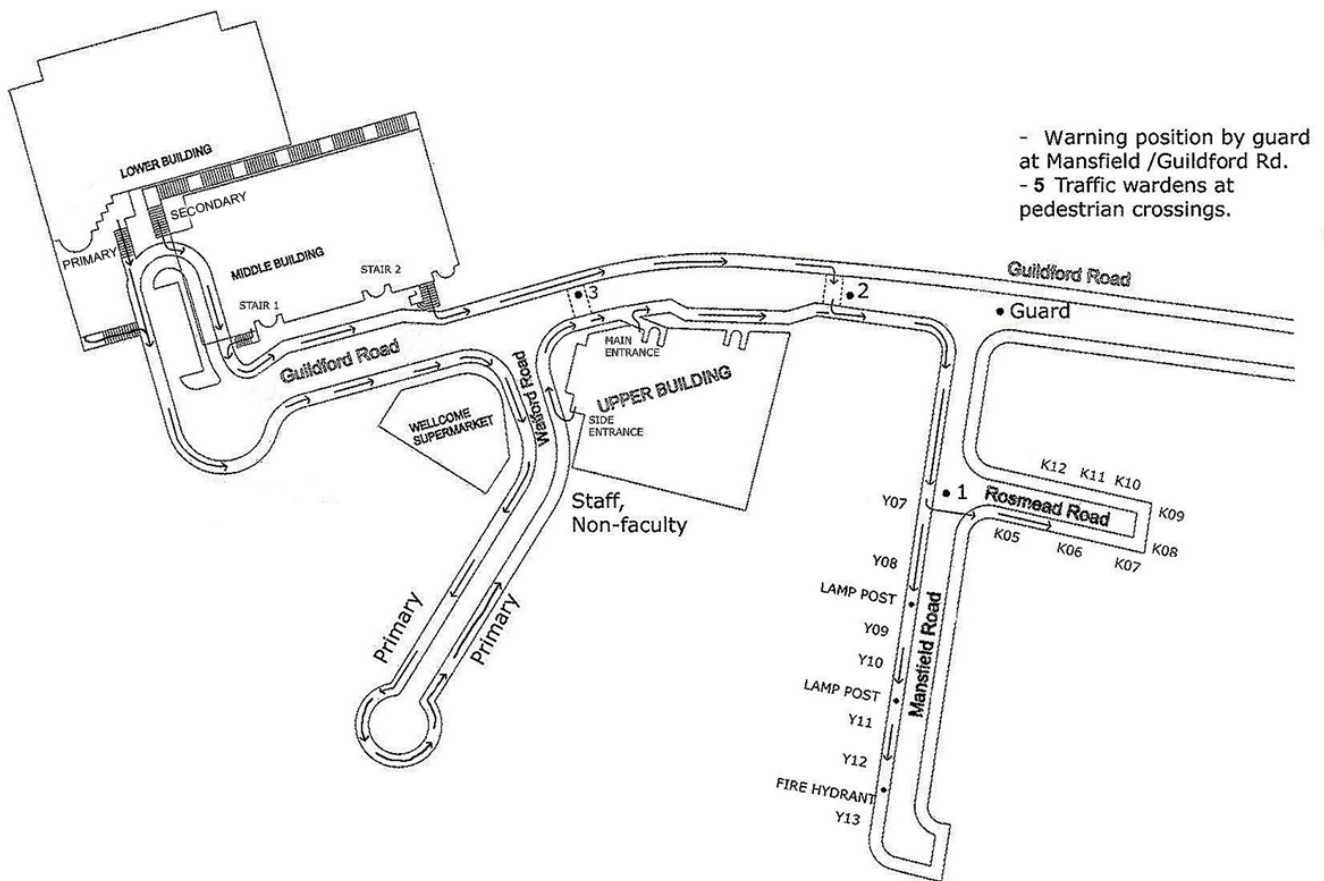
With reference to the diagram on page 34, after exiting the building, English Secondary students and teachers should

- make their way along the footpath on the right hand side of Guildford Road to the designated gathering points at the end of Mansfield Road.

Non-Faculty Staff

After exiting the building, all non-faculty staff should proceed along the footpath to Watford Road and wait near the Upper Building car park, opposite the Wellcome premises (indicated on the diagram on page 34). Non-faculty staff report to the Head of HR.

MUSTER STATIONS



3.2 POK FU LAM CAMPUS

If a fire is discovered, use the fire extinguisher.

If you are unable to extinguish the fire,

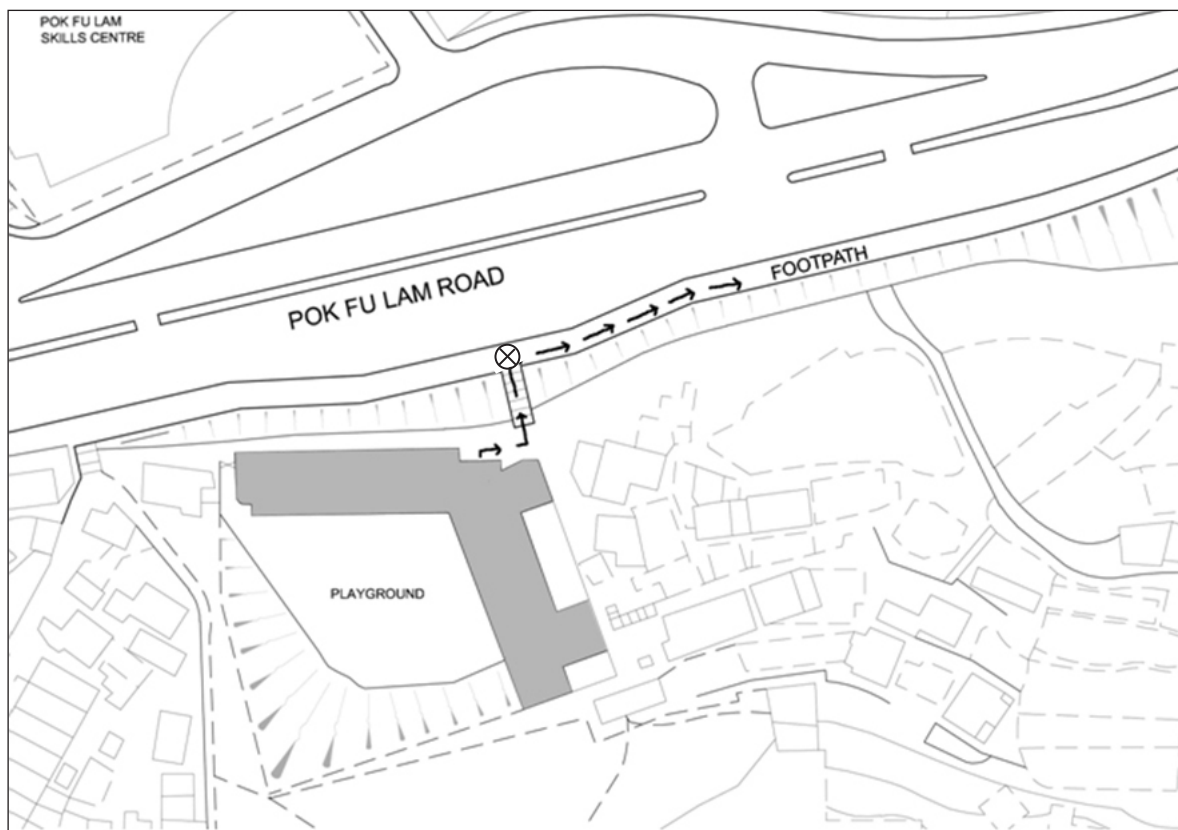
- sound the fire alarm (break the glass of the alarm box and press the button > continuous alarm);
- report the source of the fire by telephone to the School Office, the Head of Department or the Deputy; and

If the fire alarm sounds during a lesson,

- after the signal (continuous bell sound), all children and teachers line up in orderly manner, leaving sufficient space in front of the door. They must remain quiet. Children and teachers' belongings stay in the classroom. One teacher must take the class attendance list;
- all windows are to be closed and fans turned off;
- one teacher stands at the head of the group, the other one at the rear; should only one teacher be present, he/she should stand at the rear;
- the teachers give the sign for the group to walk out. The teacher at the end of the line shuts the door. The teachers are to follow the exit signs to the main entrance;
- visitors and parents follow the students;
- after leaving the building, the students will be led up the stairs onto the path, closely supervised by the teachers; use the stairs closest to your exit and take care to not cross the path of other groups; they are to turn right and line up at the designated area in order of arrival;
- when the last students have left the building, the caretaker and cleaning staff sweep the building in pairs and report to the school secretary;
- one of the two teachers checks that all children in the group are present. All children must remain lined up in an orderly manner. The teacher then reports to the school secretary. Any missing students must be reported at once; and
- the school secretary informs the Head of Department or the Deputy Head, who will give the relevant signal to return to the classrooms.

If the fire alarm sounds during break times,

- Vehicles, toys etc must immediately be returned to their place
- All students line up immediately in double rows in front of the entrance to the hall and wait for the teachers
- All teachers not working with students proceed immediately to the waiting students to lead them via the escape route to the designated area
- Teachers on duty sweep the playground and toilets of the lower ground to ensure no students are left behind
- The school secretary takes the student lists and proceeds to the designated area
- Other non-faculty staff leave the building via the escape routes or support the teachers as necessary
- The caretakers sweep the building to ensure all students and staff left the building
- At the designated area the teachers do a all over headcount and pass the result on to the school secretary
- The school secretary checks if the result of the headcount matches the numbers on the lists and reports to the campus manager



⊗ Position of Bus Coordinator and IT staff directing students

3.5 BUSINESS COLLEGE – 18 Centre Street, Kaiser Commercial Centre

An information session involving all persons regularly involved with the Business College will be held at the beginning of every school year in order to ensure familiarity with the general fire and emergency evacuation procedures outlined in 3.1, as well as the procedures specific to the Business College below.

IF A FIRE IS DISCOVERED

- sound the fire alarm (break the glass of the alarm box and press the button)
- report the source of the fire to the Management Office of the Kaiser Commercial Centre (phone: 2857-4369, Cantonese only)
- use the fire extinguisher (use the red fire extinguisher except in the case of an electrical fire, which requires the use of the blue fire extinguisher).

There is also a fire hose located on the first floor of the building.

IF THE FIRE ALARM SOUNDS DURING A LESSON

- All students must evacuate the building in an orderly fashion via one of the building's staircases.
- If evacuation via a staircase is not possible due to excess smoke, it will be necessary to evacuate the building by climbing down from the balcony (Centre Street)
- The meeting point for all students and teachers is at a safe distance away from the building in Centre Street (in the direction of Queens Road East).



德
瑞
國
際
學
校
DEUTSCH-SCHWEIZERISCHE
INTERNATIONALE SCHULE
GERMAN SWISS
INTERNATIONAL SCHOOL

APPENDIX 4 - FIRST AID

FIRST AID

The First Aid Room at GSIS is staffed by a trained nurse. It is located in the Middle Building and is open from 7:30 am until 3:30 pm Monday to Friday, to take care of minor accidents. In case of serious accidents (emergencies), the parents will be informed immediately and the child will be taken to the Adventist Hospital on Stubbs Road (Tel: 2574 6211) for treatment.

Please note that students are covered by a school accident insurance up to HK\$ 30,000 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.

Students from K07/Y08 up 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 person collects the child.

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.



德
瑞
國
際
學
校
DEUTSCH-SCHWEIZERISCHE
INTERNATIONALE SCHULE
GERMAN SWISS
INTERNATIONAL SCHOOL

APPENDIX 5 - SCHOOL ACTIVITY GENERAL CONSENT FORM



SCHOOL ACTIVITY GENERAL CONSENT FORM

In consideration of my child <merge field> being allowed to join educational visits and school activities, I agree

- 1 That I will not hold the school responsible for any loss of personal effects, or money, suffered by my child during such visit where reasonable steps have been taken by the school to safeguard such effects and money.
- 2 That I consent to my child travelling by public transport and/or in a motor vehicle driven by any qualified adult provided to or arranged by, and accompanied and properly supervised by a staff member of the school.

In the event of any illness or accident affecting my child, I authorize the school staff present during the activity to consent to such emergency medical treatment of my child which, in the opinion of a qualified medical practitioner, may be necessary, provided that the school will first make every effort reasonably practicable to contact me or the contact persons specified below either directly or through the school. If the school is required to advance all or any part of the costs of arranging for such emergency medical treatment, I agree to reimburse the school for the costs so required to be advanced, as evidenced by appropriate invoices/receipts. This authority and consent is subject to the following

Above please specify

- 1 Any special medical condition and any special medical or dietary requirements (such as drugs or other treatment)
- 2 Any forms of treatment which you do not wish the authority above to cover

If space is insufficient, please attach separate sheet. The above mentioned data are supplementary to the general student health data requested on page 4 and page 5 of this booklet.

FOR PARENTS OF PRIMARY AND SECONDARY SCHOOL STUDENTS

I appreciate that, when my child is involved in a school activity, the following Code of Conduct will be expected.

- 1 Students will be expected to exercise self-discipline, to show courtesy and consideration to staff, fellow students and members of the public.
- 2 Smoking, drinking alcohol and the consumption of drugs that are illegal in Hong Kong and the country in which the educational visit or school activity takes place, are expressly forbidden.

Name (printed) of Parent/Legal Guardian* _____

Signature of Parent/Legal Guardian* _____

Date _____

Student's HK ID card _____

Student's passport number _____

SAMPLE ONLY

* Please delete as appropriate



德
瑞
國
際
學
校
DEUTSCH-SCHWEIZERISCHE
INTERNATIONALE SCHULE
GERMAN SWISS
INTERNATIONAL SCHOOL

APPENDIX 6 - STUDENT AND PARENT PARTICIPIATION

STUDENT AND PARENT PARTICIPIATION

6.1 PREFECTS

The prefects represent the staff and school and therefore are 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
- Duty roster – fire alarm assistants, substitution board
- 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 Young Persons Award, 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 a prefect to help with an activity. The member of staff involved should allocate duties and report on the prefect's performance.

The duties each prefect performs during the course of the year are noted down in a prefect's book. The book 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 Y12, K11 and K12. 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 panel¹¹ has concerns about the students' 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 Y13 and K12 leave school.

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

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

The Upper School Coordinator will be appointed to take responsibility for the overseeing of duties and to work closely with the prefects.

6.2 STUDENT COUNCIL (SCHÜLERVERTRETUNG – SV)

¹¹ Prefect Co-ordinator, Y12 and 13 Class Teachers and K12 Class Teachers, Head of German Secondary Department, Head of English Secondary Department, Principal

1 GENERAL

The Student Council (Schülervertretung - 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, teaching 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.

2 THE SV BODIES

The SV bodies are

- Two Class Representatives per class
- Class Representatives Assembly (Klassensprecherversammlung - KV)
- Presidents of the Student Council (two Representatives)
- Two Trust Teachers

2.1 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 teaching 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 and, 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 the GSIS Spring Concert or International Evening. They are responsible for upholding the spirit of the school and its students.

2.2 Class Representatives Assembly (KV)

The KV consists of the two Presidents of the Student Council¹² as Chairpersons along with the Secondary Department Class Representatives. The KV advises and decides on requests from students of the whole school and supports the Presidents of the Student Council in carrying out their duties. The Trust Teachers participate in KV meetings in an advisory capacity.

KVs are called by the Presidents of the Student Council 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

¹² It is important to note that the Presidents of the Student Council at GSIS hold a different role from that typically associated with Head Students in British and Australian schools. In such schools the teaching staff would normally select the Head Students to represent the school. At GSIS, however, the Presidents of the Student Council are the democratically elected spokespersons of the student body.

be made known to the classes, the teaching staff and the School Management.

2.3 Presidents of the Student Council

There are two Presidents of the Student Council every school year. One must come from the English Secondary Department, while the other must come from the German Secondary Department. In the year that they serve in this position, the Presidents must be in Y13 or K12. The gender of the Presidents is irrelevant. The two Presidents 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.

2.4 Trust Teachers

In addition to the Class Teachers two Trust Teachers (one from the German Stream and one from the English Stream) are available to both individual students and classes. Trust Teachers must attend all KV Meetings. The Presidents of the Student Council must liaise with the Trust Teachers to make sure that the times for the KV Meetings are appropriate for all parties. They advise the SV and participate in the preparation and execution of SV elections.

3 ELECTIONS

Student Representatives and Trust Teachers are in principle elected for the duration of a school year. 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.

3.1 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.

3.2 Presidents of the Student Council

The two Presidents of the Student Council are elected from within the body of the senior students (Y12, K11) at the time of the election. The elections, for the next school year, are held during the last three months before the summer holidays.

During a one-week nomination period, as determined by the Election Committee (see 3.2.3), any student from K09/Y10 up, and any Secondary teacher, may enter a name of a nominee to the nomination list. The nomination must be supported by two fellow students from K09/Y10 upward, or two other Secondary teachers respectively.

The Election Committee consists of the two Trust Teachers and the outgoing Presidents of the Student Council, provided they are not running for another term. In this case, he/she will be replaced by another SV member of Y13 or K12. The Election Committee verifies the identities of the proposer and seconders and obtains the nominee's signed approval for the nomination.

After the nomination period, the list is submitted to the Secondary teachers for comment and then to the Principal and the Heads of Department for confirmation.

The confirmed list is made public. The candidates may campaign for votes for two weeks in the GSIS Secondary departments during school hours. 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, polls will be held for two schooldays, during first and second breaks, under the authority and supervision of the Election Committee.

All GSIS Secondary students 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.

The vote is valid provided that either one or two votes are clearly marked. The vote is invalid if there are additions to or defacement of the ballot paper.

After the votes have been counted the Election Committee confirms the validity of the results and submits the list to the Principal for final confirmation by the Heads of Department. The Principal then notifies the students who have been elected and formally appoints them in their capacity as Presidents of the Student Council of GSIS. The Principal also introduces the elected Presidents of the Student Council 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 Presidents 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 Presidents should be involved in behaviour that incurs a suspension or expulsion from GSIS then he/she may, at the discretion of the Principal, be removed from office without a vote of no confidence.

3.3 Trust Teachers

The two Trust Teachers are elected at the start of the school year. The execution of the election is the responsibility of the Presidents of the Student Council. The KV nominates a list of candidates and obtains the consent of the selected teachers.

The Class Representatives then carry out the voting in their classes. The following guidelines apply

- Each student has two votes which he/she may allocate to one candidate from the German Stream and one candidate from the English Stream. Votes may not be accumulated.
- The two candidates attaining the majority votes in the classes are submitted to the KV by the Class Representatives (fixed mandate) where the results are accumulated. Teachers attaining a simple majority (one teacher per stream) are elected Trust Teachers.

The existing Statutes come into effect following the decision of the GSIS General Faculty Meeting of 11 May 2005 and the approval of the School Board of Association on 13 June 2005.

6.3 THE KPRs (CLASS PARENT REPRESENTATIVES)

1 GENERAL

- 1.1 The Klassenpflegschaft system is designed to promote 1.1 an atmosphere of mutual support and trust amongst all members of the school: parents, teachers, Heads of Department, the Principal and the Association Board. It operates at different levels: the class level, the departmental level, and the school level.
- 1.2 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.
- 1.3 In the Kindergarten and the English Primary Department, 1.3 the Deputy KPR will also be the Class Mother or Class Father, who from time to time assists in class activities.
- 1.4 The KPR is bound to confidentiality. Sensitive issues concerning children, families or teachers (ie, medical issues, family problems, etc.) may only be discussed with teachers, Head of Department and the Principal. Relevant information should be passed on to the elected KPR of the following year, if necessary.

2 ELECTION PROCEDURE AND TERM OF OFFICE

2.1 The KPR

2.1.1 English Stream

- 2.1.1.1 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 in the following school year. 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.
- 2.1.1.2 Parents are also allowed to put forward their nominations at the election meeting.
- 2.1.1.3 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.
- 2.1.1.4 Parents may elect a KPR from another class in the same Academic Year.

2.1.2 German 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.

- 2.1.3 GSIS staff are not eligible to be KPRs.
- 2.1.4 The KPR and the Deputy KPR are elected for one year.
- 2.1.5 One parent or legal guardian of each student can vote. One parent/legal guardian of each student may vote.
- 2.1.6 Elections shall be by show of hands or in writing and by simple majority.

2.2 The KPR Secretary of each department

- 2.2.1 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.
- 2.2.2 The KPR Secretaries serve as a bridge of communications between their respective departments, School Management and the Association Board.

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

3 MEETINGS

3.1 The KPR

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

3.1.2 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.

3.1.3 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.

3.2 The KPR Secretary

3.2.1 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.

3.3 The KPR Secretary Working Group

3.3.1 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.

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

4 MINUTES

4.1 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 Principal and the KPR Secretary of that department. The KPR should follow up in the case of pending issues. Departmental KPR Meetings

4.2 Departmental KPR Meetings

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

4.3 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.

