



玫瑰蕾小學
ROSEBUD
Primary School

STUDENT HANDBOOK

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Dear Students and Parents,

The Rosebud Primary School (RBPS) staff believes that education is a shared responsibility between parents, teachers and students. The successful operation of this school depends on the cooperation of everyone concerned. The mission of RBPS is to promote education in Hong Kong and contribute to Hong Kong life in regard of moral and family values. Hong Kong is a multi-cultural society thus we aim to provide our prospective students, who would also be from different backgrounds, with a high quality international education and lifelong passion for academic, social and personal success in an illuminating and friendly environment that promotes self-discipline, motivation, and excellence while bringing them on the same grounds like honesty, caring, understanding and mutual respect. Each group is responsible for doing its part to make school a place where we can learn and play together in harmony.

RBPS is a reflection of all of us. All of our policies are intended to provide a safe and orderly environment that will be conducive to learning. Our faculty and staff look forward to sharing their expertise in academics, special programs, and extracurricular activities. We encourage you to get to know the school, its programs, activities, and schedule. Become an active participant in your education. Get involved through classes, clubs, and activities.

RBPS is aware of the fact that a school environment is viable only with clearly defined and implemented rules. RBPS has compiled this student/parent handbook to outline the school's regulations and policies. These policies are in place to set a standard for our students. The information in this handbook provides guidelines for behaviors and attitudes that will create a positive environment in which each student, parent, and teacher can contribute and learn. It is an essential reference book describing what we expect and how we do things. Read it carefully, discuss it with your parents, and let it act as a guide for your effective involvement in all aspects of school. It has been written to provide you and your parents with the information that will make your year purposeful and rewarding in every aspect. Keep this handbook because you will use this information throughout the school year.

Sincerely,

RBPS Administration

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MISSION STATEMENT

The mission of RBPS is to promote education in Hong Kong and contribute to Hong Kong life in regard of moral and family values. Hong Kong is a multi-cultural society thus we aim to provide our prospective students, who would also be from different backgrounds, with a high quality international education and lifelong passion for academic, social and personal success in an illuminating and friendly environment that promotes self-discipline, motivation, and excellence while bringing them on the same grounds like honesty, caring, understanding and mutual respect.

PARTNERSHIP

Recognizing that educational success is built upon the harmony of the triad of students, parents, and teachers, RBPS creates a partnership among members of this group that will help our youth fulfill their highest intellectual, social, emotional, and physical potential.

RBPS does not discriminate against any member of its community on the basis of sex, race, national origin, ancestry, creed, parental status, sexual orientation, or physical, mental, emotional, or learning disabilities in educational programs or activities.

STUDENTS' RIGHTS AND RESPONSIBILITIES

Students' Rights

- To feel safe in this school environment
- To take full advantage of learning opportunities
- To work in an environment free from disruptions
- To express their opinions, ideas, thoughts, and concerns
- To have a healthy environment that is smoke, alcohol, and drug free,
- To use school resources and facilities for self-betterment under appropriate supervision,
- To expect courtesy, fairness, and respect from all members of the community,
- To be informed of all expectations and responsibilities,
- To take part in a variety of school activities
- To have the right to due process
- To have access to the student's account in STUDENT INFORMATION SYSTEM.

Students' Responsibilities

- To be caring and honest,
- To do his or her best to learn and master all he or she can,
- To respect school rules, and policies,
- To follow law and school policies concerning substance abuse,
- To respect and protect the personal and property rights of others and of the school,
- To treat all members of the community with full respect, fairness, and courtesy,
- To abide by all the expectations of the school and its community,
- To follow the prescribed guidelines for participation in school activities
- To adhere to due process procedures.
- To respect all school personnel and their authority and follow their directions (administrators, teachers, office personnel, janitorial staff, etc)

PARENTS' RIGHTS AND RESPONSIBILITIES

Parents' Rights

- To be informed of the school's rules and regulations
- To be informed of all school actions related to their child
- To have access to the personal parent accounts in Student Information System.
- To contact teachers directly via phone or email to schedule a conference

Parents' Responsibilities

- To contact school to participate in conferences pertaining to academic and behavioral status of their child.
- To provide a supportive environment at home making sure their child gets enough sleep and adequate nutrition before coming to school.
- To maintain control over their child
- To be familiar with school policies, rules and regulations.
- To be familiar with the handbook which was signed at the beginning of the school year
- To monitor the student's academic progress and behavior records on a weekly basis

TEACHERS' RIGHTS AND RESPONSIBILITIES

Teachers' Rights

- To expect students to behave in a positive manner that will not interfere with other students learning.
- To have parental support related to academic and social progress
- To expect all students to participate and put forth effort in order to expand their education and earn a passing grade

Teachers' Responsibilities

- To be familiar with school policies, rules and regulations.
- To inform parents through progress reports, report cards, and conferences about the academic progress and behavior of their child
- To conduct a well planned and effective classroom program
- To initiate and enforce a set of classroom rules, consistent with the school's discipline policies
- To keep assignments, grading, and attendance current in Student Information System.
- To explain the Student Code of Conduct and Bullying Policy to their students.
- To enforce the Student Code of Conduct and Bullying Policy in a consistent manner.
- To function as a positive role model for their students.
- To contact parents as deemed necessary to enforce the Student Code of Conduct and to maintain parent/guardian involvement.

ADMINISTRATORS' RIGHTS AND RESPONSIBILITIES

Administrators' Rights and Responsibilities.

- The right to address the board on any issue
- To hold students to strict accountability for any disorderly conduct in school or around school
- To take appropriate action in dealing with students who choose not to follow the rules
- To recommend in school suspension, suspension, or expulsion as the situation demands.
- To provide rich leadership that will establish, encourage and promote effective teaching and learning.
- To be familiar with school policies, rules and regulations.
- To establish, promote, and enforce school rules that facilitate effective learning and positive habits and attitudes of excellent citizenship among students.

POLICIES AND PROCEDURES

As a student at RBPS, you are required to abide by and respect all rules and regulations in the handbook, both on and off campus. The handbook was established to maintain a safe and healthy school environment conducive to learning. Students who choose to not follow these rules will receive disciplinary action. All school staff, parents, and students share their responsibilities to enforce school rules for the betterment of our school.

I. ACADEMIC POLICIES

A. GRADING SCALE

RBPS will follow the standard scale below to assign letter grades for semester work. Individual teachers will establish grading policies and procedures for their classes, and their grades will correspond with this scale. Each teacher will give written policies to students the first class.

97-100 = A + (4.0)	74 - 78 = C+ (2.5)
93 - 96 = A (3.7)	68 - 73 = C (2.3)
89 - 92 = A- (3.5)	64 - 67 = C- (2.0)
86 - 88 = B+ (3.3)	57 - 63 = D (1.7)
83 - 85 = B (3.0)	50 - 57 = D- (1.5)
	0 - 49 = F (0)
79- 82 = B- (2.7)	

GRADE PROMOTION POLICY

PRIMARY SCHOOL

All students must maintain a yearly average of 50% in all full-credit subjects. Students who receive a failing grade (“F”) (below “D-“ 50%) in a single, full-credit class will be required to take and pass the make-up tests at the end of the school year in order to be promoted. However, if a student is in an advanced level math course for his/her grade and s/he fails the math course, s/he may go to the next grade and repeat the math course in secondary years. Exceptions/special circumstances may be granted by RBPS Board approval.

Students who receive a failing grade in two or more full-credit classes (year-long) during the school year will not be permitted to take end of year make-up tests and will be required to repeat the entire grade

HONOR – HIGH HONOR

RBPS High Honor Roll.

Students who receive straight A's on final report cards will be awarded with High Honor Status for that semester.

RBPS Honor Roll.

Students who earn all A's and B's for the final semester grading period at RBPS will be awarded Honors Status.

Academic/Athletic Competitions Awards.

Those students who are successful in any academic and athletic competitions;

- School wide
- Teacher & Administration Recognition
- Citywide
- National/International will be recognized.

HOMEWORK POLICY

Homework is essential to success at RBPS. Doing homework will help students develop many valuable skills such as good study habits, time management, responsibility, and perseverance. Teachers will assign homework that will foster individual learning and growth that is appropriate for the subject area. Homework is part of all student evaluations. It is the student's responsibility to complete and turn in homework on time. If the student or parent has questions about homework, immediately contact the teacher who assigned it.

The role of the Parent with Homework

Parents/guardians should help by providing conditions conducive to effective home study. They should help students setting up a time and a place to work on homework and school projects. A quiet place and good lighting are probably the most important physical conditions for study. Parents, keep in mind, however, that some children might not be at ease or stay focused when isolated from the rest of the family. They may be able to work best at the kitchen or dining room table. Parents need to encourage their child and monitor homework to insure he/she is understanding, completing, and turning in homework assignments and projects in a timely manner. If your child is having extreme difficulty completing homework assignments each night, please contact her/his teacher and allow your child to attend tutoring.

The role of the student with Homework

The schools can set policy. The teacher can make worthwhile and interesting assignments. The parents can provide the right conditions for home study. However, it is the student who must actually do the work. Homework is an opportunity for the student to show his/her real capabilities. It is helpful if he/she views homework as one means of furthering his/her educational growth. The student should make sure he/she understands the assignment, its purpose, when it's due, and how it needs to be done. Writing homework assignments in a notebook kept especially for that purpose eliminates the possibility of forgetting the details of the assignment.

ATTENDANCE

PHILOSOPHY

Attendance is extremely important for student success. Our records indicate a significant positive correlation between student attendance and achievement. College admissions offices and future employers are very interested in students' attendance record. Members of RBPS's professional staff will encourage and support student attendance. **However, parents and legal guardians have primary responsibility.**

ATTENDANCE POLICY

Every student is required to be in school and in each class as stipulated by law. Exceptions must meet requirements of law.

DEFINITIONS OF ABSENCES

A. ABSENCE

RBPS recognizes two kinds of absences and tardiness: **excused and unexcused**. Please read through the definitions of each carefully. In the event of an excused absence, students maintain responsibility for homework, quizzes, and tests. In addition, there are consequences for unexcused absences.

Excused Absences

Parents or guardians must explain each absence in writing and sign it or call the office. An excuse for absence from school may be approved for one (1) or more of the following reasons or conditions.

Personal Illness

Parents or guardians must call the school each morning the student stays home due to illness. Upon returning to school, the students are required to bring a medical certificate.

Illness in the Family or Death of a Relative

In the case of illness in the family or death of a relative, parents or guardians should call the office to explain the situation and the estimated time of absence. Upon returning to school, the student must bring an explanatory note from a parent or guardian and medical certificate.

Quarantine of a Home

If a home needs to be quarantined, a parent or guardian must call the office to explain the situation and estimated time of absence. Upon returning to school, the student have a note from a health official, clearing the quarantine and indicating that s/he is able to return to school.

Observance of Religious Holidays

Any student observing a religious holiday consistent with his/her creed or belief shall be excused from classes. The student must bring a note from their parent or guardian to the office before the day(s) of the absence. The student must also bring a note on the day of return. Maximum of two days can be used at one academic term.

Professional Appointments

We encourage parents to schedule medical, dental, legal, and other necessary appointments outside school hours whenever possible. If this is not possible, students must bring a note to the office the day of the absence stating clearly the time they are to be excused. In addition, the following rules shall apply to this kind of absence:

- Parents must come to the office to pick up the student. They must sign the student out of school.
- The student must return to school when finished with the appointment, provided school is still in session. S/He must sign in at the office.

Make-up Work for Excused Absences

An absence from school, even for several days, does not excuse students from responsibilities in the classroom.

On the day of return, it is the students' responsibility to find out what work is required and when the work needs to be completed.

If a student is absent for school-related reasons or for an anticipated or planned absence, they must make arrangements with teachers prior to the absence. For students with excused absences, make-up tests will be scheduled at a time designated by the teacher. It is the students' responsibility to take the test at that time. If a student fails to do this, the teacher is not obligated to set another time for the make-up. If a student fails to make up a test without making other arrangements, the teacher may decide not to give the test.

Unexcused Absences

Unexcused absences become part of a student's school record. Students will be marked for an unexcused absence if they:

- do not bring a written medical certificate within two school days, following an absence,

- leave school without signing out at the school office,
- are absent from class without permission, including walking out of class,
- are absent from school without administrative permission,
- get a pass to go to a certain place but do not report there, and/or are absent for reasons not acceptable to the administration including but not limited to:
 - Needed at home
 - Car Trouble
 - Missed the bus
 - Errands
 - Work
 - Visiting
 - Alarm didn't go off
 - Overslept
 - Babysitting
 - Hair appointment

Make-up Work for Unexcused Absences

If a student has an unexcused absence, any or all of the following may occur:

- Students may not be permitted to make up work following an unexcused absence.
- Teachers are not obligated to allow students to make up quizzes or tests.
- Students may receive an "F" or "zero" grade for the day in each class missed.

B. TRUANCY

RBPS shall consider any student truant if he/she is inexcusably absent from his/her assigned location without the knowledge of the parent or the school.

Should a student be found truant, the student shall be issued a truancy citation.

Notice of Truancy

A designated school administrator may issue a "Notice of Truancy" to a student who has been truant (absent without a *valid excuse*) five (5) times during the school year. This "Notice of Truancy" shall include the following:

- 1) Direct the student and his/her parents/guardian to meet with a designated school administrator and cooperate with the school in securing regular attendance.
- 2) Establish a procedure for the student and/or parent to appeal the absences which have resulted in the "Notice of Truancy."
- 3) If the truancy continues, student may be expelled from the school at administration discretion.

C. TARDINESS

At any time of the day, a student not in his/her seat in class when the bell rings is considered tardy. S/he needs to go to the RBPS office immediately and get a late slip.

Excused Tardiness

Students must have their parents or guardian call the office and write an explanatory note if they arrive late to the school. The student must report to the office when they arrive. If the student fails to do this, s/he will receive an unexcused tardy, and excusing student from being late is up to administration's discretion.

Unexcused Tardiness

Tardiness to school and to class – whether the result of oversleeping, missing the bus, car problems, baby-sitting, athletic workouts, socializing or lingering in the halls – is unacceptable.

If a student arrives at school late, she/he will get a "late slip" for admittance to class. The student will have two days to bring in a note to change this to an excused tardy.

Habitual tardiness (defined as 3 unexcused tardies) will result in an after school detention and further tardiness will result in disciplinary action. Student who receives detention will receive to write school regulations from the student handbook as a result of his/her action.

Consequences.

9th Tardy: Referral to Dean of Students.

12th Tardy: 1 day one of school suspension.

15th Tardy: 2 days out of school suspension

18th Tardy: 4 days out of school suspension

21st Tardy: 5 days out of school suspension/possible expulsion

D. Early Dismissal of Students from School

Early dismissal from school is an important issue. Because RBPS is very concerned about students' safety and well being, the following precautions will be taken to ensure students' safety.

- A student may be released before the end of a school day, only upon request either in writing or face-to-face (no telephone call) of a parent or guardian or for emergency reasons.
- A student may be released only to a parent or guardian of record or to a properly identified person, authorized in writing by the parent or guardian to act on his/her behalf.
- No staff member shall permit or cause a student to leave school prior to the regular hour.
- A student will not be released from school to any government agency without proper warrant or written parental permission except in the event of an emergency as determined by the principal.

II. DISCIPLINE POLICIES

Rosebud Primary School Code of Conduct

RBPS is committed to excellence in academic instruction and in joining with parents/guardians to teach students the behaviors and skills that support social successes throughout life. To accomplish this goal, RBPS is taking a proactive approach to teaching social skills as a significant component of the educational program. The curriculum includes systematic teaching of the behaviors necessary for effective and satisfying social interaction in school, on field trips, in the community, and at home.

DISCIPLINE RECORD SYSTEM (DRS)

DRS is an electronic tracking system used at RBPS which is integrated to our school information system. All positive and negative behaviors observed by any RBPS staff will be evaluated and the students will earn or lose points throughout the school year. These points will be accumulated and reflected on each student's behavior statement. Parents will have access to these records online and also will receive a behavior statement with progress reports.

Students who maintain a balance of positive points in DRS will be rewarded with various incentives, including participation in after-school activities, periodic free dress days, recognition at school assemblies, and more.

Any student who drops to -20 (negative twenty) points on the DRS will be in LOP (Loss of Privileges) status. LOP students

- Cannot attend after-school clubs and club activities, except for tutoring
- Cannot take advantage of free dress days
- Cannot attend school parties, dances, or other non-educational extracurricular activities
- Cannot attend non-educational field trips (trips to amusement parks, entertainment centers, summer and winter camps, etc.)

Once a student gets out of LOP status, s/he will regain his/her privileges.

BEHAVIORAL PROBATION POLICY

Any student who drops down to -200 (negative two hundred) points on the DRS will go on Behavioral Probation automatically. Students on Behavioral Probation will be subject to all restrictions that are listed for LOP students, along with Behavioral Probation Terms & Conditions.

BEHAVIORAL PROBATION TERMS & CONDITIONS

The student and his/her parent/guardian will sign a behavioral contract that is specific to the student's misbehavior. General guidelines are listed below:

- Any student who drops down to -200 points will be suspended up to three days, and upon completion, the Behavioral Probation period will start.
- Behavioral Probation period is ten school days. Within ten school days, student is expected to earn enough positive points to go above -200 points, and remain in that status within the duration of probation period.
- Student is expected to fulfill all terms and conditions on his/her behavioral contract.
- If the student fails to comply with his/her contract terms and/or fails to go above -200 points within ten school days, student's probation will be extended for another 10 days and s/he will be out of school suspension for three more days.
- If the student fails to comply with his/her contract terms and/or fails to go above -200 points within additional ten school days, student's probation will be extended for another 10 days and s/he will be suspended for up to three days. Suspension days will not count against probation days.
- If the student continues to fail to comply with his/her contract terms and/or fails to go above -200 points within the 30-day extended probation period, parents will agree to dis-enroll their student from RBPS.
- Administration may take further disciplinary actions for specific discipline incidents, including suspensions and/or expulsion.

Detentions Policy

Students may be assigned to lunch, after-school, or Saturday detention at the discretion of the faculty or administration. The student must report to detention on the day assigned. If a student misses any detention without a valid excuse, they must serve one level higher consequence. For instance, if s/he fails to serve lunch detention, s/he will have to serve an after-school detention. If s/he fails to serve an after-school detention, s/he will have to serve Saturday detention and if s/he fails to serve Saturday detention, s/he will have to serve out of school suspension, and so on. Further consequences can be assigned at the discretion of the administration depending on the specific problem.

Students who accumulate an excessive number of lunch and after-school detentions will be assigned more severe consequences on a rolling basis. For example, if a student receives and serves 3 lunch detentions, s/he will automatically be assigned to an after-school detention. Similarly, students who receive and serve 3 after-school detentions will automatically be assigned a Saturday detention. Once a student serves 3 Saturday detentions, s/he will automatically be assigned an out of school suspension.

sion. These detentions coming from the rolling procedure will not affect DRS points. They are purely for the purposes of intervention.

UNIFORM AND PERSONAL APPEARANCE

The uniform policy at RBPS helps create a safe and orderly environment, instill discipline, and eliminate the competition and distractions caused by varied dress styles. Students will be expected to arrive in uniform every day except for “free dress days”. Students will not be allowed to enter the school if they are not wearing the proper uniform. Please cooperate by displaying modesty and neatness in appearance, and take pride in these uniforms by keeping them neat and clean. We rely on students and parents/guardians to maintain these uniforms.

A. SCHOOL UNIFORM

All RBPS students are required to wear the school uniform at all times including during the after school tutoring activities.

B. PE UNIFORM

Students are required to come in P.E clothes to school on P.E. days.

C. FREE DRESS DAYS

Students must wear clothes appropriate for school. No inappropriate pictures or sayings are allowed. Girls may not wear spaghetti straps, strapless or mid-drift revealing shirts or dresses. Skirts must follow the knee cap rule. Pocket chains will not be allowed. All clothing must be clean and contain no holes. Students must follow footwear guidelines of a regular school day.

D. THEME DRESS DAYS

On occasion, students will be asked to attend school dressed to fit a certain theme. If a student does not wish to participate, they will be required to attend school wearing the standard school uniform.

If any aspect of the uniform, including clothes, shoes, jewelry, cosmetics, or any type of body adornment, is not explicitly listed as acceptable in this handbook, then that item is not permitted to be worn when the student is at school or representing the school.

See page 25, Student Uniform Policy for details.

Expected Student Behavior

Students should always remember that their behavior and actions at school and at school-sponsored activities is a reflection not only of themselves, but also of RBPS. The following is what is expected from a RBPS student.

Positive Consequences

The school staff has committed itself to encouraging and supporting the attainment of academic skills as well as social skills, such as listening, friendship making, alternatives to aggression, etc. To inspire and encourage students to develop their potential in all of these areas, the following reinforces will be used for positive behavior:

- Individual awards/recognition
- Classroom awards/recognition
- Certificates
- Displays
- Positive contact with the home
- Special activities (field trips, movie nights, picnics etc.)
- Publications
- Assemblies

PLEASE BE AWARE AND NOTE!

If a student arrives at school out of uniform, parents will be called and the student will be kept out of class until s/he is dressed appropriately.

All class time the student misses will count as an unexcused absence.

On Campus.

Students must:

- Stay in designated areas on-campus.
- Be courteous and respectful at all times to everyone.
- Not use profanity, lie, fight, gamble, possess inappropriate literature or material, or be involved in the abuse/harassment of others.
- Not use or have cellular phones turned on during school hours; students are allowed to use cellular phones only in the designated area after school. Phones should not be used during after school programs, such as tutoring.
- Remember that any electronic devices seen during class time will be confiscated and returned to the student's parents/guardians at the discretion of administration.
- Remember that gum chewing is not allowed anywhere in the building.
- Never ride bicycles, use roller blades or skateboards on campus nor bring them to class.
- Not leave campus without permission during school hours.
- Not use matches, lighters, or any type of explosive incendiary device on campus.
- Remember that no electronic devices such as CD/MP3/IPOD players may be visible during class time or transition periods.
- Remember that students are not allowed to wander/run in the hallways.
- Remember that students may not loiter in the halls, lunchroom or lavatories or on staircases.
- Remember that students may only eat in the designated area.
- Remember that students may not yell, scream, or otherwise make excessive noise while in the lunch room, hallways, and lavatories.
- Remember that students must do their part to keep these areas clean and safe.
- Remember that students must report any leaks, spills, or other problems in the lavatory to a teacher or the office.
- Remember that students may not push, roughhouse or wrestle.

During class time, students are **not** to be in the halls, stairwells, or lavatories without a pass from their teacher or the main office.

Assemblies.

Students must:

- Be courteous and quiet during the entire assembly.
- Be respectful to the presenter/speaker.
- Follow all dismissal directions.
- Follow all teacher/staff directions.

Field Trips.

Students must:

- Be on their best behavior.
- Pay attention to the directives given by the moderator and trip leader.
- Dispose of their waste in an appropriate area.
- Follow all school rules pertaining to behavior.
- Wear RBPS uniform unless authorized by administration.

Hall Passes:

Hallways, stairwells, and lavatories are areas used by everyone at school.

- Students must have a hall pass if they are outside of the classroom during class time.
- Students won't be granted a hall pass in first 10 minutes and last 5 minutes of the class.
- Students must wear hall pass name tag while in in the hall pass.
- Hall passes are only used to go to and from the restrooms.
- Students are not allowed to visit with friends or interrupt another classroom.
- Misuse of the hall pass will result in loss of hall pass privilege.
- Only one student per hall pass.
- Hall pass must not be used to go to the main office. Student needs a referral when going to the office.

Emergency Drills:

Fire drills, lockdowns, and evacuation drills are conducted for everyone's protection and are required by law. During these drills it is imperative that students remain silent, follow instructions given by the staff, and carry out all directions in an orderly fashion.

Classroom:

Students must:

- Be seated and ready to begin their assignment when the bell rings.
- Be courteous to all teachers and students.
- Follow all school and classroom rules.
- Bring all necessary materials/supplies ready to work daily.

Classroom Procedures and Consequences

1. In Class Warning

A student will be notified by the teacher that a behavior is unacceptable.

2. Student/Teacher Conference

A teacher has found it necessary for a specific reason (disciplinary and/or academic) to conduct a conference with a given student to affect a change in behavior.

3. Detention & Parental Notification

A teacher has found it necessary, due to disciplinary action, to contact the parents of a student, and assign detention. (Time & location determined by teacher; Students will have at least one (1) day's notice to serve after school detention in order to make arrangements to be picked up from school).

4. Parent Conference

Parent must attend a teacher-parent-student conference

5. Office Referral & Administrative Disciplinary Procedures

Administration will decide the appropriate course of action

PHONE USE

In case of emergency, students may go to the office with a referral from a teacher.

Please note. The office phone is for emergency calls only. Cell phones must be turned off on the school premises at all times except for before/after school hours outside of the school premises. Students violating this rule will have their cell phone confiscated.

1st Offense. Parent pick up phone after school.

2nd Offense. Cell phone will be kept in the office for rest of the year. Further violations will be referred to Dean of Students.
(Possible suspension)

All discipline incidents will be recorded into Student Information System.

UNACCEPTABLE TYPES OF BEHAVIOR AND CONSEQUENCES

**PLEASE BE AWARE AND NOTE!
There may be situations that warrant immediate parental or administrative action.**

A. Assaulting, Fighting and/or Arranging Fights

School is not a place to arrange fights, whether those fights take place on or off school grounds. In all but the rarest of occasions in which one student simply assaults an innocent bystander, any fight will involve disciplining all students involved.

Consequences:

- 1st Offense: Parents/Guardian contacted. Up to two (2) day Suspension. Possible Expulsion.
- 2nd Offense: Parents/Guardian contacted. Up to four (4) day Suspension. Possible Expulsion.
- 3rd Offense: Parents/Guardian contacted. Up to six (6) day Suspension. Possible Expulsion.

B. Bringing Electronic Devices

Tape or CD Players, IPOD, MP3 players, phones, PDA, PSP, Laptops, Electronic Games, and/or similar devices are not allowed at school. They disrupt classes and distract others from learning.

Consequences:

- 1st Offense: Device is confiscated and returned to the student after school.
- 2nd Offense: Device is confiscated and must be retrieved by parent/guardian on the assigned day.
- 3rd Offense: Parents/Guardian contacted. Up to two (2) day suspension.

C. Scholastic Dishonesty

Scholastic dishonesty includes (but is not limited to) cheating on tests, false statement, plagiarism, and/or any other types of deception to get credit without effort. Scholastic dishonesty is unacceptable conduct. Each teacher sets their own standards of behavior for their class-room, and students are expected to know the standards and procedures for each of their classes. The administration has reviewed, accepted and will support individual teacher standards and procedures for cheating and plagiarism.

Consequences:

- 1st Offense: Parent/Guardian contacted. Up to one (1) day suspension.
- 2nd Offense: Parent/Guardian contacted. Up to three (3) day suspension.
- 3rd Offense: Parent/Guardian contacted. Up to five (5) day suspension and possible recommendation for expulsion.

D. Abusing and/or Misusing Computers

In order to access school computers, students must sign the RBPS computer use policy. Computer hardware and software are available for the benefit of all students. No student may purposefully tamper with either the hardware or the software. Com-

puters are in the school for educational purposes only. Abuse and/or misuse of computers include loading private software, checking personal e-mail, or accessing inappropriate web sites or web pages. Cost of damages should be paid back to school by the parent of the students or legal guardians.

Accessing Inappropriate Websites Consequences:

- 1st Offense: Loss of privilege of using school computers for the remainder of the week.
- 2nd Offense: Parent/guardian contacted. Referral to Dean of Students. Possible suspension.
- 3rd Offense: Parent/guardian contacted. Up to three (3) day suspension.

E. Tampering with Hardware or Software Consequences:

- 1st Offense: Parents/guardians contacted. The student will repair, undo, reset, and delete tampering under supervision. The student may have to pay for computer technicians to undo tampering. Up to three (3) day suspension.
- 2nd Offense: Parents/guardians contacted. The student will repair, undo, reset, and delete tampering under supervision. The student may have to pay for computer technicians to undo tampering. Up to five (5) day suspension.
- 3rd Offense: Parents/guardians contacted. The student will repair, undo, reset, and delete tampering under supervision. The student may have to pay for computer technicians to undo tampering. Up to seven (7) day suspension with recommendation for expulsion.

F. Disrupting Learning

Disrupting learning includes any behavior that prevents other students from learning. It may include but is not limited to inappropriate language, eating or drinking during class against teachers' classroom rules, chewing gum, insubordination and/or selling or trading personal possessions to other students.

Consequences:

- 1st Offense: Parent/Guardian contacted. Detention, and/or up to one (1) day suspension.
- 2nd Offense: Parent/Guardian contacted. Possible detention, and/or up to three (3) day suspension.
- 3rd Offense: Parent/Guardian contacted. Up to five (5) day suspension, and/or expulsion.

G. Violating Uniform Policy

Students shall come to school in uniform, conforming to specific uniform and appearance limitations described in this Handbook.

Consequences:

- 1st Offense: The student will be sent to the office to fix the violation. Parent/Guardian contacted. If the violation cannot be corrected, the student's parent/guardian will be contacted to bring proper attire.
 - 2nd Offense: As above, steps will be followed to attain proper attire. Possible detention.
 - 3rd Offense: As above, steps will be followed to attain proper attire. Up to one (1) day suspension.
 - 4th Offense: As above, steps will be followed to attain proper attire. Up to three (3) day suspension.
- With the 5th offense student will be referred to Discipline Committee for further consequence.

H. Using Drugs and/or Alcohol and the Sale or Intention to Sell Drugs and/or Alcohol

Use of drugs or alcohol means a student knowingly possesses, consumes, uses, handles, gives, stores, conceals, offers to sell, sells, transmits, acquires, buys, represents, makes, applies, or is under the influence of any narcotic drug, hallucinogen, amphetamine, barbiturate, marijuana, tranquilizer, non-prescription or prescription drug (except when under the direction of a

physician/parent and within school procedure), alcohol, intoxicant, solvent, gas, or any mood-altering chemical, drug of abuse or any counterfeit-controlled substance of any kind including butane lighters.

The sale, distribution, possession, or use of drugs, alcohol, fake drugs, steroids, inhalants, and look-alike drugs is prohibited everywhere on school grounds, at all school activities, and on all school transportation (drug free zone 1000 feet radius). Backpacks, gym bags, coats, and/or any other containers might be searched by Administration and/or Law Enforcement if they suspect the presence of such items.

Consequences:

Parent/guardian and law enforcement officials contacted. Ten (10) day suspension pending expulsion proceedings.

I. False Fire Alarms

Issuing a false fire alarm is a violation of Hong Kong Law. Any student who issues a false fire alarm is subject to the legal authorities. Making false 999 calls is also violation of the Hong Kong SAR Law. Any student who issues a false call is subject to prosecution by legal authorities.

Consequences:

Parent/Guardian contacted. Ten (10) day suspension. Recommended for expulsion. Restitution for any damage(s). Possible prosecution by Legal authorities.

J. Forgery of Signatures

Any attempt by a student to sign a teacher's, administrator's, parent's or guardian's, and/or another student's name to any school document will be considered forgery.

Consequences:

1st Offense: Parent/Guardian contacted. Up to three (3) day suspension. Possible Expulsion.

2nd Offense: Parent/Guardian contacted. Up to five (5) day suspension. Possible Expulsion.

3rd Offense: Parent/Guardian contacted. Ten (10) day suspension. Recommendation for expulsion

K. Gambling

Gambling includes but is not limited to: playing cards, shooting dice, and participating in sports pools, etc. which involves the transfer of money or personal belongings or assistance from one person to another. Bringing, trading, and playing any cards such as Yu-gi-oh cards are also unacceptable.

Consequences:

1st Offense: Parent/Guardian contacted. Possible detention and confiscation of the card(s), dice etc. with retrieval only by parents/guardians.

2nd Offense: Parent/Guardian contacted. Up to two (2) day suspension.

3rd Offense: Parent/Guardian contacted. Up to four (4) day suspension. Recommendation for expulsion

L. Vulgarity, Profanity and Obscenity

Any gesture or material of this nature including swearing verbal or written is not permitted at school or school functions.

Consequences:

1st Offense: Parent/Guardian contacted. Possible suspension.

2nd Offense: Parent/Guardian contacted. Up to five (5) day suspension. Possible expulsion.

3rd Offense: Parent/Guardian contacted. Up to seven (7) day suspension. Recommendation for expulsion.

M. Bullying & Cyber Bullying

Bullying is not permitted at RBPS. Each student deserves an equal opportunity to education without dealing with the negative pressures of peers. Bullying consists of any; but not limited to, of the following: “pushing, shoving, hitting, and spitting, name calling, picking on, and making fun of, laughing at, and excluding someone physically or computer based.” **Bullying causes pain and stress to those who are victims and is never justified or excusable as “kids being kids”, “just teasing”, “joking”, “playing around” or any other rationalization.**

Each RBPS student agrees to:

- Value student differences and treat others with respect.
- Not become involved in bullying incidents or be a bully.
- Be aware of the schools policies and support systems.
- Support students who have been victims of bullying.
- Serve as a role model for other students.

Each RBPS parent agrees to:

- Keep themselves and their children informed of the school’s policies.
- Work in partnership with the school to promote positive interactions with others.
- Discuss the importance of friendship and team-work with their children.

Consequences.

1st Offense: Parent/Guardian contacted. Detention, possible suspension

2nd Offense: Parent/Guardian contacted. Up to three (3) day suspension.

3rd Offense: Parent/Guardian contacted. Up to five (5) day suspension. Possible expulsion.

N. Harassment of Students, Teachers, Administrators, or Staff

Harassment means making unwelcome advances or any form of improper physical contact or sexual remark and any speech or action that creates a hostile, intimidating or offensive learning environment.

Verbal Harassment

Verbal conduct such as the use of suggestive, derogatory, or vulgar comments, sexual innuendos, slurs, making unwanted sexual advances, invitations, or comments, spreading rumors about or rating others as to their sexual activity or performance verbally or computer based.

Physical Harassment

Unwanted physical touching, pinching, contact, and deliberate impeding, kissing, hugging, assault, or any intimidating interference with normal work.

Visual Harassment

Displays of sexually suggestive objects, pictures, posters, written material, cartoons, drawings or graffiti of a sexual nature and/or use of obscene gestures, leering, or staring.

Harassment is a violation of Law and is contrary to the School Board’s commitment to provide a physically and psychologically safe environment in which to learn.

Consequences.

1st Offense: Parent/Guardian contacted. Up to two (2) day suspension.

2nd Offense: Parent/Guardian contacted. Up to four (4) day suspension.

3rd Offense: Parent/Guardian contacted. Up to six (6) day suspension. Possible expulsion. Possible prosecution.

O. Behaving Disrespectfully towards Teachers or Staff

Disrespect (i.e. arguing, talking back, etc.) and insubordination (failure to comply with directives) toward any member of the faculty or staff will not be tolerated. Profanity, either spoken or written is considered a form of disrespect.

Consequences:

1st Offense: Parent/Guardian contacted. Detention , up to three (3) day suspension.

2nd Offense: Parent/Guardian contacted. Up to five (5) day suspension.

3rd Offense: Parent/Guardian contacted. Up to seven (7) day suspension. Possible expulsion.

P. Student Hazing

Hazing is defined as doing any act or coercing another person for initiation into any organization that causes or creates a substantial risk or causes mental or physical harm. Permission, consent or assumption of the risk by an individual subjected to hazing does not lessen the prohibition contained in this policy. Hazing may carry heavy legal consequences.

Consequences:

Parent/Guardian contacted. Administrative discretion with a recommendation for suspension. Possible expulsion. Possible prosecution.

Q. Smoking or Use of Other Tobacco Products

Possession of tobacco products in any part of the school (No person shall smoke or carry a lighted cigarette, or else will be liable to a fixed penalty of \$5,000) or on the student is prohibited under this policy. This includes cigarettes, cigars, herbs, and smokeless tobacco. Backpacks, gym bags, coats, and/or any other containers might be searched if any staff member suspects the presence of such items.

Consequences:

1st Offense: Parent/Guardian contacted. Up to three (3) day suspension.

2nd Offense: Parent/Guardian contacted. Up to five (5) day suspension.

3rd Offense: Parent/Guardian contacted. Up to seven (7) day suspension. Possible expulsion

R. Stealing and/or Vandalizing Private Property & Graffiti

This means to cause or attempt to cause damage to private property, stealing or attempting to steal private property either on school grounds or during school activities, functions or events. Students and their parents or guardians will be held responsible for any theft/vandalism/graffiti (including graffiti tools such as permanent markers) that the student commits. Please Note. The school will file a police report in cases of theft or vandalism. Both offenses carry heavy legal penalties.

Consequences:

1st Offense: Parent/Guardian contacted. Administrative discretion. Restitution/Compensation if required. Up to three (3) day suspension.

2nd Offense: Parent/Guardian contacted. Administrative discretion. Up to five (5) day suspension. Restitution/ Compensation if required. Police report filed when needed.

3rd Offense: Parent/Guardian contacted. Up to seven (7) day suspension. Restitution/ Compensation if required. Police report filed. Possible expulsion.

S. Displaying Threatening Behavior

Threatening behavior includes: verbal threats, both face to face and over electronic media (phone and/or computers), non-verbal threats (“hard” stares, gestures), willfully causing or attempting to cause physical injury to another person, causing or attempt to cause any student, teacher, administrator, or staff member to feel frightened or intimidated.

Consequences:

- 1st Offense: Parent/Guardian contacted. Detention, up to two (2) day suspension.
- 2nd Offense: Parent/Guardian contacted. Up to three (3) day suspension recommended.
- 3rd Offense: Parent/Guardian contacted. Up to seven (7) day suspension. Possible expulsion.

T. Bringing Weapon in School

A weapon includes, but is not limited to, conventional objects like guns, pellet guns, knives, smoke bombs, fireworks, club of any type, mace, tear gas, or other chemicals. This may also include any toy that is presented as a real weapon. It also includes objects converted from their original use to threaten or injure another. The Administration reserves the right to all final decisions regarding the definition of a weapon. Backpacks, gym bags, coats, and/or any other containers might be searched by administration or law enforcement if they suspect the presence of such items.

Consequences:

Parent/Guardian and law enforcement officials contacted. Ten (10) day suspension with a recommendation for expulsion. Possible prosecution.

U. Possession or Use of Fireworks

Using or possessing any amusement device, smoke bomb, stink bomb, etc.

Consequences:

- 1st Offense: Parent/Guardian contacted. Detention, up to one (1) day suspension.
- 2nd Offense: Parent/Guardian contacted. Up to five (5) day suspension. Possible expulsion.
- 3rd Offense: Parent/Guardian contacted. Up to seven (7) day suspension. Possible expulsion.

V. Gang and Secret Society Symbols

Disruption and/or intimidation caused by the wearing of any type of clothing/jewelry or by writing of any signs identified as or associated with gangs. No gang activity or gang association will be permitted at school or school sponsored activities. Gang symbols on notebooks, lockers, book bags, etc. are not permitted and will be documented. Students may not promise to become or be members of a gang, secret society, illegal club, sorority or fraternity.

Consequences:

- 1st Offense: Parent/Guardian contacted. Up to two (2) day suspension.
- 2nd Offense: Parent/Guardian contacted. Up to four (4) day suspension. Possible expulsion.
- 3rd Offense: Parent/Guardian contacted. Up to seven (7) day suspension. Possible expulsion.

W. Arson

Intentionally starting any fire or combustion on school property.

Consequences:

1st Offense: Parent/Guardian and law enforcement officials contacted. Possible suspension and/or expulsion.

X. Public Display of Affection

Inappropriate behaviors of affection, which are not for public places such as cuddling, kissing, physical contact, etc.

Consequences:

1st Offense: Parent/Guardian contacted. Conference with student.

2nd Offense: Parent/Guardian contacted. Detention. Up to two (2) day suspension. Possible expulsion.

3rd Offense: Parent/Guardian contacted. Up to four (4) day suspension. Possible expulsion.

Y. Provoking/Intimidating Behavior Encouraging or Urging Other Students to Violate School Rules.

Provoking/Intimidating Behavior Encouraging or Urging Other Students, Instigating will not be tolerated at RBPS Campus.

Consequences:

1st Offense: Parent/Guardian contacted. Conference with student.

2nd Offense: Parent/Guardian contacted. Detention. Up to two (2) day suspension. Possible expulsion.

3rd Offense: Parent/Guardian contacted. Up to four (4) day suspension. Possible expulsion

Z. Other Student Guidelines

Violation of any school rule or regulation. (Subject to the approval of the principal, teachers may establish rules of conduct within their own classroom, as they deem appropriate, so long as those rules and regulations do not conflict with Hong Kong SAR law and applicable RBPS policy. Such rules shall be distributed in writing to students at the beginning of each school year and whenever they are modified during a school year.)

Accumulative consequences may increase the current disciplinary action when considered with the previous offenses.

DUE PROCESS

All students at RBPS are entitled to the rights guaranteed by the Hong Kong SAR laws and regulations, and their rights will not be knowingly denied by the required code of conduct or by any disciplinary actions taken by the school. Any student who exhibits any of the Unacceptable Student Behaviors listed in this handbook or added to this list at a later date will face immediate consequences. These consequences range from notification of parents, detention, to emergency removal from a school activity, suspension, expulsion, and criminal prosecution.

All students at RBPS have the right to feel that they are physically, emotionally, and intellectually safe. Therefore, if at any time a student feels they are the subject of harassment, hazing, threats, or other intimidating behavior, they should immediately speak to an administrator about the problem. The situation will be investigated as soon as possible. All reports of this nature will be kept completely confidential.

Similarly, if a student is concerned about the safety of another student who seems to be the subject of harassment, hazing, or threats, that student should immediately speak to an administrator about the problem. The situation will be investigated as soon as possible. All reports of this nature will be kept completely confidential.

A. DETENTIONS

Detention will be held each day either during the lunch period or after school for 40–45 minutes. Students will have at least one (1) day’s notice to serve after school detention in order to make arrangements to be picked up from school. Parents may request in person a delay of the detention; no phone calls or notes will be accepted for this.

B. IN-SCHOOL SUSPENSION (ISS)

Students who are assigned ISS for any portion of the school day are not allowed to participate in extra-curricular activities that day. They must have all study materials with them when they arrive to the ISS area at the beginning of the day. Students must bring their lunch to school the day(s) assigned to ISS. Students are to remain quiet and in their seats. They are to communicate with the ISS supervisor only.

C. SUSPENSION

Notice of Suspension and the reasons for the suspension will be given to the student in writing by the principal. If a student is suspended, s/he will not have any opportunity to make up work that s/he misses during the suspension.

Students and parent/guardian may appeal a suspension within one (1) school day of the suspension. This appeal will be made to the Principal and heard by the discipline committee. The student may not attend classes until the appeal is heard, but they will be able to turn in work for the classes they miss while waiting for the appeal and receive credit for that work. All discipline committee hearings will be held within two (2) school days of the appeal being made. The decision of the discipline committee is final.

If a student receives 2 suspensions; third disciplinary action that requires another suspension may result in expulsion process.

D. EXPULSION

The decision to expel any student will be made in writing and will include the reasons for the expulsion by the principal.

Students and parent/guardian may appeal an expulsion within two (2) school days of the expulsion being issued. This appeal will be made to the Dean of Students and heard by a discipline committee. The student may not attend classes until the appeal is heard, but they will be able to turn in work for the classes they miss while waiting for the appeal and receive credit for that work. All discipline committee hearings on expulsions will be held within four (4) school days of the appeal being made. The decision of this discipline committee is final.

Revised version of this handbook with any changes or additions will be posted on the School’s website.

III. GENERAL POLICIES

SPECIAL EDUCATION

RBPS will have continuous process that includes awareness activities, screening and evaluation procedures designed to locate, to identify, and to refer children with special needs (and their parents/guardians) to appropriate services at school and in the community as much as school sources allows. Remember, Rosebud is not designated to run all Special Education Services, and we will only provide services for mild cases by using inclusion methods.

LUNCH PERIODS

Rosebud Primary school is a closed campus. This means that students must remain at school for the entire school day, including the lunch period. Students may buy lunch at school (if the lunch buying program available), or may bring a packed lunch.

If a student has a special situation, the parent and the student will need to meet with the principal. During the lunch period, students will be expected to display good manners and courtesy. Students must eat their lunch only in the lunchroom (own classroom). Students will be expected to clear and dispose of all trash appropriately. Teachers on duty during the lunch period will hold students responsible for their behavior.

SCHOOL ACTIVITIES

RBPS will offer a range of activities that will enrich student development during and after school. Because the safety of students is very important to us, specific rules will apply to these activities.

A. FIELD TRIPS

Field Trips offer exciting ways to learn. RBPS students will have the opportunity to go on field trips at various times throughout the school year. For all field trips, students will be expected to follow these rules:

- Students must bring to school a Field Trip Permission Slip signed by a parent or guardian by the specified date. Phone calls will not be accepted as permission.
- Students must wear school uniforms unless otherwise specified.
- Students must abide by the RBPS code of student conduct while on the field trip.

All extracurricular activities are privilege, not a right for students. Therefore RBPS administration reserves the right to refuse anybody to attend these activities based on academic and behavioral concerns.

B. AFTER-SCHOOL ACTIVITIES

There is no better way for students to enrich their education than by taking parts in clubs, after-school activities or working with a teacher. These opportunities allow students to explore more deeply things they already enjoy and to try other areas that sound interesting. Students who stay for an after-school activity must follow these rules:

- Be with a teacher or other staff member at all times.
- Arrange to have their transportation pick them up at the end of the activity.
- Abide by the RBPS code of student conduct while participating in the activity.

Students not participating in after school activities may not stay after school to wait for another student.

A full list and description of after school clubs and activities will be posted after school starts and students will have an opportunity to explore each one that looks interesting.

Note 1. RBPS is not responsible for students not participating in after school activities. Those students must leave the campus within ten minutes of school dismissal time.

Note 2. Students who are registered for after school activities must leave the campus within twenty minutes of after school dismissal time

Academic Tutoring Program

- Tutoring will be available as part of the RBPS after-school program.
- Students can receive tutoring from faculty and volunteers from local universities.
- The program will benefit all students.
- The sessions will generally occur after school; some may be scheduled on the weekends.
- Saturday tutoring is available to all students who wish to improve their academic skills. We offer math, language and science preparation classes. All students are welcome to join.

ILLNESS, INJURY, AND MEDICATION POLICIES

Rosebud Primary School does not have a nurse on staff. The Secretary in the Main office can assist students with basic first aid treatment; however he/she is not a registered nurse. Students sent to the office, or visiting the office claiming to be ill, will be quickly evaluated by the Secretary. If a student needs treatment beyond basic first aid, a Parent/Guardian will be contacted to pick them up.

A. ILLNESS OR INJURY DURING THE SCHOOL DAY

If a student becomes ill or injured during the school day, s/he must report to the Main Office. Do not leave the building without permission. Any absence from class that is not first cleared through the office will be considered unexcused.

B. ILLNESS AT HOME

If a student is not physically well prior to the beginning of the school day, the administrators should be informed and the student must be kept at home. Medical certificate must be provided upon arrival to the school.

C. MEDICATIONS

- All medications must be in the original container.
- The container must be clearly marked with the students first and last name.
- A "Request for Medication to be Taken During School Hours" must accompany all medication, containing instructions for administration, including exact times and dosages. The "Request for Medication to be Taken During School Hours" will be filed in the student's folder.
- All medications are to be delivered to the front office and be picked up at the end of the day. The school is not liable for any medication not picked up after school.
- Children with chronic conditions may be exempted from this rule only after conference between the parents/guardians and the principal.

C. CONTAGIOUS DISEASE

If, during the course of the year, a child develops any contagious disease or condition, please notify the school immediately so that precautions can be taken and appropriate notifications sent home.

LOST AND FOUND

There will be a lost and found box in the office. If you find books, clothing or personal items on the school grounds, please bring these items to front office. Items not picked up after 4 weeks will be donated to a charitable organization.

LOCKERS (IF PROVIDED)

Lockers are provided for storage of coats and books. The locker is only as safe as the student assigned that locker makes it. Use of a locker by more than one student is unacceptable. To permit other students' access to that locker compromises the security of that locker.

STUDENTS ARE STRONGLY ADVISED NOT TO PLACE MONEY OR OTHER VALUABLES IN THEIR LOCKER. THE SCHOOL DOES NOT ACCEPT RESPONSIBILITY FOR STOLEN OR LOST MONEY, CLOTHING, VALUABLES OR OTHER ARTICLES.

The lockers are the property of the School. School authorities have the right and the obligation to check the lockers for the safety, welfare and protection of students on school property at any time. Every student is responsible for the locker he/she is assigned as well as the contents of the lockers at all times.

The School is not responsible for any belongings left around, under, on top of the lockers. Those areas will be cleaned out regularly.

TEXTBOOK AND SUPPLIES

Rosebud Primary School will provide students with textbooks for each class upon payment of announced fee. Some classes may also provide textbooks to be used only in the classroom so that students do not need to transport heavy books to school. Each student should take care to see that these books are not lost, stolen, damaged, or defaced.

School is not liable for lost or damaged books.

Note. In some classes, teachers will assign a textbook to each student for use only in the classroom. This textbook will be kept in the classroom at all times. Students will be required to report immediately any damages to the textbooks to their classroom teachers. Otherwise they will be held responsible for the damage.

VISITORS

Visitors are welcome at RBPS, for educational reasons. All visitors including parents must register with the office when they enter the campus. Please do not bring guests to school without prior arrangements. No visitors will be allowed the last two weeks of each semester, due to final exams. If a parent wants to visit/observe a specific classroom, written notification should be submitted in a week advance. Parent may be allowed to observe classroom with a prior approval from the principal.

PARENTAL INVOLVEMENT AND SUPPORT

Since your child's education is a continuing process, parent cooperation, support, and assistance are needed if we are to be successful. Together, we can make a positive difference in your children's lives. The following are ways that we can work to fulfill our common goals:

Parents/Guardians are asked to.

- Be a good listener to both your child and the school staff when conflicts arise.
- Be a positive role model for your child.
- Contact the school as necessary.
- Be familiar with RBPS student handbook and explain it as necessary.

PARENT/TEACHER COMMUNICATION

- Parents are encouraged and are always welcomed to discuss the progress or problems of their children with the school faculty when an appointment is made prior.
- Parents may not disturb a teacher during school hours.
- An appointment is required for all conferences.
- To make an appointment with a teacher, call their extension before school or after school. You can also contact teachers via email.
- If your question relates to the classroom, please ask the appropriate teacher.
- Any question involving a student's work or behavior must be discussed with the teacher before it is discussed with the administration.
- Parents are expected to make every reasonable effort to cooperate with the teachers and school staff to help their child have a successful educational experience.
- Parents who wish to observe their child's classes need to make arrangements with the teacher whom they like visit and get approval from administration at least a day prior to their visit.
- Parent/teacher/student conferences are strongly encouraged when an appointment is made prior.

CONTACTING YOUR CHILD DURING SCHOOL HOURS

- Parents/Guardians should only contact the main office if they must leave a message for their child in case of an emergency. Students will not be disrupted during school hours for non-emergency reasons. In case of an emergency, the message will be given to the student by office personnel. Parents/Guardians should not contact their child's cellular phone during school hours; students are required to turn off all electronic devices, including cellular phones, and put them away and out of sight.
- Parents/Guardians are not allowed to visit their child during school hours. In case of an emergency, the parent must go to the main office first and notify the staff member. Office staff will determine the urgency of the situation.

STUDENT INFORMATION SYSTEM

- Parents, as well as students, will have access to their child's grades in each class, missing/incomplete/ upcoming assignments, upcoming tests/projects, discipline, communication log, and teacher contact information. Each parent will be provided with a username and password to have access throughout the school year, 24 hours a day.

INTERNET USE

- Access is a PRIVILEGE, not a right
- Internet access is given to users who agree to act in a considerate and responsible manner
- School personnel may access Internet user's files

User's may not.

- Use another person's username and/or password or transmit home addresses and/or phone numbers.
- Use the network for commercial, political and/or personal non-academic uses.
- Access the system to encourage the use of drugs, alcohol, or tobacco.
- Access material that is threatening, obscene, disruptive, or sexually explicit, or that could be construed as harassment of others based on their race, national origin, gender, sexual orientation, age, disability, religion, or political beliefs.
- Use the Internet in any unethical or illegal manner
- Access the social networks such as Facebook, MySpace, etc,
- Use personal e-mail accounts and any instant messaging programs
- Use proxy websites to access blocked websites by RBPS administration
- Violate any copyright laws
- Use non educational games
- Damage the computer, computer systems, or computer networks
- Trespass in another's folders, work, or files.
- Change the computer settings

Violation of the above rules may result in loss of Internet access for the entire school year as well as other disciplinary actions. If the user is not sure how to do something on the computer, ASK a teacher or the system administrator. Failure to comply with computer rules will result in a lowered grade and other disciplinary consequences.

ELECTRONIC DEVICES

RBPS policy regarding possession of cellular phones, any personal electronic devices, iPods, MP3 players, cameras, video cameras, laptops, and recording devices is as follows:

- From the moment a student arrives on campus to the time that the student leaves the campus, the power of the electronic device must be turned off and all devices are to be out of sight, secure with the student's belongings- in a backpack or purse. The duration of the non-permitted use includes before school on school grounds, instructional time, passing periods, lunch time, and tutoring. At no time, shall the educational program or school activity be interrupted.

- The school is not liable if such devices are damaged, lost or stolen. The use of these devices or their ringing/vibrating during school time will be considered a disruption of school activities and subject to disciplinary action which will include confiscation and discipline entry.
- All confiscated devices will be returned to a parent/guardian accompanied by the students at assigned time.

EARTHQUAKE AND MAJOR DISASTER PROCEDURES

- In the event of a fire, major earthquake or major disaster, students are to be evacuated to the assigned area by RBPS
- If the local public schools announce that the students will be dismissed, RBPS will do the same.
- Parents are to remain in assigned area and sign out their child with the appropriate staff member because RBPS has to account for all students. RBPS cannot be searching for a "lost" child who was, in fact, already picked up.

STUDENT TRANSFER

- Any student transferring out of Rosebud Primary School must complete the "Student Withdrawal Form" which can be obtained from the main office. The form must be completed prior to a student transferring. It is the parent/guardian's responsibility to complete the form. The school is not responsible for having it completed.
- It is the student's parent(s)/guardian(s) responsibility to contact the school that student will be transferring to. It is the parent's responsibility to make all necessary arrangements for a successful transfer.
- If a student will be transferring to another school for the following school year, the parent is still responsible to inform the main office before the last day of school, or last day of attendance.

SCHOOL FEES AND PAYMENTS

Rosebud Primary School's fee schedule as following;

- Non Refundable Registration Fee: HK\$2,000 (each semester and covers books and uniforms except Shoes)
- School Fee: HK\$3,000/Month or HK\$30,000/year School fees are due at 1st day of each month
- New parent should pay Registration and First Month School fee at them time of registration as a non-refundable fee.
- Any late payments are subject to penalty of HK\$250 for the first day and HK\$50/day thereafter unless prior arrangements are with the administration.
- School will establish the auto pay system and all payments will be accepted through auto pay. (it'll be announced separately when becomes available)
- Any damages to school properties and equipment are subject to the immediate payments.
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Please read and discuss the policies, procedures, and expectations with your child/children before signing and returning the receipt at the last page.

STUDENT UNIFORM POLICY

Dress Code	ADDITIONAL
<p>RBPS has a dress code policy to help create a safe and orderly environment, instill discipline, and eliminate the competition and distractions caused by varied dress styles.</p> <ul style="list-style-type: none"> • Students are expected to arrive in dress code every day and be dressed up in full school uniform at all times during the school day. . It is a reflection of RBPS. • When students are in uniform, therefore, they are expected always to conduct themselves accordingly, whether at school or not. • The uniforms will be provided by RBPS. Please cooperate, display modesty and neatness, and take pride in these clean, neat and attractive uniforms. • We rely on your common sense and your parents' and/or guardians' support in helping maintain this dress code. Parents are primarily responsible for their children's uniform and are expected to check that it is being worn correctly before the child leaves home for school. • Students who fail to keep their uniform as required (drawing, modifying etc) will be asked to purchase a new uniform. • Shoes should be regular, traditional black shoes, and socks should be white. • Sport shoes are only worn with sports uniform during P.E. days. They aren't permitted in normal classroom days. Any students wearing sport shoes due to injury must have a medical certificate. • Ties must be worn at all times on school grounds and done up tightly. • Clothing such as singlets, T-shirts, skivvies that are sometimes worn under the school shirt must be white. No hooded tops are allowed; 	<p><u>Pants/Skirts/Skorts/Shorts:</u></p> <ul style="list-style-type: none"> • May not be baggy or tight fitting such as "skinny pants." May not be rolled at waist. Waist size must be same as student's waist size. • The bottom of the skirt, skorts, and/or shorts must be no higher than 3 inch below the middle of the kneecap when the student is sitting. • Socks may not be worn over pants. • Rubber bands are not allowed on the bottom of pants or ankles. <p><u>T-Shirt:</u></p> <ul style="list-style-type: none"> • Shirts must be long enough to remain tucked in when bending over. Students may not wear long sleeve undershirts under t-shirt. Undershirts can only be white, burgundy or navy blue. • The student may choose to button, or not button, the top button of the woven shirt. All other buttons of the woven shirt must be buttoned. • Sweaters may not be rolled at the waist. <p><u>Undergarments:</u></p> <ul style="list-style-type: none"> • Should not be noticeable through or outside of clothing, tops and bottoms. <p><u>Personal Appearance:</u></p> <ul style="list-style-type: none"> • Boys are not allowed to wear ring and other jewelry or accessories. • Jewelry and accessories for girls should not attract undue attention (only one pair of non-excessive earrings). • Necklaces may not be visible outside of the clothing. • No bandanas, sweatbands or arm wraps. • Girls/Boys are not wear make-up. • Facial and body piercing are not allowed. • Visible tattoos are not acceptable. • No "glitter", decorations, or drawing of any kind should be visible on the skin (arms, legs...), hair, body, or uniform. • Hair should not be extreme, i.e., no big spikes or hair color that is not natural. • No shaving the head bald. Hair must be at least ½ inch on the top and ¼ inch on the sides and back. No mustaches or beards. • Hair must be neat, clean, and well kept.

STUDENT CONDUCT CONTRACT

Because all students and parents/guardians have elected to apply to Rosebud Primary School, we anticipate that all students will not only accept their rights as members of our school community, but also their responsibilities to other members of that community. We ask that parents and students carefully read over and sign the student contract on this page. As the school year unfolds, students must do their best to behave in ways that will enhance their own and others' ability to learn.

STUDENT CONTRACT

As a student of RBPS, I will do my best to do the following:

- I will show consideration for the rights and feelings of others, being careful not to hurt them physically or make them feel bad.
- I will speak to others respectfully, not using profanity or uncomplimentary names.
- I will show respect for all people working or helping in the school.
- I will show careful regard for both my property and the property of others and I'll pay any damages that I caused or contributed to cause.
- I will always ask permission before I borrow other people's things, and I will return them promptly in good condition when I am finished.
- I will attend school regularly.
- I will be in class on time with all necessary materials.
- I will make good use of class time and complete and turn in assignments on time.
- I understand that I must make up assignments I missed because of an absence.
- I will remain on campus during school time, including the lunch period. I will not leave the school ground without the permission of the principal.
- I will do my best in my schoolwork, and I will let others do their best.
- I will ask for help if I do not understand.
- I will not bring any contraband items to school.
- I will help keep the school building and grounds clean and tidy.
- I will walk in the halls.
- I will follow the uniform policy and arrive at school in my uniform.
- I will not participate in any behavior banned by the school.

Student Name

Signature

Date

Parent/Guardian Name

Signature

Date