

ACADEMIC POLICIES

OBJECTIVE

The academic policies and regulations outlined below apply to all HCIS students and provide a framework within which the school may specify further conditions or variations appropriate to students in their academic courses or programmes.

These academic policies and regulations are intended to preserve respect for school education, support curriculum and assessment and foster veritable learner attributes for optimal learning.

1. ACADEMIC CALENDAR

All students are expected to observe the school academic calendar by keeping up with daily lesson attendance. The student who is absent for any reason is responsible for work missed and must inform the teachers concerned for necessary instructions.

Students should understand that excessive absenteeism may jeopardize their grade, continuance in the course, or registration for IGCSE / IB examination. The school reserves the right to take firm actions against the student if a pattern of excessive absenteeism develops.

2. CURRICULUM

HCIS offers a 6-year integrated programme that culminates in the International Baccalaureate Diploma Programme (IBDP). Students enrolled in the school must fulfil the following course requirements of the formal curriculum:

Lower Secondary (Year 7-8) : English Language, Chinese Language, Mathematics, General Science, History, Geography, Computer Studies, Art, Music, Physical Education, Weiqi, Calligraphy

Upper Secondary (Year 9-10) :Core Subjects & Electives (*conditions apply for subject options)
English Language, Chinese Language, Mathematics, Economics, Chemistry, Physical Education, and 3 of the electives*: Biology, Physics, History, Geography, Business Studies.

*Additional Subjects Offered: Additional Mathematics, Art

Pre-University (IB Diploma) : IB Subject Grouping & Core Components (EE, TOK & CAS)

School admission, class placement, level advancement and subject combination will be assessed and determined by the school's academic panel.

3. SEC 3 & PRE-U 1 SUBJECT OPTION

Sec 2 and Pre-U 1 students on provisional promotion pending IGCSE results release will be briefed on the Subject Options for emplacement as follows:

Term 1 (Wk 1-2) -- Pre-U 1 IB Induction Programme and Subject Option Briefing

Term 4 (Wk 4) -- Sec 2 Subject Option Briefing for Sec 3 Emplacement

Students must seek parental endorsement before submission of the Subject Option Form. Following emplacement, student request for subject combination change must first be supported by formal parental letter, with approval sought from subject teacher and the Vice Principal, Studies. Repeat requests for subject changes will not be considered.

Pre-U 1 students are required to select their IB Subjects based on the combination offered by the school. Granting of requests for subsequent change in IB subject level (HL /SL) is subject to the student's results as well as school policy.

4. SUBJECT DISCONTINUATION

To encourage students to broaden their learning and widen their course options for higher education, the dropping of subjects in Sec 3 is disallowed in most instances. Sec 4 students who face the need to discontinue a subject will be permitted to do so upon formal application to and approval by the Vice Principal, Studies.

Sec 4 students who have been registered for the IGCSE examination will not be allowed to withdraw from the exam subjects registered after the stipulated deadline.

5. ACADEMIC ASSESSMENT & EXAMINATION WEIGHTING

MODES	WEIGHTING
Continual Assessments (Terms 1 & 2 - Combined)	10 %
Mid-Year Exam	30%
Continual Assessments (Terms 3 & 4 - Combined)	10%
End-of-Year Exam	50%
TOTAL	100%

It is the responsibility of students to check the given test / examination dates to ensure no test / examination is missed. Students who are absent from a class test or examination will be awarded zero mark for the paper. Where absence is supported by medical certificate, the student's performance will be based on the remaining papers and/or continual assessments.

There will not be a make-up test / examination for students who are absent from a paper. For IGCSE or IB examination, candidates who are absent from a paper will not receive a grade and this could result in the candidate not attaining the certification/diploma.

6. PROMOTION CRITERIA

LEVEL	CRITERIA
Promotion from Sec 1 to 2 / Sec 2 to 3 / Sec 3 to 4	Overall Mean Subject Score = 50%
Promotion from Sec 4 to Pre-U 1	IGCSE Mean Subject Grade = B, including pass in English
Promotion from Pre-U 1 to Pre-U 2	Overall Mean Subject Score = 50%, including pass in English

Sec 1-3 students who fail to meet the promotion criteria may be required to sit for a re-examination if they meet the re-examination criteria.

Re-examination will not be administered for Sec 4 or Pre-U 1 students; those who did not meet the promotion criteria will be required to repeat the level.

In observance of fairness and academic standards, the school will not consider any student/parental appeal for re-examination or promotion.

7. ACADEMIC RESPONSIBILITIES & STANDING

All students are expected to abide by the school's policies on learning and appropriate behaviour - within and beyond the classroom. The school reserves the right to enforce disciplinary measures on students found to have acted irresponsibly, either in their own learning or towards the learning of others.

In cases of repeat or major offences (ref. to Policy Guidelines on Student Behaviour), a student could be suspended from class, barred from examination or expelled from the school.

8. EXAMINATION REGULATIONS & PROTOCOL

All students are bound by examination regulations and protocol during any internal/external examination session. Students are expected to be familiar with the 'Examination Instructions for Candidates' and abide by the rules stated in the document and instructed by the invigilator.

Students found in violation of any examination regulation will be barred from taking the paper or examination totally. In cases of suspected malpractice, zero mark will be awarded to the candidate.

Candidates who decide to withdraw from an external examination totally will not be offered a refund of their exam fees, as per external examination regulation.

9. IB LEARNER PROFILE & ACADEMIC HONESTY

As an authorized IB World School, HCIS is committed to cultivating the following IB Learner Profile in our pupils – Inquirers , Knowledgeable , Thinkers, Communicators, Principled, Open-minded, Caring, Risk-takers, Balanced, Reflective

In keeping with the school mission, all students are encouraged to exhibit the qualities of independence, innovation and internationalism. Above all, students' academic performance must be attained through academic honesty.

Academic honesty means that students will conduct themselves in an honest and trustworthy manner in all aspects of their academic career. Engaging in any form of academic dishonesty such as cheating, plagiarism, falsification, impersonation, misrepresentation and related offences to obtain any type of academic advantage or credit will not be tolerated by the school.

10. TESTIMONIALS & REFERENCE

The school will furnish testimonials or reference letters only to graduating Pre-U 2 students for their university applications. For students with records of serious offences, the school reserves the right not to provide a testimonial / reference letter, or may include details of pupil misconduct where necessary.

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POLICIES ON STUDENT BEHAVIOUR AND CONDUCT

OBJECTIVE

The policies on student behavior and conduct outline the school's expectations on student behaviour that will help us to achieve the goal of providing a holistic and unique paradigm of education.

BROAD STATEMENTS

The following statements underpin the policies:

- i. HCIS is a premier school that provides a safe, conducive, and supportive environment for our students and staff.
- ii. HCIS and her stakeholders have a high expectation on the attitude and behavior of our students.
- iii. Developing a student, especially through the young adult phase, is often challenging, and requires close partnership between the school and parents/guardians.
- iv. Every student is unique, coming from different nationalities and cultures. Yet, they share the common characteristic of trying to establish their personal and social identity. They need to be guided closely by the school and parents/guardians.
- v. On the other hand, students must exercise self-discipline and learn to make good decision and choices that affect their behaviour. We coach them that if their behavior is "safe and sensible", it is within the school rules. Also, we educate them that if their choices make them more responsible, matured or intelligent as a person, then it is a good decision.
- vi. A full range of consequences (both positive & negative) is used to guide our student behaviour.

PART I - STUDENT BEHAVIOUR: OUR POLICIES AND EXPECTATIONS

1. ATTENDANCE

Every academic day provides unique and important learning experiences for the students. We expect full attendance for all school days and designated school events from our students.

a. Reporting time and Flag-raising

- i. All students are to be in their classroom before 8:00 am for the flag raising ceremony.
- ii. Citizens and non-citizens are to accord full respect for the ceremony, which includes the National song and pledge.

b. Justification for absence

Absence is justified only in the following ways:

- i. Sickness – supported by a medical certificate issued by a registered medical practitioner
- ii. Urgent private affairs - explained in a letter from the parent/guardian.

c. Application of leave to travel overseas during term time

Approval from the school must be sought before departure to attend to urgent family affairs. Please complete the “Application to leave Singapore” form available at the Admin Office.

d. Non-urgent affairs

Parents/guardians are to refrain from bringing their children for holidays or other non-urgent events during school term. “Absence without formal permission” will be recorded for such cases.

e. Early departure during term time

- i. Students are required to complete the “Pupil’s Application for Early Departure” form before they are allowed to leave the school premises during school hours.
- ii. Early departure is also allowed for the following reasons: sudden illness, urgent medical appointments, external exams (music, diagnostic tests), and urgent family affairs.
- iii. The form is available at the Admin Office.
- iv. Parent/guardians will be informed before the student is allowed to depart from school. A reply slip carrying the signature of the parent/guardian must be returned to the Form Teacher when the student returns to school.

A copy of the school academic term, term breaks and scheduled school vacation for 2011 can be found in the school website under “Academic Calendar for 2011”.

2. PERSONAL APPEARANCE

We want our students to dress well and be properly groomed at all times. They are to distinguish themselves by their academic results, CCA performance and most importantly, by their excellent character.

a. Hair

- i. All students are expected to keep their hair neat and tidy while at school.
- ii. For boys, their hair must not touch their eyebrows or shirt collars and it must not cover the ears. Spiky and gelled hair and long side-burns are strictly disallowed.
- iii. Girls with longer hair must keep it tied back at all times. Use of hair accessories should be kept to the minimum, and restricted to those that are dark-coloured and non-distracting. No hair dye of any kind is allowed. This applies to both boys and girls.

b. Uniform

The school has adopted a relaxed uniform style for the comfort and convenience of all students. However, we are not relaxed about enforcing minimum standards about what is worn and how it is worn.

- i. No modification to any part of the school uniform is allowed.
- ii. Boys and girls must not wear any jacket at school other than the school jacket with HCIS logo.
- iii. The items currently on the uniform list include:

Male	Female
Casual jacket with HCIS logo	Casual jacket with HCIS logo
Polo T-shirt	Polo T-shirt
PE T-shirt	PE T-shirt
PE shorts	PE shorts
White trainers	White trainers
Sec 1, 2, 3: Khaki Bermudas	Option to wear either:
Sec 4 & Pre-U: Tailor-made long pants	Khaki skirt or Bermudas

iv. Male students must:

- Keep their Polo T-shirts tucked in their shorts or long pants.
- Wear visible white ankle socks, not socks that fall below the shoe line.
- Wear their trousers around their waists, not around their hips.
- Wear a belt with a plain buckle.

v. Please note that female student:

- Must wear their skirt at appropriate length - not more than 2 fingers (4cm) above the knee cap.
- Must wear visible white ankle socks, not socks that fall below the shoe line.
- Must not wear any make-up, nail polish, or any unnecessary accessories.
- Are allowed to wear only one pair of identical stud-earrings / small ringed earrings (one earring on each side). Earrings should be plain and simple.

c. Body Piercings

- All forms of body piercings are disallowed..
- Students who choose to pierce any part of their body with pins or needles of any kind will not be allowed to remain in school.

d. Jewellery or any other forms of external accessories

- These are not allowed unless it has a cultural and / or religious significance
- Permission to wear the item(s) will be granted only for formal written requests from parents.

3. GENERAL BEHAVIOUR

We do not have an extensive set of rules and regulations that cover all aspects of student behaviour. We expect our students to act sensibly and responsibly at all times. The following are the major aspects:

a. Academic (Please also refer to the school's Academic Policies)

The school believes that all students can be independent and responsible for their learning.

i. Academic honesty

- Students are to put in their best effort in preparing for their assignments, tests, and examinations.
- No forms of dishonesty - copying, cheating, plagiarism will be accepted. Zero marks will be given should such incidents arise.

ii. Homework

- The school believes in the value of homework. Homework helps students acquire disciplined study and work habits from a young age.
- Students at all levels are given homework regularly by their subject teachers. Students are expected to complete homework tasks on time and to the best of their ability.
- A student who fails to complete homework satisfactorily and on time is acting irresponsibly.
- Parents are urged to support the school in ensuring that homework assignments are taken seriously.

b. Personal & Social Behaviour

When a student joins the school, a “greater” identity is assumed - he or she is now a Hwa Chong student. Students are the ambassadors of the school and must be courteous, disciplined and respectful at all times.

c. Punctuality

All students are expected to be punctual for all lessons and school activities.

d. Bullying

- i. Bullying is anti-social behaviour that will not be tolerated in HCIS.
- ii. Bullying is a cowardly behavior. All students should learn to help and take care of one another in school, instead on picking on differences, prejudices or weakness of their school-mates.
- iii. Bullying is defined as deliberate hurtful behaviour, singular or repeated event, where it is difficult for those being bullied to defend themselves.
- iv. The three main types of bullying are:
 - Physical (hitting, kicking, theft)
 - Verbal (name calling, racist remarks)
 - Indirect (spreading rumours, excluding someone from social groups)
- v. All students are encouraged to report any incidences of bullying to any staff member.

e. Mobile phones and other communication devices

Students are allowed to bring them to school on the following conditions: all mobile phones must not be visible and must be switched to silent mode during all lessons, school activities and examinations

- mobile phones must never be used to take photographs or make audio or video recordings of any person or activity in school
- playing of games on mobile phones are not allowed
- parents are to refrain from contacting their child during lesson time except for urgent and important matters

f. Gaming devices

Students are to use their free time in school wisely. No forms of gaming device are to be brought to school – PSP or PS2 etc.

g. Language

- i. The working language of the school is English. All subjects – except for Chinese – are taught in English and English is the only language allowed in all teacher-teacher and teacher-student interactions.
- ii. The only exception to this is when a Chinese language teacher is talking with a student, or when other teachers are talking with visitors / parents who cannot understand English.

- h. Personal valuables
 - i. Students are not encouraged to bring expensive items or large sums of money to school. The school accepts no liability for any losses, however they may occur.
 - ii. All items found on campus should be handed in to the Admin Office. It is advisable for all items to be tagged with the student's name for easy identification and return.

PART II - STUDENT BEHAVIOUR: THE CONSEQUENCES

1. We teach students that all actions have consequences, good or bad. We avoid words such as 'punishment' and 'expulsion', since such language suggests that the school is reacting vindictively to a mistake made by a student.
2. Good consequences will include the following:
 - a. Commendations in assemblies and on the school website
 - b. Award of certificates of merit and achievement
 - c. Positive written reports from teachers that are sent home to parents
 - d. Early promotion to a higher grade
 - e. Scholarships awards
 - f. Selection for overseas competition or exchange program
3. Bad consequences will include the following:
 - a. The student being placed 'on report' for a set period. During this time, the student's work and behaviour are monitored on a lesson-by-lesson basis and daily feedback is sent to parents and the Principal
 - b. Formal Reflection Time on Thursday afternoons
 - c. The student is denied privileges such as free time during break periods, though a student will never be prevented from taking his midday meal
 - d. 'Time out' periods when the school either withdraws the student from his regular classes and educates him in relative isolation, or asks the student to remain at home for a set number of days
 - e. Non-issuance of school testimonials or references
 - f. Caning for boys for persistent misbehaviour
 - g. Exclusion of the student permanently from school.
4. Behaviour Feedback
 - a. Formal feedback
 - i. At the end of each semester, Subject and Form Teachers will give formal behavioural feedback in the Result slip.
 - ii. A "Conduct Grade" will also be given, which is determined by the Merit & Demerit Point system
 - iii. Formal letters of warning may be also issued to students who have persisted in misbehavior.

b. Informal feedback

- i. The school or teachers may, from time to time contact parents/guardians via email or phone to give feedback to parents about their child/ward's behaviour.

5. Merit and Demerit Point Recording System

a. This system is used to record both positive and negative, behaviour of our students.

b. Conduct Grade

- i. At the start of each academic year or point of joining the school, each student is accorded a "C" Grade for conduct.
- ii. At the end of each semester, the Conduct Grade of a student is given based on the following:

	Excellent A*	Very Good A	Good B	Fair C	Poor D
Accumulated Merit Point	15 or more	5 or more	3 or more	NA	NA
Accumulated Demerit Point	NIL	1	2- 3	4 - 5	6 or more

- iii. An "Excellent" student would be considered as a role model; he or she has demonstrated many positive traits, contributes actively as a leader in class or CCA and strives continuously to achieve improvement or excellence in academic, CCA events and competitions.
- iv. A "Very good" student is one who demonstrates good traits, participates actively in class, CCA and school activities.
- v. A "Good" student is a reasonably active student contributing in some areas of school life, and has behaved reasonably well.
- vi. A student with "Fair" or "Poor" conduct grade will be someone whom has committed a serious offence (e.g. truancy), or a number of minor offences (late for four occasions per semester). In such case, his or her merit point will not count, and the conduct grade will be determined by his or her number of demerit points.

c. Merit Point System

S/ N	Descriptors	Pt s	Points explanation
Category I: Personal & School Values			
1	Demonstrated one of the school's desired outcome: Independence, Innovation & Internationalism	1- 3	1 pt: Demonstrated value in one particular event 2 pt: Demonstrated value consistently during

			the semester 3 pt: Demonstrated value that had an substantial impact on the class or school community
2	Demonstrated one of the school's value of Joy, Teamwork, Integrity, Global Perspective, Integrity, Excellence, Respect and Resilience	1-3	1 pt: Demonstrated value in one particular event 2 pt: Demonstrated value consistently during the semester 3 pt: Demonstrated value that had an substantial impact on the class or school community
3	Demonstrated one of the IB learner's profile: Inquirers, Knowledgeable, Thinkers, Communicators, Principled, Open-minded, Caring, Risk-takers, Balanced, Reflective	1-3	1 pt: Demonstrated value in one particular event 2 pt: Demonstrated value consistently during the semester 3 pt: Demonstrated value that had an substantial impact on the class or school community
Category II: Service & Leadership			
4	Provided assistance to students/ teachers	1-3	1 pt: Provided assistance upon request in one particular event 2 pt: Provided assistance consistently during the semester 3 pt: Able to anticipate need and provide help without request
5	Provided service to a school event	1-3	1 pt: Helped out only on the actual event day 2 pt: Involved in rehearsals and the actual event day 3 pt: Substantially involved in the planning and execution of the event
6	Shown exemplary service in class, and CCA.	3-6	3 pt: Class committee member 4 pt: CCA Ex-Co Member/ Class Vice-chairman 5 pt: CCA Vice-chairman / Class Chairman 6 pt: Chairman of CCA
7	Shown exemplary service in the Student Council	4-7	4 pt: Member 5 pt: Ex-Co Member 6 pt: Vice-President 7 pt: President
Category III: Academic			
8	Substantial improvement in Continual Assessment / Semester Examinations	1-3	1 pt : 5% improvement in 1 subject 2 pt: 5% improvement in 2 subjects or 10 % improvement in 1 subject 3 pt: 5% improvement in 3 or more subjects or 15% improvement in 1 subject
9	Outstanding performance in Continual Assessment / Semester Examinations	3-5	3 pt: 3rd in class / Best in Subject in class 4 pt: 2nd in class 5 pt: 1st in class

10	Participating in academic competition	1-3	1 pt: School organised event; 2 pt: National event; 3 pt: International
11	Achieving success in academic competition	1-3	1 pt: Top 3 in school event; 2 pt: Top 3 in National event; 3 pt: Top 3 in International event
Category IV: Co-curricular Activities			
12	Regular attendance in CCA	1	Regular= At least 90% attendance; No absence without reason
13	Represent school in Inter-School Competition	2-3	2 pt: Zone championships; 3 pt: National championships / Take part in Singapore Youth Festival
14	Achieving success in Inter-School Competition	3-6	3 pt: Top 4 in Zone championships; 4 pt: Top 4 in National championships; 5 pt: 1st in Zone; 6 pt: 1st in National
15	Exemplary CCA member	4	A committed and helpful member that contributed significantly to the CCA during the semester.

Notes:

- i. Any other worthy event/deed that is not covered by the list will be evaluated by the Discipline Committee.
- ii. The Discipline Committee shall consist of the Proposer, one Head of School and one Vice-Principal.
- iii. A maximum of 9 points shall be awarded per category.

d. Offences, Demerit points and Consequences

S/N	Descriptors	Points	Points explanation / Other consequences
Category I: Learning Behaviour			
1	Not submitting assignment on-time or properly	1	
2	Not paying attention in lesson	1	
3	Use of handphone or other communication devices during lessons	2	Handphone will be kept by school for one month.
4	Disruptive behaviour in class	6	Persistent behaviour (3 reports) will lead to suspension/ permanent exclusion
5	Cheating / Forgery/ Plagiarism in formal assessments	6	Zero mark will be awarded for the particular assessment.
Category II: Personal & Social Behaviour			

6	Late for school	1-2	1 pt: before 830am; 2 pt: after 830am
7	Use of vulgar/improper language	1-2	1 pt: once -off incident; 2 pt: used in public
8	Improper grooming	1-2	1 pt: one item; 2 pt: 2 or more item
9	Improper attire	1-2	1 pt: one item; 2 pt: 2 or more item
10	Misuse of school property	2	1 pt: misuse of equipment for wrong purpose; 2 pt: misuse that leads to equipment damage or lost
11	Gambling	4	
12	Truancy	4	Including Co-curricular and school activities.
13	Vandalism	5-6	5 pt: damage to equipment; 6 pt: damage to fixtures + Caning / Suspension
14	Theft	6	Caning / Suspension
15	Bullying	6	Caning / Suspension
16	Rudeness / defiance to Staff	10	Caning / Suspension
17	Fighting	10	Permanent exclusion
18	Serious assault	10	Permanent exclusion & Police Report*
	Others		Number of demerit point will be decided by Committee.

Notes.

- i. The demerit point system serves as a recording system of student behaviour. It should not be used in a punitive tone.
- ii. The 'Thursday Formal Reflection' sessions will be a standard consequence for all offences. This will be held on Thursday from 3pm onwards. One demerit point will translate to 1 hour of Formal Reflection. A maximum of 3 hours will be performed on any one day.
- iii. Students who do not turn up for the Formal Reflection without valid reasons or permission from the Vice-Principal will face suspension from school.
- iv. Other form of consequences: letter of apology, public apology, corrective service (community work), suspension from school, permanent exclusion will be applied when necessary for persistent misbehaviour.
- v. Students will also be referred to our School Counsellor or external agencies when necessary.
- vi. Students who show no regard to the demerit point system (accumulated 10 or more demerit point for minor offences during the semester, and make no effort to improve) will also face tougher discipline procedures – caning (for boys), suspension and permanent exclusion.
- vii. Parents are to be informed formally when a demerit point is recorded in the system. They will be invited to school when necessary.
- viii. Police will be informed for serious and aggravated offences.

CONCLUDING REMARKS

The school believes in educating a child holistically through its rigorous academic lessons, structured co-curricular activities and customised school programmes.

We welcome feedback from teachers, parents and students to improve on these policies. We will also continue to enhance staff training to ensure better implementation of these policies.

Most importantly, we will need to work closely with parents and guardians to nurture every child to be an outstanding Hwa Chong International student who embraces the values of Independence, Innovation and Internationalism.