

## HKSSM STUDENT GUIDELINES & CODE OF CONDUCT

*The Student Guidelines are vital to the success of HKSSM students and the richness of their experience. Students are expected to adhere to the Guidelines to ensure they can maximize their experience at HKSSM and be a positive and constructive member of the community.*

### **Be Mentally Prepared**

This is a vibrant and safe environment to learn and practice; everyone is expected to take risks in learning to operate in the supernatural without fear of rejection or failure. Therefore before each class each student should:

1. **Get ready to take risk:** be like Peter and keep your eyes on Jesus and step out of the boat by committing yourself to hands-on practice sessions, outreaches, treasure hunts, conferences and mission trips.
2. **Get ready to participate:** Your active participation matters, as each of us will build each other up as iron sharpens iron.
3. **Get ready for God to move:** Allow the power of God to be shown through you and in you as you make yourself available to Him.
4. **Get ready to be activated:** Expect to grow in the Truth, to love the Truth, to be transformed by the Truth, and to be activated by the Truth.

### **Maximize Your Classroom Experience**

To ensure you and your fellow HKSSM classmates can derive the most out of your classroom experience, the following guidelines should be adhered to:

1. **Attendance:** to qualify for graduation students are required to attend a minimum of 90% of classes. Students will sign an attendance sheet on arrival in the classroom. If a student will be absent, he or she is required to email the Principal at HKSSM@icahk.org in advance with a good reason for the absence.
2. **Punctuality:** Worship starts at 6:55pm. Students are expected to arrive a minimum of 5 minutes early to settle down and prepare their heart for worship. If a student will be late for 30 minutes or more, he or she is required to inform the Principal at HKSSM@icahk.org with a good reason for the lateness.
3. **Attention:** Give the Lord your full attention. Students are expected to bring their Bibles to class.
  - a. Switch OFF your phones; refrain from eating during class and class activities.
  - b. Plan your bathroom breaks and try not to leave in the middle of class.
  - c. You may bring laptops/iPads for note taking, but you may not engage in distracting behavior such as using your laptop/phones to surf the Web or check emails/WhatsApp messages.

### **Classroom Etiquette**

You will have the special opportunity to develop new and strong bonds with other like-minded believers. This community is a wonderful blessing from God to be enjoyed and received with gladness. In order to respect and guard this gift, students should seek to follow these guidelines:

- a. **Privacy:** Please do not take photos or videos of any activities in the classroom and share on social media without the express permission of the School and the individuals.
- b. **Group Communication:** Please direct any group-level communication to the class through the School. Please obtain permission before promoting non-HKSSM activities during class or via email/chat.

## HKSSM STUDENT GUIDELINES & CODE OF CONDUCT (cont'd)

### Homework Assignments and Book Reviews

Students are expected to submit book reviews via HKSSM@icahk.org or by hardcopy on or before the due dates. HKSSM seeks to instill the core values of responsibility, commitment, and time management, therefore the School will not send deadline reminders. If an assignment will be submitted late, the student is required to email the Principal at HKSSM@icahk.org in advance to request a deadline extension.

### Adverse Weather

Class will not be held if Black Rainstorm Warnings or Typhoon Signal No 8 or above is hoisted two hours before class time. If the Black Rainstorm Warning or Typhoon Signal No 8 or above is hoisted and then lowered to No 3 three hours before class time, class will take place as normal.

### HKSSM Materials

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## CODE OF CONDUCT

*HKSSM teaches students to build the right spiritual mindset and grow in intimacy with God. To provide a vibrant and safe environment where students can safely learn without the fear rejection or failure, a high level of spiritual maturity and excellence in Christian conduct is required of all students and instructors.*

### Code of Conduct

1. **Christian Conduct:** HKSSM expects each student to pursue a life of Godly living in personal, family, and professional life. This high standard of Christian conduct in accordance with scripture is a prerequisite for students to benefit from the teachings of HKSSM.
2. **Honesty:** Every HKSSM student is expected to represent himself or herself honestly and respectfully in all situations, whether orally or in written statements. This includes, but is not limited to, providing truthful information on all HKSSM applications and assignments. Plagiarism (taking someone else's work or ideas and conveying them as your own) is considered dishonest.
3. **Respect:** Students are expected to show respect for the different backgrounds, personalities, beliefs, and spiritual traditions of students, faculty, staff, and guest speakers who make up the HKSSM community.
4. **Community:** Students are to be committed to living their Christian life in the community of a church, under the covering and headship of a pastor.
5. **Direct or Indirect Marketing/Promotion :** Students are expected not to use the School and relationship with fellow students as platform for marketing or promoting anything unrelated to HKSSM without first seeking guidance with the Principal.

*Updated January 7, 2022*