

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 risks:** be like Peter and keep your eyes on Jesus and step out of the boat by committing yourself to hands-on classroom 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 notify the Principal at HKSSM@icahk.org in advance with a good explanation for the absence.
2. **Punctuality:** Worship starts at 6:55pm on Wednesdays or 1:55pm on Saturdays. Students are expected to arrive 10 minutes early to settle down and prepare their hearts 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. **Full Attention:** Give the Lord your full attention.
 - a) Students are expected to bring their Bibles to class.
 - b) Switch OFF your phones; refrain from eating during class and class activities.
 - c) You may bring laptops/iPads for note taking, but you may not engage in distracting behavior such as using your laptop/phone 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 or share such 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 the Principal's permission before promoting non-HKSSM activities, conferences, courses, etc. during class or via email/WhatsApp chats, etc.

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

Homework Assignments and Book Reviews

Students are expected to submit book reviews on time addressed to the Principal at HKSSM@icahk.org. HKSSM seeks to instill the core values of responsibility, commitment, and time management hence there will not be reminders from the School. If an assignment will be submitted late, the student is required to send a request for extension to the Principal with an explanation.

Adverse Weather

Classes will be canceled 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, classes will take place as normal.

HKSSM Materials

No part of HKSSM notes may be copied, reproduced, stored, distributed, or transmitted in any form or by any means, electronic or mechanical, including photocopying and recording, or by any information storage or retrieval system, without the written permission of HKSSM.

Etiquette for Overseas Students who attend classes via Zoom.

The same etiquette applies to local students who may attend class via Zoom due to sickness.

1. Be seated in a private, quiet, undisturbed indoor room with stable Wi-Fi connection.
2. Login 15 minutes before the start of class, using a PC or tablet device. Do not use your phone.
3. Show your face at the center of the screen the whole time during class; ensure good lighting.
4. Refrain from eating or snacking during class and class activities.

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 of 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 and consent with the Principal.