



Rules and Regulations for Live Lessons and Attendance Policy

For the attention of Students and Parents

Time Table for Live Lessons

- Students should take Live lessons as per the half day, 7 period time table implemented at the start of this school year until further notice; lessons will be from 8:10am to 12:55pm.

Live Lesson Platforms

- The school mainly uses Zoom for live lessons. Some teachers may use Microsoft Teams or Google Meet.
- Students should install the Zoom App (or other app as requested by subject teacher) on their computing device – a computer or a digital tablet. Smartphones are not preferred. Students that need to borrow an iPad for their learning needs may apply to the School to dbsit@dbs.edu.hk.
- Students' school emails (Google Workspace based) have been registered to Zoom and should use them to access Zoom. Teachers will not allow non-school email accounts access to lessons.

Behaviour during Live Lessons

- Students are **REQUIRED** to **attend all live lessons** to fulfil attendance requirements of the school. Students should be on time and not leave any live lesson early.
- Students should prepare for lessons beforehand, such as reviewing the necessary pages of the textbook, notes or provided videos, and should submit assignments in a timely manner.
- Students should be dressed appropriately and behave properly in live lessons as they would normally when at school as per teacher's instructions. Cameras should be switched on and student's face should be shown.
- Parents should follow the proper procedure for notifying the school of absences if their child is unable to attend any live lessons. Please refer to the Live Lessons and Attendance Policy below for more information.
- Students should **NOT** make a screen capture or record a live lesson. If the subject teacher feels it is necessary to do so, such a recording will be made available to students.
- Students with a malfunctioning camera or network access / instability problems should, through parents, promptly notify the class teacher through email. The class teacher will notify subject teachers. Parents should ensure a functioning camera is available and find alternative methods to ensure their child can access live lessons in a consistent manner.
- Student's attendance record will be adjusted to reflect the camera operation or network access / stability as per parent's notification up to one week. Students will be marked as 'absent' if there is no effort to improve. The school may accept arrangements for students to be at school on a case by case basis.
- Subject teachers will **MUTE** any student causing nuisance or displaying rude behaviour for the rest of the lesson. The teacher will contact the student and his parent(s) by email (or phone) detailing his behaviour for follow up action. This email will be forwarded to the class teacher for reference.

Disciplinary Arrangements

- **Subject teachers will take roll-call every lesson.** Students that do not attend the live lesson, come in late or leave early without permission, refuse to turn on their camera or are generally unresponsive will be marked as absent.
- Subject teachers will send an email to students that were marked absent during their class (i.e., students that did not attend the live lesson, at the end of the school day latest.
- Students are expected to respond in an email to their subject teachers to explain themselves if they have been absent, been uncooperative or MUTED during a lesson.
- The General Office will notify parents through the HKTE Smart School App and email when a student accrues 4 absences from lessons or more. Please refer to the Live Lessons and Attendance Policy for more information.
- Subject teachers and class teachers will contact parents by email should there be cases of frequent absences by any student. Discipline teachers and Guidance teachers may be involved if no positive change occurs.

Live Lessons and the Attendance Policy

- Parents are reminded to refer to the Attendance Policy found on the School website.
- Parents should follow the requirements of the Attendance Policy when notifying the school of their child's absence, with the following modifications.
 - Use your child's school email to access the following form:

<https://forms.gle/vNjUc5wZUGypGQe28>



- It is necessary that the form is filled in by the parent or in the presence of the parent.
 - Submit supporting documents as needed with the form.
 - Student's email will receive a copy of the submitted form.
 - Parents may alternatively submit a physical copy of the form – available on the School website, in person or by mail.
- Student's absence data will be adjusted as per the Attendance Policy. IB Students will have further instruction from the IB Section.
- Students' unexcused absences will be accrued over the course of the school suspension period. Every 7 lessons unexcused absences will be converted to 1 day of unexcused absence.
- The General Office will notify parents through the HKTE Smart School App and email if unexcused absences reach 4, 7, 14, 21 and 28 times.
- Students will have their conduct on the School Report barred as follows:

Total Number of unexcused Lesson Absences	Total number of days of unexcused absence per school term	Maximum conduct grade before the adjustment made by class teacher
14	2	B+
21	3	B
28 or above	4 or above	C+