



# SCHOOL SONG

Boys and girls of Po Leung College

To be honest and amiable

Brilliant and faithful, diligent and humble

These are the virtues we long for

Youths of courage, youths of daring

full of perseverance and will

Spirits are always in progress

Hearts to conquer every ill

Well-known schools are plentiful

With thousands of heroes coming forth

And they flourish high and faithful

Po Leung College something more.

# **The Kuk's Spirit**

**Mutual Respect**

**United Effort**

**Benevolence**

**Charitable**

**Gratefulness and Recognition**

**Dedication to Serving  
the Community**

## **Vision**

**Children are nurtured, Youngsters are educated  
Adults are supported to contribute  
Elderly are cared for  
The less fortunate are lightened with hope.**

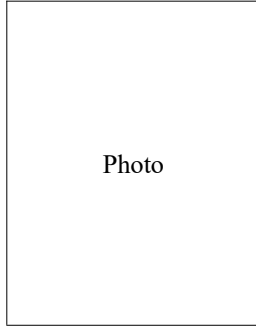
## **Mission**

**To be the most prominent and committed charitable organization.  
In the Kuk's Spirit to do good deeds with benevolence.  
Dedicated in protecting the young and the innocent,  
caring for the elderly and the underprivileged,  
aiding the poor and healing the sick,  
educating the young and nurturing their morality,  
providing recreation to the public, caring for the environment,  
passing on the cultural inheritance and  
bringing goodness to the community**

## **Values**

**Fine traditions, Accommodate the current needs  
People-oriented, Care and appreciation  
Sound governance, Pragmatism and innovative  
Integrity, Vigilance  
Optimal use of resources, Cost-effectiveness  
Professional team, Service with heart**

# Student Information



Name : \_\_\_\_\_ ( \_\_\_\_\_ )  
English Chinese

Student No. : \_\_\_\_\_

Class : \_\_\_\_\_ Class No. : \_\_\_\_\_

Parent's/Guardian's Name : \_\_\_\_\_

Relationship with Student : \_\_\_\_\_

Parent's /Guardian's Signature

(Name : \_\_\_\_\_ )

Class Teachers' Signature

1.

(Name : \_\_\_\_\_ )

2.

(Name : \_\_\_\_\_ )

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# **Guidelines on using the Student Handbook**

## To the parents

1. Please read this handbook carefully in order to understand all the school rules and regulations. Information not in this handbook will be sent to parents in letter format as the need arises. The reply slips need to be signed by parents and/or approved guardians.
2. The signature on all school documents must be the same as that in the record of the student handbook.
3. Parents must check the record of school-parent correspondence in the student handbook weekly.
4. If you have changed your address and/or contact phone number, please inform our school as soon as possible.
5. For any enquiries, please call our general office at 2194 5707.  
The opening hours of the school general office:  
Monday to Friday : 7:30 a.m. to 5:45 p.m.  
Saturday : 8:30 a.m. to 12:30 p.m.  
School holidays : 8:30 a.m. to 5:00 p.m.

## To the students

1. Students must read and firmly follow all the regulations stated in the student handbook.
2. Students must bring their handbooks back to school each day for teachers' perusal, record and to take down the homework in the dairy. Students will be punished if they forget to bring the handbook.
3. Students should not add or delete any words or sentences which are listed in the handbook or written by teachers or parental guardians.
4. Whenever there is a notice from the parental guardian to teacher, or from teacher to the guardian, the guardian has to sign it.

# **I. Basic Regulations**

1. All students must be polite and respectful towards teachers and classmates.
2. All students are expected to work hard and follow all school regulations.
3. All students are expected to have good attitudes of civic awareness, responsibility and discipline.
4. All students must listen to and follow prefects' and monitors' sincere instructions.
5. All students must keep the school clean and not spit or litter anywhere.
6. All students must have a proper attitude towards all school property. Those who damage or destroy the property of the school will be required to compensate for any damage caused.
7. All students must arrive at school on time and be punctual when attending all school activities.
8. When students are attending a lesson or participating in any activities, they must wear tidy uniforms.
9. All students must dress in a simple style. Their hairstyle and uniform must conform to the summer and winter uniform specifications in the handbook.
10. All students must make an effort to finish tasks given by the school.
11. All students must respect the privacy of others, and are asked not to read others' handbooks and not to steal personal data from others.
12. All students must bring their student identity card and handbook to school.
13. All students must not smudge, damage or paste stickers on the student handbooks.
14. All students must not borrow books from others, lend books to others or assist others in lending books. Students must not ask others to keep their books.
15. Students have a responsibility to report to the school the misbehavior of schoolmates.
16. Students cannot enter other classrooms without permission from school authorities.
17. Students must not bring prohibited goods to school, such as magazines, MP3 players, electronic games, etc.
18. Without permission from the school authorities, students should not form association, conspire in groups, solicit donations secretly, publicize or post any slogans, send out or circulate any school documents.
19. Students must not misbehave outside the school, disturb public order, enter electronic games centers and internet cafe, etc.
20. Students must not alter the parents' documents or forge parents' signature, and write over the academic report.
21. Students must not ask for money from schoolmates.
22. Students are prohibited to gang together for illegal activities, and they are also prohibited from meeting outsiders outside the school.
23. Students must not participate in any illegal organizations.
24. Students must not have contact with people of disrepute.
25. Students must report any accidents to the school. They should not conceal the fact when being inquired.
26. Students must return home at once after school.
27. Students are responsible for keeping their electronic devices in the designated location in school.
28. Students have the absolute responsibility to comply with the National Security Law.

## II. Codes of Classrooms

1. Students must bring along textbooks, notes and stationery needed for lessons.
2. Students must go for lessons quickly and quietly and sit at the designated seats after the school bell rings.
3. Students are not authorized to enter any workshop or special rooms on their own. They must line up outside and wait quietly for the instructions of their teachers.
4. Students must self-study quietly if their teachers cannot attend the lessons punctually. Monitors/monitresses are responsible for notifying the school Office within ten minutes.
5. Students must keep classrooms, special rooms and workshops clean and tidy. No littering or graffiti daubing is allowed. They are also not permitted to damage any desks, walls, boards, etc.
6. Students are forbidden to bring any food or drinks into classrooms, special rooms, or workshops unless official approval is granted.
7. Umbrellas must be placed at the designated place.
8. Students are not permitted to use white boards, sockets for electronic equipment etc. without authorization.
9. Students cannot go to the washroom without permission from their teachers during lessons.
10. Students who are permitted to go to the washroom by their teachers should not scream, meander or linger in corridors.
11. Students must not leave their classrooms or wander in corridors between lessons. They should keep quiet in their classrooms to avoid disturbing other classes.
12. Students should line up silently when moving to other classrooms so that the students of other classes will not be disturbed.
13. During the lessons, students are not allowed to do any homework or assignments of any subjects, to read books of other subjects, newspapers, magazines, etc. Items involved in the prohibited actions will be confiscated immediately.
14. Students on duty are responsible for turning off the light, fans and the air-conditioners properly when all students have left the classroom.
15. Students on duty are in charge of cleaning the white boards and keeping the floors of the classrooms clean.
16. When monitors or monitresses are performing their duties, other students must be cooperative.
17. Students must tidy up and clean up the drawers and the area nearby before school ends. They must also align the desks and place the chairs properly. Students should not leave any books or items in classrooms, special rooms and workshops. Any books left behind will be confiscated if found.



### III. Codes of School in Public Areas

#### 1. Corridors

- (a) No chasing, screaming, playing ball games, eating, or drinking etc. is allowed in the corridors.
- (b) Throwing of any objects is prohibited.
- (c) Sitting on corridors, staircases, desks or umbrella stands is forbidden.
- (d) The corridors should be kept clean.

#### 2. Badminton court, playground, covered playground

- (a) Kicking of any type of ball is forbidden, except under teacher's supervision.
- (b) All places should be kept clean. Rubbish should be put into the litter bin.
- (c) Climbing on basketball stands or iron fences is prohibited.

#### 3. Canteen

- (a) Students should line up to buy food.
- (b) The canteen should be kept clean. Students must pack the utensils and clean the surfaces of tables after use.
- (c) Lying on desks or chairs is forbidden.
- (d) Drinking or eating is permitted only in the canteen.

#### 4. Others

Students are prohibited to enter the following places without authorization:

- (a) Hall
- (b) Staffroom
- (c) General office
- (d) Car park
- (e) Special rooms
- (f) Other classrooms
- (g) Other floors

## IV. School uniform

Boys
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The style of the school uniform should be simple and plain. Students must wear their school uniforms according to the dress code stipulated by the school regulations. Students should show respect to the school uniforms they wear inside and outside school.

### 1. Style of school uniform and code of dressing

Item	Boys
Shirt	Plain, fitted, pure white, simple in style with school badge sewn on properly and the shirt should be tucked in properly (a short-sleeved shirt for summer and a long-sleeved one for winter).
Trousers	Fitted, straight long grey trousers. Materials should be those stipulated by the school. Simple and plain in style, e.g. no logo, no hipsters, not too long.
School tie	Fasten the top button and knot the school tie properly.
School blazer	Dark grey blazer with school emblem sewn on it.
Belt	Simple and plain in style, pure black, silver buckle, about one inch in width, no carving or decoration on surface.
Shoes	Simple, plain, black leather shoes. Fancy or unconventional styles are not acceptable, such as boots, training shoes, pumps, shoes with perforated toe cap or ornaments, shoes in patent-leather or velvet, etc.
Socks	Pure white ankle socks with no logo or pattern. Fancy styles are not acceptable.
Underwear	Students should wear a pure white vest.
School P.E. uniform	Wear tidy and fitted school P.E. uniform for P.E. lessons, on specific school days or picnic days only.

### 2. Clothes for keeping out cold

Extra woolen sweater	Plain navy-blue cardigan or V-neck sweater (wear fitted sweater only with school's permission).
Extra coat	Wear only plain down coat in navy blue or black, when The Observatory announces that the "cold weather warning" is in force or the temperature is below 13°C in one of the region areas in Hong Kong.
Scarf / Gloves	Simple style in pure navy blue or black.

### 3. Hair, accessories and appearance

Length of hair	Students should keep the hair short so that it does not cover the eyebrows, ears and the collar of the shirt. Students should not have any sideburns.
Hairstyle	Simple and plain. No trendy or unconventional styles. Hair cannot be set into braids or a bun. All unnatural hair styling e.g. dyeing, using hair styling products, funny cuts are not allowed.
Accessories	No accessories are allowed, including necklaces, bracelets, rings, ear-rings, ear-pins etc (except application approved by the school for religious or personal reasons).
Badge	School badge must be kept intact. Damaged school badge should be replaced immediately. Students should not wear any badges without permission.
Cosmetics	Using or bringing cosmetics to school is not allowed.
School bag	Style of school bag should be plain and simple. Students are advised not to use expensive or brand name bags. Students should not decorate their school bags with pins or ornaments (one ornament may be allowed if there is a need).
Watches	Fancy style of watches with bracelets, beads, strings etc. as watchstrap are not allowed as it goes against the spirit of simplicity and moderation advocated in school.

#### Girls

The style of the school uniform should be simple and plain. Students must wear their school uniform according to the dress code stipulated by the school regulations. Students should show respect to the school uniform they wear inside and outside school.

#### 1. Style of school uniform and code of dressing

Item	Girls
Dress, School tie, School blazer Belt	The style of the blouse must be the one stipulated by the school.
Shoes	Simple, plain, black leather shoes. Fancy or unconventional styles are not acceptable, such as boots, training shoes, pumps, shoes with perforated toe cap or ornaments, shoes in patent-leather or velvet, etc.
Socks	Pure white socks with no logo and no pattern. Socks of fancy styles are not allowed. The length of socks should cover at least half of the lower legs.
Underwear	Plain, pure white slip. Any fancy style, e.g. halter-neck is not acceptable.
School P.E. uniform	Wear tidy and fitted school P.E. uniform for P.E. lessons, specific school days or picnic days only. Girl may wear school P.E. uniform, when the Observatory announces that the “cold weather warning” is in force or the temperature is below 13°C.

## 2. Clothes for keeping out cold

Extra woolen sweater	Plain navy-blue cardigan or V-neck sweater (wear fitted sweater and only with school's permission).
Extra coat	Wear only plain down coat in navy-blue or black, when The Observatory announces that the "cold weather warning" is in force or the temperature is below 13°C in one of the region areas in Hong Kong.
Scarf / Gloves	Simple style in pure navy-blue or black.

## 3. Hair, accessories and appearance

Length of hair	Hair, including hair on the sides of the face in front of the ears, should be tied up if it reaches the shoulders. Bangs should not cover the eyes.
Ways to tie up hair	Use ribbons, rubber bands or clips in black or plain colour. Students should not use too many rubber bands and clips.
Hairstyle	Simple and plain. Hair should be tied together at the back or held up with clips. All unnatural hair styling, e.g. dyeing, clipping fake hair using hair styling products, funny cuts are not allowed.
Accessories	No accessories are allowed, including necklaces, bracelets, rings, ear-rings, ear-pins etc. (except application approved by the school for religious or personal reasons).
Badge	School badge must be kept intact. Damaged school badge should be replaced immediately. Students are not allowed to wear any badges without school permission.
Cosmetics	Using or bringing cosmetics to school is not allowed.
School bag	Style of school bag should be plain and simple. Students are advised not to use expensive or brand name bags. Students should not decorate their school bags with pins or ornaments (one ornament may be allowed if there is a need).
Watches	Fancy style of watches with bracelets, beads, strings etc. as watchstrap are not allowed as it goes against the spirit of simplicity and moderation advocated in school.

## **V. Rules of bringing mobile phones/tablet computers to school**

1. Parents need to declare their mobile phone's model, colour, brand, serial number in the parent's notice. They have to update the school on the information of their mobile phones if they changed their phones.
2. An electronic storage for mobile phones will be in place on G/F outside the tuck shop. Upon their entry into the campus, students must place their mobile phones into the storage immediately. They must switch off their phones and disable the timer/alarm beforehand.
3. Mobile phones cannot be kept in the storage overnight. The school will not take the responsibility if there is any phone loss or damage after the school closes.
4. If students have school team trainings after the end of the school day, they should get back their phones before leaving. For other students, they should get back their phones before 5:45 p.m. (or 2:00 p.m. during test or examination weeks).
5. If students forget to bring their student cards or need to leave the school early for special reasons, they should give their mobile phones to their class teachers in the morning. Class teachers will in turn pass the phones to DGC supporting staff members for safe-keeping. Students will sign on a record when getting the phone back.

## **VI. The school hall assembly rules**

1. Morning Assembly
  - (a) Students must stop any activities when the preparation bell rings at 8:00 a.m..
  - (b) Students must arrive at the hall before 8:05 a.m. on every Tuesday and Friday.
  - (c) If the students come to the hall after 8:05 a.m., they must line up in the assigned area and cannot go back to the class to avoid disturbing other students.
  - (d) Each class must maintain an orderly line during assembly. Students must keep quiet and listen to the announcements.
  - (e) All students need to queue up to go back to their classrooms along the designated route following the lead of their class teacher.
2. Day 6 and Day 12 assemblies
  - (a) Students must stand in line in the classroom when the bell rings. Students must keep quiet and go to the hall under the lead of the teachers.
  - (b) Students must sit properly and keep quiet when they arrive at the hall.
  - (c) Students cannot eat, talk, doze off or disturb other classmates. Students must keep the hall clean.

## VII. Rules for the lateness

1. If the students arrive at school after preparation bell in the morning, it will be regarded as a late arrival.
2. Students must go to school through the main entrance and fill in "the late arrival form" if they arrive at the school late. The record is used to show the arrival time of student. Student needs to present this form to the teacher when entering the classroom.
3. Student who is late for school needs to go to staff room 2 to report to teachers of the Discipline and Guidance Committee. He/ She needs to call the parents for his/ her lateness.

「遲到」/「遲回學校」証明書 (Late Arrival Record)

Name: \_\_\_\_\_ Class: \_\_\_\_\_ ( )

Date: \_\_\_\_\_ / \_\_\_\_\_ / 24-25 Arrival Time: \_\_\_\_\_

必須給予 DGC 蓋印！  
以證明學生已致電家長  
This form must be stamped by DGC, which proves that the parents of student has been advised.

1. 此文件用作證明同學回校時間，同學上課後必須將此表格交給老師查看，然後自行保管。

This record is used to show the arrival time of student. Student needs to present this form to teacher when entering the classroom, and then keep it yourself.

2. 遲到學生須先上教員二室，向當值 DGC 老師報到，並且須致電通知家長。同時須把手機交到教員二室保管

Student who is late for school needs to go to staff room 2 to report the DGC teacher. He/She needs to call the parents for his/her lateness. Meanwhile, the mobile phone should be kept in staff room 2.

3. 離開教員二室後，遲到學生必須立即到課室上課，不得前往洗手間或儲物櫃

After leaving staff room 2, student needs to go to classroom **immediately**. He/she is **not allowed to go to toilet or locker**.

4. 遲到罰則如下 (Penalties):

Times of lateness	Detention of student (學童) (扣除分數)	Record of absence (學童) (Minor Offence (公鐘))	Detention (留堂)
1	—	—	—
2	—	—	—
3	3 marks (3分)	1 detention (1節)	1 Day (1.5h)
4	—	—	1 Day (1.5h)
5	—	—	1 Day (1.5h)
6	3 marks (3分)	1 detention (1節)	1 Day (1.5h)
7	—	—	1 Day (1.5h)
8	—	—	1 Day (1.5h)
9	3 marks (3分)	1 detention (1節)	1 Day (1.5h)
10	—	—	1 Day (1.5h)
11	—	—	1 Day (1.5h)
12	9 marks (9分)	1 Minor Offence (1公鐘)	1 Day (1.5h)

And to Go (往北基路)

5. 如有特別原因想申請豁免是次遲到的懲處，請填後頁

If you have any special reasons for waiving the punishment regarding to this lateness, please write down the details on the next page.

申請豁免遲到懲處 (Apply for waiving the punishment of this lateness)

\* 申請者必須於 2 個上課天內將 此証明書 及 相關文件交予班主任  
\* Applicant should submit the relevant document(s) and this record to the class teacher within 2 school days

Student's Name: \_\_\_\_\_ Class: \_\_\_\_\_ ( ) Date: \_\_\_\_\_ / \_\_\_\_\_ / 24-25  
(Day) (Month)

Student's signature: \_\_\_\_\_

申請豁免遲到類別 (加*) (Put ✓ in the relevant category)	需呈交的文件 (Document(s) need to be submitted)			處理方法 (Handling method)
	家長信 (Parent's letter)	醫生紙 (Medical certificate)	其他相關文件 (Relevant document)	
病假 (Sick Leave) <input type="checkbox"/> 早上看醫生 (Consult doctor in the morning) <input type="checkbox"/> 覆診 (Follow-up consultation)	✓	✓		紀錄會轉為「出席」 (The record will be changed to "Present")
<input type="checkbox"/> 事假 (Casual Leave)	✓		✓	
<input type="checkbox"/> Others	✓		✓	視乎情況 (It depends on the situation)
<input type="checkbox"/> 大規模遲準	請填寫以下資料: Please fill in the following information: 居住地區 (District of Residence): _____ 乘搭之交通工具 (Mean of Transport): <input type="checkbox"/> MTR (Station: _____ 站) <input type="checkbox"/> Bus (Route: _____ 路線) <input type="checkbox"/> Minibus <input type="checkbox"/> Private car <input type="checkbox"/> Taxi / Others _____ 遲車地點: (Place of traffic congestion) 遲車時間 (Time): Around _____			轉為「合理遲到」 (仍會計算在累積遲到紀錄內，但免交錄罰分會作任何懲處)  The record will be changed to "Reasonable Lateness" (It will still be counted towards the accumulated lateness record, but there will be no penalties for this particular instance.)

條件:  
 \* 只接受有新加坡報的交通意外事件或  
 有關有公佈的突發新聞報告  
 \* 遲到時間必須合乎合理時間之內  
 \* 校方會參考同學過往的記錄作決定  
 \* 如任何同學，校方將保留最終決定權

Criterion:  
 \* Only massive traffic congestions or the train delays announced by MTR will be considered.  
 \* The arrival time should be reasonable.  
 \* School will take the past record (arrival time) of applicant as a reference.  
 \* In case of disputes, the decision of the School shall be final.

For Official Use Only

班主任核實學生相關情況，然後將所有相關文件交給「級訓輔主任」  
(After the verification of the student's situation, class teachers sign this form and submit all documents to DGC Form Coordinator)

級訓輔主任簽署: \_\_\_\_\_ ( )

級訓輔主任簽署: \_\_\_\_\_ ( )

是次申請已獲 DGC 批准，  
會將資料轉交給 G.O 更新紀錄  
This application is approved by DGC, the relevant documents will be passed to G.O. for updating the record.

4. The school will take into the consideration special circumstances in pardoning students' lateness and waive the punishment, such as massive traffic congestion, bad weather or other special circumstances. Students should complete the form and provide supporting documents to class teachers within 2 school days if they wish to apply for waiving the punishment.

## **VIII. Rules for leaving early**

1. If a student has physical discomfort during a lesson, he/she must notify the teacher. A monitor/monitress needs to accompany the student to the medical room to take a rest after obtaining the authorization from the teacher.
2. The student must notify the class teacher in advance if he/she would like to apply to leave early.
3. The parents/guardian of the student must come to school to pick up the student and complete the early leave procedures directly. The student must hand in the medical certificate issued by a registered medical practitioner to the class teacher once the student has recovered from illness.
4. If the student applies for leaving early for personal reasons, the student must hand in the application letter to the class teacher two days in advance. The student is allowed to leave the school after receiving authorization from the class teacher, but the parents/guardians of the student must come to school to pick up the student.

## **IX. Rules for Detention Class**

1. Detention classes are held in Room 408.
2. Students may be asked to attend detention class for the following reasons: Lateness, poor performance in homework, violation of school regulations, poor learning attitude, etc.
3. Students must arrive at detention class before 12:40 p.m. The student must sit quietly and obey all teacher's instructions in the detention class.
4. Students should stay at the detention class for 30 minutes even the student has completed the designated task set by the teacher. Students may bring textbooks for revision.
5. If students break any rules during the detention, the school will extend the detention time and appropriate disciplinary actions will be taken.
6. Students must hand over the student handbook to the teacher responsible for the detention class before leaving. The teacher will state the reason for detention and the leaving time in the student handbook.
7. Detention classes will be arranged in the afternoon recess every day and after school on Thursday.
8. Punishment will be given to students who are absent in detention.

## X. Bad weather arrangement

1. Students should not go to school if the Education Bureau announces the suspension of classes when the Typhoon Signal Pre-No.8, Typhoon Signal Number 8 or above, red or black rainstorm warning signal has been hoisted before 6:00 am in the morning.
2. If the Typhoon Signal Pre-No. 8/ Typhoon Signal No. 8 in force during the school time, or the Red Rainstorm Signal (Black Rainstorm Signal) is still in effect during the school dismissal time (or after the completion of exams), the school will ensure the safety of the surrounding environment before arranging for students to leave campus after communicating with their parents. The school premises will remain open until 6:30 p.m. If parents prefer to personally come to the school to pick up their children, please contact the class teacher through Moxo or call 21945707 to inform the General Office staff. This will enable the school to take proper care of the students who remain on campus.

## XI. Application for Leave

1. If a student cannot come to school due to illness, the parents/guardian of the student must notify the school and apply for sick leave before 7:50 a.m. in the morning (school telephone number: 2194 5707). The student must hand in both the parents' letter and the medical certificate issued by a registered medical practitioner to the teacher on the first day upon returning to school.
2. The school basically will not accept the application for leave for any personal reasons. However, if student has very special reasons in applying for leave, they must hand in the application letter and related documents to the class teacher two days in advance.
3. The parents/guardian should write the letter of application for leave on an A4 size white paper according to the following suggested sample.

<p>_____ 班班主任 _____ 老師：</p> <p style="text-align: center;">請假信</p> <p>本人為 _____ (班別) 班學生 _____ (學生姓名) 之家長。學生因 _____ (不論病假或事假，須註明病因或事因)，</p> <p>需由 _____ 年 _____ 月 _____ 日起至 _____ 年 _____ 月 _____ 日止，共請假 _____ 日/ _____ 課節。</p> <p>請假時間為 _____ 至 _____ 。敬請校方批准。</p> <p style="text-align: right;">學生家長 _____</p> <p style="text-align: right;">_____ (簽署)</p> <p style="text-align: right;">_____ (日期)</p>
<p style="text-align: center;"><b>Application for Leave of Absence</b></p> <p>I am the parent of a student named _____ (<u>Student's name</u>) of _____ Class. The student needs to apply for leave of absence due to _____ (<u>No matter if it is sick leave or private leave, reasons must be stated</u>). As a result, the student needs to be absent from _____ DD/MM/YYYY to _____ DD/MM/YYYY. In total, there would be _____ days of absence / _____ lesson periods involved. The time of leave is from _____ : _____ to _____ : _____.</p> <p>Thank you for your understanding.</p> <p>Regards, (Parent's signature) (Parent's name in Block Letters). (Date)</p>



## **XII. Examination regulations**

1. There is an examination in each term in the school year. Promotion or retention depends on the results of the assessments, the conduct and the attendance rate.
2. Students not fulfilling the promotion standard may need to repeat the year.
3. Examination regulations:
  - (a) Students have to come to school for assessments according to the test and examination timetable. Latecomers must get permission from the chief examiner before entering the examination centre. There will be no extra time given for the examination.
  - (b) Students should sit according to their class number during the examination. All belongings other than necessary stationery should be put under the chair.
  - (c) After the invigilator(s) entering the examination centre or classroom, no talking or looking around is allowed. Students cannot borrow stationery from other classmates.
  - (d) The student's name, class and class number must be put on the question paper and relevant answer sheet(s).
  - (e) Students must not turn over the question paper or other materials given until they are told to do so.
  - (f) If there are missing pages or printing mistakes in the question paper, students must raise his/her hand to inform the invigilator.
  - (g) During the examination, students are not allowed to leave early.
  - (h) Students who cheat will be penalized or disqualified from the examination paper concerned.
  - (i) Students should make use of the recess time to revise and keep quiet during recess.
  - (j) Students who attend oral/practical examinations should arrive at the waiting room on time. Students should bring along their books and notes for revision during the waiting period.
  - (k) Students should follow the instructions of the examination, such as using an HB pencil to answer the MC questions. Any kinds of violation may result in a mark penalty or disqualification.
  - (l) Any electronic devices including tablets, electronic dictionaries, databank watches, smart watches or other wearable technologies with communication or data storage functions, etc. must be switched off.
  - (m) All extra-curricular activities and ball games will be suspended one week before the examination and during the examination period.
  - (n) Students must inform the school on the day they take sick leave during the examination period. Students have to hand in a parents' letter and the medical certificate issued by a registered medical practitioner on the day they come back to school and contact the subject teacher for make-up examination. No make-up examination will be conducted if the student is absent without a sound reason.
  - (o) For any make-up examinations subjects, the score of the examination paper will only be counted as 80% of the total mark.
  - (p) If EDB announces that there is no school for all secondary schools on an exam date, the school will set another date for the examination affected. Examination dates for other subjects will remain unchanged.
  - (q) The above regulations applies to all kinds of assessments in the school, including but not limited to quizzes, dictations, speaking tests, practical tests, etc..

### **XIII. Merits and Penalties**

1. Ways of granting merits
  - (a) Citation
  - (b) Increment of conduct marks
  - (c) Granting merits
  - (d) Granting conduct awards
  - (e) Granting services awards
  - (f) Granting badges or certificates
  
2. Ways of Penalizing
  - (a) Verbal Warning
  - (b) Deduction of conduct marks
  - (c) Placement in detention
  - (d) Record of demerit (demerit, minor offence, major offence)
  - (e) Class suspension or special lesson
  - (f) Requirement to repeat the same form level
  - (g) Dismissal from school
  
3. Teachers will record the reason, the number of demerits, minor offences, major offences, merits or appreciation of services in “Record of Merits and Penalties”. The items in the “Record of Merits and Penalties” will be recorded in the students’ report cards.
  
4. Students with improper conduct or flippant homework will be delivered a warning letter to their parents in order to bring the improper conduct to the parents’ attention.
  
5. Students who repeatedly or intentionally break school regulations may, after the review and approval by Discipline and Guidance Committee, be required to attend the Special Class.
  
6. Award and Punishment System
  - (a) Conduct Mark system
    - Students have 100 conduct marks as a basis at the beginning of the 1st semester. According to students’ behavior, conduct marks will be added or deducted.
    - In each semester, student can gain 1 merit and 10 conduct marks for meeting each of the following two criteria:
      - not being marked for violation in school uniform and appearance
      - no record of lateness
  - i. Adding Conduct Marks

1-30 conduct marks, mini merits, minor merits or major merits will be added to students who have good performance stated below.



**1st Category Offence: Maximum of 3 conduct marks will be deducted.**

- (a) Not keeping his/her iPad or valuable personal belongings (e.g. wallet, purse, Octopus card and money etc.) properly
- (b) Fail to bring textbooks and other related subject materials
- (c) Improperly dressed when attending school (e.g. Not wearing proper school uniform to school on Saturday / Life Wide Learning Day / School Picnic or wearing inappropriate clothing to school on Dress Casual Wear Day)
- (d) Late for the morning assembly or lessons without sufficient reason
- (e) Playing any ball games without the permission of teachers
- (f) Fail to return school notice / notice letter of violating school regulation
- (g) Eating, drinking or bringing food or drinks in disapproved places. (Eating or drinking is only allowed in tuck shop area or in classroom only during lunchtime)
- (h) Disobey/ Disrespect to prefect's instructions
- (i) Entering other classrooms without teachers' consent
- (j) Using the lift without permission or any other reasonable explanation
- (k) Entering washroom or tuck shop without permission or using the locker after the preparation bell
- (l) Fail to bring student cards or student handbooks
- (m) Keep on failing to swipe the student card when entering and leaving school
- (n) Fail to follow traffic regulations
- (o) Running or chasing along corridors or in staircases
- (p) Leaving the classroom without teacher's consent
- (q) Borrowing, lending or assisting to borrow/lend textbooks or other related learning materials to other schoolmates
- (r) Improper use of locker / without locking the locker properly
- (s) Bringing forbidden objects to school (e.g. comic books, cosmetic products, Cyber Café card, accessories, toys and magazines, hair styling products etc.)
- (t) Not remaining in seat during lesson / between lessons
- (u) Without tidying up any rubbish after eating in tuck shop / Not clearing the drawer after school
- (v) Not attending extra-curricular activity on time

**2nd Category Offence: Maximum of 6 conduct marks will be deducted.**

- (a) Entering staff room(s) or any special rooms without teacher's consent
- (b) Wandering in the streets after school without any reasonable reasons
- (c) Entering any prohibited areas in school without teacher's consent
- (d) Checking other's belonging(s) without the owner's consent
- (e) Improper behavior during morning assembly or hall assemblies / talking in the corridor between lessons
- (f) Spitting or littering

### 3rd Category Offence:

**Maximum of 9 conduct marks and 1 minor offence will be deducted.**

- (a) Bringing or helping schoolmates to keep the electronic device in classroom without the prior approval of the school
- (b) Using electronic devices in school days or tutorials during holidays without teacher's permission for purposes. Including but not limited to watching YouTube videos (with the exception of contents by PLKTNKJSC) and any contents on the internet.
- (c) Improper Use of Electronic Devices (Mobile Phones/ Smart Watches and the like) (moderate level). Including, but not limited to playing mobile games in Mei Foo area, browsing the websites which include improper contents.
- (d) Bringing or eating chewing gum
- (e) Improper use of the Internet (moderate level). (e.g. Using inappropriate languages on any social networking sites / cyber bullying others)
- (f) Fail to apply for an official leave properly. (*An application letter from parent(s) or guardian(s) with suitable reason should be handed in to class teacher before 3 school days*)
- (g) Fail to apply for a sick leave properly. (*An application letter from parent(s) or guardian(s) together with a medical certificate should be handed in to class teacher the next school day*)
- (h) Buying or circulating forbidden goods in school uniform (e.g. cigarettes, alcoholic drinks and comic books etc.)
- (i) Fail to attend any lessons, tutorials, after-school training courses or extra-curricular activities without sound reasons
- (j) Using or writing any inappropriate language (e.g. foul language), making any foul gestures or foul signs
- (k) Using any abusive languages and using any indecent hand gestures
- (l) Leaving or absent from detention class or classroom without sound reasons / permission from teachers
- (m) Being impolite or disrespect to teachers or disobey to teachers or prefects' instructions
- (n) Behaving rudely or disrespectfully to schoolmates / slightly fight with /disturbing other schoolmates
- (o) Disturbing the order of lessons.(e.g. disturbing other schoolmates / making unnecessary noises / playing tricks etc.)
- (p) Having, in possession or circulating improper magazines / printed materials / novels
- (q) Intentionally smearing or destroying any school properties
- (r) Using other's property, books or stationery without the owner's consent
- (s) Poor learning attitude (e.g. sleeping in lesson, unwilling to finish any classwork properly, do not follow the teacher's instruction)
- (t) Fail to report to teacher at the assigned time
- (u) Buying, selling and reselling goods (e.g. lunch boxes)
- (v) Not lining up in tuck shop
- (w) Copying other's homework or lending homework for others to copy
- (x) Having dishonest behavior (moderate level)
- (y) Fail to fulfill any class / school duties
- (z) Improper behavior against student identity (moderate level). (e.g. behaving improperly in public areas)

#### **4th Category Offence:**

**Maximum of 18 conduct marks and 2 minor offences will be deducted.**

- (a) Concealing the truth or failing to report the facts during an investigation
- (b) Bullying / Hurting schoolmates and/or causing bodily harm
- (c) Doing any dangerous behavior
- (d) Extorting money or borrowing money from schoolmates
- (e) Having smell of cigarette smoke without proper explanation / bringing lighter
- (f) Losing one's temper
- (g) Having unacceptable hairstyle or make up. (e.g. dying hair, perming hair or having inappropriate hair style etc)
- (h) Offending other's privacy
- (i) Forging parents / guardians' signatures
- (j) Amending of information between school and parent / Forging documents
- (k) Violating any examinations, tests, quizzes or dictations regulations
- (l) Abetting other schoolmates in doing any improper behavior
- (m) Irresponsible behaviour
- (n) Dishonest behavior (serious level)
- (o) Having improper behavior against his /her own student's identity (serious level) (e.g. having intimate behavior with others in any public areas or being rude to others)

#### **5th Category Offence:**

**Maximum of 27 conduct marks will and 1 major offence be deducted.**

- (a) Bringing cigarettes to school (including electronic cigarette)
- (b) Disregarding or insulting teachers (e.g. using inappropriate or foul languages)
- (c) Bullying or insulting other schoolmates (e.g. verbal /physical attacking others)
- (d) Drinking alcoholic drinks
- (e) Causing troubles or playing tricks to other schoolmates
- (f) Persecuting or hurting other schoolmates
- (g) Striking or trying to hurt other schoolmates intentionally
- (h) Doing any provocative actions
- (i) Improper Use of Electronic Devices (Mobile Phones/ Smart Watches and the like) (serious level) , including, but not limited to taking photos, videoing teachers/ classmates, or recording their sound without the school's permission
- (j) Improper use of the Internet (serious level) Including, but not limited to Unauthorized disclosure of other's information, transmitting other's photo, video, voice or using a lot of foul languages in any social networking sites or cyber bullying / attacking other schoolmates seriously)

### 6th Category Offence:

**Maximum of 54 conduct marks and 2 major offences will be deducted.**

- (a) Ganging together for seriously inappropriate/ illegal activities
- (b) Fighting or stirring up other schoolmates to fight / mischief
- (c) Theft
- (d) Gambling
- (e) Having non-schoolmates or gangs of suspicious characters waiting near to school
- (f) Threatening and extorting other schoolmates
- (g) Inflicting serious physical injury on schoolmates
- (h) Unauthorized issuing any information or having activities with outsiders under the school's name without approval
- (i) Immoral behavior
- (j) Taking, abusing, having, in possession of, trafficking drugs or tempting schoolmates to take drugs
- (k) Claiming having any triad background or involving in any triad activities
- (l) Illegally recruiting members (e.g. triad society)
- (m) Possessing or circulating any inappropriate printed articles, pictures or things regarding pornographic or gambling content
- (n) Having offensive weapon or dangerous objects
- (o) Misbehavior outside school which affects the school's reputation
- (p) Seriously offensive behavior to schoolmates (e.g. sexual harassment)
- (q) Smoking (including electronic cigarette)

### iii. Conduct Mark Adjustment

At the end of each semester, teachers can amend the conduct marks of students according to their general performance:

- Politeness
- Collaboration with others
- Service at school
- Respect to others
- Improvement in different areas

	<b>Maximum deduction or addition of marks</b>
Each Subject Teacher	<b>± 3</b>
Each Class Teacher	<b>± 5</b>
Form-level DGC teachers / DGC Master / DGC Mistress	<b>±10</b>

iv. Conduct Grade

At the end of each semester, the Student Report Card will show the Grade instead of conduct marks with reference to the following table.

<b>Conduct Marks</b>	<b>Conditions</b>	<b>Grade</b>	<b>Rank</b>
301 or above	No deduction of mark and no record of demerits No record of lateness	A	Excellent
201 – 300	No record of demerits Cannot be late for more than 3 times	A-	
121 – 200	Record of demerit cannot be more than 1	B+	Good
96 – 120	Record of demerit cannot be more than 2	B	
76 – 95	Record of demerit cannot be more than 3	B-	Fair
61 – 75	Record of minor offence cannot be more than 1	C+	
51 – 60	Record of minor offence cannot be more than 2	C	
41 – 50	Record of minor offence cannot be more than 3	C-	
31 – 40	Record of major offence cannot be more than 1	D+	Poor
21 – 30	Record of major offence cannot be more than 2	D	
1 – 20	Record of major offence cannot be more than 3	D-	
0 or below	Record of major offence more than 3 times	E	

(b) Conduct mark policy regarding homework

- i. Students must hand in their homework within the assigned time. Otherwise, students should complete their homework during the detention class.
- ii. Penalties for missing homework:

<b>Frequency*</b>	<b>Deduction of mark</b>	<b>No. of Demerit</b>
1	1 conduct mark	–
2	1 conduct mark	–
3	1 conduct mark	–
4	1 conduct mark	–
5	1 conduct mark	–
6	1 conduct mark	–
7	1 conduct mark	–
8	1 conduct mark	–
9	1 conduct mark	–
10	1 conduct mark	1 demerit
And so on		

\* There will be cut-off dates during the School Year. The count will be reset after the cut-off.



(c) System of lateness

- i. A student is considered late if he/she cannot arrive at school before the preparation bell (8:00 am) in the morning.
- ii. Penalties

<b>Times of lateness</b>	<b>Deduction of marks</b>	<b>No. of Demerit/ Minor offence</b>	<b>Detention (every time)</b>
1	–	–	–
2	–	–	–
3	3 conduct marks	1 demerit	1
4	–	–	1
5	–	–	1
6	3 conduct marks	1 demerit	1
7	–	–	1
8	–	–	1
9	3 conduct marks	1 demerit	1
10	–	–	1
11	–	–	1
12	9 conduct marks	1 minor offence	1
And so on			

- iii. A parent letter and medical doctor's certificate are needed which certifies request for late because of sickness.
- iv. The system restarts when a new semester begins.

(d) System of disobeying the rules of school uniform

- i. Students attending school should dress properly. Students will be punished for breaking the regulation.
- ii. Students who repeatedly break the regulation will face serious punishment.
- iii. Students must dress properly when attending school.
- iv. Students who could not meet the dressing standard of school uniform will be remarked. The penalties are as follows:

<b>Times of lateness</b>	<b>Deduction of marks</b>	<b>No. of Demerit/ Minor offence</b>	<b>Detention (every time)</b>
1	–	–	–
2	–	–	–
3	3 conduct marks	1 demerit	1
4	–	–	1
5	–	–	1
6	3 conduct marks	1 demerit	1
7	–	–	1
8	–	–	1
9	3 conduct marks	1 demerit	1
10	–	–	1
11	–	–	1
12	9 conduct marks	1 minor offence	1
And so on			

## **XIV. Regulations in the Special Room**

1. Before the lessons:
  - (a) Students have to get teacher's permission before entering the special room.
  - (b) Students have to line up quietly before going into the special rooms.
  - (c) Students have to obey teacher's or teacher assistant's instructions in the special rooms.
2. During the lessons:
  - (a) Students have to follow the teacher's instructions and all safety rules strictly.
  - (b) Students should take care of their personal property.
  - (c) Students should take care of the school property. Students causing any damage may be required to pay for it.
  - (d) No student is allowed to use the equipment or appliances of the special rooms without the permission of the teachers or the technicians.
  - (e) Do not press any electricity plugs or emergency buttons in the special rooms.
  - (f) Do not take any tools, equipment, materials or workpieces without permission.
  - (g) Any misbehaviour or breaking of the rules in a special room is prohibited.
  - (h) No playing with any tools or accessories.
  - (i) Eating or drinking is prohibited.
  - (j) Students should not change their seats without teacher's permission.
  - (k) Students should use proper posture to carry loads and ask for assistance if necessary.
  - (l) Do not touch any electrical appliances or switches when the hands are wet.
  - (m) If an accident happens or anyone is injured, report to teacher immediately.
  - (n) Additional regulations in the Computer room:
    - i. Students cannot use any computer equipment without teacher's permission.
    - ii. Students must follow the instructions given by the teacher regarding the use of computers. Students should use computers responsibly and should not damage risk damaging the computer.
    - iii. Students cannot download, install, send or forward any illegal programs, websites, messages, etc.
  - (o) Additional regulation in the Home Economics Room:

Students have to vacate the seat of the sewing machine and ironing machine if they are not sewing or ironing any clothes.
  - (p) Additional regulation in the Visual Art Room:

The books in Visual Art room are for reference during the class. They are not allowed to be brought out.
  - (q) Additional regulation in the Design and Technology workshop:

Students should ensure that there is sufficient ventilation before doing any painting work.
3. At the end of the lessons:
  - (a) All tools, disks, equipment and furniture should be tidied up and returned to the original place. Students cannot bring anything out of the special rooms.
  - (b) Students must queue up quietly to leave the special rooms.
4. After the lessons:

All students must leave the special rooms and no one can stay in the room alone.

## **XV. PE Regulations**

1. Clothing
  - (a) Students should put on the prescribed school P.E. uniforms during the lesson. Those who fail to comply will result in deduction of conduct marks.
  - (b) Students should not put on ornaments (including watches) during the lesson.
  - (c) It is preferable to avoid wearing glasses unless they are absolutely essential.
2. Rules for requesting absence from lesson
  - (a) P.E. is a compulsory subject. Absence of P.E. lessons without reason is prohibited.
  - (b) If students need to be permanently or temporarily excused from P.E. lessons, a medical certificate from a registered doctor and a parental letter must be provided before the lesson.
3. The procedures of P.E. lessons
  - (a) Students should queue up quietly outside the changing room after the bell rings. Monitors/Monitress should report the number of students present to the P.E. teacher.
  - (b) Students should get consent from the P.E. teacher for entering the changing room and keep quiet while using the room.
  - (c) After changing clothes, students should leave their school uniforms in the changing room during the PE lessons. The last student should turn off the light and lock the door before leaving the room.
  - (d) Students should not bring along valuables during the lesson. Wallets, purses, watches or other expensive items can be given to the P.E. teacher.
  - (e) Students should get consent from the teacher before entering the P.E. store room.
  - (f) After the lessons, students should follow the instructions from the P.E. teacher and place the equipment in the original location properly.
  - (g) Students should not leave the venue of PE lessons without permission from P.E. teachers
  - (h) Students should not make noise or run when they are using the changing room.
  - (i) After P.E lessons, students should take all their belongings before leaving the changing room. They should not leave anything in the room and should make sure the room is kept clean and tidy.
  - (j) Students should obey the instructions from the P.E. teacher at all times. Students cannot do any high risk exercises or activities.

## **XVI. Regulations in the Laboratories**

1. Students should not enter the laboratory unless a teacher is present. Before entering the laboratory, students should line up outside the laboratory quietly.
2. Students are not allowed to use laboratory equipment without the teacher's permission.
3. Students should never enter the preparation room and store room of the laboratory.
4. Keep the laboratory clean.
  - (a) Students should handle solid wastes or chemicals properly according to the teacher's instructions.
  - (b) Students should not discharge chemicals into the sink unless instructed to do so by the teacher.
5. During lessons in the laboratory, students should obey the following rules:
  - (a) Students should not taste or smell any substance without the teacher's permission.
  - (b) Wash hand with liquid detergent after experiments, especially those involving the use of chemicals and radioactive substances.
  - (c) Doing experiments without teacher's permission and using chemical substances is not allowed.
  - (d) Students should do experiments carefully and seriously. Chemical substances must be handled with care.
  - (e) Students should be careful when using a Bunsen burner. The whole process should be completed by one student.
  - (f) Students should follow the teacher's instructions at all time during the experiment.
6. Students should immediately report all breakages to their teacher. If students break something without proper excuse, students should compensate for the loss and disciplinary action will be taken.
7. Students should immediately report all accidents to their teacher. Students should follow the teacher's command to evacuate if necessary.
8. Students should not rush around or play in the laboratory.
9. Eating and drinking are strictly forbidden in the laboratory.
10. After an experiment, all apparatus should be washed and returned to the original place.
11. Students should follow the seating plan. Leaving or changing the assigned seat is not allowed.
12. Students should follow strictly the instructions given by the teacher to leave the laboratory.
13. Keep the laboratory exits and escape routes clear and tidy.

## **XVII. Regulations in the School Library**

1. Food and drink should not be brought into the library. Eating and drinking is not permitted in the library.
2. Students should take their belongings when they leave the library. The library is not responsible for the safety and/or loss of personal property brought to and/or left in the library.
3. Students should remain silent in the library. Loud conversation, games of any form and disturbance to other students in the library are forbidden. Students involved in breaches of regulations will be subject to formal disciplinary procedures.
4. Students are required to sit in the places provided. They should not move tables, chairs and cabinets to other positions.
5. Reservation of seats in the library is not permitted.
6. Students must enter and leave the library through the prescribed entrance/exit unless otherwise directed by the school librarian and/r library staff. Students must not enter the designated administrative areas of the library without permission from a library staff.
7. No one in the library should open the windows, switch on the lights and air-conditioners without permission from library staff.
8. Students must not read prohibited materials in the library. The school librarians have the right to confiscate these materials.
9. Do not damage or deface any library book or other library property.
10. Students should follow the instructions displayed in the library or given verbally by the library staff on the proper use of the library.
11. Borrowing and Returning of Books
  - (a) Students may borrow a maximum of 3 items of library materials.
  - (b) General materials may be borrowed for a period of 14 days.
  - (c) Reference materials may be borrowed for a period of 1 day.
  - (d) An overdue fine is charged for each and every loan item. The rate is H.K. \$1 per item per school day.
  - (e) Students can only use their own student identity card issued by the school for borrowing and their quota must not be transferred to another student. The transfer of student identity cards is not permitted. Students' borrowing privileges will be suspended if they are found to have transferred their student identity cards to others.
  - (f) A valid student identity card issued by the school must be presented when borrowing materials (print or non-print). No library materials may be taken through the exit unless the loan has been recorded at the circulation counter.
  - (g) The following items may not be removed from the area in which they are kept. Students should return them to their proper places before leaving the library.
    - Dictionaries, lexicons, encyclopedias.
    - Periodicals or newspapers.
12. Students should, before leaving the library, ensure that any library material issued to them on loan is intact and undamaged and immediately bring to the notice of the librarian, any mutilation, defacement or damage, found in the book; otherwise, the student to whom the book was last issued will be held responsible for any damage, defacement or mutilation, detected at the time of return.
13. Disciplinary action will be taken if students still fail to return items when overdue notices are sent by the School Librarian.

14. Students are responsible for all loans issued against their student identity cards until those items have been returned and discharged. All items lost or otherwise misplaced whilst issued to the student identity card holder must be paid for at the replacement cost.
15. Students must not tamper with any IT equipment provided. This prohibition includes the use of any software or hardware not provided or supported by the library. The school reserves the right to erase any such data on the school computers without notice or making a copy.
16. Students shall not copy any data to their own mass-storage devices from the hard disk of any computer in the library without the permission of the school.
17. Students must observe the current school regulations covering the use of computing facilities.
18. Students must comply with the provisions of any relevant legislation, for example, laws relating to
  - (a) intellectual property rights including copyright,
  - (b) data protection.

In relation to 18(a), students must comply with the terms of any license agreement between the library and a third party which governs photocopying, photography, the use of software and access to data.

## **XVIII. ECA Regulations**

1. Students should attend all activities; otherwise it is considered as truancy.
2. Students should wear the school uniform or appropriate clothes assigned by teachers during activities. Good discipline should be maintained at all times.
3. The properties and resources of each club, interest group and society belong to the school. Students cannot take away or use any of the property for a personal purpose. If any loss or damage is found, the teachers-in-charge should be informed immediately.
4. Students should follow teachers' instructions, attend to safety measures and keep the environment clean. They should report to the teachers immediately if any accidents happen.
5. Students should be involved in and play their respective roles in all school activities. They cannot be absent, late or leave earlier without permission; otherwise they will be punished.
6. If a student is sick or absent with reason, he/she should hand in a parent's letter with the supporting document/medical certificate.
7. Students should hand in the reply slip of each activity with parents' consent on time. Letters to parents should state the date of the activity, time, venue and teachers-in-charge, etc.
8. Teachers can adjust students' conduct mark according to their performance. Students with outstanding performance can gain up to 10 marks.

## **XIX. Promotion Standard**

1. Students should get a pass in the subjects of English, Chinese and Mathematics.
2. The average mark of all subjects should reach 50 marks or above.
3. The conduct grade should be Grade B or above.
4. The attendance rate should be 95% or above.





## **Agreement of Parent**

I, being the parent/guardian of \_\_\_\_\_, class \_\_\_\_\_, acknowledge and agree to all the school regulations listed in this handbook. I will give my full support and encouragement to my son/daughter so that he/she can follow all the regulations.

Parent's/Guardian's Signature: \_\_\_\_\_

Date: \_\_\_\_\_



## **Agreement of Student**

I have read all the school discipline rules and regulations and understood that I must follow all the school rules and regulations, and support all the school activities. I will try my best, to study hard, to be a model student and Hong Kong Citizen.

Student's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# Diary

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Remarks:				



## Record of addition/ deduction of Conduct Mark in the First Term

(Valid from 2/9/2024 to 8/1/2025)

*\*Please refer to the school website for detailed information regarding conduct mark*

Date	Reason	+ / - Conduct Mark	Teacher's Signature (Name)	Parent's/ Guardian's Signature
			( )	
			( )	
			( )	
			( )	
			( )	
			( )	
			( )	
			( )	
			( )	
			( )	
			( )	
			( )	
			( )	
			( )	
			( )	





**Record of addition/ deduction of Conduct Mark in the Second Term**

(Valid from 9/1/2025 to 30/4/2025)

*\*Please refer to the school website for detailed information regarding conduct mark*

Date	Reason	+ / - Conduct Mark	Teacher's Signature (Name)	Parent's/ Guardian's Signature
			( )	
			( )	
			( )	
			( )	
			( )	
			( )	
			( )	
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## Record of addition/ deduction of Conduct Mark in the Final Term

(Valid from 2/5/2025 to 9/7/2025)

*\*Please refer to the school website for detailed information regarding conduct mark*

Date	Reason	+ / - Conduct Mark	Teacher's Signature (Name)	Parent's/ Guardian's Signature
			(            )	
			(            )	
			(            )	
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## Record of addition/ deduction of Conduct Mark in the Final Term

(Valid from 2/5/2025 to 9/7/2025)

*\*Please refer to the school website for detailed information regarding conduct mark*

Date	Reason	+ / - Conduct Mark	Teacher's Signature (Name)	Parent's/ Guardian's Signature
			( )	
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## Message from School to Parents/Guardians

Date	Message	Teacher's Signature (Name)	Parent's/Guardian's Signature
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## Message from School to Parents/Guardians

Date	Message	Teacher's Signature (Name)	Parent's/Guardian's Signature
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## Message from School to Parents/Guardians

Date	Message	Teacher's Signature (Name)	Parent's/Guardian's Signature
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## Record of Thursday After-school Detention

	<b>Date</b>	<b>Reason of detention</b>	<b>Time of leaving the detention class</b>	<b>Signature of Teacher-on-duty (Name)</b>
1		Homework problem / discipline problem		( )
2		Homework problem / discipline problem		( )
3		Homework problem / discipline problem		( )
4		Homework problem / discipline problem		( )
5		Homework problem / discipline problem		( )
6		Homework problem / discipline problem		( )
7		Homework problem / discipline problem		( )
8		Homework problem / discipline problem		( )
9		Homework problem / discipline problem		( )
10		Homework problem / discipline problem		( )
11		Homework problem / discipline problem		( )
12		Homework problem / discipline problem		( )
13		Homework problem / discipline problem		( )
14		Homework problem / discipline problem		( )



## Record of Thursday After-school Detention

	<b>Date</b>	<b>Reason of detention</b>	<b>Time of leaving the detention class</b>	<b>Signature of Teacher-on-duty (Name)</b>
1		Homework problem / discipline problem		( )
2		Homework problem / discipline problem		( )
3		Homework problem / discipline problem		( )
4		Homework problem / discipline problem		( )
5		Homework problem / discipline problem		( )
6		Homework problem / discipline problem		( )
7		Homework problem / discipline problem		( )
8		Homework problem / discipline problem		( )
9		Homework problem / discipline problem		( )
10		Homework problem / discipline problem		( )
11		Homework problem / discipline problem		( )
12		Homework problem / discipline problem		( )
13		Homework problem / discipline problem		( )
14		Homework problem / discipline problem		( )

Month/ Cycle	M	T	W	T	F	S	S	Holidays / Special Events / Activities #
9/24							1	
1		2 #	3 #	4 ①	5 #	6 #	7 8	2/9 School Opening 3 - 6/9 Half School Day Arrangement 4/9 S1 Freshman Day Camp (1A, 1B, 1C) (pm) 5/9 S1 Freshman Day Camp (1D, 1E, 1F) (pm)
		9 #	10 #	11 #	12 #	13 #	14 15	9 - 13/9 Leaders Recruitment (Houses, Academic Clubs)
2		16 #	17 #	18 #	19 #	20 #	21 22	16 - 23/9 ECA Recruitment Week (Academic Clubs, School Teams, Interest Classes) 18/9 The day following the Chinese Mid-Autumn Festival (1) 19/9 House AGM 20/9 S2 & S3 Parents' Night
		23 #	24 #	25 #	26 #	27 #	28 29	23 - 27/9 EMI Week 27/9 S2 MAKER Course (1)
		30 #						30/9 S1 Mentor Scheme
10/24								
			1 #	2 #	3 #	4 #	5 6	1/10 National Day (1) 4, 7/10 Joint School (TNK & KTC) Sports Day
		7 #	8 #	9 #	10 #	11 #	12 13	8/10 The day following the Joint School Sports Day (1) 11/10 Chung Yeung Festival (1) 12/10 PLK Joint School Swimming Gala
3		14 #	15 #	16 #	17 #	18 #	19 20	14/10 S1 Attainment Test Pilot Scheme (1A <sub>Chinese</sub> , 1B <sub>Mathematics</sub> , 1C <sub>English</sub> ) 14/10 S2 MAKER Course (2) 14 - 18/10 EMI Week 14, 16, 17/10 Uniform Quiz(1.1) 17/10 ECA Session (1)
		21 #	22 #	23 #	24 #	25 #	26 27	21, 23, 24/10 Uniform Quiz(1.2) 22/10 S2 MAKER Course (3) 22/10 S3 MAKER Course (1) 24/10 ECA Session (2)
4		28 #	29 #	30 #	31 #			28, 30, 31/10 Uniform Quiz(1.3) 31/10 ECA Session (3)

☐ Public Holiday    — Exam  
○ Holiday

① Day 6 Assembly  
② Day 12 Assembly



Month/ Cycle	M	T	W	T	F	S	S	Holidays / Special Events / Activities #	
1/25				1	2	3	4	5	3/1 School Development Day (Feedback Consolidation Day)
						#			
6	6	7	8	9	10	11	12	6 - 8/1 Feedback Day (Half School Day Arrangement) 9/1 2nd Term Commencement 10/1 Mentor Scheme	
	#	#	#	1	2	#			
	13	14	15	16	17	18	19	16/1 S3 MAKER Course (4) 16/1 S1 & S2 LP Enrichment Programme (2) 17/1 Joint School (TNK & KTC) Swimming Gala 18/1 Parents' Day and Talk 18/1 Parent Manager Election	
	3	4	5	6	#	#	#		
	20	21	22	23	24	25	26	22/1 Staff Development Day Cum Fun Fun Day (Mainland Trip) 23/1 - 4/2 Lunar New Year Holidays (13)	
	7	8	#						
	27	28	29	30	31				
2/25						1	2	## Inter-house Soccer Competition ##	
	3	4	5	6	7	8	9		
				9	10	11			
7	10	11	12	13	14	15	16	10/2 S3 Student and Parent Talk 2: NSS and Subject Selection 15/2 "Love Our Home, Treasure Our Country" Joint School National Education Activities	
	1	2	3	4	#	#			
	17	18	19	20	21	22	23	17 - 28/2 EMI Fortnight 18/2 S3 MAKER Course (5) 18/2 S1 & S2 Life Planning Enrichment Programme (3) 20/2 ECA Session (5) 21/2 PLK Joint School Sports Day	
	5	6	7	8	9	#	#		
8	24	25	26	27	28			24, 26, 27/2 Uniform Quiz (2.1) 26/2 S3 Student & Parents Talk 3: PS3 Education Pathways other than NSS 27/2 ECA Session (6)	
	10	11	12	1	2				
	#	#	#	#	#				

Public Holiday     Exam     Day 6 Assembly  
 Holiday     Day 12 Assembly

Month/ Cycle	M	T	W	T	F	S	S	Holidays / Special Events / Activities #	
3/25						1	2	## Inter-house Table-tennis Competition ##	
	3 ⑤ #	4 ④ #	5 ⑤ #	6 ⑥ #	7 ⑦ #	8	9	3, 5, 6/3 Uniform Quiz (2.2) 6/3 S3 MAKER Course (6)	
	10 ⑧ #	11 ⑨ #	12 ⑩ #	13 ⑪ #	14 ⑫ #	15	16	10 - 21/3 Innovative Maker Fortnight 10 , 12, 13/3 Uniform Quiz(2.3) 13/3 ECA Session (7) 15/3 PTA Activity Day	
9	17 ① #	18 ② #	19 ③ #	20 ④ #	21 ⑤ #	22	23	17, 19, 20/3 Uniform Quiz(2.4) 20/3 ECA Session (8) 21/3 Half School Day Arrangement 21/3 Festival Preparation (pm) 22/3 Charity Bazaar cum CoolSTEAMaker Festival (Whole Day)	
	24 ⑥ #	25 ⑦ #	26 ⑧ #	27 ⑨ #	28 ⑩ #	29	30	24, 26, 27/3 Uniform Quiz(2.5) 26/3 - 1/4 Half School Day Arrangement	
	31 ⑪ #							31/3 Uniform Quiz Fallback Day	
4/25			1 ⑫ #	2	3	4	5	6	2 - 11/4 Second Term Exam 4/4 Ching Ming Festival (1)
			@ *	*	*				
	7 @ *	8 @ *	9 @ *	10 @ *	11 @ *	12	13		
	14 # @ *	15 #	⑩⑥ #	⑩⑦ #	⑩⑧ #	⑩⑨ #	⑩⑩ #	14/4 School Retreat Day (am) 15/4 Joint School Staff Retreat Day 16- 24/4 Easter Holiday (9)	
	⑩⑪ #	⑩⑫ #	⑩⑬ #	⑩⑭ #	25 # @ *	26	27	25/4 School Development Day (Feedback Consolidation Day)	
	28 # @	29 # @	30 # @ *					28 - 30/4 Feedback Day 29 - 30/4 S3 TSA (Oral) (6/5 Fallback Day)	

☐ Public Holiday      — Exam  
○ Holiday

⑥ Day 6 Assembly  
⑫ Day 12 Assembly

PLK Tong Nai Kan Junior Secondary College  
Cycle Calendar (2024-2025)

Student Version

Month Cycle	M	T	W	T	F	S	S	Holidays / Special Events / Activities #
5/25								## Inter-house Badminton Competition ##
10				1	2	3	4	1/5 Labor Day (1) 2/5 Final Term Commencement
					#			
	5	6	7	8	9	10	11	5/5 Buddha's Birthday (1) 8/5 ECA Session (9) 9/5 Mentor Scheme 10/5 Parents' Day and Talk cum Dialogue with Principals
		2	3	4	5	#	#	
	12	13	14	15	16	17	18	12/5 S1 MAKER Course (1) 15/5 ECA Session (10) 16/5 Project-based Learning Presentation Day
	6	7	8	9	#	#	#	
	19	20	21	22	23	24	25	21/5 S1 MAKER Course (2) 21/5 S3 Student & Parent Talk 4: Promoting to KTC (Assembly 3:15p.m. - 5:30p.m.) 22 - 24/5 Life-Wide Learning Day (Subject Faculty-based)
	10	11	12	#	#	#	#	
11	26	27	28	29	30	31		26/5 - 6/6 EMI Fortnight 29/5 ECA Session (11) 31/5 Tuen Ng Festival (1)
	1	2	3	4	5	#	#	
6/25							1	
	2	3	4	5	6	7	8	2/6 S1 MAKER Course (3) 5/6 ECA Session (12) 6 - 11/6 Half School Day Arrangement
	6	7	8	9	10	#	#	
12	9	10	11	12	13	14	15	12 - 23/6 Final Term Exam
	11	12	1	#	#	#	#	
	16	17	18	19	20	21	22	19/6 Joint School Staff Development Day (pm) 19 - 20/6 S3 TSA (25/6 Fallback Day)
	23	24	25	26	27	28	29	24/6 Staff Development Day (Marking Review Day) 25/6 Staff Development Day (Feedback Consolidation Day) 25 - 26/6 Streaming Test for S3 students (KTC) 26 - 30/6 Feedback Day (Half School Day Arrangement)
	30	#						

Public Holiday      Exam      6 Day 6 Assembly  
Holiday      12 Day 12 Assembly

PLK Tong Nai Kan Junior Secondary College  
Cycle Calendar (2024-2025)

Student Version

Month / Cycle	M	T	W	T	F	S	S	Holidays / Special Events / Activities #
7/25		1 #	2 #	3 #	4 #	5 #	6 #	1/7 HKSAR Establishment Day (1) 2/7 Promotion and Demotion Meeting (pm) 3- 8/7 Post-Exam Study Days / Post-Exam Activity Days 4/7 S1 Job Simulation Day 6/7 Parents' Day and Talk  7 8 9 10 11 12 13 # # # # # 8/7 S3 Farewell Party 9/7 Closing Ceremony 10 - 11/7 New S1 Registration  14 15 16 17 18 19 20 # # # # # 14/7 S2 - S3 Registration 15/7 S1 Class Streaming Test 15/7 Registration for students promoting to KTC (1st Batch) 15/7 - 31/8 Summer Vacation (48)  21 22 23 24 25 26 27 # # # # # 22/7 Registration for students promoting to KTC (2nd Batch)  28 29 30 31
8/25					1	2	3	
	4	5	6	7	8	9	10	
	11	12	13	14	15	16	17	
	18	19	20	21	22	23	24	24/8 S1 Orientation and Parents' Day (Fallback Day 31/8) #
	25	26	27	28	29	30	31	#

- Public Holiday
- Holiday
- Exam
- 6 Day 6 Assembly
- 12 Day 12 Assembly

## Whole-Day Face-to-Face Lessons Arrangement

Time	Day1	Day2	Day3	Day4	Day5	Day6	Day7	Day8	Day9	Day10	Day11	Day12	Assembly Day (Day 6,12)
7:30 - 8:00	Guidance Session												7:30 - 8:00
8:00 - 8:05	Tutorial Classes												
8:00 - 8:05	Refreshing Session												8:00 - 8:05
8:05 - 8:30	Morning Session												8:05 - 8:35
8:35 - 9:05	Uniform Quiz (MON,WED,THU) / Morning Assembly(TUE,FRI)												
	Reading Session												
	Guided Reading / Free Reading												8:35 - 9:05
9:05 - 9:40													9:05 - 9:40
9:45 - 10:15													9:40 - 10:15
	Recess												
10:15 - 10:40	Other Learning Experience Session												10:15 - 10:40
	Free Learning / OLE (Physical & Aesthetic) / Tutorial / Remedial												
	Refreshing Session												
10:40 - 10:45													10:40 - 10:45
10:45 - 11:20													10:45 - 11:20
11:20 - 11:55													11:20 - 11:55
11:55 - 12:30													11:55 - 12:30
12:30 - 12:50	Lunch												12:30 - 12:50
12:50 - 1:25	Other Learning Experience Session												12:50 - 1:25
	Free Learning / OLE (Physical & Aesthetic) / Tutorial / Remedial												
	Refreshing Session												
1:25 - 1:30													1:25 - 1:30
1:30 - 2:05													1:30 - 2:05
2:05 - 2:40													2:05 - 2:40
2:40 - 3:15													2:40 - 3:15
3:15 - 3:45	Other Learning Experience / Moral, Value and Life Education Session												
	Class Teacher Period / Moral, Value and Life Education												
	Other Learning Experiences Session						Assembly						
3:45 - 4:30	Tutorial Classes / Gifted Classes (MON, WED, FRI), Remedial Classes (THU) School Team Training (TUE,WED,THU) Clubs & Societies / Interest Classes (THU)						Other Learning Experiences Session						Assembly
							Tutorial Classes (MON, WED, FRI), Remedial Classes (THU) School Team Training (TUE,WED,THU) Clubs & Societies / Interest Classes (THU)						
4:30 - 5:45	Other Learning Experiences Session												4:30 - 5:45
	Tutorial Classes / Gifted Classes (MON, WED, FRI) , Remedial Classes (THU) School Team Training (TUE,WED,THU) Clubs & Societies / Interest Classes (THU)												