

# School regulations

## Aims

1. To promote self-discipline
2. To establish a good learning environment
3. To develop good characters

## General rules

1. Students are expected to be prudent and responsible for their own behaviours and to facilitate the establishment of a positive school ethos with all school staff and fellow schoolmates.
2. Students are expected to be respectful towards their teachers, kind towards their schoolmates and industrious towards their studies.
3. Students are expected to be punctual. They must not be absent from school nor leave the school premises between 8:10 a.m. and 3:28 p.m. without the permission of the school authorities. Students must leave the school premises before 4:45p.m. unless under the supervision of a teacher.
4. Students are required to enter the classrooms once the school bell rings and wait for subject teachers quietly in their seats.
5. During and between all lessons, students are not allowed to leave their seats or wander around the campus without permission.
6. Students are required to queue quietly while proceeding to other classrooms and special rooms for lessons.
7. Students are required to bring their student ID cards, student handbooks, homework, textbooks and stationery every school day. They must take them away when they leave the school premises, except those stored in lockers.
8. Students are not allowed to enter the following places at any time without permission:
  - a. School Office
  - b. Staff Rooms
  - c. Special Rooms
  - d. School Hall and alleys beside Phases Two, Four and Five of the school premises
  - e. Rooftop
  - f. Hillside
9. Students should not shout or chase in the School at all times.
10. Eating and drinking are allowed in the canteen area and other designated areas, but not allowed in classrooms except lunch time.
11. Money loans are forbidden. They must not bring valuables to school to avoid losses thefts.
12. Students are required to wear school uniforms and present themselves neatly and well groomed in school.
13. Students are expected to use the school property properly and keep the school premises clean and tidy. They should not dirty or damage the school facilities such as walls, desks, chairs, etc.
14. Students are forbidden to bring books and items that are not related to school activities to school.
15. Students are strongly advised not to bring mobile phones to school. For details, refer to '**Rules concerning mobile phones**'.
16. Students are required to be well-behaved and disciplined outside school. They should not be involved in any acts which are harmful to the school's reputation, for example, entering any inappropriate places including game arcades, cyber cafés, snooker rooms, etc. They should not commit any misbehaviours related to the improper use of the Internet, for example, participating in cyber bullying—which causes humiliation or disgraces to others, making malicious statements on the Internet, uploading indecent photos or video clips, etc.

## Reward and Penalty system

### 1. Conduct Assessment Scheme

- a. The Conduct Assessment Scheme is implemented to nurture students' self-discipline, responsibility, good conduct, and also the spirit to serve. Students are commended or penalized according to their performance.
- b. The base conduct mark for all students is 80.
- c. Conduct marks are added or deducted based on a student's behaviours. The total conduct marks are calculated at the end of each school term.
- d. A blemish record will be issued for every deduction of 15 marks and parents of the students concerned will be notified.
- e. Conduct grades are classified into A, B+, B, B-, C+, C, C-, D and E.

>100	A	96-100	B+
86-95	B	76-85	B-
66-75	C+	56-65	C
46-55	C-	<46	D or E
- f. A, B+, C-, D or E conduct grades are adjustable in Conduct Meetings.
- g. Students attaining an A conduct grade should carry a deduction of less than 2 conduct marks for the whole term and they should fulfill the basic requirements of conduct marks in 'good learning attitude' and 'services'. (S1 to S2, S6 : 10 marks and 3 marks respectively ; S3 : 12 and 5 marks respectively, S4 to S5 : 12 and 8 marks respectively)

- h. All awards and penalty records (merits, credits, major credits, blemish records, demerits and major demerits) will be printed on report cards at the end of the school year.
- i. Conduct marks are awarded or deducted according to the criteria stipulated as follows:

Commendation	Penalty
<p><b><u>Good learning attitude and proper behaviours</u></b></p> <ul style="list-style-type: none"> <li>• No late homework submission records for a month (award of 1 mark) and for a term (award of 5 marks)</li> <li>• No lateness records for a month (award of 1 mark)</li> <li>• Good classroom cleanliness for a month (award of 1 mark)</li> <li>• No penalty records for a term (award of 5 marks)</li> <li>• Good learning attitude (for a term, award of maximum 5 marks for each subject)</li> <li>• Courtesy (award of maximum 5 marks for a term)</li> <li>• Righteous behaviour</li> </ul>	<p><b><u>Written warnings</u></b> (deduction of 1 to 2 marks)</p> <ul style="list-style-type: none"> <li>• late submission of homework 2 times</li> <li>• late submission of reply slips 3 times</li> <li>• not bringing the required materials for class 3 times</li> <li>• not bringing P.E. uniform to class 2 times</li> <li>• Forgetting to bring student handbook*/ student identity card*</li> <li>• Problems with uniform and appearance*</li> <li>• Going to lessons late</li> <li>• Going to morning assembly late*/ 2 marks</li> <li>• Entering the classroom of other classes</li> <li>• Jumping the queue at tuck shop</li> <li>• Eating at unauthorized places</li> <li>• Improper behaviour or attitude (in class)</li> <li>• Uncooperative attitude to school prefects</li> <li>• Bringing unauthorized items to school</li> <li>• Dishonest, irresponsible behaviour like copying homework, borrowing textbooks from schoolmates</li> <li>• Absenteeism from detention by teachers</li> <li>• Absenteeism from homework make-up class (first time) (2 marks)</li> <li>• Incomplete applications for : sick leave/ lateness/ an excuse from homework make-up class (2 marks)</li> </ul> <p>* items – ‘0’ mark can be deducted on discretion; 3 records of ‘0’ will have 1 mark deducted.</p>
<p><b><u>Services</u></b> (addition of 1 – 10 marks) ; teachers can nominate students with merits, merits or major merits</p> <ul style="list-style-type: none"> <li>• Good at class services like monitors, subject helpers</li> <li>• Good at services for clubs / houses e.g. committee members</li> <li>• Good services in service teams e.g. School Prefects, Angels, Student Helpers, Librarians, Green Prefects, Life Building Scheme Prefects, etc.</li> <li>• Volunteer services for school</li> <li>• Representing school in community services</li> </ul>	<p><b><u>Lateness</u></b> (deduction of 3 to 5 marks)</p> <p>The marks deducted are determined by the time of lateness. These are recorded as ‘unexcused lateness’ on student report cards.</p> <p>AM / PM</p> <ul style="list-style-type: none"> <li>- Late within 5 minutes : 3 marks</li> <li>- Late for 6 minutes to time within one lesson : 5 marks</li> </ul>
<p><b><u>Awards</u></b> (addition of 1 – 10 marks); teachers can nominate students with merits, merits or major merits</p> <ul style="list-style-type: none"> <li>• Inter-class prizes</li> <li>• Prizes in competitions representing school (inter-school, territorial, regional, international competitions) e.g. Hong Kong Speech Festival, Hong Kong Music Festival, etc.</li> <li>• Badges or Awards : AYP Awards, Scout awards, CYC Badges, Red Cross awards, ERS awards</li> </ul>	<p><b><u>Blemish records to Major Demerits</u></b> (deduction of 3 to 20 marks)</p> <ul style="list-style-type: none"> <li>• Mobile phones found not to be kept in classroom safe or mobile phone lockers</li> <li>• Unauthorized use of mobile phones or mobile phones found to be turned on</li> <li>• Other major discipline problems like dishonesty, disrespect to teachers, foul language, damage of public property, bullying, truancy, cheating, violent behaviour, theft, absenteeism from homework make-up class, frequent violation of school regulations (e.g. frequent lateness, problems with uniform and appearance) etc.</li> </ul>

- 2. Reward system:** Students with outstanding performance in studies, services and conduct will be commended. Prizes and awards related are shown as follows:
- a. Award for Outstanding Academic Performance: The prize is awarded to students ranking the First, Second or Third in Form or First in Subjects in Annual Assessment.
  - b. Head Prefect Prize: The prize is awarded to Head Prefects for their outstanding performance in services.
  - c. Prize for the Chairperson of the Students' Association: The prize is awarded to the Chairperson and the Vice-Chairperson of the Students' Association for their outstanding performance in services.
  - d. Chairman of Student Council Prize
  - e. All-Round Performance Prize: Awarded to those with good and balanced performance in studies, extracurricular activities, conduct and service.
  - f. Service Prize: The prize is awarded to prefects, student helpers, librarians and committee members of clubs and houses with outstanding performance in services.
  - g. Conduct Prize: The prize is awarded to students with an A conduct grade which has been approved in Conduct Meetings.
  - h. Award for Academic Progress
  - i. Award for Progress in Conduct
  - j. Merit, Credit and Major Credit: Students with outstanding performance will be awarded Merits, Credits and Major Credits in the following circumstances:
    - Winning prizes in competitions as school representatives
    - Showing outstanding performance in school services or community services
    - Showing righteous behaviours
  - k. Conduct marks will be awarded to students in the following circumstances:
    - Winning prizes in competitions as school representatives
    - Showing outstanding performance in school services and community services
    - Showing good learning attitude for a term
    - Having no penalty records for a term
    - Having no lateness records for a month
    - Having no late homework submission records for a month and extra conduct marks will be awarded for having no late homework submission records for a term
    - Showing good classroom cleanliness for a month (conduct marks to whole class)
    - Showing courtesy for a term
    - Showing righteous behaviours
- 3. Penalty system:** Students who break the school rules will be penalised in any of the following ways, based on the severity of the misbehaviours:
- a. Receiving a written warning, a blemish record, a demerit and a major demerit, being suspended from class or from the school, being expelled from the school (Students with three major demerits will be expelled)
  - b. Conduct marks will be deducted for breach of school rules based on the severity of the misbehaviours.
  - c. For special or serious cases, the school reserves the right to suspend or expel students immediately without any notice in advance.
  - d. If a student is absent frequently, the school authorities may debar him from taking school examinations and from being promoted to a higher form.
- 4. Removal of misbehavior records**
- a. Rehabilitation programme (New Life Scheme): Students are given the opportunity to be rehabilitated so as to guide them towards proper behaviours.
    - i. Students eligible for application: This programme is applicable to students who have been penalised with blemish records, demerits or major demerits.
    - ii. Application procedures: Students are required to apply for the New Life Scheme within seven school days after receiving a penalty notice. All applications must be approved by the Discipline Committee.
    - iii. Programme details: Following the approval of an application, teachers, parents and the students concerned will set improvement goals to be achieved within a specified observation period. If the students concerned are able to perform satisfactorily and accordingly within the specified observation period, penalty records will be removed based on the decision of the Discipline Committee after the completion of the scheme. The decision of whether the penalty records will remain or be removed is final. Only one penalty record can be removed for each application.
  - b. Removal of the blemish record that is resultant from deduction of 15 conduct marks: If students can meet School's requirement on their behaviours over an agreed period, the captioned blemish record can be removed.
  - c. Removal of late homework record: Any students who have no late homework record for a month (except in December or May) may apply to Discipline Committee for a removal of their late homework records of previous month.

## School attire and appearance rules

### 1. School uniforms (refer to the samples posted on the website of this school)

- a. Boys
  - i. Winter uniforms:
    - A long-sleeved white shirt with school badge, straight-cut grey trousers with no turn-ups and a school tie.
    - A 3cm thick black leather belt with a simple and plain buckle
    - White socks (no ankle socks) and a pair of simple and plain black leather shoes with no ornaments
    - Students may wear school sweaters or school vest
    - Students may wear simple and plain black rectangular-shaped scarves whenever necessary.
  - ii. Summer uniforms:
    - A short-sleeved white shirt with school badge, straight-cut grey trousers with no turn-ups
    - A 3cm thick black leather belt with a simple and plain buckle
    - White socks (no ankle socks), simple and plain black leather shoes with no ornaments
    - Students may wear school sweater or school vest in air-conditioned areas.
- b. Girls
  - i. Winter uniforms:
    - A grey school dress with four box pleats (dress length must cover the whole knees), a shirt with long sleeves and a white collar, a school tie and a blue school coat with a school badge sewn on it
    - A belt made of the same material as that of the dress has to be fastened on the waist. Grey socks, simple and plain black leather shoes with heels less than 1 inch and no ornaments
    - Students may wear school sweater or school vest
    - Students may wear simple and plain black rectangular-shaped scarves whenever necessary..
  - ii. Summer uniforms:
    - A pale blue school dress with eight box pleats and a school badge sewn on the left pocket (dress length must cover the whole knees)
    - A plain cloth belt of the same colour as that of the dress has to be fastened on the waist.
    - White socks, simple and plain black school leather shoes with heels less than 1 inch and no ornaments
    - Students may wear school sweater or school vest in air-conditioned areas.
- c. All students must wear white vests as undershirts. The shirt length must cover the waist. Girls can wear short white pants or underdresses.
- d. P.E. uniform:
  - P.E. uniform can only be worn during P.E. lessons, Athletic Meets, practice days of the School Team, or days with special extra-curricular activities
  - No ankle socks are allowed. The colour of the socks must comply with the requirements stated in that season.
  - P.E. jacket/ School Team jacket can only be worn with school track pants.
- e. In case of a cold weather warning issued by Hong Kong Observatory,
  - student should wear school coat,
  - they are not allowed to wear or bring to school other coats or jackets,
  - they may wear down coat of plain black (without hat) under their school coat, as long as the down coat is not exposed,
  - they may wear base layers of plain black or white colour,
  - they may wear woollen gloves of plain black,
  - girls may wear skin-colour stockings (covered by long grey socks) or wool/cotton tights of plain grey colour,
  - girls may also wear winter sport uniforms instead of winter uniforms.
  - When temperature of Tai Po falls at 7°C or below at 6:00 am, they may wear down coat of plain black colour (without hat) on top of their school uniform.

### 2. Hairstyle

- a. Boys
  - i. Neat and not fanciful hairstyle (no perming, extension of hair and styling products)
  - ii. Hair should not cover the ears and touch the collar. Fringe when extended should not touch the eyebrows.
- b. Girls
  - i. Neat and not fanciful hairstyle (no perming, extension of hair and styling products)
  - ii. Long hair covering the shoulder should be tied up.
  - iii. Fringe should not cover the eyebrows. Fringe longer than the eyebrows should be neatly pinned up.
  - iv. Only simple and plain black, dark blue hair pins and bands are allowed.

### 3. Accessories

- i. No accessories (except those approved by the school authorities)
- ii. Ear piercing is not allowed for boys.
- iii. For girls, one pair of identical studded earrings is allowed to be worn only on the earlobes and these should be

simple with a diameter of less than 3mm. Only one ear piercing is allowed on each ear and it should be pierced on the earlobe. No ear pins are allowed.

4. Students are required to abide by the rules regarding the school attire and appearance when attending supplementary lessons or other extracurricular activities on Saturdays or during school holidays.
5. Students are required to wear neat P.E. uniforms when having ball games in the School sports ground or gymnasium.

#### **Rules concerning mobile phones**

1. Students are strongly advised not to bring mobile phones to school. A wired phone is provided outside the School Office for students to contact their parents if necessary. In case of emergency, the school will contact the parents through teachers or office clerks.
2. Students may bring their mobile phones to school, but they must abide to the following rules:
  - All students will be allocated a mobile phone locker. Students should bring a lock (password lock is not allowed) and keep the key safe.
  - Students should lock their phone in the phone locker before the school starts every morning (the school starts at 07:00) and collect their phone after school (before 17:00). Students who would like to collect their phones after 17:00 will not be entertained. In case of late arrival to school, students should submit their phone to the school office instead.
  - Students should not ask another person to open, lock their locker and collect their phone.
  - Students should switch off their phone before placing it into the locker to avoid any risk of fire caused by overheating.
  - Students are not allowed to collect their phone during lunchtime. If they need to contact their parents during lunchtime, they could use the wired phone outside the school office.
  - Students should lock their phone in their allocated locker every morning. If they are found to carry a mobile phone at school, they will be penalized with a blemish record which cannot be removed under the New Life Scheme. If students are found to have their phone switched on or using mobile phone at school, heavier penalties such as demerits will be issued (such penalties cannot be removed under the New Life Scheme).
  - If students violate any one of the above rules, they will be penalized according to school regulations and their mobile phones will be forfeited temporarily (together with the SIM card inside). The forfeited mobile phones will be kept in School Office until the following Friday when parents may collect them.
  - Our school will not bear any responsibility for any loss or damage of students' mobile phones during storage period.
  - Repeated violations of the above regulations will be subject to penalties such as demerits or major demerits (these penalty records cannot be removed under the New Life Scheme).
3. During examination period, students must keep their mobile phones in the mobile phone lockers. Students must turn off the mobile phones together with the alarm clock function before entering the school. Any violations of the school regulations will be subject to the abovementioned penalties.
4. Students may bring their smart watches to school, but they must lock their smart watches in the phone locker before the school starts every morning and collect their phone after school. Students who would like to collect their devices after 17:00 will not be entertained. Wearing smart watches will be regarded as bringing unauthorized items to school.

#### **Rules regarding being absent from school**

1. Letters should be submitted to state the reason for leave. Otherwise the absence will be considered as truancy.
2. If a student is absent from school because of sickness, any parent of the student concerned must contact the school before the start of the lesson (Telephone: 26561270). Upon returning to school, the student concerned is expected to present a parent letter stating the reason and a Medical Certificate.
3. If a student is absent from school because of personal affairs, a parent letter is required to be presented in advance and is only authorized with the permission of the school authorities.
4. Students are expected to pay attention to the weather and traffic conditions every morning. If the situation is not appropriate for school, parents should contact the school to request for leave and present a letter stating the reason upon returning to school. Should the Education Bureau announce the suspension of whole-day schools, students are not required to attend school or to present letters upon returning to school.

#### **Rules regarding being late for school and leaving early**

1. Students who arrive late for school should present their student ID cards to prefects or security guards and fill in the late record book and "Late Record Slip". When entering the classroom, they should present the "Late Record Slip" to the subject teacher. Students who are late for school without valid reasons will be referred to the Discipline Committee for penalty.

2. Students who are late for more than one lesson without legitimate reason will be considered as truancy.
3. Lateness for legitimate reason which is supported by document (e.g. medical certificate) will be considered as “excused lateness”. Lateness for illegitimate reason will be considered as “unexcused lateness” and the students will be punished according to the duration of lateness.
4. If their children will arrive school late, parents should inform the School by phone before roll call (8:10 a.m. during Winter Time, 8:00 a.m. during Summer Time). Students should submit supporting documents (e.g. medical certificate, parent letter) to the School on the day when they resume school.
5. Students are required to fill in “Early-leaving slip” at the School Office, obtain the approval of the Assistant Principals or the Executive Officer at the School Office and then present it to the security guard on duty when leaving school.
6. If a student needs to leave the school early because of personal affairs, a parent letter and relevant supporting documents should be submitted in advance for approval.
7. If a student needs to leave the school early because of sickness or injuries, a parent of the student concerned will be contacted while the student concerned will be taken care of by a teacher or supporting staff member. If a student needs to leave the school immediately for a special event, he/she needs to request authorization from the School Office. Students who request the above early leave should present a parent letter stating the reason upon returning to school.

**Rules regarding quitting school:** For students who wish to quit the school before graduation, parents of the students concerned must present an application letter for quitting the school two weeks prior to doing so.

#### **Banned items**

1. The school reserves the right to confiscate any books and items not related to school activities.
2. The school will notify parents to collect the confiscated books and items within a specified period. The school is not responsible for any losses during this period.

#### **Test and examination rules**

1. A preliminary school bell rings seven minutes before the start of an examination (ten minutes before the first session). Once the bell rings, students are expected to bring all the necessary stationery to the examination centre. All books and miscellaneous items should be put in the school bags. The school bags should be kept closed and be put under the chairs. Students are not allowed to borrow any stationery from teachers or students.
2. Students should go to the assigned examination centre and find their assigned seats.
3. If students enter the examination centre after the starting bell rings, they are considered to be late for the examination.
4. Students should listen to the instructions given by invigilators before the start of the examination and fill in all the required details, including the subject of the examination, class and class number, on all examination documents. Student names are not required.
5. Students must not begin answering or reading the questions before the start of the examination.
6. Students should check the number of pages before the start of the examination. In the case of wrong exam papers, missing pages or blurred printing, students should raise their hands and ask invigilators for help.
7. During the examination:
  - a. students must keep quiet and try their best to answer all questions;
  - b. students are not allowed to talk, shout, look around, hand-signal to other students or borrow stationery from others.
  - c. cheating is strictly forbidden, including copying answers from others, reading non exam related materials during the examination and passing answers to others.
  - d. Students are not allowed to help others to cheat
  - e. Students are not allowed to get any items from the schoolbag (including stationery) without the permission of any invigilator
  - f. Students are not allowed to take away any answer books or answer sheets after the end of the examination.
  - g. Students should stop writing once invigilators make the ‘time is up’ announcement
8. Students are not allowed to leave the exam centre until the end of the examination. They should stop writing once invigilators make the “time is up” announcement. They should also remain quiet in their seats and wait for invigilators to collect answer sheets. Students must not leave the examination centre until they are told by invigilators to do so.
9. Students should take the examinations of the subject they study according to the examination timetable. They need not go to school if they have no examination or term test on that day.
10. Should the Education Bureau announce the suspension of whole day schools (in case of typhoons or bad weather conditions), the examinations arranged on that day will be postponed and the arrangement for the other examinations will remain unchanged.
11. Students should not make noise in campus during examination period. No ball games or sport activities are allowed without the permission of PE teachers.

12. If a student is absent from the examination because of sickness, any parent of the student concerned should contact the School Office to request for sick leave. Upon returning to school, the student concerned should present a letter stating the reason and a Medical Certificate. Otherwise the absence will be considered as truancy.
13. Except individual presentation examinations, no make-up examinations will be arranged for absences from term tests and examinations.
14. Make-up examinations will only be arranged given a valid medical certificate.
15. If appropriate, excused absences will be specified in the conduct remarks. A sample conduct remark could be "His/Her score of English Language in the Annual Examination was affected because of his/her absence from the examination due to sickness."
16. The effects of absences from term tests and examinations are as follows:

Assessment mode	Status in the Exam Marks column	PIF rank given	Calculation of overall average marks
Summative assessments only	ABS	No	0
Summative assessments and formative assessments	Marks from formative assessments	Yes	Marks from formative assessments

17. Any student who has been absent from school for a long period of time may not be entitled to take examinations and/or will be requested to repeat in the next school year. Any student who has been absent from the lessons of a particular subject for a long period of time may not be allowed to take examinations of the subject concerned. No marks will be given to the student concerned.
18. Students who fail to follow the above rules will be punished according to the nature of offence, with possible reference to the regulations of Hong Kong Diploma of Secondary Education Examination (HKDSE).
19. By principle, students are required to repeat if they fail to get a passing total average mark in the annual assessment. However, owing to limited places, students may be allowed to be promoted to a higher form at the discretion of the school authorities. The school reserves the right to expel students if they have repeated the same form for more than once, or repeated in different forms twice.
20. Rules 1-18 in this section are also applicable to term tests.
21. The school authorities may alter the above-mentioned rules if necessary and further notice will be given.

### School library rules

1. In the school library:
  - a. Students are not allowed to carry schoolbags into the library. All kinds of bags should be placed on the bag racks and students are expected to take care of their belongings.
  - b. Always remain silent. Talking loudly, eating and playing are not allowed.
  - c. All facilities should be carefully utilized and should not be dirtied or damaged.
  - d. Do not destroy or dirty any materials in the library. If a library material is lost or damaged, the reader concerned is required to purchase it.
  - e. The loan procedure should be implemented at the school library registration counter.
  - f. All read books should either be left in a book trolley or returned to their original place on the bookshelves.
2. Loan of library materials:
  - a. A valid student ID card should be used for borrowing books.
  - b. The normal loan period is two weeks. (In case of discrepancies, refer to the date specified in the borrowed library materials.)
  - c. A student can borrow a maximum of six library materials (Books, VCDs and DVDs included).
  - d. A fine of fifty cents per school day will be imposed on each overdue library material.
  - e. Before leaving the school library, students are required to ensure that the borrowed library materials are complete and undamaged.
  - f. If any borrowed library material is lost or damaged, an immediate report should be made to the school library and the borrower concerned is expected to replace the library material lost or damaged by purchasing it. If the borrower concerned requests that the school library replace it, the borrower concerned has to purchase it and pay a surcharge 20% of its value. If the lost or damaged library material is one of a set or series, the borrower concerned has to replace the whole set or series.
3. Rules regarding the use of computers in the school library:
  - a. Students are not allowed to browse forums, game websites, message boards or online diaries or any web pages which are not related to school activities.
  - b. Students are not allowed to watch online videos, comics and so on.
  - c. Students are not allowed to change the wallpaper, screen saver and homepage of the Web browser.
  - d. They should save all the files in their own data storage devices.

### Rules regarding floating classes

1. Students must queue up in a single line and remain silent when proceeding to classrooms.
2. Students are not allowed to enter classrooms prior to the presence of a teacher in the room.
3. In order to avoid disturbance to others, students are not allowed to return to their own classrooms to get things during the lesson.
4. Students are not allowed to take or move others' personal belongings.

### Rules regarding laboratories and special rooms

1. Students must queue up in a single line and remain silent when proceeding to laboratories and special rooms.
2. Students must not enter or leave laboratories and special rooms unless they are authorized by teachers.
3. Students must take the seats assigned by teachers. They must obey teachers' instruction to prevent any accidents from happening.
4. Students are not allowed to do any experiments and touch any instruments, tools or chemicals without teachers' permission.
5. Students should report to teachers immediately in case of any accidents, or damages of instruments.
6. Students are not allowed to enter the Laboratory Technician Preparation Rooms without permission.
7. Students should return all the instruments to their original places after experiments.
8. All instruments must be used with care. The school authorities have the right to claim compensations from students who cause damages.

### Rules regarding extra-curricular activities

1. Types of extra-curricular activities: House activities (inter-house ball games, athletic meet), club activities, class association activities, inter-school competitions and school wide events (Picnic Day, English Week, Chinese Reading Week and Christmas Celebration).
2. General regulations regarding participation of extra-curricular activities:
  - a. Students must consider their interest and abilities before participating in any extracurricular activities.
  - b. Parent's permission may be requested for some extra-curricular activities. To allow their children to take part in activities outside campus, parents must sign the written or electronic notice issued by the School. To allow their children to take part in activities in campus, parents should sign in the activity record form in Student Handbooks.
  - c. When participating in extra-curricular activities, students are required to abide by school rules and follow the supervising teacher's instructions.
  - d. Students are expected to show positive attitude when participating in extra-curricular activities, including abiding by rules, being punctual, being responsible and taking care of the school property.
  - e. Students are required to wear full uniforms or the sport attire unless permission is granted by the school authorities.
  - f. School may request students who are absent from extra-curricular activities to present parent's letters for explanation. Otherwise, the absence may be considered as truancy. Students who are absent from extra-curricular activities because of sickness are required to inform the school or teachers-in-charge. Upon returning to school, the students concerned are required to present letters with a parent's signature stating the reason and a medical certificate.
  - g. Students who are absent from extra-curricular activities because of special events (detention, supplementary lessons, etc.) are required to inform teachers-in-charge in advance for further arrangements.
  - h. Students should record the activities in which they participated in the activity record form in their Student Handbooks and then have the authorised persons, such as House Captains, Teacher Supervisors, tutors and coaches, signed the records.
  - i. At the end of the school term, students are required to submit activity record forms to the Extra-curricular Activities Master for assessment. Merits / Service Prizes will be awarded to students who have enthusiastically participated in and organised extra-curricular activities.
3. Extra-curricular Activities Assessment
  - a. Overall performance in extra-curricular activities: A: Excellent, B: Good, C: Satisfactory, D: Fair.
  - b. The performance is assessed according to 3 criteria:
    - i. Quantity of participation:

31 times or above	: A grade	20-30 times	: B grade
10-19 times	: C grade	Fewer than 10 times	: D grade
    - ii. Performance in services: Teachers-in-charge assess students' performance in their Service posts such as School Prefects, House Committee members, Class Association Committee members, Student Helpers at the end of the school term. Students with no activity participation records will be given a D grade.
    - iii. External competitions: School representatives are assessed by the corresponding teachers-in-charge. Students who are absent from competitions are given a D grade.
  - c. The overall performance in extra-curricular activities is the average of the above 3 criteria.



- d. Merit and Service Prize: These rewards are given to students who have enthusiastically participated in and organized extra-curricular activities and have shown excellent performance. Nominations should be made by teachers-in-charge and approved by the Discipline Committee or the Extra-curricular Activities Committee.

**The school reserve the rights to amend and interpret the school regulations accordingly.**