

1st September, 2011

Dear Parents / Guardian,

Re: General Guidelines for Students and Students' Code of Behaviour

This parents' notice serves to address the issues of *Physical Health Condition, Lunching in the Homeroom, Arrangements for Class Dismissal, Application for testimonials/transcripts, Tropical Cyclones, Heavy Persistent Rains* and *The Students' Code of Behaviour*.

(A): Students' Physical Health:

As advised by the Centre for Health Protection (CHP) of the Department of Health (DH), outbreaks of communicable diseases such as human swine influenza, influenza, hand, foot and mouth disease (HFMD) and enterovirus 71 (EV 71) infection may occur in schools from time to time.

- (1) For students' health sake, we would appeal to you that in addition to maintaining a clean and healthy household environment, please remind you children to constantly observe personal hygiene and keep the school environment clean. Please take note of the following measures:
 - Do not send children to school if they have fever. (If oral thermometer is used, temperature not higher than 37.5°C (99.5°F) is considered normal. If ear or rectal thermometer is used, the measured temperature will be 0.5°C (0.9°F) higher than that of an oral thermometer. As such, ear or rectal temperature not higher than 38°C (100.4°F) is considered normal.)
 - Seek medical advice as soon as possible if your children develop symptoms of diarrhoea, vomiting and skin rash. If symptoms such as fever, sore throat, cough or influenza are developed, they should put on a mask immediately and seek medical care promptly. Please also notify the school and let your children stay at home for rest until symptoms have improved and fever has subsided for at least two days, or follow the medical advice on sick leave, whichever is longer.
 - Children with HFMD should be excluded from schools until fever has subsided and all the vesicles have dried and crusted. As an extra precaution, children with EV 71 infection should not go to school for another two weeks after all symptoms subsided.
 - Inform the school immediately if your children are sick or have been admitted to hospital for surveillance. Such information and contact details of students would be reported to CHP or relevant government departments on a need basis to help institute effective control measures to prevent the spread of communicable diseases.
 - Co-operate with schools by picking up children not feeling well from school and consulting the doctor immediately.
 - No spitting. Always wrap nasal and mouth discharges with tissue paper, and dispose of the tissue paper properly in a lidded rubbish bin.
 - Provide children with handkerchiefs or tissue papers and remind them not to share towels or tissue papers with others.

- (2) In case of any students being absent due to sickness, we would provide learning support for them so that their learning progress would not be affected. If the leave period cover school tests and examination, we would arrange the student to sit for the tests or examinations on their return to school and their test and examination papers would be marked in the same way as the other students. As such, parents need not worry.

- (3) For effective prevention of communicable diseases, we have to be vigilant and strengthen personal and environmental hygiene. Parents' support is important and forms an integral part in combating communicable diseases. We would like to appeal to parents again for collaboration in order to maintain a clean and healthy household environment. Please also remind your children to pay attention to personal hygiene and to take all necessary precautionary measures against communicable diseases.

(B): Lunching in the Homeroom:

- (1) Air-conditioned homerooms will be opened during the lunch hour to facilitate students to take lunch in a comfortable and clean environment.

- (2) The school will not provide food-heating service. Students who wish to take lunch in their homerooms are advised to purchase lunch boxes by themselves or use thermal flasks to keep the warmth of their home-made food.

(C): Arrangement for Class Dismissal:

Secondary	School Dismissal Time				
	MON	TUE	WED	THU	FRI
1-3	1550	1440	1440	1440 1550 (HRP)*	1440
4	1440 1550 (3 rd elective subject)	1440	1210 1440 (3 rd elective subject, Maths extended part)	1440 1550 (HRP)*	1440
5	1550	1210 1550 (3 rd elective subject, Maths extended part)	1440	1440 1550 (HRP)*	1550
6	1550	1550	1440	1440 1550 (HRP)*	1210 1440 (ICT) 1550 (Maths extended part)
7	1550	1440	1440	1440 1550 (HRP)*	1440

* HRP – Home room period, scheduled dates shown on school calendar.

(D): Application for testimonials/transcripts:

Forms can be obtained from the school office. It normally takes two weeks' time to process each application.

(E): Tropical Cyclones and Heavy Persistent Rains:

This notice is for parents' attention to the contingency measures intended for the unfavorable seasonal summer weather conditions.

The general arrangements for schools:-

(1) Tropical Cyclones

Situation	Arrangement
When Typhoon Cyclone Warning Signal No. 1 is issued	Normal operation
When Typhoon Cyclone Warning Signal No. 3 is issued	Normal operation unless instructed to do otherwise
When Typhoon Cyclone Warning Signal Pre-No. 8 / No. 8 or above is issued	<ul style="list-style-type: none"> • Closure of the school • School tests and examinations will be postponed. • School premises will be open and staffed until proper arrangements are made for arriving students to return home at an appropriate time.

☆ If the school is in session when EDB announces the immediate suspension of classes, our school will ensure our students are kept in the school until safe and proper arrangements have been made for them to return home at an appropriate time.

(2) Heavy Persistent Rain

Rainstorm Warning Signal	Action to be taken
AMBER	Unless Education Bureau (EDB) has made a special announcement on closure of schools, the school will operate as usual.
RED or BLACK	
(i) Before 6:15a.m.	<ul style="list-style-type: none"> • The school will be closed all day. • School tests and examinations will be postponed.
(ii) Between 6:15a.m. and 8:00a.m.	<ul style="list-style-type: none"> • The school will be closed all day. • School tests and examinations will be postponed.

	<ul style="list-style-type: none"> • The school will ensure that the premises are open until the end of the normal school hours and arrange staff to look after those students who have already arrived at the schools. We will also ensure that conditions are safe before allowing students to return home. • Students who have not yet left for school should stay home
(iii) After 8:00 a.m.	<ul style="list-style-type: none"> • The school will continue with the lessons until the end of normal school hours and will ensure that conditions are safe before allowing students to return home.

Reminder:

1. An announcement on closure of schools or suspension of classes does not mean sending all students home immediately.
2. In exceptional circumstances, EDB may announce the closure of schools in only one or just a few districts. Students living in those districts should also not go to school even if our school is not located there.

☆ Our school is located at: Kwun Tong District

3. Closure of schools as a result of tropical cyclones or heavy persistent rain does not necessarily imply the postponement of a public examination scheduled for that day. Candidates should listen to radio or television announcements made separately by the Hong Kong Examinations and Assessment Authority regarding the arrangement.
4. In the unlikely case of no indication from EDB to suspend school sessions in face of extreme adverse weather conditions, road, slope traffic or transport conditions, parents should refrain from sending their children to school if they believe that such conditions would endanger their children's safety when they are on their way. If a student fails to make himself/herself available for an examination or a test because of such reasons, the school will not take punitive actions against the student who cannot return to school or arrive late and will make necessary arrangements for such extenuating circumstances.

(F): In order to help your child / ward to get familiar with the school life sooner, I would like to list out all the points that all students have to pay attention to in their school life in "Students' Code of behaviour" stipulated by the school.

Students' Code of Behaviour

- 1) Respect Teachers
 - 1.1 Students have to be polite to all teachers and staff of our school.
 - 1.2 Teachers not only impart knowledge to students, but also enlighten them on the ways of life. Therefore, students should modestly follow the advice, guidance of the teachers, accept with an open mind supervision and even reproof from the teachers. Should they find themselves having done wrongly, they should admit their wrongdoing, show repentance by striving in every way for improvement. In case of misunderstanding, they should calmly offer explanations to teachers. In brief, an indifferent, sarcastic or insolent attitude towards teachers is always blameworthy and liable to punishment.
- 2) Love our School

The school is the place where students are educated. It is the duty of students to practice the following two points:

 - 2.1 Maintaining the Image of the School
 - 2.1.1 To build up a high reputation for our school, the concerted efforts of the principal, teachers and students are essential. If, owing to the misbehaviour of a small number of students, the reputation were damaged, it would be unfair to the well-behaved majority. Therefore students should try their best to preserve the image of the school;
 - 2.1.2 All students should behave properly inside and outside school at any time and place. Students must not dawdle on the way to school and on the way home, boys and girls must not tease at each other, speak foul language or smoke, they must not loiter, play or chase about.
 - 2.1.3 They must not enter a game center, billiards center or cyber cafe when they are in school uniform.

2.1.4 On representing the school in activities, contests, visits and exhibitions organized by outside bodies, students should be self-disciplined to avoid defaming the school reputation.

2.2 Treasuring School Property

2.2.1 All the facilities of the school are installed to enable the students to receive education and should therefore be used properly and with care. If any of these facilities or articles is damaged accidentally, the student concerned must report to the class teacher or a discipline teacher and compensate for it accordingly. If the damage is done out of ill intent, the student concerned is liable to punishment;

2.2.2 To keep the school clean, students must not spit on the ground or litter about; they must not throw bits of paper or articles at each other; they must not dirty public property such as the blackboard, the wall, desks, chairs, etc.

3) Discipline Consciousness

In order to become public-spirited and law-abiding citizens in future, students should observe and comply with the School Regulations:

3.1 Appearance, Uniform and Stationery for Lessons

3.1.1 Students should maintain their appearance clean and tidy, under any circumstances. Students must be in proper school uniforms and carry their school bags to school (refer to Standard Summer Uniform and Appearance for details)

3.1.2 Student should not carry any other clothing to school for replacement.

3.1.3 If students are found to be in improper school uniform or appearance, their names will be put on record and they have to make adequate amendments and report, students who are constantly in improper school uniform or appearance despite repeated warnings are liable to punishment;

3.1.4 Students should cultivate the habit of simple and plain living and must not bring valuable articles or an excessive amount of money to school;

3.1.5 Apart from the books and stationery required for lessons, students must not bring along any unnecessary articles or personal belongings to school, such as MP3, non-academic magazine...etc.;

3.1.6 If necessary, students may bring their mobile phone back to school. But students must turn off the mobile phone and not to use the phone within the school premises. In addition, students have to take care and be responsible of the phone to avoid any loss of property.

3.1.7 Students must not put on make-up or any ornament, nor must they hire or sell personal belongings with one another;

3.1.8 For articles or personal belongings confiscated by the school, parents may request to have them back by writing to the school or come to the school in person, otherwise the confiscated articles will only be returned to students at the end of the school year.

3.2 Punctuality

3.2.1 Punctuality is a virtue whereas latecoming is a bad habit;

3.2.2 Students who arrive at school after 0755 in the morning session or 1305 in the afternoon session are latecomers and are subject to penalty;

3.2.3 Both in the morning and afternoon session, students who are late for less than 30 minutes must get a <Late-to-school Record> from the staff at the main entrance before entering the classroom; Both in the morning and afternoon session, students who are late for more than 30 minutes must get a <Late-to-school Record> from the staff in the General Office before entering the classroom.

3.2.4 Student who are late in the morning for over 30 minutes or in the afternoon period, after getting a <Late-to-school Record>, they must report to the Discipline Room to explain to a discipline teacher the reason for latecoming; and only with the latter's signature and stamp mark on the <Late-to-school Record> are these students allowed to enter the classroom.

3.3 Regulations to be Observed Inside the School

3.3.1 The first school bell rings at 0755 in the morning session, and at 1305 in the afternoon after the lunch period. After the bell, students should return to their own seats immediately;

3.3.2 During the 10-minute lesson break, students are only allowed to go to washroom if needed, but lingering in corridor or going to the tuck shop is prohibited;

3.3.3 Students may not enter the school premises before 0730 on arrival to school, they have to gather at the gymnasium on the ground floor and wait for the discipline teacher to make the arrangement before they can go up to their classroom in an orderly manner;

3.3.4 After the school official dismissal time, students may stay in school for revision or joining activities. But students must leave the school premises not later than 17:30 without being accompanied by teacher. They must thereafter go home as soon as possible;

3.3.5 The gymnasium and the rooftop are reserved for PE lessons and for students to take a rest in the recess and during the lunch period. To avoid accidents, students must not run or play about in these two places;

3.3.6 When walking in the staircase or corridor, students must keep quiet and keep to the left, and they must not run or play about;

- 3.3.7 Before lessons are started, during recess and lunch hour, students may eat and drink at the tuck shop on the rooftop or in the classroom. Maintaining the environment clean is necessary. Eating and drinking are strictly forbidden in the staircase or corridor;
- 3.3.8 Students must not bring chewing gums, cigarettes or alcoholic drinks to school. It is the duty of each and every student to report unbecoming practices such as fighting, stealing, smoking, cheating and damaging school property, etc. to the teachers.

3.4 Classroom Regulations

- 3.4.1 When the bell for the lesson rings, students must enter the classroom immediately. They must not loiter about in the corridor or staircase;
- 3.4.2 Students must be quietly seated at their own seats, prepare the required textbooks / exercise books and stationery and wait for the class teacher or subject teacher to take the roll call or to conduct the lesson;
- 3.4.3 Classrooms and special rooms are the main venues for conducting lesson. To maintain a good and safe learning environment, students must also observe the regulations regarding the use of these rooms;
- 3.4.4 To raise a question, student must put up their hands first and wait for the teacher's permission before they speak;
- 3.4.5 At the teacher's entry into the classroom, at the end of the lesson, or when a guest visits a class, students must stand up to greet the teacher or the visitors;
- 3.4.6 During the change of lessons, students must not leave the classroom without the teacher's prior permission, and monitors must keep order in the classroom;
- 3.4.7 On leaving the classroom for another part of the school building, students must line up properly and follow the teacher, and a monitor must switch off the lights and fans and lock the door and windows;
- 3.4.8 During lessons, no students should go to toilet or leave the classroom without teacher's prior permission;
- 3.4.9 A student who is late for the lesson for any particular reason has to produce to the subject teacher for checking an approval slip issued by a teacher, school social worker or the school office, on which the reason for the lateness and the time of entry into the classroom are stated.

3.5 Examination Regulations

- 3.5.1 During tests or examinations, cheating is strictly forbidden, and students must not borrow any stationery from others without the teacher's prior approval;
- 3.5.2 No supplementary examination will be arranged for a student who is absent from an examination owing to sickness or any other reasons. The absentee has to hand in a letter and the corresponding documents to the school office justifying his/her absence right on the first day of his/her return to school. Assessment grade will be given as if the reason of absence is sufficient.

3.6 Regulations On Taking Leave And Taking Early Leave

- 3.6.1 To take leave, students have to hand in to the class teacher a letter of absence written by their parents/guardian on the day they return to school after the leave;
- 3.6.2 Those taking sick leave have to hand in a letter of absence written by their parents/guardian and a medical certificate of sick leave issued by a registered doctor;
- 3.6.3 Those taking casual leave have to submit their application to the class teacher, and only at the latter's permission can the leave be taken, otherwise it is regarded as a case of playing truancy;
- 3.6.4 Students who have to take early leave during school hours owing to emergencies (such as sudden sickness or injuries arising from accidents) have to report to a teacher. After getting the latter's approval, they have to go to the Discipline Room to obtain approval from a discipline teacher or the discipline master before they can leave the school. Otherwise, leaving school without permission is regarded as a case of playing truancy;
- 3.6.5 Those who have to take early leave during the lesson because of some pre-arranged urgent business have to report the case to the class teacher during the class teacher's period and show the latter a letter requesting early leave written by the parents. On getting the class teacher's approval, he has at the hour of his early leave to get the subject teacher's approval and go to the Discipline Room on the 2nd floor to see a discipline teacher with the parents' letter. The discipline teacher will later return the parents' letter to the class teacher for filing;
- 3.6.6 For those who have to take sick leave for three days or more, their parents/guardian should inform the class teacher of the case as soon as possible.

3.7 Homework

- 3.7.1 Students have to keep a record of the assigned homework in the Homework Diary;
- 3.7.2 Students must hand in all their homework punctually. In case they are absent, they must do the homework afterwards, and should hand them in on the date designated by the subject teachers;
- 3.7.3 Copying of homework is strictly forbidden.

3.8 Signing on Notices / Documents

- 3.8.1 All types of school notices and documents have to be signed on by students' parents/guardian himself / herself. Under no circumstances are they to be signed on by the students or any other persons;
- 3.8.2 The erasing and subsequent amendments and additions to any marks / grades and remarks made by the teacher on any exercise books, tests or examination papers and report books is strictly forbidden.

3.9 Withdraw from School

- 3.9.1 A student who has to withdraw from school during the school year has to hand in to the school a letter written by the parents with the reasons stated clearly;
- 3.9.2 The students are also required to return to school their student cards and all the books and articles borrowed from the school.

3.10 Lost Property

- 3.10.1 Students who have lost property during the lesson have to report to the subject teacher immediately. Students who have lost property during other hours have to report to the class teacher for an investigation. In the meantime, they should report the incident to the school general office;
- 3.10.2 Students who have picked up lost property in the school premises have to hand in the property to the school general office for temporary keeping thus investigation.

3.11 Accidents

Students who are sick or injured during the lesson should inform the subject teachers while those who are sick or injured during other hours should inform their class teachers in order that proper aid can be administered on them.

4) Fraternity

Apart from acquiring subject knowledge, students also learn ways of living with others at school. Sincerity, mutual respect and mutual aid are the keynotes to take in a harmonious human relationship. Therefore students should not insult or jeer at one another.

(G): To ensure close interactions, we will send message to students, parents or guardians through our school web page, eClass intranet, e-mail, SMS and telephone other than school notices when necessary.

Please note and sign the following Reply Slip and remind your child to have it submitted to his/her class teacher on 2nd September, 2011.

Yours faithfully,



Tsui Fook Kueng
Head of School

Reply Slip from Parents

Please note that I have read the school notice titled 'General Guidelines for Students and Students' Code of Behaviour' reference no.: 2011PN009e.

Student's Name: _____ Class: _____ No.: _____

Parent's Signature: _____ Date: _____

E-mail address (Parent's or Guardian): _____

Mobil phone no. (Parent's or Guardian): _____

Mobil phone no. (Student): _____