

General School Rules (2023-2024)

(1) Students are to wear the formal school uniform on school days. On school days when there are P.E. lessons, students may wear the school track pants, house shirts and white sport shoes (non-boot type). When it is necessary, students may wear grey cardigans or school track jackets. F.6 students are allowed to come to school in their formal school uniforms and white sports shoes (non-boot type) on school days when they have P.E. lessons. On school activity days or during holidays, students must wear the uniforms that are prescribed by the school or the teachers-in-charge. Only F.6 students are allowed to attend school activities in either the school track suit or the 'Activity Uniform'. House shirts, class shirts and house jackets are not part of the approved formal school uniform. Students must seek teachers' permission in advance should these school attire be required for any special occasion.

(2) Students are expected to bring their student ID card to school.

(3) Students should refrain from using expensive items, including accessories, in school (unless with permission from the school).

(4) Students must have the prescribed textbooks and stationery ready for each lesson.

(5) Students must not bring any offensive or unsuitable reading material to school.

(6) Students should not use or display any items that are deemed uncondusive to their academic study.

(7) No badges, other than the school badge, can be worn with the school uniform (except the ones approved by the school. No more than five badges should be worn with the uniform).

(8) Students may bring their mobile phones to school if they have obtained permission from the school. Students' mobile phones must be switched off within the school premises. Students must not use the mobile phone (including its alarm function) or display in front of other students. Any breach of the rule will result in the confiscation of the phone by the teacher. A parent will have to come to school in person to collect the confiscated phone and the student's name will be marked down. Repeated violation of this rule will contribute to an infraction record and the student may no longer be allowed to bring a mobile phone to school.

(9) Smart watches that are able to show and do texts, or downloaded with apps, or can be supported with wireless technology must be switched off. Students cannot display or use them in front of other students within the school premises. Any breach of the rule will result in the confiscation of the device by the teacher. A parent will have to come to school in person to collect the confiscated watch and the student's name will be marked down.

(10) Students may bring electronic devices e.g. cameras, laptop computers

oripadwith the permission from teacher(s) to support learning activities in school. Students must keep their devices safe and may only use these devices under the supervision of teacher(s). Devices must be switched off when not in use.

(11) Students must keep the school clean. No eating or drinking is allowed from the 1/F onwards (except with permission from teachers). Writing or drawing on the blackboard/ whiteboard without permission is not allowed. Students must not throw dusters, chalk or chew gums in the classrooms. The school prohibits wilful staining or damaging of school property.

(12) Students may leave their textbooks and personal belongings in their lockers. They are not allowed to leave their belongings elsewhere unattended.

(13) Students must not leave the school during school hours without a teacher's permission. The opening hours of the school during school days (Mondays to Fridays) are from 7:15am to 5:00pm; and 9am to 12noon on Saturdays. Other than the prescribed time slots stated above and during school holidays, students are not allowed to come to school for any activities.

(14) Students must not be late for or absent from school without a valid reason. Early leavewill be granted upon pre-evaluation of a medical certificate and/ or a parent's letter.

(15) Students must arrive at the school or the venue of school activities punctually. Students must keep quiet and be attentive during all formal assemblies, lessons, private study sessions and when standing in line. They must follow all instructions given by the teachers in the lessons.

(16) All assignments must be submitted punctually.

(17) Students must not access the roof top or forbidden places without permission.

(18) Any lost item found should be given to the School Office immediately.

(19) Students must respect all school property and equipment.

(20) Students must follow all assessment rules and regulations for dictations, tests and examinations.

(21) Students should follow the advice from prefects, classroom ambassadors, monitors and monitresses, and should not obstruct them in the performance of their duties.

(22) Students must not use foul language.

(23) Students must not insult, menace, or threaten others.

(24) Students must not bring sharp objects, including but not limited to cutters, blades and carving knives to school.

(25) Students must not smoke, drink alcohol or gamble.

(26) Students must not plagiarise from either electronic or print sources the work of others.

- (27) Students must be polite, respectful and maintain good manners at all times.
- (28) Students must not form associations or organise activities without permission.
- (29) Students must not leave or change their seats in class without the teacher's permission.
- (30) Students must not provoke troubles, fight, or involve in any activities that ruin the school's reputation both in and out of school.
- (31) Students must not forge parents' or guardians' signatures. Parents' or guardians' signatures must match the school record's.
- (32) Students must not tamper with or damage any notice.
- (33) The conduct grades are A, A-, B+, B, B-, C+, C, C-, D+, D, D-, E and F. E and F are considered failed.
- (34) Students must follow the rules and regulations of special rooms (please refer to the display board of each special room).
- (35) If a student has committed a criminal case or committed serious wrongdoing, the school, in accordance with the guidelines of the Education Bureau, will suspend him/her from class and/ or administer punishment.

The rules and regulations are subject to the Principal or meetings of the Discipline Committee, and will be amended, added or deleted when appropriate. Students who violate the abovementioned will face punishment ranging from having their names marked down, infractions, minor demerits, major demerits or suspension from class in accordance with the severity of the wrongdoing.