

School Rules (2024-2025):

- (1) Students must wear the school uniform neatly when returning to school on school days. If there are Physical Education (PE) lessons on that day, students may choose to wear the sports tracksuit, including long pants, a sports shirt, and white athletic shoes that are not high-top or boots. If necessary, students may also wear a grey sweater (F.3-F.6 students only), the school hoodie or tracksuit jacket. On designated days such as study trips, special activity days, or during school holidays, students must attend the activities in the prescribed school uniform or sports tracksuit according to the school's regulations. Social shirts, class shirts, and social jackets are not part of the school's designated uniform. Students must obtain the teacher's permission to wear them to school or participate in any school-organised activities.
- (2) Students must bring their student ID cards when returning to school.
- (3) Students are not allowed to bring valuable items or accessories to school (except with the school's approval).
- (4) Students must bring textbooks and stationery to class.
- (5) Students are not allowed to bring publications with improper content to school.
- (6) Students are not allowed to bring or display any items unrelated to their studies on campus (except with the school's approval).
- (7) Students are not allowed to wear any badges other than the school crest on campus (except for approved badges, with a maximum of five worn on the chest).
- (8) After parental application, students may bring mobile phones to school, but they must turn off their phones and not display or use them (including the ringtone function) on campus. If a student violates the rules, the teacher will confiscate the mobile phone, and the student's parent must come to school to retrieve it. The name of the student will also be marked down as punishment. If the student repeatedly violates the rules, he or she will no longer be allowed to bring a mobile phone to school and will receive an additional infraction as punishment.
- (9) Students must turn off and not display or use smart watches with text display functions, mobile applications, or wireless technology on campus. If a student violates the rules, the teacher will confiscate the smart watch, and the student's parent must come to school to retrieve it. The name of the student will also be marked down as punishment.
- (10) If required for learning activities and with the teacher's approval, students may bring electronic devices (such as cameras, laptops) to school and use them within the designated areas for specific purposes.
- (11) Students are allowed to bring iPads to school for educational purposes, provided that they have installed the MDM software and paid for it through the school. The iPad must display an identification sticker for the MDM software. With the permission of the classroom teacher, students may use the device during class to aid their learning. Additionally, students may use the device on school premises for educational purposes outside of class time. For more details, please refer to 'Bring Your Own Device (BYOD) Acceptable Use Policy (AUP)' on P.9.

- (12) Students must maintain cleanliness on the campus, and are not permitted to eat or drink (except with the school's approval) on the ground floor or above, or in classrooms. They must not draw on smart whiteboards, paint, or chew gum on campus. At all times, students are prohibited from defacing or damaging school property.
- (13) Students may store their books and personal belongings in their lockers, and are not allowed to leave personal items in other areas (except with the school's approval).
- (14) Students are not allowed to leave the school premises during school hours without the school's approval. The school is open from 7:15 am to 5:00 pm on weekdays (Monday to Friday) and from 9:00 am to 12:00 noon on Saturdays. Students are not permitted to return to school for any activities outside the specified hours or on public holidays without the school's approval.
- (15) Students must not be late or absent without reason. Early leave requires completing the relevant procedures.
- (16) Students must arrive promptly at the designated locations for classes or assemblies. During assemblies, classes, self-study, and queuing, students must remain attentive and quiet. In class, students must follow the teacher's instructions.
- (17) Students must submit assignments on time.
- (18) Students must not plagiarise or copy academic work.
- (19) Students must not go to the rooftop or enter any unauthorised areas.
- (20) If students find lost item(s), they must hand the item(s) over to the School Office for handling.
- (21) Students must take care of school property.
- (22) Students must comply with the rules and regulations regarding assessments and examinations.
- (23) Students must heed the advice of prefects, class monitors, and assistant class monitors, and must not obstruct them in the performance of their duties.
- (24) Students must not use foul or vulgar language.
- (25) Students must not insult, intimidate, or threaten their classmates.
- (26) Students are not allowed to bring any weapons (such as knives, blades, or cutting tools) to school.
- (27) Students must not smoke, drink alcohol, or engage in any form of gambling.
- (28) Students must show respect and obedience to teachers and staff.
- (29) Students must not form unauthorised clubs or societies.

- (30) Students must not leave their seats or change their seating positions during class (except with the teacher's approval).
- (31) Students must not engage in disruptive behavior, fighting, or any actions that may harm the school's reputation, both on and off campus.
- (32) Students must not forge parent letters or impersonate their parents' signatures. The signatures on any correspondence between the school and the student's parents or guardians must match the school's records.
- (33) Students must not deface or tear down school notices.
- (34) Students' conduct grades range from A, A-, B+, B, B-, C+, C, C-, D+, D, D-, E, to F, with E and F being failing grades.
- (35) Students must comply with the specific rules of specialized rooms (as displayed on the notice boards in those rooms).
- (36) If a student commits a criminal offence or engages in serious unethical behaviour, the school will, in accordance with the guidelines of the Education Bureau, impose a suspension or other disciplinary measures on the student.

The school rules mentioned above are subject to amendments or additions at any time, as decided by the Principal or the Discipline Committee. In the event of a student violating these rules, appropriate disciplinary actions will be taken based on the severity of the situation. Consequences may range from a warning or name being marked down, to recorded infraction, minor or major demerits, and in severe cases, temporary suspension from school.

Student Attire and Appearance:

- (1) Students' attire and appearance should be neat, clean, simple, and practical, without following fashion trends or pursuing branded items.
- (2) For students from Secondary 3 to Secondary 6, if a sweater is required, it must be a plain grey, V-neck sweater without a zipper (allowing for the visibility of the tie).
- (3) When wearing the winter school uniform, students must have the top button fastened.
- (4) The hair in front of the forehead should not cover the eyebrows. Students are not allowed to dye their hair or adopt unconventional hairstyles, nor use hair styling products.
- (5) Students must wear pure white underclothes and socks that cover the ankles, without any brand markings. T-shirts or sports shirts cannot be worn as a substitute.
- (6) Nails must be kept clean and trimmed, without any nail polish.
- (7) Accessories used during inter-house activities or competitions must be approved by the school.
- (8) The leather shoes worn to school must be low-heeled, wide-toed, and pure black in colour, without being high-top or boot-style, and cannot be made of suede or patent leather.
- (9) If there are no Physical Education (PE) classes that day, students should not wear the sports tracksuit to school, nor should they wear sports shoes with the school uniform.
- (10) Wearing rings, bracelets, necklaces, or other accessories is prohibited.
- (11) Glasses: The frames and arms must be of the same solid colour, and cannot be fluorescent or unconventional colours such as white or other bright shades. The arm width must not exceed 1 cm, and each arm must be a single piece. Photochromic lenses are not allowed (unless approved by the school).
- (12) Physical Education (PE) Uniform Requirements: Students must wear a PE shirt (long or short sleeve), plain dark blue sports shorts or tracksuit pants, and white sports shoes.
- (13) Sports shoes must be pure white and non-high-top (except for other approved multi-functional professional sports shoes).

Cold Weather Uniform Arrangements (Applicable during the Winter Uniform Period):

- (1) Students must have a school jacket for warmth. If students wish to wear a scarf or gloves, the colour must be pure black or dark blue. The school jacket may be worn with a grey inner lining, but the inner lining cannot be worn alone in place of the school jacket or an overcoat.
- (2) If the Observatory announces a local temperature of 15 degrees Celsius or below (regional temperatures not considered) or a cold weather warning is in effect in the morning at 7 am, students wearing school uniforms or attire must wear the school jacket to school. Students wearing the sports tracksuit must wear the sports tracksuit jacket (the school jacket may be worn over if necessary).
- (3) When the temperature is 12 degrees Celsius or below, female students are permitted to wear solid grey or solid dark blue trousers.

Extreme Cold Weather Uniform Arrangements (Applicable during the Winter Uniform Period):

- (1) If the Observatory announces a local temperature of 10 degrees Celsius or below (regional temperatures not considered) in the morning at 7 am, students wearing school uniforms, sports tracksuits, or attire may only wear a solid dark blue, white, black, or grey down jacket, fleece jacket, wool coat, or cotton coat.
- (2) At or below 10 degrees Celsius, female students may wear the sports tracksuits to school.
- (3) If a student's attire does not meet the requirements, the school will issue a warning or impose disciplinary action accordingly.

Female Student Guidelines:

- (1) Skirt length must be below the middle of the knee. The summer school skirt is a solid white pleated skirt. The winter school skirt is a solid grey, square-necked, inverted box pleated pinafore, worn with a white shirt and the school tie. The skirt waistband must fit comfortably.
- (2) Individuals with hair length reaching their shoulders are required to tie up their hair. Hair accessories should be limited to simple styles.
- (3) Socks: white socks must be worn in summer, covering above the ankle; grey socks must be worn in winter. When necessary, grey tights or skin-coloured hosiery may be worn as an alternative option in winter.
- (4) Earrings: limited to a single pair on the earlobes, in a simple and plain style. Only one pair of earrings or studs is allowed, and the earrings cannot be larger than the earlobes or dangling.
- (5) No makeup is allowed; colourless lip balm is permitted.
- (6) A solid white slip must be worn.

Male Student Guidelines:

- (1) School trousers must be well-fitted, straight-leg suit-style.
- (2) The shirt must be solid white, with the school crest (summer), well-fitted, and tucked into the trousers to maintain a neat appearance.
- (3) A solid black leather belt must be worn.
- (4) Socks must be solid white, covering above the ankle.
- (5) Hair must be short and not dyed, and no hair accessories are allowed.
- (6) No facial hair is permitted.
- (7) The winter trousers are grey, matching the school-approved colour.
- (8) The school tie must be worn in the winter, with the school crest positioned on the chest.

School Attendance Regulations:

- (1) Students who are absent from school without valid reasons will receive a minor demerit.
- (2) Students who are late for school will be given a warning or other disciplinary actions, depending on the circumstances.
- (3) Students from Form 1 to Form 5 who are absent for more than 40 days may not be permitted to take the final examinations. Students in Form 6 who are absent for more than 20 days may not be permitted to take the mock examinations.

Procedures for Leave of Absence and Late Arrival:

- (1) If a student is absent from school due to illness or other reasons (except for pre-approved leave of absence), the parent/guardian must notify the School Office (Tel: 2496 6000) before 8 a.m. on the day of absence. If a student is absent from other school activities, the parent/guardian must notify the School Office before the start of the activity.
- (2) Leave of Absence: If a student needs to take leave for reasons such as participating in a competition or follow-up medical appointment, they must complete the "Student Leave of Absence Form" (available at the School Office) at least three school days in advance, obtain the signature of the parent/guardian, and submit it to the class teacher and the Discipline Mistress for approval. If the leave is due to an emergency, the student must submit the signed "Student Leave of Absence Form" and supporting documents (if applicable) to the class teacher and Discipline Mistress within three school days of returning to school. Insufficient reasons for leave may result in disciplinary actions, and serious cases may be treated as unauthorised absence.
- (3) Sick Leave: If a student is absent due to illness, they must complete the "Student Leave of Absence Form", obtain the signature of the parent/guardian and the class teacher, and submit it to the School Office within three school days of returning to school. For absences of two days or more, a medical certificate or a parent/guardian's letter must be provided.
- (4) If a student needs to leave school early, they must obtain the "Early Dismissal Form" and the "Student Leave of Absence Form" from the School Office, have the Early Dismissal Form approved by the teacher, and return it to the School Office. The school will then notify the parent/guardian, and the student can only leave after the approval process.
- (5) Students who are late for school must record their arrival time in the "Late Arrival Register" and obtain a "Late Slip" before entering the classroom. The student must submit the "Late Slip" to the teacher for signature and then follow the instructions on the slip to submit it to the relevant Discipline Teacher.
- (6) Students who are late must return to school immediately and not wander outside, or they may face additional disciplinary actions.

Guidelines for Changing Classrooms:

When changing classrooms, students must:

- (1) Wait outside the classroom in an orderly manner, unless they have obtained prior approval from the subject teacher.
- (2) Sit according to the original seating plan, unless they have obtained prior approval from the subject teacher.
- (3) During Physical Education (PE) classes, students should not leave their valuables in the Changing Room. If necessary, they can give their valuables to the teacher for safekeeping.

General Matters:

- (1) Students must immediately notify the school if they have lost their student card.
- (2) Students must inform the school of any changes to their personal information (e.g., address, telephone number).
- (3) Students who wish to publish a school publication or organise a performance or assembly must obtain prior approval from the school and seek guidance from a teacher.
- (4) Students who need to use a classroom must obtain prior approval from the school.
- (5) Students who return to school on non-school days must wear the proper school uniform or sports tracksuits (unless otherwise approved by a teacher), carry their student card, and must inform the school caretaker of the reason for their return, or the caretaker may prevent them from entering the school.

Withdrawal from School:

If a student needs to withdraw from school, the parent/guardian must submit a written notice to the school, stating the reason and the date of withdrawal, and return the student card to the school.