

PO LEUNG KUK TONG NAI KAN JUNIOR SECONDARY COLLEGE

保良局唐乃勤初中書院



STUDENT HANDBOOK

Name :

Chinese :
Name

Class :

 ()

Year :

中國國歌 — <義勇軍進行曲>

詞：田漢 曲：聶耳

起來！不願作奴隸的人們，
把我們的血肉，築成我們新的長城。

中華民族到了最危險的時候，
每個人被迫著發出最後的吼聲。

起來！起來！起來！

我們萬眾一心，

冒著敵人的炮火，前進！

冒著敵人的炮火，前進！

前進！前進！進！



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

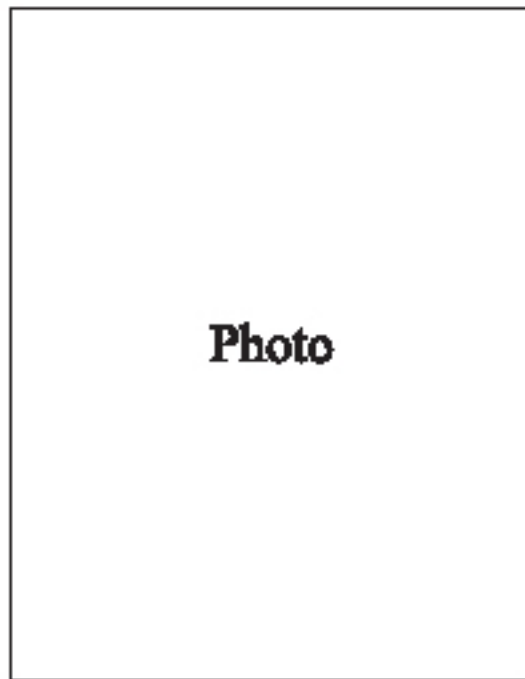
Well-known schools are plentiful

With thousands of heroes coming forth

And they flourish high and faithful

Po Leung College something more.

Student Information



Name : _____ (_____)
English Chinese

Student No. : _____

Class : _____ Class No. : _____

Parent's/Guardian's Name : _____

Relationship with Student : _____

Parent's/Guardian's Signature and name Class Teachers' Signature and 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 : 8:00 am to 5:30 pm

Saturday : 9:00 am to 12:30 pm

School holidays : 9:00 am to 4:30 pm

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 throw waste materials anywhere.
6. All students must have a proper attitude toward all school property. Those who damage or destroy the property of the school will 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 student must dress in a simple style, 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 look at others' handbooks and not to steal personal data from others.
12. All students must bring their student identity cards 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, electronic games, mobile phones, 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 gaunes 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 situations or accidents to the school, they cannot conceal the fact.
26. Students must return home at once after school.

II. Codes of Classrooms

1. Students must bring along needed textbooks, notes and stationery 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. 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 and to move white board pens, sockets for electronic equipments etc without authorization.
9. Students cannot go to the washroom without permission from their teachers under any circumstances.
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 must keep quiet during self-study lessons. They should concentrate on studying and no playing is allowed.
15. Students on duty are responsible for turning off the light, fans and the air-conditioners properly when all students have left the classroom.
16. Students on duty are in charge of cleaning the white boards and keeping the floors of the classrooms clean.
17. When monitors or monitresses are doing their duties, other students must be cooperative.
18. Students must tidy up and clean up the inner parts of 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 book 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.**
- b. Throwing any objects is prohibited.**
- c. Sitting on corridors, staircases or umbrella stands is forbidden.**
- d. Keep the corridors clean.**

2. Badminton court, playground, covered playground

- a. Kicking of any type of ball is forbidden.**
- b. No eating or drinking is allowed in the badminton court, basketball court or playground.**
- c. Keep the places clean. Rubbish should be put into the litter bin.**
- d. Climbing on basketball stands or iron fences is prohibited.**

3. Canteen

- a. Students should line up to buy food.**
- b. Keep the canteen clean. Students must pack up 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. Other

The following places are prohibited to enter:

- a. Hall**
- b. Staffroom**
- c. General office**

IV. School uniform

Boys

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 the trousers 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	Should wear a pure white vest.
School P.E. uniform	Wear tidy and fitted school P.E. uniform for P.E. lessons, 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 woolen coat in navy blue or black, when The Observatory announces that the temperature is 12°C or below.
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 will 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, earrings, ear-pins etc (except application approved by the school for wearing accessories 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.
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 temperature is 12°C or below.

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 woolen coat in navy blue or black, when the Observatory announces that the temperature is 12°C or below.
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, earrings, ear-pins etc. (except application approved by the school for wearing accessories 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. The school hall assembly rules

1. Morning Assembly

- a. Students must stop doing any activities when the preparation bell rings at 8:00 a.m.**
- b. Students must arrive in the hall before 8:05 a.m. on every Monday, Wednesday and Friday.**
- c. If the students do not come to the hall after the preparation bell rings in the morning, 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 a tidy 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 teacher.**

2. Weekly assembly

- a. The students must stand in line when the bell rings. The students must keep quiet and go to the hall under the lead of the teachers.**
- b. The students must sit properly and keep quiet when they arrive at the hall.**
- c. The students cannot eat, talk, doze off or disturb other classmates. Students must keep the hall clean during the weekly assembly.**

VI. 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 take the late arrival form if they arrive at the school late.
3. Students need to show their student identity card to the staff who are on duty. They can go back to the classroom once the information has been checked.
4. The school will take the circumstances into consideration for the students who are classified as a late arrival due to bad weather.
5. If the student who comes late to school due to a traffic accident, the student needs to note the related information (the traffic accident time, location, car license plate number, car embarkation time etc). The school will take the circumstances into consideration after verification.

VII. 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 school office in advance if he/she would like to apply to leave earlier.
3. The parents/guardian of the student must come to school and transact the leave early procedures directly. The student must hand in a registered western or Chinese medical doctor's certificate to the form 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 form teacher.

VIII. 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 7:50a.m. in the morning (school telephone number: 2194 5707). The student must hand in both the parents' letter and the registered medical doctor's certificate 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 in a A4 size white paper based on the following sample.

_____ 班班主任 _____ 老師：	
請假信	
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) _____，需	
由 _____ 年 _____ 月 _____ 日起至 _____ 年 _____ 月 _____ 日止，共請假 _____	
_____ 日/ _____ 課節。敬請准照為荷。	
學生家長	
	_____ (簽署) _____
	_____ (日期) _____

IX. Rules for Detention Class

1. The place of detention: Detention room on room 116.
2. Students must sit quietly and obey all teacher's instructions.
3. Students cannot talk, eat or transfer anything etc.
4. Students may leave school after completing the designated task set by the teacher.
5. If the students break any rules in the detention period, the school will extend the detention time and appropriate disciplinary actions will commence.
6. Students must hand over the student handbook to the teacher who is responsible for the detention class before leaving. Students should state the reason for detention and the leaving time in the student hand book.

X. Bad weather arrangement

1. Students should not go to school if the Education Bureau announces the suspension of classes when the number 8 or above typhoon signal, red or black rainstorm warning signal has been hoisted before 6:00a.m. in the morning.
2. If the number 8 or above typhoon signal, red or black rainstorm warning signal is in force during lessons, the school will continue classes until school finishes. The students can return home once the conditions are deemed safe.

XI. Examination regulations

1. There are two uniform tests and two examinations in each school year. Promotion or demotion depends on the results of the assessments.
2. Students not fulfilling the promotion standard may need to repeat. If he/she cannot meet the standard in the following year, the student may need to transfer to another school. The next year, the student may need to transfer to another school.
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. Identity cards and wallets should always be kept by the students.
 - (c) After entering the examination centre, 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, answer sheet and rough worksheet.
 - (e) Students must not turn over the question paper 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. It will be regarded as cheating if students talk with neighbouring classmates.
 - (g) During the examination, students are not allowed to leave early.
 - (h) Students who cheat will be penalized and may be given zero mark for that examination paper.
 - (i) Students should make use of the recess time to do revision 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...etc. Any kinds of violation may result in a mark penalty or a disqualification.
 - (l) All extra-curricular activities and ball games will be cancelled one week before the test/examination and during the test/examination period.
 - (m) Students must inform the school on the day they take sick leave during the test/examination period. Students have to hand in a parents' letter and the sick leave certificate on the day they come back to school and contact the subject teacher for re-examination. No re-examination will be conducted if the student is absent without a sound reason.
 - (n) For any re-examined subjects, the score of the examination paper will only be counted as 80% the total mark.
 - (o) 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 remain unchanged.

XII. 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 school suspension
 - (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 Principal's review and approval, be suspended or dismissed from school.
6. Students who break serious school rules or offends the regulations, inside or outside of school, is liable to be dismissed by the school authority immediately.

7. Award and Punishment System

7.1 Conduct Mark system

- Students have 100 conduct marks as a basis for each semester. According to students' behavior, conduct marks will be added or deducted to a certain level.
- In each semester, student can gain 1 merit and 10 conduct marks according to the following two criteria:
 - not being marked on offending regulations in school uniform and appearance
 - no lateness

7.1.1 Adding Conduct Marks

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

Type I	Type II	Type III
Students Conduct	Praising student for service / contribution	Participation in activities or programme
Courtesy	Helpful to teachers	School competitions
Respect to teachers and classmates	Helpful in class issues	Extra-curricular activities
Satisfactory performance of homework	Selling flags / Coupon selling activity	Training programme (10 hours or more)
Positive attitude in learning	Helpful in clubs or extra-curricular activities	DGC Program ("Striking improvement" Rewards)
Willingness to help schoolmates	Excellent performance in school services	AC Program (Flying High Program)
Responsibility	Active participation in Social Services	Excellent performance in international competitions
Kind-hearted	Outstanding Subject Representative	Participation in outside-school reward programme
Civil moral	Outstanding Civil Education Representative	
Honesty	Outstanding Class Monitor and Monitress	
Heroic behavior	Outstanding House Committee / Prefect / Committee member	
Sending unknown picked up things to school	"one student one role" duty	
Contribution to the society / gaining praise from people in social public		

If merit is given to the student, 3 or above conduct marks will be added simultaneously

7.1.2 Deducting Conduct Marks

Punishment will be given to students who violate the school regulations:

- **Deduction of conduct marks**
- **Record of demerit / minor offence / major offence**
- **Suspension after school**
- **Dismissal**

Remarks : **Demerit** = **deduction of 3 or above conduct marks**
 Minor offence = **3 demerits**
 Major offence = **3 minor offences**

(1st Category Offence) - Maximum of 3 conduct marks will be deducted.

- (a) Fail to hand in assignments**
- (b) Fail to bring textbooks and subject materials**
- (c) Running, chasing along corridors or in staircases**
- (d) Leaving the classroom without the teacher's consent**
- (e) Late for assemblies or the lessons without reasonable explanation**
- (f) Playing with balls without the notification of teachers**
- (g) Eating or drinking in disapproved places**
- (h) Disobedience to prefects**
- (i) Entering other classrooms or taking escalator without teachers' consent**
- (j) Unauthorized entry to washroom, truck shop, use of locker after the preparation bell is rung**
- (k) Fail to bring student cards or student handbooks**
- (l) Fail to follow traffic regulations**
- (m) Attending school improperly dressed**
- (n) Improper uniform and appearance**
- (o) Fail to return school notice / notice letter of offending school regulation**
- (p) Not remaining in seat during lesson.**
- (q) No clearance of drawer after school**
- (r) Not attending extra-curricular activity in time**
- (s) Improper use of locker**
- (t) Lending textbooks or assisting schoolmates to lend textbook**
- (u) Bringing forbidden goods**

(2nd Category Offence) - Maximum of 6 conduct marks will be deducted.

- (a) Borrowing, lending or assisting other to borrow lend textbooks or other needed materials.
- (b) Improper behavior during morning assemblies or hall assemblies
- (c) Spitting or littering
- (d) Entering prohibited areas in school without teachers' consent
- (e) Entering staff rooms or special rooms without teachers' consent
- (f) Wandering in the streets after school

(3rd Category Offence) - Maximum of 9 conduct marks will be deducted.

- (a) Disturbing the peace of lessons.
- (b) Destroying school property intentionally
- (c) Having, bringing or circulating improper magazine, papers or printed matter
- (d) Absence (because of illness) without a medical certificate from registered doctor (medical certificate from registered Western or Chinese medication doctor)
- (e) Using abusive language and using indecent hand gestures
- (f) Leave of absence without an application letter from parent(s)/guardians handed to class teacher 2 days before taking leave.
- (g) Students in uniform buying forbidden goods.
- (h) Fail to attend lesson, tutorial, after school course or extra-curricular activity without concrete reason.
- (i) Bringing mobile phone to school (classrooms) in normal school days or tutorial lessons in non-school days, or help classmates to keep the mobile phone in the school without the approval from class teacher. If student violates the regulations, the mobile phone will be kept in the school. Parent should come to school to get it back.
- (j) Poor learning attitude (e.g. sleeping in lesson, unwilling to finish classwork)
- (k) Fail to report to teacher in the assigned time
- (l) Improper behavior in the classroom
- (m) Behaving rudely to schoolmates / disturbing classmates
- (n) Bringing or eating chewing gum
- (o) Using or writing foul language, making foul gestures or foul signs
- (p) Not respect to teachers
- (q) Disobedience to teachers
- (r) Escaping or absenting from detention class
- (s) Using other's property without consent
- (t) Buying, selling and reselling goods (e.g. lunch box)
- (u) Without lining up in truck shop
- (v) Copying other's homework or lending homework for other to copy

- (w) Fail to implement the duty
- (x) Improper behavior against student identity (moderate level) (e.g. lack of manners in public areas)

(4th Category Offence) - Maximum of 18 conduct marks will be deducted.

- (a) Losing one's temper
- (b) Non-regulated hairstyle (e.g. dying hair, remarking hair style)
- (c) Offending regulations of examinations and tests
- (d) Forging signatures
- (e) Offending other's privacy.
- (f) Unauthorized disclosure of other's information (e.g. transmitting other's photo, address, phone number on the internet)
- (g) Improper behavior against student identity (serious level) (e.g. having intimate behavior in public areas, being rude to other)
- (h) Dangerous behavior
- (i) Smelling of cigarette smoke
- (j) Irresponsibility
- (k) Dishonesty
- (l) Concealing the truth or failing to report the facts
- (m) Illegal amending of information between school and parent
- (n) Playing truancy or absence without reason
- (o) Instigating improper behavior
- (p) Extorting money or borrowing money from schoolmates
- (q) Playing mischievous tricks on others.

(5th Category Offence) - Maximum of 27 conduct marks will be deducted.

- (a) Smoking in the school premises or bringing cigarettes to school
- (b) Disregarding or insulting teachers and elders
- (c) Persecuting or hurting schoolmates
- (d) Doing provocative actions
- (e) Drinking alcoholic beverages
- (f) Causing trouble to others
- (g) Striking someone intentionally
- (h) Being aggressive to schoolmates or teachers

(6th Category Offence) - Maximum of 54 conduct marks will be deducted.

- (a) Appoint non-schoolmates or gangs of suspicious character waiting near school**
- (b) Ganging together for illegitimate activities**
- (c) Fighting**
- (d) Stealing**
- (e) Gambling**
- (f) Threatening and extorting schoolmates**
- (g) Inflicting physical injury on schoolmates**
- (h) Taking, abusing, having, trafficking drug or tempting schoolmates to take drug**
- (i) Involving triad activities**
- (j) Admitting members illegally**
- (k) Having or circulating printed matter, picture or thing of porn or gamble content**
- (l) Having attacking weapons or dangerous goods**
- (m) Misbehavior outside school which affects the school's reputation**
- (n) Doing offending behavior to schoolmates**
- (o) Giving information to or having activities with outsiders under the school name without approval**
- (p) Immoral behavior**

7.1.3 Conduct Mark Adjustment

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

- Politeness**
- Collaboration**
- Service**
- Respect**
- Improvement**

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

7.1.4 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.

Conduct Marks	Term	Grade	Rank
300 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 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	

7.2 Detention class system

- (a) Detention class will be arranged either in the afternoon recess everyday or Thursday after school.
- (b) Reason of detention:
Lateness, poor performance in homework, violation of school regulations, poor attitude regarding study, etc.
- (c) Punishment will be given by the relevant teacher to the students who are absent in detention.
- (d) Teacher will notify parents through the handbook, if the student have to attend the detention class on Thursday after school.

7.3 Disciplinary measures of late submission of homework

- (a) Students must hand in their homework within the assignation time.
- (b) Student should complete their homework during the detention class.
- (c) Penalties

Frequency	Deduction of marks	Record a demerit
3	5 conduct marks	-
6	5 conduct marks	1 record a demerit
And so on		

7.4 System of lateness

(a) A student is considered late if he/she cannot arrive at school before preparation bell (8:00 a.m.) in the morning.

(b) Penalties

Times of lateness	Deduction of marks (every time)	Record a demerit (every time)	Detention (every time)
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	3 conduct marks	1 demerit	1
And so on			

(c) A letter and medical doctor's certificate are needed which certifies request for late because of sickness.

(d) The system starts all over again when a new semester begins.

7.5 System of disobeying the rules of school uniform

(a) Students attending school should dress properly. Students will be punished for breaking the regulation.

(b) Students who repeatedly break the regulation will face serious punishment.

(c) Students must dress properly when attending school.

(d) Students who could not meet the dressing standard of school uniform will be remarked. The penalties are as follows:

Times of Remarks	Deduction of marks (every time)	Record a demerit (every time)	Detention (every time)
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	3 conduct marks	1 demerit	1
And so on			

XIII. 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 firmly obey all safety rules.
- (b) Students should wear the proper workshop uniform during lessons.
- (c) Students should take care of personal property.
- (d) Students should take care of the school property. Students causing any damage may be required to pay for it.
- (e) No student is allowed to use the equipment or appliances of the special rooms without the permission of the teachers or the technicians.
- (f) Do not press any electricity plugs or emergency buttons in the special rooms.
- (g) Do not take any tools, equipment, materials or workpieces without permission.
- (h) Any misbehaviour or breaking the rules in a special room is prohibited.
- (i) No playing with any tools or accessories.
- (j) Eating or drinking is prohibited.
- (k) Students should not change their position and seat without teacher's permission.
- (l) Students should use proper posture to carry loads and ask others to assist.
- (m) Do not touch any electrical appliances or switches when the hands are wet.
- (n) If an accident happens or anyone is injured, report to teacher immediately.
- (o) 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 teacher regarding the use of computers. Students cannot use computers indiscriminately and risk damaging the computer.
 - iii. Students cannot browse any website without the teacher's permission. Also, students cannot download, install, send or forward any illegal programs, websites, messages, etc.
- (p) 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.
- (q) 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.
- (r) 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 :

After the lesson, all students must leave the special rooms and no one can stay in the room alone.

XIV. PE Regulations

1. Clothing

- (a) Students should put on the prescribed school P.E. uniforms during the lesson. Those who fail to comply with will result in the 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 present students 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 expensive things 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.

XV. 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 including:
 - (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) Proceeding experiments without teacher's permission and using chemical substances carelessly are not allowed.
 - (d) Students should do experiments carefully and seriously.
 - (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 instruction to take the suitable amount of chemical substance for experiments.
6. Students should immediately report all breakages to their teacher. If students break something without reason, 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.

XVI. 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 are required to leave cases, bags and backpacks on the shelves provided. Personal books, belonging to other libraries, and bags should not be taken inside the book store area. 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. Silence must be observed 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. At the request of the school librarian or the library staff in charge, students shall display personal belongings for inspection at the library exit. Students may also be required to show the contents of their bags or other containers.
5. Students are required to sit in the places provided. They should not move tables, chairs and cabinets to new positions.
6. The reservation of a seat in the library is not permitted.
7. Students must enter and leave the library through the prescribed entrance/exit unless otherwise directed by the school librarian and /or library staff. Students must not enter the designated administrative areas of the library without permission from a library staff.
8. No one in the library should open the windows, switch on the lights and operate the air-conditioners without permission from library staff.
9. Students must not read inappropriate materials prohibited by the school in the library. The school librarian should have the right to confiscate these materials.
10. Do not damage or deface any library book or other library property.
11. Students should follow the instructions displayed in the library or given verbally by the library staff on the proper use of the library.
12. Borrowing and Returning of Books
 - (a) S1-S3 students may borrow a maximum of 3 items of library materials.
 - (b) General materials may be borrowed for a period of 14 days.
 - (c) The 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 day or part of a day.
 - (e) Students can only use their own student identity card issued by the school for borrowing and loans must not be transferred from one student to another. 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. Return them to their proper places before leaving the library.
 - dictionaries, lexicons, encyclopedias,
 - periodicals or newspapers,
 - other books on the shelves under the “non-loan” category.
 - (h) Students should, before leaving the library, ensure that any library material issued to them on loan is complete 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.
 - (i) Disciplinary action will be incurred if students still fail to return items when overdue notices are sent by the School Librarian.
 - (j) 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.
 - (k) All library materials must be shown to the librarian on duty at the exit before leaving.
14. 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.
15. 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.
16. Students must observe the school current regulations covering the use of computing facilities.
17. Students must comply with the provisions of any relevant legislation as, for example, laws relating to
- (a) intellectual property rights including copyright,
 - (b) data protection.
- In relation to 17(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.

XVII. ECA Regulations

1. Students should attend all activities; otherwise it is regarded in the same light as playing 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 an explanation.
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.


XVIII. Promotion Standard

1. Students should get pass in the three 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.
5. For S2: The grade of Project-based learning should be D or above.
For S3: The grade of the graduation thesis should be D or above.

XIX. Application for Recommendation Letters / Transcripts

1. Completed application form should be submitted in person to the General Office at least 10 working days beforehand. Normal processing time required upon receipt of the application form is 10 working days (excluding Saturday, Sunday and public holidays).
2. Only one copy will be issued to the applicant. Applicants are advised to make copies of the recommendation letters / transcripts if necessary. The school will issue more recommendation letters / transcripts upon the receipt of written requests from other academic institutes only.
3. The recommendation letters / transcripts will be distributed to the respective applicant through the class teacher once it is ready.

Samples of Application Forms

 PLK TONG NAI KAN JUNIOR SECONDARY COLLEGE 11, NGA LAI Road, Shatin, New Territories, HK Tel: 21947077 Fax: 21947111		保良局德蘭女子中學 九龍沙田新翠邨11號	
Application for Transcript 歷年成績紀錄申請表 (For current students only)			
Please read the information enclosed before completing this form.			
I. Particulars of Applicant			
Name: _____ (in English, BLOCK letters)		_____ (in Chinese, if applicable)	
HKID Card No.: _____	_____		
Class: _____	Class No.: _____	No. of Copy: 1	
Date of admission: ____ / ____ / 20__			
II. Reason for the application _____ _____ _____ Signature of Applicant: _____ Signature of Parents/Guardian: _____ Date: _____			
III. For Urgent Cases Date Requested: _____ (Supporting document is attached.)			
For Official Use Only * Application received on _____ by _____, subject of _____, class teacher. * Signature of the recipient: _____ Date: _____			

 PLK TONG NAI KAN JUNIOR SECONDARY COLLEGE 11, NGA LAI Road, Shatin, New Territories, HK Tel: 21947077 Fax: 21947111		保良局德蘭女子中學 九龍沙田新翠邨11號	
Application for Recommendation Letter 班主任/老師推薦信申請表 (For current students only)			
Please read the information enclosed before completing this form.			
I. Particulars of Applicant			
Name: _____ (in English, BLOCK letters)		_____ (in Chinese, if applicable)	
HKID Card No.: _____	_____		
Class: _____	Class No.: _____	No. of Copy: 1	
Date of admission: ____ / ____ / 20__			
II. Outstanding Other Learning Experiences at JSC			
Year: _____	Activity / Event: _____		
_____ _____ _____ Signature of Applicant: _____ Signature of Parents/Guardian: _____ Date: _____			
III. For Urgent Cases Date Requested: _____ (Supporting document is attached.)			
For Official Use Only * Application received on _____ by _____, subject of _____, class teacher. * Signature of the recipient: _____ Date: _____			

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 : _____

My Goals / Achievements

September, 2013 Self-discipline	<i>"It is a man's own mind, not his enemy or foe, that lures him to evil ways." ~ Buddha</i>
October, 2013 Courtesy	<i>"An answer, when mild, turns away rage, but a word causing pain makes anger to come up." ~ Proverbs 15:1</i>
November, 2013 Diligence	<i>"What we hope ever to do with ease, we must learn first to do with diligence." ~ Samuel Johnson</i>
December, 2013 Helpfulness	<i>"As you did it to one of the least of these my brethren, you did it to me." ~ Matthew 25:40</i>
January, 2014 Respect	<i>"If you want to be respected, you must respect yourself." ~ Spanish proverb</i>
February, 2014 Responsibility	<i>"You cannot escape the responsibility of tomorrow by evading it today." ~ Abraham Lincoln</i>

My Goals / Achievements

March, 2014 Love	<i>"Love is patient, love is kind, love is humble. Love never fails." Corinthians 13:4-8</i>
April, 2014 Etiquette in society	<i>"When I do good, I feel good; when I do bad, I feel bad and that is my religion." ~ Abraham Lincoln</i>
May, 2014 Honesty	<i>"Honest hearts produce honest actions." ~ Brigham Young Quotes</i>
June, 2014	<i>"Yesterday is gone. Tomorrow has not yet come. We have only today. Let us begin." ~ Mother Teresa</i>
July, 2014	<i>"I hear and I forget. I see and I remember. I do and I understand." ~ Confucius</i>
August, 2014	<i>"Keep your eyes on the stars, and your feet on the ground." ~ Theodore Roosevelt</i>

Diary

Date	Subject	Homework	Hand in Date	Parent's/Guardian's Signature
Day 1 _____ M/T/W/T/F Body Temp ____ °C/°F				
	Message from School to parents/guardians :			
Day 2 _____ M/T/W/T/F Body Temp ____ °C/°F				
	Message from School to parents/guardians :			
Day 3 _____ M/T/W/T/F Body Temp ____ °C/°F				
	Message from School to parents/guardians :			
Remarks :				

Diary

Date	Subject	Homework	Hand in Date	Parent's/Guardian's Signature
Day 4				
M/T/W/T/F				
Body Temp				
°C/°F				
Message from School to parents/guardians :				
Day 5				
M/T/W/T/F				
Body Temp				
°C/°F				
Message from School to parents/guardians :				
Day 6				
M/T/W/T/F				
Body Temp				
°C/°F				
Message from School to parents/guardians :				
Remarks :				

Diary

Date	Subject	Homework	Hand in Date	Parent's/Guardian's Signature
Day 7				
M/T/W/T/F				
Body Temp				
°C/°F				
Message from School to parents/guardians :				
Day 8				
M/T/W/T/F				
Body Temp				
°C/°F				
Message from School to parents/guardians :				
Day 1				
M/T/W/T/F				
Body Temp				
°C/°F				
Message from School to parents/guardians :				
Remarks :				

Diary

Date	Subject	Homework	Hand in Date	Parent's/Guardian's Signature
Day 2				
M/T/W/T/F				
Body Temp				
°C/°F	Message from School to parents/guardians :			
Day 3				
M/T/W/T/F				
Body Temp				
°C/°F	Message from School to parents/guardians :			
Day 4				
M/T/W/T/F				
Body Temp				
°C/°F	Message from School to parents/guardians :			
Remarks :				

Diary

Date	Subject	Homework	Hand in Date	Parent's/Guardian's Signature
Day 5				
M/T/W/T/F				
Body Temp				
°C/°F	Message from School to parents/guardians :			
Day 6				
M/T/W/T/F				
Body Temp				
°C/°F	Message from School to parents/guardians :			
Day 7				
M/T/W/T/F				
Body Temp				
°C/°F	Message from School to parents/guardians :			
Remarks :				

Diary

Date	Subject	Homework	Hand in Date	Parent's/Guardian's Signature
Day 8				
M/T/W/T/F				
Body Temp				
°C/°F	Message from School to parents/guardians :			
Day 1				
M/T/W/T/F				
Body Temp				
°C/°F	Message from School to parents/guardians :			
Day 2				
M/T/W/T/F				
Body Temp				
°C/°F	Message from School to parents/guardians :			
Remarks :				

Diary

Date	Subject	Homework	Hand in Date	Parent's/Guardian's Signature
Day 3				
M/T/W/T/F				
Body Temp				
°C/°F				
Message from School to parents/guardians :				
Day 4				
M/T/W/T/F				
Body Temp				
°C/°F				
Message from School to parents/guardians :				
Day 5				
M/T/W/T/F				
Body Temp				
°C/°F				
Message from School to parents/guardians :				
Remarks :				

Diary

Date	Subject	Homework	Hand in Date	Parent's/Guardian's Signature
Day 6				
M/T/W/T/F				
Body Temp				
°C/°F	Message from School to parents/guardians :			
Day 7				
M/T/W/T/F				
Body Temp				
°C/°F	Message from School to parents/guardians :			
Day 8				
M/T/W/T/F				
Body Temp				
°C/°F	Message from School to parents/guardians :			
Remarks :				

Diary

Date	Subject	Homework	Hand in Date	Parent's/Guardian's Signature
Day 1				
M/T/W/T/F				
Body Temp				
°C/°F				
Message from School to parents/guardians :				
Day 2				
M/T/W/T/F				
Body Temp				
°C/°F				
Message from School to parents/guardians :				
Day 3				
M/T/W/T/F				
Body Temp				
°C/°F				
Message from School to parents/guardians :				
Remarks :				

Diary

Date	Subject	Homework	Hand in Date	Parent's/Guardian's Signature
Day 4				
M/T/W/T/F				
Body Temp				
°C/°F				
Message from School to parents/guardians :				
Day 5				
M/T/W/T/F				
Body Temp				
°C/°F				
Message from School to parents/guardians :				
Day 6				
M/T/W/T/F				
Body Temp				
°C/°F				
Message from School to parents/guardians :				
Remarks :				

Diary

Date	Subject	Homework	Hand in Date	Parent's/Guardian's Signature
Day 7 _____ M/T/W/T/F Body Temp ____ °C/°F				
	Message from School to parents/guardians :			
Day 8 _____ M/T/W/T/F Body Temp ____ °C/°F				
	Message from School to parents/guardians :			
Day 1 _____ M/T/W/T/F Body Temp ____ °C/°F				
	Message from School to parents/guardians :			
Remarks :				

Diary

Date	Subject	Homework	Hand in Date	Parent's/Guardian's Signature
Day 2				
M/T/W/T/F				
Body Temp				
°C/°F	Message from School to parents/guardians :			
Day 3				
M/T/W/T/F				
Body Temp				
°C/°F	Message from School to parents/guardians :			
Day 4				
M/T/W/T/F				
Body Temp				
°C/°F	Message from School to parents/guardians :			
Remarks :				

Diary

Date	Subject	Homework	Hand in Date	Parent's/Guardian's Signature
Day 5				
M/T/W/T/F				
Body Temp				
°C/°F	Message from School to parents/guardians :			
Day 6				
M/T/W/T/F				
Body Temp				
°C/°F	Message from School to parents/guardians :			
Day 7				
M/T/W/T/F				
Body Temp				
°C/°F	Message from School to parents/guardians :			
Remarks :				

Diary

Date	Subject	Homework	Hand in Date	Parent's/Guardian's Signature
Day 8				
M/T/W/T/F				
Body Temp				
°C/°F				
Message from School to parents/guardians :				
Day 1				
M/T/W/T/F				
Body Temp				
°C/°F				
Message from School to parents/guardians :				
Day 2				
M/T/W/T/F				
Body Temp				
°C/°F				
Message from School to parents/guardians :				
Remarks :				

Diary

Date	Subject	Homework	Hand in Date	Parent's/Guardian's Signature
Day 3				
M/T/W/T/F				
Body Temp				
°C/°F	Message from School to parents/guardians :			
Day 4				
M/T/W/T/F				
Body Temp				
°C/°F	Message from School to parents/guardians :			
Day 5				
M/T/W/T/F				
Body Temp				
°C/°F	Message from School to parents/guardians :			
Remarks :				

Diary

Date	Subject	Homework	Hand in Date	Parent's/Guardian's Signature
Day 6				
M/T/W/T/F				
Body Temp				
°C/°F				
Message from School to parents/guardians :				
Day 7				
M/T/W/T/F				
Body Temp				
°C/°F				
Message from School to parents/guardians :				
Day 8				
M/T/W/T/F				
Body Temp				
°C/°F				
Message from School to parents/guardians :				
Remarks :				

Diary

Date	Subject	Homework	Hand in Date	Parent's/Guardian's Signature
Day 1				
M/T/W/T/F				
Body Temp				
°C/°F				
Message from School to parents/guardians :				
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M/T/W/T/F				
Body Temp				
°C/°F				
Message from School to parents/guardians :				
Day 3				
M/T/W/T/F				
Body Temp				
°C/°F				
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Diary

Date	Subject	Homework	Hand in Date	Parent's/Guardian's Signature
Day 4				
M/T/W/T/F				
Body Temp				
°C/°F	Message from School to parents/guardians :			
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M/T/W/T/F				
Body Temp				
°C/°F	Message from School to parents/guardians :			
Day 6				
M/T/W/T/F				
Body Temp				
°C/°F	Message from School to parents/guardians :			
Remarks :				

Diary

Date	Subject	Homework	Hand in Date	Parent's/Guardian's Signature
Day 7				
M/T/W/T/F				
Body Temp				
°C/°F				
Message from School to parents/guardians :				
Day 8				
M/T/W/T/F				
Body Temp				
°C/°F				
Message from School to parents/guardians :				
Day 1				
M/T/W/T/F				
Body Temp				
°C/°F				
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Date	Subject	Homework	Hand in Date	Parent's/Guardian's Signature
Day 2				
M/T/W/T/F				
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°C/°F	Message from School to parents/guardians :			
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M/T/W/T/F				
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Day 4 _____ M/T/W/T/F Body Temp ____ °C/°F				
	Message from School to parents/guardians :			
Day 5 _____ M/T/W/T/F Body Temp ____ °C/°F				
	Message from School to parents/guardians :			
Day 6 _____ M/T/W/T/F Body Temp ____ °C/°F				
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Day 7				
M/T/W/T/F				
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Remarks :				

Record of addition/ deduction of Conduct Mark in the First Semester
(Valid from 2/9/2013 to 21/1/2014)

[illegible]

Record of addition/ deduction of Conduct Mark in the First Semester
(Valid from 2/9/2013 to 21/1/2014)

[illegible]

Record of addition/ deduction of Conduct Mark in the First Semester
(Valid from 2/9/2013 to 21/1/2014)

[illegible]

Record of addition/ deduction of Conduct Mark in the Second Semester
(Valid from 23/1/2014 to 14/7/2014)

Record of addition/ deduction of Conduct Mark in the Second Semester
(Valid from 23/1/2014 to 14/7/2014)

Message from School to Parents/Guardians

[illegible]

Message from School to Parents/Guardians

[illegible]

Message from School to Parents/Guardians

Date	Message	Teacher's Signature	Parent's/Guardian's Signature	Class Teacher Signature

Record of detention in the First Semester
(Valid from 2/9/2013 to 21/1/2014)

	Date	Reason of detention	Time of leaving the detention class	Signature of Teacher-on-duty
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		
15		Homework problem / discipline problem		
16		Homework problem / discipline problem		
17		Homework problem / discipline problem		
18		Homework problem / discipline problem		

Record of detention in the Second Semester
(Valid from 23/1/2014 to 14/7/2014)

	Date	Reason of detention	Time of leaving the detention class	Signature of Teacher-on-duty
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		
15		Homework problem / discipline problem		
16		Homework problem / discipline problem		
17		Homework problem / discipline problem		
18		Homework problem / discipline problem		

School Calendar (2013-2014)

Month Cycle	M	T	W	T	F	S	S	Holidays / Special Events / Activities #
9/13							1	
1	2	3	4	5	6	7	8	2/9 School Opening 3 - 4/9 Afternoon Off 6/9 ECA Recruitment Day
	#	#	#	#	#			
2	9	10	11	12	13	14	15	9/9 S1 Day Camp (PATH) 1P, 1A, 1B 13/9 S1 Day Camp (PATH) 1C, 1D, 1E
	5	6	7	8	1			
	#				#			
	16	17	18	19	20	21	22	17, 19/9 House AGM 20/9 The day following the Chinese Mid-Autumn Festival (1)
	2	3	4	5				
	#	#	#	#				
3	23	24	25	26	27	28	29	23/9 - 4/10 EMI Fortnight 24/9 House AGM 24, 26/9 Uniform Quiz(1.1) 25/9 S2 Thinking Skill Course (Assembly 3:00p.m. - 4:15p.m.) 27/9 Mentor System - Tea Time Gathering
	6	7	8	1	2			
	#	#	#	#	#			
	30							
	3							
	#							
10/13								
		1	2	3	4	5	6	1/10 National Day (1) 2/10 S2 Thinking Skill Course (3:45p.m. - 5:00p.m.) 3/10 Uniform Quiz(1.2B)
			4	5	6			
			#	#	#			
4	7	8	9	10	11	12	13	8/10 S2 Thinking Skill Course (Assembly 3:00p.m. - 4:15p.m.) 8, 10/10 Uniform Quiz(1.2A, 1.3B)
	7	8	1	2	3			
	#		#					
	14	15	16	17	18	19	20	14/10 The day following Chung Yeung Festival (1) 15/10 Uniform Quiz(1.3A) 15 - 18/10 PTH Week 19/10 PLK Joint School Swimming Gala
		4	5	6	7	#		
		#	#	#	#	#		
5	21	22	23	24	25	26	27	21/10 S1 Thinking Skill Course (Assembly 3:00p.m. - 4:15p.m.) 23 - 29/10 First Term Test
	6	1						
	#							
	28	29	30	31				30/10 Staff Development Day 31/10 Life-Wide Learning Day
			#	#				
11/13								## Inter-house Table tennis Competition ##
					1	2	3	
					2			
	4	5	6	7	8	9	10	4/11 S1 Thinking Skill Course (3:45p.m. - 5:00p.m.)
	3	4	5	6	7			
	#							
6	11	12	13	14	15	16	17	11/11 S1 Thinking Skill Course (Assembly 3:00p.m. - 4:15p.m.) 11/11 S3 Student & Parents Talk 1: SFC Expectation (Assembly) 11 - 15/11 EMI Week
	6	1	2	3	4			
	#	#	#	#	#			
	18	19	20	21	22	23	24	18/11 Joint School Graduation Ceremony 21/11 S3 Thinking Skill Course (Assembly 3:00p.m. - 4:15p.m.)
	5	6	7	8	1			
	#			#				
7	25	26	27	28	29	30		26, 28/11 Uniform Quiz(2.1) 29/11 School Picnic
	2	3	4	5				
	#		#	#				

☐ Public Holiday
 ☐ Term Test
 ☒ Day 8 Assembly
 ☐ Holiday
 ☐ Exam

School Calendar (2013-2014)

Month Cycle	M	T	W	T	F	S	S	Holidays / Special Events / Activities #
12/13								## Inter-house Table tennis Competition ##
							1	
8	2 ⑥	3 ⑦	4 ⑧	5 ①	6 ②	7	8	2 - 6/12 PTH Week 3, 5/12 Uniform Quiz(2.2) 4/12 S3 Thinking Skill Course (Assembly 3:00p.m. - 4:15p.m.)
	#	#	#	#	#			
	9	10	11	12	13	14	15	9 - 14/12 EMI Week 10,12/12 Uniform Quiz(2.3) 13/12 p.m. Preparation for Open Day 14/12 Open Day and School Talk
	③	④	⑤	⑥	⑦	#		
	#	#	#	#	#			
9	16	17	18	19	20	21	22	16/12 S3 Thinking Skill Course (Assembly 3:00p.m. - 4:15p.m.) 17,19/12 Uniform Quiz Fallback day 20/12 Christmas Celebration 20/12 Charity Dress Special Day
	③	①	②	③	#			
	#	#		#	#			
	23	24	25	26	27	28	29	23/12 - 1/1 Christmas and New Year Holidays (10)
	30	31						
1/14								
			1	2	3	4	5	
				④	⑤			
	6	7	8	9	10	11	12	9 - 21/1 First Term Exam
	⑥	⑦	⑧					
	13	14	15	16	17	18	19	15/1 Staff Development Day (half-day)
			#					
10	20	21	22	23	24	25	26	22/1 Staff Development Day (half-day) 22 - 25/1 S3 Leadership Training Camp 23/1 2nd Term Commencement
				①	②			
			#	#	#	#		
	27	28	29	30	31			27/1 - 8/2 Lunar New Year Holidays (13)
2/14						1	2	## Inter-house Basketball Competition ##
	3	4	5	6	7	8	9	
	10	11	12	13	14	15	16	10 - 14/2 EMI Week 14/2 Mentor System - Tea Time Gathering 16/2 Charity Walk*
	③	④	⑤	⑥	⑦		#	
	#	#	#	#	#			
11	17	18	19	20	21	22	23	17/2 S2 Thinking Skill Course (Assembly 3:00p.m. - 4:15p.m.) 23/2 Parents' Day and Talk 23/2 Parent Manager Election
	⑧	①	②	③	④		#	
	#							
	24	25	26	27	28			24/2 The day following Parents' Day (1) 25 - 28/2 PTH Week 28/2 S2 Thinking Skill Course (Assembly 3:00p.m. - 4:15p.m.) 28/2 S3 Student and Parent Talk 2: NSS and Subject Selection (Assembly 3:00p.m. - 4:15p.m.)
12		⑤	⑥	⑦	⑧			
	#	#	#	#				

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3/14						1	2	
13	3 ①	4 ②	5 ③	6 ④	7 ⑤	8 #	9	3 - 14/3 Creativity Fortnight 6/3 Uniform Quiz(3.1B) 8/3 PTA Activity Day 11/3 Uniform Quiz(3.1A) 13/3 Uniform Quiz(3.2B)
	10 ⑥	11 ⑦	12 ⑧	13 ①	14 ②	15	16	
	17 ③	18 ④	19 ⑤	20 ⑥	21	22	23	18/3 Uniform Quiz(3.2A) 20/3 Uniform Quiz(3.3B) 21/3 Sports Day
14	24 ⑦	25 ⑧	26 ①	27 ②	28 ③	29	30	24 - 28/3 EMI Week 25/3 S2 Thinking Skill Course (Assembly 3:00p.m. - 4:15p.m.) 25/3 S3 Student & Parents Talk 3: PS3 Education Pathways other than NSS (Assembly) 25/3 Uniform Quiz(3.3A) 27/3 Uniform Quiz (4.1B) 31/3 - 4/4 PTH Week
	31 ④							
	#							
4/14								## Inter-house Soccer Competition ##
15		1 ⑤	2 ⑥	3 ⑦	4 ⑧	5	6	1/4 Uniform Quiz(4.1A) 5/4 Ching Ming Festival (1)
	7 ①	8 ②	9	10	11	12	13	9/4 - 15/4 Second Term Test
	14	15	16	17	18	19	20	16 - 21/4 Easter Holidays (6)
	21	22	23	24	25	26	27	22/4 - 2/5 EMI Fortnight 26/4 School Admission Talk
16	28 ⑦	29 ⑧	30 ①					28 , 30/4 S3 TSA (Oral) (2/5 Fallback Day)
	#	#	#					
5/14				1	2	3	4	## Inter-house Badminton Competition ## 1/5 Labor Day (1)
					②			
	5	6	7	8	9	10	11	5/5 Life-Wide Learning Day 6/5 Buddha's Birthday (1)
			③	④	⑤			9/5 Submission of Project Based Learning Written Report (S.2)
17	12 ⑥	13 ⑦	14 ⑧	15 ①	16 ②	17	18	14/5 S3 Student & Parents Talk 4: Promoting to SFC (Assembly) 16/5 Project Based Learning Presentation Day (S2) 16/5 Graduation Thesis Presentation Day (S3)
			#	#				20, 22/5 Uniform Quiz(4.2)
	19 ③	20 ④	21 ⑤	22 ⑥	23 ⑦	24	25	
18	26 ⑧	27 ①	28 ②	29 ③	30 ④	31		26/5 Submission of Graduation Thesis (S.3) 27, 29/5 Uniform Quiz(4.3)
	#	#	#					

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Month Cycle	M	T	W	T	F	S	S	Holidays / Special Events / Activities #
6/14						1		
	2	3	4	5	6	7	8	2/6 Tuen Ng Festival (1) 3, 5/6 Uniform Quiz Fallback day
		5	6	7	8			
		#		#				
19	9	10	11	12	13	14	15	12 - 23/6 Second Term Exam (S1&S2) 12 - 25/6 Second Term Exam (S3)
	1	2	3					
	16	17	18	19	20	21	22	18/6 Staff Development Day
			#					
	23	24	25	26	27	28	29	24 - 25/6 S3 TSA (27/6 Fallback day) 26 - 30/6 Checking Exam Paper
		#	#	#	#			
	30							
	#							
7/14								
	1	2	3	4		5	6	1/7 HKSAR Establishment Day (1) 2/7 Promotion and Demotion Meeting
		#	#	#			#	3 - 8/7 Post- Exam Study Days / Post-Exam Activity Days
			@	@				6/7 Parents' Day and Talk
				*				7/7 Registration and Class allocation tests for students promoting to SFC
	7	8	9	10	11	12	13	9/7 Closing Ceremony
	#	#	#	#	#			10 - 11/7 New S1 Registration
			@					14/7 S2-S3 Registration
	14	15	16	17	18	19	20	15 - 16/7 S1 Class Streaming Test
	#	#	#					15 - 31/8 Summer Vacation (48)
	21	22	23	24	25	26	27	
	28	29	30	31				
8/14								
				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
						#		
	25	26	27	28	29	30	31	

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Timetable

Normal Day	Day1	Day2	Day3	Day4	Day5	Day6	Day7	Day8	Monday Wednesday & Friday	Assembly Day (Day 8)
	8:00 Preparation Bell									
8:05 - 8:10	Morning Assembly								8:05 - 8:10	8:05 - 8:10
8:10 - 8:40	Life Education / Uniform Quiz								8:10 - 8:40	8:10 - 8:40
8:40 - 9:20									8:40 - 9:20	8:40 - 9:20
9:20 - 10:00									9:20 - 10:00	9:20 - 10:00
10:00 - 10:40									10:00 - 10:40	10:00 - 10:40
10:40 - 11:00	Recess								10:40 - 11:00	10:40 - 11:00
11:00 - 11:05	Refreshing Session								11:00 - 11:05	11:00 - 11:05
11:05 - 11:40	Reading Session / Project Learning Session								11:05 - 11:40	11:05 - 11:40
11:40 - 12:20									11:40 - 12:15	11:40 - 12:15
12:20 - 1:00									12:15 - 12:50	12:15 - 12:50
1:00 - 1:25	Lunch								12:50 - 1:15	12:50 - 1:15
1:25 - 1:55	Free Learning / Life-Wide Learning Session								1:15 - 1:45	1:15 - 1:45
1:55 - 2:00	Refreshing Session								1:45 - 1:50	1:45 - 1:50
2:00 - 2:40									1:50 - 2:25	1:50 - 2:25
2:40 - 3:20									2:25 - 3:00	2:25 - 3:00
3:20 - 4:00								Assembly	3:00 - 3:35	3:00 - 4:00
4:00 - 5:30	Graduation Thesis (WED) Tutorial Lesson / Remedial Lesson / Gifted Training (TUE, THU,SAT) OLE Activities / School Team Training (MON, WED, FRI, SAT)								3:35 - 5:30	4:00 - 5:30

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