

小學學生守則

(二零二一年九月一日修訂 1 Sep 2021 Revision)

A. 個人儀表 **Student Appearance** :

我校學生須配合學生的形象，保持儀容整潔，並須注意個人衛生。在校內依規定穿著校服，不得剪前衛之髮型。打扮須簡樸端莊，不穿戴潮流首飾及髮飾。

Our students should have a student-like appearance, be tidy and clean, and pay attention to their personal hygiene. Students must wear their school uniforms on campus and should not have trendy hairstyles or hair accessories. Students should dress in a simple and dignified manner without any trendy jewelry.

(a) 頭髮 Hair :

1. 男女生髮型均須為自然樸實，不標奇立異。

Both male and female hair styles must be natural simple and conventional.

2. 女生髮長及肩者須整齊束起頭髮，前額頭髮不可遮蓋眼眉位。

Girls' hair longer than shoulder length must be tied up neatly, and their bangs should not cover their eyebrows.

3. 男生髮腳不可長及衣領，前額頭髮不可遮蓋眼眉位。

Boys' hair should not be long enough to reach the collar, and their bangs should not cover their eyebrows.

4. 嚴禁染髮、燙髮及部分劊青。

Dyeing, perming hair and shaved designs are strictly prohibited.

(b) 飾物 Accessories :

1. 女生佩戴耳環僅限粒狀耳環或透明耳針。耳洞須開於耳珠正中。每隻耳邊只准佩戴一隻耳環或一支耳針，且款色必須相同，包括形狀、顏色等均須相同。

Girls may wear stud earrings only or transparent ear pins. The piercing must be in the center of the earlobe. Only one earring may be worn on each ear, and the design must be the same, including the shape, color, etc.

2. 女生佩戴髮夾或髮飾，必須為黑色或深藍色，簡潔為準。

Girls' hair clips or hair accessories must be black or dark blue, in a simple style.

3. 男生嚴禁佩帶耳飾，包括耳環或耳針等。

Boys are strictly forbidden from wearing earrings, including studs or ear pins.

4. 眼鏡款式以簡潔為準，且具矯視功能。不可配戴有色隱形眼鏡及俗稱“大眼仔”的隱形眼鏡。

Glasses should be simple in style and be used only for the function of vision correction. Students may not wear colored contact lenses or contact lenses commonly known as "big eyes".

5. 學生上學不得佩帶飾物，例如：手鐲、手鍊、手繩、珠串及戒指等。(獲校方特別批准者除外。)

Students may not wear accessories such as bracelets, beads or rings. (Except for those specially approved by the school.)

6. 學生上學不得塗抹香水，不得塗指甲油、塗口紅及化妝。

Students should not use perfume, nail polish, lipstick or other make-up at school.

7. 手錶款式以簡潔為準，嚴禁攜帶智能手錶。

The style of watches must be simple. Smartwatches are strictly prohibited.

B. 校服指引 School Uniform Guidelines :

(a) 夏季校服 Summer uniform :

1. 男生衫褲 Boys' school uniform : 上身穿學校規定之白色短袖恤衫，內須穿著純白色背心型內衣。下身方面，小學一至三年級穿灰色短褲，四年級及以上穿灰色直腳長西褲，襯衫須束入褲內。

All boys wear a white short-sleeved school uniform shirt, and a solid white undershirt. For trousers, P1-P3 students wear gray shorts, P4 and above wear gray straight-leg trousers, and the shirt must be tucked into their trousers.

2. 女生校裙 Girls' school uniform : 穿學校規定之白色短袖連身裙，裙長必須及膝。裙內須穿著白色襯裙，或穿白色短褲及白色全件背心內衣。
Girls wear a white short-sleeved school uniform dress. The hem of the dress must be knee-length. A white slip or white shorts and white, full length undershirt should be worn under the dress.
3. 校徽 School badge : 男女生的上身校服均須印有本校校徽。
The school badge should be printed on the upper part of school uniforms of both boys and girls.
4. 襪 Socks : 純白色襪(無花紋、圖案商標等)，長度不得低於腳眼以上兩吋。
These should be solid white socks (no pattern, logo, etc.), and the length must not be shorter than two inches above the ankle.
5. 鞋 Shoes : 簡樸款式的平底皮鞋，不可釘鐵鞋碼。男生及女生穿黑皮鞋。
These should be simple style flat-soled shoes, no metal soles. Boys and girls both wear black shoes.
6. 腰帶 Belts : 小學四年級以上男生西褲須配黑色皮帶，女生校裙須配白色腰帶。腰帶須置於腰位，且不得過鬆。
Boys P4 and above must wear black belts with their trousers. The girls' school dresses must have matching white belts. The belt must be placed at the waist and should not be too loose.
7. 運動服 Sportswear : 上身穿學校規定之短袖運動衫，內須穿著純白色全件背心內衣。下身穿學校運動服短褲，長度須合宜，不得過短或過長。
On the upper body, students wear a short-sleeved school uniform sports shirt, and solid white, full length undershirt. On the lower body, students wear school uniform sports shorts of appropriate length, neither too short nor too long.
8. 運動鞋 Sneakers : 男女生均一律穿著白色運動鞋。
Both boys and girls wear white sneakers with their sports uniform.
9. 外套及毛衣 Sweaters : 學生如加穿毛衣，須穿著學校規定毛衣及均須印有本校校徽。
If a student chooses to wear a sweater, it must be the school uniform sweater which bears the school badge.

(b) 冬季校服 Winter uniform :

1. 男生衫褲 Boys' uniform : 上身穿學校規定白色長袖恤衫。內須穿著純白色內衣。下身穿灰色直腳西褲，恤衫須束入褲內。

On their upper body, boys wear a white long-sleeved button down shirt with a solid white undershirt underneath. On the lower body, they wear gray straight-leg trousers, and the shirt must be tucked into their trousers.

2. 女生校裙 Girls' uniform : 白色長袖恤衫。下身方面，小學穿灰色背心裙，裙長必須及膝。

Girls wear a white long-sleeved button down shirt underneath a gray pinafore dress. The hem must be knee-length.

3. 校徽 School badge : 男女生的上身校服均須印有本校校徽。

The school badge should be printed on the upper part of school uniforms of both boys and girls.

4. 領帶 Ties : 男女生均須配戴本校綠色領帶，並須扣好上衣的鈕扣，尤其最上一粒。

Both boys and girls must wear the green school tie, and the top button of their collar must be fastened.

5. 襪 Socks : 純白色襪(無花紋、圖案商標等)，長度不得低於腳眼對上兩吋。

These should be solid white socks (no pattern, logo, etc.), the length must not be lower than two inches above the ankle.

6. 鞋 Shoes : 男女生均須穿著簡樸款式的黑色平底皮鞋，不可釘鐵鞋碼。

Both boys and girls must wear black flat-soled shoes (no metal soles) in simple styles.

7. 腰帶 Belt : 小學四年級及以上男生西褲須配黑色皮帶，小學女生校裙須配指定的灰色腰帶，且不得過鬆。

The boys' trousers of P4 and above must be equipped with black belts. The girls' skirts must be equipped with matching gray belts and of suitable size.

8. 運動服 Sports uniform : 穿著全套學校規定之綠色運動套裝及白色運動衫，內須穿著純白色全件內衣，可按需要添加學校指定服裝。

Students wearing winter PE uniform must wear full set of green jacket and green trousers, with white PE T-shirt and solid white, full length underwear. Additional clothing items from the uniform can be worn when needed.

9. 運動鞋 Sports shoes：男女生均一律穿著白色運動鞋。

Both boys and girls wear white sneakers.

10. 外套及毛衣 Sweaters：學生如加穿毛衣，須穿著學校規定毛衣及均須印有本校校徽。

The sweaters students wear must be the school uniform sweaters which bear the school badge.

(c) 重點提示 Key points：

1. 除有特殊許可外，非體育課日不准穿運動服。

Except with special permission, students are not permitted to wear sports uniforms on non-sports days.

2. 穿著校服時不得穿著運動服外套。

Students may not wear sports uniform jackets when wearing regular school uniforms.

3. 學校範圍內，禁穿非校方規定以外之服裝，包括班服。

Within the school, it is forbidden to wear clothing other than those prescribed by the school, including class-designed shirts and jackets.

4. 不得自行修改校服衫褲的款式。

The style of the school uniforms may not be modified.

5. 學生原有的綠色棉襖，如果尺碼合適，升上中學後，可繼續穿著。

If the student's original green school coat still fits, it can continue to be worn after being promoted to secondary school.

6. 氣溫在 13°C 或以下時，可根據個人需要，穿著指定顏色棉襖或羽絨外套。

When the temperature is 13°C or below, students may wear a padded coat or down jacket of the specified color according to their personal needs.

7. 羽絨外套 Down jacket：只可穿黑色或深藍色的長袖羽絨外套。可連帽，但不可帶花紋，圖案商標，且不可穿長襖。

Only a black or dark blue long-sleeved down jacket can be worn. It can be hooded, but it must not be patterned and must not be of long length.

8. 手套及圍巾 Gloves and scarves : 可配戴學校指定的圍巾，手套及圍巾顏色以黑、白、灰或深藍色為主，不應配戴過份鮮艷的手套或圍巾，在課室內應除下。

Students can wear the school uniform scarf. The color of gloves and scarves should be mainly black, white, gray or dark blue. Students may not wear excessively bright gloves or scarves. Gloves and scarves should be removed upon entering the classroom.

9. 當氣溫在 13°C 或以下時，女生准穿灰色直腳長褲或運動服。如穿校裙，准穿白色襪褲禦寒。

When the temperature is 13°C or below, girls may wear gray straight-leg trousers or sports uniform, or if they wear the school dress, they may wear white tights.

校服樣式 Uniform samples and their codes :



C. 良好的行為和品格 Good Behaviour and Character :

- (a) 熱愛祖國、關心社會、熱愛學校、尊重天主教教義、遵守學校規章、服從師長合理指導、守學生本分。

Good students should love our nation, care about society, love the school, respect the Catholic doctrine, obey the rules of the school, obey the teachers' reasonable guidance, and fulfill their duties as students.

- (b) 不無故遲到、不無故早退、不曠課。

Good students should not be late without good reason, nor leave early, nor be absent.

- (c) 上課專心聽講，依時繳交作業，不抄襲功課，測驗、考試不作弊。

Good students should listen attentively in class, hand in their homework on time, not copy homework, nor cheat.

- (d) 尊敬師長，對人有禮貌，友愛同學，對自己的行為負責。

Good students should respect teachers, be polite to each other, love their classmates, and be responsible for their own behaviour and manner.

- (e) 生活儉樸，穿著整齊校服上學。

Good students should be thrifty and simple and wear a neat uniform to school.

- (f) 重視體育鍛煉，注重校內外公共衛生環境和個人衛生。

Good students should value physical exercise, public and environmental hygiene inside and outside the school, and personal hygiene.

- (g) 不擅取他人物件。

Good students do not take other people's belongings.

- (h) 努力學習，與同學互勉互助。

Good students study hard and encourage mutual assistance among classmates.

D. 應遵事項 Rules :

- (a) 學生須準時進入課室上課及到達集隊地點。

Students must enter the classroom or line up at the designated spot on time.

- (b) 即使下課鈴聲已響起，但老師並未停止授課，仍須專心聽課。
Even if the bell has rung for the end of lesson, if the teacher has not stopped the lesson, students should continue paying attention to the lesson.
- (c) 未得老師同意，學生不得擅自調位。
Students may not change their seats without the teacher's permission.
- (d) 在課堂上保持安靜。(除教師要求進行教學活動除外。)
Students must keep quiet during the lesson. (Except for teachers' requests to join certain teaching activities.)
- (e) 按要求完成課堂作業。
Students must complete class assignments.
- (f) 應從事與課程有關行為，嚴禁睡覺或伏於枱面。
Students should engage in the course-related work, and not sleep or lean on the desk.
- (g) 上課期間嚴禁飲食，如有特殊需要，須請示老師，並獲得批准。
Eating and drinking are prohibited in the lesson except with teacher's permission.
- (h) 未經老師同意不得擅自使用課室內教師枱上的電腦及其冷氣遙控和投影機遙控。不應在課室內嬉戲，嚴禁隨意進入其他課室。
Without the consent of the teacher, the computer in the classroom, the remote control of the air conditioner and the projector should not be used by students. Students should not play in the classroom. Entering other classes' classrooms is prohibited.
- (i) 學生應愛護公物，並應保持校園清潔。
Students should take good care of school property and keep the school campus clean.
- (j) 不得攜帶與學習無關的物品上學。
Students should not bring to school anything unrelated to learning.
- (k) 所有的貴重物品，學生必須隨身攜帶或自行妥善保管。
Students must keep their own personal belongings well.
- (l) 放學後，不可留下任何物品在書桌抽屜中。
Students should leave nothing in the desk drawer after school.

- (m) 校內要有序地排隊，不得爭先恐後；於走廊不得追逐嬉戲。
Students should line up properly at school. Students should not loiter or chase each other in the corridors.
- (n) 各班同學須按編定時間表使用球場。
All students are required to follow the schedule for using the playgrounds.
- (o) 注意禮貌，尊重師長。遇到師長須講“早晨”，午安”或打招呼。
Good students are polite to and respect teachers. Good students greet the teachers when meeting them in the school campus with, “Good morning,” or “Good afternoon”.
- (p) 嚴禁於校內進食口香糖。
Chewing gum is prohibited in the school.
- (q) 如同學因受傷而需要使用升降機，需獲校方批准後方可使用。
If students need to use the lift due to injury, they must ask for the school's permission before taking the lift.
- (r) 學生無論校內校外，均須避免任何粗暴或鄙俗之行為，以免影響個人及學校之聲譽。
Students must avoid any rough or vulgar behaviour, both inside and outside the school, so as not to affect their personal reputation and the school's.

E. 請假須知 Notice of Leave :

- (a) 學生如需申請事假，須提前三個上課日，通過呈交校方設計的家長信請假，家長信上需說明請假日期及理由。申請須附交相關請假證明文件，並經校方同意後，方屬正式准假。(特別情況除外)
Students must apply for personal leave three days in advance by submitting a parent-signed letter which bears the date and reason of the absence, and attached with certain relevant certificate. The application will be approved with the consent of the school authority (except under extraordinary conditions).
- (b) 若學生因病未能上學，家長須於規定時限前請假：上午缺席者，家長須於當日上午 7:30 至 7:50 前致電學校請假，下午缺席者須於當日下午 1:30 前致電學校請假。此外，學生須於復課三日內補交由政府註冊醫生簽發的醫療證明。

If a student is unable to attend school due to illness, the parents are required to apply for sick leave (call the school) within the prescribed time limit: In the morning between 7:30 to 7:50; In the afternoon, before 13:30. In addition, students are required to submit the application for sick leave within 3 days after resuming lessons, attached with the medical certificates issued by a government registered doctor.

- (c) 學生如需早退，家長須提前向校方申請，經批准後方可離校。早退學生須由家長親自陪同離校。家長須填寫“學生早退申請書”，並於離校時交事務處登記。學生應於復課當天把家長親筆簽名的“請假文件”交班主任處理。

If a student needs to leave school early, parents must submit an application in advance. Students may leave after approval by the school authority. Early leave students must be accompanied by parents when leaving school. Parents must complete the “Application for Early Leave” and submit it to the General Office before they leave school. Upon returning to school, the student should hand in the “requested documents” signed by the parents to the class teacher.

- (d) 學習期間學生應以學業為重，不應在上課日參加與學業無關的活動。不獲校方認可的請假，學生將不准補默、補測或補考，而該次測、考成績，將以零分計算。

Students should focus on their studies and academic work, and should not participate in activities unrelated to their studies during school days. For unapproved leave requests, students will not be allowed to make up for tests or exams and the score of these will be counted as zero.

- (e) 學生全段缺席總節數超逾 90 節或以上，學校有權拒絕該生參加學段的考試。(特別情況必須獲得校方批准)

If the total number of absent periods within a term is 90 or above (see the table below for the number of classes in the school), the school authority reserves the right to bar the student from taking exams. (For special cases, students must have the school's approval.)

- (f) 凡有統測及考試當天請病假必須提交政府註冊醫院發出的醫療證明。

For sick leave on the UT or exam days, medical certificates issued by government registered hospitals must be submitted.

- (g) 學生請假回校三日內必須補測，若多於一科需要補測，則順序安排。
Students must make up any tests within three days upon returning to school after leave. If more than one test needs to be made up, they will be arranged accordingly.
- (h) 病假累計三次後或病假超過二日以上，需提交政府註冊醫院發出的醫療證明。
After 3 sick leaves are accumulated, or if the sick leave request is of 2 days or more, medical certificate issued by government registered hospitals should be submitted.
- (i) 有預約時間看醫生的需提前三日提交才屬病假，沒有提前三日的屬事假。
If students have an appointment to see the doctor, they must submit the leave request three days in advance to be considered as sick leave. If it is less than 3 days in advance, it is considered as personal leave.
- (j) 非緊急性或可預約性檢查，均不可申請超過一天事假或病假。(特別情況必須獲得校方批准)。
For non-urgent medical checkup or those for which appointments can be made in advance, only one day of personal leave or sick leave is allowed. (For special cases, students must have the school's approval.)
- (k)

學部 Section	上課日 School days	星期六 Saturdays
小學及中學 Primary & Secondary	按課節計算 No. of period counted according to the set schedule	35 分鐘一節 35 minutes /period

- F. 使用手提電話規則 Rules for Using Mobile Phone in the Campus :**
上學期間，學生禁止攜帶手提電話、智能手錶、手提電腦及任何其他通訊設備回校。
Students are not allowed to bring mobile phones, smart watches, laptops or any other electronic communication equipment to school.

G. 獎懲制度 Award and Penalty System :

(a) 學術獎勵 Academic Awards

學術 獎勵 Academic Awards	1. 校內或本澳學術方面(獲取成就) School or local academic achievements	第三榮譽：優點一個 第二榮譽：優點二個 最高榮譽：小功一個至小功二個 Third Honor: 1 merit Second Honor: 2 merits Highest Honor: 1 to 2 minor achievements
	2. 境外或國際性學術方面(獲取成就) Overseas or international academic achievements	第三榮譽：優點二個 第二榮譽：小功一個 最高榮譽：小功二個至大功一個 Third Honor: 2 merits Second Honor: 1 minor achievements Highest Honor: 2 minor achievements to 1 major achievement
	3. 其他 Others	視情況處理 On a case-by-case basis

備註欄：參與校內、校外的學術比賽獲獎學生，校方將會按獎次不同，予以各種的獎勵，獎勵級別最後需由課程發展組決定。

Remarks: Students participating in academic competitions within and outside the school will be rewarded at different awards, and the award level should be decided by the Curriculum Development Team.

(b) 服務及非學術獎勵 Service and Non-Academic Awards

服務及 非學術 獎勵 Service and Non- Academic	1. 校內或本澳非學術成就獲獎 School or local non-academic achievements	第三榮譽：優點一個 第二榮譽：優點二個 最高榮譽：小功一個至小功二個 Third Honor: 1 merit Second Honor: 2 merits Highest Honor: 1 to 2 minor achievements
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Awards	2. 境外或國際性非學術成就獲獎 Overseas or international non-academic achievements	第三榮譽：優點二個 第二榮譽：小功一個 最高榮譽：小功二個至大功一個 Third Honor: 2 merits Second Honor: 1 minor achievement Highest Honor: 2 minor achievements to 1 major achievement
	3. 多次積極參與比賽獲獎(非代表學校) Students actively take part and win in competitions (not representing the school)	優點一個至小功一個 Awarded with 1 merit to 1 minor achievement each term
	4. 學生積極參與校隊訓練 Students actively participate in the team training	每學段記優點一個至小功一個 Awarded with 1 merit to 1 minor achievement each term
	5. 班幹事及學校服務團隊擔任期間，表現良好。 Class monitors and school service teams perform well during their service.	每學段記優點一個至小功一個 Awarded with 1 merit to 1 minor achievement each term
	6. 其他 Others	視情況處理 On a case-by-case basis

備註欄：所有服務及非學術獎勵需由學生培育組審議。

Remarks: All the Service and Non-Academic Awards must be approved by Student Formation Team.

(c) 品行獎勵與懲罰 Award for good conduct and penalties for violating regulations

品行獎勵	<p>1. 盡責獎 交齊功課與帶齊書本。 Responsibility award No missing homework or textbooks for lessons</p>	<p>每學段評二次，各記優點一個 Assessment will be made two times each term and 1 merit will be awarded each time</p>
	<p>2. 守紀獎 上課日及教學活動日無其他違規記規。(除遲到、曠課、欠功課及欠帶書本外) Self-discipline award No violating school rules (excluding lateness, unexcused absence, missing homework and textbook) during school days and activities</p>	<p>每學段評二次，各記優點一個 Assessment will be made two times each term and 1 merit will be awarded each time</p>
	<p>3. 守時獎 上課日及教學活動日無遲到及曠課記錄。 Punctuality award No records of lateness and unexcused absence on school days and activities</p>	<p>每學段評二次，各記優點一個 Assessment will be made two times each term and 1 merit will be awarded each time</p>
	<p>4. 其他事項 Others</p>	<p>視情況處理 On a case by case basis</p>
	<p>1. 遲到五次(包括上課日及各類活動日) Being late 5 times (including school days and activities)</p>	<p>記缺點一個 1 demerit</p>
	<p>2. 欠帶上課書本五次 Missing textbooks 5 times</p>	<p>記缺點一個 1 demerit</p>
	<p>3. 欠交或遲交功課五次 Missing or late homework 5 times</p>	<p>記缺點一個 1 demerit</p>

品行 懲罰	<p>4. 儀容不整</p> <p>未遵守校服指引，因應當天情況需要穿著整齊校服或指定便服。(多次違規學生，須由家長到校接回至儀容穿著符合校方要求後，方准復課。)</p> <p>Improper appearance</p> <p>Failure to comply with the school uniform guidelines: Students should wear the assigned uniforms according to the requirement. (If students violate this regulation many times, parents will be asked to come and take the students home, and help them to put on the proper uniform, after which they can return to school.)</p>	<p>違規三次，記缺點一個</p> <p>1 demerit if there are 3 times of violation record</p>
	<p>5. 違反規則三次(應遵事項 1-17 項)</p> <p>Violation of the regulations 3 times (Items 1-17 in "Rules" Section)</p>	<p>記缺點一個</p> <p>1 demerit</p>
	<p>6. 曠課</p> <p>凡上、下午上學遲到超過 20 分鐘者，即視作曠課處理。</p> <p>Unexcused absence</p> <p>Tardiness of more than 20 minutes in the morning or afternoon lessons will be counted as an unexcused absence.</p>	<p>每節記缺點一個</p> <p>1 demerit per lesson</p>
	<p>7. 攜帶手提電話或智能手錶</p> <p>Use of mobile phones or smart watches</p>	<p>記缺點一個</p> <p>1 demerit per instance</p>
	<p>8. 違反誠信要求 (包括冒充家長簽名、塗改分數、刪改考卷答案、偽造文件)</p> <p>Violation of Integrity (including forging</p>	<p>記缺點二個或以上</p> <p>2 demerits or above</p>

	parent signatures, altering the marks or the answers written on marked test papers, and fake documents)	
9.	作弊或欺騙師長 Cheating on tests or exams, or deceiving parents and teachers	記小過二個或以上 2 minor faults or above
10.	偷竊或擅取他人物件 Stealing other's belongings or taking without permission	記小過二個或以上 2 minor faults or above
11.	打架、使用暴力、校園欺凌及網絡欺凌行為 Fighting, use of violence, bullying on campus or online	視情況輕重處理，嚴重者校方得以開除該生學籍。 On a case-by-case basis. In serious cases, the school authority reserves the right to expel the student.
12.	吸食或販賣毒品。有不當的行為，活動或不良嗜好，包括吸煙、電子煙、與不良背景人士交往、酗酒、賭博等。 Drug taking or dealing, having bad habits including smoking, drinking or gambling, associating with people with bad background (gangs, criminals), or other inappropriate activities	
13.	在校外行為不檢 Inappropriate behaviour outside school	
14.	其他嚴重違規事項 Other violations of regulations	
備註：於本校就讀期間，如有重犯 11-14 項，校方有權開除該生學席。 Remarks: While studying in this school, if a student continues to violate Items #11-14 repeatedly, the school reserves the right to expel the student.		

(d) 操行評量 Assessment of conduct

1. 品行的優缺點抵消後，班主任按優缺點的數量，給予該生適當的操行。
Homeroom teachers grade the conduct of each student according to the number of merits and demerits.
2. 全部獎懲記錄由班主任核實後，均會註明在該學段的成績表上。
All the records of rewards and penalties will be verified by the homeroom teacher and printed in the academic report of each student.
3. 全部獎懲於學年結束時註銷，不會累計到下學年。
All rewards and penalties are cancelled at the end of the school year and will not be cumulative across years.
4. 被記滿缺點 18 個 (1 小過等於 3 缺點，1 大過等於 9 缺點)，須由家長親自到校簽收警告信，由家長嚴格督促該生改善行為。若記滿缺點 27 個 (1 小過等於 3 缺點，1 大過等於 9 缺點)，校方有權開除該生之學籍。
Parent(s) must come to school to sign a warning letter if a student receives up to 18 or more demerits (1 minor fault is 3 demerits, 1 major fault is 9 demerits). Parent(s) are requested to strictly urge the student to correct their faults. If the student receives up to 27 demerits(1 minor fault is 3 demerits, 1 major fault is 9 demerits), the school has the right to expel the student.
5. 品行懲罰中項目(1)·(2)·(3)·(4)·(5)可抵銷，校方給予犯錯學生改過自新的機會，持續 2 次 10 個上課日無再犯同類型錯誤者，方可取消該事項的缺點一個(除不可跨學段取消外，缺點數量達到 21 個，不能再申請「改過自身計劃」)。
Penalties for violating regulations items (1)·(2)·(3)·(4)·(5) can be cancelled. The school offers students the opportunity to reform themselves. If students have 2 times not violating the regulations for a period of consecutive 10 days, they can apply to cancel one demerit of the same item. (The cancellation cannot be carried on to the next school term. Additionally, if the number of demerits reaches 21, the “Reformation Scheme” is not allowed.)

6. 品行懲罰中項目(6)可抵銷，但需符合下列要求：

Penalties for violating regulations item (6) can be cancelled if the following requirements are fulfilled：

- (1) 曠課一節者，需持續 3 次 10 個上課日無再犯同類型錯誤者，方可取消該事項的缺點一個(不可跨學段取消)。

An unexcused absence demerit can only be cancelled by fulfilling 3 times 10 consecutive school days without unexcused absences within the same school term. (The cancellation cannot be carried to the next school term.)

- (2) 同日連續曠課兩節者，需持續 5 次 10 個上課日無再犯同類型錯誤者，方可取消該事項的缺點一個(不可跨學段取消)。

In the case of two unexcused absence demerits issued within the same day, the student must fulfill 5 times 10 consecutive school days without unexcused absence to cancel one demerit of the same type. (The cancellation cannot be carried on to the next school term.)

- (3) 曠課三節或以上者，不列入可抵銷項目。

In the case of 3 unexcused absences for 3 lessons or more on the same day, no cancellation of the same type of demerit can be applied.

7. 學生在學期間，如行為不檢或品行極其惡劣，亦會考慮終止其就讀資格。

The school authority will consider expulsion of a student if he commits a serious offense or has extremely poor conduct.

8. 新生在本校就讀第一學年均列為試讀生 Students in their first school year in the school are classified as probationary students：

- (1) 必須恪守本校校規，如有嚴重違反校規，學校可即時飭令該生退學；
They must strictly comply with the school rules. If they seriously violate any rules, the school can immediately expel the student.

- (2) 學業成績若欠理想，未達學校升班標準，則須於該學年結束時離校。
If the academic performance of the student is unsatisfactory and does not reach the school standard for promotion, then the student may not be allowed to stay for another academic year.

H. 學生期中退學 Students' Withdrawal during the School Year

- (a) 無論因任何理由退學，請家長主動聯絡班主任。校方將安排家長到學校秘書處辦理退學手續。

Parents must inform the homeroom teachers if students withdraw from school for any reason. And the parents will be referred to the school secretary to apply for withdrawal.

- (b) 學生如連續曠課 5 個上課日或以上，校方將會通報教育及青年發展局，並有權飭令該生退學。

Students who have been absent from school for 5 consecutive days or more will be reported to the DSEDJ. The school has the right to expel the student.

I. 升留級及畢業標準 Requirements for Promotion and Graduation

- (a) 科目單位計算 Subject units

根據各科課時設置學科單位數，學年總成績按各科單位數作加權平均數計算。
The units of each subject is set according to the number of periods of that subject taught in a week. The average of each subject is calculated by the average score of a subject times the unit of that subject divided by the total unit.

- (b) 成績計算標準 Marking scheme

- 60 至 100 分或 A、B、C、D 為合格。
60 to 100, or A, B, C and D are passing marks.
- 60 分以下或 E 為不合格。

Marks below 60, or E is considered as fail.

- (c) 學年成績 Weight of each term

第一學段 1 st Term		第二學段 2 nd Term		學年總成績 Average
平時 C.A. 30%	考試 Exam 20%	平時 C.A. 30%	考試 Exam 20%	100%

(d) 考試規定 Examination regulations

1. 學習期間學生應以學業為重，不應在上課日參加與學業無關的活動。不獲校方認可的請假，學生將不准補默、補測或補考，而該次測、考成績，將以零分計算。

Students should focus on their studies and academic work, and should not participate in activities unrelated to their studies during school days. For unapproved leave requests, students will not be allowed to make up for tests or exam and the score will be counted as zero.

2. 學生全段缺席總節數超逾 90 節或以上，學校有權拒絕該生參加學段的考試，各學科考試作 0 分計算。學段成績只計算形成性評核部分的分數。(特別情況必須獲得校方批准)

If the total number of absent periods within a term is 90 or above, the school authority reserves the right to bar the student from taking exams and the results for all subjects are counted as zero. Only the results of the formative assessment are counted as the term academic results. (For special cases, students must have the school's approval.)

(e) 補考規定 Make-up exam regulation

學年總平均分及格但學科學年成績不合格者，准予補考。

Students with failing marks in the average scores may take make-up exam for those subjects.

(f) 升級(或畢業)標準 Requirement for promotion or graduation

學年成績全科合格者，准予升級(或畢業)。

Students must have passing marks for all subjects in the final average scores in order to be promoted (or graduate).

(g) 留級(或修業)標準 Condition for repetition or completion

經補考後，科目成績仍不符合升級(或畢業)標準者。

After the make-up exam, if the subject score still does not conform to the standard of promotion (or graduation) students may not be promoted (or graduate).

(h) 離校規定 Conditions for expulsion from the school

1. 連續兩年留級者。

Repetition of the same grade for 2 consecutive years.

2. 參閱本守則 **G** 部份(d)項 8.(2)點(該學年新生適用)。

See Part **G** Item (d) no. 8. (2) (applicable to the new students of the school year)

- (i) 特殊情況 Special cases

學生如需豁免修讀個別學科或不以本校既定的規章作升留級標準，家長需在新學年首兩週以書面形式，向校方提出申請。校方接獲申請後，將按個別學生成立特別委員會作審查及處理。

For exemption of individual subject, promotion to or repetition of another grade not according to the normal school requirements, parents must submit an application letter within the first two weeks of the new school year. Upon receiving the application, a special committee will be set up to examine the case.

J. 學校開放時間 Opening Hours :

- (a) 上課日：上午 7：30 至下午 6：00；如有特別需要，必須得到相關老師批准並有教師陪同。

School days: 7:30am to 6:00pm. For special request outside these hours, students must be approved and accompanied by a teacher.

- (b) 星期六：若學生需回校參加活動，必須得到相關老師批准並有教師陪同，時間由教師決定。

Saturdays: If students need to attend school for certain activities, these must be approved and students accompanied by a teacher and come according to the teacher's schedule.

- (c) 早會期間，遲到者必須站於「遲到列」。遲到時間：上午 8：00 至 8：20；下午 1：40 至 2：00；凡遲到超過二十分鐘，又無合理解釋者，則作曠課論處。

Students who are late for assemblies must stand in the "late queue". Time period considered as "late": 8:00-8:20am; 1:40-2:00pm. Tardiness of more than 20 minutes with no reasonable excuse will be treated as unexcused absence.

K. 其他事項 Others

(a) 有關傳染性疾病處理 Cases of infectious disease :

凡學生染有傳染性疾病，不應回校上課，並盡速就醫，待病癒後，必須請醫生簽發病癒證明書，遞交校方後方可復課。

Students with infectious diseases should not come to school but should instead, seek medical attention as soon as possible. They must submit a doctor's certificate of recovery when they come back to school after recovery from an infectious disease.

(b) 駐校醫護人員 Health care staff in school:

學生如遇身體不適，可向駐校校醫求助，校醫會即時作出適當處理，例如可繼續上課、需要觀察或休息、需要由家人陪同就醫或聯絡救護車，把學生送到醫院(醫院的選擇由學生家長決定)。

Students can go to the school clinic if they feel sick at school. The doctor there will immediately make appropriate arrangements, such as sending the students back to lessons, keeping students at the clinic for observation or rest, contacting the parents, or calling for an ambulance if necessary. The choice of the hospital is determined by the parents.

(c) 學生保險 Student insurance :

學生在校受傷，若需報銷醫藥費，必須立即向校方報備，並繳交相關證明文件，校內手續須於受傷後四個工作天內完成。

If students are injured at school and need reimbursement of medical expenses, they must immediately report the injury to the school. They must also submit the relevant documents for the student insurance within four working days after the injury.

附註：以上各項規則，必要時校方得隨時修訂之。

Note: The school authority reserves the right to revise all the above regulations.

L. 教育及青年發展局有關熱帶氣旋、暴雨及特殊天氣指引

Tropical Cyclones, Rainstorm and Adverse Weather Conditions
Guidelines from DSEDJ

- (a) 對於因風球或暴雨而遲到或缺席的學生，學校不會視作其缺勤。

Students who are late or absent due to typhoon or rainstorm will not be considered late or absent.

- (b) 停課期間，校內測驗和課外活動，將延期舉行或予以取消，而各科考試依原定時間表的順序延期舉行。

During the suspension period, the tests and extracurricular activities arranged will be postponed or cancelled, and the examinations should be rescheduled according to the order of the previously set schedule.



小學部時間表

Primary Section Timetable

	一 (MON)	二 (TUE)	三 (WED)	四 (THU)	五 (FRI)
8:00 - 8:10	早禱及早操 Morning Prayer & Stretching				
8:10 - 8:20	班務 Homeroom Period				
8:20 - 8:40	晨讀 Reading Period				
8:40 - 9:15 第一節 1st period					
9:15 - 9:30	小息 Recess				
9:30 - 10:05 第二節 2nd period					
10:05 - 10:10	小休 Break				
10:10 - 10:45 第三節 3rd period					
10:45 - 10:55	小息 Recess				
10:55 - 11:30 第四節 4th period					
11:30 - 11:35	小休 Break				
11:35 - 12:10 第五節 5th period					
12:10 - 13:40	午膳 Lunch break				
13:40 - 13:50	午禱及課間操 Afternoon Prayer & Stretching				
13:50 - 14:25 第六節 6th period					
14:25 - 14:30	小休 Break				
14:30 - 15:05 第七節 7th period					
15:05 - 15:10	小休 Break				15:05 - 16:30 餘暇活動 ECA
15:10 - 15:45 第八節 8th period					
15:45 - 15:50	班務 Dismissal period				