



惠僑英文中學

WAI KIU COLLEGE

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Ref no.: SGS\_DP 23-24/01

1<sup>st</sup> September, 2023

Dear Parents/Guardians,

### Notice on Disciplinary Measures

(Academic Year 2023-2024)

Our school has always been concerned about students' behaviour and all-round development, aiming to cultivate outstanding youngsters who are disciplined, rule-abiding, healthy and positive. We hope to maintain close communication with parents. Through home-school partnership, students' holistic development can be fostered. This also facilitates positive school culture. The disciplinary measures are briefly described as follows:

#### A. Attitude and Behaviour

Our school is committed to creating a caring and positive atmosphere where teachers and students respect each other, treat each other with courtesy, and demonstrate mutual support and love among peers. We have been awarded the "Caring School Award" for ten years or more. We hope that students will continue to inherit a good school culture, speak and act cautiously, respect others and communicate with people in a peaceful and rational manner. It is crucial to avoid using verbal or physical violence to bully others. Our school also pays special attention to school bullying. If parents notice that your child is being bullied, please contact the school as soon as possible so that appropriate rectifications and counseling can be provided.

#### B. Temporary Storage of Mobile Phones and Electronic Devices

The school discourages students from bringing valuable items to school, especially expensive smartphones, AirPods, and any items which are irrelevant to their studies. If students need to bring a mobile phone to school, they must obtain parental consent and apply to the school, providing the phone's brand, model, and serial number on the application form of this reply-slip. The following guidelines must be followed for bringing mobile phones to school:

- Students must turn off their phones before entering the campus and can only turn them on after they leave the school.

- This rule also applies to Sports Day and any activities held in the school. However, for outdoor activities such as field trips, camping, or trips, students' use of mobile phones is at the discretion of the teachers-in-charge.
- Class teachers will arrange the collection of mobile phones during morning assembly and store them at the general office. The phones will be returned during the class-teacher period before school dismissal. If students need to stay in school for after-school study session or supplementary lessons, the phones will be returned after completing the activities. If students arrive late, they must submit their phones to the general office after recording their late arrival. If students need to leave early, they can retrieve their phones from the general office upon approval with an early dismissal note.
- Mobile phones are strictly prohibited from being used or displayed within the school premises. If a teacher discovers that a student has not submitted his/her phone or has used it during class or on campus, the phone will be confiscated and kept according to school regulations for a week (usually five days).
- Except with authorization from the school, students are not allowed to bring tablets, laptops, game consoles or other electronic devices to school to avoid any disruptions during class. If a student is found to have brought such devices or any items which are irrelevant to studies, the teacher will temporarily store the item(s) and inform parents to retrieve them based on various circumstances.

## C. Attendance

### 1. Late Arrival

The school opens at 7.30 am. Students must enter the school by 8.10 am (according to the school clock) or earlier. Otherwise, they will be considered late. Latecomers must present their handbook at the general office and fill out the "Late Arrival Record". Latecomers will have their Diligence Marks deducted. Students may be required to stay after school for self-study for severe cases. Parents are kindly requested to ensure that their child arrive at school on time to help them develop the habits of being punctual.

### 2. Early Leave

If a student needs to leave early due to sickness or special circumstances, they must obtain permission from their parents and the school in advance. Afterwards, they should submit a parents' letter and a medical certificate (if applicable). The school will not approve any early leave without valid reasons. To ensure students' safety, parents must come to the school to pick the student up if he/ she needs to leave early due to sickness. If parents wish to arrange other personnel to pick up their child, they must register in advance with the school to confirm their identity. If parents are

unable to come to the school and have not arranged for a registered person to pick up their child, the school will only allow the unwell student to go home during class time due to emergency or crucial situations.

### 3. Leave of Absence

- Leaves of absence are categorized as sick leave and causal leave.
- If a student is unable to attend school due to sickness, the parents must personally call the school before 8.30 am or 1.30 pm on the same day (contact number: 2777 6289) to request leave.
- The student must submit a parents' letter and a medical certificate (if applicable) to the class teacher within three school days after returning to school for record-keeping. Parents can also use the "Message from parents/ guardians to school (application for leave)" section in the student handbook or write a separate letter to the school.
- If a leave request is made in the form of a parents' letter solely, the total number of leaves in each term should not exceed five. After exceeding five days, a medical certificate must be submitted.
- If a student fails to submit the parents' letter and medical certificate within the specified time without a valid explanation and parents taking the initiative to contact the school, the school will consider the student's absence as "truancy" and take disciplinary actions according to school rules.
- Regarding causal leave, students must submit a parents' letter at least one school day in advance to apply for leave. The school will review the application based on the circumstances. If the reasons provided are not sufficient (e.g., leave for travel purposes), the school has the right to refuse the request. Parents and students must note that if a student takes excessive causal leave, thus fails to meet the school's attendance requirement, i.e. 90%, they may not be allowed to be promoted to the next level even if the student's academic performance and conduct are satisfactory.

## D. Dress Code and Appearance

### 1. Hairstyle

Students' hairstyles should be modest and simple, without being bizarre. Male students should not have long hair, and female students with hair longer than shoulder-length should tie their hair neatly with black or dark blue hairbands and secure it with black hairpins. All students are prohibited from dyeing or perming their hair, or having outrageous or unusual hairstyles. If a student's hairstyle does not meet the school's rules, the school may request the student to go home and make the necessary changes before being allowed to return to school for lessons.

## 2. Accessories and Makeup

Students should maintain a simple and modest appearance, focusing on their studies. Students are not allowed to wear make-up or any accessories, including but not limited to coloured contact lenses, rings, bracelets, necklaces, anklets, earrings, or ear studs. If it is necessary to wear accessories, students must apply for permission from the Discipline Team and can only wear them after approval. If a teacher discovers that a student is violating the regulations by wearing the mentioned items, the teacher will temporarily confiscate and handle the items on behalf of the student, and then notify the parents to retrieve the items from the school.

## 3. School Uniform and PE Uniform

During school hours, students must wear the designated school uniform, which consists of a shirt and trousers for boys or a dress for girls. During PE lessons, students must wear the PE uniform according to their assigned houses. The school will check students' uniform and appearance every morning when they enter the school campus and during morning assembly, or whenever necessary. If a student's uniform does not meet the school's requirements, the school may request the student to go home and make the necessary changes before being allowed to return to school.

## 4. Cold Weather Clothing

If the temperature drops below 15 degrees Celsius (based on announcements by television or radio stations), students may wear dark blue or black scarves. If the weather is cold and the Hong Kong Observatory issues a "Cold Weather Warning," or the temperature drops to 12 degrees Celsius (based on announcements by television or radio stations) or below, students may wear the school jacket or (and) the school sweater or (and) dark blue or black solid-coloured down jackets. Female students may choose to wear black or dark blue long pants instead.

## E. Classroom and Campus Order

### 1. Performance and Order during Lessons

Students must pay attention and listen attentively during lessons, follow the teacher's instructions, and refrain from playing, making noise, sleeping, reading books irrelevant to the lessons concerned, using mobile phones, or engaging in any behaviour that violates school rules. When the principal, teachers, or guests enter the classroom, students must stand up, show respect, and greet them.

### 2. Classroom Transition Guidelines

During classroom transitions, students must maintain silence, move quickly, and follow the teacher's instructions without disrupting other classes.

### 3. Recesses and Lunchtime

During recesses and lunchtime, students are allowed to rest, do homework, and revise for their studies in the classrooms. If students want to consume any food or drinks, they must go to the canteen. During lunchtime, students in S1 and S2 must stay in their own classrooms for lunch, while S3 students can choose to stay in their classrooms or go to the canteen. Students in S4 to S6 can choose to have lunch outside the school. All students must follow the instructions given by the school and the teachers-on-duty. If necessary, students can also apply to the Discipline Team for permission to go home for lunch.

### 4. Classroom and Campus Cleanliness

The school values students' health. Students must maintain cleanliness in the classrooms and any other areas of the campus. After eating, students must clean their utensils, leftover food, or trash.

### 5. Morning Assemblies, Class-teacher Periods, Weekly Assemblies, ECA, and Various Ceremonies

During morning assemblies, weekly assemblies, talks, ECA sessions, and various ceremonies, students must behave in a serious and attentive manner, maintain silence, and listen attentively. They should display appropriate manners and refrain from engaging in any behaviour that tarnishes the school's reputation or their own identity as students.

## F. Rewards and Discipline

The school has a comprehensive system of rewards and discipline to address students' disciplinary performance.

- Students who perform well may receive commendations such as additions of Conduct and Diligence Marks, merits, minor merits, major merits, or other forms of recognition based on the circumstances.
- Students with unsatisfactory performance may receive disciplinary actions such as deductions of Conduct and Diligence Marks, demerits, minor demerits, major demerits, or other forms of punishment based on the circumstances.
- The relevant rewards and disciplinary actions will affect students' overall conduct and study performance grades for the academic year.
- The final decisions on rewards and discipline are subject to review by the Discipline Team. The class teachers or discipline teachers will inform parents accordingly.

- In order to cultivate students' awareness of good discipline and develop a self-disciplined attitude, the school may adjust the disciplinary measures according to the students' violation, severity, and frequency.

#### G. After-school Study Sessions

Students who have violated rules such as late submission of assignments or late arrival may be required to stay for after-school study sessions. The arrangements are as follows:

- The school dismissal time is 3.30 pm. Upon completion of announcements, the after-school study session will immediately begin. The duration of the after-school study session will range from 30 to 90 minutes, depending on the severity of the violation.
- The school will record the end time of the after-school study session in the student handbook's "Record for after school activities" or inform parents through phone calls. However, students may continue to participate in other activities while staying after school.
- According to school regulations, students must not leave the school later than 6.00 pm.
- If parents have any questions about their child's after-school study session, please call 2777 6289 for inquiries before 5.30 pm.
- During the after-school study session, students will engage in activities that contribute to academic improvement, moral development, or disciplinary performance. These activities may include doing homework or review, receiving guidance from social workers or teachers, writing articles that enhance language proficiency or moral values, or reflecting on their mistakes and identifying ways to improve, etc.

#### H. Promotion and Retention

The school places great emphasis on students' conduct and discipline. In addition to considering academic performance (passing at least two out of the three core subjects: Chinese, English, and Mathematics) and attendance rate (must reach 90%), the conduct and diligence marks are also taken into account for student promotion or retention. If one of these requirements, including academic performance, attendance rate, conduct, and study performance, are not met, students must attend summer classes. They will have to achieve a passing grade and an attendance rate of 90% in the summer class assessment in order to be eligible for trial promotion.

## I. Other Matters to Note

### 1. Student Handbook and Student ID

Students must bring their student handbook and student ID to school every day for use and teachers' inspection. The handbook is an important tool for communication between the school and parents. It is also used to record homework and students' rewards and punishments. It must be carefully kept.

### 2. Arrival and Dismissal

Due to the narrow pedestrian road in front of the school gate, students are not allowed to wait or linger outside the gate. The school also does not allow students to gather or wait for dismissal at the school gate or the small park across the street to avoid any unnecessary issues. Students must adhere to this regulation; otherwise, the school will handle the situation seriously and notify the relevant government department for follow-up.

### 3. Taking Care of School Property

Students must take care of school property and use it carefully without causing any damage. If students intentionally damage school property, the school will collect the cost of repairing or replacing the item.

### 4. Personal Belongings

Students must take care to protect their personal belongings and should not bring excessive amounts of money and valuable items to school to avoid loss or theft.

### 5. Event Photos

During school events, responsible staff members will take photos of students for record purposes. Some of these photos may be uploaded to the school's website or published in school publications to enhance parents' and the public's understanding of students' campus life.

### 6. Home-School Partnership

Communication between the school and parents has a significant impact on students' academic performance and growth. Therefore, parents are encouraged to maintain contact with the school by installing the E-Class App to stay informed about your child's school situation and the latest school news.

## 7. Prioritizing Personal Health

To ensure the health and safety of all teachers and students, the school follows the guidelines provided by the Department of Health for cleaning and disinfecting the campus. If a student is found to have symptoms of fever, parents will be contacted to pick up the student for medical treatment and rest at home. In addition, the school urges all students to pay attention to personal hygiene and cleanliness at home to prevent the spread of germs and to maintain a conducive learning environment.

### J. Arrangements for Students Receiving Treatment at the Accident and Emergency Department (A&E)

In case of any accidents or sickness which require any emergency treatment of the student, the school will immediately call an ambulance and accompany the student to the A&E for treatment. Parents will be promptly notified of the arrangements. However, parents are responsible for the A&E charge (HKD\$ 180) and other related medical and medication expenses.

Please complete the reply-slip below and return it to the class teacher on or before 5<sup>th</sup> September, 2023 (Tuesday). Should you have any questions, please contact Mr. WONG Wai-ip, the Discipline Master, at 27776289.

Yours faithfully,



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CHENG Che-yin M.H.

Principal



Ref. No. : SGS\_DP23-24/01

Reply-slip for Notice on Disciplinary Measures

Student Name : \_\_\_\_\_ Class : \_\_\_\_\_ Class Number : \_\_\_\_\_

Dear Principal,

I acknowledge the following:

(1) I will actively cooperate with the school to ensure that my child complies with the disciplinary requirements. I am also aware that if my child's dress code and appearance do not meet the school's standards, the school has the right to request my child to go home for rectifications before returning to school.

(2) Regarding the use of student portraits, I agree to authorize the school and sponsoring body, unconditionally and without compensation, to exercise copyright. (If not agreed, please provide a written explanation with reasons)

(3) If the school finds that my child is unwell and needs to go home to rest or seek medical attention,

I will personally come to pick up my child.

I may also authorize the following person(s) to come to the school and pick up my child. The particulars of the person(s) are as follows:

Name: _____ Gender: ____ Age: ____ ID Number: _____
Contact Phone Number: _____
Name: _____ Gender: ____ Age: ____ ID Number: _____
Contact Phone Number: _____

I understand that for safety reasons, the school will not allow students who are sick or unwell to leave the school premises alone during class hours unless in emergency or crucial situations.

(4) I authorize the school (if not agreed, please provide a written explanation of the reasons) to take my child to the A&E department for treatment in case of accidents or sickness requiring urgent medical attention. I promise to bear the A&E Charge (HKD\$ 180) and related medical expenses.

(5) The daily school hours for students are from 8.10 am to 3.30 pm. I understand the school's arrangements for after-school study sessions, and I will ensure that my child complies.

(6) I understand the school's policy regarding students bringing mobile phones to school.

I do not intend to apply for my child to bring a mobile phone to school this academic year.

I intend to apply for permission for my child to bring a mobile phone to school this academic year.

I promise to supervise my child and ensure that they do not take out or use the phone within the school premises.

(Brand of Mobile Phone: \_\_\_\_\_ Model: \_\_\_\_\_)

Serial Number: \_\_\_\_\_)

(7) I understand the school's requirements regarding student dress code and appearance, and I will ensure that my child complies.

Signature of Parent / Guardian : \_\_\_\_\_

Name of Parent / Guardian : \_\_\_\_\_

Phone Number (Home) : \_\_\_\_\_

Phone Number (Mobile / Emergency) : \_\_\_\_\_

Date : \_\_\_\_\_