



## 1. 學術事務 Academic affairs

### 1.1 家課事宜

讀書求學，家課作業是必須的，同學可以藉此鞏固知識，老師可瞭解同學的能力和學習進展。為此，本校一向重視同學的家課表現，對屢次欠交者予以提醒及處分。校方特此重申欠交家課的處理方法，請各位家長督促貴子弟勤做家課，並準時繳交。

- 1) 每有家課，學生應自行把家課範圍及繳交日期寫於手冊內，以確保準時繳交；
  - 2) 若有欠交，學生必須自行填寫其手冊上之「欠交家課紀錄」，通知家長；
  - 3) 當學生欠交 5 次，校務處會發信通知家長。班主任將會召見學生給予警告，並會致電家長瞭解情況，學生課後留堂兩次；
  - 4) 欠交 10 次者，校務處會發信通知家長。班主任將會約見家長，學生則會被記缺點一次，課後留堂五次；
  - 5) 欠交 15 次者，校務處會發信通知家長。助理校長將會約見家長，學生則會再被記缺點一次，課後留堂十次；及
  - 6) 欠交 20 次者，校務處會發信通知家長。副校長將會約見家長，學生則會再被記缺點一次，留堂處分將作特別安排。
  - 7) 如學生多次欠交功課，校方可能要求他/她於學校假期回校完成功課。
  - 8) 抄襲行為乃不誠實行為。如發現同學有抄襲行為，會以欠交功課處理，校方可能有額外的懲處。
- 備註：中一級家長在上學期可於網上或手機應用程式查閱學生家課詳情。如需協助，請於辦公時間內致電本校資訊科技統籌組查詢。

### Homework delinquency

Homework is an integral part of learning. It allows students to revise materials learned, and allows teachers to understand students' further strengths. Students who continue to neglect homework will be advised and reprimanded. Parents please follow up as needed:

- 1) Students should fill in the homework items in their handbooks, with the scope and submission date details.
- 2) If students fail to meet the submission deadline, they will fill in the incomplete homework record in the handbook for their parents' inspection.
- 3) If a student has accumulated **five** missed homework items, a school letter will be sent to parents. The class teacher will also notify parents by phone. The student will receive a warning from the class teacher and two detention sessions.
- 4) If a student has accumulated **ten** missed homework items, a school letter will be sent to parents. The class teacher will meet with the parents to discuss student progress. The student will receive a demerit and five detention sessions.
- 5) If a student has accumulated **fifteen** missed homework items, a school letter will be sent to parents. The assistant-principal will meet with the parents to discuss student progress. The student will receive another demerit and ten detention sessions.
- 6) If a student has accumulated **twenty** missed homework items, a school letter will be sent to parents. The vice-principal will meet with the parents to discuss student progress. The student will receive another demerit and there will be a special arrangement for detention sessions.
- 7) Students who frequently fail to submit homework on time may need to go to school for doing homework during school holidays.
- 8) Plagiarism is a dishonest behavior. If a student is found plagiarizing, it will be treated as late homework submission, other punishment may also be applied.

Remark: S1 parents can check the homework items via the school intranet system or parent's app. This measure will only be available in the first term. Should you need any assistance, please contact IT unit during office hours.

## 1.2 補課事宜

本校一向重視學生的學業表現，老師會在放學後或假期間為同學額外補課，為確保同學依時出席，校方清楚規定每次補課都有通知會家長，家長**必須**簽署回條以示確認，而同學之出席及遲到均會清楚紀錄，作全年考勤一部分，請 貴家長留意，並叮囑 貴子弟予以重視。情況嚴重者，本校訓導部會按校規施以懲處。

### Supplementary lessons

There are supplementary lessons after school or during holidays from time to time to ensure that students properly apply their knowledge. All supplementary lessons will begin with a parent's letter. Please duly acknowledge the letter and advise your children to attend the lessons accordingly. Students failing to attend the lessons may receive disciplinary actions.

## 1.3 升留班制度

本校在學年完結前，將舉行各級之升留班會議，校長、班主任與各科任老師屆時會參考學生的全年學業成績、學習態度、欠交家課紀錄及操行等多項因素，決定留級生名單。

如出現以下情況，有關學生或未能升班：

- 全年平均分不合格(中一至中三：少於 50；中四至中五：少於 40)或全年成績兩科以上不及格(適用於中四至中五)；  
或
- 操行等級為乙-以下；  
或
- 出席率少於八成；  
或
- 欠交功課十五次或以上(中一至中三)。

### Student promotion

Student promotion board meeting will be held before the end of each school year. The Principal, class teachers and subject teachers will decide the list of repeaters with reference to the overall performance of students including students' annual academic results, learning attitude, record of homework delinquency and conduct.

Students may not promote to the next Form if they:

- had an overall average mark below 50 (Form 1-3); 40(Form 4-5)or failed in more than 2 subjects (overall marks, Form 4-5); OR
- received a conduct grade below B-;  
OR
- did not meet 80% of school attendance;  
OR
- had 15 or more times of homework delinquency (Form 1-3)

## 1.4 成績表分數

本校全年於每學期設一次考試。在中一至五級，於大部份科目，考試與平時分比例大約為 6:4，平時分包括統測、課堂小測、功課以至課堂表現組成，全年總分則按上學期及下學期分數以 4:6 比例來計算。至於中六級全年總分則以第一次考試、模擬考試及平時分按 3:5:2 來計算。另外，在遇上特殊情況下〔例如：停課〕而導致課堂、測考安排有所改動，學校將視乎實際需要調整上述各項比例。

## Report card

One exam is arranged in each term in the school year. Among most subjects in S1-S5, the exam marks and term marks are calculated in the ratio of 6:4. The term marks comprise uniform tests, quizzes, homework, lesson performance, etc. The annual score is calculated according to the scores of the 1st term and 2nd term in the ratio of 4:6. For S.6, the annual score is calculated according to the First Exam, Mock Exam and the Term Marks in the ratio of 3:5:2.

If there are changes in the arrangements of lessons and assessments due to special circumstances (such as lesson suspension), the school will adjust the above ratios according to the needs.

### 1.5 全年統測安排

本校於星期一第一節設各科統測，部份統測亦會安排於其他課節或第九節課後，以提高學生學習動機，並鼓勵學生平日勤加溫習。本校期望學生在持續評估中瞭解自己的學習水平，以便盡早發現自己在學習上的問題，並作適當改善。懇請 台端督促 貴子弟勤加溫習，以獲取更佳成績。

有關統測之注意事項如下：

- 1) 學生必須出席所有統測。
- 2) 學生如因病告假，除特殊原因，須於病假後進行補測，同學須於回校首日向班主任提交缺席當日之醫生證明書(中西醫均可)及家長信，補測分數才會計算入成績表。
- 3) 如遇緊急事故，如熱帶氣旋、持續大雨或雷暴等，以致學校必須停課，校方會另行安排時間舉行測驗。

(請妥為保存「全年統測時間表」)

註：中四至中六級的統測將於課堂中進行，由科任老師安排。

### Uniform tests

Uniform tests are held regularly on Monday first lesson and some other time slots to enrich students' self-learning and allow formative assessment. Please advise your child to revise and solicit assistance as needed:

- 1) Attendance to uniform tests is mandatory.
- 2) For sick leave, student must take the make-up test afterwards. Student's score in make-up test will only be counted towards report card if a medical certificate for the day of absence (either from Chinese or Western physician) AND a parent's letter can be submitted on the first day the student returns to school.
- 3) If the school is closed because of weather or other incidents, rescheduling of the uniform test will be made.

(Please keep 'UT Timetable' properly)

Remark: The uniform tests for S4 to S6 students will be arranged by subject teachers during class time.

### 1.6 考試規則

同學應留意每次測驗及考試前宣佈，嚴格遵守，否則有機會被視為不遵守試場規則甚至作弊處理，特別提醒同學應在開考前關掉所有電子錶及其他發聲裝置並放入書包中，中、英文口試在測驗及考試時有其特別要求，同學應留心老師在課堂上講解，以免犯規。

若同學因事假或病假缺席考試，跟統測一樣，同學必須於事後出席補考已代表完成整個學科的學習，但學校只會為以下兩類情況的補考把分數計進成績表：

1. 已獲學校在事前批准的事假；
  2. 能提交缺席考試/補考當日之醫生證明書(中西醫均可)及家長信的病假
- 同學若無故缺席考試或補考，均當曠課處理。

在特殊情況下，若同學因重病或其他特別原因而無法參加測驗/考試及其補考，導致缺少平時分或考試分其中一項，校方會按情況為缺失的分數作成績預測，校方會先由學生已有分數，開會決定將分數作一定調整才作預測，而所預測的分數亦會在成績表上作特別註釋，以顯示同學缺席有關測驗/考試。

### **Examination regulations**

Students should follow the announcements before each assessment or examination. Otherwise, they will be treated as “not following the exam codes” or even “cheating”. Students are specially reminded to switch off electronic watches and other sound emitted devices. They should be put in the school bag before the examination. There are special regulations for speaking assessments of Chinese and English. Students should pay attention to teachers' explanation in the lessons and should not break the rules. Students who are absent from the exam because of personal leave or sick leave. They must take the make-up exam afterwards in order to complete the learning process. However, the school will only count the scores in make-up exam towards report cards under the following two situations:

1. The personal leave was approved by the school in advance;
2. Student can present a medical certificate for the day of absence (either from Chinese or Western physician) AND a parent's letter for the sick leave.

Students who are absent from exam / make-up exam with ungrounded reason will be treated as truancy.

Under special circumstances, if a student is absent for tests / examinations and also their make-up assessments because of serious illness or some other special reasons such that one of the term marks / exam marks are missing, the school will consider to do score projection. The projected scores will be based on students' existing scores which will be adjusted before projection and the adjustment will be discussed in the meeting. The projected scores will also be asterisked in the report card showing the students' absence in tests / examinations.

### **1.7 申請升學文件及學業成績紀錄**

貴子弟如需申請推薦信、在學證明書、成績表副本、活動紀錄等文件，請到校務處索取申請表格，填妥後交回校務處辦理。各類文件會於 15 個工作天內完成。請注意申請副本認證、重發成績表副本或活動紀錄需繳付 25 元行政費。

### **Documents for further studies**

If your child needs to apply for testimonial, recommendation letter, copy of report card and SLP record, please get the application form from the school office. Documentation will take 15 school days to complete provided that all details are accurate. Please note that to certify a document as a true copy, to re-issue report cards or any other official documents cost \$25 per item per copy.

### **1.8 中、英文科課外閱讀計劃**

為提高同學表達能力、擴闊視野、增加知識、養成閱讀習慣，本校中、英文科定期推行課外閱讀計劃，以配合課堂學習的需要。同學每讀一本課外書後，需完成閱讀報告或指定家課。高中年級的同學或需將分數列入「校本評核」成績中。

茲將上述兩科課外閱讀範圍簡介如下：

- 1) 中文科：中華文化閱讀計劃及廣泛閱讀計劃（包括小說、散文、科普、校園文學、詩詞及文學賞析）。
- 2) 英文科：廣泛閱讀計劃（包括英文報紙、雜誌、小說及非小說文學）。

上述計劃的推行，家長的配合至為重要。現請家長督促 貴子女依期完成閱讀相關的書目。家長的支持和鼓勵，將會是子女學習路上的支援者。

## Reading scheme for both Chinese and English language

To nurture students' communication skills, broaden their horizons and cultivate their reading habit, both the Chinese and English Departments promote extensive reading so as to facilitate their learning. After finishing reading one book or reading material, students need to complete an assignment. For senior form students who sit for the Hong Kong Diploma of Secondary Education (HKDSE), such schemes may also be incorporated into the School-based Assessment (SBA).

Details are as follows:

- 1) Chinese Language: The Chinese Culture Reading Scheme and Extensive Reading Scheme (including novels, proses, science-related reading materials, literature in school, poetry and literature admiration)
- 2) English Language: Extensive Reading Scheme (including English newspapers, magazines, fiction and non-fiction)

In order to benefit students more in the above-mentioned schemes, parents' support is crucial. Please encourage your child to read more.

### 1.9 星期五周會

本校逢星期五舉行周會，學生放學時間將順延至周會結束。

#### Friday Assembly

School assembly is held every Friday afternoon, class may end later than usual.

## 2. 學生訓育及德育 Student discipline and moral education

### 2.1 守時、儀容及行為

守時是學生基本的責任，學生遲到第3次起需留堂1次，第4次校方會發信通知家長，第6次記缺點1次，之後每3次再記1缺點。

學生需保持純樸、整潔的儀容，校服儀容違規第4次校方會發信通知家長，第6次記缺點1次，之後每3次再記1缺點。

課堂內外學生必須注意言行舉止，如有不當行為，領袖生會發出警告，累積6次領袖生隊長會向學生發出通知書，8次需面見訓導老師，10次記缺點1次，之後每5次再記1缺點。學校是愉快學習的地方，希望同學能互相尊重、恪守校規，來年學業及品格都有所進步。

#### Punctuality, appearance and behavior

Being punctual is the fundamental responsibility of students. If a student has accumulated **three** tardiness records, the student will receive a detention session. If a student has accumulated **four** tardiness records, a school letter will be sent to parents. If a student has accumulated **six** tardiness records, the student will receive a demerit. A demerit will be given for every three records marked thereafter.

Students should maintain a decent and tidy appearance. If a student has accumulated **four** records of wearing improper uniform, a school letter will be sent to parents. If a student has accumulated **six** records of wearing improper uniform, the student will receive a demerit. A demerit will be given for every three records marked thereafter.

Students should behave well inside and outside the school. Should there be any inappropriate behavior, prefects will issue a warning note. If a student has accumulated **six** records, the student will receive a notification letter. If a student has accumulated **eight** records, the student will meet a discipline teacher. If a student has accumulated **ten** records, the student will receive a demerit. A demerit will be given for every five records marked thereafter.

School is the ground for happy learning. Students should discipline themselves with mutual respect and obedience.

## 2.2 使用學校電梯

學生如有健康狀況需要使用學校電梯，請向學校遞交家長信連同醫生證明書申請。學校批核後會發出「電梯使用證」，並按個別情況訂定使用期限，如需續領，請於過期前最少兩個上課天再次提出申請。如有特別情況，請向學校申請「臨時電梯使用證」。

### Usage of elevator in the school campus

Any student who needs to use the lift due to health conditions should apply to the school with a parents' letter and a doctor's certificate. The school will issue an "Elevator Usage Permit" specifying the validity period that is set on a case by case basis. For an extension of the permit, the student should file an application again at least two school days in advance.

In case of emergency, a student should apply for a "Temporary Elevator Usage Permit".

## 2.3 請假事宜

學校上課及假期日子請見校曆表。學生均須準時出席學校為同學所舉辦之活動，包括試後活動、結業禮等，無故缺席者，將按校規作出處分。若學生因病缺席，當天早上必須致電回校告假，並於活動日後盡快交回醫生信；若因事請假，必須於最少三個上課天前遞交家長信向學校申請，信中必須詳列原因。一般來說，若非特殊原因，校方不會批准申請，詳情請參閱學生手冊有關請假事宜細則、手續及審批要求。

### 1) 請事假手續

1. 學生因事須要請假(包括一般上課日、全校活動及在疫情下之下午網課時段)，當事前不少於三個上課天向班主任呈交請假信，內詳請假之理由及時間，由班主任轉呈訓導部處理。一般情況下，校方不會接納非緊急事故之申請或事後申請。凡未經訓導部批准而自行缺席，作曠課處理。
2. 學生請事假理由不充份者，校方得拒絕批准。
3. 如事後補假而理由不充份或欠辦補假手續者，作曠課論。

### 2) 請病假手續

.....(節錄校規)

3. 學生必須出席全校活動，包括水運會、陸運會、學校旅行、聖誕聯歡及試後活動等。如因病缺席，必須於下一個上課日呈交醫生紙及家長信(兩者缺一不可)，否則作曠課處理。
4. 凡假期前因病缺席，學生必須於假期後呈交醫生紙及家長信(兩者缺一不可)，否則作曠課處理。

### Leave application

Please check the school calendar for school days and holidays. Students must attend all school functions, including post-exam activities, closing ceremony and online lessons. Absentee with ungrounded reason will be reprimanded according to the school rules. For sick leave, parents must inform the school by phoning the school office in the morning and submit a doctor's note on the following day. For casual leave, parent's letter with detailed explanation must be submitted to school three school days in advance. Except in extraordinary circumstances, formal permission will not be granted. For details about leave applications and approval criteria, please refer to the student handbook.

### 1) Personal leave

1. Personal leave (during normal lessons, whole school functions and afternoon online lessons during pandemic) must be applied three school days in advance through the class teacher to the discipline section. The letter should include time, date, and reason for the absence of school day and activities. Aside from serious family matters, the school will not normally accept any other form of leave or post-application. Truancy will be marked if students are absent without permission.

2. The school may reject personal leave, if the reasons are not substantiated.
3. If the reason for a post-application is not valid, truancy will be marked.

## 2) Sick leave

...(extracted from School Regulations)

3. Students should attend all school functions, including swimming gala, sports days, picnic day, Christmas celebration, post-exam activities, etc. If students miss the day, they should return with a parent's letter and a doctor's note on the following day for the class teacher's and the school office's records. Truancy will be marked if documents are missing.
4. If students miss the school day prior to a long holiday, they should return with a parent's letter and a doctor's note on the following day for the class teacher's and the school office's records. Truancy will be marked if documents are missing.

## 2.4 學生違規行為紀錄

學生違規行為不會在成績表內顯示，有關紀錄將以附頁形式列出，與成績表一併發給家長。但遇有屢教不善、屢勸不改之學生，本校訓導委員會將召開特別會議，以決定是否將該生違規紀錄顯示在成績表內，以儆效尤。

如該生全學期並無犯事紀錄，於學期結束時可獲「全學期無違規紀錄」通知書，尚希垂注。

### Demerit records

Demerit records will not be shown on report cards but as an attachment. However, if persistent misdemeanours are found, the discipline section will conduct meetings to decide if such records should be shown in the student's report card.

Students who do not have any demerits will receive a NIL record slip.

## 2.5 課室清潔計劃

本校一向重視學生的全人發展，培養同學成為一個具責任心的良好公民。老師會於放學後，安排不同組別同學，對自己所屬課室進行清潔，每星期進行一次，清潔時間為下午 3:50-4:10。如高中同學需進行課後補課，清潔時間將順延至下午 5:00-5:15，中一至中五級於星期三在課室進行清潔。

### Clean my own classroom project

The aim of the project is to empower students to be responsible citizens within the school which always emphasizes an ethos of individual development and civism. Students will be formed in different groups by their class teacher for the purpose of being responsible to clean their classroom once a week from 3:50 pm to 4:10pm. If senior form students need to attend supplementary lessons after school, the cleaning time will be postponed from 5p.m. to 5:15p.m. S1 to S5 students will clean the classrooms every Wednesday.

## 2.6 學生操守

家長須留意子女言行避免觸犯香港法例。校方並不容許學生在校內從事違法活動，敬請留意。

### Student behavior and law

Parents are advised to take account on their child's behavior in order to avoid breaking Hong Kong law. Any activities leading to breaking the law will not be allowed in school.

## 2.7 茶藝文化

「弘揚中華文化」為本校辦學理念。透過不同活動，讓同學認識中華文化，當中學習推廣與傳承中國的茶文化。「得閒飲茶」活動將於十月至明年五月進行，屆時同學可品嚐不同種類的茶。為此，請 貴家長垂注，以確定 貴子身體是否適宜飲用茶。

## Tea culture

Fostering Chinese culture is our school's mission. Students learn Chinese culture through different activities. Chinese tea culture heritage is promoted and preserved in the school. The activity—Tea time will be held from October 2023 to May 2024. Parents are free to decide whether drinking tea is suitable for your children.

### 3. 學生福利及財政資助 Student welfare and financial assistance

#### 3.1 有關申請學生車船津貼及書簿津貼減免事宜（只適合首次申請學生）

有意在 2023/2024 學年申請學生資助，可前往「學資處電子通 - 我的申請（學前教育、小學及中學程度資助計劃）」網頁

([https://ess.wfsfaa.gov.hk/essprd/jsp/pdf/apps0111.jsp?language=zh\\_TW](https://ess.wfsfaa.gov.hk/essprd/jsp/pdf/apps0111.jsp?language=zh_TW)) 使用電子申請表格及參閱相關申請文件。申請人亦可向民政事務處或校務處索取紙本文件或從在職家庭及學生資助事務處的網頁(<https://www.wfsfaa.gov.hk/tc/sfo/primarysecondary/tt/forms.php>)下載有關申請文件。申請人須於 10 月 31 日或以前把文件寄回學生資助辦事處，詳情請瀏覽 [www.wfsfaa.gov.hk/sfo/tc](http://www.wfsfaa.gov.hk/sfo/tc)。

#### Financial assistance: School textbook assistance/ Student travel subsidy schemes (For first application only)

Families who wish to apply for the above schemes may access to “SFO E-link – My Applications (Financial Assistance Schemes at Pre-primary, Primary and Secondary Schemes)” website (<https://ess.wfsfaa.gov.hk/essprd/jsp/pdf/apps0111.jsp?language=en>) to use the electronic application form and refer to the relevant application documents. Applicants may also obtain the paper-based application documents from District Offices or School Office or may download them from the Working Family and Student Financial Assistance Agency's webpage (<https://www.wfsfaa.gov.hk/tc/sfo/primarysecondary/tt/forms.php>). Applicants are required to submit the completed application documents to the Student Finance Office (SFO) by 31 October 2023. For details, please visit this website [www.wfsfaa.gov.hk/sfo/en](http://www.wfsfaa.gov.hk/sfo/en).

#### 3.2 學生活動支援津貼

學生活動支援津貼，為經濟出現困難的學生提供資助(例如：車費或住宿營費等)以供同學參加學校認可的學習/課外活動，使學生的學習更愉快及有助促進全人發展。現呼籲經濟有困難的學生(如正接受綜合社會保障援助或全額資助)申請，請於活動舉辦前到校務處索取表格，詳情可聯絡盧嘉卿老師(109 室)。

#### Student activities support grant

The grant aims to support students in need to participate in learning programs in Hong Kong organized or recognised by the school (e.g. transport fares and accommodation fees, etc.). Families eligible for full grant of the Student Financial Assistance Agency (SFAA), the Comprehensive Social Security Assistance (CSSA) or other disadvantaged students may apply for the subsidy. Please take the form at the General Office before the activity starts. Please see Ms Lo KH (Room109) for more information.

#### 3.3 校本課後學習及支援計劃

「校本課後學習及支援計劃」主要是資助清貧學生參加課外活動。藉以提升他們的學習效能、擴闊他們在課堂以外的學習經驗。此基金申請資格如下：

- 1) 獲學生資助計劃全額津貼；或
- 2) 現正領取綜合社會保障援助(綜援)；或
- 3) 家庭如遇突變，致令家庭經濟頓陷困境。

有需要申請以上活動基金的同學，可到校務處索取申請表格或聯絡盧嘉卿老師(109 室)。



### **School-based after-school learning and support programmes**

The Programme aims to help disadvantaged students to participate in after-school activities so as to improve their learning effectiveness and broaden their learning experiences outside the classroom.

Application requirements are as follows:

- 1) Families eligible for full grant of the Student Finance Office (SFO); or
- 2) Families eligible for the Comprehensive Social Security Assistance (CSSA); or
- 3) Other disadvantaged students, due to family adversity, may apply for the subsidy.

If you are interested, please get the application form at the School General Office or see Ms Lo KH (Room109) for more information.

## **4. 學校與家庭聯絡 School-home cooperation**

### **4.1 家長教師會會費（中一級）**

為使有充足經費推動家長教師會各項會務工作及活動，凡入讀本校新生，只需一次過繳交會費一百元正，便成為家長教師會會員，其會籍有效期直至該生離校為止。

#### **PTA membership fee (S1)**

To have sufficient funding for the operation of PTA administrative work and events, new students are required to pay \$100 as the membership fee which will be valid until the student's departure.

### **4.2 家長通告簽收程序**

家長通告是老師與家長保持溝通渠道之一，故家長收到電子通告後務請盡快透過應用程式簽署作實，以確保家長已知悉校方所發放的訊息。其他實體通告及家長信，請確保子女呈交文件備有有效家長簽名，切勿容許他人代簽，此舉有勞家長的合作和協助。

#### **Procedure for the signing of reply slips**

School notice plays an indispensable role as the communication channel between teachers and parents. Parents should promptly sign the reply slip through E-class app. For other paper notice and parents' letter, please make sure there is a valid signature on the document your child hands in. Parents should not allow others to sign on your behalf. Please cooperate as needed.

### **4.3 校服回收義賣計劃**

為響應循環再用的環保意識，家長教師會舉辦「校服回收義賣計劃」，同學在更換冬/夏季校服時，可將已不稱身的校服(但要整潔沒有破爛)，如校褸、校服裙、運動服、冷衫等捐贈予家長教師會。經家長義工整理後，以低廉價錢售予有需要同學，並會發出收據以作證明，所得款項將連同家長義賣日善款一併捐予慈善團體，造福社群。如蒙捐贈，同學可將舊校服逕交趙美如老師(109室)。

#### **School uniform recycling scheme**

To uphold the recycling concept of environmental protection, the PTA organizes a 'School Uniform Recycling Scheme'. While preparing for the winter/summer uniform, students could donate their unfitted and used clothing (in clean and good condition), like school blazer, dress, track suit or sweater to the Parent-Teacher Association. After tidying up the donated uniforms, the PTA will sell them at bargain prices to students in need and receipts will be issued as certification. For the well-being of the underprivileged, all collected fund will be donated to charity organisation. Should there be any unfitted uniform for donation, please forward them to Ms Chiu MY (Room 109).

### **4.4 飯盒暫存服務**

基於保安理由，在全日學校上課日需要送飯盒到校給子女的家長，請將飯盒貼上班別及學生姓名，送到保安室內的儲物櫃，讓子女下課後自行到更亭領取，不可直接交收，本校不接收學生外賣速遞。

### **Packed lunch**

For the sake of security, if parents deliver lunch for your child during full day campus lessons, you may put the lunch box, labelled with class and student's name, in the lockers at the security booth. Students will collect it by themselves after lessons. Direct handling is not allowed. Ordering food delivery is forbidden for students.

## **5. 學生事務 Student affairs**

### **5.1 教育局「減輕學童書包重量」指引**

教育局十分關注學童書包過重問題，尤其是發育中的初中生脊椎，可能因此而受到損傷，而衛生署亦就此問題作出預防措施建議：學童不應長時間背負重量超過該生體重 10%的書包。為了解決書包過重問題，特將教育局的建議節錄於下，請 貴家長留意：

- 1) 培養 貴子弟每天收拾書包的習慣，使其只攜帶確實需用的課本、練習簿和文具回校；
- 2) 為 貴子弟選用質輕耐用的書包、筆盒和文具；
- 3) 指導 貴子弟背負書包的正確方法和姿勢，並向其講解書包過重的害處；及
- 4) 勸 貴子弟勿攜帶雜誌、玩具及其他不需用的物品回校。

上述指引可於教育局網頁查閱。(網址：<http://www.edb.gov.hk/perc>)

### **School bags**

The Education Bureau is very concerned about over-weight school bags, in particular the additional stress and fatigue that they may bring to junior secondary students. In this regard, the Department of Health recommends that, as a precautionary measure, students should avoid carrying school bags which exceed 10% of their body weight for long periods of time.

### **Advice to students**

Students should be aware of the additional stress and fatigue that over-weight school bags may bring about. To help reduce the weight of school bags, students should -

- 1) cultivate the habit of packing school bags every day, so that students only bring those textbooks, exercise books and stationery items which are necessary;
- 2) use school bags, pencil cases and other stationery items which are made of durable but light-weight materials;
- 3) maintain the correct manner and posture in carrying school bags; and
- 4) not bring magazines, toys or any other unnecessary items to school.

For details, please refer to the EDB website: <http://www.edb.gov.hk/perc>

### **5.2 學生儲物櫃借用守則**

- 1) 本校設置儲物櫃目的，在於方便同學於日常上課期間，把未需即時使用的課業物品暫時存放。
- 2) 學生不可將非課業物品放置儲物櫃內，亦須於每天放學後收拾櫃內物品，將課本及習作携回家中溫習。
- 3) 借用儲物櫃費用全免，惟學生必須自備鎖頭(不可使用密碼鎖頭)及將儲物櫃上鎖，鎖匙必須隨身攜帶並妥善保管。學生如因遺失鎖匙或使用不當而需校方協助剪開鎖頭者，須具家長信提出申請及繳交開鎖費用 20 元，而所收費用一概捐作慈善用途。
- 4) 儲物櫃必須鎖好，若同學違規未有鎖好儲物櫃兩次，校方將收回儲物櫃，同學於該學年不可再申請借用。
- 5) 儲物櫃內物品如有任何損失，責任及費用由借用者承擔。
- 6) 使用儲物櫃的學生，應以不影響自己及其他同學為大原則，因此，在以下時間，學生不可以使用儲物櫃：

- |   |
|---|
| <ol style="list-style-type: none"><li>1. 上課和轉堂期間；</li><li>2. 早會或週會前 5 分鐘；</li><li>3. 課室關閉後。</li></ol> |
|---|

- 7) 儲物櫃屬學校公物，學生必須愛護及善用，不得塗污或裝飾。如使用不當而導致損壞，必須盡快通知負責老師及須按價賠償。
- 8) 儲物櫃不可存放貴重物品，若有損失，責任自負。
- 9) 學生於每年考試前須將儲物櫃開啟，清理潔淨後交還校方，否則工友會將櫃內物品清理，不予保留。
- 10) 校方有權要求學生開啟儲物櫃，以備檢查，學生若未能即時提供鎖匙，校方有權剪開鎖頭開啟，而毋須作出賠償。

凡違反上述守則之學生，校方可即時取消其借用儲物櫃的權利。

### **Student lockers**

- 1) Lockers are for student storage convenience and for learning-related items.
- 2) Items not related to everyday learning should not be stored in the lockers. Students should pack all textbooks and exercise books needed for home study.
- 3) Lockers are on free loan, but students must prepare their own locks (password lock is prohibited). Keys to lockers should be kept safely by students. If a student asks the school to cut open his/her lock, a parent letter is needed for authorization, and a HK\$20 fee will be charged. Amount collected will be used for charity purposes.
- 4) Lockers should be locked properly all the time. If the lockers are unlocked twice, they will be resumed, and the students are not allowed to use the lockers in the school year.
- 5) The user of lockers should be responsible for all the cost of property loss in the lockers.
- 6) The use of lockers should not affect regular class learning; students should not open their lockers during the following slots:

1. during and between lessons;
2. five minutes before morning assembly and afternoon assembly;
3. after closure of classrooms.

- 7) Lockers are school properties. Students should take great care of them without graffiti and decoration. If the locker is damaged because of misuse, student will reimburse as needed. Student should **inform teacher in charge as soon as possible and compensate the cost.**
- 8) No valuables should be kept in the lockers; students will be responsible for stored articles.
- 9) All lockers must be cleared out before the final examinations. Supporting staff will discard stored articles during the period. **Nothing will be kept.**
- 10) School authority will request students to open lockers for inspection. If a student refuses to cooperate, the lock will be cut open at the student's expense.

**If students fail to be abided by the above regulations, they will lose their right to use the locker.**

### **5.3 使用電子教學設施事宜**

本校為提高教學水平，特撥出經費加設電腦輔助學習室、電子教學及電腦設備等設施，對同學的學習極有裨益。為確保學生愛惜上述設施，本校已制訂「電子教學及電腦設備使用守則」，著學生嚴格遵守。守則其中一項乃針對設施損毀：「學生若損毀電子教學或/及多媒體教室任何設施，須照價賠償；若蓄意破壞者，除照價賠償外，校方將嚴厲懲處」。

#### **The use of e-learning facilities**

Much investment and resources have been put for e-learning on campus. Regulations for using Computer Aided Learning rooms and computing devices have been set, students must observe those listed. Students will reimburse as needed if e-learning facilities are damaged. Intentional vandalism will result in reimbursement and reprimands.

## 5.4 冬季校服

冬季校服及運動服之訂購資料將會張貼於校務處門外供查閱。台端可參看冬季校服之式樣而自行購買。冬季校服準則如下：

### Winter uniform

Information for winter uniforms will be posted outside the school office; students should prepare on their own:

	男生 Boys	女生 Girls
裙 Dress	----	灰色連身裙(顏色以學校規定為準) Grey dress (with standardized colour)
褲 Pants	灰色直腳長絨褲(顏色以學校規定為準) Grey trousers (with standardized colour)	---
恤衫 Shirt	白色長袖恤衫，縫有校徽 White long sleeves with school badge	白色長袖恤衫 White long sleeves
領帶 Tie	紅色領帶(中一至中三級) 藍色領帶(中四至中六級) Red tie (S1 to S3) Blue tie (S4 to S6)	
校褸 Blazer	深藍色西裝款校褸，縫有校徽 Dark blue blazer with school badge	
襪 Socks	與夏季校服規定相同 Same as summer	灰色長襪 Long grey soft nap
毛衣 Sweater	深灰色不開胸尖領(V領)，佩戴金屬校章 Grey V-neck pullover with school metal badge	
鞋 Shoes	與夏季校服規定相同 Same as summer	與夏季校服規定相同 Same as summer

註：領帶每條二十三元正，冬季校章每個九元二角正，金屬校章每個七元二角正，請自行到校務處購買。

Remarks: A tie costs \$23, a school badge costs \$9.20, a school metal pin costs \$7.20; all are available at the school office.

## 6. 安全及應急措施 Safety and emergency measures

### 6.1 上課天遇有熱帶氣旋及持續大雨的安排

根據教育局指引，如遇有上課期間，天文台發出一號及三號熱帶氣旋或黃色、紅色及黑色暴雨警告信號，除非教育局作出特別宣佈，學校應繼續上課，直至正常放學時間，並應在安全情況下方可讓學生回家，家長無需趕往學校接送。(詳情見附件一。)

此外，除非教育局有特別指令，本校對早上八時後才發出的紅色及黑色暴雨警告信號，將採取以不變應萬變的策略，讓全體學生繼續留校上課至當日正常下課時間。學生不得無故缺席，家長也不必冒險前來接送子弟。若有其他理由非接走貴子弟不可，除父母或監護人外，本校將不接受家長委託他人接送子女。

### Arrangements for tropical cyclones and heavy persistent rain

According to EDB's guidelines, when Tropical Cyclone Warning Signal No.1, No.3 or Amber/Red/Black Rainstorm Warning Signal is issued during school hours, school will operate as usual unless the EDB has made special announcement on closure of schools. Students will be allowed to return home when safe conditions are ensured. Parents are not recommended to rush to school for picking up the children. (Please refer to Appendix 1)

When Red or Black Rainstorm Warning Signal is issued after 8:00am, school will continue lessons as normal unless the EDB has made special announcement. Any absence with unsound reasons will not be allowed. Parents do not need to rush to school for picking up the children. In case of special condition, only parents or guardians are eligible for picking up the children.

## 6.2 保持警覺預防季節性流感或其他傳染病

- 1) 為保障學生健康，我們籲請各位家長與我們通力合作，提醒學生時刻保持個人及校園環境衛生。以下各項，謹請留意，並切實執行：
  - 如學生有發燒情況，則不應上學。(如果用口溫深熱器，體溫不高於攝氏 37.5 度(華氏 99.5 度)均屬正常。如果採用耳探溫度不高於攝氏 38 度(華氏 100.4 度)亦屬正常。)
  - 如學生確診已感染傳染病，或有不適需要留院，家長便需立即通知學校。(校務處電話：2702 9602)
  - 如學生出現發燒、咳嗽、喉嚨痛等上呼吸道感染病徵時，應戴上口罩，及早求醫，和留在家中休息。待徵狀消失及退燒後，須多休息至少兩天，才可回校復課。
  - 與學校合作，將患病學生從學校接走，並即時求診。
  - 不要隨地吐痰，應將口鼻分泌物用紙巾包好，棄置於垃圾箱內。
  - 為子女提供手帕或紙巾，並自備口罩及酒精潔手液，提醒子女不應與他人共用毛巾或紙巾。
- 2) 若有學生因病缺課，學校會盡量為該等學生提供學習支援，使他們不會因缺課影響日後學習進度；如在病假期間校內有測驗及考試，學校會盡量安排該學生在復課後進行補考，家長無須擔心。
- 3) 我們有效預防傳染病，必須保持警覺，加強個人衛生及環境清潔。家長的支持是重要的一環，謹此再次籲請各位家長通力合作，保持家居清潔衛生，落實做好一切預防傳染病的措施。(附：衛生防護中心網址 [www.chp.gov.hk](http://www.chp.gov.hk) )

### Stay vigilant to guard against seasonal influenza or other communicable diseases

- 1) We request parents to cooperate with our school and remind their children to be on the alert of personal hygiene at all times:
  - Students should stay home if they suffer from high temperature (not exceeding 37.5°C for oral, and 38°C for aural).
  - School must be notified (TEL: 2702 9602) if students are identified with communicable diseases or admitted to the hospital; preventive measures can then be taken for students.
  - If students suffer from temperature, coughing, sore throat or other types of respiratory concerns, they should put on masks, and seek medical opinion. They may return to school two days after the symptoms are gone.
  - If the child falls ill at school, parents should pick up their child at school and seek medical opinion at once.
  - Students should not spit, but wrap all mucus in tissue and dispose it in a rubbish bin.
  - Parents should prepare handkerchiefs, tissues, masks, and cleansing agent for children, and remind them not to share towels or tissues with others.
- 2) The school will prepare lessons necessarily for home study or make-up sessions for students who are absent; make-up tests and exams may also be arranged. Parents need not worry about learning progress.
- 3) All parties must cooperate to ensure that personal hygiene and environment are in their best condition. Parents' support in educating their children, and running a clean household will definitely prevent any illness from spreading.  
(Centre for Health Protection website: [www.chp.gov.hk](http://www.chp.gov.hk))

## 7. 圖書館使用手則 Library rules

本校《圖書館規則》已詳列於附件二，請家長與貴子弟一起閱覽。

### Library regulations

The library regulations are detailed in Appendix 2. Please read with your child.

上課天遇有熱帶氣旋及持續大雨的安排：

### 熱帶氣旋

遇有熱帶氣旋影響香港，家長應留意電台或電視台的公布，而教育局亦會就此發出適當公布：

天氣情況	應採取的行動
當天文台發出一號熱帶氣旋警告信號	所有學校(包括幼稚園)均應照常上課。
當天文台發出三號熱帶氣旋警告信號	所有幼稚園、身體弱能兒童學校及弱智兒童學校均應停課。除非另行通知，否則其他學校應照常上課。
當天文台發出八號預警/八號或以上熱帶氣旋警告信號	所有學校均應停課。
當天文台以三號取代八號或以上熱帶氣旋警告信號	所有幼稚園、身體弱能兒童學校及弱智兒童學校均應繼續停課。除非道路或其他情況仍然惡劣，否則其他學校(在當日的下午或翌日的上午)應恢復上課。
當天文台以一號取代三號熱帶氣旋警告信號或取消所有熱帶氣旋警告信號	所有學校(在當日的下午或翌日的上午)均應恢復上課。

### 持續大雨

在暴雨期間，家長應密切留意電台或電視台的公布。如需取得更詳盡的雨量分布資料，可依以下網址，進入天文台的網頁瀏覽：<http://www.hko.gov.hk/wxinfo/rainfall/isohyetc.shtml>

以下一般安排會在暴雨期間適用，而教育局亦會就此發出適當公布：

暴雨警告信號	應採取的行動
<b>黃色</b>	- 除非另行通知，否則所有學校（包括幼稚園）均應照常上課。
<b>紅色或黑色</b>	
(i) 在上午五時三十分至六時前發出	- 上午校及全日制學校應全日停課。 - 未離家上學的學生應留在家中。 - 學校應實施應急措施並安排人手照顧可能返抵學校的學生；同時在安全情況下，方可讓學生回家。
(ii) 在上午六時至八時前發出	- 上午校及全日制學校學生無需上課。 - 未離家上學的學生應留在家中。 - 學校必須保持校舍開放，同時安排應急措施，照顧已返抵學校的學生。 - 如學生在上學途中獲悉停課，宜觀察雨勢、道路、斜坡或交通情況，以決定是否繼續前往學校。 - 已返抵學校的學生應留在校內，直至情況安全才回家。 - 家長無需急於到校接子女回家。
(iii) 在上午八時後發出	- 上午校及全日制學校應繼續上課，直至正常放學時間為止，並應在安全情況下，方可讓學生回家。

**Tropical cyclones**

Parents should listen to radio or television announcements when tropical cyclones affect Hong Kong. The following general arrangements will apply and appropriate public announcements will be made.

Weather condition	Action to be taken
When Tropical Cyclone Warning Signal <b>No. 1</b> is issued	-All schools, including kindergartens, are to operate as usual.
When Tropical Cyclone Warning Signal <b>No. 3</b> is issued	-All kindergartens, schools for physically handicapped children and schools for mentally handicapped children are to close. -Other schools are to operate as usual unless advised otherwise.
When Tropical Cyclone Warning Signal <b>Pre-No. 8 / No. 8</b> or above is issued	-All schools are to close.
When Tropical Cyclone Warning Signal No. 8 or above is replaced by Signal <b>No. 3</b>	-All kindergartens, schools for physically handicapped children and schools for mentally handicapped children are to remain closed. -Other schools are to resume with the next session unless road or other conditions remain adverse.
When Tropical Cyclone Warning Signal No. 3 is replaced by Signal <b>No.1</b> or when <b>all signals are cancelled</b>	-All schools are to resume with the next session.

**Heavy persistent rain**

Parents should listen to radio or television announcements regularly during rainstorms. For more detailed information regarding rainfall distribution, parents may visit the webpage of the Hong Kong Observatory at the following URL:

<http://www.hko.gov.hk/wxinfo/rainfall/isohyete.shtml>

Rainstorm Warning Signal	Corresponding measures
<b>AMBER</b>	-All schools, including kindergartens, are to operate as usual unless advised otherwise.
<b>RED or BLACK</b>	
(i) Issued from 5:30 am onwards and before 6:00 am	-Classes of AM and whole-day schools are to be suspended all day. -Students who have not left for school should stay home. -Schools should implement contingency measures and arrange staff to look after the students who might arrive and ensure that conditions are safe before allowing students to return home.
(ii) Issued from 6:00 am onwards and before 8:00 am	-Students of AM and whole-day schools do not have to attend school that day. -Students who have not left for school should stay home. -Schools are required to keep their premises open and implement contingency measures to look after students who have arrived at

	<p>school.</p> <ul style="list-style-type: none"> <li>-If students learn about the class suspension announcement on their way to school, they should decide whether to proceed with their journey to school taking into consideration the rain, road, slope or traffic conditions.</li> <li>-Students who have already arrived at school should remain in school until it is safe for them to return home.</li> <li>-Parents do not need to pick up their children from school immediately.</li> </ul>
(iii) Issued from 8:00 am onwards	<p>AM and whole-day schools should continue the lessons <b>until the end of normal school hours</b> and ought to ensure that conditions are safe before allowing students to return home.</p>



## 景嶺書院

## 圖書館規例

(中譯本只供參考，內容以英文原文為準)

## 1. 開放時間

1.1 圖書館的開放時間會展示在圖書館入口處及 eClass (校園最新消息)。

## 2. 借閱規則

## 2.1 借閱

2.1.1 在借出圖書館物品時，必須出示有效的本校學生證或已在本校登記的學生個人八達通卡。學生證及學生個人八達通卡均不得轉讓予他人使用，持證者對獲發學生證及學生個人八達通卡之使用須負全責。如遺失學生證及學生個人八達通卡，持證者請立即向校方報失。

2.1.2 讀者應前往有關的圖書館服務台，辦理外借及歸還圖書館物品的手續。

## 2.2 外借限額及借期

會員類別	外借限額	預約限額	續借次數	外借期	
				一般書籍	媒體
學生	5 件	2 件	1 次	14 日	14 日
學生 (學年終考試最後一天考期前十四天)	0	0	0	----	----
畢業班學生 (模擬試最後一天考期前十四天)	0	0	0	----	----

## 2.3 交還

2.3.1 借閱者必須於到期日或之前將所借物品交還圖書館。

2.3.2 所有外借物品必須於圖書館催還時交還。

## 2.4 續借

2.4.1 除非已被預約或催還，否則借期十四天或以上的物品，皆可續借一次。

2.4.2 借閱者須親自到圖書館辦理續借手續。

2.4.3 物品的續借期與借期相同。新到期日由續借當日起計算。

2.4.4 逾期的外借物品不得續借。

## 2.5 催還及預留

2.5.1 所有借期在七天或以上的外借物品，若另有讀者要求，得被預留及被催還。

2.5.2 借閱者須注意，其外借物品若被他人預留，將不獲發通知。借閱者將不能續借該等物品，並須於原到期日或之前歸還。

2.5.3 催還的外借物品須於修訂到期日或之前交還。

2.5.4 過期交還被催還或預留的物品，得視作逾期交還，可被罰款。借閱者之所有借閱權利（包括外借、續借及預約）亦將被暫停，直至該物品被歸還為止。

## 2.6 逾期

2.6.1 逾期歸還外借物品超過一星期者，圖書館會發出逾期通知書給借閱者。

2.6.2 借閱者不得以收不到該通知書為藉口以豁免或減低罰款。

2.6.3 未能解決的逾期歸還將交訓導部處理。

## 2.7 逾期罰款

- 2.7.1 凡逾期交還外借物品，得被罰款。
- 2.7.2 所有逾期罰款，均按圖書館開放的日數計算。
- 2.7.3 外借物品及逾期罰款

會員類別	外借物品	逾期罰款
學生	一般書籍、媒體	每日 \$ 0.5 (不足一日亦作一日計算)

## 2.8 繳付罰款

- 2.8.1 所有罰款均應在圖書館服務台繳付。
- 2.8.2 學生若欠下圖書館外借物品或罰款，其外借圖書館物品的權利即會被暫停，並將不獲准領取成績單，直至清繳罰款及交還所有逾期外借物品為止。

## 2.9 遺失或損壞

- 2.9.1 外借物品若有損壞或遺失，借閱者須付罰款，其數額相當於全部重置成本、處理費用\$10（每件物品）及尚欠的逾期罰款。
- 2.9.2 罰款一旦繳付，將不得要求退還。
- 2.9.3 所有已遺失及損壞的外借物品，仍屬圖書館所有。

## 2.10 離校

- 2.10.1 學生在退學或畢業之前，必須先交還所有圖書館外借物品及清付其欠圖書館的所有款項。

## 3. 讀者操守

- 3.1 使用者必須遵守圖書館規則及依從圖書館教職員之指示以正確使用圖書館。
- 3.2 離開圖書館前，所有讀者須於出口處展示物品或其他容器內的物品。
- 3.3 圖書館內不得飲食，未得圖書館組批准，嚴禁攜帶食物及飲品進入圖書館。
- 3.4 圖書館內禁止作任何形式的遊戲活動。
- 3.5 不得攜帶書包及其他容器、雨傘或雨衣進入圖書館。
- 3.6 未得圖書館組批准，禁止在圖書館內使用照相機、個人攝影、音響或視像器材。
- 3.7 未得圖書館組批准，不得進入圖書館服務台及圖書館主任辦公室。
- 3.8 圖書館內須保持安靜，一切騷擾讀者及圖書館教職員的行為均被禁止。
- 3.9 不得搬移桌椅及圖書館物品到其他地方。
- 3.10 不得擺放物件於桌上或椅上以佔用座位。圖書館組有權無須事先通知物主而將任何座位上無人看管之書籍或個人物品移走。
- 3.11 個人物品切勿隨意擺放在無人看管的地方。任何個人物品在圖書館內因無人看守而遺失，圖書館概不負責。
- 3.12 殘損或偷竊圖書館物品屬嚴重違規，其處分包括相當於足額重置費的罰款、暫停圖書館權利等。其個案可被轉介至訓導部作進一步處理。
- 3.13 外借物品在交還時若被發現有殘損，借閱者須承擔責任。因此在借出物品前，最好先加檢驗，如發現有殘缺，應立即報告。
- 3.14 在版權條例許可下方可影印圖書館物品。讀者須對任何因違犯版權法所招致的法律後果負擔全部責任。
- 3.15 嚴禁未經版權持有人許可而翻製或複製影音資料及電腦軟件。
- 3.16 火警鐘響起時，全部讀者須立即由指定的緊急出口離開圖書館，所有圖書館物品應留在館內。

## 4. 特別章則

- 4.1 違反任何圖書館規例，均可導致被暫停或取消使用圖書館之權利。任何學生觸犯圖書館規例，均可被提交訓導部處理。
- 4.2 圖書館讀者若拒絕賠償其外借時遺失的圖書館物品，或拒付積欠的逾期罰款，或經常地不遵守圖書館規例，得被禁入圖書館，禁入期限由圖書館組決定。
- 4.3 圖書館組有權要求任何觸犯圖書館規例，或滋擾其他讀者，或妨礙教職員工作的人士離開圖書館，並於當天餘下時間不得再進入圖書館。
- 4.4 圖書館組可隨時制訂有關進入及使用圖書館個別區域的特別規例，亦可視乎情況而制訂特別章則或修改任何圖書館規例。

## King Ling College Library Regulations

### 1. Opening hours

1.1 Opening hours are displayed at library entrances and on the eClass (What's New).

### 2. Loan rules

#### 2.1 Borrowing

2.1.1 A valid Student ID Card or a registered student status Personalized Octopus Card must be produced when checking out library materials. The Student ID Card and the Personalized Octopus Card is not transferable; students are responsible for the use of the Cards. For students who lose the Student ID Card and the Personalized Octopus Card, it is their responsibilities to report to the school.

2.1.2 Borrowers should go to the appropriate Library counter to check out and return materials housed.

#### 2.2 Loan Quotas and Loan Periods

Users Category	Loan Quota	Request Quota	Renewal	Loan Period	
				Books	Media Resources Collection
Students	5 items	2 items	once	14 days	14 days
Students ( 14 days before the end of 2nd term examination )	0	0	0	-----	-----
Graduating Students ( 14 days before the end of mock examination )	0	0	0	-----	-----

#### 2.3 Returning

2.3.1 Borrowers must return their loans to the Library on or before the due dates.

2.3.2 All loans must be returned on recall.

#### 2.4 Renewal

2.4.1 All loans with loan period of 14 days or more may be renewed once unless a hold or a recall has been placed.

2.4.2 Borrowers can renew their loans in person, with the loans, at the Library counter anytime before the due date.

2.4.3 The new due date is calculated from the date of renewal. The renewal period is the same as the loan period.

2.4.4 Overdue items are not renewable.

#### 2.5 Recalls and Holds

2.5.1 All loaned items with a loan period of 7 days or more are subject to hold requests placed on them by another user and are also subject to recall if requested by another user.

2.5.2 Borrowers are advised that there will not be notices to alert them if a hold has been placed on their loaned items. Items with holds pending cannot be renewed, and borrowers are required to return these items by the original due dates.

2.5.3 Recalled items must be returned on or before the revised due date.

2.5.4 Late return of recalled or held items will be treated as overdue and liable to a fine. All borrowing privileges of the borrowers, including loans, renewals and recalls, will also be suspended until the recalled items are returned.

## 2.6 Overdue

2.6.1 Overdue notices will be sent to borrowers one week after the due date.

2.6.2 Non-receipt of such notices will not be accepted as an excuse for waiving or reducing fines.

2.6.3 Unresolved disputes are referred to the Disciplinary Committee.

## 2.7 Overdue Fines

2.7.1 Fines are charged for overdue loans.

2.7.2 All overdue fines will be calculated according to the official library opening days.

2.7.3 Loaned items and Fine Rate

Users Category	Loaned items	Fine Rate
Students	Books, Media Resources Collection	\$ 0.5 per day

## 2.8 Payment of Fines

2.8.1 All fines should be paid at Library counters.

2.8.2 Students with outstanding library loans and fines, all their borrowing privileges, including loans, renewals and recalls, will be suspended, they will not be permitted to collect transcripts until payment is made and all overdue items are returned.

## 2.9 Loss and Damage of Library Materials

2.9.1 A borrower will have to pay a fine for any item damaged or lost when on loan to him/her, amount of which is equivalent to the full replacement cost of the item plus a processing fee of \$10 (for each item) and any outstanding overdue fines.

2.9.2 Request for refund will not be considered once payment is made.

2.9.3 All lost and damaged items remain the property of the Library.

## 2.10 Departure from the College

2.10.1 Students must return all library loans and settle all outstanding payments due to the Library before withdrawal or graduation from the College.

## 3. Conduct of library users

3.1 All library users should follow the instructions on the proper use of the Library as displayed in the Library or given verbally by the Library staff.

3.2 Before leaving the library, all library users must show their carrying items and the contents of their bags, cases, and other kinds of receptacles at the library exit.

3.3 Eating and drinking are not permitted in the Library. Food and drink must not be brought into the Library without the permission of the Library team.

3.4 No games of any form are allowed in the Library.

3.5 No bags, cases, and other kinds of receptacles, umbrellas or raincoats may be brought into the Library.

3.6 No cameras, personal photographic, audio or video equipment may be used in the Library without the permission of the Library team.

3.7 Entering the Library counters and the office of the Teacher Librarian are not permitted without the permission of the Library team.

3.8 Silence must be observed in the Library. Behaviour which is disruptive to library users and staff is not allowed.

3.9 Tables, chairs and all library settings and equipments may not be moved to other locations.

3.10 No seats may be reserved by placing materials on the desks or chairs. Any books or personal belongings left unattended on unoccupied tables or carrels may be removed by library team without prior notice to the owner.

3.11 Personal belongings should not be left unattended anywhere in the Library. The Library does not accept responsibility for any loss of personal belongings unattended in the premises.

3.12 Mutilation or theft of library materials is a serious offence. Penalties include fine equivalent to full replacement cost, suspension of library privileges, etc. The cases may also be referred to the Disciplinary Committee for further action.

3.13 Borrowers will be held responsible for mutilations found on return of any materials loaned to them. They are advised to check and report any mutilations found in the materials before borrowing.

- 3.14 Photocopying of library materials should be made in compliance with the Copyright Ordinance. Library users are fully responsible for any legal consequences arising from infringement of applicable copyright laws.
- 3.15 Reproduction or duplication of audio-visual materials or computer software without permission from the copyright owner is strictly prohibited.
- 3.16 In case of a fire alarm, all library users should leave the Library via the designated emergency exits immediately. All library materials should be left inside the Library.

#### **4. Special rules**

- 4.1 Breach of any Library Regulations may result in the suspension or cancellation of library privileges. Any student infringes any Library Regulations may be referred to the Disciplinary Committee.
- 4.2 Library users who refuse to pay for the library materials lost while on loan to them or to pay fines accrued on overdue items or who consistently refuse to observe Library Regulations will be excluded from the Library for a period of time set by the Library team.
- 4.3 The Library team or the professional staff member on duty may exclude from the Library for the rest of the day any user who violates any of the Library Regulations or acts in any way which may interfere with the convenience of other library users or the work of the Library staff.
- 4.4 The Library team may from time to time make special regulations regarding admission to and use of particular areas of the Library, the team may also make any special rules or amend any of the Library Regulations as deemed appropriate for the proper management of the Library.