

S.K.H. TSANG SHIU TIM SECONDARY SCHOOL
INSTRUCTIONS FOR STUDENTS

1. School Address / Telephone Number / Email Address / School Website:

S.K.H. Tsang Shiu Tim Secondary School, Tak Hau Street, Wo Che Estate, Shatin, N.T.

Tel No.: 26976111 / 26975566

Fax No.: 26922146

Email: info@skhtst.edu.hk

Website: <http://www.skhtst.edu.hk>

2. School Opening Hours:

Monday to Friday: 7:30 a.m. – 5:15 p.m.

Saturday: 9:30 a.m. – 12:00 noon

Sunday and public holiday: closed

3. Lesson Time:

i. Monday to Friday: 8:10 a.m. – 3:30 p.m. (Lunch Time: 12:25 p.m. – 1:45 p.m.)

Students should arrive at school on or before 8:05 a.m. (Lunch: on or before 1:40 p.m.)

ii. Students are allowed to enter the school campus starting from 7:30 a.m.

iii. After entering school (both in the morning and after lunch), students should swipe their Octopus cards over the card readers to record their attendance.

iv. Students are not allowed to leave the school without any prior approval from the school during school hours.

v. There are no lessons on Saturdays. Parents will be informed of any extra-curricular activities in advance.

vi. **Students arriving at the school after the bell at 8:05 a.m. / 1:40 p.m. has rung are regarded as being late.** Latecomers should report and sign at the school entrance counter or the general office and submit the reason(s) for lateness to the form teacher and the staff at the general office. Those who are late for three times must fill in and return the “Lateness Report Form”. Those who arrive after the first period are required to submit written explanations in a letter signed by the parent / guardian the next day. The frequency of being late will be printed on the report cards.

vi. Students must be punctual for school. Disciplinary actions on case-by-case basis may be taken against those who are found late frequently. (e.g. informing parents, giving warnings or demerits, etc.)

4. Time of Dismissal:

i. Students should leave the classrooms and the school by 4:15 p.m. and 5:15 p.m. respectively.

ii. After-school, the library is opened during 3:30 p.m. – 4:45 p.m.

iii. Except led by teachers, students participating in extra-curricular activities must leave the school by 5:15 p.m.

In public places after school, students must still be self-disciplined, courteous and well-behaved. Students should still follow the guidelines and rules regarding uniforms and appearance.

5. Arrangements on Saturdays:

Students are allowed to return to school to participate in activities during 9:30 a.m. – 12:00 noon on Saturdays. Students must wear neat school uniform or winter P.E. tracksuit and bring their student cards. Students are not allowed to enter the staff rooms under any circumstances. The

opening hours of the changing rooms are 9:30 a.m. – 12:00 noon. The school will not provide any sports equipment like balls and students must be take good care of their personal belongings.

6. Procedure for taking leave:

When students are taking leave, no matter for sick leave or leave for personal reasons, students' parents should phone the school office within the period from 7:30 a.m. to 8:00 a.m. on the same day, in addition to a letter of absence signed by the parent / guardian explaining the reasons for leave. The letter of absence must be submitted to the school through the form teacher the next day when the student returns to school; otherwise any leave without a letter of explanation will be treated as "Absence without acceptable reasons".

i. Sick leave:

- Students are allowed to submit letters of absence on the day they return to school if the leave taken is less than 3 days.
- For sick leave of 3 days or more, parents must submit a "Medical Certificate" from a qualified doctor.
- Under special circumstances or during the examination period, students may be required to submit medical certificates regardless of the number of days of leave being taken.
- As for sick leave due to an infectious disease or serious illness, the parent / guardian of the infected student must inform the school in writing. According to the rules set by the Education Bureau, the infected student must produce a "Certificate of Recovery" when returning to school after recovery in order to ensure that there is no risk of infecting others.

ii. Leave for personal reasons:

If students are leaving for special reasons, parents must notify the principal in writing five working days prior to the leave to seek permission.

iii. Early leave:

A student should inform the subject teacher concerned if he is not feeling well during a lesson. If the sickness is serious, the school will contact his parent / guardian and make arrangements for him to leave school earlier. The school will get the approval from his parent / guardian before allowing him to take early leave, and he must sign on an "Early Leave Form" at the general office. The "Early Leave Form" must bear the school stamp before he is allowed to leave the school premises. Submission of a letter of absence is still required on the day when he returns to school.

Important Note: If a student does not observe the above rules in applying for leave or his reasons for the leave are not accepted by the school, his leave will be treated as "Absence without acceptable reasons".

(Any application for leave for purposes of travels / visiting relatives before school holidays will not be accepted by the school.)

7. Procedure for withdrawal from school:

In the event of withdrawing from school, parents must inform the school and return students' MTR travel card, student card, etc., to the school for cancellation. Any student being absent for 7 consecutive days without a letter signed by his parent / guardian to seek permission will be treated as "absence without acceptable reasons" or "withdrawal from school".

8. Bad weather conditions:

When typhoon signal No.8 or higher is hoisted, or the red / black rainstorm warning is announced, the Education Bureau normally suspends classes, which means all students are not required to attend school on that day. But parents should still pay attention to the announcements made by the mass media. If the prevailing weather conditions do not warrant the closure of schools, parents may exercise their own discretion to let their children go to school or not according to the weather and road conditions in their district of residence. Letters stating reasons for the absence should be submitted to the school the next day.

9. Procedure to take in the event of accident or sudden illness:

Whenever a student is injured in an accident in school or is not feeling well suddenly, the school will contact his parent / guardian or the contact person in the order of priority according to the information stated on the "Student Health Survey Form". If the student's parent / guardian or contact person cannot be reached at once, the school will promptly take the best action upon assessing the situation.

10. Teachers-on-duty:

There are teachers on duty during lunchtime from 1:00 – 1:45 p.m. every school day so as to keep order as well as offer help in case of emergency. Nametag of the teachers-on-duty is hung in the general office. If the teachers-on-duty cannot be contacted, students should inform the staff in the general office or other teachers.

11. Personal belongings:

Each student should take extra care of personal belongings, and write down the name and class on the items (especially books). Don't bring too much money to school. Any loss of personal belongings or damage of public properties should be reported to the general office immediately. Students should take their books and other belongings home after school, while books or other items should not be left in classrooms.

12. Mobile phones:

Students should turn off their mobile phones before entering the school campus. Students are not allowed to switch on / take out or use their mobile phones in the school campus. For those students who break this rule, besides necessary disciplinary action, their mobile phones will be detained by discipline team for one day (they can get their mobile phones back at the end of next school day). For those students who break this rule again, those mobile phones will be detained for at least one week. After the detention period, their phones can only be collected by their parents. (Or parents may contact discipline teachers by phone and then write a letter for the student to get back the mobile phones).

13. School uniform:

Please refer to "Guidelines for School Uniform and Appearance" outlining the guidelines on school uniform.

14. Be respectful to teachers and friendly to schoolmates:

Students should respect and be polite to teachers, staff and people who are serving the school, and be honest and friendly to schoolmates.

15. Personal data:

Changes to personal data like address, telephone number, samples of guardians' / parents' signatures, etc. should be immediately reported to the school. Students should not provide classmates' personal data to other people without seeking their prior permission.

16. Assignment:

Students must complete all assignments and submit them to the teachers concerned within the assigned period. The school may issue reminders to parents on a case-by-case basis if students are submitting assignments late, forgetting to do them or copying from others. Warning letters or demerits, etc will be issued if there is no improvement shown. The school will consider not to allow the students to take an examination whenever they fail to submit all their assignments before the end of a school term. Under special circumstances, however, the school may exercise discretion to allow those students who fail to hand in all assignments to take the school examination.

17. Detention:

Students who perform poorly in academic studies, fail to complete assignments or for other reasons may be required to stay behind during lunchtime or after school until they have completed the assignments or finished revisions.

18. P.E. Lessons:

- Students should get changed to their P.E. uniforms when attending P.E. lessons, while the school uniforms may be hung inside the changing rooms. Students themselves should take good care of their personal belongings.
- Students who are unfit to attend P.E. lessons, whether over a short or long term, must get a medical certificate from qualified doctors certifying their health condition, together with a letter signed by their parents / guardians before they can be exempted from attending P.E. lessons. Such students will be required to learn through watching other students doing the P.E. activities or take a rest in the medical room as instructed by the P.E. teachers.
- P.E. teachers may allow students who are not feeling well as supported by letters signed by parents / guardians not to attend the P.E. lesson. (Students participating in any ball games after school may get changed into their P.E. uniform in the changing rooms. Nevertheless, since the changing rooms are open for the use of all students in school, students must take extra care of personal belongings. Lockers are available inside the changing rooms, and students can use them to lock up their own belongings using their own locks. However, all lockers cannot be used overnight.)

19. Examinations:

- Examination notice and timetable will be announced in due course. Candidates must follow the examination regulations and the instructions of the invigilators. Students should go to the examination centre fifteen minutes before the start of the examination and take the examination honestly. No extra time or supplementary examination will be given to latecomers or absentees.
- If students violate the regulations in dictation, test or examination, the school will impose punishment taking into account the seriousness and background of the case.

20. Extra-curricular activities:

Students should actively take part in extra-curricular activities organized by the school. No prior notice may be issued to parents if the extra-curricular activities are held in school during school hours and on school days. Notices will be issued to parents for activities to be held outside school, while the reply slips bearing the parents' / guardians' signatures are regarded as approval from parents / guardians who permit students to take part in the activities. Parents may contact the staff in the general office for any enquiries.

21. Awards and punishments:

- i. Students, with good performance in conduct, service or academic attainment, will be awarded conduct prizes, service awards, improvement prizes, academic excellence awards, scholarships, etc. as commendations.
- ii. Students violating school rules will be punished according to the seriousness and background of each case.

22. School Prefects:

'Prefects' are appointed in school to uphold school rules and keep discipline and order. All students should co-operate with the prefects and act according to their advice and instructions.

23. Students-on-duty and form captains:

- Students-on-duty should clean the blackboard, prepare chalks or duster in advance, and assist teachers in filling in the attendance board.
- Form captains should collect the attendance register at the general office in the morning and in the afternoon, as well as collect and distribute classmates' assignments. Form captains should help to buy school exercise books and badges, etc on behalf of other classmates. Items to be purchased should be entered on the standard forms. Together with the money, the completed forms should be submitted to the general office during the recess or lunchtime. The stationery bought in the office should then be distributed to the students concerned.

24. Keeping good order:

- Students are not allowed to run, shout or play in school. (Only table tennis are allowed in the covered playground. No football is allowed on the school premises. No ball games, card games, running, shouting or playing is allowed upstairs. Other ball games may only be played in the open playground).
- During the change of lessons, students are not allowed to leave the classroom and the seat without reasons. Students should sit according to the seating arrangement assigned by teachers. No change of seat is allowed without permission. When going for the Assembly in the hall or in the open playground, or going to the special rooms for lessons, students should keep quiet and keep order during the change of lessons or before the lessons. Students should keep order and line up in a row in ascending order according to height, with girls in the front row and boys in the second row. **Students should keep to the left when walking upstairs or downstairs and in the corridor, and keep quiet when waiting outside classrooms.** Students are not allowed to go into any classrooms without teachers' approval. Form captains should always remind their classmates to keep good order.

25. Leaving the classroom:

The boy form captain should line up last at the end of the queue and be responsible for turning off the power and close the door. In order not to affect janitors in performing cleaning duties, students should leave the classrooms immediately after school. Prior approval from form teachers or the teachers concerned is required if activities are to be conducted after school. The teachers concerned may help in granting permission at the general office (forms are available at the general office), and the letter of approval should be posted up onto the glass window of the classroom door. Students staying behind to complete assignments after 4:15 p.m. may go to the library or the covered playground. After school, students should take all their books back home, and no books or other belongings should be left in classrooms.

26. Rules for students entering the staff rooms:

No students are allowed to enter the staff rooms during Saturdays, holidays, as well as examination and marking periods. For other school days, students are not allowed to enter the staff rooms except for the form captains or those who have got prior approval from the teachers concerned. Students may ask the prefects on duty outside staff rooms to request the teachers concerned to meet them outside staff rooms. No students are allowed to enter staff rooms when all teachers have left.

(Except for special cases, no students are allowed to enter staff rooms during the lunchtime from 12:25 p.m. - 1:00 p.m.).

27. Rules for the fire drill:

When the bell of a fire drill is ringing, students should follow the fire escape routes and meet in the open playground orderly, quietly and quickly. They should line up neatly and wait for the girl form captains to take the roll call.

28. Use of the special rooms and the hall:

Students are not allowed to enter special rooms or the hall without prior approval. Except for special arrangements, students must be led by teachers before they can enter the above venues. Students must get the approval from teachers concerned or under the supervision of teachers before they can use any equipment there. Besides, they must follow all the safety rules. In case of emergency, they should immediately inform the teachers.

29. Library Opening Hours:

Monday to Friday: Recess: 10:20 – 10:40 a.m.
 Lunch: 1:00 – 1:40 p.m.
 After school: 3:30 – 4:45 p.m.

(Opening hours during school holidays, revision weeks and examination periods will be announced in due course).

- Students having free lessons must stay in the library for self-study. Magazines or books should be shelved at the original places after reading. Students should put their schoolbags onto the shelves outside the library.
- Students must follow the library rules and keep quiet in the library. As the library is a public place used by all students, students must take extra care of their personal belongings.

30. Tuck Shop:

- Students must keep good order and check the changes carefully when buying any items at the tuck shop. All food and drinks must be consumed only in the covered playground. They may also use the automatic cold drink machines placed near to the tuck shop. No food and drink are to be consumed upstairs or in classrooms. School teams and participants of sports activities are allowed to drink water in the open playground, provided that they take the responsibility to clear the refuse afterwards.
- Students are forbidden to eat chewing gum on the school premises.
- Opening hours for the tuck shop:
 - 7:30 – 8:05 a.m. (before the lesson)
 - 10:20 – 10:35 a.m. (recess)
 - 12:25 – 1:40 p.m. (lunchtime)
 - 3:30 p.m. afterwards (after school)
- Five minutes before the start of the lesson, students must return to the classrooms immediately. They are not allowed to buy anything.
- Students should be careful and keep the water fountain clean. Students should always keep the environment clean when eating or drinking.

31. Lockers:

A locker is provided to all students. Each club and class will also be provided with one locker. Students should prepare their own locks and no unauthorized change or lending of lockers is allowed. Students are not allowed to use the lockers during the lesson time or the change of lessons.

32. Lunch arrangement:

All classrooms and special rooms are locked in the lunchtime from 12:25 – 1:00 p.m. In case of rain, students-on-duty or form captains should help to close all the windows before leaving the classrooms. Students may go to any food shops or snack shops in Shatin for lunch, or bring their own lunchboxes. Students may also make use of the tables in the covered playground for lunch. After lunch, students may play ball games in the open playground only after the school bell rung at 1:00 p.m..

33. Environmental cleanliness:

Rubbish should be placed inside rubbish bins. Do not draw on the blackboard or notice board and damage the public properties. Do not throw chalk or duster.

34. 'Energy Saving Measure' of Education Bureau

To enhance education on environmental protection and reduce energy consumption, all air-conditioners in classrooms and special rooms will not be turned on unless the room temperature reaches 25.5°C as indicated by the temperature reading displayed by the thermometer put up in each classroom. The air-conditioners are to be switched on by form captains only. All other students are forbidden to switch on the air-conditioners without the prior approval of teachers.

35. Students' Union (SU):

All students are members of Students' Union of S.K.H. Tsang Shiu Tim Secondary School. Members should observe the rules stipulated in the Constitution and the resolutions made by SU.

36.Clubs / Societies and Class Clubs:

The teachers concerned or form teachers must be informed of any meetings to be held by clubs / societies and class clubs before the meetings. All the activities, club reports and financial reports must bear the signatures of the teachers concerned or form teachers so as to be effective. All the financial reports and minutes should be returned to the school through the teachers concerned or form teachers at the end of the school year.

37.Notice boards:

Students should keep a habit of reading the notice board daily for any up-to-date information, especially the time and venue of every activity to be held.

38. Announcements of important messages to parents:

Should the need arise, important notices will be announced to all parents and students through the school homepage: <http://www.skhtst.edu.hk> and e-mails.

39.Inquiries

Students should consult their form teachers if they are not clear about the above-mentioned items. The school may add or revise part of the above instructions for students and announce the changes during the morning assembly or form period without further notice.