

學校紀律及學生規則 – SCHOOL RULES & REGULATIONS

為維護學校紀律及秩序，提高學生學習成果，特訂立學生規則，要求全體學生共同遵守，並希望家長們務必和學校及老師密切合作，同心協力，達成教學目標。學生規則如下：
To maintain the discipline of our school as well as to provide a learning environment for our students, the school has set up the following regulations for students and expects all students to follow. We hope that parents can support our teachers in reaching our educational goals. The regulations are as follows:

1. 準時上課下課。上課鈴聲響時，立即進入課室，下課鈴聲響後，才能離開課室。
上課時間是九時三十分至十二時正。（文化課由十二時至十二時三十分）
School hours are from 9:30 am to 12:00 noon. (Cultural class from 12:00 noon to 12:30 pm) Students must go to their own classroom immediately when the bell rings, and students can leave only after the bell rings at 12:00 noon unless authorized.
2. 上課時必須遵守老師指示及課室規則，不可隨意在課室內走動或騷擾上課活動。
Students must follow teacher's direction and classroom rules, they are not allowed to walk around or disturb others while class is in session.
3. 課室應保持整潔，不可隨意移動或取去課室內任何物品。下課後要將檯椅放回原來位置。
The classrooms should be kept neat and clean. Do not touch or remove any of the classrooms objects. At the end of the class, all furniture should be restored to its original arrangements.
4. 課室內不得飲食，亦不可將糖果紙或任何食品放入課室內的垃圾桶。校內吃喝只限於小息時間在飯堂之內。No eating or drinking inside the classrooms. Do not put any candy wrap or perishable garbage in the classroom garbage cans. Eating and drinking inside the school is only allowed in the cafeteria during recess.
5. 走廊內不可跳跑追逐。不可打架或有任何暴力行為，此為嚴重犯規。
No running and chasing in the corridor. No fighting or any violent behavior is allowed - this is considered a serious offense.
6. 學生有意或無意破壞學校內的公物或他人物件，家長須負責賠償損失。
Parents are responsible for all damages to the school properties or personal properties, whether intentionally or accidentally caused by students
7. 學生如有事要早退，請家長於上課前到校務處填寫‘早退通知表格’交給老師。未經許可，學生不得擅自離開學校。If any student needs to leave early, an ‘**Early Departure Form**’ must be completed by parents at the school front desk and submitted to teacher before class. No students may leave the school during the school hours unless prior permission.
8. 學生如違背任何規則，初犯者會被口頭警告，再犯者會交由校方處理，並會通知家長，務求合力將問題解決。若屢次嚴重違規，學校會勒令學生退學，在此情況下，學費亦不會獲發還。
When any of these rules is violated, at the first offense, the student will receive a verbal warning, repeated violators will be sent to the Principal's Office and their parents will be notified. Students who repeat serious violations are subject to expulsion. In such case, there will be no refunds of tuition.

學生姓名 Student's Name: _____ 年級 Grade: _____

家長姓名及簽名 Parent's Name & Signature: _____

家長電郵 Parent's Email Address: (Please print clearly) _____

電話 Home Phone: _____ 手提 Cell Phone: _____ 日期 Date: _____