



ST. LOUIS SCHOOL
Circular No. 03 (17-18)

1st September, 2017

Dear Parents/Guardians,

Re: Information for Students/Parents/Guardians on General Disciplinary Matters

1. School Hours – Monday to Friday

	Winter Time	Summer Time
Morning Session	8:10 a.m. – 12:30 p.m.	8:10 a.m. – 11:50 a.m.
Lunch Break	12:30 p.m. – 1:30 p.m.	11:50 a.m. – 12:50 p.m.
Afternoon Session	1:40 p.m. – 3:30 p.m.	1:00 p.m. – 2:30 p.m.

Winter Time: The school bell rings at 8:10 a.m. and 1:30 p.m.

Summer Time: The school bell rings at 8:10 a.m. and 12:50 p.m.

*** The first bell rings at 8:05 a.m. to alert students that they should go back to the classroom.**

All students must be staying in their classroom or the playground when the late bell rings at 8:10 a.m. Those who are not will be marked late for school.

2. School Uniform

All students are requested to properly wear full school uniform during normal school days and functions. A clean and tidy appearance is expected of every student.

Summer Time Uniform

A. Shirt

1. White short-sleeved shirt. The school badge should be sewn on the pocket on the left hand side of the shirt.
2. The shirt should be tucked into the trousers.
3. No high-collar shirt (teddy boys' wear style) is allowed. The shirt should be fully buttoned up except for the top button which may be left undone.

B. School Tie

1. Students of S1 to S4 need not wear the school tie.
2. Students of S5 and S6 must wear the school tie.

C. Trousers

1. Light Grey colour.
2. Material must be dacron or cotton.
3. The trousers must be of the traditional style and length.
4. The trouser legs must not be turned up.
5. Students must wear a belt with black or dark brown colour only.

D. Shoes

Students may wear leather shoes or sports shoes. They must be clean, presentable and simple in appearance.

Winter Time Uniform

- A. Shirt:** White long-sleeved shirt (For other regulations, see above.)
- B. School Tie:** All students of S1 to S6 must wear school tie.
- C. Trousers:** Light Grey colour. (For other regulations, see above.)
- D. Shoes:** For regulations, see above.
- E. School Blazer:** Navy-blue blazer with school badge sewn on the pocket or the black jacket which is officially recognised by school. (optional)

Plain V-neck woollen vest or pullover, cardigan in either black, or dark navy blue are allowed for severe cold weather.

(The School Authority has the final judgement in respect of proper uniform attire.)

3. Punctuality

All students are requested to be punctual for school lessons. Students arriving at school after the school bell rings are considered late to school. These students should report promptly to the school office. An admission slip will be issued before students are permitted to attend lessons. Students should request the subject teacher of that period to sign the slip and the monitor should return the slips to the school office during the first recess of the day. Records of late arrival are kept and will be shown in the students' reports. Parents will be informed if a student demonstrates a poor record of punctuality.

4. General Behaviour and Conduct

- A. All students are requested to behave properly inside and outside of the school premises, either in or out of school uniform. Proper conduct absolutely forbids the following: mischief, vandalism, bullying, cheating, truancy, assault, possession of pornographic materials, theft, triad activities, harassment, use of abusive language, insolence to teachers, improper attire, poor learning attitude and behaviour alike.
- B. Students who have demonstrated misconduct may receive a heavy penalty. Their parents will be informed and records will be kept and serve for future reference. Penalties may include detention after school, issue of warning letter, demerit and/or suspension from class. Parents will be notified prior to any of the measures to be taken.
- C. **There is a co-relation between the conduct and the demerit(s) he got. Students can strive for a better conduct through the Demerit Voidance Scheme.**
- D. All students are expected to adopt a serious attitude in their studies; be attentive in class and complete and hand in their homework punctually.
- E. All students are requested to be in proper attire. The shirt must be tucked in during lessons' time. The trousers should be of full length to fit each individual's height. The hair should be of appropriate length and style. The school allows no hard or wet hair look style or dyed hair to enhance beauty. With the exception of wristwatches and plain jewellery, the school allows no earrings and other outlandish ornaments. Students who are found in poor attire may be sent home to change into a proper uniform and in some circumstances parents may not be notified in advance.
- F. Possession of indecent materials and triad activities are strictly forbidden.
- G. Radios, CD/MD players, CD/VCD/DVD, mobile phones and articles of similar nature are not allowed to be brought into the school without authorization. The school does not bear any responsibility for any valuable items reported lost.
- H. All students are requested to make every effort to keep the school premises clean and to make the school a pleasant place to study in. All students are requested to remain quiet and should not leave the classroom without the teacher's permission at the end of the lessons. Games and

rowdy behaviour in the classrooms are strictly forbidden. No food and drink is to be consumed in all classrooms, corridors and special rooms except on special occasions.

- I. All students are reminded to keep their lockers neat and tidy. They should also be aware that no forbidden materials are kept in the lockers. The school reserves the right to inspect the lockers in the presence of students.
- J. The school gates open at 7:00 a.m. and close at 5:00 p.m. All students are required to leave the school premises for home by 5:00 p.m. except with permission. Teachers will not be usually assigned to supervise students' activities after school hours.

5. Absence / Early leave from School

- A. Should a student wish to take absence of any normal school days or school activity days due to either sickness or any other reasons, his parent/guardian should follow the following procedures to apply for the leave of absence for his / her child:
 - 1. His parent/guardian should telephone the School Office (2546 0117) for notification early in the morning.
 - 2. His parent/guardian should also note down the leave of absence with signature on "Parent's Correspondence – Message to School" (page 118) of student handbook. This notification should be submitted to and signed by the class teacher in the class teacher period **on the day when the student returns to school.**
 - 3. Student should then submit the student handbook with parent and teacher's signature to the School Office for endorsement and record. **The procedures to apply for the leave of absence are then considered to be completed.**
 - 4. In case of applying for a leave of absence for more than 1 day, medical certificate must be submitted with signed notification on student handbook.
- B. Should a student wish to give advance notice to the school for absence, his parent/guardian should make use of "Parent's Correspondence – Message to School" of student handbook. The notification should be properly signed and submitted to the class teacher one to two days before the absence for endorsement and record.

*** Students who failed to complete the absence notification procedures mentioned in A or B will be followed up by the Discipline Team.**

6. Out of Bounds

The following places are out of bounds to students except permitted or for approved purposes:

- A. the top floor private quarters
- B. the Principal's Office
- C. the School Office
- D. the Staff Room and the Staff Common Room
- E. all special rooms e.g. laboratories, language laboratories, Music Room, P.E. storeroom, etc.
- F. the parking spaces, menial staff's quarters and workplace,
- G. the primary school premises
- H. the School Hall
- I. the entire school premises after 5:00 p.m.

(Discipline and Guidance Team)
for the Principal