



# ST. LOUIS SCHOOL

Circular No. 009 (21-22)

1<sup>st</sup> September, 2021

Dear Parents/Guardians,

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

### **1. School Hours – Monday to Friday**

#### **Special Timetable**

	<b>From 2<sup>nd</sup> September, 2021</b>
Class Teacher Period	08:10 - 08:25
1st lesson	08:25 - 09:05
2nd lesson	09:05 - 09:45
3rd lesson	09:45 - 10:25
Recess	10:25 - 10:45
4th lesson	10:45 - 11:25
5th lesson	11:25 - 12:05
6th lesson	12:05 - 12:45

#### **For normal school days**

	<b>Winter Time</b>	<b>Summer Time</b>
<b>Morning Session</b>	8:05 a.m. – 12:30 p.m.	8:05 a.m. – 11:50 a.m.
<b>Lunch Break</b>	12:30 p.m. – 1:30 p.m.	11:50 a.m. – 12:50 p.m.
<b>Afternoon Session</b>	1:40 p.m. – 3:30 p.m.	1:00 p.m. – 2:30 p.m.

**Winter Time:** The school bell rings at 8:05 a.m. and 1:30 p.m.

**Summer Time:** The school bell rings at 8:05 a.m. and 12:50 p.m.

**\* Students should come back to the school before the first bell rings at 8:05 a.m. and they must be staying in their classroom or the playground (when there is morning assembly) when the late bell rings at 8:10 a.m., otherwise they will be marked late for school.**

### **2. School Uniform and Appearance Regulations**

#### **Appearance**

- Students should wear short, neat and simple hairstyles. Dyeing, perming and trendy styles (e.g. undercut) are not allowed.
- No accessories are allowed.

#### **Summer Time Uniform**

##### **A. Shirt**

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

##### **B. School Tie**

- S5 and S6 students must wear school ties.

##### **C. Trousers**

- Light grey colour.
- Material must be dacron or cotton.
- The trousers must be of the traditional style and length (ankle length trousers are not allowed).

- The trousers legs must not be turned up.
- Students must wear either black or dark brown belts.

#### **D. Shoes**

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

#### **E. Socks**

- They must be clean, presentable and simple in appearance. Ankle socks are not allowed.

### **Winter Time Uniform**

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

N.B. Navy blue hoodie that is officially recognised by school, plain V-neck woollen vest or pullover, cardigan in either black or dark navy blue are allowed. Students are allowed to wear plain jackets in dark colours when Cold Weather Warning is in force.

(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. **Both the parent and the student will be informed via eClass notice if a student is given a merit or a demerit. Parents and students should install the eClass App on their mobile devices and pay attention to the notification.**
- D. **Students who are given a demerit(s) may have the record voided through the Demerit Voidance Scheme (please refer to the Demerit Record Forms for details). The demerit record will not be changed after the deadline for demerit voidance (the deadline will be announced in due course). Students should report to the Discipline Master once they have fulfilled all the requirements of demerit voidance in order to have the demerit record voided. Parents and students are advised to contact the Discipline Master if they are unsure about the demerit record.**
- E. **The annual academic reports will show the TOTAL number of merits and demerits given throughout the scholastic year. Voided demerits will NOT be shown.**
- F. **There is a co-relation between the conduct and the demerit(s) a student has got. Students can strive for a better conduct through the Demerit Voidance Scheme. The conduct grading**

system is as follows:

Highest Grade that could be attained	Conditions*
Excellent (A)^	No record of demerits
Good (B)	≤ 2 light demerit (s)
Satisfactory (C)	≤ 4 light demerit (s)
Unsatisfactory (D)	No specific conditions

\*Number of demerits **after deductions (in the Voidance System)**. As concluded at the end of each term.

^No record in the Demerit System ever.

Note:

1. Those students who have been given a Major Demerit within the term should not obtain **grade B or above** in conduct.
  2. Conversion:  
1 Major demerit = 3 Minor Demerits  
1 Minor demerit = 3 Light Demerits
  3. Merits and demerits will not cancel out each other.
- G. All students are expected to adopt a serious attitude in their studies; be attentive in class and complete and hand in their homework punctually.
- H. 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.
- I. Possession of indecent materials and triad activities are strictly forbidden.
- J. 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.
- K. 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.
- L. 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. They should report to the school if there are any articles that do not belong to them found. The school reserves the right to inspect the lockers in the presence of students and to dispose of all attended items. They are not advised to keep any articles of value in the lockers.
- M. 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. Application for Leave of Absence (\*for normal school days)

### A. Sick Leave

Should a student wish to take leave of absence from any normal school days or school activity days due to either sickness or whatever reasons, his parent/ guardian should follow the procedures as stated below on his/her child's behalf:

1. His parent/guardian should inform the School Office at 2546 0117 early in the morning.
2. His parent/guardian should also note down the reason for leave and sign on "Parent's Correspondence – Message to School" on page 120 of student handbook. It should then be submitted to and signed by the Class Teacher on the day when the student returns to school.
3. Student should submit the student handbook with parent and teacher's signature to the School Office for endorsement and record keeping. The application procedure for the leave of absence

is then considered complete.

4. In case of student taking leave of absence for more than 1 day, a medical certificate must be attached with signed notification on student handbook.
5. If a student wishes to take leave of absence/ has taken leave of absence on school activity days (e.g. Swimming Gala, Sports Day, Feast Day), he must submit a **medical certificate** to the school office. Otherwise, he will be considered as playing truant.

## B. Personal Leave/ Casual Leave

When students have to take leave from school due to wedding, funeral or special circumstances (such as participating in competition), parent/ guardian must apply in writing and obtain approval from the school.

Should a student wish to give advance notice to the school for his absence, similar to the procedure A2, his parent/guardian should state the reason for leave, sign and submit “Parent’s Correspondence – Message to School” with supporting document(s) to the School Office at least one day before taking any leave of absence. After obtaining the signature of the Principal, all related documents (if any) should be submitted to school office for endorsement and record.

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

## C. Explanatory notes on late, early leave and absence

### **1. Late**

If a student comes back to the school **after the 3<sup>rd</sup> period has started** [10:40 / 10:20 summer time] in the morning, he will be considered as taking leave of absence for 0.5 day instead of being late. He will also be considered as skipping lessons.

#### Waiving Late record

If a student is late due to the following reasons, his lateness record will be waived:

- i. feeling unwell/ sickness
- ii. transportation problems due to unexpected incidents, e.g. accidents

*Remarks:*

- a. *waiving of late record should not be considered as a regular practice*
- b. *the student has to return a signed Student Handbook with explanation or grounds for waiving the lateness record written by the parent to Lui Yiu Sun on the next school day*

### **2. Early Leave**

#### Morning

- i. If a student leaves in the morning and does not attend any lesson in the afternoon, he will be considered as early leave and taking leave of absence for 0.5 (afternoon).
- ii. If a student leaves **before the 1<sup>st</sup> period** [08:30], he will be considered as taking leave of absence for 0.5 day instead of leaving early.

#### Afternoon

If a student leaves **before the 5<sup>th</sup> period ends** [14:35 / 13:45 summer time], he will be considered as taking leave of absence for 0.5 day instead of leaving early.

### **3. Absent**

#### Waiving Absence record

If a student was absent from school due to the following reasons, his absence record will be waived:

- i. taking part in any kind of competitions **on behalf of the school** (which has been approved in advance)
- ii. going on school outings

*Remarks:*

- a. Generally speaking, for case 1, only **0.5 day** will be waived. For case 2, the handling may vary, depending on the duration of the school outing.*

**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 Indoor Activity Centre
- J. the entire school premises after 5:00 p.m.

(Discipline Team)  
*for Principal*