



ST. LOUIS SCHOOL

Circular No. 012 (23-24)

26th August, 2023

Dear Parents/ Guardians,

Re: Highlight of General Disciplinary Matters

1. The school gates open at 7:00 a.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. Students who are late for 3 times will be given a light demerit.
2. Unless permitted by teachers, students should leave the school by 5 p.m. (1:30 p.m. for the 1st cycle and post-final examination period; 4 p.m. as summer timetable is effective).
3. Should a student wish to take leave of absence from any normal school days due to either sickness or other reasons, his parent or guardian should follow the procedures as stated in the Students' Handbook on his or her child's (or charge's) behalf. If a student takes leave of absence on school activity days (e.g. Swimming Gala, Sports Day, and Feast Day) or for more than 1 normal school day, he must submit a medical certificate, or he will be considered playing truant.
4. Only if a student was absent due to participation in any kind of competitions on behalf of the school (which has been approved in advance) or school outings, his absence record will be waived.
5. If a student is given a demerit, he is strongly encouraged to have his demerit voided. The outstanding demerit record (number of demerits not voided) will be shown on academic report cards (details can be found in the Demerit Record Form). The annual academic reports will show the total number of demerits given throughout the scholastic year.
6. There is a correlation between the demerit record and the conduct grade of a student. 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)	<i>No specific conditions</i>

*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:

- a) Those students who have been given a major demerit within the term should not obtain **grade B or above** in conduct.
 - b) Conversion: 1 Major demerit = 3 minor demerits; 1 minor demerit = 3 light demerits.
 - c) Merits and demerits will not cancel out each other.
7. Both the parent (or guardian) and the student will be informed via eClass notice if a student is given a demerit. Parents (or guardians) and students should install the eClass App on their mobile devices and pay attention to the notification.

8. 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 (or guardians) and students are advised to contact the Discipline Master if they are unsure about the demerit record.
9. If a student is found using a mobile phone or an iPad without permission in class, his device will be confiscated. Instead of returning the device to the student, the school will ask his parent (or guardian) to collect the device at the school office in person. The handling will be the same for possession of indecent materials.
10. Violation of test and examination regulations results in mark penalties and disciplinary sanctions. If a student cheats or attempts to cheat, he will receive zero mark for the paper and will be given a major demerit.
11. Students should never keep their articles of value in their lockers or leave the articles unattended.
12. Decent, neat and tidy appearance of students is expected. Trendy styles such as perming, hair dyeing, buzz cut with patterns (above for hairstyle), ankle-length trousers and ankle socks (above for trousers) are not allowed. Students should not wear any accessories and ornaments (please refer to the Students' Handbook for other requirements for students' appearance).
13. Students may wear navy blue hoodie that is officially recognised by school, plain V-neck woollen vest or pullover, cardigan in either black or dark navy blue. Plain jackets in dark colours are allowed when Cold Weather Warning is in force.
14. Students may wear leather shoes or sports shoes. They must be clean, presentable and simple in appearance.
15. Some areas of the school premises such as the priests' quarters (4/F of Block B) are out of bounds for students.
16. The school values good conduct of students. Decent behaviour of students is always expected. Misbehaved students will be handled according to the Demerit System and practices of the school.

Please refer to the Students' Handbook for details of the above and other regulations.

Yours faithfully,

Discipline Team
for Principal