



## ST. LOUIS SCHOOL

Circular No. 002 (25-26)

26<sup>th</sup> August, 2025

Dear Parents/Guardians, Teachers, Staff and Students,

### **Re: Rules of ONLINE Classes**

For any class which could not have lessons at school on a school day, online lessons will be conducted on that day. The details are as follows:

1. Subject teachers will use Google Meet or Zoom for real-time online video learning guidance or teaching according to the lesson timetable. **Real-time online lessons are regarded as regular classes arranged by school.**
2. Unless otherwise specified, the following schedule of online lessons will apply to the whole school as shown below:

Class Teacher Period	08:10 - 08:30
1 <sup>st</sup> lesson	08:30 - 09:00
2 <sup>nd</sup> lesson	09:00 - 09:30
3 <sup>rd</sup> lesson	09:30 - 10:00
4 <sup>th</sup> lesson	10:00 - 10:30
Recess	10:30 - 10:45
Preparation for lessons	10:45 - 10:50
5 <sup>th</sup> lesson	10:50 - 11:20
6 <sup>th</sup> lesson	11:20 - 11:50
7 <sup>th</sup> lesson	11:50 - 12:20
8 <sup>th</sup> lesson	12:20 - 12:50

3. The first 5 minutes of each online lesson is for class housekeeping business, each student should be in the waiting room until he is admitted. Teachers should end their lessons 3 to 5 minutes earlier before the scheduled time.
4. On days when at least one level of online classes are held, **class teacher period will be hosted by the class teachers** (also applicable to face-to-face classes).
5. All students should follow the lesson timetable to attend every real-time online lesson as scheduled. Before each real-time online lesson, students can enter online chat room by following the URL posted in the notice board in Google Classroom to meet the subject teachers.
6. Students attending online lessons should be in proper dress code. It is recommended that a virtual background is used also.
7. In case of network connection problems or any other technical problems during online lessons, please check for announcements on the school website (<https://www.stlouis.edu.hk>), Facebook page (St. Louis School), or Instagram page (sls179\_official).

8. All students should enter the online chat room of the “Class Affairs” at or before 8:10 a.m. to attend the “morning prayer session” and listen to the announcement(s).
9. The first 5 minutes of each online lesson is for registration, each student should be in the waiting room until he is admitted.
10. Secondary Five and Six students who have been approved by the school to withdraw from a subject do not need to attend the relevant real-time online lessons.
11. The definition of students attending a real-time online lesson is to log in to their online chat room using their real full name as the display name or show their appearance in front of the camera.
12. Teachers will take roll call at the beginning of each real-time online lesson. When the real-time online lesson is about to end, the teacher is asked to check the names of the absentees again to confirm whether they are present. Students who respond to the second roll call will still be regarded as present. The staff of the General School Office will notify parents/guardians of the absentees via eClass App. If parents/guardians have objections to the attendance record, they can submit a letter (parent/guardian signature required) by email ([leave@stlouis.edu.hk](mailto:leave@stlouis.edu.hk)) or in-person to the school to apply to the Principal for an amendment to the attendance record.
13.
  - (a) Students who are recorded as absent for two to four lessons on the same online real-time lesson day will be regarded as absent for half a day.
  - (b) Students who are recorded as absent for five to eight lessons on the same online real-time lesson day will be regarded as absent for a whole day.
  - (c) The records of (a) and (b) above will be shown on the student’s report card.
  - (d) Students who are absent for a whole day **without the Principal’s approval** will be given a light demerit (please refer to the procedures in point 14). In terms of calculation, if a student is absent for two half days without a reason, it will not be regarded as a light demerit for a full day of absence without reason.
  - (e) Those who are absent with reasonable grounds will not be recorded as a light demerit.
  - (f) The number of light demerits given will not be converted into minor or major demerits.
  - (g) Students who are absent for single lessons frequently may still face disciplinary sanctions.
14. If students take leave of absence from any school day or activity day due to proper reasons (e.g. sickness), their parents/guardians should make a phone call to the General School Office (Tel: 25460117) as soon as possible. Parents/guardians should draft a signed letter to the General School Office by mail or e-mail ([leave@stlouis.edu.hk](mailto:leave@stlouis.edu.hk)) within 2 school days.  
In case of student taking leave of absence for more than 1 day or taking leave of absence on an activity day, a medical certificate must be attached. Students who fail to complete the application of leave of absence may be considered as skipping lessons or playing truant and may face disciplinary sanctions.
15. Students should submit the assignments promptly in Google Classroom. All assignments issued are part of the continuous assessment. Failure of submit any assignment on time may risk getting a zero mark.
16. The above arrangements will be fine-tuned following with the latest announcement of the Education Bureau. The school will notify parents/guardians through the eClass App about the arrangements. Parents/Guardians should always pay attention to the announcement of eClass App.

Thank you for your attention.

Administrative Affairs Team  
for Principal