

學校訓輔導政策及程序
SCHOOL'S COUNSELLING AND
DISCIPLINE POLICIES AND GUIDELINES



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聖貞德中學
St. Joan of Arc Secondary School

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學校訓輔導政策的目標

Objective of the school's Counselling and Discipline policies and guidelines

訓輔組透過不同的活動和計劃，與學校社工、教育心理學家、班主任、科任老師、校內功能小組及校外機構互相配合，推行發展性及預防性工作，培育學生的良好行為和品格，讓學生了解自我，接納自我，發揮其潛能，建立正向的人生觀。

To cultivate students' upright behaviour and character, the Discipline Committee and the Counselling and Guidance Committee work closely with school social workers, educational psychologists, class teachers, subject teachers, school functional teams, and advising organisations outside of the school to conduct various activities and programs for developmental and preventive purposes. These initiatives help students to understand and accept themselves, unleash their potential, and establish a positive outlook on life.

1. 凝聚全校共識 培育正向積極的人生觀

Uniting whole school in fostering a positive and proactive attitude to life

- 訓輔組專責統籌、策劃、推動及執行訓輔工作，訓輔工作則是全體老師以團隊方式進行。
The Discipline Committee and the Counselling and Guidance Committee are responsible for coordinating, planning, promoting, and implementing disciplinary and counselling and guidance efforts, which are carried out by all teachers as a team.
- 透過定期的關注小組會議，加強老師對訓輔政策的共識，增強團隊的合作性，並鼓勵老師交流訓輔工作上的經驗及心得。
Regular support group meetings strengthen teachers' understanding of the Counselling policies regarding the execution of disciplinary and counselling and guidance work. This not only deepens participation at the whole school level, but also encourages teachers to share their experiences and insights in child upbringing.
- 老師執行訓輔事宜時，乃按照學生規條及訓輔轉介模式，以公平及不偏私的態度處理。
Counselling teachers are kept informed about counselling matters through a rigorous referral system and handle issues according to established procedures and regulations, ensuring that they are tackled with fairness and impartiality.
- 培訓學生領袖、班長及學生守護大使，協助推行校內之訓輔工作。
Leadership development includes appointing student gatekeepers, class monitors and monitresses to assist in implementing school disciplinary and counselling and efforts.

2. 訓輔合一「實踐福音精神，發揚關愛文化」

Integrating disciplinary and counselling and guidance work to "Practise the Gospel and promote a caring culture".

- 老師從學生的角度及成長的需要瞭解每一個學生，並真誠地與學生溝通及表達對他們的感受和期望，營造和諧的師生關係。
Teachers understand each student from the perspective of their developmental needs, communicate sincerely with students regarding their feelings and expectations, fostering a harmonious teacher-student relationship.

- 推行共融活動，學習包容及欣賞別人，共建種族和諧的校園。

We promote inclusive activities to teach acceptance and appreciation of others, building a racially harmonious campus.

- 促進朋輩互相幫助，推行「伴你同行」計劃和「學生守護」大使。

We establish a peer support network by implementing the "Stand by You" program and the "Student Gatekeepers" scheme.

3. 以天主教教育的五大核心價值為本 培育學生良好的品格

Nurturing students' good character based on the five core values of Catholic education

- 積極推行價值教育，讓學生懂得接納自己、欣賞生命和尊重生命，活出豐盛的生命和探求生命的意義。

We actively promote value education to help students accept themselves, appreciate and respect life, live a fulfilling life, and explore the meaning of life.

- 透過多元的發展性的活動，使學生發展個人潛能、興趣、創造力，讓他們身心健康地成長，為未來創建精彩和有意義的人生打好基礎。

Through various developmental activities, we help students develop their personal potential, interests, and creativity, ensuring healthy growth and laying a foundation for a promising and meaningful future.

- 校本獎勵計劃、活動及班際比賽，如「貞德人計劃」、「清潔比賽」、「守時獎」等，建立學生的歸屬感，也培養積極求進，追求卓越。

School-based reward schemes, activities, and class competitions like the "Love Cheque award scheme," "Cleanliness Competition," and "Punctuality Award" foster a sense of belonging and cultivate a drive for improvement and excellence.

- 紀律寬緊有度，對行為良好的學生，老師採取多鼓勵及讚賞方法，讓其增加自主自律性。

Discipline is implemented with a balance of leniency and strictness. For well-behaved students, teachers use methods of encouragement and praise to enhance awareness of self-discipline.

- 積極推行學生領袖訓練活動，培育學生領袖，並成為其他同學的榜樣。

We actively promote student leadership training activities, nurturing student leaders to serve as role models for others.

4. 家校合作 發展學生潛能

Developing students' potential through rigorous home-school cooperation

- 與家長保持緊密的溝通，讓家長了解學生在校內的表現。

We maintain close communication with parents to help them understand their children's performance in school.

- 配合家長教師會，安排家長講座，讓家長加深瞭解管教子女的技巧。

We coordinate with the Parent-Teacher Association to arrange parent seminars to enhance parents' understanding of child-rearing.

1. 學生須知

1. Student Guidelines

1.1 學生回校安排及須知

Arrangements and Guidelines for Students Returning to School

- 學校開放時間為上午 7:30。上午 7:30 至 8:00 期間，已回校學生須在小食部等候，至 8:00 後方可返回課室。

The school opens at 7:30 AM. Between 7:30 AM and 8:00 AM, students who have returned to school must wait in the snack bar and may return to their classrooms only after 8:00 AM.

- 學生必須使用正門(聖母像旁)進出校園，有關學生回校、離開及早退細則如下：

Students must enter and exit the campus through the main gate (next to the statue of the Virgin Mary). The rules regarding students returning to school, leaving, and leaving early are as follows:

回校 Returning to School

- 學生每天上午抵達學校時，必須親自用學生證在學校的讀卡器拍卡紀錄出席。
When students arrive at school each morning, they must personally use their student ID to tap in at the school's card reader to record their attendance.

- 如學生忘記帶學生證，須向當值的學長登記，在「學生出席紀錄表」寫上姓名、學生編號及到校時間。回到課室後，須立刻向班主任報告。如學生有三次或以上欠帶學生證紀錄，校方將會當作違規行為跟進處理。

If a student forgets to bring their student ID, they must register with the duty senior student and write their name, student number, and arrival time on the "Student Attendance Record." After returning to the classroom, they must immediately report to the class teacher. If a student has recorded a failure to bring their student ID three times or more, the school will treat this as a violation and will follow up accordingly.

- 如學生遲到，除仍要拍卡紀錄出席外，也必須在「遲到登記表」寫上姓名、學生編號及到校時間。

If a student arrives late, in addition to tapping in for attendance, they must write their name, student number, and arrival time on the "Late Registration Form."

離開學校 Leaving School

- 學生放學離開學校時須拍卡離開。
Students must tap out when leaving school after classes.

備註 Remarks:

- 拍卡者必須是「學生證」的持有人，不得找其他人代拍卡。若發現代他人拍卡，則當欺騙行為處理，雙方均會被處分。

The person tapping in or out must be the holder of the student ID and cannot request others to tap on their behalf. If it is discovered that someone is tapping in for another person, it will be treated as an act of deception, and both parties will face disciplinary action.

- 如遺失學生證，必須儘快呈交家長信予校務處申請補領。
If a student loses their student ID, they must promptly submit a parent's letter to the school office to apply for a replacement.
- 凡早退的學生，須先到校務處辦理早退手續。學校會與家長聯絡，獲校方批准後，學生會收到「批准離開學校便條」，學生須把便條交到更亭，方可離開學校。
Any student wanting to leave early must first complete the early departure procedures at the school office. The school will contact the parents upon the school's approval, the student will receive a "Permit to Leave School" note, which must be presented at the gate before leaving.
- 學生若向校方申請事假或因覆診需要早退，須於三天前遞交請假申請信予班主任。家長可自行在學校網頁下載「請假申請信」。
Students who need to apply for leave of absence or leave early for follow-up consultations must submit a leave application letter to their class teacher three days in advance. Parents can download the leave application letter from the school website.

拍卡步驟如下 The procedures for tapping the card are as follows :

將學生證對準讀卡器。

Align your student ID card with the card reader.

讀卡器會發出「嘟」聲響，同時屏幕上會顯示學生的姓名、班別、拍卡時間。

The card reader will emit a “beep” sound and the screen will display the student’s name, class and time.

如果讀卡沒有任何顯示，可找當值學長或到校務處尋求協助。

If nothing appears on the screen, please seek assistance from the on-duty prefect or go to the school general office.

1.2 非上課天回校須知

1.2 Guidelines for Returning to School on Non-Class Days

- 學生在假期內回校補課或參予課外活動時，必須穿著整齊校服及攜帶學生證。
When students return to school during holidays for make-up classes or to participate in extracurricular activities, they must wear proper school uniforms and bring their student ID cards.
- 如屬球類活動，可在校內更換運動裝，款式須純樸。
If it involves ball games, they may change into sports attire within the school premises, which should be simple in style.
- 學生使用球場及其它場地，必須即時自行清理場地。
Students should clean the courts or any other facilities immediately after usage.
- 未經批准，學生不得帶同非本校學生進入校園。
Students are not allowed to bring non-school individuals into the campus without prior approval.

1.3 學生早退的處理程序

1.3 Procedures for Handling Early Departure

- 學生若要早退，必須往校務處填寫有關表格，得到校方及班主任簽署同意，然後通知家長；在得到家長同意後，方可離開學校。

If a student needs to leave early, they must fill out the relevant form at the school administrative office and obtain signatures of approval from the school authorities and their class teacher, and then inform their parents; only after obtaining parental consent can they leave the school.

- 翌日/復課時，學生須交回家長信及/或醫生病假證明書予班主任。

The next day/upon returning, the student should submit the parent's letter and/or a doctor's medical certificate to the class teacher.

1.4 處理學生因嚴重遲到的措施及程序

1.4 Measures and Procedures for Handling Student lateness

1. 所有學生必須在 8:30 或之前抵達學校，否則當遲到論。(覆診或已得校方批准的事假作請假半天論)
All students must arrive at school by 8:30 a.m. or earlier; otherwise, they will be considered late.
(Appointments or officially approved leave by the school will be treated as half-day leave).
2. 學生於回校途中因身體不適(持有家長信除外)、塞車或天雨等等，均不會獲豁免遲到紀錄。
Students will not be exempted from lateness records due to feeling unwell on their way to school (unless with a parental note), traffic jam, or heavy rain.
3. 家長應於 8:30 前致電學校，通知學校學生遲到原因，讓學校明白學生是否安全，但此舉不會獲豁免遲到紀錄。
Parents should call the school before 8:30 a.m. to inform the school of the reason for the students' lateness to ensure their safety; however, this will not be exempted from their lateness record.
4. 訓導老師會因應以下情況，考慮取消學生遲到紀錄或推遲計算學生遲到時間：
Disciplinary teachers may consider cancelling the students' tardiness record or delaying the time calculation for being late under the following conditions:
 - 全港主要幹道(如海底隧道)大塞車
Severe traffic congestion on major routes across Hong Kong (such as the Cross-Harbour Tunnel)
 - 主要交通工具(如港鐵)出現故障
Major transportation disruptions (such as MTR failures)
 - 回校主要路線(只限上寶馬山的路線)出現嚴重阻塞
Severe blockage on main routes to school (limited to roads leading to Braemar Hill)
5. 嚴重遲到的學生，回校後須面見訓導老師。
Students who are seriously late must meet with a disciplinary teacher upon arrival at school.
6. 學生第三次遲到，將會收到警告信。
A second lateness will result in a warning letter.
7. 學生第五次遲到，將會被記缺點一次。之後，每五次遲到將會被記缺點一次，如此類推。
A third lateness will result in one demerit. Subsequently, for every three lateness, one bad mark will be recorded.
8. 每學期計算遲到紀錄。
Punishment records are calculated every term.

1.5 處理學生請假的程序

1.5 Procedures for Handling Student Leave Requests

- 學生請假，家長須填寫及遞交請假信，中、英請假信範本參考附件（五）。

When a student needs to take leave, parents must fill out and submit a leave request letter. Samples of the leave request letters in both Chinese and English can be found in Appendix (V).

- 為了更有效跟進學生請假事宜，有關跟進細則如下：

To better follow up on student leave matters, the detailed follow-up procedures are as follows:

Planned Leave/Sick Leave:

- 事前預知的事假/病假:

家長應於請假三個工作天前，向班主任遞交校方預設的「請假申請」表格。校務處職員於學生請假當天早上 9 時前發出電子便條予（或致電）家長確認請假記錄。便條內容如下：

Parents should submit the school's designated "Leave Application" form to the class teacher at least three working days in advance. On the day the student takes leave, the school office staff will send an electronic note (or call) to the parents before 9:00 AM to confirm the leave record. The content of the note is as follows:"

「親愛的家長：早前收到閣下來信替 貴子女請假請，現以短訊確認。如有疑問請致電校 25785984 查詢跟進。聖貞德中學校務處」。

“Dear Parents, the school received your letter for applying sick leave for your child. This text is to confirm this application. Please call at 25785984 the General Office for inquiries.”

2. 即日申請事假/病假:

Same-Day Requests for Planned Leave/Sick Leave:

a. 家長應於當日早上 8:00 前致電學校，通知學校有關學生請假事宜，校務處職員知悉後會於早上 9 時前發出電子便條予（或致電）家長，便條內容如下：

a. Parents should call the school before 8:00 a.m. on the day of the leave to inform the school about the student's leave. Once the school office staff is notified, they will send an electronic note (or call) to the parents before 9:00 a.m. to confirm the leave record. The content of the note is as follows:

「親愛的家長：今早接獲閣下來電替 貴子女請假，現以短訊確認，請於學生復課後三天內呈交請假信或/及醫生證明信函給班主任，如有疑問請致電校 25785984 查詢跟進。聖貞德中學校務處」。

“Dear Parents, the school received your call this morning to apply for sick leave for your child. This text is to confirm this application. Students are asked to submit a letter of Application for leave of Absence and / or medical certificate within three days after resuming lessons. Please call at 25785984 the General Office for inquiries.”

b. 校務處職員發現學生未有出席，且並沒有收到家長致電學校為該學生請假，職員會安排工友到課室核實學生是否出席，了解是否因智能咭損壞而引致出席紀錄不準確。當確實該學生是缺席，校務處職員會在早上 10 時前以電子便條（或致電）通知有關學生家長，確保學生不是逃學而只是家長

未有致電學校為其子女請假。便條內容如下：

If the school office staff notices that a student is absent and has not received a call from the parents to request leave, the staff will arrange for a janitor to verify the student's attendance in the classroom and check if the absence is due to a malfunctioning ID card causing an inaccurate attendance record. Once it is confirmed that the student is absent, the school office staff will send an electronic note (or call) to inform the student's parents before 10:00 a.m. to ensure that the student is not skipping school and that the parents simply forgot to call. The content of the note is as follows:

「親愛的家長：上午未有接獲閣下來電替 貴子女請假，而電腦系統並未有貴子女進入學校的拍卡紀錄，收到短訊後請儘速聯絡校務處 25785984 查詢跟進，以便跟進學生的出席紀錄。聖貞德中學校務處」。

“Dear Parents, the school hasn't received your call for applying leave for your child. Our computer system has not shown your child's attendance record. Please call at 25785984 the General Office for inquiries after receiving this text for the confirmation of your child's attendance record.”

- 若個別學生缺席，家長沒有聯絡學校為子女請假，亦沒有回應學校的短訊，校務處職員會於當天上午致電聯絡家長，以便通知班主任了解情況並按需要作出跟進。

If an individual student is absent and the parents neither contact the school to request leave nor respond to the school's text message, the school office staff will call the parents in the morning to inform the class teacher and follow up as needed.

其他注意事項

Others

- 若學生連續兩天請病假，校務處職員會再通知班主任，請班主任致電家長慰問，並了解學生病況，如有特別情況（例如水痘、麻疹、手足口病、流感或特殊家庭困難，必須按情況通知副校長、助理校長、輔導主任或學校社工）。
If a student takes sick leave for two consecutive days, the school office staff will notify the class teacher, who will then call the parents to inquire about the student's condition. Special cases, such as chickenpox, measles, hand, foot, and mouth disease, influenza, or specific family difficulties, should be reported to the vice principal, assistant principal, guidance teachers, or school social worker as needed.
- 學生病癒復課後三天內，須遞交請假信給班主任，凡請病假三天或以上及於統一測驗或學期考試告病假，必須呈交請假信及醫生證明信函。
Within three days of returning to school after an illness, students must submit a leave letter to the class teacher. For sick leaves of three days or more, or during standardised tests or semester exams, a leave letter and a doctor's certificate are required.
- 為針對個別頑劣或家庭支援不足的學生，訓導主任會要求有關學生每一天的請假申請必須呈交請假信及醫生證明信函。
For students with behavioral issues or insufficient family support, the disciplinary officer will require them to submit a leave letter and a doctor's certificate for every day of absence.

- 學校的特別活動（例如旅行、運動會等等），訓導組會公開宣佈有關請假細則，班主任須按公開宣佈跟進學生請假事宜。
For special school events (e.g., trips, sports day), the disciplinary team will announce leave guidelines, and class teachers should follow up with students based on these announcements.

1.6 處理學生缺課的程序

1.6 Procedure for Handling Student Absences

缺席一至兩天：

Absence for one to two days:

- 如學生缺席，但校方卻未於上課前收到家長致電請假，校務處職員須致電家長了解原因，並提醒家長必須於翌日把請假申請信遞交班主任。
If a student is absent but the school has not received a call from the parents before the start of classes, the staff in the school office must call the parents to understand the reason and remind them that a leave application letter must be submitted to the class teacher the next day."

連續缺席三天或以上：

Absence for Three Days or More:

- 如學生連續缺席三天，但校方卻未於上課前收到家長致電請假，校務處職員須致電其家長了解原因，並提醒家長必須於翌日把請假申請信和醫生證明書信函遞交班主任。不論能否聯絡家長，校務處職員會通知班主任和訓導主任有關情況。
If a student is absent for three days and the school has not received a call from the parents before the start of classes, the staff in the school office must call the parents to understand the reason and remind them to submit a leave application letter and a doctor's note to the class teacher the next day. Regardless of whether the parents can be contacted, the staff must inform the class teacher and the discipline master of the situation.
- 訓導主任連同班主任一同跟進，了解缺席原因。如有需要，訓導主任可將學生轉介輔導老師/社工跟進。
The discipline master, together with the class teacher, will follow up to understand the reason for the absence. If necessary, the discipline master can refer the student to a counselor or social worker for follow-up.
- 如發現學生因學業、家庭、情緒或其他問題不願上學，訓導主任須把有關情況向助理校長/副校長(學生培育)匯報。
If it is found that the student is unwilling to attend school due to academic, family, emotional, or other issues, the discipline master must report the situation to the Vice Principal (Student Support).

連續缺席七天或以上：

Absence for Seven Days or Onwards:

- 如學生連續缺席七天，但校方卻未於上課前收到家長致電請假，校務處職員須致電其家長了解原因，提醒家長必須於翌日把請假申請信和醫生證明書信函遞交班主任。不論能否聯絡家長，校務處職員須通知班主任和訓導主任有關情況。
If a student is continuously absent for seven days and the school has not received a call from the parents before the start of classes, the staff in the school office must call the parents to understand the reason and remind them to submit a leave application letter and a doctor's note to the class teacher the next day. Regardless of whether the parents can be contacted, the staff must inform the class teacher and the discipline master of the situation.

- 訓導主任必須致電家長儘快到學校面談。訓導主任應連同班主任一同面見家長，面談期間，要清楚了解學生缺課原因及其去向，如學生是否繼續上學、轉校或有其他決定。如有需要，可將轉介輔導組或社工跟進。

The discipline master must call the parents to come to the school for a meeting as soon as possible. The discipline master, along with the class teacher, should meet the parents to clearly understand the reasons for the student's absence and their whereabouts, whether the student will continue to attend school, transfer to another school, or other decisions. If necessary, refer the case to the counseling team or social worker for further follow-up.

- 訓導主任和副校長(學生培育)將有關情況向校長匯報，並通報教育局。
the discipline master and the Vice Principal (Student Support) will report the situation to the Principal and notify the Education Bureau."

1.7 學生手提電話使用政策

1.7 School Policy on the Use of Mobile Phone

1. 政策目的 Policy Purpose

此政策旨在培養學生自律及負責任地使用手提電話，減少手提電話對課堂學習及校園生活的干擾，為學生創造一個有利的學習環境。

The aim of the policy is to cultivate students' self-discipline and responsible use of mobile uses and to minimize disruptions to classroom learning and school life caused by mobile phone usage, creating a favourable learning atmosphere.

2. 適用範圍 Scope

本政策適用於所有在校就讀的學生，並在上課時間包括小息、午膳及課外活動期間及校園內執行。

This policy pertains to all students enrolled in the school and is enforced during school hours, including lessons, recess, lunchtime and extracurricular activities, upon school premises.

3. 手提電話使用規定 Mobile Phone Usage Rules

3.1 上課時間 及小息 During Lessons and Recess

學生進入校園前，必須關掉手提電話。

Students should turn off their phones before entering the school campus.

學生應將電話存放在課室內指定手提電話儲存格內。

Phones must be placed inside the designated "phone storage box" in the classrooms.

學生不得在上課期間（包括正課及導修課）及小息使用手提電話，除非獲教師明確批准（如課堂活動需要）。

Students should not use mobile phones during class (including formal lessons and tutorials) and recess unless explicitly permitted by the teacher (e.g. for educational activities).

3.2 午膳時間 Lunchtime

中一至中三級學生不可在午膳時間使用手提電話，除非獲教師明確批准（如午膳活動需要）。

Forms 1 to 3 students are not allowed to use mobile phones during lunchtime unless explicitly permitted by the teacher (e.g. for lunchtime activities).

中四至中六級學生如外出午膳並需使用手提電話，須在老師監督下領取，並於午膳後將電話放回儲存格內。

Forms 4 to 6 students who go off-campus for lunch and require mobile phone usage must retrieve their phones under teacher supervision and return them to the storage compartment after lunch.

3.3 考試及測驗期間 Examination or Test Periods

考試期間，所有手提電話必須關機並按教師指示存放。

All mobile phones must be turned off according to the teacher's instructions.

若發現學生在考試期間使用電話，將按作弊行為處理，並可能被沒收電話及紀律處分。
Using a phone during exams will be treated as cheating, with possible confiscation and disciplinary action.

3.4 課外活動及特殊情況 Extra-curricular Activities & Special Cases

如課外活動需使用電話（如戶外考察、拍攝記錄等），須獲負責教師批准。

If phone usage is required (e.g., field trips, documentation), prior approval from the supervising teacher is necessary.

緊急情況下（如聯繫家長），學生可向教師申請使用電話。

In emergencies (e.g. contacting parents), students may request permission to use their phones.

學生在校期間如有要事需聯絡家長，可前往校務處使用學校電話。

If students need to contact their parents for urgent matters during school hours, they may use the school phone at the general office.

遲到返校的學生須自行將手提電話存放於指定儲物格內；提前離校的學生須在老師監督下領取手提電話。

Students arriving late must store their mobile phones in the designated storage compartment. Students leaving early must retrieve their mobile phones under teacher supervision.

4. 存放方式 Storage Guidelines

4.1 手機準備 Device Preparation

所有手機存放前必須調至靜音或關機狀態。

All mobile phones must be switched to silent mode or powered off before storage.

手機應存放於書包內或指定的「手機存放盒」中。

Devices should be placed inside school bags or designated “Mobile Phone Storage Boxes”.

4.2 上鎖規定（使用存放盒者） Secure Locking (For Storage Box Users)

學生須自備掛鎖，並確保手機牢固鎖好於指定格位內。

Students must provide their own padlocks and ensure their device is securely locked in the assigned compartment.

學生須妥善保管鎖具與鑰匙，若遺失或遭不當使用，可能限制手機使用權限。

Students are fully responsible for their lock and key. Any loss or misuse may result in restricted device privileges.

4.3 鑰匙管理 Key Management Protocol

班主任將收取每名學生的備用鑰匙，存放於加密的「鑰匙登記簿」中以備緊急情況使用。

Class teachers will collect a duplicate key from each student for safekeeping in a secured “Master Key Logbook” for emergency access.

4.4 重要聲明 Important Notice

即使使用學校提供的存放盒，校方概不負責手機遺失、遭竊或損壞之賠償。

The school accepts no liability for lost, stolen or damaged devices, even when using school-provided storage solutions.

4.5 鑰匙遺失處理程序 Lost Key Procedures

若學生遺失鑰匙：

If a student loses their key:

方案 1：向班主任借用備用鑰匙（需經身份核實）。

Option 1: Borrow the spare key from the class teacher (with identity verification)

方案 2：申請校方人員剪鎖（更換鎖具費用由學生承擔）。

Option 2: Request school staff to cut the lock (replacement lock at student's expense)

違規處理 Consequences for Violations

5.1 初次違規：教師口頭警告，並暫時沒收手機。學生可於當天放學後（下午 5:00 前）到校務處領回手機，事件將記錄在 Smart Portal 內。

First Offense: Verbal warning, temporary confiscation. Students may retrieve their phones at the general office the same day after school (before 5:00 p.m.). The incident will be recorded in the Smart Portal.

5.2 重複違規：凡有五次違規記錄將記缺點一個。

One bad mark will be issued for every five violations of the rules.

5.3 嚴重違規

若學生於一學期內被沒收手提電話或電子流動裝置超過五次，且未有改善者，將交由訓導組處理。相關裝置將於一週後發還，並記小過一次，訓導老師將安排面見家長商討事宜。

If a student's mobile phone or electronic device is confiscated more than five times in a term without behavioral improvement, the case will be referred to the Discipline Team. The confiscated device will be returned after one week, accompanied by a demerit record. The discipline teacher will arrange a meeting with parents to discuss the matter.

如考試作弊、網絡欺凌等嚴重違規行為：將予以紀律處分，並可能暫停其攜帶手提電話回校之權利。

For serious violations such as examination cheating or cyberbullying: Disciplinary action will be taken, which may include suspension of mobile phone privileges.

6. 責任 Responsibilities

6.1 學生 Students:

遵循政策準則，負責任地和尊重地使用手機

Adhere to the policy guidelines and employ mobile phones with responsibility and respect.

6.2 教職員 Staff:

一貫而公正地執行政策。

Enforce the policy consistently and fairly.

6.3 家長/監護人 Parents/Guardians:

通過與孩子討論適當的手機使用來支持學校的政策

Support the school's policy by discussing appropriate mobile phone use with their children to prevent overuse.

在違規情況下與學校合作，共同教育子女正確使用手提電話。

Cooperate with the school in the event of violations.

如遇緊急情況，家長應優先聯繫校務處，而非直接撥打學生電話。

In emergencies, contact the school office first rather than calling the student directly.

7. 政策檢討 Policy Review

學校將定期檢討此政策，並按實際情況調整，以平衡學習與科技使用的需要。學生、家長和教職員的反饋將在檢討過程中考慮。

The school will periodically review this policy and make adjustments to balance learning needs and technology usage. Feedback from students, parents and teaching staff shall be considered in the review process.

1.8 課室守則

1.8 Classroom Rules:

- 同學必須準時進入課室上課。
Students should enter the classroom on time to attend their lessons.
- 先舉手、後發問。
Students should raise their hand before asking questions during lessons.
- 不可擅離座位。
Do not leave the seat without permission.
- 不可在課室內飲食。
Eating is not allowed in the classroom.
- 保持課室整潔。
keep the classroom neat and tidy.
- 老師授課時，學生進入課室，必須敲門。
When the teacher is teaching, students must knock at the door before entering the classroom.
- 上課期間，若要離開課室，必須先獲老師批准。
If students want to leave the classroom during lessons, they must get the teacher's approval.
- 放學後，同學不可把私人物品(如校褸、體育服、運動鞋、.....)，留在枱上、椅上、電腦枱上及雨架上。
After school, students are not allowed to leave personal belongings such as school jackets, sports clothes, sports shoes, etc., on the desks, chairs, computer desk and rain stand.
- 除老師指派的學生外，其他學生不可擅自操作課室一切資訊科技之設備。
Except for the students assigned by the teacher, other students are not allowed to operate all information technology equipment in the classroom without authorization.

1.9 使用【存放球類或其他運動器材】儲物櫃指引

1.9 Guidelines for Using Storage Lockers for Sports Balls or Other Sports Equipment

(1) 背景 Background

學校設立了專門儲物櫃供學生存放球類或其他運動器材，儲物櫃位於有蓋操場。下學年開始（2025-2026 年度）學生不能帶任何球類入課室，以免造成任何的意外。

The school has established storage lockers for students to store sports balls or other sports equipment. These lockers are located in the covered playground. Starting from the next school year (2025-2026), students are not allowed to bring any balls into the classroom to prevent accidents.

(2) 目的 Purpose

為學生提供存放球類或其他運動器材，儲物櫃位於有蓋操場，方便學生存放或提取。學生不能帶任何球類入課室，以免造成任何的意外。

To provide students with a convenient place to store sports balls or other sports equipment, the lockers are situated in the covered playground, allowing easy access for students to store or retrieve their items. Students are prohibited from bringing any balls into the classroom to avoid accidents.

(3) 申請方法 Application Method

每年 9 月的第一個星期開始接受申請，學生須填妥申請表，交給訓導組老師。儲物櫃有限，先到先得。

Applications will be accepted starting from the first week of September each year. Students must complete an application form and submit it to the Guidance and Discipline teacher. Lockers are limited and will be allocated on a first-come, first-served basis.

每學年必須重新申請。

A new application must be submitted every school year.

(4) 存放注意事項：Storage Guidelines:

- 僅限存放球類運動相關器材，如籃球、足球、排球、羽毛球拍等；
- Only sports-related equipment, such as basketballs, soccer balls, volleyballs, and badminton rackets, may be stored.
- 禁止存放運動服、運動鞋及與運動無關的物品（如貴重物品、違禁物品、食品等等）；
- Storing sportswear, sports shoes, and unrelated items (such as valuable items, prohibited items, food, etc.) is prohibited.
- 學生須妥善存放器材，自備鎖頭進行存放；學生應妥善保管鎖頭及鎖匙。

- Students must store their equipment properly and are required to bring their own locks; they should take good care of their locks and keys.
- 若因使用不當導致儲物櫃損壞，使用者需負責維修或賠償。
- In the event of damage to a locker due to improper use, the user will be responsible for repairs or compensation.
- 損壞儲物櫃或未經許可擅自使用他人儲物櫃，嚴重違規者將依校規處理。
- Those who damage lockers or use others' lockers without permission will face severe disciplinary action according to school regulations.
- 學校不對學生的遺失物品負責。
- The school will not be responsible for any damage to or loss of items belonging to students.



Application Form for Storage Lockers for Sports Equipment of Other Sports Items

申請人資料 Personal Information

姓名 Name

學號 Class No.

年級/班級 CClass

聯絡電話 Tel. No.

電子郵件 Email address

聲明與承諾

1. 本人承諾遵守《使用儲物櫃指引》。
2. 本人保證按時清空儲物櫃，並妥善存放器材。
3. 如因本人疏忽導致儲物櫃損壞或物品遺失，本人願意承擔相應責任。

Declaration and Commitment

1. I pledge to comply with the "Guidelines for Using the Storage Lockers."
2. I guarantee to empty the locker on time and store equipment properly.
3. If the locker is damaged or items are lost due to my negligence, I am willing to take responsibility.

申請人簽名： Applicant's signature	審核人簽名： Signature
申請日期： Application date:	審核日期： Approval date

1.10 課室儲物櫃使用守則

1.10 Classroom Locker Usage Guidelines

繳付按金 Deposit Payment

請於學期初繳付按金予班主任，如儲物櫃無損壞，班主將於學期結束時退回按金。使用期間如發現蓄意破壞，同學將照價賠償。

Please pay a deposit to your homeroom teacher at the beginning of the semester. If the locker is undamaged, the deposit will be refunded at the end of the semester. Students are responsible for any intentional damage.

保持櫃內外清潔 Keep the Locker Clean

請定期清理儲物櫃內部，保持整潔，避免堆放不必要的物品，不得塗污或張貼任何紙張於儲物櫃內外。

Please regularly clean the inside of the locker to maintain tidiness. Avoid storing unnecessary items, and do not deface or post any paper on the inside or outside of the locker.

合理使用空間 Use Space Reasonably

儲物櫃內物品應合理擺放，避免超出儲物櫃的容量。

Items inside the locker should be organized and not exceed the locker's capacity.

妥善鎖好 Ensure the Locker is Secured

每次使用後，請確保儲物櫃已鎖好，保護個人物品的安全。

After each use, please ensure that the locker is locked to protect your personal belongings.

不放危險物品 No Hazardous Items

請勿將易燃、易爆或危險物品放入儲物櫃中。

Please do not place flammable, explosive, or dangerous items in the locker.

不借用他人儲物櫃 Do Not Borrow Others' Lockers

每位學生應使用自己指定的儲物櫃，禁止隨意借用他人儲物櫃，更不得私自調用儲物櫃。

Each student should use their designated locker. Borrowing another student's locker is prohibited, and unauthorized access to lockers is not allowed.

定期檢查 Regular Inspections

學校將定期檢查儲物櫃，請配合檢查工作。

The school will conduct regular inspections of lockers; please cooperate with the process.

報告問題 Report Issues

如發現儲物櫃損壞或丟失，請立即向老師報告。

If you discover any damage or loss in relation to your locker, please report it to a teacher immediately.

使用時間 Usage Times

未得上課老師同意，學生不得於上課時使用儲物櫃。學生應於下列時間使用儲物櫃：

Students are not allowed to use lockers during class time without the teacher's permission. Lockers should only be used during the following times:

- ✓ 小息 Recess
- ✓ 午膳期間 Lunch
- ✓ 放學後 After School

2. 學生獎懲制度 Student Award and Punishment System

2.1 校規

2.1 School Rules

犯規事項		一般紀律處分		
		缺點	小過	大過
1.	遲到(每五次計算一個缺點)	1		
2.	多次欠帶課本、文具或上課所需物品 [#]	1		
3.	多次欠交功課 [#]	1		
4.	欠帶學生証或學生手冊	1		
5.	粗言穢語	1	1	
6.	a. 走堂	1	1	
	b. 逃學		2	1
	c. 曠課		2	1
7.	a. 無故缺席留堂	1-2		
	b. 無故缺席學校活動	1-2		
8.	拾遺不報	2	1	
9.	a. 無故遲入或離開課室	1		
	b. 無故進入其他班別課室	1-2		
	c. 無故進入或逗留於醫療室	1-2		
	d. 行為不檢	1	1	
	e. 破壞秩序	1	1	
	f. 發放不恰當資訊	1	1	
	g. 欺凌行為	2		1
10.	a. 攜帶未經批准/與課程無關之物品	1	1	
	b. 攜帶/藏有/傳閱色情、暴力書刊		1	1
11.	不文行為(如偷窺/瀏覽色情網站)	2		1
12.	a. 賭博	2		1
	b. 教唆他人賭博		1-2	
	c. 攜帶賭具返校		1-2	
13.	a. 攜帶或飲用酒精類飲品	2		1
	b. 吸煙		2	1
	c. 帶煙返校		2	1
	d. 教唆他人吸煙		2	1
14.	a. 打架	1	1	
	b. 粗暴對待同學		1	1
	c. 藏有攻擊性武器		1	1
	d. 教唆/慫恿他人打架		1	1
	e. 毆打他人			1

犯規事項		一般紀律處分		
		缺點	小過	大過
15.	a. 向同學索取利益	2	1	
	b. 學生之間私自進行買賣活動或授受金錢	2	1	
	c. 恐嚇他人		1	1
	d. 勒索		1	1
16.	身穿校服出入學校禁止前往之公共場所		1	1
17.	a. 盜竊		1	1
	b. 接贓		1	1
18.	a. 抄襲功課	1		
	b. 擅自篡改分數	2	1	
	c. 違反考試規則	2	1	
	d. 作弊(*)可被扣分及/或取消該科成績		1	1
19.	a. 欺騙老師	2	1	
	b. 冒家長簽名		2	1
	c. 刪改學校/家長通訊		2	1
20.	a. 不聽從老師指示	1-2		
	b. 對師長不禮貌	2	1	
	c. 嚴重違背師長指導		1	1
	d. 對師長態度極劣/侮辱師長		2	1
21.	借用學校公物而逾時不歸還	1		
22.	亂拋垃圾，隨意吐痰/棄置物品	1		
23.	a. 校服不合校方標準	1		
	b. 髮飾儀容不合校方標準	1		
24.	影響校譽行為	視違規情況之嚴重性決定		
25.	未得校方批准擅自以“學校名義”召開會議或組織旅行或任何活動		1	1
26.	a. 未經許可進入特別室	1		
	b. 不遵守特別室所訂立的規則	1		
27.	集會時不守秩序	1		
28.	a. 塗污學校物品	2	1	
	b. 塗污同學物品	2	1	
	c. 破壞學校物品		1	1
	d. 破壞同學物品		1	1
	e. 危險行為		1	1
29.	其他犯規事項	視違規情況之嚴重性決定 如學生所犯事件嚴重，學校會考慮停課、甚至停學。		

School Rules

Description		Punishment		
		Bad Mark	Demerit	Major Demerit
1.	Five times of lateness	1		
2.	Repeated failure to bring textbooks, stationery or learning materials	1		
3.	Repeated failure to submit homework	1		
4.	Failure to bring student card or handbook	1		
5.	Using vulgar language	1	1	
6.	a. Ditching classes b. Truancy	1	1 2	1
7.	a. Absence from detention class without prior approval b. Absence from school activities without prior approval	1 – 2 1 – 2		
8.	Theft by finding	2	1	
9.	a. Late entry into or leaving the classroom without prior approval b. Entry into other classrooms without teacher's permission c. Entry into the Sick Room without prior approval d. Misbehavior at school e. Breaking class rules f. Delivery of inappropriate information g. Bullying	1 1 – 2 1 – 2 1 1 1 2	1 1 1	1
10.	a. Bringing unauthorized materials to school b. Possession of pornographic or violent materials	1	1 1	1
11.	Indecent behavior (for example, peeping at and browsing pornographic websites)	2		1
12.	a. Gambling b. Instigating others to gamble c. Bringing gambling paraphernalia to school	2	1 – 2 1 – 2	1
13.	a. Bringing or having alcoholic drinks b. Smoking c. Bringing cigarettes to school d. Instigating others to smoke	2	2 2 2	1 1 1 1
14.	a. Fighting b. Offensive behavior against schoolmates c. Possessing offensive weapons d. Instigating others to fight e. Assault	1	1 1 1 1	1 1 1 1
15.	a. Soliciting or accepting advantages from schoolmates b. Unauthorized trade among students c. Menaces d. Extortion	2 2	1 1 1 1	1 1
16.	Entry into prohibited public places in school uniform		1	1
17.	a. Theft b. Possession of stolen goods		1 1	1 1

18.	a. Copying assignment of others b. Making alterations in assessment scores c. Violating assessment regulations d. Cheating in assessments (*)	1 2 2	1 1 1	1
19.	a. Deceit to teachers b. Forging parents' signatures c. Making alterations in school-parent correspondences	2	1 2 2	1 1
20.	a. Disobedience to teachers b. Willful insolence to teachers c. Disobedience to teachers leading to severed consequences d. Humiliating teachers	1 – 2 2	1 1 2	1 1
21.	Late return of school properties	1		
22.	Littering or spitting	1		
23.	a. Improper school uniform b. Improper hairstyle	1 1		
24.	Misbehavior which brings disgrace to school	(Depending on the seriousness of the case)		
25.	Unauthorized organization of meetings or activities on behalf of the school without prior approval		1	1
26.	a. Entry into special rooms without permission b. Disobedience to special room regulations	1 1		
27.	Misbehavior during assemblies	1		
28.	a. Defacing school properties b. Defacing schoolmates' personal belongings c. Damaging school properties d. Damaging schoolmates' personal belongings e. Dangerous behavior	2 2	1 1 1 1 1	1 1
29.	Other misbehavior	(Depending on the seriousness of the case)		

(*) may lead to mark penalties or disqualifications

In serious cases of breach of discipline, lesson or school suspensions may be imposed.

2.2 「貞德人」獎勵計劃及學生操行評級

2.2 St. Joanian Award Scheme and Student Conduct Grading

目的 Aims:

1. 鼓勵學生在學術和非學術領域追求卓越；
Encourage students to pursue excellence in both academic and non-academic fields;
2. 培育學生的自律精神，幫助學生建立勤學，良好品格；
Cultivate students' sense of self-discipline and help them develop diligence and good character;
3. 達致全人發展，激勵學生潛能，成為社會良好公民。
Achieve holistic development, inspire students' potential, and nurture them to become good citizens of society.

A. 獎勵 Reward

實施方式 Implementation :

教師將在 SMART Portal 平台上記錄學生在以下類別中的優秀表現：

Teachers will record students' good performances in the following categories on the SMART Portal platform:

學術 Academic	默書、小測、測驗或考試中取得好成績 Achieving good results in dictations, quizzes, tests, or exams (1)
	課堂表現良好 Performing well in class (1)
	課業表現良好 Performing well in assignments (1)
	與閱讀相關的課業表現良好 Performing well in reading-related tasks (1)
非學術 Non-academic	服務他人 Serving others (1-5)
	展現良好品德 Displaying good character (1-5)
	展現與學年主題相關的品德 Demonstrating virtues related to the theme of the year (1-5)
	參加校內或校外比賽 Participating in internal or external competitions (1-3)
	校內或校外比賽中表現良好 Excelling in internal or external competitions (3-10)
	整個學期內每天準時到校 Arriving at school on time every day throughout the school term (10)

*括號中的數字表示學生在每個類別中可獲得的最多記錄次數。

每學期累積 10 次嘉許記錄，學生的成績表將會獲優點一個。

The number in brackets indicates the maximum records a student can earn in each category.

Accumulating 10 records in one term will earn the student one credit on their report card.

B. 違規行為 Punishment:

實施方式 Implementation:

行為 Behavior	記錄 Record
每學期遲到五次 Being late five times in a school term	一個缺點，如此類推。1 bad mark, and so on
五次在 SMART Portal 平台上記錄的一般違規行為 Five records for violating school rules accumulated on the SMART Portal platform	一個缺點，如此類推。1 bad mark, and so on
嚴重違反校規行為 Serious violations of school rules	參考手冊 Refer to the handbook

備註 Remarks:

- 學生的違規記錄及獲得獎勵記錄，均會顯示在成績表上。
Students' records of reward and punishment will both be displayed on their report cards.
- 每學期獲得兩個優點的學生，其操行等級將獲升級。
- Students who earn two credits in each term will be eligible for an upgrade in their conduct grade on their report card. (B+ → A- → A → A+)
- 每學期獲得兩個缺點的學生，其操行等級將獲降級。
Students who receive two bad marks in each term will have their conduct grades downgraded.
(B+ → B- → C → D → E)
- 每學期計算獲得最多獎勵次數學生將分別獲得貞德人金、銀、銅獎及鑽石大獎。
In each school term, the students with the most rewards will respectively receive the Gold, Silver, Bronze Awards, and the Diamond Award.
- 班主任/級主任可提出升學生的操行的等級，有關提升操行與否的最終決定，須通過訓導主任/副校長/校長同意。
Class teachers/level coordinators can propose upgrading a student's conduct grade. Final decisions on whether to upgrade are subject to the approval of the Discipline Master/Vice-Principals/Principal.

● 學生操行評級準則 Student Conduct Grading Criteria

操行 Conduct Grade	條件 Criteria
A +	6 優點 credits or above
A	4 優點 credits
A-	2 優點 credits
B+	沒有任何違規或獎勵記錄 No reward or punishment records
B	2 缺點 bad marks
B-	4 缺點 bad marks
C	6 缺點 bad marks
D	8 缺點 bad marks
E	10 缺點或以上 bad marks or above

1 大功 = 3 小功

1 小功 = 3 優點

1 大過 = 3 小過

1 小過 = 3 缺點

1 Major merit = 3 merits

1 merit = 3 credits

1 Major demerit = 3 demerits

1 demerit = 3 bad marks

2.3 功過相抵計劃

2.3 “Demerit offset Program”

(1) 計劃目的 Objective

透過參與校內的服務，使參與計劃的學生能有功過相抵的機會，藉此刪除一或兩缺點紀錄，進行反思，從而培養自律、自愛及具責任感的品格。

By participating in the school's service, students participating in the program can offset their bad marks, thereby deleting one or two bad marks and reflecting on them, thus cultivating self-discipline, self-love, and a sense of responsibility.

(2) 對象：有一缺點至兩缺點違規記錄的學生

Target: Students with one or two bad marks.

(3) 申請方法：學生可以向訓導組老師申請此計劃，如申請獲接受的話，學生須按照指示履行服務。

Application Method: Students can apply to the teachers from the discipline unit for this program. If the application is accepted, students must follow the instructions to fulfil the service.

(4) 計劃要求 Requirements:

- 學生必須完成相關服務時數，並在老師整體評分中取得良好的評級，才能申請剔除的缺點紀錄。

Students must complete the required service hours and achieve a favourable rating in the overall assessment by teachers in order to apply for the removal of their bad mark records.

- 如學生在某次表現未符理想，會增加服務時數。

If a student's performance is below expectations on a particular occasion, additional service hours will be required.

- 如學生在計劃其間犯事違規，會被即時終止計劃。

If a student violates rules during the program, their participation will be immediately terminated.

聖貞德中學

「功過相抵」計劃

申請表

檔案編號： _____

學生姓名： _____ () 班別： _____ 日期： _____

申請剔除缺點紀錄： 一缺點 / 兩缺點

違規行為： _____ 服務時數： _____

服務表現紀錄：

日期	時數	服務內容	評語
			<u>尚可 / 良好 / 優異</u>
			<u>尚可 / 良好 / 優異</u>
			<u>尚可 / 良好 / 優異</u>
			<u>尚可 / 良好 / 優異</u>
			<u>尚可 / 良好 / 優異</u>

申請結果： 成功 / 不成功

負責老師姓名： _____

負責老師簽名： _____

日期： _____

St. Joan of Arc Secondary School

“Demerits offset Program”

Application Form

Document No: _____

Name: _____ (_____) Class: _____ Date: _____

Application for the removal of bad mark records: 1 bad mark / 2 bad marks

Misbehavior issues : _____ Hours of Service: _____

Service Performance Record:

Date	Hour(s)	Description	Rating
			<u>Fair/ Good/ Excellent</u>
			<u>Fair/ Good/ Excellent</u>
			<u>Fair/ Good/ Excellent</u>
			<u>Fair/ Good/ Excellent</u>

Application result: Successful / Unsuccessful

Name of Teacher-in-charge: _____

Signature of Teacher-in-charge : _____

Date: _____

2.4 校服及儀容要求

2.4 School Uniform and Appearance Requirements

1. 一般上課日

- 學生須穿著整齊校服，搭配**深褐色皮鞋**或**白色運動鞋**回校。

Regular Class Days

- Students must wear the proper school uniform, paired with dark brown leather shoes or white sports shoes when returning to school.

2. 體育課當日

- 學生可選擇穿著體育服及白色運動鞋回校。
- 若體育課對運動鞋有特別要求，學生可於課堂期間更換合適的運動鞋，課後務必換回白色運動鞋。

Days with Physical Education Classes

- Students may choose to wear their physical education attire along with white sports shoes when returning to school.
- If there are specific requirements for sports shoes during physical education classes, students may change into appropriate sports shoes during the class and must switch back to white sports shoes afterwards.

3. 學校典禮

- 學生須穿著整齊校服，並穿上**深褐色皮鞋**（除非另有通知）。

School Ceremonies

- Students are required to wear the proper school uniform and dark brown leather shoes (unless otherwise notified).

4. 非上課日而安排學校活動

- 服裝要求將另行提前公佈。

Non-Class Days with Scheduled School Activities

- Dress requirements will be announced in advance separately.

5. 小息及午膳時間

學生在校內外均須保持儀容整潔，於校內進行運動訓練後，應整理儀容裝束。

Break and Lunch Periods

Students must maintain a neat appearance both inside and outside the school. After participating in sports training on campus, they should tidy their appearance.

男生 Boys

髮式：髮型純樸，不可染髮及電髮，頭髮不過眉、不蓋耳、不可長及衣領。

Hair style: Hair style should be simple and tidy, hair dyeing, perming are strictly prohibited.
Boys' hair should not reach their collar. The edges of hair should not hang over the eyes.

夏季校服：白色短袖恤衫配有校徽，淺藍色條紋長褲，束黑色或深棕色皮帶，純白色襪子。

Summer: short-sleeved shirt with school badge, light-blue striped trousers with black or dark-brown leather belt and white socks

冬季校服：白色長袖恤衫配有校徽，學校領帶，灰色絨長褲，黑色或深棕色皮帶，純白色襪子。學生可穿著純灰色毛衣，並須於外面扣上鐵校徽；頸巾須純灰、純黑或純深藍色。

Winter: black school jacket or fleece with school badge and long-sleeved white shirt with school badge, school tie, grey winter trousers with black or dark-brown belt and white socks.

備註：不可佩戴任何耳環。

Remark: no earrings.

女生 Girls

髮式：髮型純樸，不可染髮及電髮，如髮長過肩或前額頭髮過眉，則須用純黑或純藍色髮夾將之束起或夾好。

Hair style: Hair style should be simple and tidy, hair dyeing, perming are strictly prohibited.
Girls hair should be fastened with dark blue or black hair bands if it is beyond shoulder length. The edges of hair should not hang over the eyes.

初中女生校服 Junior:

夏季校服：淺藍色條紋連身裙，裙長及膝，於領呔上扣上鐵校徽，純白色襪子。

冬季校服：灰色連身絨裙，白色長袖恤衫配有校徽，裙長及膝，學校領帶，純白色襪子。

Summer Uniform: Light-blue striped dress, knee-length, with the school pin on the necktie, and plain white socks.

Winter Uniform: Grey woolen dress, white long-sleeved shirt with the school badge, knee-length, school tie, and plain white socks.

高中女生校服 Senior:

夏季校服： 白色短袖恤衫配有校徽，淺藍色條紋半截裙，裙長及膝，束短黑色或深棕色皮帶，純白色襪子。

Summer Uniform: White short-sleeved shirt with the school badge, light-blue striped knee-length skirt, short black or dark brown leather belt, and plain white socks.

冬季校服： 白色長袖恤衫配有校徽，學校領帶，灰色半截絨裙，裙長及膝，束黑色或深棕色皮帶，純白色襪子。頸巾須純灰、純黑或純深藍色。

Winter Uniform: White long-sleeved shirt with the school badge, school tie, grey woolen knee-length skirt, short black or dark brown leather belt, and plain white socks. The scarf must be plain grey, plain black, or plain dark blue.

耳環： 女生只可在耳珠中央位置佩戴細小（不可以大於 5mm）金色或銀色珠型耳環。

Earrings: Girls can only wear small(not larger than 5mm) gold or silver bead earrings in the centre of their earlobes.

外套： 學生可穿著學校黑色外套（校褸）；或學校抓毛外套（校褸）；或純灰色毛衣，並須於外面扣上鐵校徽；或學校深灰色衛衣；或校慶棒球外套。

Outerwear: Students may wear the school black coat; or school fleece coat; or plain grey sweater, which must have the school emblem fastened on the outside; or school dark grey sweatshirt; or school celebration baseball jacket.

若上課當天早上六時，天文台發出寒冷天氣警告，學生可穿著黑色、深藍或灰色的羽絨回校（不可穿著其他外套或衛衣，包括學會或校隊衛衣），女同學可穿著純黑或純白色的厚襪褲。

If a cold weather warning is issued by the observatory at 6 AM on a school day, students may wear black, dark blue, or grey down jackets to school (other jackets or sweatshirts, including those from clubs or sports teams, are not permitted), and female students may wear plain black or plain white thick tights.

7. 體育服要求 Physical Education Attire Requirements:

外套： 學校體育服配深灰色衛衣或舊款藍白色風褸。

Jacket: School physical education jacket with dark grey sweatshirt or old blue and white windbreaker.

上衣： 新款體育服（紅色、藍色或綠色）、舊款體育服（藍白色體育上衣）。

Top: New physical education attire (red, blue, or green), old physical education top (blue and white).

運動褲 sports shorts/pants :

- 夏季：新款體育服配黑色運動短褲、舊款體育服配深藍色運動短褲。

Summer: New physical education attire with black sports shorts, old physical education attire with dark blue sports shorts.

- 冬季：新款體育服配黑色運動長褲、舊款體育服配深藍色運動長褲。

Winter: New physical education attire with black sports long pants, old physical education attire with dark blue sports long pants.

備註：中一(2025-2026)及新插班生學生，必須穿著新款運動服。

Note: Students in Form One (2025-2026) and new transfers must wear new physical education attire.

8. 鞋款規定 Shoes Regulations

- 深褐色皮鞋： 樸素款式。必須為低筒（不可穿高筒鞋款）。

Dark Brown Leather Shoes: Simple style. Must be low-cut (no high-top shoes allowed).

- 白色運動鞋 White Sports Shoes：
 - 白色為主色。
Predominantly white (at least 90% white on the upper).
 - 設計宜簡約，不宜花巧。
The design should be simple, not ornate.
 - 必須為低筒（不可穿高筒鞋款）。
Must be low-cut (no high-top shoes allowed)

備註 Remarks:

1. 學生必須穿著整齊及稱身的校服，保持儀容純樸端正。
Students are expected to keep themselves well-groomed and neatly dressed at all times.
2. 如當天有體育課，學生可以穿著整齊體育服回校。
Students can return to school in their P.E. uniform if they have P.E. lessons that day.
3. 學生須穿著純白色內衣；鞋款為深褐色皮鞋。
4. Wearing a plain white undershirt. Dark-brown leather shoes are to be worn.
5. 學生可穿著純灰色毛衣，並須於外面扣上鐵校徽；頸巾必須為純灰、純黑或純深藍色。
Students can wear a plain grey, black or dark-blue scarf. A grey woolen jersey or cardigan is allowed with a school pin throughout the year.
6. 學生不得作標奇立異的打扮、染髮、配戴任何飾物，不可使用化粧品及有色潤唇膏。
Students are not allowed to use make-up. No hair dyeing, nail polish, lipstick or any kind of accessories are allowed.
7. 學生必須穿著整齊的學校體育服及運動鞋上體育課。
PE uniform together with sport shoes are to be worn during PE lessons.
8. 各體育校隊的運動服及運動鞋，只可在放學後練習時穿著，不可替代本校的體育制服。
School sports team uniforms should only be worn during training time. They cannot be worn as a replacement for the PE uniform.
9. 非上課日或其他特殊情況之校服要求，會另行通告。
Students will be informed of the dress code for non-teaching days or other occasions.
10. 若上課當天早上六時，天文台發出寒冷天氣警告，學生可穿著黑色、深藍或灰色的羽絨回校（不可穿著其他外套或衛衣，包括學會或校隊衛衣），女學生可着純黑或純白色的厚襪褲。
If the Hong Kong Observatory issues the cold weather warning at 6.00 am, students may wear a plain black, dark blue or grey down jacket to school (Uniforms or sweatshirts of students' societies are not allowed). Girls may wear plain black or plain white stockings.
11. 校隊服裝：體育校隊的制服及運動鞋僅限放學後訓練時穿著，不可替代常規體育服。
Team Uniforms: Uniforms and sports shoes of the athletic teams may only be worn during after-school training sessions and must not replace regular physical education attire.
12. 特殊申請：如有特殊需要（如醫療原因），學生須事先向校方申請批准。
Special Requests: Students with special needs (such as medical reasons) must apply for approval from the school in advance.

2.5 處理學生校服/儀容/行為表現違規的措施及程序

2.5 Measures and Procedures for Handling Violations of Student Uniform/Appearance/Behavior

目的 Purpose:

1. 維持學生的校服儀容整齊
To maintain neatness of student uniforms and grooming
2. 維持純樸的校風
To maintain a simple and honest school ethos

程序 Procedures:

1. 早會完畢後，班主任協助檢查同學校服儀容，並指示不符合要求的學生，站在該班隊伍後面。
After the morning assembly, class teachers will assist in checking students' uniforms. Students who do not meet the requirements will be instructed to stand at the back of the class.
2. 早會完結時，訓導老師/老師/學長會為校服或儀容不符校方標準的學生記名。
At the end of the morning assembly, discipline teachers/teachers/prefects will record the names of students whose uniforms do not meet school appearance standards.
3. 校內老師或上課老師向違反校服儀容標準的學生記名。
Teachers on campus or teaching teachers will also record the names of students who violate the school uniform and appearance standards.

2.6 處理有礙課堂學習行為的措施及程序

2.6 Measures and Procedures for Handling Classroom Disruptions

目標: 培養學生準時交功課之習慣及遵守課堂規則。

Aim: To cultivate the habit of handing in homework on time and following school rules.

對象: 中一至中六同學

Targets: S.1- S.6 students

有礙學習行為:

Behavior that disrupts lessons:

課堂表現方面 In class
騷擾上課秩序 Disturbing lessons
上課睡覺 Sleeping
欠帶課本或上課用品 Forgetting to bring textbooks or stationery
無故遲入課室 Entering the classroom late without valid reasons
不聽從老師指示 Not following the teacher's instructions

若學生在課堂上出現有礙學習行為，老師將會向有關學生記名。如發現學經多次記名還未改善，老師會通知其家長及向班主任/訓導反映。

If a student misbehaves in class, the teacher will record his/ her name and inform the class teacher/ discipline teachers /the parents.

2.7 靜思室計劃

2.7 “The Reflection Room Scheme”

目的：此計劃的主要目的是要求學生嚴守課堂上課規則，如有違規及騷擾課堂秩序，持續地阻礙老師的課堂教學工作，該學生便需安排到靜思室，讓老師可進行正常的課堂教學工作。但這計劃不可作為懲罰一部份，其課堂違規行為須依校規跟進。

Purpose: The primary aim of this plan is to require students to strictly adhere to classroom rules. If a student violates the rules and disrupts classroom order, continually hindering the teacher's teaching efforts, the student will be arranged to the “Reflection Room”, allowing the teacher to conduct normal teaching activities. However, this plan should not be used as part of punitive measures; classroom misconduct must be handled according to school regulations.

統籌老師： 訓導主任

Coordinator: Discipline Master

實施日期： 全年

Implementation Date: Whole Year

轉介原則： 如學生在上課時不聽從指示，違反上課規則，嚴重騷擾課堂秩序，持續地阻礙老師的課堂教學工作，老師已盡力處理，但情況未有改善，為了保障老師能進行正常的課堂教學工作，老師可考慮把該學生帶到靜思室。

Referral Principles: If a student does not follow instructions during class, violates classroom rules, seriously disrupts order, and continuously impedes the teacher's teaching efforts, and the teacher has made all efforts but the situation has not improved, to ensure the teacher can conduct normal teaching activities, the teacher may consider isolating the student to the “Reflection Room”.

轉介程序： 老師須安排班長到校務處提出有關要求，校務處職員會盡快通知當值老師，當值老師便會到課室把該違規學生帶至靜思室。

Referral Procedure: The teacher should arrange for the class monitor to request assistance from the school general office. The office staff will promptly notify the on-duty teacher, who will then bring the student to the “Reflection Room”.

靜思室內的工作/安排：

Work/Arrangements in the “Reflection Room”:

當值老師會把有關資料填寫在靜思室紀錄表；

當值老師會因應情況輔導該學生或安排習作予該生在靜思室內完成(習作是由這計劃的統籌老師預備)；如學生拒接受輔導或做任何習作，當值老師可容許學生坐於室內，但絕不可容許學生伏在枱上或睡覺；

The on-duty teacher will complete the relevant information on the “Reflection Room Record Form”;

Based on the situation, the on-duty teacher will counsel the student or arrange for the student to complete assignments in the “Reflection Room” (assignments prepared by the plan's coordinator). If the student refuses counseling or to do any assignments, the on-duty teacher may allow the student to sit in the room but must not allow the student to lie down on the desk or sleep.

轉介老師在該堂完結後，如果：

When the referral teacher's class ends, they should:

(I) 是空堂或小息，須盡快到靜思室於紀錄表上填寫有關資料及簽署，把該違規學生帶走及作出適當跟進/輔導（修和），教導他上課時能遵守規則；此外，轉介老師亦須考慮學生違規的嚴重性，而決定是否轉介訓導老師或輔導老師作進一步跟進；

(I) If it is a free period or recess, promptly go to the "Reflection Room to fill out the relevant information on the record form, sign it, and take the student out for appropriate follow-up/counseling. The referral teacher should instruct the student on adhering to rules during class. Additionally, the referral teacher should consider the severity of the misconduct and decide whether to refer the student to the discipline master or counseling teacher for further follow-up;

(II) 還須繼續上其他班的堂，靜思室當值老師會因應學生情況，讓學生返回課室上課。轉介老師須在空堂或小息時，盡快到靜思室，並於紀錄表上填寫有關資料及簽署。轉介老師更須主動跟進/輔導（修和）該違規學生，教導他上課時能遵守規則；此外，轉介老師亦須考慮學生違規的嚴重性，而決定是否轉介訓導老師或輔導老師作進一步跟進。

(II) If they need to continue teaching other classes, the on-duty teacher in the "Reflection Room will, based on the student's situation, allow the student to return to class. The referral teacher should go to the "Reflection Room" during a free period or break to fill out the record form and sign it. The referral teacher must proactively follow up/counsel the offending student to instruct them on adhering to classroom rules. Moreover, the referral teacher should consider the severity of the misconduct and decide whether to refer the student to the discipline master or counseling teacher for further follow-up.

靜思室紀錄表

(需為每位同學填寫一份)

日期：_____

學生姓名：_____ 班別：_____ 班號：_____

轉介老師姓名：_____ 任教科目：_____

轉介時間（校務處收到班長通知時間）：_____

轉介原因（轉介老師在接回同學時填寫）：

轉介老師接回同學時間：_____時_____分 轉介老師簽署：_____

同學於靜思室情況紀錄（當值老師填寫）

堂數	習作/工作安排	備註	當值老師姓名

" Reflection Room" Record Form

(Need to fill out one for each student)

Date: _____

Student Name: _____ Class: _____ Class Number: _____

Referring Teacher's Name: _____ Subject : _____

Referral Time (Time when the class leader notified the administration office): _____

Reason for Referral (Filled out by the referring teacher upon receiving back the student):

Time the Referring Teacher Received Back the Student: _____

Referring Teacher's Signature: _____

Record of Student's Situation in the "Reflection Room "(Filled out by the on-duty teacher)

Lesson	Assignments/Work Arrangement	Remarks	On-duty Teacher's Name

3. 其他 Others

3.1 走火警程序

3.1 Fire Drill Procedures

- 每年進行火警演習三次；
Conduct fire drills three times a year
- 教導學生當火警鐘響動應保持鎮定；
Teach students to remain calm when the fire alarm sounds.
- 班長/最後離開課室的同學要關門；
The last student to leave the classroom should close the door.
- 依走火警路線迅速離開課室，遵守秩序，立刻到安全地方集合；
Exit the classroom following the fire evacuation route, maintain good order, and immediately gather at a safe location.
- 在醫療室的學生，聽見火警鐘響起後，按校務處職員的指示，立刻到安全地方集合。
Students in the medical room should follow the instructions of the staff and immediately gather at a safe location when the fire alarm sounds.

3.2 走火警路線圖

3.2 Fire Evacuation Route Map

- 班主任向學生講解火警逃生路線圖，張貼在課室房門上。
Teachers should explain the fire evacuation route map to the students and post it on the classroom door.

<< 附錄 >> Appendix

附件（一）學生輔導轉介表格

Appendix (1) Student Counseling Referral Form

聖貞德中學

輔導組

學生輔導轉介表 檔案編號：_____

學生姓名：_____ 班別：_____ 學號：_____ 性別：男/女

轉介老師姓名：_____ 任教科目：_____

轉介原因	學生問題表現（可選多於一項）	其他/補充（請註明）
學習問題	<input type="checkbox"/> 學習動機低 <input type="checkbox"/> 擾亂上課秩序 <input type="checkbox"/> 學業表現欠佳 <input type="checkbox"/> 上課睡覺 <input type="checkbox"/> 經常欠交功課 <input type="checkbox"/> 經常遲到 / 缺席	
行為問題	<input type="checkbox"/> 經常違反校規 <input type="checkbox"/> 以怪異行為引人注意 <input type="checkbox"/> 沈迷網絡電玩 <input type="checkbox"/> 網絡欺凌 <input type="checkbox"/> 盜竊 <input type="checkbox"/> 施以暴力欺凌同學 <input type="checkbox"/> 離家出走 <input type="checkbox"/> 不良嗜好（抽菸、濫藥） <input type="checkbox"/> 價值觀偏差	
情緒及精神狀況	<input type="checkbox"/> 自我形象低 <input type="checkbox"/> 精神緊張 <input type="checkbox"/> 情緒低落 <input type="checkbox"/> 焦慮 <input type="checkbox"/> 自毀傾向 <input type="checkbox"/> 恐懼 <input type="checkbox"/> 妄想 <input type="checkbox"/> 抑鬱	

家庭及經濟因素	<input type="checkbox"/> 家庭經濟困難 <input type="checkbox"/> 居住環境問題 <input type="checkbox"/> 父母婚姻問題 <input type="checkbox"/> 單親家庭 / 監護人託管 <input type="checkbox"/> 與家人關係不睦 <input type="checkbox"/> 家暴 <input type="checkbox"/> 照顧者疏忽照顧 <input type="checkbox"/> 家人患病 / 傷亡 <input type="checkbox"/> 新移民	
朋輩關係	<input type="checkbox"/> 不適當的社交技巧 <input type="checkbox"/> 受朋輩不良影響 <input type="checkbox"/> 同儕關係疏離 <input type="checkbox"/> 被同學排擠或取笑 <input type="checkbox"/> 與異性相處問題	
升學及就業	<input type="checkbox"/> 派位 / 公開試成績不理想 <input type="checkbox"/> 對前途迷惘 <input type="checkbox"/> 輟學	

概述接觸該學生的過程：

轉介老師簽署：_____

轉介日期：_____（轉介老師填寫） 收表日期：_____（輔導主任填寫）

注意：老師轉介學生時，請填妥以上資料，然後直接交予輔導主任。謝謝！

St. Joan of Arc Secondary School
Guidance and Counseling Committee
Student Counseling Referral Form

Case no. :

Student name: _____

Class : _____ Class no.: _____

Gender: Boy/Gril

Referral' teacher: _____

Subject: _____

轉介原因 Reason for referral	Student behavior (choose more than one option)	Others/Remarks (Please specify)
Learning issues	<input type="checkbox"/> Low learning motivation <input type="checkbox"/> Disrupting classroom order <input type="checkbox"/> Poor academic performance <input type="checkbox"/> Sleeping in class <input type="checkbox"/> Frequently missing assignments <input type="checkbox"/> Frequently late / absent"	
Behavioral issues	<input type="checkbox"/> Frequently violates school rules <input type="checkbox"/> Engages in eccentric behavior to attract attention <input type="checkbox"/> Addicted to online gaming <input type="checkbox"/> Cyberbullying <input type="checkbox"/> Theft <input type="checkbox"/> Physically bullies classmates <input type="checkbox"/> Runs away from home <input type="checkbox"/> Unhealthy habits (smoking, drug abuse) <input type="checkbox"/> Deviant values	
Emotional and Mental Condition	<input type="checkbox"/> Low self-image <input type="checkbox"/> Mental tension <input type="checkbox"/> Low mood <input type="checkbox"/> Anxiety <input type="checkbox"/> Self-destructive tendencies <input type="checkbox"/> Fear <input type="checkbox"/> Delusions <input type="checkbox"/> Depression"	
Family Financial Support issues	<input type="checkbox"/> Financial difficulties in the family <input type="checkbox"/> Housing environment issues <input type="checkbox"/> Parents' marriage problems <input type="checkbox"/> Single-parent family / Guardian custody <input type="checkbox"/> Poor relationships with family members <input type="checkbox"/> Domestic violence <input type="checkbox"/> Caregiver neglect <input type="checkbox"/> Family member illness / death <input type="checkbox"/> New immigrants"	
Peer relationship	<input type="checkbox"/> Inappropriate social skills <input type="checkbox"/> Negative influence from peers <input type="checkbox"/> Alienation in peer relationships <input type="checkbox"/> Being ostracized or teased by classmates <input type="checkbox"/> Issues with interacting with the opposite sex	
Further education and employment issues	<input type="checkbox"/> Placement / Public exam results are unsatisfactory <input type="checkbox"/> Feeling confused about future prospects <input type="checkbox"/> Dropping out of school"	

Briefly describe the process of interacting with student:

Referring date: _____(referring teacher) Referring Teacher's Signature: _____

Date of receiving the case : _____(Head of the Guidance and Counseling Committee"

****Note:**** When teachers refer a student, please complete the above information and submit it directly to the head of the Guidance and Counseling Committee. Thank you!

附件(二)轉介學生違規行紀錄表
Appendix (2) Student Violation Record Form

聖貞德中學
轉介學生違規行紀錄表

本表格由有關老師填寫後交訓導委員會處理

學生姓名:(中文) _____ (英文) _____ 班別: _____ ()
事件發生日期: _____ 時間: _____ 地點: _____
通知家長日期: _____
事件性質及經過: _____
(請摘要說明) _____

建議跟進(懲罰): _____
轉介老師姓名: _____ 轉介日期: _____

(由訓導老師填寫)

結果: _____
附註: _____

訓導老師: _____

日期: _____

**St. Joan of Arc Secondary School
Student Violation Record Form**

This form is to be filled out by the relevant teacher and submitted to the Discipline Committee.

Student Name: (Chinese) _____ (English) _____ Class: _____ ()

Date of Incident: _____ Time: _____ Location: _____

Date Parent Notified: _____

Nature of Incident: _____
(Brief description)

Suggested Follow-Up (Punishment):

Referring Teacher's Name: _____ Referral Date: _____

(For Disciplinary Teacher to fill out)

Result: _____

Remarks: _____

Disciplinary Teacher: _____

Date: _____

附件(三) 學生違規警告信
Appendix (3): "Student Violation Warning Letter"

聖貞德中學
學生違規警告信

日期: _____

逕啟者:貴子弟中 _____ 班學生 _____ 因 _____, 現校方以書面警告。

此致 貴家長台啟

班主任: _____

負責老師: _____

本人已知悉敝子弟被校方書面警告一事。此覆。

家長簽名: _____

家長姓名: _____

St. Joan of Arc Secondary School

Student Violation Warning Letter

Date: _____

Please be informed that your child _____ () has violated the school rules _____ on _____ was/were issued to your child. Thank you for your kind attention.

Yours Sincerely,

Class Teacher: _____

Head of Discipline Committee: _____

I acknowledge that my child has received a written warning from the school.

Parent's Signature: _____

Parent's Name: _____

聖貞德中學
學生違規紀錄通知書

日期: _____

逕啟者: 貴子弟中 _____ 班學生 _____ 因 _____ 而被記 _____。特此通知。

轉介老師: _____

班主任: _____

訓導主任: _____

校長: _____

本人已知悉以上通知。

家長簽名: _____

家長姓名: _____

日期: _____

St. Joan of Arc Secondary School
Student Violation Record Notification

Date: _____

Please be informed that your child _____ () has violated the school rules _____ on
_____. _____ was/were issued to your child. Thank you for your kind
attention.

Yours Sincerely,

Class Teacher: _____

Head of Discipline Committee: _____

Principal: _____

I have acknowledged the above notification.

Parent Signature: _____

Parent Name: _____

Date: _____"

附件(五)中英文學生請假信範本

Appendix (5) Sample of Application letter for Leave of Absence in Chinese and English version
ST. JOAN OF ARC SECONDARY SCHOOL



聖貞德中學

55 Braemar Hill Road, Hong Kong. 香港北角寶馬山道五十五號

Tel.電話: 2578 5984 2578 5570 Fax.傳真: 2578 5725 Website 網頁 www.sja.edu.hk

請假申請

敬啟者:

小兒/小女*需要向校方告假,望校方允許。

學生姓名: _____ 班別: _____ 學號: _____

請假日期: 由 _____ 年 _____ 月 _____ 日至 _____ 年 _____ 月 _____ 日

共請 _____ 天(上午/下午/全日)*

請假原因: (必須詳列原因)

此致

聖貞德中學

家長/監護人簽署: _____

日期: _____

*請刪去不適用者。

(備註: 凡請病假三天或以上及於統一測驗或學期考試告病假,必須呈交請假信及醫生證明信函。)

下列部份由校方填寫

(甲部分) 學生呈交

請假信 醫生證明

(學生請病假須於復課後三個上課天內呈交,事假須於三個上課天前向校方申請)

班主任姓名: _____ 班主任簽署: _____ 日期: _____

(乙部分) 學生的請假申請

獲批准 不獲批准

校長簽署: _____ 日期: _____

在適當的位置內以✓表示



ST. JOAN OF ARC SECONDARY SCHOOL

聖貞德中學

55 Braemar Hill Road, Hong Kong. 香港北角寶馬山道五十五號

Tel.電話: 2578 5984 2578 5570 Fax.傳真: 2578 5725 Website 網頁 www.sja.edu.hk

Application for Leave of Absence

To whom it may concern,

My son / My daughter * would like to apply for leave of absence.

Name of Student : _____ Class: _____ No.: _____

Date of absence: from _____ / _____ / _____ to _____ / _____ / _____
date month year date month year

Total no. of day(s) : _____ (a.m. / p.m. / whole day) *

Reason(s) of absence: (Detailed explanation must be provided)

Signature of Parent/Guidance: _____

Date : _____

*Please delete as appropriate.

(Remarks: Students who take sick leave for three days or more or apply for sick leave during uniform test or examination periods must submit a letter of leave and a doctor's certificate.)

The following parts are filled in by the school:

Part A) The student submitted the following document(s):

Application letter Doctor's certificate

(Sick leave application has to be submitted within 3 days of returning to school and application for leave of absence due to personal reasons has to be submitted 3 days in advance.)

Name of Class Teacher: _____ Signature of Class Teacher: _____ Date: _____

Part B) The application is approved. not approved.

Signature of Principal: _____ Date: _____

Please put a tick (✓) in the appropriate box