

St. Joan of Arc Secondary School School Mission

To put Catholic faith into action, to provide a school where students will grow in Christ, develop in a caring culture & acquire an all-round education.

School Motto
Civil Responsibility

School Goals

1. To enable our students to come to the knowledge of God and to experience the peace and joy of the Christian faith and be able to develop a positive attitude towards life.
2. To provide quality education, activating a spirit of union and collaboration among the staff, parents and past students to work for the good of the students.
3. To develop in students a caring and loving attitude, enabling them to enjoy harmonious relationship with others.
4. To promote civic awareness and the spirit of democracy in our students so that they will be social conscious and always ready to serve society.
5. To develop in students self-confidence, self-respect, self-discipline, the ability to manage themselves and above all self-esteem.
6. To instil in students the urge to improve and the courage to commit to the good by heightening their sensitivity, developing in them a habit of reflection and a knowledge of the limitations of one's self and the environment.
7. To promote students' interest in different subjects and their self-learning ability, so that they will develop fully intellectually.
8. To develop students' language ability and analytical power, so that their power of expression and problem solving ability will excel.
9. To provide a diversity of activities, so as to broaden our students' horizon, develop their leadership, potentials, interests, their creativity and appreciation of aesthetics, thus helping them to lead a fuller life.
10. Under effective management, to provide an excellent environment conducive to learning.

Core Values	Be a good master of your own life Love your neighbour, the communities you belong to and society Seek the truth – Maintain justice – Pursue your dream		
St Joanian Culture	Faith – Hope	Charity – Justice	Wisdom – Courage
Key Areas of Pastoral Care	Keep improving yourself <ul style="list-style-type: none"> - Build a healthy lifestyle and establish good learning habits - Be self-disciplined and courteous - Learn to get along with others - Set lifelong goals 	Be a responsible citizen <ul style="list-style-type: none"> - Care about your neighbor and the communities you belong to - Be sensible when dealing with value judgements and make wise decisions - Keep an eye on local and international affairs - Put charity and justice into practice 	Equip yourself and prepare for the future <ul style="list-style-type: none"> - Be eager for knowledge and truth - Set life goals and go for them - Get yourself ready to serve and contribute to society - Be brave and creative when pursuing your dream - Strive for fairness and mutual benefits

The Bible Verse of the Year:

貞德文化

Joanian Culture

活出信念
Faith

常懷希望
Hope

力行仁愛
Charity

持守正義
Justice

善用智慧
Wisdom

擇善勇敢
Courage



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Student Rules and Regulations

Rules

- 1** Students must observe all school rules and regulations.
- 2** Students must have their student identity card and student handbook when at school.
- 3** Students must arrive at school punctually. No student should be late or leave school early without following the early leave procedures. Playing truant is strictly forbidden. If a student plays truant for 7 school days or more, he/she will be regarded as giving up his/her place at school.
- 4** Students must wear school uniform. They should keep a tidy and neat appearance at all times.
- 5** Students must respect and obey teachers, be kind and friendly to their classmates and cooperate with all school personnel.
- 6** Students must respect and support prefects and monitors by cooperating with them.
- 7** Students must take good care of school property and keep the school environment clean and tidy.
- 8** Students must take good care of their personal belongings.
- 9** Students must remain quiet and keep the classrooms clean.
- 10** When students have lessons in special rooms, they must observe the rules of the special rooms.
- 11** Students should only play ball games in designated places.
- 12** No student can carry out any activity using the school's name without the permission of the Principal.
- 13** The school reserves the right to explain or amend any school rule or regulation when necessary.
- 14** Without the consent of the school, no student is allowed to use his/her mobile phone within the school premises.

Morning assemblies, end of school day and school opening hours

- 1.** Students must arrive at the school by 8.30 a.m. Otherwise, they will be considered late.
- 2.** Students must assemble in the school playground at 8.30 a.m. to have the morning assembly.
- 3.** All students must line up properly in the designated places.
- 4.** Students should show respect during morning assembly by paying attention and not doing other things such as reading and talking.
- 5.** After the morning assembly, students should proceed to the classroom in an orderly manner.
- 6.** If the morning assembly is cancelled because of bad weather, students should stay inside the classroom for the morning assembly by 8.30 a.m.
- 7.** Students must return to school by 1.40 p.m. after lunch. Otherwise, they will be considered late.
- 8.** The opening hours of the school are from 7.15 a.m. to 5.30 p.m., except on special occasions. Students must wait at the tuck shop from 7:15 a.m. to 7:45 a.m. Students are allowed to return to their classroom after 7:45 a.m.

Notes for going to school

1. Any student who is late should give a detailed and accurate account about his/her lateness as instructed. He/ She should also observe the rules and regulations about lateness accordingly.
2. Students who return to school for extra lessons or activities should wear proper school uniform and bring their student I.D. cards. If the activities involve ball games, students can change into their sports gear, which should be plain and simple in style, at school.
3. Other than normal school hours or activities being led by teachers, students must leave the school once instructions have been given by office staff or teachers.
4. Students should keep all facilities clean and tidy after using them.
5. Students should not invite other people to enter the school without prior permission.

Politeness and good behavior

1. Students must be polite and courteous to all visitors, the School Supervisor, the Principal, teachers, staff and fellow schoolmates.
2. When teachers and visitors enter and leave the classroom, students must show respect by greeting or thanking them in an appropriate manner.
3. Students should first knock on the door to seek permission before entering a room to speak to the School Supervisor, the Principal or teachers.
4. During lesson time, students must seek permission from the teachers before entering or leaving the classroom.
5. During lesson time, running, talking or playing in the corridor and stairways are prohibited.
6. Students must raise their hands to ask or answer teacher's questions.
7. Students must sit properly.
8. When changing lessons, students must keep quiet and remain in their seats in the classroom.
9. When teachers are carrying a lot of things, students should take the initiative to offer help.
10. Senior Form students should be role models to junior Form students. They should help and care for junior Form students.
11. Students must not use foul language at all times.
12. Students should be honest.
13. Students should behave themselves and be polite both at school and outside school.

Keeping school campus clean / classroom rules

1. Students must keep the walls clean.
2. Students must keep the desks and chairs tidy.
3. Students must not write on the blackboard without permission.
4. Students must not run, shout or play ball games in the classroom.
5. Students must eat at the designated areas on campus.

Caring for personal belongings and school property

1. Students are cautioned not to bring a large amount of money or other valuables to school.
2. Without permission, students must not bring non-academic materials and books to school.
3. Without teachers' permission, students must not put their personal belongings in the classroom after school.
4. If students find things which do not belong to them or look suspicious, they should inform the school at once. If students lose something in school, they should inform the school at once.
5. Students should register before using the school phone.
6. Students are not allowed to move school equipment or damage school facilities.
7. Students should close all the windows and door before leaving the classroom especially at windy times during the year.
8. Students should report to teachers at once if any school property has been damaged.

Dress code

Boys

Hair: Hair style should be simple and tidy, cut above the ears. Hair is to be clear of the eyes. Hair is not below the collar of the shirt.

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

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

Girls

Hair: Hair style should be neat, clean and clear of the eyes. If the length of hair reaches the shirt collar, girls must tie their hair neatly in a ponytail. The fringe should not hang over the eyes. Only plain black hair pins are permitted.

Junior:

Summer: light-blue striped dress, long enough to cover the knees
school pin worn on the tie
white socks

Winter: black school jacket or fleece with school badge
grey woolen dress, long enough to cover the knees
long-sleeved white shirt
school tie
white socks

Senior:

Summer: short-sleeved shirt with school badge
light-blue striped skirt, long enough to cover the knees,
with a black or dark-brown belt
white socks

Winter: black school jacket or fleece with school badge

grey woolen skirt, long enough to cover the knees, with
black or dark-brown belt
long-sleeved white shirt with school badge
school tie
white socks

1. Students are expected to keep themselves well-groomed and neatly dressed at all times.
2. Wearing plain white underwear. Dark-brown leather shoes are to be worn.
3. 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.
4. Students are not allowed to use make-up. No hair dyeing, nail polish, earring, lipstick or any kind of accessories are allowed.
5. PE uniform together with sport shoes are to be worn during PE lessons.
6. School sports team uniforms should only be worn during training time. They cannot be worn as a replacement for the PE uniform.
7. Students will be informed of the dress code for non-teaching days or other occasions.
8. 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.

Lateness, early leave, truancy and school withdrawal

- 1 The school rules and regulations should be observed in handling lateness. For details, please refer to `Procedures in handling cases of serious lateness, improper uniform wear, untidiness and misbehavior.
- 2 Those who are late in entering classrooms for lessons and who have no proper explanation will be regarded as playing truant.
- 3 Any student who needs to leave early must fill in a form which is obtainable from the school office. The form must be signed by the class teacher before informing the parent concerned. Only with the permission of the parent can the student be allowed to leave school.
- 4 In the examination period, students should follow the school time-table to go to school, except for examinations of subjects with special arrangements.
- 5 Any student who wishes to withdraw from school should inform the school by handing in a formal letter written by his / her parent.

Application for absence

1. If a student fails to return to school due to illness, parents should call the school office before 8:00 a.m.
2. When a student returns to school after recovering from illness, a leave application letter must be submitted to the form teacher within three school days.
3. For sick leave of three days or more, a leave application letter and a doctor's certificate letter must be submitted. If the leave procedure is not complete, it will be regarded as absenteeism.
4. If a student is absent during the exam period, he/she has to hand in a medical certificate and parent's letter within one week. If a medical certificate cannot be produced, the absentee will be treated as unauthorized absence and a "zero" mark will be given for any examinations held on that day.

5. Students are advised to refrain from applying for personal leave during the exam period.
6. For follow-up consultation and personal leave applications, a leave application letter must be submitted to the form teacher three days in advance. Parents can download the “Application for Leave of Absence” from the school website.
7. The school will inform the Education Bureau if a student plays truant for 7 days or more.
8. Failing to follow the full procedures for being absent, a student’s absence will be treated as truancy.

Academic

1. Students should concentrate in lessons and bring all the required textbooks and materials.
2. Apart from the homework assigned by teachers, students are expected to prepare for lessons, take notes, do revision and read extensively for fostering their studies and language proficiency.
3. Teachers will distribute assignments through Google Classroom. Parents may refer to their children’s Google Classroom for records of assignments.
4. Students should complete their homework, both electric and printed, on their own and submit it before the deadline. Plagiarism is highly discouraged and follow-up action will be taken.

Using Information Technology facilities at school

1. Without permission, students should not login to the school network or use any IT facilities at school.
2. Students are responsible to take care of their personal passwords and not release it to anyone.
3. Students must not receive, deliver, or save any illegal materials or materials violating school rules.
4. Using another person’s computer or using a computer to commit a crime is a criminal offence and results in serious consequences.

Others

1. Students are not allowed to enter the staffroom and common room.
2. Smoking, gambling and drinking alcoholic drinks are strictly prohibited.
3. Students are allowed to enter special rooms with permission from teacher(s).
4. Students can only enter other classrooms with permission from teacher(s).

Purchasing a school tie, school badge or exercise book

1. Students can purchase a school tie, school badge or exercise book at the office during recess and lunch time every Monday and Thursday.

Paying fees

1. The Education Bureau has implemented 12 years free education. As a result, students do not need to pay school fees. Only Forms 4 to 6 students are required to pay Tong Fai at the beginning of the academic year.

2. Miscellaneous fees will only be collected once at the beginning of the academic year.
3. For those who apply for the School Textbook Assistance scheme, the paid fee will be refunded once the application is successful.
4. It is advisable that all payments made to the school should be paid by ePayment. Parents can inform the school if they would like to settle payments by cheque payable to “The IMC of St Joan of Arc Secondary School”.

The School Textbook Assistance scheme and The Student Travel Subsidy (STS) Scheme

Students can attain the application forms from their Form masters in late May. They can hand in the form directly to the Student Finance Office. Successful applicants will have the money transferred to their bank accounts.

Lunch

1. Form 1 to 3 students are required to stay at school for lunch during lunch time. Students can order lunch provided by the assigned caterer or bring their own lunch.
2. Students must not buy food from unlicensed providers.

School leaving certificate, Testimonials, Academic Transcript and recommendation letters

If students want a copy of their school leaving certificate, an academic transcript or a recommendation letter from the school, they should apply in writing 5 days in advance.

BYOD - Bring Your Own Device Acceptable Use Policy (AUP) for students

Definition:

Devices refer to iPads, tablets or notebook computers but do not include mobile phones.

Principles:

1. Students can use their devices for educational purposes only.
2. Students can only use their devices during lesson time with teachers' prior permission.

Guidelines:

1. When students use electronic devices for learning, they must lay their electronic devices flat on their desk.
2. Students should not use their devices for non-educational purposes.
 - Students are prohibited to use their devices for entertainment purposes. (e.g. playing games, listening to music or watching videos)
 - Students are not allowed to use/ access any social-networking websites. (e.g. Facebook, Instagram, Snapchat, etc.)
 - Students are not allowed to use any instant messaging applications. (e.g. WhatsApp, WeChat, Line, Telegram, etc.)
3. Students are not allowed to use earphones without teachers' permission.
4. Students are prohibited from photo-taking or video/voice recording on school campus without their teachers' prior permission.
5. Students can only listen to audio files with teachers' permission. The volume should be kept at a level that does not disrupt others.
6. Students are responsible for the charging of the battery of their devices. They are not allowed to charge their devices in their classrooms.
7. Students should take good care of their personal devices and put them into their lockers if needed. They should stick labels with their names to the back of their devices. The school is not liable for any loss, damage or thievery of devices brought to school.
8. Our school will install applications on devices with MDM. All other downloaded and installed must comply with copyright laws.
9. Students having installed MDM should never share the Wi-Fi password with others, both inside and outside school.
10. Students who do not observe the guidelines for three times will receive one bad mark.

School Rules

Description		Punishment		
		Bad Mark	Demerit	Major Demerit
1.	Three 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 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.

Punishment for lateness:

- 1 The school rules and regulations should be observed in handling lateness. Any student who is late for the second time will receive a warning letter and be expected to attend the detention class. His/ Her parents will also be informed. If the student continues to arrive at school late, he/she will have to attend the

detention class each time he/she is late. A bad mark will be issued to the student if he/she is late for the third time. Thereafter, for every 3 times of lateness, a student will receive a bad mark. For further information please refer to 'Procedures in handling cases of serious lateness, improper uniform wear, untidiness and misbehavior'.

- 2 The school will keep a student's lateness record for the whole academic year.

Punishment for improper school uniform and untidiness:

- 1 A record of students who do not wear proper school uniform or who are untidy will be kept. A warning letter will be issued to a student who has not complied with the school rules 5 times. Students who have not complied with the rules 10 times will be given a bad mark. If the student continues to not comply with the rules after receiving a bad mark for the first time, the student will receive another bad mark for every 5 times he/she does not comply with the rules.
- 2 The school will handle all cases according to the school rules and regulations.

1. Procedures in handling cases of serious lateness, improper uniform wear, untidiness and misbehavior:

Students need to attend the detention class due to serious lateness, improper uniform, untidiness and misbehavior.

i Serious lateness/ Multiple times of lateness

Students need to attend the detention class under any of the following circumstances:

- If they are late for both the morning and afternoon session.
- If they arrive at school after 9:15 a.m.
- If they have a late record for more than 2 times.

ii Improper uniform, untidiness and misbehavior

Students will have to attend detention class if they are found to have 2 uniform, untidiness or misbehavior records by the Students Affairs teachers.

2. The procedure of detention:

The parents of the student will be notified by eNotice once the student is required to attend the detention class. Students will receive a detention notification slip which indicates the time and venue clearly.

3. The procedure of not attending the detention class:

If a student is absent from the detention class without proper permission, he/she will be given 2 bad marks.

4. If a student is late many times, the school may suspend him from attending classes after looking into the matter.

The award scheme for improvement of behavior:

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

- 2 Targets: S.1-6 students
- 3 Behavior that disrupts lessons:

In class	With homework and tests
Disturbing lessons (counted as double)	Copying homework (counted as double)
Sleeping (counted as double)	Not handing in homework
Forgetting to bring textbooks or stationery	Doing homework poorly
Entering the classroom late without valid reasons	
Not following the teacher's instructions	

- 4 If a student misbehaves in class, the teacher will record his/ her name and inform the parents. The procedure is as follows:

Frequency	Punishment
5 times	A warning letter
10 times	A bad mark
15 or more times	A bad mark and another bad mark for every 5 times thereafter

- 5 The record of misbehavior will be given to the class teacher every 2 weeks, and the class teacher will follow up with the subject teacher(s).
- 6 If the student continues to misbehave after punishment, the teacher concerned will inform the parent and follow up the case with the Student Affairs Committee.

Academic Affairs

1. **Summative Assessment**
One uniform test and one examination will take place in each school term to assess students' learning. Please refer to the school calendar for details.
2. **Continuous Assessment**
A diversified mode of assessment is adopted to evaluate students' performance in terms of their knowledge, skills and attitudes. It includes quizzes, projects, book reports, learning portfolios and lesson participation record, etc.
3. **Mark Allocation**
In order to encourage students to actively engage in learning throughout the year, 20% of the subject mark is allocated to continuous assessment. 20% of the subject mark is allocated to tests and 60% to examinations. The passing mark for S1 to S3 is 50% of the subject mark and the passing mark for S4 to S6 is 40% of the subject mark.
4. **School-based Assessment (SBA)**
School-based assessment is a core part of the Hong Kong Diploma of Secondary Education Examination (HKDSE). S4 to S6 students are expected to complete the tasks assigned by teachers. Late submission will result in mark deduction. Students who fail to submit their work will get a zero mark in the SBA component. Measures ensuring fairness and standardization will be adopted. Students who are dissatisfied with the scores awarded should report to the subject teachers concerned.

5. Enhancement Programmes for Languages and Core Subjects
The following programmes are organized to consolidate students' learning.

- S1 summer bridging programme
- Enhancement and remedial programmes
- Small class teaching
- HKDSE seminars

6. Awards and Punishment

1) Wiser King Award Scheme

Students who perform well in quizzes, tests and examinations will be awarded.

2) Students who have a poor learning attitude or frequently fail to submit homework will be sent to detention or given disciplinary action.

7. Scholarships

Awards, Scholarships and bursaries

Scholarship and bursary	Eligibility	No. of awards / scholarships
SJA Scholarship		
First, Second and Third in form	<ul style="list-style-type: none"> ➤ Students with the highest, second highest and third highest average mark in form. ➤ Badges (gold badges for the first and silver badges for the second and third) 	3 in each form
First in subject	<ul style="list-style-type: none"> ➤ Students with the best performance in each subject. ➤ Badges and certificates (gold badges for students being first in 4 or above subjects, silver badges for students being first in 2 to 3 subjects) 	1 for each subject in each form
Outstanding performance in Arts and Sports	<ul style="list-style-type: none"> ➤ Students with outstanding performance in arts or sports competitions and conduct grade B or above nominated by teachers. ➤ Certificates and scholarships of \$700, \$500 or \$300 for the first, second and third respectively. 	3
Parent-Teacher Association Scholarship		
Outstanding performance in school service	<ul style="list-style-type: none"> ➤ Students with outstanding performance in organising school activities and serving others at school nominated by teachers. 	3
Outstanding performance in co-curricular activities	<ul style="list-style-type: none"> ➤ Students with outstanding performance in organising and participating in co-curricular school activities nominated by teachers. 	3
Outstanding performance in sports	<ul style="list-style-type: none"> ➤ Students with outstanding performance in sports 	1
Outstanding performance in HKDSE	<ul style="list-style-type: none"> ➤ Students with outstanding performance in HKDSE ➤ Certificates and scholarships of \$1000 	5
SJA Past Students' Association Former Presidents' Scholarship		
SJA Past Students' Association Former	<ul style="list-style-type: none"> ➤ Students with outstanding performance in English. 	1

Presidents' Scholarship (Dr. Michael Tsui)	<ul style="list-style-type: none"> ➤ The school nominates 3 students based on their S5 English examination results. A selection board comprised of past students interviews the nominees and chooses the award recipient. ➤ A certificate and scholarship of \$3000 	
SJA Past Students' Association Former Presidents' Scholarship (Mr. Kenny Tam)	<ul style="list-style-type: none"> ➤ Students with outstanding performance in Mathematics. ➤ The school nominates 3 students based on their S5 Mathematics examination results. A selection board comprised of past students interviews the nominees and chooses the award recipient. ➤ A certificate and scholarship of \$3000 	1
SJA Past Students' Association Former Presidents' Scholarship (Mr. Mak Chai Kwong)	<ul style="list-style-type: none"> ➤ Students with outstanding performance in Chinese History. ➤ The school nominates 3 students based on their S5 Chinese History examination results. A selection board comprised of past students interviews the nominees and chooses the award recipient. ➤ A certificate and scholarship of \$3000 	1
SJA Past Students' Association Former Presidents' Scholarship (Mr. Tom Chan)	<ul style="list-style-type: none"> ➤ Students with outstanding performance in Chinese. ➤ The school nominates 3 students based on their S5 Chinese examination results. A selection board comprised of past students interviews the nominees and chooses the award recipient. ➤ A certificate and scholarship of \$3000 	1
SJA Past Students' Association Former Presidents' Scholarship (Dr. Samuel Leung)	<ul style="list-style-type: none"> ➤ Students with outstanding performance in Liberal Studies. ➤ The school nominates 3 students based on their S5 Liberal Studies examination results. A selection board comprised of past students interviews the nominees and chooses the award recipient. ➤ A certificate and scholarship of \$3000 	1
SJA Past Students' Scholarship		
SJA Past Students' Scholarship - Technology (Mr. Kwok Tung Lung)	<ul style="list-style-type: none"> ➤ Students with outstanding performance in the Technology KLA nominated by the head of Technology KLA and confirmed by the scholarship donor. ➤ A certificate and scholarship of \$3000 	1
SJA Past Students' Scholarship -STEAM (Mr. Kwok Tung Lung)	<ul style="list-style-type: none"> ➤ Students with outstanding performance in the STEAM Education nominated by the head of STEAM Education and confirmed by the scholarship donor. ➤ A certificate and scholarship of \$3000 	1
Others		

Applied Learning Scholarship by the Law's Charitable Foundation	<ul style="list-style-type: none"> ➤ Students who demonstrate positive learning attitude and achieve good progress in their study of Applied Learning courses nominated by the school. ➤ A certificate and scholarship of \$1000 	To be announced
Sir Edward Youde Memorial Fund Scholarship	<ul style="list-style-type: none"> ➤ S6 students with outstanding academic results and leadership skills nominated by the principal. ➤ Scholarship of \$1000 	2
Rev. Joseph Carra Education Fund Scholarship	<ul style="list-style-type: none"> ➤ S4 to S6 students nominated by the principal based on their financial situation, academic performance, conduct and performance in co-curricular activities. ➤ Scholarship of \$1000 	1
Catholic Diocese of Hong Kong – Religious Education Scholarship	<ul style="list-style-type: none"> ➤ Students with excellent performance in Religious Education and active participation in religious activities ➤ A certificate and scholarship of \$500 	2
Future Stars – Upward Mobility Scholarship	<ul style="list-style-type: none"> ➤ Secondary 3 to 6 students from less privileged backgrounds who demonstrate a positive attitude in adversities nominated by teachers or social workers. ➤ Scholarship of \$5,000 	To be announced
Hong Kong Island Outstanding Student Award	<ul style="list-style-type: none"> ➤ Students with excellent academic performance and active participation in extra-curricular activities both at school and in the community nominated by the principal, vice principals or teachers. ➤ A certificate and scholarship of \$500 	2
Youth Arch Student Improvement Award	<ul style="list-style-type: none"> ➤ Students showing improvements in academic performance, conduct or other aspects in class nominated by teachers. ➤ A certificate 	1 in each class
Youth Arch Student Improvement Award	<ul style="list-style-type: none"> ➤ Students who demonstrate tenacity and enthusiasm in facing challenges with prominent improvements in academic performance, conduct or other aspects ➤ Scholarship of \$1,000 	To be announced
Eastern District School Model Student Award	<ul style="list-style-type: none"> ➤ Students with outstanding academic performance and conduct grade B or above nominated by the school. ➤ A certificate 	1 in each form from S2 to S6
Eastern District School Most Improved Student Award	<ul style="list-style-type: none"> ➤ Students having the greatest improvement in examinations with conduct grade B or above. ➤ A certificate 	1 in each form from S2 to S6
SJA Bursary		

Ms. Nellie Seu Education Fund	<ul style="list-style-type: none"> ➤ Students who are in financial needs to finish their secondary education. ➤ Eligible students can apply with the referral of form teachers or social workers. Interviews with the student and/or his/her family members are required. ➤ The school makes the final decision and release the result. 	Subject to the management board of the Fund
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- There are other external awards and scholarships available for eligible students. For enquiries, students may contact the Career and Life Planning master for more details.

Points to note:

1. Award recipients are notified by the school.
2. Applicants of scholarship and bursary are notified of the result by the school
3. Remarks
 - The school reserves the right to decline any application deemed inappropriate.
 - All applications and documents are reviewed by the school
 - Copies of documents will not be returned.
 - All information will be kept confidential.
 - The school or management board will have the final decision of the result.
 - The above may be subject to change from time to time.

‘Wiser King’ Award Scheme

Aims:

1. To provide opportunities for students to explore their potentials in continuous learning
2. To encourage students to strive for excellence academically through this scheme
3. To encourage students to take up challenges in learning and achieve excellent results in various subjects

Target students:

S.1 to S.4

Details:

Award level	Good performance in assessments	Reward
Level 1	5 times	a prize
Level 2	10 times	a merit
Level 3	15 times or more	a prize, a merit & a certificate

Implementation:

1. Students are to be awarded through SJA Smart Portal.
2. When students have attained various award levels, prizes will be given to them through class teachers on a bi-monthly basis.
3. The record of their performance will be posted in their classrooms and uploaded to the school website.

The Merits gained from the Award Scheme as illustrated in Part C will be recorded in the Report Cards. The Certificates will be presented with the Report Cards by the end of each term

Homework Award Scheme

Objectives :

1. To encourage students to seriously complete and punctually submit their homework to enhance their academic foundation.
2. To nurture students' positive attitudes in learning and perseverance.
3. To encourage students to take up challenges in learning and strive for excellence academically in various subjects.

Target: S1 to S3 students

Details:

1. Students are awarded every two months, that is, two times per term and four times per year.
2. Students who are able to submit homework punctually within two months are awarded a certificate and a merit.
3. For students being awarded consecutively for four times a year, book vouchers will be awarded.
4. The prize-winner list will be posted in their classrooms and uploaded to the school website.
5. The Merits gained from the Award Scheme will be recorded in the Report Cards. The Certificates will be presented with the Report Cards by the end of each term.

Academic Progress Award Scheme

Objectives :

1. To encourage students to improve and make progress academically.
2. To nurture students' positive attitudes in learning and perseverance.
3. To encourage students to take up challenges and strive for excellence academically in various subjects.

Target: S1 to S3 students

Details:

1. According to students' decile rank in SJA Smart Portal, students who have made improvement in formative assessments in different subjects are awarded.
2. Students are awarded after the 1st Examination, 2nd Uniform Test and 2nd Examination compared to their performance in the previous assessments.
3. To further encourage students to strive for improvement, the following prizes will be given.

Gold	Improvement shown in 5 subjects or above
Sliver	Improvement shown in 3 to 4 subjects
Bronze	Improvement shown in 1 to 2 subjects

4. The prize-winner list will be posted in their classrooms and uploaded to the school website.

Policy on Promotion and Repetition

Objectives

1. To help students set specific goals in learning;
2. To enable students to repeat an academic year to build their foundation for learning;
3. To allow students to do self-reflection and motivate them to learn better.

Criteria for Promotion

S1 to S3	<ol style="list-style-type: none">1. Pass in at least 2 out of 3 core subjects namely Chinese, English and Mathematics; and2. Pass in average mark; and3. Conduct meeting the standards of the school; and4. 80% or above attendance
S4 to S5	<ol style="list-style-type: none">1. Pass in at least 3 out of 4 core subjects namely Chinese, English and Mathematics and Liberal Studies / Citizenship and Social Development; and2. Pass in average mark; and3. Conduct meeting the standards of the school; and4. 80% or above attendance

Students failing to achieve the above with their form positions ranking the bottom 15% will be discussed on a case-by-case basis in the school's promotion meeting

Reading Scheme Award

A. Aim:

1. To help students develop a habit of reading and cultivate in them the spirit of self-access learning.
2. To aid students to broaden their knowledge through extensive reading, from which they can also find reading a pleasurable and rewarding experience.
3. To assist students to express feelings and ideas about what they have read through book reports.
4. Through a reward system encourage students to actively participate in the scheme.

B. Reading Progress / Scheme:

Levels	No. of Book Reports Submitted	Awards
1	3 (Including both English and Chinese books)	A Certificate
2	3 (Including both English and Chinese books)	A Merit
3	4 (Including both English and Chinese books)	A Merit

C. List of Outstanding Awards:

Titles of Awards	Number	Rewards
1. Scholastic Book Report Award	3	A book
2. Extensive Reading Award (based on the number of book reports submitted)	3	A book
3. Keen Readers Award (class-based)	1 for junior forms 1 for senior forms (accumulated monthly)	A flag

D. Book Report Forms:

Book report worksheets can be taken from the library or downloaded from our website (<http://www.sja.edu.hk/reading>)

E. Method of Implementation:

1. After reading a book (fiction/non-fiction), each student is required to complete a book report and submit it to his/her language teacher. Satisfactory book reports (with a passing score) should be handed in to the school librarian for recording purposes.
2. Prizes are presented to readers who have submitted the required number of book reports as illustrated above.
3. The names of students who have attained the above-mentioned Levels (in Section B) will be acknowledged in the Morning Assembly and the school website in recognition of their efforts.
4. The students who have attained Level 2 and Level 3 (in Section B) respectively will be awarded a Merit at the end of the school year and the Merit will be recorded on the Report Card

Fines/Charges/Fees for Specific Purposes

Items		Fines/Charges/Fees
1.	Replacement of student card	\$10 per copy
2.	Transcript (second copy)	\$3 per copy
3.	Fine for serious damage to or loss of library book	The original cost of the book
4.	Fine for overdue library book	\$1 pay day. Maximum fine is \$10
5.	Breakage and damage of science equipment	\$50 per item
6.	Breakage of school property other than science equipment	\$50 for individual student \$100 for the whole class responsible
7.	Wilful damage to school property	The full cost of repair/ replacement of the item

Tropical Cyclones and Heavy Persistent Rain Arrangements

Tropical Cyclones

When tropical cyclones affect Hong Kong, the following general arrangements will apply:

Weather conditions	Corresponding measures
When Tropical Cyclone Warning Signal No.1 is issued	The school is to operate as usual unless advised otherwise.
When Tropical Cyclone Warning Signal No.3 is issued	The school is to operate as usual unless advised otherwise.
When Tropical Cyclone Warning Signal Pre-No.8 / No. 8 or above is issued	<ul style="list-style-type: none"> ● Classes of the school are to be suspended. ● If students have already set out for school when Tropical Cyclone Warning Pre-No.8 / No. 8 is issued, the school ensures that school premises will be open and arrange staff to look after the students who have arrived at school, until proper arrangements are made for such students to return home at an appropriate time under safe conditions.
During lessons, the Observatory will issue Tropical Cyclone Warning Signal No.8 in the next 2 hours	Proper arrangements are made for students to return home at an appropriate time under safe conditions.

Heavy Persistent Rain

In the event of rainstorms, the following general arrangements will apply:

Rainstorm Warning Signal	Corresponding measures
AMBER	The school is to operate as usual unless advised otherwise.
RED or BLACK	
(i) Issued from 5:30 am onwards and before 6:00am	Classes are to be suspended all day.
(ii) Issued from 6:00am onwards and before 8:00am	<ul style="list-style-type: none"> ● Classes are to be suspended all day. ● Students who have not left for school should stay home. ● The school implements contingency measures and arrange staff to look after the students who might arrive and ensure that conditions are safe before allowing students to return home.
(iii) During lessons (Issued from 8:00am onwards and before 1:00pm, and from 1:00pm onwards)	The school continues the lessons until the end of normal school hours and ought to ensure that conditions are safe before allowing students to return home.

Remarks :

- The school-based guideline is drafted in accordance with the EDB circular No. 4/2016. For details, please refer the website <https://applications.edb.gov.hk/circular/upload/EDBC/EDBC16004E.pdf>
- Parents should be alert of the school websites or SMS messages for updated information.
- Parents could exercise their discretion in deciding whether or not to send their children to school having regard to inclement weather condition. In the event of adverse local weather, road, slope or traffic conditions, parents should keep their children at home for the sake of safety. In this connection, the school reassures parents that allowance will be given to the affected students for lateness of absence from school at parents' discretion for that reason. Students will not be penalized for that reason.



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 網址 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 _____ (date) / _____ (month) / _____ (year) to
_____ (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 .

School Song

1. As Joan of Arc did once renounce
The joys of home and hearth
To serve her countrymen in woe
And blazed a civic path.
So, conscious of our commonweal,
Our fellow's wants we see
A citizen's responsibility
We undertake.
A citizen's responsibility
We undertake.

2. Our powers of mind and heart are giv'n
To train and to mature
For service to society's needs,
And human rights ensure,
The Fatherhood of God entails,
The brotherhood of man:
We share the weight of work and play
As only equals can.
We share the weight of work and play
As only equals can.