

地利亞修女紀念學校（協和二中）
Delia Memorial School (Hip Wo No.2 College)



家長及學生手冊
Parent and Student Handbook
2023-2024

校規及學生守則

甲、校規及學生守則

1. 中一至中五學生如有下列情況將不獲准升班：
 - a. 學年平均分低於 50 分
 - b. 操行等級低於 C 級
 - c. 缺席二十日或以上。
2. 中六學生如有下列情況將不獲准畢業：
 - a. 操行等級低於C級及缺席二十日或以上 或
 - b. 學年平均分低於 50 分。
3. 學生每一學期的基本操行分數為 100 分。
4. 計算操行等級的方法，參閱下表：

分數	等級
≥ 160	A+
≥ 145	A
≥ 130	A-
≥ 115	B+
100	B
≥ 85	B-
≥ 70	C+
≥ 55	C
≥ 40	C-
≥ 25	D+
$25 <$	D

缺點	-5
小過	-15
大過	-45
優點	+5
小功	+15
大功	+45

5. 學生表現良好，操行分數將會增加。
6. 學生違反校規，操行分數會被扣減。
7. 學生無論在校內或校外都必須保持良好的行為。
8. 學生不應帶上課以外的物品回校(例如：雜誌、玩具、電子儀器、珠寶)，以免影響學習。
9. 學生無論在校內或校外，都必須對學校教職員有禮貌。
10. 學生如犯嚴重過失（例如逃學、打架、偷竊、賭博、吸煙、作弊、毀壞公物及其他行為不檢等）將被處分停課或開除學籍。
11. 學生應共同愛護學校公物，以重公德。若學生破壞公物，須由家長負責維修或賠償。

乙、出席

1. 學生在早上 8:10 後到校將被計算為遲到。
2. 午膳時間為下午 12:40 至 1:40，於下午 1:40 後到校將被計算為遲到。
3. 學生兩次遲到將被記一個缺點。
4. 遲到之學生必須於當天放學後(下午 3:35 至 4:35) 留堂 60 分鐘。(唯星期三之遲到學生需於下午 1:15 至 2:15 出席留堂班。)
5. 學生如無故缺席遲到當天的留堂班，將會被記一個缺點，並必須於下一上課天補回留堂。
6. 上課期間，學生必須得到校方同意方能離校。

7. 請假手續如下：

7.1 因病請假

7.1.1. 家長需於早上 7:30 分至 8:10 分通知校務處為子女請假。

7.1.2. 學生回校後，需呈交家長請假信及醫生證明書。

7.2 因事請假

7.2.1 學生需在一日前呈交家長請假信及相關文件。

7.3 早退

7.3.1 如因事早退，學生需一日前呈交家長信及相關文件，早退當天，學生在離開前必須到校務處報到。校方將致電家長/監護人，獲確認有關申請後才安排學生自行離開。

7.3.2 如因身體不適早退，校方會即時聯絡家長/監護人，要求家長/監護人親身到校接送學生就醫及回家休息。若家長/監護人未能親身到校接送學生回家，校方將會在家長/監護人同意下，安排學生於學校附近的診所就醫，並先行墊支，其後將安排學生回校休息，等候家長/監護人到校接送回家。

8. 未得校方批准的請假，學生將被記一缺點。

9. 課後補課班與正常課堂無異，學生無故缺席兩次將被記一個缺點。

10. 當學生缺席，而校方未有收到家長或監護人來電請假或家長信，校務處將致電家長或監護人，班主任亦會致電家長或監護人以了解學生缺席的情況。

11. 當學生連續缺席七個上課天，學校會應教育局要求向其報告學生缺席的情況，訓導老師及班主任將繼續聯絡家長或監護人。

12. 當學生連續缺席二十個上課天而沒有聯絡學校或學校無法聯絡該學生或學生家長/監護人，學生缺席通知書將以掛號形式郵寄予家長/監護人，家長或監護人必須在信件發出後的四個工作天內聯絡學校，否則學生的學位將被取消。

School Rules and Regulations

A. General Rules

1. S1-S5 students cannot be promoted if
 - a. their annual average mark is below 50.
 - b. their conduct grade is below C.
 - c. they have been absent for 20 days or more.
2. S6 students cannot be graduated if
 - a. their conduct grade is below C and they have been absent for 20 days or more, or
 - b. their annual average mark is below 50.
3. The basic conduct mark of each student in each term is 100.
4. The scale of marks and conduct grades are as follows:

Marks	Grade
≥ 160	A+
≥ 145	A
≥ 130	A-
≥ 115	B+
100	B
≥ 85	B-
≥ 70	C+
≥ 55	C
≥ 40	C-
≥ 25	D+
$25 <$	D

Black Mark	-5
Minor Demerit	-15
Major Demerit	-45
Merit	+5
Minor Credit	+15
Major Credit	+45

5. Conduct marks will be added when students perform well in school.
6. Conduct marks will be deducted when students violate any school rules.
7. Students need to maintain appropriate conduct under all circumstances whether they are in or outside the school.
8. Students are reminded not to bring unnecessary items (e.g. magazines, toys, electronic devices, jewellery) which may distract their studies.
9. Students must treat all school staff respectfully with good manners whether in or outside the school.
10. If any student commits any major misconduct (e.g.: truancy, fighting, stealing, gambling, smoking, cheating, vandalism or other misbehaviour), the student will be suspended from school or even expelled.
11. School property should be treated with care. If any student is caught vandalizing or damaging any school property, the corresponding parents will be asked to pay the cost of repair or replacement.

B. Attendance

1. Students will be counted late to school if he/she comes after 8:10 am
2. The lunch period is from 12:40 pm to 1:40 pm. Students will be counted late to school if he/she comes after 1:40pm.
3. One black mark will be given to students who have been late for two times.

4. Students who are late have to stay for the 60-minute detention (3:35 pm to 4:35 pm) on the day that they are late. (Except Wednesday, latecomers on Wednesday should attend the detention class from 1:15 pm-2:15 pm.
5. One black mark will be given if the student does not attend the detention on the day that they are late and he/she must stay for the detention on the next school day.
6. During school hours, students are not allowed to leave the school without the school office's approval.
7. The procedures of taking leave are as follows:
 - 7.1 Sick Leave
 - 7.1.1. Students' parents should notify the School Office during 7:30-8:10 am.
 - 7.1.2. Students should submit the parent's letter for sick leave and together with the doctor certificate when he/she returns to school.
 - 7.2 Causal leave
 - 7.2.1 Students should submit the parent's letter for causal leave together with the relevant documents 1 day in advance.
 - 7.3 Early leave
 - 7.3.1 Students should submit the parent's letter for causal leave together with the relevant documents 1 day in advance. On the day of early leave, students must report to the School Office before leaving. Parents/Guardians will be notified by phone to confirm the leave. Student will be allowed to leave only after confirmation has been obtained.
 - 7.3.2 The school will contact the parent/guardian of the student if he/she is not feeling well. Parent/Guardian will be asked to pick up the child personally for medical attention and resting at home. If a parent/guardian cannot come to school personally, we will arrange the student to visit a nearby doctor with the permission of the parent/guardian. All medical expenses will be collected from the parent/guardian later on. Student will be taken back to school to rest and wait for parent/guardian to pick up.
8. A black mark will be given to student who is absent without school approval.
9. After-school tutorials will be considered as normal lessons. A black mark will be given to students who are absent two times without school approval.
10. For the students who are absent, School's General Office will call the parents/guardians if no calls/letters have been received, and Class Teachers will also follow up with the parents/guardians to know more information about the students' absence.
11. For students who have been absent for 7 consecutive school days, the School is required to report to the Education Bureau of the students' absence. Also, Discipline and Class Teachers will try to contact the parents/guardians.
12. For students who have been absent for 20 consecutive school days without contacting the School or the School could not contact that student or student's parents/guardians, a registered mail regarding the absence will be sent to parents/guardians. Parents/Guardians have to contact the school within 4 working days starting from the send date of the letter; otherwise, the school place of the student concerned will be cancelled.

校服儀容標準

儀容

【男生】

1. 頭髮須為普通之男學生髮型，不得過長，不得標奇立異。
2. 前額頭髮不可遮蓋眼睛；側面頭髮長度不得超過半耳；後面頭髮長度不可觸及衣領。
3. 頭髮必須保持整，不可使用定型劑，不可碎髮、染髮及電髮。
4. 除因宗教理由外，不得佩帶任何飾物。如學生需佩帶飾物，則必須向校方提交申請並獲批准。申請表可於校務處或向班主任索取。

【女生】

1. 頭髮須為普通之女學生髮型，不得標奇立異。
2. 頭髮應梳理整潔，不可使用定型劑，不准染髮及電髮。
3. 頭髮長度及肩者必須以黑色橡筋繩或橡筋圈，把頭髮全部束起。若使用髮夾，必須為黑色。
4. 除可佩帶顆粒型耳環各一(須一對)於耳珠部位外，原則上，除宗教理由外，不得佩帶其他飾物。如學生需佩帶飾物，則必須向校方提交申請並獲批准。申請表可於校務處或向班主任索取。
5. 不准留長指甲及塗指甲油。不准使用任何化妝品(包括有色潤唇膏)。

夏季校服

【男生】

1. 恤衫：須穿著白紡短袖普通款式恤衫；除領鈕外、其他衫鈕必須扣好；恤衫腳必須束於褲內。
2. 褲：須穿著灰色西裝款式直腳長褲；褲管不得過窄；褲襠不得過淺；褲腳不得過闊、過窄或開叉；褲袋及褲腳不准有釘或鈕。
3. 皮帶：以純黑色為合，闊度不得超過三厘米；皮帶扣之大小應與皮帶相若。
4. 皮鞋：純黑色男裝學生鞋（不得穿著靴類及運動鞋）。
5. 襪：純白色短襪。
6. 內衣：純白色內衣。
7. 校徽：布校徽必須縫緊於恤衫袋之外。
8. 羊毛衣：V領或開胸扣鈕之灰色羊毛衣。

【女生】

1. 衫裙：以校方公佈之款式及布料為準，裙之左方應繡有校徽、裙長必須及膝。
2. 皮鞋：純黑色學生標準皮鞋；(不准穿著靴類、運動鞋和尖頭鞋等)；鞋跟高度不得超過 2.5 厘米。
3. 襪：純白色短襪 (不得有花邊)。
4. 內衣：純白色內衣。
5. 領帶：必須明顯地結好蝴蝶花於裙領外。
6. 羊毛衣：V 領或開胸扣鈕之灰色羊毛衣。

冬季校服

【男生】

1. 恤衫：須穿著白紡長袖普通款式恤衫；除領鈕外、其他衫鈕必須扣好；恤衫腳必須束於褲內。
2. 領呔：須結上學校校呔，校徽於校呔上清楚展示（參閱附圖）。
3. 褲：須穿著灰色西裝款式直腳長褲；褲管不得過窄；褲襠不得過淺；褲腳不得過闊、過窄或開叉；褲袋及褲腳不准有釘或鈕。
4. 皮帶：以純黑色為合，闊度不得超過三厘米；皮帶扣之大小應與皮帶相若。
5. 皮鞋：純黑色男裝學生鞋 (不得穿著靴類及運動鞋)。
6. 襪：純白色短襪。
7. 內衣：純白色內衣。
8. 校徽：布校徽必須縫緊於恤衫袋之外。
9. 羊毛衣：V 領或開胸扣鈕之純灰色羊毛衣。

【女生】

1. 衫裙：以校方公佈之款式及布料為準（參閱附圖），裙之左方應繡有校徽、裙長必須及膝。
2. 皮鞋：純黑色學生標準皮鞋(不准穿著靴類、運動鞋和尖頭鞋等)；鞋跟高度不得超過 2.5 厘米。
3. 襪：純灰色長襪。
4. 內衣：純白色內衣。
5. 領帶：必須明顯地結好蝴蝶花於裙領外。
6. 羊毛衣：V 領或開胸扣鈕之純灰色羊毛衣。

Appearance

【Male】

1. Hairstyle should be plain, not too long and not too fashionable.
2. Hair should not cover the eyebrows or go beyond the collar of the shirt. Hair on the sides cannot cover ears.
3. Hair must be neat, and students must not use hair products such as oil, gel or clay. Students must not dye their hair.
4. With the exception of religious purposes, students are not allowed to wear any accessories. Students who want to wear accessories in school should submit the application form to school and get the approval from school. Students can get the application form from the Class Teachers or General Office.

【Female】

1. Hairstyle should be plain, and not too fashionable.
2. Hair must be neat and students must not perm their hair or use hair products such as oil, gel or clay.
3. For those whose hair reaches their shoulders, they must tie it with a black rubber band. If they use a hair clip, it should be black in colour.
4. Students can wear one pair of pellet-shaped earrings (same design on both ears).
5. Except for religious purposes, no other accessories are allowed. Students who want to wear accessories in school should submit the application form to school and get the approval from school. Students can get the application form from the Class Teachers or General Office.
6. Long fingernails and the use of nail polish are not allowed. Makeup products, including coloured lip balms, are not allowed.

Summer Uniform

【Male】

1. **Shirt:** Short-sleeved white shirt with school badge. Other than the collar button, all buttons should be done up.
2. **Trousers:** Grey straight leg trousers. The trousers cannot be too narrow or have a shallow crotch. The trousers legs should not be too wide, too narrow or flared. No spikes or buttons are to be sewn on the pockets.
3. **Belt:** Black leather belt, the width should not exceed 3 cm and the belt buckle should be around the same size as the belt.
4. **Leather shoes:** Black leather shoes.
5. **Socks:** White short socks.
6. **Undershirt:** Plain white undershirt.
7. **School badge:** Must be stitched on the shirt pocket.
Sweater: Grey V-neck sweater or cardigan.

【Female】

1. Dress: School dress with school badge. (Length should cover the knees).
2. Shoes: Black leather shoes (Heel not more than 2.5cm). (Boots, trainers or pointy-toe flats are not allowed)
3. Socks: White socks (without lace trims).
4. Undershirt: White undershirt.
5. Ribbon: Properly tied.
6. Sweater: Grey V-neck sweater or cardigan.

Winter Uniform

【Male】

1. Shirt: Long-sleeved white shirt with school badge and school tie. Other than the collar button, all buttons should be done up. The shirt should be tucked in the trousers.
2. Tie: Properly tied, with the school logo clearly visible.
3. Trousers: Grey straight leg trousers. The trousers cannot be too narrow or have a shallow crotch. The trousers legs should not be too wide, too narrow or flared. No spikes or buttons are to be sewn on the pocket.
4. Belt: Black leather belt, the width should not exceed 3 cm and the belt buckle should be around the size as the belt.
5. Leather shoes: Black leather shoes.
6. Sock: White short socks.
7. Undershirt: Plain white undershirt.
8. School badge: Must be stitched on the shirt pocket.
9. Sweater: Grey V-neck sweater or cardigan.

【Female】

1. Dress: School dress with school badge. (The length should go beyond the knees).
2. Shoes: Black leather shoes (Heel not more than 2.5cm). (Boots, trainers or pointy-toe flats are not allowed)
3. Socks: Grey long socks.
4. Undershirt: White undershirt.
5. Ribbon: Properly tied.
6. Sweater: Grey V-neck or cardigan sweater.

圖書館守則

1. 星期一至星期五開放時間：上午八時正至下午五時正。
2. 圖書館內必須保持肅靜，遵守秩序，嚴禁飲食。
3. 借還書籍，應親自辦理，學生證不得轉讓別人。
4. 每證只限借書三本，期限為兩星期，期滿可攜該書到圖書館續借。
5. 借出書籍須在限期內歸還，逾期每天罰款港幣一元五角。
6. 所有圖書必須保持整潔，如在借期中遺失或損壞，應照圖書定價賠償。
7. 遲還並聲稱遺失者，除照圖書定價賠償外，另加遲還書籍罰款。(以每日一元五角計)
8. 館內書籍，必須完成一切登記手續，方可攜書離開。
9. 學生證如有遺失，須立即向校務處報失及補領。

Library Regulations

1. Opening hours: 8:00 a.m. – 5:00 p.m. (Monday to Friday).
2. Library users must keep quiet, observe the order and refrain from eating or drinking.
3. Library users must borrow or return library materials in person. They are not allowed to lend their student cards to other persons.
4. Each student card can only be used to borrow three books for two weeks. The reader may take the book for renewal prior to the due date.
5. Borrowed items must be returned on time, each overdue item will be subjected to a fine of \$1.50 a day.
6. All library materials must be kept clean and intact; and if they are damaged or lost, the users must reimburse the library the costs of ordering those items.
7. For library materials returned after the due date and claimed lost, in addition to reimbursing the library the costs of ordering those items, users have to pay the fines for late returning (\$1.50 a day per item).
8. No library materials shall be taken away from the library unless borrowing procedures have been completed.
9. Loss of student card should be reported immediately to the school office for re-issuance.

實驗室守則

所有學生於使用實驗室時，必須遵守下列守則：

1. 嚴格遵從老師及實驗室助理之指示。
2. 如沒有老師在場，不得進出實驗室。
3. 嚴禁進入實驗預備室。
4. 嚴禁在實驗室內飲食。
5. 不得在實驗室內追逐或嬉戲。
6. 在實驗室內必須保持肅靜。
7. 未經老師批准，不得隨意更動座位。
8. 未經老師批准，嚴禁開啟或燃點煤氣。
9. 必須使用指定的器具盛取藥物。
10. 未經許可不得觸動實驗室內之物品。
11. 試劑及藥品用完後應即放回適當之位置，而容器上之標籤亦應向外，以便於辨認。
12. 如遇意外或儀器損毀，應即向老師或實驗室助理報告。
13. 不應在實驗室內吮指或鉛筆，以免沾染藥品或細菌。
14. 廢物須放入廢紙箱或長檯旁邊膠桶，嚴禁棄置於水槽內。
15. 每次用完水後，必須隨手關水掣。
16. 做完實驗後，應即洗手，並須將儀器沖洗乾淨，清潔檯面，座椅放回原位。
17. 未經老師批准，不得帶走實驗室中任何物品。
18. 所有實驗室中使用的液體，應遵從老師指示棄置，不應隨意倒進水槽內。

Laboratory Regulations

Students must comply with the following rules when they use the laboratory:

1. Students must strictly follow the instructions of teachers and laboratory assistants.
2. Students shall not enter the laboratory without the presence of teachers.
3. Students are forbidden from entering the Preparation Room of the laboratory.
4. Students are forbidden from eating or drinking in the laboratory.
5. Students shall not run around or play in the laboratory.
6. Students must remain silent in the laboratory.
7. Students should not change their seats without teacher's approval.
8. Students are forbidden from turning on or lighting the gas without teacher's approval.
9. Students must use specific containers to carry chemicals.
10. Students should not touch the items in the laboratory unless permission is granted.
11. Students should put reagents and chemicals back in their appropriate places immediately after use, and the labels of the containers should face outward for easy identification.
12. Students should immediately report accidents or damage of equipment to teachers or laboratory assistants.
13. Students should not put their fingers or pencils into their mouths to avoid taking in chemicals or germs.
14. Students should put rubbish into rubbish bins or the plastic buckets beside the benches; rubbish should not be placed in the sinks.
15. Students should turn off the water immediately after use.

16. Students should wash their hands, cleanse the equipment and tables, and put the stools in their original places after doing experiments.
17. Students are not allowed to take away anything from the laboratory without teacher's permission.
18. All the liquids used in experiments must be disposed of according to teacher's instructions. They must not be poured into the sink.

多媒體室及電腦室守則

1. 如沒有老師督導，切勿進入多媒體室及電腦室。
2. 切勿在多媒體室及電腦室內奔跑、嬉戲及飲食。
3. 切勿觸弄電插頭或插座。
4. 如未獲老師准許，切勿開啟電腦。
5. 火警發生時，應保持冷靜，並在老師指導下離開。
6. 愛惜公物，切勿塗污電腦。
7. 保持多媒體室及電腦室內寧靜。
8. 依從老師之指示進行課堂活動。
9. 切勿擅自安裝任何軟件或程式到電腦內。
10. 如電腦有任何故障或損毀，應立即向老師報告。
11. 各同學應將完成之課堂習作自行作出後備貯存。

Multi-media Room and Computer Room Regulations

1. Students shall not enter the multi-media room and computer room without teachers' supervision.
2. Students must not run around, drink or eat in the multi-media room and computer room.
3. Students should avoid touching the power plugs or sockets.
4. Students should not turn on the computers without the teacher's approval.
5. Students should stay calm and follow the teacher's instructions in case of fire.
6. Students should respect school properties and maintain the condition of the computer they use.
7. Students should remain quiet in the multi-media room and computer rooms.
8. Students should follow teacher's instructions about class activities.
9. Students should not install any software onto the computers without permission.
10. Students should report any damaged or malfunctioning computers to teachers.
11. Students should back up their own coursework.

申請獎學金及交流團的要求

- 1 學年操行等級 B 級或以上；
- 2 學年出席率良好；
- 3 面試表現良好。

Requirements of applying Scholarship and Study Tours

1. Conduct grade B or above in the academic year.
2. Good attendance in the academic year.
3. Good performance in the interview.

學長職責

1. 協助校方維持校內之秩序及紀律。
2. 學長為同學與校方聯絡之橋樑，促進同學與校方之密切關係。
3. 學長須協助校方維持學校環境之整齊與清潔。
4. 同學如有違反校規之行為，學長須即時向校方報告。

Duties of Prefects

1. Maintain good discipline in the school campus.
2. Facilitate communication between students and the school.
3. Try to maintain the tidiness and neatness of the school campus.
4. Report student misbehaviour to the school.

學校社會工作服務

學校社會工作服務的目標

1. 幫助學生發展潛能，達致健康成長，獲得足夠及適合的學校教育，建立和諧的家庭及人際關係，鼓勵學生關心社會。
2. 協助學生解決個人、家庭、人際及在學的問題。
3. 加強學生、家長、學校及社區之間的聯繫。

服務範圍

學校社工透過以下的工作方式為學生、其家長及學校提供預防性、發展性及補救性的服務：

1. 個案輔導
透過面談、家訪等，協助學生克服在情緒、社交、行為、家庭與學業方面遇到的困難，並於有需要時轉介予有關專業服務。
2. 小組及活動
透過小組及不同形式的活動，幫助學生了解自我，發揮潛能，建立正確的價值觀念。例如人際關係小組、治療性小組、領袖訓練、朋輩輔導計劃等。
3. 諮詢服務
向前來詢問的學生、老師、家長提供資料及意見，有需要時，參與校內的會議，如家長教師會、學生組織及教職員會議等，提供專業意見。
4. 協助及引進校外資源
透過引進社區資源，例如綜合家庭服務中心、兒童及青少年綜合服務中心、家庭生活教育服務等，加強學校與社區的聯繫及共同協助學生成長。

提供服務機構： 香港基督教服務處
觀塘樂 Teen 會

社工周雅欣姑娘 駐校時間：星期一、三、四及五
社工潘易熹先生 駐校時間：星期三及五
社工林淑芬姑娘 駐校時間：星期二及四
聯絡電話： 2342 6156

上午九時至下午五時
上午九時至下午五時
上午九時至下午五時

School Social Work Service

The aims of the school social work service

1. To help students reach their full potential, achieve health and personal growth, attain adequate and appropriate school education, establish harmonious human interpersonal relationships and elicit their concern for the community.
 2. To help students with their personal, family and interpersonal relationships or schooling problems.
 3. To strengthen the linkage among students, families, the school, and the community.
- School social workers provide preventive, developmental and remedial service to students, their families and school via the following formats:

Services

1. Casework Service

School social workers help students overcome difficulties such as family, emotional, behavioral, relationship interpersonal and academic problems, etc. through counseling, home visits and, when necessary, referrals to other professional services in the community.

2. Group and Programme

School social workers help students establish a better understanding of themselves, develop their own potential and build up a set of positive values and attitudes through various interpersonal relationship groups, therapeutic groups, leadership training and peer counseling scheme etc.

3. Consultation Services

School social workers answer enquiries from students, teachers and parents by providing them with appropriate information and advice. In addition, school social workers may participate in school meetings, for example, Parent-Teacher Association, student-related committees and teachers meetings, to provide professional advice.

4. Coordination and Mobilization Mobilisation of Non-school-based Community Resources

School social workers strengthen the linkage between the school and the community and facilitate students' personal development through mobilizing mobilising community resources such as Integrated C & Y service Service centreCentre, Family Life Education service Service, Integrated Family Service Centre, etc.

Agency:	Hong Kong Christian Service Kwun Tong Happy Teens Club	
Ms. Acris Chau	Stationing Time: Mon, Wed, Thu and Fri	9:00am to 5:00pm
Mr Terrance Poon	Stationing Time: Wed and Fri	9:00am to 5:00pm
Ms. Jade Lam	Stationing Time: Tue and Thu	9:00am to 5:00pm
Contact No	: 2342 6156	

有關惡劣天氣情況之安排

如遇有熱帶氣旋及持續大雨等惡劣天氣情況或極端天氣時，家長或監護人應在安排 貴子女回校前查閱以下的指引。

1	如天氣情況惡劣，家長或監護人 <u>必須</u> 留意電台或電視台的廣播，以確定教育局有否發出停課之公佈。		
2	<u>熱帶氣旋（風暴）</u>	<u>學校安排</u>	
	一號風球	照常上課或考試。	
	三號風球	照常上課或考試（教育局另行公佈除外）。	
	八號風球或以上	停課或當日考試取消並改期舉行。	
3	<u>暴雨警告信號</u>	<u>學校安排</u>	
	黃色	照常上課或考試（教育局另行公佈除外）。	
	紅色 或 黑色	在上午 6:15 前發出	停課或當日考試取消並改期。
		在上午 8:10 後發出	繼續上課或考試，直至放學時間為止，並在安全情況下，由校方安排回家。
4	<u>家長或監護人自行決定</u>		
	如上課前教育局已作出復課公佈，各家長或監護人仍可因應居住地區之天氣、交通及路面情況決定應否讓 貴子女上學，稍後家長應書面通知校方缺課理由， 惟校方將不會為上述情況提供補考。		

Special Arrangements Under Inclement Weather Conditions

In the event of a tropical cyclone or rainstorm warning or extreme weather, parents/guardians should check the following guidelines before sending your child/ward to school.

1	If the weather condition is poor, parents/guardians must pay attention to TV or radio broadcast for announcement of class cancellation by the EDB.	
2	<u>Tropical Cyclone (Typhoon)</u>	<u>School Arrangement</u>
	Typhoon Signal #1	School or examination as usual.
	Typhoon Signal #3	School or examination as usual (Except according to the announcement by the EDB).
	Typhoon Signal #8 or above	School or examination will be cancelled. Examination will be postponed.
3	<u>Rainstorm Warning Signal</u>	<u>School Arrangement</u>
	Amber	School or examination as usual (Except according to the announcement by EDB).
	Red Or Black	Issue before 6:15 a.m. School or examination will be cancelled. Examination will be postponed.
		Issue after 8:10 a.m. School or examination as usual until the end of school hours. If conditions are safe, the school will arrange students to go home.
4	<u>Voluntarily Decision By Parents/Guardians</u>	
	Parents/guardians can decide whether to send his/her child/ward back to school based on the weather, transportation or traffic conditions due to a cyclone or rainstorm. A formal written explanation is required afterwards. However, supplementary examination will not be arranged for such circumstances.	