Section 5  Guidelines and Procedures on using the School Premises

5.01  On the Campus

1. Current students have to put on the complete set of uniform when they come to school on school days, Saturday or school holidays. Unless the teacher-in-charge of the corresponding activity has special instruction in dressing, all students must come back to school with school uniform. Students are required to bring along their student I.D. card whenever they come to school.

2. Students should not bring their friends onto the school premises without prior approval from the Principal or his representative.

3. Students should not bring to school any of the following:
   a) pornographic books, magazines or publications;
   b) dangerous weapons or substances;
   c) unnecessary electronic devices;
   d) cigarettes, alcohol or illicit drugs;
   e) articles for gambling; and/or
   f) illegal items according to the laws of HKSAR.

4. No running, chasing, screaming, playing, eating, drinking or disturbing behaviour is allowed along the corridors or inside any room.

5. Students should avoid all dangerous actions such as climbing across the fences, sitting on the railings or umbrella stands, etc.

6. Gambling in any form is banned on the campus. To remove temptation, students should not play with poker cards without the supervision of a teacher.

7. Students have to maintain good personal hygiene. Parents are requested not to send their children to school if they have a fever. Students with mild symptoms of respiratory disease are required to wear a surgical mask.

8. Upon receiving advice from the Education Bureau on the prevention of communicable diseases, parents will be required to take the body temperature of their children and complete the corresponding part in the Home-School Booklet every day.

9. Students have to share the responsibility of keeping the campus clean and suitable for learning. No littering or graffiti, daubing on desks, walls, or boards is allowed. Any malfunction of school property should be reported to the General Office.

10. The parents of any student who wilfully damages the school’s property are liable to pay the cost of repair or replacement, while the student will be subjected to disciplinary action.

11. To maintain an atmosphere conducive to the academic tone of the school, students are not allowed to turn on their mobile phones during school hours. The teachers reserve the right to confiscate the student’s mobile phone and request a parent to come to school to collect it if the phone is found to be turned on during lessons.

12. For security reason, most of the public area and some special rooms in the school are monitored by CCTV. Only authorized persons can watch the recorded image.
5.02 About the General Office

1. The General Office is located on first floor of the Main Block.

2. Students are not allowed to enter the General Office without the permission of a teacher or a staff member.

3. Students may alert the staff inside the General Office by pressing the bell at the counter.

5.03 About the Staff Rooms

1. There are two Staff Rooms on the second floor of the Main Block. Under no circumstances should students enter a Staff Room.

2. Students who wish to meet with a teacher located inside a Staff Room may ask another staff member to notify the teacher in question. They may also seek help from staff members in the General Office. Students are expected to address all staff members politely and respectfully.

5.04 About the Laboratories

1. Under no circumstances should students enter a laboratory or the adjacent preparation room without the presence of a teacher. This applies also to mentor time if such a laboratory or room is used as a mentor place.

2. Students waiting for the teacher arrives should line up outside the laboratory quietly to avoid obstructing the passage.

3. Students should not touch any chemicals, instruments or apparatus inside the laboratory without permission. Such items include the gas taps, water taps and electrical sockets.

4. No chemicals or apparatus should be removed from the laboratories without permission from the teacher or the technician in-charge of the corresponding laboratory.

5. For the sake of safety, students should strictly obey the teachers’ instructions inside a laboratory without argument.

6. Eating and drinking are strictly forbidden in the laboratories and the preparation rooms.
5.05 Prohibited Areas for Students

1. Students are forbidden to enter the out-of-bounds areas on the campus. Such areas include:
   ~ the rooftop of Block A;
   ~ the staircases on Block B;
   ~ the rooftop outside the Chemistry Laboratory on the fourth floor of the Main Block;
   ~ the janitors’ dormitory on the Ground Floor near the P.E. store room;
   ~ Room 17 next to canteen; and
   ~ the Staff Rooms on the second floor of the Main Block and Block B.

2. The following areas are restricted to students unless permission is granted:
   ~ the General Office;
   ~ the laboratories;
   ~ the Lecture Rooms LR1 & LR2 in Block A;
   ~ the Interview Room next to the Staff Rooms;
   ~ the Interview Room next to the LC on the 3rd floor;
   ~ the P.E. Store Room on the ground floor;
   ~ the Medical Room next to the Staff Rooms;
   ~ the Reception Room on the first floor behind the lift;
   ~ the Campus TV Studio; and
   ~ the Social Worker’s Room

5.06 Using the Classrooms

1. No drinking, other than water, or eating, including candies or snacks, are allowed in the School Hall, classrooms or special rooms. Exemption is granted during lunchtime. Tea gatherings or having lunch in other rooms is not permitted unless being accompanied by a teacher or if it is a part of the orientation programme.

2. Games of whatever kind are generally not allowed in classrooms at any time, including Study Period, except under the supervision of a teacher. Students may play games like chess or Scrabble in the canteen, amenities areas, the playground or the roof-top playground, provided that they do not disturb the formal lessons of the others.

3. Students must reach the designated classroom for the corresponding lesson punctually. In cases where they have difficulty in finding a classroom, they should go to the General Office for help. Students who are deliberately late for lessons will be subjected to disciplinary action.

4. Students should not move any desk or chair inside the classrooms unless advised to do so by teachers. They should also return the desks and chairs to their original setting afterwards.

5. Before a teacher arrives for a lesson, students have to stay quietly in the room to prepare for the lesson. If the teacher does not appear in ten minutes, the monitor should notify the General Office.
6. Students must help to keep the classroom tidy, hygienic and a suitable environment for studying.

7. No indecent material should be put up on the notice boards or written on the whiteboard.

8. Students who seriously impair the conduct of a lesson will be isolated from the rest of the class and be subjected to disciplinary action.

9. Students should never leave their valuable belongings unattended anywhere in the room including the drawers, especially when the room is to be used by another class in the next lesson.

10. No personal belongings including notes and books should be left in the classroom after school. Such items, if found, will either be thrown away as rubbish or confiscated.

11. The student-on-duty is responsible for turning off the lights, fans and air-conditioners when all students have left the classroom. This student is also responsible for cleaning the white board between and after lessons.

5.07 Using the Computer Rooms

1. Students are free to use the computers to access to the internet for self-study, reading news and communicating with friends in the following rooms:
   ~ the Language Centre (LC),
   ~ the Computer-Assisted Learning Centre (CALC)

2. Eating and drinking are strictly forbidden in these rooms.

3. Students should not download, install, send or forward any illegal programmes, websites, messages, etc. using the computers in the school.

4. Non-educational computer games are not allowed.

5. Obscene images or text should not be displayed on the monitors.

5.08 Using the Medical Room

1. Any student experiencing physical discomfort may take a rest in the medical room for a reasonable period of time after registering at the General Office and approval from teachers.

2. The medical room is monitored by CCTV for the safety of the students.

3. When the student recovers enough to leave the medical room, he has to inform the General Office.

4. Students in the medical room should not chat, play, read or study. Eating and drinking are not allowed without permission.
5.09 Using the School Playground

1. When the playground is available for general use by all students during recess, lunch time and after school, students should be mindful of the safety of all users and practice mutual respect in playing different ball games together on the same playground. First-come-first-served and concession are the basic principles for maintaining discipline and safety at all times.

2. Ball games should not be played outside of the designated court. For example, students should not play basketball beyond the basketball court.

3. Unless under the supervision of teachers, no volleyball or football games are allowed on the playground.

4. Dangerous acts like climbing or hanging from the basketball stand are forbidden.

5. Student groups may book the playground with the P.E. teachers for planned activities.

6. Students are not allowed to play games on the playground without the supervision of teachers during the following periods of time:
   ~ during lesson time, before 8:15 a.m. or after 5:30p.m. on school days;
   ~ during school holidays;
   ~ one week before examinations begin and during examination periods;
   ~ a day before Speech Day; and/or
   ~ as otherwise informed by the General Office.

5.10 Using the Library

1. Eating and drinking are not permitted in the library.

2. Students are required to leave cases, bags and backpacks on the shelves provided. Personal books, belonging to other libraries, and bags should not be brought into the circulation area beyond the glass partition.

3. Students should not leave their belongings unattended, with or without the intention to reserve a seat for study.

4. Silence must be observed in the library. Loud conversation, games of any form or disturbing other students in the library are forbidden.

5. Students must not enter the designated administrative areas of the library, open the windows, switch on the lights or operate the air-conditioners without the permission from a staff member.

6. Students should follow the instructions displayed in the library or advice on the proper use of the library facilities given by staff members.

7. Each student may borrow a maximum of 5 items from the library using his student identity card. General materials can be kept for a period of 14 days while reference materials can only be kept for a maximum of six hours to one week.
8. An overdue fine of $0.5 a day will be charged for each and every outstanding loan item. Disciplinary action will be incurred for ignoring overdue notices sent to individual students within one week by the College Librarian.

9. Borrowing quotas are not transferable. Students who are found allowing others to use their quotas will be subjected to a suspension of their borrowing privileges.

10. The following items should not be taken out of the library and should be returned to their designated storage area after use:
~ dictionaries, lexicons, encyclopaedias,
~ periodicals or newspapers, and
~ reference materials for different subjects

11. Students should report any damage to or defacement of library items to a staff member immediately. Students will be held responsible for such damage after they have completed the loan procedures.

12. Students are responsible for all loans issued against their student identity cards until those items have been returned and discharged. They will be required to pay the replacement cost for all items lost or otherwise misplaced whilst issued to them.

13. The current regulations covering the use of computing facilities in the computer rooms are applicable to the library.

14. Students must comply with the provisions of any relevant legislation relating to intellectual property rights and data protection, and the terms of any license agreement between the library and a third party which governs photocopying, photography, and the use of software and access to data.

15. Library items being taken out of the main library without following proper borrowing procedures would be considered as misbehaviour and a written warning would be given by the Discipline Committee.

5.11 Using the Canteen

1. No buying of food, drinks or tissues are allowed during mentor time in the morning and in the afternoon.

2. Students can have food in the canteen before 8:15 a.m., during recess, lunch or after school. Buying or eating food during the break between lessons is not allowed. Students found doing so will be subjected to disciplinary action.

3. Students should line up while waiting to buy food.

4. Utensils should not be taken away from the canteen without the permission of the canteen staff.

5. Used utensils and tray should be left in the designated place in the canteen after use.

6. Any dispute with the staff members of the canteen should be brought to the attention of the General Office.

7. During the time 12:50p.m. to 1:30p.m., students not taking food bought from the canteen should leave room for those who do so.
8. Students should not leave their belongings unattended, with or without the purpose of occupying a seat inside the canteen.

9. Students should not change the arrangement of tables and chairs in the canteen without the permission of the canteen staff. If permitted to do so, the students are responsible for returning the furniture to its original setting after use.

10. During the office hours of the evening school, day school students who are not having food should not stay in the canteen.

5.12 Using the Roof-top Playground

1. Bouncing of balls, dragging furniture and jumping should be avoided so as not to disturb the classrooms beneath.

2. Owing to the limited space, activities obstructing the passage should be avoided.

3. The doors to the roof-top playground are locked by 6:00 p.m. on normal school days and closed on school holidays. Students having their assigned lockers on the roof-top playground should note this, as any request to open the said doors will not be entertained.

5.13 Booking Rooms, Hall and Playground

1. Students can reserve a classroom for after-school meetings of interest groups, clubs, societies, etc. They can complete the related procedures at the General Office.

2.Permission to use the Hall will only be given for large-scale activities. Students should apply directly to the co-ordinator of the Extra-Curricular Activities Committee. See Section 1.03 for the teacher-in-charge in the current year.

3. Activities in the playground are supervised by the P.E. teachers. Students can apply directly to the panel co-ordinator of the Physical Education Department for permission to use the playground. Again, see Section 1.03 for the teacher-in-charge in the current year.

4. Permission for students to use laboratories and special rooms will generally not be given. Such rooms can only be reserved by teachers with application made to the corresponding teacher-in-charge of the room.

5.14 Using the Student Activity Room

1. The piano in the room is for teaching or performance purposes only. It is not available for students’ personal use.

2. The room is for teaching or class activities with teacher’s supervision or permission only.

3. Use of the room is by reservation only. Students may only make a reservation through teachers.
4. Teachers concerned may make a reservation by informing Ms YSM / G.O. in person or by e-mail. Any approval notice will be issued to the teacher concerned.

5. Users may ask the staff of the G.O. to unlock the door at the time of use by presenting the approval notice.

6. After using the room, users should report to G.O. to lock the door.

7. Users are forbidden to touch the rear door to avoid activating the security alarm.

8. To avoid damaging the wooden floor, students are not allowed to have dance or sports activities in leather shoes in the room.

9. No eating or drinking is allowed in the room.

### 5.15 Staying on Campus after School Hour

1. Students staying inside a classroom after 4:00p.m. must show a valid booking slip to the prefect on-duty upon request.

2. Students staying behind after school have the responsibility to inform their parents about the time they will leave school by themselves.

3. No student should stay on the campus after 6:00p.m. except under the following circumstances:
   - the student is accompanied by a teacher/coach/instructor; or
   - the student stays in the library not later than 6:00p.m.; or
   - the student stays in one of the designated study rooms not later than 9:30p.m. on days that the Evening School operates on the campus.

4. Students are strongly advised not to leave the school premises alone after 6:00p.m.

5. Students staying behind in the college should follow the instructions of the teacher on-duty and the staff of the Evening School or else they will be subjected to disciplinary action.

6. After 6:00p.m., no eating and drinking is allowed on the campus, except in the canteen.

7. The office of the Evening School is located in G01. Students can seek help from the staff there in case of injury, sickness or emergency when the General Office of the college is closed. The telephone number of the Evening School is 3154-9006.

### 5.16 Reporting Damage and Lost / Found Items

1. It is not advisable for students to bring expensive property or large sums of money to school.

2. Students have to take care of their own belongings and should not leave them unattended. The college bears no responsibility to compensate for any loss or damage of students’ personal property.
3. Any valuable articles found by students should be handed into the General Office. Anyone who has lost such an item should report it to the General Office and DC teachers. Students should provide detailed information about their loss, including the location and time at which the item went missing.

4. If a reported lost item is found or the owner of the item can be identified, the General Office will notify the owner to get it back.

5. The General Office will post up a list on its notice board from time to time about the unidentified items found in the campus. If a student finds that his lost property is on the list, he may check with the General Office. He can get the item back if there is enough support to show that the item belongs to him.

6. The college will decide whether to discard or donate any unclaimed lost property to a charitable organisation after the list has been posted up for two weeks.