



Po Leung Kuk  
Lo Kit Sing (1983) College

保良局羅傑承(一九八三)中學

Cheung Hong Estate, Tsing Yi, N.T., Hong Kong

香港新界青衣長康邨

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Dear Parents,  
各位家長：

P23005

**Message from Discipline Department**

**訓育組通告**

Moral education is the sole source of character development of our next generation, so that they can become all-rounders in the future. Punctuality is an essential component of the character of an upstanding person, as it is to discipline one to integrity, respect and truthfulness. It is hoped that parents should pay attention to the following and ensure your child strictly comply with the school regulations:

本校一向著重品德之培養，期望學生能勤奮負責，整潔守規，注重個人行為紀律，於新學年更重視培養學生守時的習慣。盼請 貴家長留意下列各項訓育要點，督促貴子弟嚴加遵守，並切實執行，以收管教之效。

**1. Students' appearance and uniform 學生服飾儀容**

All school clothing must be plain. Students should wear neat and tidy uniform to school every day. All trendy hairstyles, dyeing hair and unnecessary accessories are prohibited, except for any specific or religious reason. The application form (see appendix 1) for such permission should be completed and submitted to form teacher on or before 6<sup>th</sup> September 2023. The school will examine the cases one by one. No re-application is needed for any approved cases by the school.

Students should wear a full set of school uniform to school. On special occasions, they may wear school activity uniform or winter P.E. uniform when leaving school.

Students, with any special reasons, whose school uniform and appearance do not meet the school requirement, must apply for the permit from Discipline Department in advance or it will result in punishment.

學生服飾儀容應以簡樸為原則，不應追逐潮流。本校一向對學生服飾儀容要求嚴謹，有關服飾儀容的規則已詳列於學生校規手冊內，敬請貴家長督促貴子弟嚴守有關規定。

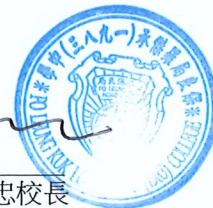
校方禁止同學染髮、電髮及佩戴任何飾物，如有天生曲髮、天生啡髮或因特殊理由(如宗教信仰)而須佩戴任何飾物之學生，須於二零二三年九月六日或以前遞交已填妥之申請信(見附件一)交回班主任，代轉訓育處批核。如於往年已獲校方批核者，則不用再申請。

學生回校時需穿著整齊校服。如有需要，學生於離校時可穿著校方指定之全套夏季活動服或冬季運動服。凡因特殊原因未能遵守校服儀容的規則，學生須攜家長信於早會前主動向訓導老師申請暫准，沒有主動申請而發現違規者，一律視作違規處理。

< To be continued, please turn overleaf. 未完，請轉後頁。 >

Po Leung Kuk Lo Kit Sing (1983) College  
保良局羅傑承(一九八三)中學

Law Wing Chung, Principal 羅穎忠校長  
4<sup>th</sup> September, 2023 二零二三年九月四日



## 2. Treatment concerning students' lateness 學生遲到處理

In order to foster good habits of students and to avoid the loss of valuable learning time due to lateness, the treatment of students' lateness is listed as follows:

- ✧ Student arriving after 8:10 am in the morning or after 1:15 pm in the afternoon will be marked 'late';
- ✧ Lateness record treatment will be in effect in one semester while the graduating classes for the whole year;
- ✧ Students who are late for 3 times will have 1 conduct mark deducted and follow the early back arrangement;
- ✧ Students who are late for 4 times will have 1 conduct mark deducted;
- ✧ Students who are late for 5 times will have 2 conduct marks deducted;
- ✧ Students who are late for 6 times will have 3 conduct marks deducted and 1 defect recorded;
- ✧ Students who are late for 7 times will have 2 conduct marks deducted;
- ✧ Students who are late for 8 times will have 3 conduct marks deducted and 2 defects recorded;
- ✧ Students who are late for 9 times will have 3 conduct marks deducted;
- ✧ Students who are late for 10 times will have 5 conduct marks deducted and 1 minor demerit recorded; and
- ✧ Students who are late for 11, 12 times will have 3 conduct marks deducted;
- ✧ Students who are late for 13 times will have 8 conduct marks deducted and 1 major demerit recorded.

For the detailed information of the treatment, please refer to the Discipline department handbook. Parents are advised to observe the above policy.

為使學生培養守時的習慣，避免因遲到失去寶貴學習時間，本校重申處理遲到之措施如下：

- ✧ 學生須於上午 8:10 及下午 1:15 前回校，否則視作遲到論處理。
- ✧ 遲到紀錄處理以每半學年計算，畢業班級以全學年計算。
- ✧ 學生第三次遲到，扣減操行分 1 分及依從提早回校安排。
- ✧ 學生第四次遲到，扣減操行分 1 分。
- ✧ 學生第五次遲到，扣減操行分 2 分。
- ✧ 學生第六次遲到，扣減操行分 3 分及記缺點 1 個。
- ✧ 學生第七次遲到，扣減操行分 2 分。
- ✧ 學生第八次遲到，扣減操行分 3 分及記缺點 2 個。
- ✧ 學生第九次遲到，扣減操行分 3 分。
- ✧ 學生第十次遲到，扣減操行分 5 分及記小過 1 個。
- ✧ 學生第十一、十二次遲到，扣減操行分 3 分。
- ✧ 學生第十三次遲到，扣減操行分 8 分及記大過 1 個。

有關處理遲到措施的詳情，已詳列於學生校規手冊內，敬請 貴家長督促貴子弟嚴守有關規定。

## 3. Policy of mobile phones 手提電話措施

Students are prohibited to turn on the mobile phones during school hours. Under no circumstances should he/she use the mobile phones in the school campus without school's approval. Breaking the rules will lead to punishment. Students who bring their mobile phones to school should keep them safe. The school will not hold responsible for any loss or damage.

學生回校後，手提電話必須保持關機狀況，違規者依校規處分。學生應妥善保管所攜帶之手提電話，如有遺失，校方概不負責。



#### 4. Distribution of Discipline department handbooks 派發學生校規手冊(訓導處)

Our Discipline department handbooks for students will be distributed to all F.1 students. The electronic version is uploaded on the school web-site for your reference. It serves as a quick reference for students and parents to understand various aspects of the school discipline policies. It contains essential information about our school regulations on Sick Leave and Casual Leave Application, School Uniform and Appearance, Punishment on students' disciplinary affairs, Conduct Mark Vetting System as well as Merit System.

Parents are advised to read the handbook with your child carefully and encourage them to follow accordingly.

本校將會派發學生校規手冊(訓導處)予中一級同學，而電子版手冊亦已上載於學校網頁。學生校規手冊(訓導處)提供了一些資料，讓學生及家長明白本校所訂立的校規，當中包括申請病假及事假、校服及儀容要求、學生受懲準則、操行分加賞及優點獎勵制度等內容。

本校建議及鼓勵各家長與貴子弟一起仔細閱讀手冊內容，並督促 貴子弟嚴格遵守，以確保 貴子弟為這學年作充分準備。

#### 5. Electronic Device Arrangements 使用電子器材安排

Students can bring electronic device (such as laptops, tablets, etc.) back to school, but only for learning purposes. Students must take good care of and use electronic devices carefully. The school is not responsible for any loss or damage. Students need to charge electronic devices at home. The school will not provide charging services. Students are not allowed to use school resources to charge electronic devices without permission.

Students using electronic devices must abide by the following rules:

- 1) The time, place and use of electronic devices must comply with school arrangements.
- 2) Electronic devices must not contain any files or content that people under 18 should not view or violate any laws or regulations of Hong Kong.
- 3) Except for permission from the teachers, electronic device must be switched off and properly stored.
- 4) Except with the permission of the teachers, it is strictly forbidden to use electronic devices to take pictures, videos, audio recordings and any form of digital records within the school premises.
- 5) If student uses the electronic devices improperly, the teachers can immediately terminate the use of electronic devices.

學生可攜帶電子器材（如手提電腦、平板電腦等）回校，但只可作學習用途。

學生須自行妥善保管及小心使用電子器材，如有遺失或損毀，校方概不負責。

學生需於家中把電子器材充電，學校不會提供充電服務，學生也不可自行使用學校資源為電子器材充電。

學生使用電子器材，須遵守下列規則：

- 1) 電子器材的使用時間、地點及用途須符合學校安排。
- 2) 電子器材不可載有未成年人士不宜觀看或違反香港任何法例或規例的任何檔案或內容。
- 3) 除得老師批准使用外，電子器材必須關上，並作妥善存放。
- 4) 除得老師准許外，在學校範圍內嚴禁使用電子器材拍照、錄影、錄音及作任何形式的數碼記錄。
- 5) 若同學不當使用電子器材，老師可即時終止同學使用。