



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：

P25005

Message from Discipline Department

訓育組通告

Moral education is the cornerstone of character development for our next generation, helping them become well-rounded individuals in the future. Punctuality is a vital aspect of a person's character, as it instills discipline, integrity, respect, and truthfulness. We encourage parents to pay attention to the following points and ensure that your child strictly complies with school regulations.

本校一向重視品德的培養，期望學生能夠勤奮負責、整潔守規，並注重個人行為的紀律。在新學年中，我們將更加強調培養學生守時的習慣。希望各位家長能留意以下的訓育要點，督促子女嚴格遵守並切實執行，以達到良好的教育效果。

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

Students' attire and appearance should be based on simplicity and should not chase after trends. Our school has always maintained strict requirements regarding students' attire and appearance. The rules concerning attire and appearance are detailed in the discipline handbook for students. Parents should ensure that your children adhere to these regulations.

All trendy hairstyles, hair dyeing, and accessories are prohibited, except for specific or religious reasons. If students have any special conditions or religious reasons, they must complete an application form (see appendix 1) and submit it to form teacher on or before September 5, 2025. The cases will be referred to the Discipline Department and will be examined one by one. No re-application is needed for any approved cases.

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.

學生的服飾儀容應以簡樸為原則，並不應追逐潮流。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。

校方禁止學生染髮、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)而須佩戴飾物之學生，須於二零二五年九月五日或以前遞交已填妥之申請信(見附件一)交回班主任，並由其轉交訓育處批核。如於往年已獲校方批核者，則無需重新申請。

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，將一律視作違規處理。

< 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

1st September, 2025 二零二五年九月一日



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

In order to foster good habits of students and 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 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 children carefully and encourage them to follow accordingly.

本校將會派發學生校規手冊(訓導處)予所有同學，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。

保良局羅傑承(一九八三)中學

學生髮色 / 髮式 / 佩戴飾物 / 特殊情況申請表(2025/2026)

敬啟者：

小兒/ 小女 _____(姓名) _____(學號)，就讀 _____班，
茲因 _____

現特函向 貴校申報，敬希 查照。

此致

保良局羅傑承(一九八三)中學
羅穎忠校長

學生家長/監護人姓名： _____

學生家長/監護人簽署： _____

_____ 年 _____ 月 _____ 日

此欄由訓導主任填寫：

☐ 1. 批核

☐ 2. 不予批核

☐ 3. 其他 _____

訓導主任簽署： _____

審視日期： _____