TSEUNG KWAN O GOVERNMENT SECONDARY SCHOOL

School Regulations

Conduct
All pupils must obey the school rules. They should be diligent and courteous and try their best to maintain and improve the reputation of the school.

Uniform
All pupils must come to school in proper school uniform and be clean and tidy. Students should have a decent appearance and hairstyle.

Attendance
1. All pupils must arrive at school before 8:25 a.m.
2. A pupil applying for sick leave must telephone the Class Teacher/Staff of the General Office through their parents at 27040051 in the morning before 8:25 a.m. and submit a parents’ letter on the following day. For more than one day of sick leave, medical certificate duly signed by a registered doctor is required.
3. A pupil wishing to take leave for other reasons must seek approval from the Class Teacher in advance. In each case, a letter of explanation from his/her parent/guardian must be produced. Leaves without approval will be recorded in the student report sheet.
4. Extension of leave must be applied for before it is due.
5. A pupil who is late for school must sign in the “Latecomer Register” at the school entrance, the Pupil Identity Card should be inspected by the teacher on duty. He/she should report to the Class Teacher as soon as possible. Latecomers must attend the Detention Class on the same date.
6. No pupil can leave the school premises without permission during school hours. Early leavers must obtain approval from the Class Teacher. The ‘Permission to Leave Early’ form duly signed by the Assistant Principal and the Class Teacher should then be handed to the doorkeeper at the school entrance on leaving.

General Rules
1. All pupils should bring their Pupil Identity Card and Student Handbook to school.
2. All pupils must keep the school clean.
3. All pupils must be civic-minded and respect school property. Class Teacher or the General Office must be informed of any damage.
4. All pupils must behave appropriately in class.
5. No pupil is allowed to leave the classroom during lessons or enter other classrooms without permission.
6. When the Principal, a teacher or a visitor enters the classroom, all pupils must stand up and greet them courteously.
7. All pupils must follow prefects’ and monitor/mistress’ advice and instructions.
8. No pupil may enter the staff room without permission.
9. No pupil may enter the library, laboratories or special rooms without permission. Before entering these rooms, all pupils should line up quietly and in good order and wait for the teacher’s instructions.
10. All pupils must proceed quietly and in good order to the classrooms.
11. All pupils must take all their valuable personal belongings with them when they have to move from one classroom to another.

12. Pupils’ books and personal belongings must not be left in school after lessons.
13. All pupils must behave properly both inside and outside school.

P.E. Lessons
1. All pupils must attend P.E. lessons in proper P.E. uniform.
2. If a pupil cannot take part in a P.E. lesson, he/she must hand in a letter of explanation from his/her parent/guardian and seek the approval of the P.E. teacher.
3. For a long period of exemption from P.E. lessons, a pupil must obtain permission from the school. He/she must produce a letter of explanation from parent/guardian together with a medical certificate from a registered doctor.

Extra-curricular Activities and Notices
1. Clubs and societies can be organized only with the approval of the School and under the supervision of teachers.
2. Notices, wall bulletins and posters for display must be duly checked and signed by Class Teachers or teachers-in-charge of clubs beforehand.
3. Extra-curricular activities should only be carried out under the supervision of a teacher.
4. All extra-curricular activities will normally end at 5:00 p.m. or before. Pupils must leave the school premises on hearing the school bell at 5:00 p.m.
5. Pupils must be punctual for meetings and activities organized by their clubs or societies. Prior approval must be obtained from a teacher-in-charge if they cannot attend a meeting. Club members who are absent without reason for 3 times or more may be disqualified from membership.
6. When taking part in school activities, both inside and outside school, all pupils must wear proper school uniform. Sports shoes are to be worn only for P.E. lessons or ball games. (Please refer to Rules on School Uniform.) With prior approval from the school authorities, students can wear casual clothes with their house badge pinned on the left.
7. During ball games, all pupils should wear proper P.E. uniform or school team outfit.
8. Football is not allowed on the campus. All ball games must be conducted in the appropriate areas.

Lost Property
1. Pupils should take good care of their personal belongings. They should not bring valuables to school. The school will not be held responsible for their loss.
2. All losses should be promptly reported to the General Office for record. For the losses of valuable items, all pupils involved should also report the case to the Discipline and Guidance Team.
3. All articles found should be handed to the General Office.