



CREATIVE SECONDARY SCHOOL
啓思中學

Parent Handbook

Aug 2020 edition





啓思中學

CREATIVE
SECONDARY
SCHOOL

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Welcome from Principal

Dear Parents,

Welcome to Creative Secondary School. We are glad that you have entrusted us to educate your child.

Our parent handbook provides information about a range of basic operations and services that our school provides to support you and your child. Importantly, it also contains our guidelines for student conduct and our expectations on their participation in school life. In order to serve the best interests of our students we seek an active partnership between parents, students and teachers, based on the positive ethos of the school, the guidelines in this handbook and the policies and procedures available through the school website. We always welcome parents' enquiries and efforts to understand our policies, practices and guidelines.

This handbook and the information provided on the school website can never be a substitute for direct communication between parents and the school. The role of your child's house tutor is pivotal in all of this. If you have a concern about your child's progress at school, you are advised to contact your child's house tutor in the first instance. This can be done as simply as a note in your child's student diary or a phone call asking for the tutor to ring you back.

As a digitally advanced and environmentally conscious school, we will continue to send out school circulars by email. Please therefore make it a habit to check your school email account every week. The email account also has a "shared drive" feature which enables you and your child to comment on documents and forms we often share with parents and students.

Despite the many challenges faced in the last year, my colleagues and I look forward to an exciting and purposeful year working with you and remain committed to motivating your child to achieve his/her personal best.

Yours sincerely,
Dr. Anthony Adames
Principal
August 2020

校長的話

親愛的家長：

啓思中學歡迎你！我們很高興 貴家長讓子女入讀本校。

本家長手冊涵蓋學校為支援家長和學生所提供的基本運作和服務資訊。重要的是，本手冊亦記載學校對學生操行和參與校園生活的期望。為了學生的最佳福祉，學校會按本校的正面文化、本手冊上的指引，以及學校網頁上的政策和程序，與家長、學生和教師建立積極的伙伴關係。我們歡迎家長查詢和了解學校的政策、運作和指引。

本手冊以及學校網頁上的資訊並不能取代家長與學校之間的直接溝通。當中，貴子弟的學社導師擔起關鍵的角色。如家長對子女在校的學習進度有任何疑問，請首先聯絡學生的社導師。家長可以簡單地在子女的學生手冊上寫下字句，或致電學校留言給學社導師，請他們回覆。

啓思中學是數碼化和注重環保的學校，會繼續以電郵傳送通告。因此，請家長習慣每週登入學校的電郵信箱查閱電子郵件。此電郵帳戶內亦有「共享儲存系統」的功能，讓家長及學生對學校與他們分享的文件和表格作留言。

誠然去年充滿許多挑戰，本人和教師團隊期待與家長攜手合作，共同展開豐盛而有意義的一年，繼續鼓勵學生發揮最佳的一面。

Dr. Anthony Adames

校長

二零二零年八月



School Motto and Mission Statement

啓思中學校訓和使命

*“Through this place, we thrive,
we serve and find our place in the world”*

「在這裏，我們茁壯成長，服務社群，立足世界」

We recognise that all students are uniquely talented. Within our exceptionally supportive community, students develop positive relationships and relish the opportunity to realise their individual potential to the full. Learning at CSS is highly student-centred, engaging and inquiry based. Through a broad range of experiences in and beyond school, students become confident, optimistic, compassionate and internationally-minded young adults, ready to find their place in the world.

我們深信所有學生都具獨特天賦。在我們充滿關愛及互相支援的學校社群內，學生建立良好而正面的人際關係，珍惜機會，盡展個人潛能。啓思中學的學習強調以學生為本，着重探究式學習，讓學生樂在其中。透過校內和校外廣闊而多元的體驗，學生茁壯成長，成為充滿自信、樂觀、仁愛及具備國際視野的青年，立足於世界。

CSS Learner Attributes 啓思中學學習者特質



The educational and learning community of CSS is comprised of CSS students, their parents, teachers and supporting staff. Our school values the following attributes as essential for academic, personal and professional success at school and the creation of a fulfilling and meaningful life.

啓思中學的教育及學習社群是由啓思中學的學生、家長以及教職員所組成的。學校重視下列的特質，這些都是於學校學業、個人及專業方面取得成功，以及創造豐盛和有意義人生的元素。

Positive, Optimistic and Motivated

We strive to be optimistic contributors who are internally motivated to overcome obstacles and accomplish positive goals. Our education is characterised by purpose and direction, and never neutral.

正面、樂觀、充滿動力

我們抱著樂觀的精神，竭力貢獻社會，以內在的動力克服困難，實現正面的目標。我們的教育充滿目標及方向性，不流於平凡。

Resilient, Reflective and Balanced

We strive to recover quickly from difficulties, learning from these experiences. We strive to reflect on our learning, personal growth and experiences to build our understanding of ourselves, our community and the world. Through our open attitude, we seek to find balance in our lives.

具適應力、勤於反思、生活均衡

我們竭力從困境中迅速復元，汲取經驗。我們在學習、個人成長和其他體驗中勤於反思，從而建立對自己、社區和世界的認知。透過開明的態度，我們力求於生活各方面取得平衡。

Knowledgeable and Skilled

We strive to gain understanding through familiarity with factual information and theoretical concepts. We apply this knowledge and understanding to develop skills across the curriculum.

知識淵博、具備技能

我們通過熟悉事實和其背後的理論與概念來理解事物，並應用所得來的知識和理解，發展各課程範疇所需的技巧。

Curious, Critical Thinkers and Problem Solvers

We strive to discover our world through enthusiastically conceptualizing, applying, analysing, synthesizing and evaluating information as a guide to belief and action.

好奇、具批判思維及解難能力者

我們竭力探索世界萬物，積極地將資訊概念化、應用、分析、綜合和估量，作為我們信念和行動的指引。

Enthusiastic Creators and Contributors

We strive to fulfill our potential in all areas of human endeavour. We innovatively and actively seek ways to share our proficiencies with others.

熱衷創新、貢獻社會

我們竭力於各個人類發展的領域中盡展潛能，運用創意及積極地去尋找方法，用自己的長處為社會作出貢獻。

Caring, Friendly, Respectful and Responsible

We strive to be caring, friendly and respectful, and we develop a shared understanding of what is expected of us and know that we are accountable for our actions.

關愛友善、尊重他人、富責任感

我們竭力關愛和尊重他人，人友善，一起建立別人對我們期望的共識，從而明白到我們要為自己的行為負責。

Communicators and Collaborators

We strive to exchange our ideas, viewpoints and knowledge. We work collectively in our classrooms and beyond to grow intellectually, skillfully and personally.

善於溝通、樂於協作

我們竭力與別人交流想法、見解和知識。無論在校內或校外，我們一起於智力、技能及個人發展方面共同學習和成長。

Principled, Honest and Ethical Global Citizens

We strive to participate responsibly in our world, with integrity and honesty as a member of humanity. We encourage active involvement, whereby we are thinking, feeling and doing.

堅守原則、品格誠實、有道德之世界公民

我們竭力堅守原則，正直而誠實地肩負起作為人類群體一份子的責任。我們鼓勵以思考、感受和行動積極參與一切。

CSS Principles and Processes for ensuring Student Success

Our policies and procedures are based on the findings of the leading and most credible international and local research into best-practice in education. Accordingly, at CSS we strive to create a school culture that honours each and every person's right to learn and work in a fair, friendly and safe environment.

The CSS Behavioural Framework is based on the tenets of Invitational Education and Positive Education and is implemented through the process of Restorative Practices.

啓思中學確保學生成功的原則及過程

學校的政策和程序是根據國際和本地領先及最可信的教育研究成果而制定。學校致力營造一個尊重每個成員皆有權共享公平、友愛和安全的學習和工作的良好環境。

啓思中學建基於「啟發潛能教育」和「正面教育」的宗旨，並透過「復和公義」的實踐過程，制定各成員的行為準則。

Invitational Education (IE)

CSS is a member of the International Alliance for Invitational Education. The IE philosophy promotes positive relationships between members of the school community and represents the essence of our ethos. This philosophy is put into practice by the promotion of our shared learner attributes and through Restorative Practices.

啟發潛能教育

啓思中學是國際啟發潛能聯盟的成員。啟發潛能教育推廣學校社群間的正面關係，正好代表我們的核心理念。透過推廣學習者特質和復和公義，實踐啟發潛能教育的宗旨。

Restorative Practices (RP)

At CSS we recognize that strong, mutually respectful relationships and a harmonious community provides the basis for good learning & teaching to flourish. Restorative Practices (RP) together with Invitational Education, help to establish such a positive school culture.

Restorative Practices (RP) are based on a humane approach to pastoral care of students in a school community. In a restorative community, young people are given a lot of responsibility to make decisions - about their school lives, their learning, as well as their conduct.

When issues related to students' conduct arise, the staff, the students and their parents, follow a framework of positive actions to help restore good behaviour, while maintaining positive relationships between all concerned.

The triangle below shows how we practice RP. Parents play a key role in partnership with the school. Together we can help every student achieve their goals.

「復和公義」理念之實踐

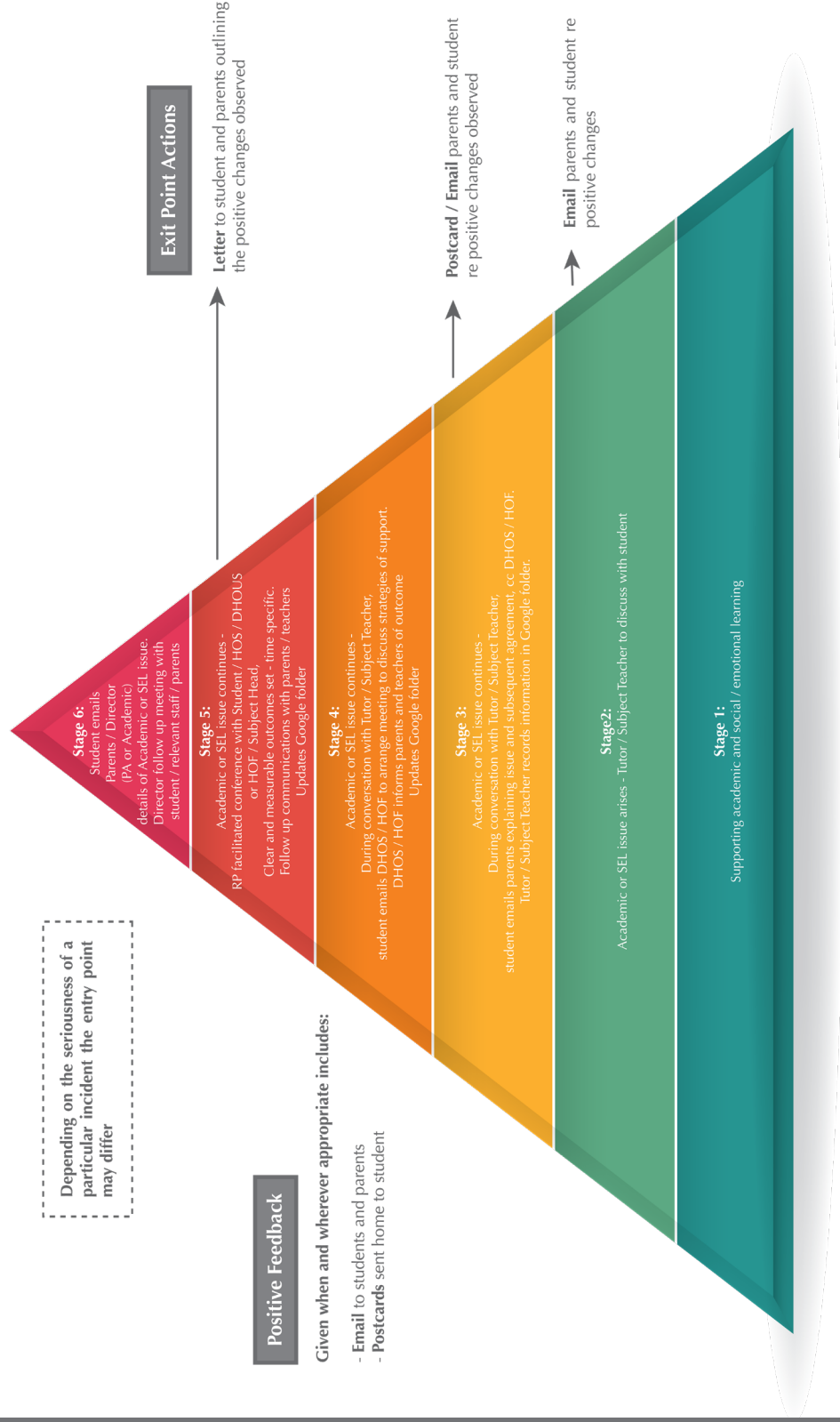
在啟思中學，堅實、互相尊重及和諧的社群，是良好教學的基礎。「復和公義」和啟發潛能教育，幫助建立正面的校園文化。

「復和公義」的教育理念是以人道方面關顧學校社群內的學生。在「復和公義」的社群中，青年人被賦予很多責任和決策機會，去決定會影響他們生活、學習和學校生活體驗的事宜。

當學生的操行有問題時，教職員、學生及其家長會按框架採取正面的行動，幫助學生恢復與他人的正面關係。

以下的三角圖顯示學校如何實踐「復和公義」的理論。家長於學校的重要合作伙伴，幫助每個學生一起達成他們的目標。

CSS Behavioural Framework 啟思中學跟進學生行為框架

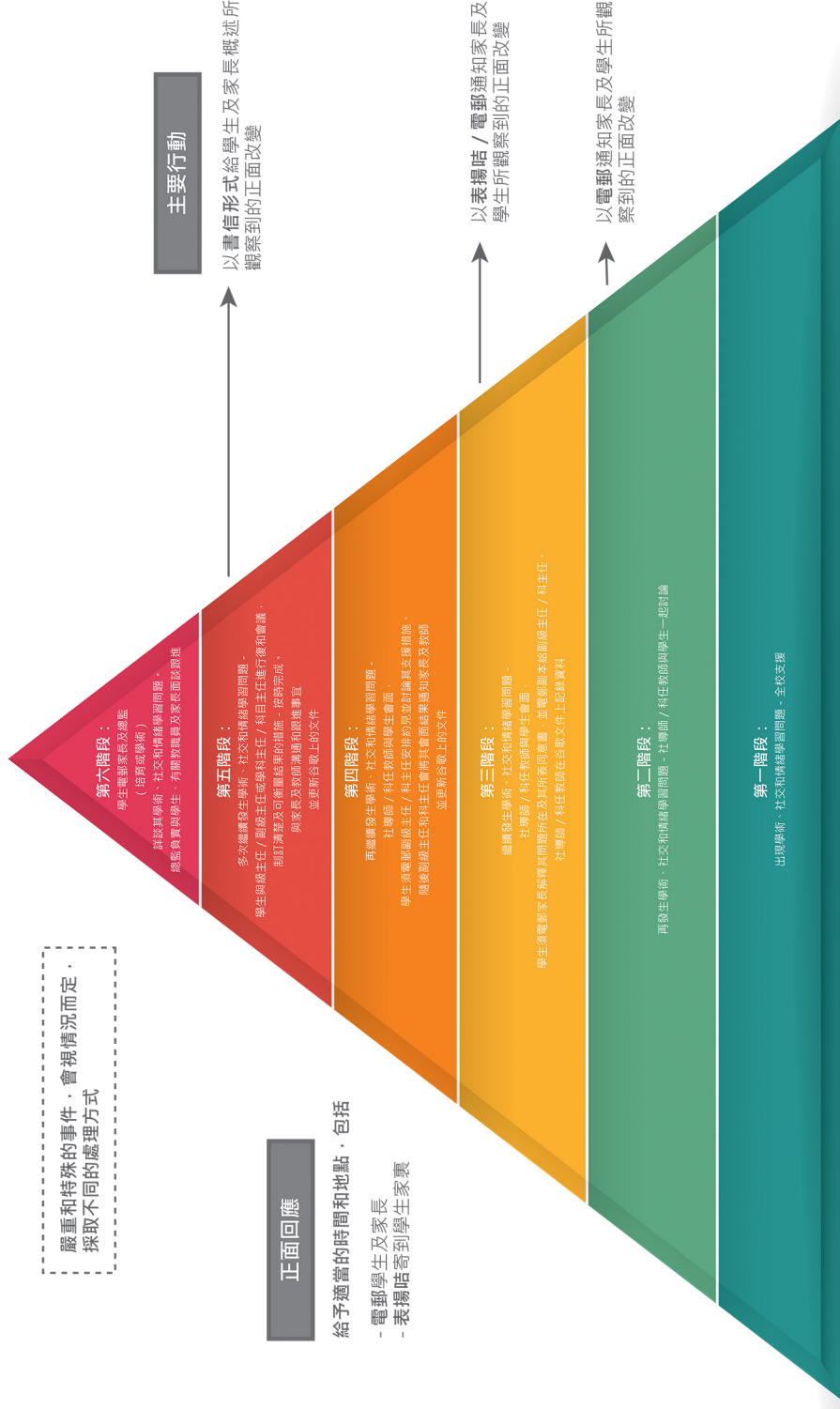


嚴重和特殊的事件，會視情況而定，
採取不同的處理方式

正面回應

給予適當的時間和地點，包括

- 電郵學生及家長
- 表揚咭寄到學生家裏



School Calendar 2020-2021

The school operates a six-day cycle. School days are labeled A,B,C,DE and F in the calendar, which is posted and updated on the school website. This avoids uneven loss of teaching time as a result of public holidays and professional development days.

Holidays	Duration	P.D.D.	A.D.H.	S.H.
01. Professional Development Day (1) 校本教師專業發展日 (1)	30-09-2020 Tue	1 day		
02. National Day 國慶日	01-10-2020 Thu			1 day
03. The following day of Chinese Mid-autumn Festival 中秋節翌日	02-10-2020 Fri			1 day
04. School Mid-term Holidays 學校中期假期	19-10-2020 Mon - 24-10-2020 Sat			6 days
05. Chung Yeung Festival Holiday 重陽節假期	25-10-2020 Sun - 26-10-2020 Mon			2 days
06. Professional Development Day (2) 校本教師專業發展日 (2)	09-11-2020 Mon	1 day		
07. Christmas & New Year Holidays 聖誕節及新年	21-12-2020 Mon - 02-01-2021 Sat			13 days
08. Lunar New Year Holidays 農曆新年	10-02-2021 Wed - 20-02-2021 Sat			11 days
09. Easter Holidays 復活節假期	01-04-2021 Thu - 10-04-2021 Sat			9 days
10. Ching Ming Festival 清明節假期	04-04-2021 Sun			1 day
11. Labour Day 勞工節	01-05-2021 Sat			1 day
12. Buddha's Birthday 佛誕	19-05-2021 Wed			1 day
13. The Tuen Ng Festival 端午節	14-06-2021 Mon			1 day
14. The HKSAR Establishment Day 香港特別行政區成立紀念日	01-07-2021 Thu			1 day
15. Summer Holidays 暑假	02-07-2021 Fri - 14-08-2021 Sat			44 days
	Total	2 days	0 day	92days

P.D.D. = Professional Development Day

Total number of school days: **190 days**

Total number of additional discretionary holidays: **0 day**

A.D.H. = Additional Discretionary Holidays

Total number of school holidays: **92 days**

Total number of Staff Development Days (no school): 3 days

S.H. = School Holidays

校曆行事 2020-2021

本校採用六天循環制。在校曆表上會以A,B,C,D,E及F標示，請參考學校網站定期更新的校曆表。這個制度可以避免因為公眾假期或教師發展日而損失的教學時間。

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S.H. = School Holidays

The House System

Our school emblem, a healthy flourishing tree, represents our mission to help students to grow and become strong, respectful, well-rounded adults. Each of our six houses are named after Hong Kong trees.



House		Colour	Full and common names
Bauhinia	紫荊社	Violet	Bauhinia Blakeana, Hong Kong Orchid Tree
Bombax	紅棉社	Red	Bombax Malabaricum, Red Cotton Tree
Cassia	黃槐社	Yellow	Cassia Surattensis, Sunshine Tree
Delonix	鳳凰社	Orange	Delonix Regia, Flame of the forest tree
Jacaranda	藍楹社	Blue	Jacaranda Mimosifolia, Jacaranda Tree
Juniper	龍柏社	Green	Juniperus Chinensis, Dragon Juniper Tree

Every House has approximately 150 students of different ages from Form 1 to Form 6. All our tutor groups are divided by house across our year groups. The Creative Cup is awarded to the winning house at the end of each year and it is the culmination of the house points from all inter-house competitions. The winner of the Creative Cup is therefore the house that best reflects a combination of collaboration, determination and dedication of all house members. Individual students can be awarded House Chops which will contribute to the overall house point totals for the year.

Information can be found at:
<https://www.css.edu.hk/house-system>

社制簡介

我們的校徽是一棵茁壯成長的樹木，代表我們的使命——幫助學生成長，使他們成為堅強、尊重他人及發展全面的成年人。我們六個學社中的每個學社，均以香港的樹木命名。



學社		顏色	全名及常用名稱
Bauhinia	紫荊社	紫	紫荊樹
Bombax	紅棉社	紅	紅棉樹
Cassia	黃槐社	黃	黃槐樹
Delonix	鳳凰社	橙	鳳凰樹
Jacaranda	藍楹社	藍	藍楹樹
Juniper	龍柏社	綠	龍柏樹

每個學社均有大約共150名由中一至中六的學生。所有學社導師的組別均是根據學社級別分佈的。於每個學年的年終，得獎的學社會獲頒「啓思盃」。這是根據所有社際比賽得分的總成績而頒發的。因此，「啓思盃」得獎者最能夠反映所有社員間的協作、毅力和奉獻精神。每位於比賽中獲獎的學生均會為學社取得分數，為學社全年得分作出貢獻。

有關資料可參考：

<https://www.css.edu.hk/house-system>

Our School Uniform

Our school uniform promotes a sense of pride, engenders a sense of community and is designed with health and safety in mind. It is also to ensure a student's smart appearance in and around the school and on their way to and from school. Hence it is important that all students conform to the school dress code.

Some points to note:

- The students must arrive at school in full school uniform
- The students may come to school in PE or Drama uniform if they have these subjects for Period 1 only
- Trainers must be worn for PE lessons and for ball games on playgrounds
- No Jewellery other than one pair of stud earrings may be worn
- Long hair should be fully tied up
- No extreme hairstyles
- No make-up/nail polish
- No caps/hat unless for religious reasons
- No hoodies
- Plain scarves only
- Plain white undershirts should not be visible
- If temperature falls below 12 degrees girls can wear track pants, dark trousers or black stockings

Our PE Uniform

- PE House top
- PE CSS Shorts
- School Tracksuit set
- School light grey Hoodie
- Sports socks
- Non-marking trainers

校服要求

本校的校服政策是希望同學以學校為榮，加強學生對學校的歸屬感，照顧同學的健康及安全。校服同時確保學生於校內校外保持整潔的儀表。因此，學生必須符合學校的服裝要求。

請注意以下事宜：

- 學生必須穿著整齊校服回校。
- 如第一節課為體育或戲劇課，學生可選擇穿上相關校服回校
- 上體育課和在運動場上進行球類運動時，必須穿上運動鞋
- 除每邊耳朵各配戴一隻針式的耳環外，不可佩戴其他珠寶首飾
- 長髮必須束起
- 髮型必須要恰當整潔
- 不可化粧及塗指甲油
- 除宗教原因外不可穿戴頭巾或帽子
- 不可穿衛衣
- 只可使用純色的圍巾
- 純白色的內衣或背心
- 如氣溫低於攝氏12度，女生可以穿著運動褲、深色長褲或黑色褲襪

我們的體育服

- 學社的體育課上衣
- 體育課短褲
- 學校風褸套裝
- 學校淺灰色衛衣
- 運動襪子
- 不留鞋印的運動鞋

For MY1 to F 4 Students

Our Girl's Summer Uniform	Our Girl's Winter Uniform
<ul style="list-style-type: none"> • Beige short sleeved shirt with emblem • Light grey knee length Skirt • Plain white ankle socks • Plain black polishable shoes with maximum 1cm heel • Sweater long sleeve or vest with emblem 	<ul style="list-style-type: none"> • Beige long sleeved shirt with emblem • Dark grey knee length Skirt • Plain white ankle socks or black tights • Plain black polishable shoes with maximum 1cm heel • Sweater long sleeve or vest with emblem • Butterfly tie
Our Boy's Summer Uniform	Our Boy's Winter Uniform
<ul style="list-style-type: none"> • Beige short sleeved shirt with emblem • Light grey trousers • Black leather belt not exceeding 2cm • Plain grey or black ankle socks • Plain black polishable shoes with maximum 1cm heel • Sweater long sleeve or vest with emblem 	<ul style="list-style-type: none"> • Beige long sleeved shirt with emblem • Dark grey trousers • Black leather belt not exceeding 2cm • Plain grey or black ankle socks • Plain black polishable shoes with maximum 1cm heel • Sweater long sleeve or vest with emblem • Neck tie

MY1 至中四學生

女生的夏季校服	女生的冬季校服
<ul style="list-style-type: none"> • 米色短袖襖衫連校徽 • 淺灰色及膝半截裙 • 純白色至腳踝襪子 • 純黑色皮鞋，鞋跟不可高於1厘米 • 長袖或背心毛衣連校徽 	<ul style="list-style-type: none"> • 米色短袖襖衫連校徽 • 淺灰色及膝半截裙 • 純白色至腳踝襪子 • 純黑色皮鞋，鞋跟不可高於1厘米 • 長袖或背心毛衣連校徽 • 學校蝴蝶結
男生夏季校服	男生冬季校服
<ul style="list-style-type: none"> • 米色短袖襖衫連校徽 • 淺灰色長褲 • 黑色皮帶，闊度不多於2厘米 • 純灰色或黑色至腳踝襪子 • 純黑色皮鞋，鞋跟不可高於1厘米 • 長袖或背心毛衣連校徽 	<ul style="list-style-type: none"> • 米色長袖襖衫連校徽 • 深灰色長褲 • 黑色皮帶，闊度不多於2厘米 • 純灰色或黑色至腳踝襪子 • 純黑色皮鞋，鞋跟不可高於1厘米 • 長袖或背心毛衣連校章 • 校呔

For F. 5 to F. 6 Students

Our Girl's Summer Uniform	Our Girl's Winter Uniform
<ul style="list-style-type: none"> • White short sleeved shirt with emblem • Light grey knee length Skirt • Plain white ankle socks • Plain black polishable shoes with maximum 1cm heel • Sweater/cardigan long sleeve or vest with emblem • Dark cardigan or sweater 	<ul style="list-style-type: none"> • White long sleeved shirt with emblem • Dark grey knee length Skirt • Plain white or black ankle socks, or black tights • Plain black polishable shoes with maximum 1cm heel • Sweater/cardigan long sleeve or vest with emblem • Dark cardigan or sweater • Blazer
Our Boy's Summer Uniform	Our Boy's Winter Uniform
<ul style="list-style-type: none"> • White short sleeved shirt with emblem • Light grey trousers • Black leather belt not exceeding 2cm • Plain grey or black ankle socks • Plain black polishable shoes with maximum 1cm heel • Sweater long sleeve or vest with emblem • Dark cardigan or sweater 	<ul style="list-style-type: none"> • White long sleeved shirt with emblem • Dark grey trousers • Black leather belt not exceeding 2cm • Plain grey or black ankle socks • Plain black polishable shoes with maximum 1cm heel • Sweater long sleeve or vest with emblem • Dark cardigan or sweater • Neck tie • Blazer

For details: <https://www.css.edu.hk/school-policies>

中五至中六學生

女生的夏季校服	女生的冬季校服
<ul style="list-style-type: none"> • 白色短袖襖衫連校徽 • 淺灰色及膝半截裙 • 純白色至腳踝襪子 • 純黑色皮鞋，鞋跟不可高於1厘米 • 長袖或背心外套/毛衣連校徽 • 深色外套或毛衣 	<ul style="list-style-type: none"> • 白色長袖襖衫連校徽 • 深灰色及膝半截裙 • 純白色或黑色至腳踝襪子或黑色襪褲 • 純黑色皮鞋，鞋跟不可高於1厘米 • 長袖或背心毛衣連校徽 • 蝴蝶結長袖或背心毛衣連校徽 • 深色外套或毛衣 • 西裝外套
男生夏季校服	男生冬季校服
<ul style="list-style-type: none"> • 白色短袖襖衫連校徽 • 淺灰色長褲 • 黑色皮帶，闊度不多於2厘米 • 純灰色或黑色至腳踝襪子 • 純黑色皮鞋，鞋跟不可高於1厘米 • 長袖或背心毛衣連校徽 • 深色外套或毛衣 	<ul style="list-style-type: none"> • 白色長袖襖衫連校徽 • 深灰色長褲 • 黑色皮帶，闊度不多於2厘米 • 純灰色或黑色至腳踝黑襪子 • 純黑色皮鞋，鞋跟不可高於1厘米 • 長袖或背心毛衣連校徽 • 深色外套或毛衣 • 校呔 • 西裝外套

詳情請參閱：<https://www.css.edu.hk/school-policies>

Frequently Asked Questions

Who are the key staff supporting students in achieving their individual goals?

The House Tutor is the main support and a key point of contact for parents. All staff are dedicated to helping students on their learning journey. Below are the key teachers leading in each area of the school.

Junior Secondary School

Ms. Chan	Head of Junior Secondary School (F 1)	tantan.chan@css.edu.hk
Mr. Aw	Deputy Head of Junior Secondary School (F 2)	casey.aw@css.edu.hk
Mr. Scott	Deputy Head of Junior Secondary School (MY1 & F3)	robert.scott@css.edu.hk

Senior Secondary School

Ms. Tsang	Head of Senior Secondary School	ann.tsang@css.edu.hk
Ms. Lo	Deputy Head of Senior Secondary School (F 4)	ika.lo@css.edu.hk
Ms. Chung	Deputy Head of Senior Secondary School (F 6)	anna.chung@css.edu.hk
Ms. Khan	Deputy Head of Senior Secondary School (F5)	sukannya.khan@css.edu.hk

Take a look here for all our CSS staff: <https://www.css.edu.hk/staff-team>

常見問題解答

誰會協助學生達到個人目標？

學生的社導師是學生的主要支援，而學校所有教職員同時也會為學生的學習里程提供支援。以下是學校各個範疇內主要的統籌教師。

低年級團隊

Ms. Chan	Head of Junior Secondary School (F. 1)	tantan.chan@css.edu.hk
Mr. Aw	Deputy Head of Junior Secondary School (F. 2)	casey.aw@css.edu.hk
Mr. Scott	Deputy Head of Junior Secondary School (MY1 & F.3)	robert.scott@css.edu.hk

高年級團隊

Ms. Tsang	Head of Senior Secondary School	ann.tsang@css.edu.hk
Ms. Lo	Deputy Head of Senior Secondary School (F. 4)	ika.lo@css.edu.hk
Ms. Chung	Deputy Head of Senior Secondary School (F. 6)	anna.chung@css.edu.hk
Ms. Khan	Deputy Head of Senior Secondary School (F.5)	sukannya.khan@css.edu.hk

可詳閱本校教職員資料：<https://www.css.edu.hk/staff-team>

What is the structure of the school day?

At CSS, we have a six-day cycle. School days are labelled A, B, C, D, E and F in the calendar, which is posted and updated on the school website.

Time (M, T, W, F)	Time (Thu)	Day A	Day B	Day C	Day D	Day E	Day F
8:20 - 9:10 (50mins)	8:20 - 9:05 (45mins)	Period 1	Period 1	Period 1	Period 1	Period 1	Period 1
9:10 - 9:15 (5mins)	9:05 - 9:10 (5mins)	Change Break					
9:15 - 10:05 (50mins)	9:10 - 9:55 (45mins)	Period 2	Period 2	Period 2	Period 2	Period 2	Period 2
10:05 - 10:25 (20mins)	9:55 - 10:15 (20mins)	Snack Break					
10:25 - 10:30 (5mins)	10:15 - 10:20 (5mins)	Change Break					
10:30 - 11:20 (50mins)	10:20 - 11:05 (45mins)	Period 3	Period 3	Period 3	Period 3	Period 3	Period 3
11:20 - 11:25 (5mins)	11:05 - 11:10 (5mins)	Change Break					
11:25 - 12:15 (50mins)	11:10 - 11:55 (45mins)	Period 4	Period 4	Period 4	Period 4	Period 4	Period 4
12:15 - 13:05 (50mins)	11:55 - 12:45 (50mins)	Lunch Time <i>MY1, F. 1 & F. 2 queue for lunch at 12:15 / 11:55</i> <i>F. 3 & F. 4 queue for lunch at 12:25 / 12:05</i> <i>F. 5 & F. 6 queue for lunch at 12:35 / 12:15</i>					
13:05 - 13:10 (5mins)	12:45 - 12:50 (5mins)	Change Break					
13:10 - 13:40 (30mins)		MY1 - F. 4 Reading Time / F. 5 - F. 6 No Writing Time					
13:40 - 13:45 (5mins)		Change Break					
13:45 - 14:35 (50mins)	12:50 - 13:35 (45mins)	Period 5	Period 5	Period 5	Period 5	Period 5	Period 5
14:35 - 14:40 (5mins)	13:35 - 13:40 (5mins)	Change Break					
14:40 - 15:30 (50mins)	13:40 - 14:25 (45mins)	Period 6	Period 6	Period 6	Period 6	Period 6	Period 6
	14:25 - 14:30 (5mins)	Change Break					
	14:30 - 15:30 (60mins)	Assembly					
15:40 - 16:40 (60mins)	15:40 - 16:40 (60mins)	After School / CCA School Bus leaves at 15:45					
		Activities Bus leaves for Kowloon Tong at 17:10					

學校上課日的編制是怎樣的呢？

啓思中學採用六日循環制，以A、B、C、D、E及F日編排上課日，學校網頁會上載校曆表及相關的更新資料。

時間 (一, 二, 三, 五)	時間 (四)	Day A	Day B	Day C	Day D	Day E	Day F
8:20 - 9:10 (50分鐘)	8:20 - 9:05 (45分鐘)	第一節	第一節	第一節	第一節	第一節	第一節
9:10 - 9:15 (5分鐘)	9:05 - 9:10 (5分鐘)	轉堂					
9:15 - 10:05 (50分鐘)	9:10 - 9:55 (45分鐘)	第二節	第二節	第二節	第二節	第二節	第二節
10:05 - 10:25 (20分鐘)	9:55 - 10:15 (20分鐘)	小息					
10:25 - 10:30 (5分鐘)	10:15 - 10:20 (5分鐘)	轉堂					
10:30 - 11:20 (50分鐘)	10:20 - 11:05 (45分鐘)	第三節	第三節	第三節	第三節	第三節	第三節
11:20 - 11:25 (5分鐘)	11:05 - 11:10 (5分鐘)	轉堂					
11:25 - 12:15 (50分鐘)	11:10 - 11:55 (45分鐘)	第四節	第四節	第四節	第四節	第四節	第四節
12:15 - 13:05 (50分鐘)	11:55 - 12:45 (50分鐘)	午飯時間 <i>MY1, 中一及中二於十二時十五分或十一時五十五分排隊用膳</i> <i>中三及中四於十二時二十五分或十二時零五分排隊用膳</i> <i>中五及中六於十二時三十五分或十二時十五分排隊用膳</i>					
13:05 - 13:10 (5分鐘)	12:45 - 12:50 (5分鐘)	轉堂					
13:10 - 13:40 (30分鐘)		MY1 - 中四 閱讀時段 / 中五 - 中六 非閱讀時段					
13:40 - 13:45 (5分鐘)		轉堂					
13:45 - 14:35 (50分鐘)	12:50 - 13:35 (45分鐘)	第五節	第五節	第五節	第五節	第五節	第五節
14:35 - 14:40 (5分鐘)	13:35 - 13:40 (5分鐘)	轉堂					
14:40 - 15:30 (50分鐘)	13:40 - 14:25 (45分鐘)	第六節	第六節	第六節	第六節	第六節	第六節
	14:25 - 14:30 (5分鐘)	轉堂					
	14:30 - 15:30 (60分鐘)	週會					
15:40 - 16:40 (60分鐘)	15:40 - 16:40 (60分鐘)	課外活動時間; 校巴於15:45開車離校					
		校巴於17:00開車到九龍塘					

Guidelines for students

Please note

- School gates open at 07:30
- Please remain on the ground floor until 08:00
- School is open Monday to Friday: 07:30 to 17:30 and Saturday and School Holidays: 09:00 to 12:30
- If the students wish to come into school at other times they must be supervised by a teacher
- Always register at the front gate and the office as soon as they enter the campus
- Please wear school uniform or PE uniform at these times
- At the start of the lesson please queue up and wait in silence outside the classes until the teacher has arrived
- At the end of the lesson please switch off all electrical appliances and close all doors and windows

學生指引

請注意

- 學校大門於早上7:30開放
- 學生請於地下操場逗留至8:00
- 學校開放時間為星期一至星期五上午7:30至下午5:30，星期六及學校假期為上午9:00至下午12:30
- 學生必須有教師監管，才能於其他時間回校
- 學生務必於進入校園時在學校大閘更亭及校務處登記
- 請穿著校服或運動服回校
- 學生請於教師到達課室前在課室外安靜排隊及等候
- 學生請於課堂完結後關掉所有電器及門窗

If a student feels ill before, or during school?

Students should remain at home if they have a temperature higher than 39 degrees Centigrade, or are ill, in order to rest and to avoid passing any infection to others.

If a student becomes ill at school:

- They ask their teacher if they can report to the medical room in the general office
- The school office will then contact their parent/guardian to inform them of their condition and make the most appropriate arrangements for the student's well-being.
- If a parent/guardian and the school agrees that a student needs to go home they will be given an 'Early Leave' slip. This slip will be signed by the Head of School, and then stamped by the School Office. The slip is presented to the guard at the school gate before the student can leave the school premises
- If a student needs to apply or take medicine at school their parent/guardian must supply written permission. The student must present the permission to appropriate teacher or staff member before applying or taking the medication.
- If after spending time in the medical room a student recovers, the office staff will supply a "Late-for-class Slip" and the student can return to their class or activity

如學生在回校前或在校感到不適，應該如何處理？

- 如果學生發燒度數超過攝氏39度或有疾病感身體不適，應留在家休息和避免傳染他人。
- 如學生在學校感不適：
- 請求教師向校務處醫療室報告
- 校務處會聯絡學生的家長 / 監護人，告知學生的情況和為學生的福祉作出最合適的安排。
- 如家長 / 監護人和學校同意學生需回家，學生會獲派「提早離校」的便條。此便條會由該生的級別總主任簽名，然後交由校務處蓋印。當學生離開校園時，請向在學校大閘處的保安人員出示相關便條。
- 如學生須服用或使用藥物，請向教職員出示家長 / 監護人的書面同意書。學生於服用或使用藥物前必須向有關教師或職員出示該同意書。
- 如學生在醫療室逗留後情況好轉，校務處職員會給予學生「課堂遲到」的便條，然後他們可返回課室或繼續進行活動。

What if a student is late?

Students are required to tap their student card on the electronic readers by 08:15 every day.

After this time, a late will be recorded against their name. If they arrive after 08:30 they tap their card and proceed to the general office where they will need to sign for a 'late to class' slip. Only then are they able to enter their class. Their Tutor will follow up on unexplained lateness according to our restorative practice framework.

如學生遲到該怎辦？

學生務必於每日早上8:15或之前以學生證在電子讀寫器拍咭報到。若未能如時回校報到便會視作遲到記錄。如學生於8:30後方回到學校拍咭報到，他們須前往校務處簽署「課堂遲到」便條，否則不能進入課室。該生的社導師會按學校的「復和公義」的實踐架構跟進未能提供合理解釋的遲到情況。

What if a student forgets their student card?

They will need to sign the register book when they arrive at school. They can do this just near the electronic readers. After 08:30 they will need to go to the school office to sign for a 'late to class' slip. They must report their lost card to the school office promptly and apply for a new card.

如學生忘記或遺失學生證，該怎麼辦？

當學生抵達學校時須於登記冊上登記，該冊子放在電子讀寫器旁。如學生於8:30後方回校，須到校務處簽署「課堂遲到」便條。學生須即時向校務處報失及申請新的學生證。

What if a student is absent?

If the absence is unexpected, parents/guardians should ring the school office (2336 0233) as soon as possible after 08:00, stating the reason for the student's absence. On their return to school students must present a Doctor's Note for a medical absence to their tutor.

If the absence is known in advance, we request parents/guardians give at least a day's notice by letter/email.

If the absence is for part of a school day, parents/guardians are expected to give the school prior notification by letter/email. Students present this to the House Tutor before the absence, who will sign it to give authorisation.

Please note the following

- If a parent/guardian wishes a students to leave school on their own, this must be specified on the leave letter
- If a student's attendance is a cause for concern, their house tutor will follow our restorative practice framework
- Continual absences may result in a student not making adequate progress, and they may not be promoted to the following year level. The School Principal will make the final decision.
- Early leave for 3 lessons is treated as half-day absence. Early leave for more than 4 lessons is treated as a whole-day absence.
- In the case of pre-arranged absence or early leave students are expected to contact the subject teachers of lessons they will miss before leaving in order to receive any important information.
- In the best interests of the students progress it is important that, when and where possible, any appointments that can be are scheduled outside of school hours

如學生缺席，該怎麼辦？

如學生先前未能預計而臨時才通知校方須缺席，家長 / 監護人須於早上8時後儘快致電校務處 (2336 0233)，闡述學生缺席的原因。該生須於回校時向社導師遞交醫生紙。

如學生事先知道將因事缺席，家長 / 監護人必須提前最少一天以書面 / 電郵通知學校。

如學生缺席部分上課日，學生家長 / 監護人須預先以書面 / 電郵通知學校。學生亦須於請假前向社導師出示家長 / 監護人之書面 / 電郵通知書，並請社導師簽名授權確認。

請注意以下事宜

- 如家長 / 監護人希望學生自行離校，必須在請假信上清楚註明。
- 如學生的出席率未如理想，他們的社導師會按「復和公義」的實踐架構作出跟進。
- 持續缺課或會令學生未能跟上學業進度，他們或許未能於下學年升班。校長會作最後決定。
- 缺席3堂即視作缺席半天處理。提早離校4堂或以上者則視作全日缺課。
- 如學生有意提早離校，必須自行聯絡所缺席課堂的教師，以獲得重要資訊。
- 為了學生學習進度的最佳福祉，最重要的是，如可能的話，任何預約應儘量安排在學校上課時間之外。

What if a student is being bullied at school?

We want to make sure that all students are in a caring, friendly and safe environment. Therefore, bullying of any kind is unacceptable in our community. If bullying does occur, we expect students to report this to their tutor, or a trusted teacher. These incidents will be dealt with in accordance with our restorative behaviour framework. We adopt a proactive approach to eliminating bullying and Students learn about bullying and how to manage these situations in their personal growth lessons. For more information refer to our Anti-Bullying Policy.

如學生在校內受到欺凌該怎辦？

我們希望確保學生身處一個關愛、友善和安全的環境中。因此，在學校社群內，任何形式的欺凌都是不能接受的。若果出現欺凌的情況，我們期望學生告訴他們的社導師或所信任的教師。學校會根據「復和公義」的實踐框架處理這些事情。學校會主動消除欺凌，並安排學生於「個人成長」課中了解更多有關欺凌和如何處理欺凌的知識。如欲了解更多資訊，請參閱學校的反欺凌政策。

What if a student cannot meet an academic deadline?

During MYP studies students may need some support with their time management. Their tutor is the first person to talk to about deadlines and time management. Students are expected to talk to their subject teacher before the deadline if they know that they will be unable to hand in their work. Their subject teacher may extend the deadline or ask them to stay in at lunchtime or after school in a subject help club to support them in completing the work. If a student's time management issues continue, or their work is of an unsatisfactory nature, their teacher will follow up according to our restorative practice framework.

During HKDSE and IBDP studies, where deadlines are connected to external assessments, the school's deadlines are non-negotiable. Please refer to the HKDSE/IBDP policy.

For more information about the programmes, please visit the following site,
International Baccalaureate – <http://www.ibo.org>
HKDSE – <http://www.hkeaa.edu.hk/en/hkdse>

若學生知道自己不能如期交功課，該怎麼辦？

學生修讀國際文憑中學項目期間，他們或許需要獲得一些時間管理上的支援。社導師是第一個可與他們談論最後期限和時間管理的人。如果學生知道將無法完成功課，他們必須在最後限期前與科任

老師商量。他們的科任老師可能會適當地延長限期，或要求學生於午膳時間或放學後留校參與科目學習小組，協助學生完成功課。如果學生的時間管理問題持續或課業表現未如理想，他們的老師將根據學校的「復和公義」框架作出跟進。

香港中學文憑試(HKDSE)和國際文憑預科項目課程(IBDP)的課業評估之最後期限是與外間的評估相關的。因此，學校的最後期限是不可更改的。請參閱HKDSE / IBDP政策。

有關課程的更多資訊，請參看以下網頁：

國際文憑IB - <http://www.ibo.org>

香港中學文憑試HKDSE - <http://www.hkeaa.edu.hk/en/hkdse>

What is the school's Policy if there is a Typhoon or Rainstorm?

In bad weather conditions, CSS will be closed when the EDB announces the closure of secondary schools. This occurs either because of a severe typhoon or very heavy rain.

Weather Condition	Corresponding Measures
Signal No.1 or No.3	Our school will operate as usual
Signal Pre-No.8 or above	Our school will be closed
Amber	Our school will operate as usual
Red or Black	<ul style="list-style-type: none"> If issued from 05:30 onwards and before 06:00 <ul style="list-style-type: none"> Our school will be closed all day Students arriving at school should remain there until it is safe for them to return home If issued from 06:00 onwards and before 08:00 <ul style="list-style-type: none"> Students do not have to attend school that day Students who learn about the class suspension announcement on their way to school, should decide whether to proceed with their journey taking into consideration the rain, road, slope or traffic conditions. Students arriving at school should remain there until it is safe for them to return home. Parents do not need to pick up their children from school immediately If issued after 08:00 onwards <ul style="list-style-type: none"> Our school will continue lessons until the end of normal school hours and ensure that conditions are safe before allowing students to return home

學校遇上颱風或暴風雨的政策是怎樣的？

當遇到惡劣天氣，如有強颱風或雨勢非常大，教育局宣布中學停課時，啓思中學將會關閉。

天氣狀況	相應措施
一號或三號颱風	學校如常運作
將懸掛八號或更強颱風	學校將關閉
黃雨	學校如常運作
紅色或黑色	<ul style="list-style-type: none">• 如果從05:30至06:00前發出<ul style="list-style-type: none">• 學校將整天關閉• 已抵達學校的學生應該留在校內，直至可安全回家• 如果從06:00至08:00前發出<ul style="list-style-type: none">• 學生當日無須回校上課• 如學生在上學途中得悉停課通知，他們應考慮到雨勢、道路、斜坡或交通狀況，決定是否繼續回校。• 抵達學校的學生應該留在校內，直到他們可安全回家。• 家長無須馬上接子女回家• 如果在08:00以後發放<ul style="list-style-type: none">• 學校將繼續上課直到正常上課時間結束，並確保情況安全，才讓學生回家

What are the lunch arrangements for students?

Students eat lunch in the canteen. They can order lunch from the school canteen. This is arranged in advance through their House Tutor. Serving times in the canteen Year group are arranged by year group. Students may also bring their own lunch to be eaten in the canteen. Students are not allowed to order food delivery.

學生的午膳安排是怎樣的？

學生會在飯堂進食午餐。他們可以透過其社導師從學校飯堂預訂午膳，用餐時間是按年級安排的。學生亦可自備午餐在飯堂享用。學校不准許學生訂購外賣食物。

How do students look after their personal effects and valuables?

Every student is provided with a locker. Students are responsible for keeping their own valuables safe and respecting the property of others. We strongly advise that students only bring essential items to school and recommend that students follow these guidelines:

- Do not bring large sums of money or valuable items to school.
- Keep their wallet and valuable items with them at all times or put them in your locker.
- Do leave any personal effects in classrooms, changing rooms, the canteen and so on
- In case of any loss, please inform the school office or a teacher
- Label all belongings, including uniform
- Only use their own lockers, and do not allow others to use theirs
- Use a key padlock with a short loop - Number combination locks are NOT advisable.

學生如何照顧其個人財物及貴重物品？

學生有責任保管好其個人財物和尊重他人的財物。學校建議學生僅攜帶必需品回校。以下是校方的一些建議：

- 學生不應攜帶過量的金錢或貴重物品回校。
- 學生應隨身攜帶自己的錢包及貴重物品，或把它們鎖在自己的儲物櫃內。
- 如發現遺失了物品或金錢，請立刻通知校務處或教師。
- 於所有物品包括校服上貼上標籤。
- 僅使用自己的儲物櫃，不要讓他人使用。
- 請謹記只能使用短圈的掛鎖來鎖上儲物櫃，不建議使用數字密碼鎖。

What is Academic Honesty?

The principle of academic honesty is vital to the integrity of the school.

As a school community we all are working towards becoming principled, honest and ethical global citizens. It is therefore important that we are honest about where the ideas and information in our work comes from. The following 7 points are the key points for parents and students to be aware of in upholding academic honesty:

1. The work that a student presents as their own must be completely their own original work
2. A student's work cannot include material written by their friends or their tutor.
3. Students must avoid copying text from websites and pasting it into their assignments.
4. Students must check the credibility of any sources that they use by using the Origins-Purpose-Value-Limitations (OPVL) system (Lower and Middle School) or the Origins-Purpose-Context-Value-Limitations (OPCVL) (Upper School).
5. Students must include in-text citations using the APA style whenever they refer to information or ideas from other sources.
6. Students must include an APA style reference page in their assignments where required listing all the sources that they have used.
7. Students must ask their teacher or a member of the library team if they're unsure about how to use APA style citations and reference pages.

More information about academic honesty, and the consequences of academic dishonesty can be found in diploma documents.

什麼是學術誠信？

保持學術誠信的原則對於學校道德極其重要。

學校社群內所有成員都致力成為堅守原則、誠實和有道德水平的世界公民。因此，我們必須對功課中所使用的資料之意念和來源保持誠實。以下是7個家長和學生保持學術誠信的要點：

1. 學生提交的功課必須完全是他們自己原創的。
2. 學生的功課不能包含由他們的朋友或導師所撰寫的材料。
3. 學生必須避免從網站上複製文字並將其貼到他們的功課上。
4. 學生必須以Origins-Purpose-Value-Limitations (OPVL) 系統（低年級及中年級學部）或以Origins-Purpose-Context-Value-Limitations (OPCVL) 系統（高年級學部）檢查他們所使用的任何來源之可信性。
5. 當學生提及來自其他來源的資料或意念時，必須使用APA式樣列出所引用的文本。
6. 學生須於他們的功課中包含一個APA式樣的參考頁，列出他們使用過的所有來源。
7. 如學生不肯定如何使用APA式樣的引文和參考頁，必須向他們的老師或圖書館團隊的成員查詢。

有關學術誠信的更多資訊，以及學術不誠實的後果，可參閱文憑試的資料文件。

How are students recognised for their achievements?

Achievement comes in many forms; therefore, our progress and achievement awards cover a diverse spectrum. Students will be recognised for many areas including outstanding performance in language and communication, creativity and arts, sports and action, inquiry and problem solving, service and leadership and of course academic excellence. Success can be rewarded by teachers through house chops for students who consistently achieved good work over a period of time, make a major attempt to improve performance in a particular subject, or obtain good results in assessments.

學生的成就會如何獲得肯定？

成就可以表現於有很多不同的形式，因此，學校的進度和成就獎項涵蓋廣闊的範疇。學生的成就會於許多不同的領域方面獲得肯定，包括語言和溝通、創造力和藝術、體育與行動、探究與解難、服務和領袖才能，以及必然涵蓋的學術方面的卓越表現。老師會為持續有良好表現、於某科目上有明顯進步，或於評估中獲得良好成績的學生蓋上學社的印章，以作獎勵。

How are students assessed across their subjects?

Students are assessed according to the criteria in each subject, at each stage of their learning journey. They will have a mix of assessments that will inform them and their parent/guardian of their progress and help support their learning and move forward to reach their personal academic goals. Teachers and tutors work with the student to discuss their learning progress and help them to set targets as they progress.

More details on the processes of assessment and reporting are available on the school website.

學校會如何評估學生各科的程度？

學生的學習進度將會根據他們的每個階段，按每個學科的準則作評估。每個科目會有一系列的評估，讓學生及其家長 / 監護人了解學生的進度，並幫助支援他們的學習進程，以達致個人的學術目標。教師和社導師會與學生討論其學習進度，幫助他們隨著進度而訂定目標。

What are the expectations for language usage in school?

We are an English Medium of Instruction school and students use English to learn in all classes except Chinese and Spanish lessons. Therefore, students should use English to communicate during most of their school day. Chinese Language courses from Form 1 to Form 4 are taught through the medium of Putonghua; in Form 5 & 6 IB Chinese Language & Literature and HKDSE Chinese courses, students are encouraged to use their most fluent spoken Chinese language to engage with the course.

For many students Cantonese is the language they will speak at home. Some will speak another first language. We welcome this rich language environment in our school and enjoy sharing and celebrating different cultures within our community.

學校的語文政策是怎樣的呢？

我們是一所英文中學。除了中文和西班牙語科外，學生以英語學習所有科目。因此，學生大部分的上學時間須使用英語與人溝通。至於中文科，中一至中四的中文課程以普通話授課；而中五及中六的IB中國語言及文學以及HKDSE中文課程，則鼓勵學生使用自己最流利的中文口語上課。

學校內很多學生會於家裡說廣東話，又或會說另一種母語。我們歡迎這種豐富的語言環境，並樂見學校社群內的成員享受我們這種獨特的文化。

What school activities can students do outside the classroom?

We strongly believe that co-curricular activities are vital to student development and help students achieve a balanced lifestyle. Twice a year, students will be issued with information on how to register and participate in various activities, clubs and societies. We strongly encourage all students to take full advantage of these opportunities to broaden horizons, excel in interest areas and to develop leadership skills. We also organise various experiential learning activities throughout MYP, HKDSE and IBDP to extend student learning beyond the classroom.

The Community and Service programme supports the MYP with a specific Community Project in last year of study. The CAS/OLE programme is in place to support F4/5/6. CAS is part of the IBDP and stands for Creativity, Activity, Service and OLE is part of the HKDSE and stands for Other Learning Experiences. You can find more information on the school website.

學生在課外可以進行哪些學校活動？

我們確信聯課活動對學生的發展極為重要，能幫助學生達到均衡的生活方式。學生每年會獲發兩次有關註冊及參加各種活動、學會和社團的資訊。學校鼓勵所有學生充分利用這些機會開拓視野，鑽

研個人感興趣的範疇，並發展領袖才能。我們還透過國際文憑組織中學項目(MYP)、香港中學文憑試(HKDSE) 和國際文憑組織預科項目(IBDP)組織各種體驗式的學習經驗，將學生的學習延伸至課堂以外。

社區及服務計劃，支援國際文憑組織中學項目(MYP)及特定的、中學最後一年的社區服務項目。而中四 / 五 / 六則有其他學習經歷(CASOLE項目)。社區及服務計劃(CAS)是IBDP的一部分，代表創意、活動和服務。至於OLE則是HKDSE的一部分，代表社區及服務以及其他學習經歷。學生可以在學校網站上找到更多資訊。

How can students and parents/guardians plan for post-secondary school aspirations?

We have a dedicated team of staff eager to help guide students in their search for post-secondary career options. Importantly, a student's tutor is the first person they should discuss their goals with at CSS. Then, with their guidance, they can further explore their options through the Personal Growth Programme (PGP). Through the PGP students look at options for their future, listen to alumni discuss their pathway, and explore different higher educational institutions. Please see the school website for more information

學生和家長 / 監護人可如何計劃學生中學畢業後的發展方向？

學校設有專職的工作團隊，幫助引導學生尋找畢業後的生涯規劃的方向。重要的是，社導師應是學生在啓思中學第一個與他 / 她們討論個人目標的人。在社導師的指導下，透過個人成長計劃 (PGP)，學生可以進一步探索其個人選擇。透過個人成長計劃，學生可了解自己未來的選擇，聽取校友談論他們生涯規劃的意見，以及探索不同的高等教育機構。可參看學校網站上更多的資訊和網址。

How should students use their digital learning devices at school?

Under teacher's instruction students may use their mobile devices for learning during school hours. The following guidelines are in place to protect individual privacy, prevent distraction during learning time, give respect to anyone speaking/performing, and to encourage face-to-face communication and interaction.

Therefore, without teacher's instruction

- Students cannot use their phone during school hours
- The phone, camera or sound-recording functions on any digital devices must be switched off during school hours
- Students cannot wear headphones on the school premises during school hours
- During break time/lunchtime students may use their mobile devices for learning, however this does not include their phone.

For further information please refer to the Mobile Digital Devices Policy.

學生應如何在校內使用其個人數碼學習裝置？

在教師的指導下，學生或可於上課時使用其流動裝置作學習之用。以下指引是為保障個人私隱，避免學生在學習時內分心，以及於他人演說或表演時給予尊重，並鼓勵人與人之間面對面的交流和互動。

因此，如果沒有老師的指示，

- 學生於上課期間不能使用手機
- 必須在上課期間關閉任何電話、相機或有錄音功能的數碼裝置
- 學生於上課期間不能在校內戴耳機
- 於休息或午膳期間，學生可以使用流動裝置輔助學習，但不包括手提電話

請參閱流動數碼裝置政策，以了解更多細則。

How can students contribute in making our school a safe and tidy place?

Students can contribute to a safe and enjoyable environment by:

- Showing proper care and regard for our school property, their own property and the property of others.
- Maintaining a tidy appearance.
- Being active during break, lunchtimes and after school.
- Behaving responsibly, respectfully and safely at all times.

On our playgrounds students

- Must be appropriately dressed for the activity
- Must only use equipment for its intended purpose
- Must play games in open areas away from walkways
- Must not pose a risk or nuisance to others while playing

Please note

- Students require permission to use the school elevators
- Students must be supervised to use indoor areas such as the sports hall or classrooms
- If students ride a bike to school they must observe the speed limit and the safety of themselves and others on and beyond the campus.

In regard to public displays of affection, students:

- are expected to maintain high standards of personal respect
- strive to be aware of the diverse cultures within our school and act accordingly
- should speak to their tutor or a trusted teacher if they are concerned about the appropriateness of a relationship

In regard to respecting personal space students are expected to:

- respect and uphold the rights of others and take responsibility for their own actions
- respect the physical, mental and emotional well-being of others
- respect the personal space of others
- respect the property of others
- refrain from uninvited or unwelcome physical contact with others

學生可怎樣為學校的安全和整潔作出貢獻？

學生可以為學校安全及舒適的環境作出以下的貢獻：

- 適當看管及尊重學校的公物、個人和他人的財物
- 保持整潔的儀容
- 小息、午膳時間和放學後保持積極活躍
- 任何時候都能表現得有責任、尊重他人和注意安全

在操場上，學生

- 衣著必須合乎活動所需
- 使用設備時須合乎用品的設計原意
- 應於開放空間進行遊戲活動，遠離行人通道
- 玩耍時不應對他人造成危害或滋擾

請注意

- 學生須有准許方可使用學校升降機
- 學生必須在有監督的情況下，方可使用體育操場或課室等室內場所
- 如學生騎單車回校，必須注意車速限制，以及校內校外自身及他人的安全

有關親密行為及尊重個人關係，學生：

- 須保持高度的個人尊重
- 盡力注意校內多元的文化，表現得宜
- 如果對恰當的感情關係方面有疑問，務必與社導師或所信賴的老師傾談

有關尊重個人空間，學生應：

- 尊重及維護他人的權利，並對自己的行為負責
- 尊重他人的身心和情感
- 尊重他人的個人空間
- 尊重他人的財物
- 約束自己，避免任何不恰當的身體接觸

Where to find further information

<https://www.css.edu.hk/school-policies>

- Invitational Education (IE)
- Language Policy
- Anti-bullying Policy
- Technology Responsible Use Policy Agreement
- Sexual Harassment Policy
- Guidelines for Handling School Complaints

- Learning Support Guideline
- Conduct during PE Lessons
- Policy on Changing Language Courses
- Policies on Public Displays of Affection and on Respecting Personal Space
- Reading Time/No Writing Time Policy

如何找其他資料

<https://www.css.edu.hk/school-policies>

- 啟發潛能教育
- 語言政策
- 反對欺凌措施
- 負責任使用科技之政策及協議
- 防止性騷擾政策
- 學校投訴處理指引
- 學習支援指引
- 體育課堂行為指引
- 轉換語文課程程序指引
- 親密行為及尊重個人空間
- 閱讀時段/非書寫時段政策

Contacting the school

Address: 3 Pung Loi Road, Tseung Kwan O, Hong Kong
 Website: www.css.edu.hk
 Telephone: 2336 0233
 Fax: 2701 3277
 E-mail: admin@css.edu.hk

聯繫學校

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