



2026-2027

PARENTS HANDBOOK

中一家長手冊

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學校簡介

辦學團體簡介

本校辦學團體為香港管理專業協會。香港管理專業協會成立於1960年，乃一非牟利法人團體，旨在提高香港管理的效率和效益。協會的工作目標包括：為有志於研究管理之人士及組織建立及保持聯繫、蒐集並介紹有關管理之原理與實踐的資料、提供並促進管理方面的教育與訓練。

協會一直致力發展本港的人力資源，為本港經濟發展作出貢獻。現在，協會除與本地及海外著名大學合辦證書、文憑及商業管理碩士課程外，更拓展專業培訓，開辦不同業務範疇的基本及專業培訓課程，包括金融、人力資源、資訊科技及市場推廣等。

學校簡介

學校設備

本校校舍設備完善，設有圖書館、三十間標準課室和十多間特別教室，包括學生活動中心、創新科技活動室、STEAM教學活動室、國民教育沉浸體驗中心、English Café (英語咖啡館)、輔導室、社工室、電腦室和會議室等。全校所有課室和禮堂均裝置互動觸控屏幕或多媒體投影機、Wi-Fi無線網絡及空調設備。

教育目標

- 提供學習機會，培養學生正確的學習態度，讓學生能掌握基本的語文能力、運算能力和資訊素養，從而具備終身學習的條件。同時，也讓學生在學術、職業、德育與公民教育、服務及體藝各方面獲取學習經歷，以促進個人和社會發展。
- 培育初中學生在德、智、體、群、美各方面的發展，鼓勵他們主動積極學習和發展正面價值觀，使他們除得到均衡發展外，更具備基本學科知識，並能致力於追求卓越。
- 提升高中學生的學術水平，使他們能為未來的學習、工作和生活作好準備；培養他們好學的精神、批判性思考和創造能力，鼓勵他們對家庭、社會及國家有承擔精神和開展國際視野。

學校行政

事務主管

學術事務	:	潘德平副校長、鍾嘉倩主任
學生事務	:	陳繼榮副校長、陳禮義助理校長
社區關係事務	:	徐秀茵副校長
STEAM 及資訊科技	:	林振龍助理校長
TECH in ED	:	甘子健助理校長
訓導	:	余永逸主任
輔導：	:	林繁萬主任
課外活動	:	陳灝章主任
特殊教育需要	:	趙慧霞主任

學校社工

服務機構	:	基督教香港信義會學校社會工作組
駐校社工	:	蘇茵荷姑娘、陸殷誦先生
駐校時間	:	星期一至五 9:00a.m. – 5:00 p.m.
學校電話	:	2470 3363
大埔辦公室總機	:	2665 2255

校務處

辦公時間	:	星期一至五	8:00a.m. – 5:30 p.m.
		星期六	9:00a.m. – 12:00 p.m.
		學校假期	9:00a.m. – 4:30 p.m.
電話號碼	:	2470 3363	
傳真號碼	:	2470 1106	

課程及教學

課程編排

本校為一所文法中學，基本課程依據教育局課程發展議會頒布的課程指引編訂。初中部分科目為校本課程，按教育局基本課程指引精神編訂，高中科目則按教育局高中課程指引要求編排。

年度	級別	科目
2026-27	中一	中國語文、英國語文、數學、科學、地理、中國歷史、歷史、普通話、公民、經濟與社會、科技與生活、設計與科技、視覺藝術、音樂、體育、普通電腦
2027-28	中二	中國語文、英國語文、數學、科學、地理、中國歷史、歷史、普通話、公民、經濟與社會、科技與生活、設計與科技、視覺藝術、音樂、體育、普通電腦
2028-29	中三	中國語文、英國語文、數學、科學(物理、化學及生物)、地理、中國歷史、歷史、公民、經濟與社會、科技與生活、資訊及通訊科技*、綜合商業科*、視覺藝術、音樂、體育
2029-32	中四 至 中六	<u>核心科目</u> 中國語文、英國語文、數學、公民與社會發展
		<u>選修科目</u> 物理、化學、生物、資訊及通訊科技、旅遊與款待、地理、中國歷史、經濟、企業、會計與財務概論(會計單元)、視覺藝術、數學(延伸部分) 註： 1. 本校將根據學生中三級全年總成績、選科意願、個別科目成績及科任老師的建議等因素，編配高中選修科目（兩至三科）。 2. 高中選修科目的最終安排，將根據當時學生的意願、人數、能力，以及教師的意見和學校的人力資源情況等因素作決定。
		<u>其他學習經歷</u> 美藝教育、德育及公民教育、體育、社區服務、職業相關經驗
		<u>聯校課程、其他</u> 日文、韓文、音樂、體育(聯校課程)、應用學習科目

*校本課程

編班準則

中一編班	根據分班試成績分班，成績前列的學生將平均分配到C班及D班，其餘學生將平均分配到A班及B班。
中二及中三編班	根據中一及中二級全年總成績分班，全級排名前列的學生將平均分配到C班及D班，其餘學生將平均分配到A班及B班。
中四編班	根據學生中三級全年總成績及學生選科意願編班。

課業政策

- 課業是發展學生學習能力及鞏固課堂學習的關鍵，分為課前及課後兩類。課前課業目的是培養學生的自學及探索能力，課後課業則着眼於鞏固課堂所學。
- 各科老師每天或每周會給予學生適量課業，而高中的課業則按香港中學文憑考試內容及形式要求設計和編排。

自主學習

學校注重學生學習情況，除了不斷優化課堂教學外，也協助學生建立良好的學習習慣，培養他們成為自主學習者：

- 有學習目標；
- 有學習策略和技巧；
- 懂得控制學習環境和學習進程；
- 懂得進行自我學習評價，修正目標、策略、技巧、環境等，力求進步。

配合自主學習的跨課程閱讀計劃

要成為自主學習者，學會閱讀及從閱讀中學習至為重要。學校鼓勵及推動學生通過廣泛閱讀，增長知識和擴闊視野，培養良好的閱讀習慣，並成為良好的自主及終身學習者。

- 中一學生在暑假期間按中、英文科要求，完成閱讀中、英文書籍，並繳交閱讀報告。開學後，不同科目會教授科本閱讀策略，並要求學生按策略完成不同要求的閱讀任務，包括課堂預習、課後延伸閱讀，或其他閱讀課業。
- 學校每周安排早讀課，以推行班本閱讀活動。學生需閱讀不同範疇的圖書，並通過口頭匯報、書面報告和自拍影片等方法，與其他同學分享閱讀心得。
- 學校同時鼓勵學生到圖書館借閱不同類型的書籍及電子期刊，從而在初中階段養成良好的閱讀習慣。恆常地閱讀有質素的書籍及閱讀材料，以豐富知識，擴闊視野及識見，同時亦可從多角度思考問題，培養獨立思考及批判能力，做到從閱讀中學習，以期能順利銜接高中課程，並為未來的生涯規劃奠下基礎。

計劃有助同學長遠的發展，而成功則有賴家長的配合和支持。

學習時間

- 學校採用循環周制上課，每六天為一循環。正常上課日，學生於 8:10 a.m. 前抵達學校，8:30 a.m. 開始正式上課。每天共有 8 節課，每節課時間為 40 分鐘。放學時間為 3:30 p.m.。
- 正式課堂結束後，各類型課外活動或拔尖補底班會安排於 3:45 p.m. 至 5:30 p.m. 進行。

學業評估

學業評估分為持續性及總結性兩種。持續性評估包括日常測驗、習作、功課等平時分；總結性評估主要是每學期的統一測驗及考試。各科的評核方法見學校網頁。

流動裝置使用政策

1 簡介

為配合發展電子學習，以提升學與教效能之大方向，學校容許學生自攜流動裝置回校，讓學生於課堂內外持續運用電子學習模式輔助學習。

2 管理

為確保網絡安全及避免學生接觸互聯網上的不良資訊，學校會設有防火牆。然而，於部分特殊情況下，學生仍有可能從互聯網上取得未能過濾的不當資訊。如學生遇到以上情況，應立刻通知老師或學校資訊科技人員。若學生被發現於校內瀏覽不當資訊而未有通知老師，學校保留向相關學生進行處分的權利。

3 安全

- (a) 在不需使用自攜裝置時，應確保裝置存放於上鎖的櫃內。
- (b) 學生應自行保管其裝置，若有任何損失、損壞或被竊，學校不會承擔任何責任。
- (c) 學生應為自攜裝置加裝保護殼，並小心使用，避免損毀。

4 充電

- (a) 學生須自行負責自攜裝置電池的維護和充電。
- (b) 為確保學習效能，學生攜帶流動裝置回校前應將裝置之電池充滿。

5 校內使用流動裝置守則

- (a) 學生攜帶流動裝置回校，進入校門前須確保裝置是關機狀態。
- (b) 於課堂時間內，學生只能在老師批准及監督下使用流動裝置，亦只限該課堂使用，下課須關機。
- (c) 於非課堂時間，學生只能在老師許可的情況下，使用其裝置作學科學習用途。
- (d) 基於網絡安全，學生不能使用有線網絡連接自攜裝置至學校的網絡。
- (e) 學生必須遵守版權法。
- (f) 未經老師許可，學生嚴禁一切錄影、錄音或拍照。
- (g) 學生不能出版、瀏覽或發送非法資料，包括騷擾、跟蹤、恐嚇、威脅、人身攻擊、淫穢、褻瀆及粗俗語言等內容。
- (h) 學生不應與其他人分享個人的用戶名稱和密碼。
- (i) 學生不應登入他人的電子文件、電子郵件及其他電子通訊戶口。
- (j) 流動裝置只作學習用途，不得進行娛樂活動。

學生事務

行為遵則

1. 學生應遵守學校各項守則，臻善敏行，追求卓越，自強不息。
2. 學生應自愛愛人，抱持公平、正義之心，並尊重群體及他人。
3. 學生須注意日常禮貌，遇人要打招呼，態度和藹親切，談吐要溫文友善。
4. 學習要認真、投入，並能勤勉有恆。
5. 保持校園清潔，愛護公物，營造良好的學習環境。
6. 學生應善用資源，提高學習效益。
7. 學生應自律、自重，注意在公眾場所的行為舉止。
8. 學生應多參與社區活動，以發展個人才能及服務社群。
9. 學生應重視家庭，與家人融洽相處，互助互勉。
10. 學生應尊重民族、文化，加深對傳統的認識。

課室清潔

為培養學生的責任心和公民意識，學生須負起清潔課室的責任。每天放學後十五分鐘，同學除須清理自己的座位，亦須輪流清潔課室。

留校時間

放學後學生一切活動約於5:30p.m.結束，放學後留校的學生須致電通知家長。

假日回校

學生假日回校必須按活動要求，穿著整齊校服或運動服，並帶備學生證。

學生手冊及學生證

1. 學生回校上課，必須帶備學生證及學生手冊。
2. 每次進入學校或離開學校時都必須「拍卡」。學生假期回校亦須帶備學生證「拍卡」。
3. 學生手冊可作記錄家課及學校與家長間通訊之用，家長應定期查閱。

請假手續

1 病假

- 學生若因病缺席上課，須由家長或監護人於當天早上7時45分至9時正通過 eClass app 申請請假。
- 病假手續：學生帶同已由家長或監護人簽署之請假表，交正 / 副班主任覆核簽署，再到校務處登記蓋印，方為完成病假手續。病假手續須兩星期內完成。
- 學生若因預約診治而缺席上課，必須在最少兩個上課天前帶同已由家長或監護人簽署之請假表，向正 / 副班主任提出申請，經正 / 副班主任覆核簽署，最後到校務處登記蓋印，方為完成病假申請手續。

2 事假

- 學生若因事缺席上課，必須在最少兩個上課天前向校方提出申請。
- 一般事假申請包括：紅事、白事、辦理證件、校外比賽、校外課程和校外考核等。學生家長或監護人須填寫及簽署手冊內之請假表，經正/副班主任簽署，然後到校務處登記蓋印，方為完成事假申請手續。
- 特殊事假申請，如遇突發事故或其他狀況，須由家長或監護人簽署手冊內之請假表及特別事假申請表，並交予學生事務副校長或訓導主任批核，再經正 / 副班主任簽署，然後由校務處登記蓋印，方為完成特殊事假申請手續。

3 早退

- 如遇身體不適或特別事故須早退者，必須前往校務處辦理早退手續，並知會家長到校陪同離校。
- 中四級或以上同學外出午膳時，若遇不適須早退者，亦須先由家長致電學校通知校務處職員。
- 所有早退者翌日必須補辦請假手續。

午膳安排

- 午膳時間為1:00 p.m. – 2:05 p.m.。
- 學生可外出午膳，或留校午膳，學校小食部會提供簡便午餐。
- 學生亦可自行帶備午膳飯盒或由家長送餐(請於1:00p.m.前送到指定位置)。另外，為確保校園安全及以免影響學校正常運作，家長放下飯盒後請盡快離開，切勿在校園內逗留。

學生活動

學生活動的意義

學生活動是學校教育其中一個環節，學生除吸收課本知識外，還應透過活動發揮個人潛能，培養與人合作及溝通技巧，以達致德、智、體、群、美五育均衡發展。故此，家長宜鼓勵學生參加學校所舉辦的活動。為使學生得到全面而均衡的發展，並體會學生活動的意義和樂趣，校方規定中一學生均須參加最少一項課外活動。各項課外活動的詳細安排（如活動日期及收費等），將於九月份另行公布。

活動類型

本校重視學生均衡發展，除大型社際活動外，並積極推行各類活動，主要包括：

- 1 表演藝術
管弦樂團、樂器班、合唱團、舞蹈、英文話劇、中文話劇、魔術
- 2 體育活動
箭藝、籃球 (男子)、羽毛球、乒乓球、排球、越野長跑、匹克球
- 3 興趣小組
烘焙學會、棋藝、團契小組、創意媒體學會、攝影、普通話、交通學會、義工隊、中文毛筆書法班
- 4 學術小組
英文辯論、英文拼字遊戲、學務大使、生物、經商、中史、中文、公民與社會發展科、英文、地理、資訊科技、數學、科學、視藝
- 5 制服團隊及專責小組
女童軍、男童軍、升旗隊、舞台管理組
- 6 STEAM 活動
無人機、運動科技 ARTEMIS、虛擬實景 Discovery Express
- 7 學生會及四社
學生會、紅社、藍社、黃社、綠社

訓導事務

考勤及違規紀錄

學生遲到或缺席，校方均清楚記錄，並刊錄於學生成績表上。學生有任何違規行為，老師也會記錄於「學生個人行為紀錄」表上。

校服儀容

1 髮式

- (a) 學生髮式以整齊、端莊、樸素為主，除一般因過長而需修剪外，還不准染髮、電髮或使用任何其他髮式或造型技術，不可使用髮型用品 (如定型水、髮泥等)。
- (b) 女生可蓄長髮，若髮長及肩須用黑色或深藍色髮圈或髮夾束起；前額髮蔭不得超過眼眉，兩側髮鬢須夾起。
- (c) 男生不可蓄長髮，髮尾長度不得超過衣領，前額髮蔭不得超過眼眉，兩鬢髮腳不得超過耳根。

2 飾物

- (a) 校方不容許學生配戴飾物回校，例如耳環、項鍊、手鍊、指環及手繩等。
- (b) 若學生有特別原因要求配戴飾物，須由家長提出申請，並交由訓導主任酌情審批。
- (c) 男生不可穿耳洞；女生不可穿戴耳環。若女生穿耳，每邊耳珠只可有一個耳洞，上學須使用透明耳針。

3 服飾

女生夏季服飾

- (a) 指定項目：有校徽指定款式恤衫、指定款式裙褲、純白全身內衣和白襪、平底純黑綁帶式或扣鈕式皮鞋，鞋邊不可有雜色線，不可穿黑色球鞋
- (b) 自選項目：校冷款冷氣外套(開胸扣鈕)
- (c) 不用束衫
- (d) 裙褲長度須及膝蓋骨之中間位置(不可摺裙頭)
- (e) 純白全身內衣和覆蓋腳踝的純白襪(不可穿船襪)

女生冬季服飾

- (a) 指定項目：有校徽指定款式恤衫、灰色指定款式校裙、純白全身內衣和灰色長襪、校呔、V領長袖校冷、純黑綁帶式或扣鈕式皮鞋
- (b) 自選項目：V領背心校冷、校褸
- (c) 女生要束衫
- (d) 校裙長度須及膝蓋骨之中間位置 (不可摺裙頭)
- (e) 遮蓋小腿一半的灰長襪
- (f) 當氣溫低至攝氏12度或以下，可穿著純白、純藍、純黑或純灰色的羽絨、頸巾或手套

男生夏季服飾

- (a) 指定項目：有校徽指定款式恤衫、灰色西褲、純白低領內衣、覆蓋腳踝的純白襪(不可穿船襪)、黑色皮帶、平底純黑綁帶式或扣鈕式皮鞋，鞋邊不可有雜色線，不可穿黑色球鞋
- (b) 自選項目：校冷款冷氣外套(開胸扣鈕)
- (c) 要束衫及見皮帶

男生冬季服飾

- (a) 指定項目：有校徽指定款式恤衫、灰色西褲、純白內衣和白襪、校呔、V領長袖校冷、黑色皮帶、純黑綁帶式或扣鈕式皮鞋
- (b) 自選項目：V領背心校冷、校褸
- (c) 要束衫及見皮帶
- (d) 當氣溫低至攝氏12度或以下，可穿著純白、純深藍、純黑或純灰色的羽絨、頸巾或手套

體育服

- (a) 夏季：指定藍色短褲及T恤、白色(主色)運動鞋、白色短襪(不可穿船襪)
- (b) 冬季：指定運動長褲及外套、白色(主色)運動鞋、白色短襪(不可穿船襪)
- (c) 如當天有體育課或課外活動，學生必須攜帶體育服回校更換。

- 4 書包：以樸素和實用為原則，不鼓勵學生攜帶名貴書包回校。
- 5 化妝：嚴禁學生化妝，例如塗口紅、指甲油等，但無色透明的潤唇膏及防曬霜則可接受。
- 6 指甲：應保持指甲清潔及不可過長，並不可塗任何類別的指甲油。

學校違禁品

除上課所需的物品及書籍外，不得攜帶違禁品(如界刀、尖嘴剪刀、不良刊物、玩具及香口膠等)回校。

手提電話

有關流動裝置守則詳見第8頁。違規學生的裝置將被暫時保管，並須由家長親自到校領回。

智能手錶或手環

嚴禁學生佩戴智能手錶或手環，如有需要，須向訓導組申請。

書面警告

學生如觸犯嚴重校規或連續輕微違規而屢勸不改，校方將發出書面警告信。警告信將存放於學生個人檔案內，作永久紀錄。

記過處分

若學生觸犯嚴重校規、涉及刑事罪行或校外行為不檢者，均可能作記過處分；所有記過處分均記錄於學生個人檔案內。

校外行為

學生即使在校外活動，亦須對個人行為負責，如個人行為不檢，導致校方聲譽受損，校方必定追究，並作處分。

人工智能盡責使用政策

人工智能（AI）工具正迅速改變學習、創作、溝通和解難的方式。香港管理專業協會羅桂祥中學致力協助學生負責任、合乎道德並有效地使用人工智能，同時堅守學術誠信、保障私隱、尊重知識產權，並培養學生的批判思維、創意和自主學習能力。

本校鼓勵學生在老師指導下認識和善用人工智能，但人工智能只可作為輔助學習工具，不能取代學生本人的思考、努力和學習成果。學生在課業中使用人工智能工具時，必須遵守以下原則：

1 必須取得老師許可

學生在使用任何人工智能工具處理功課、練習、專題研習、評估或匯報前，必須先取得科任老師的明確許可。如不確定是否可以使用人工智能，學生必須在使用前先向老師查詢。

2 遞交的作品必須反映個人學習成果

學生遞交的作品必須真實反映自己的理解、努力、想法及學習進展。人工智能只可在獲准的情況下用作輔助學習，不得取代學生本人的思考、資料搜集、創意或學習付出。

3 必須申報所有人工智能輔助

如學生在獲准情況下使用人工智能工具，必須在遞交作品時清楚申報。申報內容應包括所使用的人工智能工具、用途、輸入的提示語或指示、作品中哪些部分曾獲人工智能協助，以及學生如何審閱、修改、核實或進一步發展相關內容。只寫「我使用了人工智能」並不足夠。

4 人工智能應作為輔助工具，而非權威答案

人工智能工具可能產生不準確、過時、帶有偏見或虛構的資料。學生必須批判地評估人工智能生成的內容，並使用可靠資料來源核實重要資訊。人工智能生成的觀點並不代表老師或學校的立場。

5 必須尊重私隱及保障資料

學生不得向人工智能工具輸入有關自己、同學、老師、家人或任何其他人士的個人、私人、機密或敏感資料，包括姓名、地址、電話號碼、身份證號碼、健康資料、學校紀錄、相片、登入資料或私人對話等。

6 必須尊重知識產權

學生不得利用人工智能在未經許可的情況下複製、模仿、重製或不當使用受版權保護的文字、圖片、音樂、影片、設計、程式碼或其他創作成果。學生使用人工智能時，必須遵守相關法律、學校規則及知識產權原則。

7 必須以合乎道德及有益的方式使用人工智能

學生不得利用人工智能造成傷害、散播錯誤資訊、製造假新聞或深偽內容、騷擾他人、欺騙他人、冒充他人，或從事任何不道德、違法或危害國家安全的行為。

禁止使用情況

以下行為一律嚴禁，並會被視為違反學術誠信或校規：

- 未經老師批准，在功課、練習、專題研習、評估或匯報中使用人工智能；
- 將人工智能生成、改寫、翻譯或潤飾的內容當作自己的原創作品提交；
- 使用人工智能工具、機械人程式、瀏覽器擴充功能或自動化系統取得答案、生成解答或自動完成功課；
- 在測驗、考試或校本評核中未經授權使用任何人工智能工具；
- 使用人工智能生成或傳播不當、有害、虛假、侵犯私隱、侵犯知識產權或冒充他人的內容；
- 使用人工智能逃避原本旨在培養自己知識、技能或思維的學習任務。

違反政策的後果

任何學生如不當使用人工智能工具或違反本政策，將按違規行為的性質及嚴重程度面對紀律處分。相關後果可包括：

- 扣減分數；
- 要求重做課業；
- 該功課、練習、專題研習、測驗、考試或校本評核得零分；
- 取消相關評估或活動資格；
- 記錄學術不誠實行為；及／或
- 根據學校《學生行為守則》及其他相關校本政策採取進一步紀律行動。

家長配合

家長宜提醒子女，人工智能只可作為學習輔助工具，不能代替個人努力和思考。家長亦應鼓勵子女在使用人工智能前先徵詢老師意見，並誠實申報人工智能的使用情況。如家長對子女使用人工智能工具有任何疑問，可與班主任或科任老師聯絡。

輔導服務

發展性輔導服務

1. 輔導組會因應各級學生不同的需要，協助他們建立正面的人生態度；並與外間機構合作，為學生安排不同類型的輔導活動。
2. 輔導組及學校社工會為不同級別的學生安排成長小組，以提升學生的自尊感、與人溝通技巧及培養堅毅精神。
3. 學校每學年均會舉辦全校性的師生活動周，目的是促進師生關係，加強班內團結精神及紓緩學生的學習壓力。
4. 中一至中六級均設有德育及公民教育課，以培養學生良好的德育及公民意識。
5. 生涯規劃及升學輔導組會為學生提供有關升學及就業資訊、安排參觀及工作實習機會，為他們升學及就業作好準備。

個人輔導服務

學校為所有學生提供個人輔導服務，包括學校社工、臨床心理學家、教育心理學家等服務。學生如有個人輔導需要，可向班主任或輔導老師直接求助。如家長認為學生需要接受專業輔導，亦可直接與學校社工聯絡；若有特殊需要，校方將透過社工尋求校外資源或專家，協助學生解決問題及促進個人成長。

家長教育

學校會定期舉辦家長教育講座或家長小組，以提升家長的親子管教與溝通技巧。

家長配合

學校承諾盡力為學生提供優質教育，希望學生無論在學業成績還是行為品德上均有所提升。惟沒有家長的配合支持，教育成效必定大減，所以希望家長盡力配合學校，尤其在以下各方面：

1. 家長須留心子女的身心發展，若發現子女情緒不穩或出現異常情況，須多加關注，並主動與學校老師或社工聯絡，以幫助子女健康成長。
2. 家長亦宜主動了解子女在校情況，並支持子女參加學校舉辦的各項活動。
3. 學生必須回家完成指定課業，否則必嚴重影響學習成效。家長宜每天查閱學生手冊或內聯網之家課紀錄，督促子女完成課業，努力向學。

家長教師會

本校家長教師會於1999年成立，旨為加強家校之間的聯繫及合作。家長教師會定期舉辦各項活動及家長課程，家長宜盡量抽空出席，詳見本校網頁或家長教師會網誌：<http://kslopta.hkmachineese.com>。

融合教育

本校採用「全校參與模式」推行融合教育，透過三層支援模式，按有特殊教育需要學生的個別情況，提供適切的支援。

學校成立「學生支援組」，負責計劃、執行及檢視各項支援有特殊教育需要學生的服務。學生支援組會因應學生的需要，決定他們所需的支援層級，並在教學、課程及評核各方面提供調適。學校亦有教育心理學家、臨床心理學家、言語治療師及輔導員為有特殊教育需要學生提供專業支援。

其他事項

暴雨颱風應變

- 1 如在上學前天文台發出紅色、黑色暴雨警告或8號或以上熱帶氣旋警告，學校會停課。
- 2 如在上課後天文台發出紅色或黑色暴雨警告，學校會繼續上課，直至放學時間及在安全情況下，始安排學生離校回家。
- 3 如在上課後發出8號或以上熱帶氣旋警告，學校會停課；但學校會在安全情況下，始安排學生離校回家。在特殊情況下，教育局可能會宣佈個別地區的學校停課，本校屬於元朗區，請家長留意。有關因受暴雨或颱風影響而停課的即時查詢，請致電24703363與校務處聯絡，並可登入學校網頁之「最新消息」，了解學校的安排。
- 4 在特殊情況下，學校會依據教育局隨時發出之指示作出應變措施。
- 5 在考試期間，如因天雨或颱風影響而停課，當天之考試將會改期。如時間緊迫，學校可能安排於星期六進行補考；而原定翌日的考試則會如期進行。

服務目標和標準

學校會快捷和有禮地提供服務，並盡量簡化所需辦理的手續。以下是本校承諾能達到的服務目標和標準：

資料提供

- 學校會印製家長手冊(只限中一)及一份介紹本校的資料單張，供家長及有興趣認識本校人士參閱。
- 學校職員會盡快接待預約到訪的家長，倘若需輪候，亦不會超過原來約定時間三十分鐘。
- 學校會迅速處理家長的來函，即使未能在十個工作天內詳盡回覆，也會先作簡報。
- 家長在辦公時間致電學校查詢，校方會盡快答覆；部分未能即時給予答覆的問題，也會在兩個工作天內回覆。

聯繫家長

- 家長教師會成立多年，目的是加強學校和家長的聯繫，共同提升教學質素。家長教師會每學年會舉辦提升親子關係、師生關係的活動和工作坊，歡迎家長踴躍參與。
- 歡迎家長透過寫信、傳真、電郵或致電預約會晤等方式，與班主任、科任老師及駐校社工討論有關子女學習及其他方面的事宜。
- 學校每學年會安排兩次家長日，以促進家長與教師之間的溝通和合作。
- 學校每學年會定期發出學生成績報告，讓家長了解子女在校內的學習情況。
- 學校會在舉行學校活動最少三個工作天前，將有關訊息通知家長，如遇特殊情況，通知的時間可能會稍短。
- 學校會制訂家課政策，為學生安排適量家課，並會跟進學生完成家課的情況。
- 學生在校內發生意外時，學校會立刻聯絡家長。如有需要，學校會安排教職員陪同學生到醫院就診。
- 遇上惡劣天氣，學校會因應情況採取適當的應變措施，以保障學生的安全。

私隱政策聲明

香港管理專業協會羅桂祥中學承諾遵守《個人資料(私隱) 條例》的規定，學校員工會致力保障學校所持有的個人資料的私隱、保密性及安全。

- 香港管理專業協會羅桂祥中學收集及持有學生及其家長或監護人的個人資料作教育學生、輔導學生、學生升學、學生活動、通訊宣傳和促進家校合作等用途。
- 一般而言，學生及其家長或監護人的個人資料會被永久保存，並只容許獲授權的教職員查閱。
- 香港管理專業協會羅桂祥中學可向第三方披露學生的部分資料，例如香港政府、香港考試及評核局、境內和境外的院校、香港管理專業協會羅桂祥中學家長教師會、服務提供者和承辦商等，以進行教育學生、輔導學生、學生升學、學生活動、通訊宣傳和促進家校合作等用途。除上文所載以外，香港管理專業協會羅桂祥中學於未獲事先書面同意的情況下，不會向任何第三方披露任何個人資料。
- 香港管理專業協會羅桂祥中學在日常運作時，有可能使用涉及學生肖像、錄像及錄音等於教育或非商業用途，而不須事先得到學生同意。若家長或監護人不同意有關安排，請於每學年開始至9月30日期間以書面方式通知學校。
- 學生及其家長或監護人有權要求查閱及更正其被持有的個人資料，如欲查閱或更正個人資料，請以書面方式聯絡學校行政主任或電郵至 college@hkmakslo.edu.hk。

收集個人資料聲明

- 香港管理專業協會羅桂祥中學收集及持有學生及其家長或監護人的個人資料作教育學生、輔導學生、學生升學、學生活動、通訊宣傳和促進家校合作等用途。
- 香港管理專業協會羅桂祥中學會要求學生及其家長或監護人提供下列個人資料*：

學生	姓名、身份證明文件資料、出生日期和出生地、地址、聯絡詳情(包括電話號碼或電郵地址，及緊急聯絡人資料等)、家庭狀況、健康狀況、生活模式、嗜好及興趣、學歷文件、特殊教育需要等資料
家長或監護人	姓名、身份證號碼、地址、聯絡詳情(包括電話號碼或電郵地址等)

*若學生及其家長或監護人未能提供個人資料，可能影響學校提供的服務。

- 香港管理專業協會羅桂祥中學可向第三方披露學生部分資料，例如香港政府、香港考試及評核局、境內和境外的院校、香港管理專業協會羅桂祥中學家長教師會、服務提供者和承辦商等，以進行教育學生、輔導學生、學生升學、學生活動、通訊宣傳和促進家校合作等用途。除上文所載以外，香港管理專業協會羅桂祥中學於未獲事先書面同意的情況下，不會向任何第三方披露任何個人資料。
- 學生及其家長或監護人有權要求查閱及更正其個人資料，如欲查閱或更正個人資料，請以書面致函本校，聯絡學校行政主任或電郵至 college@hkmakslo.edu.hk。

附錄一：管教子女十三法則

法則一：孩子需要你的愛

孩子除了需要衣食住行的照顧外，更需要父母的愛。愛是父母給予子女感情的營養素，是維繫父母子女間關係最重要的元素。被父母寵愛的孩子，才會感到溫暖與安全，同時也會尊敬和信任父母，樂意接受父母的管教。

法則二：溺愛糟質唔應該

孩子需要的是適當的愛，而不是溺愛，寵壞了的孩子是很難管教的。同樣，也不應視孩子的生命為己有，將孩子的一切操之於父母手上，自己心情不好時，也不要拿孩子來發洩。

法則三：期望過高反成害

每個孩子由於受先天與後天種種因素影響，會有不同的體質和智能，因此要了解個別孩子的獨特性，不要對他們作過高的期望。

法則四：孩子有錯慢慢改

人生的一切成就，是一個長遠學習過程，孩子需要不斷的嘗試，並從錯誤中學習，所以父母不用焦慮，應給予耐心指導。

法則五：不要隨便罵蠢材

孩子年紀雖小，但已開始有自尊心，一個懂得自愛自重的人，才会有上進心。如果父母常罵他蠢、沒有用，時常提起他的過錯和弱點，他便會慢慢對自己失去信心，自暴自棄，那時便一發不可收拾了。

法則六：一嚴一縱子當災

父母應採取一致的管教方法和態度，更不要朝令夕改，以免孩子無所適從。當父母的想法有差異時，孩子往往會利用父母弱點，投機取巧，而不聽從管教。

法則七：有傾有講親情在

父母應與子女多接觸，時常與他們談論他們感興趣的事，多點了解他們的想法與感受，避免一開口便教訓，這樣父母子女的感情定會有所增進。

法則八：應知孩子樂與哀

孩子的思想與情緒，與成年人不一樣。成年人認為無關痛癢的瑣事往往會使孩子深受困擾，又或者使他們無限喜悅。所以父母應多留意孩子的情緒與感受，在他們受到挫折或失望時給予鼓勵和支持，使他們堅強起來；而在他們歡欣時則分享他們的快樂。

法則九：約束孩子勿亂來

孩子需要父母不斷指導，學習控制自己，遵守規則，接受現實的約束，這樣孩子長大時才不會任性，將來與人相處、適應環境才不會有困難。

法則十：獎勵利誘要分開

獎賞與鼓勵都是好的管教方式，但須運用得宜，當孩子做好一件事，很值得讚賞，父母就應表示嘉許，肯定孩子的成就，鼓勵繼續上進；但切勿於事前施予利誘和賄賂，養成孩子一種討價還價的惡習，利用做好來控制父母。

法則十一：細心說理育良才

孩子的理解力是需要父母的幫助慢慢訓練出來的，習慣講道理的孩子知道辨別是非，不會隨便撒嬌，做錯事時也會承擔過失，勇於改過。

法則十二：子女意見不妨採

在一些事情上，父母應該聆聽子女的意見，訓練他們思考及作出選擇，意見決定後，大家便應遵從決定，向自己的行為負責任。

法則十三：以身作則兒敬愛

兒童期是完全吸收外在環境而學習的一個時期，所以孩子的學習主要來自模仿，因此父母切勿疏忽，給予孩子壞榜樣。更重要的是，必須言行一致，才會令孩子信服。言行不一的父母，是很容易令孩子不滿，引致反叛的傾向。

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School Introduction

Introduction to Our Sponsoring Body

The sponsoring body of our school is The Hong Kong Management Association, a nonprofit corporation established in 1960. It is devoted to increasing the efficiency and effectiveness of management in Hong Kong. The aims of the corporation are to establish and maintain contacts with people and organisations interested in the study of management, to collect and disseminate information on management principles and practices, and to provide and promote management education and training.

The association has been committed to developing Hong Kong's human resources and contributing to the economic growth of Hong Kong. Now, in addition to certificate, diploma, and Master of Business Management courses jointly organised with renowned local and overseas universities, it also offers a broader range of professional and foundational training courses in various business fields, including finance, human resources, information technology, marketing, and more.

School Facilities

Our school is well-equipped with a library, 30 standard classrooms, and more than 10 special classrooms, including a student activity center, an innovation and technology activity room, a STEAM teaching activity room, a National Education Immersive Experience Centre, an English Café, a counselling room, social worker rooms, computer rooms, and conference rooms. All classrooms and school halls are fully air-conditioned and equipped with interactive touch displays or projectors, and high-speed Wi-Fi.

Aims of Education

- To provide learning opportunities, cultivate students' correct learning attitudes, and enable students to master basic language skills, arithmetic skills, and information literacy, equipping them with the foundation for lifelong learning. At the same time, students also acquire learning experiences in academic, vocational, moral, and civic education, as well as service and physical arts, to promote personal and social development.
- To cultivate the development of junior form students in all aspects of morality, intelligence, physique, social group, and aesthetics; and encourage them to study and develop positive values actively; attain not only a balanced development but also basic subject knowledge and the pursuit of excellence.
- To improve the academic level of senior form students so that they can prepare for their future studies, career, and life; cultivate the ability to be studious, think critically and creatively; encourage them to take responsibility for their families, society, and the country, and equip them with an international perspective.

School Administration

Affairs Officers

Academic Affairs	:	Mr. Poon Tak Ping (Vice Principal) Ms. Chung Ka Sin
Student Affairs	:	Mr. Chan Kai Wing (Vice Principal) Mr. Chan Lai Yi (Assistant Principal)
Public Relations	:	Ms. Chui Sau Yan (Vice Principal)
STEAM and IT	:	Mr. Lam Chun Lung (Assistant Principal)
TECH IN ED	:	Mr. Kum Chi Kim (Assistant Principal)
Discipline	:	Mr. Yu Wing Yat
Guidance	:	Mr. Lam Faan Man
Extracurricular Activities	:	Mr. Chan Hoo Cheung
Special Education Needs	:	Ms. Chiu Wai Ha

School Social Workers

Service Organisation	:	Evangelical Lutheran Church Hong Kong, School Social Work Service
In-school Social Workers	:	Ms. So Yan Tung Mr. Lok Yan Chung
Working Hours	:	Mon – Fri, 9:00a.m. – 5:00 p.m.
Phone (School)	:	2470 3363
Phone (Tai Po Office)	:	2665 2255

School General Office

Working Hours	:	Mon – Fri:	8:00a.m. – 5:30 p.m.
		Sat:	9:00a.m. – 12:00 p.m.
		School holidays:	9:00a.m. – 4:30 p.m.
Phone	:	2470 3363	
Fax	:	2470 1106	

Curriculum and Teaching

Curriculum Design

We are a grammar school whose basic course design is aligned with the curriculum guide of the Education Bureau (EDB). Some subjects in junior forms follow a school-based curriculum, compiled in accordance with the basic curriculum guidelines provided by the EDB. Senior form subjects are structured to fully comply with the requirements of the Senior Secondary Curriculum Guide.

Academic Year	Form	Subject
2026-27	S1	English Language; Chinese Language; Mathematics; Science; Geography; Chinese History; History; Putonghua; Citizenship, Economics and Society; Technology and Living; Design and Technology; Visual Arts; Music; Physical Education; Computer Literacy
2027-28	S2	English Language; Chinese Language; Mathematics; Science; Geography; Chinese History; History; Putonghua; Citizenship, Economics and Society; Technology and Living; Design and Technology; Visual Arts; Music; Physical Education; Computer Literacy
2028-29	S3	English Language; Chinese Language; Mathematics; Science (Physics; Chemistry; Biology); Geography; Chinese History; History; Citizenship, Economics and Society; Technology and Living; Information and Communication Technology*; Integrated Business*; Visual Arts; Music; Physical Education
2029-32	S4 - S6	<u>Core Subjects</u> English Language; Chinese Language; Mathematics; Citizenship and Social Development
		<u>Electives</u> Physics; Chemistry; Biology; Information and Communication Technology; Tourism and Hospitality Studies; Geography, Chinese History; Economics; Business, Accounting and Finance Studies (Accounting Module); Visual Arts; Mathematics (Extended Part) Remarks: 1. The allocation of senior form electives (two to three subjects) is based on factors such as students' overall S3 annual results, subject preferences, individual subject performance, and teacher recommendations. 2. The final arrangements for elective subjects will be determined by factors including students' preferences, student numbers, students' capabilities, teachers' professional judgment, and the school's human resources at the time.
		<u>Other Learning Experiences</u> Art Education; Moral and Civic Education; Physical Education; Community Service; Career-Related Experience
		<u>Joint School Courses / Others</u> Japanese, Korean, Music, Physical Education (Co-curricular Programmes); Applied Learning

* School-Based Curriculum

Criteria for Class Formation

S1	Based on the total score of the entrance examination, the top-ranked students will be equally allocated to Classes C and D, while the rest will be equally allocated to Classes A and B.
S2-S3	Students will be regrouped according to the annual results of S1 and S2. The top-ranked students will be equally allocated to Classes C and D, and the rest will be equally allocated to Classes A and B.
S4	Students are grouped based on the annual results of S3 and their subject preferences.

Assignment Policy

- Homework is the key to developing students' learning ability and consolidating classroom learning. It is divided into two categories: pre-lesson and post-lesson. The purpose of pre-lesson assignments is to cultivate students' self-learning and exploration ability, while post-lesson assignments focus on consolidating what they have learned in class.
- Teachers of each subject will give students an appropriate amount of homework every day or every week, while the homework of senior forms is designed and arranged according to the requirements of the content and format of the Hong Kong Diploma of Secondary Education Examination.

Self-Regulated Learning

The College values students' learning. In addition to continuously optimising classroom teaching, we also help students establish good study habits and cultivate them to become autonomous learners who:

- Possess learning objectives;
- Possess learning strategies and skills;
- Know how to control the learning environment and learning process;
- Know how to conduct self-study evaluations, revise goals, strategies, skills, environment, etc., and pursue progress.

Cross-Curricular Reading Scheme with Self-Regulated Learning

Learning to read and learning from reading are essential to being a self-regulated learner. The College encourages and promotes students to broaden their horizons and knowledge through extensive reading, develop good reading habits, and become effective self-regulated and lifelong learners.

- During the summer vacation, S1 students should complete the reading of Chinese and English books and submit the reading reports according to the requirements of the respective subjects. The strategies of reading textbooks will be taught in different subjects, and students will be required to complete the reading tasks aligned with the strategies, including pre-lesson preparation, extended reading after class, or other reading assignments.
- The College arranges two class-based morning reading classes per week. Students are required to read books in different areas and share their reading experiences with other students through oral presentations, written reports, and self-produced videos.
- At the same time, the College encourages students to borrow different types of books and e-journals from the library to develop good reading habits starting from junior forms. Reading high-quality books and materials regularly helps enrich knowledge, broaden horizons and insights, simultaneously evoking thoughts from multiple perspectives towards an issue, cultivating independent thinking and critical skills, and learning from reading. These pave the way for connecting to senior courses and laying the foundation for future planning.

The scheme benefits students' long-term development, and the cooperation and support of parents will contribute to its success.

Schooling Hours

The school operates on a rotating schedule, with each cycle lasting six days. On regular school days, students should arrive at school by 8:10am, and lessons will start at 8:30am. There are 8 lessons per day, each lasting 40 minutes. Lessons will end at 3:30pm.

After regular lessons, extracurricular activities, and enhancement and remedial classes are conducted from 3:45pm to 5:30pm.

Academic Assessment

There are two types of academic assessment: continuous and summative. Continuous assessment includes daily quizzes, assignments, homework, etc. Summative assessment primarily consists of a unified test and examination each semester. Please refer to the school website for the assessment methods for each subject.

Mobile Device Usage Policy

1 Introduction

In line with the general direction of developing e-learning to enhance the effectiveness of learning and teaching, the College allows students to bring their own mobile devices to school so that they can continue using e-learning to assist learning in and outside the classroom.

2 Management

To ensure network security and protect students from inappropriate information on the Internet, a firewall has been configured. However, in some special cases, students may access unfiltered, inappropriate information from the Internet. If students encounter the above situations, they should notify teachers or school IT staff immediately. If a student is found to be browsing inappropriate information in school without notifying the teacher, the College reserves the right to impose punishment.

3 Safety

- (a) When students' own devices are not required, they should be stored in locked cabinets.
- (b) The College will not be responsible for any loss, damage, or theft of students' own devices, so students should take care of their devices.
- (c) Students should install a protective case on their own devices and use them carefully to avoid damage.

4 Charging

- (a) Students are responsible for the maintenance and charging of the batteries of their own devices.
- (b) To ensure learning effectiveness, students should fully charge their devices before coming to school.

5 Rules for Using Mobile Devices in the College

- (a) Students bringing mobile devices to school must ensure that the device is turned off before entering the school gate.
- (b) Students can only use the devices during class hours with the approval and supervision of teachers, and must turn them off after class.
- (c) If it is not during a lesson, students may only use their devices for subject study purposes with the permission of teachers.
- (d) Due to network security, students cannot use a wired network to connect their own devices to the school's network.
- (e) Students must comply with copyright laws.
- (f) Students are strictly prohibited from videotaping, recording, or taking pictures without the permission of teachers.
- (g) Students shall not publish, view, or distribute illegal material, including the following: harassment, stalking, intimidation, threats, personal attacks, obscenity, profanity, and foul language.
- (h) Students should not share personal usernames and passwords with others.
- (i) Students should not log into other people's electronic documents, emails, and other accounts of communication software.
- (j) Students should only use mobile devices for educational purposes and not for entertainment.

Student Affairs

Behavior Regulations

1. Students should abide by the school rules, practice good deeds, pursue excellence, and strive for self-improvement.
2. Students should love themselves and others, hold a fair and just heart, and respect groups and individuals.
3. Students should pay attention to their daily manners, and their attitude should be polite and decent. When meeting people, they should greet them and address them appropriately.
4. Students should approach their daily studies with seriousness and dedication and be diligent and persistent.
5. Students should keep the campus clean, take care of public property, and maintain a good learning environment.
6. Students should make good use of resources to improve their learning effectiveness.
7. Students must be self-disciplined and respectful, and pay attention to their behaviour in public areas.
8. Students should participate more in community activities to develop their personal talents and serve the community.
9. Students should value their families, get along well with them, and show support and encouragement to each other.
10. Students should respect different ethnicities and cultures and deepen their understanding of traditions.

Classroom Cleaning

In order to develop students' sense of responsibility and citizenship, students are expected to take responsibility for cleaning their classrooms. Students are required to clear their seats for around 15 minutes after school every day, and they are also required to take turns cleaning the classrooms.

School Hours

All after-school student activities will end at about 5:30pm. Students who stay after school must notify their parents.

Coming to School on Holidays

Students returning to school on holidays must wear neat school uniforms or sports uniforms according to the requirements of the activities, and must also bring their student ID cards.

Student ID Card and Student Handbook

Students returning to school must bring their student ID card and Student Handbook. Each time they enter or leave the school, they must scan their ID card on the system. Students returning during holidays are also required to bring their student ID cards. The Student Handbook is used to record homework and facilitate communication between the College and parents, so parents should review it regularly.

Leave Procedure

1 Sick Leave

- If a student is absent from class due to illness, parents or guardians must call the school between 7:45am and 9:00am to apply for leave.
- Sick leave procedures: Bring the leave application form signed by a parent or guardian, submit it to the class teacher for review and signature, and then go to the school office for registration and stamping to complete the procedure. Sick leave procedures must be completed within two weeks.
- If a student is absent from class due to an appointment for medical treatment, they must submit an application at least two school days before the appointment. When applying, bring the leave application form signed by a parent or guardian, which has been reviewed and signed by the class teacher. Finally, register at the General Office and get the stamp to complete the sick leave application process.

2 Personal Leave

- If a student is absent from class due to personal matters, an application must be made to the school at least two school days before.
- General leave applications include weddings, funerals, applications for certificates, off-campus competitions, off-campus courses, and off-campus assessments, among others. Parents or guardians of students need to fill in and sign the leave application form in the handbook. It also needs to be signed by the class teacher, and then students should register and get the stamp at the General Office to complete the leave application procedures.
- For special leave applications, in case of unexpected accidents or other situations, parents or guardians need to sign the leave application form and special leave application form in the handbook and submit them to the Vice Principal of Student Affairs or the head teacher of the Discipline Team for approval. Then, it needs to be signed by the class teacher, and students should register and get the stamp at the General Office to complete the application procedures.

3 Early Leave

- If a student needs to leave early due to physical discomfort or special accidents, they must go through the early departure procedures at the General Office and notify the parents to come to the school for companionship while leaving.
- If a student of S4 or above is going out for lunch and feels unwell, which may necessitate leaving early, their parents must call the school to notify the staff of the General Office.
- All early leavers must complete the leave procedures the next day.

Lunch Arrangements

S1 to S2 students are required to stay at school for lunch. The lunchtime is from 1:00pm to 2:05pm. The College will order lunch boxes from the designated lunch supplier for S1 students. S2 students may choose to either order lunch boxes from the designated lunch supplier or purchase food at the tuck shop. Students may also bring their own lunch boxes or have them delivered by their parents (please send lunch boxes to the General Office before 1:00pm). Additionally, to ensure campus security and avoid disrupting normal school operations, please leave promptly after dropping off the lunchbox and do not linger on the school premises.

Student Activities

The Importance of Student Activities

Student activities form an integral part of school education. In addition to gaining knowledge from textbooks, it is crucial for students to explore their personal strengths and develop essential skills such as teamwork, cooperation, and effective communication with others. These activities help students achieve balanced development in moral, intellectual, physical, social, and aesthetic areas.

We strongly encourage parents to support their children in participating in activities organised by the College. To ensure students' balanced development and to help them appreciate the value and enjoyment of these activities, all S1 students are required to participate in at least one major activity. Full details of all extra-curricular activities, including dates and fees, will be announced separately in September.

Types of Activities

The school places great emphasis on students' all-round development. Alongside larger, school-wide events, we actively promote a variety of other activities, including:

- 1 Performing Arts
 School Orchestra, Instrumental Classes, Choir, Dance, English Drama, Chinese Drama, Magic Club
- 2 Sports
 Archery, Basketball (Boys), Badminton, Table Tennis, Volleyball, Cross Country, Pickleball Club
- 3 Interest Groups
 Baking Club, Chess, Christian Fellowship, Creative Media Club, Photography, Putonghua, Transportation Club, Volunteer Team, Chinese Calligraphy
- 4 Academic Groups
 English Debate, Scrabble, AA Ambassadors, Biology, Business, Chinese History, Chinese, Citizenship and Social Development, English, Geography, Information and Technology, Mathematics, Science, Visual Arts
- 5 Uniformed Groups & Functional Teams
 Girl Guides, Boy Scouts, Flag Raising Team, Stage Management Team
- 6 STEAM Activities
 Drones, ARTEMIS (Sports Tech Club), Discovery Express (VR)
- 7 Student Union and Houses:
 Student Union, Red, Blue, Yellow, and Green Houses

Discipline, Rewards, and Punishment

Attendance and Violation Records

Students who are late or absent are clearly recorded by the school and recorded on the student's transcript. Any violations committed by students will be recorded by the teacher on the "Student Personal Behaviour Record" form.

School Uniform Rules

1 Hair

- (a) Students' hairstyles should be neat, modest, and simple. Hair needs to be trimmed when it is too long. Dying and curling are not allowed, nor are other hair products (such as hair spray, hair gel, or mousse, etc.).
- (b) Girls can keep long hair, which should be tied when it reaches the shoulder. All hair clips and hair ties used must be in black or dark blue. The bangs should not exceed the eyebrows. The sideburns should be clipped on both sides.
- (c) Boys are not allowed to keep long hair. The back of the hair should not extend below the collar, sideburns should not go below the base of the ears, and bangs should not cover the eyebrows.

2 Accessories

- (a) Accessories such as earrings, necklaces, bracelets, rings, etc., are not allowed.
- (b) If students have special reasons to wear accessories, the application must be submitted by the parents and approved by the Head of the Discipline Team.
- (c) Boys are not permitted to wear earrings. For female students, a maximum of one earring hole in each earlobe is allowed. Transparent ear studs must be worn to school.

3 Clothing

Summer Uniform for Girls

- (a) Mandatory Items: Designated shirt with the school logo, designated skirt-pants, plain white underwear and socks, flat black lace-up or buckle shoes without colored stitching, no black sneakers
- (b) Optional Items: School air-conditioning sweater (buttoned front)
- (c) Shirts do not need to be tucked in.
- (d) Skirt-pants length must reach the middle of the kneecap (no folding of the waistband).
- (e) Plain white full-body underwear and ankle-covering plain white socks (no low-cut socks)

Winter Uniform for Girls

- (a) Mandatory Items: Designated shirt with the school logo, designated grey school skirt, plain white full-body underwear, grey long socks, school tie, V-neck long-sleeve school sweater, plain black lace-up or buckle shoes
- (b) Optional Items: V-neck school vest, school blazer
- (c) Shirts must be tucked in.
- (d) Skirt length must reach the middle of the kneecap (no folding of the waistband).
- (e) Grey long socks covering half of the calves
- (f) When the temperature drops to 12°C or below, plain white, blue, black, or grey down jackets, scarves, or gloves may be worn.

Summer Uniform for Boys

- (a) Mandatory Items: Designated shirt with the school logo, grey trousers, plain white undershirt and ankle-covering plain white socks (no low-cut socks), black belt, flat black lace-up or buckle shoes without colored stitching, no black sneakers
- (b) Optional Items: School air-conditioning jacket (buttoned front)
- (c) Shirts must be tucked in with the belt visible.

Winter Uniform for Boys

- (a) Mandatory Items: Designated shirt with the school logo, grey trousers, plain white undershirt and white socks, school tie, V-neck long-sleeve school sweater, black belt, plain black lace-up or buckle shoes
- (b) Optional Items: V-neck school vest, school blazer
- (c) Shirts must be tucked in with the belt visible.
- (d) When the temperature drops to 12°C or below, plain white, dark blue, black, or grey down jackets, scarves, or gloves may be worn.

PE Uniform

- (a) Summer: Designated blue shorts and T-shirt, white (main colour) sports shoes, plain white short socks (no low-cut socks)
- (b) Winter: Designated track pants and jacket, white (main colour) sports shoes, plain white short socks (no low-cut socks)
- (c) On days with PE classes or extracurricular activities, students must bring their PE uniform to school for changing.

- 4 School bag:
It should be simple and practical. Students are encouraged not to bring luxury school bags to school.
- 5 Make-up:
Students are not allowed to wear make-up, such as lipstick, nail polish, etc., but colourless and transparent lip balm and sunscreen are acceptable.
- 6 Nails:
Nails should be kept clean and not too long, and no nail polish of any kind should be applied.

Unauthorised Item

Except for the items required in class and related books, unauthorised items (such as knives, sharp-nosed scissors, inappropriate publications, toys, and chewing gum, etc.) are not allowed at school.

Mobile Phones

For details on the mobile device policy, please refer to pages 32-33. Devices of students who violate this policy will be temporarily confiscated and must be collected in person by a parent at the school

Smart Watches or Bands

Students are strictly prohibited from wearing smart watches or bands. If necessary, a request for an exception must be submitted to the Discipline Team.

Written Warning

If students violate serious school rules or have a series of minor violations and show no improvement after repeated persuasion, the College will issue a written warning letter. It will be kept in the student's personal file for a permanent record.

Demerits

If students violate serious school rules or are involved in a criminal offence or misbehaviour outside the school, they may receive a penalty of demerits; all demerits are recorded in the student's personal file.

Off-campus behavior

Students in off-campus activities must also be responsible for their personal behaviour. If personal behaviour is inappropriate and results in damage to the College's reputation, the students will be investigated and punished.

Policy on the Responsible Use of Artificial Intelligence

Artificial Intelligence (AI) tools are rapidly changing the ways we learn, create, communicate, and solve problems. HKMA K S Lo College is committed to helping students use AI responsibly, ethically, and effectively, while upholding academic integrity, protecting privacy, respecting intellectual property, and developing students' critical thinking, creativity, and self-regulated learning abilities.

The College encourages students to understand and make appropriate use of AI under the guidance of teachers. However, AI should only be used as a learning assistant. It must not replace students' own thinking, effort, and learning outcomes. When using AI tools for schoolwork, students must observe the following principles:

1 Teacher permission is required

Students must obtain explicit permission from the subject teacher before using any AI tool for assignments, exercises, projects, assessments, or presentations. If students are unsure whether AI use is allowed, they must ask their teacher before using it.

2 Submitted work must reflect students' own learning

The work submitted by students must genuinely reflect their own understanding, effort, ideas, and learning progress. AI may be used to support learning only when permitted, but it must not replace students' own thinking, research, creativity, or academic effort.

3 All AI assistance must be declared

If students use AI tools with permission, they must clearly declare such use when submitting their work. The declaration should include the AI tool used, the purpose of use, the prompts or instructions given, the parts of the work supported by AI, and how the student reviewed, edited, verified, or further developed the AI-assisted content. Simply writing "I used AI" is not sufficient.

4 AI should be used as an assistant, not an authority

AI tools may produce inaccurate, outdated, biased, or fabricated information. Students must critically evaluate AI-generated content and verify important information using reliable sources. AI-generated views do not represent the views of teachers or the College.

5 Privacy and data protection must be respected

Students must not enter personal, private, confidential, or sensitive information about themselves, classmates, teachers, family members, or any other person into AI tools. Such information includes names, addresses, phone numbers, identity card numbers, health information, school records, photographs, login details, and private conversations.

6 Intellectual property must be respected

Students must not use AI to copy, imitate, reproduce, or misuse copyrighted writing, images, music, videos, designs, code, or other creative works without permission. Students must comply with relevant laws, school rules, and intellectual property principles when using AI.

7 AI must be used for ethical and beneficial purposes

Students must not use AI to cause harm, spread misinformation, create fake news or deepfakes, harass others, deceive others, impersonate others, or engage in any unethical, unlawful, or national-security-endangering activities.

Prohibited Uses

The following actions are strictly prohibited and will be regarded as violations of academic integrity or school rules:

- using AI in assignments, exercises, projects, assessments, or presentations without teacher approval;
- submitting AI-generated, AI-rewritten, AI-translated, or AI-polished content as one's own original work;
- using AI tools, bots, browser extensions, or automated systems to obtain answers, generate solutions, or automatically complete assignments;
- using any AI tool during tests, examinations, or School-based Assessments without authorisation;
- using AI to generate or distribute inappropriate, harmful, false, privacy-infringing, intellectual-property-infringing, or impersonating content;
- using AI to avoid learning tasks that are intended to develop one's own knowledge, skills, or thinking.

Consequences for Violating the Policy

Any student who misuses AI tools or violates this policy will be subject to disciplinary action, depending on the nature and seriousness of the violation. Consequences may include:

- a mark penalty;
- a requirement to redo the work;
- a score of zero for the assignment, exercise, project, test, examination, or School-based Assessment;
- disqualification from the relevant assessment or activity;
- a formal record of academic misconduct; and/or
- further disciplinary action in accordance with the school's Code of Conduct and other relevant school policies.

Parents' Cooperation

Parents are encouraged to remind their children that AI should be used only as a learning assistant and must not replace personal effort or thinking. Parents should also encourage their children to seek teachers' advice before using AI and to honestly declare any AI assistance used in their schoolwork. If parents have any questions about their children's use of AI tools, they may contact the class teacher or subject teacher.

Guidance Services

Developmental Guidance Services

1. The Guidance Team will assist students in establishing a positive attitude towards life according to the needs of students in different forms and cooperate with external agencies to arrange different types of guidance activities for students.
2. The Guidance Team and the school social worker will arrange the Growth Programme for students of different levels to enhance their self-esteem and communication skills and develop perseverance.
3. Every school year, the College organises a school-wide teacher-student activity week to promote teacher-student relationships, strengthen the spirit of unity within the class, and relieve students' learning pressure.
4. Moral and Civic Education courses are offered in S1 to S6 to cultivate students' good moral and civic awareness.
5. The Career and Life Planning Team will provide students with information on further studies and employment. Also, the team will arrange visits and work internship opportunities to prepare students for further studies and employment.

Personal Counselling Services

The College provides personal counselling services for all students. If students are in need, they can directly ask the class teacher or teachers in the Guidance Team for help. If parents think that students need professional counselling services, they can also contact the school social worker directly; if there are special needs, the College will find external resources or experts through the social workers to help students solve problems and promote personal growth.

Parent Education

The school will organise parent education seminars or parent groups to enhance parenting and communication skills regularly.

Parents' Cooperation

The College is committed to providing students with high-quality education and hopes that students will improve in terms of academic performance and behaviour. However, without the cooperation and support of parents, the effectiveness of education will be greatly reduced. Therefore, we hope that parents will try their best to collaborate with the College, especially in the following aspects:

1. Parents should pay attention to the physical and mental development of their children. If any emotional instabilities or abnormal conditions are noticed, parents should be more aware and take the initiative to contact school teachers or social workers to facilitate their healthy growth.
2. Parents should also take the initiative to learn about their children's school life and support them in joining various school activities.
3. In order to cooperate with the school's promotion of self-regulated learning, timetables for in-class and home study (about 1.5 hours per night) will be distributed to students in September. Parents, please urge their children to follow the evening study schedule to conduct self-learning.

Parent-Teacher Association

The Parent-Teacher Association of our College, which was established in 1999, aims to strengthen the parent-school connection. Activities and courses for parents will be organised regularly. Parents are advised to join them as much as possible. For details, please visit the College's website or the association's website: <http://kslopta.hkmaschine.com>.

Integrated Education

Our school adopts the "whole-school approach" to implement integrated education. Through a three-tier support model, we provide appropriate support according to the individual circumstances of students with special educational needs.

The school has established a "Student Support Team" to plan, implement and review various services to support students with special educational needs. The "Student Support Team" will determine the tier of support required by students based on their needs and provide adjustments in all aspects of teaching, curriculum and assessment. The school also has educational psychologists, clinical psychologists, speech therapists and counsellors to provide professional support to SEN students.

Others

Contingency Measures for Rainstorm or Typhoon

- 1 The College will be closed if the red or black rainstorm signal is issued or a typhoon signal No. 8 or above is issued before school starts.
- 2 If the red or black rainstorm signal is issued during class time, the class will be continued until the end of school time. The College will arrange for students to leave the campus and go home under safe conditions.
- 3 The College will be closed if Typhoon Signal No. 8 or above is issued during class time. However, the College will arrange for students to leave the campus and go home under safe conditions. Under special circumstances, the Education Bureau may announce the closure of schools in individual districts. Please note that our College is located in the Yuen Long district. For immediate inquiries about class suspension due to rainstorms or typhoons, please contact the General Office at 2470 3363, and visit the school's website for the latest news about the College's arrangements.
- 4 Under special circumstances, contingency measures will be taken in accordance with the instructions issued by the Education Bureau.
- 5 During the exam period, if classes are suspended due to rain or a typhoon, the exam on that day will be rescheduled, and the exam on the next day will be held as scheduled. For the affected subjects, make-up examinations will be arranged separately. If the schedule is tight, the College may arrange the make-up exam on Saturday.

Service Objectives and Standards

The College will provide services promptly and courteously and will try to simplify the required procedures as much as possible. The following are the service objectives and standards that the College promises to achieve:

Information Provision

- The school will print a parent handbook (for S1 only) and an information leaflet introducing the school for parents and those who are interested in getting to know the College for reference.
- The College's staff will receive parents who have made an appointment as soon as possible, and if there is a waiting list, it will not exceed the original appointment time by 30 minutes.
- The College will deal with the parent's letter promptly and will give a brief response first if we fail to reply in detail within ten working days.
- If parents call the College during office hours for inquiries, we will reply as soon as possible; some questions that cannot be answered immediately will also be replied to within two working days.

Parent Contacts

- The Parent-Teacher Association has been established for many years to strengthen the bond between schools and parents, and jointly improve the quality of teaching. The association will organise activities and workshops to enhance parent-child and teacher-student relationships. Parents' active participation is welcome.
- Parents are welcome to discuss matters concerning their children with class teachers, subject teachers, and school social workers by writing, faxing, emailing, or calling to schedule an appointment.
- The College arranges two Parents' Days each school year to promote communication and cooperation between parents and teachers.
- Every school year, student achievement reports will be issued regularly to let parents know their children's learning progress in school.
- The College will notify parents of the relevant information at least three working days before the school event. In special circumstances, the notification time may be shorter.
- The homework policy is established to arrange an appropriate amount of homework for students and to follow up on the progress of students.
- In the event of an accident on campus, the College will contact parents immediately. If necessary, staff will be arranged to accompany students to the hospital for treatment.
- In the event of severe weather, the College will take appropriate contingency measures to ensure the safety of students.

Privacy Policy Statement

HKMA K S Lo College is committed to complying with the provisions of the Personal Data (Privacy) Ordinance. The school staff will strive to protect the privacy, confidentiality, and security of the personal data held by the school.

- HKMA K S Lo College collects and holds personal data of students and their parents or guardians for the purposes of education, counselling, students' further studies, student activities, communication and promotion, and promoting home-school cooperation.
- In general, the personal data of students and their parents or guardians will be kept permanently and only accessible to authorised staff.
- HKMA K S Lo College may disclose partial student information to third parties, such as the Hong Kong government, the Hong Kong Examinations and Assessment Authority, local and overseas institutions, the HKMA K S Lo College Parent-Teacher Association, service providers, contractors, etc., for the purposes of education, counselling, students' further studies, student activities, communication and promotion, and promoting home-school cooperation. Except as set out above, HKMA K S Lo College will not disclose any personal data to any third party without prior written consent.
- In the daily operation of the HKMA K S Lo College, the school may use portraits, videos, and audio recordings involving students for educational or non-commercial purposes without the students' prior consent. If parents or guardians do not agree with the arrangement, please notify the school in writing between the first day of the school year and September 30.
- Students and their parents or guardians have the right to request access to, and correction of, their personal data held. To access or correct personal data, please contact the Vice Principal (Administration) of the school in writing or by email at college@hkmakslo.edu.hk.

Personal Information Collection Statement

- HKMA K S Lo College collects and holds personal data of students and their parents or guardians for the purposes of education, counselling, students' further studies, student activities, communication and promotion, and promoting home-school cooperation.
- HKMA K S Lo College requires students and their parents or guardians to provide the following personal data*:

Students:	Name, identity document information, date and place of birth, address, contact details (including phone number, email address, emergency contact information, etc.), family status, health status, lifestyle, hobbies and interests, academic documents, information for special education needs, etc.
Parents or guardians:	Name, ID number, address, contact details (including phone number or email address, etc.)

* Failure to provide personal data by students and their parents or guardians may affect the services provided by the school.

- HKMA K S Lo College may disclose some student information to third parties, such as the Hong Kong Government, the Hong Kong Examinations and Assessment Authority, local and overseas institutions, the HKMA K S Lo College Parent-Teacher Association, service providers, contractors, etc., for the purpose of education, counselling, students' further studies, student activities, communication and promotion, and promoting home-school cooperation. Except as set out above, HKMA K S Lo College will not disclose any personal data to any third party without prior written consent.
- Students and their parents or guardians have the right to request access to and correction of their personal data held. To access or correct personal data, please contact the vice principal (Administration) of the school in writing or by email at college@hkmakslo.edu.hk.

Appendix: Thirteen Principles for Disciplining Children

Principle 1: Children Need Your Love

In addition to providing for their basic needs, such as food, clothing, and shelter, children also need their parents' love. Love is an emotional nutrient that parents give to their children and is the most important element in maintaining the parent-child relationship. Children who feel loved by their parents will feel warmth and safety, and they will respect and trust their parents, making them more willing to accept parental discipline.

Principle 2: Over-Indulgence is Not Appropriate

Children need appropriate love, not over-indulgence. It is difficult to discipline spoiled children. Similarly, parents should not treat their children's lives as their own, controlling every aspect. Do not take out your bad moods on your children.

Principle 3: Too High Expectations Can Be Harmful

Every child has different physical and intellectual traits due to various innate and acquired factors. Therefore, it is important to understand each child's uniqueness and not have overly high expectations of them.

Principle 4: Children Need Time to Correct Mistakes

All achievements in life are part of a long-term learning process. Children need to constantly try to learn from their mistakes. Parents should not be anxious but should provide patient guidance.

Principle 5: Do Not Easily Call Them Stupid

Although children are young, they already have self-esteem. A person who loves and respects themselves will be motivated to improve. If parents frequently call them stupid or useless and constantly remind them of their mistakes and weaknesses, they will gradually lose confidence in themselves and become self-destructive, which could become uncontrollable.

Principle 6: Inconsistent Discipline Causes Problems

Parents should adopt a consistent approach and attitude in disciplining their children and should not frequently change their rules. Inconsistent discipline can confuse children. When parents have differing opinions, children may exploit their weaknesses, resorting to tricks and ignoring discipline.

Principle 7: Communication Fosters Affection

Parents should frequently interact with their children, discuss topics of interest, and understand their thoughts and feelings. Avoid starting conversations with lectures. This approach will enhance the parent-child relationship.

Principle 8: Understand Children's Joys and Sorrows

Children's thoughts and emotions differ from those of adults. Trivial matters that seem insignificant to adults can deeply affect children, causing distress or immense joy. Parents should pay attention to their children's emotions and feelings, offering encouragement and support during times of frustration or disappointment, and sharing in their happiness during joyful moments.

Principle 9: Guide Children to Avoid Misbehaviour

Children need continuous guidance from their parents to learn self-control, follow rules, and accept reality's constraints. This guidance helps ensure that they do not become willful as they grow up and can interact well with others and adapt to their environment.

Principle 10: Separate Rewards from Bribery

Rewards and encouragement are effective disciplinary methods when used appropriately. Parents should acknowledge and appreciate their children's accomplishments when they do something praiseworthy, encouraging them to continue improving. However, avoid using bribes or incentives beforehand, as this can foster a bad habit of bargaining and using good behaviour to manipulate parents.

Principle 11: Reasoning Cultivates Good Character

Children's understanding needs to be slowly developed with parental help. Children accustomed to reasoning can distinguish right from wrong, will not be easily spoiled, and will take responsibility for their mistakes and strive to correct them.

Principle 12: Consider Children's Opinions

Parents should listen to their children's opinions on certain matters, training them to think and make choices. Once a decision is made, everyone should adhere to it and take responsibility for their actions.

Principle 13: Lead by Example to Earn Respect

Childhood is a period of absorbing and learning from the external environment, primarily through imitation. Therefore, parents must not neglect to set a good example. It is crucial to be consistent in words and actions to gain children's trust and respect. Inconsistent behaviour can easily lead to children's dissatisfaction and rebellious tendencies.