

# ST. PAUL'S COLLEGE

## SCHOOL RULES

### INTRODUCTION

St. Paul's College is a caring Christian school. Our aim is to provide a well-disciplined, happy and safe environment in which students can develop a lasting sense of moral, social and spiritual responsibility. Our commitment to academic endeavour, leadership and global awareness will ensure that our students are well-equipped to succeed in an increasingly complex world. The twenty-first century will make ever greater demands for the qualities and values instilled by an education at St. Paul's College. We are not resting on our laurels, although St. Paul's College is the oldest school founded in Hong Kong.

We are committed to an integrated whole-school approach to Pastoral Care. It is premised on the belief that in order to for our students to reach their full potential the pastoral dimension which influences student values are promoted at every level of school life. It is through the pastoral care system that students become more self-reliant and disciplined. Our students are expected to show courtesy and consideration to others; to reflect a pride in their appearance and to conduct themselves properly both inside and outside the school premises. Our staff will ensure that problems and difficulties of students are dealt with in a sympathetic and professional manner.

### A CHARTER OF RIGHTS AND RESPONSIBILITIES

The aims of our school rules are to make each person aware of the value of self-control and to develop a sense of responsibility for their own conduct and for the well being of others. Rules are established as guidelines for behaviour and should lead the student to be able to distinguish between freedom and license. Within a community, freedom can never mean complete liberty for the individual to do as they please, as they must be aware of the effect of any of their actions on others. Our behaviour management policy is based on a **Charter of Rights and Responsibilities**. This Charter applies to students, staff & parents.

- We have the right to be respected. Therefore it is our responsibility to respect the rights and feelings of others.
- We have the right to a clean, healthy and safe environment. Therefore it is our responsibility to respect and protect our environment.
- We have the right to physical and emotional health. Therefore, it is our responsibility to make decisions and take actions that are in the best interest of our own being.
- We have the right to learn. Therefore it's our responsibility to actively contribute to building the best learning environment for ourselves and others.

#### **We will demonstrate our rights by:**

1. Treating each other with respect and dignity.
2. Behaving in a manner which does not distract, disrupt, offend or endanger others.
3. Respecting and obeying the regulations that govern the school and community.
4. Promoting a healthy working and learning environment.
5. Demonstrating patience and understanding towards all members of the school.
6. Acting in ways that respect the physical and emotional well being of ourselves and others.
7. Honouring commitments and making good use of time.
8. Respecting property and equipment which belong to the school and others.

## **CODE OF CONDUCT**

The following are guidelines for students and parents, detailing what is required of the students at St. Paul's College in terms of rules to be observed and behaviour that is acceptable. This code of conduct is based upon self-discipline, good behaviour both in and out of class, smart appearance, punctuality, respect and consideration for others and their property, politeness and good manners, honesty and tolerance.

### **RULES**

#### **A. School Uniform**

A St. Paul's College student is always dressed to a standard that upholds the history and ethos of the school. The School uniform symbolises what it means to be a student at St. Paul's College and as such should be worn with pride. A student should be neatly attired in the correct school uniform required for any occasion. On returning to school on non-school days the student must wear school uniform or carry the Student Identification Card. On returning to school during school hours (for F.5 & F.7 students including March - July), a student must wear school uniform. Students are required to pay special attention to the combing of their hair; the shining of their shoes; and the tucking in of shirts. This applies when at school and when coming to or going from school. A student must be considerate and polite at all times, including outside of school where, especially when in school uniform, every student is a representative of St. Paul's College.

#### **B. General Conduct**

Proper conduct does not include:

1. Smoking, drinking alcohol, taking any non-prescribed medicine or drug, gambling, stealing, using foul language, fighting or bullying.
2. Bringing any alcoholic beverage, non-prescribed medicine or drug to school.
3. Spitting, chewing gum or littering.
4. Damaging school property.
5. Being late, missing lessons or leaving the school grounds or wherever a school activity is being held, without permission.
6. Wearing dyed, wet-look, spiky, undercut or over-long hair.
7. Wearing coloured spectacles, jewellery, body ornaments or unapproved badges.
8. Bringing improper reading or audio-visual material or playing cards (except for Bridge Club) to school.
9. Bringing any electronic (except watch or calculator), photographic or recording device to school.
10. Using a mobile phone in the school or during an organised school activity; to send or to receive calls, text messages or emails; to check messages or to take pictures or to play games or watch television.
11. Bringing laser pointers or lighters to school.
12. Bringing sharp implements to school, except those used in lessons.
13. Inviting outsiders to school without permission.
14. Leaving the school grounds or organised activity without permission.
15. Making the washrooms dirty or messy.

### **C. Examination, Assignments, Documents and Notices**

Students should not:

1. Cheat in any test or examination. (Cheating is a serious offence. A student caught cheating will be punished and given no marks for the entire subject. The offence will be entered on the offender's record and parents will be notified).
2. Plagiarise from either electronic or print sources the work of others.
3. Tamper with entries in any school report or class register.
4. Forge parents' or guardians' signatures.
5. Damage or remove any notice.
6. Put up any notice or poster or use the name or badge of the school without permission.

### **D. In the Classroom**

Students should not:

1. Bring any food or drink into any classroom or special room.
2. Write, draw or put any stickers or labels on walls, blackboards, graph boards, desks or chairs.
3. Leave behind or throw rubbish.
4. Shout or make noise in class or between classes.
5. Play cards or any other games in classrooms. (Cards allowed at Bridge Club meetings only.)
6. Touch any air-conditioners, switches or teaching aids unless instructed by the teacher.
7. Put belongings in areas around the windows or the tops of classroom lockers.
8. Leave any belongings inside the desk drawer after school.
9. Display any pennants on the louver
10. Misbehave in the classroom.
11. Use or touch any IT equipment and electrical appliances without approval.
12. Deface the furniture and wall.

### **E. Outside the Classroom**

Students should not:

1. Throw any object from a height that is likely to cause injury.
2. Jump a queue at the canteen (snack) or at a bus or tram stop.
3. Run along the corridors or up and down stairs.
4. Wear non-sports training shoes in the Gymnasium.
5. Play football or volleyball in the Covered Playground.
6. Climb slopes, walls or fences.
7. Tamper with flowers, trees or janitors' tools.
8. Play with or waste water.
9. Use the soft drink machines or the pay phone during class time or when changing lessons.

### **F. Out of Bounds**

1. The School Office.
2. The Staff Rooms and Staff Common Room
3. The Hall except during Assembly or special functions.
4. The Chapel, Geography Room, History Room, Computer Rooms, Music Rooms, Swimming Pool area, Gymnasium, Visual Arts Rooms, General Purpose Rooms,

Multi-media Learning Centre, Teaching Resource Room and the laboratories except for regular lessons or approved purposes.

5. The garage, storerooms and Caretakers' Quarters.
6. Gardens, flower-beds, turfed areas and all roofs.
7. The entire school premises after 5:00 p.m. except the Study Rooms (unless authorized by a teacher).
8. Other classrooms except for official business.
9. Construction sites.

### **G. Confiscated items**

Students in breach of the rule applying to mobile phones will have their telephone confiscated. On the first occasion, the mobile will be returned to the parent or guardian. On the second occasion, the mobile telephone will be not be returned to the parent or guardian before the last day of the School year or the last day of classes in the case of F5 and F7 students.

### **H. Manners in Assembly**

Students must carry a hymnbook to assembly. Students are expected to be punctual, attentive, respectful, cooperative, quiet and properly attired in assembly.

### **I. Conduct Grades**

The Annual Conduct Grade of a student will be given by the Form Teacher with reference to the following criteria.

<u>Demerit Conduct Marks</u>	<u>Recommended Conduct Grades</u>
0 – 2	A or below
3 – 10	B or below
11 – 20	C or below
21 – 30	D or below
31 or over	E

Any Form 5 student with an Annual Conduct Grade C or below may be penalized in the Form 6 admission process.

### **J. Punctuality**

A student must not be late for school. The following procedure will be taken to ensure that every student develop the habit of being punctual.

<u>Times of Lateness</u>	<u>Actions</u>
2	-1
3	1 <sup>st</sup> warning letter
4	-1
5	1 <sup>st</sup> detention
6	-1
8	2 <sup>nd</sup> warning letter
10	2 <sup>nd</sup> detention
12	Mid-year Sanction/ Suspension from class for 2 days
15	Final Exam Sanction/ Suspension from class for 5 days

## **K. Attendance**

1. Any student who is absent for more than one day because of sickness should bring a medical certificate on his return.
2. On returning to school after absence for any length of time, a student should bring back a letter from his parent giving the inclusive dates of the period of absence and the reasons. The letter should be given to the Form Teacher.
3. During school hours:
  - a) a student who is away on official matters, e.g. for sports activities, must have a form signed by the Vice Principal.
  - b) a student who becomes sick and wishes to go home should go to the School Office and obtain an 'Absence Slip', to be signed by the Duty Teacher, or the Vice Principal.

The slip must be returned to the Form Teacher on the next school day after being signed by the parent.

4. Any F.1, 2, 3, 4 or 6 student who is absent from school without justifiable reasons for more than 4 school days from the beginning of the school year to the Mid-year Examination or more than 5 school days from the Mid-year Examination to the Final Examination and any F.5 or F.7 student who is absent for more than 6 school days from the beginning of the school year to the Internal Examination will not be allowed to take the examination. (Exemption may be given for a student who is absent for medical reasons if he/she is absent for one day, confirmed by a parent's letter immediately on return or absent for more than one day, supported by a medical certificate.)

The same will apply to any student who is frequently late. (Lateness to school 3 times is considered equivalent to 1 day absent.)

<b>Accumulated Days of Absence from school without justifiable reasons</b>	<b>Punishment</b>
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2	1 <sup>st</sup> warning letter
3	1 <sup>st</sup> detention
4	Mid-year Exam Sanction (from Sept. to Dec.)
5	2 <sup>nd</sup> warning letter
6	2 <sup>nd</sup> detention (F.5/7 Mock Exam Sanction)
8	Suspension from class for 2 days
9	Final Exam Sanction (from Sept. to next June)

5. Any student who ceases to attend St. Paul's must ask his parent/guardian to inform the school in writing as soon as possible.

## **L. Use of Playgrounds**

Students using the school playgrounds during recess, lunchtime or after school must observe the following rules:

1. Students must not speak foul language. Any student caught may be sent to Detention Class. If one team member speaks foul language, the whole team may be required to stop playing and leave.

2. Players as well as spectators and officials must not leave any rubbish behind. They are responsible for putting any rubbish within a 3-metre distance into a nearby rubbish bin. Offenders will be dealt with seriously.
3. Students have to stop playing when the bell rings at 4:50 p.m. and leave school before 5:00 p.m. Students caught still in school without authorization will have their names noted for disciplinary action.
4. Students may not use the open playgrounds when the playgrounds are wet or slippery, especially during or after rain.
5. Students using the school playgrounds must follow the scheduled time-table.

### **M. Lost Property**

1. Any lost item found by a student should be given to the School Office immediately. Plus conduct mark(s) may be awarded to the student.
2. A student who has lost his property should fill in the log book provided in the School Office as soon as possible. Any student claiming an item must sign the log book.
3. All unclaimed items will be displayed in January and at the end of the school year. These may subsequently be disposed of at the discretion of the school.

## **PENALTY SYSTEM**

### **A. Conduct Mark**

Minus conduct marks may be given to a student if he violates any school rule. Plus conduct marks may be awarded to recognize the good performance of a student.

### **B. Detention**

If a student is being given minus conduct marks repeatedly, or commits a serious offence, or has been late for school 5 times, he may be given detention, which is held after school in F.3A classroom every Wednesday afternoon, 3:40 to 4:40 p.m. or during Summer Timetable, 2:30 to 3:30 p.m. Parents will be informed of the intended detention by telephone and post each time. It should be noted that when giving detention, 3 minus conduct marks will automatically be given too.

### **C. Suspension from Class**

A student who needs serious improvement in his conduct or has been given 2 cautions may be suspended from class. A student who has been late for school frequently may also be suspended from class.

The penalty system of the school is as follows:

1. Minus Conduct Marks (5 Minus Conduct Marks = 1 Demerit Point).
2. Demerit Point (3 Demerit Points = 1 Caution).
3. Caution (2 Cautions = Suspension from class).

The penalty record of each individual student will be kept on an annual basis for each school year. The conduct sheet of each student on which the penalty record is shown is a part of the student's permanent record in the school, and may be used as reference in the writing of any testimonial or recommendation.