



CSS Student Expectations

Behavioural Expectations

Overview

As learners

All are empowered to become competent and confident independent learners, to enjoy learning, and to view learning as a lifelong activity.

As individuals

All are educated to become respectable individuals within Creative Secondary School (CSS), where they are given the security to flourish and gain in confidence and self-esteem.

As members of the Community

All are encouraged to become informed, sensitive, and responsible members by successfully guiding them through the transition from childhood to adulthood, and from school to the workplace and society as a whole.

Expectations laid out here have been devised so that they are easy to understand, comply with, and ensure by our CSS Community members



Positive Learning Environment

Students are expected to maintain a friendly, hygienic, and sustainable environment on the campus. The following expectations of students will ensure that this care is cultivated in our community:

- For hygiene and health & safety, chewing gum (or bubble gum) is not permitted on campus or during school activities
- We should endeavour to clean up or seek help to clear any mess or spillages that occur
- Headphones restrict our interactions with others. They are not to be worn on campus or during school activities, except with the expressed permission of a teacher or after dismissal.
- Electronic apparatus provided in rooms and around campus should be switched off when not in use for an extended period (e.g., desktops, air conditioners, lights, projectors). During the last lesson of the day, all, not required to stay on should be switched off to preserve the environment.

Inside Lesson Expectations

Prior to	- Line up outside the classroom quietly to wait for your teacher (F1 - F3) - Be on time for attendance - Ensure you wear the appropriate uniform	
During	<i>Bring Required Materials</i> ➤ Your Student Diary (F1-F3) ➤ Laptop ➤ Learning materials (e.g., textbook, notebook, folder) ➤ Stationery (e.g., pen, pencil, eraser, ruler)	<i>Follow Directions</i> ➤ Listen and pay attention to teachers' instructions ➤ Ask teachers politely when you are unsure ➤ Seek permission to move around or if you need to leave the room
	<i>Stay On-task</i> ➤ Maximise Engagement (e.g., Contribute to discussions and complete tasks) ➤ Raise your hand if you want to speak (F1-F3) ➤ Complete class work	<i>Respect Yourself and Others</i> ➤ Be polite and kind ➤ Be quiet and attentive when others talk or present ➤ Use positive language to boost relationships



	Digital Device Usage ➤ Use devices only when told to do so ➤ Maximise learning through self-regulation. Avoid distractions ➤ Use headphones for learning tasks when required by a teacher	Keep Rooms Clean and Tidy ➤ Water is the only drink except on the ground floor ➤ Eating ONLY on the ground floor (F6 can eat on 6/F external areas) ➤ Put rubbish in the bins ➤ Give comments for room improvement
	<i>To promote challenging engagement, teachers will have prepared extension activities for students to perform if they complete tasks and exceed expectations. They will note the names of the students who are Exceeding Expectations with enough examples of their work.</i> <i>The School wants students to demonstrate 'mastery' in topics through extension activities such as:</i> - <i>Extended challenge worksheets, challenging open questions, and extensive self-directed learning.</i> - <i>Peer-to-peer feedback/teaching sessions on work (an excellent demonstration of understanding as they try to ensure less able students understand the task more effectively).</i>	
Lesson Completion	- Note down home learning tasks - student diary (F1-F3)/own methods (F4-F6) - Bring all your belongings to the next lesson - Push the chair under the table and neaten your work area for the next user - Show appreciation to others - Turn off lights and electronic appliances if there is no other lesson listed on the classroom timetable	
Home Learning	- Do your best to complete assigned learning tasks - Ensure tasks are submitted promptly and according to teachers' instructions - Strive to be our best through self-directed learning on top of prescribed tasks	



Outside Lessons Expectations

We aim for our students and teachers to cultivate a positive culture around campus throughout the school day. In this way, we would all be able to benefit from a school that is safe and inviting, as well as vibrant and engaging. We would expect to see students building friendly and meaningful relationships with one another, or building on their emotional, social or physical health through participating in the many diverse cultural or sporting activities taking place daily in the various areas within school life. For those who want to utilise their time to develop their collaborative tasks or project work, we encourage them to use their devices in ways that promote this aspect of learning and achievement to others as they pass by the classrooms or diverse alternative seating areas.

Below is an outline of the daily expectations we feel will enhance these aspects of our community through the building of positive daily habits:

Before 8:00 a.m.	As no teachers are on duty upstairs (unless requested or accompanied by a teacher) students are expected to stay downstairs on the G/F or in the Library until this time.
Before 8:15 a.m.	All students should have tapped their cards on the card readers to sign them into school via eClass. Those without cards must report their attendance in person at the office. Any arrival or reporting time after 8:15 a.m. will be marked as late. Please note that replacement cards can be obtained from IT Support (4B03).
8:20 a.m.	Lessons commence. All students should be in Tutor Time (tutor room, assembly or flag raising ceremony) for registration.
Recess Time 10:10-10:30 a.m. & Lunch Time 12:45-1:45 p.m.	Students can go into general classrooms. Teacher supervision is required if entering a functional room, e.g., Visual Arts, laboratories, drama, design. When in the room, students are trusted to be responsible and: - Respect equipment & stationery (teacher's desk area, displays, interactive & whiteboards) in the room - Ensure that their behaviour is mature and respectful to themselves and others



	Besides the classrooms, students enjoy access to other school facilities such as washrooms, the library, canteen, sporting facilities and seating areas. These must also be respected, kept clean and tidy, to ensure their unfettered use or the implementation of practices that restore any harm created by inappropriate choices and actions. <i>* Please note, if the school determines that the responsibility of accessing rooms during breaks is too challenging, these rooms or floors will be restricted. This is aimed at enhancing student responsibility in the long run.</i> If School facilities are not respected, there may be a need for restoration activities by the students involved.
	<u>Special Expectation for Lunchtime:</u> To encourage stronger relationships around school, students should stay in common areas on the ground floor until 1:15 p.m. Classrooms are open after this time. Electronic devices may only be used in designated spaces: the Library, Room 4C02 for junior or 4C04 for senior students.
After Dismissal	Unless there is a CCA in a classroom, or students are being accompanied by a teacher, all students need to expeditiously finish up at their lockers and go down to the G/F, or leave the campus. They should do this within <u>20 minutes of dismissal</u>. All students, unless accompanied by a teacher (and communicated with their parents) must leave campus by 5:00 p.m.

**Students must move expeditiously between lessons. They may need a quick toilet break or to get water while transiting, as teachers will consider the first 5 minutes of lessons as 'transit time' (except after breaks), but they may start learning activities before all arrive.*



Personal Items

Required items for the upcoming two to three lessons should be prepared and taken with students. Other items should be secured in their lockers. Students are responsible for their personal belongings throughout the day and this includes locking their valuables away.

Device Usage

Electronic devices are excellent tools for enhancing learning, the quality of assignments and tasks, and for effective collaboration with peers. Looking at small screens for extended periods, however, can have detrimental effects on eyesight, leading to unnecessary tiredness and reduced capacity for learning. The use of small screens on mobile phones should therefore be minimised in a student's day. This is a key reason why **phones are not to be visible on campus between arrival and dismissal** at the end of the school day.

Larger devices, such as tablets or laptops, are demonstrably more powerful in carrying out processes used for lessons and learning at CSS. Students are FREE to optimise their learning by using these around campus in any place (provided that they have been instructed not to use them in that instance by a teacher - specific lunchtime expectations may be communicated as needed throughout the year). When using devices before dismissal, students are expected to remember to follow and adhere to TWO MAIN EXPECTATIONS:

1. Use devices for EDUCATIONAL PURPOSES to optimise learning potential.
2. Ensure that screens are directed toward an area's entry point to demonstrate that they are being used appropriately and to promote others to use their time to engage in potential learning, i.e.
 - If in a classroom, the screen must be directed toward the corridors, front or rear doors of the room.
 - If at an alternative seating location, the screen must be directed toward an open space where passing teachers or students could easily visualise them.
 - If in the canteen, students should sit with their backs toward an entrance and their screens clearly visible.



Other points to note for using devices appropriately:

- **Headphones** - as these restrict the building of relationships. For students on campus, these are not to be used unless with a teacher's expressed permission for specific tasks in activities.
- **Recordings or photos** - these should be done with the consent of others. They must not be compromising nor shared with others without permission.
- **Social media** - is generally not considered for educational purposes and can only be used with the expressed permission of a teacher.
- **Appropriate websites** - only appropriate sites and content can be visited or shared with others.
- **Cyberbullying** - not acceptable nor tolerated in any community.
- **Copyright and intellectual property** - do not breach any copyright laws in Hong Kong.
- **Internet threats** - ensure the safety of the school network and seek help from the ICT Personnel if you think that your device has been compromised.
- **Posting content online** - all postings leave a 'footprint'; users must think carefully before posting or sharing material.

Appearance

School uniform promotes a sense of pride, engenders a sense of community and is designed with health and safety in mind. While wearing uniforms, students are ambassadors for the school and their smart appearance in and around the school, and on their way to and from school, impacts our reputation. Hence, it is important that all students maintain the expectations laid out in the following:

Regular School Days

- Students must wear a full formal school uniform to and from school

Uniform Expectations

- Arrive at, maintain within, and leave school in a formal uniform (no combinations of uniform items should be worn)
- Wear non-marking trainers for sports on courts
- Wear school-sanctioned hoodies/F4-F6 can wear a plain black hoodie
- If cold, wear plain scarves, gloves or hats





If temperatures are predicted to fall below 12 degrees Celsius (from the HK Observatory)

- Girls can wear formal black trousers
- Students can wear the school overcoat or a similar plain coat.

* All items of clothing and personal property must be clearly marked with the owner's name.

	F1-F3 Girls	Summer	School beige colour short-sleeved shirt with school logo School skort (not more than 2 inches above the knee)
		Winter	School beige colour long-sleeved shirt with school logo Butterfly tied bow School skirt (not more than 2 inches above the knee) School overhead V-collar vest or long-sleeved sweater
	F1-F3 Boys	Summer	School beige colour short-sleeved shirt with school logo Light grey trousers
		Winter	School beige colour long-sleeved shirt with school logo Neatly tied junior school tie School overhead V-collar vest or long-sleeved sweater Dark grey trousers/with shirt tucked in
	F4-F6 Girls	Summer	School short-sleeved shirt with the school logo School skort (not more than 2 inches above the knee)
		Winter	School long-sleeved shirt with the school logo Plain black cardigan or sweater Neatly tied senior school tie School skort (not more than 2 inches above the knee)
	F4-F6 Boys	Summer	Short-sleeved school shirt with school logo



 Winter Uniform Form 4 to Form 6			School light summer grey trousers
		Winter	School long-sleeved school shirt Neatly tied senior school tie Plain black cardigan or sweater School dark grey trousers (with shirt tucked in)
	All Uniforms Above		Visible plain white/black/grey socks Plain black shoes

PE Uniforms	House Shirt	CSS PE Shorts or CSS Tracksuit Bottoms	Non-marking sports shoes
	1. Drama/PE/CAS/OLE Lesson Days - Only students with scheduled Drama/PE/CAS/OLE lessons may wear PE uniform to school - On days without Drama/PE/CAS/OLE formal school uniform is required. 2. School Team Training - Team uniforms may only be worn during training sessions and must be changed into right before training or matches. - Wearing Team uniforms during regular class hours is not permitted. 3 Co-curricular Activities (CCA) - If a CCA session (during lunch or after school) requires a PE uniform, students must change just before the activity and not wear it in advance.		

Hair Expectations

While we appreciate that students would like to explore their personal expression through varying their hair, there is a need to ensure these styles do not become too extreme for the school setting.



Students are expected to:

- Maintain simple and tidy hairstyles.
- Have naturally coloured hair.
- For health and safety, teachers of specific subjects will expect students to tie up any shoulder-length or longer hair. Hairstyles should not cover students' eyes.

Accessory & Make-up Expectations

Accessories are limited to reduce the risk of injury, loss and potential financial competition within our community. Focusing on these areas can also distract from academic learning outside of school.

Students can wear:

- For safety reasons, a maximum of one pair of simple, small stud earrings
- a necklace, pendant **or** bracelet

Make-up, nail polish or nail gel is not to be used in school.

Please note that, acceptability of items worn is ultimately at the School's discretion.



啓思中學對學生的期望

行為期望

概述

作為學習者

所有學生都能夠成為有能力、自信的獨立學習者，享受學習並將學習視為終身活動。

作為個人

所有在啓思中學 (CSS) 接受教育的學生都受到尊敬，以確保他們在這裡自信地和自尊地茁壯成長。

作為社區成員

透過成功引導他們從童年到成年、從學校到工作場所，與及到社會的過渡，鼓勵所有學生成為見多識廣、敏銳和負責任的社區成員。

這裡列出的期望經過精心設計，以便我們的啓思中學的全體成員易於理解、遵守和實踐



正向的學習環境

學生應在校園內保持友善、衛生和持續發展的學習環境。以下對學生的期望是確保這種關懷能在我們的校園得到培養：

- 為了保持衛生、健康和 safety，校園內或學校活動期間不允許嚼口香糖（或泡泡糖）
- 我們應該努力清理，或尋求協助，清潔好任何對環境造成污染或倒瀉食物的意外
- 耳機限制了個人與他人的互動。除非得到老師的明確許可或放學後時間，否則不可在校園或學校活動期間佩戴耳機。
- 房間內和校園周圍提供的電子設備在長時間不使用時應保持關閉（例如桌上型電腦、空調、燈光、投影機等）。在當天的最後一堂課後，所有不需要保持開啟的設備都應關閉以保護環境。

課程中的期望

上課之前	● 在教室外安靜地排隊等候老師(F1 - F3) ● 準時出席 ● 確保您穿著合適的校服	
上課期間	帶齊所需材料 ➢ 你的學生日記(F1 - F3) ➢ 筆記型電腦 ➢ 學習材料(例如課本、筆記本、資料夾) ➢ 文具(例如鋼筆、鉛筆、橡皮擦、尺)	遵循指示 ➢ 聆聽並注意老師的指示 ➢ 有疑慮時請禮貌地詢問老師 ➢ 如果您需要四處走動或需要離開課室，請尋求老師的許可
	專注於任務 ➢ 最大限度地提高課堂參與度(例如參與討論) ➢ 想發言請先舉手(F1-F3) ➢ 完成課堂作業	尊重自己和他人 ➢ 要有禮貌和友善 ➢ 當別人說話或在場時保持安靜並專心 ➢ 使用正向的語言來促進關係



	電子設備的使用 ➢ 僅在被老師告知時才可使用設備 ➢ 透過最大限度地提高自我調節來學習，避免分心 ➢ 當老師要求時使用耳機進行學習任務	保持房間乾淨整潔 ➢ 除地下樓層外，提供的食水是唯一被允許的飲料 ➢ 只能在地下樓層用餐(中六學生可以在六樓室外範圍用餐) ➢ 將垃圾放入垃圾桶 ➢ 對課室改善提出意見
	為了促進具有挑戰性的參與，教師將為學生準備延伸活動，以便他們在完成任務並超越預期時進行。他們會註明學生的名字“超出預期”，並提供足夠的工作範例。 我們希望學生透過延伸活動來展示對主題的“掌握”，例如： 延伸的挑戰工作表或具有挑戰性的開放問題。 關於學習上的同儕回饋/教學課程(這是一個提高學生很好地理解課業的機會，因為老師想確保能力較差的學生更有效地理解任務)。	
完成課堂	● 記下在家學習任務----學生日記 (F1-F3)/自主學習方法(F4-F6) ● 帶齊所有物品參與下一節課 ● 將椅子推到桌子下面，為下一位使用者清理工作枱面 ● 對他人表示讚賞	
在家學習	● 盡最大努力完成分配的學習任務 ● 確保任務按照老師的指示及時提交 ● 在規定的任務裡，透過自主學習努力做到最好	



課堂以外的期望

我們的目標是讓學生和老師在校園上課期間，培養正向積極的文化。透過這種方式，我們所有人都能夠從一所安全、有吸引力、充滿活力和努力不懈的學校中獲益。我們希望看到學生彼此建立友好和有意義的關係，並透過參與校園生活各個領域每天進行的多種不同文化或體育活動，來增強他們的情感、社交和身體健康。對於那些需要時間來進行協作任務或專案工作的人，我們鼓勵他們在經過課室或更替不同的座位時，以能夠向其他人促進這方面學習和成就的方式，使用設備。

以下是我們透過培養積極的日常習慣，增強校園這些方面期望的概述：個人物品

上午 8:00 前	由於其他樓層沒有老師當值，(除非有老師要求或有老師陪同)學生應留在地下樓層直至上午八時。
上午 8:15 前	所有學生都應該在讀卡機上刷卡，以透過 eClass 登記回到學校。沒有學生證的學生必須到校務處報到。所有在8:15後到校，或在校務處報到時間晚於8:15者，均視為遲到。 他們可以向科技資訊辦公室申請更換遺失的學生證(4B03)。
上午 8:20	課堂開始。所有學生應在第一節或升旗儀式(如有必要)時簽到。
小息時間 10:10-10:30 a.m. & 午膳時間 12:45-1:45 p.m.	學生可以進入普通課室。如果進入功能室，則需要教師陪同，如視覺藝術室、實驗室、戲劇室、設計室等。 當學生在課室裡時，我們相信他們有責任心，並能 - 尊重課室內的設備和文具(教師辦公桌、顯示器、互動板和白板)。 - 確保學生的行為成熟，並尊重自己和他人 除了課室外，學生還可以使用學校其他的設施，例如洗手間、圖書館和休息區。這些地區也必須受到尊重，保持乾淨整潔，以確保其開放使用時，不會出現不當的行為所造成任何的破壞。



	* 請注意, 如果學校認為在課間休息時間學生進入課室的監管責任太大, 使用這些課室或樓層的機會將受到限制。這樣做的目的是希望可增強學生的責任感。 學校設施必須受到尊重。否則, 相關學生可能需要進行因其不當選擇和行為造成的後果的「復和」跟進活動。
	<u>午餐時段特別安排:</u> 為促進校內交流, 學生應於下午1:15前留在地下樓層, 教室將於該時段後開放。電子設備僅限於指定區域使用, 包括圖書館、初中生適用的4C02室或高中生適用的4C04室。
放學後	除非課室裡有聯課活動(CCA), 或學生有老師陪同, 否則所有學生都需要迅速在所屬儲物櫃處收拾物品, 然後前往地下樓層, 或離開校園。 他們應該在<u>放學後 20 分鐘內</u>完成此操作。 所有學生, 除非有老師陪同(並與家長確認後), 否則必須在下午 5:00 之前離開校園。

學生應準備好接下來兩節課所需要的物品, 並一起攜帶上課。其他物品應存放在儲物櫃中。學生需要全日負責並保管好自己的個人物品, 這包括將個人的貴重物品鎖上。

設備使用情況

電子設備是提高學習、作業和功課品質以及與同伴有效協作交流的很好工具。然而, 長時間觀看小螢幕會對視力產生不利影響, 導致不必要的疲勞並降低學習能力。因此, 在上課日子應盡量減少使用小螢幕手機。這就是為什麼從上課到放學期間禁止在校園使用手機的關鍵原因。

平板電腦或筆記型電腦等較大的設備在啓思中學的課程上和學習流程方面的助力顯然更大。學生可以在校園任何地方使用這些工具來自由優化學習(如果學生沒有得到老師指示, 在這種情況下就不要使用電子設備)。在放學前使用這些設備時, 學生應記住遵循並遵守兩個主要期望:



1. 使用於教育目的之設備來優化學習潛力。
2. 確保螢幕指向某個區域“入口點”，以證明它們正在被正確使用，並促進其他人利用他們的時間進行潛在的學習，即
 - 如果在課室，螢幕必須朝向走廊、房間的前門或後門。
 - 如果在其他座位位置，螢幕必須朝向開放空間，以便路過的教師或學生可以輕鬆看到他們。
 - 如果在食堂，學生應該背對著入口坐著，而螢幕清晰可見。

在校園內或室外正確使用設備的其他注意事項：

- 耳機 - 由於這些限制了學生在校園內建立關係，因此除非得到老師對活動中特定任務的明確許可，否則不得使用耳機
- 錄音或照片 - 這些應在他人同意的情況下進行。未經許可，不得泄露或與他人分享
- 社群媒體 - 通常不考慮用於教育目的，只能在老師明確許可的情況下使用
- 適當的網站 - 只有適當的網站和內容才能被存取或與他人分享
- 網路霸凌 - 在任何社群都是不可接受或容忍的
- 版權和智慧財產權 - 不違反香港的任何版權法
- 網路威脅 - 確保學校網路的安全，如果您認為您的設備已受到威脅，請向電腦資訊科技人員尋求協助
- 在線上發佈內容 - 所有發布都會留下“足跡”，用戶在發布或分享資料之前必須仔細考慮

外貌

校服能夠提升自豪感，產生社區意識，並在設計時考慮健康和安全。穿著校服的學生是學校的大使，他們在學校內外以及上下課途中的亮麗外表影響著我們的聲譽。因此，所有學生保持以下期望非常重要：

對校服的期望

- 穿著正式校服到達、留在學校和離開學校（不得混亂穿著校服的組合）
- 在球場上進行運動時穿著無痕運動鞋
- 穿著學校認可的連帽衫/ 中四-中六 可以穿純黑色連帽衫
- 如果天氣太冷，可穿戴素色圍巾、手套或帽子

若氣溫預計降至攝氏12度以下（溫度數據需來自香港天文台）

- 女孩可以穿合儀的黑色褲子
- 學生可以穿著學校大衣或類似的素色外套。





* 所有衣物和個人財產必須清楚標明個人姓名。

 	中一-中三 女生	夏季	帶學校校徽米色短袖襯衫 學校裙褲(不得短於膝蓋以上2吋)
		冬季	帶學校校徽米色長袖襯衫 蝴蝶結 校裙(不得短於膝蓋以上2吋) 學校V領套頭背心或長袖毛衣
	中一-中三 男生	夏季	帶學校校徽米色短袖襯衫 淺灰色長褲
		冬季	帶學校校徽米色長袖襯衫 繫整齊的 初中領帶 學校V領套頭背心或長袖毛衣 深灰色長褲/襯衫需束進褲腰
	中四-中六 女生	夏季	帶學校校徽短袖襯衫 學校裙褲(不得短於膝蓋以上2吋)
		冬季	帶學校校徽長袖襯衫 純黑色開襟衫或毛衣 綁整齊的高中領帶 學校裙褲(不得短於膝蓋以上2吋)
	中四-中六 男生	夏季	學校標誌的短袖校服襯衫 學校淺夏灰色長褲
		冬季	帶學校校徽長袖校服 繫整齊的高中領帶 純黑色開襟衫或毛衣 深灰色長褲(襯衫需束進褲腰)



 Winter Uniform Form 4 to Form 6	以上所有校服適用	可見純白/黑/灰襪	純黑鞋

體育服	社襯衫	啓思中學體育短褲 或 啓思中學運動褲	無痕運動鞋
	1. 戲劇/體育/CAS/OLE 課程日 - 僅有戲劇、體育、CAS 或 OLE 課程安排的學生方可穿著體育服到校 - 若當日無上述課程，則須穿著正式校服		
	2. 校隊訓練		
	- 隊服僅限訓練時穿著，且須於訓練或比賽前才更換 - 日常上課時段不得穿著隊服		
	3. 聯課活動 (CCA)		
	- 若聯課活動(午間或放學後)需穿著體育服，學生應於活動前更換，不得提前穿著		

頭髮期望

雖然我們理解學生希望透過改變頭髮來探索他們的個人表達，但需要確保這些髮式風格不會對學校在環境中變得過於極端。



學生應：

- 保持髮型簡單整潔
- 擁有自然顏色的頭髮。
- 為了健康和安全，特定科目的老師會要求學生紮起及肩或更長的髮型。髮型不應遮住學生的眼睛。

手飾和化妝品的期望

限制學生配戴衣飾配件，是為了降低受傷、損失的風險，與及和我們社區內潛在的經濟競爭。太關注於這些方面，也會分散學習的專注力。

學生可以穿：

- 出於安全考慮，最多佩帶一對簡單的小耳釘
- 項鍊、吊墜或手鍊

不得在學校使用化妝品、指甲油或美甲。

*請注意，學校對所穿物品的可接受性擁有最終決定權。