CREATIVE SECONDARY SCHOOL
啓思中學

Student Handbook

Aug 2020 edition

啓思中學
CREATIVE
SECONDARY
SCHOOL

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School Motto and Mission Statement
啓思中學校訓和使命

"Through this place, we thrive,
we serve and find our place in the world"

「在這裏，我們茁壯成長，服務社群，立足世界」

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

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

CSS Learner Attributes 啓思中學學習者特質

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

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

Positive, Optimistic and Motivated

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

正面、樂觀、充滿動力

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

Resilient, Reflective and Balanced

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

具適應力、勤於反思、生活均衡

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

Knowledgeable and Skilled

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

知識淵博、具備技能

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

Curious, Critical Thinkers and Problem Solvers

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

好奇、具批判思維及解難能力者

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

Enthusiastic Creators and Contributors

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

熱衷創新、貢獻社會

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

Caring, Friendly, Respectful and Responsible

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

關愛友善、尊重他人、富責任感

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

Communicators and Collaborators

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

善於溝通、樂於協作

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

Principled, Honest and Ethical Global Citizens

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

堅守原則、品格誠實、有道德之世界公民

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

CSS Principles and Processes for ensuring Student Success

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

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

啓思中學確保學生成功的原則及過程

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

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

Invitational Education (IE)

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

啟發潛能教育

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

Restorative Practices (RP)

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

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

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

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

「復和公義」理念之實踐

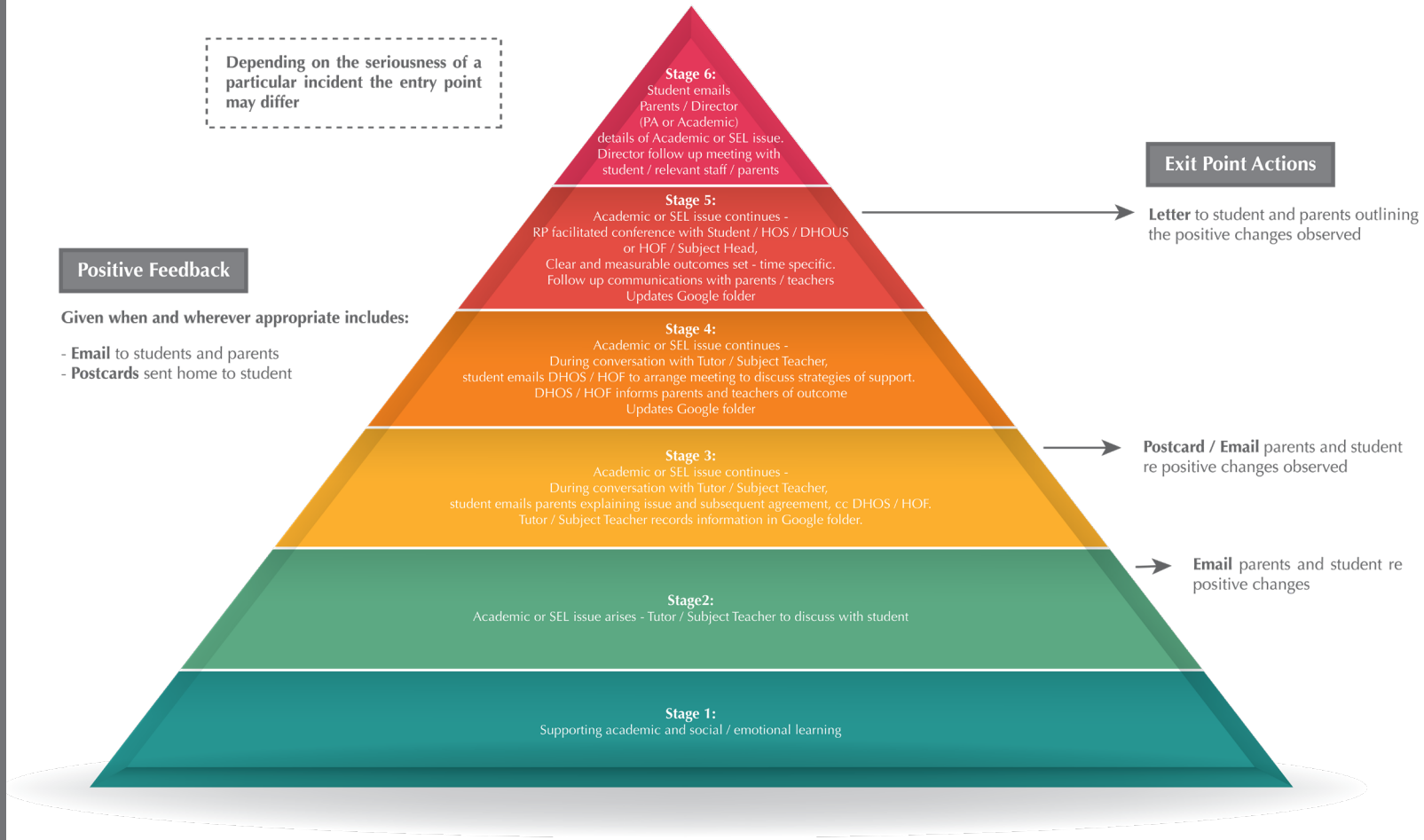
在啓思中學，堅實、互相尊重及和諧的社群，是良好教學的基礎。「復和公義」和啟發潛能教育，幫助建立正面的校園文化。

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

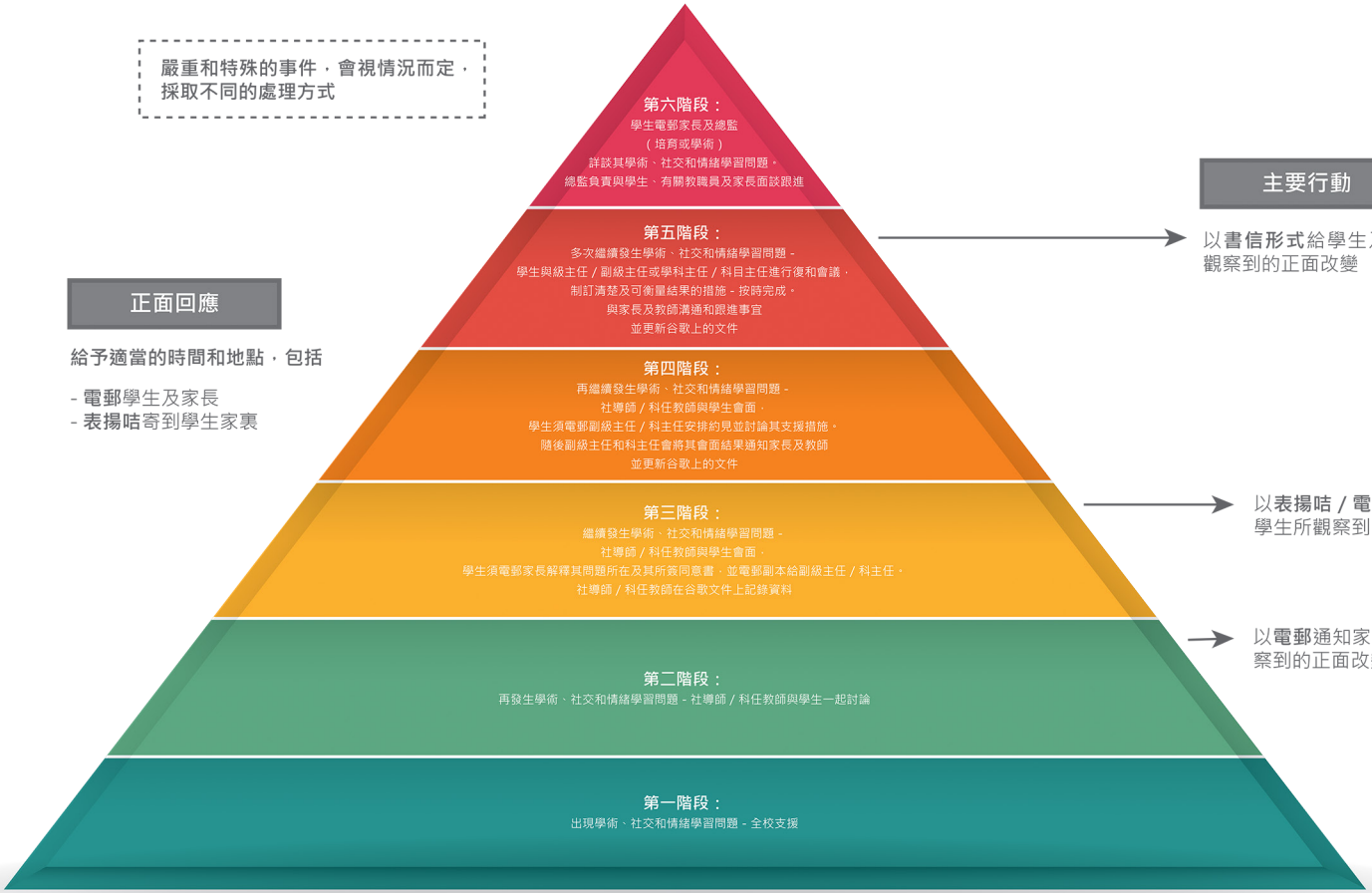
當學生的操行有問題時，教職員、學生及其家長會按框架採取正面的行動，幫助學生恢復與他人的正面關係。

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

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



嚴重和特殊的事件，會視情況而定，
採取不同的處理方式



主要行動

以**書信形式**給學生及家長概述所觀察到的正面改變

以**表揚咭 / 電郵**通知家長及學生所觀察到的正面改變

以**電郵**通知家長及學生所觀察到的正面改變

正面回應

給予適當的時間和地點，包括

- **電郵**學生及家長
- **表揚咭**寄到學生家裏

School Calendar 2020-2021

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

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

P.D.D. = Professional Development Day A.D.H. = Additional Discretionary Holidays S.H. = School Holidays

Total number of school days: **190 days** Total number of school holidays: **92 days**

Total number of additional discretionary holidays: **0 day** Total number of Staff Development Days (no school): 3 days

校曆行事 2020-2021

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

Holidays	Duration	P.D.D.	A.D.H.	S.H.
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Total number of Staff Development Days (no school): 3 days

The House System

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

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

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

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

社制簡介

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

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

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

有關資料可參考：
https://www.css.edu.hk/house-system

Our School Uniform

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

Some points to note:

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

Our PE Uniform

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

校服要求

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

請注意以下事宜：

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

我們的體育服

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

For MY1 to F. 3 Students

Our Girl's Summer Uniform	Our Girl's Winter Uniform
• School Shirt: Beige colour short sleeved shirt with school logo. • Divided Skirt: At knee length. • White – T-shirt worn as vest: Plain white. • Socks: Plain white straight socks. • Shoes: Plain black polishable shoes with a heel not higher than half an inch. Shoes should be simple in style.	• School Shirt: Beige colour long sleeved shirt with school logo. • Skirts: At knee length. • Butterfly knot: Neatly tied. • School Sweater: Sweater should be an overhead v-collar vest or long sleeved. • Socks: Plain white straight socks or black opaque tights (no leggings). • Shoes: Plain black polishable shoes with a heel not higher than half an inch. Shoes should be simple in style. • Gloves, Scarves: Plain navy blue, dark grey, black or white.
Our Boy's Summer Uniform	**Our Boy's Winter Uniform**
• School Shirt: Beige colour short sleeved shirt with school logo. Students should not roll up the sleeves or unbutton any front buttons. • Under garments: Plain white. The collar and sleeves of under garments should not be exposed. • Trousers: Grey which should not be too long. • Belt: Black, with simple style and width not exceeding 1.5 inch. • Socks: Plain grey, black or dark grey straight socks (no ankle socks). • Shoes: Plain black polishable shoes with a heel not higher than half an inch. Shoes should be simple in style.	• School Shirt: Beige colour long sleeved shirt with school logo. Students should not roll up the sleeves or unbutton any front buttons. • Under garments: Plain white. The collar and sleeves of the under garments should not be exposed. • Trousers: Grey and should not be too long. • School Tie: Neatly tied. It should not be tucked inside the shirt or trousers. • School Sweater: Sweater should be an overhead v-collar vest or long sleeved. • Belt: Black, with simple style and width not exceeding 1.5 inch. • Socks: Plain grey, black or dark grey straight socks (no ankle socks). • Shoes: Plain black polishable shoes with a heel not higher than half an inch. Shoes should be simple in style. • Gloves, Scarves: Plain navy blue, dark grey, black or white.

MY1 至中三學生

女生的夏季校服	女生的冬季校服
• 校服恤衫：米色牛津紡短袖恤衫連校徽。 • 短裙褲格仔短裙褲（夾裡），長度以及膝為準。 • 內衣：純白色內衣。 • 襪：純白色直頭短襪。 • 鞋：純黑色皮鞋，鞋身不可有花巧之裝飾。	• 校服恤衫：米色牛津紡長袖恤衫連校徽。 • 裙：長度以及膝為準。 • 蝴蝶結：整齊結上 。 • 學校毛衣款式：v領米色套頭背心連繡徽或套頭長袖毛衫連繡徽。 • 襪：純白色直頭短襪。暗黑色不透明襪褲（不可穿緊身褲) • 鞋：純黑色皮鞋，鞋身不可有花巧之裝飾 • 手襪、領巾：純寶藍色、純深灰、純黑色或純白色。
男生夏季校服	**男生冬季校服**
• 校服恤衫：米色牛津紡短袖恤衫連校徽，不可摺起衫袖及打開胸前鈕扣。 • 內衣：純白色，內衣衣領及衫袖不得外露。 • 西褲：淺灰長西褲，褲腳不可過長。 • 皮帶：黑色，寬度不可超過1.5吋，帶扣以簡單款式為合。 • 襪：淺灰色、黑色或深灰色襪。（不能是船襪款式） • 鞋：純黑色皮鞋，鞋身不可有花巧之裝飾，鞋踭不可超過寸半。	• 校服恤衫：米色牛津紡長袖恤衫連校徽，不可摺起衫袖及打開胸前鈕扣。 • 內衣：純白色，內衣衣領及衫袖不得外露。 • 西褲：灰色長西褲，褲腳不可過長。 • 校呔：校呔不得束進恤衫或褲內，須整齊結上。 • 學校毛衣款式：v領米色套頭背心連繡徽或套頭長袖毛衫連繡徽。 • 皮帶：黑色，寬度不可超過1.5吋，帶扣以簡單款式為合。 • 襪：淺灰色、黑色或深灰色襪。（不能是船襪款式） • 鞋：純黑色皮鞋，鞋身不可有花巧之裝飾，鞋踭不可超過寸半。 • 手襪、領巾：純寶藍色、純深灰、純黑色或純白色。

For F. 4 to F. 6 Students

Our Girl's Summer Uniform	Our Girl's Winter Uniform
• Summer school skirt of knee-length. • Short sleeved school shirt with school logo. • Plain white ankle socks. • Black polishable shoes. • Plain black or dark blue or dark grey cardigan/ sweater.	• Winter school skirts of knee-length. • Long sleeved school shirt with school logo. • Plain black socks. • Black tights (no leggings). • Black polishable shoes. • Plain black or dark coloured cardigan or sweater. • School blazer.
Our Boy's Summer Uniform	**Our Boy's Winter Uniform**
• School summer trousers. • Short sleeved school shirt. • Plain black or dark grey socks (no ankle socks). • Black polishable leather shoes. • Black leather belt.	• Black or dark grey trousers (not jeans). • Long sleeved school shirt. • School tie. • Plain black or dark grey socks (no ankle socks). • Black polishable leather shoes. • Black leather belt. • Plain black or dark coloured cardigan or sweater. • School blazer.

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

中四至中六學生

女生的夏季校服	女生的冬季校服
• 夏季校裙，長度及膝 • 短袖襯衣，有校徽 • 純白色足踝長度短襪 • 全黑皮鞋 (質料可用鞋油擦亮) • 黑色/深藍色/深灰色的外套或毛衣 • 學校V領套頭外衣	• 冬季校裙，長度及膝 • 長袖襯衣，有校徽 • 純黑色襪 • 黑色襪褲 (不可穿緊身褲) • 全黑皮鞋 (質料可用鞋油擦亮) • 純黑色/深灰色的外套或毛衣 • 學校V領套頭外衣
男生夏季校服	**男生冬季校服**
• 夏季校褲 • 短袖襯衣校服 • 純黑或深灰色襪（不能是船襪款式） • 全黑皮鞋 (質料可用鞋油擦亮) • 黑色皮帶	• 黑色/深灰色長褲（非牛仔褲） • 長袖襯衣校服 • 校呔 • 純黑或深灰色襪（不能是船襪款式） • 全黑皮鞋 (質料可用鞋油擦亮) • 黑色皮帶 • 純黑色/深灰色的外套或毛衣 • 學校V領套頭外衣

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

Frequently Asked Questions

Who will support me in attaining my individual goals?

While your tutor will be your main support, all staff are here to help you on your learning journey. Below are the key teachers leading in each area of the school.

Junior Secondary School

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

Senior Secondary School

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

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

常見問題解答

誰會協助我達到個人目標？

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

低年級團隊

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

高年級團隊

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

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

What is the structure of the school day?

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

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

學校上課日的編制是怎樣的呢？

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

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

Guidelines for students

Please note

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

學生指引

請注意

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

What should I do if I feel sick?

Please remain at home if you have a temperature higher than 39 degrees centigrade, or are ill, in order to rest and to avoid passing any infection to others.

If you do become ill at school:

- Ask your teacher if you can report to the medical room in the general office
- The school office will then contact your parent/guardian, and you may need to go home. In this case, you will be given an 'Early Leave' slip. This slip will be signed by your Head of School, and then stamped by School Office. The slip will need to be presented to the guard at the school gate before you can leave the school premises
- You must not apply or take any medicine in school without permission from a staff member
- If you need to take medicine please give your tutor a note from your parent / guardian
- If you recover in the medical room, the office staff will give you a "Late-for-class Slip" and then you can return to your class or activity

如回校前或在校感到不適，我應該怎樣辦？

如果你發燒度數超過攝氏39度或有疾病感身體不適，請留在家休息和避免傳染他人。

如你在學校感不適：

- 請求你的老師向校務處醫療室報告。
- 校務處會聯絡你的家長 / 監護人，你或需回家。如有需要回家，你會獲派「提早離校」的便條。此便條會由你的級別總主任簽署，然後交由校務處蓋印。當你離開校園時，請向在學校大閘處的保安人員出示相關便條。
- 如你沒有教職員的允許，不可在校服用或使用藥物。
- 如你需服用或使用藥物，請向社導師出示家長 / 監護人的書面同意書。
- 如你在醫療室逗留後情況好轉，校務處職員會給你「課堂遲到」的便條。你接著可返回課室或繼續進行活動。

What should I do if I am late?

You are required to tap your student card on the electronic readers by 08:15 every day.
After this time, a late will be recorded against your name. If you arrive after 08:30 then tap your card and proceed to the general office where you will need to sign for a 'late to class' slip. Only then will you be able to enter your class. Your Tutor will follow up on unexplained lateness according to our restorative practice framework. Successful students are good time managers!

如我遲到該怎辦？

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

What should I do if I forget or lose my student card?

You will need to sign the register book when you arrive at school. You can do this just near the electronic readers. After 08:30 you will need to go to the school office to sign for a 'late to class' slip. Please report your lost card to the school office promptly where you can apply for a new card.

如你忘記或遺失學生證，該怎麼辦？

當你抵達學校時須於登記冊上登記，該冊子放在電子讀寫器旁。如你於8:30後才回校，須到校務處簽署「課堂遲到」便條。你須即時向校務處報失及申請新的學生證。

What should I do if I am absent?

If your absence is unexpected, your parent/guardian is expected to ring the school office (2336 0233) as soon as possible after 08:00, stating the reason for your absence. You will need to present a Doctor's Note for a medical absence. Pass this to your tutor on your return to school.

If your absence is known in advance, we request your parent/guardian give at least a day's notice by letter/email.

If your absence is for part of a school day, your parent/guardian is expected to give the school prior notification by letter/email. You will then need to present this to the house tutor before the absence, who will sign it to give authorisation.

Please note the following

- If you have to leave school on your own, this must be specified on the leave letter
- If your attendance is a cause for concern, your house tutor will follow our restorative practice framework
- Continual absences may result in you not making adequate progress, and you may not be promoted to the following year level. The final decision will be made by the School Principal.
- Early leave for 3 lessons is treated as half-day absence. Early leave for more than 4 lessons is treated as a whole-day absence.
- If you intend to leave early you are expected to contact subject teachers of lessons you miss before leaving in order to receive any important information.

你會缺席上課，該怎麼辦？

如你臨時缺席，你的家長 / 監護人須於早上8時後儘快致電校務處(2336　0233)，闡述你缺席的原因。請你回校時向社導師遞交醫生紙。

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

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

請注意以下事宜

- 如家長 / 監護人希望你自行離校，必須在請假信上清楚註明。
- 如你的出席率未如理想，你的社導師會按「復和公義」的實踐架構作出跟進。

- 持續缺課或會令你未能跟上學業進度，你可能未能於下學年升班。校長會作最後決定。
- 缺席3堂即視作缺席半天處理。提早離校4堂或以上者則視作全日缺課。
- 如學生有意提早離校，必須自行聯絡所缺席課堂的教師，以獲得重要資訊。

What should I do if I am being bullied at school?

We want to make sure that you are in a caring, friendly and safe environment. Therefore, bullying of any kind is unacceptable in our community. If bullying does occur, whether to you or someone else, you should tell your tutor, or a trusted teacher. These incidents will be dealt with in accordance with our restorative behaviour framework. You will learn more about bullying in your personal growth lessons. For more information refer to our Anti-Bullying Policy.

如你在校內受到欺凌該怎麼辦？

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

What should I do if I know I cannot meet an academic deadline?

During your MYP you may need some support with your time management. Your tutor is the first person to talk to about deadlines and managing your time. You must talk to your subject teacher before the deadline if you know that you will be unable to hand in your work. Your subject teacher may extend the deadline or ask you to stay in at lunchtime or after school in a subject help club to support you in completing the work. If you time management issues continue, or your work is of an unsatisfactory nature, your teacher will follow up according to our restorative practice framework.

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

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

若你知道自己不能如期交功課，該怎麼辦？

在你修讀國際文憑中學項目期間，你可能需要獲得一些時間管理上的支援。社導師是第一個可與你談論最後期限和時間管理的人。如果你知道將無法完成功課，你必須在最後限期前與科任老師商量。你的科任老師可能會適當地延長限期，或要求你於午膳時間或放學後留校參與科目學習小組，協助你完成功課。如果你的時間管理問題持續或課業表現未如理想，你的老師將根據學校的「復和公義」框架作出跟進。

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

有關課程的更多資訊，請參看以下網頁：
國際文憑IB - http://www.ibo.org
香港中學文憑試HKDSE - http://www.hkeaa.edu.hk/en/hkdse

What should I do if there is a Typhoon or Rainstorm?

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

Weather Condition	Corresponding Measures
Signal No.1 or No.3	Our school will operate as usual
Signal Pre-No.8 or above	Our school will be closed
Amber	Our school will operate as usual

Red or Black	• If issued from 05:30 onwards and before 06:00
	  • Our school will be closed all day
	  • Students arriving at school should remain there until it is safe for them to return home
	
	• If issued from 06:00 onwards and before 08:00
	  • Students do not have to attend school that day
	  • Students who learn about the class suspension announcement on their way to school, should decide whether to proceed with their journey taking into consideration the rain, road, slope or traffic conditions.
	  • Students arriving at school should remain there until it is safe for them to return home.
	  • Parents do not need to pick up their children from school immediately
	
	• If issued after 08:00 onwards
	  • Our school will continue lessons until the end of normal school hours and ensure that conditions are safe before allowing students to return home

如遇上颱風或暴風雨，你該怎麼辦？

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

天氣狀況	相應措施
一號或三號颱風	學校如常運作
將懸掛八號或更強颱風	學校將關閉
黃雨	學校如常運作

紅色或黑色	• 如果從05:30至06:00前發出
	  • 學校將整天關閉
	  • 已抵達學校的學生應該留在校內，直至可安全回家
	
	• 如果從06:00至08:00前發出
	  • 學生當日無須回校上課
	  • 如學生在上學途中得悉停課通知，他們應考慮到雨勢、道路、斜坡或交通狀況，決定是否繼續回校。
	  • 抵達學校的學生應該留在校內，直到他們可安全回家。
	  • 家長無須馬上接子女回家
	
	• 如果在08:00以後發放
	  • 學校將繼續上課直到正常上課時間結束，並確保情況安全，才讓學生回家

Where do I eat my lunch?

Please eat your lunch in the canteen and maintain a good hygienic habit. You can order lunch from the school canteen or bring your own lunch. You are not allowed to order food delivery.

我在哪兒進食午餐？

請到飯堂進食午餐並維持良好的衞生習慣。你可以從學校飯堂預訂午膳或自備午餐。學校不准許學生訂購外賣食物。

How do I look after my valuables?

Remember you are responsible for keeping your valuables safe. The easiest way to do this is to only bring essential items to school. Here are some other tips to help you.

- You should not bring large sums of money or valuable items to school.
- You should keep your wallet and valuable items with you or put them in your locker.
- In case of any loss, please inform the school office or a teacher
- Label all belongings, including uniform
- Use your locker!
- Remember to only use a key padlock with a short loop - Number combination locks are NOT advisable.

我應如何照顧個人財物？

請謹記你有責任保管好個人財物的安全，最簡單的方法就是只攜帶必需品回校。以下是校方的一些建議：

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

What is Reading Time/No Writing Time?

MY1 to F4 will have Reading Time 4 times a week from 13:10 to 13:40. At the same time F5/6 will have No Writing Time. At these times your tutor will have individual progress and achievement session with members of the tutor group. You can bring books, magazines or newspapers to read. You can try to challenge yourself by reading something which you are unfamiliar with and which you are not studying in class. More details about Reading Time/No Writing Time will be discussed in your tutor group. You can refer to Reading Time/No Writing Time Policy for more information.

什麼是閱讀時段 / 非書寫時段？

MY1至中四級於每週設有四次的「閱讀時段」，由下午1時10分至下午1時40分。而同一時間，中五 / 中六級亦設有「非書寫時段」。於這些時段時，你的社導師會安排與小組成員有個人進度和成就的時間。你可以攜帶書本、雜誌或報紙閱讀。你可以閱讀自己不熟悉的和不曾在課堂修讀的內容，嘗試挑戰自己。在你的社導師小組內，會有更多有關「閱讀時段」和「非書寫時段」細節的討論。你可以參考有關閱讀時段 / 非書寫時段政策，了解更多詳情。

What is Academic Honesty?

We are all working towards becoming principled, honest and ethical global citizens. It is therefore important that we are honest about where the ideas and information in our work comes from. We should all be using a range of sources of information to help us to develop new information and ideas, but we must make sure that when we use those sources in our work, we tell our readers or audience. The following 7 points will help to guide you in maintaining academic honesty in your work.

1. I will make sure that any work that I present as my own is completely original.
2. I will make sure that my work does not include material written by my friends or my tutor.
3. I will avoid copying text from websites and pasting it into my assignments.
4. I will check the credibility of any sources that I use using the Origins-Purpose-Value-Limitations (OPVL) system (Lower and Middle School) or the Origins-Purpose-Context-Value-Limitations (OPCVL) (Upper School).
5. I will include in-text citations using the APA style whenever I refer to information or ideas from other sources.
6. I will include an APA style reference page in my assignments where required, listing all the sources that I have used.
7. I will ask my teacher or a member of the library team if I'm unsure about how to use APA style citations and reference pages.

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

什麼是學術誠信？

學校社群內所有成員都致力成為堅守原則、誠實和有道德水平的世界公民。因此，我們必須對功課中所使用的資料之意念和來源保持誠實。我們必須使用不同來源的資料，以幫助自己建立新的資訊和意念，但當我們在功課中使用這些來源時，我們必須告之讀者或聽眾。以下是7個幫助你在功課上保持學術誠信的要點。

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

有關學術誠信的更多資訊，以及學術不誠實的後果，可參閱文憑試的資料文件。

How will I be recognised for my achievements?

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

我的成就會如何獲得肯定？

成就可以出現於很多不同的範疇，因此，學校的進度和成就獎項涵蓋廣闊的範圍。你的成就會於許多不同的領域方面獲得肯定，包括語言和溝通、創造力和藝術、體育與行動、探究與解難、服務和領袖才能，以及理所當然的學術方面的突出表現。教師會為持續有良好表現、於某科目上有明顯進步，或於評估中獲得良好成績的學生蓋上學社的印章，以作獎勵。

How will I be assessed across my subjects?

You will be assessed according to the criteria in each subject, at each stage of your learning journey. You will have a mix of assessments that will inform you of your progress and help support your learning to move forward to reach your personal academic goals. Sometimes you will do individual work, but often you will be collaboratively inquiring into new learning areas, supporting your understanding of new skills and knowledge. Teachers and tutors will discuss your learning progress and help you to set targets as you progress.

學校會如何評估我各個科目的程度？

學校將會根據你學習進度的每個階段，按每個學科的準則評估你的學習進度。每個科目會有不同的評估，讓你了解自己的進度，並幫助支援你的學習進程，以達成個人的學術目標。有時你會做個人習作，但你會更經常地與他人合作，探究新的學習領域，以支援你學習新的技巧和知識。教師和社導師會與你討論你的學習進度，幫助你隨著進度訂定目標。

I speak more than one language; how should I communicate?

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

A great many of you will speak Cantonese at home. Some will speak another first language. We welcome this rich language environment in our school and enjoy sharing and celebrating different cultures within our community.

我會說多於一種語言；我應如何與人溝通？

除了中文和西班牙語課堂外，我們以英語上課。因此，你會於大部分的上學時間使用英語溝通。至於中文科，中一至中四的中文課程以普通話授課；而中五及中六的IB中國語言及文學以及HKDSE中文課程，則鼓勵學生使用自己最流利的中文口語上課。

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

What school activities can I do outside the classroom?

We strongly believe that co-curricular activities are vital to your development and will help you to acquire a balanced lifestyle. Twice a year, you will be issued with information on how to register and participate in various activities, clubs and societies. You are encouraged to take full advantage of these opportunities to broaden horizons, excel in interest areas and to develop leadership skills. We also organise various experiential learning experiences to extend your learning beyond the classroom.

Each step of your learning journey requires an experiential learning experience component – MYP, HKDSE and IBDP. The Community and Service programme supports the MYP, with a specific Community Project in your 3rd and last year of MYP study. The CAS/OLE programme is in place to support F. 4/5/6 in their experiential learning. CAS is part for the IBDP and stands for Creativity, Activity, Service and OLE is part of the HKDSE and stands for Other Learning Experiences. You can find more information on the school website.

我在課外可以進行哪些學校活動？

我們確信聯課活動對你的發展極為重要，能幫助你建立均衡的生活模式。你會每年獲發兩次有關註冊及參加各種活動、學會和社團的資訊。學校鼓勵你充分利用這些機會開拓視野，鑽研個人感興趣的範疇，並發展領袖才能。我們還透過組織各種體驗式的學習經驗，將你的學習延伸至課堂以外。

你每一步的學習階段都需要有體驗式學習的元素——國際文憑組織中學項目(MYP)、香港中學文憑試(HKDSE)　　和國際文憑組織預科項目(IBDP)。社區及服務計劃支援MYP課程，會於MYP的第三年和最後一年有特定的社區服務項目。而中四 / 五 / 六級則有創意、活動和服務和其他學習經歷(CAS/OLE)項目，作體驗式學習。社區及服務計劃(CAS)是IBDP的一部分，代表創意、活動和服務。至於OLE則是HKDSE的一部分，代表其他學習經歷。你可以在學校網站上找到更多資訊。

How can I find help in fulfilling my post-secondary school aspirations?

We have a dedicated team of staff eager to help guide you in your search for post-secondary career options. Importantly, your tutor is the first person you should discuss your goals with at CSS. Then, with their guidance, you might like to further explore your options with our Higher Education Team. Through the Personal Growth Programme (PGP) you will get the chance to look at options for your future, listen to alumni discuss their pathway, and explore different higher educational institutions. Don't forget there is lots of information on the school website with links to help you explore further.

The Director of Careers and University Guidance: Ms. Cooper. Her email is barbara.cooper@css.edu.hk

我怎樣可獲得幫助，以實現自己中學畢業後的發展志向？

學校設有專職的工作團隊，幫助指導你尋找畢業後的生涯規劃的選擇。重要的是，社導師應是你在啓思中學第一個與你探討個人目標的人。在社導師的指導下，你可能會希望進一步與學校的高等教育團隊探討你的選擇。透過個人成長計劃(PGP)，你有機會了解自己未來的選擇、聽取校友談論他們的生涯規劃，以及探索不同的高等教育院校。可參看學校網站上更多的資訊和網址。

升學及就業輔導總監Ms. Cooper.
她的電郵是：barbara.cooper@css.edu.hk

How should I use my digital learning devices at school?

We have a few guidelines in place to protect individual privacy, prevent distraction during learning time, give respect to anyone speaking/performing, and to encourage face-to-face communication and interaction. Under teacher's instruction you may use your mobile devices during school hours.

Therefore, without teacher's instruction

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

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

我應如何在校內使用我的個人數碼學習裝置？

學校設有一些指引，保障個人私隱、避免學習時分心，於他人演說或表演時給予尊重，以及鼓勵人與人之間面對面的交流和互動。在教師的指導下，你或可於上課時使用個人流動裝置。

因此，如果沒有老師的指示，

- 你不可於上課期間使用手機。
- 你必須在上課期間關閉任何電話、相機或有錄音功能的所有數碼裝置
- 你於上課期間不能在校內戴耳機
- 於休息或午膳期間，你可以使用流動裝置作學習用途，但不包括手提電話

請參閱流動數碼裝置政策，以了解更多細則。

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

Just like in your own home, we should all keep the school clean. Please contribute by showing proper care and regard for our school property and the property of others. Show respect for yourself by maintaining a tidy appearance. To promote your wellbeing, we encourage you to be active during break, lunchtimes and after school. You are expected to behave responsibly, respectfully and safely at all times.

On our playgrounds

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

Please note

- Students are not to take the school lift without permission
- You must be supervised to use indoor areas such as the sports hall or classrooms
- If you ride a bike to school you must not exceed the speed limit and follow the highway code, for your own safety and the safety of others.

In regard to public displays of affection

- You are expected to maintain high standards of personal respect
- You should be aware of the diverse cultures within our school and act accordingly
- If you are concerned about the appropriateness of a relationship please speak to your tutor or a trusted teacher

In regard to respecting personal space

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

你可怎樣為學校的安全和整潔作出貢獻？

就像對自己的家一樣，我們應當時常保持學校清潔。你應適當看管和尊重學校的公物以及他人的財物。為尊重自己，請保持個人儀容的整潔。為了你的福祉，學校鼓勵你於小息、午膳時間和放學後保持積極活躍。你亦應於任何時候表現得有責任、尊重他人和注意安全。

在操場上

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

請注意

- 學生須經批准方可使用學校升降機

- 你必須在有監督的情況下，方可使用體育操場或課室等室內場所
- 為了自己及他人的安全，如你騎單車回校，你不可超速和必須遵守道路安全的規定

有關親密行為及尊重個人關係
- 你須保持高度的個人尊重
- 你須注意校內多元的文化，表現得宜
- 如果你對恰當的感情關係方面有疑問，務必與你的社導師或所信賴的老師傾談

有關尊重個人空間
- 你須尊重及維護他人的權利，並對自己的行為負責
- 你須尊重他人的身心和情感
- 你須尊重他人的個人空間
- 你須尊重他人的財物
- 你不可與他人有不恰當的身體接觸

Where to find further information

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

- Invitational Education (IE)
- Language Policy
- Anti-bullying Policy
- Technology Responsible Use Policy Agreement
- Sexual Harassment Policy
- Guidelines for Handling School Complaints
- Learning Support Guideline
- Conduct during PE Lessons
- Policy on Changing Language Courses
- Policies on Public Displays of Affection and on Respecting Personal Space
- Reading Time/No Writing Time Policy

如何找其他資料

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

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

Contacting the school

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

聯繫學校

學校地址:	香港 將軍澳 蓬萊路 3號
網址:	www.css.edu.hk
電話號碼:	2336 0233
傳真號碼:	2701 3277
電郵:	admin@css.edu.hk

3 Pung Loi Road, Tseung Kwan O, Hong Kong T: 2336 0233 F: 2701 3277 E: admin@css.edu.hk W: www.css.edu.hk