



Po Leung Kuk  
Lo Kit Sing (1983) College

保良局羅傑承(一九八三)中學

Cheung Hong Estate, Tsing Yi, N.T., Hong Kong

香港新界青衣長康邨

Tel: 2497 7110  
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Dear Parents,  
各位家長：

P18009

Message from Discipline Department  
訓導組通告

Moral education is the sole source of character development of our next generation, so that they can become all-rounders in the future. Punctuality is an essential component of the character of an upstanding person, as it is to discipline one to integrity, respect and truthfulness. It is hoped that parents should pay attention to the following and ensure your child strictly comply with the school regulations:

本校一向著重品德之培養，期望學生能勤奮負責，整潔守規，注重個人行為紀律，於新學年更重視培養學生守時的習慣。盼請貴家長留意下列各項訓導要點，督促貴子弟嚴加遵守，並切實執行，以收管教之效。

**1. Students' appearance and uniform 學生服飾儀容**

All school clothing must be plain. Students should wear neat and tidy uniform to school every day. All trendy hairstyles, dyeing hair and unnecessary accessories are prohibited, except for any specific or religious reason. The application form (see appendix 1) for such permission should be completed and submitted to form teacher on or before 10<sup>th</sup> September 2018. The school will examine the cases one by one. No re-application is needed for any approved cases by the school.

Students should wear a full set of school uniform to school. On special occasions, they may wear school activity uniform or winter P.E. uniform when leaving school.

Students, with any special reasons, whose school uniform and appearance do not meet the school requirement, must apply for the permit from Discipline Department in advance or it will result in punishment.

學生服飾儀容應以簡樸為原則，不應追逐潮流。本校一向對學生服飾儀容要求嚴謹，有關服飾儀容的規則已詳列於學生校規手冊內，敬請貴家長督促貴子弟嚴守有關規定。

校方禁止同學染髮、電髮及佩戴任何飾物，如有天生曲髮、天生啡髮或因特殊理由(如宗教信仰)而須佩戴任何飾物之學生，須於二零壹八年九月十日或以前遞交已填妥之申請信(見附件一)交回班主任，代轉訓育處批核。如於往年已獲校方批核者，則不用再申請。

學生回校時需穿著整齊校服。如有需要，學生於離校時可穿著校方指定之全套夏季活動服或冬季運動服。凡因特殊原因未能遵守校服儀容的規則，學生須攜家長信於早會前主動向訓導老師申請暫准證，沒有主動申請而發現違規者，一律視作違規處理。

< To be continued, please turn overleaf. 未完，請轉後頁。 >

Po Leung Kuk Lo Kit Sing (1983) College  
保良局羅傑承(一九八三)中學

Law Wing Chung, Principal 羅穎忠校長  
4<sup>th</sup> September, 2018 二零一八年九月四日



Reply Slip 回條

P18009

I acknowledge receipt of the above captioned circular regarding "Message from Discipline Department" concerning  
本人知悉 貴校來函有關「訓導組通告」下述

- ◇ Students' appearance and uniform 學生服飾儀容
- ◇ Treatment for students' lateness 學生遲到處理
- ◇ Application for bringing mobile phones to school 攜帶手提電話回校申請
- ◇ Discipline department handbook 學生校規手冊(訓導處)

And I also agree to uphold the school policy.  
本人同意遵守學校的政策。

Name of Student 學生姓名：\_\_\_\_\_

Class 班別：\_\_\_\_\_ CSNO 班號：\_\_\_\_\_

Name of Guardian 監護人姓名：\_\_\_\_\_  
(Block Letters 中文正楷)

Signature of Guardian 監護人簽署：\_\_\_\_\_

Date 日期：\_\_\_\_\_

## 2. Treatment concerning students' lateness 學生遲到處理

In order to foster good habits of students and to avoid the loss of valuable learning time due to lateness, the treatment of students' lateness is listed as follows:

- ◇ Student arriving after 8:10 am in the morning or after 1:15 pm in the afternoon will be marked 'late';
- ◇ Lateness record treatment will be in effect in one semester while the graduating classes for the whole year;
- ◇ Students who are late for 3 times will have 1 conduct mark deducted;
- ◇ Students who are late for 6 times will have 2 conduct marks deducted and 1 defect recorded;
- ◇ Students who are late for 8 times will have 2 conduct marks deducted and 2 defects recorded;
- ◇ Students who are late for 10 times will have 3 conduct marks deducted and 1 minor demerit recorded; and
- ◇ Students who are late for 13 times will have 5 conduct marks deducted and 1 major demerit recorded.

For the detailed information of the treatment, please refer to the Discipline department handbook. Parents are advised to observe the above policy.

為使學生培養守時的習慣，避免因遲到失去寶貴學習時間，本校重申處理遲到之措施如下：

- ◇ 學生須於上午 8:10 及下午 1:15 前回校，否則視作遲到論處理。
- ◇ 遲到紀錄處理以每半學年計算，畢業班級以全學年計算。
- ◇ 學生第三次遲到，扣減操行分 1 分。
- ◇ 學生第六次遲到，扣減操行分 2 分及記缺點 1 個。
- ◇ 學生第八次遲到，扣減操行分 2 分及記缺點 2 個。
- ◇ 學生第十次遲到，扣減操行分 3 分及記小過 1 個。
- ◇ 學生第十三次遲到，扣減操行分 5 分及記大過 1 個。

有關處理遲到措施的詳情，已詳列於學生校規手冊內，敬請 貴家長督促貴子弟嚴守有關規定。

## 3. Application for bringing mobile phones to school 攜帶手提電話回校申請

To reduce disturbance to students and foster a serious learning atmosphere, students are not allowed to bring their mobile phones to school. Students can use the telephone near the school entrance if needed. In case parents still hope to let your child bring their own mobile phone for safety reason, the application form (see appendix 2) should be completed and submitted to the form teacher on or before 10<sup>th</sup> September 2018. The application can also be tendered in the course of the year.

However, students are prohibited to turn on and use the mobile phones in school. Breaking the rules will lead to punishment and the phone will be in school's custody. Parents should reclaim the phones in person.

Please advise your child to keep their mobile phones properly. The school will not hold responsible for any loss or damage.

學校正門大堂及學生會均有提供電話服務，為令學生能專心學習，及防止造成干擾及引發其他的問題，本校禁止學生攜帶手提電話回校。

惟家長認為有需要，可以提出申請。如欲申請攜帶手提電話回校，貴家長須填寫申請表(見附件二)，並申述理由，於二零壹八年九月十日或以前交回班主任，代轉訓育處批核。若日後如有需要，仍可申請。

惟學生攜帶手提電話，在校園內必須保持關機狀況。不論任何時間，學生不得在校園內以任何形式使用手提電話，違規者依校規處分；而所攜帶之手提電話將由校方暫代保管，並必須由家長取回。

學生應妥善保管所攜帶之手提電話，如有遺失，校方概不負責。

## 4. Distribution of Discipline department handbooks 派發學生校規手冊(訓導處)

Our Discipline department handbooks for students have been distributed to all F.1 students. The electronic version is uploaded on the school web-site for your reference. It serves as a quick reference for students and parents to understand various aspects of the school discipline policies. It contains essential information about our school regulations on Sick Leave and Casual Leave Application, School Uniform and Appearance, Punishment on students' disciplinary affairs, Conduct Mark Vetting System as well as Merit System.

Parents are advised to read the handbook with your child carefully and encourage them to follow accordingly.

本校學生校規手冊(訓導處)已派發予各中一級同學，而電子版手冊亦已上載於學校網頁。學生校規手冊(訓導處)提供了一些資料，讓學生及家長明白本校所訂立的不同校規，當中包括申請病假及事假、校服及儀容要求、學生受懲準則、操行分加賞及優點獎勵制度等內容。

本校建議及鼓勵各家長與貴子弟一起仔細閱讀手冊內容，並督促貴子弟 嚴格遵守，以確保貴子弟 為這學年作充分準備。

保良局羅傑承(一九八三)中學  
學生髮色/髮式/佩戴飾物/特殊情況申請表(2018/19)

敬啟者：

小兒/ 小女 \_\_\_\_\_(姓名) \_\_\_\_\_(學號)，就讀 \_\_\_\_\_ 班，  
茲因 \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

現特函向 貴校申報，敬希 查照。

此致

保良局羅傑承(一九八三)中學羅穎忠校長

學生家長監護人姓名： \_\_\_\_\_

學生家長監護人簽署： \_\_\_\_\_

二零壹八年 \_\_\_\_\_月\_\_\_\_\_日

\*備註：是次申請批核期只限於3-9-2018至31/8/2019期間

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此欄由訓導處填寫：

- 1. 建議批核
- 2. 建議不予批核
- 3. 其他 \_\_\_\_\_

訓導老師簽署： \_\_\_\_\_ 審視日期： \_\_\_\_\_

此欄由訓導主任填寫：

- 1. 批核
- 2. 不予批核
- 3. 其他 \_\_\_\_\_

訓導主任簽署： \_\_\_\_\_ 審視日期： \_\_\_\_\_

保良局羅傑承(一九八三)中學  
攜帶手提電話回校申請表(2018/19 年度)

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※攜帶手提電話回校學生守則※

1. 學生所攜帶之手提電話，在校園內必須保持完全關機狀態。
2. 不論任何時間，學生不得在校園內以任何形式使用。如同學擅自開啟手提電話、手提電話發出聲響或公開展示手提電話等，將依校規處分；而所攜帶之手提電話將由校方暫代保管，並必須由家長取回。
3. 學生應妥善保管所攜帶之手提電話。學生所攜帶之手提電話，如有遺失，校方概不負責。

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本人現向 貴校申請批准敝子弟攜帶手提電話回校，並願意遵守校方的規定。手提電話的資料及申請理由如下：

|                              |               |
|------------------------------|---------------|
| 學生姓名：_____ 班別：_____ 班號：_____ |               |
| 手提電話牌子：                      | 申請攜帶手提電話回校原因： |
| 手提電話型號：                      |               |
| 手提電話顏色：                      |               |
| 手提電話號碼：                      |               |

如獲學校批准，本人定當叮囑敝子弟遵守攜帶手提電話回校的規則，並清楚知道敝子弟有責任自行保管手提電話。如敝子弟違反攜帶手提電話回校學生守則，定依校規處分。

此覆

保良局羅傑承(一九八三)中學羅穎忠校長

學生姓名：\_\_\_\_\_

班別：\_\_\_\_\_ 學號：\_\_\_\_\_

家長/監護人簽署：\_\_\_\_\_

家長姓名：\_\_\_\_\_

日期：二零一八年 月 日

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此欄由訓導處填寫：

1. 批核     2. 不予批核     3. 其他 \_\_\_\_\_

負責訓導老師：\_\_\_\_\_ 審視日期：\_\_\_\_\_