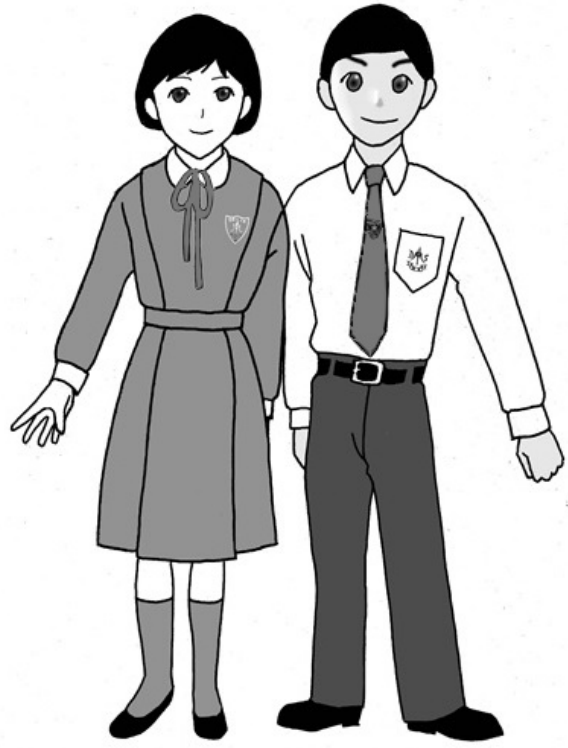


# DELIA MEMORIAL SCHOOL (Hip Wo No.2 College)



## Parent and Student Handbook





# School Regulations

1. Students need to maintain appropriate conduct under all circumstances.
2. Students must wear tidy and proper school uniform in school (including during extra-curricular activities). P.E. uniform is to be worn during days with P.E. lessons. Proper school uniform includes:
  - (2.1) Schoolbag;
  - (2.2) Winter Uniform
    - Male : white shirt with school badge, grey/black school overcoat, grey trousers, school tie;
    - Female : grey dress with school badge, grey/black school overcoat;
  - Summer Uniform
    - Male : white shirt with school badge, grey trousers;
    - Female : white dress with school badge;
  - (2.3) Shoes and hairstyle must be in accord with the school requirements.
3. Students are not allowed to join any activities, organizations, performances or competitions without the written approval from the principal.
4. With the exception of textbooks and stationery, students are not allowed to bring unnecessary items to school (e.g. accessories, toys, magazines, etc.).
5. Students are only allowed to eat or drink at the designated area. Students must maintain order at the tuck shop and are responsible for keeping the school clean.
6.
  - (6.1) During school hours, students are not allowed to leave the school without approval.
  - (6.2) Prior approval is mandatory for causal leave. Medical certificate must be submitted for sick leave and submit it to the school on the first day of return.
  - (6.3) Parents'/Guardian's written explanation is necessary for any leave more than three days.
7. Students must treat all school staff with proper manners and respect.
8. Expulsion will be imposed on students committing major misconduct (e.g. fighting, stealing, gambling, smoking, cheating, vandalizing, dissoluteness, etc.).
9. Properties in the school should be treated with care. Parents concerned will be liable for the cost of restoring the damaged school properties. Expulsion will be imposed on students committing vandalism.

# Regulations on Students' Appearance & Uniform

**Aims: Students should remain neat and sober**

## **Appearance**

### **【Male】**

1. Hairstyle should be plain, not too long and not too fashionable.
2. Hair should not cover the eyebrows or go beyond the collar of the shirt. Hair on the sides cannot cover ears.
3. Hair must be neat, and students must not use hair products such as oil, gel or clay. Students must not dye their hair.
4. With the exception of religious purposes, students are not allowed to wear any accessories.

### **【Female】**

1. Hairstyle should be plain, and not too fashionable.
2. Hair must be neat and students must not perm their hair or use hair products such as oil, gel or clay.
3. For those whose hair reaches their shoulders, they must tie it with a black rubber band. If they use a hair clip, it should be black in colour.
4. Students can wear one pair of pellet-shaped earrings (same design on both ears) , no other accessories are allowed.
5. Long fingernails and the use of nail polish are not allowed. Makeup products, including coloured lip balms, are not allowed.

## **Summer Uniform**

### **【Male】**

1. Shirt : Short-sleeved white shirt with school badge. Other than the collar button, all buttons should be done up.
2. Trousers : Grey straight leg trousers. The trousers cannot be too narrow or have a shallow crotch. The trousers legs should not be too wide, too narrow or flared. No spikes or buttons are to be sewn on the pockets.
3. Belt : Black leather belt, the width should not exceed 3 cm and the belt buckle should be around the same size as the belt.
4. Leather shoes : Black leather shoes.
5. Socks : White short socks.
6. Undershirt : Plain white undershirt.
7. School badge : Must be stitched on the shirt pocket.
8. Sweater : Grey V-neck sweater or cardigan.

## **【Female】**

1. Dress : School dress with school badge. (Length should cover the knees).
2. Shoes : Black leather shoes (Heel not more than 2.5cm). (Boot, trainers or pointy-toe flats are not allowed)
3. Socks : White socks (without lace trims).
4. Undershirt : White undershirt.
5. Ribbon : Properly tied
6. Sweater : Grey V-neck sweater or cardigan.

## **Winter Uniform**

### **【Male】**

1. Shirt : Long-sleeved white shirt with school badge and school tie. Other than the collar button, all buttons should be done up. The shirt should be tucked in the trousers.
2. Tie : Properly tied, with the school logo clearly visible.
3. Trousers : Grey straight leg trousers. The trousers cannot be too narrow or have a shallow crotch. The trousers legs should not be too wide, too narrow or flared. No spikes or buttons are to be sewn on the pocket.
4. Belt : Black leather belt, the width should not exceed 3 cm and the belt buckle should be around the size as the belt.
5. Leather shoes : Black leather shoes.
6. Sock : White short socks.
7. Undershirt : Plain white undershirt.
8. School badge : Must be stitched on the shirt pocket.
9. Sweater : Grey V-neck sweater or cardigan.

### **【Female】**

1. Dress : School dress with school badge. (The length should go beyond the knees).
2. Shoes : Black leather shoes (Heel not more than 2.5cm). (Boot, trainers or pointy-toe flats are not allowed)
3. Socks : Grey long socks .
4. Understhirt : White undershirt.
5. Ribbon : Properly tied
6. Sweater : Grey V-neck or cardigan sweater.

## **Duties of Prefects**

1. Maintain good discipline in the school campus.
2. Facilitate communication between students and the school.
3. Try to maintain the tidiness and neatness of the school campus.
4. Report student misbehaviour to the school.

## **Duties of Class-Monitors**

1. Go to the school office every day to collect the class dairy, fill in the date and subject on that day, remind teachers to fill in the lesson data and hand it back to school office at the end of the day.
2. List the total number of students that are present and the name of students who are on duty on the blackboard after the roll call.
3. Collect all the homework and mark down the names of those who failed to submit homework.
4. Should take early leavers to the school office after obtaining permission from teachers.
5. Maintain discipline of the classroom before the subject teacher enters the classroom.
6. Inform the school office if subject teacher does not enter the classroom five minutes after the bell rings.
7. Help maintain the tidiness and neatness of the classroom.
8. Turn off the electrical appliances after all the students have left the classroom.

## **Conduct Grade Criteria for Application for Scholarships/Awards**

Students must meet the following conditions to apply for Scholarships/Awards

1. Conduct grade B or above in the academic year.
2. No demerit record.

## **Scholarships/Awards/Tour**

1. Admitted as a full-time student and attending a Bachelor degree course at one of the recognised institutions in China, Taiwan or Macau.
2. Admitted as a full-time student and attending Associate Degree /Higher Diploma at one of the recognised institutions in Hong Kong
3. Scholarship from community for best performance students.  
e.g. Upward Mobility Scholarship.
4. Pilot Scheme for Student Athlete Support.
5. The Outstanding Student Award Scheme.
6. StudyTour

# Library Regulations

1. Opening hours: 8:00 a.m. – 5:00 p.m. (Monday to Friday).
2. Library users must keep quiet, observe the order and refrain from eating or drinking.
3. Library users must borrow or return library materials in person. They are not allowed to lend their student cards to other persons.
4. Each student card can only be used to borrow three books for two weeks. The reader may take the book for renewal prior to the due date.
5. Borrowed items must be returned on time, each overdue item will be subjected to a fine of \$1.50 a day.
6. All library materials must be kept clean and intact; and if they are damaged or lost, the users must reimburse the library the costs of ordering those items.
7. For library materials returned after the due date and claimed lost, in addition to reimbursing the library the costs of ordering those items, users have to pay the fines for late returning (\$1.50 a day per item).
8. No library materials shall be taken away from the library unless borrowing procedures have been completed.
9. Loss of student card should be reported immediately to the school office for re-issuance.

# Laboratory Rules

Students must comply with the following rules when they use the laboratory:

1. Students must strictly follow the instructions of teachers and laboratory assistants.
2. Students shall not enter the laboratory without the presence of teachers.
3. Students are forbidden from entering the Preparation Room of the laboratory.
4. Students are forbidden from eating or drinking in the laboratory.
5. Students shall not run around or play in the laboratory.
6. Students must remain silent in the laboratory.
7. Students should not change their seats without teacher's approval.
8. Students are forbidden from turning on or lighting the gas without teacher's approval.
9. Students must use specific containers to carry chemicals.
10. Students should not touch the items in the laboratory unless permission is granted.
11. Students should put reagents and chemicals back in their appropriate places immediately after use, and the labels of the containers should face outward for easy identification.
12. Students should immediately report accidents or damage of equipment to teachers or laboratory assistants.
13. Students should not put their fingers or pencils into their mouths to avoid taking in chemicals or germs.
14. Students should put rubbish into rubbish bins or the plastic buckets beside the benches; rubbish should not be placed in the sinks.
15. Students should turn off the water immediately after use.
16. Students should wash their hands, cleanse the equipment and tables, and put the stools in their original places after doing experiments.
17. Students are not allowed to take away anything from the laboratory without teacher's permission.
18. All the liquids used in experiments must be disposed of according to teacher's instructions. They must not be poured into the sink.

# Computer Room Regulations

(Rooms 306 and 506)

1. Students shall not enter the computer rooms without teachers' supervision.
2. The computer log sheets must be completed before computers are used.
3. Students must not run around, drink or eat in the computer rooms.
4. Students should avoid touching the power plugs or sockets.
5. Students should not turn on the computers without the teacher's approval.
6. Students should stay calm and follow the teacher's instructions in case of fire.
7. Students should respect school properties and maintain the condition of the computer they use.
8. Students should remain quiet in the computer rooms.
9. Students should follow teacher's instructions about class activities.
10. Students should not install any software onto the computers without permission.
11. Students should report any damaged or malfunctioning computers to teachers.
12. Students should back up their own coursework.
13. If students want to print documents, they should seek approval from teachers and use their own paper.



# Outstanding Student Award Scheme

1. The Best Student Award
  - 1 student will be awarded for each level.
  - At least B or above in conduct. No record of demerit. Excellent academic results.
  - S1 to S6, 3 students with the best academic results are nominated for award in each level.
2. The Service Award
  - No more than 5 students will be awarded each year.
  - At least B or above in conduct. No record of demerit.
  - Nominated by club advisers or students themselves. Class teacher and club advisor must sign the application form to confirm the nomination.
  - Eligible clubs/organizations: Uniform units, Prefects, Students' Welfare Association, Junior Police Call.
3. The Extra-curricular Activities Award
  - No more than 5 students will be awarded each year.
  - At least B or above in conduct. No record of demerit.
  - Nominated by club advisers or students themselves. Class teacher and club advisor must sign the application form to confirm the nomination.
  - All clubs/organizations are eligible to apply. However, students are not allowed to apply for both Award for Enthusiastic Services and Award for Extra-curricular Activity in the same year.
4. The Best Sportsman Award
  - No more than 3 students will be awarded each year.
  - At least B or above in conduct. No record of demerit.
  - Nominated by club advisers or students themselves. Class teacher and club advisor must sign the application form to confirm the nomination.
5. The Best School Team Award
  - The Best School Team will be awarded each year.
  - At least B or above in conduct. No record of demerit.
6. The Best Academic Award
  - The top student of each subject in each form will be awarded each year.
  - At least B or above in conduct. No record of demerit.

# School Social Work Service

Hong Kong Christian Service Kwun Tong Happy Teens Club has provided the School Social Work Service in Delia Memorial School (Matteo Ricci) since 2000. The aims of the school social work service are:

- To help students reach their full potential, achieve health and personal growth, attain adequate and appropriate school education, establish harmonious interpersonal relationships and elicit their concern for the community.
- To help students with their personal, family and interpersonal relationships or schooling problems.
- To strengthen the linkage among students, families, the school, and the community.

School social workers provide preventive, developmental and remedial service to students, their families and school via the following formats:

## 1. Casework Service

School social workers help students overcome difficulties such as family, emotional, behavioral, interpersonal and academic problems through counseling, home visits and, when necessary, referrals to other professional services in the community.

## 2. Group and Programme

School social workers help students establish a better understanding of themselves, develop their own potential and build up a set of positive values and attitudes through various interpersonal relationship groups, therapeutic groups, leadership training and peer counseling scheme.

## 3. Consultation Services

School social workers answer enquiries from students, teachers and parents by providing them with appropriate information and advice. In addition, school social workers may participate in school meetings, for example, Parent-Teacher Association, student-related committees and teachers meetings, to provide professional advice.

## 4. Coordination and Mobilisation of Non-school-based Community Resources

School social workers strengthen the linkage between the school and the community and facilitate students' personal development through mobilising community resources such as Integrated C & Y Service Centre, Family Life Education Service, Integrated Family Service Centre, etc.

### Further Enquiry:

Agency: Hong Kong Christian Service Kwun Tong Happy Teens Club

Stationing Time: Tuesday to Friday, 9:00am to 5:00pm

Contact No.: 2342 6156

# Tropical Cyclone & Rainstorm

In the event of a tropical cyclone or rainstorm warning, parents/guardians should check the following guidelines before sending your child/ward to school.

1	If the weather condition is poor, parents/guardians <u>must</u> pay attention to TV or radio broadcast for announcement of class cancellation by the EDB.		
2	<b><u>Tropical Cyclone (Typhoon)</u></b>	<b><u>School Arrangement</u></b>	
	Typhoon Signal #1	School or examination as usual.	
	Typhoon Signal #3	School or examination as usual (Except according to the announcement by the EDB).	
	Typhoon Signal #8 or above	School or examination will be cancelled. Examination will be postponed to the day following the last day of examinations.	
3	<b><u>Rainstorm Warning Signal</u></b>	<b><u>School Arrangement</u></b>	
	Amber	School or examination as usual (Except according to the announcement by EDB).	
	Red Or Black	Issue before 6:15 a.m.	School or examination will be cancelled. Examination will be postponed to the day following the last day of examinations.
		Issue after 7:55 a.m.	School or examination as usual until the end of school hours. If conditions are safe, the school will arrange students to go home.
4	<b><u>Voluntarily Decision By Parents/Guardians</u></b>		
	Parents/guardians can decide whether to send his/her child/ward back to school based on the weather, transportation or traffic conditions due to a cyclone or rainstorm. A formal written explanation is required afterwards. <b><i>However, supplementary examination will not be arranged for such circumstances.</i></b>		

Parents/Guardians can visit the school website at <http://www.deliamr.edu.hk> or call the school office at 23896299 during office hours for the most up-to-date school arrangement.

Delia Memorial School (Hip Wo No.2 College)  
Procedures for handling students' absence or long absence

1. On the day of absence
  - i. Parent/Guardian should call the school early in the morning to notify the school of the reason of absence
  - ii. The general office will call the parent/guardian if no call is received after roll call
  
2. On the 2<sup>nd</sup>/3<sup>rd</sup> day of absence
  - i. The general office will call the parent/guardian if no call is received after roll call
  - ii. Class teachers will also call the parent/guardian to know more information about the absence
  
3. On the 3<sup>rd</sup> day of absence without reason
  - i. Letter regarding the notification of absence will be sent by mail to the parent/guardian
  - ii. Parent/guardian has to reply the school the reason of absence for their child/ward within three working days after receiving the letter
  
4. Student absence for 7 school days
  - i. The general office will prepare Form A for approval from the principal
  - ii. Approved Form A will be encrypted by the assistant principal and send to EDB through Websams
  - iii. Discipline teacher will try to contact the parent/guardian
  
5. Student returning school if Form A was sent
  - i. The general office will prepare Form B for approval from the principal
  - ii. Approved Form A will be encrypted by the assistant principal and send to EDB through Websams
  - iii.
  
6. Student absence for 20 school days without contact with the School or the School could not contact that student:
  - i. Double registered mail regarding the absence will be sent to parent/guardian
  - ii. Parent/guardian has to contact the school within four working days starting from the send date of the letter otherwise the school place of the student concerned will be cancelled