

# St Stephen's College Stanley, Hong Kong



2021-2022

Name: \_\_\_\_\_

Class: \_\_\_\_\_

Class Teacher: \_\_\_\_\_

Name of Student: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Home Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Home Telephone Number: \_\_\_\_\_

Father's Name: \_\_\_\_\_

Mother's Name: \_\_\_\_\_

Parent's / Guardian's Telephone Number and e-mail address:

Name of Parent / Guardian: \_\_\_\_\_

\_\_\_\_\_ (Office)

\_\_\_\_\_ (Mobile)

\_\_\_\_\_ (E-mail address)

## Parents' Pledge

The Principal,  
St Stephen's College.

I am the parent/guardian of \_\_\_\_\_ from class \_\_\_\_\_.  
I formally acknowledge that I understand the rules of St Stephen's College and other related information as printed on the Student Diary. I agree that the interdependence and collaboration between family and school education are crucial to my child's personal development. I sign below to declare my support for all the school rules of St Stephen's College, and agree to discipline and provide guidance to my child to the best of my ability.

Signature of Parent/Guardian: \_\_\_\_\_

Name of Parent/Guardian: \_\_\_\_\_

Date: \_\_\_\_\_

## 家長同意書

敬啟者：

本人為 貴校 \_\_\_\_\_ 年級 \_\_\_\_\_ 班學生 \_\_\_\_\_  
之家長 / 監護人。本人已從 貴校之學生手冊中獲悉 貴校之校規及其他有關事項之規定，本人同意學校教育必須與家庭教育相配合，是故本人謹應 貴校要求，願意與 貴校合作而在家庭中負起對敝子弟督促及管教之責。

此致  
聖士提反書院校長台鑒

家長/監護人簽署：\_\_\_\_\_

家長/監護人姓名：\_\_\_\_\_

年 月 日

## **ST STEPHEN'S COLLEGE SONG**

### **Our Hearts Are Young Our Ideals High**

Words : Mrs. P. Carrott  
Music : Mr. P. H. Fricker

**Our hearts are young our ideals high,  
we are prepared to work and play,  
to live good lives and to be true  
in everything we do or say.**

**So for Saint Stephen's let us strive,  
to fight, to win with steadfast pride.**

**Life's a game that's made to play,  
with effort team work, joy and tears,  
based on traditions laid before  
and wisdom growing with the years.**

**So for Saint Stephen's let us strive,  
to fight, to win with steadfast pride.**

## Message

St Stephen's College welcomes you all!

For the new students, here at St Stephen's, we offer you nothing but the most immaculate environment to start your secondary education. No doubt, this pristine campus, together with your classmates, new curriculum, new teachers etc., will make your stay at St Stephen's all the more exciting and rewarding. For the students who return, I am sure you are duly-reenergized and ready to take on the new challenges and endeavour in the coming academic year.

May I take this opportunity to welcome you all again and wish you all a very successful and fruitful year ahead of you at St Stephen's.

Last but not least, the following pages set out for our school community some basic guidelines for learning at St Stephen's. Do find time to read them. At times, you will find them very helpful in making your stay at St Stephen's enjoyable and memorable.

Warm regards,

A handwritten signature in black ink, appearing to be 'Carol Yang', with a long horizontal line extending to the right.

Ms Carol Yang  
Principal

St Stephen's College was founded in 1903 by a group of Chinese gentlemen who wished to train young Chinese men for positions of responsibility. The founders had an in-depth understanding of both Chinese and Western cultures. For many years, the College enjoyed a special and independent status among the schools of Hong Kong, similar to that of a public school in the United Kingdom, which enabled it to pursue its own educational policy. The aim of the College has been to encourage self-reliance and initiative, together with a sense of social responsibility, in a Christian setting. This is reflected in the College motto 'Faith is the Foundation of Courage'.

The College moved to Stanley in 1928. This offered the advantage of extensive grounds in which facilities for an all-round education could be developed. Co-education was introduced in 1968 and the College became a government subsidized secondary school in 1970. A boarding section admitting both boys and girls was also established. In 2008, the College was converted into a school under the Direct Subsidy Scheme (DSS). In 2014, St Stephen's College was authorized by the IB and became an IB World School. The College now offers the International Baccalaureate Diploma Programme (IBDP) in parallel to the Hong Kong Diploma of Secondary Education (DSE). Throughout these developments, the original aim of St Stephen's College remains the same today.

As we are all members of the St Stephen's College community, there are rules and regulations which help us to function and behave appropriately on a day-to-day basis. Students must adhere to the basic rules outlined in this handbook and to additional instructions which are issued when necessary by the College. A high standard of behaviour is expected from all students as the College believes this is the essence of a harmonious learning environment. Students must always use their common sense and be courteous and considerate. They must respect all members of the College, including themselves.

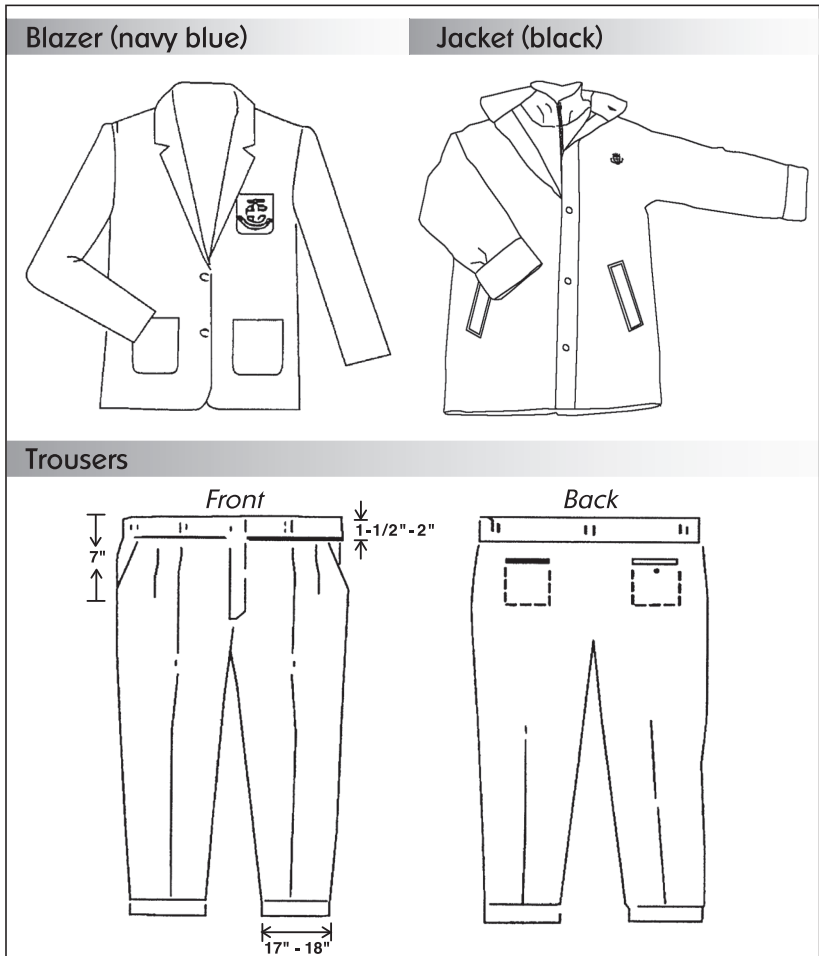
Students are encouraged to enjoy the use of all facilities provided by the College. Students are reminded to treat the facilities with care. They will be held responsible for any willful damage to the College facilities.

# 1. College Uniform and Appearance

Students of St Stephen's College are expected to look smart and tidy as they are the public face of the College. They should always attend school in school uniform and maintain a high standard of cleanliness and tidiness. The College disapproves of inappropriate dress of any kind.

The standard student uniforms are as follows:

## Boys' Uniform



## Summer

- Short-sleeved white shirts worn with the sewn-on crest
- Plain white trousers \*
- Plain **white** quarter socks (without embroidered logos)
- Plain black leather shoes
- Plain black belt
- Plain navy-blue Sweater / Vest / Knitwear Cardigan (optional)
- White undershirt

## Winter

- Plain long-sleeved white shirts with the crest on the pocket
- Medium-grey flannel trousers \*
- Navy blue blazer worn with the College crest or two-in-one black jacket with the College crest (other winter jackets are not acceptable) \*
- College tie \*
- Plain navy blue pullover / sweater / knitwear cardigan with the embroidered school logo \*
- Plain black belt
- Plain **black** quarter socks (without embroidered logos)
- Plain black leather shoes
- Navy blue / black / grey / white scarf may be worn in winter
- White undershirt

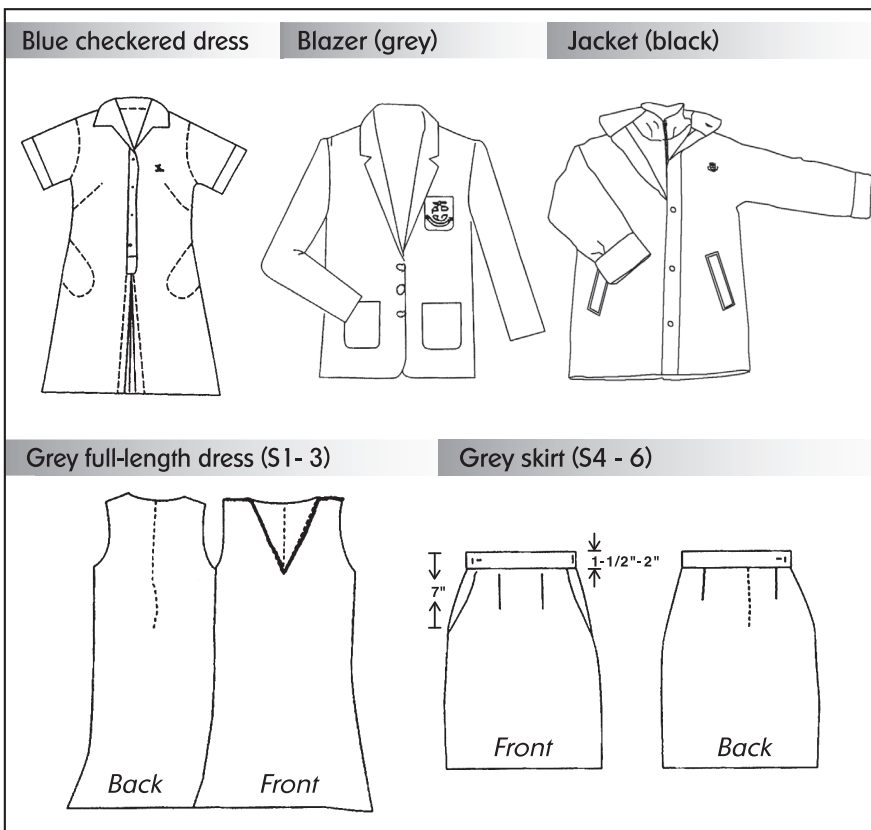
## Sports Attire

- House T-shirts \*
- House sports vest \*
- Navy blue shorts \*
- College track suit \*
- Plain sports white socks (without embroidered logos)
- Sports shoes with soles that do not leave marks
- Swimming trunks in the summer (navy blue or black)

Asterisk (\*) indicates a particular style or material of which samples are obtainable at the College to ensure uniformity.



## Girls' Uniform



## Summer

- Blue checkered dress \*
- Plain **white** quarter socks (without embroidered logos)
- Plain **white** leather shoes
- Plain navy-blue Sweater / Vest / Knitwear Cardigan (optional)

## Winter

- Plain long-sleeved light blue shirts \*
- Grey full-length dress for Secondary 1-3 students, grey skirt for Secondary 4-6 students \*
- Grey blazer worn with the College crest or two-in-one black jacket with the College crest (other winter jackets are not acceptable) \*

- College tie \*
- Plain navy blue pullover / sweater / knitwear cardigan with the embroidered school logo \*
- Plain grey knee-high socks (without embroidered logos)
- Plain black leather shoes
- Navy blue / black / grey / white scarf may be worn in winter

The girls' dress or skirt should have 8 cm hems and length at most 5 cm above the knees.

### **Sports Attire**

- House T-shirts \*
- Navy blue shorts \*
- College track suit \*
- Plain sports white socks (without embroidered logos)
- Sports shoes with soles that do not leave marks
- Swimming trunks in the summer (navy blue or black)

Asterisk (\*) indicates a particular style or material of which samples are obtainable at the College to ensure uniformity.

### **Cold Weather Warning**

When the Cold Weather Warning is in force, plain black / navy blue / dark grey jacket may be worn. For girls, skin-coloured panty hose / grey or black trousers may be worn.

### **Improper Attire**

If a student is found to be dressed in a manner that is inappropriate, he/she will be asked to change and report back to the teacher immediately. Warning/demerit will be given.

The following are NOT acceptable by the College:

<b><i>Hair</i></b>	too long (for boys – covering the neck)
	colouring of hair
	fanciful hair-do
	use of hair gel / mousse / spray / mud / clay / wax into fanciful styles
	unnecessary and excessive hair grips / pins / bands (Girls are allowed to use plain black / navy blue hair grips / pins / bands.)
	not tidy
<b><i>Accessories</i></b>	no jewellery of any kind is permitted
	Girls with pierced ears are permitted to wear one pair of plain studs only

<b>White shirt</b>	not tucked in
	without the College crest on the pocket
	buttoned stand collar
	worn out / dirty / crumpled
<b>Sweater / Vest/ Knitwear Cardigan</b>	not plain navy-blue
	without embroidered school logo
	worn out / dirty
<b>White trousers</b>	tight / flared trouser-legs
	without pleats
	low-waist
	worn out / dirty / crumpled
<b>Grey trousers</b>	tight / flared trouser-legs
	without pleats
	low-waist
	not grey flannel (medium grey)
<b>Belt</b>	worn out / dirty / crumpled
	not plain black
<b>Blue checkered dress</b>	fanciful buckle
	length more than 5 cm above the knees
	dirty / crumpled
<b>Grey full-length dress/skirt</b>	no petticoat
	length more than 5 cm above the knees
	dirty / crumpled
<b>Blazer</b>	no petticoat
	not worn with the College crest
<b>White socks (summer) Black socks (winter)</b>	not plain
	with logo
	ankle socks
<b>Grey socks (girls)</b>	not knee-high
	with lace
	with logo
<b>Black leather shoes / White shoes (girls)</b>	not plain
	fanciful
	worn out / dirty
<b>Others</b>	wearing winter uniform without tie
	make-up / eyebrow or eyeliner embroidery
	too long / vanished nails
	wearing coloured contact lenses
	torn and dishevelled clothing
	wearing fanciful glasses
tattoo	

Note:

- (a) The list above is by no means exhaustive.
- (b) Parents / Guardians should make every effort to ensure that your children attend school in proper attire. In case of dispute appeals may be made to the Principal.

## **2. Standard of Behaviour**

Students should behave themselves properly and have good manners at all times in public. The public judges the College by the behaviour of its students. Students who misbehave and whose behaviour damages the reputation of the College will be given punishments.

## **3. Attendance**

Attendance at school is essential to success. Students are expected to arrive at school punctually.

(a) First Bells in the morning & afternoon ring at 8:20 a.m. and 2:10 p.m. respectively. Students should proceed to their classrooms or designated meeting points at First Bells.

(b) Students coming in

(i) 8:25 a.m.-9:10 a.m. or

(ii) 2:15 p.m.-2:55 p.m.

will be treated as late-comers and penalized with detention on that day. Students who have been late 5 times will be given 1 demerit point as punishment. Lateness is accumulated on a per-term basis.

(c) Students coming in after 9:10 a.m. or 2:55p.m. will be treated as absentees and given detention on that day unless a reasonable excuse is provided. An absentee is required to hand in a letter from his / her parent / guardian and a medical certificate from his / her doctor when necessary.

(d) If students are required to see another teacher during class time, they should produce a note signed by the teacher.

(e) Students who are late for lessons without proper reasons will be given the following by the subject teacher concerned depending on the seriousness of the case:

verbal warning/

written warning/

3<sup>rd</sup> : 1 demerit point

(f) Students should report to the Librarian in free lessons.

#### 4. Absence

Parents are asked to contact the General Office (Tel: 28130360) before 8:00 a.m. when their son/daughter is absent.

If a student will be absent for a prolonged period, parents / guardians must notify the General Office so that teachers may be informed and arrangements for missed work can be provided.

If a student is not feeling well, he / she should not return to school and see a doctor.

A parent's / guardian's explanatory letter must be given to the Class Teacher during class time on the day he / she first returns to the College from absence. A medical certificate should also be submitted. If a student returns to the College from absence without an explanatory letter, he / she will be given a reminder slip to take home and he / she should hand in his / her letter of excuse the following day. If the student fails to hand in the explanatory letter within 3 days, he / she will receive the comment 'absent without proper explanation' on his / her report card.

Students who wish to take leave during school hours must obtain prior approval from the Deputy Principal. Prolonged absence from school may affect promotion.

Absentees in mid-term tests and examinations will be given zero mark. However, absentees may apply for exemption from mid-term tests or examination papers if they are able to produce valid medical certificates or other relevant documents to justify the necessity of their absence. In this case, they should apply to the Deputy Principal by submitting a parent's letter together with medical certificates or other relevant documents within three days of the student's return. Any applications made after three days will be classified as unexcused.

Absence on special occasions such as Sports Day, Swimming Gala and Speech Day will be recorded in the student's report card regardless of the reason. These occasions are important as they reflect a student's attitude and loyalty to the College.

The College requests that any family vacation be scheduled during school holidays.

## **5. Leave**

Should it be necessary for a day student to take leave due to personal affairs or the appointment with a doctor, he / she must seek permission from the Class Teacher and hand in an explanatory letter with supporting documents from his / her parents / guardian to the Deputy Principal at least two school days in advance.

Students who need to see the School Social Worker should notify the Subject Teachers of the periods affected by producing a note signed by the School Social Worker before they leave the class or when they return to class.

Taking casual leave from school before or after a long holiday will **not** be considered. If students are absent without prior approval from the school, a special remark will appear on their report cards. A medical certificate together with a parent letter should be submitted if students are sick and absent from school.

The special remark:

- (1) absent on the first day students come back from the long holiday or
- (2) absent on the day before the school breaks for a long holiday or
- (3) absent for any number of consecutive days before or after a long holiday or
- (4) personal leave without prior approval or
- (5) absent without proper explanation.

## **6. Reporting Sick**

Students who are sick should seek medical advice and rest at home. Students who feel sick during the course of the day should not simply rest in dormitories or classrooms, they should report to the Deputy Principal or members of staff in the General Office if the Deputy Principal is not available.

They should be wearing facemasks.

Students excused from games for medical reasons should report to the P.E. teachers with their slips or medical certificates.

## **7. Classroom Discipline**

One of the most important responsibilities a student has in the College is good behaviour. Good behaviour allows every student to have an enjoyable and fruitful learning life in St Stephen's. Although discipline is not an issue for most St Stephen's students, it is important for both parents and students to be aware of the following:

- (a) All students deserve a pleasant learning environment which is clean, tidy, free from verbal or physical abuse, and vandalism.

- (b) Food or drink may not be brought into classroom blocks, laboratories, the library or halls unless otherwise stated.
- (c) Students should line up and walk briskly in a single file between classrooms for lessons. They are to keep to the left when walking along corridors and up and down the stairs. Silence should be maintained during the change of lessons.
- (d) In the case of split classes, they should go to the designated classrooms after completing the roll call.
- (e) Students should report to the Librarian, in free lessons.
- (f) Students should exercise control and refrain from using the lavatory during lesson time except for health reasons. They should not go to their lockers between and during lessons.
- (g) Students must leave their classrooms at the end of the last period of the day unless a teacher is present or permission has been given to do so. All personal belongings and books must be cleared from the classroom after school hours. Anything left in the classrooms will be taken to the Lost and Found in the General Office.

## **8. Students' Lockers**

Students will have their own lockers. A student should only use the locker allocated to him / her. Students who do not need lockers should notify the College as early as possible. Otherwise, they may be held responsible for any problems. The lockers are not safes. Students must not leave money or valuables in their lockers. The College is not responsible for any loss of property on the premises. Lockers are provided for the convenience of the students.

During the rainy season it is recommended that students keep a clean set of school uniform in their lockers in case they need to change.

Students should clear out their lockers before the summer holiday begins or as instructed by the College, leaving them clean and tidy for the next user. Any unclaimed property found in lockers will be taken to Lost and Found and disposed of at the end of the school year.

The College reserves the right to check students' lockers to ensure the safety of their property.

Students should refer to the "Notice of Lockers"

## **9. House System**

Every student is assigned to a House on first entering the College to help foster a system of healthy competition and initiative within the College. The student will stay in that House until he / she leaves the College.

Most are named after past College principals and each has its own colour:

House	Colour
Barnett	Orange
College	Yellow
Hewitt	Red
Martin	Blue
Priestley	Green
Stewart	Purple

## **10. Authority of College Prefects**

College Prefects are fully authorized by the Principal to carry out their duties in the maintenance of student programmes and good discipline. All students are to observe their instructions and carry out their instructions in dormitories, classrooms and elsewhere on Campus.

## **11. Bounds**

- (a) No student is allowed to leave the College grounds during school hours.
- (b) No student can access the Staff Rooms.
- (c) Students are not allowed to loiter around dormitories of the opposite sex at any time. Access to dormitory is limited to boarders only.
- (d) No student can enter laboratories, workshops or the sickroom without permission.
- (e) The Chapel is for prayer, meditation and religious gatherings. It should not be used for study or recreational purposes.
- (f) Secondary 1 students are not permitted to leave the College grounds for lunch. Students other than Secondary 1 should have their lunch in the following designated areas:
  - (i) Day Students / Boarders Dining Hall;
  - (ii) Tuck Shop;
  - (iii) Covered Playground at the Centenary Building and
  - (iv) Assigned Classrooms / Special Rooms.
- (g) Day students must leave the College grounds by 5:00p.m. Students who are under the supervision of a coach / teacher or are still engaged in some formal school activities must leave the school campus by 6:00 p.m. Punishment will be given to those who fail to comply.



## **12. Banned**

Students should not bring items not related to learning to school. All electronic equipment, such as smart watch, iPad, notebook computers and cameras brought to the campus should only be used for educational purpose with the prior permission from the College.

Students who bring banned items to school will be penalized and the items may be retained by the College until the end of the term. Parent's letter should be submitted, if the student wants to get back the retained items earlier. For indecent materials, parents will be informed and asked to collect them. During the retention period, the College and members of staff will not be responsible for any loss of, or damage to, the items.

\* Students should refer to the "Notice of Forbidden Articles".

## **13. Mobile phones**

- (a) Any student who wishes to bring a mobile phone to school should register the phone.
- (b) The Class Teacher should be informed of any change.
- (c) Students will take full responsibility for their mobile phones. The College is not liable for any loss or damage to mobile phones.
- (d) Students must switch off their mobile phones when they are on College grounds unless prior approval has been given.
- (e) Students who fail to comply with the rules above will be given warnings or penalised with demerit points. They may even forfeit their right to bring mobile phones to school.

Students should refer to the "Notice of Mobile Phones"

## **14. Merit System**

Merits are awarded to students for their outstanding performance or significant improvement on academic studies or in extra-curricular activities. Certificates are given to students who gain merits.

Students who have accumulated at least five merits in their academic studies from five different teachers in one nomination period are placed on the Principal's Merit List (Academic), and these are recorded in their second term reports. Students who have accumulated at least five merits in various activities from five different teachers in one nomination period are placed on the Principal's Merit List (Activity), and these are recorded in their second term reports.

Students who have exhibited excellent performance in the first or second term are awarded academic excellence.

Academic excellence: Overall term average 80 or over (for S1 – S3)  
Overall term average 75 or over (for S4 – S6)

For individual subjects, students are ranked according to the term averages of both terms. Top students are awarded subject prizes. Students who have unsatisfactory attendance record may lose consideration for subject prizes. In addition, any student who is absent from examination will not be eligible for the award of the subject prize.

## **15. Scholarships, Prizes and Awards**

Scholarships, prizes or awards are given to students with good conduct and good attendance; they have achieved outstanding performance in their academic studies or activities.

Scholarships / Awards:

- (a) Good conduct (at least 3 stars for each individual item of the personal characteristics);
- (b) 90% attendance rate (If the attendance is less than 90% due to prolonged illness, a parent letter together with supporting documents should be submitted.);
- (c) no minor or major breaches;
- (d) no demerit point due to cheating;
- (e) no unsatisfactory attendance record indicated in the report card.

Note: Awardees who have outstanding performance in activities (e.g. sports) must be ranked among the top 80% in the Form.

## **16. Discipline**

We sincerely hope that punishment in any form will not be necessary at St Stephen's College. However, some form of punishment will be given to deliberate and repeat offenders. Offenders will be reprimanded and punished with detention or demerit points as follows:

Accumulated demerit points	Satisform*	Correctional Scheme	Teacher(s) concerned	Remark
3	5 days	Optional; student can apply for the Correctional Scheme.	Class Teacher Form Coordinator	
6	5 days	Students must first complete the Satisform. They can apply for the Correctional Scheme once they meet the satisfactory requirements. They are eligible for applying for the Correctional Scheme after completing the Satisform.	Class Teacher Form Coordinator Guidance Committee	
9	5 days		Class Teacher Form Coordinator Discipline Master Guidance Committee	
15	5 days			Dealt with by the Principal / Deputy Principal In-school Suspension for 3 days.
18	5 days			Dealt with by the Principal / Deputy Principal In-school Suspension for 5 days.
21	5 days		Discipline Master Principal / Deputy Principal	Dealt with by the Principal / Deputy Principal. In-school Suspension for 5 days. Notify the Education Bureau (EDB) and withdrawal from school may be requested.

\*Note:

Students are requested to collect the Satisform from the Class Teacher before 8:15 a.m. and return it to him/her by 4:00 p.m. every day.

## 17. Inappropriate Behaviour

Smoking and the possession of tobacco in any form, drinking of alcoholic beverages, gambling, stealing, possession of drugs / drug taking / drug trafficking, participating in triad activities and other misbehaviour committed either inside or outside the College that is considered damaging to self and the name of the College are strictly forbidden at all times. Offenders will be properly dealt with by the Principal and/or they may be reported to the Police.

The College values respect and harmony among students. Ongoing and repetitive behaviour which aims to illustrate one person's power and superiority by infringing on another student's rights (bullying), either physical, verbal, emotional or through the cyber, will not be tolerated.

The College will make available a list of resources accessible to students, teachers and parents to help deal with bullying. In addition, students should be aware of what bullying is. They should seek help for themselves or others, and intervene if they witness bullying.

Parents should talk to students regularly about what is happening at school and inform the College at the most appropriate time.

An attempt to give or obtain assistance in any tests, quizzes or examinations without due acknowledgment is cheating. As cheating is a dishonest act, offenders will be stripped of their marks and penalized with demerits.

## **18. Classroom Security**

Key masters of each class should lock the door(s) of the home room during lunch time and after school or when there is nobody at the home room. They should return the key and card to the General Office during lunch time and after school.

Students must leave home room during lunch time (from 1:15 to 1:40 p.m.)

## **19. Displaying articles**

- (a) - All posters, banners and articles can only be displayed, distributed inside/outside classrooms and within/outside College campus WITH prior approval from the Deputy Principal / Assistant Principal.
  - The promotion of ECA and Administrative Committee activities within school campus can only be carried out WITH prior approval from the teacher-in-charge of the ECA / Committee and the Deputy Principal / Assistant Principal.
- (b) The promotion or display of posters, banners and stands that have messages with personal political views affecting national security are NOT allowed.
- (c) Posters, banners and other articles approved to be displayed and/or distributed should contain proper and appropriate messages, which the activity is designated for.
- (d) Posters, banners and display of articles can ONLY be posted at designated positions.
- (e) The banners and display of articles should be properly placed and securely positioned so as not to cause any inconvenience or potential danger to users or passersby of the area. All banners and display of articles have to be lowered or removed when Typhoon Signal No. 3 is hoisted.
- (f) Posters, banners and articles must NOT be posted, displayed, hung on any windows / glass panels which block the sight of the room.

## **20. Library**

Library is one of the essential learning facilities at St. Stephen's College. Students are strongly encouraged to develop a habit of visiting the Library and making use of the resources for learning, leisure and personal development.

The Library Team aims to provide a welcoming environment to promote reading and offer learning and research support for the students. To meet the learning needs of our students, resources and service are constantly reviewed. Apart from the print collection, our resource-based library also provides subscription to electronic resources in wide subject areas. Thematic book exhibitions and learning-related activities are held collaboratively with the teaching teams and interest groups. User education programmes and user-oriented information services are supported by the librarians.

## **School rules, library regulations and user conducts**

In order to maintain a good reading and learning environment, cooperation of students is required. Students are expected to be considerate and act responsibly while they enjoy the Library service.

School rules and library regulations should be observed at all times.

- (a) Students are required to wear school uniform when staying in the Library
- (b) No food or drink is allowed
- (c) Use of mobile phones is strictly prohibited
- (d) Keep quiet and speak in a soft voice
- (e) Keep all areas clean and tidy
- (f) Library materials must be returned to their proper places after use
- (g) Do not move tables and chairs without prior permission from the librarians
- (h) Use of computer and electronic devices should be limited to learning purposes. Do not:
  - Play electronic or online games
  - Download files (except for educational purposes)
  - Surf on indecent or gambling websites
  - Hack or destroy computer systems
- (i) Students should not enter the Circulation Counter, Computer Control Room or other restricted areas without permission from the librarians.

## **Borrowers' Services**

- a) Students may hold up to 6 items at a time; access to online resources is unlimited.
- b) All library loans must be returned by the given due date.
- c) Fines will be levied for overdue materials (50 cents per item per day) and replacement fines will be charged for damaged, lost or items not returned by the end of the school year.

## **Library updates and Enquiry**

Library announcements and updates are posted on eClass and announced via various means including classroom posters. Students may also receive direct emails from the Library Team. Please do not hesitate to contact the Library Team for support or enquiry.

Email enquiry: [library@ssc.edu.hk](mailto:library@ssc.edu.hk)

## **21. Extra-curricular and Sporting Activities**

Extra-curricular activities are designed to provide students and teachers with an opportunity to work together in a fun, non-academic environment.

The College pursues the goal of all-round education and encourages students, especially junior form students, to participate in school activities in order to maintain a healthy personal development and school life.

S1 students are requested to take up at least one ECA which belongs to physical development. They are also encouraged to take up another which is related to aesthetic development. S2-3 students are encouraged to take up at least two ECAs, of which one belongs to aesthetic development and the other belongs to physical development. S4-6 students should take up at least one ECA. Students without any ECA in the whole year may receive an unfavorable comment on their Second Term report card.

Committee members are expected to take care of their ECA groups wholeheartedly and serve not more than two ECA groups. No student can be the chairperson of more than 1 ECA group.

A high level of commitment is expected from all students involved in teams, clubs, societies and activities organized by the College. A student must inform the teacher-in-charge of an activity beforehand and obtain his/her permission, if the student cannot be present due to some important reasons. Students with an attendance rate below 50% will be considered as "inactive members" and their membership may not be recorded on their Second Term report card. In addition, the College may request students with difficulties in time management, academic study or other personal development to withdraw from some of the ECAs.

All students (except boarders) should leave the school campus before 6:00 p.m. on school days.

Prior permission from the Principal is necessary for all school related activities organized in the name of the Club/Class/Form/House.

## **22. Sports Facilities**

The College possesses a great number of sports facilities. All students are encouraged to use these facilities. Students using these facilities must exercise care and they are held responsible for their own safety.

Major sports facilities include:

Swimming pool, indoor games hall, athletics track, football pitch, basketball courts, volleyball courts, tennis courts, cross country trail and student activity room.

## **23. Publication of Student Work, Photographs, Videos and Parent Consent**

Often times, photographs and videos of students will be taken at school events and excursions. Photos, videos, students' works, and students' names will appear in our school displays, bulletin boards, newsletter, prospectus, school website, school Facebook pages, etc. From time to time, the media will invite representatives from the College for photographs and interviews which will appear as part of a film footage and/or article in local newspapers or televised programmes. After students are admitted to the College, parents/guardians will be issued a letter of consent for the works, names, photos, and videos to be released for publication in the school and elsewhere.

## **24. Examinations and Holidays**

During test and examination periods, students only need to return to school to sit for examinations for subjects in which they are enrolled. They should dress properly in school uniform when they sit for tests and examinations. Students failing to do so may be disqualified from the tests or examinations concerned.

If a mid-term test or examination is postponed due to bad weather, the rest of the tests or examinations will be conducted according to the original schedule. Announcements will be made later concerning the postponed test or examination. If the postponed test or examination happens to be on the last day of the test or examination period, students should return on the following school day or the following Monday if normal school is resumed, to sit for the postponed test or examination. The TIME and VENUE will be the same as scheduled.

If classes are suspended for a long period of time during examinations due to a pandemic, students will be exempted from the examination papers they could not complete. Term averages for the respective subjects would then be based on the scores that students have obtained through class assessments and mid-term tests.

Absentees in mid-term tests and examinations will be given zero mark. However, absentees may apply for exemption from mid-term test or examination papers if they are able to produce valid medical certificates or other relevant documents to justify the necessity of their absence.

In this case, they should apply to the Deputy Principal by submitting a parent letter together with medical certificates or other relevant documents within three days of the child's return, or the absence will be classified as unexcused. In view of a large weighting for the exam mark, a student who is absent and exempted from an examination may not receive a term average for the subject concerned. This means that the subject from which the

student is exempted will not be included in the calculation of the student's overall term average or year-end score, which may affect promotion. In addition, any student who is absent from any examination of a certain subject will not be eligible for the award of the subject prize.

The first term accounts for 40% of the Year-End Annual Score while the second term accounts for 60%. In the first term, the class mark carries a weighting of 25% of the overall term mark while the exam mark a weighting of 75%. In the second term, students write the Mid-Term Test in addition to the Examination. The weighting in the second term is as follows: 25% class mark, 25% mid-term test and 50% exam.

Students are not permitted to take leave from the College before completion of the school year according to the College Calendar. Absence regardless of reasons prior to and after examinations and long holidays will be recorded in students' personal files which might lead to undesirable references in the future.

## **25. Use of IT Facilities**

The College provides students access to computer equipment and network resources in the school campus for promoting computer literacy, learning through digital materials, online remote learning and digital culture at large.

Under no circumstances should any student tamper with the computer's hardware setup, such as detaching the keyboard or mouse, without approval.

Access to the College computer systems and network resources, wired or wireless, requires a password protected user account. Students are expected to change their passwords frequently and must not disclose their account information to anyone.

Students must not download and/or install software or hardware devices to a College computer or network unless prior approval from the College is sought.

Students are advised to make good use of the intranet for communications and learning. They must not distribute any inappropriate information via the intranet, for example, a link that leads to indecent content.

The College will take reasonable measures to filter inappropriate material accessed via internet, email and network. Students are advised not to access any objectionable content voluntarily. They should consult their teacher if in doubt.

The computers and networks in the College campus are under surveillance. Students must take this into consideration when they browse the internet,



do online chatting, social-networking, or emailing using College facilities.

Students are expected to respect copyright of intellectual properties. They should acknowledge the sources and references of the excerpts they put into their projects and homework assignments.

Specific groups of students are allowed to bring mobile devices to the school for e-learning purposes. They must use their mobile devices strictly in accordance with the rules and regulations stipulated in the BYOD Acceptable Use Policy (AUP).

## **BYOD – BRING YOUR OWN DEVICE Acceptable Use Policy (AUP) for students**

### **Introduction**

As new and emerging technologies continue to change the world we live in, they provide an opportunity for many unique and positive educational benefits to the classroom. BYOD enhances teaching and learning and cultivates a student-centered learning environment where students can become digitally proficient citizens in the 21<sup>st</sup> century.

It is important that students and parents are familiar with the terms under which these devices can be used within the College.

### **Definitions used:**

- 1) **Devices** refer to the College approved iPads, notebook computers or any similar products.
- 2) The acronym **BYOD** stands for "Bring Your Own Device". In the coming 2021-2022 academic year, all F.1 to F.3 students and IB students will be allowed to bring in their own devices to be used in classrooms under the direct supervision of their teachers.
- 3) DSE F.4 to F.6 students are allowed to only bring their ipads to the College for academic purpose. All others devices like tablets, laptops and kindle would need an approval from the school for academic purpose.
- 4) **College or SSC** refers to St Stephen's College.

### **Filtering and Monitoring:**

The College filters contents on the Internet for student access. However, at times, inappropriate materials may bypass the filters and can be viewed by the student. Students should report such occurrences to their teachers or the e-Learning Committee. Students will be held accountable for any deliberate attempt to bypass district filters and security.

Access of the wireless network may be monitored and/or recorded for the purposes of network security and student safety.

All devices must be registered with the College IT Support Office. The College reserves the right to monitor, inspect, access and review all devices, which includes but not limited to personal emails and Internet access.

### **Security:**

A label from IT Support Office will be stuck to the front of the registered device (next to the screen). These labels are NOT to be removed or modified. If they become damaged or missing, students can contact the IT Support Office for replacement. All devices must be stored in locked lockers when not in use. The College strongly recommends the use of carrying cases to protect and identify the devices.

### **Charging:**

Students are responsible for the maintenance and charging of the battery of their devices. To ensure productivity, students are expected to come to school every day with a fully charged battery.

<b>Devices</b>	<b>Charging</b>
iPads	Students should fully charge their iPads and external mobile batteries before school. Students are NOT allowed to use their own power adaptors on campus.
MacBooks/ Notebooks	Some teachers may be willing to allow students to charge their devices in their classrooms when they are not being used; however, this will be at the teacher's discretion.

### **Guidelines:**

Below are guidelines for students using their personal devices around campus:

1. Students can only use College approved and registered devices under teachers' supervision or with their approval.
2. Students should seek for approval from their subject teachers in advance before using the devices during lesson time.
3. Students can use their devices for educational purposes only. If students want to use their devices for research purposes, they should inform their subject teachers about the research areas or the web sites they would like to visit and seek for their approval in advance.
4. Students are prohibited to use their devices for entertainment purposes (e.g. listening music, watching videos unrelated to their studies etc.)
5. Playing games is strictly prohibited.

6. Students are NOT allowed to use/access any social-networking websites (e.g. Facebook, Instagram, Snapchat, etc.) on school campus.
7. Students are NOT allowed to use any instant messaging applications (e.g. WhatsApp, WeChat, Telegram, etc.) on school campus.
8. Students can only use College-approved applications or programs on their devices.
9. Students are NOT allowed to install any entertainment apps (e.g. games/music or video players) on their devices. Students can only use their devices to communicate with others on school campus with their teachers' permission. This includes communication with parents, other students or people outside College.
11. Students can only access the Internet via the College wireless network and not their private mobile networks (e.g. 4G LTE). Students are allowed to use devices which only support Wi-Fi.
12. Students cannot connect their devices to any local area network via an Ethernet cable.
13. Students can only listen to audio files with their teachers' permission on school campus using in-ear headphones. The volume should be kept at a level that doesn't disrupt others.
14. Students must comply with copyright laws.
15. Students are prohibited from photo-taking or video/voice recording without their teachers' permission. The violation of such policy will result in suspension of the devices.
16. Students cannot use their devices for inappropriate communications. These include but are not limited to the following: harassing, bullying, threatening, making personal attack; sharing obscene, vulgar language or images that may cause damage to an individual or the College.
17. During recess/ lunch time (13:40 – 14:10), students can only use their devices in their own classrooms.
18. Students should never share usernames and passwords with others.
19. Students are prohibited from modifying their devices illegally.
20. The College is not liable for any loss, damage, or thievery of devices brought to school.

*The following guidelines (21-23) apply to F.1 to F.3 students only.*

21. Students are prohibited from removing any MDM certificates installed in their devices.
22. All applications must be downloaded and installed through the SSC APP store.
23. Students who want to install applications which are not on the SSC APP store can apply for approval from the IT in Education Committee by completing the application form.

## Consequences for Violations:

Bringing your own device is a privilege and not a right. Students who do not observe the guidelines will face College disciplinary action and lose the privilege to utilize their devices for a period of time.

If reasonable belief exists that the student has violated the terms of this agreement, or other school policy, the student's device may be inspected and/or confiscated.

Any student violating the terms of this agreement would receive punishment(s) including warnings, demerit(s), and/ or forfeiture of the rights to bring their devices to school.

The College reserves the right to impose higher level sanctions at any time depending on the nature of the violation.

*\*This document will be reviewed and/or amended from time to time. Student will be informed of any future changes.*

## **26. Contingency Procedure for Day Students during Severe Rainstorms / Typhoons**

All students should listen to radio and television announcements about school closures.

As necessary, the College will post further information on its website – parents are asked to visit the site for updates.

### **Typhoons**

When typhoons affect Hong Kong, the following arrangements apply.

<b>Weather condition</b>	<b>Action to be taken</b>
When Tropical Cyclone Warning Signal <b>No.1</b> is issued	School to operate as usual
When Tropical Cyclone Warning Signal <b>No. 3</b> is issued	School to operate as usual unless advised otherwise
When Tropical Cyclone Warning Signal <b>Pre-No. 8 / No. 8</b> or above is issued	School to close
When Tropical Cyclone Warning Signal <b>No. 8</b> or above is replaced by Signal <b>No. 3</b>	School to follow the announcement made by the Education Bureau (EDB)

## Severe rainstorms

In the event of rainstorms, the following arrangements will apply.

Rainstorm Signal	Action to be taken
<p style="text-align: center;"><b>AMBER</b></p>	<p>✧ Unless EDB has made special announcement on closure of school, school will operate as usual.</p>
<p style="text-align: center;"><b>RED or BLACK</b></p>	<p>✧ Whether the school will close or continue to operate depends on decision announced by the EDB.</p> <p>✧ General rules for normal school days:</p> <p>(1) <u>Signals in effect and school suspension announced by EDB before school starts</u></p> <ul style="list-style-type: none"> <li>• Classes will be suspended.</li> <li>• School premises will be appropriately open and staffed to look after those students arriving or leaving, to ensure their safety.</li> <li>• <b>Students who have reached school should report to the General Office immediately.</b></li> </ul> <p>(2) <u>Signals in effect after school has started</u></p> <ul style="list-style-type: none"> <li>• Stay in the classrooms / special rooms where they are under teachers' supervision.</li> <li>• Students should stay in TSK hall if they have a PE lesson.</li> <li>• Lunch will be sent to each occupied classroom / special room by janitors for them</li> <li>• Students will remain in school until the end of school hours and conditions are safe for them to return home.</li> </ul> <p>(3) <u>Signals in effect after school</u> Parents will be informed of the arrangements through eClass. Students are allowed to communicate with parents using mobile phones.</p> <p>✧ General rules for Mid-term Test / Examination days:</p> <p>(1) Signals in effect before a session of Mid-term Test or Examination begins.</p> <ul style="list-style-type: none"> <li>• The session and those to be held on the same day will be postponed.</li> </ul> <p>(2) Signals in effect after a session of Mid-term Test or Examination has begun.</p> <ul style="list-style-type: none"> <li>• The session will continue.</li> <li>• Students will remain in school until the end of the test / examination and conditions are safe for them to return home.</li> </ul>

## **27. Communications with Parents**

There are a number of ways in which the College communicates with parents, including the Parent-Teacher day, the Parent-Teacher Association newsletters, report cards, the Student Diary, etc. Teachers may also directly email or call parents at other times. A variety of information is also provided through the College website and Intranet (eClass).

Similarly, parents are encouraged to email or call the school to talk to teachers or Deputy Principals if they have questions or concerns. Parents, however, are advised to book appointments to meet teachers or the Deputy Principals.

The College will post school notices onto the Intranet (eClass) on a regular basis. In addition, there is a “Parent App” to notify parents on the issue of circulars. Parents are recommended to check eClass regularly.

## **28. Payments**

The College encourages parents and guardians to settle all fees through the autopay system. Autopay forms are available in the General Office. If cheques are used, these should be crossed and made payable to “St Stephen’s College Management Committee”. Official receipts will be issued for cheque payments.

Some extra curricular activities may incur an additional fee – these will be advised when the student enrolls.

If a student is to participate in an exchange or other overseas study programme, a separate notice will be issued concerning the payment arrangement.

## **29. Lost and Found**

This is located in the General Office and students may inquire about lost items during recess, lunch and after school.

It is recommended that students clearly label all uniform and other personal items with their names.

Items which remain unclaimed after three months will be given to the needy.

### 30. Alumni Updates

Our alumni have formed an incredible network. The SSC family continues to blossom after the completion of S.6.



We are committed to helping SSC students develop lifelong friendships and grasp golden opportunities to enrich their lives. Through reunions and networking events, we build a spirit of unity.

To ensure the growing SSC alumni family could enjoy our services and keep abreast of SSC news, it is crucial for us to collect up-to-date contact information!

Please help us by filling in the form below:

**<https://forms.gle/qG2arQ6hJAaWxXJk9>**

Should you have further enquiries, please do not hesitate to send us an email ([development@ssc.edu.hk](mailto:development@ssc.edu.hk)).

## Calendar For 2021

### January

Su - 3 10 17 24 31  
M - 4 11 18 25  
Tu - 5 12 19 26  
W - 6 13 20 27  
Th - 7 14 21 28  
F 1 8 15 22 29  
S 2 9 16 23 30

### February

Su - 7 14 21 28  
M 1 8 15 22  
Tu 2 9 16 23  
W 3 10 17 24  
Th 4 11 18 25  
F 5 12 19 26  
S 6 13 20 27

### March

Su - 7 14 21 28  
M 1 8 15 22 29  
Tu 2 9 16 23 30  
W 3 10 17 24 31  
Th 4 11 18 25  
F 5 12 19 26  
S 6 13 20 27

### April

Su - 4 11 18 25  
M - 5 12 19 26  
Tu - 6 13 20 27  
W - 7 14 21 28  
Th 1 8 15 22 29  
F 2 9 16 23 30  
S 3 10 17 24

### May

Su - 2 9 16 23 30  
M - 3 10 17 24 31  
Tu - 4 11 18 25  
W - 5 12 19 26  
Th - 6 13 20 27  
F - 7 14 21 28  
S 1 8 15 22 29

### June

Su - 6 13 20 27  
M - 7 14 21 28  
Tu 1 8 15 22 29  
W 2 9 16 23 30  
Th 3 10 17 24  
F 4 11 18 25  
S 5 12 19 26

### July

Su - 4 11 18 25  
M - 5 12 19 26  
Tu - 6 13 20 27  
W - 7 14 21 28  
Th 1 8 15 22 29  
F 2 9 16 23 30  
S 3 10 17 24 31

### August

Su 1 8 15 22 29  
M 2 9 16 23 30  
Tu 3 10 17 24 31  
W 4 11 18 25  
Th 5 12 19 26  
F 6 13 20 27  
S 7 14 21 28

### September

Su - 5 12 19 26  
M - 6 13 20 27  
Tu - 7 14 21 28  
W 1 8 15 22 29  
Th 2 9 16 23 30  
F 3 10 17 24  
S 4 11 18 25

### October

Su - 3 10 17 24 31  
M - 4 11 18 25  
Tu - 5 12 19 26  
W - 6 13 20 27  
Th - 7 14 21 28  
F 1 8 15 22 29  
S 2 9 16 23 30

### November

Su - 7 14 21 28  
M 1 8 15 22 29  
Tu 2 9 16 23 30  
W 3 10 17 24  
Th 4 11 18 25  
F 5 12 19 26  
S 6 13 20 27

### December

Su - 5 12 19 26  
M - 6 13 20 27  
Tu - 7 14 21 28  
W 1 8 15 22 29  
Th 2 9 16 23 30  
F 3 10 17 24 31  
S 4 11 18 25



## Calendar For 2022

### January

Su - 2 9 16 23 30  
 M - 3 10 17 24 31  
 Tu - 4 11 18 25  
 W - 5 12 19 26  
 Th - 6 13 20 27  
 F - 7 14 21 28  
 S 1 8 15 22 29

### February

Su - 6 13 20 27  
 M - 7 14 21 28  
 Tu 1 8 15 22  
 W 2 9 16 23  
 Th 3 10 17 24  
 F 4 11 18 25  
 S 5 12 19 26

### March

Su - 6 13 20 27  
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 Tu 1 8 15 22 29  
 W 2 9 16 23 30  
 Th 3 10 17 24 31  
 F 4 11 18 25  
 S 5 12 19 26

### April

Su - 3 10 17 24  
 M - 4 11 18 25  
 Tu - 5 12 19 26  
 W - 6 13 20 27  
 Th - 7 14 21 28  
 F 1 8 15 22 29  
 S 2 9 16 23 30

### May

Su 1 8 15 22 29  
 M 2 9 16 23 30  
 Tu 3 10 17 24 31  
 W 4 11 18 25  
 Th 5 12 19 26  
 F 6 13 20 27  
 S 7 14 21 28

### June

Su - 5 12 19 26  
 M - 6 13 20 27  
 Tu - 7 14 21 28  
 W 1 8 15 22 29  
 Th 2 9 16 23 30  
 F 3 10 17 24  
 S 4 11 18 25

### July

Su - 3 10 17 24 31  
 M - 4 11 18 25  
 Tu - 5 12 19 26  
 W - 6 13 20 27  
 Th - 7 14 21 28  
 F 1 8 15 22 29  
 S 2 9 16 23 30

### August

Su - 7 14 21 28  
 M 1 8 15 22 29  
 Tu 2 9 16 23 30  
 W 3 10 17 24 31  
 Th 4 11 18 25  
 F 5 12 19 26  
 S 6 13 20 27

### September

Su - 4 11 18 25  
 M - 5 12 19 26  
 Tu - 6 13 20 27  
 W - 7 14 21 28  
 Th 1 8 15 22 29  
 F 2 9 16 23 30  
 S 3 10 17 24

### October

Su - 2 9 16 23 30  
 M - 3 10 17 24 31  
 Tu - 4 11 18 25  
 W - 5 12 19 26  
 Th - 6 13 20 27  
 F - 7 14 21 28  
 S 1 8 15 22 29

### November

Su - 6 13 20 27  
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 Tu 1 8 15 22 29  
 W 2 9 16 23 30  
 Th 3 10 17 24  
 F 4 11 18 25  
 S 5 12 19 26

### December

Su - 4 11 18 25  
 M - 5 12 19 26  
 Tu - 6 13 20 27  
 W - 7 14 21 28  
 Th 1 8 15 22 29  
 F 2 9 16 23 30  
 S 3 10 17 24 31

## EXTRA-CURRICULAR ACTIVITIES RECORDS

### 課外活動記錄

Date (dd/mm/yy)	Name of Activity	OLE *	Hour(s)	Initial & Signature of Teacher-in-charge
e.g. 11/11/2021	Service Learning Day	CS	6	Max So SCK
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\* Other Learning Experience (OLE) Components (S4-6 Students only):

**A** - Aesthetic Development; **CE** - Career-related Experience; **CS** - Community Service; **M** - Moral & Civic Education; **P** - Physical Development

## TIME-TABLE 上課時間表

Time	Day	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6
8:20a.m.		MORNING BELL					
Period 1 8:20a.m. - 8:30a.m.		CLASS TIME					
Period 2 8:30a.m. - 9:10a.m.							
Period 3 9:10a.m. - 9:50a.m.							
9:50a.m. - 10:05a.m.		15 MIN RECESS					
Period 4 10:05a.m. - 10:45a.m.							
Period 5 10:45a.m. - 1:30a.m.							
11:30a.m. - 1:45a.m.		15 MIN RECESS					
Period 6 11:45a.m. - 12:25p.m.							
Period 7 12:25p.m. - 1:10p.m.							
1:10p.m. - 2:10p.m.		LUNCH TIME					
2:10p.m.		AFTERNOON BELL					
2:10p.m. - 2:15p.m.		REGISTRATION PERIOD					
Period 8 2:15p.m. - 2:55p.m.							
Period 9 2:55p.m. - 3:40p.m.							