



Dear Parents,

The summer holiday has come to an end. I believe your children are longing to come back to school. Welcome back to Bethel High School, especially the new students and parents. In order to let you know more about the school and our arrangements for the new school year, we have prepared this special letter. Details are as follows:

1. Timetable and Opening Hours of the School

1. School Time:

3<sup>th</sup> September 2019 (Tuesday): The lesson will start at 8:15 am and finish at 1:00 pm.

Starting from 4<sup>th</sup> September 2019 (Wednesday), normal timetable will be used. There are 5 school days per week.

a. Lesson Time:

Monday, Tuesday, Thursday and Friday (8:15 am – 4:00 pm);

Wednesday (8:15 am – 3:30 pm)

Lunch Time:

Monday, Tuesday, Thursday, Friday (1:00 pm – 2:00 pm);

Wednesday (12:50 pm – 1:50pm)

b. Extra-curricular Activities: If students participate in extra-curricular activities, they may stay at school till 5:30pm.

2. Opening Hours of the School: In order to ensure the safety of our students, we have set up an opening hours policy. The policy is as follows:

Normal School Day: 7:30 am – 5:30 pm. For safety reasons, students are not allowed to go into the campus before 7:30 am. We hope that students can make use of school facilities to study or take part in extra-curricular activities after school. However, unless there is a special arrangement made by the teachers, students must leave the school before 5:30pm.

2. Photos needed at the beginning of school term

Students should prepare a dozen student photos (1.5 inches x 2 inches) for the class teacher. While taking photos, students must be in full school uniform with the school badge. Their appearance must also meet the requirements of the school. Submitting photos that do not meet these criteria will be rejected.

3. School Calendar Arrangement

To know more about our school life, please refer to the School Calendar in the Student Handbook.

4. The price of the workbook, Student Handbook, student ID card and other miscellaneous fees are all listed in (Appendix 1). Please remind your children to submit the fees to their class teachers on 5<sup>th</sup> September 2019.

5. Student Health Service (with enrollment form)

The Department of Health will be offering a student health service for all day-time secondary school students. Please refer to the brochure printed by the Department of Health for details of the service. Please fill in the enrollment form from the Department of Health and submit it to the class teacher on or before 6<sup>th</sup> September 2019. If you do not wish your children to join the scheme, you still need to fill in 'Part A' and 'Part C' of the enrollment form and return it on the same day.

6. MTR Student Travel Scheme(S.1 – S.6)

The MTR is offering the Student Travel Scheme 2019/2020 to students. Students may choose to apply for:

- (i) a Personalised Octopus card with ‘Student Status’, or
- (ii) activation/renewal of the ‘Student Status’ on your Personalised Octopus card.

Students may get and complete the application form through the General Office. After getting a school chop on the form from the General Office, students should submit the form themselves to the Customer Service Centre of any MTR station.

7. Physical Education Lessons or Physical Activities – Health Status Enquiry (Appendix 2)

Physical education is part of the school curriculum. It is to maintain students’ health, fitness and train their coordination through various sports and related knowledge. However, parents should be aware that if their child has certain illnesses such as heart diseases or blood vessel diseases, tuberculosis, trauma, diseases of internal organs such as kidney, liver, stomach, intestines, pancreas, gall etc., and some acute infectious diseases such as influenza, tonsillitis, bronchitis etc. Students with the above illnesses are not fit to take part in physical or sport activities, except those permitted by registered medical practitioners.

If your child has any symptoms of the above-mentioned or other diseases and you wish your child to be temporarily or permanently exempted from attending Physical Education lessons and/or co-curricular activities, please state the reason in (Appendix 2) and attach a registered medical practitioner’s medical certificate. If you have no objection to your child taking part in the school’s physical and/or sporting activities now but later find that your child is ill or sick and should be restrained from participation in physical/sporting activities, please write to the PE teachers and inform them immediately. If parents are not sure whether your child is suitable to take part in the school’s physical and/or sporting activities, parents should consult a registered medical practitioner as soon as possible.

Parents please read the *Medical History of Student* carefully with your child, sign and return to the class teacher on or before 6<sup>th</sup> September 2019.

8. Student Handbook

In order to strengthen our ties and communication with parents, we have specially printed a *Student Handbook* for every student. All important information which students and parents should know is recorded in the Handbook for cross-reference. We would like to invite all parents to study the Handbook carefully and sign on page 4 and page 6 after reading it. You should also supervise your children to sign the Agreement of Student printed on page 10 and let them submit it to the class teacher on 5<sup>th</sup> September 2019. If you are going to change the address or contact number, please inform us immediately in order to maintain our communication. If your child is a new immigrant, please give us an accessible contact method or information of the guardian in order to ensure the safety of the student.

9. School Rules (Appendix 3)

The purpose of setting up school rules is to cultivate students’ positive characters and focused learning attitudes. We sincerely hope that parents can read *Appendix 3* carefully with your children and supervise them to obey the rules strictly. If you have any enquiries about the School Rules, please contact Form Discipline Teachers or the Discipline Mistress.

10. Uniform requirement on special school day:

Special School Day	Criteria
Sports Day	Students must wear full PE uniform
Outdoor Learning Day	Students must wear full PE uniform
Saturday or Public Holidays	Students must wear full PE uniform or full school uniform
Other Whole School Activities	To be announced by the teacher-in-charge

N.B.: A full set of school uniform refers to our school's standardized PE uniform which includes our school's short-sleeved PE T-shirts and our PE pants (hairstyle and appearance should meet the requirement of school regulation).

11. Student Financial Assistance Scheme 2019/2020

The Student Financial Assistance Agency (SFAA) administers the following financial assistance schemes for needy students (only available to Hong Kong Residents):

- (i) School Textbook Assistance (TA) Scheme: To provide assistance to needy Secondary 1 to Secondary 6 students for covering the costs of essential textbooks and miscellaneous school-related expenses.
- (ii) Student Travel Subsidy (STS) Scheme: To provide travel subsidy to needy students residing beyond 10 minutes walking distance from school and traveling to school by public transport.
- (iii) Subsidy Scheme for Internet Access Charges (SIA): To provide subsidy to needy families to meet the Internet access charges for e-learning at home for their children. The subsidy is granted on a household basis. Eligible families will receive a flat-rate cash grant, regardless of the number of children in the family.

For parents who have already applied for the financial assistance and received the 'Certificate of Eligibility' from the Student Financial Assistance Agency, please fill in the 'Certificate of Eligibility' and hand it in to the class teacher on 9<sup>th</sup> September 2019 for processing by General Office.

All 'Certificates of Eligibility' must be returned to the Student Financial Assistance Agency by the school on or before 31<sup>st</sup> October 2019, or within two weeks after the issue of certificate (whichever is later). Expired 'Certificates of Eligibility' will not be accepted by the Student Financial Assistance Agency. For those who have not applied before and wish to apply for the assistance in 2019/20, you may get an 'Application for Assessment of Eligibility' (Form A) from the General Office and return the application form directly to the Student Financial Assistance Agency by post.

If applicants need to apply for the Textbook Allowance, their 'Application for Assessment of Eligibility' should reach the SFAA on or before 31<sup>st</sup> October 2019 or the allowance will generally not be released even if the applicant can pass the means test. For applicants who submit their 'Application for Assessment of Eligibility' to the SFAA on or after 1<sup>st</sup> November 2019 and can pass the means test, the payment of STS to the successful student-applicants will be effective from the date of receipt of application or date of enrolment to school. If applicants submit their 'Application for Assessment of Eligibility' on a date on or after 1<sup>st</sup> February 2020, partial payment of SIA may be made to the successful applicants providing that the applicant can pass the means test.

If you have special financial difficulties and your application to the above assistance is not accepted, please contact the class teacher so that the school may consider discretionary funding to the needy, or help them adjust their level of assistance.

12. 'Grantham Maintenance Grants' and 'Apple Daily Scholarship' Application 2019-20
- a) Grantham Maintenance Grants (For S.4 to S.6 students only)  
The Fund provides maintenance grants to students who are in financial need as assessed under a means test. The deadline of application is 9<sup>th</sup> September 2019. For details, please refer to <http://www.sfaa.gov.hk/eng/other/grantsloans/grantham/9.1.10.htm>.
  - b) Apple Daily Scholarship (For S.1 to S.6 students)
  - c) This scholarship is provided by Apple Daily Charitable Foundation. It is to provide subsidies for academic and extra-curricular activities to students who are in financial need, for the development of students. The deadline of application is 16<sup>th</sup> September 2019. For details, please refer to <http://charity.appledaily.com.hk/grant> (The site only has a Chinese version).

If students are interested in applying, the grants or scholarship above, please go to the websites and download the forms and hand it to Ms. Kwan Hoi Suen (Staff Room 1) before the application deadlines.

13. Lunchbox Ordering and Warming Arrangements (Appendix 4)  
For the sake of caring for the students' health, all students are required to stay at school for lunch so that we can take good care of them. Parents may opt for one of the following lunch arrangements:

Option A: Order lunchbox provided by the school tuck shop (VITALAND SERVICES LTD). It costs \$19 for a lunchbox. Students who wish to order a lunchbox provided by the above company may pay by one of the methods listed below:

- a. pay in cash or Octopus Card at the school tuck shop
- b. pay at banks or ATM

Account Name: *VITALAND SERVICES LTD*

Account Number: *Bank of China 012-875-0-024073-4* (Please write down the school name, student name, class and contact number at the back of the bank-in slip. Please staple it together with the menu and submit them to the tuck shop before the deadline.)

- c. pay in cheque (no post-dated cheque)  
Please fill in *VITALAND SERVICES LTD* for the receiver and write down the school name, student name, class and contact number at the back of the cheque. Please staple it with the menu and submit them to the tuck shop before the deadline.

\*Remarks: If your students cannot take the lunch due to sick leave or casual leave, parents need to call the *VITALAND SERVICES LTD* at or before 9:00 am on that day (Tel: 2460 3112) to register for lunchbox canceling. The refund will be deducted from the lunch fee of the following month. For the refund of June, the provider will pay in cash to related students after the school year ends.

Option B: Parents may prepare lunch for their children and send the food to school before lunch time.

Option C: Students may bring their own lunch to school. (They may use the lunchbox keep-warm service. For details please refer to Appendix 4.)

14. Application for Having Lunch At Home Permit (Appendix 5)

In order to encourage our students to make a good use of lunch time by participating in more school activities and communicating with classmates and teachers, and, due to a lack of proper eating places in the district of Fairview Park, all students are required to stay at school for lunch. Your child can bring his/her own food or buy food at the school tuck shop.

Please fill in the reply slip if your child lives in Fairview Park or a nearby district and there is any necessity for him or her to go home for lunch. Please ask your child to submit the reply slip to the class teacher together with a student photo on or before 4<sup>th</sup> September 2019 (Wed) in order to make the *Having Lunch At Home Permit*(Appendix 5).

Students must show the Permit when leaving school during lunch time. Students are not allowed to leave school for lunch the day on which they forget to bring the Permit. Those who lose their Permits are not allowed to leave school for lunch until they have received a new Permit. Due to the problem caused by students who make use of leaving school for lunch as an excuse and cause disturbances in the district or area of town centre, we sincerely hope that parents can check and guide their children's behavior if they apply for having lunch at home.

15. Application for Taking Mobile Phone to School (Appendix 6)

Carrying a mobile phone to school may affect your children's learning. It may also cause a loss of property. There are some regulations about carrying mobile phone to school which we hope you will urge your children to follow:

1. Mobile phones are expensive, and have no direct relation to learning. As such the school thinks that carrying mobile phones by students is not necessary.
2. If parents need to contact a student, they may make a call to the school office.
3. If students need to contact their parents, they may come to the General Office (or the school entrance area if the school officer has gone off duty) to use the phone.
4. If parents insist that there is a special need for their children to carry a mobile phone to school, they may fill in the attached application form. The student is only allowed to carry a mobile phone to school after the application has been approved. Students must switch off their mobile phones at school and are not allowed to use them inside school. Students should also be aware of their phone and take the risk of losing the phone or being punished when they violate related regulations.
5. Punishment will be given to the student who takes a mobile phone to school without previous application and approval, or uses it in the school area.

We earnestly request you to urge your children to follow the above rules. If you find that it is necessary to apply for permission for your children to take a mobile phone to school, you may tell your children to get a form from their class teacher, and return it on or before 9<sup>th</sup> September 2019. The school will adhere to the above regulations to handle students' cases of taking a mobile phone to school starting from 16<sup>th</sup> September 2019. All students are prohibited from taking mobile phones to school before that date.

16. Intranet System Users Guidelines (Appendix 7)

Information Technology is an important but expensive teaching resource. The government and the school need to invest a large amount of money and human resources to help students acquire related knowledge. We have always done our best to promote IT education. People from all walks of life are able to know more about the School through our website. Besides, we have started to use the Intranet as a way of communicating between our teaching staff and students. Now, it is common for our students to use the Intranet email. Due to the above situation, we must set up user guidelines to ensure the resources are being properly used and a healthy IT culture is developed.

We sincerely ask parents to read the *Intranet System Users Regulations* (Appendix 7) together with your children. Please sign the *Agreement* and submit it to the class teacher by 6<sup>th</sup> September 2019.

17. Road Safety (Appendix 8)

The school is concerned about student's safety when they travel to and from the school, thus we have issued the *Road Safety Important Reminders*. Please remind your child about the importance of Road safety.

18. Emergency Ward Service Fee

If your student is sick or hurt in an accident that requires immediate medical treatment, we will call the ambulance and send the student to Emergency Ward accompanied by our staff. We will also contact his/her parent immediately. However, the Emergency Ward service fee (HKD 180) and other medical charges must be paid by the parents. If there is any financial difficulty, you may use the Waiving Mechanism to apply to waive the medical fee from the Public Hospital Medical Social Workers. If there is any opinion or special request, you may send a letter to the class teacher on or before 6<sup>th</sup> September 2019 (Friday) so that we can follow up the case.

19. Arrangement of School Locker

In order to alleviate students' burden of having an overweight school bag, students may use the school locker arranged by the school. Students must follow the *Locker User Guidelines* on the appropriate use of the lockers. We will terminate his/her right to use the locker if any student violates the Guidelines.

1. The locker is a school asset. Students should take good care of it. If the locker is damaged they should inform the school immediately and be responsible for compensation. Students who damage the locker on purpose will be punished.
2. Students should prepare the lock themselves and keep the key safe.
3. Students can only put their textbooks or things which are necessary for the class in the locker. Students who put anything not related to the lessons will be deprived of the right to use the locker.
4. Students must lock their lockers in order to protect their property. We do not take responsibility for any property loss.
5. After the teacher has made the arrangement, students can only use the designated lockers. They must not change their lockers or lend their lockers to others, otherwise, they may not be allowed to use the locker and punishment may be given to related students.
6. Students must clear all the items in their lockers within one week starting from the last school day. We will clear the locker for students after the deadline and we will not take any responsibility for property loss during clearing.
7. Students who borrow a locker from school need to bear all the cost if there is any damage to the locker or any maintenance needs to be taken due to the loss of locker key or clearing of locker after the borrow date.
8. If the locker key is missing, we suggest student first look for the key. If the loss is confirmed, students should buy a new key or lock. If there is any difficulty, students should contact the class teacher or Mr. Lam Tsz Piu.

\* The above guidelines may be revised from time to time on actual needs. Students should refer to the latest notice for verification.

20. Offering Gifts to School Staff

Our school has formulated a policy on the solicitation and acceptance of gifts by staff in their official dealings. In maintaining a high moral standard of our staff, it is stipulated that no staff in our school should solicit or accept gifts, money or any other form of advantages in the course of their duty. Although we understand that offering gifts by parents are gestures of good will, the acceptance of gifts may turn into a common practice. This may in turn cause unwarranted speculation by outsiders and bring misunderstanding or embarrassment to the school and its staff. In order to avoid this misunderstanding, parents are earnestly requested to refrain from offering gifts to our staff.

As teaching and nurturing students are the duties of teachers, the best reward for the profession is the academic advancement and moral improvement of their students. We therefore appeal to you to support us in managing our school in a fair and just way. If any members of our staff approach you for an advantage, please report to me immediately.

21. Promotion Policy and Procedures

S.1 to S.3

1. Promotion

1.1 The total average score of a student in a year should be 45 or above; and

1.2 The attendance rate of a student in a year should not be less than 90%.

2. Retention

The promotion or retention of a student who rank the lowest 20% in academic results or whose attendance is less than 90% is subject to a decision reached by the school affairs committee. Before a student is given promotion or retention, he or she will first be ranked according to his or her academic results. Then he or she will be assessed based on his or her overall academic performance and attendance rate. In addition, we will also consider each student's personality. Poor discipline or behaviour problems will be crucial factors in deciding a student's retention. The student who cannot meet both the promotion and retention requirement will be given 'promotion on a probationary basis'.

S.4 to S.5

1. Promotion

1.1 The total average score of a student in a year should be 35 or above; and

1.2 The attendance rate of a student in a year should not be less than 90%.

2. Retention

The promotion or retention of a student who rank the lowest 20% in academic results or whose attendance is less than 90% is subject to a decision reached by the school affairs committee. Before a student is given promotion or retention, he or she will first be ranked according to his or her academic results. Then he or she will be assessed based on his or her overall academic performance and attendance rate. In addition, we will also consider each student's personality. Poor discipline or behaviour problems will be crucial factors in deciding a student's retention. The student who cannot meet both the promotion and retention requirement will be given 'promotion on a probationary basis'.

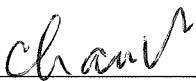
The Principal reserves the discretionary power to handle any student's promotion and retention for special reasons.

22. S.6 Student Graduation Requirements

1. A student whose conduct grade is B- or above ; and

2. attains an attendance rate of 90%

Yours sincerely,



Chan Ka Fai

Principal



**Books & Miscellaneous Fee of all Classes**

	1A	1C	2A	2C	3A	3B	4A	4B	5A	5B	6A	6B	Remarks
	1B	1D	2B	2D		3C				5C		6C	
Single-line book x 10 @2.10	21.00	21.00	21.00	21.00	21.00	21.00	—	—	—	—	—	—	S.4 – S.6 students need other exercise books for elective subjects. The number would be decided by different elective subjects.
Chinese exercise book x 4 (10 square) @2.10	—	8.40	—	8.40	—	—	—	—	—	—	—	—	
Chinese exercise book x 4 (13 square) @2.10	—	—	—	—	—	8.40	—	8.40	8.40	—	8.40	—	
Student Handbook x 1	34.50	34.50	34.50	34.50	34.50	34.50	34.50	34.50	34.50	34.50	34.50	34.50	
English composition paper x 1pack (10 sheets / pack)	2.60	2.60	2.60	2.60	2.60	2.60	—	—	—	—	—	—	
Chinese composition paper x 1pack (10 sheets / pack)	2.60	—	2.60	—	2.60	—	—	—	—	—	—	—	
Music book x 1	4.10	4.10	4.10	4.10	4.10	4.10		—	—	—	—	—	
Visual Arts Sketchbook x 1(to be distributed in VA lessons)	13.20	13.20	13.20	13.20	13.20	13.20		—	—	—	—	—	
Teaching handout fee	80.00	80.00	80.00	80.00	80.00	80.00	100.00	100.00	100.00	100.00	100.00	100.00	
Student ID card	25.00	25.00	—	—	—	—	25.00	25.00	—	—	—	—	S.1 - S.6 students would use smart Student ID card which can be used for 3 years.  S.2, S3, S.5 and S.6 new students have to submit the Student ID card fee of \$25.00.
PTA membership fee	30.00	30.00	30.00	30.00	30.00	30.00	30.00	30.00	30.00	30.00	30.00	30.00	Allotted back to PTA account
Fees for Specific Purposes	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	
SU and House fee	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	
Tong Fai (lesson fee)	—	—	—	—	—	—	340.00	340.00	340.00	340.00	340.00	340.00	Pay one-off at the start of the term. Students who withdraw from school may apply for a pro rata refund.
Total:	513.00	518.80	488.00	493.80	488.00	493.80	829.50	837.90	812.90	804.50	812.90	804.50	

## Medical History of Student

(Students should hand in to the class teacher by 6<sup>th</sup> September for General Office's record.)

To Bethel High School,

### Medical History of Student

To be completed by parent/guardian. For internal use only about the health care of student

Name of Student : \_\_\_\_\_ Sex : \_\_\_\_\_ Class : \_\_\_\_\_ Date of Birth : \_\_\_\_\_

1. If the student has ever had the following medical condition(s), please mark ✓ in the column of 'Remark' and specify details.

Remark	Disease	Age Defected	Details of Disease
	1. G6PD deficiency		
	2. Asthma		
	3. Epilepsy		
	4. Twitch due to fever		
	5. Kidney disease		
	6. Heart disease		
	7. Diabetes		
	8. Hearing defect		
	9. Haemophilia		
	10. Anaemia		
	11. Other blood disease		
	12. Allergy to drugs		
	13. Allergy to vaccines		
	14. Allergy to food		
	15. Other allergies		
	16. Tuberculosis		
	17. Minor operation		
	18. Major operation		
	19. Others		

2. If the student is considered not suitable for participation in PE lessons or any other type of school activity, please specify and submit a medical certificate for the school's reference:

\_\_\_\_\_

3. Declaration:

- \*  The above student is fit for PE lessons.  
 The above student is not suitable for PE exercise. Medical certificate is enclosed.  
 Please exempt my child from PE lessons from \_\_\_\_\_ to \_\_\_\_\_. Medical certificate is enclosed.

(\*Please ✓ the appropriate )

Parent's name: \_\_\_\_\_

Parent's signature: \_\_\_\_\_

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

## School Rules

### Chapter 1: General Rules

1. We expect our students to
  - a) In school
    1. Love the school
    2. Respect teachers
    3. Care for fellow students
    4. Maintain good conduct
    5. Study hard
  - b) Outside school
    1. Love our society
    2. Love their family
    3. Have filial piety
    4. Care for neighbours
    5. Be responsible
2. Students should also behave in areas not stated above.
3. Students must pass both oral and written instructions given by parents or school effectively and efficiently to the parties concerned.

### Chapter 2: Classroom Rules

1. Students must gather at the instructed venue silently for assembly after the first bell rings at 8:10am.
2. Students must return to their classroom after the bell rings. Students must acquire permission from teachers whenever they leave the classroom. After class, students should only leave the classroom when the teacher instructs them to do so.
3. Should any teacher be late for class for 3 minutes, class monitors should report to the General Office and students should stay in class for self-study unless further arrangements are made.
4. Students should remain silent and disciplined when waiting for class and lining up to assembly venues, classrooms, special rooms and the Hall and during dismissal after assembly.
5. Students should be seated according to the instructed seating plan. They should also pay full attention to class.
6. Students should stand up and greet the teachers before and after class and during guest visits.
7. Students should follow the pre-arranged timetable and bring the handbook and necessary materials for class. All valuables and unnecessary items are prohibited in school. Students should not leave anything in classrooms after class.
8. Students must wear tidy uniforms to school.
9. Desks and chairs must be kept tidy. Students must keep classrooms clean.
10. Students should raise their hands and be granted permission by teachers before making enquiries or raising questions during class.
11. Students should not eat, sleep, talk, play, shout and lie on desks during class.
12. Students should not read non-academic items during class.
13. Students should obey teachers' instructions in laboratories or during class to avoid accidents.
14. Students should bring all their personal belongings whenever they leave the classroom.
15. Students should take good care of all public properties. Students on-duty or monitors should report to the General Office or the class teacher for repair. If there is any damage to classroom properties, the whole class is responsible for compensating the damages in classroom. Student groups are to clean the equipment, benches and chairs in laboratories.
16. Any offence of the above rules should be settled by teachers' discretion.

### Chapter 3 : Assembly Rules

1. Students must be punctual for the school assembly.
2. Students should keep quiet in assembly or in the Hall and be solemn in religious ceremony.
3. Students should sit properly and pay attention to speakers.
4. Students should stay silent and disciplined during dismissal.

### Chapter 4 : Students Clubs and Societies Rules

1. Any student clubs or societies should be approved by the school.
2. Any club or society activities should not interfere with any normal class.
3. The purpose of all club or society activities should only be to forge friendships and enhance academic achievement of students. There should be no outsiders without school's approval.

### Chapter 5 : Rewards and Penalties

1. Rewards will be given to students who
  1. are outstanding academic achievers
  2. have excellent conduct
  3. are outstanding achievers in contests
  4. serve passionately
  5. are helpful
  6. have improvement in academic results or conduct
  7. are punctual and always present for class
2. Penalties or disciplinary arrangements will be given to students who
  1. steal or fail to declare found property
  2. bully or threaten other students
  3. beat other students or misbehave or put a blemish on the school's reputation
  4. bring offensive, dangerous, or illegal tools to school, or things that are unrelated to class, or are prohibited.
  5. disrupt orders or raise disputes
  6. instigate the disturbance among students
  7. forge or pass on false messages
  8. falsify or destroy school documents
  9. cheat in tests or exams
  10. misbehave or communicate with external gangs
  11. gamble, smoke, drink alcohol or possess any prohibited items
  12. are disrespectful to teachers, staff or insult students
  13. do not live in Fairview Park yet linger and disturb the residents
  14. commit criminal offences
  15. violate uniform rules stated in the next chapter
  16. commit truancy from class or extra-curricular activities
  17. commit truancy from detention class
  18. vandalize or cause damage to others' property
  19. are dishonest
  20. speak foul language
  21. bring and use mobile phones in school without permission
  22. get on shuttle buses at non-designated stops

23. throw aside garbage, litter or spit
  24. violate school rules or do not obey teachers' instructions
  25. are late for school or lessons
3. Forms of rewards and penalties
    1. Rewards: merits, minor merits or major merits
    2. Penalties:
      - 2.1 verbal or written warning, demerits, minor demerits or major demerits
      - 2.2 class suspension for extremely misbehaved students
      - 2.3 meeting with parents and heavy penalty when 3 major demerits are recorded
      - 2.4 penalties would be exempted or alleviated if students report their wrong-doings to teachers before the school uncovers them
  4. Parents will be informed of students' rewards or penalties. Parents should sign on the record and students should bring the record back to their class teacher and the General Office for record.

### Chapter 6 : Rules of School Uniform and Appearance

Students should wear full school uniform to the school and be aware of their appearances.

#### **1. Summer Uniform**

	Boy	Girl
Shirt	<ul style="list-style-type: none"> <li>● Plain white, pointed collar, patch pocket, short-sleeve shirt</li> <li>● School badge sewn on the left pocket of the shirt (with the badge covered the pocket or the badge appeared at the pocket position with the pocket removed; the badge should be dark blue)</li> <li>● Shirt should be tucked into trousers</li> </ul>	/
Trousers	Dark blue, straight, long trousers	/
Dress	/	<ul style="list-style-type: none"> <li>● Blue and white thin strip cotton dress</li> <li>● School badge embroidered on the tie</li> <li>● Knee-length dress (no shirring)</li> </ul>
Belt	Plain black, not wider than 1.5 inch; simple buckle only	/
Shoes	<ul style="list-style-type: none"> <li>● Black leather school shoes (with simple design)</li> <li>● No boots, boat shoes or high heels</li> <li>● Plain black shoelace only</li> </ul>	
Socks	<ul style="list-style-type: none"> <li>● Plain white, dark blue or black socks</li> <li>● No brand label or pattern</li> <li>● No ankle socks</li> </ul>	<ul style="list-style-type: none"> <li>● Plain white socks</li> <li>● No brand label or pattern</li> <li>● No ankle socks</li> <li>● No exaggerate design</li> </ul>
Undervest	<ul style="list-style-type: none"> <li>● Must wear white undervest (undervest without pattern)</li> </ul>	<ul style="list-style-type: none"> <li>● Must wear white undervest and underdress</li> </ul>
Sweater	<ul style="list-style-type: none"> <li>● If necessary, students can wear plain dark blue sweater vest (cardigan or pullover)</li> </ul>	

## 2. Winter Uniform

	Boy	Girl
Shirt	● Plain white, pointed collar, patch pocket, long-sleeve shirt	
Trousers	● Dark blue, straight, long flannel trousers; same design as the summer uniform	● If the Observatory issued the Cold Weather Warning or if the Observatory recorded temperature is 14°C or below (at 6:00am that day), students can wear dark blue, straight, flannel trousers or trousers
Dress	/	● Grey and blue check, flannel vest dress (no shirring)
Tie	School tie; must button the top button and tie the school tie tightly	
Belt	(same requirements as summer uniform)	/
School Blazer	Black school blazer with designated design	
Sweater	If necessary, students can wear plain dark blue cardigan or pullover sweater (no other colour, pattern or brand label); for long-sleeve sweater, collar cannot be too wide, sleeves cannot cover the wrist and the length of the sweater should be appropriate (cannot cover the hips); if the sweater is worn, the student should repair it.	
Scarf & Gloves	If necessary, students can wear plain black, white, dark blue or dark grey scarf. They can also wear plain black, white, dark blue or dark grey gloves.	
Shoes	(same requirements as summer uniform)	
Socks	(same requirements as summer uniform)	<ul style="list-style-type: none"> <li>● Plain white or grey knee-high socks</li> <li>● No brand label or pattern</li> <li>● No ankle socks or exaggerate design</li> <li>● In winter, if the student needs silk socks, only plain skin-colour silk socks would be allowed.</li> </ul>
Undervest	(same requirements as summer uniform)	(same requirements as summer uniform)
Note:	On the basis of information released by the Hong Kong Observatory at 6 am, if the temperature drops to 14°C or below or a Cold Weather Warning is issued, students can wear an all black padded jacket(thicker than the school blazer), fleece jacket or down jacket.	

3. The school uniforms should be made or bought on your own according to the above rules.

4. Boys' Hairstyle:

- a) Hair on the temple should not be cut into layers and should not be longer than half an inch. Hair at the back should not reach the collar. Eyes and ears should not be covered by hair.
- b) Hairstyle should be neat and tidy. Hair should not be dyed; hair spray/ gel/ other styling should not be used.
- c) No beard is allowed.

5. Girls' Hairstyle:

- a) Hair should not reach shoulder, if so, please use a plain blue, black or white rubber band to tie it up neatly
- b) Hairstyle should be neat and tidy. Hair should not be dyed; hair spray/ gel/ other styling should not be used.

6. No accessories are allowed, except simple necklaces out of sight. No make-up or nail-polish is allowed.
7. Sportswear  
A short-sleeve pale blue, pale green, yellow or red cotton sport shirt with school badge printed should be worn according to students' assigned house. Students should wear dark blue sports shorts and white sports shoes. Students can choose to wear school sportswear to school in winter. In summer, students are required to bring the sportswear to school and change before their PE lesson commences.
8. Other than school uniform, no other clothes or garments are allowed to be brought to or worn at school.
9. The school uniform is neat, simple and reasonably-priced.
10. Should you have any enquiries about the above stated rules, please contact your class teacher or the discipline teachers.

## Chapter 7 : Attendance

### A. Sick leave

1. Student's parent should call the General Office (Tel: 24712622) from 8:00 am to 9:00 am on that day unless the leave application was completed before the leave. Students cannot take a sick leave by themselves.
2. For sick leave, leave application should be done on the next school day. Parents should write down the reason(s) and date of the leave on 'Parent Memo: Leave Application' in the Student Handbook. Students should hand it in to the Class Teacher for the approval. The teacher would sign on it and pass it to the General Office to register and stamp on it. After that, the leave application is completed.
3. If the leave application cannot be finished on the next school day as stated, the school could provide a grace period of up to 10 school days for leave application. Late applications would be punished.
4. For sick leave of 2 days or above, a doctor's certificate is needed.
5. Apart from the first 5 single-day sick leaves, doctor's certificate is needed for later sick leaves.
6. During the exam period, no matter how short the sick leave is, doctor's certificate is needed apart from writing on the Student Handbook. Otherwise, the student would receive zero mark for that subject.
7. For Outdoor Learning Day, Sports Day or other special days, doctor's certificate is needed for sick leave.
8. For exceptional case, please tell the details to the school. The school would exercise the discretion upon verification of such fact.

### B. Casual leave

1. Students must apply for the leave at least one school day before through the Student Handbook. Otherwise, it would be treated as truancy.
2. Parents should write down the reason(s) and date of the leave on 'Parent Memo: Leave Application' in the Student Handbook. Students should hand it in to the Class Teacher for the approval. The teacher would sign on it and pass it to the General Office to register and stamp on it. After that, the leave application is completed.
3. For emergency, the student should call the General Office from 8:00 am to 9:00 am on that day. Leave application should be done on the next school day through the Student Handbook. If the leave application cannot be finished on the next school day as stated, the school could provide a grace period of up to 10 school days for leave application. Late applications would be punished.
4. For casual leave of 2 days or above, a parent letter is needed for explanation.
5. If the reason is insufficient, the school would reject that casual leave application and treat it as truancy. Apart from the first 5 casual leaves in each term, later casual leaves must seek the approval of the Discipline Master.
6. During the exam period, no casual leave is allowed apart from exceptional cases. Otherwise, the student would receive zero mark for that subject.

### C. Early leave

1. After students came back to school, if they need an early leave due to illness or other reasons, they should go to the General Office and take a '*Students' Temporary Leave Application Form*'. After the teacher of the current session and the Head of the Discipline Team signed on the form, students should hand in the form to the General Office. Students can only leave the school after the Office informed the parents and stamped on the form. Early leave students should apply for the leave

according to school rules on the next school day.

2. For all leave applications, parents should write down the reason(s) and date of the leave on 'Parent Memo: Leave Application' in the Student Handbook. Students should hand it in to the Class Teacher for the approval after parents signed on it.
3. Early leave students should go back to home immediately and should not hang around. If they are spotted, it would be treated as truancy.

#### D. Late

1. All students should come to school on time. Repeated latecomers or truants would be punished.
2. Late students would have a detention on that day after school. If students are late for 30 minutes or above, they should have reasonable explanations and apply for the leave. Otherwise, it would be treated as truancy.

If students play truant, the school would meet the parents and heavily penalise them as correction.



## Tuck Shop Lunchbox Keep Warm Service

Dear students,

The school tuck shop is concerned about the health of our students. In order to let students have warm food for lunch, we are now providing the lunchbox keep warm service. Students who wish to use the service please pay attention to the following remainders:

1. The tuck shop offers 60 quotas everyday for students to store their lunchboxes. The quota is given in First Come First Serve basis.
2. The stored lunchbox must be made in heatproof material. For example, plastic box which is suitable for microwave or stainless steel box.
3. Please put a label with your name and class on the lunchbox for recognition.
4. Lunchbox storing time: Before 8:10 am.
5. Lunchbox returning time: After 1:00 pm. (Wed: after 12:50 pm.)
6. The tuck shop will help students to keep the lunchbox at a temperature of around 65 degree Celsius. Hence, students should make sure that their lunchboxes are not too cold. Otherwise, the food will not be warm enough to eat.
7. This service has no charge. The tuck shop does not take any responsibility for losing or damaging the lunchbox.

Lunchbox storing service will **start from 4<sup>th</sup> September 2019**

Please contact the tuck shop manager or Ms. Wong Sui Kan if you have any enquires.

## Application for Having Lunch At Home Permit

(Applicants should hand it in with a photo to the class teacher on or before 9<sup>th</sup> September for the Discipline Department's approval)

To Bethel High School ,

I , \_\_\_\_\_, am now applying for having lunch at home on behalf of my child (S\_\_\_ ) \_\_\_\_\_(class number: \_\_\_\_ ). I hope that the application would be approved and the *Having Lunch At Home Permit* would be given to my child.

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

Contact Number: \_\_\_\_\_

Yours sincerely,

Parent's signature: \_\_\_\_\_

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

# Application Form of Taking Mobile Phone to School

(Applicants should hand it in to the class teacher on or before 9<sup>th</sup> September for the Discipline Department's approval)

To Bethel High School,

For the reasons stated below, I hereby apply for approval so that (student name) \_\_\_\_\_

(\_\_\_\_) (Class \_\_\_\_\_) is allowed to take a mobile phone to school. I do understand the school's regulations about taking mobile phones to school and I will urge my child to adhere. I will also urge my child to take care of the mobile phone and the loss will not be compensated by the school if it happens.

Reasons to apply:

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Parent's signature: \_\_\_\_\_

Parent's name: \_\_\_\_\_

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

(For official use only)

Class Teacher's advice:

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Class Teacher's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Discipline Master's advice:

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Discipline Master's signature: \_\_\_\_\_ Date: \_\_\_\_\_

# **Bethel High School**

## **Intranet System User Regulations**

### **(1) Use of Intranet Email Guidelines**

1. Students must respect each other. They need to be responsible for their own opinions and behaviors.
2. Students must not make any direct or indirect personal attack and criticism via email.
3. Students can only send emails to related people..
4. Students must choose the correct receiver before sending the email in order not to cause any disturbance to the others.
5. Students must fill in the “Theme/Subject” of email before sending it out.
6. If students are going to send an email to a certain group, they must check carefully there is not any unrelated person who is included in the list of receiver.
7. Students must not make any fake opinions or comments.
8. Students must empty their inbox regularly to ensure there is enough space in their email accounts.
9. Students must not borrow their email accounts to other people.
10. Students must not use any email accounts from other people.
11. Students must not send an email for more than one time.
12. Students must not send any email for the purpose of testing.
13. Students must not send any email which is meaningless.
14. School Rules and Student Regulations is also applicable to the Guidelines listed here.
15. Students must inform teachers if they receive any random email and they must not forward the email to the others.
16. If students are using computers from shops or other peoples’ houses, they must not leave their usernames and passwords so that their email accounts will not be stolen.

### **(2) Care for IT Resources**

1. Users must take a good care of the IT equipment and they must not waste the resources or their time on any meaningless activities.
2. Users must not browse any website which contains unhealthy information.
3. Users must not waste any paper by printing unnecessarily.
4. Users must not install any software or file with a suspicious origin in order to avoid virus.
5. Users must not damage any equipment or destroy any system purposefully.
6. Students must not use the computers in the classroom or special room without the permission of the teachers.
7. Students must follow the instructions of the teacher at present or other staff when using the Multi Media Learning Center or the Computer Room.

### **(3) Care for Intellectual Property Rights**

1. All students must follow the regulations of the Intellectual Property Rights issued by the Hong Kong Special Administrative Region (HKSAR).

2. Students must not carry out any activities on the intranet which may violate the Intellectual Property Law or invade any Intellectual Property Rights or other patent rights. They must not go to any website which carries out the above activities. Activities which may violate the Intellectual Property Rights include but not limited to the following:

- Violation on copy right, business logo or patent.
- Log in without giving the required information to the equipment which is installed by the manufacturer to protect copy right.
- Improper use of serial number or registration number of software or tools provided to invaders.
- Copy or use the content (whole or partly) of others' websites without any permission.
- Provide illegal copies of music or links to those files.

#### **(4) Care for IT Ethics**

All students must not upload or send any content and information on the Intranet which is against the law of Hong Kong. Those content and information include but not limited to the following:

- Programs or files which contain computer virus.
- Opinions or information which contains discrimination on sex, age, sex orientation, race, culture, religion, social and economic status and so on.
- Content which contain prejudice, discrimination, desecrate or attack on any individual or organization.
- Content which contain any pornographic or obscene graphic or information and violate the CONTROL OF OBSCENE AND INDECENT ARTICLES ORDINANCE.
- Provide or instruct any illegal activities or information which is harmful to any individual or public.

Activities include but not limited to the following:

- ◆ Provide software serial number or registration number to solve the equipment installed by manufacturers to protect their copy rights.
- ◆ Provide illegal copies of music, software or links to related websites.
- ◆ Upload, post or send emails which contain “information” that is illegal, harmful, forceful, disturbing, insulting, rude, obscene, attacking, invading peoples' secrets, discriminative or immoral.
- Use the Intranet to collect information for illegal purpose.
- “Tracking” or disturbing people by other ways.
- Disturb or damage the service or the server and network related to the service or disobey the regulations, policies and procedures set by the network provider.
- Damage the normal conversation procedure or cause the screen to move rapidly or stop other users from typing.
- Harm any people in any ways
- Upload, post, email or send any information which contain advertisement, sales promotion, “junk mail”, “spam mail”, “chain mail” or inducing information
- Upload, post, email or send any software virus or other computer codes, files or programs which is designed to disturb, damage or restrict any computer software, hardware or communicative function. Those viruses include but not limited to the following: Trojan Horses, Worms, Time bombs or Cancel Bots.

## **(5) Care for Internet Safety**

1. Protect your password and personal information carefully. Do not give your password to other people.
2. Do not get into contact with people whom you do not know the back ground and do not believe in information receive on the net too easily.

## **(6) Disclaimer**

Users absolutely agree that all the risks existing in the System they use and all the consequences caused by using the System will be assumed by themselves. The School do not bear any responsibilities for the users. We will not take any responsibilities for the failure of sending, receiving or storing emails in the Intranet. Users need to make spare copies of emails or electronic files stored in their accounts as we do not ensure the hardware will not be broken and we will not make any spare copy of emails or electronic files for the users.

## **(7) Termination or Cutting of Service**

If the service needs to be temporarily terminated due to the purpose of maintaining or upgrading the System, we reserve the right of informing individual users but we will give notification in advance. We can terminate any users from using the System by canceling accounts or changing passwords base on decisions set only us that the user has violated the Regulations. We do not need to bear any responsibility to any users or a third person of the loss caused by cutting and terminating of the Service or deleting of any information and content due to the violation of the Regulations.

## **(8) Punishment of Violating the Regulations**

If any user violates the above regulations, we reserve the right to:

1. Send a warning letter to the user who violates the above regulations via email.
2. Delete any information and content which violate the above regulations.
3. Transfer the user who violate the above regulations to the Discipline Team to give punishment according to the School Rules.
4. Temporarily freeze or permanently terminate the Intranet account of users who violate the above regulations
5. Take appropriate legal action to related users who violate the above regulations
6. Refuse to reopen the account of users who violate the above regulations

## **(9) Change of User Regulations**

The User Regulations will be updated when necessary. We may give notification or links to notification depends on situation.

**Bethel High School  
Intranet System User Regulations**

**【Agreement】**

(Students should hand in to the class teacher on 6<sup>th</sup> September for Ms. Chan Man Wai's record)

To Bethel High School,

My child, \_\_\_\_\_ (S. \_\_\_\_\_) clearly understands the *Bethel High School Intranet System User Regulations* and promise to build a healthy IT culture for the school and Hong Kong by signing the Agreement. If my child violates the above regulations, I understand the School can take back his/her right of using the Intranet System. The school also reserves the right of charging compensation for any broken equipment caused by related students.

Name of student : \_\_\_\_\_ class ( \_\_\_\_\_ )

Signature of parent : \_\_\_\_\_

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



## Bethel High School Road Safety Important Reminders

Notice for road-users inside Fairview Park:

1. Student must be careful when crossing the road. After getting off at the bus stop, students must use the traffic island then wait and cross the Fairview Park Road South.
2. Before crossing Fairview Park Road from the Number 2 bus stop, students must make sure there is no vehicle approaching on the right. When students are at the traffic island, on the left, make sure the road is safe and that there is no vehicle moving out from the Golden Bamboo Road East; then cross the road. Please make ways for the vehicles and do not hurry over the personal safety.
3. When using the traffic island, students must stand at the area between the two lamp poles. Do not stand outside of it (including the white shading area).
4. Students must be patient and do not cross the road if there are too many students waiting at the traffic island lest congestion should occur.
5. While waiting at the traffic island, pay attention to the traffic conditions and cross the road only if it is safe.
6. Do not cross Fairview Park Road right away after getting off buses due to convenience. Never stay at the middle of the road as it causes view obstruction of the drivers and accidents may happen.
7. When students take the Golden Bamboo Road to and from school, use the pedestrian sidewalk and do not walk near the middle of the road.
8. Do not frolic whenever walking on the middle of the road, and do not walk in a row when walking along the Golden Bamboo Road East or at the traffic island. Please pay attention to conditions around for the sake of safety.
9. After school, students should use Golden Bamboo Road East. Students should use the pedestrian road when turning left straight to the Number 10 bus stop or turning right straight to the Number 9 bus stop
10. Students should behave themselves lest traffic obstruction or disturbance to residents should occur.
11. Students should always keep an eye on cycling road users.
12. Students should not gather in groups when using the pedestrian road and should not gather in front of the school gate lest the exit should be blocked.
13. Students should be in order when getting on and off private van and entering the school. Pay attention to traffic conditions for the sake of safety.
14. The school shall make suitable follow-up actions to students who have failed to adhere to traffic rules.



## Six Basic Principles when Crossing Streets:

1. Pick a safe

First choose a place which allows crossing the road safely, such as on overpass, underpass, zebra crossing, traffic light crossing, etc. If the above crossing places cannot be found, you should cross the road at a place which allows you to look the road conditions around you clearly and drivers to watch if there is any pedestrian going past.

2. Stand still before crossing

You should stand still before crossing, look around and beyond at the road conditions. You should also stand further back from the edge of the road because it is safer. Never climb across the barriers or planters at the side or the middle of the road.

3. Listen and watch carefully

Other than watching, you should be sharp eared if there is any vehicle approaching from an unseen angle (particularly for bicycles and motorbikes). Meanwhile, you should be aware if any still vehicle may start at any time. Take extra care if the environment is noisy.

4. Make way for vehicles

If a vehicle is approaching, you should make way for it. Before you start crossing the road, you should look around you, be careful of your distance between the vehicle, its speed and direction. Evaluate if you have enough time to cross the road.

5. Walk straight

After making sure there is no vehicle is approaching and you have enough time to cross the road, you should walk straight across the road or stop at the traffic island located in the middle of the road so you are able to check the lane condition of the other side. Do not run, walk obliquely or stop in the middle.

6. Stay attentive during crossing

Use eyes and ears to see and listen to what is happening around you when crossing roads. Do not do things at the same time when crossing (such as using a mobile). If there is an accident (such as realized a vehicle is approaching in the middle of the road), you should choose to stop, continue going forward or backward depending on the conditions. Let the drivers know which way you are moving. If there is an emergency, you should stop at the white line on the driving lane or the partition line at the middle of the road.

In short, no matter whether you are crossing at the designated crossing facilities or not, you should be always attentive, careful and concentrated.