

Hong Kong Taoist Association Tang Hin Memorial Secondary School

School Regulations

A. General Regulations

1. Students should respect all the staff of the school, obey instructions, care for their schoolmates, and cultivate good behaviour and virtues.
2. Students should persevere in their studies throughout the academic year and should not be absent from school without proper reason.
3. Students should be self-disciplined, righteous, punctual, conscientious, and responsible, and should constantly be aware of their shortcomings with an aim of redressing them.
4. Students should never break the Law and School Regulations or disobey teachers' instructions. They must observe the following rules :
 - i. Never speak foul languages, never be rude to their fellow classmates.
 - ii. Take good care of the school property and keep the school clean.
 - iii. Books, photographs or magazines that are irrelevant to the school curriculum should not be brought to school.
 - iv. Ornaments or badges other than those of the school should not be worn in school.
 - v. Assaultive objects and unauthorized articles should not be brought to school.
 - vi. Never post any kind of notice or poster unless permitted by the School Authority. Those which have been posted up should never be spoiled or damaged.
 - vii. No unauthorized entering to the Staff Rooms. Never play in the staircases or the corridors, or play football within the school campus.
 - viii. Those intending to see the Supervisor, Principal or teachers should knock on the door and wait for permission to enter. Students at the School office should stand before the counter.
 - ix. Never smoke, gamble, cheat in examinations/tests, or engage in fighting or stealing.
 - x. Must do their classwork and homework and hand in them to the teachers punctually.

B. School Uniform:

1. Students should wear full school uniform with school badge to school and keep their uniform neat, tidy, plain and unadorned.
2. Boys should wear white under-clothes and should not wear tight or bell-bottom trousers/jeans. Girls should wear white under-clothes beneath their dresses and their dresses should cover their knees.
3. Except those permitted by the School Authority, students should not wear brooches, bracelets, earrings or rings.
4. Students should dress their hair in a way as prescribed by the School, exemplifying plainness, decency and propriety characteristics of a good student: Boys should not wear beard and should keep their hair above the collars of their shirts without covering their ears. Girls should not wear hair that cover their shoulders and should tie it up when they are long.
5. Students should wear proper school uniform even when they come back to school during holidays.
6. Students should wear white sports shoes only in P.E. lessons.

C. Classroom Regulations:

1. Students should bring with them their own textbooks and stationery for the lessons and take them home after school.
2. Students should be attentive in class and should raise their hands before asking a question.
3. Students should not change their assigned seats.
4. Students should not arrive school late, leave early or be absent without proper reasons.
5. Eating, drinking, playing games, uproaring, scribbling on walls, damaging school property, littering and unauthorised writing on the blackboard are strictly forbidden in the classroom where good order and tidiness should be maintained.
6. In between lessons, students should remain in their seats quietly.
7. Students should stand up and greet the Principal, teachers or guests of honour when they enter the classroom.
8. Students should be attentive and quiet in an assembly and remain silent when returning to the classroom.
9. Students must not enter or leave the classroom without the teacher ' s permission.
10. Students should follow the advice of the monitors and prefects and should not interfere with them when they are carrying out their duties.

D. Absence without cause, Leave, Lateness and Withdrawal from School:

1. Absence without notifying the school beforehand is treated as absence without cause.
2. Casual Leave – Casual Leave should be applied for and approved by School beforehand. If not, a letter from the Parent/ Guardian, stating the date and cause of absence, should be handed in to the Form Teacher.
3. Sick Leave – A letter from the Parent/Guardian explaining the cause of absence should be handed in to the Form Teacher immediately after the leave. A medical certificate should also be submitted.
4. Early Leave – Students wishing to leave early should apply for a special permit at the General office.
5. Late Comers – Late comers should register at the General Office and stand for at least one period before being permitted to enter the classroom.
6. Withdrawal – If a student wishes to withdraw from school, his/her parent/ guardian should inform the school in black and white and go through the formalities in person. A student who has been absent from school without cause for seven successive days is considered to be a drop-out. He/She is, however, required to go through the formalities of withdrawing from school as soon as possible.

E. Rewards and Punishments:

1. Students who have abided by school regulations and excelled in studies will be awarded certificates of merit on teachers' recommendation. Merits will be recorded in their school reports.
2. Students will be given one demerit for a minor breach of school regulations. For serious offence, a caution or a warning will be given. Three demerits are equivalent to one caution while three cautions to one warning. A student with three warnings will be placed on probation in school and liable to expulsion from school.