Sacred Heart Canossian College
(English Section)

School Regulations

Name: __________________________

Class:  __________________________

No:      __________________________
WORDS OF WISDOM

Let us start everyday with renewed enthusiasm.

- St. Magdalene of Canossa

Our School Motto
Knowledge and Virtue

Our School Aim

Ours is a Catholic School founded in the spirit of St. Magdalene of Canossa, which is Humility and Charity. Following her footsteps, the education we provide is not just to equip our students with intellectual skills and knowledge but specially to form their hearts and personality, so that our students can contribute for the betterment of the society.

Our Vision

A Sacred Heartist is a compassionate person, excelling in knowledge imbued with Christian values and committed to the welfare of all, especially the needy and the neglected.

Our Mission

To provide a positive learning environment where students can develop their uniqueness, actualize their full potential and be inspired to serve the needy with their God given talents.
To Parents/Guardians

The AIM of the College is to co-operate with Parents/Guardians to promote the human and spiritual growth of your children entrusted to us.

As the Students strive to attain good academic standards, they are encouraged to take an active part in learning and in extra-curricular activities.

Our purpose is to stimulate their growth in human and Christian values which enable them to live a meaningful life.

The School Motto “Knowledge and Virtue” is a reminder for a type of education which helps the Students to become “fine and honest adults, capable of shouldering their responsibilities to society, sensitive to the needs of their fellow-men and deeply aware that Faith, Hope and Love are the essential elements for a fulfilled human and Christian life.

The Handbook provides channels of communication between Teachers and Parents/Guardians and acts as a reminder to Students in pursuing our common goal.

We would appreciate it if Parents/Guardians would inspect regularly the Handbook and take an active interest in the education of your daughters through cooperation and support.

The Principal
Sacred Heart Canossian College
S.H.C.C. Student Profile

A Sacred Heart Student grows in KNOWLEDGE AND VIRTUE, as the School Motto suggests.

She is a young lady, open and ready to learn to accept herself, her talents as well as her limitations. Becoming more and more aware of her feelings and emotions she learns to be responsible and to control her impulses.

A Sacred Heart Student develops a sense of wonder, of interest in beauty, goodness and truth.

She is willing to be open and to respect the opinions of others. She develops the habit of materialistic ideals. She is aware of the influence of common mass media like TV, newspapers, magazines, videos, internet etc. which, spreading materialistic values, may “dazzle the eyes and leave the heart empty”.

A Sacred Heart Student reaches quite a wide intellectual achievement and acquires a basic knowledge and skill in the Chinese and English Languages. She is able to speak, read and write fluently in both Languages.

She is logical and critical, clear in expressing herself and open to new ideas. She learns to organise her efforts, enjoys learning and starts to understand both the rights and the responsibilities of a citizen.

She appreciates her own cultural heritage and at the same time learns to evaluate different points of view.

A Sacred Heart Student forms her conscience on true moral values and has good motivations for her own decisions.

She has come “to know” and experience the love of God for her in the person of Jesus Christ and she feels secure in His Hands.

She grows into a loving person, who learns to trust others, to appreciate the value of friendship and to relate with serenity, prudence and wisdom.

A Sacred Heartist respects life, at any stage, as a unique “gift” from the Creator. She becomes concerned with social problems and, aware of the need to help; she appreciates and experiences the joy of giving, with empathy and compassion.
Sacred Heart Canossian College Regulations

The aims of having the School Regulations are to foster self discipline and proper behavior, as well as to maintain a positive learning environment. The School Regulations are applicable to all students at all times when in School, or outside when representing the School. A Sacred Heartist is expected to comply with these values of self discipline and proper behaviour even when they are not wearing their uniform, therefore the following norms are to be observed at all times:

1. Be respectful: students should show respect to their teachers and be polite and considerate to other school staff, fellow schoolmates and visitors.
2. Be tidy and smart looking always: students are encouraged to wear decent and proper clothing that maintains their dignity.
3. Keep good discipline: students should have self-discipline and should refrain from shouting, screaming or using foul language, whether inside or outside the classroom.
4. Observe silence and be thoughtful: students should line up quickly and in an orderly manner for the assemblies. They should take swift and light steps when using the stairs, and keep quiet while walking to a classroom or a special room.
5. Be responsible: students should admit their faults and be responsible for their duties.
6. Be simple: students should refrain from being materialistic.

School Uniform
1. Students have to wear the school uniform at School, for normal and extra lessons, for extra-curricular activities/official events organized by the School.
2. Sports uniform can only be worn when there are PE lessons, unless otherwise permitted by the Principal.
3. On days and occasions other than those specified in (1), students are allowed to come back to School in casual but decent wear. However, for security reasons, students have to show their Student Card to the staff at the Reception.
**Punctuality**

1. Punctuality is not only a virtue but a matter of justice and of belonging. It trains one to have a sense of responsibility. Students must be present for the school assemblies and queue up punctually. They should be quiet and respectful at prayer.

2. Students must arrive at School before the bell rings at 8:15am and 1:45pm. Students who fail to do so will be marked late. Secondary students have to clock in using the My It-School System.

**Tardiness**

1. Students, who are late for the assemblies, have to stay by the Reception until the prayer session is over.

2. Habitual latecomers will have to face the downgrading of the Conduct mark. One misdemeanor will be given if a student is late for 3 times during the term.

**Timetable**

<table>
<thead>
<tr>
<th>Time</th>
<th>Duration</th>
<th>Secondary</th>
</tr>
</thead>
<tbody>
<tr>
<td>08:15 – 08:30</td>
<td>15 minutes</td>
<td>Morning Assembly</td>
</tr>
<tr>
<td>08:30 – 09:00</td>
<td>30 minutes</td>
<td>Reading</td>
</tr>
<tr>
<td>09:00 – 09:40</td>
<td>40 minutes</td>
<td>1st Period</td>
</tr>
<tr>
<td>09:40 – 10:20</td>
<td>40 minutes</td>
<td>2nd Period</td>
</tr>
<tr>
<td>10:20 – 10:40</td>
<td>20 minutes</td>
<td>Recess</td>
</tr>
<tr>
<td>10:40 – 11:20</td>
<td>40 minutes</td>
<td>3rd Period</td>
</tr>
<tr>
<td>11:20 – 12:00</td>
<td>40 minutes</td>
<td>4th Period</td>
</tr>
<tr>
<td>12:00 – 13:45</td>
<td>105 minutes</td>
<td>Lunch Break</td>
</tr>
<tr>
<td>13:45 – 14:25</td>
<td>40 minutes</td>
<td>5th Period</td>
</tr>
<tr>
<td>14:25 – 15:05</td>
<td>40 minutes</td>
<td>6th Period</td>
</tr>
<tr>
<td>15:05 – 15:10</td>
<td>5 minutes</td>
<td>Recess</td>
</tr>
<tr>
<td>15:10 – 15:50</td>
<td>40 minutes</td>
<td>7th Period</td>
</tr>
<tr>
<td>15:50 – 16:30</td>
<td>40 minutes</td>
<td>8th Period</td>
</tr>
</tbody>
</table>
Absence Due To Sickness

1. If a student needs a leave of absence because of sickness, her Parent/Guardian is responsible for notifying the Office Staff (28573489) between 8:00am to 9:00am or 1:30pm to 2:00pm.

2. A letter/message from the Parent/Guardian should be attached to/written in the Handbook, together with a medical certificate for inspection upon the student’s return.

3. Should a student miss any test/examination on the date of absence, a Doctor’s Verification issued by the Government Hospital, Kiang Wu Hospital, University Hospital, Government Health Care Centres or Government-subsidized medical centres (refer to www.appbrain.com › All apps › Medical) stating her sickness, must be produced; otherwise no supplementary test(s)/examination(s) will be arranged thereafter. Students who fail to present a letter/message in the Handbook requesting for the supplementary test(s) or examination(s) forfeits their chance of taking the written assessment, which will subsequently be marked as zero. Any supplementary test or examination is based on 100% for calculation.

4. If a student is hospitalized due to sickness, a Verification issued by the hospitals together with a formal letter by the Parent/Guardian should be submitted. Individual case will be examined and considered by the School Authority upon the student’s promotion or retention.

5. A student who is sick on a special activity day such as school picnic, charity walk, or sports day; or absence for extra-curricular activities due to sickness, has to present, on her return to school, a letter by the Parent/Guardian together with a medical certificate explaining her sickness.
**Absence For Private Affairs**

1. Permission must be obtained in advance for absence of less than half a day (e.g. 2 periods). The reason for the absence and the number of periods absent should be stated in the Handbook and signed by a parent/guardian. An Early Leave/Late Arrival Permission Form signed by the Class Advisor will be issued upon verification.

2. Students requiring a longer leave of absence for private affairs should submit in advance a letter/message in the Handbook to the Class Advisor by the Parent/Guardian stating the reason. For urgent private affairs wherein students cannot inform the Class Advisor beforehand, the Parent/Guardian has to phone to the School Office. The student must have a written explanation from her Parent/Guardian ready for her Class Advisor upon return.

3. No supplementary test(s) or examination(s) will be given for absence due to private affairs, and zero mark will be recorded for that assessment. However, students requiring a leave of absence due to the death of an immediate family member are responsible to find the teacher(s) concerned to arrange for the supplementary test(s) or examination(s). (For non-immediate family member, the School reserves the right for further consideration.)

4. Students who are invited by the Government Bodies representing Macau or School to take part in competition or performance must present to the School a letter written by the Parent/Guardian to request a leave of absence; otherwise no supplementary test(s)/examination(s) will be arranged.

5. Students who are absent for extra-curricular activities or any special activity such as school picnic, charity walk or sports event have to present a letter written by the Parent/Guardian requesting a leave of absence; otherwise her absence will be considered as truancy.
**Late Arrival**
1. Students who have informed the Class Advisor in advance of their late arrival have to present the signed Late Arrival Form to the staff at the Reception. The staff will then notify the Office, after which the students will be permitted to go back to their classrooms for lessons.
2. If a student arrives late due to unforeseen personal affairs, and is without any prior notification for her late arrival, the Parent/Guardian has to notify the School Office. The student must present a written explanation, upon her arrival to School, stating the reason for her late arrival and the number of periods absent; if necessary a medical certificate can be submitted.

**Early Leave**
1. Students who have obtained permission of leaving early during school hours, have to notify the Office Staff first and submit the signed Early Leave Form to the staff at the Reception. No students can leave the School during school hours without the company of the Parent/Guardian.
2. Any student who has to leave early during school hours because of illness, has to obtain a duly signed Early Leave Permission Form from her Class Advisor or the School Doctor. The School Doctor then informs the Office Staff who will notify the Parent/Guardian concerned to accompany her away.
3. If a student requires an early leave in case of medical emergency, the School will immediately deal with the matter by consulting the Parent/Guardian at once.

**Behaviour In School**
1. Students should co-operate with their Class Prefects and Prefects of Discipline when they execute their duties.
2. Students should preserve all school property and keep the school campus clean.
3. Students should refrain from eating and drinking in classrooms, special rooms and corridors unless permission has been given.
4. Students should switch off the electrical devices before leaving the classroom.
5. Students should bring all their books and personal belongings home.
6. Students are not allowed to take the lift unless permission is obtained.
7. Chewing gum is strictly forbidden.
**Behaviour Outside School**

1. Students should maintain their dignity and conduct themselves properly outside School. Misbehaviour/misconduct displayed by students may compel the School to carry out appropriate penalty.

2. Good, honest, dignified behaviour strengthens the students’ self-respect. Students should be inspired to render service to those in need, especially to the elderly, out of courtesy and kindness.

3. Students are advised not to engage in personal gatherings in public places while wearing their uniform.

4. The use of vulgar and improper language is unworthy of Sacred Heartists on any occasion.

**Miscellaneous Points**

1. Students are not allowed to take private lessons from any Teacher of the School.

2. No gifts should be presented to individual teachers. A loving note or a greeting card may be presented; respect, obedience and co-operation are already very precious signs of gratitude.

3. Private celebrations or parties within the school campus are not allowed except with the prior permission from the Principal.

4. Students are not allowed to stay after 5:50pm in school.

5. The use of any classrooms or special rooms after school or on weekends is not allowed without the permission of teachers in charge.

6. The application of transcripts, recommendation letters and school leaving verifications will be subject to administration fees and seven working days to process.

**Withdrawal From School**

1. Students withdrawing from School for any reason must hand in a letter from their Parents stating the reason and the exact date of withdrawal.

2. Students must return all the properties that belong to the School such as the Student Smart Card and the books from the School Library.

3. There will not be any refund of school fees for the next scholastic year if the student fails to complete her withdrawal process within five working days after the Prize-Giving Day.
Typhoon & Rainstorm

In case of typhoon or rainstorms, all arrangements have to follow the instructions of the DSEJ. Other special information about our School will be transmitted through the TDM/Macau Radio Broadcast/SMS/School Website on that particular day, if necessary. Should School be suspended for the whole day due to typhoon or rainstorms, further arrangement will be made for tests scheduled for that day when students return for regular lessons. Examination will be held as scheduled upon the students’ return after the typhoon or rainstorm. Field trips or other external school events will be cancelled.

<table>
<thead>
<tr>
<th>Rainstorm Warning</th>
<th>Issue Time</th>
<th>Secondary Education</th>
<th>Primary Education</th>
<th>Infant Education</th>
<th>Special Education</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>06:30 - 09:00</td>
<td>Classes are suspended in the morning</td>
<td>Classes are suspended all day</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>11:30 - 14:00</td>
<td>&lt;----- Classes are suspended in the afternoon -----&gt;</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>School hours</td>
<td>&lt;----- Schools should continue the educational activities -----&gt; until the end of the normal school hours</td>
<td></td>
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<td></td>
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</tbody>
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<table>
<thead>
<tr>
<th>Tropical Cyclone Signal</th>
<th>Issue Time</th>
<th>Secondary Education</th>
<th>Primary Education</th>
<th>Infant Education</th>
<th>Special Education</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>06:30</td>
<td>Classes are as usual</td>
<td>Classes are suspended all day</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>11:30</td>
<td>&lt;------ Classes are suspended in the afternoon -------&gt;</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>School hours</td>
<td>&lt;------ Schools should continue the educational activities until the end of the normal school hours -------&gt;</td>
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<table>
<thead>
<tr>
<th>Tropical Cyclone Signal</th>
<th>8 or above</th>
<th>Issue Time</th>
<th>Secondary Education</th>
<th>Primary Education</th>
<th>Infant Education</th>
<th>Special Education</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>06:30</td>
<td>&lt;---------- Classes are suspended all day ----------&gt;</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>11:30</td>
<td>&lt;------ Classes are suspended in the afternoon -------&gt;</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>School hours</td>
<td>&lt;------ Schools should take appropriate measures and allow students to go home only when conditions are safe -------&gt;</td>
<td></td>
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<thead>
<tr>
<th>Tropical Cyclone Signal</th>
<th>is lowered to</th>
<th>Issue Time</th>
<th>Secondary Education</th>
<th>Primary Education</th>
<th>Infant Education</th>
<th>Special Education</th>
</tr>
</thead>
<tbody>
<tr>
<td>8</td>
<td>00:00 - 06:30</td>
<td>&lt;-------- Classes are suspended all day ---------&gt;</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Tropical Cyclone Signal No. 8 has been hoisted after 00:00 am and is still in force at 06:30 am</td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

When tropical cyclone and rainstorm warning signals are in force, the following measures should be taken by school authorities:

- When Tropical Cyclone Signal No. 3 or rainstorm warning signal is in force, schools should ensure that their premises are open and staffed so as to look after the students who have arrived. Schools should allow students to go home only when conditions are safe.

- During class suspension period, all tests, examinations and extracurricular activities should be cancelled or postponed; appropriate arrangements should be made after educational activities are resumed.

- Please refer to the Dispatch of the Secretary for Social Affairs and Culture No. 246/2013 for details.
GUIDELINES ON STUDENTS’ APPEARANCE

1. **Summer Uniform**
   - Dress: should be ironed and worn with a clean tie and belt; collar must be buttoned up; minimum length – 2cm above knee cap
   - Undergarments: pure white or skin colour
   - Petticoat: pure white and not shorter than 5cm of the uniform
   - Tie: light-blue colour; clean and 2cm above the belt
   - Belt: suitable size; button up; not too tight or too loose
   - Cardigan: white or navy blue; no other colour, decoration or embroidery is permitted (no longer than hip and of wrist length)
   - Socks: plain white; between 4cm – 8cm above the ankles
   - Shoes: plain black or white of simple fashion; the heels must not exceed 2cm in height; no boots (orthopedic shoes are allowed only with doctor's verification)

2. **Winter Uniform**
   - Dress: pure navy blue colour; a new one has to be replaced if the colour fades; minimum length – 2cm above knee cap
   - Blouse: white; the blouse must be buttoned up and with pointed collars; sleeves must not be rolled up
   - Tie: plain navy blue
   - Coat: School jacket; if plain navy blue cardigans, blazer, pullovers or sweaters are worn, all should be without decoration or embroidery, must be of appropriate length with the hem no longer than hip and the sleeves of wrist length
   - Stockings: plain navy blue and of knee length
   - Scarf: plain navy blue or white
   - Gloves: plain navy blue or white
Only when the temperature is **13°C or below** (according to the weather broadcast by TDM), the followings are allowed:

- navy blue, straight-legged trousers and white blouse with pointed collars
- white polo necked clothing is allowed inside the blouse
- navy blue down feather jacket or padded jacket without any hood or logo
- navy blue down vest can be worn inside the School jacket

**X** PE uniform is not allowed

**3. PE Uniform**

PE Uniform can only be worn when there is PE lesson; colour ought not to be faded

- Socks: plain white; between 4cm – 8cm above the ankles
- Shoes: plain white without any marks on sides

**4. Students’ Appearance & Ornaments**

- **Hair**: simple and tidy hairstyle; no extreme hairstyles, hair extensions and dyeing; only shoulder length; otherwise it should be tied up neatly; fringe cannot cover the eyebrows
- **Hair pins**: pure black, blue or white; no mixed colours
- **Frames of spectacles**: simple style, not of showy fashion; frames of no more than 2 colours; contact lenses with colour are not allowed
- **Ear-rings**: only one simple studded ear-ring of the same design on each earlobe is allowed; no ear pin
- **Fingernails**: short; not polished; no nail varnish
- **Ornaments**: bracelet and ring are not allowed; necklace should not be shown outside the uniform
- **Watches**: simple style
- **School bag**: only conventional school bag without decorations; handbag is not allowed

**Make-up**: not allowed even for any celebrations held
School Uniform

Summer

Hair:
Shoulder length; otherwise should be tied up neatly

School tie and belt should be properly worn

Dress length:
2cm above knee cap

A petticoat is compulsory

Socks:
Plain white; between 4cm to 8cm above the ankles

Shoes: Plain white or black; the heels must not exceed 2cm in height

Winter

White blouse must be buttoned up

Sleeves should not be rolled up

Shoes: Plain black; the heels must not exceed 2cm in height
PE Uniform

Summer

Winter

Colour ought not to be faded

Socks:
Plain white; between 4cm to 8cm above the ankles

Shoes:
Plain white without any marks on sides
A. Academic Results
- Academic results are based on 100 as full marks and 60 as pass marks.
- Each term carries 100% weight.
- The academic year of Form 1 to Form 4 is divided into three terms, while there are two terms for Form 5 and Form 6.
- Final Average is based on the total of all the subjects of all the terms.
- The Final Averages for English and Chinese are calculated and based on the weight of units allocated for their related subjects.
- English, Chinese and Mathematics are the major subjects. Three units are allotted to English, two units are allotted to Chinese and Mathematics each while one unit is allotted to each of the other subjects. However, for Form 6, two units are allotted to Accounting and Economics.

B. Criteria of Promotion and Retention
Promotion and retention are according to Final Average.

**Promotion**
1. passed in all subjects with a Conduct grade of C- or above
2. students of Form 1, Form 2, Form 4, Form 5, Form 6 can be promoted if they have less than 4 unit failures, while students of Form 3 have less than 5 unit failures, and the marks for English, Chinese and Mathematics are not lower than 50

**Retention**
1. students whose Final Average is less than 60 marks
2. students whose Final Average mark(s) for English, Chinese and/or Mathematics is/are below 50
3. students of Form 1 to Form 6 (except Form 3) who have failed in 4 units or more, while students of Form 3 have failed in 5 units or more.
Remarks

1. students who have repeated in same level are advised to leave the School.
2. students who have repeated twice in Secondary Section are advised to leave the School when they are retained the third time.

C. Absence and Conduct

• Students who have been absent/exempted from Examination will not be qualified for an academic position in class.
• Students who have accumulated 3 major misdeeds will be expelled from School.
• Conduct is graded in A, B, C or D, with D denoting failure.

Graduation and Completion of Form 6

1. Form 6 is the graduating class. Students who can meet the promotion requirements and standard will be given the School Leaving Certificate.
2. If the Final Average is lower than 60, the number of units failed is more than 4, or the Final Average mark(s) for English, Chinese and/or Mathematics is/are below 50, students will not be given a School Leaving Certificate; rather they will receive a Testimonial stating the completion of Form 6.
3. If the number of units failed is 4 but the Final Average is a passing mark and the Final Average marks for English, Chinese and Mathematics are over 50, the students will be given the chance to take the supplementary examination(s). Students have to submit a letter requesting for the supplementary examination(s) the day after the Report Card are delivered; otherwise, they will have forfeited the chance of taking the supplementary examination(s).
4. Students who can pass the supplementary examination(s) and can meet the promotion criteria will be given the School Leaving Certificate.
**AWARD & PENALTY**

**Types:**
Recognition Attained: Credit, Merit, Certificate, Trophy and Scholarship
Penalties: Misdemeanor, Minor Misdeed and Major Misdeed

**General Rules:**
1. All the students’ awards and penalties have to be recorded in the Report Card by the Class Advisor.
2. Three credits make up one merit.
3. Three misdemeanors make up one minor misdeed; three minor misdeeds make up one major misdeed; a student who gets three major misdeeds is subject to expulsion.
4. Prefects of Discipline are empowered to give verbal warnings to any students who do not comply with the rules on uniform and appearance. If students do not co-operate, the Discipline Board will issue a written warning in their Handbook, which will result in the downgrading of their Conduct mark.

**Table of Awards**

<table>
<thead>
<tr>
<th>Nature of Recognition</th>
<th>Criteria</th>
<th>Recognition Attained</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attendance &amp; Punctuality</td>
<td>For students who have 100% attendance and 100% punctuality</td>
<td>Attendance Award (1 credit/term)</td>
<td>✓ 3 credits make up 1 merit ✓ credits are accumulated and awards are stated in the Report Card</td>
</tr>
<tr>
<td>Sense of Responsibility</td>
<td>For students who have punctual submission of all assignments and full compliance with textbook and stationery requirements</td>
<td>Sense of Responsibility Award (1 credit/term)</td>
<td></td>
</tr>
<tr>
<td><strong>For Form 1 &amp; Form 2 students</strong> who have punctual submission of all assignments after setting off the late record</td>
<td></td>
<td>Hard Work Achievement Award (Certificate)</td>
<td></td>
</tr>
<tr>
<td>Character &amp; Attitude</td>
<td>For students who have full compliance with regulations concerning uniform, appropriate behavior and attitude in School</td>
<td>Commendable Character Award (1 credit/term)</td>
<td></td>
</tr>
<tr>
<td>Nature of Recognition</td>
<td>Criteria</td>
<td>Recognition Attained</td>
<td>Remarks</td>
</tr>
<tr>
<td>-----------------------</td>
<td>-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
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</tr>
<tr>
<td>4. Conduct</td>
<td>For students who have got 9 credits accumulated throughout the year from the Awards in Items 1-3 above</td>
<td>Conduct Award (Distinction)</td>
<td>✓ students should not have any penalty record throughout the whole year</td>
</tr>
<tr>
<td></td>
<td>For students who have got 8 credits accumulated throughout the year from the Awards in Items 1-3 above</td>
<td>Conduct Award (Excellence)</td>
<td></td>
</tr>
<tr>
<td>5. Motivation &amp; Incentive</td>
<td>For students who have got any 3 marks from Dictation or Tests that carry 88 or above</td>
<td>1 Credit (recorded per term)</td>
<td>✓ credits are accumulated in the Report Card</td>
</tr>
<tr>
<td>6. Participation</td>
<td>For students representing the School in external competitions</td>
<td>1 or 2 merits</td>
<td>✓ winners of competitions recognized by the School</td>
</tr>
<tr>
<td></td>
<td>For students rendering good services in class or club</td>
<td></td>
<td>✓ recommended by the class / club advisor</td>
</tr>
<tr>
<td>7. Academic Progress</td>
<td>For students who have at least 4 marks accumulated in progress between the averages of the Final Term and the previous term(s); and have a passing mark in all subjects in the Final Average</td>
<td>Progress Award (Certificate)</td>
<td>✓ recommended by the class advisor</td>
</tr>
<tr>
<td>8. Academic Proficiency</td>
<td>For students academically among the top 3 of the class</td>
<td>Academic Proficiency Award (Trophy)</td>
<td>✓ based according to the top 3 Final Average marks</td>
</tr>
<tr>
<td>9. Outstanding in all area; all rounder</td>
<td>Student has received highest awards in Academics, Conduct and Leadership</td>
<td>Sacred Heart Elite Award (Certificate &amp; Scholarship)</td>
<td>✓ recommended by the class advisor</td>
</tr>
</tbody>
</table>
**Special Awards**

10. **Award for School Service**
   - For students who render outstanding service to the School:
     Students Librarians, Student Council Officers, School Artists, School Photographers, Prefect of Discipline and organizers of religious activities.

11. **Award for Spiritual Growth**
   - For humble Sacred Heartists who follow the Footsteps of Jesus and our Foundress St. Magdalene of Canossa, and have regular participation in religious activities.

12. **Award for Good Sacred Heartist**
   - For students who are courteous, considerate, rule-abiding and exhibit good attitude in general and have the ability to promote better conduct among fellow schoolmates.

13. **Award for Leadership**
   - For responsible Prefects and the Head of students associations who possess leadership qualities and set a good example to their fellow schoolmates.

**Important reminders**

Students who would like to apply for the above Special Awards, should have academic results above average and a good conduct record. A potential candidate should apply for the award on her own initiative. The Application Form can be obtained in the School Office and the completed form has to be returned to the Office by 8th May.
<table>
<thead>
<tr>
<th>Areas to be penalized</th>
<th>Remarks</th>
<th>Penalty</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Late submission of assignment</td>
<td>Incomplete assignment is considered as late submission of assignment (If the question is too difficult, at least a few workings or steps have to be written but it should not be left blank)</td>
<td>5 times → 1 misdemeanor</td>
</tr>
<tr>
<td>2. Copying of homework</td>
<td>Copying someone’s work</td>
<td>1 misdemeanor</td>
</tr>
<tr>
<td></td>
<td>Letting someone copy one’s work</td>
<td></td>
</tr>
<tr>
<td>3. Not bringing required textbooks and stationery</td>
<td>Failure to bring the textbooks/materials necessary for lesson</td>
<td>5 times → 1 misdemeanor</td>
</tr>
<tr>
<td></td>
<td>(e.g. inappropriate length of uniform, undergarments, fringe, hair, socks, etc)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Imperfect uniform or incompliance with the school rules on students’ appearance despite written warning (e.g. coloured contact lenses; undergarments in colours other than those stated; inappropriate earrings and accessories, etc)</td>
<td></td>
</tr>
<tr>
<td>4. Failure to comply with School Regulations on appearance</td>
<td>Hair extension and dyeing, extreme &amp; inappropriate hair style &amp; length</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. Breaking school rules</td>
<td>Chewing bubble gum</td>
<td>1 misdemeanor</td>
</tr>
<tr>
<td></td>
<td>Eating/drinking in forbidden areas (e.g. classroom, special rooms, etc)</td>
<td>1 misdemeanor and 3 hours of school service</td>
</tr>
<tr>
<td>6. Bringing forbidden device &amp; materials</td>
<td>Materials not required for lessons (e.g. magazines)</td>
<td>1 misdemeanor</td>
</tr>
<tr>
<td></td>
<td>Electrical &amp; digital devices not required for lessons (e.g. mobile phone, camera, electronic games, ipod, ipad, etc)</td>
<td>1 minor misdeed; device will be collected and returned at the end of the scholastic year</td>
</tr>
<tr>
<td>7. Tardiness</td>
<td>Secondary students who clock in after 8:15am or 1:45pm will be considered late; note that My It-School will recognize the afternoon session only after 1:15pm</td>
<td>3 times → 1 misdemeanor</td>
</tr>
<tr>
<td>Areas to be penalized</td>
<td>Remarks</td>
<td>Penalty</td>
</tr>
<tr>
<td>-----------------------</td>
<td>---------</td>
<td>---------</td>
</tr>
<tr>
<td>8. Bullying</td>
<td>Verbal or physical abuse, fighting, libel, violence, etc</td>
<td>1 minor misdeed or more depending on the seriousness</td>
</tr>
<tr>
<td>9. Truancy</td>
<td>Verbal or physical abuse, fighting, libel, violence, etc</td>
<td>1 minor misdeed or more depending on the seriousness</td>
</tr>
<tr>
<td></td>
<td>1 period</td>
<td>1 misdemeanor</td>
</tr>
<tr>
<td></td>
<td>3 consecutive days</td>
<td>3 major misdeeds; dismissal</td>
</tr>
<tr>
<td></td>
<td>1 absence from extra-curricular activities without reason</td>
<td>1 misdemeanor</td>
</tr>
<tr>
<td>10. Dishonesty</td>
<td>Telling lies, hiding the truth, framing others</td>
<td>2 misdemeanors or more depending on the seriousness</td>
</tr>
<tr>
<td></td>
<td>Violation of test/examination rules</td>
<td>Marks deducted</td>
</tr>
<tr>
<td></td>
<td>Cheating in written tests/quizzes/dictations</td>
<td>2 minor misdeeds; 1 major misdeed for repeated offence (zero mark for that assessment)</td>
</tr>
<tr>
<td></td>
<td>Cheating in examinations</td>
<td>1 major misdeed; 2 major misdeeds for repeated offence (zero mark for that assessment)</td>
</tr>
<tr>
<td></td>
<td>Altering the records in the Handbook</td>
<td>1 minor misdeed or more depending on the seriousness</td>
</tr>
<tr>
<td></td>
<td>Forging parent’s signature; altering the marks or answers of tests/examination after teacher’s corrections</td>
<td>2 minor misdeeds; 1 major misdeed for repeated offence</td>
</tr>
<tr>
<td>11. Irresponsible behaviour or act</td>
<td>Students are liable to disciplinary measures for serious irresponsible attitude or act (e.g. handbook)</td>
<td>1 misdemeanor or more depending on the seriousness</td>
</tr>
<tr>
<td>12. Other misconduct/ misbehavior/ inappropriate act</td>
<td>Students are liable to disciplinary measures for serious breaches of discipline in behaviour/acts inside or outside school (e.g. speaking foul language, indecent acts in public, disrespectful acts/words towards teachers and staff, etc)</td>
<td>1 minor misdeed or more depending on the seriousness</td>
</tr>
<tr>
<td>12. Stealing</td>
<td>Inside school</td>
<td>1 major misdeed or more depending on the seriousness; dismissal for repeated offence</td>
</tr>
<tr>
<td></td>
<td>Shoplifting or stealing outside school (being caught and sent to the police station)</td>
<td>3 major misdeeds; dismissal</td>
</tr>
</tbody>
</table>
Parents' Copy
家長留底副本

I have read the School Regulations and I fully understand and will co-operate with the School in their mission to provide a proper education.
本人已細閱學生守則之內容，並樂意與校方合作。

______________________       __________________________
(Student's Signature)                (Parent's/Guardian's Signature)

Date 日期： ____/____/____

*** Should any discrepancies arise in the English translation of the School Regulations, the Chinese Version of it prevails ***
*** 如在校規的英文版中翻譯有任何不符，以中文版為準 ***

Return Slip 回條

I have read the School Regulations and I fully understand and will co-operate with the School in their mission to provide a proper education.
本人已細閱學生守則之內容，並樂意與校方合作。

______________________       __________________________
(Student's Signature)                (Parent's/Guardian's Signature)

Student's Name 學生姓名： __________________________
Class 班級 ： __________________________
Class No 班號 ： __________________________
<table>
<thead>
<tr>
<th>性質</th>
<th>備注</th>
<th>處分</th>
</tr>
</thead>
<tbody>
<tr>
<td>10.</td>
<td>欺騙行為</td>
<td>蓄意詐騙、編造謊言、嫁禍他人</td>
</tr>
<tr>
<td></td>
<td>違反測驗或考試規則，如企圖偷看別人、詢問有關試卷內容、讓同學抄襲試卷內容等</td>
<td>扣分處理</td>
</tr>
<tr>
<td></td>
<td>小測、測驗、默書作弊</td>
<td>兩個小過、零分處理</td>
</tr>
<tr>
<td></td>
<td>考試作弊</td>
<td>一個大過、零分處理</td>
</tr>
<tr>
<td></td>
<td>損毀或塗改手冊</td>
<td>一個小過或視乎嚴重程度處理</td>
</tr>
<tr>
<td></td>
<td>冒家長簽名、塗改試卷內容或積分</td>
<td>兩個小過</td>
</tr>
<tr>
<td>11.</td>
<td>失責行為</td>
<td>不負責任的態度或行為（如遺失手冊）</td>
</tr>
<tr>
<td>12.</td>
<td>行為偏差</td>
<td>粗言穢語（包括寫和說），不尊師重道，穿著校服與异性有親密行為，及其他嚴重行為偏差者</td>
</tr>
<tr>
<td>13.</td>
<td>偷竊</td>
<td>校內：未經物主同意擅取別人財物或物品並據為己有者，皆視作偷竊行為</td>
</tr>
<tr>
<td></td>
<td>校外：有偷竊行為，觸犯警律</td>
<td>三個大過，離校處分</td>
</tr>
</tbody>
</table>
四．懲處表

<table>
<thead>
<tr>
<th>性質</th>
<th>備注</th>
<th>處分</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. 遲交功課五次</td>
<td>未完成功課，均作欠交功課處理。 （若學生不懂做該功課，應把思考過程寫出，而不應留空該部分）</td>
<td>一個缺點</td>
</tr>
<tr>
<td>2. 剪交功課</td>
<td>剪交者或給予他人剪交者</td>
<td>一個缺點</td>
</tr>
<tr>
<td>3. 欠帶課本或課堂用具五次</td>
<td>欠帶老師要求帶回的課堂用具亦視作欠帶課本處理</td>
<td>一個缺點</td>
</tr>
<tr>
<td>4. 儀容不整（根據學校儀容守則作為標準）</td>
<td>如校裙、襯裙過短、劉海過長沒有夾起、頭髮過肩沒有束起、髮型標奇立異</td>
<td>書面警告，再犯者，一個缺點</td>
</tr>
<tr>
<td></td>
<td>如配戴有顏色的隱形眼鏡、沒有穿純白或肉色內衣或襯裙、耳環、飾物不符校規等</td>
<td>一個缺點，再犯者，加倍處分</td>
</tr>
<tr>
<td>5. 違反校規</td>
<td>吃口香糖</td>
<td>一個缺點</td>
</tr>
<tr>
<td></td>
<td>在操場以外地方飲食</td>
<td>一個缺點，另加三小時學校服務令</td>
</tr>
<tr>
<td>6. 帶違禁品</td>
<td>雜誌或其他無關上課的用品</td>
<td>一個缺點</td>
</tr>
<tr>
<td></td>
<td>無關上課的電子產品（如電話、相機、遊戲機等）</td>
<td>一個小過，並没收該物品至學期結束</td>
</tr>
<tr>
<td>7. 遲到三次</td>
<td>中學生於一般上課日未能在早上八時十五分前及下午一時十五分至一時四十五分「拍卡」則當遲到論</td>
<td>一個缺點</td>
</tr>
<tr>
<td>8. 校園欺凌或暴力</td>
<td>欺壓同學，包括出言奚落，以文毀謗或以力傷人，糾黨生事等</td>
<td>一個小過，視嚴重程度處理</td>
</tr>
<tr>
<td>9. 增課</td>
<td>一節</td>
<td>一個缺點</td>
</tr>
<tr>
<td></td>
<td>連續三天</td>
<td>三個大過（等同自動離校）</td>
</tr>
<tr>
<td></td>
<td>無理缺席餘暇活動一次</td>
<td>一個缺點</td>
</tr>
</tbody>
</table>

第十五版
特別獎項

10. 學校服務獎
    優秀學生具犧牲精神，在校內長期熱心服務並有貢獻:
    圖書館管理員、學生會幹事、學校藝術組成員、學校攝影組幹事、紀律組組長，
    及宗教活動組織者。

11. 心靈喜躍獎
    熱心參與宗教活動，虔誠追隨耶穌基督以及會祖芳表的同學。

12. 好學生獎
    學生大方有禮、為人設想、自律守規、尊重他人，並以自己好的行為作榜樣，
    使同學們的品德得以成長。

13. 領袖生獎
    具備領導能力，並以身作則的學生組織領袖。

注意事項
學生若申請上述特別獎項，成績和行為必須良好。申請者可到寫字樓索取表格，並
於 5 月 8 日前填妥交回寫字樓。
三．獎勵表

<table>
<thead>
<tr>
<th>性質</th>
<th>要求</th>
<th>獎勵</th>
<th>備註</th>
</tr>
</thead>
<tbody>
<tr>
<td>6. 熱心參與</td>
<td>學生代表學校參加對外比賽，並能為校增光</td>
<td>一或兩個優點</td>
<td>例如：朗誦／歌唱／體育比賽得獎者等</td>
</tr>
<tr>
<td></td>
<td>學生具責任感，在班內或學生組織有貢獻並獲得表揚</td>
<td></td>
<td>品行評級不能低於乙或餘暇活動評級不可低於乙</td>
</tr>
<tr>
<td>7. 飛躍進步</td>
<td>學生總平均成績全科合格及品行評級不低於乙下</td>
<td>飛躍進步獎狀</td>
<td>末段總平均分與前期累積四分或以上進步</td>
</tr>
<tr>
<td>8. 學業成績優異</td>
<td>全班前三名</td>
<td>學業成績優異獎</td>
<td>期未平均分最高三位同學</td>
</tr>
<tr>
<td>9. 傑出卓越</td>
<td>品行優異、成績優異、有領導才能及熱心服務，得老師或班主任推薦</td>
<td>獎學金及傑出卓越獎</td>
<td>具備品行獎、學業成績優異獎、領袖生獎等條件</td>
</tr>
</tbody>
</table>
嘉諾撒聖心英文中學獎懲規則

一．類別

獎：積點、優點、獎狀、獎杯、獎學金
懲：缺點、小過、大過、離校

二．細則

1. 獎懲由班主任計算，且記錄在成績表內。
2. 三個積點構成一個優點。
3. 三個缺點構成一個小過，三個小過構成一個大過，三個大過則飭令離校。
4. 中學訓導組組長有權執行口頭警告，並把違規學生記錄在案。如不合作者，可被訓導處書面警告，品行評分將會降級。

三．獎勵表

<table>
<thead>
<tr>
<th>性質</th>
<th>要求</th>
<th>獎勵</th>
<th>備註</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. 考勤</td>
<td>百分之百出席率及百分之百守時</td>
<td>考勤獎，每段計算一次</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>一個積點</td>
<td></td>
</tr>
<tr>
<td>2. 盡責</td>
<td>準時交齊功課、帶齊課本及課堂用具</td>
<td>盡責獎，每段計算一次</td>
<td>三個積點</td>
</tr>
<tr>
<td></td>
<td></td>
<td>一個積點</td>
<td>一個優點</td>
</tr>
<tr>
<td></td>
<td>中一、中二學生盡力養成準時交齊功課的習慣</td>
<td>「功不可沒」獎狀</td>
<td>期末計算</td>
</tr>
<tr>
<td>3. 行為表現</td>
<td>學生在校內守規、有禮、合群</td>
<td>行為表現良好獎</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>一個積點</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>每段計算一次</td>
<td></td>
</tr>
<tr>
<td>4. 品行</td>
<td>學生全年累積以上三項共九個積點</td>
<td>品行優異獎狀</td>
<td></td>
</tr>
<tr>
<td></td>
<td>學生全年累積以上三項共八個積點</td>
<td>品行優良獎狀</td>
<td></td>
</tr>
<tr>
<td>5. 學業上進</td>
<td>三次默書、測驗達 88 分或以上</td>
<td>一個積點</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>每段計算</td>
<td></td>
</tr>
</tbody>
</table>

第十二版
嘉諾撒聖心英文中學升留班制度

中學

（一）成績計算

- 學年成績以 100 分為滿分。60 分為合格。每學期成績以 100% 計算。
- 中一至中四每學年分三個學期。中五及中六每學年分兩個學期。
- 總平均分是以各科總分計算。
- 每一科目以單位作計算。英文及中文平均分是以單位比重計算。
- 英、中、數為主科。英語作三個單位計算。中文、數學各佔兩個單位。其餘各科以一個單位計算。中六會計及經濟兩科各佔兩個單位。

（二）升留級

升留級以全年平均成績為標準。

升級
(1) 各科合格。操行為 C- 或以上准予升級。
(2) 中一、中二、中四、中五、中六學年平均成績少於四個單位不及格者; 中三學年平均成績少於五個單位不及格者; 並英文、中文、數學 不低於 50 分，且操行為 C- 或以上，則准予升班。

留級
(1) 總平均分不合格或
(2) 英文、中文、數學任何一科平均分低於 50 分或
(3) 中一至中六（中三除外）全年平均成績不合格科目達四個單位或以上。中三全年平均成績不合格科目達五個單位或以上。
注：(1) 同級留班兩次者應退學。
(2) 整個中學階段只可留班兩次，第三次者應退學。

（三）缺勤或操行

- 缺考、免考者，失去排名次機會。
- 操行分 A、B、C、D 四級。D 級為不合格。
- 若學生被記三個大過則鉅令退學。

畢業或修業狀況

（一）中六班為畢業班級；凡學生達到升班水平者均可畢業並獲頒發畢業證書。
（二）中六學生若總平均分不合格、全年平均成績不合格科目超過四個單位或英文、中文、數學平均分低於 50 分，均不獲頒發畢業證書，只獲修業證明書。
（三）若中六學生全年平均成績不合格科目達四個單位，但總平均分合格，英文、中文、數學各科平均分達 50 分，學生可在派發成績表後翌日，以書面向校方申請補考，逾時作自動放棄論。
（四）補考合格達升級標準者准予畢業，並獲頒發畢業證書。
運動服

夏季

鞋︰純白色；不可有任何標誌

褪色運動服應立即更換

襪︰純白色；長度以足踝上4至8厘米為標準

鞋︰純白色；不可有任何標誌

第十版
校服

夏季

頭髮：
簡單髮型；長髮及肩要束起，劉海蓋眼眉要夾起

校呔、腰帶：
要整潔

裙長：膝蓋上2厘米

校呔長度不短於校裙5厘米

鞋：純白色或純黑色；鞋跟不可高於2厘米

長襪：
寶藍色；膝以下(三個骨)

冬季

學生必須將所有恤衫鈕扣上

襪：
純白色；長度以足踝上4至8厘米為標準

長襪：

鞋：純黑色；鞋跟不可高於2厘米

第九版
（三）運動服：已褪色應即更換。
➤ 襪 ：純白色。長度以足踝上 4 至 8 厘米為標準。襪上不可有任何標誌。
➤ 鞋 ：純白色。不可有任何標誌。

（四）儀容細則
➤ 頭髮：髮型以簡單、樸實、整齊為主。不可染髮、駁髮。長髮及肩或劉海過長而遮蓋眼眉，必須束髮及夾起，不可垂在臉頰上。
➤ 髮飾：純黑色、藍色或白色，不可間色。
➤ 眼鏡：簡單樸實款式，鏡框顏色不能多於兩種。不可配戴有色的隱形眼鏡。
➤ 耳環：只可配戴一對款式相同，不可過大之單粒，且必須戴在耳珠上。
➤ 指甲：學生要定期修剪指甲，不可蓄甲或塗擦指甲油。
➤ 飾物：手鍊、手鐲、手繩、腳鍊、戒指或任何飾物，均不可穿戴回校。項鍊不可露在校服外。
➤ 手錶：不可標奇立異或錶面過大。
➤ 書包：簡單款式，不可掛任何飾物於書包外。
學生儀容守則

（一）夏季校服
➤ 校裙：要整齊，鈕扣及拉鍊必須全部扣上及拉上，配戴整潔之校呔及腰帶。校裙必須熨直，長度以膝蓋上2厘米為標準。
➤ 內衣：白色或肉色。
➤ 襯裙：純白色全身襯裙。襯裙長度以不短於校裙5厘米為標準。
➤ 校呔：在校內購買，長度應於腰帶上2厘米。
➤ 腰帶：合身；不應太寬或太緊。
➤ 外套：純白色或寶藍色。沒有裝飾或刺繡。衫身不可過長。
➤ 襪：純白色。長度以足踝上4至8厘米為標準。襪上不可有任何標誌。
➤ 鞋：純白色或黑色的簡樸款式。鞋跟不可高於2厘米。不可穿靴形的皮鞋。如有需要穿著矯形鞋，須具醫生證明。

（二）冬季校服
➤ 校裙：寶藍色（已褪色應即更換）。校裙長度以膝蓋上2厘米為標準。
➤ 恤衫：純白色，尖領。學生必須將所有恤衫鈕扣上，衫袖不得捲起。
➤ 校呔：寶藍色。
➤ 外套：校褸或棉褸（須具校徽）。寶藍色外套，不得扣上其他裝飾或刺繡。衫身不可過長覆蓋臀部或連帽。
➤ 長襪：膝以下（三個骨）寶藍色長襪。
➤ 頸巾：白色或寶藍色。
➤ 手套：白色或寶藍色。

禦寒衣物：根據澳廣視、澳門電台或澳門地球物理暨氣象局提供的天氣資訊，如當天氣溫降至攝氏十三度或以下，學生方可穿著：
➤ 宝藍色之直腳長褲配純白色、尖領女裝恤衫。
➤ 在恤衫內可穿上純白色樽領冷衫。
➤ 宝藍色羽絨褸或棉褸（不可有任何標誌）。
➤ 宝藍色羽絨背心只可穿在校褸內。

註：不可穿著運動服。

第七版
退學手續

（一）學生無論因任何理由自動退學，家長或監護人必須以書面通知校方，
說明該生退學原因及自何時起退學，簽署後交回校務處辦理有關手續。

（二）學生須在退學時交回一切屬於校方的物品，如學生智能卡及所借圖書
等。

（三）若學生在該學年的結業禮後五個工作天內，仍未妥善辦理退學手續，
已繳交之下學年學費均不會退還。

學校在熱帶風暴和暴雨情況中採取之措施

在熱帶風暴和暴雨的情況下，根據澳門教育暨青年局公佈之決定執行。若有
任何特別措施或通告，將透過澳門電台／澳廣視／短訊／學校網頁通知。
全日停課時當天的測驗會另作安排，考試將順延至復課當天同樣時間進行。旅行或其他校外活動則取消。

<table>
<thead>
<tr>
<th>暴雨信號</th>
<th>發出時間</th>
<th>中學教育</th>
<th>小學教育</th>
<th>幼兒教育</th>
<th>特殊教育</th>
<th>班級</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>06:30 - 09:00</td>
<td>上午停課</td>
<td>&lt;-------- 全日停課 ---------&gt;</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>11:30 - 14:00</td>
<td>&lt;---------- 下午停課 ----------&gt;</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>上課時段發出</td>
<td>&lt;------ 繼續進行教育活動，直至放學------&gt;</td>
<td></td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>颱風信號</th>
<th>發出時間</th>
<th>照常上課</th>
<th>&lt;-------- 全日停課 ---------&gt;</th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
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<td>卍3</td>
<td>06:30</td>
<td></td>
<td>&lt;-------- 全日停課 ---------&gt;</td>
<td></td>
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<tr>
<td></td>
<td>11:30</td>
<td></td>
<td>&lt;-------- 下午停課 ----------&gt;</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>上課時段發出</td>
<td>&lt;------ 繼續進行教育活動，直至放學------&gt;</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| 颱風信號 | 發出時間 | <-------- 全日停課 ---------> |          |           |           |        |
|-----------|----------|---------------------------------|----------|-----------|--------|
| 卍8或以上風球 | 06:30    | <-------- 全日停課 --------->   |          |           |           |        |
|           | 11:30    | <-------- 下午停課 ---------->   |          |           |           |        |
| 上課時段發出 | <------ 學校採取適當措施，在安全的情況下方可讓學生離校回家 -------> |          |           |           |           |        |

在颱風或暴雨信號懸掛時，學校應採取適當措施：

· 當三號風球或暴雨警告信號生效時，學校應確保校舍開放，並安排人員照顧已返校的學生，
且在安全的情況下方可讓學生離校回家；

· 停課期間，學校應將校內測驗、考試和課外活動取消或延期，並於恢復教育活動後作適當的安排；

· 詳情請參閱第246/2013號社會文化司司長批示。
遲返
(一) 已請事假者返校時，學生須交回遲返紙給傳達室當值工友查看，並由
工友通知校務處職員，該生才可返回課室。
(二) 如遇突發事故而不能事先申請者，家長或監護人須致電校務處，並在
手冊內註明遲返原因及缺席時間。學生返校時，須呈交手冊給校務處
職員查看，若因看醫生而遲返，須同時呈交醫生證明。

早退
(一) 已請事假早退者，須通知校務處職員，然後交早退紙給傳達室當值工友
查看，並由家長或監護人陪同離開校園。
(二) 學生在校感到不適須早退，班主任或校醫會即時通知校務處職員，並
簽發早退紙予該生。校務處職員隨即通知家長或監護人接學生離開。
(三) 如學生遇緊急事故須早退（如跌倒須到醫院檢查），校務處職員會
即時處理並知會家長或監護人。

註：學生如沒有按上述請假程序處理者，則作曠課論。

校內行為
(一) 班長及訓導組在執行職責時，同學應予合作。
(二) 學生有責任愛護校內公物及保持校園環境清潔。
(三) 未得老師許可，學生不得在課室、特別用途室及走廊通道上飲食。
(四) 學生在離開課室時，須關掉室內電器。
(五) 學生每天須將書籍、文具帶回家。
(六) 未得校方許可，學生不得使用學校電梯。
(七) 學生在校內不可進食口香糖或吹波糖。

校外行為
(一) 學生須保持良好的形象。校外行為偏差會視乎嚴重程度作相應處分。
(二) 學生應培養良好品德，自我尊重，在公共場所要敬老扶幼。
(三) 赴私人約會應穿著端莊便服，避免穿著校服。
(四) 說話要溫文爾雅，切莫粗言穢語，以損自尊。

其他事項
(一) 本校學生不准聘任本校老師作私人補習。
(二) 學生不可向本校老師饋贈禮物。而最佳之表達敬愛方式乃是尊敬、
服從與合作。（學生可自製心意卡作為禮物）
(三) 未獲校方批准，學生不可在校園內舉行私人派對。
(四) 學生必須在下午五時五十分前離開校園。
(五) 學生放學後及週末使用課室或特別用途室，必須獲相關老師批准。
(六) 申請成績單、推薦信及離校證明書，校方會收取行政費，並需七個工作
天完成有關事宜。

第五版
守時
(一) 守時是一種美德，是對學校有歸屬感及責任感的表現。當上課鐘打響時學生應迅速並安靜地排隊，集隊後認真祈禱。
(二) 學生必須在早上八時十五分前及下午一時四十五分前回校。學生必須使用 MY-IT 校園系統作出席記錄。出席時間以「拍卡」的記錄為準。

遲到
(一) 遲到的同學須留在傳達室前等候，待集會完畢後，才可集隊回課室。
(二) 三次遲到者記缺點一個，品行評分將會降級。
(三) 遲到而未能提供合理解釋者，將作曠課論並按學生守則處理。

因病請假
(一) 學生因病請假，家長或監護人須於早上八時至九時；下午一時三十分至二時致電校務處請假 (2857 3489)。
(二) 學生必須在復課當天呈交由家長或監護人簽署之請假通知；在手冊內註明請假理由及交回醫生證明。
(三) 因病缺課、缺測或缺考者，必須呈交由仁伯爵醫院、鏡湖醫院、科大醫院、政府衛生中心或受政府資助機構門診服務（可在澳門衛生局資訊站網頁查閱）發出的病假證明，否則不會作任何補默、補測或補考的安排。如於復課當天未能向班主任呈交以上醫療機構發出的病假證明，則表示自願選擇該次分數作零分計算。補默、補測或補考成績均以 100% 計算。
(四) 如學生因病須住院，家長或監護人須呈交醫院發出之住院證明及請假信。校方會因個別情況處理。
(五) 學生於餘暇活動或特別活動（例如感恩節、頒獎禮、郊遊日、慈善步行日、運動日等）請病假，須於返校當天呈交家長信及醫生證明給相關老師。

因事請假
(一) 學生因事遲返或早退（少於半天如兩節課），家長或監護人須事先在手冊內註明請假理由、缺席日期及節數。班主任核實後，將簽發遲返或早退紙予該生。
(二) 學生因事請假半天或以上，家長或監護人須事先呈交家長信或在手冊內註明理由並簽署。如遇突發事故，不能事先申請者，家長或監護人須致電校務處，並於返校當日呈交家長或監護人簽署之請假通知。
(三) 因事缺默、缺測或缺考者，均不作任何補默、補測或補考，該次分數以零分計算。（直系親屬喪事除外；校方會因個別情況處理）
(四) 如獲政府機構發公函邀請學生代表澳門或學校出賽或表演，家長或監護人必須以書面通知校方核准審批。班主任核實後，會安排該生補默、補測或補考。缺席節數會記錄在成績表上。
(五) 因事未能出席餘暇活動或特別活動者，須於返校當天呈交由家長或監護人簽署之請假信予負責老師。學生必須具充分請假之理由，否則作曠課處理。

第四版
嘉諾撒聖心英文中學學生守則

校規的目的是為了提升學生自律能力和個人素養，以維持一個安全而有效能的學習環境。無論何時何地，處於何種境況，聖心學生都能保持自律及個人素養，時刻做到：

（一）尊重他人：學生要言談溫文有禮，大方得體，懂得禮讓。遇見師長、校工、同學及訪客，均會以禮相待及主動招呼問好。
（二）儀表端莊：學生在任何時刻都能保持儀容整潔，衣著端莊，並能表現出學生應有的形象（參閱學生儀容守則）。
（三）自重自律：學生能聽從老師及長輩教導，謹守校規。在不同的情境下都能自我克制及保持應有的態度，不會任意發脾氣。
（四）為人設想：學生能時刻保持安靜；能為他人設想。
（五）具責任感：學生能勇於承擔自己的過失，絕不推卸責任；盡責地完成任務。
（六）簡單樸實：學生應簡樸為上；能抗拒潮流的誘惑；有公德心；不浪費。

校服

校服代表學校的歷史與校風，故學生應以校服為榮。學生回校上課、補課、參與校內外有關之活動，必須穿著整齊、清潔之校服。學生只可在有體育課當天穿着運動服回校（運動服外套除外）。學生於假期和非活動日子回校可選擇穿著端莊便服，由於保安理由必須攜帶學生証。

時間表

<table>
<thead>
<tr>
<th>時間</th>
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<tbody>
<tr>
<td>08:15－08:30</td>
<td>(15 分鐘)</td>
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<td>08:30－09:00</td>
<td>(30 分鐘)</td>
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<tr>
<td>09:00－09:40</td>
<td>(40 分鐘)</td>
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<td>(40 分鐘)</td>
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<td>(20 分鐘)</td>
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<td>(40 分鐘)</td>
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<td>14:25－15:05</td>
<td>(40 分鐘)</td>
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<td>15:05－15:10</td>
<td>(5 分鐘)</td>
</tr>
<tr>
<td>15:10－15:50</td>
<td>(40 分鐘)</td>
</tr>
<tr>
<td>15:50－16:30</td>
<td>(40 分鐘)</td>
</tr>
</tbody>
</table>
嘉諾撒聖心英文中學學生之楷模

「德智並重」乃本校校訓，其要求本校學生勉力於德、智等方面發展，追求達致真、善、美之道。

藉著耶穌基督，本校學生分享天父之仁愛並全心信賴祂，相信「生命」為天父所賜，因此不論何時何地，處於何種境況，她們必愛惜及尊重「生命」。

上主賦予她們良知導引她們以正確之倫理觀念、合理之動機行事處世。在選擇職業或生活方式時，她們所持之價值觀絕不偏差，能對傳媒宣揚之物質主義、消費主義作判斷分析，故不為物慾所支配，更非私利至上。

本校學生性格開朗、坦率，善於表達自己，懂得接納自我及上主所賦之才能，並了解其極限：隨時審察自己之感受而控制情緒，致力發揮一己所長，勇於承擔責任，務求達致理念清晰，言行合符邏輯；與人共事，心懷謙讓、態度開朗，樂於接納異己意見及嶄新意念，又在不斷省察中改進，促進個人成長。

在天父的愛內，她們學習如何互信互愛，珍惜友誼，並能明智地、謹慎地與人交往。在學習方面，她們當然重視中國傳統文化，但同時亦持開放態度，接納各重不同文化精粹，故本校學生德智並重、治學嚴謹，均為學養豐富之人才。她們也關懷及熱愛社會，明瞭公民之義務與權利。她們將能學以致用、施展所長、建設社會，造福人群。
智慧之言語

讓我們以新動力開始每一天

聖女瑪大肋納嘉諾撒

校訓
德智並重

辦學宗旨
本校為一所天主教學校，秉承會祖瑪大肋納嘉諾撒謙遜仁愛的精神，步武會祖的芳表，不只培育學生在思維及知識上發展，更着重她們在靈性及品德的成長，好能日後施展所長，建設社會。

本校願景
聖心學生富於仁愛，知識卓越，具基督徒的價值觀，並勉力行善，扶助弱小及被忽略的人。

本校使命
提供一個優良的學習環境，使學生能發展她們獨特之處，發掘潛能，啟迪他們以上主賦予的才能去服務弱小及被忽略的人。

致家長／監護人

本校辦學主旨是與 貴家長／監護人衷誠合作以促進 貴子弟的品德及靈性的成長。

學生除努力學習，爭取良好成績外，還應積極參與各項課外活動，其目的是啟發學生品德及基督徒價值觀的成長，使他們能渡有意義的生活。

「德智並重」為本校校訓，藉此教育我們的學生成為完美及信實的成年人，並能肩負對社會的責任，樂意幫助週遭有需要的人及深切了解信、望、愛為人及基督徒生活的重要因素。

此守則給予校方及家長聯絡之用，亦為學生之備忘錄以達至共同之目標。

我們深切盼望 貴子弟與校方衷誠合作，並大力支持，定時查閱此守則，共同給予 貴子弟良好之教育。

嘉諾撒聖心英文中學
校長謹啟

第一版
嘉諾撒聖心英文中學

學生守則

姓名：__________________________

班別：__________________________

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