

## Arts & Technology Education Centre

### School Regulations

**Aims:** To help students develop habits of honesty, humility, benevolence and friendliness towards other people.

#### **A. Clothing and Personal Belongings**

1. Students must wear proper uniforms of their schools while attending courses at the Centre.
2. Students should take note of the importance of cleanliness and tidiness and deport themselves with dignity.
3. Students should not wear any valuable ornaments or bring a large amount of money with them.
4. Students should take good care of their personal belongings and ensure they are removed from the Centre at the end of the lesson. If any item is lost, they should inform the Centre immediately for necessary action. The Centre is not responsible for any loss of personal property.

#### **B. Time of Arrival and Observance of Regulations**

1. Students should attend their courses punctually and must not be absent without valid reasons.
2. Students should respect their teachers, follow their instructions and cooperate with the class monitor.
3. Students ought to arrive at the Centre at least 5 minutes before the lesson begins.
4. Students should enter or leave the Centre according to the instructions of the Centre. Students must not use the driveway to enter or leave the Centre.
5. During the assembly, students should line up in two lines according to the markings on the playground and listen carefully to the instructions of teachers. They should not talk to each other, walk about, or read any books or periodicals.
6. During any ceremony involving the raising of the national flag and the singing of the national anthem, students are required to observe the relevant etiquette in order to show their respect for the country. Students must stand solemnly facing the national flag, look at the national flag with respectful attention, and sing the national anthem. They should not behave in a way that undermines the dignity of the national flag.
7. Students are not allowed to enter the classroom unless in the presence of the teacher-in-charge.
8. Students should be punctual. If they arrive at the Centre after the bell for the assembly, they are considered late for school. All latecomers must complete the "Record of Late Arrival" and report to the teachers in charge when attending the courses. If a student is late for school three times, the student will be warned and conduct marks will be deducted. If their case is serious, they will be suspended from attending our courses.
9. During lessons, all students must remain attentive in class and are not allowed to disturb other students, make unnecessary noises, exchange seats, or leave the Centre without prior approval. Additionally, no electronic devices such as mobile phones or tablets are allowed unless expressly allowed by teachers for educational purposes.
10. Students, when going upstairs or coming downstairs, must follow the specified instructions and are not allowed to use the lift unless prior approval has been obtained.
11. Students are not allowed to wander around, run and play, smoke, or possess any gambling-related items within the Centre.
12. During recess, students must proceed to the playground with their personal belongings. They are not allowed to remain in the classroom or loiter in the corridors.
13. No foul language or vulgar conversation is allowed in the Centre. Students should maintain a harmonious relationship with their schoolmates (including those from other participating schools), showing mutual tolerance and respect.
14. If a student needs to take leave for any reason, they should provide prior written notification to the Centre as well as their own school.
15. No student is allowed to leave the Centre during lessons unless they have sought approval from the Principal/Assistant Principal of the Centre.

#### **C. School Environment**

1. Students should keep the school premises clean and tidy. Litter must be put into the litter bins.
2. No notices or posters are allowed to be posted up on the school premises unless approved by the Principal/Assistant Principal of the Centre.
3. Students should use the Centre's facilities, equipment, and property with care. If any damage is discovered, it must be reported immediately. Students who cause damage or loss through negligence or intentional misconduct may be held liable.