

BOYS OF COURAGE



**LA SALLE COLLEGE**  
STUDENT HANDBOOK  
2024-2025

## Personal Particulars

Name (Surname first, block letters) : \_\_\_\_\_

Name in Chinese (if applicable) : \_\_\_\_\_

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

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

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

Please return to:                      La Salle College  
   18 La Salle Road,  
   Kowloon Tong, Hong Kong  
   (Tel. 23387171)

### Key Websites:

La Salle College	<a href="http://www.lasalle.edu.hk">http://www.lasalle.edu.hk</a>
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## Background: History & Tradition

### ST. JOHN BAPTIST DE LA SALLE

(Founder of the De La Salle Brothers)

The Brothers of the Christian Schools was founded by St. John Baptist de La Salle.

John Baptist de La Salle was born on 30th April, 1651, in the town of Rheims in France. He was the eldest child. As a magistrate, his father was rich enough to send him to school. John Baptist was intelligent and hardworking, and he obtained his Master's degree at a young age.



The father of John Baptist expected his son to become a lawyer like himself. However, at the early age of eleven, John Baptist had decided to become a priest. Since his parents were very good Catholics, they were happy with his choice. After many years of study in the seminary, a place for training young men to become priests, the Bishop ordained him at the age of twenty-seven on 9th April, 1678.

When he was performing his duties as a priest, John Baptist met many poor children who never went to school. They wandered in the streets and became mischievous, unruly or even fell into evil ways. He pitied them and made up his mind to help them by establishing schools.

In his schools, the children were not only taught how to read and write, but also to cultivate good manners and above all to pray and live their Catholic faith. Those children soon behaved like 'gentlemen'. His good work attracted not only more children who needed help, but also men who wished to help him. These so-called teachers had no training and so John Baptist invited them to join him, to live and pray together so as to strengthen their faith and confidence as well as to improve the quality of their work. This was in 1680.

A few years later, at the suggestion of John Baptist, the group promised to stay together and called themselves 'Brothers of the Christian Schools', now better known as the 'La Salle Brothers'. This was the genesis of a group of men whose main aim is the human and Christian education of youth. Little did John Baptist realise that this small and humble beginning would later gradually expand through the centuries, for today there are over 1500 Brothers in partnership with their Lasallian colleagues, running educational establishments of various types and sizes in some 80 countries around the world. In Asia, there are Lasallian missions in India, Japan, Malaysia, Myanmar, Pakistan, the Philippines, Singapore, Sri Lanka, Thailand, Vietnam and Hong Kong.

When he was on his death-bed, John Baptist reminded the Brothers to be men of faith in God and to remain faithful to their vocation and their mission of Christian education. He died on 7th April, 1719. As he had lived his Catholic faith and practised God's commandments of love so perfectly, the Catholic Church honoured him with the title of Saint in 1900. Since then, he has been called Saint John Baptist de La Salle. In 1950, he was proclaimed Patron of all teachers by Pope Pius XII.

### LA SALLE COLLEGE MISSION AND VISION STATEMENTS

#### **Mission Statement**

- faithful to the founder, St. John Baptist De La Salle, La Salle College
- is committed to providing a high-quality human and Christian education
- values each boy regardless of ethnicity, religion, wealth, or status
- provides special attention to those less gifted
- seeks to empower all students to realise their potential through academic study, sport, and the arts
- develops a civic service and leadership-oriented culture with its community of parents, friends and alumni

#### **Vision Statement**

To inspire and challenge all stakeholders of La Salle College to embrace the Lasallian core values of faith, service and community and to aim for all round excellence as a leading school of wholistic education.

### MEANING OF SCHOOL CREST

Each element of the school's crest is a symbol and contains a meaning relating to a student's behaviour, our school's heritage or the school's Christian beliefs. The school crest contains two mottos, one in Chinese and the other in Latin, symbolising our school embraces the wisdom of the East and West in the education it offers.



#### **Fides et Opera**

The school's Latin motto, Fides et Opera, literally translates to Faith and Works. This moves us to think of the need to prove our religious beliefs by our good works and reminds us of the saying of St. James: "Faith without deeds is useless." (James 2:20)

#### 克己復禮

The classic Chinese phrase 克己復禮 is from the Analects 《論語》 by Confucius (孔子), and means "To subdue one's own selfish desires and return to propriety: that is, appropriate or fitting conduct."

### **The Radiant Star**

This five-pointed, radiant star is a worldwide representation of the De La Salle Brothers. It is the SIGNUM FIDEI, the Sign of Faith, the spirit of the Lasallian Institute. This spirit of faith provides us with a spiritual vision for our daily lives. It is the star of Bethlehem that led the Wise Men of the East to baby Jesus; likewise, Christian teachers' hope to lead young people to Christ and Wisdom.

### **The Chevrons**

These form part of the coat of arms of the La Salle family of Rheims, France. There are three bent bars of inverted V shapes, representing three broken bones that resulted from a battle wound sustained by an ancestor of the La Salle family, presumably in a Crusade. Chevrons are symbols of firmness and constancy indicating that we should have zeal in carrying out our responsibilities and the courage never to give up.

### **The Open Book**

The Open Book symbolises the love and the active seeking of knowledge. Knowledge itself is passive and limited. An active pursuit of knowledge is broad, seeking connections and perspectives to different subjects within the context of time, place, culture and history, leading to a full appreciation of life and what it offers.

### **The Lamp and the Flame**

In the Old Testament, a lamp was filled with the purest olive oil and was used to burn perpetually in front of the Tabernacle. It is a sign of honour and adoration, reminding the faithful of the presence of God. A flame shining through the darkness symbolises Christ and our witnessing for Christ. "Your light must shine in people's sight" (Matthew 5:16) and "I am the light of the world; anyone who follows me will have the light of life". (John 8:12)

### **The Shield**

The shape of the school crest is that of a shield, a symbol of defence: guarding our Christian beliefs and the principles the school believes in.

### **The Olive and Holly Branches**

The branch on the sinister (left) side of the shield (the right side by the viewer's eyes) is a holly branch. Holly maintains its vibrant green leaves and bright red berries during winter, a time of Jesus' birth at Christmas. The holly plant also possesses sharp thorns, and is also regarded as an emblem of Christ's crown of thorns, a symbol of Christ's suffering before his death and resurrection.

The branch on the dexter (right) side is an olive branch, a Christian symbol of peace, restoration and healing.

### **School Colours of Red and Purple**

The sinister side of the shield red, symbolising courage and sacrifice. The dexter side of the shield is purple, symbolising royalty and nobility, and is also a colour distinctive of divinity.

## **THE LASALLIAN FAMILY**

The Lasallian Family designates all those who participate in the Lasallian educational enterprise, especially those who are moving toward a sharing of the spirit and mission of St. John Baptist de La Salle.

The Lasallian Family, therefore, includes the Brothers, administrators, managers, staff, students, former students, parents, friends and benefactors who are committed to the Lasallian educational endeavour. Our approach should be to welcome everyone and at the same time encourage each to participate at a deeper level.

## **THE LASALLIAN SPIRIT**

The Lasallian Spirit may be expressed in different ways but, as with any Christian spirit, it is based on the Great Commandment of Jesus to love God and love our neighbour. To help the Brothers in this, De La Salle focused on TWO particular virtues, FAITH and ZEAL.

In his Rule for the Brothers he put it this way:

"The spirit of this Institute is first, a spirit of faith, which should induce those who compose it not to look upon anything but with the eyes of faith, not to do anything but in view of God, and to attribute all to God."

"Secondly, the spirit of their Institute consists in an ardent zeal for the instruction of children."

"In order to enter into this spirit, the Brothers shall strive by prayer, instruction, and by their vigilance and good conduct in school, to procure the salvation of the children confided to their care, bringing them up in piety and in a truly Christian spirit, that is according to rules and maxims of the Gospel."

The briefest summary, then, of the Lasallian Spirit is one of FAITH and ZEAL.

The Brothers and their collaborators attempt to enter into this spirit and to spread it through their mission.

### **Characteristics of Lasallian Schools**

In our educational mission to the young, Lasallian schools should be characterised by

- respect for each student as a unique person. Lasallian teachers are called to be older brothers and sisters to their pupils.
- a healthy community spirit among the administration, staff and students. This manifests itself in the virtue of solidarity whereby all seek the common good.
- quality education. The Lasallian school is one where young people really learn,

where they develop a thirst for the truth and where they are helped to grow in their capacity to think clearly.

- a Christian spirit. We propose Jesus Christ as the Way, the Truth and the Life and we are zealous in promoting the religious dimension of the school.
- openness to all, the poor, the rich and the neglected. We do not discriminate according to class or status but treat all as children of God.
- dedicated teachers who see their roles more as a vocation than a job and who work with strong faith and ardent zeal for the good of their school community, giving generously of their time, their energy and their talents.
- a knowledge and love of St. John Baptist de La Salle. We run our schools in accord with the ideals and traditions of our Founder.

### **Fulfilling Our Mission**

We believe we are fulfilling our mission when our students

- are able to develop, at their own pace, to their full potential.
- feel loved and respected within our care.
- know what and why they believe, based on Gospel values.
- understand and accept themselves and others.
- think logically, judge wisely, and express themselves effectively.
- maintain physical and mental health, avoiding excesses and abuses.
- possess social awareness and a sense of responsibility for the common good.
- appreciate all that is noble and beautiful.
- have a sense of belonging to their school and to the wider Lasallian Family as living communities of persons.

### **The Lasallian Teacher**

Our Founder, St. John Baptist De La Salle, regarded the quality of each individual teacher as the single most important factor in our mission of human and Christian education.

La Salle's vision of the ideal teacher is

- a person with a Spirit of Faith, who believes that there is a spiritual side to life and that his or her spiritual development is an integral part of the 'whole' person and a means of living meaningfully in this world in relationship with oneself, with others, with nature and with God.
- a person with a Spirit of Zeal, who has a sense of commitment and devotion to the students entrusted to his or her care, and with conviction that it is in their personal relationship with their students that they really help the students to take responsibility for their own lives through the development of life-skills.
- a person with a Spirit of Community, who is supported and who supports the staff of the school in the realisation that it is in through being associated by a common vision that they can effectively create the atmosphere that facilitates the growth of children into valuable persons and citizens.

## **SCHOOL HISTORY**

### **In the beginning**

The story of La Salle College begins in 1917 when the Brothers of St. Joseph's College opened a junior school on Chatham Road, near Rosary Church. Kowloon was expanding rapidly at this time and demand for school places was rising. Br. Aimar, then Director of St. Joseph's, realised that a new school building was necessary. He acquired a piece of land on Boundary Street in the late 1920's as a site for the new La Salle College.

On 5th November, 1930, Sir William Peel, then Governor of Hong Kong, laid the foundation stone of the new building. By 3rd December, 1931, the work on the building and the playgrounds was sufficiently advanced to allow the opening of eight classes under the management of 5 Brothers from St. Joseph's College and 4 Assistant Masters, Messrs. Charles DRAGON, Francis CHAN, James NG and Benedict LIM, from the Chatham Road School.

La Salle College was formally inaugurated on 6th January, 1932. Seven Brothers headed by Br. Aimar as Director, and a few days later, 40 boarders settled into the new College. There were then 540 students in 14 classes.

For seven years the College thrived under the wise guidance of Br. Aimar. The students achieved excellent results in the Matriculation Examinations, the laboratories were furnished, four tennis courts and a full-sized football pitch were built and the lovely statue of St. John Baptist de La Salle, that now stands in front of the College, was erected. The number of students increased to 805 in 1935 and 1060 in 1939.

### **War-Time and Exodus**

The outbreak of World War Two in 1939 brought great disruption to the life of the school. The Hong Kong Government requisitioned the buildings as an internment camp for Germans in 1939 and a hospital in 1941. Initially, the Brothers had to arrange for use of temporary classrooms across the road at the current La Salle Primary School site.

On Christmas Day 1941, the Colony surrendered to the Japanese and, soon after, the Brothers were ousted from the College. The buildings were turned into a storage depot. The Japanese encouraged civilians to leave the Colony, as food was in short supply. A number of Brothers, including the founder and Principal, Br. Aimar, traveled to Indo-China where they remained for the duration of the War.

### **Post-War Recovery**

Br. Cassian, OBE, energetically undertook restoration of the College after the war in 1946. Soon the College made a remarkable recovery and had about 600 pupils on its roll. The British Military Authorities, however, once again requisitioned the College in 1949 and it



was turned into the 33rd General Hospital. Under the directorship of Br. Patrick Toner, the school was moved to temporary buildings on Perth Street, Homantin. Despite the considerable difficulties, few school activities suffered by this change.

Br. Felix was appointed Director of the School in 1956 and with untiring efforts, re-acquired the College buildings from the Military Authorities on 1st August, 1959. Eleven years of forced exile had come to an end. Student numbers grew steadily and this in turn led to a separation of primary and secondary divisions. La Salle Primary School commenced classes in 1957 and Br. Henry was appointed Headmaster.

### **The Modern La Salle College**

Towards the mid 1970's, the Brothers, under the directorship of Br. Raphael, decided the then aging building was functionally inadequate and would have been too costly to refurbish. The old building with its majestic dome had to be knocked down to make way for progress. While classes were continuing, a portion of the school grounds were used to erect a new superstructure with modern facilities. The Governor at the time, Sir Murray MacLehose, officially opened the new school on 19th February, 1982, which was also the Golden Jubilee year of the school.

The new College building stands seven floors high and has a current enrollment of about 1300 students. Four impressive blocks surround two quadrangles, the lower, dotted with benches and greenery and the upper a standard size basketball court. All rooms are centrally air-conditioned and have double-glazed windows. In addition to the classrooms, there is an extensive range of facilities for academic use and for extra-curricular activities. At the time of construction the school was considered among the most modern in Asia. Br. Alphonsus Chee and Br. Thomas Lavin worked with the developer in developing these facilities.

Since a major part of the school building is above standard, the Government is not responsible for its maintenance. Replacement and upkeep of existing facilities require substantial sums of money. The Brothers, the Principal Br. Francis, and some Old Boys initiated the idea of a Foundation with one of the aims being to provide sufficient funds to do just this. In early 1992, the La Salle Foundation was established with Mr. Michael Sze as the first Chairman.

To enhance communication between teachers and parents, the La Salle College – Parent-Teacher Association was established in January 1995, and has become an integral part of the life of the school.

In September 2000, Br. Thomas rejoined the staff and became both the Supervisor and Principal of the College.

The School Improvement Programme began with the Ground Breaking Ceremony on 9th April, 2003. In 2005, two Annexes were completed, one along La Salle Road and the other on top of the old tennis courts, and named the Br. Aimar Wing and Br. Cassian Wing after the school's first and second Principals. The new wings provided an additional 32 rooms with state-of-the-art facilities to enhance student activities and support continuous school development.

In 2004, Br. Thomas retired as Principal but continued his role of Supervisor until he became Brother Visitor of the Penang District in 2008. Br. Patrick then took over as Supervisor. In 2008, Mr. Nicholas Ng, the former La Salle Foundation Chairman, was invited to be the Alternate Supervisor alongside Br. Patrick. In 2019, with Br. Patrick taking up the Auxillary Visitor post in LEAD, Br. Thomas was re-appointed Supervisor of the College.

In 2004, Dr. Paul LAU Wai Keen (68) was the first layman to become Principal of the College. In April 2007, Mr. WONG Yen Kit took the reins as Principal. In September 2010, on the retirement of Mr. WONG Yen Kit, Br. Steve, from New Zealand, was appointed Principal.

Between 2010-2016, under the leadership of Br. Steve, the College underwent a complete refurbishment modernising the facilities to align with international benchmarking. The College implemented BYOD for eLearning, a 10-day timetable, an adaptive pedagogy and numerous national and international exchange programmes including Paris, Singapore, Beijing, etc. In 2016, Br. Steve was reassigned to Sydney. Mr. TONG Wun Sing, having taught at the College since 1984, was appointed Principal in September 2016.

In order to facilitate STEM education, which was introduced in 2017, and to give students hands on learning experiences, the College opened an Aerospace Lab in 2021 and a STEM Lab in 2022. During the Covid-19 pandemic, our College successfully implemented hybrid learning to foster new ways of learning.

With Mr. TONG Wun Sing retiring, Mr. Steve LEUNG was appointed Principal in September 2023.

# La Salle College School Song

Arranged by Nok Him Chan

$\text{♩} = \text{c. } 92$

Piano

*p* *f*

5

1. Boys of cou - rage boys of dar - ing, full of man - li - ness and  
2. fa - mous schools in plen - ty, with their he - roes by the  
3. loft - y sta - tion point - ing, to the sky's ma - jes - tic a -  
4. ev - er kind of wea - ther, come the storm - y days a -

Pno.

9

will; spi - rit ought for dan - ger car - ing, hearts to con - quer eve - ry  
score, and they flour - ish high and might - y, but La Salle is some - thing  
dome, she would have us ev - er mind - ing, that a - bove is our true  
long, when the old boys get to - ge - ther, they will al - ways sing this

Pno.

13

ill. more. home. song.  
We are sons of La Salle eve - ry - one, and no mat - ter where we go, high a -

Pno.

18

1. 2. 3.  
loft her flag we will hold, and strive that her fame may grow. 2. There are  
3. From her  
4. Come what

Pno.

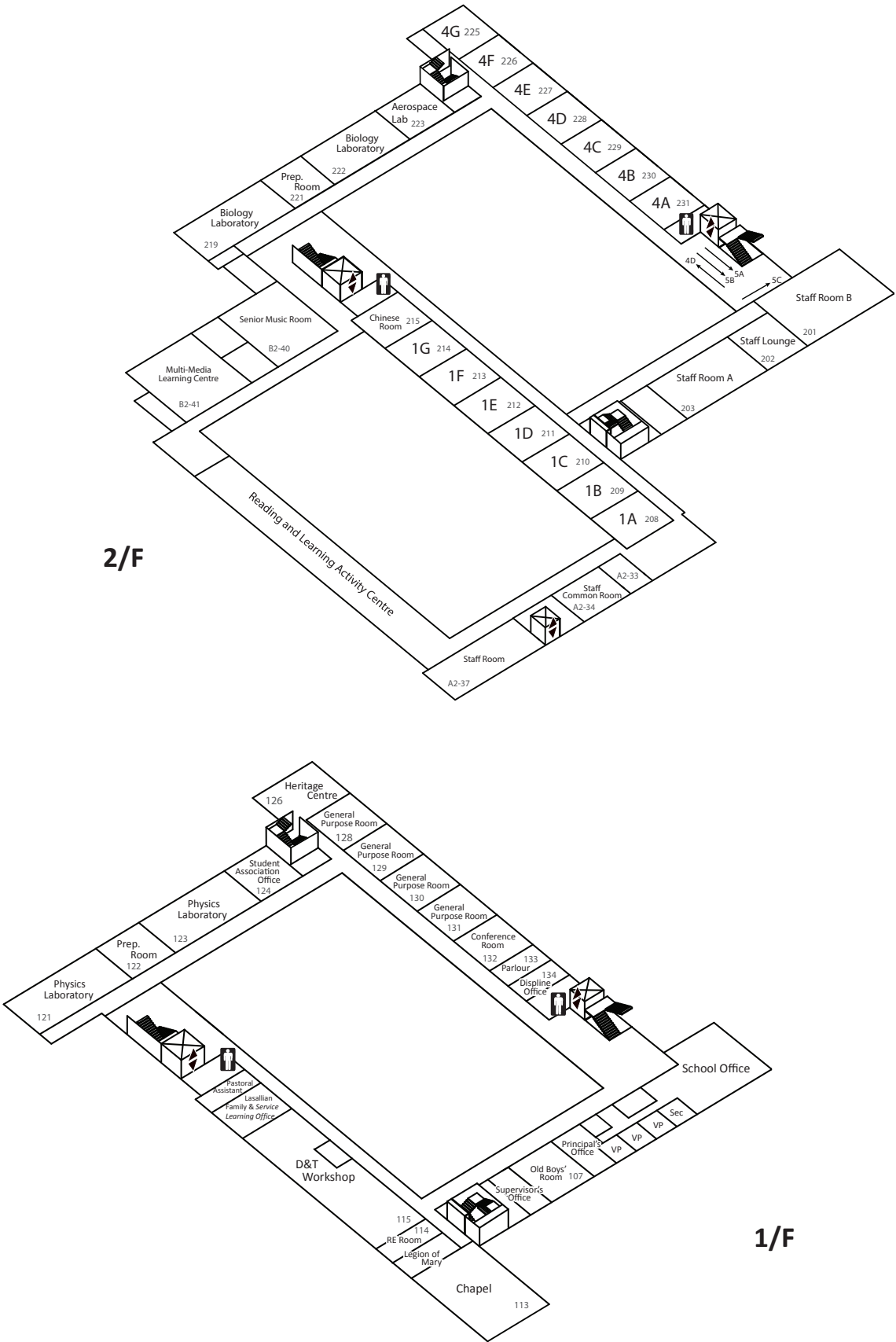
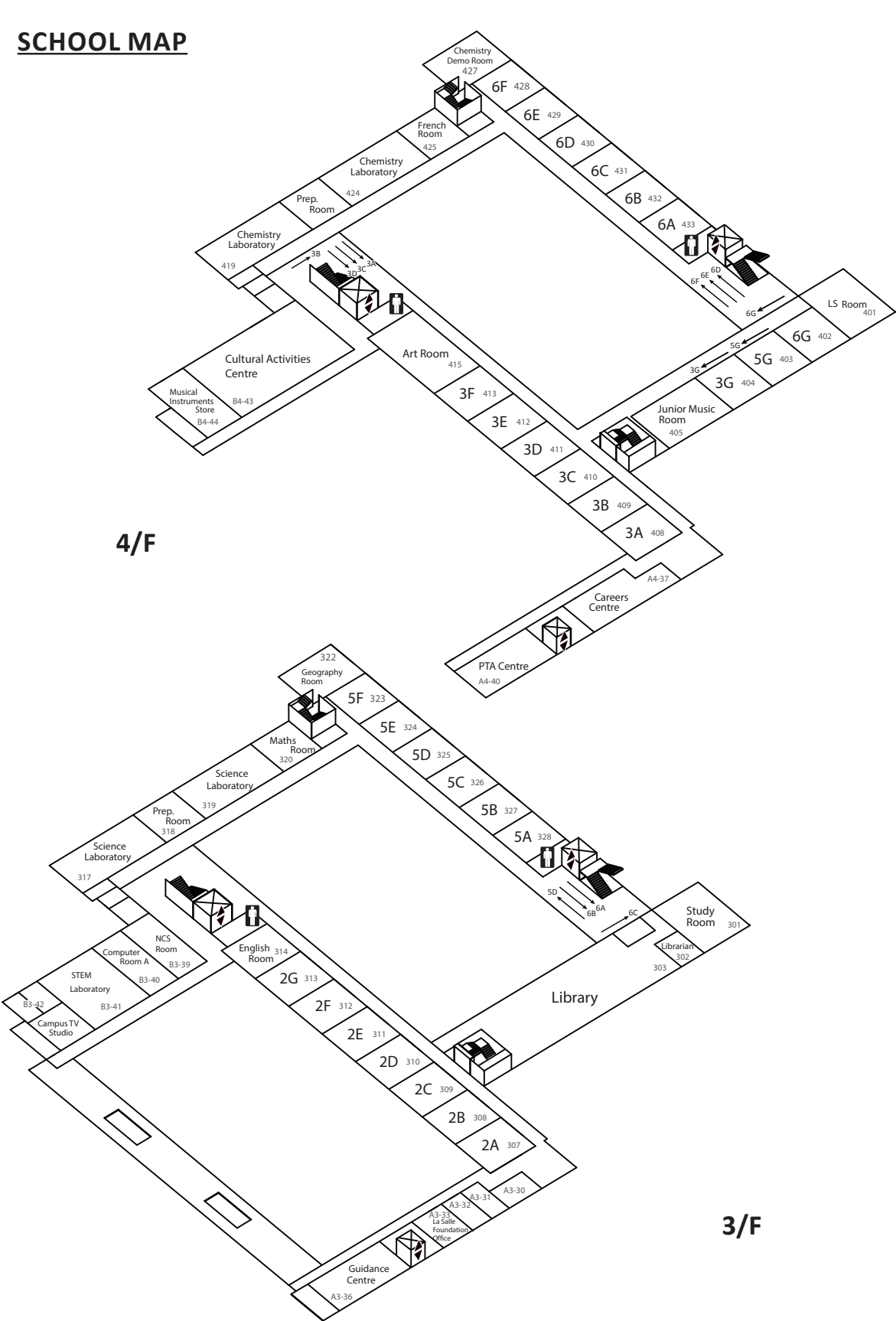
22

4.  
strive that her fame may grow.

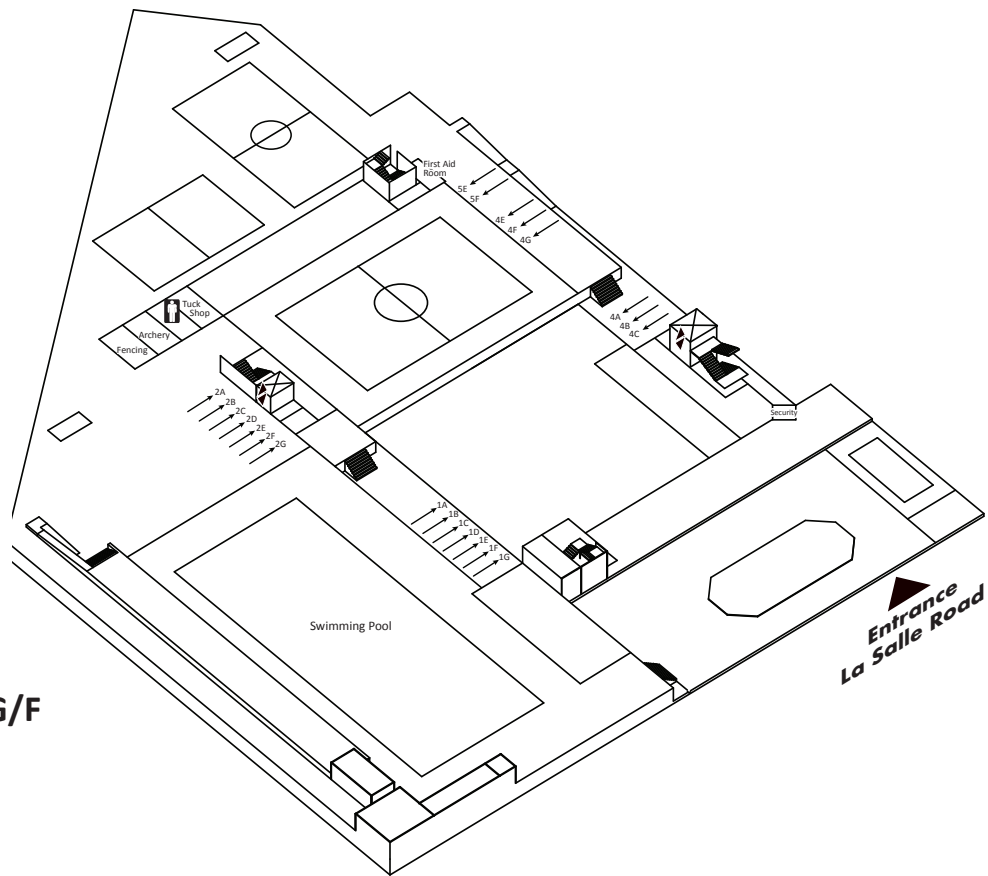
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SCHOOL MAP

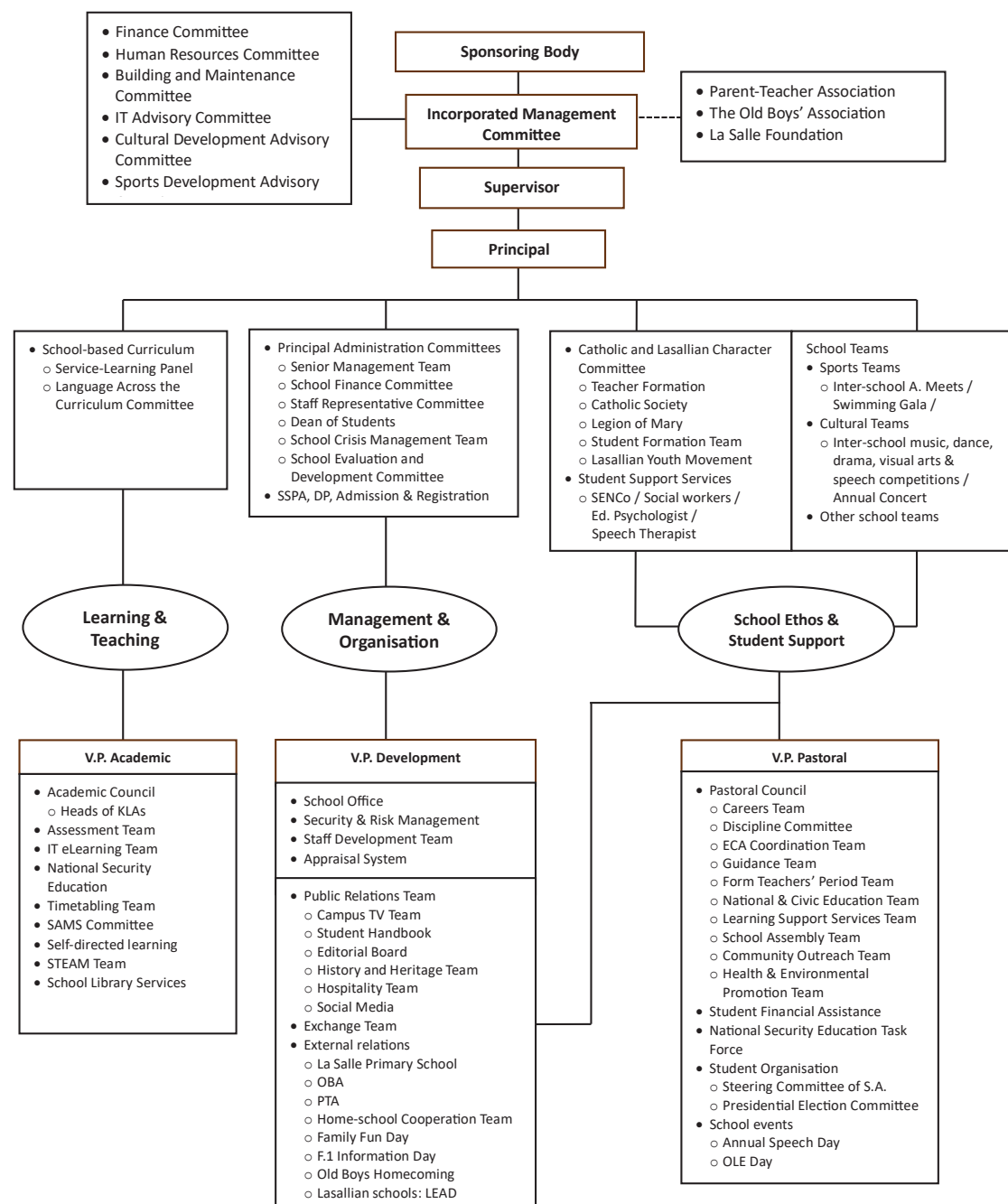


**G/F**



## School Organisation

The Incorporated Management Committee (IMC) leads the school through six sub-groups focusing on matters relating to building and facility management, information and technology, Sports and Cultural Development, Parent-Teacher Association, Old Boys' Association, and La Salle Foundation. The Principal manages the College with the assistance of Vice-Principals and heads or coordinators of panels and teams.



## THE SPONSORING BODY

The Sponsoring Body is the Brothers of the Christian Schools, otherwise known as the De La Salle Brothers. Since our founder St. John Baptist de La Salle first established schools in France over 300 years ago, the Brothers have founded educational institutes all over the globe, covering five continents. The Lasallian Institute in Hong Kong belongs to the PARC Region (Pacific-Asian Regional Conference) and is part of the District of LEAD (Lasallian East Asian District). Br. Jose Mari Jimenez is the Head of the LEAD District whereas Br. Dennis Magbanua is the corporate head in Hong Kong.

The Sponsoring Body is the legal entity in Hong Kong for the De La Salle Brothers' schools and is a registered sole corporate under the title "The Director in Hong Kong of St. Joseph's College". The Supervisor of La Salle College is Br. Thomas Lavin and Mr. Nicholas Ng was appointed Alternate Supervisor.

## INCORPORATED MANAGEMENT COMMITTEE (IMC, SINCE 2013)

The objectives of the IMC are

- to fulfil all EDB and/or legislative requirements as governors of the College
- to develop a Strategic Development Plan for the College
- to develop policies and procedures for the College
- to meet regularly as managers to monitor all aspects of the College

## LA SALLE COLLEGE OLD BOYS' ASSOCIATION (LSCOPA, SINCE 1939)

The objectives of the LSCOPA are

- to foster and promote closer union and confraternity among its members
- to encourage and cultivate in Old Boys a loyal and generous heart towards their Alma Mater

For details, please visit the LSCOPA website at [www.lscoba.com](http://www.lscoba.com)

## LA SALLE COLLEGE PARENT-TEACHER ASSOCIATION (LSCPTA, SINCE 1994)

The objectives of the LSCPTA are

- to promote close liaison between school and home as well as to foster friendly relations between parents, school administration and teachers, and among parents themselves
- to address matters of mutual concern between Parents and Teachers in a common effort to improve the welfare of the pupils and of the school

For details, please visit the LSCPTA website at [www.lscpta.org](http://www.lscpta.org)

## **LA SALLE FOUNDATION**

The La Salle Foundation was incorporated under the Companies Ordinance in February 1992 and is a recognised charitable organisation in Hong Kong. Its principal objective is to promote education, and in particular the educational mission of La Salle College (LSC) and La Salle Primary School (LSPS).

For details, please visit the website at [www.lasallefoundation.com](http://www.lasallefoundation.com)

## **SCHOOL OFFICE**

The School Office is located on the First Floor. The opening hours of the School Office are as follows:

School days	7:30 am – 4:45 pm (Monday - Friday) 9:00 am – 12:00 nn (Saturday) Closed on Sundays and Public Holidays
School holidays	9:00 am – 12:00 nn; 2:00 pm – 4:00 pm (Monday - Friday) 9:00 am – 12:00 nn (Saturday)

## **HOME-SCHOOL COMMUNICATION**

### **eClass System**

To strengthen communication between parents/guardians, students, and the school, an eClass account is given to each student and one parent/guardian. eClass is used for school circulars and school news and events.

The eClass system is available in both an app version and a website version for your easy convenience.

Parents can access the platform by logging in.

Login ID: p (lowercase) + the 5 digits of your son's student number

Please keep your password safe and ensure that your provided email address is updated. eNotices will be issued in eClass and not posted on the College's website.

## **Student Learning**

### **MEDIUM OF INSTRUCTION**

English is the medium of instruction for all subjects except Chinese Language, Chinese History, Putonghua and French.

### **SUBJECTS OFFERED**

There are seven classes in each level from Form 1 to Form 6. In the Junior Secondary Curriculum, each student is to take all the subjects listed below.

FORM 1 / FORM 2	FORM 3
English	English
Chinese / French	Chinese / French
Chinese for NCS*	Chinese for NCS*
Putonghua	Putonghua
Mathematics	Mathematics
Science	Physics
ICT	Chemistry
Life & Society	Biology
Geography	ICT
Chinese History	Life & Society
History	Economics
Design & Technology	Geography
Music	Chinese History
Visual Arts	History
Physical Education	Music
Religious Education	Visual Arts
Language Across the Curriculum	Physical Education
	Religious Education

\*NCS: Non-Chinese speaking students

In the Senior Secondary Curriculum, each student is to take four core subjects: English, Chinese, Mathematics and Citizenship & Social Development. There are two parts to the Mathematics Curriculum. All students must study the Compulsory Part. The Extended Part has two optional modules, namely Module 1 (Calculus and Statistics) and Module 2 (Algebra and Calculus). Students are only allowed to take at most one module from the Extended Part.

In addition to the core subjects, students can choose from a wide range of subjects as electives. At La Salle College, all students are required to choose three electives. Elective



subjects offered by the College include: Physics, Chemistry, Biology, Economics, Chinese History, Geography, Information and Communication Technology (ICT), Design and Applied Technology (DAT), Visual Arts (VA) as well as Business, Accounting and Financial Studies (BAFS).

Students having special talent or interest in subjects such as other languages (e.g. French, Spanish, Japanese etc.), Music, Visual Arts, P.E. or who would like to take Ethics and Religious Studies, can take a fourth elective for the Hong Kong Diploma of Secondary Education Examination.

At the end of Form 6 all students sit for the Hong Kong Diploma of Secondary Education (HKDSE) administered by the Hong Kong Examinations and Assessment Authority.

## **PLACEMENT OF STUDENTS**

### **Form 1 to Form 3 Placement**

All students have equal opportunity for placement in classes, irrespective of race, religion, or disability. There is no streaming in Form 1 to Form 3. All students are placed in classes randomly except for those taking French/NCS Chinese.

Classes are split for English, Mathematics and Chinese to form smaller classes to cater for learner diversity. Placement in split classes is based on students' results in the Mid-Year and Final Examinations.

### **Form 4 Placement**

Students are placed in different classes in Form 4 according to their HKDSE subject choices. Where places are limited, ranking is based on the Mid-Year and Final Examination results of Form 3. Students with similar subject choices will be blocked into the same class. The Form 4 Placement Policy, the scoring system and procedure will be made known to parents and students in the first term of Form 3. The Principal has the final decision in regard to the placement of students in Form 4.

## **HOMEWORK POLICY**

- Teachers write down the work assigned to the students in the eClass eHomework module or in the corresponding subjects' eLearning platform.
- Students must complete all SDL tasks, written and oral assignments every day.
- All work must be completed by the student, himself and any use of AI to complete work is prohibited. (Refer to AI Policy for more information.)
- All mistakes in homework and tests must be corrected.

## **IT POLICY**

- Students can use College ICT resources if authorised to do so by College staff. Also, students should bring their own device for use at school.
- College ICT resources and students' own devices may only be used for educational purpose as instructed by College staff.
- Devices outside the College ICT resources (e.g. mobile phones, tablets, digital cameras etc.) may not be used during school hours unless by permission of a teacher whilst under their direct supervision. During school hours, these devices should be switched off.
- Students require teacher permission to use the College ICT resources at school outside of class time. The use of student devices outside of class time also requires teacher permission. Prior permission should be sought if students are not under direct teacher supervision.

## **AI POLICY**

Artificial Intelligence (AI), particularly generative AI tools like ChatGPT and Google Bard, offers some wonderful opportunities to support and enrich students' learning. Our aim is to nurture critical thinking, refine communication skills, deepen literacy and stoke creativity in our students. At the same time, students are expected to become familiar with contemporary knowledge and skills, with effective mastery over time. Assignments are not simply tasks to complete; they are chances to explore and express ideas, and to grow personally and academically.

Our College is committed to using AI technology in an ethical, transparent and responsible manner. We acknowledge that AI technologies have the potential to significantly enhance student learning and engagement, but we also recognise the importance of protecting student privacy and ensuring that the use of these technologies is consistent with ethical considerations and upholds academic integrity.

The use of AI technologies in our school aligns with our goal to provide a high-quality education that prepares our students for success in the 21st century. AI technologies have the potential to support personalised learning and help teachers identify areas where students need extra support. They can also support research and provide opportunities for students to develop skills related to critical thinking, problem-solving and digital literacy.

The following are some guidelines for how AI can be used while maintaining academic integrity:

- Use AI as a tool – use AI to assist, inspire and clarify. However, the thoughts, analysis and completion of assignments should primarily be students' own.
- Cite sources – just as other sources must be acknowledged, so too must AI.
- Use AI for understanding – use AI to clarify any doubts or to seek further understanding. Use AI to give feedback on work with suggestions for improvement.

Do not ask generative AI to write, compose, create, design or answer any assignments.

- Use AI as a tutor – while learning something, students may chat with a classmate about the material. Likewise, students can use AI to help them understand what they are learning and give further clarification.

Acceptable uses	Unacceptable uses
Asking for clarification on a confusing concept or passage	Requesting direct answers to specific questions or assignments
Seeking suggestions for additional sources or references	Asking for a summary of reading passages instead of reading it
Seeking examples or explanations to enhance understanding of a topic	Asking for a complete essay, music composition, mathematical solution, etc.

## **REGULATIONS & PROCEDURES RELATING TO BIBLIOGRAPHIES**

A bibliography is the ‘trail’ of reading that a student uses to inform thinking for an essay or assignment. A bibliography is organised alphabetically by the author’s last name.

Setting up a Bibliography:

### (a) Books

- Author’s last name and initials
- Date published – in brackets
- Name of book underlined
- Place of publication
- Publisher

Single Author

(Example) Ward, M. (1995) Celebrating Women Cambridge, University Press

More than one Author

(Example) Edwards, B., Horrocks, N. (1992) Reporting for Television  
Palmerston  
North, Dunmore Press

Chinese Version

李坤崇(1999) 《多元化學習評量》。台北：心理出版社。

### (b) Journals, Magazines, Newspapers

- Author’s name and initials
- Date published – in brackets
- Title of the article in quotation marks
- Name of paper or magazine –underlined
- Place of publication
- Volume (if applicable)
- Page number

(Example) Booth, P. (1986) “The Arthur Thomas Case Revisited” NZ Herald  
Feb 11, 2: 13

Chinese Version

祝新華(2001) <當代中國語文測試的五個「平衡」問題 促進中文學習的測試改進策略>。載李學銘主編《語文測試的理論和實踐》，頁84-96，香港：商務印書館。

### (c) Internet

- Author’s name and initials if available
- Article title if appropriate
- Full date of the resource if available
- Date of access
- Site address

(Example) Midbon, M (2000), Jan 13 2004 A Day without Yesterday: George Lemaitre and the Big Bang  
<http://catholiceducation.org/articles/science/sc0022.html>

Chinese Version

童宜慧、張基成(1997) 《網路化學習歷程檔案系統》，於  
<http://acbe.tku.edu.tw/iccai8/109/109.htm>

### (d) AI-generated material

- Author
- Date
- Title in italics

(Example) OpenAI (2023), ChatGPT (Mar 14 version) [Large Language Model].  
<http://chat.openai.com.chat>

## **ASSESSMENT AND EXAMINATION REGULATIONS**

### **REGULATIONS & PROCEDURES RELATED TO SCHOOL ASSESSMENTS (INCLUDING SBA)**

Students are responsible for

- a. ensuring they have a copy of the subject Course Outline and understand that assessment including SBA tasks are part of the learning and teaching of the respective subject; the process of SBA, including feedback from teachers, helps develop skills and knowledge that may be reflected in public examinations; and that learning through SBA complements learning in other parts of the curriculum.
- b. becoming familiar with the task requirements, the assessment criteria, critical dates, school regulations and the procedures for any assessment, including SBA.
- c. completing assessment tasks on time, honestly and responsibly, in accordance with the stipulated requirements.
- d. keeping assessments safe and in an unmodified form, including SBA-related work, until the end of the examination cycle and able to present it for inspection at any time if requested by the school or the HKEAA. Note: La Salle College will store all HKDSE SBA scripts until the end of the assessment process.

#### **Timing of Assessments**

The College will issue a Forms 1-3 and a Forms 4-6 Assessment Calendar in the first week of the academic year which will give an indication of what assessments are scheduled each week for students to plan and avoid missing them.

#### **Language Requirements**

Students are to complete their assessment tasks in English, the medium of instruction of the College, except for Chinese, Chinese History, French and Putonghua, which are to be submitted in the language of delivery. Preparatory work and primary source data may be in languages other than English.

#### **Authenticity and Malpractice**

For the HKDSE SBA tasks, students will be required to sign a Declaration Form to confirm that the work they produce for marking is their own. Teachers are required to complete a statement confirming the work is the students' work when submitting SBA marks online.

#### **Plagiarism and Other Malpractice Procedures**

In the case of suspected plagiarism or malpractice the Subject Teacher will let the Panel Head know that they are investigating a possibility of plagiarism and/or malpractice and

1. Discuss the work with the student.
2. If unresolved, the student will be referred to the Vice-Principal (Academic).
3. If plagiarism or malpractice is proven, the Principal may issue one or more of the following consequences:
  - i. issue a warning letter to the student
  - ii. deduct marks from the task

- iii. award zero marks for the task concerned
  - iv. award zero marks for the whole SBA component of the final grade  
[At La Salle College, if the case of plagiarism is proven, it is most likely the student will be awarded zero marks for the assessment task. For the HKDSE SBA tasks, the case & investigation result will be reported to the HKEAA.]
4. Malpractice during internal examinations is reported by the Chief Invigilator to the Vice-Principal (Academic) and is managed by the Discipline and Assessment Teams.
  5. If a student does not hand in the required SBA work for either internal or external SBA, the College may report on it in personal references or overseas school applications. Furthermore, if students do not submit SBA work for the HKDSE, Panel Heads will follow the instructions in the Handbook issued by HKEAA and inform parents of any unfinished task.

#### **Foreseen and Unforeseen Absences from Assessments (including SBA and Examinations)**

It is expected that students complete all assessments as per their subject assessment calendar. SBA by nature is more formative, and with planning and prior arrangements, students may be able to arrange to complete tasks ahead of schedule, or at another time. Such arrangements must be applied for in writing and are at the discretion of the Principal. In such cases, students must hand in a parent's/guardian's letter and a medical certificate. Students may be given zero marks if reason of absence is deemed invalid/illegitimate by the school. (Normally, apart from medical reasons, the College seldom accepts other reasons.)

A student who has missed an assessment will still be expected to hand in the missed work for the course as it is considered essential learning that is examinable in the Final Examination; however, it will not be counted on report cards or school reports.

Valid/legitimate reasons for granting alternate arrangements for an assessment or SBA include

1. in hospital and unable to complete the assessment or alternate assessment at this time or at a later time as advised by medical authorities
2. representing Hong Kong or China in competitions
3. courses/training programmes imposed by Hong Kong and/or Chinese Associations
4. international examinations beyond the control of the student

[Stress will not normally be considered a legitimate valid reason for requesting alternate arrangements as the College seeks to train and form resilient young men who are experienced in managing stress.]

#### **Unforeseen Absences**

If a student misses an assessment for an unforeseen circumstance such as hospitalisation, funeral of a parent or sibling, or an 'act of God', the Principal will investigate the evidence and if valid/legitimate may

- grant an extension
- approve another or later opportunity to complete the assessment
- or will award a grade, where evidence of work completed (or similar work) has been recorded

If a student is absent due to prolonged illness (e.g. absent for 2 months) and misses assessment tasks, Panel Heads, after consulting the Principal and SEN Coordinator, can apply for Special Examination Arrangements. Using evidence from educational psychologists, medical doctors, etc. an application for Special Assessment Conditions can be made for either school-based assessment and/or HKEAA SBA and HKEAA examinations.

Students with exceptional reason can apply for an exemption of SBA from HKEAA, subject to the approval of the Principal.

### **Absence as a Result of Self-Interest**

If a student misses an assessment because of leave due to self-interest, no extension can be granted, nor can a student sit the assessment at a later time, although the teacher may ask the student to sit the task as part of the curriculum. Zero marks will be given. Self-interest leave will include

1. family vacations
2. driving lessons
3. non-medical appointments etc.
4. self-selected courses/training programmes

### **Appeal Process**

- Step 1 Student/Parent/Guardian enter discussion with teacher concerning the grade or ruling. This must be done within five school days of the return of the student's graded assessment/SBA work.
- Step 2 If the case is unresolved the student/parent/guardian may approach the Panel Head in writing.
- Step 3 If the matter is still unresolved, the parent/guardian can appeal to the Principal, who will establish an Appeals Panel comprised of the Principal, the SBA Coordinator and the Vice-Principal (Academic). The Panel will interview the student, the Subject Teacher and the Panel Head. Based on the results of the investigation, the Panel will determine if the appeal is valid and take appropriate action to resolve the case.

For external SBA assessments, schools are expected to resolve SBA appeals before submitting final SBA marks to the HKEAA. After the release of the HKDSE, students can apply for a rechecking of marks including SBA but this does not include a re-assessment of the SBA mark. The final SBA mark is to be checked and confirmed by students before SBA scripts are handed back to the teachers for storage and marks entered into school and HKEAA systems.

### **Moderation: Internal Moderation**

All College assessments will be moderated internally to ensure that a consistent standard of marking occurs for all students in all Forms in all assessments.

### **Non-Achieving Students or Students who wish to Withdraw from a Course**

1. Students select a full course of subjects with the expectation that they will complete a full course of study at La Salle College. All Form 6 students must register to sit for the HKDSE.
2. A student may be withdrawn from a course by applying in writing to the Principal. Such a consideration will be viewed as exceptional and such an application may only be made after the start of the Form 6 year. The Principal will consult the Panel Head, Subject Teacher, the student and his family in making the decision.

### **Recording of Results**

Examination Marks, and SBA (Internal and External)

The Panel Head, SBA Subject Coordinator, SAMS Coordinator and HKEAA Coordinator work together to ensure accurate, efficient and timely entry of grades.

Note: Once report cards have been issued, grades are complete and final.

### **Regulations & Procedures Related to Examinations**

For Form 1 to Form 5, there are two examinations: the Mid-Year Examination and the Final Examination. Form 6 has one examination: the Mock Examination.

1. The College, by and large, adopts the Examination Procedures of the HKEAA Examinations.
2. Students should proceed to the Examination Centre 15 minutes before the time set for the examination.
3. Students may not leave the examination room during the first 30 minutes of the examination or during the last 15 minutes of the examination period or as per the Chief Invigilator's instruction. At the end of the examination, students are to remain seated until given directions to leave.
4. No student is allowed to leave early in Multiple-Choice examinations, in Listening papers or in papers of duration not more than 90 minutes.
5. Students must bring their own stationery and calculators. Students are not allowed to borrow any item from other students once the examination is underway.
6. Students may bring a bag into the examination room and use it to hold their notes, books, etc. However, it must be small enough to fit under the student's chair and it must be zipped up before the examination begins. If unauthorised articles such as notebooks, dictionaries, rough work sheets, electronic devices, etc. are found once an examination is under way, the invigilator is required to report it to the Chief Invigilator so that appropriate action may be taken. Pencil cases must be placed inside their bag or left under the student's chair.
7. Students are given different Examination Numbers for different Examinations. Each is to remember his number and write down only this number, and not his name, on the cover of the answer book and answer sheet.



8. In any examination requiring mathematical calculations, students may use calculators provided that they are approved by the HKEAA.
9. Students must not commence writing the paper until they have been instructed to do so by the Chief Invigilator and they must stop writing/working immediately when they are instructed to do so at the end of the examination. Failure to comply with either of these instructions may cause a student to lose marks for the paper.
10. Students may receive a mark penalty in the examinations if they
  - a) disobey the instructions on the question and/or answer paper
  - b) disobey the early leave instruction
  - c) do not write their Examination Number correctly on the answer script(s)
  - d) disobey school regulations
  - e) possess data storage devices e.g. tablet, data storage watch or other unauthorised materials, even if there is no evidence of cheating.
11. Students must switch off their mobile phones/electronic devices which can emit sound, and place it/them under their chair, in a position visible to invigilators. Students may be disqualified if fail to comply.
12. Early leavers from the examination room must stay away from the entrance and/or corridor and refrain from disturbing those who are still doing their examination.
13. School uniform must be worn in all examinations. Students not wearing a proper school uniform will not be allowed to sit for that paper.

Note: Whenever the College is closed due to unforeseen circumstances, the examination schedule of that day will be rescheduled to a future day.

#### **Public Examinations : GCE GCSE/IGCSE**

1. The College is responsible for administering those students' applications who are sitting Chinese Language in the GCSE or IGCSE only.
2. Students should inform the College in writing if they sit for other public examinations as private candidates. The College expects students to sit for the internal examinations so that a School Report or reference could be issued in relation to overseas school applications. Absence from internal examinations may affect the issuing of a School Report or reference letter.

### **REPEATING / WITHDRAWALS / TRANSFER**

#### **Repeating**

- La Salle College follows the guidelines for repeating students as set out in the Code of Aid, EDB School Administration Guide 3.2.3, 3.2.4, 3.3., and the HKEAA SBA Guidelines. In Form 1 to Form 5, there is no repeating except in special cases.
- Special cases are discussed by Form Teachers with the Placement Team who may make a recommendation to the Principal.
- Form 6 students who wish to repeat are to complete the Form 6 Repeater Application Form by 12:00 noon one day after the HKDSE result release day.
- In all cases, the Principal's decision is final.

#### **Withdrawals / Transfer**

- Parents/Guardians of students who intend to withdraw from school or transfer to another school must inform the Principal in advance in writing.
- To obtain documents for further studies including Transcripts, Leaving Certificate, Graduation Certificate and Letter of Recommendation, parents are to write directly to the Principal.
- The College will only issue one transcript and one letter of recommendation to each student within an academic year.
- When applying for overseas studies, students are to submit all requests for school references to the Principal. Please note that Form 1 students who apply for overseas schools before the end of academic year will ONLY be issued with Leaving Certificates.
- Letters of Recommendation will only be issued to students who have completed at least one full year of study in the College.
- Students who wish to apply for the "Predicted Grades for HKDSE Examination" are to submit a letter, written by their parents/guardians, directly to the Principal, stating the purpose of such request.

### **SCHOOL LIBRARY AND STUDY ROOM**

#### **School Library**

- Opening Hours: 8:00 am - 4:30 pm on school days
- Collection: There are both Chinese and English books, fiction, non-fiction, newspapers, periodicals, magazines and CDs.
- OPAC: An Online Public Access Catalogue is available. Teachers and students can search for books online by following easy, self-explanatory directions.
- Loans: Students may borrow up to 10 books at a time for a period of 2 weeks upon presentation of the Student ID card at the counter. All books are renewable. Reference materials can only be used in the Library.
- e-Library: There are both Chinese and English books, fiction, non-fiction, newspapers, magazines and databases. The website of the e-Library is [sites.google.com/lasalle.edu.hk/e-library](http://sites.google.com/lasalle.edu.hk/e-library)

#### **Study Room**

- Opening Hours: 8:00 am - 5:30 pm daily
- The Study Room provides students with a quiet place for study.
- Students are expected to exercise self-discipline and discretion in their behaviour.
- Students are to have mutual respect for each other as well as for school property.
- The first-come-first-serve rule applies to the seats in the Study Room.
- Only Form 5 to Form 6 students are allowed to stay in the study room after 4:30 pm.

## **SCHOLARSHIPS / AWARDS**

### **Procedure for Application of Scholarships / Awards / Principal's Nominations:**

1. The College will make known to students such offers through postings on eClass, Careers Notice board and/or Careers JUPAS Google Classroom.
2. Application forms will be distributed via eClass, Google Classroom or by Careers Master on discretion.
3. Nominees will be selected after consultation with Principal and other teachers.
4. Recommendation letters in support of nominations will be issued.

### **External Scholarships and Awards**

- Hong Kong Scholarship for Excellence Scheme
- Multi-faceted Excellence Scholarship
- Prince Philip Scholarship
- Jardine Scholarship
- Swire Scholarship
- Grantham Scholarship of the Year Award
- Sir Edward Youde Memorial Scholarship for Overseas Studies
- Sir Edward Youde Memorial Scholarships for Undergraduate, Diploma and Certificate Studies
- Sir Edward Youde Memorial Prizes for Senior Secondary Studies
- SCMP Student of the Year Award
- Youth Arch Foundation Hong Kong Outstanding Students Award
- Hong Kong Playground Association Hong Kong Outstanding Teens Election
- Kiwanis Community Service Award
- Harmony Scholarship by Home Affairs Department

### **Internal Prizes and Awards**

- Br. Aimar Sauron Prize for Student of the Year (Donated by LSCOBA)
- Br. Eugene Sharkey Memorial Prize for Sports Boy of the Year (Donated by LSCOBA)
- Br. Anthony Cheung Prize for Music Boy of the Year (Donated by LSCOBA)
- Br. Cassian Brigant Prize for Performing Arts Boy of the Year (Donated by LSCOBA)
- Br. Raphael Egan Memorial Prize for Excellent results in DSE (Donated by LSCOBA)
- Ho Sang Memorial Scholarship (for Scouting activities) (Donated by Mr. Ho Sang)
- Arnaldo de Oliveira Sales AFSC Prize for Service Awards (Donated by LSCPTA)
- Br. Casimir Husarik Prize for Best All-Round Student Awards (Donated by LSCOBA)
- Br. Alphonsus Chee Prize for Good Lasallian Student Awards (Donated by Class of 1987)
- Br. Anthony Knoll Prize for Progress Awards (Donated by Class of 1970)
- Br. Felix Sheehan Prize for DSE English Language (Donated by LSCOBA)
- Br. Henry Pang Prize for DSE Chinese Language (Donated by LSCOBA)
- Br. Patrick Toner Prize for DSE Mathematics (Donated by LSCOBA)
- Br. Bernard Guellec Prize for DSE French (Donated by LSCOBA)

- Rev. Father Granelli Prize for Religious Studies (Donated by LSCOBA)
- Br. Michael Curtin Prize for 1<sup>st</sup> Place in Form, Forms 1-5 (Donated by LSCOBA)
- Form Prizes (2<sup>nd</sup> to 6<sup>th</sup> Places, Forms 1-5) (Donated by LSCPTA)
- Subject Prizes (Forms 1-5) (Donated by LSCPTA)

## Student Organisations

### **STUDENT ASSOCIATION**

The Student Association of La Salle College is an association of the students, by the students, and for the students. To “cherish and protect the name of our school and care for our fellow students of La Salle College” is part of the official pledge undertaken by officers of the Student Association, and is also the aim that they commit to steadfastly and perseveringly.

There are six different boards under the Student Association, each with a different coloured badge.

#### **The Executive Committee** (White Badge)

**The Clubs Coordinating Board** (Black Badge) is mainly responsible for the activities of the clubs and societies and ensures their smooth facilitation. Its duties include the nomination of the new club chairmen and the production of the Christmas Gathering and Talent Quest.

**The Class Representatives Board** (Green Badge) is composed of democratically elected Class Representatives from all classes. The Board serves as a bridge between the SA and the students. The Board also takes up the subscription of newspapers, the renewal of student ID cards and runs the Students’ Welfare scheme. It also organises the annual Christmas Ball, one of the most traditional and formal functions of the school.

**The Discipline Board** (Red Badge) maintains discipline in the school and at different functions like the Swimming Gala, Speech Day, Sports Day, Parent-Teacher meetings and the Inter-school Athletics Meet. Discipline Board members, together with Class Prefects, patrol the corridors during breaks, inspect school bags for prohibited possessions, conduct outside patrol and take an active role in sustaining and improving students’ discipline through an effective and inductive way.

**The Publications Board** (Blue Badge) publishes three issues of the school magazine “The Lasallian”. Moreover, the Board also offers help to students in academics by providing past paper ordering services and Joint-School Oral Practices.

**The Secretariat** (Yellow Badge) is responsible for the decoration of various school functions and the external communication of the SA. In addition, the Secretariat issues products like stationery, tie-clips, T-shirts, windbreakers and calendars, which are all designed by students and signifies the school uniquely.

**The Finance Committee** (Purple Badge) monitors all the financial matters of the Association. Budgets and financial statements are prepared and general meetings are held regularly in which the financial situation of each Board is discussed.

## **CATHOLIC SOCIETY & LASALLIAN CHARACTER COMMITTEE**

### **Catholic Society**

Founded in 1985, the Catholic Society serves to nurture the spiritual life of students and to maintain a rich Catholic culture at La Salle College. It aims at supporting the school in carrying out her mission of Catholic education and enriching the spiritual life of Catholic students. In addition, it provides opportunities for student leadership in service and ministry.

The Committee members of the Catholic Society are actively involved in organising monthly masses, as well as Christmas Eve Mass in December and the Founder’s Mass in May. The Committee also organises Catholic retreats and spiritual days for Catholic boys of all Form levels. Class visits are conducted to illustrate how prayers are led and teach students the meaning of special prayers at different periods throughout the liturgical year.

During Lent, the Way of the Cross and Reconciliation Service are organised to prepare students for the resurrection of Jesus Christ. The highlight of the year is to decorate the campus and organise various events to celebrate the feast day of our Founder, St. John Baptist de La Salle, in May.

Apart from the above activities, all students are welcome to participate in the Bible Sharing Group, Caritas Bazaar, Catechumen class, Confirmation class and voluntary work to help the needy in our society.

### **Lasallian Youth Movement**

The Lasallian Youth Movement was formed to promote the unique Lasallian Spirit of Faith, Service and Community at the College and an awareness of the worldwide Lasallian family.

#### Objectives:

- To carry out a number of service projects and formation programmes
- To co-organise Founder’s Week in honour of St. De La Salle with other student organisations.
- To participate in and support the Hong Kong Lasallian Youth Movement (HKLYM)
- To co-organise the annual CBS Exchange Programme with the HKLYM and the Student Associations/Unions among all the Lasallian Secondary Schools in Hong Kong.

### **Legion of Mary**

There are five Praesidia, namely, Immaculate Heart of Mary, Mother of Our Redeemer, Our Lady of Fatima, Queen of China and Ark of Covenant.

Objectives:

- To give glory to God through prayer and service in the spirit of Mary Immaculate
- To lead the daily Rosary and to meet once a week for prayer and discussion in a family setting
- To perform service for the needy each week in groups under the guidance of the Teacher Advisors
- To provide leadership training for members

### **SCHOOL EDITORIAL BOARD**

The Editorial Board is led by the students who are responsible for the publication of the school annual yearbook, called “The Lasallite”. Two Editors-in-Chief are appointed by the Teacher Advisors of the Editorial Board.

There are five different departments in the Editorial Board with over 80 students involved throughout the academic year.

#### **Chinese Language Department**

Led by two Chief Chinese Editors, the department is responsible for conducting interviews, proofreading Chinese articles and writing general articles.

#### **English Language Department**

Led by two Chief English Editors, the department is responsible for conducting interviews, proofreading English articles and writing general articles.

#### **Administrative Department**

Led by the Secretary General, the department is responsible for internal and external correspondence, business and finance, and database management.

#### **Photography Department**

Led by two Chief Photographers, the department is responsible for taking, editing and archiving all photos taken.

#### **Graphic Design Department**

Led by the Chief Graphic Designer, the department is responsible for designing the general layout and the illustration of the yearbook.

### **ECA CLUBS AND SOCIETIES**

Our College offers 50 ECA clubs and societies in academic, interest, sports, cultural, and service groups to provide every student an opportunity to stretch their potential. It is compulsory for all Form 1 students to enroll in at least 3 but no more than 4 clubs - one Cultural, one Sports and one Service. Form 2 to Form 4 students are to enroll in at least 2 but no more than 3 clubs. Form 5 and Form 6 students cannot enroll in more than 3 clubs. An ECA Promotion Fair is conducted every September to facilitate club membership enrolment.

#### **Academic Groups**

Business & Accounting Society  
Chinese Culture Society  
Economics Society  
French Culture Society  
Geography Society  
History & Heritage Society  
Mathematics Society  
Putonghua Society  
Science Society

#### **Cultural Groups**

Art Society  
Dancing Society  
Drama & Film Society  
Music Club  
Public Speaking Club

#### **Interest Groups**

Astronomy Club  
Aviation Club  
Bridge Club  
Chess Club  
Current Affairs Club  
Debating Club  
Gospel Train  
Internet Culture Club  
IT Club  
Japanese Culture Club  
Modelling Club  
Robotics Club

#### **Service Groups**

Community Youth Club  
HK Award for Young People  
Interact Club  
Red Cross  
St. John Ambulance Brigade  
UNICEF

#### **Sports Groups**

Archery Club  
Athletics Club  
Badminton Club  
Basketball Club  
Distance Runners’ Club  
Fencing Club  
Football Club  
Handball Club  
Indoor Rowing Club  
Orienteering Club  
Rugby Club  
Softball Club  
Squash Club  
Swimming Club  
Table Tennis Club  
Taekwondo Club  
Tenpin Bowling Club  
Volleyball Club



## **THE 17TH KOWLOON (LA SALLE) GROUP**

The 17th Kowloon (La Salle) Group, established in 1937, is one of the oldest societies and longest-serving Uniform Groups in the College. With generations of proactive work and earnest efforts, the Group has flourished into an expansive family of more than 300 members, pursuing their scout lives in the Group's five main sections: the Grasshopper Scout Ring, Cub Scout Pack, Scout Troop, Venture Scout Unit and Rover Scout Crew.

### **SCHOOL TEAMS**

#### **Sports Teams**

Archery  
Athletics  
Badminton  
Basketball  
Beach Volleyball  
Cross Country  
Fencing  
Football  
Golf  
Gymnastics  
Handball  
Hockey  
Indoor Rowing  
Lacrosse  
Life Saving  
Rugby  
Softball  
Squash  
Swimming  
Table Tennis  
Taekwondo  
Tennis  
Tenpin Bowling  
Volleyball  
Water Polo

#### **Cultural Teams**

Dance Team  
Drama Team  
Visual Arts Team  
Speech Team  
Music Teams  
Treble Choir  
Senior Choir  
Wind Orchestra  
Symphony Orchestra  
String Orchestra  
Chinese Orchestra  
Chinese Drum Team

#### **Other School Teams**

Academic Teams  
BAFS  
Computer  
English  
Mathematics  
Physics  
Science  
Debating Team  
Academic & General Knowledge Team  
Campus TV Team  
Chess Team  
Ethic Olympiad Team  
Mock Trial & Mooting Team  
Odyssey of the Mind Team  
Robotics Team  
STEM Enrichment Team  
Toastmasters International Team

## **Student Discipline**

### **GUIDELINES OF THE SCHOOL UNIFORM AND APPEARANCE**

The school uniform is an important means by which a student expresses his belonging and pride in his school. The wearing of the correct school uniform, therefore, should be an important concern for every student.

Students should be clean, tidy and proper in their appearance. Students must wear the complete uniform at all school functions whether inside or outside school. Wearing of the school uniform must not cause any misrepresentation of the school or any potential damage to the reputation of the school.

Students must familiarise themselves with the guidelines. Ignorance is not an excuse for failure to observe the requirements.

Hair	<ul style="list-style-type: none"><li>Students should have a normal student-type hairstyle, which is natural, clean and tidy.</li><li>Hair should not be below the collar of the shirt. It should be clear of the eyes and sideburns should not be below the earlobe.</li><li>Hair should not be tinted, coloured or permed.</li></ul>
Shirt	<ul style="list-style-type: none"><li>Summer: short-sleeved white shirt</li><li>Winter: long-sleeved white shirt</li><li>Shirt must be simple and plain without hidden patterns</li><li>Only plain white undershirts are permitted to be worn under the shirt</li></ul>
Trousers	<ul style="list-style-type: none"><li>Medium-grey (light grey or dark grey are not accepted)</li><li>No more than 2 pleats per side</li><li>No form of baggy trousers is permitted</li></ul>
Belt	<ul style="list-style-type: none"><li>Must be black including the threads</li><li>No emblem on the belt or buckle</li><li>Suede belts are prohibited</li><li>Keyholders, waist bag or any other ornaments are not permitted to be hung on the belt</li></ul>
Socks	<ul style="list-style-type: none"><li>Plain black</li><li>No ankle socks are allowed</li></ul>

Shoes	<ul style="list-style-type: none"> <li>Black leather shoes with no ornament or brand name shown</li> <li>Shoelaces and shoes' threads must also be black</li> <li>Boots, suede shoes and boat shoes are prohibited</li> <li>Except during P.E. lessons, sports shoes are not allowed</li> </ul>
Coats	<ul style="list-style-type: none"> <li>School blazer with school badge is only official coat and is expected to be worn at all official occasions</li> <li>Chinese-style 'cotton-padded' jackets and plain down jackets are permitted only when the 'Cold Weather Warning' is issued by the Hong Kong Observatory</li> <li>Only black jackets are accepted</li> <li>No tracksuit tops, including school team tracksuits, are permitted on school days</li> <li>The long-sleeved grey P.E. sports top can be worn during P.E. in cold weather</li> </ul>
Sweaters	<ul style="list-style-type: none"> <li>Black V-neck or button-down sweaters may be worn. They should be plain with no brand names, emblems or patterns</li> <li>Long-sleeved sweaters or V-neck vests can be worn</li> <li>Buttons must be black</li> <li>Polo or round-neck sweaters are not allowed</li> <li>Fleeces and hoodies are not permitted</li> </ul>
Face masks	Students are allowed to wear surgical masks to prevent spreading germs
Ornaments	No jewellery is allowed nor are Octopus card holders or strings of any kind
Scarves	Must be plain black with no brand names, emblems, or patterns

## Badges

Only the school metal badges are to be worn on school ties. If the plastic coating of the badge is missing, it must be replaced with a new one.

The following are the authorised badges apart from school badge:

S.A.	Editorial Board	Community Youth Club
Class Prefects	Guidance Team	Hong Kong Award for Young People
Blood Donor's	Reading Club (PTA)	Hong Kong Lasallian Youth Movement
Music Team	Computer Team	St. John's Ambulance
Red Cross	Campus TV Team	Library Board
I.T. Board	Speech Team	Career Service Team
Catholic Society	Interact Club	Heritage Team
Boy Scout	Drama Team	Health & Environmental Promotion Team

Uniform checks will be conducted randomly in selected classes, at the school entrance, or during Form Assemblies.

Violating school regulations in regard to student's uniform and appearance may lead to the lowering of conduct grade on the report card.

## **CODE OF STUDENT BEHAVIOUR - GENERAL**

1. Attendance
  - 1.1. Students must be punctual for all lessons and school activities.
  - 1.2. All students must tap their student ID card at the main entrance for attendance taking. If students don't tap their student ID card because they forgot their student ID cards or other reasons, students must report to the School Office immediately.
  - 1.3. Students must line up at the place of assembly by 7:58 am before the first lesson and by 1:23 pm at the end of lunch time (for winter timetable).
  - 1.4. Late students are to obtain a late slip from the School Office after 8:00 am before being admitted to their classroom. [Refer to Latecomer's Policy]
  - 1.5. Students must not leave the school premises during school hours unless permission has been granted by the Principal (or a delegated authority).
  - 1.6. Absence or early leave is permitted only in case of sickness or with prior permission by the Principal. Students must hand in a letter from their parent/guardian, with the support of valid documents (e.g. doctor's medical certificate, or official proof), which are signed by their Form Teacher, seeking permission prior to the absence or the following day of early leave due to illness.

- 1.7. Lateness, early leave and absence must be explained, especially on special school days, like Swimming Gala, Athletics Meet, School Outing, Christmas Mass, Christmas Gathering, Founder's Day Mass and post examination activities; otherwise, it will be seen as truancy. If the absence is known before the above-mentioned special school days, approval from the Principal must be obtained. Otherwise, students must provide valid documents (e.g. doctor's medical certificate or official proof) which are signed by their Form Teacher.
- 1.8. Students are advised not to have medical/dental/musical appointments during school hours.
- 1.9. If a student becomes ill at school or wishes to leave early, he should report to the teacher in class and obtain an early-leave slip from the School Office, which will be signed by the Form Teacher and countersigned by the Principal (or a delegated authority). He will be sent home after the College has notified his parents/guardians.
- 1.10. A student who is unable to participate in P.E. lessons is to seek for prior approval from the Principal. (P.E. is a compulsory and essential element of the curriculum for all students.)

## 2. Conduct

- 2.1. Students must behave well at school and in public at all times.
- 2.2. Students should use the simple, polite and appropriate language of a school boy. Any student using vulgar, rude or threatening language is a disgrace to himself and to the College. Use of abusive/foul language both in and outside of the College will be punished.
- 2.3. Students should observe proper protocol with their best behaviour during all school activities, assemblies and functions.
- 2.4. Unbecoming behaviour, like screaming and booing, is not allowed at any time inside or outside of the College.
- 2.5. Only one person talks at a time. Due respect should be given to the presenter by observing silence and attentiveness.
- 2.6. Students are to stand up and greet their teachers or visitors when they enter or leave the classrooms.
- 2.7. Students are to respect supporting staff, janitors and security guards.
- 2.8. To promote and cater for learning and teaching, the school does not allow students to participate in unauthorised activities of any sort on campus, let alone any unlawful or criminal activities.

## 3. General School Rules and Regulations

- 3.1. Students are to carry their student ID card at all times for identification purposes. Students must ensure that their student ID cards are kept secure and are not deliberately or inadvertently made available for use by any other

person.

- 3.2. To enhance campus security, on non-school days, students must present their student ID cards when entering the campus. The guard will keep a record of their entry and exit of the campus.
- 3.3. Students must treat school property with care. Students should not deface furniture, e.g. carve on the desk, draw with correction pen on desks or chairs, etc.
- 3.4. Students are not to bring any items that are disapproved of by the school. [Refer to Prohibited Items.]
- 3.5. Students are not permitted to enter any rooms without teacher supervision.
- 3.6. Students are to line up quickly and observe strict silence when the first bell rings or when they go to or come back from laboratories, special rooms, P.E. lessons, etc. Students should keep good order and keep to the left when using corridors and staircases.
- 3.7. Students are to leave their classrooms and corridors during recess and lunch break.
- 3.8. Students are to sit according to the seating plan. Seats can only be changed with the approval of the Form Teacher.
- 3.9. Students are not to leave their classrooms during a lesson without their teacher's permission. Use of personal lockers during and in between lessons is strictly forbidden. [Refer to Regulations Concerning the Use of Lockers.]
- 3.10. Phones and mobile devices are not to be used once a student is on the campus until the end of the school day unless directed by teachers. [Refer to Mobile Phone and Laptop Policy.]
- 3.11. Playing card games or Rubik's Cube is not permitted at any time on the College campus except during club activity sessions with teacher's supervision.
- 3.12. Electronic games and texting are not permitted at any time on the College campus unless directed and supervised by a teacher.
- 3.13. Food or drink are only allowed at the designated places. (the Canteen on LG1, the Tuck Shop and the Covered Playground (beside the swimming pool) on G/F). Gum is not permitted anywhere on the campus.
- 3.14. Students are to follow the directions of the school personnel and the security guards as they are carrying out authorised school instructions.

## 4. Safety Rules

- 4.1. Students are not to slide down the handrails.
- 4.2. Students are not to move the chairs and tables in the Garden without good reason.
- 4.3. Students are not to run along the corridors, staircases or in the Lower Quadrangle.

## 5. Assignments

- 5.1. Students must complete all written and oral assignments every day.
- 5.2. For students who fail to submit their assignments, teachers may exercise punishment or mark penalty at their own discretion.

## 6. Out of Bounds

The following places are out of bounds to ALL students:

- 6.1. The Brothers' living quarters on 5/F
- 6.2. The Staff Rooms
- 6.3. The canteen and the tuck shop during lesson time
- 6.4. The Gym Gallery and all corridors in LG1 and LG2 except those facing the football field
- 6.5. The car park
- 6.6. The lifts
- 6.7. Staircases in the Aimar and Cassian Wings
- 6.8. The roof

## 7. Use of School Facilities

- 7.1. All students must carry their student ID card whenever they enter the College campus for checking purposes. Failure to do so will result in being barred from entering the school campus.
- 7.2. All students (including students who have been dismissed for public examinations) must wear proper school uniform if they attend any school organised activities, events, student meetings, meeting teachers or studying on school days until the end of the school year in mid-July.
- 7.3. Students who need to enter a classroom after school or when the classroom is locked are to register at the School Office. Students are required to have a teacher/guard present.
- 7.4. Students must not leave their valuables unattended to avoid loss or theft, especially during inter-class ball games and competitions. In case of any loss, they should report to the School Office immediately. The College will not take liability for any loss or damage.
- 7.5. No ball games are allowed in the covered areas or in the Lower Quadrangle. Students are not to play football on the basketball court or in any indoor rooms. Football games may only take place on the football pitch.
- 7.6. All student activities are to finish by 5:30 pm from Monday to Friday. All students must leave the school campus, except those with special permission and under the supervision of the teacher advisors. The security guards will lock all rooms after 5:30 pm.

7.7. There should be no ball games during the examination period.

## 8. School Cleanliness

- 8.1. Students should have their meals in the three designated eating places on the campus: the Canteen on LG1, the Tuck Shop and the Covered Playground (beside the swimming pool) on G/F. They should return their plates and utensils to the designated trays and trolleys and put the rubbish properly in the rubbish bin.
- 8.2. Students are not to eat or drink anywhere on the campus outside of the designated eating places (the Canteen on LG1, the Tuck Shop and the Covered Playground (beside the swimming pool) on G/F).
- 8.3. Students are not to litter anywhere on the campus.
- 8.4. Inside the classroom:
  - 8.4.1. Students are to keep the floor clean of rubbish of any kind.
  - 8.4.2. Students are to clear the windowsill of any objects.
  - 8.4.3. Students are to clear the inside of their desk of rubbish at the end of the school day.

## 9. Disciplinary Measures

- 9.1. Depending on the nature and seriousness of the offences, penalties such as verbal warning, community service, detention, class suspension, school suspension and expulsion may result. The Principal will use his discretion in the final decision.
- 9.2. For students who violate regulations regarding uniform and appearance:
  - 9.2.1. Students must immediately correct their uniform or hairstyle if it does not comply with the required standard. Parents/Guardians will be notified.
  - 9.2.2. If the student cannot meet the requirement, he will be sent home to change his uniform or hairstyle after notifying parents/guardians, even during examination time.
- 9.3. Form Teachers and Subject Teachers will record offences into the eDiscipline module of eClass. Form Teachers and Subject Teachers will deal with minor offences immediately, e.g. leaving seat without permission, talkative in class, etc. A verbal warning will be given.
- 9.4. Students may be required to perform a period of community service inside/outside school to show their wish to transform and correct their misbehaviour.
- 9.5. A teacher may send a student to the Homework Detention Class after school. (Tuesday 1-hour) A Detention Referral Form will be given to the student for parent's/guardian's signature and the signed form is to be handed in to the teacher concerned before detention. Students attending this Homework Detention Class will be required to finish the assigned work by the teachers. Attendance is compulsory.



- 9.6. The following offences will be dealt with by the Discipline Committee and may lead to the lowering of conduct grades on their report card. Appropriate punishment will also be administered as decided by the Discipline Committee.
- 9.6.1. Reading/possession/distribution of pornographic material
  - 9.6.2. Habitual lateness will result in a conduct grade not higher than satisfactory if late records exceed 9 times in a school term.
  - 9.6.3. Violating school regulations in regard to student's uniform and appearance
  - 9.6.4. Disruptive behaviour in class, e.g. disrespectful or rebellious behaviour to teachers or repeated use of foul language
  - 9.6.5. Throwing objects from upper floors
  - 9.6.6. Improper use of electronic devices
- 9.7. The following offences will be dealt with by the Discipline Committee and may lead to a "Poor" conduct grade on their report card. Appropriate punishment will also be administered as decided by the Discipline Committee.
- 9.7.1. Forged letters and/or parent/guardian signatures
  - 9.7.2. Cheating or dishonesty in tests/examinations
  - 9.7.3. Truancy
  - 9.7.4. Physical attack of classmates/Fighting with peers on the school campus
  - 9.7.5. Bullying of any sort e.g. physical assault, spreading rumours, cyberbullying
  - 9.7.6. Smoking on the campus and/or smoking in uniform anywhere
  - 9.7.7. Stealing or shoplifting
  - 9.7.8. Malicious damage to property on the campus
  - 9.7.9. Involvement/association with triad society or gang activity
  - 9.7.10. Substance abuse (including alcohol and psychotropic drugs)
  - 9.7.11. Unauthorised possession of keys to any room in the College or any materials belonging to the College
  - 9.7.12. Breaking into the server of the College or accessing files not shared with students
  - 9.7.13. Entering out of bounds areas
  - 9.7.14. Running or participating in unauthorised activities/groups including online groups which have the potential to damage the College's reputation
  - 9.7.15. Any use of mobile phone/other electronic devices to infringe on the privacy, dignity or modesty of any staff or students
- 9.8. All offences will be recorded for use in the recommendation of conduct grade on the students' report card and testimonials. Serious offences could also be reported on the report cards.

## **LATECOMER'S POLICY**

1. A student who is late for school is to register at the School Office after 8:00 am for a late slip, which is to be given to the teacher before he may be admitted into class.
2. Students entering the school campus after 8:30 am are regarded as late for school (serious cases). Lateness will be monitored and parents/guardians will be contacted immediately by the Form Teachers, Discipline Master, Guidance Mistress, SENCO, School Social Workers and/or Vice-Principals before he may be admitted into class. If a pattern emerges, it will be followed up by the College.
3. Students entering the school campus after 10:00 am are regarded as absent for half a day. They are to report to the School Office when they come back. A half-day absent slip will be issued and must be handed to the Subject Teacher before he is allowed into the class. Students must hand in a letter of explanation from his parent/guardian on the following school day
4. If a student is late for 6 times in one term, the Discipline Teachers will follow up with him. If there is still no improvement, a meeting will be arranged between the student's parents/guardian, Vice-Principals, Discipline Master and Guidance Mistress to work out a counselling plan and his conduct mark will be downgraded in that term's report card.
5. The number of late days will be recorded on the students' report card.

## **STUDENT ABSENCE**

1. Parents/Guardians are encouraged to be proactive and provide prior notification if their son is going to be absent, or call the School Office by 8:00 am if their son is absent. When a student has been absent from school or after a student takes early leave, he must hand in a letter of excuse and/or doctor's medical certificate from his parent/guardian to his Form Teacher on the first day he returns to school.
2. Being absent for 2 school days or more requires a doctor's medical certificate or official proof. Students unable to abide by the regulations would be considered as truant.
3. The College has the right to request a doctor's medical certificate or official proof if a student is frequently absent from school. Students unable to abide by the regulations would be considered as truant.
3. Lateness, early leave and absence must be explained, especially on special school days, like Swimming Gala, Athletics Meet, School Outing, Christmas Mass, Christmas Gathering, Founder's Day Mass and Post-examination activities, otherwise it will be seen as truancy.

## **PARTICIPATION IN PHYSICAL EDUCATION LESSONS**

Physical Education (P.E.) is an integral part of the school curriculum. Every student must participate in P.E. lessons.

However, if a student has any illness, they should seek medical advice on whether they are suitable to participate in P.E. lessons. If a student needs to be temporarily or perpetually exempted from P.E. lessons, a medical certificate from a registered doctor must be produced. Parents/Guardians should return the reply slip for participation in P.E. in the beginning of each school year for record keeping. If there are any changes in the student's health condition, please notify the College immediately.

## **PROHIBITED ITEMS**

Students are forbidden to bring to school any of the following:

- Smart watch
- Electronic games/computer games
- Router/mobile phone charger/portable charger
- Electrical appliance/equipment (excluding laptop)
- Skateboard/rollerblades/scooters
- Toys
- Cigarettes/cigarette lighter
- Alcohol in any form
- Unsuitable magazines/books/comics/newspaper
- Unsuitable posters/pictures
- Personal valuables
- Camera/video camera
- Laser pointer
- Any item for sale
- Slogan banners, pictures, or any unauthorised items that will cause misrepresentation of the College or potential damage to the reputation of the College

Prohibited items will be confiscated by the school. The items may be kept until the end of school term and returned to the parent/guardian upon collection.

If parents/guardians wish to claim the items earlier, they are to provide the school with a formal written explanation AND collect the items from the Discipline Master or Vice-Principal in person.

## **REGULATIONS CONCERNING THE USE OF LOCKERS**

The College will not take liability for any loss of property.

Routine inspection of lockers will be conducted by Form Teachers and the Discipline Committee. Students concerned will be informed and are to be present during the inspection.

Regulations concerning the use of lockers are as follows:

1. Form 1 and Form 2 students are assigned a locker according to their class number.
2. Students are to prepare a padlock for the assigned locker within the first week of school.
3. Students must treat the lockers with care.
4. Students are to lock their locker properly at all times.
5. Students are to organise and clean out their locker regularly.
6. Students are not to keep any items that are disapproved of by the College in their locker.
7. Students are to take all necessary learning materials out from their locker before lessons; they are not to use their locker during or between lessons.
8. Students are not to share their locker with anyone else in any way.
9. Students are not to stick anything on the lockers.
10. Students are to empty their locker at least 7 days before the Final Examination begins.
11. In case of routine inspection of lockers, students are to follow the instructions to open the lockers and make voluntary disclosure of his property for inspection.
12. Students should report to their Form Teacher or Discipline Teachers immediately if vandalism of the locker is discovered.
13. Students in Form 3 or above can apply for a locker at the beginning of the school year and get one assigned to them, subject to availability.
14. Any student who is not able to comply with the regulations will be banned from using a locker.

## **MOBILE PHONE AND LAPTOP POLICY**

Whilst La Salle College provides Wi-Fi and eLearning, the following regulations apply as a means to guide and develop appropriate protocols and etiquette.

1. Students may bring their mobile phone to school if their parents/guardians deem it a necessity for them to do so.
2. Students are to switch off all their electronic devices when they are on the campus on normal school days.
3. If students are found using electronic devices on the school campus during school hours or found with their electronic devices switched on during class time, their electronic devices will be confiscated and will be returned to parents/guardians within school hours for the first time.
4. If students are caught a second time, they will be banned from bringing their electronic devices to school for one school term.
5. If the offence involves breaching other school regulations, e.g. cyberbullying, it will result in a serious discipline case.
6. Students are advised not to bring expensive mobile phones to school. Students are to take good care of their mobile phones, especially during recess, lunch and after school. The College will not take liability for any loss or damage.

7. Laptops are for educational purposes and cannot be used in the Canteen or recreation areas unless supervised by teachers and are only to be used in designated places such as classrooms, the Library, the Garden and Study Room.
8. Violating the mobile devices policy may lead to the lowering of the conduct grade on their report card.

The following offensive material or conduct is strictly prohibited and will be dealt with in accordance with the School Regulations, and in some instances, may result in the College involving the Police or other government agencies:

- a. infringing a person's copyright or other intellectual property rights
- b. defaming and/or slandering a person or an organisation
- c. containing sexually explicit, indecent, obscene or pornographic material
- d. discriminating against a person on the basis of sex, race, religion, disability or age
- e. dealing with a person's personal information in a way that breaches privacy laws
- f. inciting racial hatred, racial harassment or cyberbullying
- g. introducing or passing on malicious software ("virus")
- h. disrupting the school's network
- i. breaching school security
- j. constituting a 'cybercrime'
- k. any other act or material otherwise contrary to school rules of policy

If necessary, the College has the right to review the content on the students' mobile device. Parents/Guardians give the right to the College to review the content on the students' mobile device even though the content inside might involve a third party other than the student. The College is not to be held liable of breaching any privacy ordinances in this instance.

### **REGULATIONS & PROCEDURES RELATED TO ONLINE LEARNING**

In general, students should follow the rules and regulations as laid out in the College Handbook. In addition to that, when students attend online lessons, they are to pay attention to the following guidelines as well:

- a. making sure they know all the Google Meet/Zoom links, meeting IDs and passwords before lessons begin
- b. entering the meeting room as early as possible, with their full English name as printed on the official class list
- c. contacting teachers as soon as possible in case of unexpected technical problems that may lead to lateness or absence, stating clearly why they cannot join the lesson
- d. dressing properly and switching on their cameras during the lesson (virtual backgrounds are acceptable)
- e. ensuring their microphones are muted until it is their turn to speak
- f. raising their virtual hand if they want to speak

- g. ensuring their teachers' and other classmates' privacy by refraining from any means of screenshotting, filming or recording
- h. engaging in the lesson and staying in the meeting room until they are allowed to leave
- i. completing their homework on time, honestly and responsibly, in accordance with the stipulated requirements

Students absent for 4 or more lessons on the same day will be considered absent. Students must hand in a letter from their parent/guardian, with the support of valid documents (e.g. doctor's medical certificate or official proof) to the Form Teachers, which will be passed to the School Office.

The following offences will be dealt with by the Discipline Committee and may lead to the lowering of conduct grades on students' report cards. Punishment will also be administered justifiably as decided by the Discipline Committee.

- a. Disruptive behaviour in online lessons, e.g. disrespectful or rebellious behaviour to teachers or repeated use of foul language, causing disturbance to others, etc.
- b. Truancy
- c. Habitual unexplained lateness
- d. Habitual failure to submit homework
- e. Unauthorised screenshotting, filming, or recording

The following offences will be dealt with by the Discipline Committee and may lead to a "Poor" conduct grade on students' report cards. Punishment will also be administered justifiably as decided by the Discipline Committee.

- Bullying of any sort, e.g. spreading rumours or inappropriate material, using fake identity, and cyberbullying.

All offences will be kept for the recommendation of conduct grade on students' report cards and testimonials. Serious offences could also be reported on the report cards.

## Student Support

### **OTHER LEARNING EXPERIENCES (OLE)**

Our College has catered for the required hours for the New Senior Secondary Curriculum and offers all students a wide range of compulsory Other Learning Experiences (OLE) programmes inside and outside normal school hours in each of the five essential components: Values Education, Community Service, Career-related Experiences, Aesthetic Development and Physical Development.

#### **Values Education**

- Religious Education lessons
- Form Teachers' Periods
- Form assemblies
- Guidance and discipline talks
- National & Moral Education talks

#### **Community Service**

- Service-Learning lessons (Form 4 and Form 5)
- Service and fund-raising activities such as flag selling, walkathon, etc. for NGOs and charitable organisations initiated by the Community Outreach Team
- Service to the larger community for a targeted group rendered through the uniform groups and service groups in school
- Service to school, including helping in annual school activities e.g. Family Fun Day, Swimming Gala, Speech Day, Sports Day, Educational Outing, CBSSA, Inter-school Athletics Meet, Annual Concert and Summer Bridging Programme; and any student appointed or selected by the Teacher Advisors or the Student Organisations to organise activities for the whole school

#### **Career-related Experiences**

- Career and Life Planning Programmes
- Career Interest Assessment
- Careers Day
- Career and Further Studies Talks
- Career Workshop on Interview skills
- JUPAS application counselling
- Career visits
- Job Shadowing

#### **Aesthetic Development**

- Music lessons (Form 4 – Form 5)
- Aesthetic Education lectures
- Music and/or Drama Appreciation
- School Annual Concert
- Arts Week

#### **Physical Development**

- P.E. lessons (Form 4 – Form 6)
- Sports Day
- Swimming Gala
- Inter-class sports competitions

### **STUDENT ACTIVITY PROFILE (SAP)**

All Form 1 to Form 6 students are issued a Student Activities Profile (SAP) annually. Students should build up their own personal profile by recording their Other Learning Experiences (OLE) and awards and achievements both inside and outside of school. Students should keep a record in their individual i-portfolio section in the eClass system.

### **GUIDANCE**

The Guidance Team aims at helping students understand their character traits and build up a positive attitude to life and acquire necessary interpersonal skills and etiquette. Preventive and developmental programmes are held regularly to enhance students' ability to handle adversity and to cope with stress. For those students with emotional or behavioral problems, the Guidance Team actively provides pastoral guidance and support.

The Guidance Centre is located at A3-36 on 3/F of the Br. Aimar Wing. It provides a hub for students to gather at break times. During lunch hours, Guidance Team teachers take turns to be on duty to exercise pastoral care in the Centre.

### **CAREER AND LIFE PLANNING**

The Careers Team aims at helping students achieve a better understanding of themselves and explore their interests, and career aspirations by organising various career and life planning programmes regularly. The Team also assists students in making well-informed choices regarding their further education and future careers by holding local universities talks, overseas education talks and careers workshops.

The Career and Life Planning Centre is located at A4-37 on 4/F of the Br. Aimar Wing. Students are welcome to visit the Centre and to talk to the Career Team teachers for professional advice and support.



## **SCHOOL SOCIAL WORK SERVICE**

The Social Worker's Office is located inside the Guidance Centre at A3-36 on 3/F of the Br. Aimar Wing.

Office hours: 9:00 am - 5:15 pm (Monday to Friday)

Direct Phone: 2339 3849

## **Child Protection and Safeguarding Policy**

### **INTRODUCTION OF THE POLICY STATEMENT**

La Salle College is committed to safeguarding and promoting the welfare of all students, regardless of gender, age, race, language, religion, status of residence, health condition, capability or behaviour, so that our students can grow and develop safely and healthily in physical, psychological and social aspects.

#### **Scope of the Policy**

This Child Protection and Safeguarding Policy applies to all members of La Salle College, including the Supervisor, the IMC members, the Principal, the Vice-Principals, all teachers, administrative staff, janitors, parents/guardians, service vendors, external contractors, volunteers and visitors, who must ensure that the policy is adhered to at all times.

#### **Child Maltreatment**

There are four types of harm/maltreatment: physical harm/abuse, sexual abuse, neglect and psychological harm/abuse. These behaviours may take the form of a repeated pattern, multiple incidents or a single but serious incident. An individual case may also involve more than one type of harm/maltreatment to the child.

### **PROCEDURES OF HANDLING SUSPECTED CHILD MALTREATMENT/CHILD PROTECTION CASES**

1. If a teacher or school personnel identifies a student possibly being maltreated, he/she should collect some basic information of the case immediately.
2. They should fill in the Initial Report Form and submit it directly to the Principal on the same day of the incident.
3. The Principal will appoint a person-in-charge of the suspected case, normally the child's responsible caseworker. However, if there is no previous record, the Principal should appoint a school social worker to handle the matter. The person-in-charge, together with the Form Teacher and/or the Guidance Mistress (if deemed necessary), are to conduct an initial assessment in a timely manner.
4. In case of emergency, the College will take immediate child protection action by sending the child to a hospital under the Hospital Authority for medical examination/treatment, or alternative residential arrangement. If the incident is suspected of involving criminal elements, it will be reported to Police (Kowloon City District, Tel.: 3661 1640) for criminal investigation.
5. Upon investigation, if there is no indication of a child possibly being maltreated

and no further assistance is required, action will be terminated. All documents and forms are to be kept by the school social worker, while copies of the documents will be kept in the student data file by the Guidance Team.

6. If there is an initial indication of a child possibly being maltreated and it is a known case, it will be reported to the responsible social worker of the concerned unit for child protection and other relevant investigations immediately. If it is an unknown case, it will be reported to the Family and Child Protective Services Unit (FCPSU Kowloon City/Yau Tsim Mong, Tel.:3583 3254) of the Social Welfare Department (Hotline: 2343 2255).

### **SAFE RECRUITMENT PRACTICE**

La Salle College is committed to practicing safe recruitment of newly recruited teachers and all non-teaching staff. All personnel, including teachers, staff, interns, volunteers, vendors, contractors and other members of the community, who have direct contact with, or have potential access to LSC students, are asked to go through or provide documented proof of their Sexual Conviction Record Check (SCRC) from the Hong Kong Police Force and other necessary background checks as required by the IMC of La Salle College.

## **General Affairs**

### **STUDENT FINANCIAL ASSISTANCE**

#### **The School Textbook Assistance (TA) Scheme**

It provides assistance to needy Primary 1 to Secondary 6 students to cover the costs of essential textbooks and miscellaneous school-related expenses.

#### **The Student Travel Subsidy (STS) Scheme**

It provides a travel subsidy to needy students residing more than 10 minutes' walking distance away from the College; and who need to travel to school by public transport.

#### **The Subsidy Scheme for Internet Access Charges (SIA)**

It provides a subsidy to needy families whose children are full-time students to pay for the internet access charges for e-learning at home for their children (for example, the charges for broadband Internet service or SIM cards provided by operators of fixed or mobile telecommunications services). The subsidy is granted on a household basis. Eligible families will receive a family-based flat-rate cash grant, regardless of the number of children in the family.

#### **Examination Fee Remission (EFR) Scheme**

It provides assistance to needy and eligible students to attend the public examinations administered by the Hong Kong Examinations and Assessment Authority (HKEAA). Students have to apply for EFR to HKEAA through the College.

For more information about TA, STS or SIA, please visit the Working Family and Student Financial Assistance Agency website at <https://www.wfsfaa.gov.hk/en/sfo/primarysecondary/tt/overview.php>

### **TROPICAL CYCLONES & HEAVY PERSISTENT RAIN ARRANGEMENTS**

Form 1 – Form 3 parents need to submit information about the dismissal of their sons under inclement weather conditions at the start of the school year. The information collected will be collated and distributed to all Form 1 – Form 3 Form Teachers for reference.

#### **Tropical Cyclone Warning Signal Pre-No. 8 / No. 8 or above**

School is NOT in session	School is in session
<ul style="list-style-type: none"> <li>Classes of whole-day schools are to be suspended all day, as according to the EDB announcement</li> </ul>	<ul style="list-style-type: none"> <li>Immediate suspension of classes upon EDB's announcement</li> <li>Arrangements will be made for students to return home under safe conditions</li> </ul>
<ul style="list-style-type: none"> <li>Admit students who have arrived at the College</li> <li>Look after those students in GP Rooms by designated staff</li> <li>Call parents to arrange pick up of their son at an appropriate time under safe conditions</li> </ul>	<ul style="list-style-type: none"> <li>Students who have prior permission will be allowed to leave</li> <li>Those without permission or special request will be transferred to GP Rooms and looked after by designated staff</li> <li>Call parents to arrange pick up of their son at an appropriate time under safe conditions</li> </ul>

#### **RED/BLACK Rainstorm Warning Signal / Localised Heavy Rain Advisory**

Issued: 5:30 am – 6:00 am	Issued: 6:00 am – 8:00 am	School is in session
<ul style="list-style-type: none"> <li>Classes of whole-day schools are to be suspended all day, as according to the EDB announcement</li> <li>Students who have not left for school should stay home</li> </ul>	<ul style="list-style-type: none"> <li>Classes of whole-day schools are to be suspended all day, as according to the EDB announcement</li> <li>Students who have not left for school should stay home</li> <li>Students who have already arrived at the College should remain until it is safe for them to return home. Parents/Guardians do not need to pick up their son from school immediately</li> </ul>	<ul style="list-style-type: none"> <li>Lessons will continue until the end of normal school hours and students will be allowed to return home once conditions are safe</li> </ul>
Admit students who have arrived at the College <ul style="list-style-type: none"> <li>Look after those students in GP Rooms by designated staff</li> <li>Call parents to arrange pick up of their son at an appropriate time under safe conditions</li> </ul>		At the end of the school day: <ul style="list-style-type: none"> <li>Students who have prior permission will be allowed to leave</li> <li>Those without permission or special request will be transferred to GP Rooms and looked after by designated staff</li> <li>Call parents/guardians to arrange pick up of their son at an appropriate time under safe conditions</li> </ul>

## STUDENT SAFETY

### First Aid

Treatment, when needed, is given at the School Office. Assistance is rendered by St. John Ambulance Cadets if required. Emergency AED kits can be found in the P.E. Office at LG2 and at the Security Guard Office on the Ground Floor.

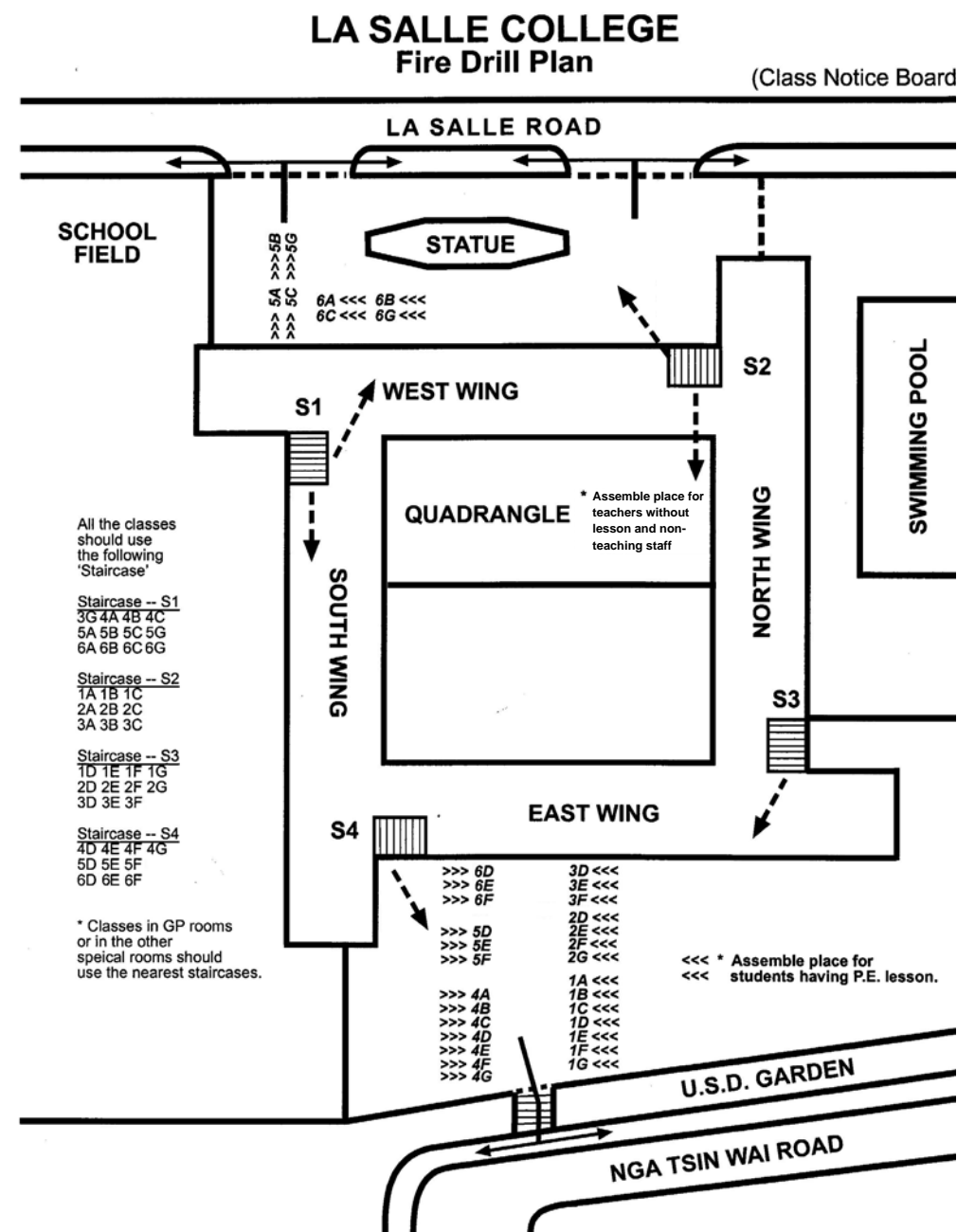
### Sending an Injured Student to Hospital

When an injury occurs during school hours, it should be reported to the School Office. The School Office will inform the parent of the injured student by phone immediately and will record the details of the accident. Parents may choose to pick up on their own or request the College to send the student to hospital using the emergency ambulance service. In this case, a designated staff member will accompany the injured student to the A&E Department of the Queen Elizabeth Hospital (30 Gascoigne Road, Kowloon) and stay until the arrival of the parent or guardian.

When an injury occurs after school and the School Office is closed, the daily duty teacher (before 5:30 pm) or teacher-in-charge of the after-school activity is to accompany the injured student to the A&E Department of the Queen Elizabeth Hospital and stay until the arrival of the parent or guardian.

## FIRE DRILL / EVACUATION

At the sound of the fire alarm, teachers request students to remain calm. Teachers ask student to leave their belongings and walk orderly to designated areas. Teachers secure windows and doors. The details of evacuation procedures are posted in prominent places around the school. The Discipline Master will liaise with the Principal as to when practice evacuations / fire drill are to take place.



## List of Teaching Staff

Supervisor: Br. Thomas  
Principal: Mr. LEUNG Steve

### Teachers:

Br. Jude	[RE, Math]	Mr. LAU Sam	[Bio, Sci]
Mr. AU YEUNG Joe	[Math, ICT]	Ms. LAW Helen	[BAFS]
Ms. BOUROUGA Sabrina	[French]	Ms. LEE Nina	[VA, RE]
Mr. CHAN Erwin	[Math]	Ms. LEE Teresa	[CSD, L&S, S-L]
Mr. CHAN Gary	[BAFS]	Mr. LEE William	[Phy]
Ms. CHAN Jennes	[Eng, LAC]	Mr. LEUNG Estelle	[D&T, DAT]
Ms. CHAN Jenny	[Eng, LAC]	Mr. LEUNG Peter	[Math]
Mrs. CHAN Jolene	[Eng, LAC]	Ms. LI Claire	[Econ]
Mr. CHAN Kam Ming	[Chin, CHist]	Ms. LI Florence	[Geo]
Ms. CHAN Kita	[Chin, PTH, NCS]	Mr. LI Jason	[Eng, Hist]
Mr. CHAN Parko	[Math, Econ]	Mr. LIU Kennard	[ICT,S-L]
Mr. CHAN Philip	[Geo]	Ms. LO Sina	[Eng, Geo]
Ms. CHAN Kristen	[Chin,PTH, S-L]	Ms. LUI Serene	[Eng, L&S]
Mr. CHAN Samuel	[Chem, Sci]	Mr. MA Martin	[Math]
Ms. CHENG Joanne	[Chin, CHist]	Mr. MA Kin Kwok	[PE, L&S]
Ms. CHEUNG Alsace	[L&S, Eng]	Mr. MAK John	[Math]
Ms. CHEUNG Arian	[Eng, L&S]	Mr. MAN Wai Hon	[Math, Sci, S-L]
Mr. CHING Joseph	[RE, S-L]	Mr. MOK Percy	[Math]
Ms. CHIU Cherie	[Chem, Sci]	Ms. POON Amy	[Chin]
Ms. CHOW Mary	[Eng]	Mr. POON Andrew	[Chin, CHist]
Ms. CHUN Alice	[Chin, VA]	Ms. SCHMIDT Renita	[Eng]
Ms. CHU Catherine	[CSD, S-L]	Mr. SHUM Stanley	[Math, ICT]
Ms. CHUNG Charlotte	[Hist]	Ms. SIU Kit Ling	[Sci]
Mr. FONG Silas	[CSD, L&S, CHist]	Ms. SUEN JoJo	[Math]
Ms. FU Crystal	[Chin, PTH, S-L]	Ms. SY Josephine	[Chin]
Mr. FUNG Auston	[PE, ICT]	Mr. SZE Johnathan	[D&T]
Ms. FUNG Tammy	[VArts, Eng]	Mr. SZETO Timothy	[PE, L&S]
Mr. GOH Timothy	[D&T, DAT]	Mr. TAM Tommy	[BAFS, Econ, ICT]
Mr. HO Gary	[Phy, ICT]	Ms. TAN Stephanie	[Eng, S-L]
Ms. HO Sita	[Eng, Music]	Ms. TANG Clarice	[RE]
Ms. HUEN Kristy	[Chin, CHist, S-L]	Mrs. TANG Ronnie	[Eng, LAC]
Ms. HUI In Man	[Chin, PTH, S-L]	Mr. TANG Wesley	[Eng, Sci, Chem]
Ms. HUNG Sandy	[NCS Chin, PTH]	Mr. TSANG Wai Chung	[Chin, CHist]
Ms. IP Carol	[Chin, CHist]	Ms. WONG Cleo	[Eng, S-L]
Mr. KAM Chun Ho	[Math]	Mr. WONG Heymans	[Phy, Sci]
Mr. KOTAKIS Alexander	[Eng, LAC]	Ms. WONG Lavinia	[Chin, CHist]
Mr. KUK Eric	[Chin, S-L]	Mr. WONG Martin	[Bio, Sci]
Ms. KWAN Connie	[Bio, Sci, S-L]	Mr. WONG Robert	[ICT]
Mr. KWAN Keith	[Math]	Ms. WOO Crystal	[Chin, PTH]
Mr. LAI Colin	[Math]	Mr. WOOD Tyler	[Eng, LAC]
Mr. LAI Herman	[RE, Eng]	Mr. YANG Trystan	[Chin, CHist, S-L]
Mr. LAI Pak Yung	[PE, ICT]	Mr. YEUNG Simon	[Econ]
Mr. LAM Alfred	[Music, ICT, Math]	Ms. YIM Joanne	[Chin, CHist, S-L]
Ms. LAM Becky	[Chem]	Mr. YIP Bart	[Econ]
Mr. LAM Jacky	[Phy, S-L]	Ms. YIP Joyee	[CSD, L&S]
Mr. LAM Terry	[Math]	Mr. YU Alex	[Music]
Mr. LAU Ryan	[Chem]	Ms. YU Olivia	[Chin, CHist]



	SUNDAY	MONDAY	TUESDAY
Week 1	1	2	3
		School Opening Assemblies / Summer Timetable/ Photo-taking (DSE 2025 Admission Photo)	
Week 2	8	9	10
		Club Proposal Submission	SA Election
Week 3	15	16	17
			Swimming Gala (Finals) / OLE Day
Week 4	22	23	24
		Winter Timetable begins	
Week 5	29	30	

WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
4	5	6	7
School Opening Mass / PD for New Teachers(1)	SA Introductory Sessions		
11	12	13	14
Photo-taking	SA Inauguration	Swimming Gala (Heats)	
18	19	20	21
Mid-Autumn Festival	Club Promotion Fair	Club Promotion Fair	
25	26	27	28
	F.6 Spiritual Day	Discipline Board Leader- ship Overnight Camp	Discipline Board Leadership Overnight Camp / 1st IMC Meeting

	SUNDAY	MONDAY	TUESDAY
Week 5			1 National Day
Week 6	6	7	8 Monthly Mass
Week 7	13	14 Putonghua Week	15 Putonghua Week
Week 8	20	21	22 Healthy Lifestyle Week / F.5 Spiritual Day
Week 9	27	28 English Week	29 English Week

WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
2 PD for New Teachers (2)	3	4 Sports Day (Heats)	5
9 Inter-school Swimming (Day 1) / F.5 Geog Field Trip	10 Sports Day (Finals) / F.5 Geog Field Trip	11 Chung Yeung Festival	12
16 Putonghua Week	17 Putonghua Week	18 Putonghua Week / Inter- School Swimming (Day 2)	19
23 Healthy Lifestyle Week	24 Healthy Lifestyle Week	25 Healthy Lifestyle Week / Educational Outing	26
30 English Week	31 English Week / F.2 RE Service Programme / Community Dress Casual Day		

	SUNDAY	MONDAY	TUESDAY
Week 9			
Week 10	3	4	5
		Term 1 Assessment Week	Term 1 Assessment Week
Week 11	10	11	12
	Caritas Bazaar (Kowloon)		
Week 12	17	18	19
Week 13	24	25	26
		F.1-5 First Term Internal SBA Mark Submission	Inter-School Athletics (Day 2)

WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1	2
		English Week / CBSSA Athletics Competition / Monthly Mass	
6	7	8	9
Term 1 Assessment Week / PD for New Teachers (3)	Term 1 Assessment Week	Term 1 Assessment Week	F.6 Parent-Teacher Meeting
13	14	15	16
		Speech Day	
20	21	22	23
Inter-School Athletics (Day 1)		F.1 Spiritual Day	F.1 Information Day F.4 Placement Talk (For F.3 parents)
27	28	29	30
		Inter-School Athletics (Day 3)	

	SUNDAY	MONDAY	TUESDAY
Week 14	1	2	3 French DELF A2 Exam
Week 15	8 Family Fun Day	9 Frenh DELF B2 Exam / Discretionary Holiday 1	10 Frenh DELF B2 Exam
Week 16	15	16	17 F.3-5 Listening Exam
Week 17	22	23 Christmas Holiday begins	24 Christmas Eve Vigil Mass
Week 18	29	30	31

WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
4 French DELF A2 Exam / F.2 Spiritual Day	5	6	7 17th Kowloon Scout Investiture
11	12	13 Talent Quest (Finals)	14 2nd IMC Meeting
18 F.3-5 Listening Exam	19 Christmas Mass	20 Christmas Class Party / Dress Casual Day / Staff Lunch	21
25 Christmas Day	26 Boxing Day	27	28



	SUNDAY	MONDAY	TUESDAY
Week 18			
Week 19	5	6 F.1-5 Mid-year Exam / Staff Meeting	7 F.1-5 Mid-year Exam
Week 20	12	13 F.1-5 Mid-year Exam	14 F.1-5 Mid-year Exam
Week 21	19	20 F.1-5 Mid-year Exam	21 Term 2 begins / F.6 Mock Exam
Week 22	26	27 Chinese New Year Holiday begins	28

WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1 New Year's Day	2 F.1-5 Mid-year Exam	3 F.1-5 Mid-year Exam / Staff Development Day 1	4 DSE Music Mid-year Exam
8 F.1-5 Mid-year Exam	9 F.1-5 Mid-year Exam	10 F.1-5 Mid-year Exam	11 F.1-5 Mid-year Exam (Reserve)
15 F.1-5 Mid-year Exam	16 F.1-5 Mid-year Exam / F.6 Parting Ceremony	17 F.1-5 Mid-year Exam	18 F.1-5 Mid-year Exam (Reserve)
22 F.6 Mock Exam	23 Submission of ECA Club Mid-year Report / F.6 Mock Exam	24 F.6 Mock Exam	25 150th Anniversary Inter-School Mass LSPS
29 The First Day of Lunar New Year	30 The Second Day of Lunar New Year	31 The Third Day of Lunar New Year	

	SUNDAY	MONDAY	TUESDAY
Week 22			
Week 23	2	3	4
Week 24	9	10 F.6 Mock Exam / F.1-5 Mark Checking Day	11 F.6 Mock Exam
Week 25	16	17 F.6 Mock Exam	18
Week 26	23	24 Discretionary Holiday 2	25

WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1
5	6 F.6 Mock Exam / F.1-5 Mark Checking Day	7 F.6 Mock Exam / F.1-5 Mark Checking Day	8 F.6 Mock Exam (Reserve)
12 F.6 Mock Exam / F.1-5 Mid-year Exam Mark Submission	13 F.6 Mock Exam	14 F.6 Mock Exam	15
19	20 Inter-School Cross Country / Spring Concert	21	22 F.1-5 Parent-Teacher Meeting
26	27 F.3 Spiritual Day	28	

	SUNDAY	MONDAY	TUESDAY
Week 26			
Week 27	2	3	4
Week 28	9 Drama and Dance Showcase	10	11
Week 29	16	17	18 F.4 Spiritual Day
Week 30	23	24 Book Week	25 Book Week / Reconciliation Service
Week 31	30	31 Healthy Lifestyle Week	

WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1
5 Ash Wednesday Mass	6	7 Staff Development Day 2 (No school for students)	8
12	13	14	15 3rd IMC Meeting
19	20	21	22
26 Book Week	27 Book Week	28 Book Week	29

	SUNDAY	MONDAY	TUESDAY
Week 31			1       Healthy Lifestyle Week / Monthly Mass
Week 32	6	7       Chinese Week / HKDSE Core Subjects	8       Chinese Week / HKDSE Core Subjects
Week 33	13	14       F.5 Biology Field Trip	15       F.5 Biology Field Trips
Week 34	20	21       Easter Monday	22
Week 35	27	28	29       F.3 TSA / Term 2 Assessment Week

WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
2       Healthy Lifestyle Week/ HKDSE Core Subjects	3       Healthy Lifestyle Week/ HKDSE Core Subjects	4       Ching Ming Festival	5
9       Chinese Week / Staff Development Day 3 (Summer Timetable)	10       Chinese Week	11       Chinese Week	12
16       F.5 Biology Field Trip / Easter Holidays begins	17	18       Good Friday	19
23	24	25	26
30       F.3 TSA / Term 2 Assessment Week			



	SUNDAY	MONDAY	TUESDAY
Week 35			
Week 36	4	5 The Birthday of Buddha	6 Term 2 Assessment Week
Week 37	11	12 Founder's Week	13 Founder's Week
Week 38	18	19 Summer Timetable begins	20
Week 39	25	26	27

WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1 Labour Day Holiday	2 Term 2 Assessment Week	3
7 Term 2 Assessment Week	8 Term 2 Assessment Week	9 Term 2 Assessment Week	10
14 Founder's Week / Feast Day Mass	15 Founder's Week / Staff Development Day 4 / Feast Day Lunch	16 Feast Day of St. La Salle / Discretionary Holiday 3	17
21 F.1-5 2nd Term Internal SBA Mark Submission	22 Club Final Evaluation Report Submission / Cultural Prize Giving Ceremony	23	24
28	29 Sports Prize Giving Ceremony	30	31 Tuen Ng Festival

	SUNDAY	MONDAY	TUESDAY
Week 40	1	2	3
		F.1-5 Final Exam	F.1-5 Final Exam
Week 41	8	9	10
		F.1-5 Final Exam	F.1-5 Final Exam
Week 42	15	16	17
		F.1-5 Final Exam	F.1-5 Final Exam
Week 43	22	23	24
		F.1-5 Final Exam	F.1-5 Final Exam
Week 44	29	30	
		Exchange Week	

WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
4	5	6	7
F.1-5 Final Exam	F.1-5 Final Exam	F.1-5 Final Exam	DSE Music Final Exam / F.1-5 Final Exam (Reserve)
11	12	13	14
F.1-5 Final Exam / Exchange Tour to Main- land Sister School for Staff	F.1-5 Final Exam / Exchange Tour to Main- land Sister School for Staff	F.1-5 Final Exam / Exchange Tour to Main- land Sister School for Staff	F.1-5 Final Exam (Reserve) / Exchange Tour to Main- land Sister School for Staff
18	19	20	21
F.1-5 Final Exam	F.3 TSA / F.1-5 Final Exam	F.3 TSA / F.1-5 Final Exam	4th IMC Meeting / F.1-5 Final Exam (Reserve)
25	26	27	28
Exchange Week	Exchange Week / F.1 Post-exam Sports Programme	Exchange Week / F.1 Post-exam Sports Programme	

	SUNDAY	MONDAY	TUESDAY
Week 44			1  HKSAR Establishment Day /Exchange Week
Week 45	6	7  F.2 STEAM Project Final	8  Release of SSPA results
Week 46	13	14  Summer Holiday begins	15  Pre-S1 Attainment Test
Week 47	20	21	22
Week 48	27	28	29

WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
2  Mark Checking Day 1	3  Mark Checking Day 2 / Br. Thomas Cup Football Tournament	4  Final Exam Mark Submis- sion / Mark Checking Day 3 / Br. Thomas Cup Football Tournament	5
9  Annual Concert	10  F.1 Registration	11  Distribution of Report Cards / F.1 Registration	12
16  DSE Results release (Tentative)	17	18	19
23	24	25	26
30	31		

	SUNDAY	MONDAY	TUESDAY
Week 48			
Week 49	3	4	5
Week 50	10	11	12
Week 51	17	18	19
		Summer Bridging Programme	Summer Bridging Programme
Week 52	24	25	26
		New Staff Induction	

WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1	2
6	7	8	9
13	14	15	16
20	21	22	23
Summer Bridging Programme	Summer Bridging Programme	Summer Bridging Programme	
27	28	29	30
Staff Meeting	Staff Meeting	Staff Meeting	