

## Delia Memorial School (Broadway)

### School Rules 2021-2022

#### A. General Behaviour

1. Students have to fulfill the “15 C 50” policy of the school. Students cannot be promoted if
  - (1.1) they have been absent for 15 days or more.
  - (1.2) their conduct grade is below C.
  - (1.3) their average mark does not reach 50.
2. Students need to maintain appropriate conduct under all circumstances whether they are in or outside the school.
3. Students are reminded not to bring unnecessary items (e.g. magazines, toys, electronic devices, jewellery) which may distract them from their studies.
4. Students must treat all staff in the school with manners and respect whether in or outside the school.
5. If any student commits any major misconduct (e.g.: truancy, fighting, stealing, gambling, smoking, cheating, vandalism or other misbehaviour), the student will be suspended from school or even expelled.
6. School property should be treated with care. If any student is caught vandalizing or damaging any school property, the corresponding parents will be asked to pay the cost of repair or replacement.
7. (7.1) During school hours, students are not allowed to leave the school without the school office’s approval.  
 (7.2) Students must provide medical proof for any sick leave.  
 (7.3) Students must acknowledge and await the school’s approval before taking casual leave.  
 (7.4) A demerit will be given to students who failed to follow the procedure of applying leave 3 times.  
 (7.5) Students must inform the school and seek approval before booking the flight if they are going aboard for 5 days or more. A demerit will be given if students do not follow this rule.
8. Students are not allowed to use mobile phones during school hours and tutorials in school. If a mobile phone is seen being used by any student during the restricted period, that phone will be confiscated by the teacher and kept for at least 3 school days.
9. Chewing gum is not allowed in the school premises. A light demerit will be given if students do not follow the rule.

#### B. Appearance

1. Students must wear the proper school uniform tidily in school (including Extra-Curricular Activities and during holidays). The House P.E. uniform is to be worn during days with P.E. lessons. Proper school uniform includes:
  - (1.1) The school assigned Schoolbag
  - (1.2) **Winter Uniform**
    - <1.2.1> **Male:**
      - Long-sleeved white shirt with school badge
      - Plain white undershirt
      - School tie
      - Grey trousers
      - Black leather belt
      - White socks (length: at least covering a thumb length from the ankle)
      - Black leather shoes
      - Shirts must be tucked in with no shirt hanging over the trousers
      - Trousers must be secured at the waist
    - <1.2.2> **Female:**
      - Grey dress with school badge and white cuffs (dress length: covering the knee)
      - Grey belt
      - Tied yellow ribbon
      - Grey socks (length: at least covering half the length of the leg)
      - Black leather shoes
      - Grey pants under the dress is allowed due to religious reason

<1.2.3> **Cardigan:** Only grey colour is allowed.

<1.2.4> **School Jacket:** No outside jacket is allowed.

**(1.3) Summer Uniform**

**<1.3.1> Male:**

- Short-sleeved white shirt with school badge
- Plain white undershirt
- Grey trousers
- Black leather belt
- White socks (length: at least covering a thumb length from the ankle)
- Black leather shoes
- Shirts must be tucked in with no shirt hanging over the trousers
- Trousers must be secured at the waist

**<1.3.2> Female:**

- White dress with school badge (dress length: covering the knee)
- Plain white undershirt or underdress
- White belt
- Tied yellow ribbon
- White socks (length: at least covering half the length of the leg)
- Black leather shoes

**(1.4) PE Uniform**

- House PE uniform
- White sport shoes
- White socks (length: at least covering a thumb length from the ankle)

(1.5) Make-up, jewellery and accessories are not allowed.

(1.6) Headbands and hair ties are allowed only with black colour.

(1.7) Headscarves are allowed only in plain black or white colour.

(1.8) Hair must be neat with no hairstyling substances such as oil, hair gel or hair clay.

- Male: hair should not cover the eyebrow or touches the collar of the shirt.
- Female: must have their hair tied at the back and off the face if the hair touches the shoulder.

(1.9) Students will be given a bad mark if any inappropriate uniform violation is found. One light demerit will be given for every 3 violations of the uniform policy.

**2. Legitimate Proof**

(2.1) Students can be exempted from the school appearance policy with regard to accessories with the following proof:

<2.1.1> Documents of proof for religious necessity signed by parents; followed by consultation with parents or guardians.

<2.1.2> The discipline committee reserves the right to determine the validity of the student's request.

**C. Lateness**

1. Students will be counted late to school if they step into school after the bell has rung.

2. One light demerit will be given to students who have been late two times.

**3. Students may be counted as 'seriously late' if they step into school after 10 a.m.**

**4. One light demerit will be given to students who are counted as 'seriously late'.**

5. All latecomers are required to stay for the 45-minute Late Detention Class (3:45 p.m. to 4:30 p.m.) on the day that they are late. The time for Late Detention Class is 2:35 p.m. to 3:20 p.m. on Wednesdays.

6. Excuses for absence in the Late Detention Class

(6.1) Practices (for joint-school and external competitions only): Students are required to get a form from the office and get approval from the Form Master on that day. The student must attend the Late Detention Class on the next school day.

(6.2) Tutorials: Students should attend the Late Detention Class on the next school day if they have tutorials on the day that they are late.

7. One light demerit will be given if the student does not attend the Late Detention Class on the day that they are late and he/she must stay for the 45-minute Late Detention Class on the next day.

**Acknowledgement**

Class: \_\_\_\_\_ ( ) Name: \_\_\_\_\_ Date: \_\_\_\_\_

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