


GENERAL INFORMATION

1. This handbook which consists of all school regulations and general reminders for parents/guardians and students is for bridging the communication between parents/guardians and the school. The handbook must be brought to school every day and kept in good condition.
2. A "Parent-Teacher Correspondence" section is provided for parents/guardians and teachers. To apply for leave, parents/guardians should fill in the "Application for Leave" section, which should be signed and submitted to class teachers. Students who are absent without a valid reason will be considered truants and penalized.
3. Parents/Guardians are reminded to check the "Notes to Parents/School" section. For enquiry, please contact the school during office hours.
4. In case of severe weather conditions, the school will be closed according to the announcement of the Education Bureau. When school day resumes, lessons will be conducted according to the school calendar. Students will be notified the rescheduled date if there are scheduled exams being affected.
5. Parents/Guardians must sign on the student's personal information page to show an authentic specimen signature.
6. This handbook must be kept with care and any loss or damage must be reported to the school. Parents/Guardians should write a letter to the school explaining the reason and then purchase a new handbook as soon as possible.
7. If students have forgotten to bring stationery or other learning materials, parents/guardians should not hand them to their children through the school.
8. This handbook lists all school regulations. Parents/Guardians should remind their children to obey all the school rules and instructions.

RULES FOR STUDENTS

Good behaviour is expected of all Lutheranians. Students must show respect to self, parents/guardians, teachers, janitors, school and society as well as adhere to all the following rules:

1. Students must bring their handbooks and student ID cards to school every school day.
2. Students must not change any school documents without permission or forge their parents', guardians' or other persons' signatures.
3. The stipulated school uniform must always be worn, and it must be tidy at all times when coming back to school.
4. Students must arrive at school or any other specified venues on time. Students must queue up properly and remain silent when proceeding to any classrooms or places for lessons.
5. Students must hand in their homework and assignments on time.
6. Students must keep the campus clean and protect all school property.
7. During the course of the school day, students must not leave their classrooms without authorization.
8. Cigarettes, alcoholic beverages and gambling are forbidden.
9. Visiting online game arcades or snooker halls is strictly prohibited.
10. Students must not participate in illegal organizations and/or communicate with outsiders of questionable characters.
11. Students are not allowed to use the lift and handicapped toilets or to enter the school office, staff rooms, special rooms and the rooftop without permission.



Other rules:

1. Students must notify the class teachers immediately when their contact information is changed.
2. Students must take care of their own belongings. (Students must report any cases of loss immediately. The school will not be held liable for any loss.)
3. In case of withdrawal, parents/guardians must inform the school by means of a signed letter and go through the withdrawal procedures in person; otherwise, any requests for testimonials and transcripts will not be granted.
4. Students withdrawn or expelled from school must return all cards and borrowed materials, leaving the school with immediate effect from the date of withdrawal or expulsion.
5. Students caught cheating in any quizzes, tests or examinations will receive a 'zero' mark and disciplinary punishment.
6. All school rules are subject to amendments. The amended items will be announced with immediate effect.

CLASSROOM RULES

1. Students must comply with the instructions given by any teachers in the classroom.
2. Students must stand up and greet their teachers and/or guests at the beginning and the end of each period.
3. Students must stay in the seats arranged by teachers. Changing seats without permission is not allowed.
4. Students must enter special classrooms only with permission from teacher(s).
5. Students must remain quiet inside and outside the classroom, and keep the classroom clean and tidy. Vandalism is totally forbidden.
6. Students must not leave their seats during lessons without permission. Disruption should not occur in class.
7. Students are allowed to leave the classroom only when the teacher has dismissed them.
8. Students must not leave any books or articles in the classroom after school.
9. Students must switch on/off the lights and fans, and raise the blinds only with permission.
10. Students must read materials and do course work assigned.
11. Students must wait for their teacher quietly at the beginning of each class. Discipline must be maintained in between periods.
12. If a teacher does not arrive in 5 minutes after the bell rings, the monitor should go to the staff room to invite the teacher to conduct the lesson. If the teacher is not in the staff room, the monitor should proceed to the general office and report the situation so that a substitute teacher would be arranged.

REGULATIONS ON THE USE OF COMPUTER FACILITIES

1. Students must adhere all rules in the computer room.
2. Students must obey all the instructions given by their computer teachers.
3. Students must not damage the facilities, the equipment and/or the security of computer system deliberately.
4. Students must not install or remove any software in the computers without permission.
5. Students must not hack into other computer systems or commit online crimes.
6. When using computers, students must not use foul/indecent language, attack or criticize others. Students are responsible for their postings on the Internet.
7. Students must not reveal their personal information to others, such as their own online account password.
8. If students violate any rules, disciplinary action will follow.

LIBRARY REGULATIONS

General Guidelines :

1. Students must wear school uniforms in the library.
2. Students must keep quiet in the library. They must not chat loudly, play, eat or drink in the library.
3. Students must put school bags on the bag shelves and take care of their personal belongings.
4. Students must keep books, magazines, facilities and equipment in good condition. Students will be liable for the loss if any books are damaged or lost.
5. Students must return any items to the original place after reading.
6. Students must check out any library items at the circulation counter if they want to borrow them.
7. Mobile phones and music players are forbidden in the library.
8. Library computers should only be used for academic purposes.
9. Each student's seat can be reserved for a maximum of 15 minutes when the occupant is away. The untaken seat will be replaced by the next student on the waiting list after the aforesaid 15 minutes. All the belongings on the seat will be forfeited.
10. Students will be given a warning if any of the above rules is first violated. A second violation will affect their right to use the library facilities.

Circulation Rules :

1. Students must use smart cards to borrow library materials.
2. The total number of items on loan to a student must not exceed eight.
3. The maximum loan period for books, magazines and discs is two weeks.
4. A charge will be made for each overdue library item in the rate of HK\$1 a day(Less than 24 hours will be counted as one day).
5. Students must pay for late return fines or an equal value of any lost or damaged items. A 20% surcharge will also be imposed if fines are not settled in due course.

OUTDOOR ACTIVITY REGULATIONS

1. Students must not be absent from activities without a valid reason. Absentees must apply for leave in accordance with the school rules.
2. Students must be punctual while participating in outdoor activities.
3. Students are allowed to wear the P.E. uniform or class T-shirts. For certain activities, blue jeans and plain jackets can be worn.
4. If the Air Pollution Index (API) exceeds 100, students who are easily affected by the air quality should not take part.
5. Students must follow teachers' instructions throughout the activities and comply with the following rules:
 - A. Students must not smoke or play with lighters or matches. They must extinguish the fire after a barbecue.
 - B. Students must keep the venues clean.
 - C. Swimming, fishing, rowing and cycling are forbidden.
 - D. Games associated with gambling are forbidden.
 - E. Students must not leave the group. If students have lost in touch with the group, they must contact the school (Tel: 2448 0622) and their parents/guardians at once.
 - F. In case of feeling unwell, students must inform any teachers at once.
 - G. Students must bring their identity cards.
6. Students must return home immediately after being dismissed from the school.

LUNCH TIME REGULATIONS

For S.1 to S.3 students:

1. Students have to stay at school for lunch.
2. Parents can bring lunchboxes to school. Students can also bring their own lunchboxes or order lunch sets through the school.
3. Students must not request others like their parents/guardians, parents of their classmates or schoolmates to buy them lunches nor order food delivery from restaurants.
4. During lunch time, students in the classroom must not change their seats, make any noise or engage in other activities.
5. Students must not share their lunch with others nor have snacks for lunch.

For S.4 to S.6 students:

1. Students must not buy takeaways for S.1 to S.3 students.
2. Students must not occupy tables and chairs in the tuck shop to have food which is bought elsewhere.

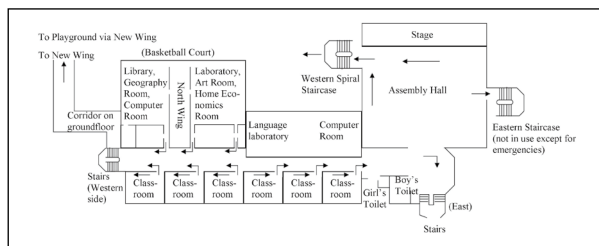
FIRE DRILL GUIDELINES

A. General guidelines

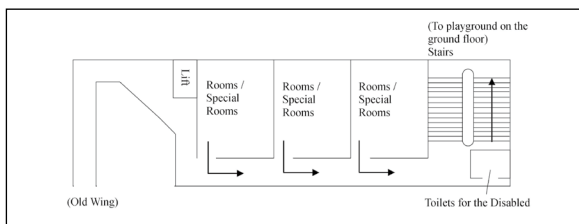
1. The fire drill signal is indicated by one long sound followed by two short sounds of a bell. The signals lasts for approximately one minute.
2. On hearing the fire alarm, students must leave the classrooms briskly and silently under the supervision of their subject teachers.
3. Except for valuables, students must leave all bags and other materials in the classroom.
4. Monitors must lead the class to the specified meeting area while the teachers must follow, closing doors and switching the lights and fans off.
5. Students must follow the evacuation routes, gather and line up at the specified meeting area.
6. After arriving at the designated point of safety, monitors must make a roll-call and report the number of students present to the teacher-in-charge.

B. Evacuation Routes

1. Students and teachers who are on the ground floor must proceed to the playground via the staircase in the covered playground.
2. Students and teachers on the first to fifth floor must evacuate using the stairs.
 - A. The three classes on the eastern side must evacuate via the eastern stairway.
 - B. The three classes on the western side must evacuate via the western stairway.
 - C. The three classes in classrooms 404 to 406 must proceed to the playground via the spiral staircase on the eastern side of the main school hall.
3. Students and teachers in special rooms must leave via the western stairway.
4. Students and teachers who are in the school hall must evacuate via the spiral staircase on the western side of the hall.
5. Students and teachers in the mini-theatre, the mini-hall as well as the classrooms in the new wing must leave the building using the stairs in the new wing.



Evacuation Routes (Old Wing)



Evacuation Routes (New Wing)

MEASURES FOR HANDLING GAS LEAKS

Purpose : All staff and students would be able to evacuate to a safe place when there is a gas leak in school.

Guideline : Town gas is a flammable gas containing poison. It must be handled carefully in a laboratory or the home economics room. The following procedures and measures must be taken when there is a gas leak.

Procedure: If you smell gas, or suspect that there is a gas leak, you must:

1. Open all windows and doors to disperse gas.
- 2a. If you are in the laboratory, check your Bunsen burners and gas switches to see whether they are turned off.
- b. If you are in the home economics room, check your appliances and gas switches to see whether they are turned off.
3. If the Bunsen burners and all appliances have been turned off and you still smell gas, take the following actions immediately:
 - a. Teachers must inform students and the school office, and evacuate students to the playground orderly. Office staff must ask laboratory technicians and minor staff to sound the alarm (cymbal) to notify everyone. Teachers and students must follow the fire-drill route when evacuating.
 - b. All teachers and students must listen to school announcements when gathering at the playground.
 - c. Laboratory technicians must shut off the main gas supply after assisting students to evacuate.
1. Pay attention to the following items:
 - a. Do not touch any electrical switches. (e.g turn on/off the light)
 - b. Do not use mobile phones inside the school premises.
 - c. Do not use matches or lighters.
 - d. Do not use naked flame to trace a suspected gas leak.
 - e. Do not press any doorbells.
 - f. Do not turn on any gas appliances until gas leak is under control.

SCHOOL UNIFORM AND DRESS CODE

Students must observe the following dress code to maintain an appropriate student image. Any violation of the regulations is liable to disciplinary punishment.

		Boys	Girls
Hairstyle and appearance	<p>A. Hair style: Gel, spray or mousse is not allowed. Curled, tinted hair or any other inappropriate hairstyles are strictly forbidden.</p> <p>B. Appearance: Make-up or jewellery: Perfume, lipsticks, coloured lip balms, nail varnish, necklaces, rings, or other accessories which are not part of the regular school uniform are not allowed.</p>		
	<p>A. Length of hair : Front: must not cover the eyebrows; Back: must not reach the collar; Sides: must not cover the ears; B. a beard or moustache forbidden</p>		<p>A. Hair kept tidy and clean B. For long hair reaching the shoulder, a black rubber band(s) or a hairclip(s) must be used.</p>
Uniforms	Summer	<ol style="list-style-type: none"> white short-sleeved shirt with pointed-collar white trousers school badge sewed on the left pocket 	<ol style="list-style-type: none"> white dress with a green belt the length of the dress reaching the knees white under-dress worn no silk socks worn school badge sewed on the left
	Winter	<ol style="list-style-type: none"> gray woollen trousers school tie long-sleeved shirt with pointed-collar without buttons 	<ol style="list-style-type: none"> gray dress school tie long-sleeved shirt with pointed-collar without buttons
	Coats	White green striped coat	
	Socks	Plain white socks	Summer: Plain white socks Winter: Plain gray socks
	Shoes	Black leather lace-up shoes	
	P.E. Suit	Designated by the school	



Remarks:

1. The styles and the materials of all school uniforms must be the ones stipulated by the school authority.
2. No hidden-patterns or logos are allowed on the white shirts.
3. If the temperature is 15°C or below (released by the Observatory), students may wear a scarf in black, gray, blue or white. Girls may wear gray woollen trousers and PE tracksuits.
4. Students must wear their shirts properly and the hems must be tucked neatly into their trousers.
5. Only necessary accessories are allowed at school. School reserves the right to deal with any violations accordingly.



NOTICE OF SUPPLEMENTARY LESSON / TUTORIAL (A)

Subject		Teacher's Signature	Parent's Signature	Remark
	Date: _____ Time: _____ Venue: _____ Teacher i/c: _____ Fee: _____			

Subject		Teacher's Signature	Parent's Signature	Remark
	Date: _____ Time: _____ Venue: _____ Teacher i/c: _____ Fee: _____			

Subject		Teacher's Signature	Parent's Signature	Remark
	Date: _____ Time: _____ Venue: _____ Teacher i/c: _____ Fee: _____			



NOTICE OF SUPPLEMENTARY LESSON / TUTORIAL (B)

Subject		Teacher's Signature	Parent's Signature	Remark
	Date: _____ Time: _____ Venue: _____ Teacher i/c: _____ Fee: _____			

Subject		Teacher's Signature	Parent's Signature	Remark
	Date: _____ Time: _____ Venue: _____ Teacher i/c: _____ Fee: _____			

Subject		Teacher's Signature	Parent's Signature	Remark
	Date: _____ Time: _____ Venue: _____ Teacher i/c: _____ Fee: _____			

REGULATIONS ON STUDENT ABSENCE

1. General procedures for applying for leave of absence.
Parents/Guardians should complete and sign the application form on their children's students' handbook, stating the reason(s) for leave. Students must then obtain their own class teacher's signature and submit the application to the Discipline Committee to register their leave.
2. Leave for personal reasons
Students must submit the application and get the permission from their class teachers at least two days in advance.
3. Sick leave
Students who are unable to attend class because of illness, their parents/guardians must report to the school office before 8:00 am. Students must submit the application for leave to their class teachers when they return to school. For sick leave of two days or more, a medical certificate must be submitted.
4. Extended absence
 - a) Absence of three days to one week:
Students must get the permission from the Discipline Committee.
 - b) Absence of more than one week:
Students must get the permission from the principal.
5. Early leave
 - a) In case of pre-arranged early leaves, students must submit the application to the class teacher and get the permission from the Discipline Committee.
 - b) If students have to leave early during school hours because of illness, their parents/guardians will be notified and they must accompany the students to leave. Students must submit the application for leave when they return to school.
6. Truancy
If a student is absent or takes leave from school:
 - (1) without parents/guardians' signatures,
 - (2) without permission or authorization from class teachers or the school, or
 - (3) without applying for leave of absence within two weeks of being absent,the above will be considered playing truant and penalty will be imposed.

If a student does not follow the stated leave procedures, penalty will be imposed.

If a student plays truant for more than four days and ignores the school's notice, this will be considered as the student's withdrawal from school. The Education Bureau will also be notified.



RECORD OF ASSIGNMENT SUBMISSION (LATE/VOID)

1st Term									
Date	No.	Subject	Teacher's Signature	Parent's Signature	Date	No.	Subject	Teacher's Signature	Parent's Signature
	1					11			
	2					12			
	3					13			
	4					14			
	5					15			
	Demerit (1)	/				Demerit (3)	/		
	6					16			
	7					17			
	8					18			
	9					19			
	10					20			
	Demerit (2)	/				Demerit (4)	/		

No. of Demerit(s) (Discipline Committee): _____



RECORD OF ASSIGNMENT SUBMISSION (LATE/VOID)

2nd Term									
Date	No.	Subject	Teacher's Signature	Parent's Signature	Date	No.	Subject	Teacher's Signature	Parent's Signature
	1					11			
	2					12			
	3					13			
	4					14			
	5					15			
	Demerit (1)	/				Demerit (3)	/		
	6					16			
	7					17			
	8					18			
	9					19			
	10					20			
	Demerit (2)	/				Demerit (4)	/		

No. of Demerit(s) (Discipline Committee): _____



RECORD OF FAILURE TO BRING STATIONERY AND TEXTBOOK TO SCHOOL

1st Term									
Date	No.	Subject	Teacher's Signature	Parent's Signature	Date	No.	Subject	Teacher's Signature	Parent's Signature
	1					11			
	2					12			
	3					13			
	4					14			
	5					15			
	Demerit (1)	/				Demerit (3)	/		
	6					16			
	7					17			
	8					18			
	9					19			
	10					20			
	Demerit (2)	/				Demerit (4)	/		

No. of Demerit(s) (Discipline Committee): _____



RECORD OF FAILURE TO BRING STATIONERY AND TEXTBOOK TO SCHOOL

2nd Term									
Date	No.	Subject	Teacher's Signature	Parent's Signature	Date	No.	Subject	Teacher's Signature	Parent's Signature
	1					11			
	2					12			
	3					13			
	4					14			
	5					15			
	Demerit (1)	/				Demerit (3)	/		
	6					16			
	7					17			
	8					18			
	9					19			
	10					20			
	Demerit (2)	/				Demerit (4)	/		

No. of Demerit(s) (Discipline Committee): _____



ATTENDANCE RECORD (LATE)

1st Term									
Date	No.	Time	Teacher's Signature	Parent's Signature	Date	No.	Time	Teacher's Signature	Parent's Signature
	1					11			
	2					12			
	3					13			
	4					14			
	5					15			
	Demerit (1)	/				Demerit (3)	/		
	6					16			
	7					17			
	8					18			
	9					19			
	10					20			
	Demerit (2)	/				Demerit (4)	/		

No. of Demerit(s) (Discipline Committee): _____



ATTENDANCE RECORD (LATE)

2nd Term									
Date	No.	Time	Teacher's Signature	Parent's Signature	Date	No.	Time	Teacher's Signature	Parent's Signature
	1					11			
	2					12			
	3					13			
	4					14			
	5					15			
	Demerit (1)	/				Demerit (3)	/		
	6					16			
	7					17			
	8					18			
	9					19			
	10					20			
	Demerit (2)	/				Demerit (4)	/		

No. of Demerit(s) (Discipline Committee): _____



RECORD OF VIOLATION OF UNIFORM RULES

1st Term					2nd Term				
Date	No.	Items	Teacher's Signature	Parent's Signature	Date	No.	Items	Teacher's Signature	Parent's Signature
	1					1			
	2					2			
	3					3			
	4					4			
	5					5			
	Demerit (1)					Demerit (1)			
	6					6			
	7					7			
	8					8			
	9					9			
	10					10			
	Demerit (2)					Demerit (2)			

No. of Demerit(s) (Discipline Committee): _____



RECORD OF VIOLATION OF OTHER SCHOOL RULES

1st Term				
Date	No.	Content	Teacher's Signature	Parent's Signature
	1			
	2			
	3			
	4			
	5			
	Demerit (1)			
	6			
	7			
	8			
	9			
	10			
	Demerit (2)			

No. of Demerit(s) (Discipline Committee): _____



RECORD OF VIOLATION OF OTHER SCHOOL RULES

2nd Term				
Date	No.	Content	Teacher's Signature	Parent's Signature
	1			
	2			
	3			
	4			
	5			
	Demerit (1)			
	6			
	7			
	8			
	9			
	10			
	Demerit (2)			

No. of Demerit(s) (Discipline Committee): _____



NOTICE OF PARTICIPATION IN EXTRA-CURRICULAR ACTIVITIES (A) (EXTERNAL)

Subject		Teacher's Signature	Parent's Signature	Remark
	Date: _____ Time: _____ Venue: _____ Teacher i/c: _____ Fee: _____	School Stamp		

Subject		Teacher's Signature	Parent's Signature	Remark
	Date: _____ Time: _____ Venue: _____ Teacher i/c: _____ Fee: _____	School Stamp		

Subject		Teacher's Signature	Parent's Signature	Remark
	Date: _____ Time: _____ Venue: _____ Teacher i/c: _____ Fee: _____	School Stamp		



NOTICE OF PARTICIPATION IN EXTRA-CURRICULAR ACTIVITIES (B) (EXTERNAL)

Subject		Teacher's Signature	Parent's Signature	Remark
	Date: _____ Time: _____ Venue: _____ Teacher i/c: _____ Fee: _____	School Stamp		

Subject		Teacher's Signature	Parent's Signature	Remark
	Date: _____ Time: _____ Venue: _____ Teacher i/c: _____ Fee: _____	School Stamp		

Subject		Teacher's Signature	Parent's Signature	Remark
	Date: _____ Time: _____ Venue: _____ Teacher i/c: _____ Fee: _____	School Stamp		

*The fear of the LORD is the beginning of wisdom, and knowledge of Holy One is understanding.
(Proverbs 9:10)*

Year 2014-2015 Homework and Diary (Cycle 1)

3/9 WED (I)
4/9 THU (II)
5/9 FRI (III)
8/9 MON (IV)
10/9 WED (V)
11/9 THU (VI)

*Train a child in the way he should go, and when he is old he will not turn from it.
(Proverbs 22:6)*

Year 2014-2015 Homework and Diary (Cycle 2)

12/9 FRI (I)
15/9 MON (II)
16/9 TUE (III)
17/9 WED (IV)
18/9 THU (V)
19/9 FRI (VI)

Discipline yourself, so others won't have to.

Year 2014-2015 Homework and Diary (Cycle 3)

22/9 MON (I)
23/9 TUE (II)
30/9 TUE (III)
3/10 FRI (IV)
6/10 MON (V)
7/10 TUE (VI)

Opportunity is to be created but not to be waited.

Year 2014-2015 Homework and Diary (Cycle 4)

8/10 WED (I)

9/10 THU (II)

10/10 FRI (III)

13/10 MON (IV)

14/10 TUE (V)

15/10 WED (VI)

The Bible is most helpful when it is open.

Year 2014-2015 Homework and Diary (Cycle 5)

16/10 THU (I)
17/10 FRI (II)
20/10 MON (III)
21/10 TUE (IV)
22/10 WED (V)
23/10 THU (VI)

If you want the rainbow, you must first learn to put up with the rain.

Year 2014-2015 Homework and Diary (Cycle 6)

24/10 FRI (I)
27/10 MON (II)
28/10 TUE (III)
29/10 WED (IV)
30/10 THU (V)
31/10 FRI (VI)

Strive for excellence!

Year 2014-2015 Homework and Diary (Cycle 7)

3/11 MON (I)
4/11 TUE (II)
5/11 WED (III)
6/11 THU (IV)
7/11 FRI (V)
10/11 MON (VI)

But the fruit of the Spirit is love, joy, peace, patience, kindness, goodness, faithfulness, gentleness and self-control. Against such things there is no law.

(Proverbs 9:10)

Year 2014-2015 Homework and Diary (Cycle 8)

11/11 TUE (I)
12/11 WED (II)
13/11 THU (III)
14/11 FRI (IV)
17/11 MON (V)
18/11 TUE (VI)

If you don't spread your wings, you will never know how high you can fly!

Year 2014-2015 Homework and Diary (Cycle 9)

19/11 WED (I)
20/11 THU (II)
24/11 MON (III)
25/11 TUE (IV)
1/12 MON (V)
2/12 TUE (VI)

Excellence is never an accident.

Year 2014-2015 Homework and Diary (Cycle 10)

3/12 WED (I)
4/12 THU (II)
5/12 FRI (III)
8/12 MON (IV)
9/12 TUE (V)
10/12 WED (VI)

Dreams are not something to wait for, they are something to work for.

Year 2014-2015 Homework and Diary (Cycle 11)

11/12 THU (I)
12/12 FRI (II)
15/12 MON (III)
16/12 TUE (IV)
17/12 WED (V)
18/12 THU (VI)

*We love because he first loved us.
(1 John 4:19)*

Year 2014-2015 Homework and Diary (Cycle 12)

19/12 FRI (I)
2/1 FRI (II)
5/1 MON (III)
6/1 TUE (IV)
7/1 WED (V)
8/1 THU (VI)

*I can do everything through him who gives me strength.
(Philippians 4:13)*

Year 2014-2015 Homework and Diary (Cycle 13)

9/1 FRI (I)
12/1 MON (II)
13/1 TUE (III)
14/1 WED (IV)
15/1 THU (V)
16/1 FRI (VI)

Patience is bitter but its fruit is sweet.

Year 2014-2015 Homework and Diary (Cycle 14)

19/1 MON (I)
20/1 TUE (II)
21/1 WED (III)
22/1 THU (IV)
23/1 FRI (V)
26/1 MON (VI)

All that you do, do with your might. Things done by halves are never done right!

Year 2014-2015 Homework and Diary (Cycle 15)

27/1 TUE (I)
28/1 WED (II)
29/1 THU (III)
30/1 FRI (IV)
2/2 MON (V)
3/2 TUE (VI)

*Forgetting what is behind and striving toward what is ahead.
(Philippians 3:13-14)*

Year 2014-2015 Homework and Diary (Cycle 16)

4/2 WED (I)
5/2 THU (II)
6/2 FRI (III)
9/2 MON (IV)
10/2 TUE (V)
11/2 WED (VI)

Be joyful always : pray continually; give thanks in all circumstances, for this is God's will for you in Christ Jesus.

(1 Thessalonians 5:16-18)

Year 2014-2015 Homework and Diary (Cycle 17)

12/2 THU (I)
13/2 FRI (II)
27/2 FRI (III)
3/3 TUE (IV)
4/3 WED (V)
5/3 THU (VI)

*Children, obey your parents in the Lord, for this is right.
(PEphesians 6: 1-3)*

Year 2014-2015 Homework and Diary (Cycle 18)

6/3 FRI (I)
9/3 MON (II)
10/3 TUE (III)
11/3 WED (IV)
12/3 THU (V)
13/3 FRI (VI)

Knowledge isn't power until it is applied.

Year 2014-2015 Homework and Diary (Cycle 19)

16/3 MON (I)
17/3 TUE (II)
18/3 WED (III)
19/3 THU (IV)
20/3 FRI (V)
23/3 MON (VI)

*A cheerful heart is good medicine, but a crushed spirit dries up the bones.
(Proverbs 17:22)*

Year 2014-2015 Homework and Diary (Cycle 20)

24/3 TUE (I)
25/3 WED (II)
26/3 THU (III)
27/3 FRI (IV)
30/3 MON (V)
31/3 TUE (VI)

The heart is happiest when it beats for others.

Year 2014-2015 Homework and Diary (Cycle 21)

1/4 WED (I)
13/4 MON (II)
14/4 TUE (III)
15/4 WED (IV)
16/4 THU (V)
17/4 FRI (VI)

For God so loved the world that he gave his one and only Son, that whoever believes in him shall not perish but have eternal life.

(John 3:16)

Year 2014-2015 Homework and Diary (Cycle 22)

20/4 MON (I)
21/4 TUE (II)
22/4 WED (III)
23/4 THU (IV)
24/4 FRI (V)
27/4 MON (VI)

*Be kind and compassionate to one another, forgiving each other, just as in Christ, God forgave you.
(Proverbs 9:10)*

Year 2014-2015 Homework and Diary (Cycle 23)

28/4 TUE (I)
29/4 WED (II)
30/4 THU (III)
5/5 TUE (IV)
6/5 WED (V)
7/5 THU (VI)

The difference between ordinary and extraordinary is just that little extra!

Year 2014-2015 Homework and Diary (Cycle 24)

8/5 FRI (I)
11/5 MON (II)
12/5 TUE (III)
13/5 WED (IV)
14/5 THU (V)
15/5 FRI (VI)

Your future depends on many things, but mostly on YOU!

Year 2014-2015 Homework and Diary (Cycle 25)

18/5 MON (I)
19/5 TUE (II)
20/5 WED (III)
21/5 THU (IV)
22/5 FRI (V)
26/5 TUE (VI)

*Have I not commanded you? Be strong and courageous. Do not be terrified;
do not be discouraged, for the LORD your God will be with you wherever you go.
(Joshua 1:9)*

Year 2014-2015 Homework and Diary (Cycle 26)

27/5 WED (I)
28/5 THU (II)
2/6 TUE (III)
3/6 WED (IV)
4/6 THU (V)

The ELCHK Yuen Long Lutheran Secondary School

School Calendar, 2014-15

Date	Day	Sun Mon Tue Wed Thu Fri Sat							Holidays	School Activities	Remarks
		W	C								
2014 September	1 st		1 ○	2	I 3	II 4	III 5	6	- Day after Mid Autumn Festival (9/9)	- School Opening Ceremony (1/9) - Normal school days begin (3/9) - S1 Activity Day(6/9) - House Election Days (11-12/9) - Inter-class Basketball Matches (22/9) - Student Union Election Day (23/9)	- Religion (3/9) - PE (12/9)
	2 nd	7	IV 8	IX 9	V 10	VI 11	I 12	13			
	3	14	II 15	III 16	IV 17	V 18	VI 19	20			
	4 th	21	I 22	II 23	24 ○	25 ○	26 △	27	- Holiday after Sports Days (29/9)	- Sports Days (24-25/9) - ELCHK Joint School Staff Development Day (26/9) - Community Chest Dress Causal Day (30/9)	- Civic (22/9)
	5	28	29	30							
October	6 th	5	V 6	VI 7	I 8	II 9	III 10	11	- National Day (1/10) - Chung Yeung Festival (2/10)	- S.6 JUPAS Talk (3/10) - Class Teachers' Meeting (9/10) - S1 Parents' Day and PTA Election (11/10) - S1-3 Pep Talk (16/10) - S4-6 Pep Talk (17/10) - S6 JUPAS Talk (17/10) - YLSSAC Swimming Gala (17,20/10) - ELCHK 60th Anniversary Variety Show (18/10 afternoon) - Inter-class Putonghua Competition (24/10)	- Religion (8/10) - Inauguration of student leaders (16/10)
	7 th	12	IV 13	V 14	VI 15	I 16	II 17	18			
	8 th	19	III 20	IV 21	V 22	VI 23	I 24	25	- Holiday after Picnic and Study Activity Week (28/11)	- S6 Study Activity Week (JUPAS Mock Interview) (26/11) - Picnic and Study Activity Week (26-27/11)	- Civic (24/10)
	9	26	27	28	IV 29	V 30	VI 31				
November	10 th	2	I 3	II 4	III 5	IV 6	V 7	8	- 1st Term Uniform Tests (S.1-S.3) (3-6/11) - YLSSAC Cross-country Running Competition (7/11) - S4 Talk on Effective Learning (7/11) - S6 Parents' Day (8/11) - Inter-house English Writing Competition (13-21/11) - S1 Skiing Team Gathering (14/11) - Inter-house Table Tennis Competition (17, 18/11) - Inter-house Chinese Writing Competition (17-25/11) - Staff Development Day (21/11) - S6 Study Activity Week (JUPAS Mock Interview) (26/11) - Picnic and Study Activity Week (26-27/11)	- Discipline (3/11) - Religion (11/11) - ECA (19/11)	
	11 th	9	VI 10	I 11	II 12	III 13	IV 14	15			
	12 th	16	V 17	VI 18	I 19	II 20	21 △	22			
	13	23	III 24	IV 25	26 ○	27 ○	28	29			
	14	30									
December	15 th	7	IV 8	V 9	VI 10	I 11	II 12	13	- Christmas & New Year Holidays (23/12-1/1)	- S1 Fellowship Gathering (4/12) - YLSSAC Athletic Meet (4,5,8/12) - Class Teachers' Meeting (4/12) - Chinese & English TSA Mock Tests (6/12) - Inter-house Badminton Competition (10,11/12) - Religion Week (10-19/12) - Inter-house Chinese Learning Quiz Competition (12/12) - P.6 English Activity Day (13/12) - Christmas Service (19/12) - Singing Contest and Christmas Party (22/12)	- Counselling (3/12) - ECA & Civic : Sharing of Study Activity Week (11/12) - Religion (19/12)
	16 th	14	III 15	IV 16	V 17	VI 18	I 19	20			
	17	21	22 ○	23	24	25	26	27			
	18	28	29	30	31						
	19 th	4	III 5	IV 6	V 7	VI 8	I 9	10			
2014 January	20	11	II 12	III 13	IV 14	V 15	VI 16	17	- S6 HKDSE Mock Exams (20/1-3/2) - 2nd Term Begins (20/1)		
	21 st	18	I 19	II 20	III 21	IV 22	V 23	24			
	22 nd	25	VI 26	I 27	II 28	III 29	IV 30	31			
February	23 rd	1	V 2	VI 3	I 4	II 5	III 6	7	- Chinese New Year Holidays (16/2-26/2)	- Inter-house Tug of War Matches (4,5/2) - S6 Exam. Paper Checking (11-13/2) - S6 Farewell Assembly (12/2) - Class Teachers' Meeting (13/2) - S6 HKDSE Post Mock Exams (27/2-9/3)	- Academic (4/2) - Counselling (12/2)
	24 th	8	IV 9	V 10	VI 11	I 12	II 13	14			
	25	15	16	17	18	19	20	21			
	26	22	23	24	25	26	27	28			

× School Holidays / Additional Discretionary ○ School Activity Days △ Staff Development Days ___ Examinations and Tests × Public Holidays
Holidays

The ELCHK Yuen Long Lutheran Secondary School

School Calendar, 2014-15

Month	Date	Day	Week							Holidays	School Activities	Remarks			
			Sun	Mon	Tue	Wed	Thu	Fri	Sat						
March	27 th	18 th	I ○	II	III	IV	V	VI	VII	1	6	7	- Day after Parents' Day (2/3) - S6 Study Break begins(10/3)	- Parents' Day (1/3) - S1-3 Pep Talk (5/3) - S4-5 Pep Talk (6/3) - Inter-class Football Matches (7/3) - Inter-class Competition (Civic Education) (9-20/3) - Inter-house Chinese History and History Quiz Competition (13/3) - 2nd Term Uniform Tests S.1-S.3 (23-26/3) - S1 Shining Team Gathering (27/3)	- Religion (16/3) - Discipline (24/3)
	28 th		8	9	10	11	12	13	14						
	29 th		15	16	17	18	19	20	21						
	30 th		22	23	24	25	26	27	28						
	31 st		29	30	31										
April	21 st				I	2	3	4					- Easter Holidays and Ching Ming Festival (2/4-11/4)	- Inter-house Volleyball Matches (15-16/4) - S1 Fellowship Gathering (16/4) - Inter-house Geography Quiz Competition (17/4) - Class Teachers' Meeting (17/4) - S3 TSA Oral Exam (21,22/4) - S3 Promotion Talk (24/4) - Inter-class Maths Competition (27-29/4)	- Religion (1/4) - Counselling (20/4) - Civic (28/4)
	32 nd		5	6	7	8	9	10	11						
	33 rd		12	13	14	15	16	17	18						
	34 th	22 nd	19	20	21	22	23	24	25						
	35 th	23 rd	26	27	28	29	30								
May	36 th		3	4	5	6	7	8	9		1	2 ○	- Labour Day (1/5) - Day after School Anniversary Sport Day (4/5)	- School Anniversary Sport Day (2/5) - Science and Information & Technology Week (11-15/5) - S3 Parents' Day (15/5) - TSA Chinese Mock Test (15/5) - S2 Maths Assessment (20/5) - YLLSS Maths Competition (21/5) - Presentation of ELCHK Outstanding Student Awards (22/5 afternoon)	- Religion (8/5) - Civic (18/5)
	37 th		10	11	12	13	14	15	16						
	38 th	25 th	17	18	19	20	21	22	23						
	39 th	26 th	24	25	26	27	28	29 ○	30						
	40 th		31												
June	41 st		7	8	9	10	11	12	13				- Day after Speech Day (1/6) - Dragon Boat Festival (20/6)	- AOC Evaluation Meeting (5/6 afternoon) - S1-3 Final Examinations (5/19/6) - S4-5 Final Examinations (4-19/6) - S3 TSA Writing Tests (23,24/6) - S1-5 Exam. Paper Checking (25-26/6)	
	42 nd		14	15	16	17	18	19	20						
	43 rd		21	22	23	24	25	26	27						
	44 th		28	29	30										
July	45 th		5	6	7	8	9	10 ○	11				- HKSAR Establishment Day (1/7) - Summer Holidays (13/7-31/8)	- Inter-house Drama Competition (Post Exam Activity) - Music Contest (3/7) - Variety Show (9/7) - Prize Giving Day and Closing Ceremony (10/7) - New S1 Registration (9-10/7) - S6 Talk on HKDSE (13/7) - S6 Mentoring Teachers' Briefing for HKDSE (13/7) - HKDSE Result Release day (15/7) - S.1 Streaming Test (14/7) - S3 English Bridging Course (13-18/7) - P.6 English Bridging Course (20-25/7)	
	46 th		12	13	14	15	16	17	18						
	47 th		19	20	21	22	23	24	25						
	48 th		26	27	28	29	30	31							
	49 th		2	3	4	5	6	7	8						
August	50 th		9	10	11	12	13	14	15						
	51 st		16	17	18	19	20	21	22						
	52 nd		23	24	25	26	27	28	29						
			30	31											

TELEPHONE NUMBERS FOR GOVERNMENT DEPARTMENTS AND PUBLIC ORGANIZATIONS

1. Government departments

Yuen Long Police Station	2473 8200
Tin Shui Wai Police Station	2448 5200
Yuen Long Police Community Relations Office	2473 8340
Yuen Long Fire Station	2474 6647
Tin Shui Wai Fire Station	2448 0718
Immigration Department Yuen Long Office (Travel Documents)	2475 4145
Education Bureau Yuen Long Office	2437 7212
Labour Department Labour Relations	2920 6003
Yuen Long Post Office	2477 3037
Tin Yiu Post Office	2445 9161
Independent Commission Against Corruption NTNW Office (enquiries)	2920 6530
(complaints)	2459 0459

2. Public Transport Services

Citybus	2873 0818
Kowloon Motorbus	2745 4466
MTR	2881 8888

3. Medical Services

Pok Oi Hospital	2478 2556
Tuen Mun Hospital (Accident and Emergency Department)	2468 5208
Centre for Health Protection (24-hour hotline)	2833 0111
Yuen Long Emergency Service	2474 6757
Tin Shui Wai Emergency Service	2445 0033
Yuen Long Jockey Club Health Centre	2476 0221
Tin Shui Wai Health Centre (Outpatient Clinic)	2447 9188
Hong Kong St.John Ambulance	2530 8000

4. Counselling Services

Social Welfare Department Hotline	2343 2255
Social Welfare Department - Yuen Long Office	2477 7672
HK Federation of Youth Groups	
- Tin Yiu S.P.O.Ts	2445 4868
- Tin Shui S.P.O.Ts	2448 7474
- Tin Yuet S.P.O.Ts	2445 5777
YWCA - Tin Shui Wai Social Services Centre	2447 9228
Evangelical Lutheran Church HK	
Tin Shui Wai Outreaching Team	2617 4884

Tin Shui Wai Integrated Services For Youths	2446 2023
Tin Shui Wai Integrated Family Service Centre	2445 8714
Caritas Integrated Family Service Centre (Yuen Long District)	2474 7312
YWCA Yuen Long Family Life Education Unit	2447 9239
HK Federation of Youth Groups Family Life Education Unit (Yuen Long)	2445 4903
Chinese YMCA of HK (Tin Chak Estate)	2771 9111

5. Further Education & Careers

Jupas Office	2803 2200
The Chinese University of Hong Kong	2609 8947
The University of Hong Kong	2859 2111
The Hong Kong University of Science and Technology	2358 6000
The Hong Kong Polytechnic University	2333 0600
City University of Hong Kong	2776 1626
Hong Kong Baptist University	2794 3665
Lingnan University	2626 8750
The Open University of Hong Kong	2309 2188
The Hong Kong Institute of Education	2948 8888
Hong Kong Academy for Performing Arts	2584 8500
Hong Kong Institute of Vocational Education	2836 1000
The Hong Kong Institute of Vocational Education, Tuen Mun	2463 0066
The Youth Pre-employment Training Dept.	2836 1742
Careers Advisory Service, Labour Dept.	2835 1937
POC Office of the Privacy Commissioner for Personal Data	2827 2827
Equal Opportunities Commission	2511 8211
Education Bureau	2891 0088
Student Financial Assistance Agency	2802 1666
EMB - Junior Secondary Education Assessment (JSEA) System	2832 7770
Hong Kong Examinations & Assessment Authority	2834 9990
School of Continuing Studies, The Chinese University of H.K.	2209 0299
School of Professional and Continuing Education (SPACE), HKU	2559 9771
Centre for Research in Distance & Adult Learning, Open U	2768 5914
School of Continuing Education, HKBU	2339 5000
School of Professional education & Executive Development,	2766 6666
The Hong Kong Polytechnic University SCOPE, City U	2788 7070
School of Professional and Continuing Education	2948 8888

