

**Arts & Technology Education Centre**  
**School Regulations**

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

**A. Clothing and Personal Belongings**

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

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

1. Students should attend their courses punctually and are not allowed to play truant.
2. Students should respect their teachers, follow their instructions and accept the persuasion of the monitor/monitress.
3. Students ought to arrive at the Centre at least 5 minutes before the lesson begins.
4. Students should enter or leave the Centre according to the instructions of the Centre. The car drive should not be used.
5. During the assembly, students should line up in two lines according to the markings on the playground and listen carefully to the instructions of teachers. They should not talk to each other, walk about, or read any books or periodicals.
6. Students are not allowed to enter the teaching area unless in the presence of the teacher-in-charge.
7. Students should be punctual. If they arrive at the Centre after the bell for the assembly, they are considered late for school. All latecomers must complete the “Record of Late Arrival” and report to the teachers in charge when attending the courses. If a student is late for school three times, he/she will be warned, and conduct marks will be deducted. If their case is serious, he/she will be suspended from attending our courses.
8. During lessons, all students have to be attentive in class and are not allowed to disturb other students, make unnecessary noises, exchange seats with each other, or leave the Centre without prior approval. Additionally, no electronic devices such as mobile phones or tablets are allowed unless expressly allowed by teachers for educational purposes.
9. Students, when going upstairs or coming downstairs, must follow the specified instructions and are not allowed to use the lift unless prior approval has been obtained.
10. Students are not allowed to wander around, run and play, smoke, or possess any gambling-related items within the Centre.
11. During recess, students must go down to wait in the playground. They are not allowed to stay in the classrooms or linger in the corridors.
12. No foul language or vulgar conversation is allowed in the Centre. Students should maintain a harmonious relationship with their schoolmates (including students from other schools), showing mutual tolerance and respect.
13. If a student need to take leave due to any reasons, they should provide prior written notification to the Centre as well as their own school.
14. No student is allowed to leave the Centre during lessons unless they have sought approval from the Principal/Assistant Principal of the Centre.

**C. School Environment**

1. Students should keep the school premises clean and tidy. Litter must be put into the litter bins.
2. No notices or posters are allowed to be posted up on the school premises unless approved by the Principal/Assistant Principal of the Centre.
3. Students should use the facilities or equipment of the Centre with care. If any damage is found, they should report it immediately. If a student causes damage or loss due to negligence or ill-intention, they may be held responsible for making amends for the damage or loss.