

1 September 2017

Dear Parents,

RE: Notre Dame College School Circular No. 2 – School Regulations (2017-2018)

Our school pursues the education mission of Missionary Oblates of Mary Immaculate, and we strive to educate the young generation. Our school motto is “diligence, loyal and filial piety”, which teaches our students to lead a meaningful life with positive values, be responsible to themselves and the society. To promote a good learning environment, the students should obey the regulations and concentrate on learning.

During this school year, we pay special attention to the following discipline problems:

1. Students must pay attention to their appearance and hair style. The school uniform should be tidy and clean. Please remind your child to follow the school regulations as listed on the student handbook. If the school uniform is not tidy enough, the student will be sent to suspend class immediately, and parents be invited to come to school to discuss the issue with the discipline teacher. They can only be returned to class after their appearance and school uniforms seem fit and proper. Male students should tuck their shirts inside their pants and wear a black leather belt. Female students with long hair length over their shoulders should have their hair tied. If the students fail to follow this instruction for over three times, they will have to go for detention class after school.
2. We place special emphasis on the academic performance of our students. Students must attend school punctually, submit all homework on time, and pay attention in class. If the student fails to obey the class rules, they will have to attend detention class and have their conduct score deducted. Students who are late or do not submit their homework on time for three times, must attend detention class for 45 minutes after school that day. The purpose is to educate the students to value the importance of punctuality and responsibility. Parents are reminded to check the record of student handbook from time to time.

3. We do not encourage the students to bring their mobile phones or any games console and mobile tablets to school. If the students are found to be using their mobile phones/tablets during class without teachers' permission, the school will handle the case according to the school regulations.

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| 1st to 3rd time | The school will keep the mobile phone on behalf and return it to the student after school. |
| 4th time | The school will keep the mobile phone on behalf and the parents have to come to school to collect it. |

4. The school has a well-organized system to praise good students. Students with excellent records in attendance, homework submission and conduct will be awarded accordingly throughout the school year.
5. Students should respect themselves and pay attention to personal conduct. If they are found to commit criminal offence or immoral behavior, in serious breach of school regulation, the school has the authority to suspend their classes and expel them from school.

School life should be warm, happy and disciplined. Students can enjoy their rights, concentrate on learning, participate in all kinds of activities, and build up a disciplined and happy school life. You should remind your child to read and follow the school regulations listed on the student handbook. We sincerely hope that you can always pay attention to your child's student handbook and school circulars. You can contact the school (phone no: 2711-5291) or visit the school website <http://www.ndc.edu.hk> for further information. The family and the school can come in line to help the students to grow healthily under a good development.

Yours sincerely,

Mr. Ka Ming Tong
School Principal