



課堂規則

香港資優教育學苑一直教育學員對自己的行為負責。我們期望所有學員在課堂上都能表現得體，從而使課堂學習能夠惠及所有參與者。如果學員在課堂中出現嚴重不當行為，學苑會即時處理。如果經勸籲後不當行為持續，學員會被紀律處分，嚴重者會被取消學員資格。

以下是學苑訂立的一般課堂規則，目的在確保良好的課堂秩序，以營造有利的學習環境，促進學員的學習效益。

課堂前

- 學員必須按上課日期表之日期準時上課，並根據導師指示簽到。
- 學員如到學苑以外場地上課，必須帶備學員證，如未能出示學苑發出的有效學員證，學員有可能被該場地管理人員拒絕進入課室上課。

上課時

- 所有上課地點的範圍內，學員行為須保持莊重，走廊、樓梯、課室等地方皆不得嬉笑喧嘩。
- 所有上課地點的範圍內禁止吸煙、賭博及粗言穢語。
- 學員任何時候必須尊重及禮待各教職員及同學，如對任何人作出粗暴、欺凌、或危險的行為，學苑有權給予紀律處分。
- 小心使用及珍惜上課地點的設備，不可破壞或塗污；未經導師或職員許可，切勿觸碰任何課室設備及器材。
- 課堂內不得飲食，須保持個人及課室清潔衛生。
- 上課時，學員務必關掉手提電話及響鬧裝置，以免影響導師及其他同學上課。學校範圍內嚴禁錄音、攝影及錄影。
- 學員必須積極參與課堂活動及完成導師安排的作業或小組研習。如欠交作業或缺席導師安排的小組研習，學員在該課程不會獲頒合格成績。
- 為加強學苑保安及保障學生安全，本學苑已在校舍範圍（包括所有課室）安裝 24 小時閉路電視監察系統（只限錄像）。根據香港個人資料私隱專員公署的《閉路電視監察措施指引》，閉路電視系統所攝錄的錄像會定時刪除。有關錄像只有經受權的人士方可檢視、提取或處理，以確保個人私隱得到保護。

遲到、缺席及請假

- 學員如因事無法出席課堂，須於課堂前三天預先提交家長簽署的[缺席申請表](#)及提供相關的證明文件。學員無故缺席或中途退出課程，會影響日後獲學苑取錄參加其他活動的機會。
- 學員如因病或緊急情況缺席課堂，學員須於該課堂前通知學苑。
- 學員於每節課如遲到超過十五分鐘，課程導師會記錄在案。學員於同一課程無故遲到超過十五分鐘三次，學苑會發出口頭警告。如警告後遲到情況持續，學員在該課程則最高只可獲頒合格成績，即使課業表現評估良好亦不會獲頒優異成績。

* 以上課堂規則，本苑有權修改而無須作另行通告。如有任何爭議，本苑保留最終決定權。



Classroom Rules

The Hong Kong Academy for Gifted Education has always been educating our student members to take responsibility for their actions. We expect all members to behave appropriately in class, so that classroom learning can benefit all participants. If members have serious misconduct in class, the Academy will take immediate action. If the misconduct persists after our intervention, we shall inevitably impose disciplinary action. In the worst cases, the member will be disqualified.

The following are the general classroom rules set by the Academy to ensure an orderly classroom environment that is conducive to the learning of students.

Before class

- Members must attend classes on time according to the programme schedule and report attendance as instructed by the tutor.
- Members who attend classes outside the Academy's campus must bring along their student identity cards. Fail to show a valid student identity card issued by the Academy may result in access to the classroom being denied by the venue staff.

During Class

- Members are required to behave properly in all classes. Noisy or disorderly manner is not allowed in corridors, staircases, or classrooms.
- Smoking, gambling, and the use of foul language are prohibited in all classes.
- Members should always respect and be polite to all staff and classmates. The Academy reserves the right to take disciplinary action against any person for their violent, bullying or dangerous behaviours.
- Carefully use and cherish the equipment in the classrooms, do not damage or deface; Do not touch any classroom facilities or equipment without the permission of the tutor or staff.
- Eating or drinking are prohibited in the classrooms. Keep personal hygiene and the classroom clean.
- Members must turn off their mobile phones and alarm devices during class to avoid disturbing the tutor and other classmates. Audio recording, photography and video recording are strictly prohibited on the school premises.
- Members must actively participate in class activities and complete assignments, or group projects assigned by the tutor. Members who fail to submit assignments or are absent from group tutorials arranged by the tutor will not be awarded a pass in the programme.
- To enhance the Academy's security and ensure the safety of students, the Academy has installed a 24-hour CCTV surveillance system (video only) on the school premises, including all classrooms. According to the "Guideline on CCTV Surveillance Practices" issued by the Office of the Privacy Commissioner for Personal Data in Hong Kong, the videos recorded by the CCTV system will be deleted regularly, and the relevant videos can only be viewed, extracted or processed by authorized persons to ensure that personal privacy is being protected.

Lateness, Absence and leave

- If the member is unable to attend the class due to any circumstances, the [absence application form](#) signed by parents and relevant supporting documents must be submitted three days before the class. Any absence or withdrawal without valid reasons will affect the future opportunities of being enrolled in other programmes.
- If the member is absent from class due to illness or emergency, he/she must notify the Academy prior to the class.
- The tutor will take note of members who are late for classes for more than 15 minutes. A verbal warning will be given to members who are late for 15 minutes three times in the same programme. If the situation persists after the warning, the member's final assessment result will be affected. S/he will only be awarded at the best a pass grade in the programme and will not be awarded a merit or distinction even if the final assessment is good.

** The Academy reserves the right to amend the above rules without prior notice. In case of any dispute, the Academy reserves the right of final decision.*