粵 華 中 學
YUET WAH COLLEGE
2026– 2027

學 校 規 則

一 般 規 則

1. 學生不論在校內校外，均須尊敬及服從師長。與同學或他人相處時，言行應和善而有禮。
2. 學生應與班長及領袖生及其他服務人員合作，遵從他們的指示，以免妨礙他們執行職務。
3. 學生應盡力保持校內環境清潔，切勿亂拋垃圾。此外，唾棄香口膠渣滓，不但有礙衛生且較難清除，因此在校園內，禁止咀嚼口香糖。
4. 學生應愛護學校公物。在使用學校物品時，應小心謹慎，若不慎損壞校內物品時，應立即向總務處報告，並負責賠償。
5. 學生不應攜帶貴重物品或大量金錢回校，以免招致損失。學生如在校內拾獲別人之失物，應呈交校務處，待失主認領。
6. 學生只可帶備上課所需之書籍及文具回校。與上課無關物品，均禁止攜帶回校。
7. 學生欲在報章或刊物刊載有關本校之文章，事前應送交校方核准，方可投稿刊載。
8. 學生組織會社、籌款、售票、聚會、旅行等活動時，應先獲得校方准許，方可進行。

校 服 與 儀 表

9. 學生在上課或團體集會，均須穿著整齊之校服。
10. 校服之式樣規定如下：
    夏季：白色短袖恤衫，恤衫袋須用針線縫上布質校徽、白色西褲、黑色皮帶、黑皮鞋及白色長襪。
    冬季：深藍色絨質西式外套，口袋應用針線縫上絨質校徽、白色長袖恤衫、學校領帶、灰色長褲、黑色皮帶、黑皮鞋及白色長襪。
    恤衫及西褲之款式應簡單樸實。
11. 如有需要，可加穿校方之深藍色毛衣、西裝外套或黑色外套。
12. 上體育課時，學生應穿著校方規定之夏季或冬季運動服裝。
13. 為保持學生簡樸之儀表，不宜蓄留長髮、梳理怪異之髮式、染髮，亦不宜穿戴飾物。
14. 學生無論在校內校外，均須避免任何粗暴或鄙俗之言行，以免影響個人及學校之聲譽。

上　課

15. 未經導師准許，不得擅自更調座位。
16. 學生在課室內，應嚴守默靜及紀律。發問前，須先舉手示意。在走廊及樓梯間，尤其是在上課期間，亦應遵守默靜及紀律。
17. 小息時，學生應一律離開課室到操場休憩或活動，不得留在課室或走廊內玩耍。
18. 如獲校方批准及在老師管理下,學生可於課餘或假期，在校內舉行活動。
19. 放學後，可按課室儲物櫃使用規則規定存放學習用品，其他私人物品不可遺留在課室內。
20. 妥善完成及準時繳交功課為學生之本份，學生不應抄襲或欠交功課。
21. 學生須帶備上課之書籍、簿冊及文具，不得向別人借用。
22. 如學生因病或特殊情況，經校方批准不選讀某科時，在老師上該科時間，該生應進入圖書館自修或閱讀。

注意：熱帶氣旋、暴雨及特殊天氣情況下，按教青局的規定，家長及學生需透過傳媒、電台、電視台或到教青局網頁下載有關手機應用程式，獲取有關上課或停課之消息。

守　時

23. 學生應養成守時之習慣，應於上課前十分鐘抵達學校。
24. 上課或小息時，未經校方許可，學生不得離校。
25. 學生如因要事早退，須先填妥「早退登記表」，並獲教輔組負責老師或主任之簽署准許後，方可離校。
26. 遲到學生須先填妥「遲到登記表」，並憑表進入課室及呈交值課老師查核。學生遲到超過十五分鐘，視為缺席一節；遲到超過三十分鐘，作嚴重遲到處理，嚴重遲到第二次起，每次記一缺點。以上兩種情況，該生皆須辦理請假手續。
27. 學生遲到三次，記缺點一次。(學生在同一學段內遲到超過三次，則以後每兩次遲到記缺點一次)。如學生無故擅自離校或曠課，可記大過一次。

請　假

28. 學生因要事而無法上課，可請「事假」。
    a. 請「事假」須具家長信函，詳述請假理由及缺席時間，然後到校務處領取並填妥請假單，呈交班主任審閱和簽批。完成以上手續後，請將請假單和家長信函一併投入校務處之請假信箱內。
    b. 請「事假」三天以上者，須由家長親自到校並攜同請假信函向教導主任申請。
    c. 「事假」必須事前申請，如有特殊理由而未能事前請假，應於該天致電通知校務處，並於回校上課第一天補辦請假手續。
29. 學生因病或突發事情不能回校上課，學生家長應於上午八時十五分前致電通知校務處或於校方電子平台系統中辦理請假；下午請假則須二時前致電通知校務處或於校方電子平台系統中辦理請假，該生應於回校上課第一天補辦請假手續。如請「病假」兩天以上者，須向校方出示醫生診治證明書，學生應填妥請假單，連同家長信函及醫生證明書，呈交班主任審閱和簽批，然後一併投入校務處之請假信箱內，如於校方電子平台系統中辦理請假手續，請於系統中上傳醫生證明書之電子檔，請班主任批准。
30. 如未能依照學校規定辦理請假手續，校方可給予缺點處分，無故曠課者，可給予記過處分。

31. 每一學段內，學生不合理缺席如超過十四天(註：十四天指十四學日)，校方可向教育及青年發展局申請該生特殊情況留級。

<u>獎 勵 與 懲 處</u>

32. 凡符合下列之資格，均可獲記優點或記功之獎勵：
    a. 品學兼優。(學年終結時品德或學業表現優異者可獲操行獎、學業獎、學科獎或服務獎等。)
    b. 學習勤奮且有卓越表現。
    c. 敏於服務而有傑出表現。
    d. 積極熱誠參與校內及校外之活動。
    e. 為公益而作出備受讚揚之行為。
33. 學生如觸犯學校規則，校方將按其所犯之輕重給予下列任何一項之懲罰：
    a. 勸告。
    b. 留堂。
    c. 記缺點或記過。(三個缺點等於一小過,三小過或九缺點等於一大過。)
    d. 降低操行紀錄冊上之態度／品行及操行等級。
    e. 停學。
    f. 飭令退學。
    g. 其他適當之處分。
34. 學生在校內或校外之行為如涉及下列任何一項，均可被停學、記大過或飭令退學：
    a. 嚴重違抗師長命令，侮辱師長。
    b. 故意破壞公物，亂弄校方文告或於牆壁上亂塗標語字句。
    c. 糾黨聚眾，恃強凌弱，或屢次滋擾他人。
    d. 假傳命令、假冒家長簽署或公私印章等之欺騙行為。
    e. 吸煙、賭博、偷竊、偷拍、盜錄。
    f. 參與非法或對校譽有損之活動或組織，觸犯道德或刑事上之罪行。
    g. 屢犯校規，雖經多次勸戒而不知改過。
    h. 記有大過三次。

<u>測 驗 及 考 試</u>

35. 學生應養成勤學及誠實之品格，切勿利用任何不法手段獲取分數．學生如在平時測驗作弊，該科成績作廢，操行降為丁等或 D 等，並記大過一次；如屬考試作弊，則將該科成績（包括該科之各分科成績）作零分計算，操行可降為丁等或 D 等，並記大過兩次。學生在以下任何一階段內，若因作弊而累積達三個大過，可被飭令退學。(中文部分初中、高中兩階段；英文部分 F.1-F.3, F.4-F.6 兩階段)。
36. 學生缺席評核的情形及相應處理措施：
    a. 學生如於測驗或考試時無故缺席者，則該次成績以零分計算。
    b. 學生如因合理之理由(包括：健康理由、代表澳門特別行政區或以個人名義參與區域性或國際性活動及不可歸責於學生的原因)缺席中期測驗或考試，將以豁免評核方式處理。但對於缺考科目之學年成績，將按個別情況給予適當之調整，惟學校不予以該生學年總成績排名。
    c. 學生如因合理之理由(包括：健康理由、代表澳門特別行政區或以個人名義參與區域性或國際性活動及不可歸責於學生的原因)缺席平時評核，則需補作評核。本校並無相應的扣減學生成績的政策。

<u>升級、留級、補考及飭令退學之準則</u>

37. 關於中文部初一至高二及英文部 F1 至 F5 學生下一學年之升級、留級、補考或飭令退學等事宜，校方將在學期終結時於評核會會議中，根據學生之學業成績及操行情況決定。
38. 升　　級：
    全部科目均及格(60 分或以上)，且操行等第不低於丙等或 C 等之學生，可直接升級。
    (關於高三及 F6 學生之畢業標準，另有說明)
39. 補　　考：
    初一 至 高二，F1 至 F5 不及格之單位數目為 1.5 或以上，均須補考不及格之科目，包括主要科及非主要科。
40. 留　　級：(學生若有以下之一情形，予以留級)
    (1) 凡總平均分不及格。
    (2) 中文部初一至高二及英文部 F1 至 F5 學生：不及格科目之單位總數合共 6.0 或以上。
    (3) 中英文部學生在 3.0 單位之主要科目學年成績取得低於 40 分之成績；英文部學生英文科學年成績取得低於 50 分之成績。中英文部之中文、英文及數學均為主要科。
    (4) 凡參加補考的學生，補考後，補考科目不及格單位合共 1.5 或以上者。
    (單位比重制：根據主要科目與非主要科目的分別及一星期內課節的數目，各學科獲分配由 1.0 至 3.0 之單位比重。)
41. 飭令退學（學生若有以下之一情況，將飭令其退學）
    (1) 操行或學業成績低劣，且屢經勸告而不改善之學生，將被飭令退學。
    (2) 凡獲准留級之學生，若操行低劣或學業成績低劣，將被飭令退學。
    備註 1：操行低劣：校方根據學校規則第 33 條及第 34 條處理。
    備註 2：學業成績低劣：學生若屬於下列任一情況，即屬於學業成績低劣，將被飭令退學：
    （一）就讀本校單一年級的第二學年，仍未達到升級標準。
    （二）就讀本校相連續的兩個年級時，出現兩次留級情況。

附　註：以上各項規則，如有任何爭議，本校保留最終解釋權及決定權，必要時校方得隨時修訂之。

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SCHOOL RULES

GENERAL RULES

1. Students should be respectful and obedient towards their superiors and all members of the staff, both inside and outside the school. They should also be kind and courteous in word and deed towards their schoolmates and others.
2. Students should co-operate with the school monitors, prefects and others who have been put in charge of maintaining good order such as traffic wardens, library attendants etc. They should comply willingly with their requests and orders, without hindering them in the performance of their duties.
3. Students should do their best to keep all sections of the school clean and tidy at all times. Chewing gum is unhygienic when discarded in the playgrounds and other public areas. It is also difficult to clean up. Students are therefore prohibited from chewing gum on the school premises.
4. Students should show respect for school property. They should use with care all equipment, furniture and facilities of the school. Any damage to school property must be reported to the Administration Office at once by the student/students concerned. Repairs will be carried out at the expense of those responsible.
5. Students should not bring valuable objects or large amount of money to school. Any lost property found on the school premises is to be consigned to the General Office.
6. Students should only bring to school their textbooks, exercise books and other articles directly related to their school work. All unauthorized books, newspapers, magazines, mobile phones and other articles, especially if offensive to good taste or morality, are strictly forbidden.
7. Students who write articles concerning the school for publication in newspapers or periodicals must first submit them to the school authorities for approval.
8. Students should obtain the permission of the school authorities before organizing clubs, societies, fund-raising or ticket-selling activities, parties, picnics, etc.

APPEARANCE AND DEPORTMENT

9. Students should wear the complete school uniform of the season in a neat and orderly manner when coming to school for lessons or meetings.
10. The Summer uniform consists of white shirt with school badge sewn on the left pocket, white trousers, black leather belts, black shoes and white long socks. The Winter uniform consists of dark blue jacket with school badge sewn on the left pocket, white shirt, school tie, grey trousers, black leather, black shoes and white long socks.
11. Students may wear dark blue school sweaters whenever necessary.
12. Students must wear the P.E. uniform of the season during P.E. lessons.
13. In order to cultivate a neat appearance and good deportment, students are advised not to wear long hair, not to have their hair dyed or cut in unusual styles, and not to wear ornaments.
14. Students are expected to behave in a polite, gentlemanly and responsible manner, both inside and outside the school. They should avoid any rude, vulgar or violent behaviour which may spoil their own good name and the reputation of the school.

IN THE CLASSROOM

15. Students are not allowed to change the seat assigned to them without permission from their Form Master / Mistress.
16. Students are expected to observe silence and order in the classroom, in the corridors and on the staircases, especially while lessons are in session. In the classroom they should raise their hands before asking a question.
17. Students must spend recess and recreation time in the playground. They are not allowed to remain in the classroom nor in the corridors or on staircases.
18. Students are allowed to hold activities on the school premises after school hours or during holidays only if authorized by the school authorities and supervised by a teacher.
19. In accordance with the classroom locker rules, lockers are to be used to store school supplies and particular items necessary for use at school. Other personal belongings cannot be left in the classroom after school hours.
20. It is the student's duty to properly complete and hand in assignments on time. In no case should they miss homework and/or copy homework from their fellow students.
21. Each student should come to school with his own text books, exercise books and stationery, and should avoid borrowing them from others.
22. If a student is permitted not to take a subject due to illness or special circumstances, the student should go to the school Library for self-study during the lessons of that subject.

N.B. Under tropical cyclone, rainstorm and special weather condition, parents and students should follow the guidelines of the DSEDJ by getting the latest information on the arrangement for lessons through the local radio or television broadcasts, or from the mobile App downloaded from the DSEDJ webpage.

EARLY-LEAVING AND LATE-COMING

23. Students should be punctual. They are expected to arrive at the school at least ten minutes before lessons commence.
24. Students are not allowed to leave the school during school hours nor during recess time.
25. When it is necessary, a student may leave the school early or take leave of absence for some periods, provided he should fill in an "Early-leaving" slip and obtain the approval of the teacher on Duty of the Discipline and Counselling.
26. Late-comers should fill in a "Late-admission" slip. When entering the classroom, they should present it to the teacher on duty. Tardiness in excess of 15 minutes will be considered as absence for one period. Being late more than 30 minutes will be considered as serious tardiness. Seriously tardiness for the second time, one demerit will be counted each time. In both cases, the student must apply for leave of absence.
27. Three late-comings in one term will be counted as one demerit. (After three late-comings in one term, every two subsequent late-comings will be counted as one demerit.) For leaving the school without permission or for being absent without leave, a student may receive a bad mark.

LEAVE OF ABSENCE AND SICK LEAVE

28. A student may apply for a short leave of absence for personal or family reasons. In such a case:
    (a) He should submit to the Form master / Mistress a completed application form for leave of absence and a letter signed by the parent/guardian, stating the reason for and length of the absence.
    Application forms should be approved and signed by the Form Master / Mistress and then together with the parents' letter put in the letter box inside the General Office. Application forms are available at the General Office.
    (b) Should the absence exceed three school days, the parent/guardian should come to the school in person together with the parents' letter to explain to the school authorities the reason for the absence.
    (c) In case of an emergency, when a letter cannot be produced in time, the student's parents should contact the General Office by telephone and explain the reason for the absence. On returning to school, the student should complete the application procedure as above.
29. If a student cannot attend lessons because of sickness or injury, his parents should inform the General Office by telephone or apply for leave of absence in the eClass school electronic platform system (before 8:15 a.m. in the morning session and before 2:00 p.m. in the afternoon session).

On returning to school, the student should produce a letter of explanation signed by the parent/guardian. If the sick-leave exceeds two days, a medical certificate signed by a registered physician is also required. The student should also fill in an application form for leave of absence, and present it together with the letter and medical certificate to the Form Master/ Mistress. If the leave of absence is applied in the eClass school electronic platform system, please upload the electronic file of the medical certificate in the eClass system and ask the Form Master/ Mistress for approval.

30. Any absence which is not dealt with according to the proper procedure will be counted as absence without leave and demerits will be given.

31. If a student has been absent for more than 14 days in one term, the school authorities may apply to the Education and Youth Development Bureau for the student to repeat the level under special circumstances. (Note: 14 days means 14 school days.)

MERITS AND DEMERITS

32. Merits will be assigned to students who:

(a) Excel in both academic achievement and conduct. (Students who excel in academic achievement and conduct will be awarded with conduct award, Application award, Subject award, service award etc.)
(b) Show diligence and make significant progress in their school work.
(c) Are co-operative and outstanding in their service to the school.
(d) Participate actively and responsibly in the curricular and extra- curricular activities of the school.
(e) Perform praiseworthy deeds in favour of others.

33. Students who break the school rules may be penalized in any of the following ways, in accordance with the gravity of the offence:

(a) Warning.
(b) Detention.
(c) Demerits or bad marks. (One bad mark is to be counted as nine demerits.)
(d) Lowering of the Attitude/Behaviour and Conduct grades on the Conduct Record.
(e) Suspension.
(f) Expulsion.
(g) Other appropriate penalties.

34. Students are liable to be suspended, to receive one bad mark or even dismissed without previous notice if they commit any of the following offences inside or outside the school:

(a) Serious Insubordination, insulting behaviour.
(b) Vandalism of school property. Tampering with school notices or smearing school walls with graffiti.
(c) Bullying or harassing others.
(d) Spreading of counterfeit orders. Falsifying or forging documents, signatures, seals.
(e) Smoking, gambling, stealing, clandestine photo-taking or illegal filming.
(f) Taking part in activities or organizations which are illegal or detrimental to the school's reputation. Commission of a moral or criminal offence.
(g) Habitual violation of school rules in spite of repeated warnings.
(h) Accumulation of three bad marks or 27 demerits.

TESTS AND EXAMINATIONS

35. Students should work hard at their studies. They should not attempt to gain marks by dishonest methods. Any kind of cheating or serious violation of the examination regulations will bring disqualification in that subject and the Conduct grade will be "D" grade. If cheating occurs in a test, a zero mark will be given, a bad mark will also be imposed. Should the cheating occurs in an examination, a zero mark will be given to the related subject (including all the divisions of the related subject) and two bad marks will also be imposed. The bad mark given for cheating will be accumulative. If a student is imposed 3 bad marks cumulatively for cheating during any one of the stages of F. 1 - F. 3, or F. 4 - F.6, he will be asked to leave the school.

36. Students who are absent from assessment and the corresponding measures:

a. Students who are absent in tests or examinations without a valid reason will be penalized with a zero mark in that particular subject.
b. Students who are absent in the mid-term tests or examinations with valid reasons, (including illness, representing the SAR to participate in regional or international activities or reasons not attributable to the student) will be exempted from that particular assessment. However, the overall results in the subject(s) concerned may be adjusted and he/she will not be given a ranking in the class at the end of the school year.
c. Students who are absent in assessment for daily course marks with valid reasons (including illness, representing the SAR to participate in regional or international activities or reasons not attributable to the student), then he/she is required to take make-up test. Marks will not be deducted in such case.

NORMS FOR PROMOTION, DETAINMENT, RESIT AND DISMISSAL

37. **Form 1-5, J.M.1–S.M.2** Students' promotion, taking reparatory examination, detainment or dismissal will be decided in the Evaluation meeting at the end of the school year in accordance with the academic results and grade of conduct achieved.

38. **Promotion:**

A student will be considered promoted to the next Form if he obtains a pass-mark (60 marks or above) in every subject and his Conduct grade is not lower than C grade.

N.B.: See another note for Graduation requirements for F.6 and S.M.3 students.

39. **Resit:**

A **Form 1-5, J.M.1–S.M.2** student will be required to resit all failed subjects including major subjects and non-major subjects if he fails in 1.5 weighting units or above (for J.M.1 to S.M.2; F.1 to F.5).

40. **Detainment:** (If a student meets one of the following criteria, he/she will be detained)

1) He fails in the Total Average mark.
2) He fails in 6 weighting units or above (for J.M.1 to S.M.2; F.1 to F.5 students only).
3) He gets too poor a Final result in one major subject, and the marks gained are lower than 40 (or lower than 50 in English for English Section students). Chinese, English and Mathematics are major subjects for all students in both Chinese and English Sections. A major subject has 3.0 weighting units.
4) he did poorly in a major subject or failed in more than 1.5 units in the Resit.

N.B.: The weighting unit structure: Every subject is alloted from 1 to 3 weighting units on the basis of the subject being a major or non-major subject, and on the number of periods given per week.

41. **Dismissal:** (A student will be dismissed if any of the following circumstances apply)

1) A student who is very poor in his conduct or academic performance in spite of repeated warnings will be dismissed.
2) A repeater who is very poor in conduct or academic performance.

Remark 1: Poor conduct: The school will handle it in accordance with Articles 33 and 34 of the school rules.

Remark 2: Poor academic performance: Students who fall under any of the following circumstances are considered to have poor academic performance and will be subject to dismissal.

(1) The student has been studying in the same level for 2 scholastic years and is still unable to meet the requirement for promotion.
(2) The student has been detained twice in two consecutive levels.

P.S.: The school authorities may alter the above-mentioned rules when they deem it necessary. In case of any disputes, the school reserves the right of final interpretation and decision.