



## 課堂規則

香港資優教育學苑一直教育學員要有責任感，對自己的行為負責。隨著《香港國安法》的頒布，所有學員必須在教育環境中遵守行為準則。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，培養及增強對國家的認同感、守法意識以及了解維護國家安全的必要性和促進所要承擔的責任的敏銳意識。如果學員在課堂中表現出嚴重不當的行為，學苑會即時處理。如果經勸籲後不當行為仍然持續，學員會被紀律處分，嚴重者會被取消學員資格。

以下是學苑制定的一般課堂規則，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。
- 學員在學苑以外的場地上課，必須攜帶學員證。如果未能出示學苑發出的有效學員證，學員可能被該場地管理人員拒絕進入課室上課。

### 上課時（包括學苑及在學苑以外的場地）

- 所有上課地點的範圍內，學員行為須保持莊重，不得在走廊、樓梯、課室等地方嬉笑喧嘩。
- 所有上課地點的範圍內，禁止吸煙、賭博及使用粗言穢語。
- 學員應隨時尊重並禮待所有教職員和同學。如果對任何人作出粗暴、欺凌或危險的行為，學苑有權採取紀律處分。
- 小心使用並珍惜上課地點的設備，不得損壞或塗污；未經導師或職員許可，不要觸碰任何課室設備及器材。
- 課堂內禁止飲食，要保持個人及課室清潔衛生。
- 上課時，學員必須關掉手提電話及響鬧裝置，以免打擾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。未能提交作業或缺席導師安排的小組研習，學員在該課程將不會獲頒合格成績。
- 學員應避免在課堂上參與宣揚個人政治觀點或扭曲價值觀的討論或活動。
- 為加強學苑保安及保障學生安全，學苑已在校舍範圍（包括所有課室）安裝了 24 小時閉路電視監察系統（僅限錄像）。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將定時刪除。相關的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

- 如果學員由於任何原因無法參加課堂，必須於課堂前三天提前提交家長簽署的[缺席申請表](#)和提供相關的證明文件（例如：醫生證明書）。無故缺席或中途退出課程，將影響日後參加其他活動的機會。
- 如果學員因病或緊急情況缺席課堂，必須在該課堂前通知學苑。
- 課程導師會記錄遲到超過十五分鐘的學員。對於同一課程中超過三次遲到十五分鐘的學員，學苑將發出口頭警告。如果警告後遲到情況持續，學員在該課程中最多只能獲得合格成績，即使課業表現評估良好也不會獲得優異成績。

\*以上課堂規則，本苑有權修改，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 consistently instilled a sense of responsibility in our student members, emphasizing accountability for their actions. With the enactment of the National Security Law, all student members must adhere to a code of conduct within the educational environment. We expect exemplary behaviour in the classroom to ensure that the learning experience is mutually beneficial, fostering an enhanced sense of national identity, law-abidingness, and an acute awareness of the need and responsibility to safeguard national security. Should any member engage in serious misconduct in class, the Academy will take prompt and decisive action. Persistent misconduct, despite our initial intervention, will lead to disciplinary measures. In severe instances, disqualification of the member may be unavoidable. Our commitment to upholding a conducive and respectful learning atmosphere remains unwavering.

The following are the general classroom rules set by the Academy to ensure an orderly classroom environment conducive to student learning.

### **Before class:**

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

### **During Class (Including the academy and venues outside the academy):**

- Members are required to behave appropriately in all classes. Noisy or disorderly behaviour 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 anyone displaying violent, bullying, or dangerous behaviours.
- Carefully use and cherish the equipment in the classrooms, do not damage or deface it. Do not touch any classroom facilities or equipment without the permission of the tutor or staff.
- Eating or drinking is prohibited in the classrooms. Maintain personal hygiene and keep 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. Failure to submit assignments or attendance at group tutorials arranged by the tutor will result in a non-passing grade for the programme.
- Members are expected to refrain from engaging in discussions or activities that promote personal political views or twisted values within the classroom.
- To enhance the Academy's security and ensure student safety, a 24-hour CCTV surveillance system (video only) has been installed 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, 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 personal privacy is protected.

### **Lateness, Absence and Leave:**

- If the member is unable to attend the class due to any circumstances, the [leave application form](#) signed by parents and relevant supporting documents (e.g. medical certificate) must be submitted three days before the class. Absence or withdrawal without valid reasons will affect future enrolment opportunities in other programmes.
- If a member is absent from class due to illness or emergency, they must notify the Academy prior to the class.
- The tutor will take note of members who are late for classes by more than 15 minutes. A verbal warning will be given to members who are late three times in the same programme. If the situation persists after the warning, the member's final assessment result will be affected. They will only be awarded, at best, a passing grade in the programme and will not receive 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 to make the final decision.*