

训育处

Discipline Department

主任 : 方益东 P'NG YIK THON

副主任 : 姜国春 KHEOH KOK CHOON

副主任 : 杨茹涵 YANG RUHAN

副主任 : 陈净菡 TAN JING HAAN

培养孩子的守时习惯

Cultivate The Habit Of Punctuality

7.30am之前到校

Arrive at school before 7.30am

放学时间

星期一 星期五

星期二 星期四

星期三

School Dismiss at

Monday Friday 2.35pm

Tuesday Thursday 4.15pm

Wednesday 3.15pm

不鼓励早退

Does Not Encourage Early Dismissal

上课前，放学后

Before Class, After School

- ▶ 校门A， Gate A
- ▶ 校门B， Gate B
- ▶ 校门D， Gate D

(6.45am – 7.30am)

放学后，家长可以停在校门B的停车场载学生

Parent can park at Gate B car park to fetch their children

停车场

校门B

韩江大草场

校门A

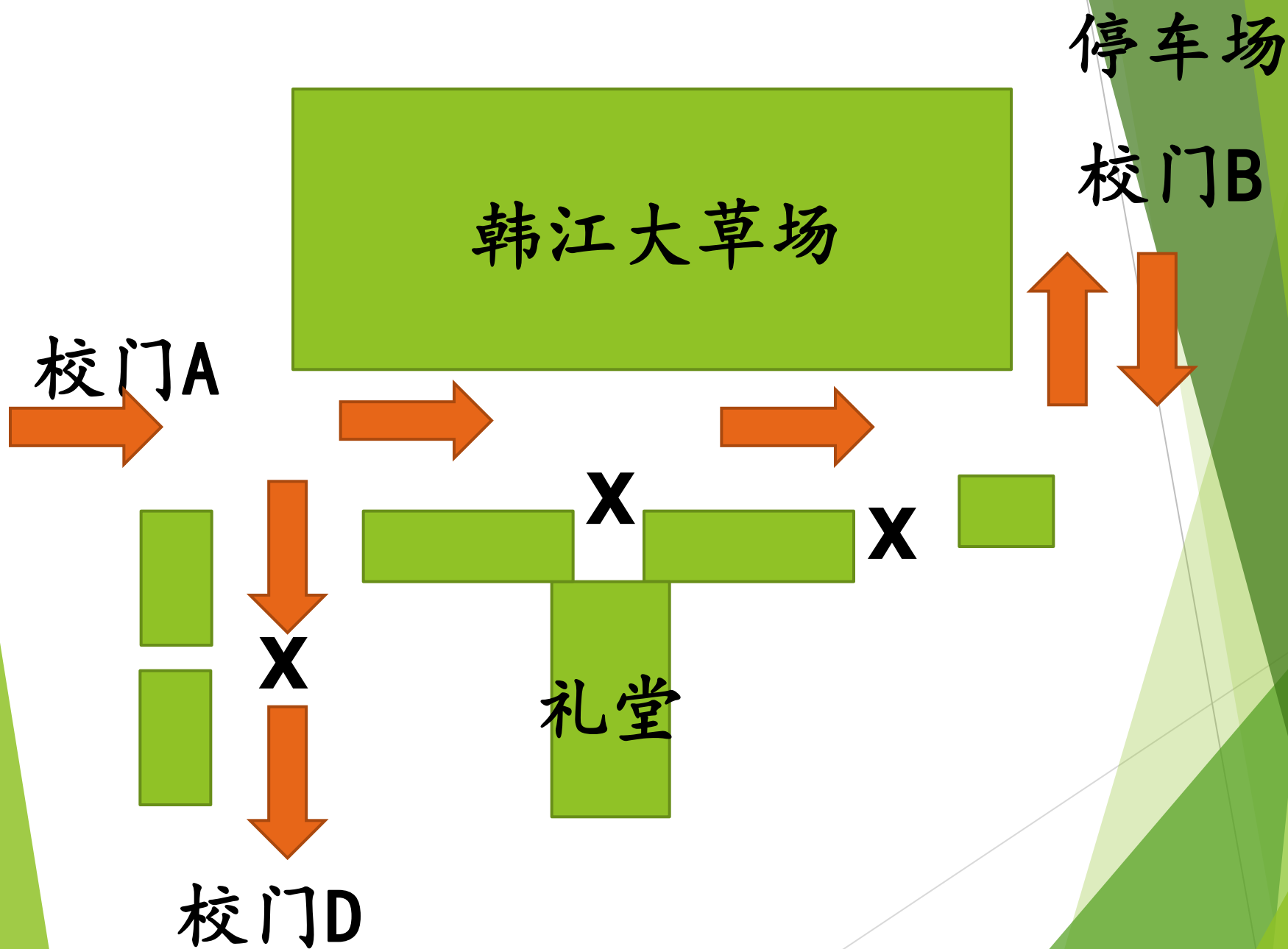
礼堂

校门D

雨天交通事项

Raining Traffic

- ▶ 进口 - 校门**A**
- ▶ 出口 - 校门**B**, 校门**D**
- ▶ **Entrance - Gate A**
- ▶ **Exit - Gate B, Gate D**



鼓励学生全勤

Encourage Students' Full Attendance

全勤上课，就不会错过学习机会
也能够掌握学习的进度

Students will learn to master the learning subjects and will not miss the opportunity of learning by attending school everyday

如因生病或有要事缺席的学生
必须于3天内呈交病假单或事假信
予班导师
缺席又没有请假的学生当旷课处理

Students who are sick or absent from school must submit the M.C. or leave letter to form teacher within 3 days
or else the absence will be considered as truancy

请事假1天，扣操行分数2分
旷课1天，扣操行分数6分

2 conduct marks will be deducted for absenteeism with letters
6 marks will be deducted for absenteeism without reasons

学生每学期最多可请5天事假或旷课
如超过5天
将不允许参加学校的年中/年终考试

Students who apply personal leave or playing truant more than 5 days in each semester are not allowed to sit for semester examination

鼓励学生全勤

Encourage Student's Full Attendance

迟到1次
扣操行分数一分

For each late case
1 conduct mark will be deducted

迟到5次
班导师以电话联络家长
解决问题

Late 5 times
Form teacher is to inform the parent to
solve the problem through phone

迟到10次
训育处以书信联络家长
解决问题

Late 10 times
Discipline Department will inform the parent
to solve the problem through letter

学迟到15次
训育处以书信联络家长
学生将被通知暂停学籍1天
当天以旷课论

Late 15 times
Discipline Department will inform the parent
through letter that the student will be
suspended from school for 1 day and this is
considered as playing truant

认真参与课堂学习

Diligence In Their Studies

学生必须善用课堂学习时间
认真参与学习活动

Students must fully utilize their learning time and seriously participate in classroom learning

家长须多鼓励敦促孩子
在课堂里建立良好的学习态度

Parents must encourage and urge their children to acquire the right attitude in the classroom

学生禁止在课堂上睡觉

Students are not allowed to sleep during lesson

凡在上课时间内睡觉的学生
为了不影响其他学生上课
有关学生将被罚站在课室后
校方将会通知家长

Students who are caught sleeping in the classroom will be punished to stand at the back of the classroom
Parents will be informed

学生须注意事项

Student Must Know

学生不可随意
离开课室

student are not allowed
to leave the classroom
during lesson

学生离开课室，
必须穿戴任课老师
的“外出证”

Student who leave the
classroom need to wear
subject teacher's
“**Pass**” card

禁止外出
休息节前一节
休息节后一节

1 lesson before recess time
1 lesson after recess time
Student are not allowed to
leave classroom



按时完成功课

Completing Homework On Time

为了能够让学生
按时完成老师所指派的功课
学生会记录在家课记录簿
因此希望家长们
督导学生完成作业

In order to make sure the students are completing their homework assigned by teachers on time, parents are required to sign on the Homework Record Book after their children have completed the homework.

参加学校考试

Sitting For School Examinations

考试是鉴定学生的学习程度与成果
所以学生必须参加学校的各项考试
以作为学习目标的检验

To evaluate the learning progress and studies outcome, all students must participate in the school examinations

凡无故缺考者，
校方将不会另外安排补考
并以0分计算
因重病入院而缺席考试的学生
须通知教务处

If students are absent for examination without reason, school will not arrange another examination for them and they will be given 0 mark
Students who are absent due to admission to hospital need to inform Studies Department

参与联课活动

Participating in Co-Curricular Activities

联课活动
是
发掘学生及栽培学生
展现才艺的课程

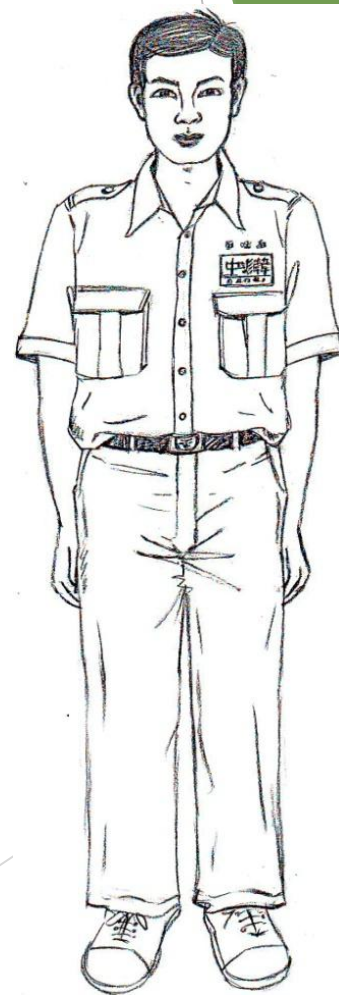
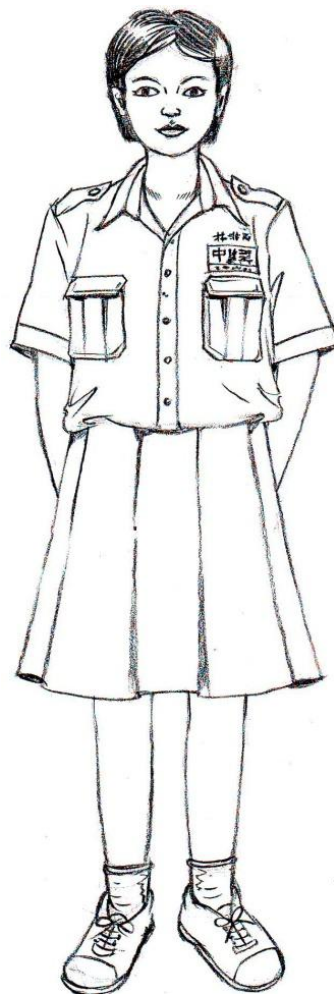
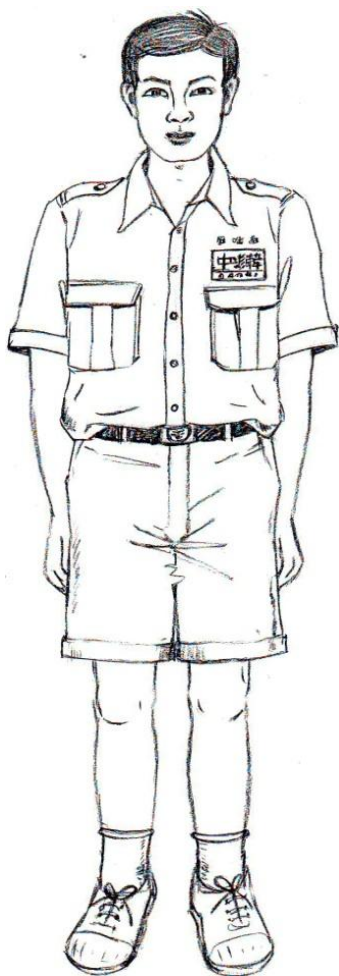
Students are encouraged to join at least one co-curricular activity and perhaps their talents can be showcased and cultivated.

凡是联课分数取得0分
或
成绩总平均不及格者
或
操行分时为丁等的学生，
将被校方以留级处理

Those whose
co-curricular result is equal to 0 mark
or
not passing the average mark
or
conduct mark is D
will retain at the same grade in the
following year.

穿戴整齐的校服

Wearing Tidy School Uniform



穿戴整齐的校服

Wearing Tidy School Uniform

服装整齐是最基本的礼仪，
学生穿戴整齐的校服
可以表现出朝气和活力

To be tidy and neat in our
clothing is a basic etiquette.
Students will be more
enthusiastic and energetic in
their studies when their clothes
are tidy and neat.

校服：
全校学生应一律
要穿着韩江中学贩卖部售卖的
校服，
腰带和校袜

School Uniform:
All school uniforms should be
bought
from HCHS bookshop

发型符合校方的要求

Hair Style that Suits The School's Requirement

为了树立严谨的校风，
也避免学生盲目追随潮流而影响学业，
校方严禁男女学生烫发或染发，
违规者将即刻被要求有父母带回修剪成合格发型。

In order to establish a strict ethos and discourage students from blindly following trends, the school does not allow students to perm or to dye their hair or else they will be brought back to cut their hair that suits the school's requirement.

男生发型

Male Hairstyle

前额头发
不得盖至双眉

Fringe cannot cover the
eyebrows

两边头发鬓毛
不得触及耳朵

Sideburn is not allowed

后端头发
必须斜剪上去
离开衣领 2cm

Hair at the back must be
cut obliquely and
2cm away from collar

不得使用发膏
使头发站立

Should not apply hair gel
to style their hair

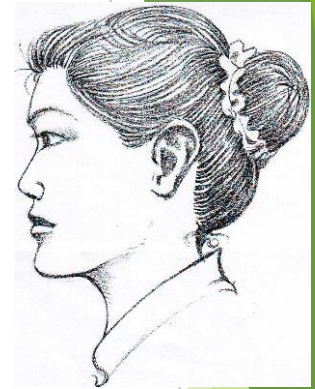


女生发型

Female Hairstyle

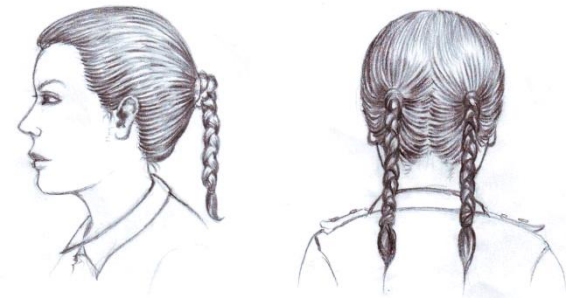
允许蓄留短发
但前额头发
不得盖至双眉
后端头发
不得超越耳垂4cm

Short Hair
Fringe cannot touch the
eyebrows
Hair at the back must be
less than 4cm long from
ear lobe



要留长发者
须将长发束成发髻
并套上发网或扎辫子

Long hair must be combed
backward into a bun neatly
and covered with a hairnet



严禁携带手机

Prohibition of Bringing Mobile Phone

严禁携带手机

Prohibition of Bringing Mobile Phone

校方严禁学生携带手机
及
在校园内使用手机
违规者将被记小过
手机被没收
并由父母或监护人到校领回手机

Students are not allowed to bring
and
use mobile phone in school
Once they are caught,
the device will be confiscated and
student will be given a minor demerit.
Only parents or guardian can claim the
mobile phone from school

学生必须向训育处申请
如在学校活动中
需要使用到手机
手提电脑等电子器材

Students need to apply permission
from Discipline Department
for bringing electronic device such as
mobile phone or laptop
for school activities

学生未完成功课处理

Not Completing Homework

安排学生利用
其中一个休息节完成

Using one of the recess time to
complete their homework

安排于第二天课后留堂
完成功课
惟须填写
课后辅导班表格
通知家长

Filling up the form of
After-school Counselling Class
inform parents for second day
stay back completing homework

课后辅导班

After-school Counselling Class

檳城韩江中学 HAN CHIANG HIGH SCHOOL <small>JALAN HAN CHIANG, 11060 PENANG. TEL: 04-2811533 FAX: 04-2812213</small>						
致：学生家长 Parents of Students		日期 Date: _____				
<u>课后辅导班 After-School Counselling Class</u>						
学生 _____ 学号 _____ 班级 _____, 因不遵守学校校规, 屡劝不听, 学校决定要求学生在放学后上辅导班。						
Students _____ School No. _____ Class _____ has received an after-school counselling class for not following school rules.						
日期 Date: _____	时间 Time: _____ 4:15pm -- 6:00pm	地点 Venue: _____				
科任老师 Subject Teacher: _____	原因 Reason: _____ _____					
家长/监护人与学生必须签名, 隔天交还有关老师。 Parent/Guardian is required to return this notice signed by parent/guardian and student the next school day. 家长/监护人必须负责孩子上课后辅导班后之交通安排。 It is the parent/guardian's responsibility to arrange student's transportation home from after-school counselling class. 谢谢。Thank you.						
科任老师签名: Vice Principal Signed	副校长签名: Subject Teacher Signed					
<u>家长回条 Parent's Reply</u> 学生/家长填 To be completed by Parent/Guardian and Student						
<table border="1" style="width: 100%; border-collapse: collapse;"><tr><td style="width: 50%;">家长/监护人姓名: _____ Parent/Guardian Name</td><td style="width: 50%;">学生姓名: _____ Student Name</td></tr><tr><td>家长/监护人: _____ Parent/Guardian Signed</td><td>联络电话: _____ Contact Number</td></tr></table>			家长/监护人姓名: _____ Parent/Guardian Name	学生姓名: _____ Student Name	家长/监护人: _____ Parent/Guardian Signed	联络电话: _____ Contact Number
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(For School Used 供学校填写)						
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希望同学们能快快乐乐地在
韩江的大家庭生活与学习。
谢谢！

Thank you for choosing
Han Chiang High School