



ECF SAINT TOO CANAAN COLLEGE  
基督教中國佈道會聖道迦南書院

# YOUR ASPIRATION

YOUR

# DESTINATION

Name \_\_\_\_\_

Class \_\_\_\_\_

*Student  
Handbook*

2021-2022 S4 - S6

聖道迦南書院





# →→ School Song →→

## CREATE TOMORROW

Music & Lyrics: M. C. Chiu

Learning truth and wisdom in Christ  
Grow with nourishment

Live in harmony and with care  
Build friendship in school

Encourage each other in love  
Strive to do the best

Forward looking far, deep, and wide  
Create tomorrow

## 共創前路

作曲、作詞：趙孟準

在基督裡學習真理 培育求長進

大家關顧相處和諧 來校園共建

互相建立愛裡勳勉 發揮我潛力

目光深遠胸襟廣闊 前路齊共創



School song

## →→ STUDENT PARTICULARS



Name in English: \_\_\_\_\_

Name in Chinese: \_\_\_\_\_

Gender: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Home Tel. No.: \_\_\_\_\_

Mobile Tel. No.: \_\_\_\_\_

Email: \_\_\_\_\_@stcc.edu.hk

## PARENT / GUARDIAN PARTICULARS

Name in English: \_\_\_\_\_

Name in Chinese: \_\_\_\_\_

Relationship: \_\_\_\_\_

Contact Phone No.: \_\_\_\_\_

Signature: \_\_\_\_\_ Date : \_\_\_\_\_

# Principal Sharing

## STAY YOUNG TOGETHER

With the brand new design of the student handbook, it not only serves the purpose of clearly communicating the school's policies, procedures, mission and school philosophy, but also provides inspiring quotes and encouraging words for you who are in different learning stages. They are thoughtfully chosen by teachers and I hope they can be the source of daily inspiration for you.

To kick off a new academic year with new goals and higher expectations, we need to THINK about how to achieve them. Learning helps us to grow, but thinking helps us to create. It is important for us to think about how we can improve through the application of what we have learnt. If we only learn new things but do not think, the knowledge we have learnt can be easily lost. On the other hand, if we think we know everything, we are in danger of failing to learn and to grow.

Likewise, if we think we are the best, we are in danger of being satisfied and stop improving. You can choose how you learn and when you learn. Anyone who keeps learning stays young, and there is no better thing in life than keeping your mind young.

STCC believes that every student is unique; everyone can learn and loves to learn. "Passion for learning. Vision for serving" is the motto we believe in STCC. Nurturing students with God's words and love, we guide students to become independent thinkers and humble servant leaders. I hope you enjoy your learning journey this year ahead and note down each step throughout your own unique journey with this new handbook.

Principal  
Tsui Chiu Mui

## School Core Value

Develop global perspectives

Uphold Christian education

Promote English language environment

Be a humble servant leader

Strive for excellence in learning

# →→ School Calendar

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# Student Development Information →→

## DISCIPLINE & SPIRITUAL NURTURING

Our school vision is to help our students to grow in the love of Christ. Our school disciplinary principles are founded upon Biblical truth on which our students are trained with the ability to judge between right and wrong, so that they might have the courage to shoulder the responsibilities and

bear the undesirable consequences of their own actions, in order for them to acquire the skills of self-discipline, self-respect and the decision-making ability. This will also help our students to be capable of establishing harmonious interpersonal relationship in the society.

## BEHAVIOURAL GUIDELINES FOR STUDENTS

1. I shall be punctual at all times.
2. I shall cultivate a balanced and healthy lifestyle and maintain a good timetable for work and rest.
3. I shall be active in my school learning process and be self-disciplined and responsible. I shall hand in my homework on time and bring all necessary learning aids/materials to school.
4. I shall respect others, value collaboration and team work, and abide by the school rules in class/assembly/activity.
5. I shall learn to maintain a frugal lifestyle and wear the uniform properly to school. I shall keep my hairstyle/appearance simple and tidy.
6. I shall pay attention to the social ethic, take good care of public entities and keep the campus clean.
7. I shall respect teachers and care for schoolmates at all times.
8. I shall be conscious of my behaviour / manner and be honest and courteous. I shall try my best to defend my school and schoolmates' reputation.

## ATTENDANCE AND PUNCTUALITY

1. Students are required to take attendance using the card attendance machine with their student ID card.
2. Latecomers are required to complete the registration procedures at the school's office before he/she is allowed to enter a class.
3. Latecomers are to bear consequences such as lunchtime detention and bad names. Serious rule-breakers would be issued a Parent Notification Letter or a Warning Letter.

## LEAVE APPLICATION

### 1. Sick leave

- a. The parent/ guardian shall phone the school by 8.30 a.m. in the morning to inform the school of his/her child's sickness.
- b. The student has to submit a Parent's Letter to explain the reason for leave within two days when he/she returns to school.
- c. Students are required to submit a Medical Certificate if they are taking more than one day of sick leave.
- d. For students who constantly apply for sick leave, the school has the right to request the student for a body check.
- e. In case the student does not complete the above procedures, he/ she will be given a bad name.

### 2. Casual Leave

- a. Students must apply for casual leave three days in advance together with a Parent's Letter and other relevant supporting items. The application is only effective when it is approved by the school.

- b. For unapproved leave: The application would be treated as an improper application. The school will then issue a Parent Notification Letter. The student has to submit a Parent's Letter and any related documents to explain the reason for leave within two days when he/she returns to school. If not, the case would be treated as truancy and a Warning Letter will be issued to the student.

### 3. Early leave

- a. The leave has to be approved by the school. The student is allowed to leave only after the application procedures are completed.
- b. The parent/guardian is advised to pick up the student at school. Otherwise, the student is required to phone the school once he/ she reaches home.
- c. On the day the student returns to school, he/she has to submit a Parent's Letter and a Medical Certificate (if applicable) to explain the reason for leave.
- d. Students who do not complete the above procedures would be issued a Parent Notification Letter or a Warning Letter.

## PARTICULARS FOR ASSEMBLY

1. Students must line up at the volleyball court to prepare for the Morning Assembly on or before 7:57am every Monday and Friday.
2. Students should behave properly and be respectful during Assembly.

## LEAVE APPLICATION LETTER FOR STUDENTS (SAMPLE LETTER)



Dear Class Master / Mistress,

My son/daughter \_\_\_\_\_ (Student's Name) is currently studying at Form \_\_\_\_\_ Class \_\_\_\_\_ at your School (Class Number \_\_\_\_\_), hereby applying for leave for \_\_\_\_\_ (day(s)) due to \_\_\_\_\_ (reason).  
The leave will be taken from \_\_\_\_\_ (Day) \_\_\_\_\_ (Month) \_\_\_\_\_ (Year) to \_\_\_\_\_ (Day) \_\_\_\_\_ (Month) \_\_\_\_\_ (Year).

Yours faithfully,

Signature of Parent / Guardian :

Date: \_\_\_\_\_

### Notes:

1. Any leave application has to be submitted together with a Parent's Letter.
2. For sick leave application over one day of leave, a Medical Certificate has to be produced alongside with the leave application form.
3. Students must apply for casual leave at least three days in advance together with a Parent's Letter and other relevant supporting documents.



Leave application letter

# PARTICULARS FOR SCHOOL UNIFORM

## 1. Principle

Students should cultivate a lifestyle of frugality and simplicity. Therefore, students should follow the uniform rules stated whenever they are wearing the school uniform.

## 2. School Uniform

- 2.1 Students should wear tidy school uniform for school ceremonies, test weeks, examinations and on designated dates set by the school.
- 2.2 In accordance to the activity need, students can wear tidy sports uniform.
- 2.3 Students may be asked to return home from school to deal with any improper uniform items.

## For Boys

- a.Shirt: The white shirt designated by the school (Long sleeve for winter, short sleeve for summer. Boys are required to wear a tie for the winter uniform) and a white undershirt underneath the school uniform, which cannot be exposed on the outside. The tie should be tied around the collar and the top button should always be buttoned up.
- b.Trousers: The black straight-cut trousers as designated by the school, and go with a plain black belt. When students stand up, the trousers should cover the ankle. The shirt should be well tucked in, while the belt can be exposed on the outside.
- c.Shoes/Socks: Plain round-toed black leather shoes and plain short white socks.

## For Girls

- a.Skirt: The skirt designated by the school. The length of the skirt should be able to reach the knees. When one stands up, the length of the skirt should be able to cover the knees.
- b.Shoes/Socks: In summer, girls should wear plain round-toed white leather shoes and plain short white socks. In winter, girls should wear plain round-toed black leather shoes and plain long black socks with the school logo on them.

## Sports Wear for Boys and Girls

The sports uniform designated by the school. Plain short white socks and white sports shoes. Students can only wear sports shoes with protective function not in white colour during PE lesson or sports training.

## For Cold Weather

Students can wear plain scarves (black, white, grey, dark blue or dark brown). When cold weather warning is issued, students may wear a black thick coat. Girls may wear black tights or trousers.

Remarks:

- 1. Short socks should cover ankles.
- 2. Trousers should be straight-cut.
- 3. No shoes that are made of nubuck leather/lining leather are allowed. The heel of the shoes should not exceed 3cm.

## 3. Hair/Accessories

a.Students should adhere to the principles of stateliness, simplicity and tidiness in terms of appearance. Students should not use hair gel/ hair spray. No hair dye is allowed.

For Boys: The fringe should not cover the eyebrows. The length of the hair on the two sides of the face should not reach the upper part of the ears. The hair ends should not reach the collar of the shirt. Also no permed hair, beard or ear-piercing is allowed.

For Girls: Should the fringe cover the eyebrows, girls are required to use plain hair clips (either black, dark brown or dark blue) to clip the hair up. If the hair ends reach the shoulders, girls shall use plain hair bands (black, dark brown or dark blue) to tie the hair up. If necessary, girls may wear a maximum of one pair of transparent ear pins at the earlobes or one pair of earrings with each on each side. The earrings must be identical, silver in color and not more than 3mm in diameter.

- b.No make-up or tattoo is allowed for all students.
- c.No accessories are allowed except watches of plain design or/and a pair of earrings as described above.
- d.Glasses: If necessary, students can wear glasses of plain design. No colored contact lens are allowed.

## REWARDS AND PUNISHMENTS

**Purpose:** Rewards can motivate a student to develop his/her special talents, acknowledge his/her achievements in different areas, help to boost his/her confidence, build up his/her self-esteem and eventually it could work as a momentum for the student to pursue truth, mercy and grace.

**Methods:** Our school adopts a great variety of ways to acknowledge our students' commendable behaviour. Rewards can be in the form of verbal praise, open recognition, certificates, prizes, merits, primary accomplishment award, secondary accomplishment award and special awards etc.

**Behavioural Award:** Awards will be given to students who exhibit any of the following attributes:

1. Punctuality
2. Neat/ tidy appearance
3. Take good care of public entities
4. Courtesy
5. Protection for the weak
6. Honesty and righteousness
7. Be compassionate to others
8. Stay positive and progressive
9. Behavioural improvement
10. Positive learning attitude / behave well in class
11. Hand in homework on time
12. Bring all necessary learning aids / materials to school
13. Promote reading / learning atmosphere
14. Perform well in inter-school competition

15. Serve the community well
16. Offer help in the extra-curricular activities and perform well in the activities
17. Elected as a school helper, fulfill one's responsibilities and perform well
18. Other attributes that meet the above requirements

### **Good Behaviour Award Scheme:**

A reward card will be given to students who have good behaviour. With three cards, students can redeem a credit.

### **Reasons for bearing the consequences:**

Student growth is an unceasing learning process. When a student breaks a school rule, he/she should be given an opportunity to change and correct the behavior. It is important to help the student to understand the importance of shouldering one's responsibilities. Therefore, should a student defile the school covenant, he/she has to accept the corresponding consequences and punishments, change his/her behavior and learn to become a self-disciplined and responsible person.

### **Record methods:**

Should a student defile the school covenant stated in the handbook, minor rules-breakers would first receive counseling, stay for the detention class after school or have their names marked down as a form

of punishment. Major rule-breakers, however, would be given a Parent Notification Letter and in more serious cases, the student would be issued a Warning Letter. The accumulation of Parent Notification Letter and Warning Letter would affect a student's grade on his/her conduct in the school report. It might even affect his/her promotion, retention and dismissal.

### **Procedures of applying Self-improvement Scheme online**

1. Students enter e-class -> click "Application for Self-improvement Scheme" on the front page OR scan the QR code on this page.
2. Click the link and open the google form (Students have to login their school's google account first)
3. Fill in the google form - students will then get a confirmation of their application and a pdf file of the SIS form in his / her gmail.
4. Students print out the attached SIS form and discuss with class teachers what service they need to accomplish.
5. Submit the form to CNC teachers.
6. When the service has been successfully accomplished, consequence of the students will be processed accordingly.

\*Application of SIS only applies to Parent Notice and Warning Letter 1 only

## WAYS TO EVALUATE A STUDENT'S CONDUCT

To achieve the principles of objectivity, fairness and thoroughness when evaluating a student's performance, our school has devised the following evaluation methods:

1. Purpose of conduct evaluation: This is to evaluate the overall performance of a student's conduct.
2. Guidelines: the evaluation would be based on the student's record of rewards/punishments, record of homework submission, record of attendance and performance in class etc.
3. Grades: Students would be awarded with a grade A, B, C or D in each evaluation area, with A being the highest grade. B- or below will influence a student's promotion, retention and dismissal.



SIS Application Form



# Learning & Teaching Information → →

## CRITERIA FOR CLASS PROMOTION

Form	Criteria for promotion
S.1 – S.3	<ol style="list-style-type: none"> <li>1. Pass in annual grand average; and</li> <li>2. Passes in annual average mark of Eng, Chi and Math; and</li> <li>3. Conduct B- or above.</li> </ol>
S.4 – S.5	<ol style="list-style-type: none"> <li>1. Passes in annual grand average mark of Eng, Chi, Maths, and get "Attained" in CS (S4) / Passes in annual grand average mark of Eng, Chi, Maths and LS (S5); and</li> <li>2. Passes in annual average mark of all electives; and</li> <li>3. Conduct B- or above.</li> </ol>

### Remarks:

1. For those students failing to meet the above criteria, the school will request them to conditional promote or repeat. Students can only repeat the same form once.
2. For S1 and S2 students failing to meet the above criteria, the school will request them to sit make-up examination and base on these results and their performance in L&T summer programme to offer conditional promotion or repeat status.
3. Students' attendance is taken into consideration. Students who have a record of constant absence from school will influence their promotion, retention and dismissal status.
4. Students whose absence rate equal to or more than 30% during the first term or the second term of the school year (until the school day before the examination starts) will not be admitted to participate in the examination. They may not meet the promotion criteria and are required to repeat.

### Weighting of assessment score between 1<sup>st</sup> term and 2<sup>nd</sup> term

The weighting of assessment score between 1st Term and 2nd Term is 4:6, i.e. 1st term 40% and 2nd term 60%. The annual result is calculated in accordance to this weighting.

## ACADEMIC/CONDUCT AWARDS FOR ALL FORMS

### 1<sup>st</sup> term & 2<sup>nd</sup> term Award

#### I. Position in Form (For S1-S3)

First to Fifth

The top five passing students with the highest grand average in the form in one term would be entitled to the award.

#### II. Position in Class (For S1-S6)

First to Fifth

The top five passing students with the highest grand average in the class in one term would be entitled to the award.

#### III. First in Subject

First

#### In each subject in each form:

The whole-term marks of all students of the same form in that particular subject would be ranked. The student with the highest mark and pass in the subject would be entitled to first in the subject.

## ACADEMIC/CONDUCT AWARDS FOR ALL FORMS

### 1<sup>st</sup> term & 2<sup>nd</sup> term Award

#### IV. Academic Progress Award

##### In whole school:



Academic Progress Award

Comparison will be made between a student's grand average of the first and the second terms in the academic year. Those who have progressed 5 marks or above, with a pass in grand average in the second term would be given this award.

Greatest Academic Progress Award

(This Award is sponsored by Parent-Teacher Association)

Award to the student who has made the greatest academic progress among the recipients of the Academic Progress Awards. One student in each form will be given this award.

#### V. Conduct Progress Award

Conduct Progress Award

Comparison will be made between a student's conduct of the first and the second terms in the academic year and those who have greater improvement will be given this award.

#### VI. Outstanding Performance in Conduct Award

Outstanding Performance in Conduct Award

Award to students who have outstanding performance in conduct in one term. Three students will be given this award in each form.

### Annual Award

#### I. Position in Form (For S1-S5)



First

The student with the highest annual grand average in the form would be entitled to first in form.

#### II. Year-end Attendance Award

Award to students who have no absence, lateness and early leave.

#### III. Activity and Service Award

Outstanding Performance in School Service Award

Award to students who have outstanding performance in school services during the academic year.

Outstanding Performance in School Activity Award

Award to students who have outstanding performance in school activity during the academic year.

House of the Year

Award to the House which has outstanding performance during the academic year.

#### IV. Excellence Awards

Stars of Canaan

Award to students who have excellent personal character during the academic year.

Outstanding Sportsperson Award

Award to students who have outstanding performance in the aspect of sports.

Excellent Performance in Conduct Award

Award to students who have excellent performance in conduct during the academic year. Three students will be given this award in whole school.

Excellence in Academic Achievement and Conduct Award

Award to students who have excellent performance both in terms of their academic performance and conduct during the academic year.

Principal's Honour Roll

Award to students who have excellent performance in terms of their academic performance, conduct and service during the academic year. One award will be awarded for S1-S3 student, one award for S4-S5 student and one award for S6 student.

Graduation with Second Honour (S6)

Outstanding performance in academic achievement and conduct.

Graduation with First Honour (S6)

Excellent performance in academic achievement and conduct.

## HOMWORK INFORMATION

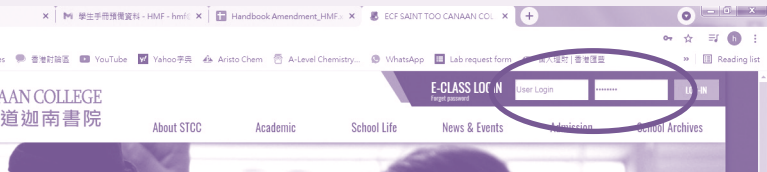
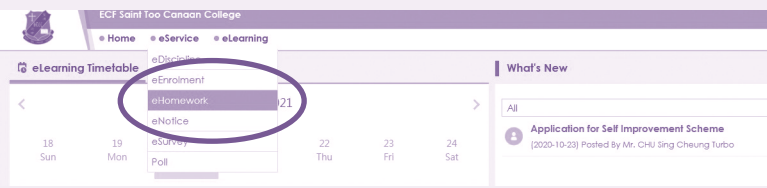


### Homework Detention Class (For S.1-S.4 ONLY)

1. Available on Monday to Thursday, from 3:50 to 4:40 p.m.
2. Target students: S.1-4 students who accumulate 2 or more pieces of not-submitted homework on that school day.
3. For those who have serious late homework submission records, they may be required to attend special homework detention class on Saturday mornings.

### Checking Non-submitted Homework

If students have non-submitted homework, parents receive eClass push message in the afternoon of the school day. Moreover, parents can remind students to login E-class to check the record. If there are any queries of homework record, students are advised to clarify with respective subject teachers in-person as soon as possible.

# PROCEDURES OF CHECKING HOMEWORK RECORDS USING STUDENTS' E-CLASS ACCOUNT:

Steps	Procedures
Step 1	<p>Login e-Class account in school website (User login = Student ID, password = HKID)</p> 
Step 2	<p>Click "eService", select "eHomework".</p> 
Step 3	<p>Check "To-do-list" for homework which will be due soon.</p> 
Step 4	<p>Click "History" for homework which is already due. Check the last column "Status":</p> <ul style="list-style-type: none"> <li>→ Submitted = submitted on time</li> <li>→ Late Submitted = submitted but late</li> <li>→ Expired Without Submission = not yet submitted after the deadline</li> <li>→ Under Processing = not yet submitted due to special reasons, e.g. sick leave</li> </ul> 

# Administration Information → →

## CONTINGENCY MEASURES IN CASE OF A TYPHOON/RAINSTORM

Parents and students should listen to the radio/TV announcements before going to school in order to ensure their safety. They are required to take note of the following measures :

### Weather Conditions

### Corresponding Measures

When Tropical Cyclone Warning Signal No.1,3 or Amber Rainstorm Warning is issued

→ School operates as normal unless announced otherwise.

When Tropical Cyclone Warning Signal Pre-No.8/ No.8 or above is issued

→ Classes are to be suspended all day. (Activity will be re-scheduled, please refer to the announcement posted on the school website).  
→ If the students are in school already, the school will make arrangements for them to leave under safe conditions as soon as possible.

When Tropical Cyclone Warning Signal No.8 or above is replaced by Signal No.3

→ School will resume normal if Tropical Cyclone Warning Signal 3 has been issued **before** 5:30am unless EDB announcement has been made that classes will be suspended for the entire day  
→ If Tropical Cyclone Warning Signal 3 is issued **after** 5:30am, parents and students should pay attention to EDB announcement.

Red or Black Rainstorm Warning is issued from 5:30am – 8:00am

→ Classes are to be suspended all day. (Activity will be re-scheduled, please refer to the announcement posted on the school website).  
→ If students are on the way to school, they can stay at school until it is safe for them to return home.  
→ If lessons have started when the warning is issued, the classes are to be continued until the end of normal school hours and the students can return home when the condition is safe.

### Remarks:

1. The Education Bureau may announce school suspension in individual districts. Parents are to follow the guidelines issued by EDB. Our school is in Kwun Tong district.
2. Students should check the announcement posted on the school website about the re-scheduling of student activities. Students who fail to attend the re-arranged activities will be regarded as absent from school.

## FOUR HOUSES

### Purpose of Four Houses:

1. We aim at linking up students from junior forms to senior forms so as to enhance the communication network of them.
2. We aim at uniting the students through the Four Houses and nurture them with the quality of solidarity.
3. We aim at inheriting the leadership qualities and experience from the senior form students to junior students.

### Names of Four Houses:

We name the Four Houses based on the names of four gospels of Bible : House of Matthew (Red), House of Mark (Blue), House of Luke (Green) and House of John (Purple).

### House of Matthew (Red)



### House of Mark (Blue)



### House of Luke (Green)



### House of John (Purple)



## CONSTITUTION OF STUDENTS' UNION

### Chapter 1: General

#### Clause 1: Title

The Union shall be named as ECF Saint Too Canaan College Students' Union".

#### Clause 2: Aim

1. To train up student leaders and develop students' potential.
2. To act as a bridge between the school and students, enhance students' sense of belonging, promote unity and self-disciplined spirit.
3. To organize internal activities for students' joyful school life. To facilitate the connection with external organizations.
4. To strive for students' welfare.

#### Clause 3: Organization

The Union consists of students in ECF Saint Too Canaan College and shall be subject to the supervision and guidance from the school. The Union requires the recognition from the Education Bureau, School Management Board, School Supervisor or School Principal to establish. Its organization shall be as follows:

1. Honorary Chairman : The Principal of the school. He/she shall be the leader of the Union. He/she shall have the right to recall Committee members and dismiss the Union.
2. Honorary Consultant: The Head of the Potential Development Committee of the school. He/she shall be responsible for guiding and monitoring all Union affairs. He/she shall have the right to make final decision.
3. Teacher-in-charge: The teachers of the Potential Development Committee of the school. They shall be responsible for guiding and monitoring all Union affairs.
4. General Meeting: All students shall attend. It is the organization with the highest power.
5. Chairman: The Chairman of the Students' Union Committee.
6. Committee: Members shall be selected in accordance to the election procedures as stipulated in this Constitution. To implement the decisions made in the General Meeting

under the supervision of teacher-in-charge. To be responsible for drafting, implementing and promoting the affairs of the Union.

#### Clause 4: Consultant

1. All teachers in our school shall be consultants of the Union. When necessary, to guide the tasks and activities of the Union.
2. The Potential Development Committee shall appoint teacher-in-charge to be responsible for guiding and supervising the affairs.
3. The Union must respect and accept the opinion and guidance of the consultants when handling the tasks.

### Chapter 2: Membership

1. Eligibility : All current students in our school shall be basic members.
2. Rights :
  - a. Right to elect and to be elected;
  - b. Right to participate in the activities of the Union;
  - c. Right to use all welfare and facilities;
3. Obligations;
  - a. To comply with the Constitution of the Union;
  - b. To assist the implementation of the affairs of the Union;
  - c. To comply with the arrangements made by Committee;
  - d. To pay membership fee.

### Chapter 3: General Meeting

#### To convene meetings:

1. Meetings convened by Committee at the beginning of the academic year. All students must attend;
2. Chairman of last cohort Committee is the Chairman of the General Meeting, the agenda shall include:
  - a. To report the jobs and financial report of last cohort Committee;
  - b. To announce the work plans and financial budget of proposed Committee;
3. Students shall have the right to raise proposals.



## Chapter 4 : Committee

### Clause 1: Term of service

Term of service: One year, starting from October every year to September next year.

### Clause 2: Position

1. Chairman (One position) : The Chairman of the Union, shall be responsible for internal and external affairs of the Union, to convene meetings and to represent the Union externally.
2. Vice Chairman (One position) : To assist the Chairman to handle all affairs of the Union. When the Chairman is absent, shall take up his/her duties temporarily;
3. Secretary (One position) : To handle the correspondences, files, official documents and Committee meeting minutes;
4. Financial Secretary (One position) : To handle all financial affairs of the Union;
5. Activity Secretary (One position) : To handle all activities and competitions of the Union;
6. Welfare Secretary (One position): To handle all welfare affairs of the Union;
7. Promotion Secretary (Two positions) : To handle all promotion affairs, to promote the Union and to publish the Union's publications.

## Chapter 5 : House Committee Meeting

### Clause 1: Term of service and position

Term of service: One year, starting from October every year to September next year. The positions shall be arranged as follows:

1. Chairman (Male & Female) : To be responsible for all internal and external affairs. To convene House Committee meetings;
2. Steward (Two positions) : To handle all activities and competitions;

3. Welfare (Two positions) : To handle all welfare affairs;
4. Promotion (Two positions) : To handle all promotion affairs and to promote the House;
5. General Affairs (Two positions) : To handle all general affairs of the House;

## Chapter 6 : Finance

### Clause 1: Membership Fee

Basic Members shall pay membership fee of HK\$45 per year before November each year. If there is any need for the Union's development, the Committee can ask for donation from members or external parties. However, approval should be sought from Consulting Committee and related Committee.

### Clause 2: Financial arrangements

1. Membership fee shall be adopted as the regular expenditure, enhancement of facilities and tasks which meet the aim of the Union;
2. The income shall be deposited into designated bank account immediately. Teacher in charge/ Honorary Consultant and one Student Representative shall be the valid signatories;
3. Petty cash shall not exceed HK\$500.

## Chapter 7 : Election

### Clause 1: Committee Election

- A) Under the arrangement by last cohort of Students' Union Committee, it shall be elected by all students in the 1st General Meeting;
- B) Nomination and Election:
  1. To participate the election in terms of cabinet, shall get the nomination from two teachers;
  2. The cabinet consists of eight students. S3 to S5 students shall be eligible to participate;
  3. To list out the positions in election;
  4. One school day before election is the cool-down period. All cabinet

- members shall not carry out any promotion activities at school;
5. If there is more than one cabinet, the winner shall be the one with more votes. If there is same number of votes, the one with higher voting rate shall be the winner. The voting rate shall be rounded up to 2 decimal places; If there is only one cabinet, the cabinet shall be regarded as winner if it gets 50% or above of valid votes; OR
6. If no cabinet wins in respective year, all activities shall be organized by the Potential Development Committee, four Houses and Extra-curricular Activities Team.

### Clause 2: House Members Election

1. The election shall be held in General Meeting in September;
2. To elect in terms of individual candidate, S3 to S5 students shall be eligible to participate;
3. All House members shall be eligible for voting;
4. If there is more than one candidate, the winner shall be the one with more votes; If there is only one candidate, the candidate shall be regarded as winner if he/she gets over 50% of valid votes.

### Clause 3: Valid vote

- A) Invalid ballot paper :

If the following happen, the ballot paper shall be invalid :

  1. No cabinet or candidate is chosen on the ballot paper;
  2. The voter selects more than one candidate; OR
  3. it contains any writing or mark by which the voter can possibly be identified. Such ballot paper shall be regarded as invalid on the spot. It shall be illegitimate ballot paper and put aside, not be counted and not regarded as questionable ballot paper.
- B) Questionable ballot paper :

If the following happen which makes the validity of the ballot paper a doubt, it shall be regarded as questionable ballot paper and put aside. Under the following circumstance, responsible teachers or Students' Union Committee of last cohort shall determine whether the ballot paper is valid or not:

1. " ✓ "on the ballot paper exceeds the designated border of names of selected cabinet or candidate;
  2. The ballot paper is substantially mutilated; OR
  3. "✓" on the ballot paper blurs to a great extent.
- A. Before counting final voting rate, responsible teachers or the Students' Union Committee of last cohort shall inform the cabinet or candidate to make initial decision on the validity of each questionable ballot paper. The cabinet or candidate can inspect the questionable ballot paper, and make representations for the ballot paper;
  - B. Responsible teachers or the Students' Union Committee of last cohort shall consider the representations and make final decision on the validity of the questionable ballot paper before counting final voting rate.

## Chapter 8 Recall

### Clause 1: Recall or Resignation

1. If Committee members are of dereliction of duty, offend Hong Kong law or school regulations, the Honorary Consultant can recall his/her position;
2. Committee members can only resign under the approval of Teacher in charge.

## Chapter 9 : Others

### Clause 1: Constitution

1. The amendment of the Constitution shall be effective after being drafted by the Committee and shall be passed with 50% or above valid votes in the General Meeting. Final approval of the school shall be required;
2. Valid vote shall be counted in accordance to "Valid Vote" of Clause 3 of Chapter 7 of this Constitution;
3. The interpretation of this Constitution shall be vested by the School.



## OTHER EXPERIENCES & ACHIEVEMENTS IN COMPETITIONS / ACTIVITIES (OEA)

To foster whole-person development, it is essential that students achieve academic excellence and develop their potentials in other fields through services and competitions.

Besides, students' other experiences and achievements are considered in the application of undergraduate

programmes offered by universities, hence it is important for students to participate different activities to achieve the study goals.

Let's keep a good record of the extra-curricular activities, competitions and services you have joined this year!

Activity name / Organization	Role	Award (if applicable)
(example) Prefect Team	Head Prefect	-
(example) Hong Kong Schools Speech Festival		Champion
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

*Don't say / wish, say / will.*

# Goal Setting

SMART model provides a guideline and a structure to facilitate the process of goal setting. It could be applied in different domains including study.

S	M	A	R	T
What do you want to accomplish?	How will you achieve the goal?	Are the steps reasonable to accomplish the goal?	Are your actions related to the goal?	When do you want to accomplish the goal?

## STUDY THE FOLLOWING EXAMPLE OF APPLYING SMART MODEL ON MAKING STUDY PLAN.

<b>Goal</b>	<b>I want to improve my performance in English subject. (example)</b>
<b>Specific</b>	✓ I can attain 10 marks higher in the Examination (i.e. 80 marks) than the Revision Test.
<b>Measurable</b>	✓ To achieve the goal, I will complete a grammar exercise every day.
<b>Achievable</b>	✓ I always complete my homework and revision two hours before bed, so I am confident that I have sufficient amount of time to complete a grammar exercise. ✓ I can seek help from my English teacher when I face challenging questions.
<b>Relevant</b>	✓ English Examination includes one part about grammar usage (Part B).
<b>Timely</b>	✓ I will achieve my goal in the First Term Examination.







# →→ Homework Diary →→

MON	TUES	WED	THURS	FRI	SAT	SUN
		01 School Year Commencement Day	02	03	04	05
06	07	08	09	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

MON	TUES	WED	THURS	FRI	SAT	SUN
				01	02	03
04	05	06	07	08	09	10
11	12	13	14	15	16	17
18	19	20	21	22 PTA AGM + Parents' Night	23 S.3 Test Week	24
25 S.3 Test Week S.1, 2, 4, 5 Test Week S.6 Pre-mock Exam	26	27	28	29	30	31



MON	TUES	WED	THURS	FRI	SAT	SUN
01	02	03	04	05	06	07
S.6 Pre-mock Exam						
08	09	10	11	12	13 S.1 Information Sessions	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					





MON	TUES	WED	THURS	FRI	SAT	SUN
		01	02	03	04 S.1 – S.6 Parents' Day	05
06	07	08	09	10	11	12 S.1 Information Sessions
13	14	15	16	17	18	19
20	21	22 Christmas Service	23	24	25	26
27	28	29	30	31		

MON	TUES	WED	THURS	FRI	SAT	SUN
					01	02
03	04	05	06 S.1 – S.5 First Term Exam	07	08	09
		S.6 Mock Exam				
10 S.1 – S.5 First Term Exam	11	12	13	14	15	16
S.6 Mock Exam						
17 S.1 – S.5 First Term Exam	18	19	20	21 School Picnic	22	23
S.6 Mock Exam						
24	25	26	27	28	29	30
31						



MON	TUES	WED	THURS	FRI	SAT	SUN
	01	02	03	04	05	06
07	08	09	10	11	12	13 ✈️
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						





MON	TUES	WED	THURS	FRI	SAT	SUN
	01	02	03	04	05 S.1 – S.5 Parents' Day	06
07	08	09	10	11	12	13
14	15	16	17	18	19 S.3 Test Week	20
21 S.3 Test Week	22	23	24	25	26	27
S.1 - S.5 Test Week						
28	29	30	31			

MON	TUES	WED	THURS	FRI	SAT	SUN
				01	02	03
04	05	06	07	08	09	10
11 Sports Day	12 Sports Day	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30 Special Parties Parents' Day	



MON	TUES	WED	THURS	FRI	SAT	SUN
➔						01
02	➔03	04	05	06	07	08
09	10	➔11	12	13	14	15
16	17	18	➔19	20	21	22
23	24	25	26	➔27	28 Speech Day	➔29
30	31				➔	



MON	TUES	WED	THURS	FRI	SAT	SUN
		01	02	03	04 S.3 Final Exam	05
06 S.3 Final Exam S.5 Final Exam	07 S.1, 2, 4 Final Exam	08	09	10	11	12
13 S.3 Final Exam S.5 Final Exam S.1, 2, 4 Final Exam	14	15 S.3 TSA Written	16 S.3 TSA Written	17	18	19
20	21	22	23	24 Alumni AGM	25	26
27 Life-wide Learning	28	29	30			



MON	TUES	WED	THURS	FRI	SAT	SUN
				01	02	03
04	05	06	07	08 Special Parties Parents' Day	09	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31



# ➔ ➔ BODY TEMPERATURE RECORD FORM

The school will inform students when there is a need to take the body temperature record. Please pay attention to the school announcement.

If students have fever (oral temperature check higher than 99.5°F or 37.5°C or forehead temperature 96.8°F or 36.0°C), please consult the doctor and do not come back to school.

## 2021 Sept

01	°F/°C	02	°F/°C	03	°F/°C	04	°F/°C	05	°F/°C	06	°F/°C	07	°F/°C	08	°F/°C
*		*		*		*		*		*		*		*	
09	°F/°C	10	°F/°C	11	°F/°C	12	°F/°C	13	°F/°C	14	°F/°C	15	°F/°C	16	°F/°C
*		*		*		*		*		*		*		*	
17	°F/°C	18	°F/°C	19	°F/°C	20	°F/°C	21	°F/°C	22	°F/°C	23	°F/°C	24	°F/°C
*		*		*		*		*		*		*		*	
25	°F/°C	26	°F/°C	27	°F/°C	28	°F/°C	29	°F/°C	30	°F/°C				
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## 2022 Jan

01	°F/°C	02	°F/°C	03	°F/°C	04	°F/°C	05	°F/°C	06	°F/°C	07	°F/°C	08	°F/°C
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09	°F/°C	10	°F/°C	11	°F/°C	12	°F/°C	13	°F/°C	14	°F/°C	15	°F/°C	16	°F/°C
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17	°F/°C	18	°F/°C	19	°F/°C	20	°F/°C	21	°F/°C	22	°F/°C	23	°F/°C	24	°F/°C
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25	°F/°C	26	°F/°C	27	°F/°C	28	°F/°C	29	°F/°C	30	°F/°C	31	°F/°C		
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## 2021 Oct

01	°F/°C	02	°F/°C	03	°F/°C	04	°F/°C	05	°F/°C	06	°F/°C	07	°F/°C	08	°F/°C
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09	°F/°C	10	°F/°C	11	°F/°C	12	°F/°C	13	°F/°C	14	°F/°C	15	°F/°C	16	°F/°C
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17	°F/°C	18	°F/°C	19	°F/°C	20	°F/°C	21	°F/°C	22	°F/°C	23	°F/°C	24	°F/°C
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25	°F/°C	26	°F/°C	27	°F/°C	28	°F/°C	29	°F/°C	30	°F/°C	31	°F/°C		
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## 2022 Feb

01	°F/°C	02	°F/°C	03	°F/°C	04	°F/°C	05	°F/°C	06	°F/°C	07	°F/°C	08	°F/°C
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09	°F/°C	10	°F/°C	11	°F/°C	12	°F/°C	13	°F/°C	14	°F/°C	15	°F/°C	16	°F/°C
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17	°F/°C	18	°F/°C	19	°F/°C	20	°F/°C	21	°F/°C	22	°F/°C	23	°F/°C	24	°F/°C
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25	°F/°C	26	°F/°C	27	°F/°C	28	°F/°C								
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## 2021 Nov

01	°F/°C	02	°F/°C	03	°F/°C	04	°F/°C	05	°F/°C	06	°F/°C	07	°F/°C	08	°F/°C
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09	°F/°C	10	°F/°C	11	°F/°C	12	°F/°C	13	°F/°C	14	°F/°C	15	°F/°C	16	°F/°C
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17	°F/°C	18	°F/°C	19	°F/°C	20	°F/°C	21	°F/°C	22	°F/°C	23	°F/°C	24	°F/°C
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25	°F/°C	26	°F/°C	27	°F/°C	28	°F/°C	29	°F/°C	30	°F/°C				
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## 2022 Mar

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09	°F/°C	10	°F/°C	11	°F/°C	12	°F/°C	13	°F/°C	14	°F/°C	15	°F/°C	16	°F/°C
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17	°F/°C	18	°F/°C	19	°F/°C	20	°F/°C	21	°F/°C	22	°F/°C	23	°F/°C	24	°F/°C
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25	°F/°C	26	°F/°C	27	°F/°C	28	°F/°C	29	°F/°C	30	°F/°C	31	°F/°C		
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## 2021 Dec

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09	°F/°C	10	°F/°C	11	°F/°C	12	°F/°C	13	°F/°C	14	°F/°C	15	°F/°C	16	°F/°C
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17	°F/°C	18	°F/°C	19	°F/°C	20	°F/°C	21	°F/°C	22	°F/°C	23	°F/°C	24	°F/°C
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25	°F/°C	26	°F/°C	27	°F/°C	28	°F/°C	29	°F/°C	30	°F/°C	31	°F/°C		
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## 2022 Apr

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09	°F/°C	10	°F/°C	11	°F/°C	12	°F/°C	13	°F/°C	14	°F/°C	15	°F/°C	16	°F/°C
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17	°F/°C	18	°F/°C	19	°F/°C	20	°F/°C	21	°F/°C	22	°F/°C	23	°F/°C	24	°F/°C
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25	°F/°C	26	°F/°C	27	°F/°C	28	°F/°C	29	°F/°C	30	°F/°C				
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2022 May

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09	°F/°C	10	°F/°C	11	°F/°C	12	°F/°C	13	°F/°C	14	°F/°C	15	°F/°C	16	°F/°C
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17	°F/°C	18	°F/°C	19	°F/°C	20	°F/°C	21	°F/°C	22	°F/°C	23	°F/°C	24	°F/°C
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25	°F/°C	26	°F/°C	27	°F/°C	28	°F/°C	29	°F/°C	30	°F/°C	31	°F/°C		
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2022 Jun

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09	°F/°C	10	°F/°C	11	°F/°C	12	°F/°C	13	°F/°C	14	°F/°C	15	°F/°C	16	°F/°C
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17	°F/°C	18	°F/°C	19	°F/°C	20	°F/°C	21	°F/°C	22	°F/°C	23	°F/°C	24	°F/°C
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25	°F/°C	26	°F/°C	27	°F/°C	28	°F/°C	29	°F/°C	30	°F/°C				
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2022 Jul

01	°F/°C	02	°F/°C	03	°F/°C	04	°F/°C	05	°F/°C	06	°F/°C	07	°F/°C	08	°F/°C
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09	°F/°C	10	°F/°C	11	°F/°C	12	°F/°C	13	°F/°C	14	°F/°C	15	°F/°C	16	°F/°C
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17	°F/°C	18	°F/°C	19	°F/°C	20	°F/°C	21	°F/°C	22	°F/°C	23	°F/°C	24	°F/°C
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25	°F/°C	26	°F/°C	27	°F/°C	28	°F/°C	29	°F/°C	30	°F/°C	31	°F/°C		
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\* Parent's signature



→ → USEFUL QR CODE

School website



School Facebook



E-class login



Self-improvement Scheme Application Form



Revision Guideline



Leave Application Letter for Students



# → → STUDENT'S TIMETABLE

EVANGELIZE CHINA FELLOWSHIP  
SAINT TOO CANAAN COLLEGE

MISSION STATEMENT

BASED ON

THE TEACHING OF THE BIBLE AND  
THROUGH THE PRACTICE OF LOVE,  
WE ARE COMMITTED TO CREATING  
A LEARNING ENVIRONMENT FILLED  
WITH CREATIVITY, INITIATIVE, CARE  
AND TRUST.

WE AIM TO HELP STUDENTS BUILD  
HARMONIOUS RELATIONSHIPS WITH  
OTHERS, AND TO DEVELOP THEIR OWN  
UNIQUE POTENTIAL IN THE AREAS  
OF INTELLECT, CHARACTER AND  
TEMPERAMENT.

WE ASPIRE TO CULTIVATE YOUNG  
PEOPLE WITH A SENSE OF  
RESPONSIBILITY, RATIONALITY AND  
AFFECTION, WHO PURSUE EXCELLENCE  
IN LIFE WITH VISION AND PASSION.

