



香港浸信會聯會專業書院

ACADEMY OF THE BAPTIST CONVENTION OF HONG KONG

新高中外語課程

**New Senior Secondary
Other Languages Programme**

學生手冊

Student Handbook



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1 註冊 Registration :

- 1.1 如學生的姓名、電話、電郵或其他登記的資料有任何更改，須立即以電郵通知香港浸信會聯會專業書院：nss@abchk.edu.hk.

If there are any changes on student name, contact number, email or other information, please notify the Academy immediately by email: nss@abchk.edu.hk.

- 1.2 學生每年需要重新註冊一次，選擇上課地點及時間。

Student should register in each academic year and choose class time and venue.

- 1.3 學生應根據印在香港身份證或護照的姓名註冊。

Students' registered name should be identical to the printed on HKID card or passport.

2 其他費用 Other fees :

款項 Items	費用 (港幣) Fees (HK Dollars)
學材費 learning materials fee	中四、中五：\$700 及 中六：\$500 S4 & S5 : \$700 / S6: \$500
收據補領費 / 成績單 Fee for replacement of receipt / transcript	\$50
教科書 (自行購買或透過書院訂購) Textbooks (Students can buy by themselves or preorder through The Academy)	因個別教科書價格而定 Prices depending on the respective textbooks

※ 書院不接受現金繳費，詳情請向職員查詢。

The Academy will NOT accept CASH payment, please contact our staff for payment details.

3 儀容及行為 Outfit and behavior :

- 3.1 學生在校園內外需注重言行舉止。

Students should pay attention to their own behavior and languages.

- 3.2 所有學生上堂時必需穿著整齊校服或運動服，如果學生因事未能穿著，必須於上課前48小時前將家長信以電郵寄到nss@abchk.edu.hk，否則書院有權禁止學生進入課室。獲批准穿著便衣的學生，上衣必須有袖、裙或褲必須及膝，否則將不能進入校園上課。若學生不穿校服獲記錄三次，書院將向其所屬學校匯報違規行為。

Students should wear school uniform or school sportswear to attend all classes, otherwise they will not be allowed to enter the campuses. If student unable to wear them for some reason, they must email a parent letter to nss@abchk.edu.hk 48 hours before class.

Otherwise, the Academy reserves the right to prohibit students from entering the classroom. Any student recorded not wearing the school uniform three times will have their violation reported to their respective school.

- 3.3 學生有責任保護校園設施，保持校園及課室清潔，課室內不可飲食。

Students have the responsibility to keep campuses clean. Do not eat or drink in the classrooms.

- 3.4 學生於上課期間，包括小息時不可擅自離開校園。

Students are not allowed to leave the campus without permission during class time, including breaks.

- 3.5 學生於上課期間，除導師要求以手提電話或平板電腦輔助教學，否則一律禁止使用手提電話或平板電腦作非學習工具，書院有權沒收該電子儀器並要求家長到書院認領。

Students are not allowed to use mobile phone or tablets during the lessons. The Academy reserves the right to confiscate such electronic devices and require parents to come to the Academy to claim them.

- 3.6 學生不應向導師索取個人聯絡方法(包括電話、社交媒體帳號等)，如有學習上的問題需要諮詢導師，應善用課堂小休時間或在每班的Google Classroom提出。

Students should not request Lecturers to provide their personal contact details (including phone numbers, social media accounts etc.). If students have questions regarding their studies, they should ask during the recess time or seek for advice and assistance in the Google Classroom.

- 3.7 學生在任何情況下，不應向導師或校舍當值人員贈送禮物，以免造成不必要的誤會。

Students are strictly prohibited from giving gifts to Lecturers or staff on duty. This policy ensures professional boundaries and prevents any unnecessary misunderstandings.

4 出席及請假規則 Attendance and Absence Rules :

- 4.1 學生於課堂遲到逾15分鐘則算為遲到，遲到超過30分鐘則當缺席，遲到紀錄會在出席報告上註明。

Students who arrive the classroom after the class has started for more than 15 minutes will be considered as "Late". Those who arrive after the class has started for more than 30 minutes will be considered as "Absent". Late remark will be stated on the school attendance report.

- 4.2 學生若需要請事假、因事遲到或早退，必須預先在上課前兩個工作天內透過以下請假連結上載相關證明及家長簽署的請假信，否則當缺席處理。網上請假申請連結: <https://abchk.edu.hk/nss-leave/>

Students who need to apply for personal leave, late or early leave with reasons, they must upload relevant proof and the parent's signed letter to the Academy's website **at least 2 working days before the scheduled lesson**, otherwise they will be marked as absence. Online Leave Application Form link: <https://abchk.edu.hk/nss-leave/>

- 4.3 學生如因病缺課，必須於下節課堂前或儘快於網上上載請假信及醫生病假證明，否則當缺席處理。網上請假申請連結: <https://abchk.edu.hk/nss-leave/>

If students are absent due to illness, they must upload medical certificate and the parent's signed letter before the next lesson, otherwise they will be marked as absence. Leave Application Form link: <https://abchk.edu.hk/nss-leave/>

- 4.4 學生每堂的出席狀況，將會每星期交予學生所屬學校老師作紀錄及跟進，學生可向所屬學校老師查詢。

Students' attendance record will be sent to their respective schools for record and follow-up every week. Students should check their own attendance with School Teachers.

5 考試安排 Exam arrangement :

- 5.1 每年分上下學期，每學期會舉行一次測驗及一次考試，學生必須留意上課時間表上所編訂的日期及時間出席。如有任何更新，書院會向學生發出通告。

These are two semesters for each academic year. One quiz and one examination will be held in each semester. Students should pay attention to the date and time and attend quizzes and examinations. If there is any update, the Academy will send notice to students.

- 5.2 如因事未能出席考試，學生可提交家長信及相關證明申請補考，為公平起見，補考分數會按考獲的成績扣減20%。

In case student cannot attend the scheduled examination due to unforeseen and unavoidable circumstances, student may submit a parent's signed letter with supporting document and apply for a make-up exam. To uphold fairness, all make-up exam scores will be deducted by 20%.

- 5.3 書院會按個別學生情況安排補考並保留分數調整的最終決定。

The Academy will consider each make-up exam application on a case-by-case basis and retain the final decision on score adjustment.

- 5.4 考試成績會交予學生所屬學校老師參考。

All exam results will be sent to the students' respective School Teacher for reference.

- 5.5 中學文憑試丙類科目認可之公開考試而由學生直接向各主考機構報名並付費。

Students should register the Other Languages examinations of DSE Category C subject with the respective the examination providers and pay the examination fee directly.

- 5.6 本書院會不時提醒學生報考公開試，但所有考試名額均由公開考試機構監控，並以先到先得的方式保留。

The Academy will remind students of the registration period from time to time. Students should note that all examination quota are monitored and reserved on first-come-first-served basis by the examination provider.

6 緊急事故安排 Emergency arrangement :

- 6.1 一般事故，學生需即時通知書院職員處理。

Any incident, students should notify the staff of the Academy to handle it immediately.

- 6.2 嚴重事故，由書院職員電召救護車，並通知學生家長及學校老師。

For serious accident, the Academy staff will call an ambulance and inform students' parent and School Teachers accordingly.

7 版權 Copyright :

- 7.1 請尊重版權，所有課堂錄影、筆記及資料只供學生私人修讀之用，未經許可轉發或翻印必究。

Please respect Copyright. All lesson recordings, notes and materials are only used for the purpose of self-study by the paid students. Unauthorised transfer or reprint must be penalized.

- 7.2 在任何情況下，學生嚴禁對課堂內容進行攝影、錄音或錄影。

Students are strictly prohibited to take photos and videos during lessons.

8 惡劣天氣上課安排 Class arrangements during bad weather :

8.1 在惡劣天氣及暴雨期間，所有課程是否如期舉行或取消，以天文台天氣預報及教育局 (<https://www.edb.gov.hk/tc/index.html>) 最終決定為準。

During the bad weather, all classes to be held as scheduled or CANCELLED based on the weather broadcast of the Observatory and the final decision of Education Bureau (<https://www.edb.gov.hk/tc/index.html>)

9 即時通訊 Instant messaging :

書院建議學生將書院的流動電話號碼2355 9005加入通訊錄，並按班別加入通告群組，確保學生可以接收到書院的廣播訊息。(通告群組內只有書院同工可以得悉學生的電話號碼)

To ensure students can receive the Academy's broadcast messages, students have to add mobile number 2355 9005 on their contact list and join the Whatsapp community group by each class. (Only the Academy's staff can know the students' phone numbers in the Whatsapp community group)

10 其他事項 Others :

10.1 本書院對課堂一切安排及守則保留最終決定及修訂權利。

The Academy reserves the rights to make final decisions and any changes to all arrangements and rules of classes.

10.2 書院於上課場地範圍內拍攝，並將所有照片及影像作為內部使用。

All photos taking within classes venue are only used for operation purposes only.

10.3 課程最新資訊及時間表可參閱：

To access the latest course information and timetable, please refer to: www.abchk.edu.hk/nss

10.4 如有任何意見，可於以下表格提交意見：

If you have any comments or opinions, you can submit them via the following form: www.abchk.edu.hk/suggestions.

10.5 如對課程有任何查詢，歡迎聯絡香港浸信會聯會專業書院職員。

If you have any enquiries, you're welcome to contact the staff of the Academy.

11 聯絡方法 Contact Us :

Whatsapp : 2355 9005 (只限於辦公時間內以文字通訊)

電話 Phone : 2355 9000

電郵 E-mail : nss@abchk.edu.hk

網址 Website : www.abchk.edu.hk

地址 Address : 九龍柯士甸道33-39號創德樓3樓 (電梯按2字)

(柯士甸站F出口 / 佐敦地鐵站C2出口)

2/F, Chong Tak House, 33-39 Austin Road, Kowloon

(Austin Station, Exit F / Jordan station, Exit C2)

✧ 辦公時間 Office Hour : 星期一至五 (上午9:00 - 1:00 及 下午2:00 - 6:00 ;

公眾假期、星期六及日休息)

Monday to Friday (9:00a.m. to 1:00p.m. ; 2:00p.m. to 6:00p.m.)

Closed on public holidays, Saturdays and Sundays