



CREATIVE SECONDARY SCHOOL  
啓思中學

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## Conduct During PE Lesson

1. Students make sure their lockers are locked in the appropriate way.
2. School office staff will give students a card, with a number for returning the valuables, after getting the student's signature if the student chooses to keep valuables at school office.
3. Use of changing room at PE lessons:
  - Students are not permitted to bring backpacks into the changing room. PE uniform must be carried in a zippable gym bag large enough to contain the student's regular uniform and shoes.
  - Students are required to name all items of uniform, including ties and shoes. Students should make sure his/her valuables (wallet, money, mobile and learning devices) are kept safe - such as keeping them in his/her locker, or securing them in the school office before PE lessons. (Note: the office will only accept small valuable items.)
  - PE Teacher gives a reminder to the students at the briefing at the beginning of the class.
  - Students should make sure his/her valuables not left in the changing room because the changing room is not locked.
  - Students must take out their uniforms with shoes and keep the changing room clear after PE lessons.
4. We suggest that students do not bring large amounts of money to school. Write their names on uniforms, and record the serial numbers of mobile and other devices.
5. **Students, not teachers and staff, are responsible for their own belongings, including valuables.**

## 體育課堂行為指引

1. 學生需確保其儲物櫃正確上鎖
2. 若學生需在校務處保存財物，需作登記簽名。校務處職員會向學生提供列有登記號碼的卡片以作取回財物之用。
3. 體育課時使用更衣室：
  - 學生不可攜帶背包進入更衣室。學生應使用容量充足的運動袋以裝納運動衣、校服及鞋子。
  - 學生必須在所有校服（包括領帶和鞋子）上標明姓名。學生應妥善保管自己的財物（錢包、錢、電子及學習設備等）-如保管在儲物櫃內，或體育課前保管在校務處（注：校務處僅保管小型物件）
  - 體育老師應在課前簡介中作相關提醒
  - 學生應注意勿將財物遺留在更衣室中，因更衣室不會上鎖
  - 體育課後，學生需帶走所有衣物，並保持更衣室清潔
4. 學校不建議學生攜帶大量現金回校。學生應在校服上標明姓名，並記錄好帶回校的電子及其他設備序列號。
5. **保管學生財物非學校教職工之責，學生應負責妥善保管自己的財物（尤其是貴重物品）。**