

沙巴崇正中学

SABAH TSHUNG TSIN SECONDARY SCHOOL



2021年

学务及防疫指南

STUDENT AFFAIRS GUIDE
AND PRECAUTIONARY MEASURES

所有安排或因局势变化而有所更动。请家长和同学们随时注意学校官方公布的消息和最新通告

All arrangements are subject to change. Kindly take note of the school's latest announcement

1

2021

致全体家长及同学

有关：新学年开学事宜

2021新的一年伊始，新学年开学在即，欢迎同学们回到校园上课。

2. 本校全体高二及高三同学将于1月20日实体开学，同时初一至高一同学在家进行网课。请家长督促孩子的课业，并随时紧密关注学校官方最新通告。
3. 学校将遵循教育部的开学标准作业指令，继续严格执行校园防疫安全措施，请家长每天确保孩子进入学校前戴上口罩，遵循学校的防疫安全指南，在上学及放学接送孩子时段务必配合学校的指示。
- 3) 请家长及同学们开学前务必详读这本“学务指南”，提早做好开学准备。

谢谢大家！敬祝
开学愉快

校长办公室



Dear parents and students,

Re: School Opening Arrangements

Welcome to the new academic year of 2021.

2. The Senior Two and Three students will return to school on 20 January. At the same time, Junior One to Senior One students shall begin their online classes. Parents are advised to take note of their children' learning and pay close attention to the school's latest announcements.
3. The school shall adhere to the Standard Operating Procedures (SOPs) set the Ministry of Education (MOE). Parents should ensure that their children wear face mask before coming to school, and strictly follow the precautionary measures and safety guidelines prepared by the school. In addition, parents should make sure that their children arrive at school punctually and leave promptly after school dismissal.
4. Parents and students are required to read the Student Affairs Guide & Precautionary Measures carefully and make preparation for the school opening.

Thank you for your cooperation

Principal's Office



学务指南

Student Affairs Guide

- 上课安排
- 学期制/主要活动
- 网课注意事项
- 线上考试方法
- 各级作息时间表
- 上学及放学提醒
- 放学时间安排/解散路线

开学准备

School Opening Arrangements

- 开学注意事项
(网课/实体课)
- 各级课室分布图
- 服装仪容标准
- 联课活动提醒
- 转换会社程序

防疫指南

Precautionary Measures

- 返校健康检查准则
- 校园安全警戒区
- 检测点Access Point
- 早午餐安排
- 家长、访客及来宾
- 校园卫生及秩序



4

20
21

学务指南 STUDENT AFFAIRS GUIDE

所有安排或因局势变化而有所更动。请家长和同学们随时注意学校官方公布的消息和最新通告
All arrangements are subject to change. Kindly take note of the school's latest announcement



上课安排

Class Arrangement

- 1) 全面遵循教育部的新学年开学指示和安全指南（SOP）。
全体初一至高三班级开学日期：2021年 1月20日（星期三）
初一至高一（网课），高二及高三（实体课）
 - 2) 全部课室座位符合教育部“肩膀到肩膀”一米安全距离间隔。
 - 3) 上课时间为星期一至星期六。
 - 4) 学生按新编“上课时间表”点名和作息（见第11-16页附表）。
 - 5) 学校实行分段放学，各级按指定时间和路线疏散（见第17-21页附表）。
 - 6) 实体课程为主，保留线上加强课为辅。
 - 7) 按教育部及学校行事历进行公共考试和学校考试及规定活动。
 - 8) 上课期间家长和同学需严格遵守校园防疫安全指南。
-
1. Strictly adhere to the Ministry of Education (MOE) New Academic Year Standard Operating Procedures (SOPs).
-- Commencement date for Junior One to Senior Three classes is on 20 January 2021 (Wednesday)
-- Online classes for Junior One to Senior One. In-person classes for Senior Two and Three.
 2. All classroom seats are arranged in compliance with the one-meter distance rule (shoulder to shoulder).
 3. Classes are from Monday to Saturday.
 4. Students shall follow the revised timetable (refer to pg. 11 to 16).
 5. The school shall implement daily dismissal in stages according to the assigned time and designated route (refer to pg. 17 to 21)
 6. In-person classes are the primary and online classes are the supplementary.
 7. Public examinations shall follow the Ministry of Education's calendar. School examinations and activities shall follow the school's arrangements.
 8. Parents and students are required to follow the school preventive measures and safety guidelines.



PENGAL PERSEKOLAHAN TAHUN 2021

KUMPULAN B :

Sekolah-sekolah di negeri: Melaka, Negeri Sembilan, Pahang, Perak, Perlis, Pulau Pinang, Sabah, Sarawak, Selangor, Wilayah Persekutuan Kuala Lumpur, Wilayah Persekutuan Labuan & Wilayah Persekutuan Putrajaya

Putrajaya					
PENGKAL	MULA PERSEKOLAHAN	AKHIR PERSEKOLAHAN	JUMLAH HARI	JUMLAH MINGGU	
1	CUTI AWAL TAHUN				3
	01.01.2021 - 19.01.2021		19		
	20.01.2021	31.01.2021	8	10	
	01.02.2021	28.02.2021	17		
	01.03.2021	26.03.2021	20		
	JUMLAH HARI		45		
	CUTI PERTENGAHAN PENGKAL				1
	27.03.2021 - 04.04.2021		9		
	05.04.2021	30.04.2021	20	8	
	01.05.2021	28.05.2021	15		
	JUMLAH HARI		35		
CUTI PERTENGAHAN TAHUN					2
29.05.2021 - 13.06.2021		16			
2	14.06.2021	30.06.2021	13	5	
	01.07.2021	16.07.2021	12		
	JUMLAH HARI		25		
	CUTI PERTENGAHAN PENGKAL				
	17.07.2021 - 25.07.2021		9		
	26.07.2021	31.07.2021	5	7	
	01.08.2021	31.08.2021	20		
	01.09.2021	10.09.2021	8		
	JUMLAH HARI		33		
	CUTI PERTENGAHAN PENGKAL				1
	11.09.2021 - 19.9.2021		9		
	20.09.2021	30.09.2021	9	12	
	01.10.2021	31.10.2021	20		
	01.11.2021	30.11.2021	19		
	01.12.2021	10.12.2021	8		
JUMLAH HARI		56			
CUTI AKHIR TAHUN				3	
11.12.2021 - 31.12.2021		21			

HARI GANTI

Hari ganti adalah hari yang pendidikan hendaklah dijalankan di sekolah bagi menggantikan hari yang pendidikan tidak dapat dijalankan atas apa-apa sebab yang diluluskan oleh Pendaftar. Hari ganti persekolahan bagi sekolah-sekolah dalam negeri Kumpulan B boleh diambil daripada mana-mana hari Sabtu minggu ke 2 atau ke 4 dalam mana-mana bulan pada tahun 2021 jika guru besar atau pengetua mendapati bahawa hari sekolah bagi sekolahnya adalah kurang dari satu ratus sembilan puluh (190) hari.

2021学期制

2021 School Calendar

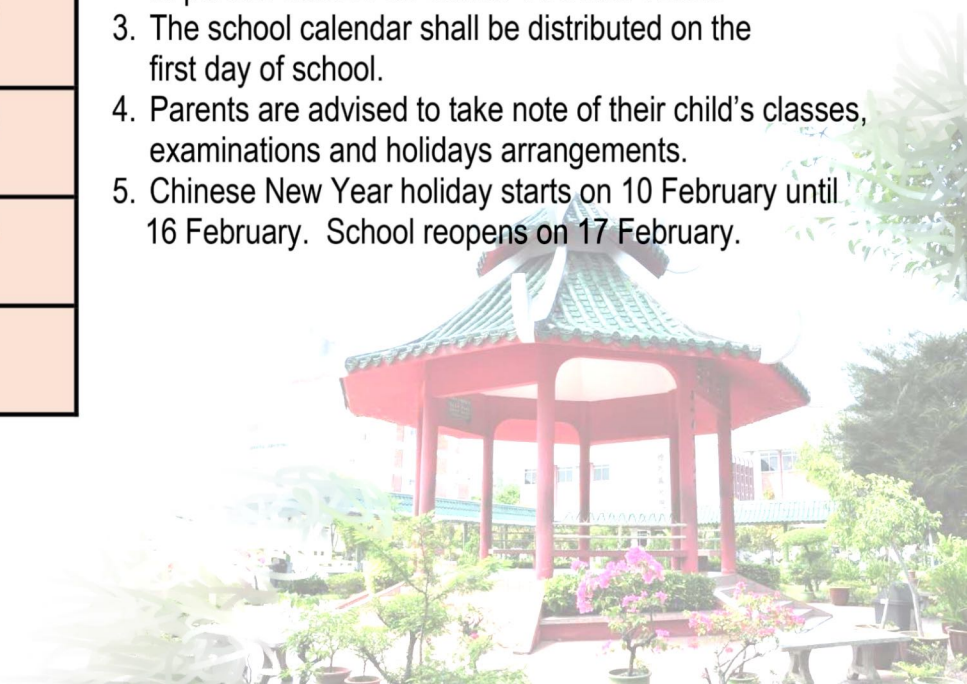


2021 主要活动 Main Activities

20/1	2021新学年开学 Academic Year Commences
23/1	2021新学年开学典礼（线上） School Opening Ceremony (Online)
10/2--16/2	农历新年假期 Chinese New Year Holidays
22/2--24/3	2020年度SPM考试（高三）
18/3--26/3	第一学期期中考试（初一至高二） 1 st Mid Term Exam (J1-S2)
18/6--26/6	第一学期期末考试（初一至高三） 1 st Term Exam (J1-S3)
3/9--10/9	第二学期期中考试（初一至高三） 2 nd Mid Term Exam (J1-S3)
1/11—12/11	第二学期期末考试（初一至高三） 2 nd Term Exam (J1-S3)
10/12	2021学年休业典礼 Academic Year Closing Ceremony

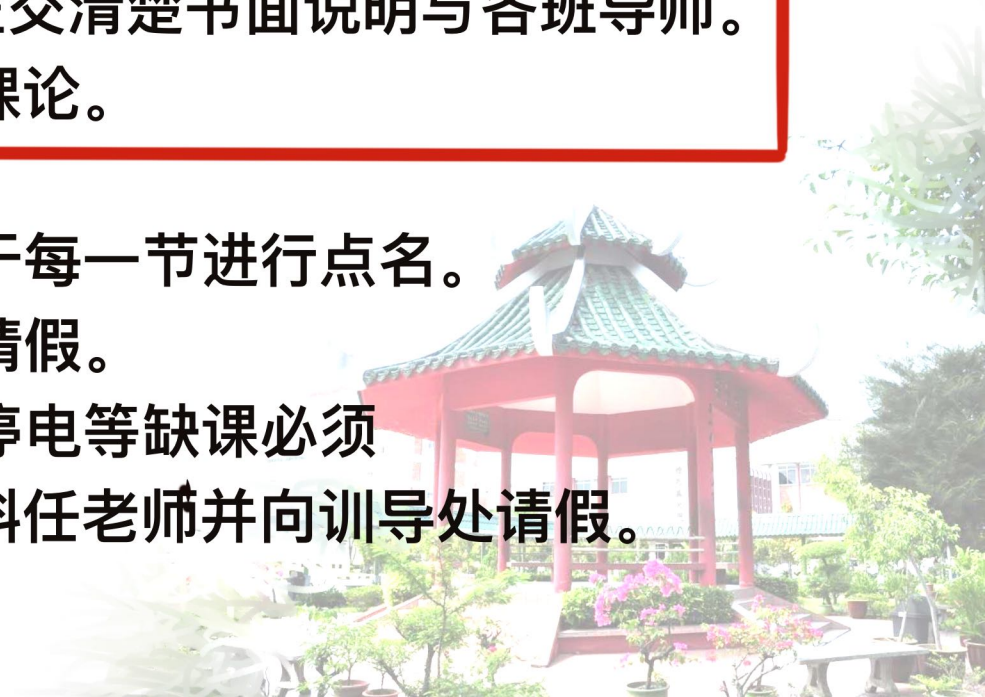
- 1) 学校将参照教育部上课和假期行事历。（主要活动见左图）。
- 2) 全体同学于1月20日同步开学，初一至高一网课，高二和高三实体课。
- 3) 学校第一学期行事历将于开学派发。
- 4) 请家长关注孩子的上课、考试和假期安排。
- 5) 学校农历新年假期订于2月10日至16日（年二十九至年初五），2月17日年初六开学。

1. The school shall follow MOE calendar for school terms and school breaks (main activities are shown on the left)
2. School term commences on 20 January. Online classes for Junior One to Senior One. In-person classes for Senior Two and Three.
3. The school calendar shall be distributed on the first day of school.
4. Parents are advised to take note of their child's classes, examinations and holidays arrangements.
5. Chinese New Year holiday starts on 10 February until 16 February. School reopens on 17 February.



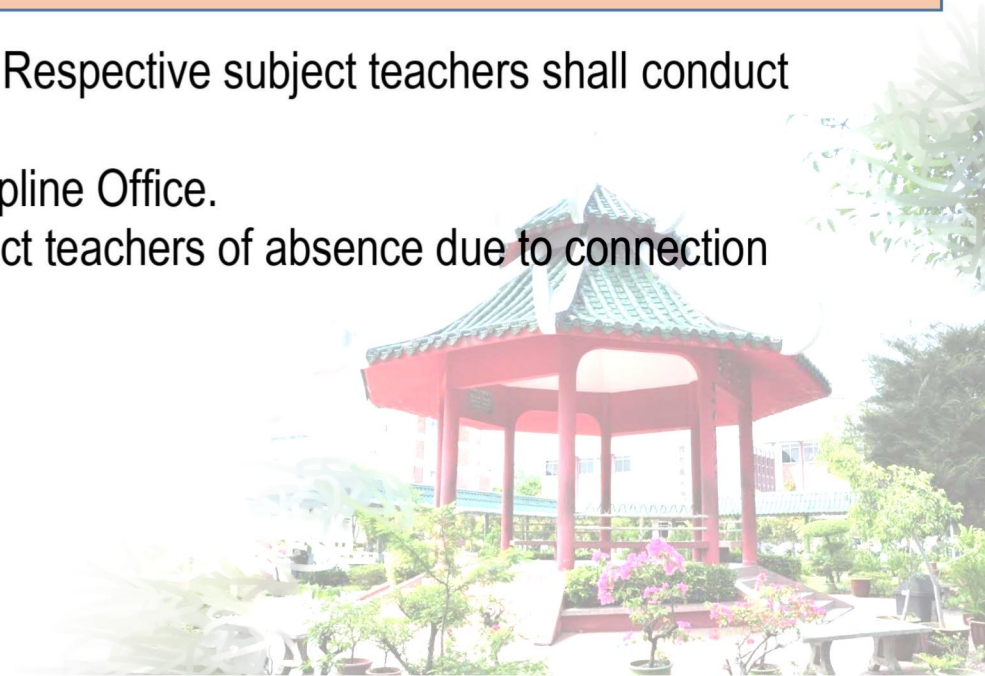
网课注意事项

- 1) 所有网课将依各科课程编排进度教课。
- 2) 同学需按学校行事历上课、测验及考试。
- 3) 必须准时完成及缴交网上功课，不抄袭或取巧。
- 4) 网课期间必须遵守校规，专心上课，态度认真。
- 5) 网课时须确定摄像镜头打开以方便老师上课，点名。
如有摄像镜头无法操作或特殊原因不能使用摄像镜头，
家长必须于1月20日开学前呈交清楚书面说明与各班导师。
无故不开视频上课者将以旷课论。
- 6) 准时上课放学，科任老师将于每一节进行点名。
- 7) 因故缺席同学必须向训导处请假。
- 8) 如有特殊原因如网络问题、停电等缺课必须
第一时间知会班导师及相关科任老师并向训导处请假。



Online Classes

1. All online classes shall follow the timetable.
2. Students must follow the school calendar for classes, assessments and examinations.
3. Students are obligated to hand in all online assignments. Plagiarism and cheating are strictly prohibited.
4. During online classes, students must abide by the school rules and pay attention during lessons.
5. Make sure the camera is on during roll calls. Parents are required to inform (in writing) the school and the respective form teachers if the camera cannot be turned on by 20 January. Students, who do not comply, will be marked absent.
6. Classes commence and end as scheduled. Respective subject teachers shall conduct roll call for each lesson.
7. Absentees should apply leave with the Discipline Office.
8. Inform the respective form teachers or subject teachers of absence due to connection problems or blackout.



线上考试方法

Online Examination Procedure

适用范围

1. 校内所有考试（期中考、期末考、补考等）。
2. 转学考试、入学考试（对象为校外学生）。

Scope

1. All school examinations (Mid-terms, finals, Make-ups, and etc.)
2. Transfer and entrance examinations (for off-campus students).

<http://bit.ly/STTSSONLINEEXAM>



沙巴崇正中学
Sabah Tshung Tsin Secondary School

线上考试办法
Online Examination Procedure

第一版本 Revision 1

教务处
Academic Department

2021年1月3日修订
Revised on 03 January 2021



初一作息时间表

Junior One Timetable

- 1) 初一班级1月20日开学将按新常态“作息时间表”上课。
- 2) 作息时间表适用于管制令期间网课及实体复课后。
- 3) 星期一至星期三10节课，星期四及星期五8节课，
放学解散时间为2:00p.m.。
- 4) 星期六上5节课，放学解散时间为10:35a.m.。
- 5) 星期六的6, 7节课暂取消直到恢复常态上课。
(会另行通知)。
- 6) 各级分段放学时间表见第15页。

1. Junior One classes shall commence on 20 January according to the revised timetable.
2. The timetable will be used for both the (Control Movement Order) MCO period and the resumption of in-person classes.
3. 10 lesson periods from Monday to Wednesday.
8 lesson periods for Thursday & Friday.
School ends at 2 p.m.
4. 5 lesson periods for Saturday. School ends at 10.35 a.m.
5. Saturday lessons 6 & 7 will be temporarily cancelled until the resumption of in-person classes. (will be notified separately)
6. Refer to pg. 15 for the in stages dismissal time (all forms).

Thursday - Friday		
07:10-07:20	10'	Morning Study
07:20-08:00	40'	1
08:00-08:40	40'	2
08:40-09:00	20'	Recess
09:00-09:40	40'	3
09:40-10:20	40'	4
10:20-10:30	10'	Break
10:30-11:10	40'	5
11:10-11:50	40'	6
11:50-12:40	50'	Lunch
12:50-13:20	40'	7
13:20-14:00	40'	8

Monday - Wednesday		
07:10-07:20	10'	Morning Study
07:20-07:50	30'	1
07:50-08:20	30'	2
08:20-08:50	30'	Recess
08:50-09:20	30'	3
09:20-09:50	30'	4
09:50-10:00	10'	Break
10:00-10:30	30'	5
10:30-11:00	30'	6
11:00-11:10	10'	Break
11:10-11:40	30'	7
11:40-12:10	30'	8
12:10-13:00	50'	Lunch
13:00-13:30	30'	9
13:30-14:00	30'	10

Saturday		
07:10-07:20	10'	Morning Study
07:20-07:50	35'	1
07:55-08:30	35'	2
08:30-09:05	35'	3
09:05-09:25	20'	Recess
09:25-10:00	35'	4
10:00-10:35	35'	5
10:35-10:50	15'	Break
10:50-11:25	35'	6
11:25-12:00	35'	7

暂时取消



初二作息时间表

Junior Two Timetable

- 1) 初二班级1月20日开学将按新常态“作息时间表”上课。
- 2) 作息时间表适用于管制令期间网课及实体复课后。
- 3) 星期一至星期三10节课，星期四及星期五8节课，
放学解散时间为2:10p.m.。
- 4) 星期六上5节课，放学解散时间为10:45a.m.
- 5) 星期六的6, 7节课暂取消直到恢复常态上课。
(会另行通知)。
- 6) 各级分段放学时间表见第15页。

1. Junior Two classes shall commence on 20 January according to the revised timetable.
2. The timetable will be used for both the (Control Movement Order) MCO period and the resumption of in-person classes.
3. 10 lesson periods from Monday to Wednesday.
8 lesson periods for Thursday & Friday.
J2 dismissal time 2:10 p.m.
4. 5 lesson periods for Saturday. J2 dismissal time 10:45 a.m.
5. Saturday lessons 6 & 7 will be temporarily cancelled until the resumption of in-person classes. (will be notified separately)
6. Refer to pg. 15 for the in stages dismissal time (all forms).

Monday - Wednesday		
07:10-07:20	10'	Morning Study
07:20-07:50	30'	1
07:50-08:20	30'	2
08:20-08:50	30'	Recess
08:50-09:20	30'	3
09:20-09:50	30'	4
09:50-10:00	10'	Break
10:00-10:30	30'	5
10:30-11:00	30'	6
11:00-11:10	10'	Break
11:10-11:40	30'	7
11:40-12:10	30'	8
12:10-13:00	50'	Lunch
13:00-13:30	30'	9
13:30-14:00	30'	10

Thursday - Friday		
07:10-07:20	10'	Morning Study
07:20-08:00	40'	1
08:00-08:40	40'	2
08:40-09:00	20'	Recess
09:00-09:40	40'	3
09:40-10:20	40'	4
10:20-10:30	10'	Break
10:30-11:10	40'	5
11:10-11:50	40'	6
11:50-12:40	50'	Lunch
12:50-13:20	40'	7
13:20-14:00	40'	8

Saturday		
07:10-07:20	10'	Morning Study
07:20-07:50	35'	1
07:55-08:30	35'	2
08:30-09:05	35'	3
09:05-09:25	20'	Recess
09:25-10:00	35'	4
10:00-10:35	35'	5
10:35-10:50	15'	Break
10:50-11:25	35'	6
11:25-12:00	35'	7

暂时取消



初三作息时间表

Junior Three Timetable

- 1) 初三班级1月20日开学将按新常态“作息时间表”上课。
- 2) 作息时间表适用于管制令期间网课及实体复课后。
- 3) 星期一至星期三10节课，星期四及星期五8节课，
放学解散时间为2:20p.m.
- 4) 星期六上7节课，放学解散时间为11:50a.m.
- 5) 各级分段放学时间表见第15页。

1. Junior Three classes shall commence on 20 January according to the revised timetable.
2. The timetable will be used for both the (Control Movement Order) MCO period and the resumption of in-person classes.
3. 10 lesson periods from Monday to Wednesday.
8 lesson periods for Thursday & Friday. J3 dismissal time 2:20 p.m.
4. 7 lesson periods for Saturday. School ends at 11:50 a.m.
5. Saturday lessons 6 & 7 will be temporarily cancelled until the resumption of in-person classes. (will be notified separately)
6. Refer to pg. 15 for the in stages dismissal time (all forms).

...

Thursday - Friday

07:10-07:20	10'	Morning Study
07:20-08:00	40'	1
08:00-08:40	40'	2
08:40-09:00	20'	Recess
09:00-09:40	40'	3
09:40-10:20	40'	4
10:20-10:30	10'	Break
10:30-11:10	40'	5
11:10-11:50	40'	6
11:50-12:40	50'	Lunch
12:50-13:20	40'	7
13:20-14:00	40'	8

Monday - Wednesday

07:10-07:20	10'	Morning Study
07:20-07:50	30'	1
07:50-08:20	30'	2
08:20-08:50	30'	Recess
08:50-09:20	30'	3
09:20-09:50	30'	4
09:50-10:00	10'	Break
10:00-10:30	30'	5
10:30-11:00	30'	6
11:00-11:10	10'	Break
11:10-11:40	30'	7
11:40-12:10	30'	8
12:10-13:00	50'	Lunch
13:00-13:30	30'	9
13:30-14:00	30'	10

Saturday

07:10-07:20	10'	Morning Study
07:20-07:50	35'	1
07:55-08:30	35'	2
08:30-09:05	35'	3
09:05-09:25	20'	Recess
09:25-10:00	35'	4
10:00-10:35	35'	5
10:35-10:50	15'	Break
10:50-11:25	35'	6
11:25-12:00	35'	7



高一作息时间表

Senior One Timetable

- 1) 高一班级1月20日开学将按新常态“作息时间表”上课。
- 2) 作息时间表适用于管制令期间网课及实体复课后。
- 3) 管制令网课期间星期一至星期三10节课，
星期四及星期五8节课，放学时间为2:00p.m.
- 4) 实体复课后星期一至星期三11节课，星期四及
星期五9节课，放学时间为2:30p.m.
- 5) 星期六上7节课，放学时间为12:00 noon.
- 6) 各级分段放学时间表见第15页。

1. Senior One classes shall commence on 20 January according to the revised timetable.
2. The timetable will be used for both the (Control Movement Order) MCO period and the resumption of in-person classes.
3. 10 lesson periods from Monday to Wednesday.
8 lesson periods for Thursday & Friday.
School ends at 2:00 p.m.
4. After the MCO period, 11 lesson periods from Monday to Wednesday,
8 lesson periods for Thursday & Friday. School ends at 2:30p.m.
5. 7 lesson periods for Saturday. School ends at 12 noon.
6. Refer to pg. 15 for the in stages dismissal time (all forms).

...

Thursday - Friday

07:10-07:20	10'	Morning Study
07:20-08:00	40'	1
08:00-08:40	40'	2
08:40-09:00	20'	Recess
09:00-09:40	40'	3
09:40-10:20	40'	4
10:20-10:30	10'	Break
10:30-11:10	40'	5
11:10-11:50	40'	6
11:50-12:40	50'	Lunch
12:50-13:20	40'	7
13:20-14:00	40'	8
14:00-14:30	30'	9 (S1)

实体复课后加一节

Monday - Wednesday

07:10-07:20	10'	Morning Study
07:20-07:50	30'	1
07:50-08:20	30'	2
08:20-08:50	30'	Recess
08:50-09:20	30'	3
09:20-09:50	30'	4
09:50-10:00	10'	Break
10:00-10:30	30'	5
10:30-11:00	30'	6
11:00-11:10	10'	Break
11:10-11:40	30'	7
11:40-12:10	30'	8
12:10-13:00	50'	Lunch
13:00-13:30	30'	9
13:30-14:00	30'	10
14:00-14:30	30'	11 (S1)

实体复课后加一节

Saturday

07:10-07:20	10'	Morning Study
07:20-07:50	35'	1
07:55-08:30	35'	2
08:30-09:05	35'	3
09:05-09:25	20'	Recess
09:25-10:00	35'	4
10:00-10:35	35'	5
10:35-10:50	15'	Break
10:50-11:25	35'	6
11:25-12:00	35'	7



高二作息时间表

Senior Two Timetable

- 1) 高二班级1月20日开学将按新常态“作息时间表”上课。
- 2) 作息时间表适用于实体课或因应时局转为网课时。
- 3) 星期一至星期三11节课，星期四及星期五9节课，
放学时间为2:40p.m.
- 4) 星期六上7节课，放学解散时间为12:10 p.m.
- 5) 各级分段放学时间表见第15页。

1. Senior Two classes shall commence on 20 January according to the revised timetable.
2. The timetable will be used for both the (Control Movement Order) MCO period and the resumption of in-person classes.
3. 11 lesson periods from Monday to Wednesday.
9 lesson periods for Thursday & Friday. School ends at 2:40 p.m.
4. 7 lesson periods for Saturday. S2 dismissal time 12:10p.m.
5. Refer to pg. 15 for the in stages dismissal time (all forms).

...

Thursday - Friday

07:10-07:20	10'	Morning Study
07:20-08:00	40'	1
08:00-08:40	40'	2
08:40-09:00	20'	Recess
09:00-09:40	40'	3
09:40-10:20	40'	4
10:20-10:30	10'	Break
10:30-11:10	40'	5
11:10-11:50	40'	6
11:50-12:40	50'	Lunch
12:50-13:20	40'	7
13:20-14:00	40'	8
14:00-14:40	40'	9 (S2)

Monday - Wednesday

07:10-07:20	10'	Morning Study
07:20-07:50	30'	1
07:50-08:20	30'	2
08:20-08:50	30'	Recess
08:50-09:20	30'	3
09:20-09:50	30'	4
09:50-10:00	10'	Break
10:00-10:30	30'	5
10:30-11:00	30'	6
11:00-11:10	10'	Break
11:10-11:40	30'	7
11:40-12:10	30'	8
12:10-13:00	50'	Lunch
13:00-13:30	30'	9
13:30-14:00	30'	10
14:00-14:40	40'	11 (S2)

Saturday

07:10-07:20	10'	Morning Study
07:20-07:50	35'	1
07:55-08:30	35'	2
08:30-09:05	35'	3
09:05-09:25	20'	Recess
09:25-10:00	35'	4
10:00-10:35	35'	5
10:35-10:50	15'	Break
10:50-11:25	35'	6
11:25-12:00	35'	7



高三作息时间表

Senior Three Timetable

- 1) 高三班级1月20日开学将按新常态“作息时间表”上课。
- 2) 作息时间表适用于实体课或因应时局转为网课时。
- 3) 星期一至星期三11节课，星期四及星期五9节课，
放学时间为2:40p.m.
- 4) 2:00p.m.-2:40p.m.将安排2020 SPM考前加强课。
- 5) 星期六上7节课，放学解散时间为12:10 p.m.
- 6) 各级分段放学时间表见第15页。

1. Senior Three classes shall commence on 20 January according to the revised timetable.
2. The timetable will be used for both the (Control Movement Order) MCO period and the resumption of in-person classes.
3. 11 lesson periods from Monday to Wednesday.
9 lesson periods for Thursday & Friday. School ends at 2:40 p.m.
4. 2:00 p.m. to 2:40 p.m. is allocated for SPM reinforcement classes.
5. 7 lesson periods for Saturday. S3 dismissal at 12:10p.m.
6. Refer to pg. 15 for the in stages dismissal time (all forms).

..

Thursday - Friday

07:10-07:20	10'	Morning Study
07:20-08:00	40'	1
08:00-08:40	40'	2
08:40-09:00	20'	Recess
09:00-09:40	40'	3
09:40-10:20	40'	4
10:20-10:30	10'	Break
10:30-11:10	40'	5
11:10-11:50	40'	6
11:50-12:40	50'	Lunch
12:50-13:20	40'	7
13:20-14:00	40'	8
14:00-14:40	40'	9 (S3)

Monday - Wednesday

07:10-07:20	10'	Morning Study
07:20-07:50	30'	1
07:50-08:20	30'	2
08:20-08:50	30'	Recess
08:50-09:20	30'	3
09:20-09:50	30'	4
09:50-10:00	10'	Break
10:00-10:30	30'	5
10:30-11:00	30'	6
11:00-11:10	10'	Break
11:10-11:40	30'	7
11:40-12:10	30'	8
12:10-13:00	50'	Lunch
13:00-13:30	30'	9
13:30-14:00	30'	10
14:00-14:40	40'	11 (S3)

Saturday

07:10-07:20	10'	Morning Study
07:20-07:50	35'	1
07:55-08:30	35'	2
08:30-09:05	35'	3
09:05-09:25	20'	Recess
09:25-10:00	35'	4
10:00-10:35	35'	5
10:35-10:50	15'	Break
10:50-11:25	35'	6
11:25-12:00	35'	7

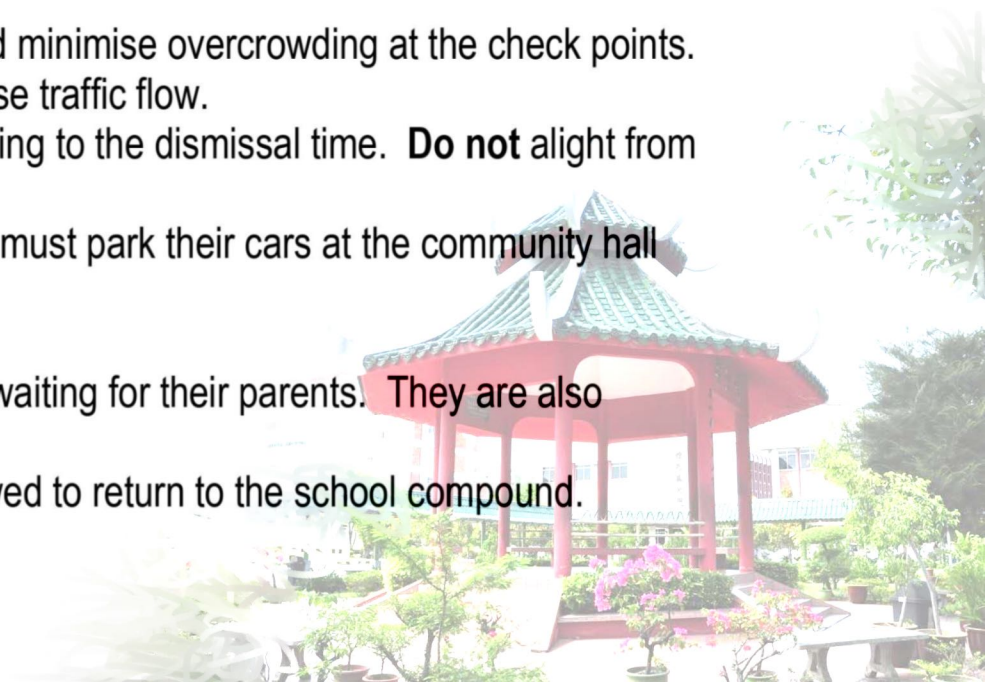


上学及放学提醒

Arrival & Dismissal Reminder

- 1) 每天早上提早到校，避免塞车及分散检测点人流量。
- 2) 请同学尽量在路边人行道及民众会堂上下车，避免造成交通阻塞。
- 3) 请家长按孩子分段放学安排算准时间来学校，进入校园后留在车上等候，严禁下车走动。
- 4) 每天放学，校门于1:50p.m.始开放，早到的家长必须把车泊在民众会堂，严厉谴责阻碍交通和马路霸王行为。
- 5) 所有学生巴士的停泊地点改在民众会堂。
- 6) 同学等待家长期间，不得群聚嬉闹，严禁到附近商店溜达购买食品。
- 7) 一旦离开校门后，同学不允许再回到校园内，请留在外面人行道或车站等候家长。

1. Kindly come to school early to avoid traffic jams and minimise overcrowding at the check points.
2. Alight at the drop-off zones or community hall to ease traffic flow.
3. Parents are advised to pick up their children according to the dismissal time. **Do not** alight from the vehicle and roam about the school compound.
4. The school gate is open at 1:50 p.m. Early arrivals must park their cars at the community hall to avoid the traffic flow.
5. School buses shall park at the community hall.
6. Students are not allowed to gather in groups while waiting for their parents. They are also forbidden from going to the nearby shops.
7. After leaving the school gate, students are not allowed to return to the school compound. Kindy wait outside at the pick-up zone.

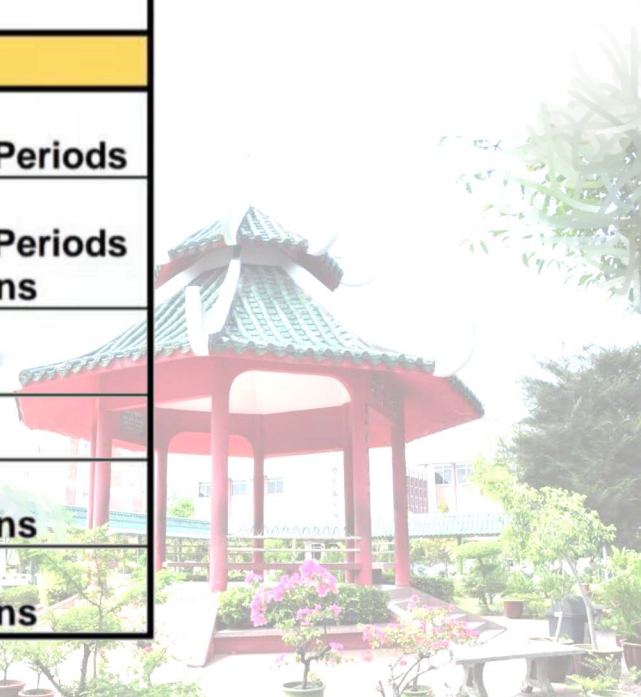


放学时间安排 In Stages Dismissal

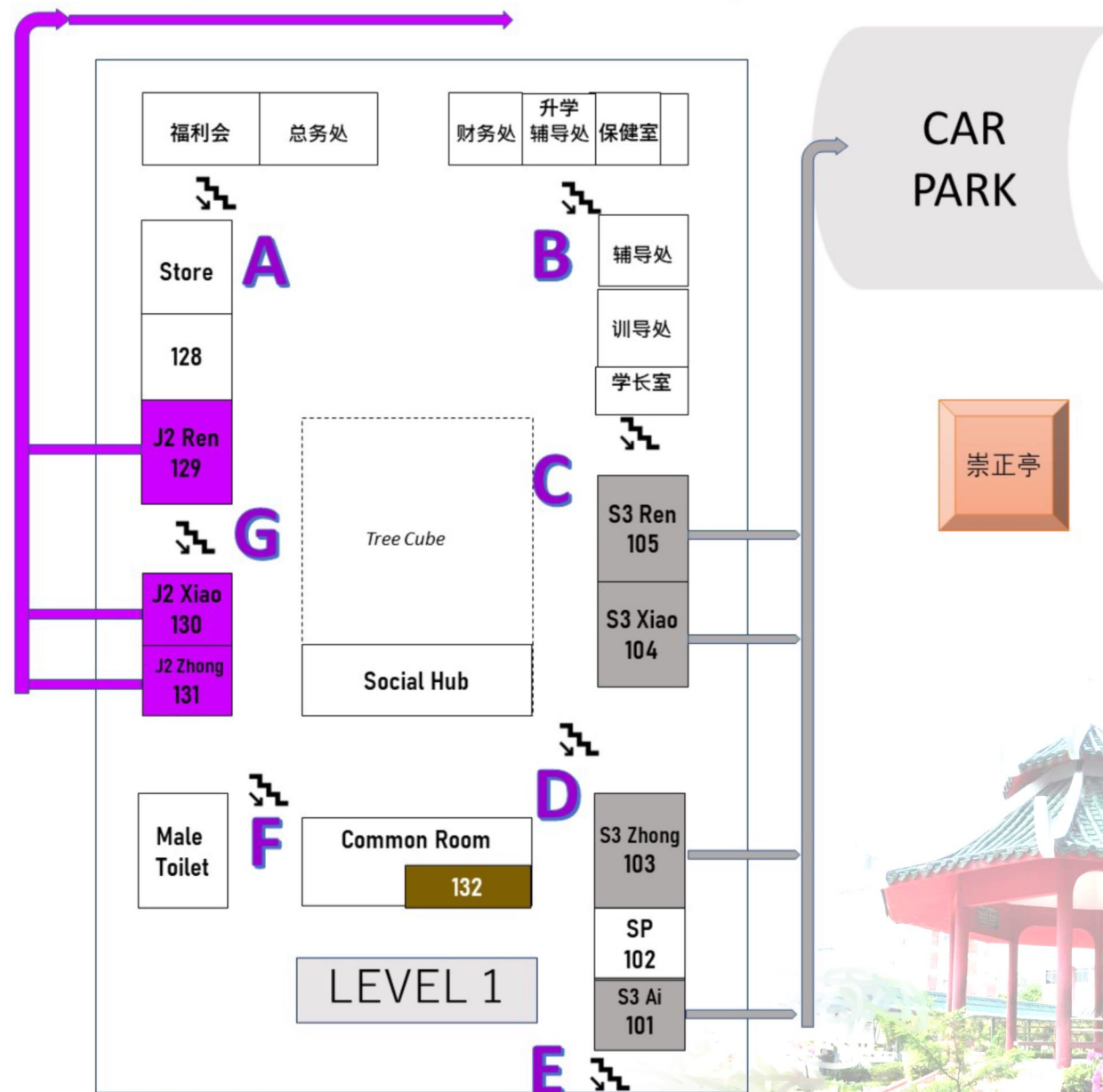
为了确保放学疏通顺畅及避免人潮拥挤。各级放学和解散时间做了以下安排，请家长们全力配合遵照时间接孩子以免阻塞交通。

In order to ease traffic flow and prevent overcrowding, dismissal time for all forms is arranged in stages. Parents are requested to cooperate with the arrangement.

Monday to Friday		School Dismiss Time
Junior 1		2:00 p.m.
Junior 2		2:10 p.m.
Junior 3		2:20 p.m.
Senior 1		2:30 p.m.
Senior 2		2:40 p.m.
Senior 3		2:40 p.m.
Saturday	School Dismiss Time	
Junior 1	10:35 a.m	Until 5 th period No PBS lessons on 6 th - 7 th Periods
Junior 2	10:45 a.m.	Until 5 th period No PBS lessons on 6 th - 7 th Periods stay for another 10 mins
Junior 3	11:50 a.m.	Until 7 th period Leave 10 mins early
Senior 1	12:00 noon	Until 7 th period
Senior 2	12:10 p.m.	Until 7 th period stay for another 10 mins
Senior 3	12:10 p.m.	Until 7 th period stay for another 10 mins



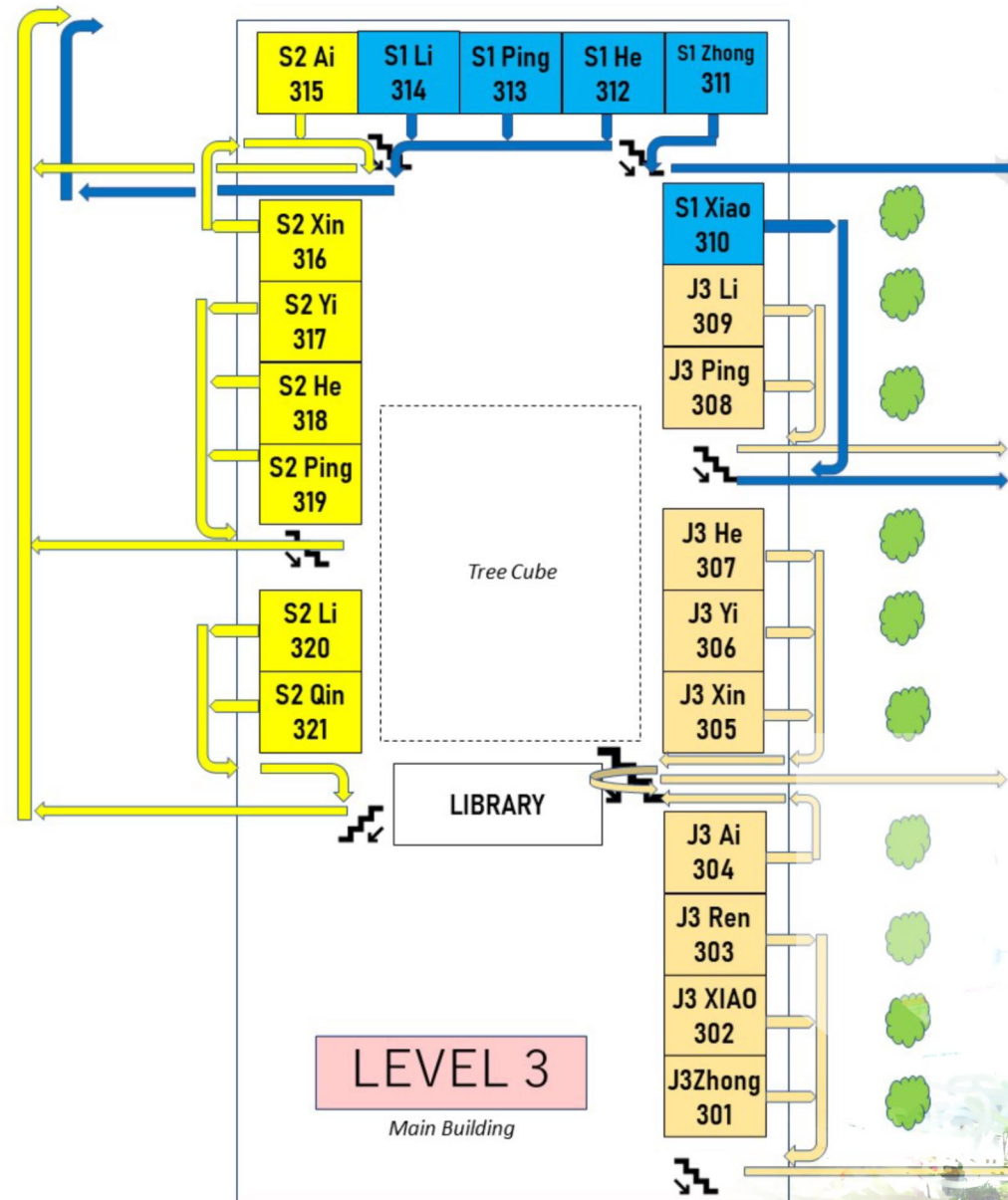
一楼放学解散路线 After School Route Chart (Classrooms at Level 1)



二楼放学解散路线 After School Route Chart (Classrooms at Level 2)



三楼放学解散路线 After School Route Chart (Classrooms at Level 3)



22

20
21

开学准备

School Opening Arrangements

所有安排或因局势变化而有所更动。请家长和同学们随时注意学校官方公布的消息和最新通告

All arrangements are subject to change. Kindly take note of the school's latest announcement



开学注意事项

- 1) 学校将于1月15日公布2021 新学年Google Classroom , 初二至高三同学可通过GC得知自己的分班。
初一新生将通过email获取分班信息。
- 2) 高二及高三同学必须于1月17日中午前通过GC填写返校前“个人健康申报表”及开学第一星期的“午餐预购”。
- 3) 网课同学必须按上课时间表准时上网课并每一节点名。
- 4) 开学第一天将全面检查同学们的服装仪容。若有不合格者将给予劝告, 第二天复检若不合格者则勒令回家。
(服装仪容标准见第33~34页)

开学第一天全体同学按课表上课,
第一节至第六节为班导师时间,
初一至高一放学时间2:00p.m.
高二高三放学时间2:40p.m.



Notes for School Opening

1. The school will announce the 2021 Junior Two to Senior Three classes in the Google Classroom on 15 January.
2. Senior Two and Three students are obligated to fill in the 'Health Declaration' form, and also the 'Lunch Order' form in the GC on 17 January.
3. Students must be punctual for their online classes and attendance is marked for every lesson.
4. The school shall check students' attire on the 1st day of school.
If it does not comply with the Student Dress Code, initial warning will be given.
Those who do not meet the standard on the 2nd day shall be asked to return home.
(Refer to pg. 33 & 34 for the Student Dress Code)

On the first day of school, students must attend classes according to the timetable.
Form teacher's time is from the 1st period to the 6th period.
Junior One to Senior One are dismissed at 2:00 p.m.
Senior Two and Three's dismissal time is at 2:40 p.m.



实体开学准备

In-person

Classes Arrangement

☐

检查班级及课室位置

Check assigned class and location of classroom

☐

新加入2021 Google Classroom

Join 2021 Google Classroom

☐

填写个人健康呈报表

Fill in 'Health Declaration' form

☐

填写午餐网上预购

Fill in 'Lunch Order' form

☐

确定服装仪容符合校规

Comply with the Student Dress Code

☐

准备足够口罩和洗手液

Prepare sufficient face mask and hand sanitizer

网课开学准备

Online
Classes Arrangement

☐

检查班级及课室位置

Check assigned class and location of classroom

☐

新加入2021 Google Classroom

Join 2021 Google Classroom

☐

准备上网课设备，电脑等

Prepare equipment for online classes

☐

购买足够的网额 (Internet Quota)

Ensure internet data/speed is sufficient

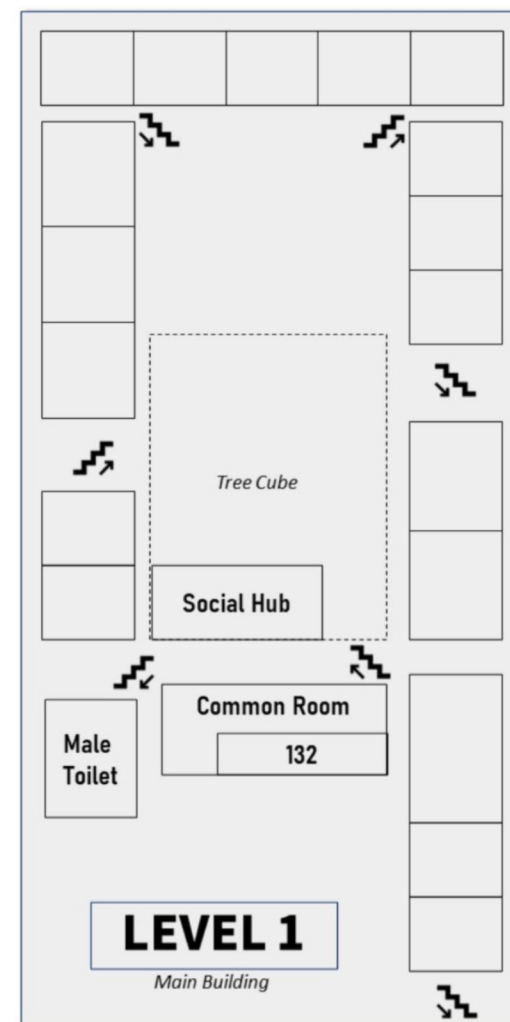
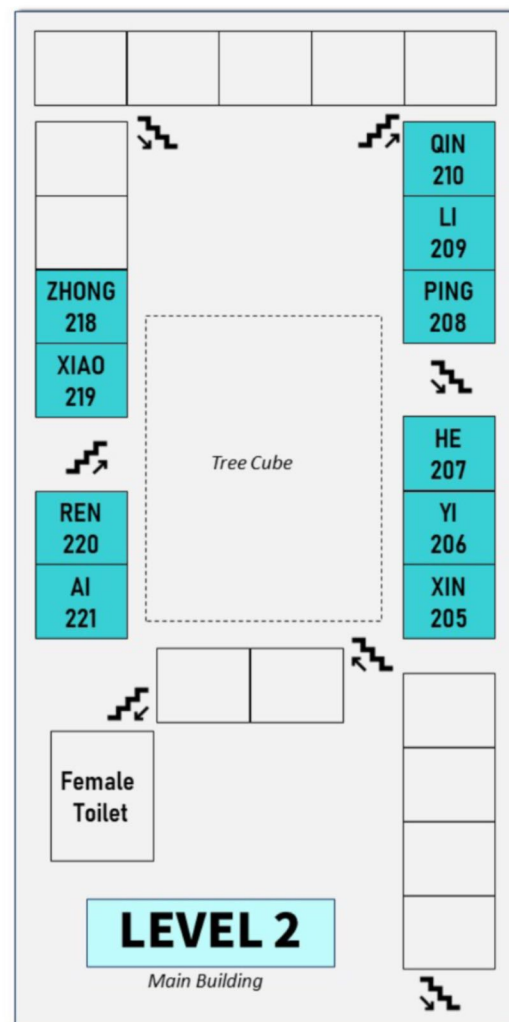
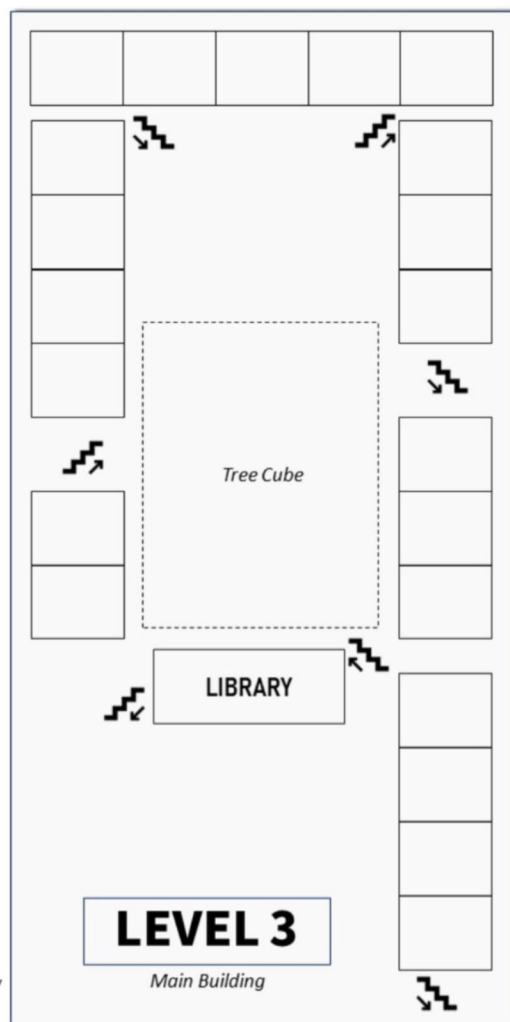
☐

确定服装仪容符合校规

Comply with the Student Dress Code

☐

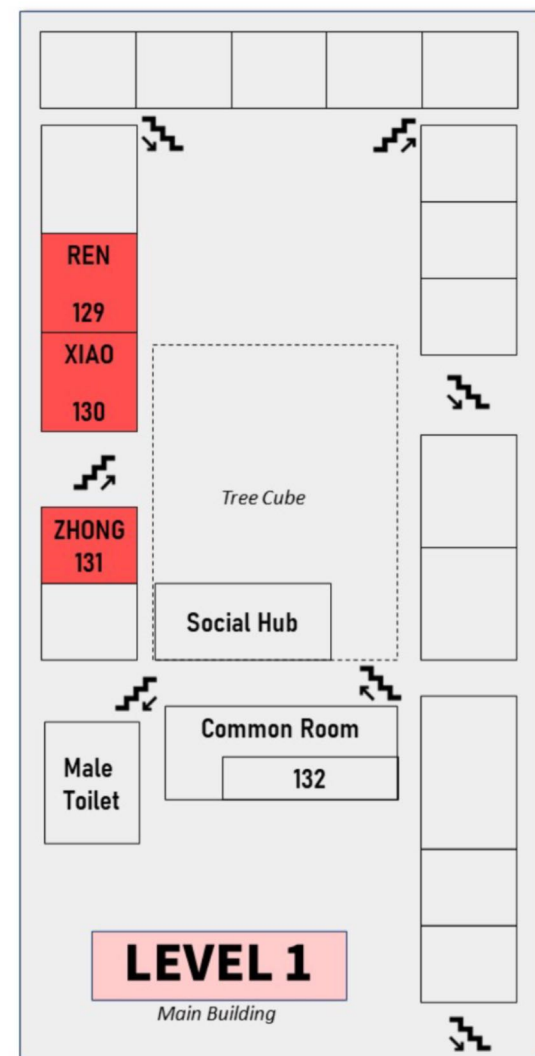
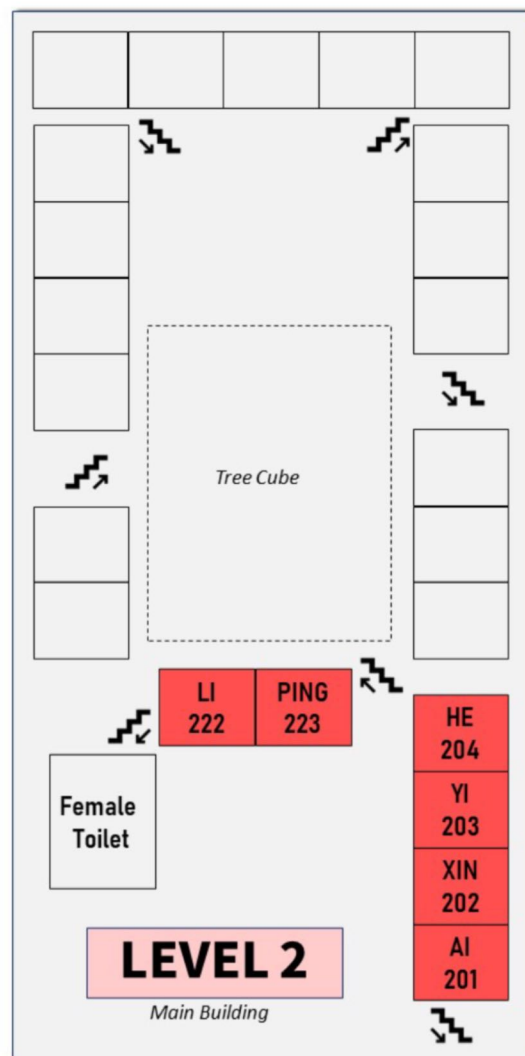
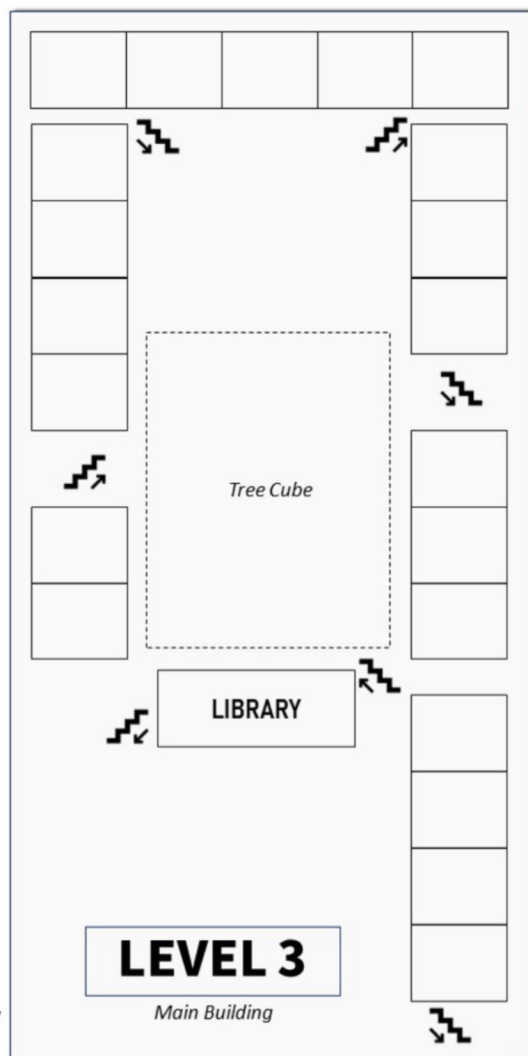
初一课室分布图 J1 Classroom Allocation



→
学校礼堂
School Hall



初二课室分布图 J2 Classroom Allocation

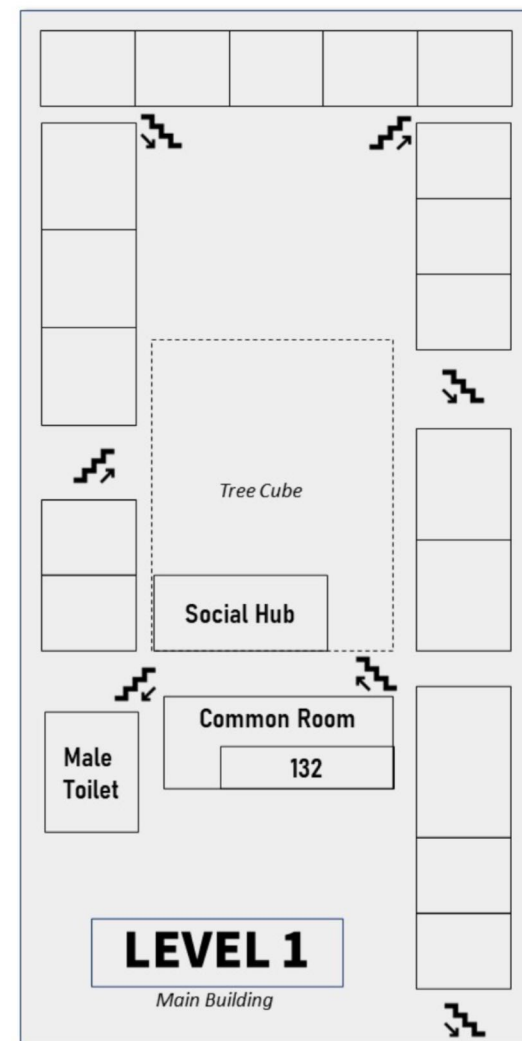
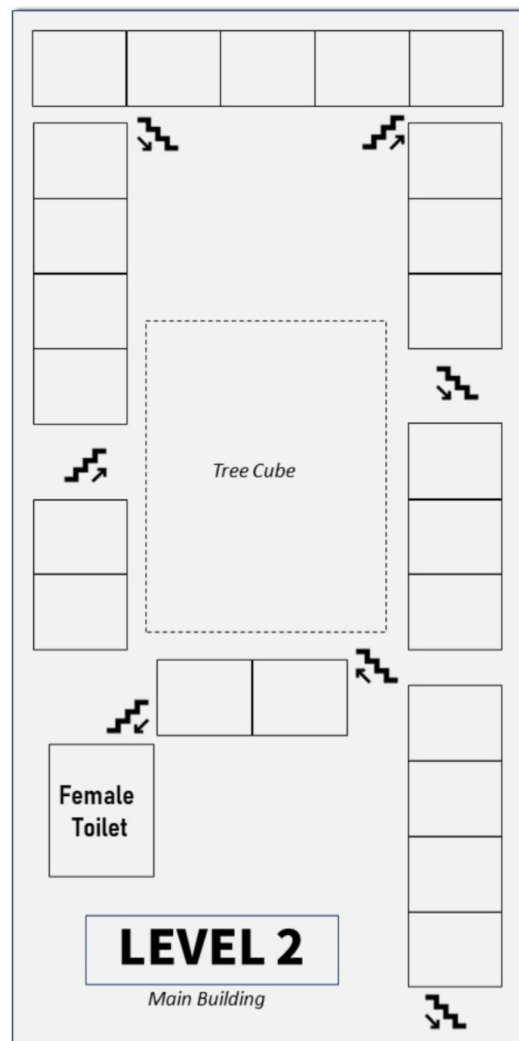
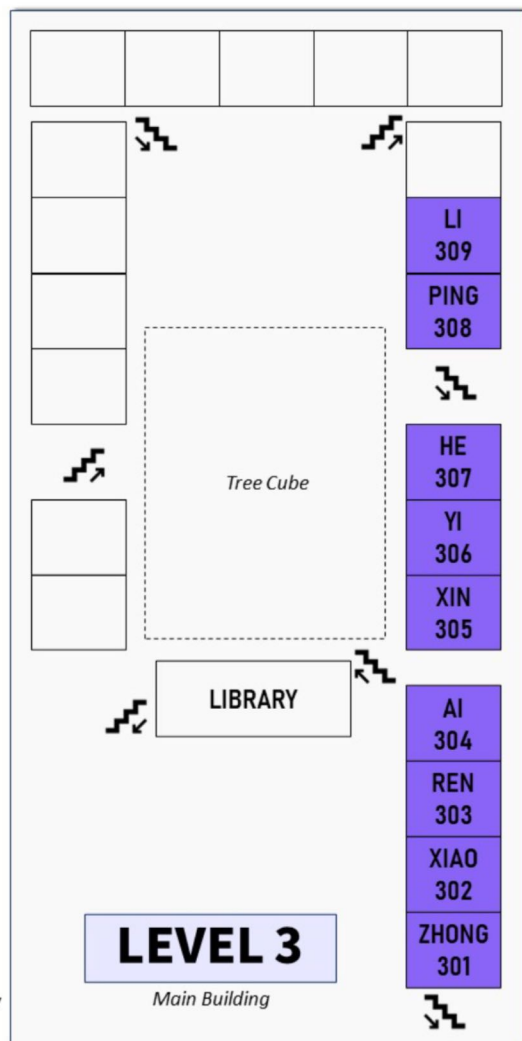


←
复印店
Photocopy
Shop

→
学校礼堂
School Hall



初三课室分布图 J3 Classroom Allocation

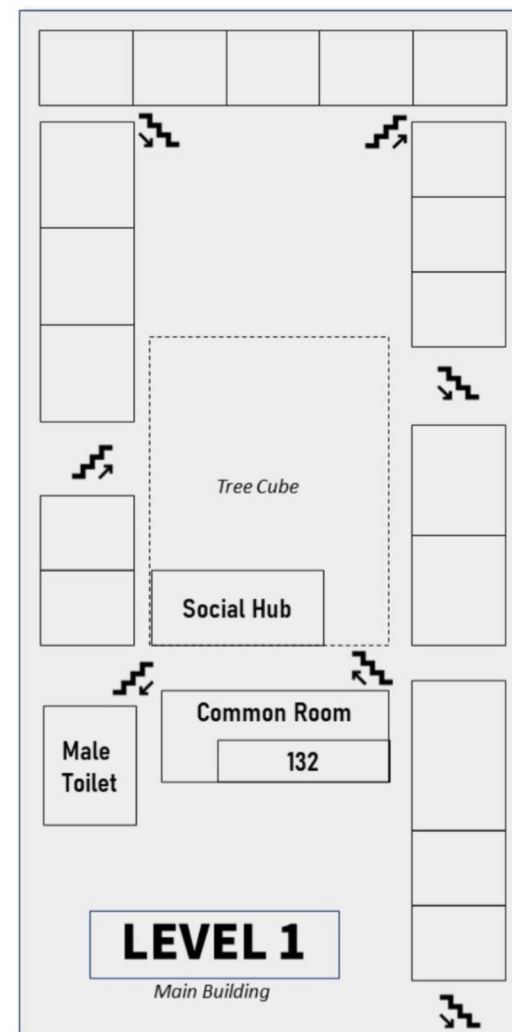
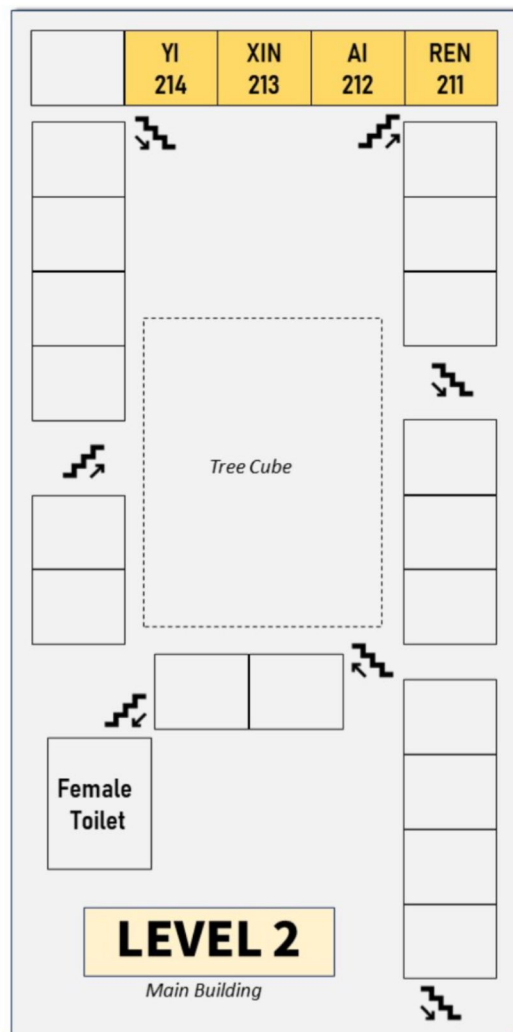
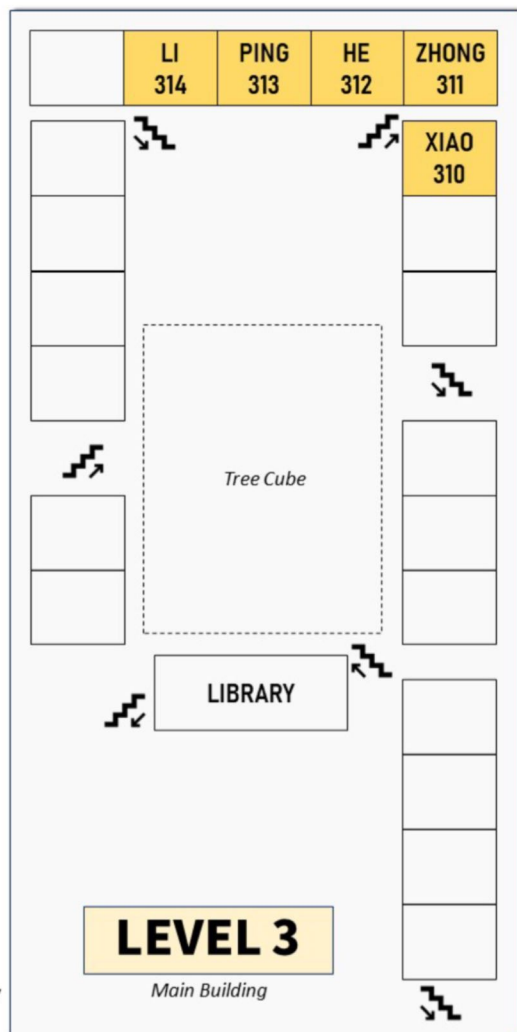


←
复印店
Photocopy
Shop

→
学校礼堂
School Hall



高一课室分布图 S1 Classroom Allocation

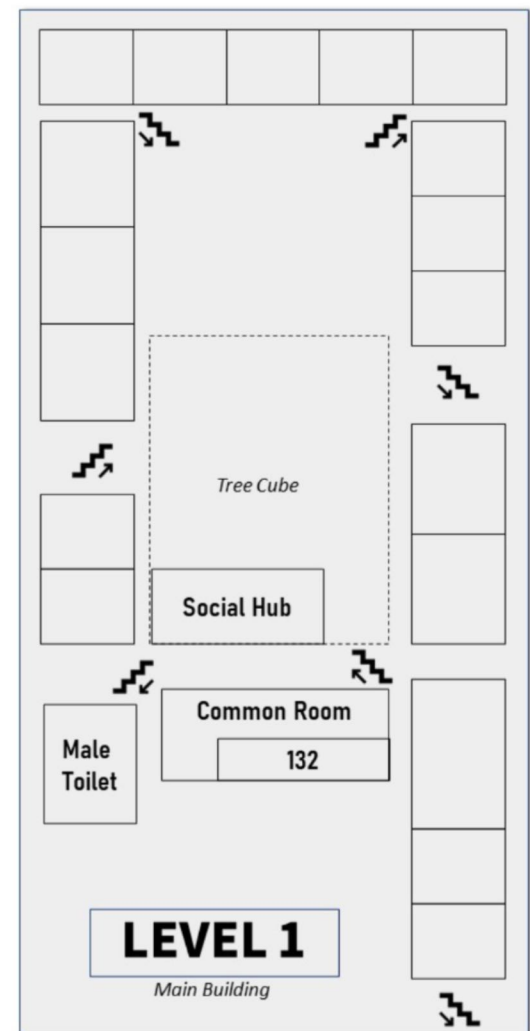
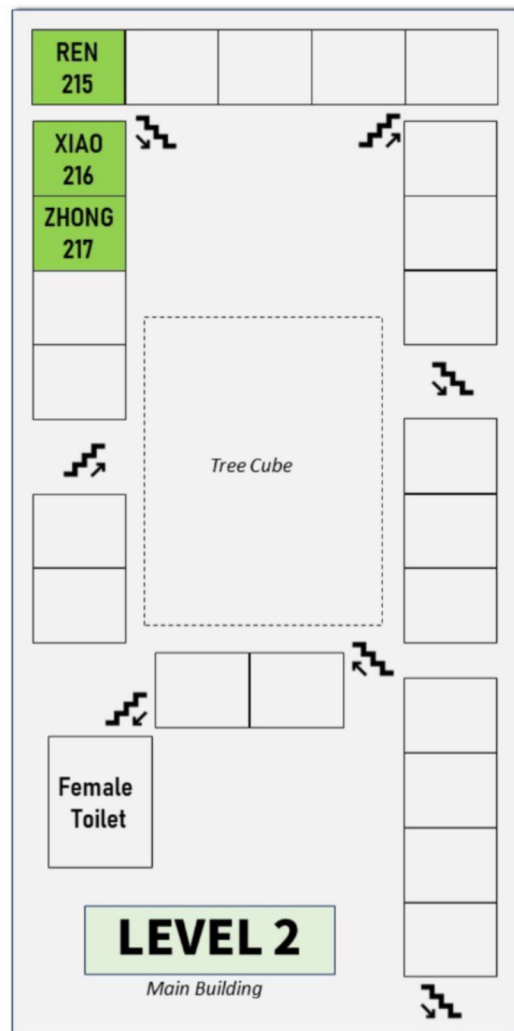
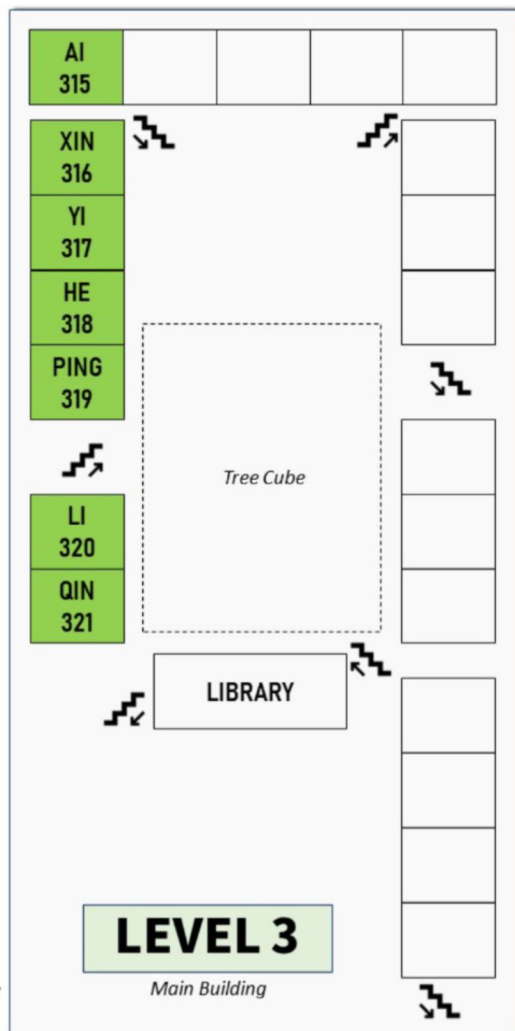


←
复印店
Photocopy
Shop

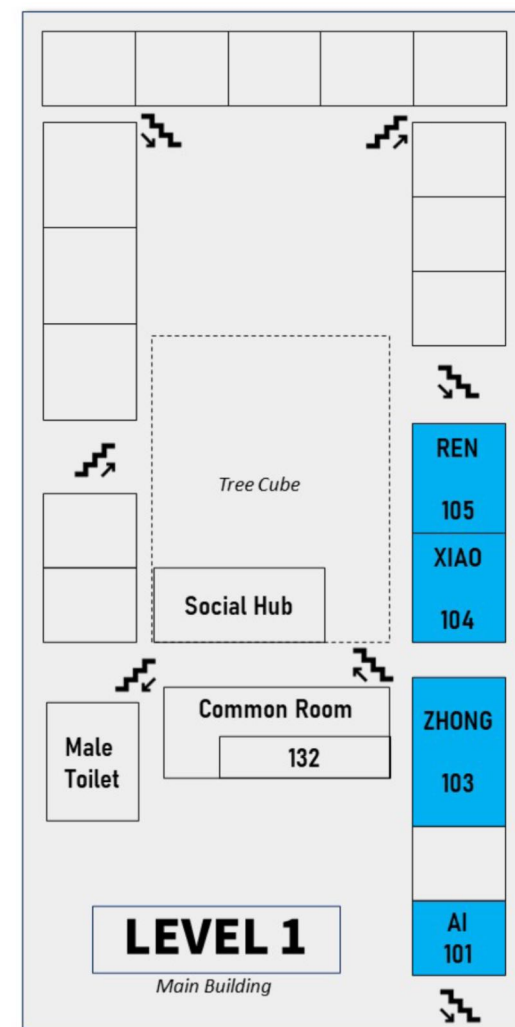
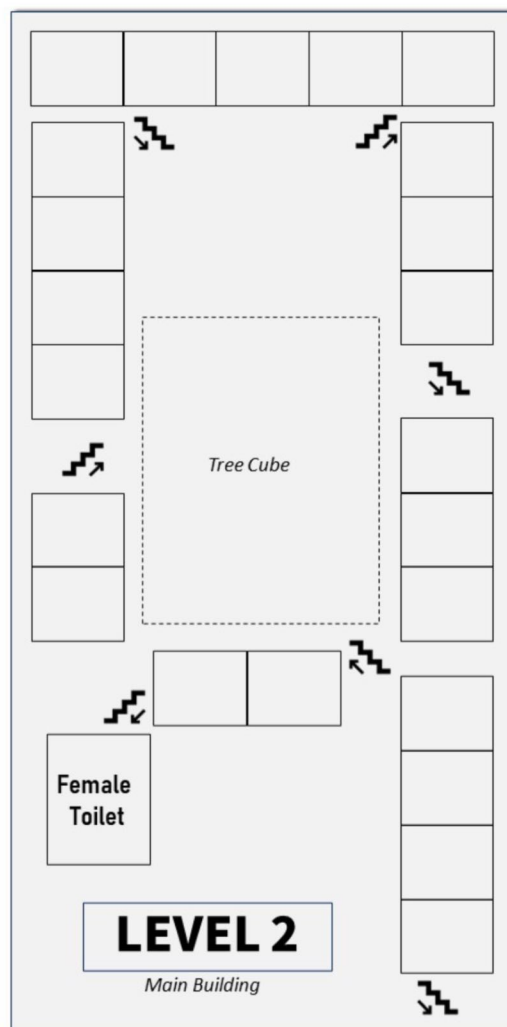
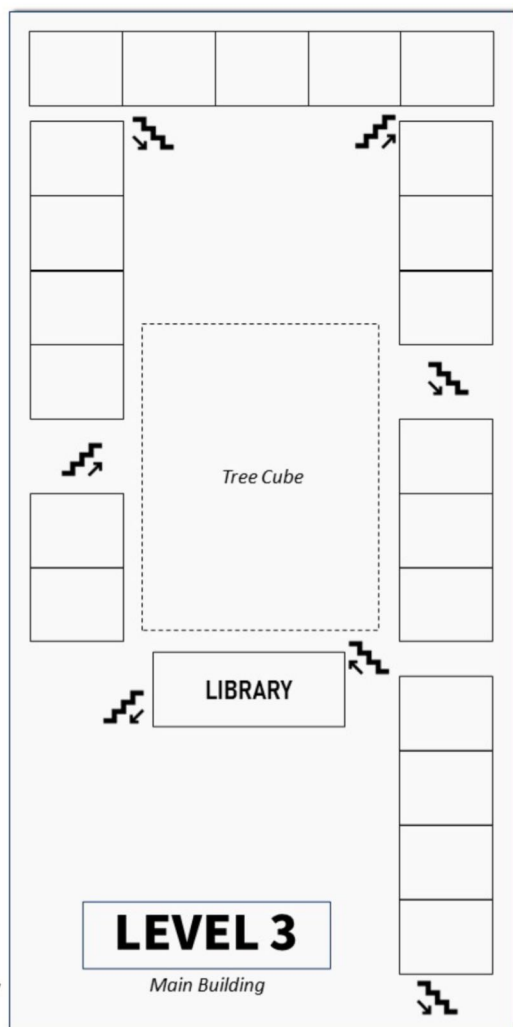
→
学校礼堂
School Hall



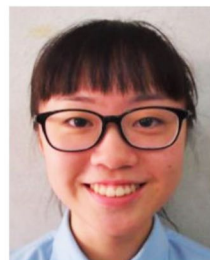
高二课室分布图 S2 Classroom Allocation



高三课室分布图 S3 Classroom Allocation

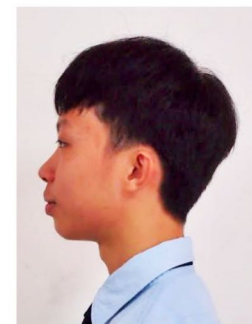
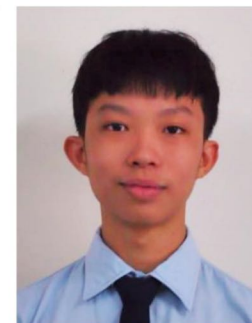


服装仪容标准 Student's Attire



头发保持自然及整齐。
长发超过衣领必须束成马尾型，发束颜色限于黑色。
前发不过眉毛、太阳穴两侧不留发丝。
不剪奇异发型、不染发、不烫发
Hair should be natural and tidy.
Hair should be tied up using black rubber bands if exceeds the lower collar edge.
Front fringe should not exceed eyebrow.
No fringes of hair at the sides
No weird hairstyles
Do not dye hair
Do not perm hair

头发必须短，保持自然及整齐。
前发：需离开眉毛 1.5 公分。
后发：需与衣领距离至少 2 公分。
双鬓：不能超过耳朵一半。
不剪奇异发型（倒勾、高切发型）；不染发。
Hair should be short, natural and tidy.
Front: must be a least 1.5cm above eyebrow.
Back: must be 2 cm above the first collar.
Side: should not exceed the middle ear bone.
No weird hairstyles (Undercut, high cut hairstyles).
Do not dye hair.

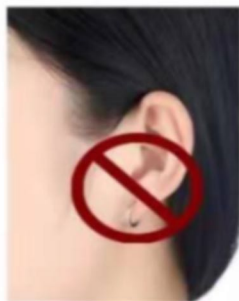


每位同学将获得一本2021崇正记事本，
内附训导、教务、财务等相关资料。

Every student shall receive the school planner that contains the school's rules & regulations, academic matters, finance and other related information



服装仪容标准 Student's Attire



- 不允许佩戴耳环。
- Earrings are not allowed.



白色袜子必须高过鞋子 8 公分。
The length of the white socks must exceed the level of shoes by 8 cm



以布料为主的全黑鞋。
Canvas based all back shoes



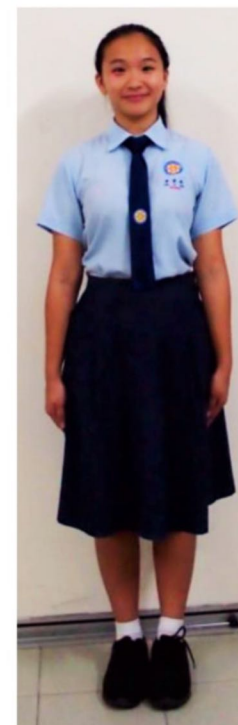
校裙必须超过膝盖 5 公分。
Skirt's length should excess knee cap by at least 5 cm



- 指甲必须保持整洁，不可留长指甲
Nails should be kept short, clean and natural
- 不可涂指甲油
Students must not paint their nails with any cosmetic materials

校裤如太长，必须向内折，然后用蓝线缝好。
Trousers should be folded inside and sewn with blue thread if it is too long

周会或特殊典礼服装
Attire during Assembly & Special Functions

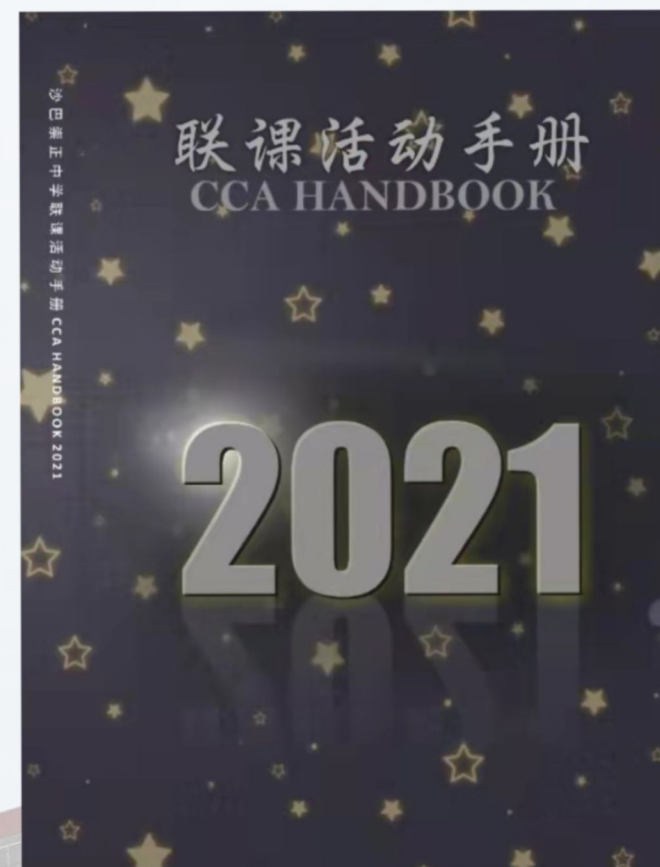


联课活动提醒

Co-curricular Activities (CCA) Reminder

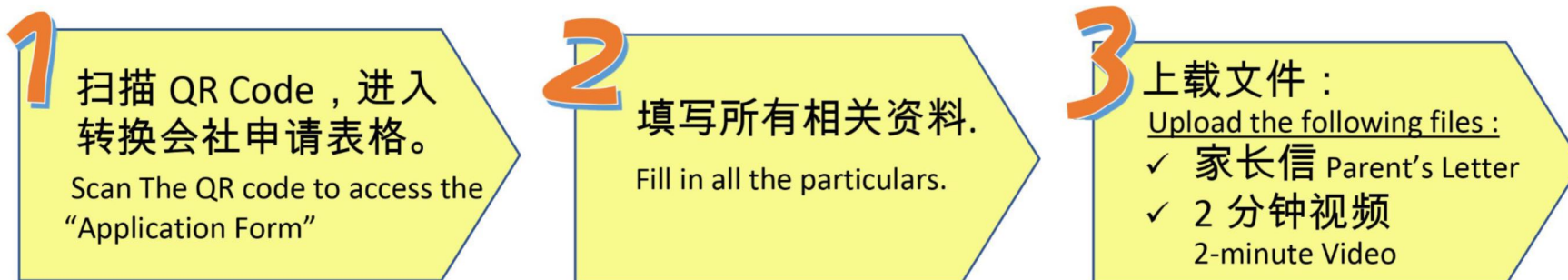
- 1) 2021联课活动手册于实体开学派发。
- 2) 初二至高三同学按联课活动行事历进行会社活动。
(遵循教育部规定和SOP进行实体或线上活动)
- 3) 初一新生将于实体复课后安排联课活动说明会, 填写参加会社志愿表等, 稍后才开始会社活动。
- 4) 初二至高二特殊原因需要转换会社请详读第36页
“转换会社申请程序”
- 5) 联课常年活动和比赛如三语演讲、辩论比赛、民谣艺术歌唱、比赛、写作、书法、数理等将按时进行。(实体或线上)
- 6) 联课活动分数于每学期计算, 同学可通过Google form呈报。个人校内外的联课活动表现如得奖荣誉、参与和社区服务等。以计入个人“亮点分”。

1. 2021 CCA handbook will be distributed with the resumption of in-person classes.
2. Junior Two to Senior Three students shall carry out meetings according to the CCA calendar. Must adhere to the SOPs and instructions set by MOE regarding physical and online activities.
3. CCA explanation regarding club selection and activities will be given to Junior One students after the MCO period.
4. As for the changing of club application Junior Two to Senior Two should refer to pg.36 for the procedure.
5. Activities for the trilingual speech competition, debate competition, folk songs singing competition, handwriting & calligraphy competition, maths & science competition and etc will proceed as planned. (Live or Online formats)
6. CCA marks are calculated every semester. Students can use the Google Form to update the school regarding individual's achievements and performances (inside or outside school activities including community service) for extra credits.



转换会社申请程序： Club Changing Application Procedure

开放于初二至高三，特殊原因需要转换会社的同学。
Club Changing Application for Junior Two to Senior Three Students .



规格：

穿着校服，打横自拍，画面和发音必须清晰，以 MP4 存档。

Specifications :

Wearing school uniform, taking a landscape self-video, the audio must be clear, and in MP4 format.

内容：1. 自我介绍，个人才华与专长
2. 说明转换会社的原因
3. 在原有会社的评价
4. 对新会社的期许与个人承诺

Content : 1. Self-introduction, personal talents and expertise.

2. Explain the reason for changing club .
3. Evaluation in the original club
4. Expectations and personal commitments to the new club.

申请日期：2021 年 1 月 25 日 - 2 月 2 日 / Application Period : Jan 25 to Feb 02, 2021



校园安全指南

PRECAUTIONARY MEASURES

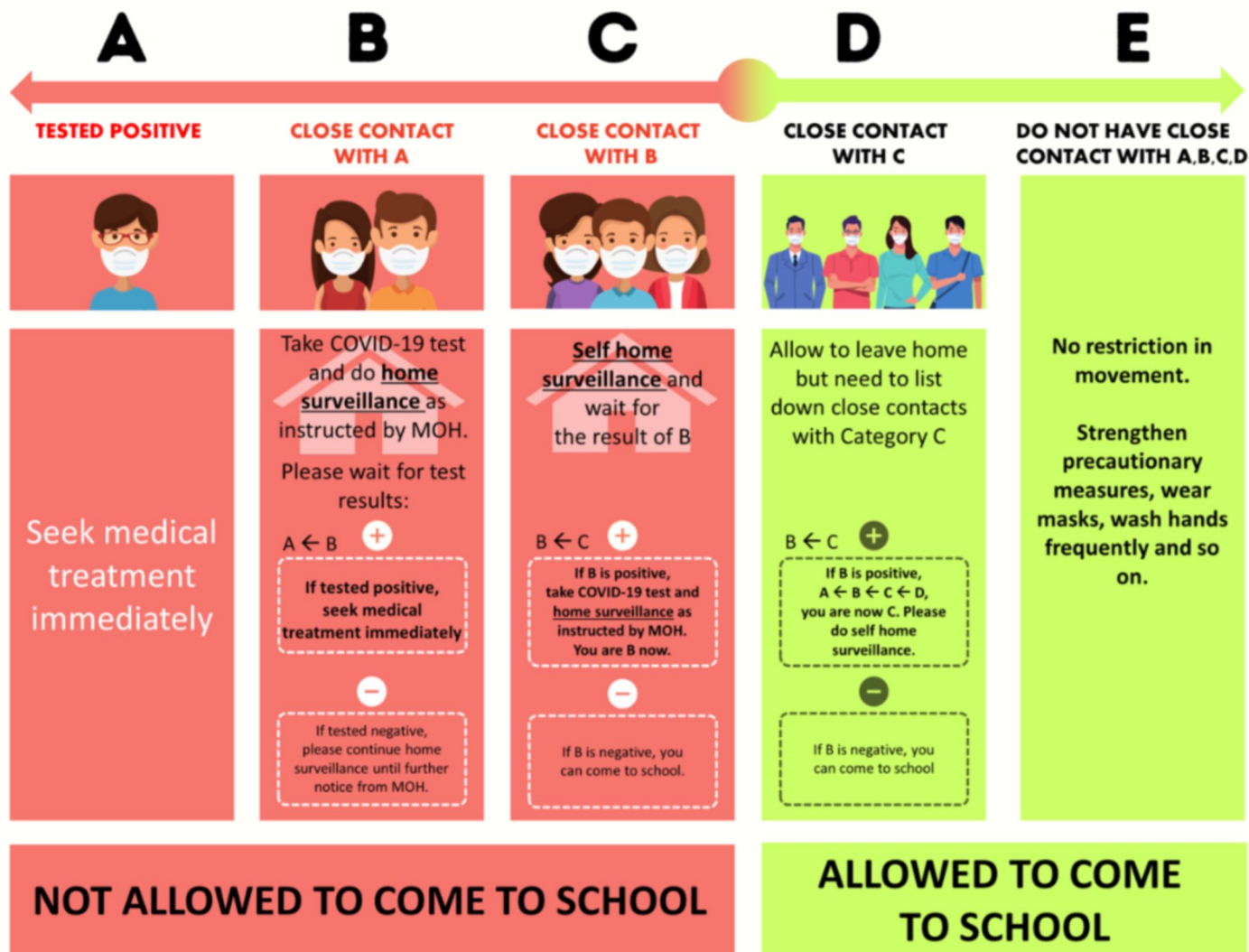
更新版V2 Revised



返校健康检测准则

属于A,B,C群的教职员和同学请暂时勿到学校并立刻寻求协助。

COVID-19 Close Contacts Category Chart



Situation 1:



I am positive.

Conclusion:

You are category A.
You are **not allowed**
to come to school.

Situation 2:



My mother is tested
positive.

I am instructed to do
home surveillance by
MOH.

Conclusion:

You are category B.
You are **not allowed**
to come to school.

Situation 3:



My father's
friend/colleague is
positive.

My father is one the
close contacts. He is
instructed to do
home surveillance.

I should stay at home
and monitor my
health.

Conclusion:

You are category C.
You are **not allowed**
to come to school.

Situation 4:



Sarah is a
confirmed case.

Lily is a close contact
of Sarah.

My friend is Lily's
sister/close contact.
He is to stay at home.

I do not need to stay
home, but I need to
list down my close
contacts.

Conclusion:

You are Category D.
You are allowed to
come to school.

**If you are in
Category A, B or
C, please inform
your form
teacher or
Health Office
immediately.**

Definition of close contact:

1. Health care associated exposure, including providing direct care for COVID-19 patients, working with health care workers infected with COVID-19 visiting patients or staying in the closed environment with a COVID-19 patient.
2. Working in close proximity or sharing the same room with a COVID-19 patient.
3. Traveling together with COVID-19 patient in any kind of conveyance.
4. Living in the same household as a COVID-19 patient.

谁是 CLOSE CONTACT ? 1/3

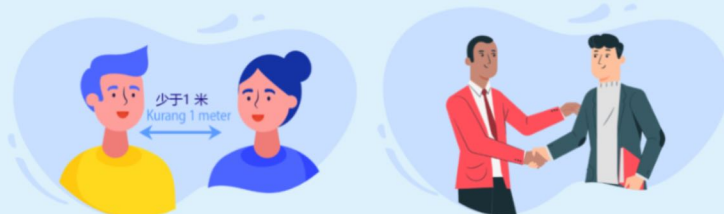
SIAPA KONTAK RAPAT?

COVID-19
#KitaTeguhKitaMenang

最近14天内，和冠病确诊者有直接接触的人，包括：

Individu yang berhubung secara langsung dengan kes positif COVID-19 dalam masa 14 hari kebelakangan, sama ada:

- 和确诊者见面，两人距离少于1米
Bersemuka dengan pesakit COVID-19 pada jarak kurang daripada 1 meter
- 或者
atau
- 和确诊者有身体接触
Bersentuhan (kontak fizikal) dengan kes COVID-19



Bersama
Hentikan
Wabak
COVID-19

图片来源：马来西亚卫生部



MYHEALTHKKM



CLOSE CONTACT 包括... 2/3

"KONTAK RAPAT TERMASUK..."

COVID-19
#KitaTeguhKitaMenang



- 医护人员为确诊者提供治疗，却没有佩戴完整的防护装备

Anggota kesihatan yang memberi perawatan kepada kes disahkan COVID-19 tanpa memakai alat perlindungan diri (PPE) yang lengkap

- 和确诊者同住在一起的人

Individu yang tinggal serumah dengan kes disahkan COVID-19



- 在同一地点（比如办公室、教室、宗教场所和商店等）和确诊者坐在1米以内的距离

Individu yang duduk dekat (kurang 1 meter) dengan kes COVID-19 dalam satu premis seperti pejabat, kelas, rumah ibadat, kedai dan lain-lain

- 和确诊者在一起出游的时候坐在1米以内的距离

Individu mengembara bersama dan duduk berdekatan (kurang 1 meter) dengan kes COVID-19 sepanjang perjalanan



Bersama
Hentikan
Wabak
COVID-19

图片来源：马来西亚卫生部



MYHEALTHKKM



CLOSE CONTACT 3/3

KONTAK RAPAT

COVID-19
#Kita teguh #Kita Menang

县卫生局 (PKD) 将追踪和联系 Close Contact 进行冠病检测

Pejabat Kesihatan Daerah (PKD) akan mengesan dan menghubungi kontak rapat untuk pengambilan ujian saringan COVID-19

- 出现症状的 Close Contact 将列为调查病例 (PUI)
Kontak rapat yang dikesan bergejala akan diuruskan sebagai Patient Under Investigation (PUI).
- 没出现症状的 Close Contact 将列为受监督人士 (PUS)
Kontak rapat yang tidak bergejala akan diuruskan sebagai Person Under Surveillance (PUS).



Bersama
Hentikan
Wabak
COVID-19

图片来源: 马来西亚卫生部



MYHEALTHKKM



CLOSE CONTACT COVID-19

KONTAK RAPAT COVID-19

Close Contact 是指和冠病确诊者有直接接触的个人
KONTAK RAPAT ialah individu yang mempunyai kontak secara langsung kepada pesakit yang telah disahkan positif COVID-19.

你知道吗? TAHUKAH ANDA?

如果你是确诊者的 Close Contact,
KKM 人员将与你联系

Pihak petugas KKM akan menghubungi anda sekiranya anda adalah KONTAK RAPAT kepada pesakit yang disahkan positif COVID-19.

- 1 如果你出现症状 (发烧、咳嗽/打喷嚏、呼吸困难) 以及曾和确诊者有过接触, 卫生官员将会指示你进行冠病检测。
Sekiranya anda bergejala (demam, batuk/bersin dan sesak nafas) dan mempunyai kontak dengan pesakit positif COVID-19, Pegawai Penubatan akan mengarahkan anda menjalani ujian pengesanan COVID-19.
- 2 如果在政府机构进行检测, 个人无需申请。
Tidak sebarang permohonan persendirian bagi menjalankan ujian ini di fasiliti kesihatan kerajaan.
- 3 然而, 你也可以选择在指定私人机构进行加检测。
Namun, anda boleh menjalankan ujian tersebut di institusi swasta terpilih.



图片来源: 马来西亚卫生部

HENTIKAN PENYEBARAN COVID-19

Diterbitkan oleh:
Kementerian Kesihatan Malaysia



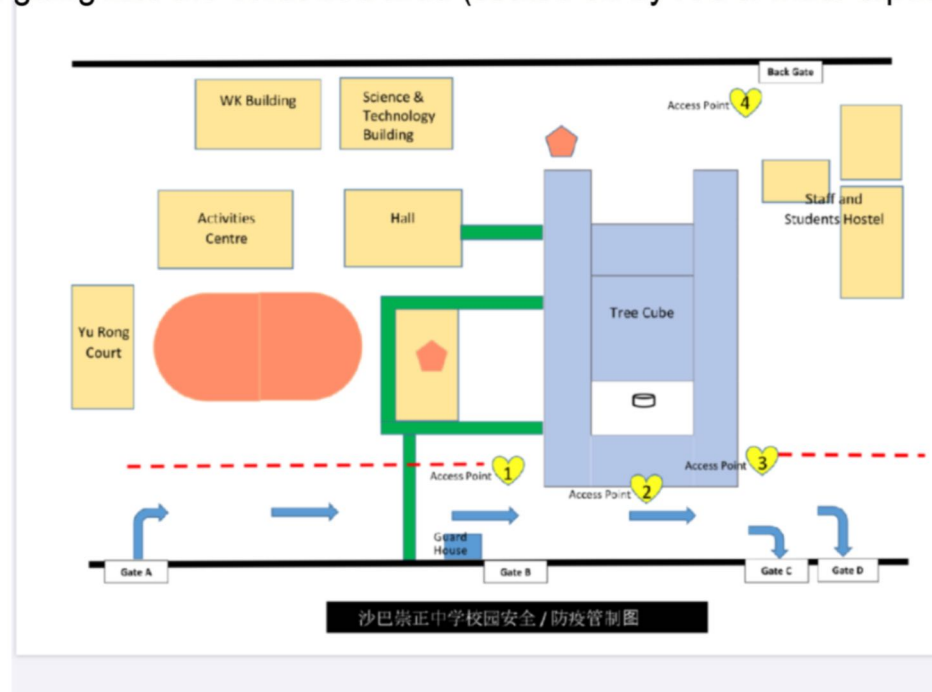
校园安全警戒区

每天早上都设有四个检测点 ♥ 请大家按照路线到检测点。

全校设有安全区，任何情况下都严禁擅自逾越红白警戒线。

请遵循指定路线通过检测点 (Access Points) 进入学校安全区。

There are 4 Access Points. Please follow the designated routes to the Access Points.
Refrain from going into the cordoned area (sealed off by red & white tapes).



- 1) 6:00a.m.前抵达的同学, 只能从警卫侧门进入学校。
- 2) 6:00a.m.校门开放, 同学可从检验点1, 2, 3进入。
- 3) 6:00a.m.后门及检验点4同时开放。
- 4) 所有宿舍老师、学生会通过检验点4进入警戒线内。
- 5) 7:10a.m.后只有检验点2开放, 来宾请由检验点2进入。

1. Before 6:00 a.m., use the side entrance at the guardhouse.
2. After 6:00 a.m., the school gates are open. Enter from Access Point 1, 2, & 3.
3. After 6:00 a.m., the back gate is open. Enter from Access Point 4.
4. Teachers and students staying at the hostel should enter from Access Point 4.
5. From 7:10 a.m. onwards, enter from Access Point 2.



检测点Access Point



所有同学进入校门
前须确认佩戴好口罩。
检测第一步，便利脚踏
洗手液消毒。

Before entering the school,
wear your face mask.
Next, step on the paddle
to sanitise your hands.



红外线体温检测仪，记录每日体温。如有发现超过37.5度
和感冒咳嗽症状必须填写表格PCOV19-2并立刻回家。

Infrared detector is used to measure body temperature. If your body temperature is more
than 37.5 degree and you display the flu symptoms, fill in the PCOV19-2 form and return
home immediately.



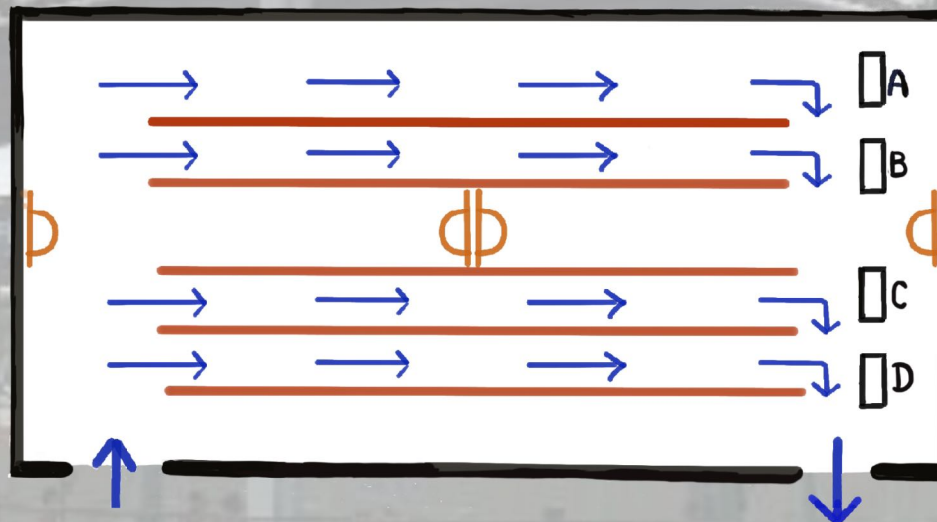
同学必须依序排队经过检测点完成检测
和消毒才能回到课室。
Kindly line up in an orderly manner at the Access Points
to complete the precautionary measures.

早餐安排

Breakfast Arrangement

- 1) 鼓励同学自备早餐和午餐，并每天携带自己的餐具和一天足够的饮用水。
- 2) 食堂暂不开放购买及堂食。
- 3) 早上和第一次下课早餐时段同学可自行到“玉荣球场”购买早餐。
- 4) 准备好零钱，在要购买早餐的档位入口按安全距离排队。
- 5) 7:10a.m.前欲购买早餐的同学，鼓励直接到“玉荣球场”购买，避免回到课室后再进出检测点造成拥挤。

1. Students are strongly encouraged to bring own food and enough drinking water for the whole day.
2. The school canteen is not open for all.
3. Students can go to the 'Yu Rong' court in the morning to buy their breakfast and during the 1st recess.
4. Prepare exact amount for payment, follow the designated route and maintain physical distance at all times.
5. Students should go to the 'Yu Rong' court to buy their breakfast before 7.10 a.m. or immediately after they arrive at school before entering the Access Points.



“玉荣球场”购买早餐流线图

Buying of Breakfast (Charted Route) at Yu Rong Court



午餐安排

Lunch Arrangement

- 1) 禁止家长送便当，严禁叫外卖食物。
 - 2) 午餐只提供预购打包食物，每份一律为RM5。
 - 3) 每星期五食堂将提供每周菜单供同学通过Google Form填写预购。
 - 4) 班级委派负责同学按餐单预购向有关同学收费。
 - 5) 每天由各班负责同学到食堂领取各班预购的午餐。
 - 6) 用餐地点为各自课室座位。
 - 7) 用餐前后要洗手。用餐过程避免交谈，不分享食物。
 - 8) 用餐后妥当处理厨余，保持课室的卫生整洁。
1. Parents are prohibited from delivering lunch. Takeaways are also not allowed.
 2. Pre-order packed lunch at RM5 per pack.
 3. Weekly lunch menus will be posted on the Google Form on the Friday before.
 4. Every class must appoint a representative to collect the lunch payment.
 5. Every class must appoint representatives to collect the packed lunch.
 6. Every student must remain in their own seats when partaking of lunch.
 7. Wash hands after each meal. Avoid chatting and food sharing is forbidden.
 8. Maintain classroom cleanliness at all times. Dispose rubbish after each meal.



在各自座位用餐，避免交谈，不分享食物。



自备午餐和餐具



餐后妥善处理厨余和餐盒

家长，访客及来宾

For Parents,Visitors & Guests

- 1) 上课时间，访客一律从警卫室侧面进入，禁止把车辆开进校园。
- 2) 如非紧急，请尽量避免到校。
- 3) 务必通过检测点2入口，并请戴上口罩。
- 4) 访客只能在楼下杨紫峰会议室接待处等待。
- 5) 办完事尽速离开，不闲晃久留。
- 6) 暂时禁止家长中午送便当。

✓ 登记 MySejahtera



1. During school hours, visitors must register at the guardhouse before entering. Vehicles are not allowed to enter the school compound.
2. Refrain from coming to school if it is for urgent matters.
3. Enter from Access Point 2 and wear face mask at all times.
4. Visitors are to wait downstairs at the YZF Conference Room.
5. Leave immediately after concluding business.
6. Parents are not allowed to deliver lunch.

✓ 经过检测点接待处



- 1) 使用正确方法勤洗手。
不要擦拭和用手触碰眼鼻口。
- 2) 在校全程戴口罩。
- 3) 少吃煎炸食物，多喝水。
- 4) 避开人多拥挤地方。
- 5) 放学回家立刻洗澡换衣服。

1. Wash your hands properly and thoroughly.
Avoid touching your face and nose with your hands.
2. Wear face mask at all times
3. Drink more water and reduce fried food
4. Avoid crowded places
5. Wash and change your clothes after returning home from school



保持个人和环境卫生
良好习惯就从今天开始

SIMPLE STEPS TO WASHING YOUR HANDS



1. WET HANDS WITH WATER



2. APPLY SOAP



3. RUB HANDS PALM TO PALM



4. INTERLACE FINGERS,
RIGHT OVER LEFT,
LEFT OVER RIGHT



5. INTERLACE FINGERS,
PALM TO PALM



6. RUB BACK OF FINGERS
WITH OPPOSING PALM



7. WASH THUMBS



8. SCRUB PALM OF HANDS



9. RINSE WATER AND
DRY HANDS



✓ **时刻维护个人和环境卫生**
Practice Personal Hygiene and
Maintain Surrounding Cleanliness



课内课外，律己律人，保护自己也保护别人

Inside and outside, the rule is the same. Protect yourself to protect others





✓ Staircase Up



✓ Staircase Down



遵守指示，人人有责

Following the rule is everyone's responsibility





放学按秩序列队离开，不争先恐后。Exit in an orderly manner



注意安全，不在走廊群聊嬉闹 Safety first. No chattering in the corridor



时刻保持距离，候车靠墙边，不阻碍人行道。
Maintain physical distancing, keep to the walls, free the sidewalk



沙巴崇正中學

P.O.BOX.11135,88812,KotaKinabalu,Sabah,Malaysia

Tel : 60-(0)88-254154

Email : principal@sttss.edu.my

Fax : 60-(0)88-235978

URL : <http://www.sttss.edu.my>

15/1/2021更新