



1<sup>st</sup> September, 2020

Circular No. 20003

Dear Parents/ Guardians,

## I) Absence Procedure

If your son/ ward is sick and intend to be absent, please phone the school office by 7:55 am. On the first day back to school, your son/ ward should give a letter of excuse (and a medical certificate if necessary) to the form teacher. Failure to present a letter of excuse will be regarded as truancy. Unacceptable excuse (eg. overseas vacation) will also be regarded as truancy. We hope students will take every opportunity to learn and please do not let your son/ ward be absent from school at his own will. The absence procedure is outlined in the table below:

	(A) Casual Leave	(B) Sick Leave (Coming back after the recess is considered a half-day absence)	(C) Early Leave	
			<i>Casual</i>	<i>Sick</i> (Parents should come and pick up students)
Submitting the letter of excuse to the form teacher	3 school days or before (including the day of absence)	1 <sup>st</sup> day back to school	3 school days or before (including the day of absence)	Not Applicable
Penalty for failure to submit the letter of explanation	Truancy (1 infraction)	Truancy (1 infraction)	Truancy (1 infraction)	Not Applicable

For details of the absence procedure, please refer to the Student Discipline Handbook (posted on the board near the canteen) and the Student Handbook.

## II) Regulations Governing Bringing Mobile Phone & Valuable Items to School

Students should not bring valuables, large amount of money or anything that is not required for school.

### (A) Mobile Phone & Wallet

Students should switch off their mobile phones on the school premises. Stand-by mode is not accepted. If mobile phone lockers are installed in the classroom, students should store their mobile phones in the designated lockers during school hours. If a student fails to do so, one infraction will be given and his mobile phone will be confiscated. The mobile phone may be returned to parents if a formal request is made and he may not be allowed to bring mobile phone to school.

陳瑞祺(喇沙)書院  
九龍何文田常和街四號  
電話：二七一一八一七五  
傳真：二七六二一五五零



CHAN SUI KI (LA SALLE) COLLEGE  
4 SHEUNG WO STREET, HOMANTIN,  
KOWLOON, HONG KONG.  
TEL : 27118175  
FAX : 27621550

Circular No. 20003

Students should keep their mobile phones and wallets safe. It is better for them to keep their phones and wallets in trouser pockets instead of school bags, school jackets or drawers. S1 and S2 students may fasten their mobile phones and wallets to the belt loops of their trousers with the school phone straps.

(B) Valuable items/ Items not required for school

Any valuable items (e.g. electronic dictionary) and items not required for school (e.g. MP3 player, electronic game machine and electronic products of any kinds) are forbidden. If a student brings any of these items to school, he will be given an infraction. The item will be confiscated. The item may be returned to parents if a formal request is made.

**III) Attitude Improvement Class (AIC)**

Teachers may ask misbehaving students to attend the AIC after school from 3:20 pm to 4:30 pm. If a student cannot attend the AIC, he should get approval from the teacher concerned. Students have to submit a letter of excuse and attend another AIC next school day. Absence without reasons will be regarded as truancy and one infraction will be given as penalty. The school will send an SMS message to notify the parent/ guardian.

Thank you for your attention.

Yours faithfully,



Lee Ting Leung  
Principal



敬啟者：

**告假手續、攜帶手提電話及貴重物品回校守則及留堂班事宜**

學生如需告假，家長應於早上七時五十五分前致電通知校務處。學生應於假後回校首日把告假信（如有需要，連同病假證明書）交予班主任，如未能依時遞交告假信則作曠課論，記缺點乙個；若請假原因不獲校方接納(如外遊)，亦作曠課論，記缺點乙個。懇請家長鼓勵學生珍惜學習機會，切勿讓學生隨意告假。有關告假手續詳情、校規及學生紀律事宜可參閱「學生紀律手冊」(張貼於近食物部之壁報上)及「學生手冊」。茲將告假手續略陳如下：

	(A) 事假	(B) 病假 (小息後回校作 半天病假計)	(C) 早退	
			因事	因身體不適 (必須由家長陪同離校)
遞交告假信予班主任	三個上課日或之前 (包括請假日)	回校當日	三個上課日或之前 (包括請假日)	不適用
未能依時遞交告假信 罰則	曠課 缺點乙個	曠課 缺點乙個	曠課 缺點乙個	不適用

- 此外，為確保學生專注學習及預防失竊事件，學校不鼓勵學生攜帶手提電話、大量金錢及其他貴重物品回校。學生必須遵守以下守則：

(一) 手提電話及錢包

- 學生在學校範圍內必須關掉手提電話，不能只設定為待機模式。
- 如課室設有手提電話儲物櫃，學生須於上學時間把手提電話存放於指定儲物櫃內。
- 如學生違反以上規則，學校會扣留其手提電話及通知家長到校取回。學生將被記缺點乙個及可能被禁止再攜帶手提電話回校。
- 學生應把手提電話及錢包放於校服褲袋內，避免放於書包、外套口袋或抽屜內。中一及中二學生可使用學校電話繩把電話及錢包繫於校服褲頭耳扣上。

(二) 貴重物品及與學習無關物品

任何貴重物品(如：電子字典)及與學習無關物品(如：MP3 播放器、電子遊戲機及任何電子產品等)均不可攜帶回校。否則校方將扣留有關物品，並通知家長到校取回，學生將被記缺點乙個。

(三) 留堂班 **Attitude Improvement Class (AIC)**

違反校規的學生須出席留堂班(AIC)，時間為下午 3:20 至下午 4:30。如學生缺席留堂班而又未能依時遞交告假信予有關老師或其缺席理由未獲老師接納，均須記缺點乙個，並於翌日留堂，學校會以手機短訊通知家長。

此致

各家長

陳瑞祺(喇沙)書院校長

李丁亮 啟

二〇二〇年九月一日



Circular No. 20003

Chan Sui Ki (La Salle) College  
**Sample Letter of Excuse**

A student who has been absent from school should submit a letter of excuse (and a medical certificate if necessary) to his form teacher on the first day back to school.

The following information must be clearly stated in the letter of excuse.

- a. the class
- b. the class number
- c. the name of the student
- d. the reason of absence (a detailed reason must be given, do not just put down “family / personal affair” or “sick”)  
e.g. to visit grandmother in China\*  
to apply for an identity card\*  
to see the doctor because of having a fever (if any, attach the medical certificate)
- e. the date of absence
- f. signature of parent or guardian
- g. the date of submitting the letter

The following is an example of the letter.

2 <sup>nd</sup> September, 2020
Dear Form-teacher,
My son X X X of 1A (Class no.X) had been absent from school for two days (1 <sup>st</sup> and 2 <sup>nd</sup> September, 2020). It is because his grandmother was very sick in China and he went to visit her with his mother.
Thank you for your kind attention.
Yours sincerely, <hr style="width: 20%; margin: 0 auto;"/> XXX (Mr.)

\*A student who applies for casual leave should submit a written application to his form teacher three school days in advance.



通告編號：19003

陳瑞祺(喇沙)書院  
告假信樣本

曾缺席的學生應將家長或監護人簽署的告假信（如有需要，連同病假證明書）於恢復上課的第一天交予班主任。

告假信內應包括下列各項：

1. 所屬班級
2. 班號
3. 學生姓名
4. 告假理由(應詳細列出理由，切勿祇寫因事或因病)  
例如：因回鄉探望祖母\*  
因往辦領身份證\*  
因發燒往就醫。(如有病假證明書，請隨信附上。)
5. 告假日期
6. 家長或監護人簽署
7. 遞信日期

如下例所示：

X 班主任：

小兒 1A XXX (班號 X) 在二〇一九年九月一日及二日兩天因回鄉探望病重的祖母，未能返校上課。現補回請假信，請 X 老師垂察。

家長簽署：\_\_\_\_\_

二〇一九年九月二日

\*申請事假的學生須提前三個上課日向班主任遞交告假信。