



1st September, 2011

Circular No. 11003

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 a.m. On the first day back to school, your son/ ward should give a letter of explanation (and a medical certificate if necessary) to the form teacher. Failure to present a letter of explanation will be regarded as truancy. Please also help instill the attitude of treasuring learning opportunities into your son and not to let him be absent from schooling at his own will. Details are as follows:

	(A) Causal Leave	(B) Sick Leave (Coming back after the recess is considered a half-day absence)	(C) Early Leave	
			<i>Causal</i>	<i>Sick</i> (Parents should come and pick up students)
Submitting the letter of explanation to the form teacher	3 school days or before (including the day of absence)	1 st day back to school	3 school days or before (including the day of absence)	-----
Penalty for failure to submit the letter of explanation	Truancy (1 infraction)	Truancy (1 infraction)	Truancy (1 infraction)	-----

For details concerning absence procedure, school rules and student discipline, please refer to the Student Discipline Handbook (uploaded to the school webpage) and the Student Handbook.

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

We do not encourage students to bring mobile phone and other valuable items to school as this may distract their attention, lead to personal property loss and property stolen. However, if you allow your son to bring mobile phone to school, the following regulations must be observed. The regulations are as follows:

(A) Mobile phone

- The mobile phone should be *inexpensive* and *switched off* within the school campus.
- Students should always keep their phones in the trousers' pocket. S1 and S2 students should fasten their phones to the belt loops of their trousers with the school phone strap.
- Students should not keep their phones in the school bag, drawer or pocket of the school jacket.



- If a student does not comply with the above regulations, his phone will be confiscated. Parents will be invited to pick up the phone in person from the school office at a later time. An infraction will be given to the student and he may not be allowed to bring any phone to school.

(B) Wallet

- Students should not bring a large amount of money to school.
- They should always keep their wallets in the trousers' pocket and fasten their wallets with a strap. The school wallet strap is available in the school tuck shop.

(C) 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. These items will be confiscated if they are brought back to school. Parents will be invited to pick up the confiscated items in person from the school office. An infraction will be given to the student.

Thank you for your attention.

Yours faithfully,

Lee Ting Leung
Principal



Reply Slip (Circular No. 11003)

I, the parent of _____ (student's name) (Class No. _____) of Class _____, acknowledge the receipt of the circular regarding **Absence Procedure and Regulations Governing Bringing Mobile Phone & Valuable Items to School**

Parent's/ Guardian's Signature : _____

Parent's/ Guardian's Name: _____

Date: _____



11003

敬啟者：

「告假手續」及「攜帶手提電話及貴重物品回校守則」

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。學生應於假後回校當日把將告假信（如有需要，連同病假證明書）交予班主任。學生告假或早退須依時遞交告假信予班主任，未能依時遞交告假信視為曠課，記缺點乙個。為免影響學習，懇請家長鼓勵學生珍惜學習機會，切勿讓學生隨便告假。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」（上載於本校網頁）及「學生手冊」。告假類別及其手續如下：

	(A) 事假	(B) 病假 (小息後回校以 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	三個上課天或之前 (包括請假日)	回校當日	三個上課天或之前 (包括請假日)	-----
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	-----

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及其他貴重物品回校。如家長允許學生攜帶手提電話回校，學生必須遵守以下守則：

(一) 手提電話

- 手提電話必須簡樸及便宜；在校內任何範圍必須關掉手提電話。
- 學生應把手提電話放於校服褲袋內。中一及中二學生應以使用學校電話繩把電話繫於校服褲頭耳扣上。
- 學生不應把電話放於書包、抽屜或其他校服袋內。
- 如學生違返以上規則，學校會扣留其手提電話及通知家長到校取回。學生將被記錄缺點乙個及可能被禁止再攜帶手提電話回校。

(二) 錢包

- 學生不應攜帶大量金錢回校。
- 學生應把錢包放於校服褲袋內，並用錢包繩把錢包繫於褲頭耳扣上。(錢包繩可於食物部購買)。

(三) 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，學生將被記錄缺點乙個。

此致

各位家長



陳瑞祺(喇沙)書院校長
李丁亮 啟

二零一一年九月一日