

Chan Sui Ki (La Salle) College
Extra-Curricular Activities Committee
Guidelines on Excursion Day

1. If the following signals are hoisted by the Observatory of HKSAR at six o'clock in the morning, Excursion Day will be cancelled. Students need not report to teachers at the meeting place or go to school.
 - a. tropical cyclone warning signal
 - b. Black or red rainstorm signal

2. In case of inclement weather, students should report to teachers at the meeting place and teachers should take attendance as scheduled. The decision as to whether Excursion Day should be cancelled is left to the teacher-in-charge, who should exercise his discretion with reference to the weather report.

If the final decision is to cancel Excursion Day, the teacher-in-charge should immediately report to the school office by phone and all students should go home at once.

3. Reminders for students
 - a. F.1 to F.3 students:

You should arrive at school before 8:15 am. After the bell rings, line up immediately at the playground.

F.4 to F.7 students:

You should arrive at the meeting place on time.
 - b. If you are late and fail to catch up with your class, you should immediately report to the school office in person. If you are sick, you should submit a parent's letter and a doctor's certificate, otherwise this will be regarded as truancy.
 - c. You should bring along with you the Student Card and Hong Kong Identification Card.
 - d. You should put on casual wear. Dress properly. Accessories and hair dye are not allowed.
 - e. Keep quiet on the coach or any other transportation vehicles. You should not stretch your arms or jut your head out of windows.
 - f. You should not stay alone. You should be in company with your classmates. Don't go beyond the designated activity area unless permission is granted. In case of emergency, you should report to teachers at once.
 - g. Swimming, cycling, camping, windsurfing, canoeing, rowing and sailing are not allowed. Safety comes first in the course of all activities.
 - h. Smoking, gambling and foul language are not allowed. You should behave properly to maintain the school's reputation.
 - i. Take good care of your personal belongings. Don't bring valuable items or too much money.
 - j. Dispose of rubbish properly. No littering is allowed. To prevent hill fire, put out fire after barbecue.
 - k. F.1 to F.3 students:

On your return, report to teachers at the meeting place on time before boarding the coach. You must go back to school by coach for dismissal.

F.4 to F.7 students:

You should report to teachers at the meeting place on time before dismissal.

YYLam
ECA Mistress

陳瑞祺（喇沙）書院
課外活動組
學校旅行指引

- 一. 當天早上六時天文台發出下列警告時，該日旅行活動將自動取消，學生及老師均無須到集合地點或返回學校。
 1. 熱帶氣旋警告
 2. 黑色或紅色暴雨警告

- 二. 若該日天氣欠佳，學生必須到集合地點與老師會合及點名，然後由領隊老師根據當時情況及旅行地點而決定是否取消旅行活動。如決定取消旅行活動時，領隊老師應立即致電通知校務處，而各同學亦必須立刻回家。

- 三. 學生注意事項
 1. 中一至中三同學:

各同學須於上午 8 時 15 分前回到學校。鐘聲響後，立刻到有蓋操場集合。

中四至中七同學:
各同學須依時前往集合地點報到。
 2. 同學如因遲到而未能跟隨大隊出發，必須立即向校務處報到。同學如因病未能前往旅行，必須呈交家長告假信及醫生病假紙，否則作曠課論。
 3. 各同學必須攜帶學生証及個人身份証。
 4. 各同學可穿著輕便服裝，但不可奇裝異服、佩戴飾物或染髮。
 5. 學生於旅遊巴或其他交通工具上，不可將頭和手伸出窗外，亦不可大聲喧嘩。
 6. 未經批准，各同學不得擅自離開指定的活動範圍。如遇意外或突發事故，應即時向老師報告。同學亦不應離群獨自行動。
 7. 不得進行游泳、單車、露營、滑浪風帆、獨木舟、划艇和帆船活動，進行其他活動時亦應注意安全和顧及旁人。
 8. 各同學要檢點言行舉止，不可吸煙、賭博、或粗言穢語、以免破壞個人及學校聲譽。
 9. 私人財物應小心保管，不應帶備過多金錢或貴重物品，以避免不必要之損失。
 10. 學生不得隨地拋棄垃圾，應保持環境清潔，愛護大自然。進行燒烤之同學須注意熄滅所有火種，以免引起山火。
 11. 中一至中三同學:

回程時各同學必須準時返回集合地點報到，經班主任點名後才可登車離開。所有學生必須隨車返回學校解散。

中四至中七同學:
於旅行結束時各同學必須準時返回集合地點，經班主任點名後才可解散。

課外活動主任
林婉儀老師

二〇一一年十一月二十一日