



1st September, 2025

Circular No. 25003

Dear Parents/ Guardians,

I) Absence Procedure

If your son/ ward is sick and intends 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 (e.g. 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 st 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 Valuable Items to School

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

(A) Wallet

Students should keep their wallets safe. It is better for them to keep their wallets in trouser pockets instead of school bags, school jackets or drawers.

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

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(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 until 5:00 pm (Monday and Tuesday Timetable) or 4:20 pm (Wednesday, Thursday and Friday Timetable). 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 eClass message to notify the parent/ guardian.

Thank you for your attention.

Yours faithfully,

Lee Po Chu Fiona
Principal



敬啟者：

告假手續、攜帶貴重物品回校守則及留堂班事宜

(一) 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

(二) 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大量金錢及其他貴重物品回校。學生必須遵守以下守則：

甲、 錢包

學生應把錢包放於校服褲袋內，避免放於書包、外套口袋或抽屜內。

乙、 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放學後留堂班 (AIC) 至下午五時 (星期一及二上課時間表) 或下午四時二十分 (星期三、四及五上課時間表)。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 eClass 訊息通知家長。

此致

各家長

陳瑞祺(喇沙)書院校長

李寶珠 啟

二〇二五年九月一日