

**陳樹渠紀念中學**  
**2023-2024 年度**  
**公民科內地考察團**  
**學生重要須知**

境外學習為學生提供一個寶貴的學習和成長機會。然而，校方必須確保學生在考察團的安全、並使同學順利和有益地參與其中。因此，此文件提供重要的指引和建議，以幫助參加者適應新的環境，並享受這段難忘的經歷。

請家長和學生們細心閱讀這份文件，特別注意其中的注意事項和基本守則。這些指引將確保大家的行為合乎禮儀、尊重當地文化，並確保大家的安全和福祉。

### **一般事項**

- 同學應準時出席行程中所安排的各項活動。
- 聽從老師的指示，未經老師安排或吩咐，同學一律不准擅自離開大隊。在沒有得到老師批准下，切勿離團。
- 必須遵守當地法律，不可作出違反當地法律的事情。
- 保持友善的態度與良好的互動。對於別人的行為或言論有不同的看法，亦應以溫和有禮的方式表達或包容。
- 請勿在參觀、交流或活動期間遊玩電子遊戲（包括：手提電話遊戲）。老師在勸喻無效後有權沒收以上物品並保存至行程完結回港。
- 服從老師和導遊的指示，不要因私人之因素而影響團體規律。
- 小心保管個人物品：
- 在餐廳用餐時，請不要將自己的書包或背包放在椅背上。請放在自己的膝蓋或自己看的到的腳邊。
- 同學應有「保護自己及財物之安全為自己的責任」之觀念。
- 活動期間應避免從事超出自己體能所能負荷的活動，一切以自身安全為重。
- 依照老師的建議，適當時候與家人聯絡報平安。
- 參訪活動期間應避免暴飲暴食或胡亂品嚐不同種類之食物，並力求睡眠充足，以保持身體健康。
- 購買紀念品時，特別注意不要購買中國海關禁止出口以及香港海關禁止帶入境的東西。
- 如因生病或其他緊急、特殊情況應立即告知領隊及老師協助。
- 所有活動必須在領隊老師同意下全組進行，切勿獨自四處遊逛。
- 考察團活動期間，同學不得飲用含酒精成份的飲品。
- 發現任何異常事件，同學應立即通知老師。
- 切勿攜帶貴重物品，若有遺失，本校（陳樹渠紀念中學）恕不負責。
- 出發當日如有突發事情，請致電 23800241 聯絡學校校務處。

## 注意事項

### A. 出發及過關時

- 請準時到達集合地點及帶備有效之身份證明文件(包括：回鄉證及身份證或護照)
- 先向帶隊老師報到，小心聆聽老師及領隊的指示。
- 請緊隨帶隊老師，未得老師批准，不得自行離隊。
- 請勿高聲談話。
- 跟隨當地海關人員指示，排隊等候辦理手續。
- 參加者不得攜帶煙酒，過關時亦不可購買。

### B. 在車廂上

- 不得擅自對調座位。
- 在行程中安坐位子上，及跟隨服務員的指示。
- 請輕聲談話，以免騷擾司機及其他乘客。
- 遵守各類交通工具的安全守則，並留意緊急逃生出口。

### C. 集體行動

- 活動時間請遵守師長/參觀地點之要求。參觀時請跟隨團體行走，以避免迷路或發生緊急情況時無人可協助，一切以安全為優先。
- 參觀文物單位、古蹟的時候，應注意遵守參觀規則，切勿違規拍照。
- 留意各項活動的集合及回程時間，並依指示準時到達預定地點集合。
- 愛護公物/文物。

### D. 流動電話

- 學生可自備流動電話作通訊之用；惟應向網絡供應商查詢電話卡是否適用於當地及有否提供國際漫遊服務；學生也可預先購買適用於國際漫遊的儲值通話卡，在戶外或空曠地方使用流動電話時，須留意天氣情況。
- 學生於旅遊巴士上用膳期間或當老師、導遊或其他工作人員講解行程或參觀資料時，必須留心聆聽，不可使用手提電話。

### E. 衣飾要求

- 按學校要求穿着。
- 學生衣著應以樸實為主，要求大致與便服日相同。
- 禁止穿着熱褲、短裙等。
- 可穿運動鞋或輕便鞋，禁止穿着高跟鞋。

### F. 言談舉止

- 公共場合，勿高談闊論，大聲嬉笑。活動進行中，請專心聽講，切勿睡覺或任意交談，以免影響公共秩序及遺漏了各種重要資訊。
- 使用適當語言；在適當時間說適當的話。
- 在任何場合都應輕聲談話。
- 保持虛心認識及欣賞的態度，切勿胡亂批評。

### G. 住宿/酒店

- 住宿名單一經編定，不得自行更調。
- 晚上十時半不可離開自己房間，十一時前必須就寢。
- 睡前將房門鎖好。
- 未得老師准許及沒有老師在場下，不可進入異性房間內進行活動。
- 留意房間的緊急出口及意外發生時的逃生路線。

- 保持房間整潔，每天早上收拾床舖。
- 準時起床及到達早上集合地點。
- 小心保管房間鎖匙。
- 不可把貴重物件留在酒店。
- 嚴禁生火和進行任何違犯當地法規和校規行為，如在房間發現火柴及火機，必須交給老師。
- 未得老師准許，不得擅自離開所住樓層及酒店。
- 不可享用房間須收取費用的飲品或食物。
- 愛惜公物，如有損壞要照價賠償，並須通知領隊老師。
- 勿在房內嬉戲及高聲叫喊，影響其他酒店住客。
- 離開各房間前，請確保把所有電器關掉及鎖好門戶。

#### H. 感到身體不適

- 如感到身體不適，應要立刻通知領隊或老師，及早求醫。
- 切勿胡亂服用他人提供之藥物。領隊或老師均不會提供任何藥物給同學，同學須自備「平安藥」並隨身攜帶。如需服用藥物或送院就醫，學校會第一時間通知家長並徵求同意。
- 同學須如實填寫健康狀況申明書：
  - ✧ 如有特殊病歷，應預先告知學校及帶備醫藥報告；
  - ✧ 同學如須定期服食藥物，應事先告知學校，並清楚寫出每種藥物名稱及服用方法；
  - ✧ 同學如對任何藥物或食物敏感，應預先告知學校及帶備醫藥報告。
- 如在旅途病情嚴重，可能會選擇直接送往醫院，同時聯絡家長。

#### I. 個人衛生管理

- 勤洗手：
  - ✧ 如需觸摸眼睛及口鼻，事前應洗手；
  - ✧ 處理食物及進食前要洗手；
  - ✧ 處理被糞便、呼吸道分泌物或其他體液弄污的物件後要洗手；
  - ✧ 如廁後要洗手；
  - ✧ 觸摸電梯扶手、升降機按鈕、門把手等公用物件之後要洗手；
  - ✧ 如沒有洗手設備，可用含 70-80%酒精的消毒劑消毒雙手。
- 經常帶備手帕或紙巾，打噴嚏或咳嗽時用其掩住口鼻，其後立即用梘液洗手。
- 有呼吸道感染症狀或發燒的人士應戴上口罩，並及早求醫。
- 用膳時要使用公筷和公匙，不要與人共享同一飯盒或飲料。
- 一些情況下，應佩戴口罩，例如：
  - ✧ 有呼吸道感染的症狀或發燒；
  - ✧ 照顧有呼吸道感染或發燒的病者。

#### 參考資料：

- 香港旅遊業議會 <https://www.tichk.org/zh-hant>
- 香港入境處「協助在外香港居民小組」24 小時電話熱線：(852)1868
- 戶外活動指引（教育局網站 [www.edb.gov.hk](http://www.edb.gov.hk) 主頁—學校行政及管理—一般行政—有關活動—學校活動指引）
- 外遊協助（入境事務處網站：[www.immd.gov.hk](http://www.immd.gov.hk) 主頁—我們的服務—外遊協助）

**CHAN SHU KUI MEMORIAL SCHOOL**  
**The academic year of 2023-2024**  
**CSD Mainland Study Tour**  
**Important reminders for students**

Studying abroad provides students with a valuable opportunity for learning and personal growth. However, it is essential for the school to ensure the safety of students during the study tour and to facilitate their smooth and beneficial participation. Therefore, this document provides important guidelines and recommendations to help participants adapt to new environment and enjoy this memorable experience.

Parents and students are advised to read this document carefully, paying particular attention to the guidelines and basic principles outlined within. These guidelines will ensure that everyone's behavior is appropriate, respectful of local culture, and prioritizes safety and well-being.

**General matters**

- Students should attend all activities arranged in the itinerary on time.
- Follow the instructions of teachers; students are not allowed to leave the group without the teacher's permission. Do not leave the group without the teacher's approval.
- Adhere to local laws and avoid violating them.
- Maintain a friendly attitude and good interaction. Express differing opinions on others' behavior or speech in a gentle and polite manner.
- Do not play electronic games (including mobile phone games) during visits, exchanges, or activities. Teachers have the right to confiscate such items if warnings are ineffective, keeping them until the return to Hong Kong.
- Obey the instructions of teachers and guides; personal matters should not disrupt group discipline.
- Take care of personal belongings:
- Do not place backpacks or bags on chair backs while dining. Keep them on your lap or within eyesight.
- Students should understand that protecting themselves and their belongings is their responsibility.
- Avoid activities during the trip that exceed one's physical capability; prioritize personal safety.
- Contact family at appropriate times as advised by teachers.
- Refrain from overeating or sampling various foods excessively during visits and ensure sufficient sleep for good health.
- Be cautious when purchasing souvenirs; avoid buying items prohibited by Chinese or Hong Kong customs.
- In case of illness or emergencies, inform the leader and teachers immediately for assistance.
- All activities must be conducted with leader and teacher approval; do not wander off alone.
- Consumption of alcoholic beverages is prohibited during the trip.
- Report any unusual incidents to teachers promptly.
- Do not bring valuables as the school (Chan Shu Kui Memorial School) is not responsible for lost items.
- In case of emergencies on the day of departure, contact the school administration office at 23800241.

## Notes:

### A. Departure and Customs Clearance

- Please arrive at the meeting point on time with valid identification documents (including return permit and ID card or Passport).
- Check in with the team leader first, listen carefully to the teacher and tour guide's instructions.
- Stay with the team leader at all times and do not leave without permission.
- Avoid speaking loudly.
- Follow the instructions of local customs officials and queue up for procedures during customs clearance.
- Participants are not allowed to carry tobacco or alcohol, and should not purchase them during customs clearance.

### B. On the Coach

- Do not change seats without permission.
- Sit properly during the journey and follow the instructions of the service staff.
- Speak softly to avoid disturbing the driver and other passengers.
- Observe safety regulations of various modes of transportation and be aware of emergency exits.

### C. Group Activities

- Follow the requests of teachers/guides and the location being visited during the activity time. Walk with the group during visits to avoid getting lost or being left without assistance in case of emergencies; safety is a priority.
- When visiting historical sites, adhere to visitation rules, and do not take unauthorized photos.
- Pay attention to assembly and return times for activities, and arrive at the designated meeting point on time as instructed.
- Respect public property/cultural artifacts.

### D. Mobile Phone

- Students may bring mobile phones for communication. Verify with the network provider if the phone card is compatible locally and if international roaming services are provided.
- When on the tour bus or during meals, attentive when teachers, guides, or staff provide information about the itinerary or visits; avoid using mobile phones.

### E. Dress Code

- Follow school requirements for attire.
- Student clothing should be simple and akin to casual wear.
- Prohibited clothing includes hot pants, short skirts, etc.
- Suitable footwear includes sneakers or casual shoes; high-heeled shoes are not allowed.

### F. Behavior and Speech

- Avoid speaking loudly and making noise in public spaces. During activities, please listen attentively and do not sleep. Refrain from unnecessary conversations to avoid disturbing public order and missing out on important information.
- Use appropriate language and speak at appropriate times.
- Speak softly at all times.
- Maintain a humble and appreciative attitude, avoid hasty criticism.

### G. Accommodation/Hotels

- Once the accommodation list is finalized, changes are not allowed.
- Do not leave your room after 10:30 p.m. and ensure lights out by 11p.m..
- Lock your room door before sleeping.
- Without teacher permission and supervision, do not enter rooms of the opposite sex for activities.
- Be aware of emergency exits and escape routes in case of accidents.
- Keep rooms tidy and make the bed daily.
- Wake up on time and arrive at the morning gathering spot promptly.
- Safeguard room keys.
- Do not leave valuables in the hotel.

- Prohibited actions include lighting fires and engaging in activities that violate local regulations and school rules.

#### H. Feeling Unwell

- If feeling unwell, immediately notify the team leader or teacher for medical attention.
- Do not take medication provided by others without care. Teachers will not provide any medication; students must carry their own first aid items.
- Parents will be informed promptly if medical attention is needed; parental consent will be sought.
  - ◇ Fill out health declaration forms truthfully.
  - ◇ Inform the school in advance of any medical conditions and provide medical reports.
  - ◇ Inform the school of regular medication requirements and provide detailed information on each medication.
- Notify the school in advance of any medication or food sensitivities.

#### I. Personal Hygiene

- Wash hands:
  - ◇ Wash hands before touching eyes and mouth.
  - ◇ Wash hands before handling food and eating.
  - ◇ Wash hands after handling items soiled with feces, respiratory secretions, or other body fluids.
  - ◇ Wash hands after using the toilet.
  - ◇ Wash hands after touching public items such as elevator handrails, elevator buttons, door handles, etc.
  - ◇ In the absence of handwashing facilities, use hand sanitizer containing 70-80% alcohol.
- Always carry tissues or handkerchiefs to cover your mouth and nose when sneezing or coughing, then wash hands immediately.
- People with respiratory infection symptoms or fever should wear masks and seek medical attention early.
- Use public chopsticks and spoons when eating, and do not share food containers or drinks with others.
- In some situations, wearing a mask is recommended when:
  - ◇ Having symptoms of respiratory infection or fever.
  - ◇ Caring for someone with respiratory infection or fever.

#### Reference Information:

- Travel Industry Council of Hong Kong: <https://www.tichk.org/zh-hant>
- Assistance to Hong Kong Residents Outside Hong Kong 24-hour hotline by Immigration Department: (852)1868
- Outdoor Activity Guidelines (Education Bureau website [www.edb.gov.hk](http://www.edb.gov.hk) homepage—School Administration and Management—General Administration—Related Activities—School Activity Guidelines)
- Assistance for Outbound Travel (Immigration Department website: [www.immd.gov.hk](http://www.immd.gov.hk) homepage—Our Services—Assistance for Outbound Travel)