

陳樹渠紀念中學

Chan Shu Kui Memorial School

學校通告編號：S20/21 -013

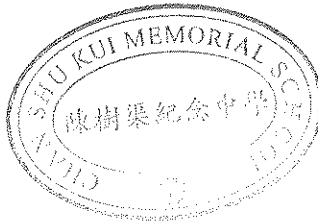
處理違規學生措施

敬啟者：為使學生養成良好的習慣及培養正確價值觀，敬請家長督促 貴子弟遵守校規，包括在守時、校服儀容及依時完成功課等方面。

學生如有違規行為，本校將根據校規處理，並會安排 貴子弟於指定日期的放學時間參加自省班或勤學班，除緊急情況外，一律不得改期。

如有查詢，請致電 2380 0241 與訓導主任聯絡。

此致
貴家長



招祥麒
校長 招祥麒博士

2020 年 9 月 1 日

遲到		校服儀容違規	
累計 次數	處理方法	累計 次數	處理方法
3	班主任致電家長；發警告信	3	班主任致電家長；發警告信
4	開始即日自省室留堂	4	開始即日自省室留堂
5	記缺點一個；班主任約見家長	5	記缺點一個；班主任致電家長
10	記缺點一個；級訓導老師約見家長	10	記缺點一個；級訓導老師致電家長
15	記小過一個；訓導主任約見家長	15	記小過一個；訓導主任約見家長
備註：累計 4 次遲到後，以後每次遲到均須留堂。		備註：累計 4 次違規後，以後每次違規均須留堂。	

欠交功課	
累計 次數	處理方法
1	開始即日留堂完成所欠功課
5	班主任致電家長；發警告信
10	記缺點一個；班主任致電家長
15	記缺點一個；教務組老師聯絡家長
20	記小過一個；教務主任約見家長

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Chan Shu Kui Memorial School

School Circular No.: S20/21-013

Date: 1 September 2020

To: All Parents

Disciplinary Measures for Students

We aim to nurture our students' positive values and guide them to foster good habits. We appeal for your support in ensuring your child's compliance with the school rules and codes of conduct. Students should be punctual to school, comply with the school's uniform and appearance policy and submit assignments on time.

Students who violate the school rules will be required to attend Detention Class on a designated day after school. Except emergency circumstances, no rescheduling for attending the Detention Class will be allowed.

For enquiries, parents are welcome to contact the Discipline Master at 2380 0241.

Thank you very much for your attention.



A handwritten signature in black ink, appearing to read 'Chiu Cheung Ki'.

Dr. CHIU Cheung Ki
Principal

Lateness to school		Violating the school's uniform and appearance policy	
Number of records accumulated	Measures to be taken	Number of records accumulated	Measures to be taken
3	Class teacher will contact the parents concerned and a warning letter will be issued	3	Class teacher will contact the parents concerned and a warning letter will be issued
4	Students will be sent to Detention Class	4	Students will be sent to Detention Class
5	One bad mark will be recorded and the class teacher will meet the parents concerned	5	One bad mark will be recorded and the class teacher will contact the parents concerned
10	One bad mark will be recorded and the Form Discipline Coordinator will meet the parents concerned	10	One bad mark will be recorded and the Form Discipline Coordinator will contact the parents concerned
15	One minor demerit will be recorded. The Discipline Master will meet the parents concerned	15	One minor demerit will be recorded. The Discipline Master will meet the parents concerned
Remarks: After 4 times of lateness to school, students will be sent to Detention Class every time if they are late to school.		Remarks: After 4 times of violating the policy, students will be sent to Detention Class every time if they violate the school's uniform and appearance policy.	

Non-submission of assignments	
Number of records accumulated	Measures to be taken
1	Students will be sent to Detention Class to complete the assignments
5	Class teacher will contact the parents concerned and a warning letter will be issued
10	One bad mark will be recorded and class teacher will contact the parents concerned
15	One bad mark will be recorded and teachers of Academic Committee will contact the parents concerned
20	One minor demerit will be recorded and the Head of Academic Committee will meet the parents concerned