

懲罰方面指引 (警告、缺點、小過、大過)：

(一) 以下行為應記警告：

- (1) 儀容不整。
- (2) 在走廊追逐。
- (3) 抄襲家課或將之交由別人代做。
- (4) 在校內咀嚼香口膠。
- (5) 在非指定地方飲食。
- (6) 欠帶課本、作業、文具及交功課者

(二) 以下行為應記缺點：

- (1) 遲到三次而未有充分理由解釋。
- (2) 不依時繳交五次家課。
- (3) 上課或集會不守紀律或不留心聽講。
- (4) 不服從領袖生或班長的指示。
- (5) 儀容不整 (被警告而未見改善)。
- (6) 擾亂課室秩序或知情不報。
- (7) 曠課(遲到逾一課節而無充份理由亦作曠課論)。

(三) 以下行為應記小過：

- (1) 說粗言穢語。
- (2) 瞞騙導師或家長(一般性)。
- (3) 拾遺不報。
- (4) 欺凌同學。
- (5) 逃課或逃堂。
- (6) 破壞課室秩序。
- (7) 上課時飲食。
- (8) 不服從導師的指示及對導師無禮。
- (9) 攜帶不良(如有猥褻、色情、賭博或暴力等成份)書報、圖片、跟上課無關之物品回校。
- (10) 行為不檢，有違道德。

(四) 以下行為應記大過：

- (1) 假冒家長或導師簽名。
- (2) 測驗、考試作弊或違規行為。
- (3) 塗改手冊、測驗或考試積分。
- (4) 藐視及辱罵導師。
- (5) 攜帶利器或危險性物品回校。
- (6) 參加任何形式之邪術活動(如神打、碟仙等)。
- (7) 逃學。
- (8) 高空擲物。
- (9) 偷竊或強取他人之財物。
- (10) 瞞騙導師或家長(嚴重性)。
- (11) 藉故生事、毆鬥或煽動打架。
- (12) 故意傷害他人身體。
- (13) 惡意毀壞或塗污同學物品。
- (14) 故意毀壞校內公物。
- (15) 擅自塗改試卷或手冊。
- (16) 未得授權而開啟、修改、複製他人電腦檔案或以電腦作非法行為。
- (17) 損毀校譽 (如校內外行為不檢、吸煙、吸毒、賭博、加入黑社會、穿著校服入遊戲機中心、參加不正當之集會或活動等。)

* 凡累積五次警告，自動晉升為一次缺點。

* 凡三個大過者，校方將勒令退學。

* 以上一切獎懲準則，得由本校訓導組按實際需要而隨時修訂。

Penalty guidelines (Warning, Black Mark, Minor Demerit, Major Demerit).

- **Warnings should be given for the following behavior**
 1. Unkempt grooming
 2. Chasing in the corridor
 3. Copying homework or having it done by others
 4. Chewing chewing gum in school
 5. Eating and drinking in non-designated places
 6. Failure to bring in textbooks, homework, stationery and homework
- **The following behaviors should be recorded as Black Mark**
 1. Late three times without good reason
 2. Failing to hand in homework five times
 3. Failure to be disciplined or to pay attention in class or at assembly
 4. Disobeys the direction of a student leader or class monitor
 5. Poor grooming (Warned and not improved)
 6. Disrupting the classroom or knowingly failing to report disruption
 7. Absenteeism (late for more than one lesson without good reason. Absence from school is considered as absenteeism)
- **The following behaviors should be recorded as Minor Demerit**
 1. Speaking foul language
 2. Deceiving teachers or parents (general)
 3. Failure to report a missing item
 4. Bullying students
 5. Skipping classes or lessons
 6. Disruption of classroom order
 7. Eating and drinking during lessons
 8. Disobedience and rudeness to the instructor
 9. Bringing objectionable (e.g. obscene, pornographic, gambling or violent) books, pictures and non-classroom related materials to school
 10. Misbehaviour and unethical behavior
- **The following behaviors should be recorded as Major Demerit**
 1. Impersonating the signature of a parent or tutor
 2. Cheating or misconduct in tests, examinations or irregularities
 3. Alteration of handbooks, tests or examination marks
 4. Contempt and abuse of instructor
 5. Bringing sharp or dangerous objects to school
 6. Participating in any form of evil activities (e.g. Calling spirit, Ouija, etc.).
 7. Playing truant
 8. Throwing objects from a height

9. Stealing or forcibly taking the property of another person
 10. Deceiving teachers or parents (seriousness)
 11. Causing trouble, fighting or inciting a fight
 12. Intentionally causing bodily harm to another person
 13. Vandalism or defacement of classmates' property
 14. Willful damage to school property
 15. Unauthorised alteration of examination papers or handbooks
 16. Damaging the reputation of the school (e.g. misbehaviour on and off school premises, smoking, taking drugs, gambling, joining triad societies, wearing school uniform to amusement game centres, participating in improper assemblies or activities, etc.)
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- ✧ Any accumulation of five warnings will automatically be upgraded to one black mark
 - ✧ Three major demerit will result in dismissal from the school
 - ✧ The above criteria may be revised from time to time by the School's Discipline Team according to actual needs.