

4<sup>th</sup> September, 2017

Dear Parents/Guardians,

**Re: Detention System for Serious Classroom Disorder and Acute Student Offensive Cases**

**When the normal lesson of a class is interrupted by a general disorder**, which cannot be managed by the teacher on duty, the following steps will be taken:

1. The teacher on duty seeks assistance from the Class Teachers, discipline teachers, Discipline Deputy, Discipline and Guidance Master, Vice-principals and the Principal, in the order of seriousness of the disorder.

The discipline teachers of the individual forms are:

S1: Mr. Lai Hon Fai, Mr. Chiu Yat Fei;

S2: Mr. Fung Ka Yu, Ms Kwok Yim Fai;

S3: Mr. Yeung Hon Pan, Ms Liu Ting Chi;

S4: Mr. Lam Ho Yeung, Mr. Fung Pak Cheung;

S5: Mr. Lui Yiu Sun, Ms Chan Man Ying;

S6: Mr. Chan Bit Leung, Mr. Wong Chun Yuen.

2. Detention of the whole class is to be carried out after school on that day.
3. The subject teacher conducts a complementary lesson in that detention period, accompanied by a discipline team member or higher rank teacher.
4. Office staff informs the parents about the detention by telephone call / SMS.

**When there is one or more students committing acute offensive behaviour**, which is beyond the control of the teacher on duty, the following steps will be taken:

1. The teacher on duty seeks assistance from the Class Teachers, discipline teachers, guidance teachers, Discipline Deputy, Guidance Deputy, Discipline and Guidance Master, Vice-principals and the Principal, in the order of seriousness of the student offensive cases.
2. The discipline teachers of the individual forms are the same as above.
3. The assisting teacher takes the student(s) involved out from the class and brings him/them to a "time-out" room. (A005b or any other room which is suitable for the case.)
4. The class resumes to normal lesson by the teacher on duty.
5. The assisting teacher calls the parent(s) promptly and makes an appointment for interviewing, preferably after school on the same day.
6. The student(s) involved writes the "Case Description".
7. Guidance team or school social worker will provide intervention if necessary.
8. Student(s) involved may go back to class for normal lessons under suitable conditions.
9. The discipline teacher(s) / Discipline and Guidance Master, the teacher concerned, plus the class teacher meet with the parent(s) and the student(s) involved after school to reach a common understanding of the case.
10. After the offensive misbehavior of the student(s) is confirmed, his (their) detention is then to be scheduled and executed after school in the detention room (B205) under the supervision of the discipline team member(s). Detention classes are on Day 1, 3, 5 & 7.
11. The discipline team informs the staff concerned about the case and the student(s) involved.
12. The teacher concerned gives an assignment to the student(s), which is to be done within the detention period.
13. Duration of one detention period is 60 minutes.
14. Demerits would be given if necessary.

(Mr. Fong Shun Man)  
*for the Principal*