

Tsuen Wan Chiu Chow Public School
Reward and Punishment Policies 2019/2020

To foster students with skill development in various areas and build up a good character, a systemic reward and punishment policies have been established to encourage students to participate in different internal or external competitions and services. Besides, with this system, students with deviant behaviour can properly be corrected so as to cultivate them a positive attitude that enables them to know right from wrong and account for individual responsibilities. Reward and punishment policies are listed as below-

(A) Purposes

1. With a distinctive rewarding system, encourage students to make use of their strength, aggressively strive for the best, devote to social services and build up a good character of self-disciplinary and rule abidance.
2. With a distinctive punishment system, help students know right from wrong, educate them a concept of taking responsibilities. Learn by introspection and strive for the best.

(B) Rewarding criteria

Students having participated in school service teams or external activities would be awarded merit points or good points which would be showed in their report cards. 1 minor merit point will be credited to students with 3 accumulated good points while 1 major merit point will be credited to students with 3 accumulated minor merit points.

1. External activities	
Attain awards when having represented school to participate in an external competition:	
Items	Awards
The First Prize/Champion/Gold Medal/Outstanding Prize	Good point/Minor merit/Major merit
The Second Prize/First Runner-up/Silver Prize/ Prize for Highly Excellence	
The Third Prize/ The Second Runner-up/ The Bronze Prize / Prize for Fair Excellence	
2. Services	
School service team includes school discipline prefects/library prefects, flag-raising team, Big Brother and Big Sister Programme, class monitors or other posts in a class. <u>Students with satisfactory performances</u> , having completed the whole service year (For class monitors or other posts in a class, need to complete 1 term) and have been nominated by their teachers , will be awarded the following prizes:	
Items	Awards
Grand Chief of the captioned service teams	Good point/Minor merit/Major merit
Vice Chief of the captioned service teams	
members of the captioned teams or class monitors	

(C) Punishment policies

Students violate school rules would be penalised according to their past violation history, severity and actual situations. The School will start with admonish to the offended. If there is no improvement, the

School will give the parent a **warning letter**. If the student repeats the violation or causes another admonishment, the School will give him/her a **black mark** or a **major demerit**. Students with 3 points of black mark will deserve 1 minor demerit while students with 3 minor demerits will deserve 1 major demerit.

A list of general violence is listed below:

Violation behaviour		Disciplinary actions
1.	Being late for school for five times.	Black mark
2.	Being rude to teachers or school staff.	Black mark
3.	# Appearance or uniform do not meet school criteria.	Black mark
4.	Being boorish, always speak bad languages.	Black mark
5.	Have fighting in school or outside school.	Black mark
6.	Disturb class discipline.	Black mark
7.	Do not comply with the recess regulations.	Black mark
8.	Cheating during dictation lesson or exam.	Black mark
9.	Forge /smear/tear/forge a signature, such as on a school circular, a handbook, an exam paper, a report card etc.	Black mark
10.	Truancy	Black mark
11.	Deliberately destroy public properties or damage public properties	Black mark
12.	Escape from detention punishment	Black mark
13.	Do not report to school after picking up lost properties or a big amount of money.	Black mark
14.	◆ Serious behavioural problem	Minor demerit
15.	◆ Stealing in school or outside school	Minor demerit
16.	◆ Escape from school	Minor demerit

(D) Procedure of demerit

1. Recording of awards

Good points, minor merits and major merits are all recorded and printed in Student Report Cards.

2. Warning letter

- After summing up **the record of late arrival**, the class teacher may report the figure. A conference between the class teacher and the section head of Discipline Section over cases of students having three times of late arrival will take place. Having approved by the principal, a " **Notification to Parent upon Late Arrival without Excuse** " will be given to the parent and he/she will need to sign on the reply slip and submit it to school for recording purpose.
- For the rest cases of school rule violation, relative teachers shall start the procedure with admonishment, and support with guidance for behaviour improvement. To arouse parent awareness, teachers will note the situation in Student Handbook. To generate a correction effect, the teachers will invite the parent to a conference and develop a plan of mutual cooperation.

3. Black mark, minor demerit and major demerit

Transfer punishment cases-black mark case, minor demerit case or major demerit case to sectionhead of Discipline Section. After proof procedure, the class teacher, relative teacher, section head of Discipline Section and Student Guidance Person will come up a disciplinary action which will be

managed after getting the approval of the principal. Either Section head of Discipline Section, class teacher or relative teacher will contact the parent again via a call or a parent appointment.

4. Improvement plan

All student awards and punishment records will be filed in school, as well as on enrollment card and student report card. Nevertheless, it is possible to waive demerit points. Offended students willing to improve themselves can actualise their improvement plan by not committing similar offences throughout the school year or doing any other severe violating behaviour, and make amendment in action by school services or student services. Waive of demerit points on report card will be considered if all the teachers and the principal agree in the meeting.

Remarks:

1. The School reserves the right to revise, explain, enrich or trim the details of the above **Violation Items**.
2. #Upon the rules for student appearance and uniforms, please refer to Points for Students in Student Handbook. Students are to wear school P.E. uniform only when it is the day for P.E. lesson or performing P.E. activities. As for the rest of the week, students have to attend school in school uniform.
3. ♦If a student behaves vilely and show no improvement after admonishment, then the School may take an instant action to give him/her a black mark, a minor demerit, or a major demerit.

(E) Rating of student conduct

Grades	Definition
A+	Have an excellent conduct, show an aggressive mind for improvement, a good model for classmates, and show passion in services.
A	Have a good conduct, shows an aggressive mind for improvement and passion in services.
A-	Have a good conduct and show an aggressive mind for learning.
B+	Comply with school rules, aggressive learning
B	Comply with school rules, but learning attitude is fair.
B-	Occasional violation to school rules, or reluctant to learning.
C+	Always violate school rules and have black mark record.
C	Do not comply with school rules.
C-	Do not comply with school rules and have minor demerit record.
D	Do not comply with school rules, behave badly; show no improvement after admonishment and have minor demerit/minor demerits record.
E	Do not comply with school rules, behave badly; show no improvement after admonishment and have major demerit/major demerits record.

Parents have to encourage your child to actively participate in different activities, internal or external, and actively engage in services. Moreover, supervise your child to comply with school rules so as to foster a good character and build up a positive attitude.