

## Discipline Procedures

If a student behaves in an unacceptable way, the following steps will be taken:

- FIRST STEP            Warning and consequences of continued misbehaviour will be explained to the student.
- SECOND STEP        The student will be sent to another classroom with work to be completed.
- THIRD STEP         The student will be counselled by the school principal.
- FOURTH STEP       Parents will be informed and requested to attend a meeting together with the student, with the school's principal, to try and resolve the problem.
- FIFTH STEP         The student may be suspended or expelled from the school.

# 学生违纪处理办法

如果学生违反学校相关规定，学校会逐步采取以下措施进行处理：

- 第一步 向学生提出第一次警告，并向学生解释如果违纪行为不进行改正会导致的后果。
- 第二步 将学生隔离到另一间教室进行反省。
- 第三步 校长与学生进行面谈。
- 第四步 通知学生家长，并要求家长和学生、校长一起共同商讨解决方案。
- 第五步 学生可能会被停课或者劝退。