花蓮縣立瑞穗國中 學年度 學期 年 月 日 週次：

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 學生違規事件處理表 | | | | | | | | | | | | | | | | | | |
| 班級 |  | | | 姓名 |  | | | | 家長 |  | | | | 聯絡電話 | |  | |
| 事情發生的原因及經過 | | | | | | | | | | | | | | | | | | |
| 發生時間 | |  | | | | | | 發生地點 | |  | | |  | | | | | |
| 參與人 | |  | | | | | | 發生原因 | |  | | | | | | | | |
| 事情經過 | |  | | | | | | | | | | | | | | | | |
| 自我反省與檢討 | | | | | | | | | | | | | | | | | | |
| 我錯在哪裡？為什麼我會這麼做？有沒有更好的處理方式？要怎麼做才能避免犯同樣的錯？ | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | |
| 處理意見 | | | | | | | | | | | | | | | | | | |
| 依獎懲辦法第 條 款記 警告 小過 大過 次處分 | | | | | | | | | | | | | | | | | | |
| 處理人 | | |  | | | 生  教  組 |  | | | | 學輔主任 |  | | | 校長 | |  | |
| 導師 | | |  | | | 教務主任 |  | | |
| 記過登錄人： 記過登錄日期： | | | | | | | | | | | | | | | | | | |