

**ARTS & TECHNOLOGY EDUCATION CENTRE
DISCIPLINE & GUIDANCE COMMITTEE ACTION PLAN 2008-2009**

Aims: (i) To provide clear discipline guidelines for students and support for teachers during the lessons to ensure effective teaching and learning can take place (ii) To tailor activities for the enhancement of the self-discipline and life values of the students (iii) To conduct workshops or talks to the target groups of students for better participation in class.

Action / Task	Time Frame	Resources Needed	Success Indicator(s)
1. <u>Promoting Students' Conduct:</u>			
A <u>Set Discipline Guidelines</u> For students, parents and teachers to have a better understanding of our school regulations.	September 2008	➤ Printing services	❖ Parents, teachers and students of partner schools understand the regulations of ATEC and are willing to co-operate with us.
B <u>First Assemblies</u> To foster closer relationship with students and they will know the expectation of our Centre.	September 2007	➤ Whole school approach.	❖ Students discipline themselves in the class and follow the school regulations. They show respect to each other and listen to the teachers' instructions
C <u>Daily Patrol</u> Discipline teacher patrols in the school campus to reinforce good discipline. Provide appropriate counselling and punishment to the misbehaved students.	Whole Year	➤ Discipline i/c will prepare the clipboard and Patrol Record Sheet for teachers on duty. ➤ Discipline & Guidance teachers on duty will perform patrol during the lessons.	❖ Teachers get support from the discipline/guidance teachers and maintain good classroom learning atmosphere within the school.
D <u>Inter-class Discipline Competition</u> Competition and campaign on value education to promote self-discipline and positive life values among students.	October 2007 to January 2008 February to April 2008	➤ Prizes and certificates will be awarded to classes with good performance.	❖ Students are self-disciplined and acquire positive life values.

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2. <u>Whole School Approach</u>			
A <u>Playground Supervision</u> All the teachers perform supervision duties on shift in the school playground and covered playground to provide guidance to students in need.	Whole Year	➤ Teachers on supervision duty	❖ Teachers perform supervision duties regularly and give appropriate guidance to students. Disciplinary action will be taken when necessary.
B <u>Teacher Training on Counselling Skills</u> To enhance teacher's knowledge in handling cases, a brief sharing session for all discipline & guidance teachers will take place at the beginning of the school term.	October 2007	➤ Guidelines for teachers	❖ Teachers follow the counselling guidelines, making good use of counselling skills learnt

Teacher i/c and members: Chow Kwok-leung (Discipline Master), Kwan Lu Pui-ling (Guidance Mistress), TAM Nai-kwok, LIU Wai Lee, TANG Kai-on, CHENG Wan-hung, CHEUK Yim-chong, CHENG Kay-yuen, CHENG Siu-ling, LEUNG Wai-chee, LI Shuk-yee, SIM Lai-na, TSANG Hin-kwong, YEUNG Kai-cheung