

**ARTS & TECHNOLOGY EDUCATION CENTRE
DISCIPLINE & GUIDANCE COMMITTEE ACTION PLAN 2007-2008**

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)
<p>1. Promoting Students' Conduct:</p> <p>A. <u>Set Discipline Guidelines</u> For students, parents and teachers to have a better understanding of centre-based discipline guidelines</p> <p>B. <u>First Assemblies</u> To foster closer relationship with students and let them have a clear idea of the expectation of our Centre.</p> <p>C. <u>Daily Patrol</u> Discipline teachers patrol in the school and walks into each classroom to reinforce good discipline. Appropriate counselling and punishment will be given to misbehaved students.</p> <p>D. <u>Inter-class Discipline Competition</u> Competition and campaign on value education to promote self-discipline and life values among students</p>	<p>September 2007</p> <p>September 2007</p> <p>Whole Year</p> <p>Oct 07 - Jan 08 & Feb to Apr 08</p>	<p>Printing services</p> <p>Whole school approach.</p> <p>Prizes for classes with good performance. Class teachers provide information to the adjudication panel for consideration and assessment. Patrolling Team members</p> <p>Discipline and Guidance Team to prepare clipboard and Patrol Record Sheet for patrol use.</p>	<ul style="list-style-type: none"> • Parents, teachers and students of partner schools understand the expectations of ATEC and are willing to co-operate with us. • The students discipline themselves in the class and follow the school's regulations. They show respect to each other and listen to the teachers' instructions. • Teachers get support from the discipline/ guidance teachers and maintain good classroom learning atmosphere that is conducive to effective teaching and learning. • Students exercise self-discipline and acquire insight into good values of life.

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<p>2. Whole School Approach</p> <p>A. <u>Playground Supervision</u> All teachers perform supervision duties in the school playground and covered playground to provide immediate guidance to students in need.</p> <p>B. <u>Teacher Training on Crisis Management</u> To enhance teachers' knowledge in handling crisis, a brief training to all teachers will be provided at the beginning of the school term</p>	<p>Whole Year</p> <p>October 2007</p>	<p>Supervision duty roster</p> <p>Guidelines for the teachers</p>	<ul style="list-style-type: none"> • Teachers perform supervision duties regularly and give appropriate guidance to students. Disciplinary action is taken when necessary. • Develop detailed guidelines for Crisis Management • Teachers understand and follow the procedures in handling crisis.

Teacher i/c and members: Tang Kai-on (Discipline i/c), Kwan Lu Pui-ling (Guidance i/c), Cheng Wan-hung, Chow Kwok-leung, Cheng Siu-ling, Leung Wai-Chee, Li Shuk-Yee, Sin Lai-na, Cheng Kay-yuen