



ST. LOUIS SCHOOL ANNUAL PLAN 2019-2020

SUBJECT / TEAM

DISCIPLINE

(I) Aims

1. Practice the Preventive System advocated by the Salesian Society.
2. Ensure the continuation of the tradition of “Freedom and Self-discipline” in our school.
3. Cultivate students’ sense of self-discipline and therefore becoming more aware of their behaviour.
4. Practice a whole-school approach of discipline.

(II) Situational Analysis

(a) Strengths

1. Students have a strong sense of belonging to the school. The school is the second home to students. Therefore, they are eager to maintain the reputation of the school.
2. Under the Preventive System, sanction is not the sole tool to keep our students in good order. We do not impose undue regulations and restrictions on students as we count on their self-discipline and initiative.
3. Both the Preventive System and the tradition of “Freedom and Self-discipline” create a positive environment for the students.
4. Students have the motivation and abilities to take initiative and leading roles in maintaining discipline and organizing activities.
5. Good relationship between teachers and students.
6. Team members are enthusiastic, co-operative and committed.
7. Team members can help to guide prefects to develop their leading role.
8. The Aloysian Fellowship is a great resource to support the present prefect team.
9. More resources from alumni can be obtained.

(b) Weakness

1. The M&D system is rarely used by teachers who teach in higher forms.
2. None of the team members has received recognised training in discipline field.
3. Whole school approach is yet to advocate.

(c) Opportunities

1. "Positive discipline" becomes more and more popular nowadays which is matched with the Preventive System advocated in our school.
2. Guidelines on disciplinary matters had been set and procedures and protocol had been becoming clearer and clearer.
3. Regular meetings amongst guidance team, SEN team and discipline team fosters better cooperation and communication.
4. Lateness system had been improved and the accuracy of record increased.
5. M&D system had been modified and the accuracy of record increased.
6. Students had become more aware of bearing the consequences of their misbehavior.
7. Teachers had become more aware of the importance of whole-school approach for discipline. Therefore cooperation between teachers in handling disciplinary problems became more frequent.
8. Regular junior form teacher meetings can help to interchange the general or individual disciplinary problems of students so that preventive or follow up measure can be made more efficiently.
9. New activities had been held by Prefects' Association (PA).

(d) Threats

1. In general, the individuality of students becomes stronger and stronger these days. There are signs that there is a growing percentage of students who are less capable of maintaining self-discipline.
2. Though the number of demerit voidance has sharply increased, students in general are not aware of bearing the consequences of misbehaviour.
3. Students are not used to obey to regulations due to the rather casual learning atmosphere and great autonomy.
4. Teachers lack skills and methods to handle disciplinary problems caused by SEN students.
5. There are signs that students show descending interest and eagerness in the participation of extracurricular activities. Therefore, the students' sense of belonging decreases which in turns decreases their level of discipline.
6. The loss of interest in participating extracurricular activities results in lack of achievement and therefore deterioration of self-image and self-esteem. This is a vicious circle that students of low self-esteem are less interested in participating school activities.
7. The students' activities become more diversified and study becomes more demanding these days which severely affects the recruitment of prefects as it is quite time consuming in serving the school and organising activities.
8. The decreasing abilities and responsibilities of student leaders make them more dependent on teacher advisers.
9. Quite a number of teachers are new comers and it may take some time for them to adapt to the school culture.
10. Quite a number of teachers are green and it may take some time for them to master classroom management skills.

(III) Highlight

- (a) Guidelines on daily practice and measures to irregularities are optimising.
- (b) Multidimensional approach had been adopted to help prevent and correct misbehavior.

(IV) Short Term Direction

- (a) Improve students' sense of self-discipline and awareness of bearing consequences of misbehavior.
- (b) Improve the abilities and executive skills of prefects.
- (c) Improve the services and activities of Prefects' Association.

(V) Areas of Concern

*Additional manpower for person(s)-in-charge to be confirmed.

1. Major Concern 1: Students as visionary leaders possessing enhanced thinking skills, especially creativity and problem solving**Program title (1): Mainland China Exchange Programme (to be confirmed)**

Targets	Strategies	Success Criteria	Methods of Evaluation	Time Scale	Person in charge	Resources Required
1. To develop students' creativity, collaboration skills, executive power, self-management skills through extra-curricular activities. 2. To enhance self-image and self-esteem. 3. To broaden students' horizon. 4. To cultivate students to become insightful and empathetic.	1. Different tasks will be given to the participants (e.g. volunteer teaching) during the trip. 2. Participants will be ask to write reflections on their experiences.	1. Students can complete the tasks assigned and organise the activities successfully. 2. Students develop different skills and establish bond amongst themselves through the exchange programme. 3. Improvement in executive and collaboration power of the prefects shown.	1. Observation by teacher advisors and discipline teachers. 2. Reflections written by participants.	April 2020	LYS	NIL (to be sponsored by alumni; to be confirmed)

Program title (2): Thanksgiving Nite

Targets	Strategies	Success Criteria	Methods of Evaluation	Time Scale	Person in charge	Resources Required
<p>1. To develop students' creativity, collaboration skills, executive power, self-management skills through extra-curricular activities.</p> <p>2. To enhance self-image and self-esteem.</p>	<p>1. Students will be assigned different tasks, e.g. communicating with different stakeholders such as performers, sponsors, teachers, alumni, etc., doing design and typesetting of the booklet, arranging logistics, raising fund, doing promotion, selling tickets, and so on.</p>	<p>1. Students can complete organise the event successfully.</p> <p>2. Improvement in executive and collaboration power of the prefects shown.</p>	<p>1. Observation by teacher advisors and discipline teachers.</p>	<p>February 2020</p>	<p>CCK & LYS</p>	<p>Separate budget.</p>

2. Major Concern 2: Students as visionary leaders with necessary positive values including self-discipline and respect inculcated**Program title (3): Merit and Demerit system and relative schemes and policies**

Targets	Strategies	Success Criteria	Methods of Evaluation	Time Scale	Person in charge	Resources Required
1. To avoid students from misbehaving. 2. To teach students' that everyone has to bear the consequences of what he/she did. 3. To recognise students good deeds and contribution to the school.	1. Correlating the conduct grade system and the number of demerits. 2. Different means to be adopted (e.g. volunteer work) as demerit voidance method. 3. Tight communication with teachers, especially class teachers, and parents.	1. The number of demerits given decreases. 2. The percentage of demerit voided increases. 3. More teachers are willing to use merits as a means of recognition.	1. Study on merit and demerit record.		LYS	\$300 for printing (not listed on the budget)

Program title (4): Concern(s) of the month

Targets	Strategies	Success Criteria	Methods of Evaluation	Time Scale	Person in charge	Resources Required
1. To correct misbehaviour of students and cultivate good habits, positive behaviour and attitude through a whole school approach.	1. One or two concerns regarding disciplinary matters will be raised in General Staff Meetings. 2. Focus and relative guidelines or measures will be announced. 3. A whole school approach is adopted. All teachers, especially class teachers, will be invited to work together.	1. A trend of improvement on student misbehaviour shown.	1. Observation by teachers. 2. Figures regarding misbehaviour show a trend of improvement.	Whole year	LYS	NIL

Program title (5): Poster design competition

Targets	Strategies	Success Criteria	Methods of Evaluation	Time Scale	Person in charge	Resources Required
1. To convey positive values and reminders on behaviour through a relatively soft measure	1. Students will be asked to design posters promoting certain values or reminding their schoolmates on disciplinary matters in Art lessons.	1. Students' reaction towards the competition is positive. 2. A trend of improvement on student misbehaviour shown.	1. Observation by teachers.	October 2019 (to be confirmed)	LPK & LYS	\$350 (book coupons as prizes \$200+\$100 \$50)

(VI) Other panel-based / team-based concerns:**Program title (1): General Activities organised and duties performed by Prefects' Association (please refer to Appendix I for details)**

Targets	Strategies	Success Criteria	Methods of Evaluation	Time Scale	Person in charge	Resources Required
1. To develop students' creativity, collaboration skills, executive power, self-management skills through extra-curricular activities. 2. To enhance self-image and self-esteem.	1. Students are granted great autonomy from planning to execution of activities under teachers' supervision.	1. Students can complete the tasks assigned and organise the activities successfully. 2. Students develop different skills and establish bond amongst themselves through the camp. 3. Improvement in executive and collaboration power of the prefects shown.	1. Observation by teacher advisors and discipline teachers.	Whole year	LYS	Please refer to Appendix II for details

Program title (2): Prefects for Tomorrow Training Camp

Targets	Strategies	Success Criteria	Methods of Evaluation	Time Scale	Person in charge	Resources Required
<p>1. To develop students' creativity, collaboration skills, executive power, self-management skills through extra-curricular activities.</p> <p>2. To enhance self-image and self-esteem.</p>	<p>1. Providing trainings to prefects (2 Camps) in order to cultivate leadership skills in prefects, empowering and assisting them to maintain the school discipline.</p>	<p>1. Students can complete the tasks assigned by coaches during the training.</p> <p>2. Students develop different skills and establish bond amongst themselves through the camp.</p> <p>3. Improvement in executive and collaboration power of the prefects shown.</p>	<p>1. Observation by teacher advisors and discipline teachers.</p> <p>2. Follow up of the activities by periodical meetings with prefects.</p> <p>3. Data report from the training provider.</p>	<p>September 2019 and January 2020</p>	<p>LYS</p>	<p>\$40000 (CEG) + \$20000 (DLG) (as subsidy to participants)</p>

Program title (3): Discipline Team Assisting System

Targets	Strategies	Success Criteria	Methods of Evaluation	Time Scale	Person in charge	Resources Required
<p>1. To remind students on obeying school regulations.</p>	<p>1. Discipline team members will patrol the corridors and other areas that serves as kind of company in the meanwhile.</p>	<p>1. Students are willing to comply with the regulations.</p> <p>2. Students develop a sense of self-discipline.</p>	<p>1. Observation by teachers.</p>	<p>Whole year</p>	<p>LYS</p>	<p>NIL</p>

Program title (4): Talks in General Education (GE) lessons

Targets	Strategies	Success Criteria	Methods of Evaluation	Time Scale	Person in charge	Resources Required
1. To cultivate students' positive values and morality. 2. To avoid students to fall into traps and therefore commit crimes.	1. Police liaison officer and the discipline master will give talks on disciplinary and crime prevention issues.	1. Students' reaction is positive.	1. Observation by teachers. 2. Feedback from GE lesson coordinator.	Whole year	STW, Police liaison officer and LYS	NIL

Program title (5): Cross-department cooperation

Targets	Strategies	Success Criteria	Methods of Evaluation	Time Scale	Person in charge	Resources Required
1. To optimise the handling of students' misbehavior.	1. Regular meeting and ad hoc meeting (if necessary) will be held.	1. Prompt actions are taken.	1. Feedback from other coordinators is positive.	Whole year	LWY, NKW & LYS	NIL

(VIII) Provisional Scheme of work

Month	Events	PIC / VPIC
Throughout the year	<i>Assembling students at Morning Assembly by discipline team members</i> <i>Talks in GE lessons</i> <i>Merits and Demerits System</i> <i>Discipline Team Assisting System</i> <i>Prefects' Association (please refer to Appendix I)</i> <i>Cross-departmental cooperation</i>	LYS STW, Police liaison officer and LYS LYS LYS LYS LWY, NKW & LYS
Sept 2019	19 th Swimming Gala Prefects for Tomorrow Training Camp	LYS
Oct 2019		
Nov 2019		
Dec 2019		
Jan 2020	6 th Sports Day 1 14 th Sports Day 2 Prefects for Tomorrow Training Camp	LYS
Feb 2020	28 th Thanksgiving Nite	CCK & LYS
Mar 2020		
Apr 2020	Mainland China Exchange Programme (to be confirmed)	LYS
May 2020		
Jun 2020		
Jul 2020		
Aug 2020		

(IX) Budget and Other Resources

	Amount
EXPENDITURE	
A. General Panel / Team-based budget	
A1. Prefects' Association (please refer to Appendix II)	\$8,015
A2. Poster design competition	\$350
Sub-total (A) =	\$8,365
B. CEG	
B1.	
Sub-total (B) =	
C. Furniture and Equipment (F & E)	
Sub-total (C) =	/
D. DLG	
D1. Prefects for Tomorrow Training Camp	\$20,000
Sub-total (D) =	\$20,000
E. Reading Grant	
Sub-total (E) =	/
F. Life Wide Learning Grant (LWLG)	
F1. Prefects for Tomorrow Training Camp	\$40,000
Sub-total (F) =	\$40,000
G. Budget of items using other specific grant from EDB* : _____	
*Chinese History, NCS or Student Support grant	

Sub-total (G) =	/
H. Other Resources	
Sub-total (H) =	/
Total Expenditure =	\$68,365

(X) Members
To be confirmed.

Appendix I Prefects' Association Duties and Activities

(A) All-year-round Duties

1. Discipline Network System (DNS)
 - a. Before lessons
 - b. Recess and lunch time
 - c. Mass
2. Class Prefect System
3. Late System
4. Main Gate Uniform Check
5. Prefects Recruitment + Committee Selection
6. Student Forums
7. Sale of tie clips, badges, folders, single-lined paper and other souvenirs

(B) Activities to be organised

Sep 19	Swimming Gala
Sep 27	Joint Clubs Exhibition
Sep	Prefects for Tomorrow Training Camp 1
Oct - May	Student Month Activities (i.e. Fu Chi Shield + Rector Shield)
Jan 6 & 14	Sports Day 1 & 2
Jan	Prefects for Tomorrow Training Camp 2
Feb 28	Thanksgiving Nite
Apr	Mainland China Exchange Programme (to be confirmed)
Apr - Jul	Outstanding Prefects Awards + Certificates to dedicated prefects
July	Head boy Election
Jul – Aug	Transition
<i>To be confirmed</i>	<i>Fitness Challenge</i>
	<i>PA Talk</i>
	<i>Brothers' Talk</i>
	<i>Questionnaire (School policy)</i>
	<i>Questionnaire (PA)</i>

Appendix II Budget of Prefects' Association

Function	Item	Quantity	\$ Unit Price	\$ Expenditure
Administrative affairs	Prefect Name Card	50	10	500
	Printing (DNS, agendas, minutes, etc.)	1	200	200
	Stationery	1	250	250
	Card holder for different activities	50	5	250
	Prefect Badge (Black)	50	15.7	785
	Head Boy Badge	1	20	20
	Vice Head Boy Badge	1	20	20
	Monitor Badge	48	15	720
	Board decoration	1	300	300
	Student Forum 1	Printing (poster)	20	2
Student Forum 2	Printing (poster)	20	2	40
Outstanding Prefect Award	Shield	8	150	1200
Head Boy and Vice Head Boy Award	Shield	2	150	300
	Printing	1	20	20
Swimming Gala	Barricade tape	1	45	45
	Printing (worker pass)	30	2	60
	Printing (DNS and other documents)	1	20	20
	Bottled water	30	5	150
Sport Day 1 & 2	Barricade tape	1	45	45
	Printing (worker pass)	30	2	60
	Printing (DNS and other documents)	1	20	20
	Bottled water	30	5	150
Fitness Challenge	Printing (poster)	20	2	40

ST. LOUIS SCHOOL

SUBJECT / TEAM ANNUAL PLAN 2019-2020

Fu Chi Shield	Printing (documents)	1	30	30
	Printing (poster)	20	2	40
	Certificates	30	2	60
	Book Coupons (\$100)	6	100	600
	Book Coupons (\$50)	6	50	300
	Book Coupons (\$30)	6	30	180
	Posters	20	2	40
Rector Shield	Printing (documents)	1	30	30
	Printing (poster)	20	2	40
	Certificates	30	2	60
	Book Coupons (\$100)	6	100	600
	Book Coupons (\$50)	6	50	300
	Book Coupons (\$30)	6	30	180
	Posters	20	2	40
Souvenir Selling 1	Posters	20	2	40
Souvenir Selling 2	Posters	20	2	40
PA Talk 1	Posters	20	2	40
PA Talk 2	Posters	20	2	40
Brothers' Talk 1	Posters	20	2	40
Brothers' Talk 2	Posters	20	2	40
Brothers' Talk 3	Posters	20	2	40
			Total	8015

****The budget of Thanksgiving Nite belongs to a separate ledger.***