



Wong Shiu Chi Secondary School

王 肇 枝 中 學

1 September 2010

Dear Parents,

RE : Conduct Assessment Scheme 2010-2011

The Conduct Assessment Scheme is implemented to nurture students' self-discipline, responsibility, good conduct, and also the spirit to serve. Students are commended or penalized according to their performance. Conduct marks are awarded or deducted as the criteria stipulated as follows:

Penalty	Commendation
<p><u>Warning slips</u> (deduction of 1 to 5 marks)</p> <ul style="list-style-type: none"> • 3 times of late homework submission • 5 times of late submission of reply slips • 5 times of not bringing the required materials for class • 2 times of not taking P.E. uniform for the class • Not able to produce student identity card* • Inappropriate Problems on uniform and appearance* • Unauthorized use of mobile phones • Entering the classroom of other classes • Jumping queues at tuck shop • Eating at unauthorized places • Improper behaviours or attitude • Uncooperative attitude to school prefects • Bringing unauthorized matters to school • Disruptive behaviours or attitude in class • Dishonest, irresponsible behaviours like copying homework • Absenteeism from detention by teachers <p>* items – '0' mark can be deducted on discretion; 3 records of '0' will have 1 mark deducted.</p>	<p><u>Good learning attitude and proper behaviours</u></p> <ul style="list-style-type: none"> • No penalty records for a term (add 5 marks) • No late homework submission records for a term (add 5 marks) • Good learning attitude (for a term) • Courtesy (for a term) • Righteous behaviours <hr/> <p><u>Services</u> (addition of 1 – 10 marks) ; teachers can nominate students with merits, merits or major merits</p> <ul style="list-style-type: none"> • Good at class services like monitors, subject helpers • Good at services for clubs / houses e.g. committee members • Good services in service teams e.g. School Prefects, Angels, Student Helpers, Librarians, Green Prefects, Life Building Scheme Prefects, etc. • Volunteer services for school • Representing school in community services
<p><u>Lateness</u> (deduction of 1 to 5 marks)</p> <p>The marks deducted are determined by the time of lateness.</p> <p>AM – Late within 5 minutes : 1 mark - Late for 6 to 25 minutes : 3 marks - Late for 26 minutes to time within one lesson : 5 marks</p> <p>PM – Late within 5 minutes : 3 marks - Late for 6 minutes to time within one lesson : 5 marks</p>	<p><u>Awards</u> (addition of 1 – 10 marks); teachers can nominate students with merits, merits or major merits</p> <ul style="list-style-type: none"> • Inter-class prizes • Prizes in competitions representing school (inter-school, territorial, regional, international competitions) e.g. Hong Kong Speech Festival, Hong Kong Music Festival, etc. • Badges or Awards : AYP Awards, Scout awards, CYC Badges, Red Cross awards, ERS awards
<p><u>Blemish records to Major Demerits</u> (deduction of 3 to 20 marks)</p> <p>For major discipline problems like disrespect to teachers, foul languages, damage of public property, bullying, truancy, cheating, violent behaviours, dishonest behaviours, theft, frequent violation of school regulations (e.g. frequent lateness, problems on uniform and appearance) etc.</p>	

3) Points to notice on Conduct Assessment Scheme

- The base mark of conduct marks for all students is 70. The marks are changed by addition or deduction of conduct marks and the conduct marks will be finalized at the end of each term.
- A blemish record will be issued for every deduction of 15 marks. Parents of the students concerned will be notified for a meeting with class teachers.
- For a deduction of 30 marks, parents of the students concerned will be notified for a meeting with class teachers and discipline teachers.
- Students are not qualified for a grade A in conduct once they have got a deduction of 2 marks or above, or borne a blemish records or above.
- Students attaining a grade A in conduct should fulfill the basic requirements of conduct marks in 'good learning attitude' and 'services'. (S1 to S3 or S7 : 10 marks or 5 marks respectively ; S4 to S6 : 12 or 8 marks respectively)
- Conduct grades are classified into A, B+, B, B-, C+, C, C-, D and E. Conduct A, B+, C- or D will be adjustable in Conduct meeting whereas the rest will be determined solely in accordance with the conduct marks that students obtain in the e-discipline system.

Conduct mark	Conduct grade
>90	A
86-90	B+
76-85	B
66-75	B-
56-65	C+
46-55	C
36-45	C-
<36	D 或 E

- All award and penalty records (merits, credits, major credits, blemish records, demerits and major demerits) will be printed on report cards at the end of the school year.
- The above information is for reference only. It is subject to change by Discipline Committee.
- From mid-September onwards, students and parents can check the conduct marks and discipline records in the e-discipline system through the school intranet. The procedures will be as follows.
 - Go to the school internet (<http://intranet.wcss.edu.hk> or through the link provided in our school webpage) first.
 - Login ID : the six digits of the students' card number (S1 students or new students need to add 'S' in front of the six digits)
 - Password : digits and numbers of the Hong Kong Identity Card of students. If students forget the password, they can consult the IT technical staff Mr. Wong and Mr. Tsang for assistance.
 - After entering the school internet, click to 「繁」 for Chinese version. Choose 'e-service' and then 'e-Discipline'. Students can access to 'Conduct and Misconduct', 'Awards and Punishments' and 'Personal Report' for necessary information.
- For any enquiries on e-discipline system, please contact the Discipline Mistress at 2 656 1270.

Yours faithfully,

Principal



有關操行評核制度 2010-2011

敬啟者：本學年推行的操行評核制度 (Conduct Assessment Scheme)，的推行，旨在培養學生自律、盡責，良好品德和服務精神。學生會因應個人行為表現被表揚或懲罰。操行分的增減會參照以下準則執行：

懲罰	獎勵
<p>書面警告 (減1- 2 分)</p> <ul style="list-style-type: none">欠功課 3 次欠帶回條 5 次欠帶上課用品 5 次欠帶體育服裝 2 次未能出示學生證*校服儀容不合規格*非法使用手提電話進入別班課室在小賣部插隊/搭單在非指定範圍飲食態度/ 行為欠佳妨礙領袖生執行校規攜帶違禁品違反課室秩序、上課態度欠佳不誠實、不負責任行為，如抄襲功課缺席老師留堂 <p>『*項』可選擇扣0分，滿3次0分將被扣1分</p>	<p>良好學習表現或良好行為</p> <ul style="list-style-type: none">半學年沒有違規紀錄 (加5分)半學年沒有欠交功課紀錄 (加5分)學習態度良好 (每半學年)有禮貌 (每半學年)公義行為 <p>服務 (加1 - 10分) 老師可提名學生優點、小功及大功</p> <ul style="list-style-type: none">班中服務表現出色，例如班長，科長等學會服務表現出色，例如學會幹事，社幹事服務隊伍，例如領袖生 (School Prefect)，天使 (Angels)，學生輔導員 (Student Helper)，圖書館管理員，English Prefect，(綠色領袖生) Green Prefect，Life Building Scheme Prefect, etc.服務學校義工代表學校服務社區表現出色
<p>遲到 (減1 - 5 分)</p> <ul style="list-style-type: none">按遲到時間長短扣減操行分 <p>上午 - 遲到五分鐘以內： 減一分 遲到六至廿五分鐘： 減三分 遲到廿六分鐘至一教節： 減五分</p> <p>下午 - 遲到五分鐘以內： 減三分 遲到六分鐘至一教節內： 減五分</p>	<p>獎項 (加1 - 10分) 老師可提名學生優點、小功及大功</p> <ul style="list-style-type: none">班際比賽獲獎代表學校參加校外比賽獲獎或表現出色：校際、區際、全港性、國際性比賽獎項，例如：校際朗誦節、音樂節獎項考獲獎章：例如 AYP 章，童軍章，CYC 章，紅十字會青少年團章，廣泛閱讀計劃獎章
<p>缺點至大過 (減3 - 20 分)</p> <p>嚴重違規如對老師無禮、說粗言穢語、破壞公物、欺凌行為、曠課、作弊、暴力行為、不誠實行為、偷竊、多次違反校規 (如經常遲到、儀容不整) 等</p>	

3) 注意事項

- ❖ 操行分基本分數為 70 分，分數可互相抵銷，分數每半學年結算一次
- ❖ 凡扣滿 15 分者會被記缺點一次，並由班主任約見家長
- ❖ 凡扣滿 30 分者會被記另一個缺點，並由訓導老師及班主任約見家長
- ❖ 凡於半學年扣滿兩分或以上，或記有缺點或以上者，均不能給予 A 等操行
- ❖ 獲 A 等操行學生必須於學習態度良好和服務兩方面達到基本要求分數（中一至中三或中七：分別為 10 分及 5 分；中四至中六：分別為 12 分及 8 分）
- ❖ 操行定為 9 個等級，分別為 A，B+，B，B-，C+，C，C-，D，E。操行 A、B+、C- 及 D 則為「可加可減」等級，須由操行會議商討決定，其他等級則按操行分評定，於操行會議上不作討論
- ❖ 操行等級分數如下：

分數	操行等級
>90	A
86-90	B+
76-85	B
66-75	B-
56-65	C+
46-55	C
36-45	C-
<36	D 或 E

- ❖ 所有操行紀錄（優點、小功、大功、缺點、小過、大過）均會於全學年終結時顯示於成績表上
- ❖ 以上資料只作參考，最終決定須由訓導委員會通過
- ❖ 本校學生及家長於九月中起可透過「內聯網」（intranet）的「網上訓導系統」瀏覽學生的操行分及訓導紀錄。登入「網上訓導系統」途徑如下：
 - 先進入「內聯網」（<http://intranet.wcss.edu.hk> 或於本校網頁連結）
 - Login I D（登入 I D）：學生証號碼中間 6 個數字；〔* 新生（中一學生和插班生）須於前面加 “S”〕
 - Password（密碼）：學生身份証號碼（全部數字和英文字母均須輸入）（* 只適用於未更改密碼的學生）如學生忘記密碼，可找技術支援人員黃國衛先生或曾志洪先生協助
 - 登入「內聯網」後，可於版面右上角選擇「繁」轉往中文。選擇「資訊服務」（e-Service）內的「訓導管理」（e-Discipline）項目。學生可瀏覽：「良好及違規行為」、「獎勵及懲罰」、「個人報告」
- ❖ 如 台端對「訓導管理」系統有任何垂詢，請致電 2656 1270 聯絡本校訓導主任。

此致

貴家長

王肇枝中學校長

啟

二零一零年九月一日