**財團法人東海大學附屬實驗高級中學中學部**

105學年度學務處年度工作計畫

壹、依據

一、教育部十二年國民基本教育實施計畫。

二、普通高級中學課程綱要。

三、財團法人東海大學附屬高級中學101-105校務發展計畫。

貳、願景

一、溫馨：師生友善關懷，創建溫馨校園

二、創新：培養多元思維，開拓學生視野

三、精緻：落實有效管理，精緻學務工作

四、卓越：陶冶學生品行，創造學習利基

參、目標

一、導師工作學年重點目標：

1. 辦理新進導師研習與觀摩，並由資深同仁擔任指導傳承成經驗。
2. 落實親師互動，辦理「親師座談會」，並加強電話聯繫，鼓勵導師多與家長談話接觸。
3. 請導師善用週記和聯絡簿，增進學生寫作能力，並確實批閱，重視學生的意見。

4. 定期召開導師會議，了解各班經營狀況。

5. 定期召開學年主任會議，增進各年級團隊合作。

6. 辦理教師專業讀書會，與博雅書院合作，增進導師班級經營專

業知識及能力，並實際運用在班級經營實務中。

二、學生管理學年重點目標：

1. 落實生活教育競賽，引導班級和導師重視班級團體表現。養成

學生有禮貌、守規矩、愛清潔的良好品德。

2. 提升社團活動品質，發展社團評鑑，提供社團成果發表會。

3. 強化學生服儀，禮節及上課常規的要求。

4. 住宿生管理人性化，舉辦各項活動增加凝聚力，並藉由制度化的管

理培養住宿生責任感，並持續改善硬體設備，美化宿舍。

肆、工作內容

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| 實施項目 | 工作細目 | 具體措施 | 8 | 9 | 10 | 11 | 12 | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 落實校園民主化，重視雙向溝通 | 師生溝通方式與管道 | 1. 組織學生自治會 | ▆▆▆▆▆▆▆ | ▆▆▆▆▆▆▆ |  |  |  |  |  |  |  |  |  |  |
| 1. 建立學生申訴管道 | ▆▆▆▆▆▆▆ | ▆▆▆▆▆▆▆ | ▆▆▆▆▆▆▆ |  |  |  |  |  |  |  |  |  |
| 1. 辦理幹部訓練 |  | ▆▆▆▆▆▆▆ | ▆▆▆▆▆▆▆ |  |  |  |  |  |  |  |  |  |
| 落實生活教育 | 辦理多元活動及講座，加強品德教育之目標 | 1. 辦理生活教育競賽 |  | ▆▆▆▆▆▆▆ | ▆▆▆▆▆▆▆ | ▆▆▆▆▆▆▆ | ▆▆▆▆▆▆▆ | ▆▆▆▆▆▆▆ | ▆▆▆▆▆▆▆ | ▆▆▆▆▆▆▆ | ▆▆▆▆▆▆▆ | ▆▆▆▆▆▆▆ | ▆▆▆▆▆▆▆ |  |
| 1. 辦理法治教育 |  |  |  | ▆▆▆▆▆▆▆ | ▆▆▆▆▆▆▆ |  |  |  |  |  |  |  |
| 1. 志工服務 |  | ▆▆▆▆▆▆▆ | ▆▆▆▆▆▆▆ | ▆▆▆▆▆▆▆ | ▆▆▆▆▆▆▆ | ▆▆▆▆▆▆▆ | ▆▆▆▆▆▆▆ | ▆▆▆▆▆▆▆ | ▆▆▆▆▆▆▆ | ▆▆▆▆▆▆▆ |  |  |
| 1. 公訓活動體驗學習 |  | ▆▆▆▆▆▆▆ | ▆▆▆▆▆▆▆ |  |  |  |  |  |  |  |  |  |
| 1. 朝會辦理生命短講 |  | ▆▆▆▆▆▆▆ | ▆▆▆▆▆▆▆ | ▆▆▆▆▆▆▆ | ▆▆▆▆▆▆▆ | ▆▆▆▆▆▆▆ | ▆▆▆▆▆▆▆ | ▆▆▆▆▆▆▆ | ▆▆▆▆▆▆▆ | ▆▆▆▆▆▆▆ | ▆▆▆▆▆▆▆ |  |
| 1. 週會辦理品德教育講座 |  | ▆▆▆▆▆▆▆ | ▆▆▆▆▆▆▆ | ▆▆▆▆▆▆▆ | ▆▆▆▆▆▆▆ | ▆▆▆▆▆▆▆ | ▆▆▆▆▆▆▆ | ▆▆▆▆▆▆▆ | ▆▆▆▆▆▆▆ | ▆▆▆▆▆▆▆ | ▆▆▆▆▆▆▆ |  |
| 1. 品德教育生活體驗營 |  |  | ▆▆▆▆▆▆▆ | ▆▆▆▆▆▆▆ | ▆▆▆▆ |  |  |  |  |  |  |  |
| 1. 各項節慶活動，如聖誕活動音樂會等 |  |  |  | ▆▆▆▆▆▆▆ | ▆▆▆▆▆▆▆ |  |  |  |  |  |  |  |
| 1. 辦理宿舍節慶活動 |  | ▆▆▆▆▆▆▆ | ▆▆▆▆▆▆▆ | ▆▆▆▆▆▆▆ | ▆▆▆▆▆▆▆ | ▆▆▆▆▆▆▆ | ▆▆▆▆▆▆▆ | ▆▆▆▆▆▆▆ | ▆▆▆▆▆▆▆ | ▆▆▆▆▆▆▆ | ▆▆▆▆▆▆▆ |  |
| 推動環境教育 | 與自然可以和諧相處  共生共榮 | 1. 健全衛生制度及健康中心設備 |  | ▆▆▆▆▆▆▆ | ▆▆▆▆▆▆▆ | ▆▆▆▆▆▆▆ | ▆▆▆▆▆▆▆ | ▆▆▆▆▆▆▆ | ▆▆▆▆▆▆▆ | ▆▆▆▆▆▆▆ | ▆▆▆▆▆▆▆ | ▆▆▆▆▆▆▆ | ▆▆▆▆▆▆▆ |  |
| 1. 執行垃圾分類及資源回收 |  | ▆▆▆▆▆▆▆ | ▆▆▆▆▆▆▆ | ▆▆▆▆▆▆▆ | ▆▆▆▆▆▆▆ | ▆▆▆▆▆▆▆ | ▆▆▆▆▆▆▆ | ▆▆▆▆▆▆▆ | ▆▆▆▆▆▆▆ | ▆▆▆▆▆▆▆ | ▆▆▆▆▆▆▆ |  |
| 1. 校外參觀活動 |  |  |  | ▆▆▆▆▆▆▆ | ▆▆▆▆▆▆▆ |  |  |  | ▆▆▆▆▆▆▆ | ▆▆▆▆▆▆▆ |  |  |
| 增強學生體適能，力求學生身心均衡發展 | 充實各項教學活動，培養學生適性發展 | 1. 實施體適能運動 |  | ▆▆▆▆▆▆▆ | ▆▆▆▆▆▆▆ |  |  |  |  | ▆▆▆▆▆▆▆ | ▆▆▆▆▆▆▆ |  |  |  |
| 1. 安排各項社團活動 | ▆▆▆▆▆▆▆ | ▆▆▆▆▆▆▆ | ▆▆▆▆▆▆▆ | ▆▆▆▆▆▆▆ | ▆▆▆▆▆▆▆ | ▆▆▆▆▆▆▆ | ▆▆▆▆▆▆▆ | ▆▆▆▆▆▆▆ | ▆▆▆▆▆▆▆ | ▆▆▆▆▆▆▆ | ▆▆▆▆▆▆▆ |  |
| 1. 舉辦各項球類競賽 |  |  | ▆▆▆▆▆▆▆ | ▆▆▆▆▆▆▆ | ▆▆▆▆▆▆▆ |  |  |  |  | ▆▆▆▆▆▆▆ | ▆▆▆▆▆▆▆ |  |
| 1. 舉辦校慶運動會 |  |  | ▆▆▆▆▆▆▆ | ▆▆▆▆▆▆▆ |  |  |  |  |  |  |  |  |
| 1. 充實各項體育活動 |  | ▆▆▆▆▆▆▆ | ▆▆▆▆▆▆▆ | ▆▆▆▆▆▆▆ | ▆▆▆▆▆▆▆ | ▆▆▆▆▆▆▆ | ▆▆▆▆▆▆▆ | ▆▆▆▆▆▆▆ | ▆▆▆▆▆▆▆ | ▆▆▆▆▆▆▆ | ▆▆▆▆▆▆▆ |  |
| 1. 組訓體育項目校隊 | ▆▆▆▆▆▆▆ | ▆▆▆▆▆▆▆ | ▆▆▆▆▆▆▆ | ▆▆▆▆▆▆▆ |  |  |  |  |  |  |  |  |
| 1. 實施預防接種 |  | ▆▆▆▆▆▆▆ | ▆▆▆▆▆▆▆ | ▆▆▆▆▆▆▆ | ▆▆▆▆▆▆▆ | ▆▆▆▆▆▆▆ | ▆▆▆▆▆▆▆ | ▆▆▆▆▆▆▆ | ▆▆▆▆▆▆▆ | ▆▆▆▆▆▆▆ | ▆▆▆▆▆▆▆ |  |
| 1. 辦理全校師生檢康檢查 |  | ▆▆▆▆▆▆▆ | ▆▆▆▆▆▆▆ |  |  |  |  |  |  |  |  |  |
| 1. 辦理英語歌唱比賽 |  |  |  |  |  |  |  |  |  |  | ▆▆▆▆▆▆▆ | ▆▆▆▆▆▆▆ |
| 落實安全教育，保障學生安全 | 運用社區資源、家長力量，維護校園安全生活 | 1. 設置監視系統並維護 | ▆▆▆▆▆▆▆ | ▆▆▆▆▆▆▆ | ▆▆▆▆▆▆▆ | ▆▆▆▆▆▆▆ | ▆▆▆▆▆▆▆ | ▆▆▆▆▆▆▆ | ▆▆▆▆▆▆▆ | ▆▆▆▆▆▆▆ | ▆▆▆▆▆▆▆ | ▆▆▆▆▆▆▆ | ▆▆▆▆▆▆▆ | ▆▆▆▆▆▆▆ |
| 1. 辦理防災防震防火演習 |  | ▆▆▆▆▆▆▆ | ▆▆▆▆▆▆▆ |  |  |  |  |  |  |  |  |  |
| 1. 辦理學生專車逃生演練 |  | ▆▆▆▆▆▆▆ | ▆▆▆▆▆▆▆ |  |  |  |  |  |  |  |  |  |
| 1. 社區巡邏 | ▆▆▆▆▆▆▆ | ▆▆▆▆▆▆▆ | ▆▆▆▆▆▆▆ | ▆▆▆▆▆▆▆ | ▆▆▆▆▆▆▆ | ▆▆▆▆▆▆▆ | ▆▆▆▆▆▆▆ | ▆▆▆▆▆▆▆ | ▆▆▆▆▆▆▆ | ▆▆▆▆▆▆▆ | ▆▆▆▆▆▆▆ | ▆▆▆▆▆▆▆ |
| 1. 防治校園暴力 | ▆▆▆▆▆▆▆ | ▆▆▆▆▆▆▆ | ▆▆▆▆▆▆▆ | ▆▆▆▆▆▆▆ | ▆▆▆▆▆▆▆ | ▆▆▆▆▆▆▆ | ▆▆▆▆▆▆▆ | ▆▆▆▆▆▆▆ | ▆▆▆▆▆▆▆ | ▆▆▆▆▆▆▆ | ▆▆▆▆▆▆▆ | ▆▆▆▆▆▆▆ |
| 1. 舉辦預防犯罪講座 |  |  | ▆▆▆▆▆▆▆ | ▆▆▆▆▆▆▆ |  |  |  |  |  |  |  |  |
| 1. 舉辦反毒宣導 |  |  |  | ▆▆▆▆▆▆▆ | ▆▆▆▆▆▆▆ |  |  |  |  |  |  |  |
| 1. 辦理紫錐花運動 |  | ▆▆▆▆▆▆▆ | ▆▆▆▆▆▆▆ | ▆▆▆▆▆▆▆ |  |  |  |  |  |  |  |  |
| 增進教師專業知能 | 舉辦各項教師研習。 | 1. 舉辦新進教師研習 | ▆▆▆▆▆▆▆ | ▆▆▆▆▆▆▆ |  |  |  |  |  |  |  |  |  |  |
| 1. 安排資深同仁擔任輔導教師 |  | ▆▆▆▆▆▆▆ | ▆▆▆▆▆▆▆ | ▆▆▆▆▆▆▆ | ▆▆▆▆▆▆▆ | ▆▆▆▆▆▆▆ | ▆▆▆▆▆▆▆ |  |  |  |  |  |
| 1. 安排班級經營觀摩 |  | ▆▆▆▆▆▆▆ | ▆▆▆▆▆▆▆ | ▆▆▆▆▆▆▆ | ▆▆▆▆▆▆▆ | ▆▆▆▆▆▆▆ | ▆▆▆▆▆▆▆ |  |  |  |  |  |
| 1. 舉辦教師讀書會 |  | ▆▆▆▆▆▆▆ | ▆▆▆▆▆▆▆ | ▆▆▆▆▆▆▆ | ▆▆▆▆▆▆▆ | ▆▆▆▆▆▆▆ | ▆▆▆▆▆▆▆ | ▆▆▆▆▆▆▆ | ▆▆▆▆▆▆▆ | ▆▆▆▆▆▆▆ | ▆▆▆▆▆▆▆ |  |