**財團法人東海大學附屬高級中學中學部**

107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105-109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:

1. 導師工作學年重點目標：
	1. 辦理新進導師觀摩，由資深同仁擔任指導教師，傳承優良經驗。
	2. 落實親師溝通，辦理全校親師座談會，鼓勵導師多與家長聯繫，創

造良性互動。

* 1. 導師善用週記及晤談以增進對學生的了解，確實批閱週記，重視學生意見並有效回覆。
	2. 定期召開導師會議，了解各班經營狀況，互相意見交流以貫徹校務發展目標。
	3. 辦理教師專業研習，增進導師班級經營相關知能，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、倡導互助合作及團隊精神，強化反罷凌意識，共創友善校園。

 2、實施生活教育競賽，引導班際間之良性競爭與觀摩學習，將整潔與

 秩序相關生活教育落實於日常生活中。

 3、強調禮貌教育，禁止粗俗用語，養成良好品德。

 4、舉辦環保教育相關活動及講座，給予師生正確環保觀念及具體實踐

 方式。

 5、重視品德教育，制定每學月之中心德目，透過升旗典禮宣講、班會

 週報及班會討論題綱等淺移默化的方式，將美德扎根人心、。

 6、辦理多元性社團活動，使學生德藝雙馨、術德兼備。

 7、重視學生自治，成立糾察隊組織、協助學生自治會運作，並實施幹

 部訓練，培養學生具備正確公民意識及獨立思考能力。

 8、舉辦全校性班際競賽、校慶運動會、校慶園遊會等活動，培養學生

 自助助人、團隊合作精神。

 9、將服務學習精神融入日常生活中，鼓勵志工服務，並提供各項服務

 機會。

 10、住宿管理人性化，舉辦各項節慶活動以創造溫馨氛圍。頒發住宿生

 獎學金，看電影獎勵等激發勤學向上的學生。持續改善硬體設備，

 美化住宿環境。

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，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，加強品德教育 | 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. 升旗典禮品德宣講
 |  | ▆▆▆▆▆▆▆ | ▆▆▆▆▆▆▆ | ▆▆▆▆▆▆▆ | ▆▆▆▆▆▆▆ | ▆▆▆▆▆▆▆ | ▆▆▆▆▆▆▆ | ▆▆▆▆▆▆▆ | ▆▆▆▆▆▆▆ | ▆▆▆▆▆▆▆ | ▆▆▆▆▆▆▆ |  |
| 1. 週會品德教育講座
 |  | ▆▆▆▆▆▆▆ | ▆▆▆▆▆▆▆ | ▆▆▆▆▆▆▆ | ▆▆▆▆▆▆▆ | ▆▆▆▆▆▆▆ | ▆▆▆▆▆▆▆ | ▆▆▆▆▆▆▆ | ▆▆▆▆▆▆▆ | ▆▆▆▆▆▆▆ | ▆▆▆▆▆▆▆ |  |
| 1. 品德教育生活體驗營
 |  |  | ▆▆▆▆▆▆▆ | ▆▆▆▆▆▆▆ | ▆▆▆▆ |  |  |  |  |  |  |  |
| 1. 各項節慶活動
 |  |  |  | ▆▆▆▆▆▆▆ | ▆▆▆▆▆▆▆ |  |  |  |  |  |  |  |
| 1. 辦理宿舍節慶活動
 |  | ▆▆▆▆▆▆▆ | ▆▆▆▆▆▆▆ | ▆▆▆▆▆▆▆ | ▆▆▆▆▆▆▆ | ▆▆▆▆▆▆▆ | ▆▆▆▆▆▆▆ | ▆▆▆▆▆▆▆ | ▆▆▆▆▆▆▆ | ▆▆▆▆▆▆▆ | ▆▆▆▆▆▆▆ |  |
| 推動環境教育 | 與自然和諧相處，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
 |  | ▆▆▆▆▆▆▆ | ▆▆▆▆▆▆▆ | ▆▆▆▆▆▆▆ | ▆▆▆▆▆▆▆ | ▆▆▆▆▆▆▆ | ▆▆▆▆▆▆▆ | ▆▆▆▆▆▆▆ | ▆▆▆▆▆▆▆ | ▆▆▆▆▆▆▆ | ▆▆▆▆▆▆▆ |  |
|  增強學生體適能，力求身心均衡發展 | 辦理各項競賽活動，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. 防災防震防火演習
 |  | ▆▆▆▆▆▆▆ | ▆▆▆▆▆▆▆ |  |  |  |  |  |  |  |  |  |
| 1. 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. 辦理友善校園活動
 |  | ▆▆▆▆▆▆▆ | ▆▆▆▆▆▆▆ | ▆▆▆▆▆▆▆ |  |  |  |  |  |  |  |  |
| 增進教師專業知能 | 舉辦各項教師觀摩及研習。 | 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. 舉辦教師研習
 |  | ▆▆▆▆▆▆▆ | ▆▆▆▆▆▆▆ | ▆▆▆▆▆▆▆ | ▆▆▆▆▆▆▆ | ▆▆▆▆▆▆▆ | ▆▆▆▆▆▆▆ | ▆▆▆▆▆▆▆ | ▆▆▆▆▆▆▆ | ▆▆▆▆▆▆▆ | ▆▆▆▆▆▆▆ |  |