

(A) Host Unit

Discipline and Guidance Committee

(B) Objectives

1. To enhance students' concern over the importance of Attendance & Punctuality
2. To praise the students who have outstanding performance in Attendance & Punctuality, and to cultivate a positive school culture

(C) Period

1. First Stage: S.1~S.6, 05/10/2020 ~ 08/01/2021
2. Second Stage: S.1~S.5, 25/01/2021 ~ 11/06/2021

(D) Targets

All students

(E) Detailed Regulations of the Award

1. Certificates and prizes will be presented to all students who have 100% Attendance & Punctuality during the periods mentioned above
2. There is no exemption in the statistics, regardless of any reasons of absence and lateness
3. Monthly attendance and punctuality records of all classes will be shown on the 4/F notice board. However, the records are not used for competition among classes

(F) Award Presentation

Period of Time	Award Presentation
First School Term	Certificates and prizes will be presented at the beginning of the second term
Second School Term	Certificates and prizes will be presented in the Completion Ceremony

Good Deeds Award

(A) Objectives

1. To nurture students' good characteristics, and to guide them develop good personality
2. To strengthen students' good conduct

(B) Targets

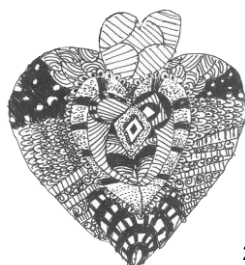
All students

(C) Criteria and Adjudication

Items	Description
Criteria	<ul style="list-style-type: none">- Any behaviour deserves praise (such as self-management, self-confidence, self-control, peer relationship, respecting others, helping others, integrity, patience, sense of responsibility, persistent and the spirit of "striving for advancement")- Behaviour has been improved
Adjudication	<ul style="list-style-type: none">- Teachers decide the targets- Discipline & Guidance Committee (DGC) will not assess any individual cases

(D) Awards

Awards / Quota	Period	Procedures / Remarks
Good Deeds cards / No limit	Whole year	<ul style="list-style-type: none">- 8 Good Deeds cards will be distributed to each teacher every month, teachers may request additional cards if needed- Teachers present Good Deeds cards to the students whose behaviour deserving praise
Snack gift / No limit	Each month	<ul style="list-style-type: none">- Student will complete the Google Forms card registration with the code printed on the card- Student will redeem a snack with the coupon provided by DGC on the specific date
Good Deeds Gold Award / 15	July	<ul style="list-style-type: none">- At the end of school term, DGC will sort the 15 students who have received the most Good Deeds cards in the whole year- Each awardee can invite 1 school-mate to enjoy a buffet together



Delia Memorial School (Hip Wo)
Discipline and Guidance Committee 2020/21
Guidelines of Issuing Honour

(A) Objectives

1. To recognize students' good behaviour, in order to enlighten their motivation for goodness
2. To reward students serving school, so as to stimulate them to develop their potential for serving the community

(B) Targets

All students

(C) Work Distribution

1. Nominators
Class teachers, subject teachers and teachers-in-charge of activity groups
2. Approval Unit
Discipline and Guidance Committee

(D) Approval Criteria

Examples of service	Maximum Commendation
- Outstanding Heads & Vice Heads of the specific teams and committees* (House Committee, Students' Welfare Association Committee, Prefect Team and Library Club)	1 Major Honour
- Leaders of specific teams* with good performance - Outstanding Heads & Vice Heads of the other clubs, teams or committees	2 Honours
- Outstanding members of specific teams* - Outstanding Class Committee members, Class Monitors and Subject Monitors - Serving school actively	1 Honour
- Class Committee members, Class Monitors and Subject Monitors with good performance - Serving school	2 Merits
- Class Committee members, Class Monitors or Subject Monitors	1 Merit

