

## Teacher Assistant Rules and Guidelines

When you accepted your TA position, you agreed to abide by the following rules.

During distance learning, please comply with the following:

1. If you need to ask for an absence, please ask the department director and class teacher at least **24 hrs in advance**.
2. Please enter the class meeting platform (Zoom/Google Meet) **five minutes prior to the start**. If the teacher needs the TA to be present earlier, please cooperate.
3. Video must be on for the duration of the class. TAs with cameras off/only showing profile image will be considered absent.
4. Maintain a positive, focused, and professional dedication. **Please limit outside distractions during class** (i.e., cell phone and computer usage unrelated to the class).
5. Water is allowed, food and gum is not.
6. Please dress appropriately. Pajamas, undershirts, and over-revealing clothing are not allowed.
7. Do not leave the class early. If needed, please inform the teacher in advance.
8. Please follow the instructions given by the classroom teacher, such as muting students when the circumstance allows.
9. **Photos and videos are not to be taken during class calls** unless instructed by the teacher. Please respect the privacy of the students and teacher.

10. The school will be issuing “**The Perfect Attendance**” awards to TAs who do not take any leaves of absence during the school year (from the first day of school to the day of closing ceremony).

## Community Service Hour Guidelines

Below are the time conversions for service hours

30 minutes or less : 0.5 hours

31 - 60 mins : 1 hour

61 - 90 mins : 1.5 hours

91 - 120 mins : 2 hours

- The number of hours to be collected for language classes, kindergarten classes, and bilingual classes is limited to **2 hours per week**. This includes any time spent on preparation work before the class and the time present during the class. If there are any exceptions that require extra hours, please have the teacher explain the circumstance to the administrative director. **Extra hours are also limited to 2 hours per week.**
- For after school activity class, it will be up to **1 hour/per week** for community service. If there are any exceptions that require extra hours, please have the teacher contact the Director of Extracurricular Activity Program.
- In the future, there will be projects (culture activities, festivals, etc.) that will need assistance from TAs. If you are interested, please contact the administrative director.

## 《助教、助理遵守事項》

當您接受了助教的工作，代表您同意遵守以下之規範。

遠距教學上課時，請遵守：

1. 若需缺席，在上課的 24 小時之前就需親自向部門主任和班級老師請假。
2. 請提早五分鐘進入平台(Zoom / Google meeting)——如老師需要 TA 更早上線時請配合。
3. 需開啟影像——只顯示照片將被視為缺席。
4. 保持積極、專注的敬業態度——請勿分心做與課程無關的事，如：**勿玩手機或電腦**。
5. 可飲水，但勿飲食或嚼口香糖。
6. 服裝整齊合宜——勿穿著睡衣、汗衫或過於暴露之衣著。
7. 請勿早退——若需提早離開，務必事先告知老師。
8. 請遵守課堂老師指示，如：何種情況之下可將學生先靜音 (mute)。
9. 為尊重師生之權益，上課時間請**勿拍照或錄影**，除非是老師指示。
10. 學校會發**助教全勤獎**給從未請假缺席的助教。計算期間從開學第一天到結業典禮為止。

## 社區服務時數 (Community Service Hours)計算方式

服務時間與換算時數如下:

30 分鐘以內：以 0.5 小時計算

31~60 分鐘：以 1 小時計算

61~90 分鐘：以 1.5 小時計算

91~120 分鐘：以 2 小時計算

- 語文班、幼稚園和雙語班之助教時數，每周以 2 小時為上限，包含課程之前的準備工作以及出席線上課程的時間。若有例外狀況需要 extra hours，須由老師向行政主任說明，每周的 extra hours 以 2 小時為上限。
- 課後活動之助教時數，每周以 1 小時為限。若有特例須由老師向課後活動主任說明。
- 未來會有與文化、節日相關的專案需要 TA 協助，若有興趣請與行政主任聯繫。