



华夏南部中文学校 Huaxia South Chinese School

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TA Code of Conduct

1. Teaching Assistants (TAs) are held accountable for their conduct and responsibilities at Huaxia Chinese School. TAs are expected to adhere to school policies, demonstrate respect towards teachers, nurture students, and serve as positive role models.
2. Punctuality is crucial; TAs must arrive on time and remain on-site throughout class periods. They are required to report to classrooms 5-10 minutes early; arriving 15 minutes or more after class starts without prior notice will be considered tardy. Late arrival and early depart will not be counted for full period. TA need to report sign-in and sign-out time in the Feedback Report form signed by class teacher.
3. If unable to attend, arrive late, or leave early, TAs must promptly notify both the teacher and TA coordinator at ta@hxsouth.org, unless due to a medical emergency. TAs teaching onsite must arrange substitutes in advance and notify the VMT 48 hours ahead; for online classes, they must inform parents/students/coordinator 48 hours prior and reschedule within 2 weeks.
4. Maintaining a minimum 50% attendance rate is mandatory; exceeding 50% absences will result in removal from the volunteer position and preclude receipt of a volunteer certificate.
5. TAs are responsible for pre-class checks and post-class cleanup, including organizing classrooms and restoring them to original order. They must follow directives from teachers and school administrators, complete assigned tasks such as copying materials, maintaining classroom discipline, assisting students, correcting homework, and ensuring classroom cleanliness.
6. During class time, the use of electronic devices, including but not limited to mobile phones, tablets, and laptops, is not permitted except for teaching or work-related purposes.
7. TAs are required to log volunteer hours promptly online after each class and get the "TA Feedback Report" signed by teacher weekly. Report forms need to be submitted to TA coordinator twice yearly (end of January and end of school year); Hours logged on time need to be consistent with TA feedback Report in order for the school to issue volunteer certificates. TA should discuss with the teacher and review any feedback received from TA Feedback Report. Teacher can also file complain for TA absence or tardy. Disputes should be escalated to the TA coordinator and school principal, with Huaxia Chinese School retaining the right to interpret all school policies.
8. Parents/guardians are expected to support TAs by facilitating necessary transportation and participation in online activities.
9. TAs must attend mandatory training sessions, typically held before the school year begins in September. Those overseeing clubs must also participate in online introductory sessions for parents/students, typically held in summer during registration period.
10. School might decide to cancel Clubs and cultural classes due to low registration rates, with efforts made to offer alternative positions matching TA interests.
11. Compliance with these rules is mandatory; failure to do so may lead to disciplinary action, including removal from the volunteer position, withholding of volunteering certificates, or rejection of future applications.

TAs/Volunteers and Guardians Please read and initial below:

_____ Parents/Guardians Initials	_____ Date
_____ TA/Volunteer Initial	_____ Date