

## **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. 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.
7. Parents/guardians are expected to support TAs by facilitating necessary transportation and participation in online activities.
8. 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.
9. School might decide to cancel Clubs and cultural classes due to low registration rates, with efforts made to offer alternative positions matching TA interests.
10. 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**

## 教师助理守则

1. 教师助理应具有责任心，教师助理应遵守学校纪律，尊敬老师，爱护学生，做学生榜样。
2. 教师助理要尽一切可能按时到校工作，不迟到，不早退。教师助理应在在上课前 5-10 分钟到达本班教室。晚到超过 15 分钟又没有事先通知者做迟到处理，迟到者不能获得义工时间。教师助理需要在工作汇报表上登记签入和签出时间并在每次课后要求老师签名
3. 教师助理若因故缺席、迟到、早退，应尽早告知指导老师和 TA 负责人 (ta@hxsouth.org)。非紧急情况至少提前两天告知，以便妥善安排。线下教课的教师助理需要提前 48 小时安排代课老师，线上教课的教师助理需要提前 48 小时通知家长,学生和 TA 负责人，补课必须安排在两周之内。
4. 50%的出勤率是最低要求，不能达到的不能获得学校志愿者证明。出勤 50%以下的将失去助理资格。
5. 教师助理应在上课前检查教室情况。如有异常，报告老师或办公室。教师助理在上课期间应听从老师指导，认真完成指导老师分配的任务。任务包括但不限于：复印分发学习资料，帮助老师维持课堂秩序，协助老师辅导学生、领导课堂学习，帮助老师批改作业，等等。教师助理应在下课以后协助老师清理并还原教室。
6. 教师助理每周课后应尽快填写网上出勤记录。线下教师助理需要工作汇报，每节下课以后请老师签字，老师可以在工作报告中添加评语。教师助理需要向助理负责人以电邮方式呈交工作汇报，9-12 月的汇报需要在 1 月底之前提交，1-6 月的汇报需要在学年结束后一周内提交。学年中和年末，学校会根据网上记录和工作汇报对助教表现进行考评，网上记录和工作汇报时间一致才可以颁发年度义工证明。助教对老师评语有疑问，应与老师沟通，若沟通不果，可向教务汇报，学校有保留最后决定权。
7. 教师助理的家长 and 监护人应了解教师助理守则并支持协助他们的工作，为他们提供交通和网络支持。
8. 教师助理必须参加开学前的义工/助理培训。负责网课和俱乐部的教师助理还需要参加课程和俱乐部的线上宣传会议，向家长和学生们介绍和推广自己的教程。
9. 在注册率过低的情况下学校可能会取消某些课程或俱乐部，学校会尽量为教师助理提供为他们兴趣匹配的义工机会。
10. 教师助理应遵守以上守则。对于违反者，学校有权视具体情况进行处理，包括拒绝发放义工证明，取消当前义工资格或者不再录用。

教师助理/义工和监护人/家长，请仔细阅读并签名：

\_\_\_\_\_ 监护人/家长 签名 \_\_\_\_\_ 日期

\_\_\_\_\_ 教师助理/义工 签名 \_\_\_\_\_ 日期