

慈濟波士頓人文學校

Tzu-Chi Academy, Boston

2021-2022 家長手冊 Parent Handbook

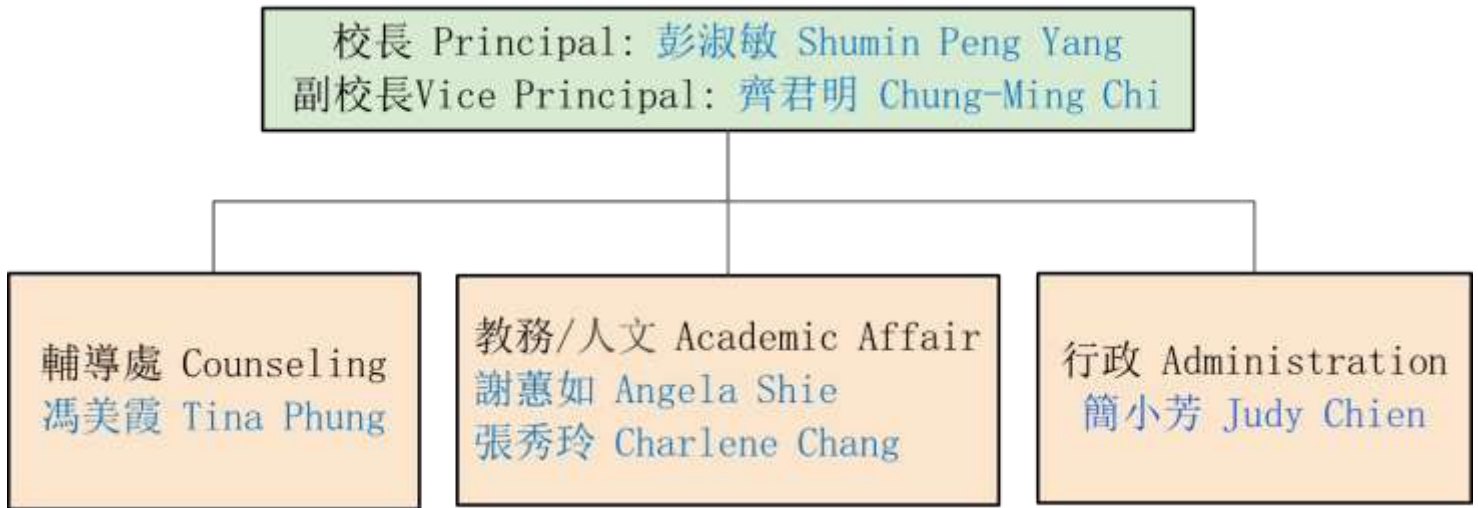
09/07/2021

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1. 2021-2022 波士頓慈濟人文學校校務人員組織

TCA Boston Staff Organization



2. 波士頓慈濟人文學校停或改課規定

School Cancellation Policy

如果符合下列條件之中任何一項，學校將會考慮取消課程或改為網絡課程。 School will consider cancel the classes or switch to online classes if one of the following condition is met.

- 在學校開放前十二小時內，預測的積雪量超過六英寸。
if forecasted snow is expected to be 6 or more inches over a 12-hour period immediately before school opening.
- 地方或州政府宣布與天氣有關及其他(如疫情)的緊急情況。
if there is a declaration of weather-related or other (eg. Pandemic) emergency by the Local or State government.
- 交通或天氣狀況不適於旅行外出。
if traffic or weather conditions are deemed unsuitable or hazardous for traveling.

當天候惡劣時，校務人員將注意天氣預報，於學校上課前至少三小時前，作出停課或改以網路教學的決定。一旦作出決定，校務人員將會立即公佈於學校網站及通過電子郵件，將訊息快速發送給家長。同時學校也會聯繫所有教師，由老師啟動與其所屬班級的家長們聯繫。

In the event of inclement weather, school staff will monitor the weather forecast and make a decision at least 3 hours before school opening. Once a decision is made, school staff will post school cancellation and online class notice on the website, email parents, and contact all teachers. Each teacher will subsequently contact the parents in his/her class, as a second line confirmation.

3. 波士頓慈濟人文學校疫情時期注意事項

Guidelines During the Pandemic

- a. 疫情期間學校將遵守政府法令及防疫單位指示，決定是否繼續到校上課或調整為網路教學。

During the pandemic, the school will determine whether to continue in-person classroom teaching or to switch to online virtual instructions, according to guidelines provided by the government and relevant public health agencies.

- b. 若疫情仍容許到校上課，所有人員(包括校務人員、志工、教師、學生、及家長)均需遵守以下守則。

If in-person classroom teaching remains possible, all personnel (including staff, volunteers, teachers, students, and parents) should follow the guidelines below:

- i. 若有疑似症狀，應立進行測試隔離，及即時通知教師或校務人員並請病假。
Anyone who is experiencing or has recently experienced COVID symptoms or has been diagnosed with COVID regardless of symptoms should get tested and must immediately quarantine him/herself according to the requirements of State public health agencies and notify school staff.
- ii. 若曾接觸有疫病者或訪問疫區，应在暴露后 3-5 天内进行测试和遵守政府及防疫單位指示隔離，期滿後才可到校。
If you have been in contact with a COVID infected person or visited an area with a high rate of infection, you should get tested within 3- 5 days of exposure, and quarantine yourself according to the current requirements of State public health agencies before returning to school.
- iii. 若曾出國或來自國外之訪客，務必遵守政府及防疫單位指示隔離，期滿後才可到校。
Any visitors and anyone who have either traveled abroad or arrived from abroad must quarantine themselves following the current requirements of federal and state authorities and public health agencies before returning to school.
- iv. 學校室內必須戴口罩
Mask wearing is mandatory indoor

4. 波士頓慈濟人文學校網路上課須知項

Online Virtual Classroom Notes

- a. 請家長準備電腦及相關網路上課的器材，並事前測試。
Parents should provide computers and related equipment for online classes and ensure their proper functioning in advance
- b. 請家長協助學生學習並了解，電腦及相關軟體的使用。
Parents should help students learn and understand the use of computers and related software.
- c. 請家長協助學生使用老師指定網路通訊軟體，與老師互動溝通及繳交作業
Parents need to help students use the teacher-designated network, related software, and means of communication to interact with the teacher and, if necessary, to submit assigned homework.
- d. 請家長維護學生使用網路之安全。
Parents are responsible for maintaining the safety and security of their own network access.

5. 波士頓慈濟人文學校家長的責任

Parental Responsibility

- a. 提醒學生準時到學校或網路上課。
Prepare your student to be punctual for both in-person and virtual classes.
- b. 學生需要請假時，請提前通知老師和學校。
Inform the teacher and school in advance when a student needs to be dismissed early or take a leave of absence.
- c. 確保學生穿制服上學。
Ensure the student wears his/her uniform to school.
- d. 參加懇親會與家長會。
Attend parent-teacher and parent-school conferences.
- e. 家長檢查並簽名孩子老師給的每週訊息。
Review and sign the weekly communication sheet from your child's teacher.
- f. 詳讀每週的學校通訊。
Read the weekly school newsletter.
- g. 擔任保全維護學生的安全。
Serve as a security steward to ensure and protect the student's safety.
- h. 協助老師維持教室秩序。
Assist the teacher to maintain classroom order.
- i. 叮嚀孩子遵守校規。
Supervise your child to abide by the school rules.
- j. 參與並協助學校的各項活動。
Assist and participate in school-sponsored cultural, humanitarian, and academic

6. 波士頓慈濟人文學校網址，臉書及一般電子郵件信箱

School website, social media, and general email

<http://www.tzuchiacademyboston.org>

<https://education.us.tzuchi.org/>

<http://www.tzuchiboston.org>

Facebook: Tzu Chi Academy Boston

tcaboston@gmail.com

校長 Principal Contact Info:

彭淑敏 Shumin Peng Yang

shumin08.tc@gmail.com

[650-288-8792](tel:650-288-8792)

波士頓慈濟人文學校校規

本校為維護學校紀律及秩序，提高學生學習效果，訂定以下規則。凡所有學生、家長、老師與志工，在學校上課期間，除了遵守一般公立學校校規外，請大家一併遵守本校下列校規，若有疑問或需要協助明白內容，請詢問校務人員。

1. 在教室必須服從任課老師、志工及值班愛心家長的指導，並友愛同學。不可對師長及同學使用冒犯性的語言及動作，亦不可欺侮及騷擾同學。任何影響上課秩序之行為發生時，任課老師得請學校人員協助將違規者帶離開教室，並由學校人員連絡家長處理事宜。行為嚴重或屢勸不從者，將交由校方另案處理。
2. 學生上學，必須穿著制服。為維護學生的安全請勿穿拖鞋到學校。違反校服規定者，將通知家長；屢勸不聽者，將交由校方另案處理。
3. 學生應準時到校並按學校規定時間上下課。上課鈴響應立即進入教室。遲到或早退之行為容易擾亂任課老師上課進度，並損害其他班上課學生的權益。為了方便教室管理，遲到或早退超過十五分鐘，將視為缺課一堂，三次遲到或早退視缺席一次；情節嚴重連續遲到者，將交由校方另案處理，除不可抗力原因之外，若因故無法上課，請儘量於上課前通知學生導師或校方人員。
4. 學生若因故無法參加校內學藝競賽，學生家長應以書面提供學生導師缺席理由以免影響學生成績。
5. 學生上課時間必須遵守教室規則。不可隨意走動、聊天或做任何與課程不相關的事情。未經任課老師同意，亦不得擅自離開教室。
6. 本校嚴禁學生抽煙飲酒。
7. 考試及競賽時決不可以作弊。
8. 嚴禁攜帶危險物品，如小刀、槍械、武器及毒品來學校，違者立即開除。
9. 不可在上課時間內在教室內飲食、喧嘩、戴帽子和把腳翹在椅子上。不在地板上潑水。
10. 由於校舍為承租使用，切勿翻閱或毀損教室內既有之書籍及陳列。不可任意翻動教室內外任何物件，及任意撕毀教室內牆上壁畫或裝飾。經常保持教室內外以及洗手間的清潔。任何人若有損壞學校之物件，不但要接受校規處罰外，還要負責照價賠償。若違規情節嚴重者，將交由校方另案處理。
11. 不可偷竊。未經許可，不可擅自取用他人物品。
12. 不可在走廊通道奔跑或大聲喧嘩。
13. 若有任何特殊原因需提前離校者，家長需向任課老師及校方請假後，方可接走學生。

學生年級； _____ 學生姓名； _____

家長簽名； _____ 日期； _____

Tzu Chi Academy, Boston

School Regulations

Our goal is to provide a safe and friendly learning environment for all of our students. In addition to the regular public school rules, all students, parents, and volunteers shall also comply with the following. Violators will face disciplinary action.

1. Students shall promptly and respectfully cooperate with the teacher(s), volunteer(s), and the room parent(s) in the classroom. Students cannot disturb other students by using profane and vulgar language or being physically violent. Students will be brought to the school office if the violation affects other students or the entire classroom. The school has its sole discretion and right to dismiss the student on a case-by-case basis. A private parent-teacher conference will be requested if the student fails to correct his/her misconduct and violation.
2. School uniforms are mandatory. No sandals are allowed at school. The school will notify parents of uniform violation.
3. Students are expected to be at school on time. Students shall enter classrooms when the school bell rings. Students shall not loiter or create disturbances in the classroom. Either being 15 minutes late or leaving 15 minutes early shall be deemed as an absence from class. Three absences from class are treated as an absence of one day.
4. All academic competitions and projects are mandatory. Parents need to submit a written request to the teacher if the student cannot attend the competition.
5. Students are required to conform to classroom regulations. Students cannot roam around the classroom, chat, or conduct other unproductive activities. Students must refrain from leaving the classroom without permission.
6. No smoking and no alcoholic beverages are allowed in the school.
7. No cheating during tests and competitions.
8. There shall be no weapons (i.e.: knives, guns) or drugs brought to school. If a student is found with any of these items, he/she will be expelled immediately.
9. There is no eating, drinking, wearing hats, being noisy, and putting your feet on the chairs or desks during classes. Do not spill water on the floor.
10. Our school is a leased property, it is imperative for all to maintain tidiness of the classrooms and restrooms. Do not touch or disturb anything that does not belong to you in the classroom, such as books, posters, papers, and anything on the teacher's desk, as well as anything on the whiteboard.
11. No stealing and keep your hands off of other students' belongings if you do not have their permission to do so.
12. Students shall refrain from running and screaming in the hallway or classroom.
13. There will be no leaving the school without permission. If a student needs to leave early or miss class time, a parent is required to notify the school and teacher.

Grade: _____ Student Name: _____

慈濟波士頓人文學校

第三堂人文課程須知

Third Period Extracurricular Humanities and Culture Classes

出席/請假：

Attendance/ Absence:

第三堂課上課時數，列為學生出席記錄。若未能出席，請至輔導處請假。Third Period class attendance is mandatory and will be on the students' attendance records. Please inform the school if you will be missing a class.

沒有輔導處假單，不得提早離開學校。An early release form is needed to leave school early.

課程摘要：課程涵蓋文化、民俗技藝、藝術、體能訓練、靜思人文等多元課程。Class content: Asian Culture, Art, Folk Art, Physical Education, Chess, Jing Si Humanistic Culture..... etc.

- K1: optional
- K2 和 K3：以親子童趣課程為主，每週電子郵件通訊，將公佈當週的親子童趣課程內容。Classes are focused on crafts, story-telling, sing-along, and games. Parents need to accompany their children in the class. A weekly email will indicate the content for the week.
- 所有課程以班級為單位，同一班級上同一課程。The course curriculum is based on grade levels. Each grade level will participate in the same course.
- 器材：上課所需器材或材料自備與否，依各班老師開課前的說明，校方會通知學生及家長。Materials providing for each class may vary depending on teachers. The school will contact students and parents before classes begin.

課程內容：Curriculum Content:

K3: 童趣（繪畫，故事，童謠，美勞，遊戲、手語唱遊、蔬食料理等）。

Children's play (language practice, drawing, story-telling, singing, games, arts and crafts, sign language, easy lunch-making, etc.)

G1: 童趣（繪畫，故事，童謠，美勞，遊戲、手語唱遊、蔬食料理等）。

Children's play (language practice, drawing, story-telling, singing, games, arts and crafts, sign language, easy lunch-making, etc.)

G2: 書法、文化舞蹈、非洲鼓、靜思語、茶道文化、蔬食料理等。

Calligraphy、Dance、African drum、Jing Si Aphorisms、Tea ceremony、Vegetarian cooking...etc.

G3: 書法、文化舞蹈、非洲鼓、靜思語、茶道文化、蔬食料理等。

Calligraphy、Dance、African drum、Jing Si Aphorisms、Tea ceremony、Vegetarian cooking...etc.

G4: 扯鈴、靜思語、花藝之美、蔬食料理、國畫、羽毛球、青少年樂團、DIY 手作、舞蹈等。

Yo-Yo, Jing Si Aphorisms, Flower arrangement, Vegetarian cooking, Chinese painting, Badminton, Youth orchestra, DIY craft, Dance...etc.

G5: 扯鈴、靜思語、花藝之美、蔬食料理、國畫、羽毛球、青少年樂團、DIY 手作、舞蹈等。

Yo-Yo, Jing Si Aphorisms, Flower arrangement, Vegetarian cooking, Chinese painting, Badminton, Youth orchestra, DIY craft, Dance...etc.

G6: 棋弈，靜思語、茶道文化、蔬食料理、國畫、羽毛球、青少年樂團、DIY 手作、舞蹈等。

Chinese chess, Jing Si Aphorisms, Tea ceremony, Vegetarian cooking, Chinese painting, Badminton, Youth orchestra, DIY craft, Dance...etc.

G7: 棋弈，靜思語、茶道文化、蔬食料理、國畫、羽毛球、青少年樂團、DIY 手作、舞蹈等。

Chinese chess, Jing Si Aphorisms, Tea ceremony, Vegetarian cooking, Chinese painting, Badminton, Youth orchestra, DIY craft, Dance...etc.

G8: 舞龍、靜思語、花藝之美、蔬食料理、國畫、羽毛球、青少年樂團、DIY 手作、舞蹈等。

Dragon dance, Jing Si Aphorisms, Flower arrangement, Vegetarian cooking, Chinese painting, Badminton, Youth orchestra, DIY craft, Dance...etc.

G9: 舞龍、靜思語、花藝之美、蔬食料理、國畫、羽毛球、青少年樂團、DIY 手作、舞蹈等。

Dragon dance, Jing Si Aphorisms, Flower arrangement, Vegetarian cooking, Chinese painting, Badminton, Youth orchestra, DIY craft, Dance...etc.