

2020 SDHXCS Online Class Guidelines

2020 年圣地亚哥华夏中文学校网课守则

The health and safety of our students and school community continues to be our first priority. As you are aware, due to COVID-19, San Diego Hua Xia Chinese School decided to move all the Chinese classes and enrichment classes to the online sessions for the rest of the 2019-2020 school year. Big thanks to our teachers, who have spent many many extra hours being trained, learning, and practicing so they can be ready for the upcoming online teaching sessions. In the meanwhile, to ensure a smooth transition to the online classes, we need all the students and parents to follow below online class guidelines.

学生和教职工的健康是我们关心的头等大事。大家都知道因为新冠肺炎疫情，圣地亚哥华夏中文学校已经决定从本周 3/22 开始到本学期结束 5/17，所有的中文课和才艺课都开始网上教学授课。我们首先要感谢华夏的老师，自从学校决定开始网课，华夏的老师就迅速投入到网络教学的学习中去。在自己本职工作之外，花了大量的时间积极参加各种培训。老师们分组讨论并相互模拟课堂实践，按需要调整教学方式和内容，力争从本周日 3/22 起就能以最好的状态提供网络教学。与此同时，为了能将课堂教学平稳过渡到网络教学，学校特颁发本网课守则，请学生和家长们务必遵守。

Mentally Prepared for the Online Classes

网课的心理准备

Online class is the only available teaching method at this moment. Our teachers tried their best to get themselves prepared as much as they can, however, we have to understand that there is very limited time and resource available for the preparation. Therefore, please expect that the online teaching in the coming weeks might not be perfect, please be patient with our teachers.

目前的网课是非常时期没有办法的办法。在这么短的时间里华夏的老师花了大量的时间和精力准备网课，但是毕竟时间和网课培训资源有限，刚开始几周的网课有可能不尽完美，请大家多点耐心，多给老师们支持和理解。在远程教学实施方面，华夏老师们已经跑到公校老师们的前头去了。我们应该给他们点赞！

The online class is new to our teachers as well as to most of the students and parents. With the teaching method change, our teachers need to adjust class rules, teaching plans, and the way they usually review and grade the homework, quiz, unit test, and final exam. Therefore, please be prepared that you will receive the constant communication from your teacher. Please make sure that you and your student understand and follow all the changes. In addition to our teachers' tremendous effort, the parents' support is another key factor to succeed our online courses.

网课对我们老师和大部分学生和家来说都是新的体验。教学方式从教室搬到网上，课堂行为规范，教学计划，作业的检查以及对各种考试包括期末考试方式和内容，老师们都需要作相应的修改。请家长们及时关注，理解和遵守各班老师的通知和规定。老师们的努力

对我们网课的成功实施至为重要，家长们的全力支持也是我们网课顺利结束今年教学任务的另一个关键因素。

Physically Prepared for the Online Classes

网课的硬件准备

Before Sunday 周日上课前

1. Our teachers will use zoom meeting as the online class tool. Attached is the zoom user's manual for your reference.
华夏将使用 zoom 来上网课。附件是 zoom 的使用指南，请参照使用。
2. Please set up a free zoom account on your computer, cell phone, or other device. Make sure use the student's real name, preferably Chinese name, for the account, so the teacher can easily recognize you.
请在你的电脑/手机/或平板上提前安装设置 zoom 免费账号。账号名字请使用学生的中文名字以方便老师上课互动时点名需要。
3. Make sure your device works fine with camera, speaker, and microphone and the home internet will be available for the student without interruption. If it is disconnected by any reason, please join back into the class without disturbing the ongoing session.
请确认电脑/手机/平板具有语音，图像等功能。电脑和网络在学生上课过程中不会被中断。万一网络中断，请尽快连网重返课堂，不要影响其他学生和老师。
4. Please get familiar with the basic function, for example, mute/unmute, audio, video, etc.
请尽早熟悉 zoom 的各项基本功能，比如静音，聊天窗口，语音，视频等。
5. Please email your teacher if you haven't received the class zoom invitation by Saturday noon.
如果周六中午前还没有收到老师周日上课的邀请，请尽快联系你的老师。

On Sunday 周日上课当天

1. Get yourself ready on time. Your online class schedule follows the same schedule that you had on campus. AM class starts at 9:30 and PM class starts at 1:30. The breaks between classes will be scheduled by individual teacher.
上午网课从早上 9:30 开始，下午网课从下午 1:30 开始，课间休息时间由各班老师自行安排。每个学生上课时间和以前在教室里上课时间是一样的。请按时做好课前准备。
2. Find a quiet room for the online class session. Any noise in the background is disturbing to the teacher and to the whole class. Please stay away from kitchen or family room.
网课过程中任何背景噪音都会打扰老师和课堂，请找一个安静的房间上网课。不要在厨房或者人来人往的客厅等地方上网课。
3. Please dress properly and sit by a desk for the class. Do not take online classes in bed.
请尊重老师尊重课堂，穿戴整齐在书桌旁上课。不要在床上上网课。

4. Join the online class using the link shared by your teacher on time. The teacher will check in your attendance.
使用老师提供的网课邀请链接按时登录课堂。老师会通过登录时间来检查出勤。
5. If a parent has to sit with the student, **the parent MUST NOT interrupt the student or the class.** If the parent has any questions or comments, please communicate with your teacher after the class. The teacher has the right to mute or dismiss the student or parent from the online class if the teacher can't continue his/her class with the student/parent's constant interruption.
上网课期间，学生应该独立上课，不需要家长旁听。如果低年级学生需要家长帮助操作 zoom，家长可以静坐旁听，但是家长禁止发出任何声音。家长有任何问题，不允许在网课期间打搅课堂，请课后或休息时间和老师单独沟通。如果由于不断打搅课堂导致老师很难继续上课，老师有权静音或请这位家长和学生离开网络课堂。
6. By default, you should mute your device audio before you are asked to unmute.
在老师允许学生消除静音或发言之前，请学生应该保持静音。
7. Each teacher has his/her own class rules. Please pay attention to your class rule when you first join the online class.
各班老师都有各班的课堂纪律规范，请认真仔细听从老师的要求。有问题请及时和老师沟通。

It has to be a united effort from the teachers, students, parents to successfully conduct the online classes and allow us to continue providing a peaceful Chinese learning environment for our students. If you have any suggestions or comments, please contact school office at info@sdhxc.org. Be strong and stay healthy!

有了来自老师，学生和家长的三方的努力，我们实施的网络教学一定会成功。华夏将继续给学生们提供一个平和的中文学习环境。如果有问题或建议，请联系学校 info@sdhxc.org。非常时期，我们一起走过！加油！

San Diego Hua Xia Chinese School
The Board of Directors & the Office
3/18/2020

圣地亚哥华夏中文学校
理事会和校委会
2020年3月18日