



Tree of Life International Education: Program Outline

School: 美国树人学院

Grades: K-8

School Hours: 星期一, 二, 四, 五: 2:30-6pm

星期三: 1-6pm

Minimum Day: 12:30-6pm

周末: Hours may vary

服务项目: 课后班教育, 英文核心教育和中文教学

学校老师: 拥有加州教师资格和执照的英文老师和助理老师等, 中文老师是有国内中文系毕业证书并有多年教学经验.

学校目标: 美国树人学院致力于提供一个安全的, 积极的, 丰富的课后班课程包括英文的核心教育指导和中文学习, 从而为所有学生提供双语社交和沟通发展的能力。

课程: 英文: 相应年级的英文读, 写, 数学和其他课程。 中文: 相应水平的中文听, 说, 读, 写能力。

正常课程时间表:

见英文部分

注意: 根据变化的学校活动或流程, 时间偶尔会有变化。请注意学校在微信群的通知。

零食: 学校在课间休息时间会提供学校简单零食比如面包或饼干。学生可以自己带零食。个别老师也可能会提供小的零食作为奖品。请也帮忙告诉学生清理自己的零食垃圾。

特别活动: 为了鼓励学生的出色的表现, 并庆祝他们的成就, 学校有时可能举办派对, 或为学生举办特别节目。

在指定接送区域的行为准则: 出于安全目的请告诉您的学生放学后立即到我们树人学院接送区报告, 并随时听取并遵循教师和司机的所有指示。不能在接送区域或车上打闹。到了课后班学校也要有秩序的下车, 不能有推挤行为。

美国树人学院规则和纪律守则:

请在签名前仔细阅读并与学生讨论

规则: 安全, 尊重, 责任

注意: 以下是每条规则的简要说明, 其他的方式也许会使用来帮助执行学校规则。

安全的范例:

不能跑跳

尊重彼此个人空间

随时待在允许的活动区域

尊重的范例:

不要起外号或霸凌他人

听取并遵循教师和助教的指示

帮助清理和维护学校教室

责任的范例:

自己负责带所需的材料和学校作业到课后班

认真完成学校的当天作业和课后班老师的课程

表现出积极的态度，并根据需要帮助他人

A: 正常的纪律程序:

选择不控制自己的行为或忽略教师警告的学生可能会受到相应的惩罚。根据不良行为发生的时间和地点，当时的老师或助教会做出相应的惩罚，后果包括但不限于：取消中间休息，失去使用个人电子设备，取消零食时间，增加清洁和/整理职责，失去特殊活动机会如聚会或老师组织的特别活动。

B: 学生恢复程序:

有不良行为的学生必须承担一些后果才能重新恢复正常权利。恢复程序包括但不限于：道歉或说你很抱歉或写一封道歉信，填写绿色规则表来解释发生的事情，并在恢复期间听取并遵循所有指示。

C: 关于严重不当行为的说明:

树人学院致力于为所有学生提供安全，积极和丰富的课外环境，因此根据加利福尼亚州法律和学校的指导方针和规定，任何有严重不当行为的学生都可能被要求离开学校。根据不当行为的程度，学生可能被要求立即离开学校

D. 严重不当行为的类型：包括但不限于:

打斗，

偷窃，

故意躲藏或故意避开老师

不断使用亵渎语言或不良语言，

公然蔑视或不尊重教师，

攻击或不尊重个人空间，

对其他学生的霸凌，骚扰或恐吓，

故意破坏学校物品设施，

拥有非法或危险物品

私自没有告知老师的情况下离开教会学校区域或 LONGDEN 教室区域

E. 1-2-3 通知评估系统:

有严重不当行为的学生将获得通知单，概述该事件。将跟家长见面，讨论事件和任何进一步的后果。根据事件的程度，学生可能会受到各种各样的惩罚，包括：学校停学 1-3 天，一周没有休息时间和失去其他特权，取消零食和/或额外的课程延长，取消参加学校特殊活动的权利等。

注意：任何接受 3 次通知单或有 3 次严重不当行为的学生可能会被要求离开学校。如果不当行为属于非法或危险性质，即使只拿到一次粉色通知单，学生也有可能被立即开除。我们会致电家长来接他们的学生。

F: 家长和学生对树人学院规则和纪律程序的确认:

我们学校保留取消服务的权利如果学生或家长拒绝签字。

我已阅读，理解并接受所有树人学院在使用的学校规则和纪律程序：我已经与我的学生讨论并解释了所有规则和程序。

Tree of Life Int Education; Program Outline

School: Tree of Life International Education

Grades: K-8

School Hours: Mon, Tues, Thurs, Fri: 2:30-6pm

Wednesdays: 1-6pm

Minimum Day: 12:30-6pm

Weekends: Hours may vary

Services: After School Education Support, Homework Checking, English Core Curriculum Instruction and Chinese Language Instruction

School Personnel: State of California certificated and credentialed teachers, Chinese certificated foreign language instructors, and school support staff and providers.

School Goal: Tree of Life Int Education is committed to provide a safe, positive, and enriching afterschool educational program with English core curriculum instruction, Chinese foreign language enrichment and dual language social and communication development for all students.

Curriculum: *English:* Grade leveled based instruction reading, writing, math, and multiple subjects. *Chinese:* Skill leveled based instruction reading, writing, speaking, culture and art

Normal Class Schedule:

2:45-3:30 pm: quickly eat and settle done in own classroom and start HWs

Grades 5-8:

3:30-4:40 pm: Grades 5-8 Ed Support and Core Curriculum Instruction

4:40-5:00 pm Break for Grade 5-8 students

5:00-5:50 pm Grades 5-8 Ed Support and Chinese Instruction

Grades 4:

3:30-4:10 pm: Chinese Instruction (4th grade release to English class early)

4:10-4:40 pm: Homework time in English classroom

4:40-5:00 pm: *Break for Grade 4 students*

5:00-5:50 pm HWs and Enhancement for Grade 4 students

Grades 3 and lower:

3:30-4:30 pm: Chinese Instruction

4:30-4:50 pm *Break for Grade 3 or lower level students:*

4:50-5:50 pm HWs and Enhancement for Grade 3 and lower students

5:50-6:00 pm *Clean up Time and Class Dismissal*

6:00-6:30 pm *All unpicked students to room 101 for pickup; students need to be picked up before 6:30pm*

Note: The schedule may change depending on varied campus activities or programs. Please be aware of school notifications and alerts regarding any possible schedule changes on the school website or social media outlets.

Snacks: *A small snack in the form of bread or cracker is provided for students. Students may also bring their own snacks. Individual teachers may decide to provide snacks or rewards for students in their class. Please encourage your student to clean up after snack time.*

Special Events: *To continue to encourage students for great work and to celebrate their accomplishments the school may at times host parties, or special programs for students.*

Designated Pick Up Area Behavior: *For Safety Purposes Please encourage your student to report immediately to the Tree of Life Pick Up Area at their school and listen to and follow all directions from teachers and or drivers at*

all times. Note that any student that continues to break the rules about expectations for designated pick up and transport behavior will be written up, any three write up for behavior during pick up transport will result in removal from the school.

Tree of Life School Rules and Disciplinary Procedures:

Please Read Carefully and Discuss with your student before signing

Rules: Safety, Respect, and Responsibility

Note: The following is a brief list of how each rule may be applied, additional applications may be used to enforce school rules.

Examples of Safety:

No Running

Respect Personal Space

Stay in Designated Areas at all Times

Examples of Respect: Note these are just a few examples of expectations all other expectations about student behavior apply.

No Name Calling or Bullying Others

Listen to and Follow Directions From Teachers and Support Staff

Help Clean and Maintain School Grounds

Examples of Responsibility

Have school supplies, materials, and HW assignments daily

Finish all school HW and complete all Tree of Life lessons

Demonstrate a positive attitude and help others as need

A:Normal Discipline Procedures:

Students that choose not to monitor their behavior and or ignore teacher warnings when redirected may be subject to consequences either from their individual teacher and or school staff depending on when and where the

behavior took place consequences for poor behavior choices include but are not limited to: loss of recess, loss of use of personal technology, loss of snack, cleaning and or organizing duty, loss of special events such parties, holiday programs or special events from teachers.

B: Student Recovery Procedure:

Students that are subject to consequences must serve out the consequence to regain their privileges. Recovery procedures include but are not limited to: apologizing or saying you are sorry and or writing a letter of apology, completing a green rule sheet explaining what happened, and listening to and following all directions during the recovery period.

C: Note on Serious Misconduct:

Tree of Life School is committed to provide a safe, positive, and enriching afterschool environment for all students, therefore in accordance with California State law and school guidelines and regulations any student that engages in serious misconduct may be asked to leave the school on a 3 referral system and or depending on the degree of the misconduct a student may be asked to leave the school immediately.

D. Types of Serious Misconduct: includes but is not limited to:

fighting,

stealing,

hiding on purpose or avoiding staff deliberately

constant use of profanity or bad language,

blatant defiance or disrespect to teachers,

assault or not respecting personal space,

bullying, harassing, or intimidation of other students,

vandalism and or damaging school grounds.

Possession of illegal or dangerous items

*Leaving the church site or Longden campus site without telling a Teacher
Inappropriate use of technology.*

E. 1-2-3 refferral system:

A student that engages in serious misconduct will be given a pink referral outlining the incident. A parent meeting will be held to discuss the incident and any further consequences. A student may receive varied consquences depending on the degree of the incident including: school suspension 1-3 days, loss of recess and privileges 1 week, loss of snack and or additional programs for an extended period of time, loss of special events.

Note: Any Student that receives 3 pink referral or has 3 serious incidents of misconduct will be asked to leave the school. If the misconduct is of illegal or dangerous nature the student will be asked to leave the school immediately even with 1 pink referral. A parent may be called to come pick up the student at any time.

F: Parent and Student Acknowledgement of Tree of Life Education Rules and Disciplinary Procedures:

Note: Parent and student signature is required for services to begin. Tree of Life Education reserves the right to cancel services for any client that does not agree to our terms and conditions as stated above.

I have read, understand, and accept all of school rules and disciplinary procedures as they may be applied by Tree of Life School: I have discussed and explained all of the rules and procedures with my student.

Parent: _____ Date: _____

Student: _____ Date _____