



文藻教師課堂大小事

115學年度第1學期 新進人員研習

課堂規範

教師點名

- ✓ 點名系統: (生活輔導組網站下載操作流程)。
- ✓ 點名期限: 課程起**7**天內(包含假日)**送出**。
- ✓ 點名的影響: 本校落實**點名**，缺曠課**影響學生操行成績**。
- ✓ 點名或點名錯誤之問題: 請洽生活輔導組李怡臻小姐(分機2214)。

Roll Call

- Purpose: Track attendance to support learning outcomes and detect irregularities early.
- System: Download the procedure from the Student Assistance Section website.
- Deadline: Submit within 7 days after the class (including holidays).
- Impact: Absences affect conduct grades.
- Issues: For roll call errors or questions, please contact Ms. Li, Student Assistance Section (ext. 2214).



課堂規範

點名異常處理:

- ✓ 點名錯誤但不小心傳送了，請找生活輔導組 李怡臻小姐(分機2214)處理。
- ✓ 點名誤記:學生發現授課教師誤記遲到或曠課，線上申請缺曠更正(缺曠日起14天內)，申請資料由任課老師審核批准。
- ✓ 點名誤記更正系統請至生活輔導組網站下載操作流程。
- ✓ 缺曠過多: 聯絡導師、學生同儕協助。

Roll Call Issue Handling

- Wrong submission: Contact Ms. Li, Student Assistance Section (ext. 2214).
- Mistaken record: Students may apply online for correction within 14 days; approval required from the instructor.
- Correction system: Download the procedure from the Student Assistance Section website.
- Excessive absences: Contact the advisor or seek peer support.



學生請假

- ✓ 教師核假系統使用: 生活輔導組網站下載操作流程。
- ✓ 教師准假問題:
 - 病假(不扣操行，需佐證)
 - 事假(扣操行)，最重要是「輔導」，尊重學生請事假權益。
 - 公假(包含防疫假): 確認有無指導單位審核。
 - 生理假(不需佐證，系統設定每月限一天)
- ✓ 重點提醒: 生理假請予以核假，以免違反性別平等教育法。

Leave Approval System

- System use: Download the procedure from the Student Assistance Section website.
- Sick leave: No conduct deduction (medical proof required).
- Personal leave: Conduct deduction; focus on counseling while respecting students' rights.
- Official leave (incl. epidemic leave): Verify approval from the supervising unit.
- Menstrual leave: No proof required, limited to one day per month.
- Reminder: Always approve menstrual leave to comply with the Gender Equity Education Act.



課堂規範

手機處理：

五專一至三年級：上課須將**手機放入書包**，非經任課老師同意不得使用。
(依學生獎懲辦法第六條第四款「擾亂公共秩序或教學活動」申誡1次)。

其他學制：不強制，惟學生使用手機足以妨礙學習或教學者，得予暫時保管，於無妨礙學習或教學之虞時，返還學生或監護人，但應負妥善管理之責。(教師輔導與管教學生辦法)

提醒：教師**不得強制沒收**學生物品(含手機)，如需暫時保管，請**學生自行**將物品放置指定地點。

Mobile Phone Rules

- 1.Years 1–3 (5-Year Program): Keep phones in bags; use only with teacher's permission.
- 2.Other Programs: If disruptive, phones may be kept temporarily and returned after class.
- 3.Reminder: Teachers cannot confiscate phones; students place them in a designated spot if needed.



課堂注意事項

案例一 上課時，某學生回答錯誤，老師當著全班同學的面前，開玩笑地說：「這麼簡單的題目都不會，你腦袋在想什麼？」、「你是金魚(金魚腦)啊」

案例二 課程群組發生紛爭，老師或學生未經規範程序，直接將特定學生退群組。

涉及霸凌：公開羞辱、貶抑、排擠孤立、不對等權力關係、持續性影響

提醒：

- 1.群組需明定群組規範，並設定群組管理人，如發生糾紛爭吵，管理人可依規範給予相關人員暫時停權，狀況緩和後再加回群組。
- 2.衝突或有情緒，不宜用LINE溝通，以免因語意誤解，造成誤會。

1.Do not publicly humiliate, belittle, or label students in class.

2.In class or course groups, do not remove students without following proper procedures.

Reminder:

- LINE groups should have clear rules and an assigned administrator. In case of disputes, the administrator may suspend members temporarily and add them back once the situation calms down.
- Avoid using LINE during conflicts or emotional situations to prevent misunderstandings.



課堂注意事項

案例三 學生情緒暴衝，有自傷或傷人情形。

案例四 校外人士入班騷擾或有暴力事件。

案例五 學生行動電源爆炸。

提醒：請立即撥校安專線 07-3429958(342救救我吧!)

Case 3: Student loses control, attempts self-harm or harms others.

Case 4: Outsider enters class and causes disturbance or violence.

Case 5: Student's power bank explodes.

Reminder: Call the Campus Security Hotline immediately: 07-3429958



學生晤談

- ✓ 教導師關懷及晤談系統: (生活輔導組網站下載[操作流程](#))
- ✓ 115.09.06(日) 23:59完成Office Hour登錄
- ✓ 輔導對象:導師班以外之學生 (導師亦可從此平台進入導生輔導資料登入畫面)
- ✓ 約談學生後請即刻上網填登紀錄，每筆晤談資料完成後，請務必按「**結案**」。

Advisor Care & Counseling System

Download procedure from the Student Assistance Section website.

Deadline: Log Office Hour by 2026.09.06 (Sun) 23:59.

Target: Students outside advisor's own class (advisors can also log their own mentees' records here).

After each meeting, record it online immediately and click "Close Case" once completed.



學生獎懲

- ✓ 學生獎懲線上登錄: (生活輔導組網站下載[操作流程](#))
- ✓ 除小過、大功、大過仍以紙本簽核，其餘請由線上送出審核。
- ✓ 敘獎原則請至生輔組網站查閱。
- ✓ 本學期學生獎懲最後簽報時間(115年12月31日，請參閱行事曆)

Online Student Rewards & Penalties

Download the procedure from the Student Assistance Section website.

Minor demerits, major merits, and major demerits still require paper approval; all others should be submitted online for review.

Reward principles can be found on the Student Assistance Section website.

Final submission for this semester: December 31, 2026(see the academic calendar).



學生助學

經濟不利學生：

學雜費減免、就學貸款、弱勢助學金、高教深耕計畫學習助學金、緊急紓困、書籍補助、校外獎助學金等。

如有需求，請洽生活輔導組(行政大樓一樓)

If students need to apply for tuition/fee reduction, student loans, financial aid for disadvantaged students, learning grants under the Higher Education Sprout Project, emergency assistance, book subsidies, or external scholarships, please contact the Student Assistance Section in person.



每天都要做的事

➤ 定時收信 (校務資訊系統登入)

➤ 隨時至校務資訊系統處理核假。

➤ 下課前務必擦黑板，提醒學生復原桌椅，帶走自己的東西(包含垃圾)。

1. 品德教育(與環境的關係)
2. 自律
3. 減少遺失物

Regular Email Check (Campus Information System Login)

Check your email regularly.

Access the Campus Information System anytime to handle leave requests.

Before class ends, erase the blackboard, remind students to return desks and chairs to their places, and take all belongings (including trash) with them.



重要提醒

- ✓ 學校為開放的空間，隨時注意自身的財物保管，遺失物在生活輔導組。
- ✓ 注意與人相處分際(言語分寸、身體接觸等)，保護自己，避免引發性平事件或對其他族群的歧視。
- ✓ 智慧財產權:使用正版教科書(含二手書)，勿非法影印書籍、教材、以免侵害他人著作權。

The school is an open space, so always be mindful of your personal belongings. Lost items can be reported to the Student Assistance Section.

Respect interpersonal boundaries (both verbal and physical) to protect yourself and others, and to prevent sexual harassment or discrimination.

Intellectual Property: Use only legitimate textbooks (including second-hand copies) and do not illegally photocopy books or materials, to avoid infringing copyright.



歡迎新文藻人

Welcome, New Wenzaorians!



感謝聆聽

Thank you for listening.

