

Implementation Guidelines for Off-Campus Teaching Activities and Participation in Off-Campus Competitions

Effective from August 25,

2025

- I. Purpose
 - a) To align with curriculum objectives and promote students' career exploration.
 - b) To integrate learning models and strengthen connections with curriculum resources.
 - c) To ensure effective teaching activities through well-defined implementation procedures.
- II. Definitions
 - a) Off-campus teaching activity/Field Trip: A plan proposed by teachers based on curriculum content, schedule, and subject needs, with administrative staff assisting in submission and approval. For school-wide activities, applications shall be submitted by administrative staff.
 - b) Off-campus competition: Representative competitions (including international contests) that contribute to students' career development and college applications, with selection mechanisms clearly indicating that outstanding students may represent Taiwan.
 - c) School approval:
 - i. Off-campus teaching activity/Field Trip: An activity plan (including participants, details, location, time, budget estimate, and learning objectives) must be submitted and approved.
 - ii. Off-campus competition: Before registration, documents such as competition rules, participant list (including advising teachers), and budget estimates must be submitted and approved.
- III. Implementation
 - a) Off-campus teaching activity/Field Trip: For the first semester, teachers must submit applications before August 1. For the second semester, applications must be submitted before the last school day of the first semester. Activities may only be carried out after receiving school approval. For club-related activities, separate regulations shall apply.
 - b) Off-campus competition: Teachers must submit competition regulations, participant list (including advising teachers), and budget estimates at least two weeks before registration. Administrative staff will assist in forwarding applications for approval. Participation is permitted only after school approval.
- IV. Funding
 - a) For approved off-campus teaching activities/field trips, expenses shall be equally shared among participating students.
 - b) For approved off-campus competitions:
 - i. If the school assigns a competition, the school shall cover the advising teacher's overtime pay, while other expenses shall be equally shared among participating students.
 - ii. If the school does not assign competitions or if competitions are held during winter/summer breaks, teachers may still lead students to participate, provided that school approval is obtained before registering under the school's name. All related expenses shall be equally shared among participating students.
 - iii. To ensure that students' regular learning is not affected, please register for international competitions during winter/summer breaks.
- V. These guidelines shall be implemented upon the school's approval, and the same procedure applies to future amendments.

新北美國學校校外教學活動及參加校外競賽實施要點

自2025.08.25起實施

壹、目的：

- 一、符應課程目標，促進學生生涯探索。
- 二、統整學習模式，強化課程資源連結。
- 三、落實執行政序，確保教學活動成效。

貳、本要點用詞，定義如下

- 一、校外教學：教師因教學內容、進度及主題所需提出計畫，行政辦公室同仁協助陳核。如屬全校性活動，則由行政辦公室同仁提出申請。
- 二、校外競賽：具有代表性並對於學生職涯發展及申請大學有助益之賽事（含國際賽事），且有選拔機制，載明成績優異者能代表臺灣參賽者。
- 三、學校核可：
 - (一)校外教學活動：應檢具活動計畫（含人.事.地.時.經費概算及領域教學目標），經鈞長簽章同意。
 - (二)校外競賽：報名前檢具競賽規則、參賽名單（含指導老師）及經費概算表等文件，經鈞長簽章同意。

參、實施方式

- 一、校外教學：教師如因領域教學所需辦理校外教學，第一學期應於8/1前提出；第二學期應於第一學期最後上課日前提出，並經學校核可後實施。如為社團活動，請另依其所屬規定辦理。
- 二、校外競賽：教師應於報名前二週檢具競賽規程、參賽名單（指導老師）及經費概算表等文件，由行政辦公室同仁協助送審，經學校核可後方可

執行。

肆、經費執行

一、經學校核可之校外教學，所需費用由參加學生平均分擔。

二、經學校核可之校外競賽：

(一)學校指派參加之競賽，除指導老師之加班費由學校支應外，其餘所需費用由參加學生平均分擔。

(二)如學校未指派或於寒暑假期間，教師有意願帶領學生參加，學校採尊重立場，仍需經學校核可才能使用學校名稱報名，所需費用由參加學生平均分擔。

(三)學期中以不鼓勵教師報名參加國際賽事為原則。

伍、本要點奉鈞長核可後實施，修正時亦同。