



## Code of Conduct for Teachers

1. They will abide by this code, be worthy of the name of teacher, and be modeled by their students.
2. They will make “imparting knowledge and educating students” one of their most important career goals. They will guide students attentively, cultivate students' interest in learning Chinese language, Chinese culture, and other subjects, and foster students' love of SCCS.
3. They will have teaching plan ready prior to the beginning of each school year and make it available to the students in the first class, so that parents can arrange time ahead to help students. The teaching plan should include the purpose of the course, the contents of the course, and the requirements for the students.
4. They will diligently prepare for each and every lecturer and adjust teaching methods to stimulate students’ interest and participation. They will finish all the contents in the curriculum and strive to improve their teaching quality continuously.
5. They will carefully grade students’ homework; regularly communicate their teaching plans and students’ progress to the parents; spend sufficient time to design each exam and to prepare students for the exams; and promptly issue students’ reports at the end of each semester.
6. They will have proper attire (business casual) while on teaching duty; arrive in the classroom five to ten minutes ahead of the beginning of each class; and begin and end each class on time. They will keep students behaved in the classroom to create a positive and disturbance-free learning environment. They will closely monitor all the items in their classrooms and report any damage immediately to the principal(s) on duty.
7. They will accept the supervision of the school administrators and the parents; actively listen to and adopt the suggestions from the school administrators, the parents, the peers, and the students.
8. Except an emergency, they should ask for absence and get approval from the principal at least one week ahead of the absence. The principal will arrange substitute teachers for Chinese and math classes. The principal may authorize teachers for other subjects to find a substitute themselves.
9. They will cooperate with the school administrators; finish each assignment on time; and participate in teacher's trainings, conferences, and other exchange programs.
10. They will avoid any clashes with parents and/or students. In an emergency or an unexpected situation, they will contact the school administrator(s) immediately.