



Teacher's Rules

NOTE: All changes from previous version (if applicable) are underlined.

匹兹堡中文学校教师守则

1. 保持优良品德，为人师表，遵守学校的各项规章制度，尊重学生和家长的各项权利。
2. 遵循学校的统一安排，制定详细的教学大纲，精心备课。
3. 任课老师应于开学的第一个星期将教学大纲发给本班的学生，并于第四个星期以前交给教务长，以便统一备案。教学大纲包括下列内容：本课程教授与学习目的；教授的大致内容、方法和所用教材或补充教材；评判学生成绩的方法和标准、对学生课业的期望要求。
4. 教学认真负责，多方鼓励和引导学生提问，耐心回答学生提问，发现问题及时与家长和学生沟通。
5. 了解学生兴趣爱好和程度，充分考虑到生长在美国的学生的心理和学习特点，根据不同年龄阶段的要求，融合美国的教育风格，结合中国的教育精华，激发学生学习中中文的热情。
6. 认真及时地批改学生的作业及试卷，按既定的方法和标准，公正地评估学生的学习状况，在学期的结束时，给每位学生提供评估报告并把总成绩单交给校方备案。
7. 任课老师有责任准确记录学生的出勤状况，不得擅自接受未注册的学生、或未经校部批准任意转班的学生听课。
8. 有义务参加与配合学校安排的一切活动和教师会。
9. 课前,课间休息提醒学生遵从学校各项规章制度，注意个人安全，不随意动用教室内的各种物品，不在教室内吃喝食品（引导学生到咖啡厅饮用食品），不损坏所租借场地的财物。上课结束时和学生共同清理教室,物归原位，保持黑板、桌面和地面清洁。完成教室的各项检查任务并按要求填写相关表格。
10. 上课时教师应关闭手机，不得使用其他与课堂无关的电子用品，不得做与教学无关的事情，不得开展为本人或其他个人或组织的商业，政治，宗教或其他活动。
11. 老师在指定的上课时间，请自备交通工具，保证每次提前 15 分钟到教室做上课准备工作，不得迟到或早退，以免对教学造成影响。若有特殊原因或紧急情况，须及时通知校方有关人员，以确保课程按时及顺利进行。



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12. 老师因事请假, 应提前两个星期通知校方, 以便有充分的时间安排代课老师。
13. 若老师因故要求离职, 校方要求至少提前一个月通知校方以便及时更换老师, 保证教学质量及学生和家长的利益。
14. 电子信箱是全校范围内主要的信息交流工具, 若其地址更改变化, 须及时通知校方, 以便及时更新。如手机号码更新, 也须及时通知校方。
15. 每周定时查阅自己的电子信箱, 仔细阅读附件, 及时获取学校信息。到校后上课前, 先到校办公室签到, 检查信箱夹, 查阅学校有关通知和资料。如有新的通知, 离开学校之前再次到校办公室查阅信箱夹, 以及时得到新的信息。
16. 负责把学校有关通知等信息及时转达给学生和家长。
17. 校方大力鼓励和欢迎教师随时向校方提出有关改进教学、管理和上课环境的意见。



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Teachers' Code of Conduct

1. Maintain the code of conduct and act as a qualified teacher. Follow all school policies and rules and show respects to the students and their families.
2. Follow the school's direction after the decisions have been made, create detailed teaching plans, and prepare for the classes in advance.
3. Distribute the teaching plan to the students in the class on the first week of the semester, and submit the plan to the Education Director before the fourth week for filing. The plan shall include: the course summary and goals; the contents, methods, text books and other auxiliary materials; evaluation method and standards; and students studying requirements and expectation.
4. Dedicate to the teaching and be responsible. Encourage and elicit students for questions and provide answers and resolutions in prompt. Communicate with students' families for issues and concerns.
5. Be familiar with students' interests and their levels. Take advantage of both Chinese and American education styles, based on students' different ages, and their psychological behaviors and characteristics especially in the context of this special American's culture environment. Motivate the students to learn Chinese.
6. Promptly review students' assignments and exams. According to the evaluation method and standard, fairly evaluate study status. At the end of the semester, provide a report card to every student and submit a class summary report card to the Education Director for filing.
7. Be responsible for recording student's attendance accurately. Do not allow students in the classroom without being officially registered or transferred.
8. It is obligatory on attending all school activities, including the teachers meeting.
9. Remind the students for school policies and rules before and between classes, including personal safety, not touching or moving any objects in the classroom without permission, not eating in the classroom (except in the cafeteria), and not damaging any public properties. Work with students to restore the classroom, boards, and other objects after the class. Keep the desks and floor clean. Complete classroom check and fill the checklist required.
10. During class time, turn off mobile phone. Do not use any electronic device not related to teaching activity. Do not perform any non-teaching relevant activities, such as any business, politics and religions activity for any individual or other organizations.



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11. Be responsible for the transportation and arrive the classroom 15 minutes before the class. Being late or taking off early is not allowed, except in the case of an emergency, where an advance notice to the school administration is required.
12. Communicate to the school administration at least two weeks before any personal absence, so that the school will be able to find a substitute teacher for the week.
13. Communicate the school administration at least one month before resigning the job, so that the school will be able to recruit the replacement and minimize the impact on the education quality.
14. Notify the school administration as soon as possible in the case of an email or mobile phone number change; these are the main communication method and the emergency contact tool.
15. Check emails regularly every week. Sign in to the administration office every time before the class. Check the class folder for school notices before and after the class if necessary.
16. Deliver school notices to students and their parents promptly.
17. Encourage and welcome any suggestions and comments on improving education, management, and the environment.