



## WINCHESTER SCHOOL OF CHINESE CULTURE 文誠中國文化學校

### Teacher Rules

- Teachers must come to class on time. Teachers should arrive at the classroom 15 minutes prior to class time (period one).
- Teachers should submit a syllabus/course plan for the whole semester by the second week of the term. After each class, teachers should assign a suitable amount of homework.
- Teachers should bring materials that they have prepared beforehand to class.
- Teachers are required to familiarize themselves with the Classroom Rules and to complete the Classroom Management form and give it to the next period teacher or return it to an administrator at the greeting desk in the cafeteria if it is last class in the room.
- Teachers should monitor each student's progress and inform their parents/guardians of their children's situation.
- Teachers need to notify the parents/guardians and the school if any student needs to adjust their grade level given their comprehension of the material.
- Teachers need to notify the school when it is time to order new text books.
- Teachers need to keep borrowed library books and teacher reference books in good condition and return them promptly. Missing books will be replaced at the teacher's expense.
- Any commercial activities or selling of any kind by teachers is strictly prohibited without the prior approval from the Principal.
- Disciplinary action shall be taken if a teacher violates these rules in a four-step process:
  - A verbal warning will be given to the teacher.
  - A written warning will be given to the teacher.
  - A compulsory conference will be held with the teacher.
  - Termination will occur.
- In serious cases, the Board of Directors reserves the right to implement a termination without prior warning.
- In the event of a termination, teachers can appeal to the Board of Directors for reinstatement and shall be considered as terminated during the appeal.