



## **WSCC Teachers' Rules**

1. Come to class on time. Please arrive at the school 5 minutes before class starts.
2. Plan ahead. Submit a **syllabus**/course plan for the whole semester by the second week of the term. After each class, assign a suitable amount of homework.
3. Be prepared. When you come to class, please bring the materials you have prepared. Ask for help if you need it, and give others time to prepare.
4. Keep the classroom clean and organized. You are responsible for keeping the classrooms tidy, but students should help clean the room after every class. If possible, please do not move any classroom objects.
5. Monitor each student's improvement and inform his or her parents of their child's situation. Gather and carefully correct each student's homework. Update parents on how their children are progressing.
6. Notify the parents and the school if any student needs to adjust Grade due to his/her learning process.
7. Notify the school when to order new text books.
8. Keep borrowed library books and teacher reference books in good shape and return promptly after using. Missing books need to be replaced at your own expenses.

**Revised June 2009**