

Teaching Guide and Norm for Mei Hua Chinese School

Mei Hua Chinese School in Bellingham is a nonprofit, non-religious, nonpolitical organization. Mei Hua is a nonprofit organization that focuses on Chinese/mandarin language learning in the Bellingham and Whatcom County community.

We recognize that teachers play a critical role in Mei Hua Chinese School. To maintain a high standard of teaching and learning, Mei Hua Chinese School teachers abide by the following code of conduct:

1. Teachers will treat our students, fellow teachers, parents and school administrators with respect.
2. Teachers will work to enhance Chinese language and culture learning in class by using pedagogies that engage students in the classrooms, and by having high expectations for students.
3. Teachers will be prepared to teach weekly, and will communicate with parents regularly about class homework and student performances or any issues of students in class.
4. Teachers will have a parent teacher conference once a quarter.
5. Teachers will have syllabus ready to go two weeks before class begins every quarter.
6. Teachers will meet as a group for 10 minutes after class each week. Teachers will also attend Teachers Meeting once a quarter.
7. Teachers will be on time for class each week, and will arrange for substitutes if needed, and will communicate the change to Hui-Ling (614-795-0032).
8. Teachers are committed to teach for the year, and will give Mei Hua School 3 month notice with resignation.
9. Teachers will participate in school activities, such as Moon Festival, and will communicate absence at least a week in advance.

10. Teachers understand the importance of communication with Mei Hua Curriculum Director in regards to issues and concerns.
11. Teachers will take initiative to resolve any conflict among their peers or with Mei Hua staff.