



Code of Conduct for Teachers

Amended December 2023

All teachers of Pittsburgh Chinese School (PCS) shall:

1. Maintain high moral standard and good behavior, act as a role model for others, abide by rules and regulations of PCS, and respect the rights of students and parents.
2. Follow PCS's arrangement, formulate a detailed syllabus, and prepare lessons carefully.
3. For a teacher of a class, send the syllabus to students in the class in the first week of the semester, and submit it to the provost before the fourth week of the semester for records. The syllabus should include the following: the course summary and goals; the contents, methods, textbooks and other auxiliary materials; evaluation method and standards; and requirements and expectation for students.
4. Dedicate to teaching and be responsible, encourage and guide students to ask questions, answer students' questions patiently, and communicate with parents and students in a timely manner for any issues and concerns.
5. Understand students' interests and language skills, fully consider psychological and learning characteristics of students who grow up in the United States, and integrate the American education style and the essence of Chinese education according to the requirements of different ages to motivate students for learning Chinese.
6. Review students' homework and exam papers promptly, and fairly evaluate the students' learning status according to established methods and standards; at the end of the semester, provide each student with an evaluation report and submit a class summary report card to PCS for records.
7. For a teacher of a class, be responsible for accurately recording the attendance of students, and not accept any unregistered or transferred student without PCS's approval.
8. Participate and attend all PCS activities including teachers' meetings.
9. Before class and during recess, remind students to: abide by PCS rules and regulations, pay attention to personal safety, not use items in the classroom without approval, not eat or drink in the classroom (direct students to the cafeteria to eat or drink), and not damage any property of the rental venue; at the end of the class, clean up the classroom with students, return items to their original places, and keep blackboards, tabletops and floors clean; complete classroom inspection according to PCS's self-inspection and mutual inspection regulations and fill in relevant forms (e.g., Addendum 1) as required.
10. During class, turn the cell phone into the silent or vibrate mode, or turn off the cell phone; not use any electronic device unrelated to teaching activity; not perform any activities unrelated to teaching, such as any business, political and religious activity for the teacher, or any other individual or organization.
11. Be responsible for own transportation and arrive at the classroom 15 minutes before the class to prepare; must not be late or leave early; for any special circumstance or emergency, must inform PCS timely so that PCS can take remedial measures in time.

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12. Notify PCS at least two weeks before any personal absence, so that PCS can have sufficient time to find a substitute teacher.
13. Notify PCS at least one month before resigning from the job, so that PCS can recruit a replacement in time.
14. Notify PCS timely for change of email or mobile phone number.
15. Check emails regularly every week, read all attachments carefully, and obtain school information in a timely manner; after arriving at school, before going to class, first sign in at the school office, check the mailbox folder, and check the relevant notices and materials of the school; if there is a new notice, must go to the school office again to check the mailbox folder before leaving school to get the new information in time.
16. Deliver school notices to students and their parents promptly.
17. Actively make suggestions and comments to PCS for improving teaching, management and class environment.
18. Not disclose any confidential information without written authorization of the Principal, or intentionally make false or misleading claims about any other teachers, any school staff, Board members, students, parents or guardians. Confidential information includes non-public information that is designated as confidential or should reasonably be understood as confidential.
19. Not derive any improper personal profit or gain, directly or indirectly, by reason of his or her service as a teacher. Teachers shall disclose, at the earliest opportunity, to the Principal personal or professional relationships with any company or individual who has or is seeking a business relationship with the Pittsburgh Chinese School that may result in a conflict of interest.
20. Show respect and courteous conduct toward other teachers, school staff, Board members, students, parents or legal guardians of students; not disrespect, provoke, conduct personal attacks, abuse or insult other teachers, school staff, Board members, students, parents or legal guardians of students in verbal, written, electronic communication or social media (including WeChat).
21. Not discriminate or harass based on race, color, religious belief, gender, sexual orientation, nationality, age or disability.

Disciplinary Actions

If a teacher violates this Code of Conduct, PCS has the right to take the following disciplinary actions according to the specific circumstances:

- Informal Disciplinary Action:
 - Verbal warning
- Formal Disciplinary Action:
 - Written warning and request for correction, including but not limited to, request to stop violating the Code, to take appropriate action to remedy the impact of the violation, to take appropriate action to remedy loss or harm to others or PCS.

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- Reduction of bonus
- Temporary suspension without pay
- Termination of teacher's contract.

The Principal or Vice Principal has the discretion to give verbal warnings to teachers who violate the Code of Conduct. The Principal or Vice Principal may request the Board of Directors to initiate or the Board of Directors may initiate at its own discretion a formal disciplinary process, in the event of repeated violations, serious violations, refusal or failure to comply with relevant requirements of a written warning, or violation of any of Articles 18-21 of this Code of Conduct.

After the formal disciplinary process has been initiated, the Principal or Vice Principal shall submit a report to the Board of Directors regarding the specific violations of the Code of Conduct and recommend an appropriate formal disciplinary action. The Board of Directors may, at its discretion, give the teacher who violate the Code of Conduct an opportunity to respond within a reasonable time period, and can consider the report of the Principal or Vice Principal and the teacher's response to determine an appropriate formal disciplinary action. If the teacher refuses or fails to respond in a timely manner, the Board may determine the appropriate formal disciplinary action based on the Principal or Vice Principal's report.

This Code supersedes all prior relevant regulations. PCS Board of Directors has the right to make final interpretation, modify or update this Code.

Revision History

- September 2022: The Board of Directors has passed a resolution to revise the Teachers Rules into the Interim Code of Conduct for Teachers by mainly adding Articles 18-21 and provisions on disciplinary actions.
- October 2022: The Board of Directors has passed a resolution to formally promulgate the Interim Code of Conduct for Teachers revised in September as PCS's Code of Conduct for Teachers.
- November 2023: The Board of Directors has passed a resolution to add the Classroom/Class Area Self-inspection and Mutual Inspection Form to the PCS's Code of Conduct for Teachers.

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Addendum 1

PCS Classroom/Class Area Self-inspection and Mutual Inspection Form

Teacher Name _____ Classroom _____ Date _____

Classroom Self-inspection

1. Before class:
 - 1) Take photos of the classroom (classroom number, take photos from all directions or panoramic photos in the center of the classroom)
 - 2) Set up yellow line isolation areas in classrooms
2. During class: Please do not use any high school equipment (projectors, whiteboards, blackboards)
3. After class:

1	Blackboards, whiteboards, projectors, and electronic screens remain their original conditions	
2	Windows are closed and curtains restored	
3	Desktop is tidy and books and other items are neatly placed	
4	Tables and chairs are restored to their original positions and arranged neatly	
5	Floor is clean	
6	Trash cans are emptied	
7	Take photos of the classroom after cleaning	

- Please upload the photos to: lease@pittsburgh-chinese-school.org
- Teachers must keep the photos for record for at least one week

Classroom Mutual Inspection

Class Mutual Inspection							
1	Blackboards, whiteboards, projectors, and electronic screens						
2	Windows are closed						
3	Desktop is tidy and books and other items are neatly placed						
4	Tables and chairs are arranged neatly						
5	Floor is clean						
6	Trash cans are emptied						



教師行為守則

2023年12月修訂

匹茲堡中文學校的老師應當：

1. 保持優良品德，為人師表，嚴格遵守學校的各項規章制度，尊重學生與家長的權利。
2. 遵循學校的統一安排，制定詳細的教學大綱，精心備課。
3. 如果是任課老師，應於開學的第一個星期將教學大綱發給本班學生，並於第四個星期以前交給教務長，以便統一備案。教學大綱包括下列內容：本課程教授與學習目的；教授的大致內容、方法和所用教材或補充教材；評判學生成績的方法和標準、對學生課業的期望要求。
4. 教學認真負責，多方鼓勵和引導學生提問，耐心回答學生提問，發現問題及時與家長和學生溝通。
5. 了解學生興趣愛好和程度，充分考慮到生長在美國的學生的心理和學習特點，根據不同年齡階段的要求，融合美國的教育風格，結合中國的教育精華，激發學生學習中文的熱情。
6. 認真及時地批改學生的作業及試卷，按既定的方法和標準，公正地評估學生的學習狀況，在學期的結束時，給每位學生提供評估報告並把總成績單交給校方備案。
7. 如果是任課老師，有責任準確記錄學生的出勤狀況，不得擅自接受未註冊的學生、或未經校部批准任意轉班的學生聽課。
8. 有義務參加與配合學校安排的一切活動，包括教師會議。
9. 課前與課間休息時提醒學生遵從學校各項規章制度，注意個人安全，不隨意動用教室內的各种物品，不在教室內吃喝食品（引導學生到咖啡廳飲用食品），不損壞所租借場地的財物。上課結束時和學生共同清理教室，物歸原位，保持黑板、桌面和地面清潔。按照學校的自檢與互檢規定完成教室的各項檢查任務並按要求填寫相關表格（見附錄一）。
10. 上課時應將手機調為靜音或震動模式，或者關閉手機，不得使用其他與課堂無關的電子用品，不得做與教學無關的事情，不得開展為本人或其他個人或組織的商業，政治，宗教或其他活動。
11. 自備交通工具，保證提前 15 分鐘到教室做上課準備工作，不得遲到或早退，以免對教學造成影響。若有特殊原因或緊急情況，須及時通知校方有關人員，以確保校方能及時採取補救措施。
12. 因事請假，應至少提前兩個星期通知校方，以便校方有充分的时间安排代課老師。
13. 若因故要求離職，應至少提前一個月通知校方以便校方及時更換老師。
14. 若電子信箱或手機號碼更新，應及時通知校方。

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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，离开学校之前须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. 积极向校方提出有关改进教学、管理和上课环境的意见。
18. 不得未经校长书面批准对外披露任何保密信息，也不得有意散布关于其他教师、学校工作人员、董事会成员、学生、家长或学生监护人的不实或误导的信息。保密信息包括任何指明需要保密或者应合理认为需要保密的非公开信息。
19. 不应当因为其教师的身份直接或间接获得不正当的个人利益。如果教师与匹兹堡中文学校有生意往来或正在寻求建立生意往来的企业或个人之间有可能造成利益冲突的私人或职业上的关系，该教师应当尽早向校长通报。
20. 尊重并礼貌对待其他教师、学校工作人员、董事会成员、学生、家长或学生监护人；不得在口头、书面、电子通讯或社交媒体（包括微信）中不尊重、挑衅、人身攻击、谩骂或侮辱其他教师、学校工作人员、董事会成员、学生、家长或学生监护人。
21. 不得有任何基于种族、肤色、宗教信仰、性别、性取向、国籍、年龄或残疾等的歧视或骚扰的行为。

纪律处分

如果有教师违反本行为守则，中文学校有权根据具体情况采取以下纪律处分：

- 非正式处分：
 - 口头警告
- 正式处分：
 - 书面警告及改正要求，包括要求不再违反守则、要求采取适当措施弥补违反守则的行为所造成的影响、要求采取适当措施弥补他人或学校受到的损失或伤害等
 - 扣除奖金
 - 暂时停止教师职务及薪酬
 - 终止教师合同。

校长或副校长有权酌情给予违反行为守则的教师口头警告。如果有教师多次违反行为守则、违反守则情况严重、拒绝或未执行书面警告中的相关要求、或者违反行为守则第 18-21 条，则校长或副校长可以向董事会提出或者董事会可以自行启动正式处分程序。

正式处分程序启动后，校长或副校长应当向董事会提出关于违反教师行为守则的情况报告并推荐适当的正式处分。董事会可以酌情给予违反行为守则的教师在合理的限定时间内作出答复的机会，并根据校长或副校长的报告及教师的答复进行审议并决定适当的正式处分。

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如果该教师拒绝或不及时作出答复，董事会可以根据校长或副校长的报告进行审议并决定适当的正式处分。

本守则取代过去所有相关规定。中文学校董事会拥有对本守则的最终解释、修改与更新权。

修订历史

- 2022年9月董事会决议修订的暂行规定主要增加了第18-21条以及纪律处分的相关规定。
- 2022年10月董事会决议将9月修订的暂行规定正式颁布为中文学校的教师行为守则。
- 2023年11月董事会决议将教室/上课区域 自检与互检表加入教师行为守则中。

如果教师行为守则的中文翻译版本与英文版本有冲突或不一致之处，应以英文版本为准。

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附录一

匹茲堡中文學校教室/上课区域 自检与互检表

老师姓名 _____ 教室 _____ 日期 _____

教室自检

4. 课前:
 - 3) 教室拍照（教室门牌号、在教室中心拍四面方向或全景拍照）
 - 4) 在教室拉黄线隔离区
5. 课上：请不要使用高中的任何设备（投影仪、白板、黑板）
6. 课后：

1	黑板、白板、投影仪、电子屏幕是否原样	
2	窗户关上、窗帘恢复原样	
3	桌面整洁、书籍物品摆放整齐	
4	桌椅恢复原来位置，摆放整齐	
5	地面清洁	
6	垃圾桶清空	
7	拍照清理后的教室	

- 请将照片上传至：lease@pittsburgh-chinese-school.org
- 老师应该保留照片至少一周

教室互检

	互检教室					
1	黑板、白板、投影仪、电子屏幕					
2	窗户关上					
3	桌面整洁、书籍物品摆放整齐					
4	桌椅摆放整齐					
5	地面清洁					
6	垃圾桶清空					