

A Brief Manual for Teachers of LISOC

Teachers of Long Island School of Chinese (LISOC) need to be familiar with this easy to follow manual. If you have any concerns that are not addressed in this manual, please contact the principal or dean of the school. The following procedures need to be followed on a regular basis. It will make our weekly teaching and learning smooth and efficient.

Opening School Day

1. The first week of the school, please come 30 minutes earlier to prepare for the new school year.
2. Give a handout with grading policy, class rules, your expectations, etc. so that both students and parents will know what to follow.
3. Have a seating plan to separate those who might have trouble with the other.
4. **Check the students in your class against the class list. Return attendance sheet to the dean at the end of the session for the first three weeks. School needs to keep updating and tracking student's information for the first three weeks.**
5. **Have a teaching plan ready for Dean and peer level teachers to review in the first two academic weeks, and distribute to students and parents after Dean approves.**

Teaching a Class

1. Sign in at the front desk when you come to school.
2. Teaching from bell to bell and don't dismiss your class before the time is over.
3. Take attendance every week and try to keep the record accurate.
4. **Come to classroom at least 5 minutes early before the class starts.**
5. On time to start a class regardless how few students are there in the classroom. Only when you start your class on time and students will get the message to come on time.
6. Assign homework on a regular basis and grade homework; ask students to correct the mistakes made in homework.
7. Encourage students to speak in Chinese in classroom.
8. Prepare a review sheet before exams.
9. Call parents if you have any issues regarding homework, discipline, etc.
10. Take attendance every week and try to keep it accurate and not to lose it.
11. **Read and respond emails in time from LISOC and the dean every week. Call whoever is in charge, if you do not receive an email at the end of the week.**
12. Encourage children to participate so that learning will be more meaningful and relevant.
13. If any students are missing after the break, please notify the front desk ASAP.
14. Don't leave the students alone in classroom after class.
15. Follow all the school regulations.

School-wide Meetings and Assembly

1. Teacher takes his/her class to the assigned seats in the auditorium.
2. Teacher must sit with his/her class through the meeting to help maintain the order. Should one has to leave earlier, one must let the dean or whoever is in charge know so that someone will cover the spot.
3. Prepare students a few weeks ahead for the annual Spelling Contest and Recital/Speech Contest.
4. Collect outstanding student work for the annual Student Work Exhibition in May.

Absence

1. If you have to be absent for whatever reasons, please call the dean ASAP. The dean needs time to find a substitute for you.
2. Have a lesson plan ready so that the sub-teacher can teach effectively.

Emergency

1. Should a school-wide emergency happen such as fire, each teacher needs to take his/her class to the nearest exit and wait for the clearing signal form the authority.
2. Each teacher needs to take attendance again as soon as the class is gathered outside the building and report any missing students to authority ASAP.