

Excellent Education

Specializing in cultural, educational, and professional programs and exchanges between China and the U.S. as well as other parts of the world.

Code of Business Conduct and Ethics Manual

Having Integrity Internationally.

Act with ***integrity***.

Promote ***exchange*** and ***friendship***.

Follow international law.

Cultivate good conduct and ***respectful*** behavior.

Reporting to class ***on time*** and ***prepared to teach*** are essential to success.

Culture is dynamic.

Be comfortable with ***ambiguity***.

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“You have control over your actions. You have no control over the consequences of your actions. Timeless principles govern the consequences of your actions.”

--- Dr. Stephen R. Covey, author of “The 7 Habits of Highly Effective People, Restoring the Character Ethic”

Dress Code

While Teaching in China.....

Ceremonies:

During beginning and ending ceremonies, all teachers (men and women) must wear conservative dress clothes in China. If you are attending formal meetings and dinners; avoid jeans, flip flops, shorts, tank tops, and sleeveless tops. Look nice and professional. During your free time in town or on tours, you can wear comfortable and casual clothes in a public area.

Women:

- Absolutely **no** flip flops, sandals, or open toed shoes (flats, heels, and closed wedges are appropriate for shoes during the ceremonies).
- Dresses (no strapless or thin strapped dresses unless wearing a cardigan to cover it up). (If it is shorter than the tip of your arms from your knees or in doubt, do not wear it.)
- Dressy shirt and skirt or dress pants (no short dresses and skirts). If it is a short sleeve shirt or with thin straps, wear a cardigan).
- Anything that is provocative, will be told to change.
- No shorts.
- No blue denim jeans or skinny jeans.
- No tights, workout pants, yoga pants, or semi-transparent tights/leggings.
- No shirts, shorts, accessories, and pants with lewd, offensive, political, or religious agenda. We want to keep things neutral and cause no friction.

****If in doubt, always ask the managing/supervising teacher of your school(s) or Cindy Fu.***

Men:

- Slacks or khakis and polo or cotton/silk/polyester button up shirt with collar.
- Absolutely **no** flip flops and no sandals.
- Dressy shoes or nice shoes. Closed toe.
- No shorts.

- No t-shirts.
- No blue denim jeans or skinny jeans.
- No shirts, shorts, accessories, and pants with lewd, offensive, political, or religious agenda. We want to keep things neutral and cause no friction.
- ***Chinese are very conservative in dress code during teaching and ceremonies. We are ambassadors of the U.S. and need to be a good example.**

Teaching in Class:

Women:

- Walking shoes/sandals with back strips (no flip-flops in classroom) Wear comfortable shoes. (You will be on your feet for about 8 hours.)
- Shorts, skorts, dresses, and skirts (reasonable length) (If it is shorter than the tip of your arms from your knees or in doubt, do not wear it.)
- No flip flops in class.
- No tights, workout pants, yoga pants, or semi-transparent tights/leggings.
- No tank tops or spaghetti strapped shirts. **China is hot and humid, so dress accordingly, with cottons and silks to keep cool.**
- No low-cut shirts that show cleavage or shirts that are sleeveless and see through. (You are teaching children. You should teach and wear by example.)
- No shirts, shorts, accessories, and pants with lewd, offensive, political, or religious agenda. We want to keep things neutral and cause no friction.

Men:

- No tank tops.
- No shirts, shorts, accessories, and pants with lewd, offensive, political, or religious agenda. We want to keep things neutral and cause no friction.
- No flip-flops and no sandals.
- China is hot and humid, so dress accordingly, with cottons and silks to keep cool.
- *** As a rule, teachers are well respected in China, therefore you need to dress appropriately.**

Practicing for closing performance: men and women

Women

- If wearing a dress or skirt, please wear shorts while practicing and/or performing.
- When practicing, please wear comfortable shoes and conservative clothing. (no tank tops, spaghetti strapped-shirts, short shorts, etc.)
- No flip flops or sandals.
- No shirts, shorts, accessories, and pants with lewd, offensive, political, or religious agenda. We want to keep things neutral and cause no friction.
- There shouldn't be anything shown, coming out, or heavy cleavage while practicing or performing. There are many children, parents, teachers, and administrative staff watching and filming the performance.

Men:

- When practicing, please wear comfortable shoes and comfortable, but conservative clothing. (no flip flops, sandals, or tank tops.)
- No shirts, shorts, accessories, and pants with lewd, offensive, political, or religious agenda. We want to keep things neutral and cause no friction.

****American teachers in charge or Chinese administration will tell you to change if the dress code isn't abided by.***

Free time after teaching/days off at WuZhen and Hangzhou:

- Summers are extremely hot, so wear cool cottons or silks to keep you ventilated.
- Wear comfortable clothes, shoes, shorts, or dresses.

Women

- If you decide to wear flip flops or heels/wedges, you will be walking a lot. Please consider athletic shoes or comfy shoes for walking everywhere.

Men

- No flip flops or sandals.

****Remember we are ambassadors of the U.S., whatever images and actions you portray, is whatever others will see and think we do.***



Teaching abroad is passion, fun, and business.

WHAT IS EXPECTED OF EVERYONE

On School Premises/classroom

- No smoking including vaping (i.e., no electronic-cigarettes)
- No chewing tobacco.
- No littering. If students observe you littering, they will litter too.
- Be respectful and cheerful to students in the hallways or outdoors, even if they are not in your class.
- Be respectful to Chinese teachers, staff, other American teachers, and EE director, manager, and/or supervisor(s) in charge of schools.

Some Teaching Pointers for Teaching in Class:

- Print on the board in large letters; some students need glasses, but don't have them.
- Don't be surprised if boys lean/hang on each other, girls as well. Ditto with hand holding. In addition, take a student's hand if offered. Ask the available Chinese teacher to assist with translating words (to save class time).
- **Never** embarrass a student. Assist the student to achieve success.
- Some students will be very, very shy. Give extra attention and show you are not a threat.
- If you need help with a student or students are being unruly, ask the Chinese teacher to help. If they are not present, go to next EE classroom or Chinese teacher's breakroom. They will alleviate the problem.
- Gauge student language ability early on and be prepared to add more to a lesson or to simplify.
- Talk with other teachers for ideas.
- Be incredibly flexible.
- PRINT in large letters on the board.
- Use pictures to help illustrate words students may have trouble with.
- Use colored chalk.
- **Do not**, however, **use all capitalized letters** when printing on the chalkboard. (Many students have trouble understanding.)
- You will need to **speak more loudly and slowly** as you will be in a large class.

- Address as many learning styles as possible in your classes.
- Chinese students are used to visual-text-based work—reading and writing—and even some visual-graphic-based work (film, pictures, maps). They are unused to tactile (touching or kinesthetic (body language) emphasis or much aural-oral (listening-speaking) language learning. So, be sure to use the latter modes.
- Pace yourself—you are teaching a heavy load in a concentrated period. Save your voice and keep in good health.
- ***Make sure to drink plenty of water or bring some with you to class.*** You will get dry mouth guaranteed.
- Being well hydrated and getting sufficient sleep is essential for good health in the hot and humid weather in TongXiang.
- Drinking alcohol is dehydrating by causing excessive urination. Alcohol interferes with the mechanism that regulates the water levels in our body.
- Remember that caffeine (coffee, tea, energy drinks) is also dehydrating and **moderation is advised.**
- The Chinese teachers are there to help. Some may have trouble with English. Be patient with them. If you can't understand them, use a language translator if it is something important needing to be said.
- A few of us teachers know Chinese and will help if needed.
- Please be courteous to them. You teachers are ambassadors for the US. You want to make a good impression.
- Whatever you need, please ask. They will not magically appear. People can help you, don't assume you will get everything for materials. Some teachers may need more supplies and need to do a supply run in China.
- If you need anything for supplies, please tell me (Aure) or if someone else is doing the run (manager in charge of each school). If you don't speak up, you will not get what you need for supplies.

Allowed in Classrooms While Teaching:

- Bring plenty of water.
- Can bring a camel back or gallon of water to keep hydrated.
- Bring refillable containers for loose leaf teas, water, or other drinks to keep hydrated.)
- Save your voice and keep in good health by asking for cough drops or water if needed. (Chinese head of teachers (last year Kiki and Grace) can help get lozenges, water, and mosquito repellent.

- Pens, pencils, erasers, scissors, and any other supplies needed for your teaching for the day.
- Laptop/tablet (certain classrooms may be different).
- USB drive (in case of emergency)
- WeChat is used for Chinese teacher to American teacher, American teacher to American teacher, and Chinese teacher to Chinese teacher. It is a useful tool when you need to get help with a teacher that isn't in the classroom, you need help with something (tech support, not feeling well, or more.) It is not however to be used for chatting on during teaching. Breaks are fine, but not throughout each class.

Not Allowed in Classrooms While Teaching:

- Reading or writing. It is distracting to the co-teacher teaching or while teaching.
- No yelling at students. It is disrespectful and loses face.
- Texting or having calls during teaching. If it's an emergency, step outside.
- WeChat is not for talking to friends and family while teaching. If an emergency, please step out of the room.
- No inappropriate music on during class or breaks. (Meaning cursing, explicit words, or more.)

WeChat Etiquette:

- School Administrators have full access to the school specific and entire EE program group WeChats.
- WeChat is a great tool to help communicate with all teachers American and Chinese as well as family and friends. You can text, voice call, and video call people.
- Absolutely no profanity in all group WeChats.
- No disrespecting anyone (including Chinese staff and teachers) on all group WeChats.
- No inappropriate or lewd behavior on all group WeChats.
- If you have a specific question(s) for a specific person, please direct message the person. Otherwise, if it's a specific question for the whole group, proceed on the group's WeChat.
- Be curious on time. Don't WeChat on the entire teachers' WeChat or different schools WeChat if it's very late. People need their rest.
- If there are a group of teachers you want to hang out with, create a group WeChat.

- If there is a place, event, or thing you want to do with people, don't be afraid to put it out there on the teachers WeChat. We want everyone to feel included and not left out in anything we do, including our Chinese teachers. (Ex: Night market, karaoke, shopping, spa, and more.)
- Be respectful to the Chinese teachers in WeChatting with them late. Most have a family and children. They teach longer than us. Most stay till almost 9pm. Be considerate of them.

Gift Exchange to Chinese Teachers

- It is a good idea to bring small, light gift items for exchange.
- For students: you can bring stickers, post cards.
- As a group, you may want to bring a few T-shirts/caps for administrators or Chinese teachers who usually shall be very nice to you.
- We will need to bring a book or two for their library. It is customary to give these as gifts to all the schools we teach in. Can purchase or bring used books.

Teaching materials:

- Glue sticks, yarn, index cards, colored dots, and sticky notes (Aure or Cindy will have for CC teachers)
- Colored pencils/crayons/markers for yourself (Can buy in China, but easier to have already)
- Most supplies will mostly be bought in China. The first day we arrive is when we go supplies shopping at Walmart and Tesco (A popular British store.)
- Please do not wait last minute to get supplies for your class. If you do, it will be out of pocket instead of through Excellent Education. (Supplies are based on CC and EE American Culture Slides, will explain more when have meeting before China.)
- Stamps, stamp pads and/ or stickers to give to students (Better to have already)
- Gifts or prizes for students (not necessary, but many teachers do it and students enjoy it) (If get them, can be toys, coloring books, candy, or anything else)
- **Pack your class materials in carry-on luggage!** (There's been times where a teacher lost their luggage and didn't get it till the second week of camp. It happened last year unfortunately.)
- We urge you to pack any teaching materials (master copy) and USB drive you have in your carry-on. You certainly don't want them to go missing or be delayed. Copying can be done at the teaching site for your classes.

Luggage Tips:

- Suggested 1 suitcase only, can bring 2nd duffel or encompass the one into another, for returning with souvenirs. Can buy cheap 2nd one in China if necessary.
- Tip: A sturdy four-wheel luggage, works best.
- Having wheels is easier for transportation to and from everywhere.
- Less is best: mix and match outfits and less laundry too.
- There is a luggage limit on bullet trains and if you are doing transfers on air flights from city to city within China. (If a person isn't doing the last week's tour.)



We at Excellent Education recommend that you treat each Chinese administrator, teacher, and student at your assigned school **as your finest customer**. And remember, he or she is also the **guest**).

DISCIPLINARY ACTIONS

- For disciplinary actions, it is deemed by Cindy Fu, Dr. K, and managing teachers of each school.
- Discipline action is set by these three actions:
 1. A warning (depending on severity. Ex: if someone said something that was culturally offensive to a Chinese teacher and didn't know it, then that person would be given a warning and/or counseling.)
 2. Counseling (Depending on severity. Ex: harassing or sexually harassing someone. This person could be counseled and/or must give up their \$500 Behavior Security Deposit to EE.)
 3. \$500 Behavior Security Deposit (the person got drunk, caused a fight, and got arrested. Will not be able to teach the next summer, will be giving up \$500 to donate to EE and CC. This can be determined while teaching in summer camp, week after summer camp, or when person(s) arrive back to the U.S.) **The amount of penalty for a violation would be determined at the conclusion of the English camp after teachers have returned to America. This is not to be taken lightly and once decided by the discipline committee, it is irreversible unless otherwise.**

Will not take lightly and have repercussions:

- Disrespecting others, culture, customs, and ideas.
- Pushing political, religious, and other ideas on people, when we shouldn't be doing it at all and be teaching instead.
- Being disrespectful of food. If you don't like a certain dish or Chinese food in general, be polite, excuse yourself, and eat by the hotel or downtown TongXiang.
- Drinking while teaching or during meals not in beginning and ending ceremonies.
- Being drunk and/or hungover while teaching class.
- Being hungover and cannot teach class, but co-teacher must do it due to your negligence.
- Being hungover and cannot make it to Hangzhou or WuZhen due to negligence of drinking.
- Alcohol, in closed or open containers, is not allowed on public transportation buses in China. This includes transportation:
 - Between TongXiang hotel and Shanghai airport
 - School field trips
 - Transportation between TongXiang hotel and Modern school

- Cannot practice for performance due to being drunk or hungover.
- Sexual Harassment.
- Harassment of any kind.
- Making excuses not to teach.
- Faking being sick, so you don't have to teach.
- Not helping a co-teacher and letting them do all the teaching.
- Having arguments with co-teacher in front of students.
- Complaining about people, culture, and customs for no reason and making it difficult for people to be around you.
- Cannot do performance due to being drunk or hungover.
- Getting out of hand, being belligerent, and being aggressive at places such as bars, clubs, or more due to being drunk or other causes.
- Going to jail. You will not be let out due to your own negligence.
- Be aware of time, especially going out. If you teach early in the morning and must wake up early for the fieldtrips to Hangzhou and WuZhen, then you shouldn't be out from 12 midnight through 3 am.
- When a manager tells a specific time to go teach, have a field trip, or do any other events, be on time. **It is very rude to be late all the time.**
- Be on time to and from events. Do not have everyone waiting on you.
- Respect the tour guide and Chinese teachers for WuZhen/Hangzhou trips; be on time.
- Do not take alcohol while on WuZhen/Hangzhou trips. It is too hot to drink and be dehydrated. Most temperatures are about 105-117 degrees Fahrenheit.
- **If a manager/supervisor doesn't report an incident and someone else reports the incident due to favoritism or friendship, then they will also be accounted for.**



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