



TRUNG TÂM VIỆT NGỮ VĂN-LANG

VAN LANG VIETNAMESE CULTURAL SCHOOL

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RULES of CONDUCT

For Volunteer Teachers and Assistants

The Van-Lang Vietnamese Cultural School welcomes all volunteer teachers and assistants. We appreciate your time and effort in lending a hand at Van-Lang. As in any organization, below are some rules of conduct and also some benefits for those volunteering.

A. BENEFITS

1. Van-Lang provides an opportunity for those who have passion and commitment about supporting the development of the Vietnamese Community.
2. Van-Lang is a good place to gain experience about teaching for those interested in becoming educators for their career.
3. There are lots of things to do at Van-Lang that fit each individual's preference and talent. In the spirit of teamwork, you can make new friends and find meaning and have lots of joy in what you do.
4. Besides classroom instructions, Van-Lang also has other activities outside of school, such as picnic, camping trips, field trips, participating in cultural events in the community, celebrating Vietnamese holidays, gatherings/parties.
5. For those who do not have experience in teaching, Van-Lang offers training sessions for young teachers, both locally as well as sending teachers to out of state training.
6. For new volunteers and assistants, you will have a chance to become the main teacher after committing two years to Van-Lang.
7. For those needing service hours, each hour teaching at Van-Lang is counted as 3 service hours (including time for preparing the lesson plan and setting up the classroom). In addition, time spent helping with picnics, cultural performances, camping trips, etc., are also counted.
8. Van-Lang will be happy to provide letters of recommendation for volunteer, internship, community service, etc. for those who show up or commit to at least two-thirds of the school year.

B. RULES OF CONDUCT

1. Van-Lang is a non-profit organization. Therefore, we expect that each volunteer comes to us on an entirely voluntary basis, sharing our mission of preserving and promoting the Vietnamese language and culture, and not for any other personal gains or hidden agenda.
2. Each volunteer is expected to commit at least one quarter (3 months) consecutively with Van-Lang and to not be absent for more than 3 times during the quarter.

3. Each volunteer will come to school with a courteous, cheerful, flexible, and respectful attitude toward students and members of the PTA.
4. Volunteers are expected to dress appropriately and cleanly when coming to Van-Lang: no short skirts, ripped jeans, tank tops, or short shorts. You may ask if not clear on whether something is appropriate or not.
5. Please sign in at the beginning of each session. The attendance sheet is in the office. If you have to miss class, please contact your partner teacher and the office at least one day prior so we can have time to find a substitute for you.
6. Please come to class at least 15 minutes before class starts at 6:00pm to set up the classroom and lesson plan. If you have to come late, please call **206-954-3153**.
7. Each main teacher is expected to prepare the lesson plan prior to Friday and share it with your assistant teachers during the week, and also share the grading of homework.
8. Assistants are expected to take attendance of your class, grade students' homework and class work, and help students during class session.
9. Please stick with the school's curriculum when preparing your lesson plan. If you would like to use other materials outside of the school, please consult with the Curriculum Committee and the Teaching Committee prior to using the materials.
10. If during class some problems arise that you cannot resolve, please contact the Discipline Committee.
11. Please stay for our monthly teachers' meeting after class every first Friday of the month. Your inputs and opinions are important in developing the school's activities and direction.
12. Please make sure your classroom is clean and in order after each class session. Make sure the tables and chairs are back to where they were when you entered the room, and that the windows are closed. You can ask your students to help with this about 5 minutes before class ends at 8:30pm
13. Vanlang reserves the right to terminate the volunteer opportunity to teachers/assistants who do not follow the rules of conduct stated in this document.

* We value your inputs, questions and feedbacks. If you have any, please send them to bdh@vanlangseattle.org

Thank you again for your volunteered time and effort in helping us preserve and promote the Vietnamese culture and language. Please sign and date below, after you have read the above rules of conduct.

*** I have read and agreed to the rules of conduct for teachers and assistants**

Signature: _____ **Date** _____

Name: _____