

2016

Sunflower Handbook

Foreign Visa and Non-Visa Staff

Joshua Charles Giese
Suzhou Sunflower English
Director of Education/Foreign Staff



Contents

CONTENTS	2
SUNFLOWER HISTORY	4
HISTORY OF SUZHOU.....	5
LIVING IN SUZHOU	10
VISAS.....	11
APARTMENTS, WHERE TO STAY?	14
SAFETY TIPS	16
MANAGEMENT STRUCTURE.....	17
DISTRICTS OF SUZHOU.....	18
SCHOOLS	19
MAP OF SCHOOLS ALONG THE SUBWAY	20
SIP1 (HUXI)	21
SIP2 (HUDONG)	22
LINDUN RD. (SHIQU).....	23
WUZHONG.....	24
SND (XINQU)	25
XINGHAI VIP CENTER	26
XIANGCHENG	27
DRESS CODE / OUT OF CLASS BEHAVIOUR.....	28
BEHAVIOUR	29
OFFICE HOURS AND DEMOS	30
DEMOS.....	31
TEACHING MATERIALS	32
CLASS PROCEDURE	33
STRUCTURE OF BOOKS.....	34
STRUCTURE OF UNITS	36

ATTITUDE	37
GAMES	38
CARD REVIEW GAMES	42
WHITE BOARD GAMES	44
USAGE OF GAMES AND ACTIVITIES	45
WHITE BOARDS	46
STARS AND DISCIPLINE.....	47
SPECIAL BOARD DISCIPLINE	48
DISCIPLINE	49
GENERAL DISCIPLINARY PROCEDURE BY SEVERITY	50
PAYMENT DETAILS AND EXCEPTIONS	51
WITHHOLDING AND PENALTIES.....	52
GENERAL POLICIES AND RESPONSIBILITIES.....	54
VACATIONS, HOLIDAYS, AND PERSONAL DAYS.	55
ACKNOWLEDGEMENT OF CONTENT.....	57

SUNFLOWER HISTORY

Ten years ago, China was fast becoming the globalized economic state we see today. Changes in the late 1980's and 90's led to wide spread social and economic shifts within China. One of these key shifts was the beginning of an intense push for young age foreign language acquisition. Since then, foreign language centers like Sunflower have sprung up around the country. To provide the best education, foreigners are brought in from abroad and allowed to teach their native languages as Foreign Experts.

Sunflower began its life in 2006 with the Lindun Rd. School, which remains our headquarters today. In 2007 Sunflower was issued permission by the Chinese Education Bureau to hire Foreign Experts, allowing our schools to bring in foreigners and supply their working Visa. A year after starting, Sunflower opened its second center SND. SIP 1 and SIP2 were established in 2008. The Wuzhong School followed in 2010. Although the number of foreign teachers fluctuates, the number in Suzhou is usually around 8. This last year, 2016, we celebrated the 10th anniversary of the company. From one school in 2006, Sunflower has grown to 5 schools and a vip center in Suzhou, offering a wide range of programs and services; including foreign study trips and international standardized English testing. Later this year, Sunflower will open a sixth school in the north of Suzhou.



History of Suzhou

Since you will be living and working in Suzhou, it seems appropriate that you understand something of the city and its history.

On the next page is a map of the “city” of Suzhou which includes the walled “ancient” city and most of the modern city that surrounds it. In yellow is subway line 1 which has been completed. A second line will run up the middle of the city south to north, but is still under construction. The Sunflower Lindun Rd school and Sip1 are labelled. My favourite places are marked with red circles.

The history of Suzhou is long and complicated, but can be boiled down into a few brief sentences.

The area which Suzhou occupies has been inhabited for many thousands of years, but the beginnings of a city on this site start around 2,500 years ago during the Shang Dynasty. A formal city under the name of Helu appears during the Spring and Autumn Period. A prime minister from this period Wu Zixu is said to have supervised the rebuilding of the city into its modern format. The famous Yutan Pagoda which tops tiger hill is said to lie atop the tomb of the king of Wu who is credited with being one of the most important early figures in Suzhou history. The kingdom of Wu is very much at the center of Suzhou history, and many remnants of that time can be seen around the city. The city was repeatedly conquered during the warring states period. Wu fell to Yue in 473 B.C. and then Chu in 306 B.C. By 226 B.C. the city was incorporated into the Great Qin empire under the first emperor and was recognised as Wu county. The Qin dynasty although short lived left a mark of all of china, and laid the foundations for all the following dynasties. A decade later XiangYu began his historic uprising of 209B.C. in Suzhou. This and other revolts led to the destabilization and collapse of the Qin.

The city was named Suzhou in 589A.D during the Sui Dynasty. Following the completion of the Grand Canal which linked north to south, the city of Suzhou thrived and grew into a center for silk and other commerce. Suzhou is now world famous for its silk, and has traditionally provided silks for the Imperial household. As of 2016, Suzhou has a dedicated sericulture museum and several government workshops to preserve the craft.

The Tang, Song, Yuan, Ming, and Qing dynasties saw the growth of a great city with strong walls and an impressive cultural presence. The development of Suzhou continued unabated until the mid 19th century when internal and external forces threatened the stability of all China.

The opium wars and uprisings of the mid to late 19th century took a toll on Suzhou and much of china. In particular, the Taiping uprising in the 1860's which was for a time based out of Suzhou greatly damaged the city. The mansion and garden adjacent to the Suzhou Museum was the home of the one of the Heavenly Princes who led the rebellion against the failing Qing dynasty. The unrest of the period, along with the opening of foreign concessions along the coast contributed to the rise of Shanghai in the late 19th century and the decline of the Suzhou. By the 20th century, Suzhou was no longer the center of trade in the region, taking rather a distant second place to Shanghai. This is not to say that Suzhou ceased to develop or grow. By 1910 Suzhou was home to a foreign run university, now Suzhou University, and a Foreign quarter surrounding the now central park. It is better to say that the end of the 19th century saw the end of Suzhou as the powerhouse of southern Jiangsu.

The Japanese invasion and occupation of 1937 further damaged the city. One of the city's north western gates is still in a semi ruined condition from the siege. Most of Suzhou's European districts, parks, and public buildings were destroyed in bombing raids during the second world war. Remnants may be seen around the Suzhou city park.

Following the Great Proletarian Cultural Revolution of the 1970's most of the cities historic sights had been left abandoned and many ruined. A number of top tier sites were protected by the Army under the orders of DengXiaoPing, but many structures and objects were destroyed in an effort to push China forward. Although many precious objects were also discovered during this period of dismantling, it concluded a 200 year long downward slide for the city. The city walls were completely dismantled during this period, and their stone used for public projects.

As of 1981 Suzhou has been listed as one of the top 4 historic and cultural cities of China. From that point on, the government of Suzhou has embarked on countless revitalization projects, and has begun rebuilding large parts of the city wall, as well as restoring cultural sights and monuments. Following the reopening of China in the 80's Suzhou has blossomed into a modern metropolis with some very special historic sites, and stunning natural vistas. Suzhou now boast the worlds largest supermarket, movie screen, escalator, and soon the largest shopping mall in Asia. Suzhou is by any measure a true world capitol.

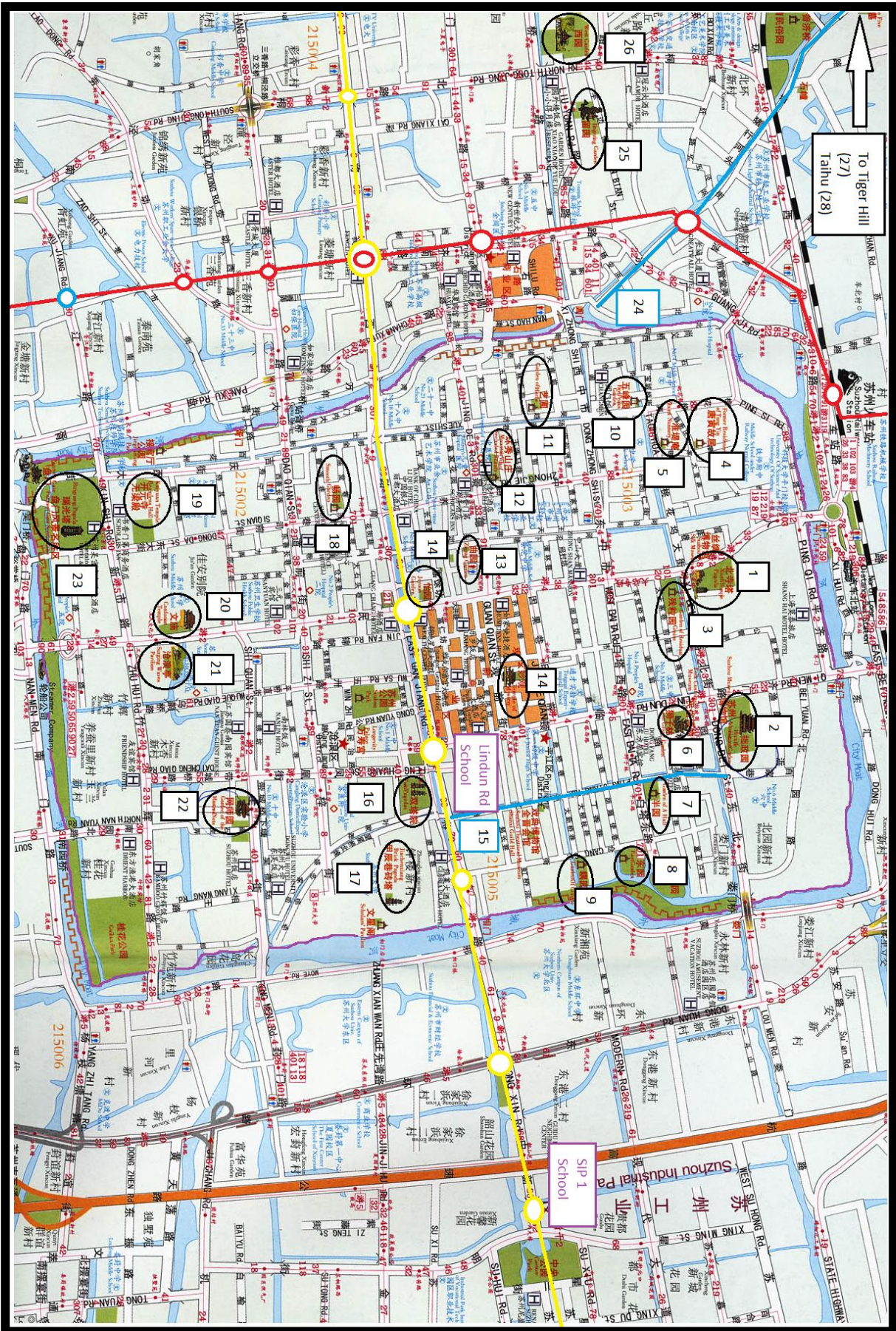
Here are a list of some noteworthy sights you might wish to visit. Information on any of them can easily be found on the internet, or from your co-workers.

- The Gardens of Suzhou
 - Humble Administrator's Garden (map number 2)
 - Garden of Residual Gains (3)
 - Former Residence of TangYin (4)

- Zhundi Nunnery (5)
- Lion Forest Garden (6)
- East Garden (8)
- The Couple's Retreat Garden (9)
- Five Peaks Garden (10)
- Yiyuan (11)
- Mountain Villa of Secluded Beauty (12)
- Ququan (13)
- Yiyuan(14)
- Smooth Garden (18)
- Surging Waves Pavilion (21)
- The Master of Nets Garden (22)
- Lingering Garden (25)
- The West Garden (26)
- Temples and pagodas of Suzhou
 - Northern Temple and Pagoda.(1)
 - HanShan Temple
 - Temple of Mystery (6)
 - Twin pagodas (16)
 - Square brick Pagoda (in Suzhou University 17)
 - Kaiyuan Temple Beamless Hall (19)
 - Confucian Temple (20)
 - West Garden Temple and Grounds (26)
 - Chongyuan Temple
 - Tiger hill and its Pagoda (27)
- Scenic Zones
 - TianPing Mountain (includes a mansion)
 - Long climb with two natural stone staircases.
 - Qionglong Mountain (two temples and many small structures)
 - The place where SunZu supposedly wrote the art of war.
 - Long Imperial Rd
 - Lingyan Mountain (one temple with small pagoda)
 - Tiger Hill (27)
 - Many small mansions
 - The Great Pagoda which is a must see
 - Gardens
 - Pingjiang Road. (15)
 - A historic street which runs north south near lindun Rd. It connects the Museum and Humble Administrators' Garden with Suzhou University and the Ganjiang Rd.
 - It houses the Kunqu Museum, many small shops, and a

- number of historic bridges.
 - Panmen Gate Park (23)
 - The park which surrounds the Panmen water and land gate includes a number of small structures and a large pagoda.
 - ShanTang Street (24)
 - A Historic Shopping street just outside the old cities western moat. It connects Tiger will with the city of Suzhou.
 - It boasts a number of historic houses, many small shops, and a lantern display at night.
- Taihu
 - Taihu is the great lake which lies west of Suzhou. There are a number of islands in the lake connected by bridges. The islands, and lake shore have many places of interest which are perfect for day trips from Suzhou by car.
 - East Mountian
 - Contains a number of individual sights such as temples, mansions and landmarks
 - West Mountian
 - Includes a natural limestone cave, a vast mansion, and a giant goddess of mercy.
- Water towns
 - These are historic towns and villages which have largely remained unchanged since Imperial China. They are spread around Suzhou, and make for good day trips.
 - Tongli
 - ZhuoZhuang
 - Luzhi
 - Mudu (a part of Suzhou)

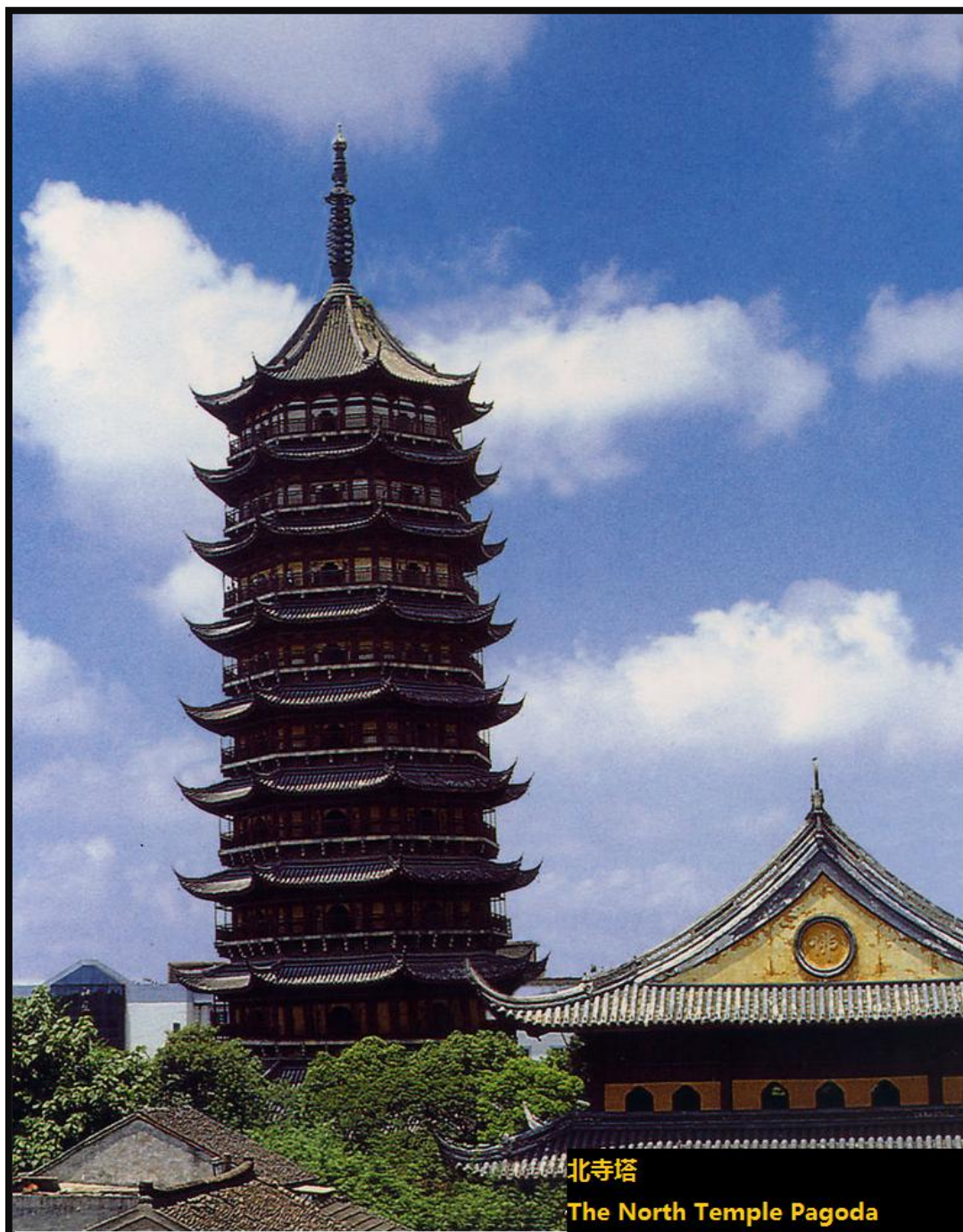




LIVING IN SUZHOU

THIS SECTION CONTAINS INFORMATION ON

- VISAS
- APARTMENTS
- SAFETY TIPS



VISAS

Chinese visas are organized into lettered categories. As foreigners working in China we only need to be familiar with three. We are only permitted to hold one visa at an given time. Getting a new visa should invalidate any prior visa.

L-Visa: The L-Visa is a tourist visa and is good for a period less than 90 days, although some are issued as 60 or 30. Some countries are now issued multi-entry 10 year visas which can be used during those 10 years to enter China an unlimited number of times, and stay up to the maximum number of days each time. Other visas are single entry and are only good once. L-Visas are applied for at your local Chinese consulate. Some states and provinces are required to travel to their national embassy to apply. Apart from travelling in person to a consulate of embassy, there are many visa agencies which will collect your information, and for a fee apply for, and return your completed visa. This visa does not allow you to work, or reside in China. It is the easiest visa to get, therefore teachers who cannot apply for their Z-Visa from their home country can be brought to China on an L-Visa, and trained while the steps needed to apply for the Z-Visa are completed. Many sunflower teachers are brought and trained on a tourist visa because the Chinese government requires new teachers, and people newly graduated from college to complete a TEFL course which is offered by the Chinese government. By coming on a tourist visa, teachers can attend the training in Suzhou while undergoing sunflower training, and working towards the work visa. All teachers who come on an L-Visa will be sent to HongKong to apply for their Z-visa before their L-Visa runs out. If complications arise during the Z-Visa Application, tourist visas may be extended by 30 days pending government approval. In general it takes about 50 days to finish TEFL and finish the paperwork needed to apply for a Z-Visa.

Notes on L-Visa

- THE L-VISA IS NOT A WORKING VISA
- THE L-VISA MAY HAVE A LIMITED NUMBER OF ENTRIES
- ON THE DAY AN L-VISA EXPIRES YOU ARE REQUIRED TO LEAVE CHINA.
- EXTENSIONS ARE AVAILABLE, BUT ARE GRANTED AT THE DISCRETION OF THE LOCAL GOVERNMENT

Z-Visa: The Z-Visa is a working visa, and allows foreigners to enter China for the purposes of working. Z-Visas are always single entry, and are crossed out when you enter China. Within 30 days of entering China on a Z-Visa, Sunflower must apply for your residence permit which allows you live and work in China for 365 days. At the

end of the year, this residence permit is renewed by sunflower pending a signed contract. Z-Visas may be applied for in your country of origin, but may require material you do not yet have. They may also be applied for in HongKong if you have come to China on an L-Visa for TEFL and training. In general a Z-Visa requires the following.

1. Current Passport
2. Application form
3. 4 passport sized photos
4. A Chinese consulate authenticated¹ background check
 - a. In America go to the state police, not the FBI
 - b. In Canada go to the RCMP and apply for a certified criminal background check. You will need to be fingerprinted by an approved Canadian agency or company which can then forward the prints to the RCMP. Local police agencies and provincial agencies cannot issue the correct check. For more information, see the RCMP website.
5. A Chinese consulate authenticated bachelors degree from a four year college or university
6. A foreign experts certificate
 - a. This is given to you after completing TEFL training, and must be applied for by Sunflower
7. An invitation letter from the duly authorised work unit (Sunflower)
8. A full physical completed by an approved hospital or health center.

¹ Chinese consular authentications can be received from the Chinese consulate responsible for the region in which the document undergoing authentication was issued. You will first need to have the document notarized by a notary public, and then the secretary of state's office for the region in which the document was issued. Then and only then can you take it to the Chinese consulate with a completed authentication form. Please do not unstaple or tamper with documents from the secretary of state in any way, as the Chinese consulate does not take amended, or altered documents. In Canada, the document should be approved by the minister of foreign affairs rather than secretary of state. I suggest the use of an agency. They charge a fee, but simplify the whole the process.

Spousal-Visa: Spousal visas are basically year long, renewable tourist visa. You are not allowed to work on a spousal visa, and are linked to your spouse’s working visa. This requires you to go to a consulate outside of china, or government agency in china with a consulate authenticated marriage license and your spouse’s valid Z-Visa/residence permit. Working while on a spousal visa could be grounds for deportation. A spousal visa is only good so long as the linked residence permit is valid. If you wish to begin working in China, you will need to go to HongKong and apply for an appropriate Z-Visa.



L-Visa



Z-Visa



Residence Permit

Apartments, Where to stay?

When you first arrive in China, Sunflower will put you up in a hotel for up to 4 weeks. As hotels are not the most comfortable place to live fulltime, we suggest you work to find an apartment as quickly as possible.

Finding a Place: In China, apartment hunts are done through agencies and agents. The most prominent companies such as WoAiWoJia 我爱我家 have a large number of apartments available at any given time, and agents work together to find an apartment you like. For this service, they are paid a month of rent, on top of the cost of moving in. Other agencies will take less of a commission, but may lack the support the large companies offer. Residence communities often have special boards out front, or offices at the gate that have apartments for rent. I personally use Woaiwojia.

While looking for any apartment, we must keep in mind that China works differently from the west. Agents can be very pushy here, and may consider an apartment livable based on standards far lower than what we are used to. Like all agents, they will try to up sell and direct you to the more high-end parts of town. Be firm, let them know very clearly where you want to live and what you want to pay. If you are stubborn in your criteria, you will be swayed in a direction you may not want to go.

When looking at an apartment, you should check the following.

- a. Do all the lights and switches work
- b. Is there an established internet connection, if not, what company can cover the apartment.
- c. Are there any major problems with the building or apartment
- d. Do all the drains effectively drain water/ does the toilet flush
- e. Do all the appliances work, washing machine/microwave/water heater, etc.
- f. Does it have all the necessary items, Bed? Microwave? Range?
- g. Is there any obvious water damage
- h. Are there working air-conditioners
- i. Are all the windows and doors in working order/ do they fit tightly
- j. Is there a full set of keys? Mail box keys?

If there are any problems with the apartment, it should be the responsibility of the agent to fix. However, if you wait to bring them up until after you sign the contract, it might be hard or expensive to get them fixed. Some agents are good, others are not. You must be cautious and ensure everything will be taken care of before you sign the lease.

Signing a lease and paying rent: In China, almost all leases are for one year. You can ask the agent about longer leases, but it is unlikely that one will be available. Bring a

Chinese friend to read the contract carefully. At the end of the most leases, the agents have a contractual right to enter the apartment and take pictures. They cannot however force you to leave until the contract is up. Remember the name of your agent, and keep their contact information, as you cannot talk directly to the landlord. All communication, requests, and problems must go through the agent.

When you sign a lease in China, you usually need to pay three months of rent, one month of deposit, and one month of commission, making 5 months total. Depending on the agent and negotiation, rent after the first three months can be paid in three month chunks, every two months, or month by month. You may choose to pay with mobile banking apps, or in cash at the agencies office. At the end of the year, your deposit should be returned to you minus damages. You are not responsible for cleaning costs! It is illegal in China for agents or landlords to charge cleaning fees to residents, or withhold them from the deposit.

Water/Electric/Gas: Utilities are the responsibility of the renter, and should be paid when bills are posted to the door. It is suggested that you get Zhifubao 支付宝, a mobile banking service like paypal, which allows you to link utility accounts. On Zhifubao you can see the amount to be paid, and pay it instantly. The exception to this is the gas company, which requires you to take the gas card into their office for recharging. Do not add too much money to these accounts, as you are not reimbursed for the excess at the end of the lease.

Cautions: Most of us are used to fairly new and well kept apartments at reasonable prices. In China, nicer things always have a higher price tag. When renting we are paying for the size, location, decoration, age, and cleanliness. We must remember that to Chinese people renting an apartment is like staying in a hotel. As long as it is not going to harm you to live there it is acceptable. Do not be surprised when you are shown tiny beat up apartments with crayoned walls, or when you are shown a listing for a two bedroom at 5000 dollars a month. In China we should aim for the middle ground. Nice but not perfect, in need of a little TLC. In Suzhou a good average apartment would run around 3200. Low end apartments at 1800 and up, higher end starting at about 4000. Think carefully before tying yourself and a large part of your salary up in an apartment.

SAFETY TIPS

China is usually a very safe country. You can walk alone at night from one end of the city to the other and meet no threat of any kind. We do not need to fear gun violence, gangs, robbery, or any of the other overly common threats we face in the western world. This is not to say that China does not have its own safety concerns. Below I have listed the things I think are most important for a safe life in China.

- 1. Watch out for traffic:** Whether you are walking or driving, Chinese traffic is something to keep a close eye on. Drivers here drive quickly and stop only when absolutely necessary and only at the very last minute. They also tend to drive places where cars and e-bikes are not intended to go, raising the risk of being hit. When crossing the road, or riding an e-bike, it is crucially important that you are always looking about yourself for potential risks. Do not assume that pedestrians have the right of way. Any and all Chinese drivers will speed up to cut off a pedestrian.
- 2. Do not eat from the street vendors:** Although many street vendors are above board, many use poor quality and or hazardous ingredients. Eating anything from these vendors, especially meat is a risk. Food handling and sanitation are not to the same standard in China, and many unwary individuals have suffered the consequences of street side snacks.
- 3. Guard your bag/pockets:** China has some of the most densely populated cities in the world, and at certain times of day the press of people is overwhelming. Pickpockets and petty thieves are common everywhere, and China is no exception. Pay close attention to your bag and wallet. Above all guard your passport. Although you can get a new one from the US consulate in Shanghai or the Embassy, it takes time and can be very frustrating. Phones and cameras are especially popular targets, keep a tight grip on both.
- 4. Boil your tap water/Don't drink it:** The water in China is famous for its contamination. For cooking, boiling the water is usually enough, but boiling the water does not remove any mineral or chemical contamination. It is suggested that you do not drink the water from your tap without a filter, and that you boil it before any other food related usage.

MANAGEMENT STRUCTURE

Sunflower operates with a fairly small management team, leaving most decisions and problems to the center managers who directly run the schools. The management consists of two levels, the directors and the executives. Directors of Foreign Staff, Chinese Staff and Planning are all first tier management. Our CEO and operations manager are Tier two. Everyday questions and problems should be taken to either a Chinese Teacher or a TA, should they not know, or should the problem concern them; you may approach the center manager. For issues beyond everyday work problems, the following chart gives an idea where questions and problems may be addressed. In all cases, questions from foreign staff should go first to the Director of Foreign Staff. If there is still uncertainty, or the answer is insufficient, the director may take the question to the other departments on his level. If an answer is still not forthcoming, it can be sent to the Executive level. The reverse is true for policy and notices. They will come down the chain and be delivered by the Director of Foreign Staff or the center managers.

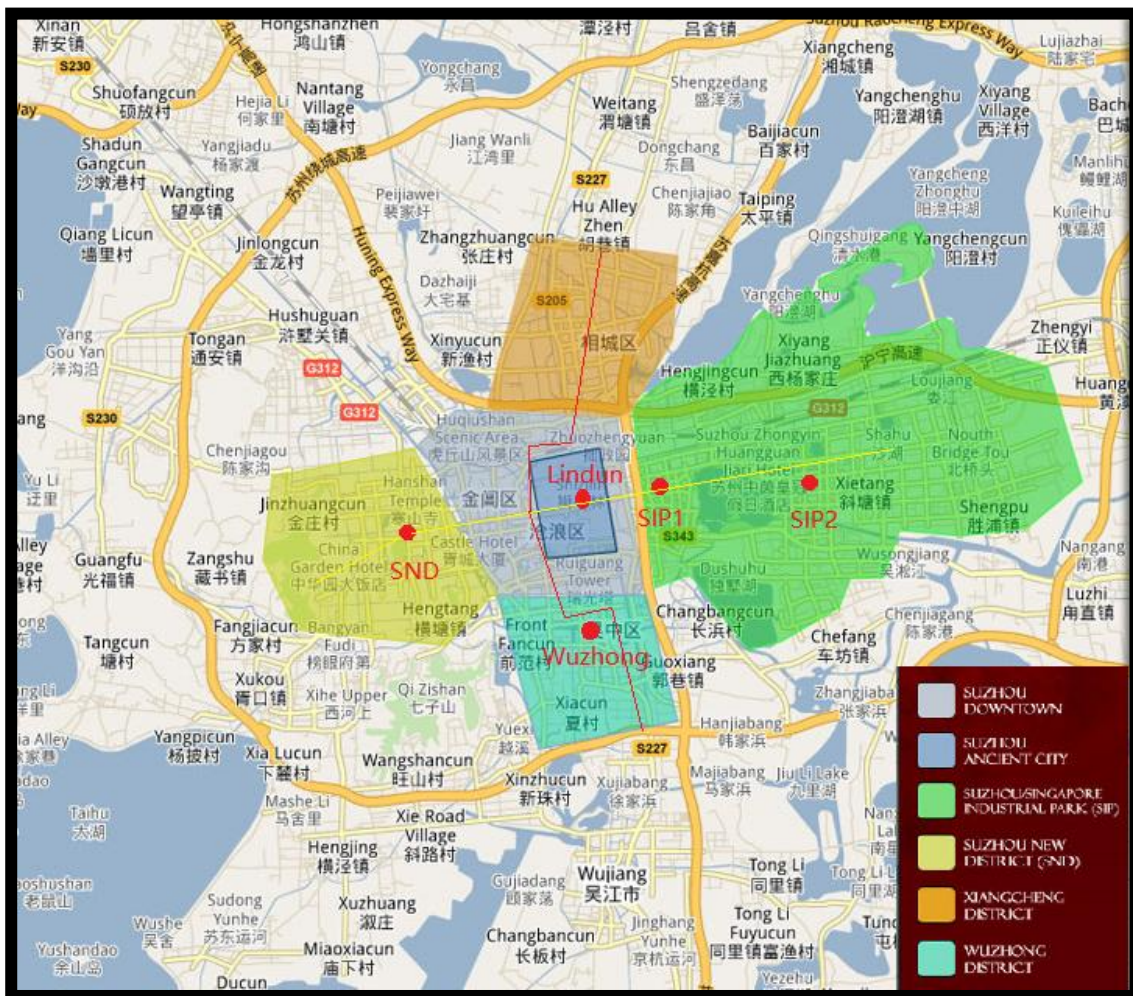
To help ease communication, the Director of Foreign Staff has open office hours at Lindun Rd. every Wednesday, Thursday and Friday from 10am-4pm.



Image: sunflower Management Tree

DISTRICTS OF SUZHOU

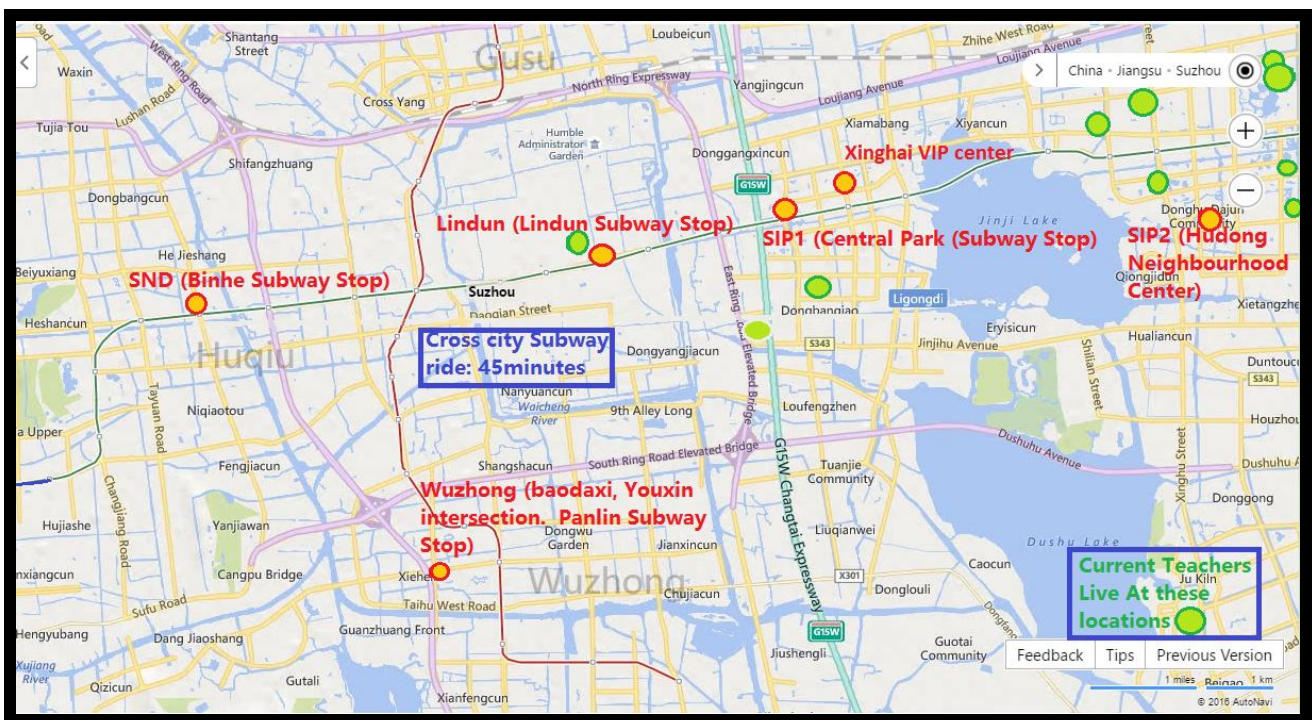
Suzhou is divided into 5 major districts, with the old city counting as an unofficial 6th. As of 2017 all the mapped districts below will have one Sunflower, and SIP will have 2. As the map on the next page shows most teachers live in SIP. Their homes are marked in green on the map. Downtown and Old town are the oldest parts of Suzhou, and contain many small shops and independent restaurants. SND has large business and specialty restaurants. Xiangcheng is still in development, and is largely residential. Wuzhong is similar to downtown, but with more large residence communities. SIP is the center of big banking and the largest, newest construction projects. It hosts the city's tallest buildings, the convention center, the cultural center, and many large corporate office



DISTRICTS OF SUZHOU AND OUR SCHOOLS

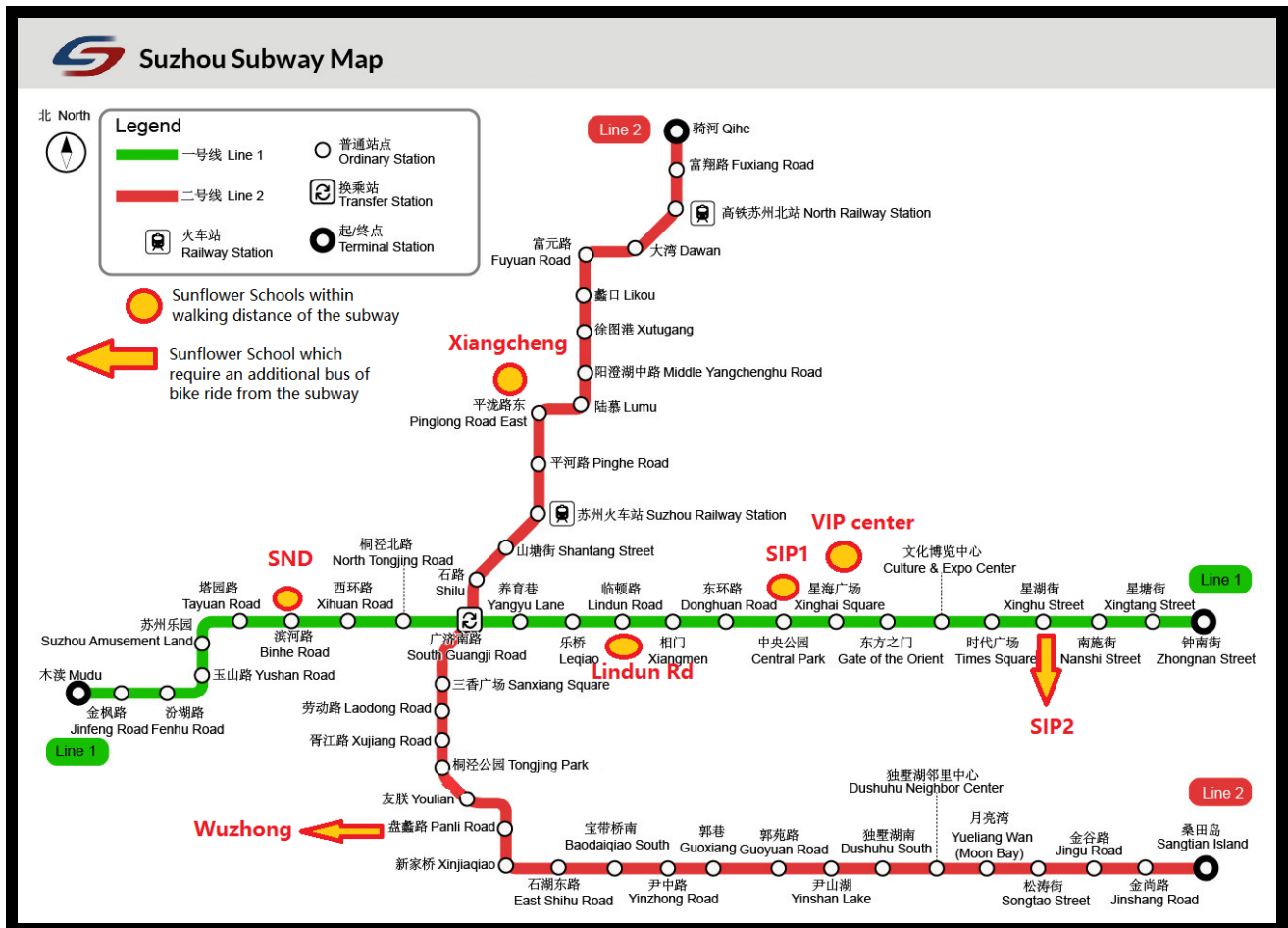
SCHOOLS

Sunflower operates five schools in the city of Suzhou, with a sixth opening soon. A VIP center is located just north of Xinghai Square, which houses our cross consultants and marketing staff. These centers are spread from SIP 2 in the east to SND in the west. Sunflower Headquarters is located in the center of the old city at Lindun road. Most centers are housed in neighbourhood centers. With five centers across Suzhou, most of the city is within easy commute of a Sunflower English school. Each school consists of a lobby, teacher's offices and classrooms. Any given teacher will teach at multiple schools, and should try to base themselves close to subway line one. The addresses for all the schools are below: In green are marked where teachers at sunflower currently reside.



MAP OF SCHOOLS ON LINE 1 AND TEACHERS HOMES

MAP OF SCHOOLS ALONG THE SUBWAY



Although most schools are just off a subway exit, SIP2, Wuzhong, the VIP center at Xinghai are not directly on the Subway, and require a walk in excess of 10 minutes. SIP2 is the furthest from the Subway and requires a bus or bike. Wuzhong can be walked, but is much faster on a public bike or by bus. Xinghai requires a long walk. The new center at Xiangcheng will be within three blocks on the subway, and could be walked, or travelled by bus.

SIP1 (HUXI)

PHONE: 62538118

ADDRESS: 苏州大道西 268 号贵都邻里中心 3 层 A 座 A1

**SUZHOU AVENUE WEST No.268 GUIDU LINLIZHONGXIN
FLOOR THREE OFFICE A1**



SIP 1 is located in the Guidu Neighbourhood Center. It is in the Northwest Corner of the third floor. The school is easily accessible from the Central Park subway stop exit 3. It has four classrooms and two small offices for all staff members. Although there are two supermarkets downstairs, there are no restaurants. InCity mall just five minutes' walk to the north has a wide selection of restaurants for lunch and dinner.

SIP2 (HUDONG)

PHONE: 62868558

ADDRESS: 星湖街 178 号湖东邻里中心 3 层 Z 区
XINGHUJIE No.178 HUDONG LINLIZHONGXIN BUILDING Z
THIRD FLOOR, NORTH EAST CORNER



SIP 2 is located at Hudong Neighbourhood Center, and requires a short bus trip from the Xinghujie subway stop exit 3 south on bus 228 or 47. The route for bus 228 is shown above. Bus 47 should be taken from the Southeast corner of Xinghujie and XiandaiDadao. The school is in the Northeast corner of the third floor of the central building. There are a number of restaurants in the neighbourhood center's cafeteria. The school has three classrooms and a very large teacher's office.

Travel time from Lindun Rd: 40 minutes

LINDUN RD. (SHIQU)

PHONE: 65810058

ADDRESS: 干将东路 666 号和基广场 4 层 412 室
GANJIANG DONG LU NO. 666 HEJI GUANGCHANG
FLOOR 4, OFFICE 412



Lindun Rd, Sunflower Headquarters, is just off the Lindun Rd. subway stop. It is on the 4th floor of the building just off exit three. It includes our managerial offices. The school has 6 classrooms and multiple staff offices. Office hours and meetings are held here.

WUZHONG

PHONE: 65810629

ADDRESS: 宝带西路 977 号邻里情生活馆 4 层
BAODAI XI LU NO. 977 LINLIQINGSHENGHUOGUAN
FLOOR 4 ON THE RIGHT



The Wuzhong center is located at the corner of Bao Dai Xi Rd. and You Xin Rd. It requires a fairly long walk from the Panlin Subway stop. It is suggested that teachers get a green bike card to bike from the stop to the school. The school is located on the 4th floor, and is spread along a common corridor. It contains five classrooms and a teacher's room. There is a family mart, and some small restaurants within walking distance.

Travel Time from Lindun Rd: 50 Minutes

SND (XINQU)

PHONE: 68078218

ADDRESS: 邓尉路 9 号润捷广场 604

**DENGWEI LU NO. 9 RUNJIE GUANGCHANG
FLOOR 6, OFFICE 604**



SND is the furthest west school. It is located just off the Binhe Rd. Subway station exit 2. It is on the 6th floor of the office tower just to the east of the Subway stop. It has three Classrooms and no office. There is a family mart on the first floor.

Travel time from Lindun Rd: 25 Minutes

XINGHAI VIP CENTER

PHONE: 18112708029

ADDRESS: 星海体育中心二楼

XINGHAI FITNESS CENTER FLOOR TWO



The Xinghai VIP center is located north of the Xinghai Subway Station. It is on the second floor of the Xinghai Swimming pool and fitness center complex. It houses Sunflowers Marketing dept.

Travel time from Lindun Rd. 20 Minutes

XIANGCHENG

PHONE:

ADDRESS: 繁华中心三楼

FANHUA CENTER FLOOR 3



Xiangcheng is located north of Lindun Rd in the Xiangcheng district of Suzhou. It is nearest to the Pinglong East Rd. Subway stop. However, teachers going to this school will need to use a bus, or public green bike to reach it, as it is a very long walk from the subway.

Travel time from Lindun Rd: 35 Minutes (estimated)

DRESS CODE / OUT OF CLASS BEHAVIOUR

In China like everywhere else, first impressions are very important. In China people are judged not only on behaviour, but also on appearance. Therefore we must always take care to show the world our best side. To this end, Sunflower has a dress code. Please make sure that during work hours you meet the following requirements.

Clothing

- Teachers must wear their Sunflower Shirts. In cold weather, a Sunflower Sweatshirt may be worn on top.
- Pants should be work appropriate. I.E. single colour, in good repair, and well fitting. (Since we work with children, do not wear your best pants.)
- Open toed shoes and flip flops are not acceptable during working hours. (Since classes are motion intensive, tennis shoes are preferred) An exception is made during heavy rains/typhoon/ and flooding.

Accessories

- Jewellery is acceptable as long as it is in good taste
- Children are destructive; do not wear valuable or fragile items into classrooms.
- A watch is suggested to help keep track of time, although every classroom should have its own working clock.
- Hats are not acceptable during working hours.

Hair

- Facial hair should be well kept and not excessive
- Hair in general should be washed and styled regularly to present a clean and smart appearance.

BEHAVIOUR

Behaviour is the most important part of our image, and reflects upon the school more than anything else. The following list establishes some behavioural guidelines.

- Please do not bring Bad emotions into the school. You don't need to smile, but frowns and glares are not going to build a friendly learning environment.
- Slouching and shuffling do not present the image of a confident teacher. Staff should walk at a reasonable pace with head held high. This inspires trust.
- When speaking to parents and students, it is important to maintain acceptable eye contact. (3 seconds on, 2 seconds off.)
- Teachers should not loiter in the common areas. If you have nothing to do, you should be in the office or engaged in conversation with students and parents. If you do not wish to interact you should at least not be seen to avoid contact
- After classes, Teachers should see students out of the school. (time permitting of course)
- Patience is a key virtue for teachers. When in common spaces we should maintain a measured and calm tone.
- Some people do not like being touched; teachers should never initiate physical contact of any kind.
- When dealing with Chinese staff, it is important to speak slowly and clearly. If you feel frustrated, do not express it. Try working around the problem words or concepts.
- When problems come up, refer the problem to your manager calmly. Anger and arguments will only slow down resolutions.
- When in front of parents and students, complaints, arguments, and fights are strictly forbidden.
- Drinking any alcoholic beverage during working hours are grounds for termination at the discretion of the management.
- Vulgar language and curse words are forbidden while on school property, and their use in a classroom is grounds for disciplinary procedures

OFFICE HOURS AND DEMO

OFFICE HOURS

Apart from teaching hours, first year full time teachers are also assigned office hours. This time makes up the difference between your teaching time and the mandatory 40 hours of work per week. If you teach 20 hours in a week, 20 additional hours will be assigned as office hours to make 40 total. This time is used to continue training, and work on lesson plans. Office work should be done at Lindun Rd unless otherwise instructed. Although you may be asked to help with things around the office sometimes, this time is yours to do with as you think necessary. However you should not use the time to work on anything not Sunflower related, and you are requested to stay inside the school. While in the office, you will take breaks and lunch in accordance with the Chinese Staff schedule. It is usually best to find a quiet place in the office to sit down and work through lesson plans and new games. Unused classrooms are the best option. Office hours are assigned automatically, but can be changed to better suit a teacher individually. Requests for schedule adjustments should be made to the Director of Foreign Staff.

DEMOS

The third part of our schedule is made up of demos. Demos take place at least once a week at each center. If you are going to be teaching a demo, an email will be sent to you at least 48 hours in advance. Each demo is thirty minutes long, and has its own procedure (procedures are determined monthly and are sent out as PPT presentations)

In General they all follow the same structure. Students will arrive fifteen-thirty minutes early, the foreign teacher is encouraged to play with them during this time (this helps calm them down and come to terms with a foreign teacher). When it is time for the demo to begin, the students are led in, and sat in Beeno level chairs. Parents and grandparents will sit behind their students. At this point the teacher should greet the room and lay out the rules and any notices.² The demo proper goes like this:

- 4 minutes to go around and say hello to all students and give high fives. (You may include level appropriate questions.)
- 5 minutes to practice new words using cards and toys.
- 7-10 minutes to play a game dealing with the new words
- 5 minutes to teach the simple sentence, and have everyone practice it once or twice.
- 5 minutes to do an activity using the sentence.
- 1 minute to review the new words
- 1-three minutes to award medals and take photos.

It is the job of each teacher to ensure that demos run smoothly, and so, changes to the structure are allowed if circumstances require. Since Demos are intended to attract new students, attitude is everything. Demos should be fun and playful, focusing more on games than on content. Most Demo students are very young and are incapable of remembering new English words after only ten minutes of instruction. For very small students, the sentences can be dropped from the demo, and more time spent practicing the new vocab.

² Example: "Hello everyone, before we get going I have some rules and announcements. First, please silence all cell phones, if you must take a phone call, please do so outside. Photography and recordings of any kind are not allowed during our class session. There will be a chance to take pictures after the demo is over. Since today's demo is only 25 minutes long. We will be covering minimal material as an example of the normal class structure. We are not intending to teach anything seriously today. This class is to give a feel for our methods only." At this point the Chinese TA should translate into Chinese.

TEACHING MATERIALS

For the convenience of our teachers and the benefits of students, Sunflower provides a series of textbooks to guide education. These books range from *Beeno 1* (ages 3-4) to *English in Mind 5* (ages 17-18) or potentially higher with the High Level Oral English Program. We divide our courses into 4 distinctive categories, each covered by, and named for its textbook series. The Highest pulls from many books, and may be considered a test prep course.

- Beeno- 6 books, ages 3-7

This series of books is focused on beginner level students, who often have no experience in a classroom. Apart from teaching English, it also teaches basic classroom etiquette.

- Welcome to English- 12 books, ages 7-13

The Welcome to English series, known as WTE, is for our intermediate levels, and adds reading and writing components. The content becomes more thematic and broadens in scope to include the world beyond China.

- English in Mind- 5 books, ages 13-17

The English in Mind series is focused on advanced level students, and reviews everything that they will need to know to move on to high school level English.

- High Level Oral English, Varied Books, ages 17+

Cambridge IELTS Test Prep

How to Master Skills for TOEFL, Speaking

Official TOEFL iBT Test

This course is intended to prepare students to take the IELTS or TOEFL iBT exams, and also prepares them for the possibility of studying abroad. So far, this course is only available at Lindun Rd.

CLASS PROCEDURE

All good classes have some kind of stable procedure behind them. These reliable processes provide much needed structure to students, while minimizing the pressure teachers are under. Sunflower has on file a series of procedures from Beeno 1 all the way through the WTE series. A copy of these procedures will be provided during training. Below is the basic outline of all our classes. Beeno and WTE classes are 90 minutes long. English in Mind classes are only an hour.

- **Greet the Students:** The first five minutes of all our classes are used to greet the students and ask them level appropriate questions. For Beeno, this means “What is your name”. Higher level classes can be challenged with questions like “What did you do over break?” Which ties in aspects of their life or studies beyond Sunflower.
- **Warm up:** The warm up activity follows the greeting and should take about 5 minutes. Together with the greeting they make up the start of class. A list of warm ups can be found in the Games section of this book. In general, warm ups should be intellectually stimulating, forcing the students to shift mental gear.
- **Content I:** For actual content please see the appropriate lesson plan. In general this section should take 25 minutes.
- **Break Game:** After content I and before the break, comes a short 5 minute game which can be omitted if time is short.
- **Break Time:** All classes below the English in Mind level are given a five minute break during the middle of class. During this time, students should use the rest room and drink water. Young classes should be escorted to the rest room.
- **Content II:** Refer to the lesson plan for content. Unlike the first half, Content II gets thirty-five minutes.
- **Big Game:** The big game should take up the last 10 minutes of your class. Again, the type of game is left to you.

On the following page is a chart showing the units per book and also showing the weeks dedicated to reviews, big reviews, stories, and tests. Everything marked unit_ should follow a similar procedure as written above. Please consult the lesson plan files for exact procedures. The page after the book schedules contains a list of subject types taught by week in any given unit according to book level. For instance, Beeno 1, unit 1, week 1, will teach new words as Content I and new sentences as content II The table will help you determine what content to teach if you do not have the lessons plans.

STRUCTURE OF BOOKS

BEENO (20 weeks)	WTE 1A-3A (20 WEEKS)	WTE 3B-6B (25 WEEKS)
1. Unit1 (1)	1. Unit1 (1)	1. Unit1(1)
2. Unit1 (2)	2. Unit1 (2)	2. Unit1(2)
3. Unit1 (3)	3. Unit2 (1)	3. Unit1(3)
4. Unit2 (1)	4. Unit2 (2)	4. Unit2(1)
5. Unit2 (2)	5. Review Unit 1-2	5. Unit2(2)
6. Unit2 (3)	6. Unit3 (1)	6. Unit2(3)
7. Unit3 (1)	7. Unit3 (2)	7. Unit3(1)
8. Unit3 (2)	8. Unit4 (1)	8. Unit3(2)
9. Unit3 (3)	9. Unit4 (2)	9. Unit3(3)
10. Unit4 (1)	10. Review Unit3-4	10. Unit4(1)
11. Unit4 (2)	11. Unit5 (1)	11. Unit4(2)
12. Unit4 (3)	12. Unit5 (2)	12. Unit4(3)
13. Unit5 (1)	13. Unit6 (1)	13. Unit5(1)
14. Unit5 (2)	14. Unit6 (2)	14. Unit5(2)
15. Unit5 (3)	15. Review Unit5-6	15. Unit5(3)
16. Unit6 (1)	16. Story Time (1)	16. Unit6(1)
17. Unit6 (2)	17. story Time (2)	17. Unit6(2)
18. Unit6 (3)	18. Review Unit1-3	18. Unit6(3)
19. Big Review	19. Review Unit4-6	19. Story Time(1)
20. Test + Ending Party	20. Test+ ending party	20. Story Time(2)
		21. Story Time(3)
		22. Review Unit 1-2
		23. Review Unit 3-4
		24. Review Unit 5-6
		25. Test

Books 5a-6b add a review class after units 1,2 3,4 and 5,6 like 1a-3a.

Note *, Books 4b up have the option of adding 5 weeks of Special grammar to the end of the program. This decision is made by the parents. The plans for these lessons are found in the respective books lesson plan files.

Books 5a to 6b have an optional activity class which takes place the week

before the test. Whether this is taught or not depends on the parents and Chinese teacher.

STRUCTURE OF BOOKS EIM 1-5 (40 WEEKS)

MODULE 1	<ol style="list-style-type: none"> 1. UNIT 1,1 2. UNIT 1,2 3. UNIT 2,1 4. UNIT 2,2 5. UNIT 3,1 6. UNIT 3,2 7. UNIT 4,1 8. UNIT 4,2 9. REVIEW OF MODULE 1 10. MODULE ONE TEST 	MODULE 3	<ol style="list-style-type: none"> 21. UNIT 9,1 22. UNIT 9,2 23. UNIT 10,1 24. UNIT 10,2 25. UNIT 11,1 26. UNIT 11,2 27. UNIT 12,1 28. UNIT 12,2 29. REVIEW MODULE 3 30. MODULE THREE TEST
MODULE 2	<ol style="list-style-type: none"> 11. UNIT 5,1 12. UNIT 5,2 13. UNIT 6,1 14. UNIT 6,2 15. UNIT 7,1 16. UNIT 7,2 17. UNIT 8,1 18. UNIT 8,2 19. REVIEW MODULE 2 20. MODULE TWO TEST 	MODULE 4	<ol style="list-style-type: none"> 31. UNIT 13,1 32. UNIT 13,2 33. UNIT 14,1 34. UNIT 14,2 35. UNIT 15,1 36. UNIT 15,2 37. UNIT 16,1 38. UNIT 16,2 39. REVIEW MODULE 4 40. MODULE FOUR TEST

English is mind is different from the other books in that it uses a modular system, and has no cumulative test at the end, rather, it concludes with the module four test.

At the beginning of book one of EIM, there is a start-up unit which may be added to the beginning on the plan above, adding two week to the total run time. Whether or not this is taught depends on the class, Chinese teacher and parents. With the start up unit in two parts at the beginning, the total for the first book should be 42 weeks.

STRUCTURE OF UNITS

WEEK OF UNIT	BEENO	WTE 1A-3A	WTE 3A-6B	EIM
WEEK 1	CONTENT I -NEW WORDS CONTENT II -NEW SENTENCES	CONTENT I -NEW WORDS CONTENT II -NEW SENTENCES	CONTENT I -NEW WORDS CONTENT II -NEW SENTENCES	SPEAKING
WEEK 2	CONTENT I -REVIEW WEEK 1 CONTENT II -NEW PHONICS	CONTENT I -REVIEW WEEK 1 CONTENT II -STORY	CONTENT I -REVIEW WEEK 1 CONTENT II -STORY	PRONUNCIATION EVERYDAY ENGLISH
WEEK 3	CONTENT I -REVIEW WORDS AND SENTENCES CONTENT II -REVIEW PHONICS	X	CONTENT I -REVIEW WORDS AND SENTENCES CONTENT II -REVIEW STORY -PRETASK/WORK IT OUT	X

Although you will always be preparing your lessons plans from the printable files, it is important that you are familiar with the progression of weeks above. Any given week for any level, you should know the content type you will be teaching. The above chart and the schedules on the prior pages should be memorized as soon as possible, knowing them will help prevent mistakes and confusion during your time teaching here.

For English in Mind the content changes each unit and the number of section to be taught can change as well. Therefore $\frac{1}{2}$ the material should be taught week one and $\frac{1}{2}$ the material should be taught week two. For instance, if a unit has sections for: speaking, pronunciation, speaking, and every day English; You should teach speaking and pronunciation week one, and then the next speaking and everyday English week two.

ATTITUDE

We have all had bad teachers. For whatever reason, attitude, method, or personality, we did not connect with them. At Sunflower, we hope to never alienate students. Therefore, we must strive to present ourselves as exciting, engaged, and open teachers. As a rule, students will take their cues from you. If you are low energy and dispassionate, your students will lose interest and try to entertain themselves. Here are some tips to help you cultivate a great teacher's attitude.

1. Don't forget the fun: A good teacher has the heart of a child, and finds fun in all things. Remember what Mary Poppins said "In every job that must be done, there is an element of fun. You find the fun, and - SNAP - the job's a game!"
2. Always Smile: Even when you are not feeling happy, children deserve to see a smile. Who knows, acting happy may actually improve your mood.
3. Be patient: Not only are you working with children, they are trying to communicate with you in a foreign language.
4. Respect: If you treat someone, even a child, with respect, they will show it to you. Just because you are in control does not mean you can be dictatorial. Ask, don't command.
5. All questions are good questions: Chinese students don't ask questions. Students are not encouraged to voice their opinions or concerns. We must inspire them to ask questions. There is no such thing as a bad question. Even when not on topic, it is an opportunity to teach.
6. Acceptance: There is no such thing as a bad child. We cannot change less than perfect students. We can only accept them as they are and try to work with them. Push too hard and you will break them.
7. Give time to rest: Studying a new language can be hard, give them some downtime after a hard topic to let them regroup and mull it over.

GAMES

If we think back to our own time in school, the most interactive classes are the ones we remember clearest and with the greatest fondness. It follows, that as teachers we should strive to create a highly interactive and engaging atmosphere, where fun and learning go hand in hand. To help start adding games to your classes, below is a list of games by type. Fun games are for the end of class or warm ups. Card based games are for flashcard learning and review. Board games are best for grammar and stories. Games appropriate for the youngest levels are marked for Beeno level one and level two (Beeno 1/2)

FUN GAMES AND WARM UP ACTIVITIES

These games and activities are not intended to teach anything new, or in many cases review material. They are built to be fun and get the students thinking and moving.

1. London Bridge (Beeno 1/2)
2. Duck Duck Goose (Beeno 1/2)
3. Bomb the Bridges (Children stand side to side in two opposing lines. Their legs are spread wide open, and with their hands, they attempt to hit a ball between the legs of the opposing team. The ball should never be held, only volleyed from one side to the other.
4. Mr. Crocodile. Draw two lines the length of the room. This is the river. One student will be the crocodile in the river. The crocodile will call a colour. Every one with that colour can pass through the river unharmed. Any remaining students will run after a 3 count. Whoever is caught becomes the next crocodile. (Chant: Mr. Crocodile, Mr. Crocodile, what's the magic colour?)
5. Wolf Wolf What's the time. A line is drawn along one edge on the room, this is the safe zone. At the opposite end of the room stands the wolf. He will say an o'clock (three o'clock) and the students take that many steps forward. When the wolf says dinner time, the students must run from it back into the safe zone. Whoever is caught becomes the Wolf. (Chant: Wolf wolf what's the time?)
6. Tag/ Variants. You should know how to play tag
 - Freeze tag. When touched people freeze. Last moving wins. If you are frozen, you can be brought back by the touch of a team-mate who has not been frozen.
 - Amoeba tag. When touched people become part of a long chain, the last person to join the chain is the winner.

- Blind folded tag. The person who is it, wears a blindfold and attempts to find the others. When tagged, the person becomes it.
 - Zombie Tag. One student is a zombie, as they tag others, the other become zombies creating a cumulative effect. The last standing wins and becomes the first zombie of the next round.
 - Mummy Tag, A variation of freeze tag, when tagged by the mummy, the students are turned to stone from toe to waist, but may turn other students to stone using their hands. They may not move, but can reach and twist to help the mummy capture the other students.
7. Marco Polo. The blindfolded seeker calls a word which everyone else must echo. When the seeker finds someone, they are it.
 8. Dodge ball. Two teams divided by a line. The ball is thrown, if it hits anywhere on an opponent's torso, they are out. Last standing team wins.
 9. Soccer (football) Two Beeno chairs make for great goals. Do not allow forwards. Teams must stay on their own side.
 10. Charades. Two teams, write down words on small slips of paper, and place in container. Team a field's first player and has 20 seconds to guess what they are doing. This is done until one team reaches 10 correct answers. If the Team of the Actor does not know, the opposing Team can guess for 5 seconds.
 11. Monkey. The students win if they can take a pen and write "Monkey" on the board. However, if they are tagged while moving by the It person, they are out. They lose if everyone is out before "Monkey" is finished
 12. Wooden People (Statues) (Beeno 1/2). The Teacher turns around, when he turns back, the students must freeze. If they are caught moving they are out. When the Teacher is not looking students can move. Last standing wins.
 13. Red light green light (Beeno 1/2) Draw a line at one side of the room. Red light for stop, green for go. First to touch the other wall wins.
 - Variation: Wooden People with direction. Same a red light green light, but students can only move when the teacher is not looking at them. When the leader touches the teacher, the teacher turns and tries to catch a student. The caught student becomes the next It person.
 14. Ring toss. Requires a ring toss set. From a drawn start line, students throw rings and try to get them onto the spike. Points may be awarded per ring, or by number of rings.
 15. Jeopardy singles. Points are awarded for answering questions
 - Multiple teams: Level are drawn on the board, as teams get things right they move up a level. When wrong, they move down. The first team to the top wins.
 - Large group: Levels of points are drawn, how high they can get as a group determines their points

16. Tongue twisters. Challenge them to a speed and accuracy competition. Reward to the winner.

- How much wood would a woodchuck chuck if a woodchuck could chuck wood
- Sally sells seashells by the seashore
- Six sick hicks nick six slick bricks with picks and sticks

17. Riddles. Ask a riddle, if they get it, they win

18. Grenade. (Beeno one and two) Students sit in a circle on the floor. They pass a ball from person to person. When the teacher says “Boom” the student holding the ball is “blown up” and must leave the circle. Last standing wins

19. Cut the Watermelon. The students make a circle and hold hands. One student goes around and as they touch the linked hands say “cut, cut, cut” when they say “cut the watermelon” the two students on either side must run in opposite directions, the first student to return and connect hands and fill the gap wins. The other goes around to “Cut the watermelon”.

20. Musical Chairs, A ring of Beeno chairs are placed facing out in the middle of the room. Chairs= number of children -1. The teacher sings “walking walking walking walking, jump jump jump jump jump jump, running running running, running running running.” At some point they say stop, and the students sit. Afterwards, one chair is removed. The last person wins.

21. Killer, Students sit in a circle.

Students close their eyes and the teacher selects three by tapping them on the head. The first is the doctor. The teacher announces they will choose the doctor, and walks the circle tapping one student on the head. The teacher does the same for the policeman and the Killer. In the game, the students all have their eyes closed. The teacher announces “Doctor, choose” The doctor very quietly points to the person they will save, and then closes their eyes. Then the teacher announces “Policeman, Choose” The policeman points to who they think is the killer. Then the teacher announces “Killer, choose” The killer quietly points to who they want to kill. The teacher then has everyone wake up and tells what happened. Who died? Did the doctor save them? Did the policeman catch the killer? If the killer was not caught, a vote is taken as to who is the killer. The killer wins if everyone is dead. The group wins if they catch the killer.

22. Have you ever, Each player holds up five fingers. One by one people say “I have” If you have not, you lose one finger. Round two starts with “I have never...” and fingers are lost for having done the thing said. Last standing wins.

23. Maze, A series of corridors are drawn on the floor. One student is blind folded and his team must direct him through the maze without a mistake. The team to do so fastest wins.

24. Counting: The class has X number of students. As a group we need to

count to X-1. If there are 10 people, we count to 9. When the game is started, anyone can say any number as long as the number preceding it has been called. If two people call out the same number at the same time, they must “rock paper scissor” to determine who is out. Then the game begins again counting to one less number than there are people active. If someone says none of the numbers, they are also out. The last surviving player wins.

25. Where is the ball? A large circle is made and all students must hold their hands behind their backs out of sight. A ball is passed behind the students. The teacher or student in the middle must guess who has the ball. A correct guess allows the center person to switch with a person of their choice. Ten seconds of time are allowed for the ball to be passed with the center students eyes closed.

26. The Maze: Students with closed eyes must be verbally led along a maze drawn on the floor, or laid out with string. Success means big stars for the maze runner, and token starts for the verbal guides (I.E the class at large)

27.

CARD REVIEW GAMES

1. **Four corners: (Beeno 1/2)** The flash cards are arranged around the edges of the room. A student is called to the center, and must run to the card you call out.
 - There is endless variation for four corners. Here are some:
 - **Blind corners:** The student is blindfolded and must find their way to cards by memory
 - **Quick corners:** you call the cards in rapid succession and they must remember and run.
 - **Spell corners:** you spell the words instead of saying them
 - **Crab corners:** crab walk to the cards
2. **Cowboy:** two students are stood back to back and each given a mystery flash card. They pace out like duellists. On three they spin and must read the opponents card. First to read wins.
3. **Bridge building:** Two Beeno chairs are set about two feet apart, the student reads the cards and then has 30seconds to build a card bridge from chair to chair. (Note. Check that the cards are in new enough condition for this before you try)
4. **Staking up:** Student reads cards and placed them one by one on the head of the student that went before them. Balance is key. If the cards fall, they are out.
5. **Card toss: (Beeno 1/2)** As students read the flash cards they must toss them into a circle drawn on the floor in front of them.
 - There are many ways to change this game:
 - The cards can be thrown into a bin, through a goal of some sort or onto Beeno chairs
6. **Chair Challenge.** Three Beeno chairs are arranged in a semi circle about 4 to 5 feet away from the throwing line. The cards are read and tossed. Each chair is worth 5 stars; all three together are worth 20 stars.
7. **Hide and Seek cards:** The teacher hides the cards and the students then have to find them. When they find a card, they must read it.
8. **Card run: (Beeno 1/2)** The cards are laid out in a straight line, and students must walk across them all, naming them as they go.
 - There are many ways to change this maybe try:
 - **blindfolded:** they must remember the cards in sequence
 - walking backwards
 - hopping on one foot
 - Balancing a book on head
9. **Quick shuffle cards:** When you show the cards, show them quickly or not at all. Twist them about and uncover them from angles. Make the students

- guess what the next card will be. Jump between cards quickly and keep the class on the edge of their seats.
10. **Passing down.** Students stand in a circle. Cards are passed along the circle until the teacher calls stop. Then each student reads their card. **TIP:** hand one card to each person before you start passing, then there are fewer backups and dropped cards.
 11. **Vocab charades:** Students are shown a card, and then must act out what they see. Their team must guess the card. If they cannot guess in 15-20 seconds, the other team can try.
 12. **Shell game:** Cards are covered with paper to hide the backs. They are placed face down and shuffled about. The student must find the correct card in one try. If they win they just read one card, if they fail, they must read them all.
 13. **Memory recall,** Students are shown a pattern for touching the cards. They must duplicate the pattern.
 14. **Spelling recall:** The cards are placed image up on the floor in front of the white board. Two students are selected to compete, they must
 15. **Double Jeopardy:** A student bets a certain number of starts that they can guess the next flash card, if right they get double. If not they lose the initial sum.
 - **Variation:** They can bet that they can read or recognise the next card shown.
 16. **The River:** A student is given five cards, and must go from one wall of the room to other by places cards on the floor and walking from one to other. If any card is placed and not touched by the student they are lost to the river. If the student cannot read the card it is lost to the river. Students who make it all the way receive full starts, children who do not get half the sum.
 17. **Perfect Recall:** Students must draw the flashcards on the board and write the words. Stars are awarded per card successfully drawn and spelled.

WHITE BOARD GAMES

1. **Hangman:** Draw a scaffold and lines for the letters of the mystery word. As letters are guessed, they are either added to the incorrect letter list, or used to fill the correct blanks. Each incorrect guess adds an additional piece to the hanged man. When the man is complete, the students lose. If they get the word first, they win.
2. **Mountain climbing:** Students are divided into two teams, and a mountain is drawn on the white board. The mountain is then marked into levels from bottom to top. Students are shown cards, and the first team to get it right, move one level up the mountain. First to the top wins.
 - **Variations:** Anything that can be divided into levels works, here are some possible variations
 - **Shark,** students descend towards
3. **Quick spelling:** Two pens are placed on the ground. A word is called and students rush for the pens. The first person to correctly spell the word on the board wins.
4. **Sticky ball target: (Beeno 1/2)** A series of concentric rings are drawn on the board, like a target would be in darts. Stars are added from smallest to largest, working in towards the center of the target.
 - **Variation,** Challenges can be used rather than stars.
 - **The target can also be quartered** to allow both stars per circle, and tasks per quadrant.
5. **Cryptic puzzles,** these can include upside down writing, backwards writing, letter jumble and letter exchange. The teacher can help as needed. Puzzles should be level appropriate. Beeno kids can usually get upside down puzzles, but actual codes are only for 3a and higher.
6. **Doodle wars,** Students are given details about an object, and must try to draw it. The student, who was closest to the original object, wins the match. For higher levels, the students might be asked to illustrate a sentence.
7. **Word Guess,** A couple letters are written on the board, and the student who guesses the word first wins. If no one can guess the word, more letters can be added.
8. **Pictionary:** The class is divided into two teams. A student comes up and must draw their word while their team guesses. If their team cannot guess the word, the other team may try. Words may be drawn from a hat, written on the back of a paper, or whispered to the student.
9. **Doors:** A number of doors with drawn emotions are drawn on the board, the class must come a decision which to open. The teacher will have decided which doors contain stars, punishments, or nothing beforehand.

USAGE OF GAMES AND ACTIVITIES

Because Sunflower is dedicated to interactive learning, there should never be a class where no activities are included. Many schools tend to teach vocabulary and reading by rote, showing a card and having the children repeat it until they know it. We want to be more fun and engaging; therefore, these normally boring parts of class should be pepped up with a card game to help learn the vocabulary or practice tough words from a story. When an activity cannot be included, teachers should at least provide some sort of reward challenge after the students have correctly identified the words, or read the passage. The same goes for the successful completion of grammar exercises.

During the average class, there are four places where an activity can be used.

1. **Warm up:** a little learning game or practice activity to review old content or get the students thinking
2. **Vocabulary:** This is the perfect place for card activities and games
3. **Grammar:** Although you have to just teach the grammar, students can be rewarded for answering correctly with a challenge such as a sticky ball target or goal kick.
4. **Reading:** You may play a reading game, or have them perform a challenge after reading their passage.

WHITE BOARDS

White boards are an extremely important part of our teaching. They allow us to illustrate our meaning, track points, and show discipline. In most classrooms, the chairs are oriented to face the white board at the front of the room. Where this is not the case, I suggest that the chairs be moved to face the white board. The board itself should be divided as follows. Left side: This space should be used for the student's names and their personal stars. Right side: The right side of the board is for special discipline. The Top of the board is for group stars and team points. The center is for work, and should be kept clean when not used.

Before the class begins, the board should be cleaned and the names of all attending students should be written by the teacher or the TA. Pens should be charged with ink, and an eraser should be placed by the board. If you are using a special discipline measures, or group stars, these should be placed on the board before the class begins. To save time, warm ups or large drawings should be completed before use.

During class, the board should be used frequently. Any important points, words, or grammar should be written neatly on the board in medium sized print. The use of multiple colours for grammar and pronunciation can be of great help to students. It is suggested that any trouble words or issues be noted on the board during class, so that they may be remembered and reviewed later. A picture is worth a thousand words, we should never underestimate the power of pictorial explanations. We do not have to be skilled artists to sketch out simple pictures and concepts. The use of visual can simplify complex meanings, and engage students with a visual learning style.

After class, it is suggested that you take a picture of the board with your phone, so important diagrams or explanations can be posted to the group we chat. It is considered courteous to completely erase the board before you leave the classroom for the day.

STARS AND DISCIPLINE

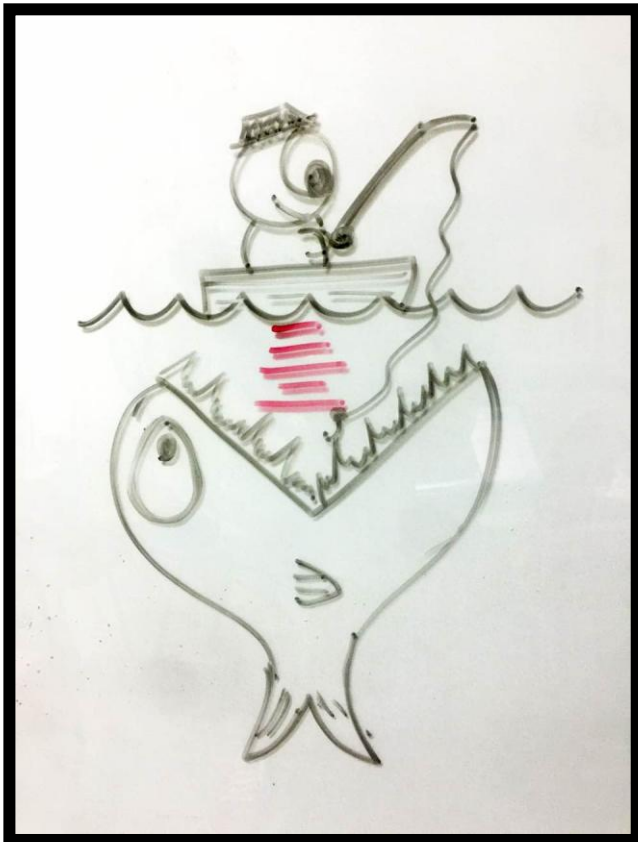
The Star System is the center of our discipline. It rewards good students, and punish bad ones. In essence, it gives stars for positive effort, and removes them for negative effort. In this way, it provides an incentive to not only be good, but to be better. These starts are recorded in the students book, and can be exchanged for prizes and Sunflower coins. There are many ways to use the stars, and most teachers tweak the system to suit their own needs. Here are a couple ways to use the stars to maximum effect.

- **Personal Stars Method:** The personal stars method attempts to discipline and reward students on a student by student basis. This method is favoured because of its fairness. If Mary is good only she gets the star. If Tom is bad, only he loses a star. There is no collective punishment. The downside is when you are stuck with a student who does not care about stars. At that point the personal star method has no hold over the student and you are required to use alternative discipline. The number of stars given and taken away depends on the level of success or misbehaviour. The number of stars is up to you. Note that TA's are told they can only give about 35 stars per class.
- **Collective Stars Method:** The opposite of the personal star method is the collective star method, this method involves a group pool of stars, which grows and shrinks to reflect the skill and behaviour of the class. This method is effective because it forces the group to self monitor. In older levels the students work best under this method as they are used to the group mentality of their schools. The downside of this system is that innocent students are punished for others misbehaviour. In older levels they understand why it is being done and work harder to fix the problems. In younger ages, the system can upset their sense of justice and self importance. This method is not suggested for young levels or classes with self-centred students.
- **Hybrid Stars Method:** My personal favourite is the hybrid stars method which pulls from both the above methods. On the left of the board are the personal stars to reward achievement and punish on a single student basis. At the top is a collective pool of five stars or an illustration with levels of threat (see illustration and explanation on the following page) When these stars are all gone, or the threat is reached, all personal stars are lost. Under this method, the class has the flexibility it needs to be the most successful. You are capable of rewarding and punishing on a small scale for independent students, but are also able to control the whole class quickly with application of the group stars or threat.

There are of course other options available, and you are suggested to consider your own method of star based discipline.

SPECIAL BOARD DISCIPLINE

Special discipline is a system which does not involve stars, but rather a series of strikes. They should be based around a humorous image which places a character in a dangerous predicament. With every strike, a “chance” line is erased and a new level of threat is reached. The image should be altered to reflect this new state. In most young levels they will do whatever it takes to save the character, and tend to take the strikes very seriously, often pointing toward to draw “chances” is enough the stop them from acting up. In all the Images below, the red lines represent “chances” to be good. When the students are particularly bad or loud, a line should be erased. If all the lines are erased, all stars of all students are lost. The cuteness of the characters makes them appealing to students of all ages. For small children it gives them something real to care about. For many of the smallest students, the pictures end up meaning more than the stars.



DISCIPLINE

Although most students are well behaved, others toe the line, and in rare cases run roughshod over all your efforts. Here are some examples of problems you may encounter in the classroom, as well as some set disciplinary actions by level of severity. Only under the most extreme circumstances can a student be removed from the classroom. Teachers can only forcibly remove students who are a direct threat to themselves and or others, and must be ready to defend their decision to management and parents. We should always strive to fix discipline problems inside the classroom. Under no circumstance is it permissible for a teacher to use corporal punishment. Any violence toward a student is grounds for dismissal. If a student is violent, a teacher may restrain them, but physical punishment is not allowed.

Types of in class Problem:

1. **Talking:** either in small groups or all together, it quickly becomes too loud. Individual conversations should be stopped as soon as possible. A quick word or gesture is usually enough to stop them from talking. I prefer to snap my fingers for attention, but clapping can work just as well.
2. **Touching:** Some students can be very hands on, and tend to touch or mess with their classmates. If warnings do not stop them, they should be isolated from the group. Under no circumstances is it okay for a student to bother another student.
3. **Fighting:** Fighting is prohibited, and students found fighting will lose all their stars, and be moved to separate ends of the room. If the fighting continues the TA should pull them aside and settle the dispute.
4. **Crying:** If a student's starts crying for any reason, the TA should be sent to calm them down. If they will not calm down in a reasonable period of time, they should be removed until they are fit to return. Nothing disrupts a class more than a crying student. You can try to power through it, but often it is too much of distraction for all involved.
5. **Food and Drink:** Food and drink are not allowed in classrooms, and spilling such results in a star penalty, as well as the students having to clean up their mess.
6. **Back talk:** Some students like to challenge authority. They should largely be ignored when possible. If they do not get a reaction they will stop. Remember they only have the power you give to them.
7. **Messing with books and pens:** Many of the students like to play with their books, pens, erasers and other supplies. Toys are not allowed in classrooms, and if a student is playing with supplies, the supplies should be confiscated. The same policy applies for doodling.

GENERAL DISCIPLINARY PROCEDURE BY SEVERITY

1. The first and easiest type of discipline involves taking stars for each offence. The worse the offence the larger the number of stars taken away.
2. The second level of discipline involves moving the disruptive student to a new seat. The further the seat from friends and classmates, the more effective. Separating them from the group should force them to behave in an attempt to rejoin the group.
3. At the third level, points are taken from everyone because of the actions of one student. It is hoped that the pressure from classmates will bring the out of line student back into line. This would also be the time to take a “chance line” from your special discipline picture or a star from you group stars section.
4. The fourth level of discipline requires the TA to take the student aside and try to calm them down and convince them to behave.
-Should this fail, the foreign teacher should try, with help from the TA
5. The fifth level. If none of this has worked, you may threaten to call the students parents for a discipline meeting. The threat of parent or grandparent involvement quickly stops most students.
6. The sixth and final level is an actual parent/teacher conference and must be arranged through the Chinese teacher and Center manager responsible for that class.
7. A theoretic seventh level would be expulsion, but this has never happened.

Almost all the problems encountered in the classroom can be solved in the classroom. Clever use of stars and unique punishments are usually enough to stop even the worst students from acting up. If a child proves to be too much for you to handle, you should approach the Chinese teacher for the class and request help. These levels can be used repeatedly on a student. They are not cumulative, and there is no strike based system for students. The 7 levels represent the severity of punishment only. Normally students will be disciplined at level one or two repeatedly every week. You should only move up a severity level if nothing at the prior level has helped for several weeks.

PAYMENT DETAILS AND EXCEPTIONS

Key points:

Pay is calculated from the 1st to the last day of every month.

Time sheets should be handed in by the 5th of the following month.

Payment is sent to your Citic Bank account on the 12th of every month. If the 12th is a Saturday, Sunday or holiday, the payment will be sent on the next business day.

For the first year of employment at Sunflower, a stipend is paid every month on the 12th. For the second and subsequent years, pay is calculated by hours of teaching time per month. There are a number of cases in which pay is calculated differently. They are listed below.

FIRST YEAR CONTRACT:

- Under the first year contract, staff are expected to work 40 hours per week. If you are working more than 40 hours a week, your schedule should be changed to bring the weekly amount down to 40 hours. Should the extra hours only be caught after the fact, time should be given off to compensate you for the extra hours worked. All overages must be fixed before the 12th of the following month. This extra time can only be taken from office hours.
- If time is taken off by the teacher for personal reasons other than sickness, that days stipend is forfeited. For example, in a month with 22 working days, an absence of one working day would detract 1/22 of the stipend. Sickness and other medical leave require signed and legible doctors' notes to be presented.
- If required to travel on company business or attend a Sunflower outing, an additional bonus may be given depending on the hours worked.

SECOND AND SUBSEQUENT YEARS

- Since wage is calculated by hour of teaching, sick leave is not paid.
- If required to travel on company business or attend a Sunflower outing, pay will be determined as a lump sum, not by hour.
- When required to teach only a single half hour demo on a day, or, if required to travel to a school only for the purposes of a half hour demo, an extra half hour's pay will be given to cover travel and inconvenience.

WITHHOLDING AND PENALTIES

- Pay will only be withheld in the case that an employee has abandoned their job or made no contact with Sunflower within thirty days which will be taken as abandonment.
- Payment may be delayed if your timecard is not properly filled out, or illegible. Lost time cards, or missing days will need to be filled in and signed by the appropriate center managers.
- Penalties to salary are incurred for only two reasons.
 - For first and subsequent contracts, Non medical absence will result in the missed class or classes not being paid. If the absence is also unexcused, the penalties for a missed class/unexcused lateness will apply.
 - Unexcused lateness more than three times in a year's contract will result in the missed fraction of the class being detracted from pay at 180RMB per hour of class missed. Under contract two, this penalty is on top of that portion of the class not being paid.
 - Example: John misses one hour of class on his second contract. He is only paid 90 RMB for the class, and since it is his third strike, an additional 180RMB is taken as a penalty, resulting in a loss of 360RMB total (180 unpaid wages, and a deduction of 180 from earnings). If the class is cancelled the class will not be paid at all, and a penalty of 270RMB will taken from the months wages.
 - Missed classes which are not excused are penalized in the same way as unexcused lateness. Every missed class is penalized at 270RMB. On contract one, this money is taken from the stipend. On the second contract, this money is taken out of pay. As the missed classes are not payed, the financial hit is much greater under contract type 2.
 - Classes on excused days off do not count as late or missed classes.

FLIGHT REIMBURSEMENT AND BONUSES,

- If you have Flight Reimbursement and or Contract Bonuses in your SF contract, they are paid at the end of the contracted year with the last salary payment.
- Special payments and Bonuses should be paid the month the bonus or payment is earned.
- If a contract is extended beyond its initial period, the bonus will be paid at the end of the original contract, with an additional bonus (the original bonus/12 multiplied by the additional number of months in the extended contract) paid at the end of the extended contract.

REQUESTING ADVANCES AND EARLY PAYMENT

- Sunflower understands that being new in China creates problems for our foreign staff, and is willing to accept applications for early payment and advances on salary. These Advances could be for reasons such as: Renting a first apartment, TEFL training fees, and emergencies. They are in no way obligatory, and may be refused for any reason.
 - Advances are any sum of money paid from future salary, and will be withheld from future payments until the total is paid back.
 - Early payments are made on the first of the month rather than the 12th, but are for a working month that has already been completed.
 - All applications for Advances and early payment should be made through the director of foreign staff.
 - There is no guarantee that any request will be granted. They are all judged on a case by case basis, and can be refused for any reason. Sunflower is in no way responsible for your non working conditions or finances.
 - The initial flight to China cannot be advanced to any teacher.
 - Employees with less than two months remaining in their contract should not apply for advances as they will be denied without exception.

GENERAL POLICIES AND RESPONSIBILITIES

POLICIES:

1. **Lateness is unacceptable**, Teachers are expected to be in their school at least 20 minutes before classes start. For a 4:30 class, the teacher should enter the school no later than 4:10, and be ready to start class by 4:28. **Any teachers arriving after their class should have begun are considered late, and will be dealt with as stated below under item 3.**
2. Absences must be communicated at least 24 hours before the absence will take place, this includes sick leave, injuries, and other emergency situations which are anticipated, likely, or have already happened. Sometimes people do wake up with the stomach flu, but most of the time we know when we are getting sick. This policy does not cover personal leave, which is under vacation policy below. Under contract one; this time is paid if the Absence is excused (I.E a doctors note is provided). If unexcused a portion of the monthly stipend is subtracted as stated below. Under contract two, personal days are unpaid.
 - a. Should an Emergency happen on the way to work, your lateness will be excused after providing proof of emergency (I.E a signed police statement). Small accidents, or accidents caused by the teacher are not eligible for exclusion. Emergency situations must be severe enough to physically prohibit the teacher from arriving on time.
 - b. Medical absences of less than 24 hours may be counted as unexcused if notice is within two hours of a classes starting time. For the first year contract this means that it may be detracted from wages. For the second year it may count as a lateness.
3. **Any infractions of the lateness/Absence policy during the week will be dealt with on a four strike basis:** First strike, warning; Second strike, written warning; Third strike, disciplinary measures and monetary penalty; Fourth strike is grounds for dismissal. Strikes are accumulated per day. If you miss an entire day of classes, only one strike will be added to your record. **Any infractions of the lateness/Absence policy during the weekend are not part of the four strike system and are always penalized as stated in subsection b.**
 - a. Monetary penalties are given to teachers late more than twice without leave. The hours missed are taken from the monthly pay at 180RMB per hour of teaching missed or late by.
 - b. If the lateness occurs on the weekend, Saturday or Sunday, the following penalty is incurred per lateness. Total Salary from the month divided by working days in the month times 2. This sum is then taken from the salary before payment. If the lateness is caused by a verifiable emergency, the penalty will not be incurred. A signed police note, or doctors note must be presented along with the explanation, or the penalty will be

enforced. If you are sick, then medical absence policies apply.

The Penalty for Lateness on a Saturday or Sunday.

$$\left(\frac{\text{Total month's salary}}{\text{Total Working Days in the Month}} \right) \times 2 = \text{The penalty for lateness on Saturday or Sunday}$$

Vacations, Holidays, and Personal Days

must be approved before hand. The policy for applying for time off is below.

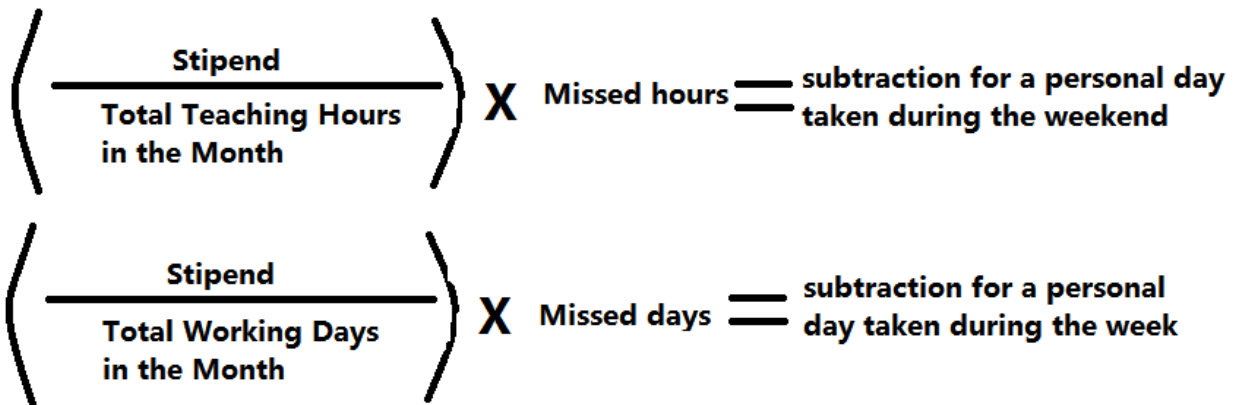
- c. When preparing for Vacation, your time off form should be submitted no less than 2 months before your departure. It must be signed by the head of foreign staff and all of the center managers whose schools you work at. A copy of the completed form should be sent to all center managers and central management.
- d. When requesting a holiday off, or a personal day, a minimum of two weeks' notice is required, and the time off form should be filled out in the same way as for vacations.
- e. Sunflower reserves the right to deny time off. If time off is taken without permission, the missed classes will count towards the lateness policy, and its four strike system.
- f. Personal days under contract one are subtracted from pay in the following way. For office hours, the monthly salary is divided by working days in the month and that total is subtracted from the stipend for each office day missed. For Weekends, the amount is calculated as salary divided by total teaching hours per month times the number of missed teaching hours. This total is subtracted from the monthly stipend.

Subtractions from stipend for personal days under a year one contract.

$$\left(\frac{\text{Stipend}}{\text{Total Teaching Hours in the Month}} \right) \times \text{Missed hours} = \text{subtraction for a personal day taken during the weekend}$$

$$\left(\frac{\text{Stipend}}{\text{Total Working Days in the Month}} \right) \times \text{Missed days} = \text{subtraction for a personal day taken during the week}$$

Subtractions from stipend for personal days under a year one contract.



4. **Tests** are required to be graded and returned within a week. Schools may request these papers early, but teachers are not expected to go out of their way to drop off corrected test. For example; if you are working at SND on a given day, you cannot be required to take a corrected test to SIP2.
5. Notice of thirty days is required before quitting, or leaving China, and should be accompanied by an acceptable reason. Sunflower relies on its foreign teachers, and takes quitting prior to the end of a contract very seriously. The earlier we are informed of your intent to leave, the better. By leaving early, you forfeit the end of year bonus, which is only granted for the completion of the contract. We maintain the right to refuse notice until a suitable replacement can be found.
6. Drunkenness, inebriation, and hangovers are strictly prohibited. Any teacher exhibiting any signs of these states will be removed from class and stand the chance of being immediately and summarily dismissed from their post.
7. Any Drug use while employed by sunflower is grounds for dismissal. Sunflower will also inform the relevant authorities.
8. Weapons of any kind are not allowed on sunflower campuses.
9. Religious and political views are not to be preached, or forced upon others during working hours, and never to students and parents. If asked, staff may answer questions about their beliefs, but should avoid proselytizing.
10. All employees must follow the laws of China while working for sunflower, and are responsible for the consequences of their own actions. Sunflower is in no way responsible for the independent actions of its teacher outside of working hours, and is never responsible for teachers who engage in illegal activities.
11. Although Sunflower may help teachers find an apartment, Sunflower is not responsible for that apartment, and has no obligation to pay for, repair, or otherwise become involved with the housing situations of foreign staff.

Acknowledgement of Content

I have read the Sunflower Handbook, and Agree to follow all the rules and regulations written there in.

Name:

Signature:

Date: