



## **BRITISH EDUCATIONAL SCHOOLS- IGCSE SECTION**

*Mutassim Zarroug – Principal*

# ***ACADEMIC YEAR***

***2019/2020***

# **TEACHERS HANDBOOK**



## 1. EMPLOYMENT

- i. Teachers may be required to sign a contract.

## 2. DRESS CODE

- ii. The Administration reserves the right to advise a teacher on the school dress code.
- iii. Teachers are always to set examples worthy of emulation in speech, dress, behavior, and work.

## 3. WORK CONDITIONS

### (a) Hours of Work

- i. The working hours for teachers are from **7:45 a.m. to 3:15 p.m.**
- ii. **Late arrivals and early departures will result in deductions of wages.**
- iii. Some teachers will report for work at **7:30 a.m.** and leave at **3:00 p.m.** providing all their students have departed by the school transportation or have been picked up by their parents.
- iv. Teachers are required to teach 24 periods per week. Teachers who have less will be assigned duties by the administration.
- v. Teachers will be assigned one specific period for lunch.
- vi. Teachers will be required to attend seminars, workshops, courses during the week and weekends as part of the school's professional development program.

### (b) Leave

- i. Teachers who join the staff will serve a three-month probation, and will not be entitled to any leave with pay during the probationary period.
- ii. The administration will terminate the employment of teachers who fail to meet the standards and expectations.
- iii. Teachers are entitled to three days leave. The details can be obtained from the Principal.
- iv. A teacher taking leave must ensure that substitute lesson plans are provided.
- v. Application for leave must be made on the official form (see appendix). Failure to gain prior approval or submit substitute lesson plans may result in disciplinary action taken against teachers. Upon resumption of duty, teachers are to fill and submit the leave form.
- vi. Substitute teachers are not entitled to leave with pay; however, they have to follow the procedure for leave taking.
- vii. In the event a teacher intends to resign, he/she will be required to give one month's notice.
- viii. Before leaving, all properties entrusted to the teacher must be returned. Failure to return school property may delay payment of salary or cause certain measures to be taken.
- ix. A teacher who resigns during the school year forfeits all benefits.



**(c) Time Off**

- i. Time off will not be given for personal matters that can be attended to after dismissal or during the weekend.
- ii. Teachers will be required to be in the school for the entire duration of the day (7:45 a.m. – 3:15 p.m.).
- iii. Teachers who are in need of time off must request this using the official leave form.

**4. CLASS TEACHERS/ ASSISTANTS TEACHERS/ HOMEROOM TEACHERS**

- i. They will have certain responsibilities, which will be indicated in details during the school year through conferences, memoranda, and circulars.
- ii. They have to actively supervise their students at all times which include:
  - a. In the classroom
  - b. In the cafeteria.
  - c. At the point of a.m. assembly, dismissal or any time the students assemble
  - d. Making wudu for Salah
  - e. Going to and leaving the classroom
  - f. On the playground
  - g. While on a trip
- iii. A teacher must at no time leave students unattended in the classroom. Should an incident occur in the classroom during his/her absence, the teacher will be held solely responsible. If a teacher has to leave, he/she must ensure another teacher is in the classroom to supervise the students.
- iv. Doors of classrooms are to be locked during the lunch period to prevent re-entry of students.
- v. Teachers are to turn off lights and ACs and lock their classrooms when they leave after dismissal.
- vi. Students are not to enter classrooms in the morning before assembly.
- vii. Before students leave in the afternoon, teachers are to ensure they leave a neat and clean classroom.
- viii. Eating, drinking, and chewing of gum in the classroom is strictly prohibited.
- ix. Homeroom/class teachers, among other things, will be required to:
  - (a) Recommend students for awards
  - (b) Compile all examination results on the official forms
  - (c) Prepare report cards
  - (d) Organize trips
  - (e) Organize conference with parents
  - (f) Supervise students during Salaah and a.m. assembly



## 5. USE OF THE OFFICE PHONE & CELL PHONES

- i. The office phone is to be used for emergencies only and not for personal calls.
- iv. Teachers must advise family members, friends, or associates not to call during their teaching periods. Incoming calls to teachers must also be emergencies.
- v. Teachers are advised to turn off their cell phones during their teaching periods. Teachers are not to engage in cell phone conversations during their teaching periods. Infraction of this rule will definitely necessitate appropriate action.
- vi. Students will not be allowed to have or use cell phones during school hours. The administration will make arrangements to deal with students who bring cell phones to school.
- vii. Students will be permitted to use the office phone for emergencies only. Students will not be allowed to use the phone for social calls. The teacher has to give a student written permission to use the phone.
- viii. The office staff will make calls to parents if it is an emergency, or relay the message.

## 6. TRANSPORTATION

- iv. At the appointed time of dismissal, students must be attended to by their teachers to facilitate their boarding of the buses. Teachers are not to leave the classroom/point of assembly until this exercise is fully completed.
- v. Teachers are to maintain order and discipline and assist in getting students into their buses. The administration will provide teachers with a list showing names and buses of each student.
- vi. Teachers of grades one and two must verify that their students have entered the bus or have been picked up by authorized persons. Teachers must know the parents personally and the persons authorized to pick up students from their classes.

## 7. DESTRUCTION AND LOSS OF PROPERTY

- i. The student who destroys or loses another student's property must make restitution.
- ii. The student who deliberately destroys school property must be reported to the Principal for appropriate action.

## 8. WORK HABITS & HOMEWORK

- i. **Work Habits:** The principle business of the school is teaching on the part of teachers and learning on the part of students. Students cannot learn if they do not study and pay attention in class. Students who refuse to work in class or who must be consistently reminded to work must be brought to the attention of the administration. If work habits do not improve or if students have frequent difficulties, teachers must consult with the administration to arrange a conference



with parents. This will determine what steps are to be taken and whether such students can benefit from the school's education program.

ii **Homework:** The quality, quantity, and frequency of homework have always been an issue. Homework assignments are utilized to assist pupils to achieve satisfactory school progress and develop desirable work habits. Through these assignments the parents can also become more aware of the scope and sequence of the instruction program. Assignments are an outgrowth of the work done in the classroom. Sufficient and suitable homework must be given on a daily basis.

- (a) *Sufficient instruction must be given by the teacher so that the student can work independently in most instances at home.*
- (b) Homework can take many forms –poster, pictures, graphs, verbal reports, word problems, art, experiment, observation, and exercises in text - but must relate to work done in class.
- (c) Homework must be checked, marked, corrected, graded, and *entered in the teacher record book.*
- (d) Teachers must deal appropriately with students who do not submit homework:
  - Issue notices or inform parents
  - Invite parents for a conference
  - In-house detention
  - Denial of certain privileges.
- (e) Teachers must seek parents' cooperation in getting students to complete assignments.

## 9. LESSONS PLANS & PLAN OF WORK (POW)

- i. Daily lesson plans must be prepared according to a specified format for each subject taught for each period. Teachers of English Language must prepare NOL for each subject area, e.g., comprehension, composition.
- ii. Plan of Work (POW) must be presented Sunday or the first working day of the week.

### PLAN OF WORK (POW)

- i POW for each marking period must be prepared and submitted according to the deadlines set. Teachers must consult one another in the preparation of the POW.
- ii The administration may assign teachers to prepare specific subjects for each grade.
- iii All tests must be based on the POW for a term.
- iv Teachers must prepare three substitute lesson plans to cater for their absences. This is to ensure that the substitute teacher is provided with suitable materials and students are gainfully employed. Substitute teachers are expected to teach.
- v Failure to present substitute lesson plans may result in discipline action



taken against teachers.

**The Plan of Work Book and Record Book are school property and must be presented upon request. At the end of the year all records must be submitted to the office.**

#### 10. NON-INSTRUCTIONAL PERIODS

- i. A teacher is expected to teach twenty-four periods per week. A few teachers may have less than 24 teaching periods.
- ii. A non-instructional period is not a free period. During a non-instructional period, a teacher may be called upon to function as the teacher of another class or assigned special duties.
- iii One period will be assigned as the lunch break..

#### 11. PHOTOCOPYING (PC), TEACHING AIDS, AND EQUIPMENT

- i. Teachers have to fill the prescribed request form to make photocopies. The request will be attended to within 48 hours. This means that at the beginning of each week, teachers must know exactly what they wish to photocopy Teachers must state in the notes of lessons the PC materials they need.
- ii. Teachers are not permitted to operate the photocopying machines and must not approach the copy room to have copies made.

#### 12. EVALUATION

##### (A) Students

- i. Evaluation can take various forms, e.g., quiz, assignments, research projects, tests.
- ii. Students will take at least two tests in each term in addition to the final exam of each term.
- iii. Teachers are to conduct test and other records related to the three marking periods. This includes the two tests during each term.
- iv. Analysis must be done for the tests of each term on prescribed forms.
- v. The content taught for a term must be the same in classes of the same grade. This forms the basis of setting questions for an examination. Classes of the same grade will take the same test. Teachers will prepare the test for each subject. It may be possible for the administration to organize the preparation of the test questions.
- vi Teachers are to conduct diagnostic tests during the first week of the school year and collate information with other teachers in order to assess the ability of each child.

##### (B) Teachers:

- i Teachers will have at least three types of observation:
  - a. formal observation – at least once for each term.
  - b. Walkthrough – continuous



- c. Rounds – continuous
  - ii. Observation can be announced or unannounced
  - iii. The administration will inform teachers of the procedure for the formal observation
  - iv. After each observation or a walkthrough, a conference will be held with the teacher. The matters to be assessed for any lesson will include:
    - a. Follow up with notebooks
    - b. Classroom instruction
    - c. Communication with students, parents, and staff
    - d. Application of learning theories
    - e. Quality of notes of lesson
    - f. Applied teaching strategies or theories
    - g. Use of technology/teaching materials/aids that enhance learning
    - h. Mastery of subject matter
    - i. Achievement of stated aims/objectives of lesson
    - j. Class records
    - k. Agreement of POW and lesson
  - v. At the end of each year, teachers will fill a self-evaluation form. Teachers will also receive a copy of their annual evaluation. This evaluation will relate to:
    - a) Completion, quality, and presentation of Records –lesson plans, POW, tests, grade book
    - b) Attendance - absence, time off, tardiness
    - c) Professional development & knowledge of subject matter
    - d) Teaching skills
    - e) Class management
    - f) Response to instructions and official matters
    - g) Attending to curricular and extra-curricular activities
    - h) General contributions to the development of the school and the students.
  - vi. Teachers will be required to formulate goals and objectives for their class for the year. The formulation and attainment of the objectives will be considered in the annual evaluation process.
- 13 **PROMOTION / HOLD -OVER**
- i. Promotion of students will be according to merit.
  - ii. A student who fails two successive years in the same grade or twice will be required to seek transfer to another school.
  - iii. Teachers must keep accurate records of students’ performances for the purpose of evaluation, promotion, parent-teacher-principal conferences, and granting of awards. Records include grades or marks, test scripts, portfolios. These are very sensitive issues that can be used to humiliate a teacher and bring down the reputation of the school.
  - iv. Teachers must use the scoring system recommended by the school.
  - v. Students with low grades must be given holdover notices for the second marking



- periods.
- iv. Students failing three or more subjects may not be promoted.
14. **SPECIAL SCHOOL ACTIVITIES**
- i. The teachers will bear the responsibility and must actively assist and prepare students to participate in the special school activities.
- ii. Special school activities include:
- a. Social Studies Exhibition
  - b. Science Exhibition
  - c. Math Competition
  - d. Spelling Bee Competition (Arabic & English)
  - e. Reading Competition (Arabic and English)
  - f. Special Reading Program
  - g. Quranic Competition
  - h. Book Exhibition/Sale
15. **PRIZES AND AWARDS**
- i. At the end of term two, the school will make the following awards:
- (a) Principal award – for this award, a student must an overall average of 95-100% and has gained 85% and over in each subject.
  - (b) Honor Roll – for this award a students must have an overall average of 90-94% and has gained 85% and over in each subject.
  - (c) Achievement Award – This is for a child who has scored 90% and over but has less than 85 (80-84%) in one or two subjects
- ii. Students may be given awards for excellent and outstanding performances in any subject area.
- iii. The granting of awards must not be disclosed to students until final approval has been granted by the administration.
16. **GRADING**
- i. Teachers will develop and apply a standardized grading system to assess the performance of students. Teachers are to check with the Office for the details and the official analysis sheet
- ii. The grades must be inserted on the report cards at the end of each term.
- iii. **Passing score is 60 % for all grades.**
- iv. Teachers are advised to use the computer to compile records (check with the Office).
- v. Teachers will given a test schedule and dates for the submission of graded tests.
17. **LUNCH BREAK:**
- i. Teachers will be required to attend to their students during the lunch break to maintain discipline and ensure that students:
- a. Do not break the line and come forward when called
  - b. Clean the eating area before departure.
- ii. Teachers will be held directly responsible for their students' adherence to cafeteria policies and behavior during the lunch break.





**18. HOLIDAYS AND SCHOOL EVENTS**

- i. Teachers are advised to pay attention to the school calendar for holidays and school events.

**19. PARENT-TEACHER ASSOCIATION (PA)**

Our school supports the existence and function of a PA.

**20. VISITORS TO SCHOOL**

- i. Visitors must not be allowed in the classroom without an office pass.
- ii. All visitors will be required to report to the security officer at the front desk.
- iii. All visitors must use the main entrance to enter the school.

**21. STUDENT PASS**

- i. Students leaving the classroom must be given a pass by the teacher.
- ii. The administration will issue student passes to the teachers – hall, washroom, office – for students to use when leaving the classroom.
- iii. Students found without a pass outside of the classroom may be detained in the office, and the teacher asked to account for the student being out of the classroom.
- iv. No pass should be given to students during the first or the last 10 minutes of the class.

**22. BULLETIN BOARDS**

- i. The bulletin board is usually a holistic picture of the learning that takes place in the class. It is a means of evaluating the performances of teachers and students.
- ii. The bulletin boards are to be used to display students' work, which must be changed on a regular basis.
- iii. The bulletin board can be used for the display of learning materials.

**23. FIRE DRILL & REGULATIONS**

- i. the school will engage in a fire safety drill once per term.
- ii. Teachers must supervise their students during the drill as directed by the Principal.

**24. MEETINGS AND STAFF DEVELOPMENT**

- i. Staff meetings will be held bi-weekly or as the Principal may decide.
- ii. It is mandatory for faculty and staff members to attend these meetings.
- iii. The staff may be informed of such meetings through memos, announcements or verbal communication.
- iv. It will be mandatory for staff and faculty members to attend professional development sessions.
- v. British Educational Schools will conduct its own staff development programs periodically and it is mandatory for teachers to attend.

**25. SCHOOL NEWSLETTER & YEARBOOK**

- i. British Educational Schools will appoint a newsletter/magazine committee headed by a member of the School Leadership Team (SLT).
- ii. Teachers can submit news for publication in the bi-weekly newsletter or the magazine.



- iii. Features in the newsletter will include:
  - a. Recognition of the efforts of staff and faculty
  - b. Students recognition or individual recognition
  - c. Bi-weekly calendar of events
  - d. Report to parents

## 26. **SCHOOL TRIPS & CAMPS**

- i. At the beginning of the school year, teachers are to identify certain venues for trips. Such information from teachers must be given to the office of the students affairs..
- ii. The trips must be of educational value and relate to lesson plans. Teachers must fill in a trip form and submit it to the administration for approval.
- iii. Before the trip and well in advance, parents must sign and return the trip consent form.
- iv. All trips and arrangements have to be confirmed well in advance by the administration.
- v. Teachers are to exercise the necessary safety and disciplinary measures when taking students on a trip.
- vi. After each trip, teachers are to submit a written report to the office, and students must present written work on the trip.
- vii. The administration in cooperation with teachers, students, and parents will arrange camping trips and visits to places of interest.

## 27. **LEAVING THE SCHOOL COMPOUND**

- i. No teacher can give permission to a student to leave the compound. The permission has to be given by the Principal.
- ii. When students disembark from the buses and private vehicles, they are to enter the school compound immediately.
- iii. A teacher cannot leave the compound without permission of the Principal.
- iv. Unauthorized leave may result in action taken against the teacher.
- v. Teachers requesting “time off” must do so on the official form and must “clock out” and “clock in” upon their return.

## 28. **READING PROGRAM**

- i. Each English teacher is expected to implement an objective reading program.
  - (a) Attention must be paid to this subject because of the implications.
  - (b) A student who cannot read will be unable to perform satisfactorily in any subject.
- ii. The administration has taken the responsibility to introduce specific technology and activities to aid the reading programs.
- iii. Keep a reading log of students efforts; take home books
- iv. Supervise students in the reading of a book every week or the equivalent.
- v. There will also be a reading competition.

## 29. **COMPUTER LITERACY OF TEACHERS**

- i. It is mandatory that all teachers become computer literate. This is a prerequisite for the teaching of certain reading programs and the presentation of records.
- ii. Not being computer literate will not be accepted as an excuse for not performing or meeting expectations.



- iii. A teacher who is not computer literate will not be able to use technology which will definitely enhance teaching and learning in the classroom.

30. **DISCIPLINE**

- i. Teachers are to act as role models.
- ii. **At no time must teachers apply any form of physical punishment to enforce discipline.**
- iii. Teachers are advised to develop means of effecting classroom discipline and management.
- iv. The school has developed a point system for infractions/offences committed by students. The accumulations of points or the severity of the offences may warrant conferences with parents, suspension, or expulsion. (See Rule #34)
- vi. When teachers request that discipline action be taken against a student, that teacher will be required to fill an official discipline form (referral). In such a case, the offence must be clearly stated by the teacher

31. **GENERAL RULES & REGULATIONS**

- i. No child may ever be used to render personal service to a teacher.
- ii. No child may be sent home during the course of the day without authorization of the Principal.
- iii. Teachers must seek prior approval of the Principal before they extend invitation to anyone to visit the school.
- iv. No child is to be denied breakfast or prevented from having his/her breakfast.
- v. A teacher or student may not administer any form of drugs or medication. Any medication brought to school must be stored and administered in the Principal's office or the nurse's office.
- vi. No instructional machine or equipment may ever be removed or borrowed from the school without permission of the Principal.
- vii. No child must be detained more than 45 minutes without notification of his/her parents.
- viii. Incidents of student injury must be reported to the principal office immediately and an official written report filed by the teacher.
- ix. The school will not be responsible for any loss of property left unattended.
- x. Students are not to sit on the window ledge or climb on it to open a window.
- xi. The classroom must always be neat, clean, and made physically safe for the students.
- xii. Furniture is not to be removed from a room and left in the hallway or on the playground.
- xiii. No unregistered student or a parent may spend any amount of time in the classroom without specific permission from the Principal.
- xiv. Personal information regarding a child, e.g., telephone number, address, home conditions, class record, is not to be given to any person other than an authorized staff member.
- xv. No class is to be dismissed before the designated time unless authorized by the Principal.
- xvi. All staff members must read the school newsletter and notice board to be updated on school matters. Not reading the notice will not be accepted as an excuse for not



complying. A copy of important student notices must be posted on the classroom bulletin board



**32. UNIFORM**

- i. Each teacher is required to enforce the uniform rules in their classrooms. The a.m. assembly is the best place to start the inspection for uniform.

**33. COMPUTER LAB, SCIENCE LAB, & MULTIMEDIA CENTER**

- i. The teachers of the Computer Lab (CL), multimedia Center (MC) and the Science Laboratory (SL) will prepare special rules to govern their respective departments.
- ii. The Principal will give general outlines of the use of the CL, MC and SL by teachers and students.
- iii. A schedule will be prepared for the use of the labs and the MC.

**34. CONFIDENTIALITY AND PROFESSIONALISM**

- i. At all times teachers must adhere to the rules of professionalism and confidentiality.
- ii. Information given in confidence of any student must not be disclosed to the student or another teacher.



## APPENDIX

**British Educational Schools****TEACHER AGREEMENT**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

The items listed below have been given to you and must be returned upon request of the administration.

NO	ITEMS	SIGNATURE

Each ITEM (unless disposable or consumable) must be kept in good condition. Failure to return or in the case of loss you will be surcharged.

Signature of Teacher: \_\_\_\_\_



# British Educational Schools

## APPLICATION FOR LEAVE

Date: \_\_\_\_\_

Name of Teacher: \_\_\_\_\_ Grade: \_\_\_\_\_

### Nature of Leave/Time Off and Dates/Time

Nature of Leave/Time Off:	Dates/Time
.....	_____
.....	_____
.....	_____
.....	_____

Substitute lesson plan and instructions for the substitute teacher      YES      NO

Signature of Teacher: \_\_\_\_\_ Date: \_\_\_\_\_

Prior approval was sought.      YES      NO

School was informed of absence/time off      YES      NO

Leave approved      YES      NO

Comments:  
.....  
.....  
.....

Signature of Supervisor: \_\_\_\_\_

*This form is to be completed and submitted to the administration. Sufficient notice must be given so the administration can make arrangements to cater for a teacher's absence. Teachers taking leave must provide substitute lesson plans for the period of absence. Failure to do this may result in leave not being granted and other measures. Time off will be given for emergencies only.*

