Arab American Bilingual Academy

Staff Handbook

2011/2012

Faith Unites Us, Knowledge Builds Our Future
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Introduction

Arab-American Bilingual Academy strongly believes in professionalism from all our staff and strives to create a learning environment that nurtures the potential of all students. The professional educator acts with conscientious effort to exemplify the highest ethical standards and follows all responsibilities.

All staff is expected to implement the rules and regulations which will allow us to continue making progress and accomplish our educational goals.

The following documents are a source to any regulations applicable in the school and of our country. Each employee must abide by the regulations mentioned. The school has the right to take any necessary procedure in accordance with the regulations.

The attached information will inform all staff of the policies and guidelines that AABA believe will support staff and students alike, in order to continue our comfortable and safe working environment. We strive to build moral character and develop tolerance, cooperation, creativity, and patience within our students and the best way to achieve this is when we, ourselves are dedicated to work as a team and practice cooperation and tolerance with one another.

ABBA thanks all staff in advance for all your cooperation and is looking forward to a new academic year.
Vision Statement

Arab-American Bilingual Academy is dedicated to building generations of students who strive to excel academically, are proud of their culture and beliefs, and are open-minded to the world.

Mission Statement

Arab-American Bilingual Academy is committed to providing students with the best of two worlds; empowering them with the knowledge that diversity of culture and background is a strength to be respected. Students are encouraged to meet academic challenges with openness, enthusiasm, and a willingness to learn.

Purpose Statement

The focus of AABA is to create an atmosphere of cooperation by respecting individual differences and instilling a sense of pride and accomplishment in our students. We achieve this through exposure to both our curriculum and instruction by a culturally diverse staff. Our students will be prepared for higher learning and become responsible and socially aware citizens.

Core Value

We strive at AABA to build moral character and develop tolerance, cooperation, creativity, and patience within our students. We motivate our students to become proactive thinkers and lifelong learners.

Objectives:

AABA students strive to:

- Acquire the skills needed to become independent learners.
- Become responsible and socially aware citizens.
- Develop a positive self image so that they may become patient, tolerant, and creative individuals.
- Understand and appreciate their own culture as well that of others.
- Meet challenges with openness and enthusiasm.
- Appreciate the value of time management.
- Work well with others and learn the art of cooperation.
- Acquire the skills needed to become proactive thinkers and lifelong learners.
- Acquire positive attitudes towards different cultures, traditions, and beliefs.

Motto:

Faith unites us, knowledge builds our future
Long Term Goals

- Students meet or exceed high academic standards.
- Student centered and results-driven classrooms.
- Accountability for student learning at all levels.
- Provide support for all students including those who have learning disabilities.
- Support student learning and family engagement through the parents’ council.
- All students graduate and are prepared for higher learning and successful careers.
- Students are actively involved in the learning process and are encouraged to participate in international, cultural, and religious activities.
- Students are provided culturally relevant learning activities.
- High school teachers involve students in relevant, real-life experiences.
- All teachers engage in ongoing professional development focused on student achievement.
- Become a sister school with an AdvancEd accredited American public school.
- All students are effective communicators.
  - All students are effective researchers and able to use technology to obtain, organize and communicate information and to solve problems.
- All students demonstrate positive character traits.
- All students demonstrate critical thinking skills.
- Use data to continuously improve the school.
- Encourage students not only to become actively involved in their community, but also involved in cultural, political, and world events.
- Students are encouraged to become productive members of society.
- Enhance communication and understanding among staff, parents, students, and community.
- Improve technology within the classrooms.
- Allocate resources equitably to support student learning.
The Teaching Aims of Arab-American Bilingual Academy

- To provide a caring, supportive and stimulating environment in which pupils can learn and become responsible, confident and independent members of the community.

- To help each child to develop an inquiring mind; the ability to question and argue rationally; and to use that ability in the application of tasks and skills.

- To have high expectations of each child and to work with them in order to fulfill their potential.

- To acknowledge that failure can be a valuable learning process.

- To acknowledge that all children can have special needs at some time and to support them at all times.

- To recognize that learning can be enjoyable.

- To recognize that all staff should be involved in the decision making process.

- To recognize that all staff need the support and encouragement of colleagues, professionally and personally.

- To accept that all staff have the right to professional development.

- To be committed to Equality of Opportunities for all.

- To recognize and acknowledge parental rights to involvement in their children’s education through the development of close working relationships.

- To make the school a part of the whole community and to develop strong and productive links with that community.
• To celebrate cultural diversity; to have respect and tolerance for the individuality of others

• To care for the environment and to be concerned about the wider world.

Arab-American Bilingual Academy Internal By-Laws and Regulations

The school is responsible for obtaining the consent of the Ministry of Private Education, along with the teachers’ residence permit, noting that the teacher must pay their own fees (affairs fees, passports, health insurance card).

Each employee must submit all documents related to his/ her residence renewal (passport, copy of the civil card, personal photos, due amounts) to the Employees Affairs Department, one month prior the residence’ expiry date; the Employees Affairs Department will not be responsible for any delay.

Each employee shall have to submit the following papers to the Employees Affairs Department in order to add them to his/ her personal file:

• Academic certificate (high school, university, education, etc.).
• Experience certificate.
• Passport copy.
• Copy of the civil card (In the event of renewing the civil car, the Employees Affairs Department shall be delivered a new copy thereof).
• Prior approvals of the private education.
• Personal photos.

Employees and administrators including the following departments

The director deputy, the receptionist, the public relations officer, secretaries, the registrar, the accountant, the treasurer, the employees affairs, the activities office, the store clerk, the photography, the nurse, the social and psychological supervision.
Working Hours

The working hours of the school’s employees are from Sunday to Thursday, which are the official working hours. As for Saturday, it shall not be considered an official day unless in the exceptional cases.

It is expected from all employees (administrative employees and teachers) to work on Saturdays for around four times during each teaching class, i.e. eight times during the whole academic year.

<table>
<thead>
<tr>
<th>Administrators</th>
<th>From 7:00 to 3:00</th>
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<td>Elementary</td>
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<td>Middle school</td>
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<td>High school</td>
<td>From 7:15 to 2:30</td>
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<td>Service employees</td>
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Courses given by teachers:

- It is expected from each teacher to teach at least 24 class periods per week.
- As for the Head of the Department, it is expected from him/her to teach at least 14-18 class periods per week.

Noting that change in time may occur as per what it is deemed appropriate by the administration according to the various circumstances that the school is going through; in this respect, the administration hopes from all the school employees to observe the working hours; the administration also wishes that the fact of observing the working hours be the result of faith in the importance of observing the working hours especially that it is an educational institution which requires prior preparation for the class periods and office works, in addition to the various administrative responsibilities and supervising the good course of work.
Registering attendance through the clock

The administration must use the automatic clock to register the working hours of the employees; hence, each employee will have to register his/ her time of attendance in the morning and the time of leaving at the end of his/ her working hours. In addition, any leave with permission, must be timed and will be deducted.

Employees are given individual punch cards, located by the automatic clock. Each employee is responsible for their attendance. Taken attendance for other employees is a violation; any employee found doing this will face a penalty stipulated by the school by-law which is a deduction of the remuneration of one day for both parties.

Obtaining permission:

Employee wishing to obtain permission to leave during working hours must first ensure that he/she has no class periods scheduled during the time of leave. Permission is granted by the following procedure; Permission of HOD, followed by the principals signature. Employee must punch out when leaving and in at the time of return. Obtaining the leave must be at least a day prior; (unless it is a case of emergency) administration should be informed in the morning before 07:00 AM of the scheduled leave.

The employee must return before their next class period, obtaining leave can only be done three times per semester provided that the leave is no more than two hours during the working day. In the event where the teacher has exceeded the number of times allowed, the permissions will be transferred to the following semester.

If the leave exceeds two hours, a quarter of the days remuneration will be deducted, provided that the time of leave is not during important dates such as exams, activities, and an shortage of teachers; at which point the amount deducted will be two days remuneration.

Note: The time card will be printed in red for whoever attends after 07:15 in the morning and whoever leaves before 02:10 PM.
**Arriving late:**

The employee has the right to arrive late three times per semester; if his/ hers delay exceeded three times, each three days shall be regarded as one full day of absence, to be deducted from the salary.

If the employee continues the tardiness, the administration must address the issue to the employee and take the legal procedures related to such violation, including the fact of recommending that his/hers contract not be renewed for the coming academic year.

**Absence:**

Employees must call the HOD in the event of an absent from work. They must advice the HOD of their situation before 06:45am; this will give administration sufficient time to find a suitable replacement for your periods. If the employee is absent for more than three times, without informing the administration earlier, the days salary will be deducted and from the six days.

In the event where the absence was repeated without notifying the school, the administration shall discuss the subject with the employee and takes the appropriate procedures that may be reach the state of dismissing the employee from work.

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<th>Unplanned/Planned Staff Absence</th>
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Every effort should be made to make dentist/doctor appointments outside school hours. If you are not well enough to come into school please phone the Head of Department before 6:45pm. Please contact the school before 4pm if you are aware that you will be absent the following day.

A certificate is needed from your doctor when returning to working. See absence policy for paid leave. Unpaid leave of absence may be available with permission from the governing body.
Sick leave:

Sick leave is paid according to article 37 of the Kuwait Labor Law for the private sector. Leave may be accumulative or taken singly. Sick leave cannot be accumulated to the following year. Article 37 produced below.

A worker whose sickness is testified by a private hospital nominated by the employer or a government clinic is entitled to the following sick leave during the year.

- 6 days on full pay- **If it's approved by the Principal/unless the employee is not pretending of being sick.**
- 6 days on half pay- **If it's approved by the Principal/unless the employee is not pretending to be sick.**
- 6 days on three-quarter pay- **If it's approved by the Principal/unless the employee is not pretending of being sick.**
- 6 days on quarter pay- **If it's approved by the Principal/unless the employee is not pretending of being sick.**

Sick leave conditions:

- The medical report should be issued on the day when the sick leave is required and not on a prior or following date.
- The medical report should be submitted within three days following the absence date, otherwise the salary of the absence days shall not be issued unless with the salary of the summer leave.
- The medical report should be signed by the Ministry of Health; in the event where the treatment took place in a private hospital, the medical report should be authenticated by the Ministry of Health.
- In the event of traveling abroad for treatment, a medical report authenticated by the Ministry of Foreign Affairs should be submitted.
- In the event of giving birth, the appropriate report should be sent in order to calculate the maternity leave.
- In the event of taking his/ her child to hospital, a report and a number facilitating referral to the hospital should be brought from the hospital.
- In the event of decease of one of the uncles, grandfathers, father-in-law the leave shall be deducted from the sick leave.
- In the event where the daughter of any of the school’s employees give birth and the employee was obliged to accompany her daughter for three days as a maximum, these days shall be deducted from the sick leave.
Leaving the school:
If any employee leaves the school prior the end of the working hours without any reasonable cause or permission, it shall be considered as if he/ she was absent during the whole day and the remuneration of one day shall be deducted from the six days.

If the employee remains in leaving the school prior the end of the official working hours, the administration shall be obliged discuss with him/ her the subject, taking into consideration the legal procedures in such violations that may reach the fact of not renewing his contract for the following academic year.

Illness of the employees’ children:
If one of the school employees’ children is ill, the employee will be entitled to an absence of one day in order to be able to take his/ her child to the doctor for treatment; the said absence must be considered a sick leave.

Absence regulations prior the beginning of the academic year:
- If the employee is absent during the working hours at the beginning of the official start of the school, and if this was prior August 31 (i.e. paid), if the absence was supported by a medical report accepted by the administration, the absence days shall be calculated from the sick leave of the new academic year.
- If the administration did not accept the medical report, each day of absence shall be considered as a full day and one third day of absence which will be deducted from the employee’s salary.
- If the absence remained after September first, the employee shall not have a salary unless after commencing work and this shall affect the rate of his dues of the summer leave and end of service remuneration.

Leaves:
- Administrators: The administrators shall be entitled to a leave of one month and a half per year.
- Teachers: Teachers are expected to work between 200 and 210 days per each academic year.
- Service employees, guardians and messenger: They are expected to work eleven months per year; Saturdays are considered official working hours for them.
Leave related to the decease of any of the family individuals:

In the event of decease of any of the family individuals (spouse, son, mother, father,) – God forbidden – the employee shall be entitled to a paid week leave; the said leave may exceed one week as per the administration estimations.

Pilgrimage leave:

A paid leave shall be given to the employee wishing to do the pilgrimage duty as per the following conditions:

- The employee should be working at the school for three years.
- The number of leaves given to doing the pilgrimage duty should not exceed the third of the teachers of each department at school; in the event where the number exceeded the third, choosing shall be by lot.
- The pilgrimage leave should not exceed 10 days including the Adha leave.
- Pilgrimage should be a religious duty.

In the event where the prior conditions were not available in the employee and the approval of the Head of the Department was granted, the employee shall be allowed to obtain the pilgrimage leave, however the absence days shall be deducted from his salary.

Marriage leave:

The employee shall be granted a paid leave of three days upon marriage.

Maternity leave:

Teachers are entitled to a paid leave of 14 days after normally giving birth; in the event of cesarean delivery operation, they shall be entitled for 21 days after giving birth.

Pregnant teachers should inform the administration about the date they are expected to give birth prior a sufficient time in order to arrange what is related to the substitute teacher during the maternity leave.
Unpaid leave in the event of personal leaves:

As per the Affairs Law stipulating that no personal leaves are allowed during the academic year other than the leaves fixed by the Ministry of Education, the school does cooperate with teachers and grants them an urgent leave for a personal circumstances; the period of these leaves will be deducted from the salary at the rate of one day as per the following conditions:

- To obtain the approval of the Head of the Department and the administration at least one week prior the date fixed for the required leave.
- To elaborate a full plan and to hand it over to the Head of the Department or to the direct person in charge on which it will be relied during the employee absence.
- The leave shall not be related to the school leaves or the holidays.
- The administration shall apply the Ministry of Social Affairs’ Law related to the leaves in the event where the leave was related to the school leaves or the official holidays and this by considering the full day of absence as one day and a third and deducting it from the remuneration thereof from the salary.

Summer vacation:

Shall be entitled to the summer vacation remunerations or the leave remunerations all employees who began work at September first and until the last day of the academic year without being absent from work without an excuse or who did not take an unpaid leave; in the event of having an unpaid leave or in the event of being absent or in the event of commencing work after the beginning of the academic year, this shall be deducted from their summer leave in such a manner that complies with their effective working days.

Resigning employees:

Employees willing to resign from their job are expected to:

- Notify the school director before 30 days.
- To submit their resignation letter to the director general.
- To pay their due debts or invoices to the accountant.
- To hand over what they have of books or devices on the fixed date.
- The school shall keep the last salary of the resigning employee until it makes sure about the residence transfer and the absence of any financial or legal obligations or other, then it shall transfer the amount thereto.
Salary Deduction

All deductions applied on unpaid leave must be calculated on the basis of 26 working days per month and this by virtue of the Kuwaiti Labor Law, i.e. any unpaid leave day will be deducted at the ratio of 1/26 of the monthly salary.

Note: In the event where the first semester ended and the employee did not use the sick days, three days will be cancelled since the period thereof has ended by the end of the first semester; the remaining three days of the second semester shall remain without referring to the first three days that have been cancelled by the end of the period.

Organization of the School Day

6:45 am - Doors will be open.

7:30 am – P.E teacher blows whistle and students line up for assembly. The students sing the National Anthem; recite Quran, stretch and recite the school Vision and Mission Statements. All teachers must bring his/her 1st period or homeroom class, into school.

7:45 am - If the gates to the playground are closed, all late students must report to the office. Students should be supervised by a member of staff at all times.

Breaks

Boys (6-12)

9:15 am – Morning Break. The teachers on duty must make sure that the students are safe. All students must go to the playground; no student may stay inside of the class.

9:45 am The whistle is blown to signal the end of break. To ensure a prompt and calm start to the next session teachers should collect their students from the playground.

Girls (1-5)

10:00 am– Morning Break. The teacher on duty must make sure that the students are safe. All students must go to the playground; no student may stay inside of the class.
10:30 am The whistle is blown to signal the end of break. To ensure a prompt and calm start to the next session teachers should collect their students from the playground.

Any student who wishes to leave the playground must ask the duty teacher. NO student(s) may be left in the classroom(s) unsupervised. **Teachers wishing students to finish work should be prepared to supervise these students during the break/lunch time.**

12:00 p.m. – Prayer Time, prayers are mandatory.

1:45 pm - End of school. KG staff supervise students.

2:00 pm – All elementary students walk out of school via the external doors. Any students not met, should return to the school playground to wait for their parents.

2:15 pm – All high school students walk out of school via the external doors.

**Teacher Benefits**

**Tuition fees of the school employees’ children:**

The employees’ children will have the right to attend the school provided to observe the conditions related to the school that are:

- To successfully pass the entrance test.
- The availability of vacant places.
- The employee shall only pay 75% of the school tuition fees.
- In the event where the employee wishes to transfer his child to another school, he/she shall have to inform the school during the enrollment days, otherwise the employee shall have to pay the enrollment fees, i.e. KD 100, just like all other parents.

**Loans granting policy:**

Any employee may obtain a personal loan equal to the amount of one month, provided to pay this loan on three equal installments from the employee salary during the following three months.
Personal loans are granted once in the academic year, unless in the urgent cases and following the approval of the financial director; the school will deduct the debts due on any of the employees prior the end of the academic year.

**Transport:**

- The teachers shall be allowed to use the school bus for going to and from school, provided to pay the fees of this service to the officer of the transportation company in charge.
- The teacher shall pay one installment per month regardless of the number of times he uses the bus.
- As for the teacher who is working as a supervisor in the school bus, he/she shall be exempted from paying the required fees.

The supervisor should be the first one taking the bus in the morning and the last one leaving it in the afternoon. The supervisor shall be responsible of maintaining rules and safety in the bus and of verifying that the students came and left the bus in peace prior that the bus moves; the supervisor shall notify the school administration about any violation that may occur.

**Educational Duties**

**Plan of alternate class periods:**

In the event where any teachers are absent, the absent teacher must notify the HOD within given time limits, giving the persons in charge of preparing the necessary arrangements in order to cover the class periods.

If the teacher is absent from work for more than one week, the school consider calling an alternate teacher if possible to replace the absent teacher; therefore there should be a substitution plan for the alternate teacher, and the plan should be built on the skills taught for the appropriate grade level. Each teacher will have to preserve the preparation book in his/hers office since it should be included the teaching plan of the week, in addition to the school schedule and the schedule of the weekly duties, as well as the paper works related to each semester. All documents must be provided and clear in order to be easily followed by the alternate teacher. They are also provided to be handed to the Head of the Department at the beginning of the academic year to be kept and used when needed.
**Weekly duties schedule:**

In order to provide communication between the school and home, all teachers of grades (1-8) are to provide parents with a weekly lesson schedule. This includes the skills and the concept to be taught during the week. In addition to the dates of tests and homework required for that time period. This information allows parents to follow-up with their child studies on a day to day base.

The weekly schedules must be organized and clear from error, they should be observed and not changed unless in the urgent matters. The schedules are to be present to the coordinator at the beginning of each week, in order to be reviewed and approved before distributed to students. No homework is given during exams.

**Classroom advisor:**

The classroom advisor plays a major role in the students’ life; they provide information without the academic year.

Each student needs to progress in both the academic and social affairs. It is the teacher’s duty to develop a strong relationship with our students in order to provide help with their skills in reaching success in their lives. Most of the responsibility is on the classroom teacher, they are expected to:

- Try to know all his group students and to follow-up their academic progress in addition to knowing their problems and gaining their confidence.
- To listen to their complaints if they have faced problems at home or at school and to give them advises helping them to resolve these problems.
- To periodically review the school regulations related to the rules and the behavior with them.
- To draw-up the school reports and certificates related to the students of his/ her group.
- To follow-up their behavioral progress and the manner of implementing their behavioral educational curriculum concepts, to encourage them and remunerate them while being in queue in the morning with the coordination of the educational behavioral curriculum teacher.
- To distribute letters and publications to the students and to receive the replies of their parents.
- To take the presence and the absences and to follow-up with the absent students and inquire about their absence by calling their parents.
- To charge the students to arrange the classroom and to clean it from papers and others prior leaving at the end of the teaching hours.
- To take the students to the school square outside the building upon leaving.
To receive the fees of subscriptions at the clubs, the activities, the photocopying and others and to register the same in a register to be submitting after collection to the treasurer.

To hold a meeting to his group teachers and the social supervisor when necessary.

**Attendance and absence students register:**

The attendance and absence register must be considered of the important registers of the teachers should take care, in order to be accurate in registering attending and absent students. These registers are considered as official registers that are perused and checked by the administrative advisors of the Ministry of Education.

Upon the occurrence of any urgent matter at the school, such as fire for instance, the specialist distributes the attendance and absence registers to the teacher of the classes; it is the only reference that shows the attendance or the absence of the students, which may cause a real problem if the teacher does not observe accuracy in the use thereof.

- The teacher of the class shall have to receive the attendance and absence registers from the specialist at the beginning of the academic year.
- To allocate one page for each month of the academic months where will be written the name of the class, the section and the month at the top of the page.
- The date should be written date by date.
- To write the name of the students as well as the symbols of attendance and absence in a clear manner with a black pen.
- The teachers of the classes start taking the attendance and the absence as soon as the students are in queue in the morning.
  Present √
  Absent A
  Late T
- In the event where the student is not in queue in the morning and if it was not known whether he is absent or late, a circle shall be put near his/ her name; then the specialist, the teacher of the class shall put the appropriate symbol inside the circle.
- At the end of the month, the number of the attendance, absence and being late days shall be registered near the name of each student.
- The attendance and absence registers shall be delivered to the specialist during the first break.
- The specialist shall put the attendance and absence registers in the mail box of the teacher of the class after checking and perusing them.
- It shall not be allowed to the late students to enter the class without a card from the administrative supervisor; this procedure is necessary to know the number of
students arriving late and absent students and to follow-up this issue with the parents.

- The teachers of the first class period will have to deliver the delay cards to the specialist at the end of the working hours so that these cards be kept in the register.
- The teacher shall have to take the attendance and the absence at the beginning of each class period and to calculate the average of attendance and absence within the student degree according to the fixed rate.
- The attendance and absence register shall be delivered to the specialist at the end of the academic year.

**Exposition boards:**

In each class there are special boards to be used for the exposition of the works if the students, schedules and general school publications.

The purpose of these boards is to encourage students to continuously work appropriately, to decorate their classroom and to show it in an attractive beautiful aspect; however, the exposition board should observe the following criteria:

- To fix the work on a colored paper, provided that the surrounding borders be of an equal distance.
- The exposed works should not include any language errors and should be clear and well presented.
- To put a title for the works presented in the middle of the exposition board.
- Expositions should be regularly changed (each two weeks) so that all students benefit there from and to reflect what is happening of activities during the classes.
- Each teacher is expected to observe the external boards schedule that are in the paths and to prepare them on the fixed date without an delay, taking into account that they are a real implementation for the concepts of the behavioral education curriculum according to the time plan for its concepts and the students subjects or related to the religious, national or social occasions.

**Shifts**

**Shift rule:**

The school administration will put a daily schedule for shifts and will distribute these schedules to all the teachers at the beginning of the academic year; the secretary must also put a copy thereof on the exposition board that is in the reception path.
Amongst the most important shift duties is the supervise the safety of students, to preserve the rules and to control the students when being in the school courtyard and to follow-up the students in their behaviors in order to encourage the positive behavior and to handle the negative behavior with the assistance of the specialist.

**Teacher on duty must observe the following:**

1. To be present in the school courtyard on the fixed time and to not spend his/ her time chatting with the other colleagues on duty, forgetting taking care of the students; students need continuous control and care.
2. To move in the whole courtyard in order to verify the safety of all students.
3. None of the students shall be allowed to enter the building unless for a necessity and with a prior permission; one of the teachers on duty shall have to make sure that none of the students are in the building; leaving students without control may render them subject to harm.
4. To prevent the students from throwing the papers or the rest of food on the floor of the courtyard and to charge them to clean the courtyard prior entering the classroom.
5. To put the remaining of food in separated boxes so that they are given to the animals in implementation of the mercy concept on animals and for thanking God for His blessings.
6. To prevent students from playing with big balls in order to preserve their safety against dismissal.
7. In the event where any of the students got injured, he/ she should be accompanied by one of the supervisors to the nurse room or the nurse should come to him/ her if the injury was severe.
8. One of the teachers on duty will have to supervise the canteen and prevent crowding amongst the students and make them stay in regular queues.

**Teachers on duty during the morning time:**

The teachers on duty during the morning time must attend the school prior 06:45 AM until 07:45; there are a lot of students who are at school at an early hour and who need attention and control... the teacher on duty in the morning will have to first enter the building to make sure that no students are in there and then go to the courtyard.

**Teachers on duty at the end of the working hours:**

All class teachers must take their students outside the building and not only outside the classroom; teachers on duty, must have to verify that none of the students is outside the building after the working hours or to supervise their leaving from school. Teachers on
duty must not be allowed to leave the courtyard unless after the fixed time, provided that one of the teachers on duty supervise the students until the last students’ leaves.

**Shifts during breaks:**

There are three recreations (boys – girls – prayers): the first one is to have breakfast; as for the second it is for performing the midday prayer.

Teachers on duty will be present in the courtyard on the time fixed for supervising the students. One of the teachers on duty will have to ring the bell announcing the end of the break. The teachers of the class following the break will be present in the school courtyard in order to accompany their students to classes.

It is expected from teachers on duty to perform their duties in the optimum manner in respect of being in the courtyard at the fixed time.

In the event where the teacher on duty delays in being available, the school administration must implement the legal procedures against any of the violators.

During bad weather or rain, the students will be allowed to stay in their classes to eat their food and carry out calmly various activities under the supervision of the class teacher with the assistance of the other colleagues other than the teachers until the end of the break.

**The social committee:**

The purpose of this committee is to regulate the events and the social occasions related to the teachers and school employees as well as offering gifts to the colleagues in happy occasions such as marriage, giving birth, those leaving their job and others. The social committee will be made of a number of the teaching staff and those working in all the school departments to do the job on behalf of the other colleagues and for a whole academic year period.

1. The social committee must be made of six members.
2. The committee should include a representative of each educational phase and a representative of the administration employees.
3. The membership period is one whole academic year.
4. One of the members shall be selected as a treasurer and another shall be selected as a secretary for the committee.
5. Each teacher is expected to pay Dinars ten per year as contribution in this social committee; they will not be entitled to participate in any of the occasions or to enjoy gifts and others of what is submitted to the subscribed members.
6. The treasurer must organize the accounts and the expenses throughout the year; as he will have to submit a report on the expenses at the end of the academic year.
7. The secretary of the committee as well as the remaining members will have to do an annual evaluation for the special social occasions, and this at the beginning of the academic year.
8. The necessary reports must be submitted to the school director for review.
9. The remaining of the balance shall be delivered to the financial manager to be kept for the following academic year.

School policy books:

The school administration must draw up a number of school regulations books in the library and in the teachers rooms so that the teachers peruse them during the working hours and return them to the librarian; they will not be allowed to take these books home unless by virtue of the school director written permission.

It is expected from all the school employees to peruse and read the books and to understand all the school regulations mentioned therein so that this helps them in performing their duty and not violating the prescribed rules.

**Emergency Procedures**

Fire drills are held regularly. **Fire exits should be kept clear at all times** and students should be familiar with the route to be taken to the assembly point in event of fire. When the fire alarm rings students should use the external doors in their classrooms and walk quietly to the playground. The class teacher will call registers. These are available in each classroom and must be kept up to date by homeroom teacher. See Emergency Procedures Handbook for more information.

**Safety procedures**

**Procedures adopted in emergency cases:**

In order to preserve the safety of all students and employees, the school is undergoing regular experiences to guarantee the public safety in potential emergency cases such as fire and others.
Arrangements for making students leave in emergency cases:

If it becomes necessary to make students leave early to their homes, the school must adopt the following procedures:

- Students using the school buses shall be taken home whereas these students shall leave from the buses parking lot.
- The students’ parents shall be called in order to come and take their children.
- As for the students whose parents do not come to accompany them home, they shall be taken home in the school buses under the supervision of teachers.
- All employees stay at school until all students leave.

Procedures for evacuating the building in emergency cases:

In the event where a fire takes place in the school building (God forbid) the warning alarm must be put on and the following will be adopted:

- To immediately stop working and to ask students to stay in regular queues with keeping quiet.
- The teacher shall have to take the attendance and absence register as well as the grades book and then takes his/ her students calmly as per the plan agreed upon, making sure that no students are in still in classrooms and toilets.

Special procedures in the event of fire:

Special procedures must be taken especially by the school administration in order to get ready to any emergency.

This plan should be very well studied by teachers whereas a test must be made on this plan from time to time in order to avoid any problem that may occur.

All the school students will go to specific areas related to each department in emergency cases; then, students should return to their classrooms when the danger ends – as indicated in the publication related to the emergency plan.

Students Left After School

Students should be aware that they wait in the playground after school if the person meeting them does not arrive at the end of the school session. They should not go home with other students.

If this occurs on a regular basis, the school counselors should be informed.
Artistic and sport activities:

In order to have a clear preparation to any school activity, and in order to avoid any conflict with the academic programs, it is expected from the teacher who have an artistic or sport activity to observe the following:

- To submit a detailed report on the activity to his direct principal (the Head of the Department then the technical supervisor) two months prior the date fixed using the forms related.
- The report submitted to the administration should include the following:
  - To determine the nature of the activity as well as the idea around which it is being related and the work plan.
  - The date of the activity exposition.
  - The number and the names of the involved students and their classes.
  - The number and names of involved teachers.
  - The place where the activity will be exposed.
  - The requirements for the activity: chairs, tables, microphones, etc.
  - To send a copy of the activity subject to the Ministry of Education in order to obtain the approval on the activity. To inform about the date of the activity in order to prepare the necessary arrangements and notify the police station and have a patrol.

Monthly activities:

It is expected from each academic class to present a theatre activity once during each academic year and according to the schedule related.

The teachers of the main subjects (Arabic language, English language and mathematics) will cooperate with each others for preparing the appropriate text that will be in favor of the students and that must be related to the behavioral subject or the religious and social occasions, provided that it be submitted in both Arabic and English language.

This activity could be a short piece of theatre played by the students in both Arabic and English languages along with a daily activity according to a program drawn up to all classes that the students.
Strangers in School

All staff is expected to challenge any strangers or unauthorized persons who may be on the premises. Badges are kept in the office and all adults should wear a badge.

School Visits

Visits associated with schoolwork are encouraged.

Parental Permission and Contacting

Parents must be informed of any excursion away from school premises and their permission given for any journey made. Please ensure that as much notice as possible is given about trips, etc. Normally, a letter drafted by the organizing teacher and typed by the office should include a tear off slip for signature by the parent/guardian.

Throughout the year parents may request appointments to speak to their student’s class teacher.

- The parent contacts the school office requesting an appointment with the class teacher
- The parent contacts the office requesting an appointment with the senior teacher
- Except in certain cases the parents should see the class teacher, then if necessary, the subject coordinator. The principal must be contacted, only, as the last resort.

Communication from parents

Whenever a meeting is arranged it is essential to work to an agenda and keep a record of the points discussed and where appropriate record these on the school’s intranet.

If there is any concern about meeting a parent, you should always speak to a senior member of staff for support.

Policy of contacting parents:

The fact of delaying in informing the parents about their child problem is a matter that can make the teacher face a difficult situation and expose him to critics; in order to preserve ourselves from these problems, we may observe the following:

1. To call the parents upon noticing the weakness of the student in the subject or if the student is facing behavioral problems and an appointment shall be fixed to meet the parents.
2. To prepare a the form related to the meetings on which must be noted the student problem and the teacher remarks prior meeting the parents, then to register the remarks of the parents, as well as the recommendations it has been agreed upon to
help the student; the teacher and the parents will sign the form then the parents must be given a copy of the meeting form after photocopying it, while the Head of the Department will keep the original copy.

3. The parents may ask to meet the teacher in order to discuss the progress for his child; the teacher must take the same previous procedures he made upon calling the parents.

4. No meeting should be held with the parents without fixing a prior date; these must be considered as non-official meetings and the teacher will not register their facts, thus, they may change the sayings of the teacher or may be misunderstood.

5. If two teachers or more are facing the same problem with any of the students, they can have a common meeting with the parents of the student and they will be using one meeting form which must be signed by all the persons present; the parents will be then delivered a copy, the specialist another copy and the Head of the Department must have a copy.

6. Parents may meet a teacher in the school courtyard or paths and ask him/her about their child; thus, the teacher should be careful while answering; the teacher should either give a clear and correct answer or not answer at all.

### Complaints Procedures

If a parent has a problem concerning their child then the following steps should be followed.

1. The parent makes an appointment to see the member of staff at a time convenient to both and at a time when there will be no interruptions. Another member of staff may be present if required.

2. The manner of the complaint is made clear and the staff member discusses the difficulty with the parent.

4. Explain, make plans to change things if necessary, and involve the parent in the situation. If the situation cannot be resolved then the parent may wish to see the Head Teacher. A meeting is arranged for the parent, staff member and HOD at which the discussion is followed as above.

4. If the parent wishes to see the HOD alone then an appointment is made. It is important for the parent to realize that the teacher will refer back to the member of staff and that any difficulty needs to be solved with the staff member involved.

5. This procedure also applies to complaints concerning the delivery of the National Curriculum. If the parent is not satisfied after step 4 they have the right to refer to the governing body.
Procedures of submitting complaints:

In any job where there is a number of employees, there should be some cases of misunderstanding that may aggravate to the extent of reaching the necessity of exposing them to the persons in charge; the person facing the problem will have:

- To first discuss the dispute subject with the concerned colleague.
- If the problem was not resolved, it should be exposed to the direct principal.
- If the problem is still not resolved, the problem should be raised in written to the administrative supervisor.

Arab-American Bilingual Academy Equal Opportunities and Race Equality Policy

Arab-American Bilingual Academy, believes in the fair treatment for all. We do not discriminate against anyone, be they staff or pupil, on the grounds of their sex, race, color, religion, nationality, ethnic or national origins and we expect our staff and students to do the same.

Our focus in Arab-American Bilingual Academy is to create an atmosphere of cooperation by respecting individual differences and instilling a sense of pride and accomplishment in our students.

1. Equal Opportunities – A statement of principle

- We do not discriminate against anyone, be they staff or pupil, on the grounds of their sex, race, color, religion, nationality, ethnic or national origins.

- We promote the principles of fairness and justice for all through the education that we provide in our school.

- We ensure that all pupils have equal access to the full range of educational opportunities provided by the school.

- We constantly strive to remove any forms of indirect discrimination that may form barriers to learning.

- We ensure that all recruitment, employment, promotion and training systems are fair to all, and provide opportunities for everyone to achieve.

- We celebrate the cultural diversity of our community and show respect for all minority groups.
2. Race Equality – A statement of principle

- We are aware that prejudice and stereotyping is caused by low self-image and ignorance. Through positive educational experiences and support for each individual’s point of view, we aim to promote positive social attitudes and respect for all.

- We challenge stereotyping and prejudice whenever it occurs.

- We endeavour to make our school welcoming to everyone. We promote an understanding of different cultures.

- Should anyone at our school be a victim of racism, we will do all we can to support that person in overcoming any difficulties they may have.

3. The Role of Governors

- The governing body has set out its commitment to equal opportunities in this policy statement, and it will continue to do all it can to ensure that all members of the school community are treated fairly and with equality.

- The governing body seeks to ensure that people with disabilities are not discriminated against when applying for jobs at our school. The governors take all reasonable steps to ensure that the school environment gives access to people with disabilities.

- The governors welcome all applications to join the school, whatever background or disability a child may have.

- The governing body ensures that no child is discriminated against while in our school. For example, all children have access to the full range of the curriculum, and regulations regarding school uniform will be applied equally to boys and girls.

4. The Role of the Coordinator

- It is the coordinator’s role to implement the school’s equal opportunities and anti-racist policy and s/he is supported by the governing body in so doing.

- It is the coordinator’s role to ensure that all staff is aware of the school policy on equal opportunities, and that teachers apply these guidelines fairly in all situations.

- The coordinator’s promote the principle of equal opportunity when developing the curriculum, and promote respect for other people in all aspects of school life, for example, in the assembly, where respect for other people is a regular theme, and in displays shown around the school.
• The coordinator's treats all incidents of unfair treatment and any racist incidents with due seriousness.

5. The Role of the Class Teacher

• The class teacher ensures that all pupils are treated fairly, equally, and with respect. We do not discriminate against any child.

• When selecting classroom material, teachers pay due regard to the sensitivities of all members of the class and do not provide material that is non Islamic in nature. Teachers strive to provide material that gives positive images of ethnic minorities and that challenges stereotypical images of minority groups.

• When designing schemes of work, we use this policy to guide us, both in our choice of topics to study, and in how to approach sensitive issues.

6. The Role of the Student

• The student must treat all other students fairly, equally, and with respect.

• The student is expected to respect all different cultures and the cultural diversity of our community and show respect for all minority groups.

• The students are expected to respect the personal belonging of other students.

**Clothing**

**Staff**
We expect staff to wear suitable Islamic clothing that is practical and suitable clothes and trainers when teaching PE.

**Staff Clothing Policy:**

The school administration expects that the employees observe wearing the appropriate costume as real professional and in such a manner that complies with an Arab Islamic State.
Female teachers’ apparel:

- Female teachers undertakes to observe wearing the Islamic costume by wearing a long dress with long sleeves.
- It is not allowed to wear pants and jeans.
- The dress should be loose.
- The dress and the veil should be of calm colors.
- The dress should not be transparent.
- To not use make-up.
- To not wear shoes with heals.

Male teachers’ apparel:

- Jeans and tennis shoes shall not be allowed unless for the sport teacher.
- They should wear shirts with long sleeves; T-shirts are not allowed.
- The sport teacher should wear a sport costume.

School Rules

In the classroom students should:

- Work responsibly and complete the class work to the best of their ability
- Use books and other materials sensibly and put them away carefully
- Allow others to complete their work.
- Listen to and follow instructions
- Be willing to ask the teacher for help

In the playground students should:

- Respect the right of other students to play without interference
- Keep the playground free from litter
- Resolve differences of opinion without resorting to physical violence
- Have respect for the property of the school and other students

Around the school students should:

- Walk around quietly and sensibly
- Help to keep the school neat and clean
- Have respect for the property of the school and other students
Everyone at Arab-American Bilingual Academy has agreed to:

- Recognize and highlight good behavior as it occurs
- Ensure that students are praised when behaving well
- Ensure that criticism is constructive
- Explain and demonstrate the behavior that we wish to see
- Encourage students to be responsible for their own behavior
- Let parents know about their student’s good behavior
- Reward individual students and groups of students for behaving well

Mail boxes:

- Each employee has his/ her own mail box in the reception room; therefore, all employees should check their mail box at the beginning and at the end of each academic day in order to receive the content thereof of letters or publications...
- It shall not be allowed to use mail boxes to send exam papers; students or Service employees are not allowed to check the teachers' mail boxes or to take any letters there from, since most of the time they are personal or include secret information.
- No employee is allowed to peruse the papers available in his/ her colleagues boxes; legal procedures shall be taken against whoever proves his perusal on his colleagues’ papers.

Announcements board:

All employees have to check the announcement board that inside the teachers’ room in order to know the latest announcements, instructions, newsletters, weekly events, names of the teachers and their shifts; employees not perusing the announcements board on a daily basis will not be excused.

Printing out procedures:

In the event where any of teachers or employees wishes to send any letter or newsletter to the students’ parents, the following should be adopted: If the letter is academic and related to the student educational level, it will be submitted to the Head of the Department who must be discussed with the school director; if the letter was related to the student behavior, it must be submitted to the Head of the Department who will be presented to the school director for approval.
No employee will be allowed to issue any letter to the students’ parents unless after informing the school director and obtaining the approval thereon. Each printed letter should be prepared in the following manner:

From:

To:

Subject:

Date:

Policy of photocopying papers and documents:

In order to organize the job of both the employee responsible of photocopying and the teachers and in order to not waste time and efforts, each employee must observe the following procedures:

- To fill the form related to the photocopying, to have it signed by the direct principal and to attach it to the papers required to be photocopied.
- The form and the papers required to be photocopied will be put in a transparent plastic file and must be submitted to the photocopy technician 48 hours prior the date of receiving them.
- None of the employees will be allowed to use the photocopying machine for fear of damaging it.
- In the event where any of the employees cause damage to the photocopying machine he/ she will be charged of paying the costs of repair.
- It will not be allowed to photocopy papers not related to the school’s students.
- It will not be allowed to send students or Service employees to the photocopying room to receive the papers or to ask for photocopying papers related to the teachers.
- Documents related to KG – Gr. 7 shall be photocopied in the school library; as for documents related to Gr. 8 – Gr. 12 they shall be photocopied in the secretariat room.

Use of papers:

The school encourages the environment protection policy in getting rid of used materials by collecting them and delivering them to the competent bodies in order to re-manufacture them; therefore, the school wishes that all employees observe the following:

- To make sure to only photocopy the required number of papers.
- To use the recto and verso of the paper when photocopying.
- To not keep any unused papers.
Exams Procedure

Exam paper (planning and confidentiality):

Heads of Departments and teachers must adopt a specific plan in preparing the exams of the first semester and the exams of the second semester:

- The teacher of each subject must submit the exams questions to the Head of the Department, four weeks prior the exams dates; these questions will cover the subjects studied by the students provided that the teacher prepares the typical answers of his/her exams under the supervision of the Head of the Department.
- The Head of the Department must peruse the academic curriculum and the skills decided for this subject and must select the appropriate questions that will cover all what has been studied of the curriculum in such a manner to have a global exam.
- The school must submit the questions of all subjects taught in Arabic to the officers representing the Ministry of Education for their review and approval.
- The Head of the Department will supervise the typing of the exams, their organizations and preservations and the preparation of the typical answers to each level; he must then deliver them to the school principal who will in turn submit them to the teacher responsible of the control room to keep them until the exam date.

General instructions to the teachers – Head of the Department – to the teacher in charge of the control room:

- Please take an envelope and write on it:
  Name of the class
  Name of the supervisor
  Exam subject
  Date, date and timing
  Room No.
  Name of the subject’s teacher
- Please affix a list of the students’ names on the envelope and verify that the names and number of students are correct.
- Please submit the empty envelopes to the Head of the Department who shall in his turn submit them to the teacher responsible of the control room to preserve them until the exam date.
• The teacher in charge of the control room shall put the envelopes of the exams, the morning of the exam day, in the school director office, not later than 07.00 AM; thus heads of each committee shall take the envelopes related to his committee.
• The supervisors shall return the exam envelopes to the head of the committee who shall in his turn submit them to the head of the subject section for group correction or according to the system of each department.

Exam system: collection – supervision – correction – putting degrees and preserving them:

The administrative and technical supervisor and assistants must distribute the exams envelopes by themselves on the date fixed for the exam and the envelopes must be opened on the time fixed for the beginning of the exam; then the exam papers will be distributed to the students.

• It will not be allowed to the teacher of the subject to supervise his students while doing the exam of that subject.
• The supervising teacher must adopt the rules and laws related to the exams and put by the school department.
• The supervisor teacher will collect the questions and answers papers at the end of the date fixed for the test; he will then deliver the envelope to the teacher responsible of the control room.
• The teachers of the subject must contribute to the correction of the exams put by the head of the department – with the approval of the school principal.
• To allow the teacher correcting the exams put by the head of the department when the questions require stylistic answers or laboratory experiences since the experience analysis is complicated or the subject is taught only by one teacher.
• The teachers of the subject will rectify the exam papers and monitor the levels as one working team referring to the typical answers during correction.
• The head of the department will review the correction of the exams papers and monitor the levels.
• The head of the department must review the levels after monitoring them in the grades register.
• A committee made of the school director, the deputy school director and the heads of the departments must be formed to review the levels of the students of the secondary phase (9 – 12) horizontally and vertically in order to verify their veracity.
• The exams results will be sent to the office of the school director so that they announce them.
• Priority in correcting exams must be given to the students of grade 12.
• None of the teachers will have the right to inform the students or their parents about the exams results prior announcing them by the school director; the grades of those not fulfilling their tuition fees shall not be delivered to their parents.
Instructions to the Heads of Departments:

- To prepare the classes for exams by removing all means and posters related to the class.
- To make sure that there are no papers on the students' desks.
- To arrange the desks by keeping an appropriate distance between each desk and another.
- To write on the blackboard of the class the subject, the place and the date.

Instructions to the supervisors during the exams:

- To inspect the desks of the students before they enter the exam hall.
- To make sure that there is a distance between each desk and others.
- To make sure that the number of exam papers is correct.
- To verify that the student wrote his name on the exam answering sheet.
- The students should reach the exam committees prior the date of the beginning of the exam.
- The students should bring all what they need of pens, engineering tools, etc. to the exam room.
- The students' books or copybooks should be left outside the exam room.
- The attendance and the absence should be taken at the beginning of the exam and it should be notified about the student arriving late so that the specialist is able to call the student and know about his absence or being late.
- It will not be allowed to the supervisor to correct his/ her exams, to write or get busy when supervising.
- Students will not be allowed to go out when doing their exam.
- Students will not be allowed to borrow things from each others during the exam.
- Students who finished early doing their exam must not be allowed to leave the room nor to read or study for another exam.
- Students arriving late will be allowed to enter the room and to do their exams; however, they won’t be allowed to have additional time instead of the lost time.
- It will not be allowed to answer any of the students' inquiries except for what is related to words printed in an unclear manner, which should be submitted to the head of the committee.
- Any conversation or sign between the students will be considered as cheating (a sign should be put on his/ her paper); in the event where any of the students cheated by using a paper, a letter or another, he must be prevented from doing the exam and the persons in charge will be immediately notified.
- To collect the questions and answering sheets at the end of the exam and to verify the number of copies and deliver them to the head of the committee.
- To read the instructions written by the teacher of the subject and to execute the same.
- To verify that no papers is forgotten inside the exams envelope.
- In the event where a student was absent during the exams of the first period, **without a reasonable excuse**, he/she shall obtain a zero.
- In the event where a student was absent during the exams of the second period (end of the academic year) **with a reasonable excuse**, he/she may be entitled to a complementary exam during the exams period or he/she may do it again during the month of September of the following academic year.
- If the student was absent during any of the exams of the second period, (end of the academic year), **without a reasonable excuse**, he/she will fail and will have to do his/her exam again during the month of September of the following academic year.
- If the student was absent during three subjects of the exams without a reasonable excuse, he/she will fail and will have to repeat his/her academic year.

### Homework

Homework is considered an essential part completing the academic program; they reinforce the educational skills and work on the development of new educational habits and reinforce the student’s feeling of responsibility.

Homework is not only represented by solving exercises, it also means to study and review what has been learnt and to memorize what should be memorized.

It is expected that the student fully accomplishes his homework and delivers it in the appropriate time.

Students will need to follow up these duties in an accurate manner; homework should be an implementation of what has been studied by the student of skills and concepts in order to be firmly established in the students’ minds and that trainings are not being repeated but diversified covering what has been studied by the student with the necessity to observe the schedule of homework of each subject.

Homework can take the form of an activity and this by charging the student to collect various types of information or to write about a subject with a number of his colleagues.

The teacher must accurately follow-up obligations and to correct them and discuss them with the students; the teacher should also punish the students who neglected their homework and this by keeping them in class during the breaks in order to accomplish their homework.

In the event where the problem remains, the matter should be exposed to the social supervisor; in the event where the problem remains, the school director should be informed.
Time fixed for homework during each phase:

KG section:

No homework, if so, it will be during class.

Elementary (1 – 5)

Grades One and Two:

There is a program for homework in such a manner that it does not exceed the necessary time for the performance thereof thirty minutes per day; students are encouraged to regularly read at home and to also review their daily studies and accomplish the homework that was not done in class.

Grades Three, Four, and Five:

Obligations to be accomplished at home have been determined on a daily basis according to a program elaborated by the teacher, provided that the homework does not require more than one hour (60 minutes) per day during the week days.

Middle School (6 – 8)

Grade Six:

Obligations to be daily accomplished at home have been determined according to a program elaborated by the teacher, provided that the homework does not require one hour and a half per day during the week.

Grade Seven and Eight:

Two hours per day during the week.

High School (9 – 12)

Around three hours per day.

Adopted procedures in the event of dismissing the student:

In the event of dismissing any student in grades from 6 to 12, it should be for the following reasons:

- Short exams days – quarters – half year – end of year, the behavior grade of the student shall be zero and the student shall be prevented from these exams or a legal procedure shall be taken against the teacher violating these instructions which may lead to the non-renewal of his contract.
• In the event where the student was dismissed one or two days prior or after the exams, the student shall be prevented thereof and his behavioral grade shall be zero. The student shall be prevented from any activity such as (trips – celebrations and any other activities).
• It will not be allowed that the dismissed students do their exams again.
• The teacher (the one who requested the dismissal) must inform the person in charge of the students morning queue to inform the student about dismissal and prevention which will be confirmed by the teacher.
• The student will be prevented from being given a good behavior certificate (Students Affairs Department).
• The student re-enrollment may be considered if he/ she improves his/ her behavioral and as per the school principal order.

**Reporting Children’s Progress to Parents**

Quarterly reports will be sent to parents giving them an opportunity to make an appointment to discuss issues raised on the report if they so wish.

**Students’ grades:**

Upon the instructions of the Ministry of Education, the school must send at the end of each year a statement of the students’ names and grades in each subject, to the Department of Exams and Students Affairs in the Ministry of Education, in addition to information showing if the student passed or failed or he/ she has to pass another exam.

Each teacher must provide the control officer then the school registrar for the student’s affairs and the administrative supervisor with his/ her teacher grades, provided that these grades are accurate.

Grades should be in detail as per the allocated rates (behavior rate – attendance and absence rate – exam rate – year works rate – project rate if any – rate of small tests).

In the event where grades should be rounded off, 0.1, 0.2, 0.8 and 0.9 will be cancelled and the grade remains as it is; in the event of 0.5, 0.6, 0.7, 0.8 or 0.9, the grade will be considered a complete one and this shall be only in the final average.
**Preserving confidentiality:**

No employee will have the right to speak in a negative manner on any other colleague; this is considered a hostile act against others and whoever violates this will be punished as per the school regulations.

The fact of preserving the work confidentiality and school information related to the employees of administrators, teachers, students, parents and other issues should be observed by everyone.

The policy is provided to protect the individual’s confidentiality, with respect to the performance and situation that may occur in the school. Teachers found committing assaults, either verbal or by act to school employees, or commence with rumors leading to problems amongst the employees, will be severely punished by the school by-laws. The administration must not disregard those who are not cooperative and troublesome amongst the employees. Penalties may be reached in the status of being immediately dismissed from the position.

**School Improvement Plan**

The school has an improvement plan which incorporates most aspects of the school. This clearly sets out the areas of the curriculum to be developed, the time scale, and the person responsible for leading the development and any cost implications.

Coordinators are encouraged to review their curriculum and revise if necessary, to ensure a high quality of learning.

**Meetings:**

All employees are expected to attend the various school meetings on the fixed dates. The meetings are various and include: general meetings, weekly meetings, workshops, training sessions, open day, meetings between the students’ parents and the teachers. In the event where any of the employees cannot attend these meetings or has to arrive late, he/ she should inform his/ her direct head in order to obtain permission.

**Periodical meetings:**

There are periodical meetings to all the school employees held by the department from time to time, as per the need; the Department will notify the employees 24 hours prior the date of the meeting and all employees are expected to attend without any exception.
**Staff Development Policy**

The purpose of Staff Development is to improve the skills and knowledge of the staff and ultimately to improve the quality of pupil learning and welfare.

**Teacher’s Evaluation Policy**

**Introduction**

An ineffective teacher evaluation system is the most effective way to reduce costs. The AABA Teacher’s Evaluation Policy, is designed to determine where the teaching improvements can be made. Determining the weakness of the teaching our staff, offering ways of improvements required, and encouraging them in continuing their teaching education and techniques, benefits both the teachers themselves and the students.

**The Purposes of the Evaluation**

The sole purpose of a teacher evaluation program is to determine the quality of teaching we have here in AABA and to continue the improvements that are need by our teaching staff in order to enhance professionalism in practice, performance, and growth.

The teacher performance evaluation process will:

- Serve as a measurement of performance for individual teachers;
- Serve as a guide for teachers as they reflect upon and improve their effectiveness;
- Serve as the basis for instructional improvement;
- Focus the goals and objectives of schools and districts as they support, monitor, and evaluate their teachers;
- Guide professional development programs for teachers;
- Serve as a tool in developing coaching and mentoring programs for teachers;
- Enhance the implementation of the approved curriculum; and Inform higher education institutions as they develop the content and requirements for teacher training programs.

**Principal/Evaluator Responsibilities:**

- Know and understand the AABA Professional Teaching Standards.
- Participate in training to understand and implement the Teacher Evaluation Process.
- Supervise the Teacher Evaluation Process and ensure that all steps are conducted according to the approved process.
- Identify the teacher’s strengths and areas for improvement and make recommendations for improving performance.
• Ensure that the contents of the Teacher Summary Evaluation Report contain accurate information and accurately reflect the teacher’s performance.
• Develop and supervise implementation of action plans as appropriate.

**AABA Educator Evaluation System**

• Evaluation is based on the AABA curriculum standards as well as our teaching goals and aims.
• It is designed to promote effective leadership, quality teaching, and student learning while enhancing professional practice and leading to improved instruction. All of the instruments and processes are designed to encourage professional growth, to be flexible and fair to the persons being evaluated, and to serve as the foundation for the establishment of professional goals and identification of professional development needs.
• The intended purpose of AABA Teacher Evaluation Process is to assess the teacher’s performance in relation to the AABA Professional Teaching Standards and to design a plan for professional growth.
• The Head of Department will conduct the evaluation process in which the teacher will actively participate through the use of self assessment, reflection, presentation of artifacts, and classroom demonstration(s).

**Evaluation Process**

The evaluation process is unique for each district and is governed by our School Handbooks and Labor agreement. The different demands on 21st century education dictate new roles for teachers in their classrooms and schools. This section of the tutorial will handle the process of our teacher evaluating process.

There are three main steps to the formal evaluation process:

1. Pre-Observation
2. Observation
3. Post-Observation

The educational practice is to make formal observations in order to provide productive tool for helping teachers become more effective. Also, all parties must abide by contractual guidelines, which must be known by both the administrator and the teacher. This knowledge will benefit the complete process.

The evaluation process is to make a formal observation of teaching staff, in order to provide helpful information to teachers to become more effective and efficient in the today’s high pace of learning.
Pre-Observation

In order to best facilitate the observation process, the Head of Department (HOD) and the teacher will meet before the lesson occurs. They will discuss the particulars of the lesson so that both parties are very clear what will occur.

The HOD will oversee all lesson plans in a week’s advance, make any recommendations, and have the teacher explain how the lesson will be taught. The lesson must clearly state the objectives and standards and the lesson must reinforce them.

This pre-observation gives the HOD a clearer understanding of the teacher and his/her style and ensures that the content is acceptable, complete and according to standard.

Observation

During the pre-observation part of the process, the HOD discussed exactly which lesson and those strategies that will be used. This information will be at the forefront of the HOD mind. It will become the focus of the observation.

The HOD will document what actually occurs. The content that the HOD will determine is the methods, style, and most importantly classroom control. The HOD will also document other issues, such as the procedures used in the classroom, how the teacher handles student questions, and whether or not district policies are upheld.

The HOD will then document the observation and evaluate the area of concern, which will be indicated to the teacher in a formal meeting.

Post-Observation

Now that the HOD has documented the activities that occurred [see Observation], the HOD can now begin the write-up process. The HOD will reflect on the lesson through the notes that were taken and develop a list of teacher strengths and weaknesses.

Furthermore, the HOD will include suggestions for growth. These suggestions are vital for helping the teacher overcome obstacles and reaching his or her teaching potential.

Let it be known that the final write-up is not the true goal of the process. The write-up is only a tool for helping teachers grow. It instills growth by providing both an honest and fair feedback method for the teacher.
Conclusion

There are certain facts of the evaluation process that have been presented here that are worth mentioning:

- Evaluations help teachers become better teachers
- Evaluations must be fair, ongoing, and meaningful
- There are two distinct roles within the process, one for teachers and another for administrators
- Evaluation participants must be brutally honest and open with each other
- Standards are set high but at an attainable level in time
- Danielson uses a four-item model to detail the elements of teaching: Planning and Preparation, The Classroom Environment, Instruction, and Professional Responsibilities
- There are three basic steps to every formal evaluation: Pre-Observation, Observation, Post-Observation
- The teaching profession demands educators who strive to be better

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As per the provisions of Law No. 38 of 1964 related to work in the private sector as well as the resolutions and the bylaws executing the same:

Violations related to the school’s hours:

- Arriving late to the classroom (drawing the attention – drawing the attention – written notice).
- Leaving the classroom prior the class end (drawing the attention – drawing the attention – written notice).
- Correcting the student’s homework during the class time (drawing the attention – drawing the attention – written notice).

Violations related to the school bylaw:

To refuse executing the administration’s instruction in general, in particular to what is related to:

- Supervision
- Alternate class periods
- Periodical meetings of the school or of the Affairs Heads Council
- Weekly shifts
- School activity
- Negligence in preparing classes
- Violating the instructions issued by the employer or the Ministry of Education as well as the governmental orders issued by the competent ministries
- To exaggerate in increasing the voice and in insulting students by words or by actions
- To not follow the laws related to the moving classes
- Negligence in using the students’ positive and negative behavior cards and other card related to the school regulations course.

Legal procedures to be implemented in the event of violating any of the school’s regulations:

In the event where any employee violates the school’s bylaw, the Head of Department must take the following procedures:

- Individual verbal warning.
- A written letter drawing the attention of the employee, to be signed by the Head of the Department, the School Director and the persons in charge. The letter shall be delivered to the employee upon holding a meeting with him in order to know the causes and to help him resolving them.
- The employee will be prevented from the remunerations of one day and third in the event where the violation was repeated.
- In the event where the violation has been repeated again, the employee will receive a written notice informing him/her of dismissal.
- Then the employee’s contract will not be renewed and he/ she will be discharged.

Penalties:

Penalties imposed on the school’s employees shall be in the following order:

A written letter drawing the attention of the employee (for three consecutive times depending on the violation) – A written notice clarifying the violation and its penalty – Remunerations deductions then dismissal from work.
• **Violations related to the teacher’s behavior:**

As for the wrong behaviors within the school, they must be punished according to the behavior nature that the employee had at school and as per the following list:

- Smoking and eating inside the classroom:
  **Penalty:** Drawing the attention – written notice and deducting the remunerations of one day – dismissal.

- Infraction or raising a conflict with any of the colleagues:
  **Penalty:** A written notice and deduction of the remunerations of two days – dismissal.

- Causing problems and conflicts between the employees:
  **Penalty:** Written notice – Written notice and deduction of the remunerations of two days – dismissal.

- Infringement by sayings or action in respect of the Heads or of the employer:
  **Penalty:** Written notice – Written notice and deduction of the remunerations of one week – dismissal

- Inappropriate joking with students and colleagues:
  **Penalty:** Drawing the attention – written notice and deducting the remunerations of three days

- Violating the health and preventive instructions or the cleaning instructions inside the school:
  **Penalty:** Drawing the attention – drawing the attention – written notice and deducting the remunerations of three days

- To feign illness as long as this was not proved by a medical certificate by one of the public clinics located within the residence department and as long as not rejected by the school director for causes she is aware of:
  **Penalty:** Drawing the attention – drawing the attention – written notice and deducting the remunerations of three days

- To divulge the school secrets or to cause damage to its reputation in any other manner:
  **Penalty:** Dismissal from work.
End of service remunerations:

Each employee must deserve end of services remunerations which is equal to fifteen days per year and this for the first five years. Following the five years, he/she will deserve 30 (thirty) days for each year.

In the event where the contract was concluded with the teacher or the employee following September first, he/she will deserve full end of service remunerations, however in a rate complying with the number of his/her working days, i.e. if he/she deserved fifteen days, his/her working days must be divided by the number of days required by the administration; this rate will be later taken from the fifteen days.

The employer may dismiss the employee without warning and remuneration in the following events:

- If the employee committed an error which caused a corporal loss to the employer.
- If the employee repeatedly violated the instructions of the employer except for the cases requiring the laborers safety or the labor security since such issues does not require repetition in some events; the adopted penalties bylaw will be regarded in this respect.
- If the employee was absent for seven consecutive days without a justifiable cause.
- If the employee was declared guilty in an honor, trust or moral crime.
- If the employee committed an act violating the public morals in the work place.
- If the employee committed a hostile act against one of his colleagues, the employer or his/her deputy during or because of work, taking into consideration the content of the adopted penalties bylaw.
- Violating or neglecting any of the obligations imposed thereon as per the contract provisions and this law provisions.
- If it has been proved that the employee obtained his/her job through an act of fraud.
- If the employee divulged the secrets of his/her job place.

Article 56: The employee shall not be entitled to an end of service remuneration if he/she leaves his/her job upon his/her own choice; however he/she shall be entitled to the end of service remuneration stipulated in Article 54 if his/her service period exceeds three consecutive years; as for the working woman, she may, due to her marriage, claim for a full end of service remuneration for her service period if she leaves her job within six years.