



AL MOATTASEM INTERNATIONAL SCHOOL
Jubail, Kingdom of Saudi Arabia

RULES AND POLICIES FOR TEACHERS

The following instruction should be read carefully and followed by the teachers strictly:

1. Teachers should be punctual to school. Teacher's attendance should be punched, register and signed every morning & afternoon noting the time. Class teachers should be present in their respective classes before 7:30am. Teachers who have registered for babysitting should leave their child to the babysitting before 7:30am. Strict action will be taken against teachers who arrive late to their classes. Teachers should take care to see if the table and chairs are arranged in a proper manner before each class. Rotation system should be followed for the students seating arrangement by the class teacher each week. Class teachers and the subject teachers should see that the students keep their class room tidy always. The class rooms will be judged monthly and a certificate will be pasted on the respective class door for the **tidiest class** and for **dirtiest class** with the concerned class teacher's name.
2. Student's attendance should be registered every morning in the attendance register. In case of any student being absent continuously it should be reported. Total attendance should be marked on the right side of the board every day. Daily attendance should be marked with the supervisors.
3. **Class discipline** should be strictly followed. Two class monitors must be assigned by the class teacher to maintain discipline in her absence. Time outs should be given to students whose names are recorded by the monitor continuously. Physical punishment is not allowed. Time outs can be given. In case of misbehavior it should be reported to Vice Principal/Head of Academics and Teacher Coordinator and then to the parents through diary. Teachers are not allowed to leave their classroom unnecessarily. Do not allow students to leave the classroom regularly. Teachers should be present in the class room on time. If any incident happens in the class the concerned teacher will be responsible. The concerned PT and language teachers should take the students in a line to the ground and bring them back to the class in a line. The students should not be allowed to roam around the corridors or classes during their PT classes. The PT teacher is responsible to take the ball from the office. No students are allowed inside the office during PT classes. Students are not allowed to bring any toys or ball and bat inside the class room or to the school from home. Washroom cards should be given to the student to use washroom.
4. Date and chapter name should be mentioned on the board. Notes should be provided to the students only after thorough explanation of the lessons. Student's doubts regarding the lessons should be cleared properly. Oral drilling of the notes should be given to the primary section. Teachers should walk around the class while teaching to get students attention and should not remain seated. Books should be corrected carefully and neatly, rewriting the student's mistakes. In case of incomplete notes make the student complete it during break time or PE classes and mention it in the diary. Teacher sign and date should be recorded at the end of each correction. Activities for each lesson should be done and recorded. It should be submitted after each unit.
5. **Test and homework** schedule must be strictly followed. Weekly test for each subject must be conducted for 10 marks. Portion for the test must be completed, corrected and mentioned in the diary before four days of the test day. Reminder regarding the test should be sent again to the parents through the diary on the previous day. Weekly test marks and grades should be recorded in the diary grades pages and in the weekly test mark list sheet. The student's diary will be

checked by the authorities every week. In case of continuous failures, report to Vice Principal/Head of Academics or Teacher Coordinator. Weekly test marks should be submitted to nurse every Thursday and taken back on every Sunday. Test notebooks or files should be kept by the concerned subject teacher in the staffroom and shown to the parents if requested and on parents meeting to discuss the student's performance. Weekly test schedule should be given to level 1 and 2 on Thursday (alternative). Subject teachers should confirm with Teacher Coordinator the syllabus and make it sure the topics are covered a week before.

6. **All lesson plans** must be check and signed by the head of the departments before providing to the students. Notes that are not checked by the head of the departments should not be given to the students. Weekly course information must be submitted to Nurse every Sunday morning. If syllabus is not completed it should be mentioned.
7. **Break duty and substitution duty** list should be signed and followed without fail. Break duty teachers should see to the safety of the students. Teachers should be report for duty on time. There should be no delay. Memo will be issued to those teachers in case of any failure in performing their duties. The students should be send back to their respective classes after break. Language teachers should follow their morning and afternoon duties promptly from 7:30am to 1:15pm. Teachers should move around and check the student's safety. No chatting with friends during duty time. No mobile during school hours.
8. Class teacher should **check and sign the diary** daily in the diary checking period. Daily **homework and tests** should be written neatly by the subject teachers on the right side of the board. She should see if the student has written it correctly in the diary and it should be signed. The class teacher should check if all the HW and test are written by the students before signing the diary daily. Students should not be allowed to crowd near the teacher's table for diary checking. Discipline should be maintained in each class. Students are allowed to leave the classrooms only 1:00pm (girls) and 1:05pm (boys) in a line. The class teacher should accompany their students to the buses and private transportation area. Students who need to go before these schedules should get a written permission from the office. Strict action will be taken against teachers who allow their students to leave the class room before the schedule. Girls section class teachers have to board the bus who allows their students along with students from the girl's section gate. All bus monitors are responsible for their students. Afternoon duty teachers should be vigilant and responsible till 1:15pm.
9. Teachers should respond and take care of the complaints of the parents (mentioned in the diary) in a polite manner. The class teachers should inform the concerned teachers regarding this. In case of any problem inform Vice Principal/Head of Academics or Teacher Coordinator.
10. Teachers should use teaching aids to improve the quality of education. Science charts, specimens, models and CD's are available in science lab. Language and computer labs should be used to improve teaching skills. All worksheets and test papers should be given for printing two days before the date to avoid any delay. The worksheets should be submitted to Vice Principal/Head of Academics or Teacher Coordinator and will be given for printing only after checking. Worksheets without signature will not be given for printing. All worksheets should be typed (hand written

worksheets will not be accepted). Activities for each unit should be recorded and submitted. Teachers should focus on student centered teaching and should plan an activity for each lesson.

11. Teachers should utilize their free hours for corrections and teaching materials. Corrections should be updated daily if possible and should be completed before weekends. Gossips and unnecessary conversation should be avoided in the staff room. Teachers should check school whatsapp message daily and follow all the instructions written and mention noted. All teachers should sit in the staff room during their free period. Teachers are not allowed to sit in class rooms or any others rooms without permission. Teachers should not disturb any teachers during their classes. Strict action will be taken. The staff room and teacher's washroom should be maintained neatly.
12. **Examination** – Teachers should submit the exam question papers on the allotted time. Question papers should be typed properly in the format given. All main questions must be typed and numbered clearly in bold letters and underlined. Marks for each question must be allotted clearly on the main question (Example: 5 x 1 = 5marks). Page number (e.g. 1 of 5) footer should be printed at the bottom of each page. Mistakes should be strictly avoided. All question papers should be submitted to Teacher Coordinator on the allotted date with answer keys and oral/ practical papers.
13. Teacher should collect the question papers from Examination In-Charge from the examinations room in the morning and after checking the duty, the teachers should precede to their respective classes before 7:30am. Student's eating arrangements should be strictly followed according to the list provided. Students are not allowed to roam around in the corridors or classroom.
14. The students should keep their bags outside the classroom before 8:00am. The entire students table should be checked before the exam. The question papers should be distributed at sharp 8:00am. The invigilating teacher's sign should be present in each paper after checking if the student's information page is completed and all pages in the question paper are intact. The students above Level 4 are not allowed to leave the class room during the exam. Students from Level 1 to 3 are allowed to use the wash room only one at a time incase its urgent. Students are not allowed to talk to each other at any cost. In case of any malpractice it should be informed to Vice Principal/Head of Academics or Teacher Coordinator. In case of doubts, the invigilating teachers should see to it. Subject teachers are allowed to clear the doubts only one at a time. Subject teacher of higher classes should go for clearing the doubts. Invigilating teachers should check if any question are not answered and encourage the students to complete it. A question mark should be marked if it is not answered at the time of collecting the papers. Level 1 and 2 teachers should read the paper and see that they completed the paper well.
15. Answer papers should be collected from students only after 10:30 am and submitted back to Examination In-charge along with the attendance sheet. The invigilating teachers have to come back to their respective classes and are not allowed to leave the examination room before 11:00am. Students are allowed to leave their class rooms only at 11:00am. The free teachers have to relieve the invigilating teachers to submit their answer sheet to Examination In-charge after 10:30am and later collect their subject papers for correction from Examination In-charge at

10:50am after counting and signing. During correction marks should be allotted only in the space provided for that. Page total should be entered at the end of the every page.

16. Space provided during corrections marks should be allotted only in the end of every page. All corrected answer sheet must be submitted to Examination IN-charge in her office before 8:00am along with the respective mark list the next working days itself. Grades must be allotted according to the grade list provided. In case of any failure to do so one day salary will be deducted. Follow the exam guide lines sheet attached for marking.
17. The teachers travelling in school buses are responsible for the discipline and safety of the students in their buses. Bus monitors should take care & see if all the respective students are present in the bus in the morning and afternoon.

Absent Policy (Leave) – if any teacher is absent it should be informed to Vice Principal/Head of Academics and Teacher Coordinator before 7:30am. In case of any failure to do so, two days salary will be deducted. If the teacher is applying for casual leave, a leave letter along with the medical prescription should be submitted to Vice Principal/Head of Academics and Teacher Coordinator the next day itself. Casual leave will not be granted for those teachers who do not inform about their leave in the morning to Vice Principal/Head of Academics and Teacher Coordinator and two day salary will be deducted. If the teachers have taken leave on Thursday and Sunday, the salary will be deducted for Friday and Saturday also. If a teacher takes leave regularly, strict action will be taken. Note that casual leave is not applicable for those months having long vacation in between. The substitution list and break duty list must be signed by the teachers daily every morning without fail. More than 3 leave taken in one month will be approved only with a substitute teacher. Casual leave will not be permitted during unit test or examination days, especial days, meetings and picnic day etc.

In case of any clarifications regarding any issues or concerns please contact Vice Principal/Head of Academics and

Note:

- A complaint register and evaluation report will be maintained by the office to record the complaints against teacher from parent and school authorities. Teachers will be expelled from school in case of three continuous complaints. Increment in salary will also be based on this.
- Alternate days will be working for teachers during examination and all correction should be carried out in school. There will be no casual leave during examination and special events.

STAFF CODE OF CONDUCT

As a measure of prevention and setting clear expectations, all personal will be expected to read and sign the Code of Conduct Agreement Form. The school Code of Conduct Agreement Form applies to all faculty and staff who represent the school and who interact with students. The intention of the school Code of Conduct is to maintain a safe environment at all times for students, employees, parents and community members at school.

School is committed to the safety and protection of students. The public and private conduct of all adults acting on behalf of school can inspire and motivate those with whom they interact, or can cause great harm if inappropriate. We must, at all times, be aware of the responsibilities that accompany our work, including providing safe and healthy environments for all students.

The purpose of this Staff Code of Conduct is to:

- Ensure the health, welfare and safety of our students and other members of our school community.
- Define and clarify the parameters of behavioral expectation and practices with regards to our schools.

The following is not an exhaustive list of unacceptable or inappropriate behaviors but is intended to provide guidance and raise awareness of the importance of maintaining professional between staff and students:

Professional Boundaries: Staff should be aware of their own and other people's vulnerability, especially when working alone with students, and be particularly aware that they are responsible for maintaining physical, emotional, and sexual boundaries in such interaction. Any covert or overt sexual behaviors directed towards students are prohibited. This includes seductive speech or gestures as well as physical contact that exploits or harasses students.

Physical Contact: Staff must show prudent discretion before touching students, and be aware of how physical touch will be perceived or received, and whether it would be an appropriate expression or greeting, care, concern, or celebration. Physical contact with students can be misconstrued both by the recipient and by those who observed it, and should occur only when completely nonsexual and otherwise appropriate, and never in private. Staffs are prohibited at all times from physically disciplining a child.

One-to-One Student Interactions: One-to-one interactions with students are best held in public area or in a room where the interaction can be (or is being) observed (such as a room with an open door or window that provides visibility). Another staff member should be informed of any one-to-one meetings with students. The same prudence should be applied for after-school activities.

Social Contact with Students Outside of the Workplace: It is acknowledged that staff may have friendships and social contact with the parents of students, independent of the professional relationship. Staffs are advised to inform their administrator of any regular social contact they have with a student which could give rise to concern or potential conflict of interest as a staff of Al Moattasem School

Verbal and/or written communication with students is governed by the key safety concept of transparency.. It is essential that staff members will adhere to the guidelines to reduce the risk inappropriate communication between the staff and students.

- Email exchanges between staff and students are to be done using a school email address.
- Electronic communication that takes place over a school network may be subject to monitoring.
- Staff who use any form of online communication (including school media and text messaging) to communicate with students or parent may only do so for activities involving school business or with the consent of school administration.
- Staff should not seek to communicate/make contact or respond to contact with students or parents outside of the purposes of their work as far as they are part of Al Moattasem International School.

In case of any violation of these guidelines will lead to termination without warning.

Profanity: Staff must not use profanity, blaspheme or use any sort of offensive or inappropriate language in front of students.

Respect for the Rights of Others: Staff should not use language which is discriminatory or demeaning in relation to gender, religion, race, nationality, ethnicity, sexual orientation, disability, physical appearance, or age. The use of sarcastic, demeaning, or insensitive comments towards students has the potential to effect the student in a negative way and must be avoided.

Confidentiality: Staff must keep the confidential information about students and their families confidential at all times. Confidential information should never be used casually in conversation or shared with any person other than on a need-to-know basis. Any such disclosure by the staff will lead to termination.

Transportation: Staff should not give a student a ride-home without parent's written or administration consent (except in case of any emergency).

Gifts: There are occasion when students or parents may wish to pass small tokens of appreciation to staff and this is usually acceptable. However, it is unacceptable for staff to received gifts on a regular basis or of any significant value without informing their administrator. It is inadvisable for the staff to give personal gifts to students or their families. If any staff chooses to give gifts to students, they should be of insignificant value, given to all students equally, and with the knowledge of their administrator. Teacher should take the consent from the administrator before distributing any gift in the class.

Reporting cases of suspected child abuse or neglect or sensitive issues: It is obligatory for Al Moattasem staff to report incidents of suspected abuse, neglect, self-harm or any sensitive issues to the administrator or the designated Leader of the Institutions as soon as possible before taking any actions by themselves so that the issues could be handled properly under able guidance.

Staff Dress Code: All staff should adhere to the dress code instructed by the school

- Boys Section – Black skirt, lavender shirt and blazer
- Girls Section – Black skirt, Peach shirt and blazer
- Admin Office – Black skirt/trousers and blazer, pink and blue shirt

Rules related to relieving staff from service:

- One month prior notice to be provided.
- In case of emergency matters, should provide necessary proof to clarify the reason for leaving.
- All notes, scheme of studies, exam papers and materials should be provided prior leaving.
- The teacher is responsible to complete and carry out all the work related to her class until the date of resignation.
- Clearance from and resignation letter should be provided.
- Teachers will sign a bond that she will not join any other institution in Jubail during the current academic year.
- The teacher is obligated to follow the rules mention in the school policy forms.
- The school has full authority to retain the salary of the relieving staff if the above rules and terms are not fulfilled. In such circumstances, experience certificate will not be issued.

Promotion policy

Teachers promotion is an important area where the school management focus on. It act as the most rewarding tool for the teachers for their excellent performance and their service.

Promotion policies will be as follows:

- Teachers who have attained a set of competencies will have a career development and will be promoted to higher levels according to their experience and qualification in the specific field of studies.
- Teachers who exhibit leadership qualities and a strong command over their subject maybe given an opportunity to become the head of the departments or subject coordinators with an increment in the salary for dual role.
- Teachers who wish to advance your career maybe given an opportunity to take up a job as a school administrator considering their experience as a teacher.
- Annual increment for the teachers will be based on their evaluation report.

STAFF CODE OF CONDUCT AGREEMENT FORM

I promise to strictly follow the rules and guidelines in this Code of Conduct as a condition of my providing services to students studying in Al Moattasem International School.

I will:

- Treat everyone with respect, patience, integrity, courtesy, dignity, and consideration.
- Always be as visible as possible when working with students. Avoid being alone with students at school activities without another adult being notified.
- Use positive reinforcement rather than sarcasm, criticism, competition, or comparison when working with students.
- Maintain appropriate physical boundaries at all times, and touch students – when necessary – only in a ways that are appropriate, public, and non-sexual.
- Comply with school mandatory reporting regulation and policy regarding suspected abuse.
- Cooperate fully in any investigation of abuse involving students.

I will not:

- Touch or speak to a student in a sexual or other inappropriate manner.
- Inflict any physical or emotional abuse such as striking, spanking, shaking, slapping, humiliating, ridiculing, threatening, or degrading students.
- Smoke or use tobacco products, or possess, or be under the influence of alcohol or illegal drugs at any time while working with students.
- Give any child who is not my own, ride home without parental written consent or without informing the administrator.
- Accept gifts from/give gift to students without the knowledge of school administration.
- Engage in private communication with students or parents (via text messaging, email, or any forms of social media) except for activities strictly involving school business and sanctioned by administration.
- Use profanity on the presence of students at any time.

I understand that as a person working and/or providing services to students in the school, my signature confirms that I have read this Code of Conduct and if I fail to adhere to this code of conduct, I may lead to disciplinary action up to the termination from the school.

Name

Signature

Date

