



# STAFF HANDBOOK

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General Policies and procedures 2018

UPDATED 1 April 2018



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# INTRODUCTION

## Vision

Islanders Education Institutions fosters a dynamic educational experience that prepares all students for life.

## Mission Statement

The mission of the Islanders Education Institutions is to challenge and empower each student to maximize individual potential and become a competent, productive, responsible, caring citizen.

This mission will be supported through the wise use of resources to meet students' needs, regardless of interests and talents. Students, families, educators and the community are committed to sharing the responsibility for creating a student-centered educational community that acknowledges learning as a life-long process.

## Guiding Principles

- Each student enters school healthy and learns about and practices of a healthy lifestyle.
- Each student learns in an intellectually challenging environment that is physically and emotionally safe for students and adults.
- Each student is actively engaged in learning and is connected to the school and broader community.
- Each student has access to personalized learning and to qualified, caring adults.
- Each graduate is prepared for success in college or further study and for employment in a global environment.

## Board Goals

- Curriculum / Learning – Provide relevant, integrated and meaningful learning experiences for students that will prepare them for life.
- Staff Support and Relationships – Enhance the learning opportunities for students by providing professional development for all employees and encouraging innovative instructional practices.
- Environment – To provide a school that is safe and fosters positive and productive environment for students and staff.
- Technology – Implement technology to enrich student learning and deliver more efficient administrative services.
- Community partnerships – Encourage excellence in our school by maintaining a positive and productive relationship with parents, employers, community members and members of the higher community.

## Standards of Teaching, Knowledge, Skill, Competence and Conduct

*The role of the teacher is to educate. The following ethical values underpin the standards of teaching, knowledge, skill, competence and conduct as set out in this Code.*



## 1. Professional Values and Relationships

*Teachers should:*

- 1.1. be caring, fair and committed to the best interests of the pupils/students entrusted to their care, and seek to motivate, inspire and celebrate effort and success
- 1.2. acknowledge and respect the uniqueness, individuality and specific needs of pupils/ students and promote their holistic development
- 1.3. be committed to equality and inclusion and to respecting and accommodating diversity including those differences arising from gender, civil status, family status, sexual orientation, religion, age, disability, race, ethnicity, membership of the Traveller community and socio-economic status, and any further grounds as may be referenced in equality legislation in the future.
- 1.4. seek to develop positive relationships with pupils/students, colleagues, parents, school management and others in the school community, that are characterised by professional integrity and judgement
- 1.5. work to establish and maintain a culture of mutual trust and respect in their schools.

## 2. Professional Integrity

*Teachers should:*

- 2.1. act with honesty and integrity in all aspects of their work
- 2.2. respect the privacy of others and the confidentiality of information gained in the course of professional practice, unless a legal imperative requires disclosure or there is a legitimate concern for the wellbeing of an individual
- 2.3. represent themselves, their professional status, qualifications and experience honestly

2.4. use their name/names as set out in the Register of Teachers, in the course of their professional duties

2.5. avoid conflict between their professional work and private interests which could reasonably be deemed to impact negatively on pupils/students.

## 3. Professional Conduct

*Teachers should:*

- 3.1. uphold the reputation and standing of the profession
- 3.2. take all reasonable steps in relation to the care of pupils/students under their supervision, so as to ensure their safety and welfare
- 3.3. work within the framework of relevant legislation and regulations
- 3.4. comply with agreed national and school policies, procedures and guidelines which aim to promote pupil/student education and welfare and child protection
- 3.5. report, where appropriate, incidents or matters which impact on pupil/student welfare
- 3.6. communicate effectively with pupils/students, colleagues, parents, school management and others in the school community in a manner that is professional, collaborative and supportive, and based on trust and respect
- 3.7. ensure that any communication with pupils/ students, colleagues, parents, school management and others is appropriate, including communication via electronic media, such as e-mail, texting and social networking sites
- 3.8. ensure that they do not knowingly access, download or otherwise have in their possession while engaged in school activities, inappropriate materials/images in electronic or other format

3.9. ensure that they do not knowingly access, download or otherwise have in their possession, illicit materials/images in electronic or other format

3.10 ensure that they do not practise while under the influence of any substance which impairs their fitness to teach.

## 4. Professional Practice

*Teachers should:*

4.1. maintain high standards of practice in relation to pupil/student learning, planning, monitoring, assessing, reporting and providing feedback

4.2. apply their knowledge and experience in facilitating pupils'/students' holistic development

4.3. plan and communicate clear, challenging and achievable expectations for pupils/students

4.4. create an environment where pupils/ students can become active agents in the learning process and develop lifelong learning skills

4.5. develop teaching, learning and assessment strategies that support differentiated learning in a way that respects the dignity of all pupils/ students

4.6. inform their professional judgement and practice by engaging with, and reflecting on, pupil/student development, learning theory, pedagogy, curriculum development, ethical practice, educational policy and legislation

4.7. in a context of mutual respect, be open and responsive to constructive feedback regarding their practice and, if necessary, seek appropriate support, advice and guidance

4.8. act in the best interest of pupils/students.

# **ORGANISATIONAL STRUCTURE**

# FACULTY RESPONSIBILITIES

## JOB DESCRIPTION OF THE CLASSROOM INSTRUCTOR

### *Responsibilities*

- Assists in the implementation of the Mission of Islanders Education institutions.
- Teaches classes as assigned in accordance with the mission of Islanders Education, course outlines, departmental policies and goals, school and departmental grading policies, as well as other school regulations.
- Respects the verbal or written confidences of students, except in cases where the health or safety of the student or others is involved. In these cases the appropriate administrator should be notified immediately.
- Is obligated to read assignments given to students in a timely manner.
- Handles routine discipline problems within the classroom and makes referrals to the Deans for serious infractions in accordance with school policies.
- Carries out extra-curricular assignments as specified in the employment contract.
- Participates in both formative and summative evaluations and makes good faith efforts to follow through on professional development strategies identified in these evaluations.
- Keeps classrooms neat, orderly, and able to be used by other teachers assigned to share the room.
- Interacts with students and colleagues on a professional basis in accordance with the policies specified in this handbook.
- Reports unsafe building conditions or other safety hazards to the Maintenance Department or to the Principal.
- Attends all department and faculty meetings and in-services, participates in the review and ordering of instructional materials in relevant subject areas, and performs other services for the department as requested by the chair.
- Adheres to all institutional policies and procedures as specified in this handbook, departmental handbooks, the Student-Parent Handbook, and with other directives as issued by the Principal.
- Arranges for guest speakers, films, field trips, special activities, and other educational experiences which will enrich the subject area for which he or she is responsible with the approval of the administration.
- Is punctual at all class meetings, parent conferences, faculty meetings, supervisory assignments, and student assemblies as required. Only the Principal can excuse attendance from any of these functions; permission to miss any event is to be obtained well in advance.
- Teachers are to conform to professional standards of dress, language, and conduct in accordance with the policies specified in this handbook.
- Teachers are strongly encouraged to participate in workshops, to join professional organizations, to visit other schools and to seek additional formal training. Requests for time off to pursue such activities should be made at least two weeks in advance.

## Roles and Responsibilities of HOD/ Subject Leaders

### *General Statement of Responsibilities*

1. To provide academic leadership for staff within the department and to take responsibility for helping to determine the strategic direction of the department
2. To contribute to the strategic development and implementation of the Islanders' vision, mission, policies and procedures.
3. To develop and maintain a range of activities and programs which are highly regarded both internally and externally.
4. To develop the process of teaching and learning and create a productive and well regarded learning environment for students in a manner consistent with the School's vision and mission.
5. To provide co-ordination, management and supervision of long term and day to day curriculum planning, delivery and operations within the area/s of delegated authority (as above).
6. To ensure that there is a suitable subject assessment programme for all grades.
7. To provide, through formal and informal interactions, appropriate support to teachers in their professional tasks and in management of student behaviour.
8. To provide an effective communication link between the senior management of the school and the area/s of delegated responsibility.
9. To maintain effective and appropriate relationships both within the school and with its community.
10. To be responsible for the preparation of budgets, monitor spending and keep a record of resources.

### *Main Tasks*

#### **1. Curriculum Planning and delivery**

- a. Preparation of subject schemes of work in accordance with the curriculum / syllabus provided by NIE, CIE and/or KKEL.
- b. Update the scheme with updates to the syllabus from NIE, CIE and/or KKEL
- c. Include the breakdown of topics and assessments on a monthly basis and provide this information to parents and students latest by **25<sup>th</sup>** of the previous month.
- d. Specify in the scheme and thus in the lesson plans how ICT is integrated in the teaching / learning process.

#### **2. Weekly STC meetings**

- a. Conduct STC meetings regularly on a weekly basis.
- b. Enforce and ensure the attendance of all department staff.
- c. Ensure that all department staff attends the STC meeting with full plan of work for the upcoming week. This includes lesson plans, worksheets, assessment papers, rubrics, marking schemes, student records, attendance and any other matter that needs to be discussed before the commencement of teaching in the upcoming week.
- d. Ensure that IE values, MI and ICT is appropriately and effectively integrated into the teaching/learning process and that these are specified in the lesson plans.

- e. All handouts, worksheets, assessment papers, projects should be given to the students only after HoD scrutiny.
- f. Discuss the work schedule of HoD for the upcoming week. Lesson observations, book checking, etc.
- g. Record, maintain and submit minutes of STC meetings regularly to the deputy principal.

### **3. Lesson observations**

- a. Each teacher in the department should be observed at least twice informally and once formally during every volume of work.
- b. Immediate feedback should be provided to the teacher after each observation.
- c. Lesson observations should be recorded in the appropriate forms and one copy given to the teacher to file in their file and second copy to be filed in HoD file.
- d. If there are reasons for concern, inform the deputy principal for further action.
- e. The aim of the observations should be teacher development and not fault finding.
- f. If for any reason HoD is unable to do a scheduled observation, another one should be done in place of it.
- g. Complete all the necessary documentation before the due dates for the interim and final performance appraisal of all department staff.

### **4. Peer observation**

- a. Facilitate for teachers in the department to observe one another and provide peer feedback on a quarterly basis.

### **5. Book Checking**

- a. Each HoD should check at least 2 sets of books weekly.
- b. Details of book checking should be recorded in the appropriate forms
- c. Check if students have any scheduled upcoming assessment before books are taken from students.
- d. Return the books to students the following day.
- e. Ensure that the books of absentee students are checked when they return to school after their absence.
- f. Feedback should be given to both teacher and the students.
- g. Areas of concern should be taken up with the teachers, students and parents, with proper records of communication maintained in HoD weekly report.

### **6. Continuous Assessments**

- a. Ensure that assessments are conducted according to the monthly volume breakdown provided to students and parents.
- b. Ensure that assessment materials are of appropriate standard and free of mistakes and errors.
- c. Ensure that assessment materials are photocopied at least 2 days in advance of the scheduled assessment date.
- d. Maintain records of assessment details in weekly HoD report: date of assessment, total number of students in class, number present, names and reason of absentees, any other significant detail.
- e. Ensure that feedback is given to students within one week of conducting the assessment.

- f. Ensure that proper marksheets (both hard and soft copies) are maintained by teachers and that HoDs check the marksheets regularly in weekly STC meetings.
- g. Ensure that an appropriate number of assessments are conducted for each subject for each grade: at least 6 CCA for grades 6 – 8 and at least 3 for grades 9 to 12.

#### **7. Term / Mock examinations**

- a. Preparation and submission of Table of specifications, question papers and mark schemes well in advance of the examination.
- b. Ensure that question papers are of appropriate quality, free from content and structural errors.

#### **8. Result analysis**

- a. Submit the analysis of CCA results within one week of conducting the assessment.
- b. Submit the analysis of term / mock examination results within a week of paper showing.
- c. Use the analysis to identify students who need support and/or enrichment and provide the support / enrichment accordingly.
- d. Present termly analysis to staff and parents.

#### **9. Assemblies**

- a. Plan, organize and conduct assemblies according to the given schedule.
- b. Submit the plan of assembly to the deputy principal latest by Tuesday of the previous week.
- c. It is the responsibility of the assigned HoD to ensure that all requirements are set to smoothly conduct the assembly.
- d. Each assembly should have Quran recitation, dua (prayer) and school song.
- e. Assemblies should be informative and engaging. Try to break away from the traditional formats of assemblies, try to be creative and involve students in conducting the assemblies
- f. If guests are invited to take assemblies, get the approval from the deputy principal and give them clear expectations.
- g. Ensure that all teachers are present for all school assemblies.

#### **10. Clubs**

- a. Ensure that schemes are prepared and followed in the club(s) under HoD supervision.
- b. Ensure regular attendance records are maintained by teachers and that the club file is submitted to co-curricular coordinator on a weekly basis.
- c. Ensure that club teachers maintain records of weekly club activities.
- d. Plan, organize and conduct club culminations.
- e. Ensure a proper assessment mechanism is built and practiced within the club scheme for the eligible club members to be awarded in the Annual Awards Night and also to include club achievements in the termly report card.

#### **11. HoD weekly report**

- a. HoDs are required to submit a weekly department report to the Head of division, every Thursday of the week.
- b. It should consist of, but not limited to, minutes of STC meetings, details of task assignment and completion, lesson observation and feedback reports, student performance reports, attendance records of students and teachers, any other matter that needs attention of the senior management.

**12. Parent teacher meetings**

- a. Carry out the tasks assigned to run the meetings as smooth as possible.
- b. Ensure that teachers are present in the allocated venue on time and throughout the allocated time.
- c. Ensure that teachers have prepared the feedback sheets, and that it is printed and ready to be given to the parents.

**13. Session beginning and dismissal duties**

- a. HoDs should be present at the allocated floors during the beginning of the session to ensure a smooth start of each day.
- b. All HoDs should be present in the ground floor during dismissal time.

**14. Special days and events**

- a. Carry out the tasks of special days and events as assigned.

**15. Grade duties**

- a. Each HoD is assigned to look after a grade.
- b. It is the responsibility of the grade HoD to ensure that class teachers are present in their respective classes as soon as teachers sign-in in the morning and subject teachers attend classes on time.
- c. Prepare the monthly volume breakdown for the allocated grade and submit to the Head of section by 20<sup>th</sup> of the previous month.
- d. Ensure that the termly feedback sheet is prepared by the grade teachers at least one week before the parent teacher meetings
- e. Check the term reports of the allocated grade and ensure that they are free of errors and mistakes.
- f. Address any discipline issues in the allocated grade and take appropriate action.
- g. Attend to maintenance and IT related issues of grade teachers and report to concerned people.
- h. Plan, organize and execute culmination activities during before the end of volume 1 (mid-March) and 3 (late August).

**16. Communications and relationships**

- a. Meet and discuss matters with members of SMT as required.
- b. Attend all weekly SMT meetings on time, take notes and disseminate information to department teachers.
- c. Ensure that all staff are always fully informed and updated.
- d. Encourage staff to participate in school activities.
- e. Contribute to school review and policy developments as required.
- f. Develop strong, positive relationships with students, staff and parents.
- g. Actively supports school's policy decisions, strategic targets and plans.
- h. Provides a positive role model to the school community
- i. Contribute to the full life of the school, including co-curricular and extracurricular activities, major school events and encourage others to do so.



## GUIDELINES FOR ABSENCES

Full-time faculty and administration members are required to be on in school from 7:45 a.m. to 3:00 p.m. daily.

If a teacher or administrator knows he/she will be absent for any school-related reason he/she must fill out the appropriate leave form and submit it to the Vice Principal with as much advance notice as possible. **For personal absences the form must be submitted directly to the Principal.**

In addition, if a teacher or administrator will be absent from campus for more than 90 minutes during the school day, even if he/she will not need a substitute for a class, he/she must fill out the **“Faculty Off-Campus Request”** form and submit it to the Vice Principal.

A teacher or administrator may occasionally need to leave campus for less than 90 minutes, but these instances should be rare in their occurrence and brief in their duration.

The substitution form should be filled in (including room number, seating chart and assignment return location) by all faculty members who know ahead of time that they will be absent and miss a class; this form should be submitted to the Vice Principal a minimum of one day prior to the absence.

- Faculty members who are ill and will be absent from school must let the principal’s administrative assistant and the VP know by 7 am, or earlier if possible. You may call to leave a message.
- The message must include teacher’s name, periods the teacher will need a substitute for that day, room number(s) where classes meet, the location of the seating chart, and the location where the substitute may leave the finished student work.
- An assignment for the classes to be missed must be submitted (preferably by email) to the Vice Principal.
- Assignments should include a written component and should occupy the entire period.
- If hand-outs need to be copied for a class, the amount for each class must be included in the assignment.
- Teachers are discouraged from asking a substitute to accompany a class to the lecture hall or to supervise the handling of dangerous supplies.
- An emergency lesson plan assignment must be filed with the Vice Principal at the beginning of the school year in case of an unexpected absence.

## GUIDELINES FOR PROFESSIONAL RELATIONSHIPS WITH STUDENTS

- All those employed by Islanders Education Institutions should recognize that while on campus or at any school related event they are role models who are called to treat each student with respect and care. Faculty and staff members must maintain professional relationships with students both on and off the campus.
- A Faculty or staff member may not associate or be present with students or be part of activities where civil law and/ or school rules are violated.
- Students must be viewed as —restricted individuals; they are, that is, they are not independent. Wherever they are and whatever they do should be with the explicit knowledge of the parents or guardian. They are not adults and are not permitted independent decisions.
- All involvements/interactions should be approached from this premise.
- Caution and professional attitudes are to be observed in all interactions with students.
- Students are never allowed to go to a Faculty/staff member’s home unless it is a school sponsored activity. Such activities would require the written permission of the parents, other adult chaperones, and the expressed and detailed knowledge/permission of the school administration.
- Driving students is prohibited unless it is to or from a school-sponsored activity, which requires parental permission slips that indicate that the transportation is by the Faculty/staff member’s personal vehicle. The school administration must approve any use of personal vehicles to transport students.
- Student trips must have a sufficient number of adult chaperones to preclude the appearance of inappropriate personal involvement with students.
- Games or sports activities with students should be engaged in only in the presence of others, or in a place openly accessible/visible to others.
- A Faculty or staff member may not date a student. A breach of this code will result in immediate dismissal.
- Faculty and staff members must avoid assuming the role of a —father or mother figure, which tends to create an excessive emotional attachment for all parties.
- Faculty and staff must never exploit their authority in their dealings with students.
- While in a room with a student/students present, the door should remain open, or there should be clear visibility through door windows.
- Discussions of a sexual nature must always take place in an appropriate educational context. Sexual jokes, slang or innuendo must be avoided when interacting with students.
- Topics or vocabulary, which could not comfortably be used in the presence of parents or the school principal, should not be employed with students.
- Teachers/staff members must respect the physical boundaries of their students. Students must never be touched punitively, nor should they be touched in any way that could be construed as inappropriately affectionate.

## DAILY PROCEDURES [BHIS]

- Faculty members who teach a class during the first block of the day must be in their classrooms by 7:50 a.m.
- Faculty members who substitute during the first block of the day must check for a substitution assignment before 8:00 a.m.
- Faculty cell phones must be silenced during class time unless an exception is made by the administration.
- Each Faculty member will check his/her mailbox, email, and voice mail before beginning school and before leaving campus in the afternoon.
- Faculty members will take attendance each period of the school day in accordance with the school's attendance policy.
- Faculty members will check the students dress and appearance and distribute dress code violation slips if necessary.
- At a minimum, Faculty members must update their grade books weekly.
- Faculty members should be in professional dress from 7:50 a.m. – 4 p.m.

### Care of the Classrooms

The lights in the classroom are to be turned off when the classroom is not in use. The teacher of the last class for the day should turn off the lights, close the windows, and lock the doors.

All staff members should report, in writing, or e-mail any maintenance and/or janitorial needs to the Maintenance Department immediately. All such requests are to be given to the Head of Facilities; no staff member is to give directions to the janitorial or maintenance staff.

Care should be taken to leave the classroom neat and orderly after each period because many classrooms are used by more than one teacher.

### School-Day Supervision

No student or group of students may be left unattended in a classroom, computer lab, library, laboratories, or any other area of the school campus. Faculty members are to supervise their classrooms and the corridor areas near their classroom between periods.

At the beginning of the school year, every Faculty member is assigned a specific location to proctor at each of the following activities:

- Breaks
- Dispersal time

Faculty members are required to report to the scheduled area in a timely manner and remain for the duration of the activity. Each Faculty member will actively supervise their area and correct any inappropriate behavior when it occurs. In addition to addressing the inappropriate behavior directly, the Faculty member will inform the appropriate Dean of all extraordinary discipline problems.

At various times throughout the school year, Faculty members may be assigned other supervisory duties (i.e., standardized testing, special class meetings, special events, etc.) by the Administration.

Every attempt will be made to publish these special proctoring assignments sufficiently in advance.

Faculty members automatically assume supervisory responsibility when they open any school facility for students, graduates, or outsiders.

All student meetings for co-curricular activities before, during, or after school must have the coach or Faculty moderator present. No group of students may be allowed to use any school facility without a Faculty member being present.

No teacher is allowed to keep an entire class after school without specific and prior permission of the Vice Principal. Individual students may be asked to remain after class or after school for specific reasons, for any reasonable length of time.

## POSITIVE COMMUNICATION WITH PARENTS

Here are **SIX** ground rules of effective communication with parents:

1. **Begin the year by explaining how and when you'll keep in touch with them.** Let parents know that you value their questions and concerns and would never minimize them by responding "off the cuff" or "on the fly." Explain that in order to give them your undivided attention, you've set aside specific times to talk. It's important to decide when you want to take and return phone calls and emails and when you're available for school conferences, and to actually be available during those times. **Post these times and procedures and send them home with your welcome letter.** Earmarking office hours and sticking to them eliminates the need parents may feel to grab your ear in the parking lot or to monopolize your attention outside your classroom door before or after school.
2. **Never feel pressured to make an important decision, evaluation, or assessment during a parent conference or conversation.** Instead, be prepared to take some time to think and get back to the parent. For example, "You've made a great point, Mrs. Smith, and this is an important issue. I'd really like to give it some serious thought and get back to you on it." Then make it a point to tell the parent exactly when he or she can expect a response: "Let's schedule another meeting/phone conference for Saturday. Does that work for you?" This allows you time to consider the issue, develop possible solutions, and consult with colleagues, administrators, or other professionals, if necessary.
3. **Let parents know they can trust you.** Be discrete: Avoid discussing students with other parents or engaging in any negative faculty-room talk.
4. **Assure parents that you will inform them immediately about any concerns you might have with regard to their child.** Parents become extremely upset when the first sign of trouble comes in the form of a progress report halfway into the marking period or worse yet, on the report card itself. I always try to share even small concerns early on, rather than waiting and then dropping a bombshell.
5. **When presenting a concern to parents, ALWAYS be ready to explain what strategies you've already used to address the issue and what new strategies you are considering.** Parents don't want concerns dropped in their laps without at least a tentative action plan, which you'll adjust based on their input.
6. **Stay organized.** Remember that when you are talking to a parent/guardian about their child, they are really only interested in their child, not the whole class. Parents/guardians might become impatient if they have to wait for you to dig up notes on their child under a stack of other papers. Give the impression that you are interested in their child.

## ACADEMIC POLICIES AND PROCEDURES

This section of the Faculty Handbook should be considered in the context of the Student-Parent Handbook.

### Homework Policy

Homework is any work or activity which students are asked to do outside lesson time either on their own or with parents or carers.

***Homework should not prevent students from participating in an activity after school such as sport, music or clubs of any kind. Equally, students should plan such activities to allow time to complete homework.***

#### *The purpose of homework*

- To encourage students to develop the confidence and self-discipline to work on their own, an essential skill for adult life.
- To consolidate and reinforce skills and understanding.
- To extend school learning, for example through additional reading.
- To enable students to devote time to particular demands such as project work.
- To support the home/school relationship.

#### *The amount of homework*

The following table gives an indication of approximately how much time we expect students will need to spend doing homework during a week (Sundays to Thursdays).

Times per week					
Subject	Grade 1-2	Grade 3-4	Grade 5	Grades 6-8	Grades 9-10
English	15 minutes	20 minutes	30 minutes	30 minutes	45 minutes
Literature	15 minutes	20 minutes	30 minutes	30 minutes	
Mathematics	3 x 15 minutes	3 x 20 minutes	3 x 30 minutes	3 x 30 minutes	2 x 45 minutes
Islam	15 minutes	2 x 20 minutes	30 minutes	30 minutes	45 minutes
Dhivehi	15 minutes	2 x 20 minutes	30 minutes	30 minutes	45 minutes
ICT/EVM	15 minutes	20 minutes	30 minutes	30 minutes	
Social Science	2 x 15 minutes	2 x 20 minutes	30 minutes		
Physics				30 minutes	
Chemistry				30 minutes	
Biology				30 minutes	
History				30 minutes	
Geography				30 minutes	
Each Block					45 minutes

If we assign homework according to the table, children would spend on an average the following amounts of time per day:

- Grades 1-2: 30 minutes per day
- Grades 3-4: 45 minutes per day
- Grades 5: 60 minutes per day
- Grades 6-8: 75 minutes per day
- Grades 9-10: 90 minutes per day

Please note that work which could not be completed in class during class time is not considered as homework. Note, please, that apart from this, students may have to use some time during the weekends or some extra time during exam periods.

### *Types of homework*

Homework might include such things as:

1. Writing assignments.
2. Learning assignments.
3. Preparing an oral presentation.
4. Reading in preparation for a lesson.
5. Finding out information/researching a project.

***It is important that students should have frequent and increasing opportunities to develop and consolidate their competencies as independent learners.***

### *Organization of homework*

All students should have a Personal Organiser/Diary which they should carry with them at all times to record their homework. Tutors and parents are asked to check these on a weekly basis. Homework will also be available on the school blog. [www.billabonghigh.mv/blog](http://www.billabonghigh.mv/blog)

### *Non-completion of homework - Sanctions*

When homework is not completed, teachers should initially support the student and ensure the tasks set meet the student's needs. If this is so, then the following sanctions should be used:

1. **First Instance:** Teacher to question student as to why homework was not completed to check whether the child has a valid reason. If so, discuss and negotiate with student a second date for completion.
2. **Repeated Instances:** Teachers should refer the student to the Coordinator / Head of Department, who will advise the student, discuss and negotiate a date for completion and inform parent verbally.
3. We expect students to improve after the parents are informed verbally. However, if still the student fails to complete homework, the school will send a letter to parents.

If a student is found to have plagiarized or cheated, the homework will be given a "0".

### *School's responsibilities*

- The subject teacher is responsible for setting appropriate homework and marking it regularly. S/he should keep to the guidelines of time per subject and year as set out above.

- S/he should check that students are recording details of homework set in their diaries and should allow time in the lesson for students to do this.
- The teachers have to indicate homework has been set by filling in the relevant information in the school blog.
- Teachers have to correct and hand back homework within a reasonable time. Substantial homework tasks should be set to ensure that there is more than one night in which to do it. This allows students to plan their time, participate in out of school activities if they wish, and still be able to do their homework.
- Teachers should also allow homework time to prepare for tests.
- In Years 5, 6 and 7 no homework should be set in the week before exams to allow students to organize their revision time effectively.
- In order to help students with their planning, it is recommended that teachers consult with their classes at the start of the year to agree a suitable homework timetable.
- Homework must never be used as a punishment. In the same way, not setting homework for a period should not be used as a reward.

### *Parents'/Carers' role in homework*

- Parents/carers should support students with their homework but accept that their role will become less and less important as students become more responsible and independent.
- Parents/carers should try and provide a suitable place where students can work
- Parents/carers should encourage students to meet homework deadlines.
- If parents/carers feel that insufficient or too much homework is being set, they should contact the subject teacher or the class teacher who will investigate the situation.
- Parents/carers should make it clear to students that they value homework and support the school in explaining how it can help them to progress.
- Parents/carers should encourage students and praise them when homework is completed.
- Parents/carers can check for homework given on the School BLOG.

### *Students' responsibilities*

- Students should always carry their diaries with them and record all homework in it.
- Students need to accept that deadlines must be kept.
- If students are absent, they need to find out what work has been missed and catch up on it as soon as possible on their return. **Being away on the day that homework is set is not an excuse for not doing it.**
- Problems with homework should be resolved before the deadline. If necessary students should see the member of staff concerned for help.
- **Students should take a pride in doing their best.**

## Grades and Report Cards

**Philosophy of Grading:** A teacher expresses his/her evaluation of a student's achievement in a class through grades. Although percentage grades and various types of point systems can be used to objectify the teacher's grading system, it should be remembered that the teacher's judgment is used in selecting the materials upon which the percentages and point system are based. These premises should be kept in mind when assigning a grade and when discussing a grade with either a student or a student's parent. Grades should be as fair as possible and should reflect primarily the teacher's judgment of a student's academic achievement, although the student's progress and effort may be taken into consideration.

**Online Grade Book Updates:** Islanders Education Institutions uses the REPORTBEE system for grade reporting. Parents are given log-in credentials in order to view their child's grades online through the reporting component of REPORTBEE. Teachers are required to use this system as their electronic grade book and as a place to post assignments daily. Teachers are expected to update grades weekly.

### *Grade Reporting*

Islanders Education Institutions uses the REPORTBEE system ([billabonghigh.reportbee.com](http://billabonghigh.reportbee.com)) for grade reporting at the end of each grading period and each term. Teachers are required to accurately complete and submit grades according to deadlines listed in the school calendar. Electronic grade reporting, verifications sheets, and any other required reporting forms must be returned on or before the deadlines specified in advance.

There can be no extension of these deadlines.

**Incompletes:** Grades of I (Incomplete) can only be issued with the approval of the Principal or the Vice Principal.

**Changing Grades:** In the event a grade needs to be changed after verification sheets have been handed in, the teacher must submit the grade change to the Vice Principal. Any changes must be completed within 14 calendar days of the date that grade verifications are submitted by the teachers.

### *Grading Scale*

Final course grades in all classes at Billabong High have the following uniform grading scale:

For Primary & Secondary **[APPENDIX]**

Term course grades are rounded to the nearest whole number percent.

### *Period and Term Grading*

Each year is divided into **four grading** periods. This is not by chance and reflects an important aspect of the grading philosophy at Islanders Education Institutions. Each six week progress report (along with regular updates in REPORTBEE) provides for an early warning for students in terms of their progress.

*Progress report grades* and *final term grades* reflect the cumulative work of the student for that term. The progress report grades are snapshots of the student's performance at that time.

A letter grade is assigned at the end of each grading period. This grade must reflect the actual grade a student has earned up to this point in the term. Teachers must be able to account for assigned grades on the basis of graded work, (exams, quizzes, homework, etc.) and NOT on what the teacher anticipates or thinks the students might earn at a later time or even on what the students should have earned.

A letter grade is given at the end of the term. It is the only mark that is entered on the student's official academic record. The grade **MUST** be based on all work done over the entire term and a term final exam (for secondary).

### *Parent-Teacher Conferences*

Parent-Teacher Conferences take place **four times per school year**, at the end of each volume. All Faculty members are required to be present for Parent-Teacher conferences. A Faculty absence would be considered comparable to an absence on a school day.

### *Term end assessments - TEA (FOR Middle & SECONDARY only)*

Because of the importance of final exams, the following guidelines should be adhered to throughout testing to help ensure a fair and academically honest setting:

1. It is expected that there will be several versions of the final exam.
2. It is expected that Faculty members will be actively monitoring students throughout the exam.
3. In addition, the following procedures will be followed:
  - No cell phones on person. Cell phones may not be used as calculators.
  - Backpacks/bags will be put in the front of the room when possible.
  - Sweatshirts, especially those with hoods and/or pockets, should be removed when possible.
  - No student prepared notes/notecards will be used.
  - No student shall leave the room until all students have finished the exam.

### *Grade books*

Electronic and print grade books are legal documents; therefore, teachers are to keep an accurate record of all items, which comprise a student's grade. This information is to be available to the Department Chairs, Administration, and parents during a conference. Faculty need to adhere to the grade posting dates found on the school calendar.

A copy of all term exams and the percentage the exam counts toward the final grade shall be filed with the Department chairperson and the Vice Principal at the end of each term. **[Updated calendar APPENDIX]**

### *Nature and Frequency of Assessments*

- Methods of assessment should reflect the outcomes we want students to obtain. Since we want students to be able to use knowledge creatively and to communicate about their learning, our assessments should require them to do so. Objective tests and quizzes are tools for determining knowledge of course content, but they are not the only, nor always the best, way to assess students.
- Assessments should be sufficiently diverse in character that students with different learning styles all have an opportunity to succeed. Assessments should be sufficiently frequent that students have many opportunities to perform.
- Based on these considerations, teachers should observe three policies concerning assessment:
  - *Within each grading period, a minimum of FOUR minor assignments (e.g., homework, quiz, etc.) shall be administered and graded.*
  - *For each grading period, a minimum of TWO major assignments (e.g., project, exam, essay) shall be administered in each class. All tests/exams shall have a written component.*

- *A total of SIX assessments will be found in the grade book for each grading period (TWO major and FOUR minor).*

### *Protocol Regarding Assignments*

Class assignments need to be varied within the block period. No teacher should engage a class in a single activity (i.e., lecture, worksheets, etc.) for the entire lesson period. Exceptions to this policy would be a hands-on class like art, acting, physical education, or band.

Extra Credit may be offered at the discretion of the teacher but should never replace the original stated objectives. Extra credit should adhere to the stated scope and sequence of a course, and it must be available to all students in a given course.

If participation is a factor in determining grades, the basis for said participation must be substantiated or documented. A teacher who plans to include participation must delineate to students in the course expectation sheet the way(s) in which it will be quantified (rubrics). Students must be made aware of their achievement in participation throughout the term.

Written work should be returned to students within the grading period during which it was assigned.

Assignments should be posted in REPORTBEE as they are given and must include date assigned and date graded. All assignments must be graded in a reasonable amount of time. This policy reinforces the idea that assignments are also teaching tools for students; i.e., assignments should be assessed and returned to students with ample time to give them the benefit of learning from them for future exams or assignments. No test should be given and no project assigned that is not graded, corrected and returned to the student.

## Selection of Instructional Materials

Teachers are encouraged to keep up with the newest textbooks coming from publishers by reading professional journals, attending conferences, and visiting displays of educational materials. Since most courses of study require materials other than textbooks to help the students meet the objectives of the course, teachers are encouraged to explore and incorporate any/all resources that can supplement their texts.

No teacher is permitted to require that students purchase supplementary texts or materials other than notebooks and the like, without the explicit approval of the Department chairperson and the Vice Principal. Once a text has been adopted for a course, an instructor is required to make use of the text.

Individual teachers, as well as Departments, are asked to think out their needs for instructional materials and textbook changes as far as possible in advance. If the school cannot plan textbook changes ahead of time, the cost of books and the unavailability of used texts can be prohibitive for students some years.

If a teacher finds some text that might be useful for a class, the teacher should send for an examination copy. If, after study and analysis, the teacher is convinced that it would benefit the implementation of goals in the course and the Department, adoption of the textbook should be requested to the Vice Principal. The Vice Principal and other members of Academic staff must examine the text under consideration. If the text is considered to be the best possible to implement the objective of the Faculty, the Vice Principal should present a request for its adoption to the Principal.

### *Utilization of Instructional Materials*

Instructional materials are defined as all print and non-print instructional materials used in the school.

They include books, magazines, newspapers, pamphlets, films, audio and visual tapes, records, pictures, slides, transparencies, microfilms, websites, databases, podcasts, blogs, and other instructional resources.

The administration of Islanders Education Institutions believes in the appropriate instructional use of print and non-print materials and encourages the utilization of the same. Although the administration delegates authority for the selection and use of these materials, it is school policy that the use of any instructional resources by Faculty and staff will conform to the regulations of this policy.

It is also the policy of the school that every reasonable effort will be made to protect students from inappropriate use of instructional materials not currently owned by the school. Violation of the policy will be deemed to be outside the employee's scope of employment. If the school is found liable for any damages as a result of litigation arising out of this policy, the employee will be required to remunerate the school for all legal fees and other associated court costs in addition to any monetary loss for general or punitive damages due to litigation.

The following general regulations must be followed:

- Teachers will make every effort to protect students from conditions harmful to learning or to physical/emotional health and safety.
- Teachers will not intentionally expose students to embarrassment or disparagement.
- Teachers will conform to current school policies, education codes, and local laws of the country when using sex education materials.

- The foremost consideration in the use of instructional materials is whether they contribute to the fulfillment of the curriculum and whether the teacher is knowledgeable about the materials and has thoroughly considered their potential effect on students.

### *Video Materials*

Students will not be exposed to adult rated films or videotapes. Materials designated with a VA rating may only be used under the following conditions:

- The materials must be approved by the appropriate Coordinator and the Vice Principal prior to their use.
- Parents will be notified of the intended use of these materials and given the opportunity to remove their student from the presentation.
- Attention will not be called to students whose parents have excluded them from a presentation.
- These students will receive an alternate assignment to be completed in a place outside the setting where these materials are being shown.
- The materials must be relevant to the curriculum being studied and appropriate for the students being taught.
- The materials must be thoroughly reviewed by the instructor prior to use.

### *Instructional materials not currently owned by the school:*

- Will be used in compliance with the provisions listed in the general regulations section of this policy. Every reasonable effort shall be made to protect the students from use of inappropriate instructional material not currently owned by the school;
- Will conform to the Republic of Maldives copyright laws and guidelines and school policies regarding use of copyrighted materials.
- Violation of this policy and regulations may result in disciplinary action.

### *Writing across the Curriculum*

As writing is both an expressive skill as well as a critical thinking tool, it is an integral part of the mission of Islanders Education Institutions. Teachers are encouraged to assign writing tasks where appropriate in their curriculum. When including formal writing tasks (e.g., paragraphs, reflections, essays), teachers should be aware of the level of writing ability of each grade.

### *Use of Rubrics for Written Assignments*

Teachers who assign formal writing tasks should always use a rubric or scale to facilitate the understanding of objectives and grading procedures for students and parents as well as the actual grading of the essay by the teacher. Since each teacher will have his/her own objectives in mind when assigning an essay, a rubric should be as detailed as the teacher deems necessary. As a general guide, teachers might consider the following factors when drawing up the rubric:

- **Communicability and Organization:** Is the paper fluent and coherent? Is its purpose/main idea clear to the reader? Does it have problems with paragraphing/logical sequencing/cohesion between parts of the paper?
- **Content and Development:** Are the ideas presented relevant to the assigned topic? Is there adequate support for the main idea? Is there an adequate balance between concrete support and analysis?
- **Style:** Are the writer's stylistic choices appropriate for the aim, audience and occasion of the essay? Is there a generally consistent voice or point of view?

- **Grammatical Conventions:** Is there generally good control of grammatical conventions?
- **Mechanics:** Are there errors in spelling, capitalization, punctuation, indentation, etc.?

Obviously, all teachers would not be expected to grade writing tasks with the kind of detail expected in English classes. It is hoped, however, that teachers would evaluate form as well as content so that students realize the importance of writing skills across the curriculum.

### *Plagiarism*

The definition of plagiarism is the following:

*“To use another person’s ideas or expressions in your writing without acknowledging the source is to plagiarize...A writer who fails to give appropriate acknowledgment when repeating another’s wording or particularly apt term, paraphrasing another’s argument, or presenting another’s line of thinking is guilty of plagiarism.” (1996 MLA Handbook)*

Teachers are expected to enforce these guidelines. Any teacher with a question regarding the teaching or evaluation of plagiarism or possible plagiarism should see the Vice Principal.

## TECHNOLOGY

The school has a substantial collection of computer equipment, audio-visual equipment, and other technology. This includes, but is not limited to:

- Computers located in classrooms.
- SMART Boards located in most classrooms
- Mounted projectors in most classrooms
- Laptop, notebook, and tablet computers
- Computers located in the computer labs
- Projection and data facilities in the Lecture Hall
- Language Lab
- Department-specific equipment.
- Public Address systems

Any equipment housed in a Department belongs to it and is under the control of the Department head. Any Faculty member having need of equipment from the Department is to make arrangements with the Head of Department. Some technology and equipment is shared by all Departments.

Individual teachers wishing to use shared equipment or resources should make prior arrangements according to established procedures.

### *Procedures for use*

- The use of shared equipment or resources should be scheduled as far in advance as possible.
- Equipment and videos are checked out only to teachers, not to students.
- Everyone shares a finite amount of equipment so please return items promptly. Your colleagues will appreciate your consideration.
- Any operating problems or damage should be reported to the appropriate member of the IT team so that proper corrective steps and repairs may be made prior to the next use.

- Any borrowed equipment becomes the responsibility of the person borrowing it. Equipment should never be left in a classroom unless it is secured.
- Certain equipment may be assigned to a teacher for the full school year. Arrangements for such long-term loans should be made through the IT Department.
- Students are not to operate school equipment until the teacher has determined that the student knows and understands the proper and full operation of the equipment. If a teacher needs assistance in proper use of equipment, the appropriate member of the IT team will provide support.
- Faculties must adhere to the school policy on films and video in the classroom. No audio-visual material should be used in the classroom without prior previewing by the teacher, appropriate approval by the Department chair and/or the Vice Principal of Instruction. Any DVD, video, or film must be in conformity with the school policy on utilization of instructional materials.
- Computers are available for Faculty use in the Faculty room, Faculty resource center, classrooms, and library. School computers run the Microsoft Windows operating system and include Microsoft Office and Internet access. School computers and technology should only be used for school-related purposes.
- Teachers wishing to bring their class to the computer labs or hall during the school day must sign up in advance according to established procedures.
- Microphones, amplifiers, and other sound equipment are the responsibility of the Maintenance Department. A request for use of sound amplification equipment must be submitted in advance to the Maintenance Department. After use, equipment must be returned immediately.

# POLICIES ON GENERAL ISSUES

## Controversial issues in classroom discussions

The school and classrooms ought to be true marketplaces of ideas allowing for the discussion of controversial topics in an open and intellectual fashion. The Faculty member must avoid taking advantage of his/her position in the classroom by suppressing student views that differ from the teacher's own. Nor may the teacher promote positions on ethical/moral questions that would be opposed to the religion of Islam. Early notice should be given to the Principal if a teacher anticipates negative parent or student reaction to a topic studied in class.

## Guest Speakers

Faculty members are encouraged to invite qualified persons to address their students to supplement and enrich their courses. In this context, the following procedures must be observed:

Two weeks in advance, the instructor will obtain written approval from the Vice Principal.

On the day of the visit, the guest speaker is required to check in at the Main Office. The speaker should check out in the Main Office before he or she leaves.

## Library policies and procedures

The library is here to support teaching and research needs of the Faculty and students. Teachers are encouraged to come to the library for a quick review of its resources and how the librarian can help them and their students. A few minutes of collaboration makes a huge difference in the quality and success of your students' experience.

### *Class Visits*

- Please discuss library assignments with the librarian in advance and schedule class visits beforehand. The calendar can fill up quickly and it works best to have only one class at a time in the library.
- Please forward a copy of all assignments that might require research (print, Internet, etc.) to the library. It helps the librarian help your students.
- A note or phone call is required when you send students to the library during the class time.
- Classes must always be accompanied by a teacher.
- Please keep classes quiet and on task when in the library.

### *Materials on Reserve*

If a Faculty member so desires, books may be placed on reserve. These books may be a Faculty member's personal copy or from the library holdings.

### *Major Assignments*

The librarian should be informed of major assignments that require library research before these are given to the students so that the librarian can see if there will be enough information available.

### *Make-Up Examinations*

Because of the layout of the library and the nature of the librarian's work, the librarian cannot adequately monitor students taking make up exams nor can the librarian promise a quiet atmosphere; therefore make up examinations may not be given in the library.

### *Meeting Use*

- Please do not schedule any needed meetings or activities in the library.
- Please do not eat in the library at any time. The librarian wants to keep the library clean and odorless.

### *Circulation Procedures*

- Staff may check out circulation materials for the term.
- Students check out books for 2 weeks at a time, or, let the librarian know in advance, overnight only.
- If many students need to share a few resources, please give the librarian advance notice before making the assignment. The books will be put on reserve.
- If several classes or grades are using identical materials, the librarian will temporarily put the items on reserve. Reserve materials are not circulated in order to provide availability to every student.

## Distribution of Resource material to Faculty

Help the librarian improve the library's collection. Familiarize yourself with what the library has and suggest additional material needed by your students.

It takes time to order, receive, and process materials, so please plan ahead.

It is the school's responsibility to provide course material, subject textbooks, resource books to the teachers

Following types of resources will be issued to teachers:

1. Course textbooks
2. Reference books
3. Teaching aids used in the classroom such as toys etc.

All resources will be provided by the school.

All resources will be issued through the Library.

The Library will issue the resources for

- long term use (yearly)
- short term use (for a lesson)

*Long term use includes course textbooks, reference books and electronic gadgets. These resources will be issued for a duration of maximum of one academic year.*

*Procedure for issuing resources*

<b>Major Steps</b>	<b>Task</b>	<b>Person responsible</b>	<b>Timeline</b>
<b>Planning</b>	<ul style="list-style-type: none"> <li>· All resources list along with quantities to be prepared.</li> <li>· To be approved by the Principal.</li> <li>· Submit the approved list to the procurement department.</li> </ul>	Head of section & Teachers	August end academic year.
<b>Procurement</b>	The resources are procured	Procurement department	Before the start of the next academic year
<b>Distribution to respective schools</b>	<ul style="list-style-type: none"> <li>· Resources are issued to the school Library.</li> <li>· The issue note is signed by the Librarian and filed.</li> <li>· Librarian and Procurement to maintain records of the issue.</li> <li>· A box file to be maintained labeled as <b>'Resources – Academic Year XXXX'</b> with copies of the delivery notes.</li> </ul>	Procurement department & Librarian	First week of the academic year

<p><b>Internal Distribution</b> (Resources issued to teachers.)</p>	<p><i>Resource distribution for long term use</i></p> <ul style="list-style-type: none"> <li>· Librarian to create a schedule for the issue of the resource material to the teachers.</li> <li>· The Librarian will coordinate with Head of divisions to distribute the resources.</li> <li>· The teachers will fill up the '<b>Resource Issue form</b>' (<i>Sample- Appendix 1</i>) and get it approved by the Head of Division and submit it to the Librarian.</li> <li>· Librarian to get the signatures of the teachers for the resources issued.</li> <li>· A copy of the '<b>Resource Issue form</b>' will be provided to the School HR department to be filed in the <b>staff personal file</b>.</li> </ul> <p><i>Resource distribution for short term use (one lesson / one day)</i></p> <ul style="list-style-type: none"> <li>· Librarian to create a <b>LOG BOOK</b>.</li> <li>· The teacher requesting the resources will visit the library and fill in the details in the LOG BOOK. (<i>Sample – Appendix 2</i>)</li> <li>· The Librarian to follow up with the teacher if the resource is not returned as per schedule.</li> <li>· Librarian to inform the Principal in case the resource is damaged or Lost.</li> </ul>	<p>Librarian &amp; Teachers</p> <p>Teacher is responsible for collecting and returning the resources</p>	<p>First week of the Academic year</p>
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<p><b>Return of Resources</b> It is a must to return the school resources at the end of academic year</p>	<ul style="list-style-type: none"> <li>· The Librarian will issue a circular to academic staff for the return of the school resources.</li> <li>· The teacher returns the resources and signs against each resource returned on the <b>‘Resource issue slip’</b></li> <li>· <u>In case the resources are damaged/lost</u> <ul style="list-style-type: none"> <li>○ The Librarian assesses the condition of the resources.</li> <li>○ If the resources are too damaged to be reused or lost.</li> <li>○ The Librarian will create a list of all damaged/lost items and submit it to the Principal for his/her approval.</li> <li>○ Based on the Principal’s decision the liability will be determined.</li> <li>○ In case there is a liability, then the concerned teacher and Account department to be informed accordingly.</li> </ul> </li> </ul> <p>Record to be updated in the Staff Personal file.</p>	<p>Librarian &amp; Teachers</p>	<p>Circular to be issued by 31<sup>st</sup> October.</p> <p>The list of damaged/lost resources should be submitted to the Principal by 15<sup>th</sup> November</p> <p>The Principal to decide within two working days and decide on the liability.</p>
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# STUDENT ATTENDANCE POLICY AND PROCEDURES

## Taking Attendance

All Faculty members are expected to adhere to the following procedures when taking student attendance:

- Complete the attendance-taking process on REPORTBEE within the first ten minutes of the block.
- Mark “absent” any student not in class when the second bell rings.
- Do not correct the attendance when a student enters class late. The Attendance Office keeps account of all tardy slips, hall passes, etc., and will adjust the official record accordingly.
- Do not allow students to take attendance.

## General Student Attendance Policies

All Faculty members are to adhere to the following general policies on student attendance:

- No student is to be admitted to any class after the second bell rings unless the student has a hall pass, tardy slip or detention slip. No teacher is to make exceptions to this policy.
- Students are to be taken out of class for counseling or administrative purposes only. Exceptions to this rule must be cleared by an administrator in advance. Unless a counselor or administrator must see a student immediately, teachers may require a student to remain in class if their leaving will cause the student to miss very important material (i.e., quiz, test, presentation, etc.). As a courtesy, the teacher will contact the counselor or administrator in this regard.
- Under no circumstance is a student to miss class time to work on an assignment for another class (even with the permission of both Faculty members involved!)
- A student who suffers a minor illness or injury while in the classroom is to be sent to the Health room accompanied by another student. The teacher must contact the Health room so they are aware of the situation and will be expecting the student.
- If a student is injured during class an injury report must be filed in the Health room.
- If a student is seriously ill or injured while in the classroom, the teacher should immediately contact the Health room, which will take appropriate action. Do not send a seriously ill or injured student out of class.
- Physical education accidents and athletic injuries may be handled by instructors and coaches concerned, but an injury report must always be filed in the Health room.
- Requests from parents that their son/daughter be excused from school for an extended period of time are to be approved by the Principal. If the student or parent first contacts a Faculty member instead of the Principal, the Faculty member will inform the student/parent of the appropriate procedure.
- Students should always receive academic credit for work missed and made up because of an excused absence. No credit is to be given in the case of unexcused absence.
- Classroom instructors should bring to the attention of the Vice Principal any attendance problems that they may notice.

# DISCIPLINE

## General Policies

Discipline is essential to the school since without it, the proper functioning of the school is impossible. Basically, discipline signifies good order, as dictated by common sense. The burden of discipline lies not with the Administration in general or the Principal in particular, but is the mutual responsibility of all Faculty members.

Each Faculty member has the right and obligation to correct any student who disregards school or class regulations. Since all Faculty members are responsible for enforcement of regulations, they should familiarize themselves with these rules and regulations as printed in the Student-Parent Handbook.

Faculty members are to follow the school policies and procedures related to discipline. Any deviation from established school policy must be cleared with the Principal's office prior to implementation.

Faculty members should demand of themselves the same degree of consistency in following regulations that they demand of their students in following their own classroom procedures; example is the best teacher of all.

Faculty members should never allow a student to draw them into a situation in which they must take a stand against another Faculty member or the Administration. Striking a student is forbidden by the Administration. Therefore, it will be impossible for the Administration to defend the Faculty member, or to justify such action. Moreover, the Faculty member is liable for termination of contract and possible legal action.

Students may never be sent off campus without the permission of one of the Vice Principals or an Administrator and written permission of the parent or guardian. Failure to observe this policy can lead to legal complications and may result in the dismissal of the Faculty member.

## Classroom Discipline

Classroom behavior expected of all students is listed in the Student-Parent Handbook. In addition, at the beginning of the school year, each Faculty member is responsible for distributing to each student in his or her class a —Course Expectation Sheet which summarizes the particular course's policies and procedures. Students are expected to adhere to both the standard classroom policies and the instructor's special rules throughout the academic year.

## Discipline Procedures

The individual Faculty member is the primary disciplinary authority in the school. Any student, who in the opinion of a Faculty or staff member, violates class or school rules are liable for disciplinary action. The student may be verbally corrected at the time of the incident and may be asked to discuss the situation with the Faculty member later in the day. The teacher may also find it helpful to contact the student's parents directly to discuss the situation. Teachers may also fill out either a "Minor Disciplinary Infraction Slip" or a "Major Infraction Slip" depending on the circumstances.

### *Minor Disciplinary Infraction Slip*

A teacher may give a student a "Minor Disciplinary Infraction Slip" when the teacher observes the student violating one of the infractions listed on the slip. The teacher may give the student this slip directly or may turn it

into the Principal's Office, which, in turn, will see that the student receives the slip. Upon receiving the infraction slip, the student serves a one-hour detention after school on the next school day.

### *Major Disciplinary Infraction*

If, in the opinion of the teacher, a student has committed a more serious rules violation, or has not shown significant improvement after receiving minor infractions slips, the teacher may refer the student to the Principal for a Major Discipline Infraction. The Principal will access the incident/situation and usually assesses multiple detention hours to be served on Saturdays. Additionally, a Warning from the Principal letter may result from the Student's failure to follow school rules.

***NOTE: A teacher may send a student to the Principal immediately if the teacher believes this action is necessary to maintain good order in the classroom. Students sent from class will go directly to the Vice Principal's office. If the Vice Principal is not available, the student will report to the Principal and remain there until the Principal is available. Failure to observe this procedure is considered a serious matter and may result in suspension, probation or expulsion.***

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When writing a major infraction, the Faculty member should keep in mind the following guidelines:

- Make your explanations concise
- Avoid editorializing—stick to explaining specific observable behavior such as —throwing chalk as opposed to messing around.
- Avoid characterizations that have negative connotations such as cheating—use phrases like violating testing procedures which can be attached to a concrete act (i.e., talked during a test, entered a test situation with an advantage, etc.)
- Do not threaten a punishment for which a Principal may not be able to deliver. It puts the Principal in an awkward situation and may diminish your credibility with the student.
- Do not let a student talk you out of writing a referral. If you thought they deserved one at the time, they probably did. You are only postponing the inevitable. The behavior probably will not get better and you will be seen as someone the students can bargain with.
- Do not discuss a student's disciplinary record with anyone except the student's parents or a school official who is in a need to know the situation (i.e., counselor, administrator, etc.)
- Document everything—this includes all communications with parents, counselors, administrators, etc., and any proactive steps to help alleviate the problem.

### Suggestions for Serious/Chronic Discipline Problems

When dealing with a student who is seriously disruptive in the classroom environment you might find it helpful to...

- Talk to the student outside of class time about the problem being caused in his/her class. It is best that the teacher not refer to information he/she may have on the behavior elsewhere.
- Try to find out why the student is not sufficiently occupied with the learning activities going on in the class. This can be done by talking with the student, by consulting the record, and by talking to the staff members who have worked with the student before. These problems can be:

- **Academic:** The student may suffer from an insufficient foundation for the class (often true in mathematics) or weakness in basic skills, such as reading (this often contributes to inattention in history or other reading-oriented classes); on occasion students may even be bored because they have already mastered a particular subject area.
- **Motivational:** The teacher may find that the student who did not choose to be in the course, but has been placed there because of overall scheduling necessities. The teacher should try to work out difficulties with the student's academic advisor.
- **Social:** The student may be distracted by friends seated nearby.
- The Faculty member should take immediate steps to resolve the problem after determining to the best of his/her ability what the problem is. Contact the staff member best able to help and work out concrete and specific plans to help the student correct the behavior. Present this program to the student and offer to adjust it to any positive suggestions he/she may offer. The Faculty member should implement the program and give the student a standing offer to help, whenever there is need.

## Student Dress Code

Faculty members are to review the regulations concerning school dress and appearance in the **Student-Parent Handbook**. Faculty members are to check student conformity with the school's dress and appearance code at the beginning of each block. If a student is violating a dress and/or appearance regulation, the Faculty member will complete a Minor Disciplinary Infraction Slip, give the student one copy and send the other copy to the Principal's office. Individual Faculty members are not free to make exceptions in enforcing the student dress and appearance code. Students should be in uniform on all school days unless otherwise specified by the school administration.

# GENERAL INFORMATION FOR FACULTY MEMBERS

## Break and Lunch Periods

Break and lunch periods for teachers are to be at scheduled times. There is to be no eating in the buildings, other than in the cafeteria or the Staff room. Teachers are not to take coffee or sodas from the Staff room or cafeteria to their classrooms; water is permissible.

## Computers & Employee Electronic Communications Policy

- School computers are the property of the school. They should be used for school business with no expectation of privacy. Electronic communications systems include, but are not limited to, electronic mail, voice mail, facsimiles, and computers, the Intranet, the Internet and World Wide Web. All users of electronic communications systems must comply with this policy.
- Electronic correspondence with students shall be limited to purposes related to education.
- Fraternizing/socializing between Faculty and students is not permitted as it may compromise the school as well as the student/teacher relationship. If the school provides the employee with an e-mail account, then no other e-mail account may be used in communicating with students or parents.
- School personnel are expected to maintain their professionalism and act responsibly. The moral, legal, and ethical considerations need to be considered in any e-mail activity. A violation of this policy may result in disciplinary action, up to and including termination of employment.
- All systems, all information stored on them, and all work performed on them, are school property.
- All systems are to be used primarily to conduct school business, not personal business.
- Employees using the Internet for personal business and web exploration may do so outside school hours or during class breaks. Employees are expected to conform to appropriate web surfing guidelines, whether during school or outside school hours.
- Communications on school systems are not private, and security cannot be guaranteed.
- Passwords and user IDs are designed to protect confidential information, not to provide employees with personal privacy. All passwords should be on record.
- The School reserves the right to monitor, access, retrieve, read and disclose all messages created, sent, received, or stored on the systems (including connections made and sites visited) to law enforcement officials or others, without prior notice.
- Staff members should use care in creating e-mail messages. The contents of e-mail cannot be considered private or confidential. Even when a message has been deleted, it may still exist on a backup system, be restored, be printed out, or may have been forwarded to someone else without its creator's knowledge.
- As with paper records, proper care should be taken in creating and retaining electronic records, which can affect the reputation of the school and which the school may some day have to produce in connection with a lawsuit.
- Any files downloaded from the Internet and any computer disks received from non school sources must be scanned with virus detection software; immediately report any viruses, tampering or other system breaches.

Users of the school electronic communication systems may not:

- Post or distribute communications which may contain content that any person, according to the teachings of Islam, would consider to be defamatory, offensive, harassing, disruptive, or derogatory,

including but not limited to sexual comments or images, racial or ethnic slurs, or other comments or images that would offend someone on the basis of race, creed, gender, national origin, sexual orientation, political beliefs, or disability;

- Upload, download, view or otherwise transmit copyrighted, trademarked, patented, or indecent material, trade secrets, or other confidential, private, or proprietary information or materials to which staff members does not have access rights:
- Damage, alter disrupt, or gain unauthorized access to computers or other systems;
- Enable unauthorized persons or access or use school systems, provide access to confidential information, or otherwise jeopardize the security of the electronic communications systems (e.g. by unauthorized use or disclosure of passwords).
- Transmit confidential, proprietary, or sensitive information.
- Introduce a virus, attempt to breach system security or tamper with the system.
- Violations of this policy, including breaches of confidentiality or security, may result in suspension of electronic communication privileges disciplinary action up to and including termination.

## Staff Room

Students are not permitted in the Staff room and ordinarily should not be sent there to pick up mail or articles left behind.

## Keys

A teacher is never to give school keys to anyone except another member of the Faculty or staff.

Teachers may be held responsible for loss or damage resulting from access to that teacher's keys. Lost or stolen keys should be reported to the Vice Principal immediately.

## Lost And Found

Faculty members should send all books, gym clothes, etc., left around the campus or in their classrooms to the Front Office.

## Non-Smoking Environment

The School desires to provide a work environment that is both healthy and comfortable for all.

Therefore, all of the School premises are designated as non-smoking areas. Faculty/Staff who desire to smoke must do so during rest and lunch breaks away from School premises. The term smoking shall include the carrying or holding of a lighted pipe, cigar, or cigarette of any kind, or any other lighted smoking equipment or the lighting or emitting or exhaling the smoke of a pipe, cigar or cigarette of any kind. Smoking is prohibited in any area within 10 meters from the school premises.

## Professional Dress

Faculty members will dress in a manner appropriate to their professional status, so that the image they project will be in keeping with the dignity of their profession. They will be in professional dress from 7:45 a.m. – 4 p.m. specifically; Faculty members will adhere to the following policies for dress:

### *Men and Women:*

- No jeans, T-Shirts or athletic shoes (exceptions will be specified by the administration)
- No casual sandals (i.e., Birkenstocks or flip-flops)
- Clothing should not be transparent and should cover the shoulders and up to the knees.
- Must not wear clothes that are too tight or too loose.

### *Men's Recommended clothing:*

- Collared shirt (dress shirt or polo shirt) and pants
- Office Shoes
- Socks
- Tie optional

### *Women's Recommended Clothing:*

- Appropriate dresses, skirts or slacks; no jean cut pants.
- Women should not wear tank tops.

Exceptions may be made in the case where particular clothing may not be appropriate for the particular job being done. For example, coaches, PE teachers, acting teachers, etc., may require other clothing for purposes of the task at hand. These exceptions apply only when the circumstances force them and every effort should be made to comply with the dress code when entering the classroom environment.

## Telephones

Faculty members are requested to make school calls brief. No Personal long distance calls are allowed from official phones. The telephone located in the Staff rooms is especially for Faculty use. Students are generally not permitted to use school phones. Only in case of emergency they will be allowed to use the school phones.

## Use of Copiers

School copy making equipment may be used for school business only. The Principal must approve any use of copiers for personal reasons. The legal guidelines for copying copyrighted material (as posted in the photocopy room) are to be respected.

## BHIS Health Room Policy

1. The teacher in class has to take all complaints of illness or injury seriously and keep calm.
2. If a student in primary school falls ill or gets injured, the teacher must accompany her to the Health Room or send a Co Teacher, who must fill in the details in the Health Room Log Book.
3. If a student in secondary school falls ill or gets injured, the teacher must fill in the required slip and send the student with it to the Health Room. During break times, students must get a slip from the HOD before going to the Health Room. If the student needs assistance, the teacher/another student must accompany her to the Health Room.
4. The nurse should stay in the Health Room for the most part of the day. She will take her break only at a fixed time agreed upon by the Principal and the nurse. Her break times must be communicated to the VPs and respective Coordinators/HODs.

5. When a student reports to the Health Room, the nurse should check student health data base to ensure that she administers the proper care to the student. If there is no history, she may call the parent and take instructions regarding the treatment to be administered.
6. If the nurse gives any medicines to the student, she must enter all details in the Student's Diary.
7. The nurse must decide whether the student can go back to class or has to be sent home. If the student has to be sent home, she will call the parent, give details of illness and treatment administered and request the parent to come and fetch the student.
8. The Nurse must fill in Student Release Form and inform respective VP/Principal and send her to the Front Office/ keep the student under her supervision if her condition is serious until parent/assigned person comes to fetch her.
9. The nurse may call the office to get the assistance of a school worker if required.
10. The parent/assigned person who comes to fetch the child must sign in the Student Release Log.
11. If the student requires professional medical attention, the nurse will:
  - a. inform the parent
  - b. find out from parent which clinic/hospital the child has to be taken
  - c. inform Principal/VP/Administrator
  - d. accompany child to hospital
  - e. return to school once parents take over
  - f. report to Principal/VP/Administrator
12. If the student requires VERY URGENT professional medical attention, the nurse will
  - a. Call for IGMH ambulance
  - b. inform Principal/VP/Administrator
  - c. inform parent at the earliest possible opportunity
  - d. accompany child to hospital
  - e. return to school when parents take over
  - f. report to Principal/VP/Administrator
13. The Principal/VP/Administrator will make arrangements for someone to accompany student and nurse depending on the seriousness of the case. The administrator will make alternative arrangements for students who need health services.
14. The nurse must maintain a daily record of all students who reported sick and visited the Health Room in the Incident Register (hard copy) until an Incident Register is created in the network. The Incident Register must give the following details:
  - Date and Time
  - Name of Student
  - Grade and Class
  - Name of Teacher
  - Name of Coordinator/HOD
  - Nature of Incident
  - Action Taken
  - Principal/VPs Signature
15. The Coordinator/HODs must check the logbook at the end of each week.
16. The nurse must ensure that:
  - Health Room is in hygienic conditions
  - all medical equipment in the Health Room are in working condition
  - the medicine stock is updated as required

# BENEFITS AND PERSONNEL POLICIES

## Leaves

### *Annual Leave*

- The Employee shall be entitled to a Thirty (30) day paid Annual Leave for each year of employment with the Employer. The year shall be counted from the day that the Employee joined the organization. For employees who have not completed one year of employment, the leave entitlement will be calculated on the basis of 2.5 days per month of employment.
- For academic staff, the term holidays during and at the end of the school academic year shall be part of the said Annual Leave.
- Fridays, Saturdays and Public Holidays shall not be counted as part of the Annual Leave.
- Academic staff shall not take Annual Leave during designated school working days.
- If the Employee requires leave from work, he/she is required to request for leave at least 7 working days in advance and await its approval before going on leave.
- A request for leave does not mean an approval will be granted.
- The Employer reserves the right to reject requests for leave on grounds of teaching interruption or business requirements.

### *Sick Leave*

- The Employee is eligible for Thirty (30) days paid Medical leave per year of employment with the Employer.
- Fridays and Public Holidays shall not be counted as part of the Medical Leave.
- If an Employee requires a day off as a Medical Leave, the Employee shall inform the Employer at least before Thirty (30) minutes of the working hours on that day and upon return to work the Employee shall submit a completed application for Medical Leave together with a written explanation of the reason for not attending work.
- If the Employee is unable to attend work for more than two consecutive days, the Employee shall submit a Medical Certificate on the first day of re-attending work after the absence.
- The Medical Certificate should be from an authorized and registered medical institution in the Maldives.[refer to **APPENDIX** for a list of acceptable medical institutions]
- The reason and duration for absence should be clearly stated in the certificate.
- If the Employee fails to inform the Employer or to submit the Medical Certificate on the first day of returning to work, such failure would be treated as unauthorized absence from work and the applicable deduction from the salary and other allowances shall be made accordingly.
- In the event of frequent absence on medical grounds, Employee will be required to submit a fitness certificate by a doctor appointed by the Employer.
- Any false claim for or fraudulent use of sick leave constitutes a breach by the employee of his/her employment agreement.

### *Family Emergency Leave*

- Employee shall be entitled to a paid Family Emergency Leave of Ten (10) days per year for unforeseen circumstances and events that require Employee's attendance to the immediate family of the Employee.

- Immediate family shall be defined as the Employee's spouse, father, mother, siblings, sons, daughters and those for whom the Employee is the legal guardian. (a detailed list of circumstances considered as emergency leave are mentioned in **APPENDIX** )
- To be eligible for Family Emergency Leave, the Employee should provide proof of emergency to the satisfaction of the Employer.

### *Maternity Leave*

- Female employees shall be granted **sixty days** maternity leave based on a medical certificate specifying the estimated date of giving birth issued by a licensed medical practitioner.
- Such leave shall not commence thirty days prior to the estimated date of giving birth.
- Female employees on maternity leave are also entitled to all the rights and benefits granted under the employment agreement such as the right to a promotion. No employee on maternity leave shall be subject to any lessening of rights conferred by the employment agreement or in calculating the duration of employment for due promotion. Nor shall the period of maternity leave be deemed a stoppage, suspension or shortening of duration of work.
- A further leave of **twenty eight days** (in addition to the maternity leave of sixty days) shall be granted to an employee where a licensed medical practitioner certifies of the employee's inability to return to work either due to the ill-health of the mother or the baby. Such leave can be granted prior to the estimated date of delivery or after delivery. However, the employee **will not be entitled to be paid** for that period.

To claim maternity leave the female employee will have to fill in the 'Maternity Leave form' (**Appendix**) and submit it to the HR with prior approval of the Principal. **The leave application should come at least 45 days before the employee is supposed to go for leave.**

### *Paternity Leave*

- Where the wife of the Employee gives birth, he shall be entitled to a paid Paternity Leave of Three (3) calendar days.
- Such Paternity Leave shall commence from the date of the birth of the child.
- The Employee shall submit a written request for this leave together with supporting documents.

### *Child Circumcision Leave*

- Where a child (or children) of the Employee is circumcised, the Employee is entitled to a paid leave of Five (5) calendar days from the date of circumcision.
- The Employee shall submit a written request for this leave together with supporting documents.

### *Hajj and Umrah Leave*

- The Employee may, at the discretion of the Employer, be granted up to 35 calendar days of Hajj or Umrah leave once in every 5 years of employment with the Employer, provided that the Employee has completed a minimum of one year of service with the Employer.
- The Employee shall submit a written **request for this leave at least 6 months in advance** of the expected departure date.
- Extension of any leave given to the Employee under this Contract will be granted only if it is requested by the Employee and approved by the Employer, at least 2 days prior to the conclusion of the current approved leave.

### *Unpaid Personal Leave*

A personal leave of absence may be granted upon a written request provided that employees advise their supervisor as soon as they learn that they require such a leave.

Employees will be required to take accrued vacation time as part of their personal leave. Extensions may be granted at the discretion of management. To request a personal leave the employee must submit the following written information to the principal:

- The date the leave will begin;
- The estimated date of return to work;
- The reason for the leave.

An employee will be considered to have abandoned his or her job if either of the following occurs:

- The employee starts a leave of absence without following these procedures for having a leave of absence properly approved.
- The employee does not return from a leave of absence on the stated return date.

### Attendance Allowance

In order to motivate people to be regular with their attendance, the school board offers a monthly attendance allowance. This allowance is apart from the salary which is being offered to the employee under the Contract. The amount of this allowance is 5% of the employee's monthly basic salary. However, to be entitled to this allowance the employee needs to be present at the workplace on all the working days of that particular month. Any leave taken during the month whether authorized or unauthorized will make the employee ineligible for this allowance.

### Late coming

### Late Arrival , Early Leave or time off during working hours

There might be instances when the employee might

- arrive late to school
- have to leave the school campus earlier than the usual time
- Take time off during working hours

The school does not encourage its employees to be off campus during the official time and advises the employees to schedule these work after the working hours. However, the board understands that certain tasks cannot be rescheduled or postponed. In these cases the employee may fill in the **'TIME OFF APPLICATION FORM'** and get it approved from the Principal/Vice Principal. Keep in mind that it is more likely to get time off requests approved if you give substantial advance notice as Vice Principal will have more time to plan for your absence and coordinate the assignment of your job duties. There may be instances in which time off requests are denied based on departmental needs and/or other staffing issues.

The circumstances which can be considered for late arrival, early leave or time off during working hours are:

- Severe weather conditions (especially for employees residing on other islands)
- Doctor's Appointment
- Attending Child's PTM or special function
- Visiting Bank
- Accident /tragedy/family emergency+

**NOTE:** The employee can be off campus for a maximum of 2 hours at a stretch. Further, the employee will be excused for only 3 times during a particular month. **Any 'time off' which goes beyond the set limits will be considered as a 'half day' and the employee shall lose half day's salary.**

Teaching staff can only avail this benefit if they don't have a lesson during the requested time off. It is the employees' duty to see that their work is not affected due to the time off.

### Annual return air ticket [only for expatriates]

- Only expatriate employees are eligible for an economy return air ticket to their home country.
- Expatriates appointed locally will **not** be eligible for annual return ticket **except** for the following:
  - Teachers who are appointed locally but have been working in Ministry of education schools and were getting annual return air ticket or ;
  - Married to a Maldivian
  - negotiated at the time of recruitment.
  - Expatriates who are appointed at Coordinator/Vice Principal or above position.
  - As mandated by immigration laws.
- The Airport will be decided at the time of recruitment and is mentioned in Schedule C of the contract.
- The employee will be eligible for a ticket at the end of 12(twelve) months of successful service with Islanders education group.

*For example: if an employee is recruited in March 2014, the employee will be eligible for an economy return air ticket in April 2015.*

- The employee will have the option of taking equivalent amount in lieu of the price of the ticket.
- The amount to be given in lieu of return ticket should be predetermined by the Accounts Department based on the lowest economy ticket available on that route. The amount will be reimbursed along with the next month's salary.
- An employee will **not** be eligible for a return ticket if the employee

- resigns from the job before the completion of the contract
- does not complete 12 months of service (In case of resignation).
- is terminated from employment within 6 months of availing the annual return ticket.

## Tuition Benefits

The following tuition benefits will be available to all academic staff;

Length of Continuous Service	Discount on Registration Fee (%)	Discount on Security Deposit (%)	Discount on Monthly Fee (%)
<b>0-24 months</b>	50%	50%	30%
<b>24-60 months</b>	50%	100%	70%
<b>&gt;60 months</b>	100%	100%	85%

- The discount scheme shall be offered on request to full time academic staff of Islanders Education Institutions.
- Each qualifying staff may apply for up to a maximum of two (2) children under this scheme.
- The discount on registration fee and the security deposit will be offered to all qualifying applicants. The discount on monthly fees will, in general, will be offered to one (1) child per class in a way that the total number of such students in the school does not exceed the number of classes. Where the number of such students is more than the number of seats available as per the above, priority will be assigned based on the staff's length of service at the school and performance record.
- Where the spouse of the employee is also an employee of the school, they will be jointly entitled to the benefits of a single employee.
- Adopted children will be considered as children of the employee for this purpose.
- The discount shall be calculated on the basis of unbroken full time employment at the above mentioned schools. Previous employment shall not be considered unless it is unbroken service. Staff who have taken pre-approved leave without pay and pre-approved study leave shall be deemed to have offered continuous service.
- This scheme will only be valid for the current contract period. It may, or may not be offered on subsequent contracts.
- The school has the right to remove a staff from this scheme for major breach of the Code of Conduct as described in Clause 11 of the Employment Contract. The final decision to remove a staff from the scheme will be made by the Chairman of the School Board.
- The school deserves the right to change the terms and conditions of this scheme at any time.
- All staff who wishes to join this scheme must apply between the dates 1st to 30th November of the previous year.

## Salary Advance Policy

Islanders Education discourages the use of salary advances. However, the company does recognize that employees might face extraordinary circumstances which may require salary advances. In such cases, the requirements and limitations are to be followed.

### *Limitations*

The following conditions outline the limits of the policy:

- An employee may request for a salary advance ONES within a 12 month period
- An employee may not request or receive salary advances in consecutive months, even if the consecutive months are across 2 working years.
- The amount of salary advanced may not exceed the amount of salary due to an employee for 1 calendar month.

### *Requirements*

ONLY employees who have served 2 years in the company are eligible for salary advances. An eligible employee may request a salary advance ONLY in an extraordinary emergency or personal circumstances and subject to requirements, limitations and approval requirements set forth below. Additionally, salary advances are ONLY given to employees with exemplary attendance and performance records.

### *Procedure*

All salary advance request **MUST** be approved in advance by the eligible employee's supervisor and by the Financial Controller.

To initiate a salary advance request the eligible employee must discuss the reasons of the request with their immediate supervisor. If the supervisor determines the request meets the criteria for a salary advance as set forth in this policy the supervisor should instruct the employee to complete the Salary Advance Request Form, sign and submit it to the supervisor. Once the supervisor signs the form, the employee may then obtain approval and signature from the Financial Controller. After these steps are completed, the employee may submit the form to Human Resource Department.

Salary Advance Request Forms must be received by the Human Resource Department no less than five (5) working days prior to the eligible employees next scheduled pay date.

## Professional Development Program

A serious commitment to professional development is one hallmark of an effective school.

Professional development is the force that stimulates the intellectual growth of Faculty, nurtures creativity in the school community, and keeps staff members current in their fields. Professional development is also one way in which Faculty models the habits of lifelong learning that we seek to instill in students.

In furtherance of these goals, all Faculty members will participate in the following experiences:

- On-site in-service on topics in teaching and learning, adolescent development, and other areas of interest to educators. For these in-services, all Faculties will gather at the same time.
- Content-area in-services for each Department. These in-services will be arranged by Department chairs, and may be scheduled at different times and places depending upon the needs of the Department. Every effort will be made to build these in-services into the daily schedule so as to minimize the disruption to class time and people's personal schedules.

## Breaks during Work Hours, Overtime and Leave Entitlements

### *Break during working hours*

- Employee shall be entitled to have Sixty (60) minutes of break time within the Work Hours. For Academic staff, the School lunch time shall be part of the said break time.
- Employee shall be entitled to have a Fifteen (15) minute break for prayers in a manner that will not disrupt work.
- On return to work from maternity leave, female employees shall be entitled to 2 daily breaks of 30 minutes each to attend to the needs of the child, until the child is 1 year old. These 2 breaks may be combined and taken together.

### *Overtime*

- If the number of hours worked exceed Forty Eight (48) hours per week, the Employee is entitled for Overtime Pay.
- Overtime allocated and authorized after Work Hours shall be signed in and signed out through the attendance recording systems installed in the place of work, after 1600 hours on Work Days and on Rest Days.
- Overtime will be counted net of any late minutes for the month.
- The overtime pay per minute shall be calculated based on the Basic Salary of the Employee as follows:
  - $\text{Basic Salary} \div 30 = \text{Pay per Day}$
  - $\text{Pay per Day} \div 8 \text{ hours} = \text{Pay per Hour}$
  - $\text{Pay per Hour} \div 60 \text{ minutes} = \text{Pay per minute}$
- Overtime rate except Fridays and Public Holidays = Pay per minute x 1.25 (25% more than Pay per minute)
- Overtime rate for Fridays and Public Holidays = Pay per minute x 1.50 (50% more than Pay per minute)
- Overtime pay shall be paid only for additional minutes allocated and approved in advance by the Principal for all Academic Staff and by the Head of Department for all Administrative staff. This request shall be in writing. Only in exceptional circumstances (e.g. a meeting that runs late, a pressing deadline, etc.) can this request be made at the last minute. The supervisor will evaluate last minute requests on a case-by-case basis. An employee who works overtime without prior supervisory approval may be subject to corrective action.
- Unauthorized overtime worked shall not be paid by the Employer.
- Employees travelling on official duty or training will be entitled to a travel/hotel allowance (unless provided by the school) and will not be paid overtime.
- Employer may impose a limit on the maximum overtime that may be claimed by Employee in a given month. At present the limit stands at 3 hours per month.
- Overtime pay shall be disbursed with the Basic Pay of that particular month in which the overtime work was executed.

## Employment Contracts

### *Terms of Employment*

Nothing in this handbook or in the teacher's contract shall in any way be deemed to affect or limit the right of the Board of Directors to withhold the offer of a contract to any teacher for the coming academic year. The

Board of Directors of Islanders Education Institutions does not recognize tenure and no contract shall be deemed to imply any obligation of renewal, either on the part of the teacher or the Board.

### *Responsibilities*

All instructors are accepting employment at Islanders Education Institutions and thus agreeing to fulfill and maintain all the rules, regulations, policies, and directives which are or may be thereafter enacted by the Board of Directors, the Chairman, or the Principal for the good order and government of this school. They also agree to and accept the specific terms set forth in their AGREEMENT OF EMPLOYMENT.

### *Issuance of Contract*

An offer for a renewal of contract will normally be given before the fifteenth of October of each scholastic year. When contracts are prepared they are to be signed and returned to the Principal within Five (5) days from the date of the offer. Any teacher, offered such a contract, who decides to decline is to submit a statement in writing that it is by his/her own choice that he/she is terminating that teaching position and state the reasons for so declining.

### *Personnel Files*

The Human Resource will maintain personnel files on each teacher. The Principal and the individual teacher have access to the files. The files may be found in the Islander Education Office. Each teacher cooperates by providing the following for his/her files:

- Application Form
- Curriculum Vitae
- Copy of Passport/ ID Card Copy
- Copies of Official transcripts, degrees, credentials
- Police Clearance Form
- Employment Contract
- Employee Evaluation Forms
- Details of leaves taken

### *Termination of a Teacher during the Year*

The Principal retains the right to terminate a contracted teacher for any of the following reasons:

- Incompetence in teaching or in handling other school assignments; (The Principal, in consultation with the Department chair and Vice Principals, shall be the sole judge of what constitutes incompetence.)
- Repeated absences or excessive tardiness without just cause;
- Failure to accept or satisfactorily complete any assignment within the job description;
- Conduct that is, in the opinion of the Principal, scandalous to the community of Islanders Education Institutions.
- Physical abuse of students;
- Conviction of a felony.

### *School Day and School Term*

A school term within the scholastic year will include approximately 40 instructional weeks, which is normally understood to be approximately 196 teaching days. If at any time the Ministry of Education, Maldives modifies

either the minimum number of weeks and/or days, the definition at Islanders Education Institutions will automatically adjust to the new policy statement. The Principal will establish the scholastic year annually. The Principal will establish the length of the school day.

### *Outside Employment*

Faculty members of Islanders Education Institutions may NOT seek other employment at any time in post-school hours, weekends, vacation periods, or the summer; as such employment may conflict with their school obligations, preparations, or duties.

### *Teacher Appraisal*

The purpose of the appraisal/evaluation system is three-fold:

- To promote teaching excellence through the professional development of Faculty members,
- To provide a means of accountability for performance in light of the mission, goals, and policies of Islanders Education Institutions,
- To provide Faculty with a record of evaluation this serves as legal insulation in the event of charges of negligence or malfeasance.

Given these three aims, Faculty will participate in both formative and summative evaluations.

**Informal/Formative:** Each Faculty member will take part in a minimum of two formative evaluations per year. Vice Principals and Department chairs will conduct these evaluations. A number of informal observations may also be conducted throughout the school year. The purpose of these observations is to promote professional growth in the areas of teaching method, assessment, classroom management, and content-area expertise.

The formative evaluation offers opportunities for feedback and reflection on the craft of teaching.

Each formative evaluation should involve the following components:

- Pre-observation lesson plan distribution to administrator/Department chair;
- Post-observation conferences with the Faculty member and the observer;
- Use of the standard evaluation form, along with supplements reflecting institutional goals and themes;
- Agreement on specific areas of need and strategies for growth, including plans for follow-up;
- Formative evaluation forms should be signed by the Faculty member and returned to the appropriate administrator or Department chair within 24 hours of issuance;
- It is assumed that Faculty will participate in these evaluations in good faith and will follow through on any strategies for growth. Chronic failure to do so may be reported to the Principal.

**Summative:** The Principal and Vice Principals will conduct a minimum of one summative evaluation each year. This evaluation is formal in character, and will become part of the Faculty member's official record. Designed to be the primary vehicle for professional accountability, the summative evaluation is a review of the performance of each Faculty member in light of the mission of Islanders Education Institutions, institutional measures of teaching effectiveness, and the various themes and directives established by the Principal. As such, the summative evaluation is an important component of rehiring and/or termination decisions.

## Misunderstandings and Grievances

Any time people work together there are bound to be occasional misunderstandings or grievances. It is the hope that these will be infrequent, but recognized that they may occur. Administration will make every effort possible to resolve them quickly in a manner, which is equitable to everyone.

Any employee who has a complaint should first discuss it with his/her administrator, who will do his/her best to resolve the matter. However, if the employee feels the matter has not been or cannot be properly resolved at that level, then he/she should arrange a meeting with the Principal.

If the employee is still not satisfied, the Principal will arrange a meeting with the Board who will listen to all sides of the dispute and make a decision which will be final and binding on all parties.

In addition to complaints about their own circumstances, employees are expected to notify the appropriate administrator if they become aware of any violations of school rules or policies.

The school will not tolerate reprisals or retaliation against any employee who exercises his/her rights under this grievance procedure.

**Procedure:** The employee needs to fill in '*Staff Grievance Form*' (**APPENDIX**) and submit it to the HR department. The HR department will then forward the form to the concerned supervisor. The supervisor will respond to the grievance within 3 working days.

In case the employee is not satisfied with the response, then he/she can approach the Principal. The same form will be forwarded to the Principal.

The Principal will respond to the grievance within 5 working days. In case the employee is not satisfied with the response then the employee will be guided to the Board. The Principal will arrange the meeting with the Board.

## Harassment Policy

The school strongly believes that all people have the right to work in an environment free from all forms of unlawful harassment. Harassment, including sexual harassment of one employee by another employee or supervisor is prohibited by the local laws of the Republic of Maldives. The purpose of this policy is to assure that no form of harassment occurs at our school. This harassment policy includes, but is not limited to, harassment based on a person's race, nationality, gender, religion, physical or mental disability, age, and sexual orientation.

Sexual harassment is defined as unwanted sexual advances, or visual, verbal or physical conduct of a sexual nature. Sexual harassment includes many forms of offensive behavior. The following is a partial list of the types of behavior that could constitute sexual harassment:

- Verbal harassment such as derogatory comments or slurs, comments about an individual's body, use of sexually degrading words, suggestive or offensive notes, letters, or invitations;
- Physical harassment such as assault, impeding or blocking movement, or any physical interference with normal work or movement when directed at an individual;
- Visual forms of harassment, such as displaying derogatory posters, cartoons or drawings that are offensive;
- Requests for sexual favors or unwanted sexual advances;

Any other conduct that unreasonably interferes with an employee's performance of his/her job or that creates an intimidating, hostile or offensive working environment.

In keeping with our policy, the school will not tolerate any kind of unlawful harassment, particularly sexual harassment, by any of its employees. Any employee who is subjected to or witnesses possible harassment must immediately bring the incident to the attention of the Principal, Chairman or any other member of management without fear of reprisal. The matter will be thoroughly investigated, and confidentiality will be maintained to the extent possible. After reviewing all the evidence, a determination will be made concerning whether reasonable grounds exist to believe that harassment has occurred. Appropriate action will be taken to remedy the injury, if any, to the employee subjected to the harassment. The persons involved will be advised of the determination if appropriate.

It is the obligation of all employees to cooperate fully in the investigation process. The school considers any harassment based on unlawful discrimination to be a major offense which can result in disciplinary action for the offender, up to and including discharge. In addition, disciplinary action will be taken against any employee who attempts to discourage or prevent another employee from bringing harassment to the attention of management.

The school wants to assure all of its employees that measures will be undertaken to protect those who complain about harassment from any further acts of harassment, coercion or intimidation, and from retaliation due to their reporting an incident of this type or participating in an investigation or proceeding concerning the alleged harassment.

**Procedure:** Same as 'Grievance'

## Non-Fraternization Policy

The school desires to avoid misunderstandings, the appearance of favoritism, claims of sexual harassment, employee morale problems and other work related problems that can result from certain relationships between staff. Accordingly, all staff, both management and non-management, are prohibited from fraternizing or becoming romantically involved with the staff when, in the opinion of the school, their personal relationship may create a potential conflict of interest, cause disruption, create a negative or unprofessional work environment, present concerns regarding supervision, safety, security or morale, or cause other work related problems.

## Alcohol and Drug Policy

Consumption of Alcohol/Drugs by locals is a serious criminal offence according to the laws of the Republic of Maldives and may lead to termination of employee.

Foreign employees may not report to work intoxicated. Doing so may lead to termination of employment.

## Fraud Policy

The School's fraud policy is established to facilitate the development of controls that will aid in the detection and prevention of fraud against Islanders Education Institutions. It is the intent of Islanders Education Institutions to promote consistent organizational behavior by providing guidelines and assigning responsibility for the development of controls and conduct of investigations.

### *Scope of Policy*

This policy applies to any irregularity, or suspected irregularity, involving employees as well as board members, consultants, vendors, contractors, outside agencies doing business with employees of such agencies, and/or any other parties with a business relationship with Islanders Education Institutions.

Any investigative activity required will be conducted without regard to the suspected wrongdoer's length of service, position/title, or relationship to the Company.

### *Policy*

The Administration is responsible for the detection and prevention of fraud, misappropriations, and other irregularities. Fraud is defined as the intention, false representation or concealment of a material fact for the purpose of inducing another to act upon it to his or her injury. Each member of the administrative council will be familiar with the types of improprieties that might occur within his or her area of responsibility, and be alert for any indication of irregularity.

### *Actions Constituting Fraud*

The terms defalcation, misappropriation, and other fiscal irregularities refer to, but are not limited to:

- Any dishonest or fraudulent act
- Misappropriation of funds, securities, supplies, or other assets
- Impropriety in the handling or reporting of money or financial transactions
- Disclosing confidential and proprietary information to outside parties
- Accepting or seeking anything of material value from contractors, vendors, or persons
- Providing services/materials to the school.

**Exception:** Gifts less than \$50.00 in value

Destruction, removal or inappropriate use of records, furniture, fixtures, and equipment;  
*and/or*

Any similar or related irregularity

### *Reporting*

All irregularities should be reported to the Chairman, Principal, or to a member of the Board of Directors or in the case of a member of the Board of Directors, the chairman of the board. If investigation substantiates that fraudulent activities have occurred, the administrator contacted will issue reports to the appropriate designated personnel and, if appropriate, to the Board of Directors.

### *Confidentiality*

- Great care must be taken in the investigation of suspected improprieties or irregularities so as to avoid mistaken accusations or alerting suspected individuals that an investigation is under way.
- The proper response to any inquiries is: I am not at liberty to discuss this matter. Under no circumstances should any reference be made to the allegation, the crime, the fraud, the Forgery, the misappropriation, or any other specific reference.
- The reporting individual should be informed of the following:
  - Do not contact the suspected individual in an effort to determine facts or demand restitution.

- Do not discuss the case, facts, suspicions, or allegations with anyone unless specifically asked to do so by the Administration.

### *Termination*

If an investigation results in a recommendation to terminate an individual, the recommendation will be reviewed for approval by the designated representatives from the administration or the Board of Directors and, if necessary, by outside counsel, before any such action is taken. An administrative council member does not have the authority to terminate an employee. The decision to terminate an employee is made by the Principal, Chairman, or Board of Directors. Should the administrative council member believe the decision of the Principal or Chairman is inappropriate for the facts presented; the facts will be presented to executive committee of the board for a decision.

### *Administration*

The Chairman and Principal are responsible for the administration, revision, interpretation, and application of this policy. The policy will be reviewed annually and revised as needed.

## Reporting Child Abuse

It is a crime for certain professionals not to report suspected child abuse to the proper authorities.

Failure to report by telephone and in writing within 36 hours, the observation of a minor who has physical injury or injuries which appear to have been inflicted upon him or her by other than accidental means by any person, that minor has been sexually molested or that any unjustifiable pain or mental suffering has been inflicted upon the minor... to the local police authority is a misdemeanor, punishable by law. Those professionals required by this law to report include school principals, teachers, supervisors of child welfare and attendance, and certificated pupil personnel employees. These persons are not liable for either civil damages or criminal prosecution as a result of making a report unless it is proven that they made a false report with malice.

If any employee at Islanders Education Institutions observes or becomes aware of what appears to be child abuse, that person must contact the Principal immediately.

## Accident Procedures

In the event of a student injury:

- The teacher should survey the injury, quickly check for excessive bleeding or impairment of respiration. If either is noted, the teacher should take appropriate first aid measures, if trained to do so. Otherwise, call 102.
- If any of the vital signs are involved (i.e., excessive, profuse bleeding or respiratory difficulty, Etc.) Call 102, the Ambulance Service.
- If, in the teacher's judgment, nothing could be gained by transfer to the Health room and immediate transfer to an emergency facility is indicated because of severity of pain, impending shock or possible complication, call 102 and the injured student should be taken to the hospital.
- The teacher should stay with the injured student and have some other responsible person call 102.
- Accepted first aid procedures must be followed at all times. The teacher should make the student as comfortable as possible; keep the student warm; and remain calm himself/herself. This is most reassuring to the injured student.
- The teacher should notify the school Main Office, explaining who was injured, type of injury and the disposition of the case.
- The parents should be notified of the injury (the teacher or some other responsible person may do it). He/she should explain to them, very calmly, the apparent nature of the injury and the action being taken.
- The teacher (or some responsible person) will follow the ambulance to the hospital unless the parents are present.
- Complete the 'Accident report form' [**Appendix**] as soon after the accident or injury as possible, while details are still familiar and witnesses are still present. Forward the report to the Health room within 24 hours.
- If an injury occurs when the Health room is closed, the Principal or some member of the administration should be informed.

### *Summary of Emergency Procedures - The Teacher Should*

- Survey injury and check the student's condition. Stay with the student and have some responsible person call 102 Ambulance Service.
- Follow the accepted first aid procedures.
- Notify the school Main Office.
- Complete the accident report as soon as possible.

## Reproduction and Use of Copyrighted Materials

All copyrighted materials, print and non-print, may not be duplicated without first receiving written permission from the copyright holder or complying with the guidelines of this policy.

The school does not sanction illegal use or duplication in any form. Employees who willfully violate the school's copyright position do so at their own risk and assume all liability responsibilities.

The Principal, as chief administrator, is responsible for the enforcement of the provisions of this Policy. He/she will identify an individual to act as a liaison for staff information, control of the approval process (verbal and

written), and the maintenance of records relative to the duplication and the distribution of copyrighted materials.

## Financial Issues

### Fundraising

The Principal must approve all fundraising projects done by or with students for the benefit of School-sponsored activities. At the beginning of the school year, plans for such events must be submitted first to the Vice Principal for review and endorsement.

### Money Collected During and after School Hours

Money collected during school hours should be turned in daily to the Finance Department. Faculty and or Staff should not keep any money in their classrooms or offices overnight.

Special arrangements need to be made with the Finance Department if you need to hold cheques or cash overnight.

### Approval for Expenditures

All Expenditure requested by staff/faculty members must be approved by the Principal.

### Reimbursement for Expenses

All requests for reimbursement of personal funds disbursed on behalf of the school should be submitted to the Finance Department after getting prior approval of the Principal. These expenditures must be fully documented by receipts or other proof of purchase.

### Procedure for purchasing student "Spirit Packs"

Coaches/Sports coordinator desiring to purchase spirit packs (sportswear) for athletic teams need to clear the purchase and sales with the Principal. Students participating in sports should not be required to purchase merchandise for every sport. The Sports Coordinator monitors purchases and sales to assure that students are not feeling obligated or pressured into purchases.

The school's representative should get quotes from at least three vendors before deciding where the merchandise will be purchased. In calculating the price charged to students the state tax and shipping charged should be added to the quote. Normally money should be collected from students before the order is placed to determine the correct quantity to order. A purchase order should be used when placing an order.

## Employee Travel

Employee travel shall be for the following purposes:

- School or corporate business;
- Education programs or training;
- Program evaluation, development or research;

- Evaluation or assessment of equipment or facilities.

## Travel authorization

- All travel must be approved in advance by the Principal.
- Approval for local travelling in Male' or to other islands in Maldives (for official purposes) must be pre-approved by the Principal. The employee will fill in the 'transport requisition slip' stating the reason and mode of travel. Once approved, the employee will hand over the slip to the cashiers and collect the necessary expenses.
- Travel out of Maldives must be approved in advance by the Principal.
- All air travel is to be at economy class.

## Travel reimbursement

For travel requested by the school or by Department or individual employee, reimbursement will be made for pre approved transportation, lodging, food, tips, and registration. Entertainment expense is authorized only when incurred for the specific benefit of the school and must be separately identified and approved. An expense statement is to be submitted within 10 days after return from a trip with receipts attached. It should be signed and forwarded to the Principal.

# Reporting and Safety Rules for All Employees

We strive at all times for an excellent safety record. Good safety practices must be followed at all times and include, but are not limited to, the following rules. Failure to observe these rules could result in discipline, including termination.

1. Walk; do not run on School premises.
2. Horseplay is forbidden, as it may be a danger to you or other staff.
3. Do not lift or push objects that are too heavy or awkward for you to handle. Ask for help. To lift correctly you should bend your knees, keep your body erect, and push upward with your legs.
4. Do not stand on chairs, desks, tables, etc. to perform tasks above your reach. If your Department does not have a ladder, a representative of the Maintenance Department will perform the task for you.
5. If your Department has a ladder or a lift, familiarize all users with ladder and high reach safety procedures.
6. Use only the equipment assigned to your Department. Facilities will not loan tools or equipment.
7. Encourage your co-workers to follow safety practices.
8. Good housekeeping in your work area is essential. The vicinity surrounding your area must be kept clean and orderly. Remove all waste debris. Keep equipment and safety devices free from obstruction and easily accessible.
9. Know the location of fire extinguishers in your work area.

## Reporting procedures

All injuries-no matter how slight must be reported immediately to your supervisor. The supervisor will forward the report to the Health room.

Property damage, unsafe conditions and health hazards must be reported to your supervisor who will contact the Maintenance Department for immediate correction.

## Counseling

Counseling and academic advisement is a direct service to individual students and is available to all students of Islanders Education Institutions. Emphasis is on the intellectual and emotional integration of each student. Counseling is focused on helping students become inner directed, self actualizing persons capable of moving toward sound decision making and a healthy, well integrated life-style. The Counselor, in partnership with the Faculty and staff, exists to assist students with their personal, academic and career choices and concerns.

### Services Available

- The counselor is available for consultation with students, Faculty and family members.
- Academic advisement on college placement and career possibilities is also available.
- Personal counseling is available at any time.
- The Faculty is encouraged to use the counselor as a resource to assist in helping with classroom management and concerns about an individual student.
- Faculty should also feel free to refer parents to the counselor when appropriate.

### Procedures

In the event that a counselor requests to see a student, or a student requests to see a Counselor, a referral slip will be issued. It is the student's responsibility to show this referral slip to the teacher. Teachers are requested to sign the student out of class by filling in the appropriate time of exit and their initials. When a student leaves a counselor's office, the counselor will fill in the appropriate time and initial in it. The student should show the teacher the pass when returning to class.

In the event that a student is to take a test, quiz, or make some type of presentation in class, the teacher is NOT obligated to release the student for a counseling interview. Always, a student's freedom to leave class to see a counselor is at the discretion of the teacher. The counselors will respect this exercise of the teacher's discretion.

In some cases, students will be participating in a special interest support group. In that case, the counselor in charge of the group will identify the participants of the group to the teacher. Each time a group meets, the participants will be sent a pass to excuse them from class. Again, it is the teacher's discretion as to whether or not they will be dismissed from class.

# STUDENT ACTIVITIES PROGRAM

## Rationale

Participation in student activities plays an important role in the education of all students. It is through these activities that the school attempts to supply experiences that meet the immediate needs of the maturing individual, as well as aiding in the development of ideals, skills, and attitudes that are necessary for success as an adult. In particular, the activities programs at Islanders Education Institutions seek to achieve the following goals:

- The feeling of acceptance and value gained through working with a group;
- Promotion of friendly relations within the student body and between the student body and the Faculty;
- Development of responsible leaders;
- Opportunities for the exploration of activities outside the sphere of classroom experience;
- Development of mental, physical, spiritual, and social aptitudes not directly promoted by the academic program;
- Development of school spirit
- Fulfilling the mission of —Educating Hearts and Minds.

## Vision

Every student participates in a sport (and or in a physical activity).

## Aim

1. To promote a healthy and fulfilling lifestyle by developing self-motivation to take part in a sport/physical activity during schooling years;
2. To contribute to the physical development of each child- size, strength, fitness, speed, gross and fine motor skill;
3. To contribute to the intellectual development of each child;
4. To help establish the individual child's self-esteem and confidence.
5. To develop social skills (co-operating in groups, playing fairly to rules, mixing with children from other schools).

## Program Structure

- The program will be offered during the following periods
  - Semester 1 - Feb to May
  - Semester 2 - July to October (Secondary) & Nov 15th for primary
- There will be no sports program during month of RAMAZAN and December
- The participation in Sports program is mandatory for Primary students. However, it is optional for Secondary students.

## Enrollment Procedure

- Students will choose the particular sports at the start of the year.
- Parents can submit their choice through the online form.
- However, students who do not participate in school sports will have their sports attendance marked as ZERO in their reports cards
- Final list should be prepared by the third week of January
- Sports Program should begin from **1 Feb**
- Each student should participate in (at least) a (one) sport.
- Once a student registers to a sport s/he should be committed to participate in that sport for at least one semester. The student can opt to change a sports in the second semester.

## Hiring of Coaches

Coaches can also be hired for the following period

- Feb to May - 4 months
- July to October: 4 months
- Or based on requirements of Inter school preparation.

**So total 8 months salary for the after school program coaches.**

## Sports Calendars

- Sports department will prepare a sports calendar based on the various activities scheduled by the MOE.
- Sports department will choose the activities which they have the competence and expertise to participate.
- The calendar will also schedule each month, friendly interschool matches for various sports.
- Sports training scheduled for the teams participating in the inter school matches
- Ideally, the practice should begin 1 month before the tournament.(very important)

## ABSENTEEISM FROM PRACTICES OR MATCHES

- If for any reason, a student cannot take in a training session, s/he should notify to the sports teacher or sports manager (latest one hour before the session).
- Anyone who is not at school may not play in a match or attend practice that day.

## DRESS CODE / UNIFORM

- School sports uniform should be worn for trainings. In some instances there might be exception to wear other training uniforms, with the approval from the sports department.
- Competition attire will be decided by the sports department, after consultation with the respective stakeholders (e.g., coach, National Sports Associations etc).
- In the event of a student fails to follow the uniform code during training and or during the competition, the school has the right to exclude that student (or team) from the competition and take appropriate disciplinary actions.

## TEAM SELECTION

- Teams will be selected on attendance and merit.
- The coaches in collaboration with the school's sports department select the teams.
- The decision taken on team selection is final.

## CODE OF CONDUCT DURING PRACTICES AND MATCHES

- Students must behave appropriately during practices and matches.
- All players are expected to show good sportsmanship at all times towards the officials, referees/umpires and the members of the opposing team and their management and supporters.

## CANCELLATION OF PRACTICES OR MATCHES

- Practices continue irrespective if there is a (of) matches that week.
- In the event of a practice cancelled or curtailed due to rain (or extreme heat), school will inform parents through text message or students will be asked to phone their parents to collect them.

## MONITORING OF THE PROGRAM

- Students who are registered for sports requested to attend sports on regular basis.
- Each teacher of sports department has to take ownership of one individual sport and do the monitoring of it.
- Teachers who go to the venues have to mark the register and update on google register sheets regularly.
- In required sports academic teachers will be assigned to mark registers and monitor the students.
- Attendance report will be sent to principal on weekly basis to maintain quality of after school sports program.

## Sports offered(physical activity) for different grades

- Grade 1 & 2
  - ◆ Athletics, Badminton, Table tennis and Football
- Grades 3 to 5
  - ◆ Football, Basketball, Cricket, Athletics, Swimming, Badminton, Table tennis and Zumba
- Grades 6 to 8
  - ◆ Sports will taught during school PE class
  - ◆ (Optional) - the same sports that are provided for grades 3 to 5.
- Grades 9 to 12
  - ◆ Two mandatory aerobics/ fitness classes will be conducted twice a week. Two sessions for boys, and two sessions for girls.
  - ◆ (Optional) - the same sports that are provided for grades 3 to 5.

Note: Sports that are not offered in the school can be pursued through its respective national sports association, academies and the school will try its best to facilitate the process. Hence, those students who participate in a sport outside of school sports program should;

- I. Notify to Sports department in written form, through his/her respective sports association/ club/ academy;
- II. The parent(s) should arrange with the respective sports association/club/ academy to forward an attendance sheet at the end of each month. Failure to do so (within the first 5 working days of each month), will end up getting 'zero' for that month's attendance.

## Sports reporting system

- a. Grades 3 to 5 (Two marking criterias)
  - a. Attendance: 90% or + =A; 80-89% =B; 70-79% =C; 60-69% = D; 50-59% = E; 49% or below = F.
  - b. Sports skills
- b. Grades 6 to 8
  - a. Sports and fitness related activities will be provided during school hours; two classes per week;
  - b. In these classes, sports related skills will be taught through theory and practical classes;
  - c. Evaluation will take in the form of relevant practical test(s).
- c. Grades 9 to 12
  - a. Two sessions of physical activity will be provided; that is, two sessions during school hours (each week) will be given for boys and two sessions will be given for girls.
  - b. Evaluation will take in the form of relevant practical test(s).

## Documents to be maintained by sports department

1. Sports Policy- Also include the details of the age groups for various sports
2. Sports calendar (which includes practise sessions, friendly matches, events to be participated).
3. Scheme of works for each sports
4. Scheme of work for PE syllabus
5. Sports Inventory
6. Budget for each event
7. Attendance sheets for all after school sports (Google Drive ) updated each week
8. Reports of achievements (Internal and external events)
9. School team list for each sports
10. Duty list of teachers for each sports
11. Sports syllabus which is designed by sports department.
12. In/Outward correspondence register should be maintained by sports department after the letters and documents are registered by academic administrator or the department.

## Sports event to be participated IN INTER-SCHOOL and the age groups

- Athletics: ( U12 male and female, U14 male and female, U16 male and female)
- Badminton: ( U12 male female, U14 male female individual and team event)
- Basketball ( U12 male and female, U14 male and female)
- Cricket: ( U12 mixed team event, U14 boys only)
- Football: ( Fiesta for grade 1 to 5, U14 for boys)
- Swimming: ( U8 and 10 Festival, U12 male and female, U14 male and female)
- Table Tennis: (U12 male female and U14 male and female Individual and team event)

- Friendly matches for all the above mentioned sports.

## RECOGNISING STUDENT ACHIEVEMENT

Students appreciated for their achievement in sports events: (Put this in sports calendar)

1. Welcome banner for students /winning teams after event is over.
2. Recognise them during the **next assembly** by the principal. In case there are any certificates or cups to be given by the association, these will be distributed. No parents invited.
3. **Special assembly** for all sports achievers during the term. This assembly will be held in the last week of each term. Parents of the participants will be invited to witness. The school will give its own certificates to students, teachers and coaches who actively participated in these events. Parents of the participants to be invited. A distinguished sports personality or VIP should be invited to give away the certificates.
4. Invite the Marketing department for taking photos and giving social media coverage.

## Faculty Responsibility for Promotion of Extra-Curricular Participation

Faculty members should encourage participation in some form of sponsored extra-curricular activity for most students. Given the values of the peer group within which a student must work out school development, most students need the self-respect, and respect of others, that comes with having well-developed social and physical skills.

## General Policies for co-curricular programs

The following are general policies for all extra-curricular programs:

- All meetings or other activities must be under the immediate and direct supervision of the coach or moderator at all times.
- All group or club activities (with the exception of inter-scholastic competitions) must be held on campus. Permission for an off-campus meeting must be obtained in advance from the Vice Principal.
- No organization or club funds are to remain in the custody of any student.
- All requirements of the Ministry of Education in regard to the required supervision of school-sponsored activities and meetings, the prevention of harassment, secret societies and hazing, and the various fire and safety regulations are to be strictly observed by all school organizations.
- Membership lists for all clubs are to be given to the Head of Division at the beginning of each term. Revisions of these rosters and lists are to be prepared as required.
- Moderators of the various activities are directly responsible to the Head of Division for proper supervision, encouragement, and operation of the activities under their supervision. All organizations and groups shall conduct their activities in a manner that is representative of the Islanders Education Institutions philosophy.
- Parents should be encouraged to participate in the sponsoring and operation of school-related activities in all ways possible, e.g., judges for speech tournaments, timers at track meets, etc.
- The activities of all organizations and clubs are to be listed with the Vice Principal, giving day, date, and time. Permission to miss class time for these activities, unless already covered by school policy, must be obtained.
- The use of school facilities is to be cleared with the Vice Principal and the Maintenance Department or teacher who might be involved.

### Policies Covering Athletic Programs

The following items are meant to highlight certain policies of Athletics Programs:

- All athletic programs are under the general supervision of the Sports Coordinator. All budget requests, special permissions, etc., are to be requested from the Sports Coordinator and/or the head coach of the specific sport.
- Rosters of team memberships, together with the required athletic eligibility information, are to be turned in to the Sports Coordinator as required. These rosters should always be kept up to date.
- At no time is any team to be left unsupervised. Not to have a coach in active supervision at the time of an accident leaves the school and the coach criminally negligent and subject to a lawsuit.
- Active supervision is defined by laws as follows:
  - A coach must be physically present and in immediate control of the activities.
  - He/she must be able to maintain eye contact with all participants, even if they are broken up into small groups.
  - This supervision requirement extends into the locker room as well. Any negligence in this regard, when brought to the attention of the administration, will be considered a serious breach of contract by the coach concerned.

- All budget requests, referee, police, and supplementary remuneration, etc., and all other financial transactions involved in athletics are to be handled according to the policies set down in the General Section of this handbook under Financial Policies and Procedures.
- All athletic programs within the school structure are to be conducted in accordance with the various regulations of the school. All athletic personnel have an obligation to familiarize themselves with these regulations and to see to it that they are fulfilled. It is the responsibility of the sports coordinator to supervise all athletic personnel to ensure that all regulations are being followed properly.
- Coaches are responsible for supervising their squad at all times when a team travels. Therefore, from the time the team boards the vehicle at school until it returns to school, the coach is responsible for the actions and the safety of the entire group.
- Coaches should be prepared ahead of time for the day's athletic practice and be ready when the students arrive. This means that a definite program is to be worked out for the practice of drills scheduled for that day.
- It is the coach's responsibility to make certain that managers and players take proper care of equipment and store it away after practice ends.
- Coaches may not leave campus/venue after a practice or game until each of his or her players has been picked up.

# FIELD TRIPS

## GENERAL FIELD TRIP POLICY

The Islanders education encourages the use of organized off-campus trips that will serve worthwhile educational outcomes and further the purposes of school goals.

The Board recognizes that the delivery of varied programs, using the field trip as a learning medium, requires coordination, safety precautions and financial resources. In order to protect the student, the teacher and the parent, and in order to distribute opportunities and resources as equitably as possible to all students in the district, the Board will review, from time to time, the regulations that specify the Board's position. The Board will provide the services of an administrator to manage these regulations.

Field trips within Maldivian borders that focus on Maldivian heritage, regional differences and cultural diversity are encouraged.

International field trips organized to focus on sound educational outcomes, and cross-cultural understanding, will be supported by the Board.

The Board believes that curricular and extracurricular activities involving travel are an important offering to our students. In the interest of student safety, these activities must be carefully planned, executed and controlled. The Board acknowledges they are often an established part of school life and may be one of the most memorable and enriching activities in an overall educational program. Such activities must advance legitimate educational goals and must be effectively supervised in a manner to protect the students and the programs. (End of policy)

## Special Considerations before Planning Begins

The Board is fully prepared to support field trips for students in its schools, and they advise that the primary consideration in field trip planning is the safety and well being of the students and staff.

Increased concerns with regard to student safety and Board liability have prompted the field trip process to be reviewed regularly. Teachers are advised to consult with their Principal to be certain that there are no additional requirements that are not contained in this manual. The following considerations must be addressed by the trip supervisor in preparation for a field trip:

- In undertaking this field trip how will the risks increase to the safety and well being of my students?
- What are the nature and the degree of any increased risk(s)?
- Have I communicated the risks to the parents of my students, and provided an option for the parents to withdraw their child from the field trip if they feel the risks are beyond their child's comfort or capacity?
- Have I minimized the risks to a reasonable level by adjusting my travel destination and educating my students of the risks they may face?
- Can the outcomes involving higher risk activities be achieved in an alternate or safer way?
- Do I have a signed consent from the parent, stating that they accept the described risks that may arise while their child attends the trip?
- Is it necessary to arrange for certified people to assist with planned activities?

## Policies and Procedures

Faculty members must adhere to the following policies and procedures regarding student field trips:

- Proposed student trips/travel should not be promoted publicly to students or parents until formal approval by Principal is given;
- A field trip must have an educational purpose
- At least one month prior to a trip, Faculty members must submit to the Vice Principal a completed field trip request detailing the trip's particulars (i.e., time, place, method of transportation, students involved, substitution needed, etc.). **[APPENDIX ]** Field trip requests are reviewed by the Principal. If permission is granted, the Faculty sponsor must submit a list of students who will miss class to the attendance office and main office. The Faculty sponsor must take attendance before the students leave the school campus (discrepancies must be reported to the attendance office immediately).
- Each student must have a FIELD TRIP PERMISSION FORM signed by his or her parent/guardian. **[APPENDIX]**
- No field trips are allowed during school hours and during final exams.

## Supervision

Faculty members must adhere to the following policies regarding supervision:

- There must be one chaperone for each ten students.
- If students will be swimming, adequate supervision would require the presence of a qualified lifeguard.
- Adult chaperones must be with the students at all times. Students are not allowed to go off to restaurants, etc., unaccompanied.

### *Chaperone Expectations for an Islanders Education Institution Overnight Trip*

Faculty members are appreciated for their time and dedication to our students.

To ensure the safety of our students, it is expected that:

- Give travel arrangements to the Principal, appropriate Vice Principal and get it prior approval
- Chaperones will be responsible for a group of students at all times.
- There will be a chaperone on duty all night.
- Chaperones must carry permission slips and information sheets with them.
- Chaperones will always be available to students
- Chaperones will not drink any alcohol in the presence of students or while on duty.
- Chaperones will contact the appropriate Principal if a serious incident occurs.
- Any discipline problems will be reported to the Principal on your return.

## Field Trip Dress

As representatives of Islanders Education Institutions, it is important that students dress appropriately while they are on a field trip. Ordinarily the school uniform is the appropriate dress for school field trips. Faculty should remind the students that the uniform is the expected dress on field trips. Should there be a need for non-uniform dress Faculty members should request approval for alternate dress from the Principal as is necessary.

The following items **may** be worn on field trips when approved by the Principal:

- Shirts: Collared polo style shirts or collared dress shirts.
- Shorts: Solid color shorts which are not torn or baggy and fit to the waist.
- Pants: Pants, which are not torn or baggy and fit to the waist.
- Socks: Socks or hosiery must be worn at all times and are not permitted to be ripped or contain holes.
- Shoes: Tennis shoes, leather oxfords, topsiders or loafers may be worn.
- Sweaters: Solid color sweaters may be worn.
- Sweatshirts: Solid color sweatshirts may be worn.
- Jackets: The jacket must conform to the normal dress code requirement.
- Dresses and Skirts: Appropriate for the occasion may also be worn.

The following items may not be worn on field trips (unless otherwise stipulated):

- Pants that sag
- Jeans
- T-shirts
- Hats, bandanas, etc.
- Boots of any kind

The following items may **not** be worn on field trips in any situation.

- Excessively revealing clothing
- Any article of clothing inconsistent with the values of Islam (i.e., modesty, etc.)

Any student who is not dressed appropriately will not be permitted to participate in the field trip, and will be subject to disciplinary action. Faculty members are expected to enforce these field trip dress policies.

Any policies that are not covered in this hand book should be verified by the Principal.

## ATTACHED FORMS

1. SICK LEAVE FORM
2. EMERGENCY LEAVE FORM
3. MATERNITY LEAVE FORM
4. SHORT LEAVE FORM
5. FIELD TRIP APPROVAL FORM
6. STAFF GRIEVANCE FORM
7. TIME OFF FORM/ **FACULTY OFF-CAMPUS REQUEST**
8. PARENT CONSENT FORM
9. TRAVEL REQUISITION FORM
10. SALARY ADVANCE FORM
11. STUDENT EXEAT SLIP
12. STUDENT ILLNESS REPORTING SLIP
13. STUDENT RELEASE SLIP (ON MEDICAL GROUNDS)
14. GRADING SCALE
15. ACADEMIC CALENDAR
16. ACCIDENT REPORTING FORM

## TEACHER'S PLEDGE

*I will apply, for the benefit of the students, all measures that are required for their success, with the knowledge that they can and will succeed.*

*I will remember that it is my responsibility.*

*I will form the positive relationships with my students that will directly affect their motivation, effort, confidence and achievement.*

*I will remember that empathy, compassion, understanding is essential and that my children are my responsibility*

*I will respect and uphold the dignity of my students and tread with care and reflection in all matters.*

*I will remember that each student and situation is special and unique, and must be treated as such.*

*I will remember that I am responsible for the growth and development of the whole child who will not be judged by individual failures or measures.*

*I will remember to aid and assist my students to grow, learn, develop, and I will be committed to them.*

*I will always act so as to preserve the finest traditions of my calling and may I long experience the joy of educating those in my care.*

## Billabong High School Structure 2018

Position	Name
<b>PRIMARY SCHOOL</b>	
<b>Head of Primary</b>	<b>Mauroofa</b>
Coordinator Grade 1 and 2	Leeza
Coordinator Grade 3 and 4	Nalini
Club coordinator	Leeza
I Care coordinator	Nailini
<b>MIDDLE SCHOOL</b>	
<b>Head of Middle school</b>	<b>Ainthu</b>
SL - English	Sophia
SL - Math	Rekha
SL - Science	Fathun
SL - Humanities	Fortune
SL - IT	Anthony
SL - Dhi/Islam/Qur	Muaz
I Care coordinator	Elizabeth
Club coordinator	Elizabeth
<b>SENIOR SCHOOL</b>	
<b>Head of Senior school</b>	
HOD - English	Jason
HOD - Math	Naushaad
HOD - IT	Anthony
HOD - Humanities	Gisha
HOD - Dhi/Isl/Qua	Shanim
HOD - Bus/Eco/Acc	Jhonson
I Care/DofE coordinator	Gisha
Club coordinator	Azra
Coordinator - MYM	Sunita
Student Council	

# JOB DESCRIPTIONS

## ACADEMIC

Principal

Head of primary/middle/senior school

Head of Department/ Subject Leader

Teacher

## NON ACADEMIC

### Front Office

Receptionist

Cashier

### Procurement

PA to principal