



**Horizon Private School - Branch
Teacher's Handbook**

2016 - 2017

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MISSION

*Horizon Private School Branch is committed to preparing **distinguished citizens** who honor their **national identity**, **maintain personal growth**, and **strive for academic excellence**. We want our **students** to become **life-long learners** and **make a difference** in this challenging global environment. We aim to instill in our students the following values: **responsibility, respect, tolerance, honesty and cooperation**.*

VISION

Our vision is to create independent lifelong learners who:

- *Are able to cope with all life stresses and deal with future challenges*
- *Dare to be themselves and believe in their own identity*
- *Thrive with positive thinking and have passion towards making a better change in the world*
- *Pronounce failure as a setback for success and embrace mistakes as opportunities for learning*
- *Perceive struggle as a valuable price for self-improvement and self-investment*

SCHOOL VALUES

***A**uthenticity **B**rilliance **U**niqueness*

***D**iversity **H**onesty **A**ccountability **B**ravery **I**nnovation*

Teaching Load & working hours

- Teachers will have a maximum teaching load of 30 periods per week.
- KG teachers' working hours are 7:10 am till 3:00 pm from Sunday to Thursday.
- Grades 1-12 teachers' working hours are 7:20 am till 3:15 pm from Sunday to Thursday (when not on duty).
- Grades 1-12 teachers on morning duty should report to school at 7:05 am and are on duty until 7:30 am.
- Grades 1-5 teachers on afternoon duty should report to the assigned late rooms **or stations** at 2:25 pm and are on duty until 2:55 pm.
- Grades 6-12 teachers on afternoon duty should report to the playground at 2:55 pm and are on duty until 3:15 pm.
- All employees are expected to work on other days or at other hours when the volume and nature of work demands it (ex. meetings, workshops, lectures, exam proctoring, etc.).

Meetings

A. Staff meetings

All teachers are required to attend staff meetings as and when scheduled. Teachers should keep their Monday afternoons free from any commitment until 4:00 pm. This is when the General Faculty Meetings take place. Moreover, students will be dismissed early on Thursdays. However, teachers are still on duty until 3:15 as usual. During this time, Professional Development sessions and other academic-related concepts and trends will be shared/ demonstrated.

B. Grade Level Meetings / Coordination Meetings / Departmental Meetings

These are weekly meetings held with the teachers of the level or subject to follow up on the program of study, to assist new teachers in their work, and to make sure that the weekly and the yearly plans are well implemented. All meetings are to be minuted and an e- copy should be sent to the relevant team members as well as the principal.

Leaves, holidays & absences:

Annual Leave:

- The annual leave is stated in your contract and the academic year runs from August until July. Should you join part way through a year, your entitlement to annual leave will be pro-rated and calculated for actual working days only.

- School holidays are stated in the school calendar handed at the beginning of each year, and teachers are expected to strictly abide by it.
- Vacations and holidays are pre-scheduled in the school academic calendar; hence, teachers should plan their vacations accordingly.

Leave of absence:

- Three (3) days paid leave will be granted to employees to attend funerals of close relatives as defined below:
 - ✚ Husband/Wife
 - ✚ Son/Daughter
 - ✚ Father/Mother
 - ✚ Brother/Sister
 - ✚ Grandfather/Grandmother
 - ✚ Grandson/Granddaughter
- In case the employee had to travel overseas to attend the funeral, then he / she will be granted one week paid leave.
- In certain other circumstances, the Principal may approve unpaid leaves to employees who request it in writing. This is not guaranteed and will be considered on a case by case basis.
- In circumstances where it may prove necessary for an employee to extend an approved leave on compassionate grounds, the employee may take reasonable unpaid leave at the discretion of the Principal.

Absences due to illness or injury:

- Any absence without a medical certificate (for the same day of absenteeism) will be deducted from the salary.
- The maximum number of sick leave days allowed in any one year of service is ninety days continuous or otherwise and is calculated as follows:
 - ✚ First fifteen (15) days: full pay
 - ✚ Next thirty (30) days: half pay
 - ✚ Subsequent forty five (45) days: unpaid
- Following ninety days sick leave, if the employee is unable to work, then the employer is entitled to terminate the contract of the employee.

Maternity leave:

- Pregnant employees are entitled to 45 days paid leave (starting the date of delivery) after which if the employee was not able to join work, then it will be considered as an unpaid leave.

Absenteeism

A. Teachers' Absenteeism

- The school strongly discourages the absenteeism of any staff member for purely personal convenience. Therefore, the absentee will suffer a salary deduction for the missed days which will be recorded in the teacher's file.
- When a teacher is unable to attend school due to sickness or any emergency, the teacher has to call his/her immediate supervisor between 6:30 am and 7:00 am.
 - KG Coordinator Ms Bushra 050-2388826
 - G1-2 Coordinator Ms Mary 050-8207677
 - G3-4 Coordinator Ms Zeina K 050-7217951
 - G6-8 MS Coordinator Mrs. Dalia 056-1411404
 - G9-12 HS Coordinator Mrs. Zeina R 056-7457202
- A medical report has to be submitted to the Registrar (Mrs. Rowayda) upon return to work.

B. Students' Absenteeism

- Teachers have to check and record absences of students on the school system by 7:55 am.
- Teachers have to check and record absences of students on the attendance slips. These will be collected (by the coordinator's office) from the classes at 8:00 am.
- Homework, worksheets, assignments etc. should be prepared for absent students and sent to the office to be collected by parents.

Teacher Evaluation/ performance appraisal:

All teachers will be evaluated throughout the school year. The evaluation includes at least two classroom observations as well as observation outside the class.

General rules:

Professionalism

Teachers are expected to deal professionally with students, colleagues, parents and the administration. This includes issues such as confidentiality, punctuality, impartiality, conduct, and dressing appropriately. The teacher should be a model of the values and attitudes expected of the students including good citizenship, fairness, honesty, and responsibility as well as prompt fulfillment of duties and respect for others.

Expectations

A teacher is expected to:

- Be the first one to enter the classroom and the last one to leave it.
- Check attendance daily in the morning.
- Dismiss students only after the bell rings.
- Make sure that no students stay in the classrooms unsupervised even during recesses.
- Strictly respect time of arrival, departure, duty, meetings, classes, etc.
- Never use the mobile phone except when on break time.
- Never use the mobile phone except in the staff room.
 - o Violating teachers will be subject to a disciplinary procedure.
- Keep the mobile phone on silent mode at all times.
- Never take foods or drinks (except water) to classrooms.

Teachers should train children to:

- Always walk in a straight line and be silent while moving from one place to another.
- Walk to the right side up and down the stairs and in the halls.
- Respect others and be courteous and polite.
- Keep classrooms and playgrounds clean and tidy.
- Take care of school furniture and property.
- Take turns when playing in the playground.
- Take turns when buying from the canteen.
- Take the needed material when going to special classes.

Routine procedures

Any teacher who needs to leave the school premises during school hours has to notify his/her respective Section Coordinator/s and the principal before leaving.

Discipline

Without good discipline, the school cannot discharge its primary responsibility of promoting and developing good citizens. In maintaining discipline, teachers will have all the support they need from the school administrators and parents. The school aims at creating an atmosphere that fosters the development of a positive self-image and responsible citizenship.

Misbehaving students should be addressed first by the teacher concerned. **Please note that corporal punishment of any kind, under any circumstances, is strictly against the school policy.**

Supervision

One of the primary responsibilities of teachers is the close supervision of children inside and outside the classroom. It is especially crucial that children acquire and practice social skills to learn good citizenship, respect for the rights and property of others, and self-management.

A total school effort is needed through corrective and preventive management program which clearly states what students, teachers, and administrators should each do to accomplish these goals.

Supervision Duties

- Teachers who have **morning duty** should be at school in their assigned places at 7:05 am.
- Teachers who have **home-time duty** should be in their assigned places at the end of the day **from 2:25 pm till 2:55 pm** (Grades 1-5) and **from 2:55 pm till 3:15 pm** (Grades 6-12).
- Teachers who have first or second break supervision duty should be in their assigned places for the duration of the break.
- Teachers on duty should **circulate** among students, **talk** to them, **socialize** with them, and **avoid chatting with other staff members**.
- Teachers on duty are expected to move around the play area for more effective observation and supervision.

- Teachers on duty should observe that:
 1. No rough playing or fighting is taking place.
 2. Students are lining up properly in the canteen.
 3. Students are not bringing their balls or toys to school.
 4. No mobile phones or electronic devices are brought to school.
 5. Students are keeping the playground clean.
 6. No bullying is taking place anywhere on the school campus.

Responsibilities:

Your role as a teacher must include the following obligations:

A. Professional responsibilities

1. Perform your role enthusiastically by maintaining interesting classes and instilling novelty (proper use of Smart Boards and technology) and interactive approach, whenever possible, into materials and methods.
2. Prepare adequately for your class assignments and lesson plans.
3. Attend all faculty, department, and parent meetings.
4. Attend training sessions or seminars inside or outside the school.
5. Assume duties as proctoring or supervising students' activities.
6. Develop curricula and instructional materials as requested by the school.
7. Take part in the extracurricular activities, advisory periods, and issues of mutual interest.
8. Be punctual in arriving to school, attending meetings, reporting to playground duty, and handing in exams and results of exams.
9. Show continued concern for the work and progress of individual students.
10. Recognize your role as an advisor in setting classroom routines and behavior.
11. Kindly refer to the Student Protection Policy manual on the shared folder on the system under "Policies".
12. Consistently implement **The Intervention Ladder** and ensure that the students are complying with **The Student Code of Conduct**.

B. Ethical responsibilities

1. Emphasize integrity and maintain consistency of attitude in your relationship with students. Respect students and discipline with dignity.
2. Exercise objectivity and tolerance in dealing with controversial issues.
3. Be ready to substitute for absent teachers.

Teachers' children are to be treated like others with no additional privileges. They **will not accompany** their parents to meetings, workshops or while they are on duty.

C. Confidentiality

It is imperative to avoid discussing student problems with irrelevant others / teachers and parents.

Uphold strict confidentiality with regards to files and information about students. Never discuss children outside school premises.

The problems of students must not be discussed outside the teams and the office. The problems of the school must not be discussed outside the confines of the school. **We do not air our disagreements or students' affairs in public.**

D. Posters and Handouts

Posters, circulars, or handouts that do not concern the learning process must be approved by the administration before being distributed or posted. Please direct all such requests to the Principal to secure approval.

E. Excursions

Excursions should be planned at the beginning of the school year and coordinated with the Activities Coordinator early enough, so he/she can gain pre-approval from ADEC. Themes should be related to the curriculum.

F. Homework

As a general rule, it is advisable that students do most of their work at school under the guidance and the supervision of the teacher. However, homework may be given to reinforce skills already taught.

Homework (for the Elementary students) should be short, clear, and well understood by the student. It should not involve any new concepts or skills but should be an application exercise. The time required to accomplish it varies according to the student's pace, level of performance, and grade level.

G. Student Belongings

Inform students to label all their personal belongings: PE suits, jackets, books, notebooks and lunch boxes.

Private Tutoring

We believe that learning should take place in the classroom. As thus, we are totally against private tutoring.

HPS/Br. teachers are not allowed to tutor any of our students.

Communication with Parents:

A. Circulars and Letters to Parents

Circulars and letters are the means of communication between the administration and parents. It is important to:

- Explain their contents to the students and make sure that students take them home.
- Keep copies to the students who were absent, label them with the students' names, and give them to the students later on.

For personal comments about a specific student, please use the diary or Student Progress Report and make sure it gets signed by the parents. Furthermore, kindly abide by the conventions of the language of instruction used (spelling, structure, etc...)

B. Conferences / Meetings with Parents

Conferences with parents are encouraged when situations call for them. The formal Parent/Teacher Conferences are pre-scheduled by the office and notifications are sent to the parents. However, special meetings may be requested by the teacher, parent, or Section Coordinator to discuss important issues. These meetings may be attended by the Section Coordinator or School Principal if the need arises. Teachers are expected to be well-prepared with samples of the student's work and /or behavioral observations during the conference with the parents. Moreover, teachers should be consistent, courteous, objective, calm, and clear in the meetings.

Furthermore, the main issues discussed and agreed upon with the parents during these meetings should be documented and recorded on the Parent-Teacher Conference Form which should be dated and signed by both the parent and the teacher. A copy is given to the parent and a copy is kept in the Student's file with the respective Section Coordinator.

C. Diary

The diary is an important tool in the day-to-day communication with the parents. Use it to keep the parents informed about any minor infraction that the students commit, such as missing their homework, being sleepy, misbehaving, etc... Needless to say, make sure that the parents sign the diary.

D. Student Progress Report (SPR)

The SPR is a more formal means of communicating with the parents. Any complaint regarding the student's academic achievement, regression, or behavior could be reported to the parents via the SPR.

The SPR is a documented paper that can be used at a later stage as a proof of notification of any issue concerning an individual student. Ensure that the parents sign and return it.

The SPR is a carbonated booklet. Fill in the different areas specifying the **student's full name, date, subject, your name, as well as any necessary comments** you wish to convey to the parents. Send the white copy to the parents, give the respective Section Coordinator the yellow copy, and keep the pink copy in your booklet.

E. Class Dojo:

The Class Dojo is a behavioral management system which is used to track the development of each student's behavior and provide him / her with motivation to improve his / her conduct and learning skills as well as a means for the teacher to communicate with parents.

KG1 to Grade 5 Home Room Teachers and Class Advisors are required to use it.

Photocopying at HPS/Br.

- Please remember that **printers are not photocopying machines**, so do not print multiple copies.
- All tests and exams should be approved and signed by the subject's coordinator or HOD at least two days in advance.
- All worksheets, quizzes, tests, and exams should be submitted to the photocopying room clerk **at least two (2) working days prior to the date they are needed** and later on picked up by the teacher/ team leader.
- Staff working in the photocopying room will keep record of the number of copies made per grade level/ subject on daily basis.

Dress Code at HPS/Br.

All faculty and staff are supposed to come to school dressed elegantly and decently. No **Jeans** are allowed for both men and women. No **flip flops** or **beach slippers** are allowed. Men are supposed to wear dress pants with shirts. Neck ties are strongly encouraged. Ladies are supposed to dress in a very **conservative** way: dresses and skirts should **cover the knee**, pants **should not be tight**, and shirts should be **loose, opaque and long enough** to cover the hips.

We would like you all to be comfortable, yet you have to remain the role models of our students; this includes respecting the customs and norms of the country we live in.

Salary:

- Salaries are payable by the end of each Gregorian month by bank transfer.
- It is the employee's responsibility to open a bank account and notify the Accounting Department of the account number & IBAN details in writing. The bank provides its new customer with an official document that states the bank account number and IBAN.
- Teachers planning to renew their contract with HPS-Br will get June & July salaries in advance on the last working day of the academic year and will get August salary by the end of the month after returning from the summer holiday.
- Teachers not willing to renew their contract with HPS-Br will get all their entitlements before leaving for the summer holiday.
- Returning teachers who fail to join the school on the set day after the summer holiday will get a salary deduction on a ratio of 1/30 per day.
- New Teachers' August salary will be calculated on the ratio of 1/30 as per the date of joining work.

Medical insurance:

- Each employee on the school's sponsorship will be provided with medical insurance for him / her and his dependents as per health insurance system approved by the school's board with accordance to the U.A.E. Health Insurance Law.
- Employees who are not on the school sponsorship will benefit from the school's medical insurance, provided they are not benefiting from their sponsor's insurance.
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Residence visa:

- Residence visa expenses for employees who are sponsored by the school are covered by the school. However, the school doesn't cover the expenses of the residence visas of their dependents.

For Child Protection & Pastoral Care Policies as well as other policies, procedures, and forms, kindly refer to the shared folder on the system

Welcome to Horizon Private School/ Br.

We wish you all an enjoyable and successful academic year.

School Principal & the Administration Team