



Qaitbay Private Language School American Division

Teacher Handbook

5th compound, New Cairo close to Katamia Golf
Cairo Egypt
Tel. 25414315 – 25414789 - 25414329

Email: american@aia.edu.eg

QPLS Mission

QPLS will provide all children a safe, enjoyable, and challenging school environment, where they have the opportunity to achieve their maximum individual education potential. All students will receive a balanced education, where traditional scholastic is taught, to prepare, inspire, and empower them to become lifelong learners to succeed in a changing world, and to be responsible citizens in a global community.

This handbook is intended to serve as a guide to the policies, procedures, and the daily operation of QPLS School. Please take time to read the handbook and become acquainted with its entries.

Additional information and procedures relating to students can be found in the Parent/Student Handbook.

Scope:

The teacher plans, organizes, and administers learning experiences, which contribute to each and every student's optimal development - these experiences may occur within and outside the classroom.

The areas of responsibilities include instruction, administration, extra-curricular, professional development and class advisor activities.

Instruction:

- Develop yearly, weekly and daily lesson plans in accordance with the curriculum and guidelines of the school.
- Providing consistent instruction in accordance with the appropriate curriculum and grade level.
- Prepare assignments, experiments, demonstrations, teaching aids, bulletin boards, etc.
- Use audio-visual aids, field trips, and other resources to supplement and reinforce teaching.
- Participate in the selection process for textbooks, reference and instructional instruments.
- Plan, organize and direct assemblies and other instructional programs

Student evaluation and assessment

- Evaluate students' learning strengths and weaknesses, adapt teaching methods accordingly, and provide assistance or attention during and after school hours.
- Determine and implement teaching methods appropriate to pupils' needs and capabilities, group size, topics and program objectives.
- Evaluate and report pupil progress.
- Initiate and participate in conferences with pupils, parents and/or administration.

Classroom management:

- Foster safe, healthy, and attractive conditions in the classroom and on campus
- Establish and maintain discipline, through self-assigned measures.
- Implement the school's procedure fairly and consistently.
- Ensure the cleanliness and tidiness of the classroom, students' desks and other furniture and materials.
- Monitoring the passing of the students in hall.

Last Class of the Day – all teachers are to make sure that students put their chairs on their desks, pick up all books, writing instruments and papers from the floor and leave the classroom neat and tidy.

Administration

- Maintain pupil records of achievement, attendance, test performance, and progress.
- Prepare and submit yearly plans and weekly lesson plans. The yearly plan is to be prepared and submitted in September. Copies of weekly lesson plans are to be submitted each Sunday morning.
- Anticipate supply and equipment needs and submit requisitions
- Provide campus supervision, as assigned by the administration.
- Attend staff meetings as called by administration.
- Participate in curriculum development and other professional activities as assigned by administration
- Prepare and submit a substitute folder at the beginning of the year. This folder will contain information for the orderly supervision and instruction of all classes. Minimum data will include a description of classroom procedures, information on individual students, seating plans, interesting subject activities for students, and minimum 3 lesson plans to be updated monthly, any other information that will assist in the proper supervision and instruction of your classes.

Extra-curricular Activities

All teachers are required to participate in and supervise extra-curricular activities.

- The coordinator of extra-curricular activities will distribute forms early in the academic year requesting teachers to choose their areas of interest and provide information for the scheduling and planning of these activities. Teachers will plan, organize, and supervise these activities which include inter-scholastic sports, yearbook, clubs, and special events.
- Teachers are also required to chaperone at least one evening student function and attend all evening school activities and festivities if existing.

Professional Development:

Teachers are expected to attend and participate in professional development workshops, which may be held on or off campus. Teachers will be requested to plan, organize and conduct in-service programs during the weekly staff meetings and on other occasions.

Class Advisor Activities:

- ☐ Develop with his/her students a relationship based on mutual trust, respect, and understanding.
- ☐ Perform the duties listed below and others as she/he deems appropriate for the occasion. Each class can contact an advisor whose main task is to advise and guide the educational, social, and emotional development of the students assigned to him/her. The advisor will:

Beginning of the year

- ☐ Prepare the bulletin boards in the classroom.
- ☐ Prepare the seating chart and desk labels
- ☐ Edit and update class lists.

On a regular basis

- ☐ Take attendance at the beginning of the day at the advisory period.
- ☐ Read and explain announcements to the class and perform follow-up when required / check mailbox at the beginning of each day.
- ☐ Serve as a link between students, teachers, and administration.
- ☐ Write comments on Grade Reports in cooperation with other teachers.
- ☐ Ensure classroom is well maintained – should problems exist, advise the office and/or complete the appropriate Work Order Forms.

As follow-up to staff meetings and receiving the weekly bulletin, advisors will inform the students about the items that are of concern to them during the morning homeroom period. Information such as exam schedules, library numbers, discipline rules and procedure, etc. should be posted on the classroom bulletin board.

POLICIES AND PROCEDURES

Educational Matters

Faculty Meetings

Faculty meetings are held on a regular basis. All teachers are required to attend a weekly school meeting. Other meetings may be called as deemed appropriate by the administration – these are generally held at the end of the teaching day but a meeting may be scheduled during a weekend or holiday for emergency purposes. School Directors are responsible for the scheduling and supervision of weekly meetings.

Teacher Supervision and Performance Evaluation

- ☐ School Director is responsible for the supervision and evaluation of teachers' performance.
- ☐ Formal evaluation will include one and possibly two classroom observations. During follow-up meetings with individual teachers, Director will discuss and inform the teachers of their performance and other related issues as per the teacher job description etc. All formal observations and assessments will be followed up by a confidential

conference with the Director in charge.

☐ Throughout the academic year, informal discussions and meetings may be held to discuss issues and concerns of both teachers and administrators.

Private Tutoring Lessons

- ➔ Tutoring of students is sometimes a legitimate means of assisting students. To avoid conflict of interest, confusion and embarrassing situations, the following guidelines are to be complied with.
- ➔ Teachers must obtain a written permission/approval from administration for all private lessons. Requests for permission/approval require full documentation on the student's grade, subject area, site of lessons, length of tutoring period and rationale for the lessons. Request forms are available in the office.
- ➔ Teachers are not to tutor students who take instruction from them in the classroom.
- ➔ Parents might think that lessons initiated given before an exam are a "ticket" to success. Initiating private lessons prior to exams is to be avoided to offset any misunderstandings. Students are to attend group study sessions during this time.
- ➔ At no time will private lessons conflict with detention, school events, department meetings, or other school activities.

Remedial Classes

Each Quarter, QPLS organizes remedial classes and study sessions to assist students develop study skills and/or to provide remedial help. Students who are having difficulties and/or are failing may attend these sessions on the recommendation of their teachers.

These sessions may consist of:

Small study groups under the direction of a subject teacher in the class room – these usually are for specialized subject instruction .

Hours of Work, Absences and Substitution

Hours of Operation:

QPLS offers instruction 5 days a week – Sunday through Thursday and the administration office is also.

There are approximately 180 days of instruction per year – September through to June. The number of days varies from year to year because of Islamic religious holidays. Occasionally, a make-up teaching day may be required – in this case, school will arrange because of unforeseen circumstances. The hours of operation are:

Sunday to Thursday 7:00 a.m. – 3:00 p.m.

Hours of Work:

The school day begins at 8:00a.m. Teachers are to be at school by 7:30 a.m. and to remain at school until 4:15 p.m. or until the end of activities and/or staff meetings.

Policy of Absenteeism :

Occasional absences are unavoidable. Proper planning will minimize its effect on the students and staff, so teachers are to report their absences as soon as possible so arrangements can be made.

If you are unable to attend the school due to an emergency or for a valid reason you must personally telephone the school The American Division Administration staff **before 7.00 am.** For any absence, **lesson plans must be provided.** Lesson plans, written assignments or worksheets other than those in the sub-.folders are to be submitted to the office no later than 7:15 am.

Absentee Form: On return to duty, an Absentee Form is to be completed and submitted to the School Executive Director – forms are available at the office.

Doctor's Certificate: For medical leave of more than two (2) days, a doctor's report is to be attached to the Absentee Form.

Substitutes and Student Evaluation: Generally, substitutes are not responsible for correcting and marking of papers. Teachers will be responsible for correcting the work of the class for short-term absences.

Substitute Folders: Teachers must keep their substitute folder up-to-date.

Salary Deductions: Absences without a valid reason will result in a **salary deduction.** Absences on Thursdays without a reason shall be calculated as two days absences and deducted as well.

Personal Leave/Absences:

The Principal approves all personal absences. Teachers must submit a written request & a copy to the Director. If granted, the following guidelines will be followed:

- ➡ leave will be unpaid
- ➡ should travel be involved, teachers will be responsible of payment
- ➡ lesson plans etc. are to be submitted prior to absence.

Hourly Absences:

Teachers occasionally leave the school campus for urgent personal matters. Prior approval should be secured from the principal or Director.

Substitution:

High School - substitution for an absent teacher is arranged within the faculty on a voluntary basis. . For extended absences, non-faculty substitutes may be employed..

Elementary School - faculty substitutes will usually be employed in the Elementary School

Lesson Plan Books

Effective teaching requires planning. The Lesson Plan Book will contain teaching plans and information on student performance. **These must be handed to the Executive Director biweekly and at the end of the year.** Teachers will prepare yearly, semester and weekly plans.

Yearly course description & outline – prepared and submitted to administration for approval in September. Should changes be necessary to the yearly plans during the year, these changes are to be prepared and submitted during the first week of each Quarter.

Weekly/Daily plans –Teachers must prepare daily lesson plans, which are written in the Teachers' Plan Book. Copies are to be submitted to the office prior to Sunday assembly.

Student Records - records of student performance, classroom assignments, and homework assignments are to be included in the Lesson Plan Book / Record Book and kept up to date. Portfolio of student work maintaining recent samples of class work.

Communication and Announcements

Daily Announcements:

At the beginning of each school day, students, teachers and administrators assemble in the courtyard. Daily announcements relating to school functions and activities are made at this time.

Weekly Bulletin:

- The weekly staff meeting and bulletin are the main means of communication between administration and teachers. The bulletin is distributed to faculty members and placed in their mailboxes following each staff meeting.
- Teachers, Student Council, or club sponsor might wish to use the weekly bulletin to convey information to the rest of the faculty or the students. This information must be submitted to the administration for inclusion in the bulletin.

Dress Code

At all times, the professional staff will set a positive example for the students by dressing in good taste. Any unusual mode of dress that calls for undue attention is discouraged. Proper footwear will be worn at all times - thongs and beach slippers are not to be worn. The following guidelines are consistent with the culture and values of Egypt.

Men

Men will wear trousers and shirt

Women

Women will wear , loose fitting, conservative blouses or dress tops with short or long sleeves. Low neck lines, tight-fitting clothing, or stirrup pants are inappropriate.

Dresses and skirts are to be no short. Slacks should be loose fitting and must be accompanied by a loose fitting over blouse or long top .

Public Appearances

School employees are not to be involved in any of these activities without the written approval of the Principal:

Public appearances on television or radio

Interviews with newspaper, magazines, etc.

Chaperoning of trips, or activities which have not been approved

Chaperoning or attending private parties involving students in public places.

Confidentiality

Teachers must use good judgment when discussing school business, student behavior or achievement. No school employee shall reveal personal information concerning any student, except under judicial process.

Official Correspondence

All official correspondence is to be signed or approved by administration.

Campus and Playground Supervision

- ➡ Teachers will be assigned supervision on a regular rotating basis throughout the year. During supervision, teachers will:
- ➡ Be present in playground at all times during the assigned periods (morning period, recesses, at the end of the day after classes etc.).
- ➡ Promenade around the playground and/or supervision area to ensure complete supervision.
- ➡ Ensure students remain in assigned areas.
- ➡ Supervise the orderly queuing for the canteen.
- ➡ Ensure students are following playground regulations - littering, rough playing, improper language is not permitted.
- ➡ Administer discipline as needed.

Bulletin Boards

Classroom bulletin boards serve as teaching aids. They should be used extensively and changed regularly. At the beginning of the year, the advisor assigns an area of the class bulletin boards for each subject.

As for hallway and playground bulletin boards, a schedule will provide opportunities for each teacher to display student work.

Duplicating Services

The photocopy clerk does all photocopying. Requests will be processed on a first come-first serve basis.

Photocopy Request – Any requests for copies should be made on the last school day of the week prior to their use.

Finished copies – copies along with the originals will be placed in your box in the photocopy room.

Requesting multimedia material or equipment should be a week prior to its use. Form will be provided.

No students are allowed in the photocopy room.

Special Programs

This refers to programs such as play performances, musical concerts, fashion shows, etc. The following guidelines describe the procedure that should be followed to sponsor such programs.

- The Principal and / or the Director must approve any program involving QPLS in a public performance.
- The sponsoring teacher(s) submits a request to the Director providing all the detailed information such as costumes, location and date of performance, dates of rehearsals, students involved, type of audience, etc. All these details should be discussed with the Director before finalizing a program.
- Other teachers may be assigned to help in the production and supervise during the performance.

Field Trips and Excursions

The Director, who publishes a yearly list of approved activities, approves most field trips. All field trips or excursions must be approved by administration and teachers should not mention or plan these activities with students without first obtaining permission. To schedule and initiate field trips and excursions, the procedures are:

- ☐ **Field Trip Request Form** – completed by teachers and submitted to the coordinator one month prior to activity
- ☐ **Ministry Approval** - The coordinator will seek the permission of the Ministry of Education.
- ☐ **Parental Consent** – a written parental consent form that must be received from every student and without this signed form, **Field Trip Permission Form**, a student may not participate in the activity.
- ☐ Sponsoring teacher prepares the initial permission form giving details of the trip including itinerary, costs, etc. and gives the form to the coordinator
- ☐ Sponsoring teacher arranges for chaperones, usually one for each 10 students. Sponsoring teacher will work with the coordinator to plan all particulars of the trip.
- ☐ The coordinator will photocopy the forms, plan the trip as per school calendar.
- ☐ Teacher distributes to student for parent/chaperone signature
- ☐ Teacher collects form and monies and passes to coordinator
- ☐ Coordinator arranges transportation, Principal approval and other details.

Sales on Campus

Students and teachers are not permitted to sell items to other students for personal financial gain. The student council sponsors the majority sales of goods.

- ☐ Bake or other sales must be approved by the administration. The request for the sale must specify the cost, and the material or equipment needed (knives, paper plates, napkins, etc.) as well as the intended use of funds.
- ☐ All proceeds of the sales must be deposited at the business office or in the Student Council account, the same day they are collected.

Mail and Mailboxes

Teachers may receive mail and faxes at the school's address and number.

Teachers are issued a mailbox located in the reception area of the main office. Personal incoming mails as well as internal memos are placed in the mailboxes.

Telephone Calls and Faxes

Local Telephone Calls: Routine incoming telephone calls to teachers will be reported in message form. Emergency calls will be appropriately handled as emergencies; but teachers will not ordinarily be called to the telephone during the regular teaching day. Emergency calls by students may be made only from the receptionist office..

Salaries

Salaries are paid on a monthly basis. Salaries are deposited in the accountant office in L.E on the 5th working day of the month.

July salary:

All teachers - paid in July at month end and August when teacher has fulfilled all year-end obligations and signed required forms and with the approval of the Chairman .

Custodial and Maintenance Services

The school has custodial and maintenance staffs on duty during school hours. Cleaners are employed on a part-time basis to assist in routine cleaning. Administration will make every effort to improve the general appearance of the school through the efficient use of the custodial and maintenance staff. Teachers can assist by:

- ➡ Teaching good citizenship, respect for property and school equipment, rules of good conduct, and personal responsibility.
- ➡ Maintaining clean and tidy classrooms
- ➡ Properly supervising students both inside and outside their classrooms.
- ➡ Initiating **Work Order Requests** when classrooms have not been properly cleaned or maintained.
- ➡ Confining displays, posters, and written announcements to the designated bulletin boards.
- ➡ Protecting the school furniture and fixtures and preserve cleanliness of the walls.
- ➡ Not making unauthorized classroom modifications nor removing fixtures handles items of furniture, etc.
- ➡ Immediately reporting damaged or non-working equipment to the administration – occurrences such as a leaking toilet, a bare electric wire, or an abnormal hissing sound from the A/C thermostat etc.

Teacher Contract

The following clarifications serve only as a guideline - teachers are to consult their actual contract for specifics.

- In May teachers will be requested to either renew or terminate their contract with QPLS.
- In signing for the termination of the contract, it implies the interpretation of an ultimate resignation
- Should a teacher renew his/her contract and then terminates it after the expiry of 15 days, the teacher will lose the indemnity payable to him/her for that year.
- Should a teacher, who is bound by a contract of limited duration, leave his/her work on his/her accord before the expiry of the contract, he/she shall not be entitled to indemnity pay.
- Should a teacher terminate his/her contract during the summer vacation, he/she shall lose the accumulated indemnity in total.
- Should a teacher resign during the course of the academic year, the teacher loses the indemnity. All resignations are to be received no later than 30 days prior to the last day of school according to the school calendar.

- Where a teacher or any employee, either by own fault or in violation of the employer's instruction loses or damages books or any other material under the school's custody, the employer has the right to deduct from the teacher's (employee's) salary, such amount as may be necessary to replace the loss or repair the damage.
- The maximum workload of full time teachers is (25) periods.

- Staff will sign a detailed inventory at the beginning and end of each school year.
- Moving or disposal of any item is subject to requisition and approval.
- Painting of walls, furniture and fixtures is not permitted.