

# **NEW VISION INTERNATIONAL SCHOOL**

## **STAFF HANDBOOK**



**2019-2020**

# **PREFACE**

**This handbook is intended to serve as a guide to the policies, procedures, and the daily operation of New Vision International School. It also includes the description, required qualifications, responsibilities and expectations of each job position in the school.**

**Any information contained in this staff handbook is subject to unilateral revision or elimination from time to time and staff will be updated accordingly.**

**Please take time to read the handbook and become acquainted with its entries. Additional information and procedures can be found in the Student-Parent Handbook and Staff Evaluation Handbook.**

## **MISSION**

*To motivate, inspire, and educate.*

## **VISION**

*To be an outstanding international school that provides high quality learning and enables students to achieve their maximum potential.*

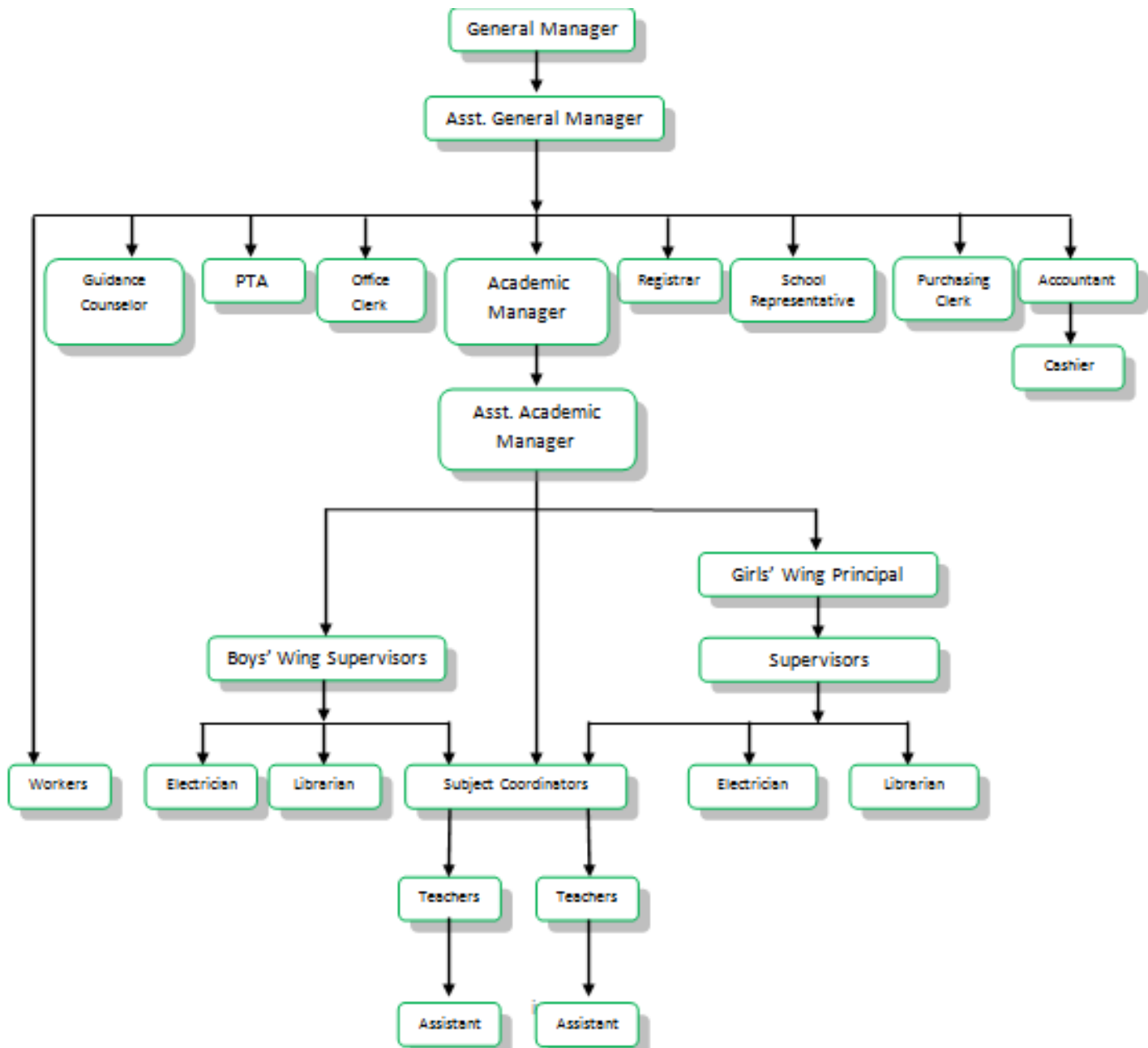
## **OUR PURPOSE**

*We will educate and inspire our students to be responsible, productive and ethical global citizens with the skills and motivation to think creatively, reason critically, communicate effectively and learn continuously. We will accomplish this in an international educational environment characterized by high measurable standards and a clearly defined curriculum, implemented by a well-educated staff in partnership with students, parents and the community. We believe in making our community members closer and more harmonious by understanding and respecting our varied beliefs, nationalities, cultures, and religions.*

## **OUR PROMISE**

*I am a New Vision International School Member;  
I Promise to be RESPECTFUL, HELPFUL,  
PUNCTUAL, RESPONSIBLE and a  
HARDWORKING person.*

# OUR HIERARCHY



## **KEY CONTACTS (BOYS' WING)**

|   |            |
|---|------------|
| Mr.Hashem Khaleel – Assistant General Manager         | Ext. 91*21 |
| Mr.Hashem Khaleel – Academic Manager                  | Ext. 91*21 |
| Mr . Saud Alkhalil _ School Leader                    | Ext. 91*21 |
| Mr. Abdullah Alhwaimel – GR4 to GR8 Supervisor (BOYS) | Ext.91*24  |
| Mr. Ali Hamadah – Registrar                           | Ext. 23    |
| Mr. Syed – IT   | Ext. 41    |
| Mr. Amr – Cashier                                     | Ext.39     |
| Mr. Ahmed Hafez – Accountant                          | Ext. 22    |

## **KEY CONTACTS (GIRLS' WING)**

|   |           |
|---|-----------|
| Ms. Rana Abdallah Al-Saleh - GR.1-9 Principal | Ext.23    |
| Ms. Amani Hamada Yacoub - KG Principal        | Ext.27    |
| Ms. Fatima Ahmed Hassan – GR 1-2 Supervisor   | Ext. 29   |
| Ms. Mariah Jawad Vahidy – GR 3-9 Supervisor   | Ext. 29   |
| Ms. Falastin Hassan Tahtamony - KG Supervisor | Ext. 25   |
| Ms. Sara _ Secretary                          | Ext.21    |
| Ms. Taghreed/Nouf_ Reception                  | Ext.32-31 |
| Coordinators Office                           | Ext.28    |

# SCHOOL CALENDAR 2019-2020

## KGs

### 2019-2020 INTERNAL ANNUAL CALENDAR (KINDERGARTEN)

#### NEW VISION INTERNATIONAL SCHOOL



**September 2019**

| Su | M  | Tu | W  | Th | F  | S  |
|----|----|----|----|----|----|----|
| 1  | 2  | 3  | 4  | 5  | 6  | 7  |
| 8  | 9  | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 |    |    |    |    |    |

**October 2019**

| Su | M  | Tu | W  | Th | F  | S  |
|----|----|----|----|----|----|----|
|    |    | 1  | 2  | 3  | 4  | 5  |
| 6  | 7  | 8  | 9  | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | 31 |    |    |

**November 2019**

| Su | M  | Tu | W  | Th | F  | S  |
|----|----|----|----|----|----|----|
|    |    |    |    |    | 1  | 2  |
| 3  | 4  | 5  | 6  | 7  | 8  | 9  |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |

**December 2019**

| Su | M  | Tu | W  | Th | F  | S  |
|----|----|----|----|----|----|----|
| 1  | 2  | 3  | 4  | 5  | 6  | 7  |
| 8  | 9  | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | 31 |    |    |    |    |

**January 2020**

| Su | M  | Tu | W  | Th | F  | S  |
|----|----|----|----|----|----|----|
|    |    |    | 1  | 2  | 3  | 4  |
| 5  | 6  | 7  | 8  | 9  | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | 31 |    |

#### IMPORTANT DATES:

##### FIRST DAY OF CLASSES

Sunday, September 1, 2019

##### LAST DAY OF CLASSES

Tuesday, May 5, 2020

#### SCHOOL HOLIDAYS

- National Day - Monday, September 23, 2019
- Term Break - Sunday, January 5, 2020 to Thursday, January 16, 2020
- Class Resume - Sunday, January 19, 2020
- Summer Vacation - Starts from May 6, 2020
- Class Resume - Sunday, August 23, 2020

#### SCHOOL ACTIVITIES

- National Day Celebration - September 26, 2019
- Cultures of the World - November 14, 2019
- Sport/Fun Day- November 28-2019
- School Trip - December 5, 2019
- English Day - January 30, 2020
- Career Awareness Day - February 13, 2020
- Quiz Bee March 26, 2020
- Arabic Day+ Quran Competition - April 9, 2020
- KC. Recognition Day - April 16, 2020

#### PARENT TEACHER MEETINGS

- 1<sup>st</sup> Semester - Thursday, October 10, 2019
- 2<sup>nd</sup> Semester - Thursday, February 27, 2020

#### SCHOOL EXAMS

- 1<sup>st</sup> Quarter - October 13, 2019 to October 29, 2019
- 2<sup>nd</sup> Quarter - December 15, 2019 to DECEMBER 31, 2019
- 3<sup>rd</sup> Quarter - March 1, 2020 to March 17, 2020
- 4<sup>th</sup> Quarter - April 19 to May 5, 2020

Please see the Calendar on the School Website for more significant details.

Ultimately, parents are responsible for deciding whether to send their child to school. To find out other details like unexpected holidays due to weather conditions, you can check:

- ✓ The school website
- ✓ The @NVIS\_sch Twitter account
- ✓ The NVIS Facebook page

**February 2020**

| Su | M  | Tu | W  | Th | F  | S  |
|----|----|----|----|----|----|----|
|    |    |    |    |    |    | 1  |
| 2  | 3  | 4  | 5  | 6  | 7  | 8  |
| 9  | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |

**March 2020**

| Su | M  | Tu | W  | Th | F  | S  |
|----|----|----|----|----|----|----|
| 1  | 2  | 3  | 4  | 5  | 6  | 7  |
| 8  | 9  | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | 31 |    |    |    |    |

**April 2020**

| Su | M  | Tu | W  | Th | F  | S  |
|----|----|----|----|----|----|----|
|    |    |    | 1  | 2  | 3  | 4  |
| 5  | 6  | 7  | 8  | 9  | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 |    |    |

**May 2020**

| Su | M  | Tu | W  | Th | F  | S  |
|----|----|----|----|----|----|----|
|    |    |    |    |    | 1  | 2  |
| 3  | 4  | 5  | 6  | 7  | 8  | 9  |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |

**June 2020**

| Su | M  | Tu | W  | Th | F  | S  |
|----|----|----|----|----|----|----|
|    | 1  | 2  | 3  | 4  | 5  | 6  |
| 7  | 8  | 9  | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 |    |    |    |    |



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~~Sunday - Major Assessments~~

School Closed / Holidays

Weekends

National Day of KSA

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Website: <http://newvision.edu.sa>

Twitter: @NVIS\_sch

# SCHOOL CALENDAR 2019-2020

## GRADE 1-6

### 2019-2020 INTERNAL ANNUAL CALENDAR (GRADES 1-6) NEW VISION INTERNATIONAL SCHOOL



**September 2019**

| Su | M  | Tu | W  | Th | F  | S  |
|----|----|----|----|----|----|----|
| 1  | 2  | 3  | 4  | 5  | 6  | 7  |
| 8  | 9  | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 |    |    |    |    |    |

**October 2019**

| Su | M  | Tu | W  | Th | F  | S  |
|----|----|----|----|----|----|----|
|    |    | 1  | 2  | 3  | 4  | 5  |
| 6  | 7  | 8  | 9  | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | 31 |    |    |

**November 2019**

| Su | M  | Tu | W  | Th | F  | S  |
|----|----|----|----|----|----|----|
|    |    |    |    |    | 1  | 2  |
| 3  | 4  | 5  | 6  | 7  | 8  | 9  |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |

**December 2019**

| Su | M  | Tu | W  | Th | F  | S  |
|----|----|----|----|----|----|----|
| 1  | 2  | 3  | 4  | 5  | 6  | 7  |
| 8  | 9  | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | 31 |    |    |    |    |

**January 2020**

| Su | M  | Tu | W  | Th | F  | S  |
|----|----|----|----|----|----|----|
|    |    |    | 1  | 2  | 3  | 4  |
| 5  | 6  | 7  | 8  | 9  | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | 31 |    |

#### IMPORTANT DATES!

**FIRST DAY OF CLASSES**  
Sunday, September 1, 2019

**LAST DAY OF CLASSES**  
Wednesday, May 6, 2020

#### SCHOOL HOLIDAYS

- National Day - Monday, September 23, 2019
- Term Break - Sunday, January 5, 2020 to Thursday, January 16, 2020
- Class Resume - Sunday, January 19, 2020
- Ramadan / Summer Vacation - Starts from May 10, 2020
- Class Resume - Sunday, August 23, 2020

#### SCHOOL ACTIVITIES

- National Day Celebration - September 26, 2019
- World Teacher's Day - October 6, 2019
- Cultures of the World - November 14, 2019
- Math Geniuses - November 28, 2019
- School Trip - December 3 & 4, 2019
- English Week - February 2, 2020 to February 6, 2020
- Career Awareness Day - February 13, 2020
- Open Day - April 2, 2020
- Science Fair - April 9, 2020
- Arabic Day - April 16, 2020

#### PARENT TEACHER MEETINGS

- 1<sup>st</sup> Semester - Thursday, October 10, 2019
- 2<sup>nd</sup> Semester - Thursday, February 27, 2020

#### SCHOOL EXAMS

- 1<sup>st</sup> Quarter - October 13, 2019 to October 31, 2019
- 2<sup>nd</sup> Quarter - December 15, 2019 to January 2, 2020
- 3<sup>rd</sup> Quarter - March 1, 2020 to March 19, 2020
- 4<sup>th</sup> Quarter - Apr 19, 2020 to May 6, 2020

Please see the Calendar on the School Website for more significant details.

Ultimately, parents are responsible for deciding whether to send their child to school. To find out other details like unexpected holidays due to weather conditions, you can check:

- ✓ The school website
- ✓ The @NVIS\_sch Twitter account
- ✓ The NVIS Facebook page

**February 2020**

| Su | M  | Tu | W  | Th | F  | S  |
|----|----|----|----|----|----|----|
|    |    |    |    |    |    | 1  |
| 2  | 3  | 4  | 5  | 6  | 7  | 8  |
| 9  | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |

**March 2020**

| Su | M  | Tu | W  | Th | F  | S  |
|----|----|----|----|----|----|----|
| 1  | 2  | 3  | 4  | 5  | 6  | 7  |
| 8  | 9  | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | 31 |    |    |    |    |

**April 2020**

| Su | M  | Tu | W  | Th | F  | S  |
|----|----|----|----|----|----|----|
|    |    |    | 1  | 2  | 3  | 4  |
| 5  | 6  | 7  | 8  | 9  | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 |    |    |

**May 2020**

| Su | M  | Tu | W  | Th | F  | S  |
|----|----|----|----|----|----|----|
|    |    |    |    |    | 1  | 2  |
| 3  | 4  | 5  | 6  | 7  | 8  | 9  |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |

*Mid Term / Final Exams*

*School Closed / Holidays*

*Weekends*

*National Day of USA*



# SCHOOL CALENDAR 2019-2020

## GRADE 7-9

### 2019-2020 INTERNAL ANNUAL CALENDAR (GRADES 7-9) NEW VISION INTERNATIONAL SCHOOL



**September 2019**

| Su | M  | Tu | W  | Th | F  | S  |
|----|----|----|----|----|----|----|
| 1  | 2  | 3  | 4  | 5  | 6  | 7  |
| 8  | 9  | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 |    |    |    |    |    |

**October 2019**

| Su | M  | Tu | W  | Th | F  | S  |
|----|----|----|----|----|----|----|
|    |    | 1  | 2  | 3  | 4  | 5  |
| 6  | 7  | 8  | 9  | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | 31 |    |    |

**November 2019**

| Su | M  | Tu | W  | Th | F  | S  |
|----|----|----|----|----|----|----|
|    |    |    |    |    | 1  | 2  |
| 3  | 4  | 5  | 6  | 7  | 8  | 9  |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |

**December 2019**

| Su | M  | Tu | W  | Th | F  | S  |
|----|----|----|----|----|----|----|
| 1  | 2  | 3  | 4  | 5  | 6  | 7  |
| 8  | 9  | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | 31 |    |    |    |    |

**January 2020**

| Su | M  | Tu | W  | Th | F  | S  |
|----|----|----|----|----|----|----|
|    |    |    | 1  | 2  | 3  | 4  |
| 5  | 6  | 7  | 8  | 9  | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | 31 |    |

#### IMPORTANT DATES:

**FIRST DAY OF CLASSES**  
Sunday, September 1, 2019

**LAST DAY OF CLASSES**  
Thursday, June 11, 2020

#### SCHOOL HOLIDAYS

- National Day - Monday, September 23, 2019
- Term Break - Sunday, January 5, 2020 to Thursday, January 16, 2020
- Class Resume - Sunday, January 19, 2020
- Ramadan/ Eid Break - Sunday, May 10, 2020 to Thursday, May 28, 2020
- Summer Vacation - Starts from June 14, 2020
- Class Resume - Sunday, August 23, 2020

#### SCHOOL ACTIVITIES

- National Day Celebration - September 26, 2019
- World Teacher's Day - October 6, 2019
- Cultures of the World - November 14, 2019
- Math Geniuses - November 28, 2019
- School Trip - December 3 & 4, 2019
- English Week - February 2, 2020 to February 6, 2020
- Career Awareness Day - February 13, 2020
- Open Day - April 2, 2020
- Science Fair - April 9, 2020
- Arabic Day - April 16, 2020

#### PARENT TEACHER MEETINGS

- 1<sup>st</sup> Semester - Thursday, October 10, 2019
- 2<sup>nd</sup> Semester - Thursday, February 27, 2020

#### SCHOOL EXAMS

- 1<sup>st</sup> Quarter - October 13, 2019 to October 31, 2019
- 2<sup>nd</sup> Quarter - December 15, 2019 to January 2, 2020
- 3<sup>rd</sup> Quarter - March 1, 2020 to March 19, 2020
- 4<sup>th</sup> Quarter - May 3 to May 7, 2020  
June 1 to 11, 2020

Please see the Calendar on the School Website for more significant details.

Ultimately, parents are responsible for deciding whether to send their child to school. To find out other details like unexpected holidays due to weather conditions, you can check:

- ✓ The school website
- ✓ The @NVIS\_sch Twitter account
- ✓ The NVIS Facebook page

**February 2020**

| Su | M  | Tu | W  | Th | F  | S  |
|----|----|----|----|----|----|----|
|    |    |    |    |    |    | 1  |
| 2  | 3  | 4  | 5  | 6  | 7  | 8  |
| 9  | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |

**March 2020**

| Su | M  | Tu | W  | Th | F  | S  |
|----|----|----|----|----|----|----|
| 1  | 2  | 3  | 4  | 5  | 6  | 7  |
| 8  | 9  | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | 31 |    |    |    |    |

**April 2020**

| Su | M  | Tu | W  | Th | F  | S  |
|----|----|----|----|----|----|----|
|    |    |    | 1  | 2  | 3  | 4  |
| 5  | 6  | 7  | 8  | 9  | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 |    |    |

**May 2020**

| Su | M  | Tu | W  | Th | F  | S  |
|----|----|----|----|----|----|----|
|    |    |    |    |    | 1  | 2  |
| 3  | 4  | 5  | 6  | 7  | 8  | 9  |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |

**June 2020**

| Su | M  | Tu | W  | Th | F  | S  |
|----|----|----|----|----|----|----|
|    | 1  | 2  | 3  | 4  | 5  | 6  |
| 7  | 8  | 9  | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 |    |    |    |    |

Mid Term / Final Exams

School Closed / Holidays

Weekends

National Day of KSA



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Website: <http://newvision.edu.sa>

Twitter: @NVIS\_sch



| <b>Periodic Academic Tasks</b>                                   | <b>Frequency</b>                               |                                    |
|--|--|------------------------------------|
| Checking of Lesson Plans   | <b>Coordinators</b>                            | Daily                              |
|  | <b>Directors</b>                               | Monday and Wednesday               |
| School Tour  | <b>Directors</b>                               | 8:00 – 9:00<br>11:00 – 12:00       |
| Evaluation of Teachers   | <b>Supervisors/Coordinators</b>                | 3 Teachers/Week                    |
| Submission of Weekly Plans                                       | <b>Supervisors</b>                             | Every Monday                       |
| Monthly Meetings   | <b>Directors, Supervisors and Coordinators</b> | 3 meetings/Month                   |
| Submission of Evaluation of Teachers                             | <b>Supervisors</b>                             | Every Wednesday                    |
| Submission of Daily Report                                       | <b>Supervisors</b>                             | Everyday                           |
| Submission of Academic Complain Notices/Academic Follow up Forms | <b>Supervisors</b>                             | Everyday                           |
| Selection of Books   | <b>Directors/Coordinators</b>                  | February 2020                      |
| Review of Curriculum   | <b>Directors/Coordinators/Teachers</b>         | 4 meetings/Month                   |
| Submission Lab and Library Log                                   | <b>Lab Technician and Librarian</b>            | Monday and Wednesday of every week |

#### **NSY/KG SECTION**

|  |                                  |
|--|----------------------------------|
| Total number of weeks (including examination weeks) <b>First Semester</b>                    | 18 weeks                         |
| Total number of weeks (including examination weeks) <b>Second Semester</b>                   | 16 weeks                         |
| Total number of weeks (excluding examination weeks and revision week) <b>First Semester</b>  | 14 weeks                         |
| Total number of weeks (excluding examination weeks and revision week) <b>Second Semester</b> | 12 weeks                         |
| Duration of final and midterm exams <b>First Semester</b>                                    | 2 weeks (maximum of 5 days each) |
| Duration of final and midterm exams <b>Second Semester</b>                                   | 2 weeks (maximum of 5 days each) |
| Revision for final exams   | 1 week (5 days)                  |

#### **BOYS'/GIRLS' SECTION (Gr 1 – Gr 9)**

|  |                                      |
|--|--------------------------------------|
| Total number of weeks (including examination weeks) <b>First Semester</b>                                  | 18 weeks                             |
| Total number of weeks (including examination weeks) <b>Second Semester 1-6</b>                             | 16 weeks                             |
| Total number of weeks (including examination weeks) <b>Second Semester 7-9</b>                             | 18 weeks                             |
| Total number of weeks (excluding examination weeks and revision week) <b>First Semester</b>                | 14 weeks                             |
| Total number of weeks (excluding examination weeks and revision week) <b>Second Semester 1-6 &amp; 7-9</b> | 12 weeks<br>14 weeks                 |
| Duration of final and midterm exams <b>First Semester</b>  | 4 weeks<br>(maximum of 10 days each) |
| Duration of final and midterm exams <b>Second Semester</b>   | 4 weeks<br>(maximum of 10 days each) |
| Revision for final exams   | 1 week (5 days)                      |

## SCHEDULES / HOURS OF OPERATION

### 2019-2020 NSY/ KG SECTION SCHEDULE

| <u>NSY/KG 1 Section</u><br>Sunday to Thursday |             | <u>KG 2+3 Section</u><br>Sunday to Thursday |             |
|---|-------------|---|-------------|
| EVENT   | SCHEDULE    | EVENT                                       | SCHEDULE    |
| Assembly                                      | 6:30-6:45   | Assembly                                    | 6:30-6:45   |
| Center Time                                   | 6:45-7:15   | Center Time                                 | 6:45-7:15   |
| First Period                                  | 7:15-7:55   | First Period                                | 7:15-7:55   |
| Second Period                                 | 7:55-8:35   | Second Period                               | 7:55-8:35   |
| <b>B R E A K</b>                              | 8:35-9:05   | <b>B R E A K</b>                            | 8:35-9:05   |
| Third Period                                  | 9:05-9:45   | Third Period                                | 9:05-9:45   |
| Fourth Period                                 | 9:45-10:25  | Fourth Period                               | 9:45-10:25  |
| <b>B R E A K</b>                              | 10:25-10:40 | <b>B R E A K</b>                            | 10:25-10:40 |
| Fifth Period                                  | 10:40-11:20 | Fifth Period                                | 10:40-11:20 |
| Sixth Period                                  | 11:20-12:00 | Sixth Period                                | 11:20-12:00 |

### 2019-2020 Grade 1-9 Section Schedule

#### Grade 1-9 Girls

| Periods            | Time                 |
|--------------------|----------------------|
| <u>Assembly</u>    | <u>6:30 – 6 :40</u>  |
| 1st Period         | 6:45 – 7:25          |
| 2nd Period         | 7:25 – 8 :05         |
| 3rd Period         | 8:05 – 8 :45         |
| 4th Period         | 8:45 - 9:25          |
| <u>Lunch Break</u> | <u>9:25 – 9:55</u>   |
| 5th Period         | 9:55 – 10:35         |
| 6th Period         | 10:35 – 11 :15       |
| 7th Period         | 11:15 – 11 :55       |
| 8th Period         | 11:55 – 12:35        |
| <u>Salah Break</u> | <u>12:35 – 12:45</u> |

#### Grade 1-3 Boys

| Periods            | Time                 |
|--------------------|----------------------|
| <u>Assembly</u>    | <u>6:30 – 6 :40</u>  |
| 1st Period         | 6:45 – 7:25          |
| 2nd Period         | 7:25 – 8 :05         |
| 3rd Period         | 8:05 – 8 :45         |
| <u>Lunch Break</u> | <u>8:45 – 9:15</u>   |
| 4th Period         | 9:15 - 9:55          |
| 5th Period         | 9:55 – 10:35         |
| 6th Period         | 10:35 – 11 :15       |
| 7th Period         | 11:15 – 11 :55       |
| 8th Period         | 11:55 – 12:35        |
| <u>Salah Break</u> | <u>12:35 – 12:45</u> |

#### Grade 4-8 Boys

| Periods            | Time                 |
|--------------------|----------------------|
| <u>Assembly</u>    | <u>6:30 – 6 :40</u>  |
| 1st Period         | 6:45 – 7:25          |
| 2nd Period         | 7:25 – 8 :05         |
| 3rd Period         | 8:05 – 8 :45         |
| <u>Lunch Break</u> | <u>8:45 – 9:15</u>   |
| 4th Period         | 9:15 - 9:55          |
| 5th Period         | 9:55 – 10:35         |
| 6th Period         | 10:35 – 11 :15       |
| 7th Period         | 11:15 – 11 :55       |
| 8th Period         | 11:55 – 12:35        |
| <u>Salah Break</u> | <u>12:35 – 12:45</u> |

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# **ADMINISTRATION**

## **GENERAL MANAGER**

### **Job Description**

The school General Manager serves as the institution leader, responsible for managing the policies and regulations. Achieving academic excellence requires that the school General Manager works collaboratively to direct and nurture all members of the school staff. The General Manager coordinates administrative and counseling activities of the school and supervises school staff, directly and/or indirectly.

The General Manager also develops and coordinates educational programs through meetings with staff. The General Manager confers with teachers, students, and parents concerning educational and behavioral problems in school, allocates and monitor the usage of supplies, equipment, and instructional material as needed. The General Manager directs preparation of class schedules, cumulative records, and attendance reports. Observes and evaluates teacher performance

The General Manager must tour the school regularly to inspect the conditions of buildings and to monitor safety and security.

### **Job Responsibilities**

1. Communicates the school goals with the students, staff, and parents.
2. Designs operational procedures to achieve the goals of the school and to maximize learning.
3. Communicates progress towards school goals with the students, staff, and parents.
4. Uses multiple sources of data for decision making purposes.
5. Manages, evaluates and supervises effective and clear procedures for the operation and functioning of the school consistent with the vision and mission of the school.
6. Ensures compliance with all laws, local regulations.
7. Assumes responsibility for the health, safety, and welfare of students, employees and visitors.
8. Supervises the exclusion from school of any student who shows departure from normal health or identified to have a communicable disease.
9. Monitors performance of all staff members.
10. Initiates and lead improvements in all areas.
11. Provides professional development opportunities to all staff members.
12. Demonstrates a personal and professional code of ethics.
13. Serves as a role model to students, staff, and community members.
14. Communicates regularly with parents, seeking their support and advice
15. Demonstrates values, beliefs, and attitudes that inspire others to higher levels of performance.
16. Maintains visibility with students, teachers and parents.

### **Qualifications**

1. A minimum of bachelor degree.
2. Knowledge of modern office practices, procedure and equipments.
3. Correct English usage and grammar.
4. Excellent interpersonal skills using tact, patience and courtesy.
5. Excellent oral communication skills; telephone techniques and etiquette.
6. Knowledge of local laws and regulations.
7. Possesses solid leadership qualities.

## **ASSISTANT GENERAL MANAGER**

**Reports To:** GENERAL MANAGER

### **Job Description**

The assistant General Manager serves as a member of the administrative team to develop and implement the total daily school operation. The Assistant General Manager coordinates, facilitates, manages and supervises activities of staff and then present reports to the General Manager. The Assistant General Manager must provide leadership in assuring the accomplishment of the school system's on-going goals and objectives. The Assistant General Manager must fully complete all tasks assigned by General Manager.

### **Job Responsibilities**

1. Assists in the development and establishing of the school goals and objectives and the planning of the schools instructional program.
2. Monitors the implementation of the school programs.
3. Monitors student orientation and registration activities.
4. Provides direction to staff in implementing goals and objectives and interacts with staff to assist in their development and welfare.
5. Assists in the evaluation of the school program and of staff and initiates needed improvements.
6. Monitors staff attendance.
7. Assists to implement student orientation and registration activities.
8. Maintains a master schedule for all teachers.
9. Manages school resources and maintains an effective inventory system for all school supplies, materials and equipment.
10. Enforces parents, students and staff disciplinary policies and procedures.
11. Monitors records keeping and completion report cards.
12. Maintains accurate and current inventories of equipment, materials, and supplies. And manages the usage of resources.
13. Assumes responsibility for the health and safety of students, employees and visitors.
14. Approves the suspension of students.
15. Manages the recruitment and termination of staff members.
16. Plans and recommends buildings and facilities maintenance.

### **Qualifications**

1. A minimum of bachelor degree.
2. Knowledge of modern office practices, procedure and equipments.
3. Correct English usage and grammar.
4. Excellent oral communication skills; telephone techniques and etiquette.
5. Excellent administrative and managerial skills.
6. Demonstrated effective problem determining and solving skills.
7. Knowledge of health and safety procedure.
8. Ability to perform under minor supervision

## **ACADEMIC MANAGER**

**Reports To:** ASSISTANT GENERAL MANAGER

### **Job Description**

The Academic Manager is responsible for all academic issues in the school, specifically for ensuring the school effectiveness and improving students learning. The Academic Manager oversees all phases of academic, curriculum planning and improvement, teachers' management and staff training with an eye toward continually improving teachers' performance and students' experience. In this role he will also teach, train, evaluate, mentor and coach teachers toward academic excellence.

### **Job Responsibilities**

1. Directs the planning, development, implementation, and evaluation of curriculum.
2. Manages the process of curriculum review for the School, including course content, methods of delivery and assessment; the documentation of such matters (on paper and electronically, as appropriate).
3. Manages textbooks adoption process.
4. Secures internal and external resources to enhance the accomplishment of curricular objectives.
5. Manages the process leading up to the School's periodic teaching quality assessments, including teachers' observation, self-assessment, reviewing of students performance, making recommendations for improvement, and the preparation, interpretation, compilation and documentation of results.
6. Observes (or assists in observing) and completes written evaluations on all teachers.
7. Manages teacher recruiting, interviewing, training, scheduling, and observing and mentors and coaches new teachers.
8. Manages the professional development needs of the teaching staff.
9. Establishes links with other school and increases the level of collaboration for the benefit of improvement.
10. Manages and coordinates the overall process of accreditation of the School.
11. Meets with representatives of external bodies (Companies, Funding agencies, visitors from other Universities, etc.) regarding matters that may be of benefit or concern to the School.
12. Attends various meetings.
13. Responds to inquiries regarding educational programs.
14. Inputs data and performs a variety of clerical work to fulfill duties as required and performs other related duties as required.

### **Qualifications**

1. A minimum of bachelor degree.
2. Proven track record of teaching experience.
3. Strong educational and academic leadership qualities.
4. Comprehensive knowledge of teaching methods and assessment techniques.
5. Accurate record-keeping methods and practices.
6. Modern office practices, procedures and equipment including filing, statistical record-keeping and typing.
7. Correct English usage, grammar, spelling, punctuation and vocabulary.
8. Excellent reading and writing communication skills.
9. Strong organizational skills with the ability to handle numerous details.
10. Strong problem solving, decision-making, and creative thinking abilities.
11. Passion for improvement and growth of the school.

## **OFFICE CLERK**

**Reports To:** ASSISTANT GENERAL MANAGER

### **Job Description**

Under supervision, performs a variety of receptionist and clerical work involving specific routines and broadly defined policies and procedures; and performs related work as required. This position involves sitting at a desk for a major part of the day.

### **Job Responsibilities**

1. Performs a wide variety of clerical and keyboarding work.
2. Serves as receptionist for students, faculty, and the general public.
3. Answers inquiries and provides information and assistance to parents, students, and staff concerning standards, procedures, and programs.
4. Compiles data and information from various sources and keyboards a variety of forms and other documents.
5. Reviews documents for accuracy, completeness, and conformity with established procedures.
6. Develops and maintains a variety of files.
7. Classifies and posts information and keeps a variety of records.
8. Codes and inputs data using a computer.
9. Operates standard office equipment.
10. Schedule meetings and interviews.

### **Qualifications**

1. High School graduate or the equivalent.
2. Solid knowledge on office organization and automation.
3. Excellent communication skills.
4. Excellent command of written and spoken English.
5. Perform clerical work with speed and accuracy.
6. Ability to use tact, diplomacy and good judgment in dealing with sensitive situations.
7. Pleasant external look.
8. Solid knowledge on computer application related to office work.



## **SCHOOL REPRESENTATIVE**

**Reports To:** ASSISTANT GENERAL MANAGER

### **Job Description**

Under supervision, represents the school at government offices, agencies, departments and ministries. Receives government memos and follows up the school's external transactions.

### **Job Responsibilities**

1. Transports documents between the school and different government offices.
2. Follows up on the school's external transactions.
3. Represents the school in the presence of government's offices such as Fire Department and Municipality.

### **Qualifications**

1. High School graduate or the equivalent.
2. Excellent communication skills.
3. Ability to use tact, diplomacy and good judgment in dealing with sensitive situations.
4. Pleasant external look.
5. Driving License.

## **ACCOUNTANT**

**Reports To:** GENERAL MANAGER

### **Job description**

Under supervision, perform professional accounting activities related to the preparation, maintenance and review of financial records, accounts and reports. Provide technical assistance to the school management regarding accounting and budgeting.

### **Responsibilities**

1. Performs professional accounting work in accordance with a prescribed accounting system and generally accepted principles of accounting.
2. Prepares a variety of comprehensive financial statements and reports. Prepares and maintains financial claims, records and reports for various accounting areas; maintains efficient and effective record-keeping systems and audit trails.
3. Conducts research and prepares special studies as requested; analyzes financial accounting data and makes appropriate recommendations.
4. Monitors and audits each student's account.
5. Prepares, maintains and reviews financial records, accounts and claims for categorical and special events funds.
6. Prepares staff payroll.

### **Qualifications**

1. A degree in Accounting or equivalent supplemented by course work in bookkeeping and an experience in a production accounting environment and general ledger bookkeeping. School bookkeeping experience preferred.
2. Modern office practices, procedures and equipment.
3. Good record-keeping techniques.
4. Excellent command of written and spoken English.
5. Sufficient visual acuity to recognize letters and numbers.
6. Honest and hardworking.

## **PURCHASING CLERK**

**Reports To:** ASSISTANT GENERAL MANAGER

### **Job Description**

Under direction, performs specialized purchasing duties which may be complex in nature and involve a high degree of independent judgment. Interprets and applies requirements accurately.

### **Job Responsibilities**

1. Receives and sorts purchase orders and materials requests.
2. Distributes daily purchase order batches wisely with respect to urgency and deadlines.
3. Matches and receives invoices.
4. Reviews packing lists.
5. Coordinates and channels inquiries to appropriate persons before making final judgment.
6. Establishes and opens accounts with vendors.
7. Provides the Assistant General Manager with quotations before closing deals.
8. Audits invoices for payment and correspondence from vendors.

### **Qualification**

1. A high school diploma or equivalent.
2. Good record-keeping techniques.
3. Broad knowledge of vendors with various specialties.
4. Honest and hardworking.
5. Modern office practices, procedures and equipment.
6. Excellent command of written and spoken English.

## **CASHIER**

**Reports To:** ASSISTANT GENERAL MANAGER

### **Job Description**

Under supervision, the Cashier is responsible of cash flow in the school. The Cashier receives and dispenses cash.

### **Job Responsibilities**

1. Provides parents and visitors with a detailed explanation of the school financial policies, fees, and payment schedules.
2. Makes deposits and withdrawals from banks.
3. Forwards the daily transactions record to the Accountant.
4. Provides staff members with their monthly pay checks.
5. Receives payment from parents.
6. Provides the purchasing clerk with funds and payments to invoices.
7. Initializes a student's registration.
8. Issues Admission Slips.
9. Issues unpaid-students lists.

### **Qualifications**

1. A high school diploma or equivalent.
2. Good record-keeping techniques.
3. Honest and hardworking.
4. Modern office practices, procedures and equipment.
5. Excellent command of written and spoken English.

## **REGISTRAR**

**Reports To:** ASSISTANT GENERAL MANAGER

### **Job Description**

Under the direction of the Assistant General Manager, the Registrar performs a variety of complex and responsible duties establishing and maintaining automated and manual student records. The registrar also performs various complex clerical and statistical record-keeping duties relating to the enrollment, graduation or withdrawal of students according to established policies and procedures; prepare and maintain student permanent records. And to provide information and assistance to students, staff, parents, and the public.

### **Job Responsibilities**

1. Performs specialized and technical student records tasks involving the establishment and maintenance of permanent student record files.
2. Maintains permanent records of students' completed level including grades, grade changes, test scores, student achievements and deficiencies.
3. Issues report cards.
4. Evaluates new students' transcripts and documents against the local regulations and policies.
5. Translates records into Arabic.
6. Reviews cumulative records to ensure accuracy and completeness and compliance with local regulations and policies.
7. Extracts reports and information on student records from automated systems.
8. Records grades and calculates grade point averages.
9. Prepares correspondence on students' status.
10. Extracts simple and complex reports and statistical information.

### **Qualifications**

1. A minimum of high school diploma or equivalent.
2. Solid knowledge of local regulations and policies.
3. Accurate record-keeping methods and practices.
4. Excellent knowledge on data processing.
5. Modern office practices, procedures and equipment including filing, statistical record-keeping and typing.
6. Correct English usage, grammar, spelling, punctuation and vocabulary.
7. Excellent reading and writing communication skills.
8. Honest and hard working.

## **NON –TEACHING STAFF**

### **ACADEMIC ASSISTANT**

**Report To:** ACADEMIC MANAGER

#### **Job Description**

Under the Academic Manager supervision, the Academic Assistant participates and assists in all academic issues in the school.

#### **Job Responsibilities**

1. Documents, updates and revises academic policies and procedures.
2. Conducts (or delegates observation to senior staff members) regular staff performance evaluations.
3. Manages all students performance reporting and ensures compliance with grading policies and procedures.
4. Monitors the integration of the school library and technology resources into the curricular objectives.
5. Schedules and monitors curriculum development and review.
6. Coaches and trains teaching staff.
7. Appoints grade level coordinators and subjects' coordinators and regularly conducts meeting with them.
8. Provides students with academic advisement and planning.
9. Responds to inquiries regarding educational programs.
10. Attends and participates in various meetings.
11. Designs and implements extra-curricular activities.
12. Manages the scheduling of classes, teachers and annual calendar.
13. Conducts admission interviews and screening tests.
14. Conducts diagnostic tests and documents and interprets results.
15. Monitors the administration of academic tests and confirms that test papers conform to pre-defined policies and regulations.
16. Assists in the accreditation process.
17. Performs other related duties as required.

#### **Qualifications**

1. A minimum of bachelor degree.
2. Proven track record of teaching experience.
3. Comprehensive knowledge of teaching methods and assessment techniques.
4. Accurate record-keeping methods and practices.
5. Modern office practices, procedures and equipment including filing, statistical record-keeping and typing.
6. Correct English usage, grammar, spelling, punctuation and vocabulary.
7. Excellent reading and writing communication skills.
8. Passion for improvement and growth of the school.

## **SECTION SUPERVISOR**

**Report To:** ASSISTANT GENERAL MANAGER, ACADEMIC MANAGER

### **Job Description**

1. Monitors the overall daily operation of the section.
2. Manages all members of the section.
3. Creates the section and teachers schedules.
4. Monitors student attendance related issues, disciplinary problems, and academic concerns.
5. Monitors teaching staff attendance and solves their problems.
6. Contacts parent or guardian to verify student absence and to invite them to school.
7. Tours school buildings and observe safety, security and order.
8. Supervises a student conduct.
9. Monitors of section examinations.
10. Monitors and manage entry of marks achieved by students.
11. Plans and conducts section meeting.
12. Plans and implements section programs.
13. Assists in evaluating teachers.
14. Coaches and trains teachers.
15. Observes the health status of students and teachers.
16. Provides substitutes for absent teachers with necessary.
17. Monitors the usage of school facilities and resources.
18. Meets parents and assists in solving their problems.
19. Assists in the accreditation process.
20. Hosts visitors to the section.
21. Responds to queries regarding the school programs.
22. Performs other related duties as required.

### **Qualifications**

1. A minimum of bachelor degree.
2. Proven track record of teaching experience.
3. Comprehensive knowledge of teaching methods and assessment techniques.
4. Accurate record-keeping methods and practices.
5. Modern office practices, procedures and equipment including filing, statistical record-keeping and typing.
6. Excellent managerial and administrative skills.
7. Good record-keeping techniques.
8. Excellent command of written and spoken English.
9. Excellent oral communication skills; telephone techniques and etiquette.

## **SCHOOL NURSE**

**Reports To:** ASSISTANT GENERAL MANAGER

### **Job Description**

The School Nurse performs specialized health care procedure and a wide variety of nursing duties. The school nurse provides instruction in the maintenance of good health and disease prevention.

### **Job Responsibilities**

1. Performs specialized health procedures on students and teachers and operates specialized medical equipment to perform specialized procedures.
2. Maintains health record of students.
3. Administers medications, when requested by parents.
4. Informs section supervisors of physical or health problems concerns of students.
5. Initiates and coordinate ordering of medical and health supplies.
6. Conducts frequent screening of students on common diseases.
7. Promotes health care throughout the school through health programs.
8. Maintains an accurate and up-to-date inventory of all medicines and equipments.
9. Maintains a record of cases and referrals.
10. Ensures a secure storage of all medical supplies and equipments.
11. Ensures a confidential student record.

### **Qualifications**

1. A degree in nursing or medicine.
2. Excellent interpersonal skills using tact, patience and courtesy.
3. Accurate record-keeping methods and practices.
4. Modern office practices, procedures and equipment including filing, statistical record-keeping and typing.



## **LIBRARIAN**

**Report To:** ACADEMIC MANAGER

### **Job Description**

The Library Clerk Performs a variety of clerical and technical library duties in the school library.

### **Job Responsibilities**

1. Assists students and teachers in finding materials and using the school library
2. Maintains an accurate and electronic inventory of the school library content.
3. Schedules class reading schedules.
4. Issues and maintains borrows cards.
5. Recommends books to students and teachers.
6. Maintains a statistics of library usage and books read.
7. Works with academic authority in the school and teachers in selecting new books.
8. Positively influences student behavior and their reading habits.
9. Develops and oversees various reading programs and research related contests.
10. Receives new books and enters them into the system.
11. Repairs books.
12. Disposes of damaged or outdated books according to established procedures.
13. Follows up on over-due books and sends warning notices.
14. Organizes and decorates the library.
15. Maintains a clean and orderly environment.
16. Applies and explains library rules, regulations and policies to students and teachers.
17. Monitors and maintains acceptable student behavior.
18. Recommends methods to promote and expand the school library.
19. Designs a library development plan.

### **Qualifications**

1. A minimum of bachelor degree.
2. Specialized knowledge of basic library methods, practices and terminology including use of library card catalog.
3. Sufficient communication skills to influence student behavior and their reading habits.
4. Accurate record-keeping methods and practices.
5. Modern office practices, procedures and equipment including filing, statistical record-keeping and typing.
6. Excellent command of written and spoken English.

## **LABORATORY TECHNICIAN**

**Reports To:** ACADEMIC MANAGER

### **Job Description**

The laboratory technician performs all duties related to the operation of laboratories, including scheduling, assisting in the purchase and disposing of materials.

### **Job Responsibilities**

1. Schedules laboratory use for students with approval from the SECTION SUPERVISOR.
2. Develops and implements plans to educate teachers in the use of materials and equipments.
3. Trains teachers on safety measures and procedures.
4. Assists teachers and students in executing experiments.
5. Prepares materials and equipments according to a pre-defined schedule.
6. Ensures secure and safe storage of materials and equipments.
7. Maintains an accurate inventory of materials and equipments.
8. Initiates and monitors purchase of materials and equipments.
9. Controls the uses of materials and issue them wisely.
10. Labels each item in the laboratory clearly.
11. Disposes expired materials and waste products wisely.
12. Keeps the laboratory premise clean and neat.
13. Performs other related duties as required.

### **Qualifications**

1. A minimum of bachelor degree in any scientific field.
2. Modern office practices, procedures and equipment including filing, statistical record-keeping and typing.
3. Excellent command of written and spoken English.
4. Careful and alert.
5. Excellent organization skills.

## **SECTION SECRETARY**

**Reports To:** SECTION SUPERVISOR

### **Job Description**

Performs complex secretarial and administrative duties; organizes office activities and provides work direction for section assigned staff.

### **Job Responsibilities**

1. Organizes and directs the day-to-day activities.
2. Coordinates communications among section staff.
3. Performs complex duties to relieve the section supervisor of administrative details.
4. Coordinates communication and activities with other sections, students, parents.
5. Serves as office manager and receptionist for the section.
6. Greets visitors and answers phones.
7. Orders and maintains supplies.
8. Organizes and establishes filing and record keeping systems; opens, routes, sorts daily transactions.
9. Responds to requests on information from students and parents.
10. Assists in preparing daily students and staff attendance report.
11. Prepares and types a wide variety of materials such as correspondence, reports, and forms.
12. Maintains confidentiality of records and information.
13. Schedules meetings, conferences and appointments.
14. Performs other related duties as required.

### **Qualifications**

1. A minimum of high school diploma or equivalent.
2. Modern office practices, procedures and equipment.
3. Record-keeping and report writing techniques.
4. Correct English usage, grammar, spelling, punctuation and vocabulary.
5. Oral and written communication skills.
6. Interpersonal skills using tact, patience and courtesy.
7. Telephone techniques and etiquette.
8. Honest and hardworking.

## **WORKER**

**Reports To:** ASSISTANT GENERAL MANAGER

### **Job Description**

The worker performs duties related to the cleanliness and order of the school campus. They are also expected to be skilled to semi-skilled maintenance workers.

### **Job Responsibilities**

1. Maintains the school campus, facilities, and bathrooms clean throughout the day.
2. Assists in monitoring the school's gates.
3. Performs urgent purchase.
4. Assists in organizing school major programs.
5. Performs photocopying and distribution of documents among the different sections.
6. Replaces broken window glass; makes routine repairs to doors, windows, roofs, locks, floors and other items; repairs and replaces floor and ceiling tiles; installs and repairs door knobs; repairs chairs, desks, cabinets, appliances and other equipment.
7. Troubleshoots electrical problems and performs routine repairs as appropriate; repairs or replace switches, cover plates and light bulbs; shuts down electrical supply during emergencies as necessary.
8. Operates a variety of tools and equipments such as drain cleaning tools, paint and painting equipment, plumbing tools, saws, drill motors, drill presses, and welder.
9. Picks up and delivers a variety of supplies, material and equipment as needed.
10. Assists skilled maintenance personnel as required; communicates with skilled maintenance personnel concerning needed repairs as necessary.
11. Observes and rectifies safety hazards or reports to appropriate employee.
12. Performs other related duties as required.

### **Job Qualifications**

1. Knowledge of basic methods, materials, tools, terminology and equipment used in the maintenance trades.
2. Work cooperatively with others.
3. Physically fit and enjoys a strong body.
4. Able to lift heavy objects.
5. Obedient and hardworking.

# **INSTRUCTIONAL STAFF POLICIES AND GUIDELINES**

The teacher is considered the core of the school. Teachers are directly responsible for carrying out curricular instructions inside and outside the classrooms.

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 Teacher is also responsible for providing an educational atmosphere where students have the opportunity to fulfill their potential for intellectual, emotional, physical, social, and psychological growth. The teacher is responsible for organizing and implementing an instructional program that will result in students achieving academic success in accordance with the school's curricular objectives, vision and policies.

## **RESPONSIBILITIES**

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

All teachers are required to observe to the following instructions:

1. Implements instructional activities that contribute to a climate where students are actively engaged in meaningful learning experiences.
2. Identifies and selects instructional strategies to meet the needs of the students with varying backgrounds, learning styles, and special needs.
3. Assists in assessing changing curricular needs and offers plans for improvement.
4. Maintains effective and efficient record keeping procedures.
5. Provides a positive environment in which students are encouraged to be actively engaged in the learning process.
6. Communicates effectively, both orally and in writing, with students, parents, and other professionals.
7. Collaborates with peers to enhance the instructional environment.
8. Models professional and ethical standards when dealing with students, parents, peers, and superiors.
9. Ensures that student growth and achievement is continuous and appropriate for age group, subject area.
10. Participates in training, meetings and school programs.
11. Meets professional obligations through efficient work habits such as: meeting deadlines, honoring schedules, coordinating.
12. Performs other duties and responsibilities as assigned by superiors.

## **QUALIFICATIONS**

1. The teacher applicant shall hold a valid teacher's certificate appropriate for his/her assignment and be a graduate of an approved college or university.
2. The teacher applicant must have high moral character.
3. The applicant shall be student centered, caring, and committed to the premise that all children can learn.

4. The teacher applicant shall possess organizational skills, the ability to communicate, flexibility, enthusiasm for the teaching profession, a positive attitude and outlook, and a willingness to work with all students at all levels.
5. The teacher applicant shall be knowledgeable in academic areas, learning theories, teaching strategies and have training in classroom management and discipline.
6. The teacher applicant shall be professional in appearance, in manner, and in attitude.
7. Correct English usage, grammar, spelling, punctuation and vocabulary.
8. Oral and written communication skills.

## **CLASS TEACHERS**

Kindergarten and Grades one and two classes have teachers that teach all subjects. Class teachers are required to promote the welfare of all students in their classes. It is the responsibility of the class teacher to maintain the classroom clean and attractive at all times.

A Class teacher is required to attend two Grade-Level meetings every month to discuss instructional strategies used and prepare lesson plans and exams. Class Teachers are required to prepare the seating chart. Class Teachers are also required to read and explain announcements to the class and perform follow-up when required. The school management will select a coordinator for each level to supervise and lead the operation of peer class teachers and all academic aspects related to his/her respective level.

## **CLASS ADVISORS**

Class advisors from Grade 3 onward are assigned to each class. They are responsible for the welfare of the classroom and the students in general. The Class Advisor is required to develop with his/her students a relationship based on mutual trust, respect, and understanding. Classes Advisors are required to prepare the seating chart and. Class Advisors are also required to read and explain announcements to the class and perform follow-up when required. Class Teachers are implicitly considered Class Advisors as well.

## **KINDERGARTEN TEACHERS**

In addition to the responsibilities of ordinary teachers, Kindergarten teachers are required to observe the following:

1. Provide a quality, safe and loving environment for the children.
2. Provide for the safety of the children as required; respond to a child's needs and problems in a patient, caring and sensitive manner.
3. Provide a proper role model for children.
4. Assist children with snack and breakfast meals; and observe the physical and personal hygiene needs of the children.
5. Provide guidance encouragement with various learning activities; assist in promoting self-esteem and a healthy self-image.

## **ASSISTANT TEACHERS**

The Assistant Teacher performs a variety of instructional activities. The responsibilities of Assistant Teachers are the following:

1. Assist teachers in the presentation of learning materials and in the conduct of instructional exercises.
2. Tutor individual students and small groups of students to reinforce and follow up learning activities.
3. Directs students into safe learning activities and functions. And assist in the shaping of appropriate behavior.
4. Assist teachers in checking homework and test papers.
5. Act as a substitute teacher in the absence of the primary teacher.

## **SUBJECT COORDINATORS**

Subject Coordinators are selected by the Academic Manager. Subject Coordinators are expected to exemplify excellent professional practice and demonstrate a positive model which leads concerned teachers to excel in their jobs. Subject Coordinators play a vital role in reviewing and improving the curriculum. Subject Coordinators are directly responsible for the curricular review of their subject area and recommending the instructional strategies. They may also participate in the evaluation of concerned teachers. They are required to support, coach and train concerned teachers. On the other hand, concerned teachers are obliged to follow the lead of subject coordinators.

## **SUBSTITUTE TEACHER EXPECTATIONS**

Substitute teachers are expected to observe the following:

1. Follow plans left by the absent staff member.
2. Keep discipline according to the guidelines established for that room.
3. Make a note of all problems.
4. Take over a teacher's duties including noon and bus duty if necessary.
5. Keep attendance records.
6. Keep record of any money collected or turned in.
7. Keep record of all notices received during the school day.
8. Brief the absent teacher on the performance of the class during his/her absence.

## **CURRICULUM AND CURRICULUM DEVELOPMENT**

All teachers are required to meet the expectations of the school curricular objectives. The school curriculum adopts California's Content Standards for Public School, specifically in the areas of Mathematics, Science and English and Language-Art. The curricular expectations can only be met through the proper implementation of all aspects of the curriculum. The curriculum is carefully aligned against various resources. In addition, standard implementation of the curriculum should include the

planning and preparation of class activities, homework, instructional strategies, external resources and assessment strategies.

Teachers are advised to review the curriculum before planning their lessons. And it is important to note that the proper implementation of the curriculum is a key factor in evaluating the teacher's performance.

All teachers are required to recommend any modification to the curriculum to further improve it. However, some teachers are required to attend regular meeting for the sake of reviewing the curriculum.

## **INSTRUCTIONAL STRATEGIES**

The school intends to implement modern instructional strategies to improve students' learning and maximize their academic achievements. All teachers are required to follow the instructional strategies recommended by the school.

## **MEETINGS**

Teachers are required to attend all meetings. The school conducts various meetings, such as Grade-Level meetings, section meetings, and committees' meetings. Teachers must bear in mind that all discussions and opinions expressed in meetings are strictly confidential and under no circumstances discuss any of the issues that took place in a meeting in the presence of anyone who was not present at that meeting without prior consent.

## **ADMINISTRATION**

Teachers are expected to perform some administrative tasks. Some of these tasks are:

1. Maintain pupil records of achievement, attendance, test performance, and progress.
2. Report to the section supervisor and communicate with parents any academic and disciplinary problems.
3. Report students' attendance on daily basis to the section supervisor.
4. Provide campus supervision, as assigned by the section supervisor.
5. Respond to parents' queries and requests.
6. Attend parents' meetings.
7. Observe the health and physical conditions of students and reports serious cases to the section supervisor.

## **ABSENTEEISM**

Occasional absences are unavoidable. Proper planning will minimize its effect on the students, 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 Section Supervisor **before 7.00 am**. Lesson plans, written assignments or worksheets are to be submitted to the Section Supervisor no later than 7:15 am.

Teachers should not be absent at the first sign of discomfort, but should have a sense of responsibility towards their students.



What is certainly not acceptable for teachers is to get sunburned, have a hectic weekend or a late evening out and then spend a school day in bed.

## **CLASSROOM MANAGEMENT**

A student's conduct inside the classroom is crucial to the educational process. Teachers are expected to foster safe, healthy, and attractive conditions in the classroom and on campus. Teachers must implement the school's procedure fairly and consistently. All teachers must report behavior to the section supervisor. Classroom management is a major area of observation in teachers' evaluation.

## **DISPLAY OF STUDENT WORK**

Teachers are encouraged to display student work. This work should be of high quality and something an average student or parent would be proud to have presented. At no time, will any work that is demeaning to any member of the school community, adult or child, be presented in any type of public forum. Production of such work should be strongly discouraged in the first place.

## **SUPERVISION**

Students should never be left unsupervised. If it is necessary for a teacher to leave the classroom for any reason, a neighboring teacher, or some other person designated by the section supervisor may be requested to assume this responsibility. And to prevent theft, littering and vandalism, remember to ensure that the classrooms are empty during break times.

## **HOME – TIME DUTY**

To ensure the safety of students inside the school campus at all times, one or two teachers will be assigned to remain in school everyday after school hours and until all students leave the school. The assignment of teachers will be scheduled by each section supervisor.

## **EARLY DISMISSAL**

Teachers are not allowed to dismiss any student with an official notice from the section supervisor. The teachers are also expected to prevent any student from leaving the school campus during the day. A student who becomes ill during the school day should, with the section supervisor's permission, be sent to the school nurse.

## **QUIZZES, UNITS/CHAPTER TESTS AND WEEKLY PLANS**

Teachers are required to conduct tests at the end of every chapter or unit. However, teachers are encouraged to conduct short quizzes when necessary. Unit/chapter tests and quizzes must adhere to and reinforce the curricular objectives. Grade 1 and Grade 2 coordinators along with subject coordinators are required to prepare weekly plans in accordance with each level curriculum. On Saturday of every week, the school will provide Grade 1 to Grade 6 students with a weekly plan. This

weekly plan highlights and serves as a preview of all topics, requirements and events that will take place throughout the week.

## **PREPARATION OF TEST PAPERS AND WORKSHEETS**

Grade 1 and Grade 2 coordinators, along with subjects' coordinators are responsible for leading the preparation of exams. However, test papers and worksheets must conform to the curricular objectives. Questions must be thoughtful and purposeful. The format of high school papers, in the areas of Mathematics and English, should resemble to the SAT 1 (Reasoning Test) format as much as possible.

Teachers assigned by their respective coordinators to prepare test papers or worksheets, are responsible for typing the exam in accordance to accurate format and layout, pre-defined objectives and specified instructions. Teachers who fail to meet the submission deadline will be issued a warning notice and the consequences may escalate as a result of further incidents.

## **SPECIAL EXAMS**

Teachers may be required to prepare test papers for retesting students. However, teachers are not to conduct any retesting without an official notice from the section supervisor.

## **MARKING OF TEST PAPERS**

Teachers are responsible for checking of test papers. However, when checking final papers the section supervisors will form committees. Each committee will be responsible for checking test papers, verifying of scores and reporting of marks. During final exams, teachers are not allowed to leave the school unless all his/her test papers are checked.

## **SCHOOL REQUIREMENTS**

Teachers are advised and required to give homework, class activities, unit/chapter tests and projects. Teacher must check school requirements correct spelling errors. Students who do not do homework must be reported to their parents through their diaries. Please be on the lookout for students who copy their work. Copying school requirements is a worse offense than not doing it.

## **MAJOR EXAMS**

The school requires the students to attend to major exams every semester:

1. Midterm Exam( First and Third Quarter exams )
2. Final Exam ( Second and Fourth Quarter exams )

A student must clear his/her due balance in order to take either exam. The school issues a report card, after each major exam. Early exams, under any circumstances,

are strictly prohibited. If a student misses an exam, he/she must present to the school a strong and valid excuse and must be accepted by the school in order to allow the student to take a make-up exam. A student is required to take make-up exams if he/she fails two or more subjects at the end of the school year. In addition, a student will also be required to take a make-up exam if he/she fails. Failure to pass the make-up exams will result in retaining the students in the same grade level.

-----GRADING SYSTEM-----

The Academic Year will be divided into two major terms 1<sup>st</sup> Term and 2<sup>nd</sup> Term. Each term will be divided into two Quarters 1<sup>st</sup> Q and 2<sup>nd</sup> Q (1<sup>st</sup> term) 3<sup>rd</sup> and 4<sup>th</sup> Q (2<sup>nd</sup> term).

|   |                               |                               |                |
|---|-------------------------------|-------------------------------|----------------|
| <b>Term</b>                             | <b>1<sup>st</sup> Quarter</b> | <b>2<sup>nd</sup> Quarter</b> | <b>Average</b> |
| <b>1<sup>st</sup> Term</b>              | <b>100</b>                    | <b>100</b>                    | <b>100</b>     |
|   |                               |                               |                |
| <b>Term</b>                             | <b>3<sup>rd</sup> Quarter</b> | <b>4<sup>th</sup> Quarter</b> | <b>Average</b> |
| <b>2<sup>nd</sup> Term</b>              | <b>100</b>                    | <b>100</b>                    | <b>100</b>     |
| <b>General Weighted Average ( GWA )</b> |                               |                               | <b>100</b>     |

**GENERAL DISTRIBUTION FOR THE MARKS FOR EACH SUBJECTS**

Non English Subjects (All subjects except English Language Art)

| <b>Exam</b> | <b>Quizzes</b> | <b>Participation</b> | <b>Behavior</b> | <b>Projects</b> | <b>H.W</b>  | <b>Total</b> |
|-------------|----------------|----------------------|-----------------|-----------------|-------------|--------------|
| <b>40%</b>  | <b>20 %</b>    | <b>15 %</b>          | <b>10 %</b>     | <b>5 %</b>      | <b>10 %</b> | <b>100%</b>  |

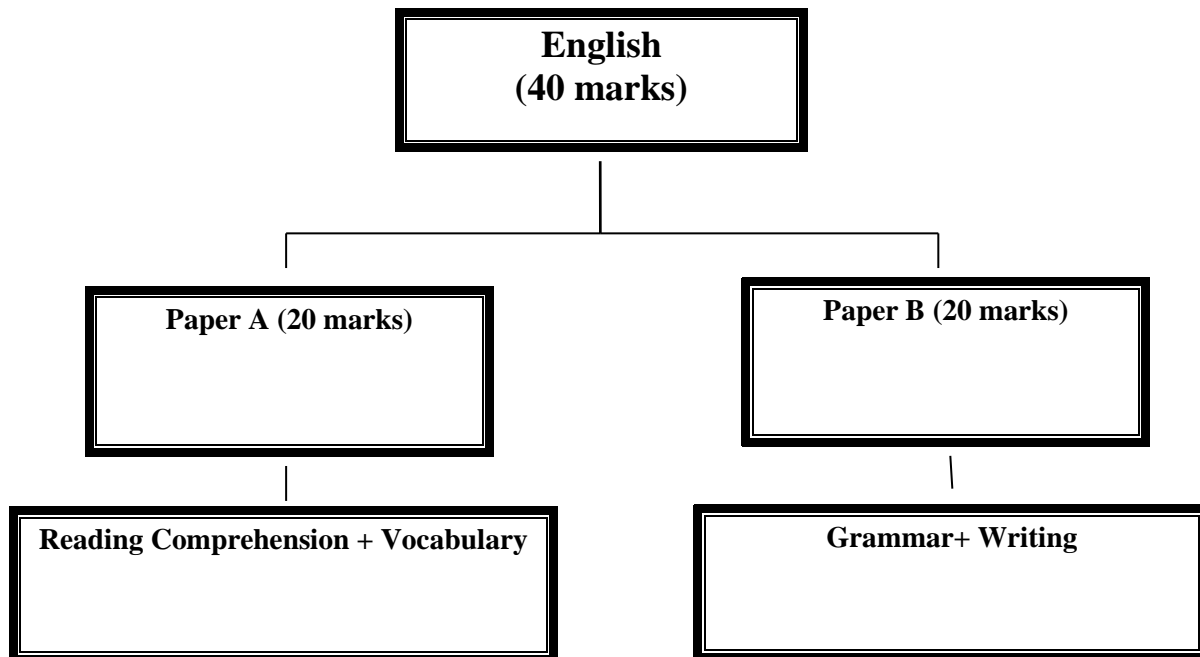
**ENGLISH SUBJECTS (Language Art)**

| <b>Exam</b>  | <b>Quizzes</b> | <b>Participation</b> | <b>Behavior</b> | <b>Projects</b> | <b>H.W</b>  | <b>Total</b> |
|--------------|----------------|----------------------|-----------------|-----------------|-------------|--------------|
| <b>40%</b>   | <b>20 %</b>    | <b>15 %</b>          | <b>10 %</b>     | <b>5 %</b>      | <b>10 %</b> | <b>100%</b>  |
| <b>A(20)</b> | <b>B(20)</b>   |                      |                 |                 |             |              |

## GRADE POINT AVERAGE

| Grading System |        |            |            |            |           |         |         |         |         |        |        |        |     |
|----------------|--------|------------|------------|------------|-----------|---------|---------|---------|---------|--------|--------|--------|-----|
| Letter Grade   | A+     | A          | A-         | B+         | B         | B-      | C+      | C       | C-      | D+     | D      | D-     | F   |
| Grade Point    | 4.00   | 3.67       | 3.33       | 3.00       | 2.67      | 2.33    | 2.00    | 1.67    | 1.33    | 1.00   | 0.67   | 0.33   | 0   |
| Percentage     | 97-100 | <97 – 94 % | <94 – 90 % | < 90 – 87% | <87 – 83% | <83-80% | <80-77% | <77-73% | <73-70% | <70-67 | <67-63 | <63-60 | <60 |

### English Exam for each quarter



## GRADE POINT AVERAGE (GPA)

A *Grade Point Average* is one way of summarizing a student's performance as a single number. In a broad sense, it is an average of the grades a student has achieved in all his/her subjects. Grade Point Averages are used as a way for educational institutions to compare the results of students from different schools.

The letter grades are mapped against a 4.0 scale. Each grade is assigned a numerical value ranging from 4.0 to 0.0, with 4.0 being the highest and 0.0 the lowest. The following table shows the conversion from letter grades to 4.0 scale numerical grades:

| Numerical | Grade | GPA              |
|-----------|-------|------------------|
| 4         | A+    | 97 – 100         |
| 3.67      | A     | 94-97            |
| 3.33      | A-    | 90- less than 94 |
| 3         | B+    | 87-less than 90  |
| 2.67      | B     | 83-less than 87  |
| 2.33      | B-    | 80-less than 83  |
| 2         | C+    | 77-less than 80  |
| 1.67      | C     | 73-less than 77  |
| 1.33      | C-    | 70- less than 73 |
| 1         | D+    | 67- less than 70 |
| 0.67      | D     | 63- less than 67 |
| 0.33      | D-    | 60 less than 63  |
| 0         | F     | less than 60     |

| Achievement of the ANIS Curriculum Expectations |  |
|---|--|
| A / A+  | Student has demonstrated the required knowledge and skills.<br>أتقن الطالب المعارف والمهارات المطلوبة                      |
| B / B+  | Student has demonstrated most of the required knowledge and skills.<br>أتقن الطالب معظم المعارف والمهارات المطلوبة         |
| C / C+  | Student has demonstrated some of the required knowledge and skills.<br>أتقن الطالب بعض المعارف والمهارات المطلوبة          |
| D / D+  | Student has limited understanding of the required knowledge and skills.<br>لدى الطالب فهم محدود للمعارف والمهارات المطلوبة |
| F   | Student has not demonstrated the required knowledge and skills.<br>لم يتقن الطالب المعارف والمهارات المطلوبة               |

A student GPA is calculated by summing up the value of the grades and then dividing by the number of grades. This results in an average that ranges between 0 and 4.0. With 4.0 been the highest and 0 the lowest.

### **VERIFICATION OF MARKS**

In a response to a parent request, the school will form a committee of teachers to review and verify the marks achieved by a student in a particular subject.

### **PLACEMENT AND TRANSFER OF STUDENTS**

The Class Teachers and Class Advisors are responsible for placement of students. Parents do not have the right to participate in this responsibility or deny the teacher's judgment. When placing students inside the classrooms, front seats are granted to students with medical problems, otherwise the height is used in arranging the students.

Based on the recommendation of a Class Teacher or a Class Advisor, the school can transfer a student to another classroom if it decides that it is for the benefit of the student or the benefit of the class. The school will inform the parents about the transfer and parents cannot reverse the school decision.

### **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 followed:

1. Teachers are not to tutor students who take instruction from them in the classroom.
2. At no time will private lessons conflict with detention, school events, department meetings, or other school activities.
3. Teachers must not give hints or specific instructions on how the actual tests look like.
4. Teachers must not share the actual exams with the students.
5. Teachers must maintain the school's internal affairs confidential.
6. Teachers are not to involve the school in any problem caused by the private tutoring.

## **STUDENT – TEACHER RELATIONSHIP**

All teachers must establish a healthy and good relationship with students based on good moral and ethics. Teachers are required to follow the instructions below when dealing with students:

1. All teachers must establish a healthy and good relationship with students based on good moral and ethics.
2. Do not take any action which may be interpreted as prejudice. Make sure you address all students in the same manner and treat them as equal.
3. Never distinguish between students with respect to nationality, religion or colour. Even a reference to a particular group (e.g. “You Arabs”, “You British”, etc.) is unacceptable. Teachers are expected to be equally courteous to all students. Furthermore, all teachers are expected to help in creating a single international community and avoid any talk, action or grouping referring to, or stemming from, nationality, race or creed differences.
4. Teachers must refrain from exposing their personal affairs with the students.
5. Relationships between teachers and students should be friendly but formal. Students may never call teachers by their first names.
6. Teachers are not permitted to physically strike a student and should only restrain a student. However physical intervention may be inevitable when it is necessary to protect a student or prevent an assault on another student.
7. When dealing with students, teachers should always be very polite, but firm and strict. Remember to remain calm at all times, for it is when one loses temper, mistakes can happen and mischievous students feel the “sense of achievement.”
8. It is important for teachers to respect students. Shouting, sarcasm or insults are extremely harmful and totally unacceptable. Instead, teachers are expected to resort to encouragement and praise, even when correcting the students. Always be fair and calm, and report difficult situations to the Section Supervisor. Offending students can always be dealt with firmness and calmness and the right action can be taken without resorting to shouting or insults.
9. Do not humiliate students in front of a class (or at any other time). Talk to them alone, calmly, showing them how they have made a mistake. If necessary, students can be punished but there is no gain in humiliating them. Whenever you encounter a problem with a student, talk to the student first, if necessary, privately. It is also advisable to talk to him/her before the problem worsens. If the problem needs to be discussed further, discuss it with the appropriate school official.

## **PARENT – TEACHER RELATIONSHIP**

Although the school encourages communication with parents, teachers may not communicate directly with parents or guardians of students. When parents approach teachers, the teachers should politely tell them that the school rules require that all discussions should be conducted with school officials, not with teachers. However, teachers must respond to written complains and comments made by parents, while at the same time, may initiate written communication with parents.

In addition, teachers are not allowed to receive money or gifts from parents in return of favours or withheld of a school action.

## **STAFF ATTENDANCE AND WORKING HOURS**

Staff members are expected to come to work regularly and on time. For this reason, excessive or habitual absenteeism or tardiness (even for "justifiable" reasons) will result in disciplinary measures taken against the employee. If an employee must be absent from work or late for some unavoidable reason, he/she must notify the immediate superior at the beginning of the workday or before if the absence is for a reason other than illness.

The school acknowledges the following excuses for absence:

1. Illness.
2. Death or serious illness within the staff member's immediate family.
3. Special recognized religious holidays.
4. Legal court or police summons.
5. Weather or road conditions making travel dangerous.

Working hours for staff members are from **6:15 a.m. to 1:30 p.m.** However, working hours may extend beyond that if the school office calls for meeting, circulation of special duties, or in the event of school major events and programs.

# **STAFF RECRUITMENT, RESIGNATION AND TERMINATION**

## **EMPLOYMENT CONTRACT**

A term contract is a contract of employment for a fixed term between the school and an employee. All employees shall be employed under officially approved, written term contracts executed by the General Manager or Assistant General Manager. A person employed under a term contract has no expectation of employment and no property interest in a contract beyond its term. The length of each employee's contract is set by official action of the General Manager or Assistant General Manager. Contracts shall be considered for renewal based upon the needs of the school and the performance of the employee.

## **RECRUITMENT**

New Vision International School is committed to employing Saudi citizens and aliens with a legal status. The School does not employ any individual who is not documented to legally stay in Saudi Arabia.

New Vision International School initiates the recruiting process in response to replacing a terminated employee or enhancing the school performance.

The school hires all staff with an employment contract that includes the starting salary, title and duration of employment. However, all new employees will undergo a three months trial and the school preserves the right to cancel the contract if the performance of the new employee is determined to be unsatisfactory.

## **RESIGNATION**

New Vision International School requests that employees planning to terminate their employment give as such advance notice as possible. Employees who resign voluntarily must give a minimum of 30 working days' notice in writing to their immediate superior. Employees who surprise the school with their resignation may risk denying their benefits as well as the issuance of a Certificate of Experience.

## **VERBAL WARNINGS**

In a typical work environment and working relationship between an employee and immediate supervisor, the supervisor instructs employees on work responsibilities, performance and conduct in order to produce useful work. Employees are expected to follow the directions of the supervisor and take whatever corrective actions required.



## **WRITTEN WARNINGS**

At times an employee's performance may continue to fall short of the required and expected level. At other times, an employee may continue to neglect all verbal warnings and directions made by his/her supervisor. In such cases, the supervisor may find it necessary to ensure that the employee understands the importance of correcting deficiency. The supervisor may issue a written warning clearly stating the problem and actions needed to bring performance up to a satisfactory level within a specific time frame. Copies of all written warnings issued against an employee will be placed in his/her file.

## **SALARY DEDUCTIONS**

In certain circumstances, supervisors may need to further emphasize the importance of improvement. If an employee fails to correct the inappropriate behavior or performance, the supervisor, in coordination with the school management, will deduct from the employee's salary an amount relative to violation.

## **TERMINATION**

If an employee fails to improve after being given a full and fair opportunity, the school may initiate termination. The school General Manager or Assistant General Manager will prepare a written document describing the actions resulting in the termination.

The discharge of an employee for repeated minor violations generally should be preceded by verbal warnings, written warnings and salary deductions. However, at the school's discretion, employees may be separated from the school without prior disciplinary measures as a result of a major offence.

In rare cases, the school may initiate reduction in staff because of decreased enrollment, budgetary considerations, phasing out of programs, departments, or for other just causes. Note that falsification of information on documents used for consideration of employment or reassignment will conclude instant termination.

## **END OF THE YEAR CLERANCE**

Upon the issuance of books, materials any equipments, the receiving employee will sign a form documenting all resources received. It is essential that all employees return all resources at the end of the school year in good conditions. The school will suspend an employee's salary until all resources are returned or a compensation payment is made.

## **FIRE DRILLS**

Fire Drills are necessary to help ensure the most efficient and safe means to evacuate the building at any time during the school day. All employees will receive an Emergency Manual that includes all the instructions to be followed during emergencies.

Here are some general guidelines that all teachers should consider during emergencies:

1. Leave the building with your students under your supervision during fire drills.
2. Close the door and turn off the lights as you leave the area and make a visual inspection for remaining students.
3. Move your students at least 50 feet from the building.
4. Stop all outside classroom activities and form groups. Orderly conduct is an absolute essential.
5. Have students walk quickly, but do not allow them to run.
6. Do not allow any talking during the drill so that all students may hear your instructions.
7. Do not allow anyone, including yourself, to reenter the building unless an "all clear" signal is given.

### **EMERGENCY RESPONSE COMMITTEE**

The Emergency Response Committee consists of staff members. The committee is responsible for creating emergency plans and drills. These plans will be put into red folders and provided to all staff. A series of staff meetings will be held early in the year until we are all comfortable with the different procedures necessary to ensure the safety of students and school staff. The Emergency Response Committee will continue to meet in order to update emergency plans and to plan various emergency drills.

## **CODE OF ETHICS AND CONDUCT**

In any organization it is important that all employees work together for the good of the whole so that the rights and interests of both the organization and the employees are reserved. This is particularly so at New Vision International School where we strive to provide the highest quality education. The importance of this matter means that the school may take disciplinary action (up to and including discharge) against any staff member for failing to adhere to recognized standards of behavior. Such failure has already been noted elsewhere in this handbook under various sections.

- Conduct business honestly, openly and with complete integrity.
- Avoid acting as an agent or solicitor for the sale of school books, supplies or equipment, soliciting or promoting such sales to individuals or groups, or receiving any fee or reward for any such sales.
- Never use confidential information concerning the property or affairs of the school to gain financial or other private interest for own or others.
- Refrain from accepting any gift, free services or anything of value for or because of any act performed or withheld.
- Avoid preferential treatment of one outside interest group, company or individual over another.
- Use school property only for officially authorized activities.
- Avoid using professional relationships or authority with students or employees for personal advantage.
- Keep in confidence information about students and employees which has been obtained in the course of professional service, unless disclosure serves professional purposes or is required by law.
- Avoid making false or malicious statements about students or employees.
- Refrain from subjecting students and employees to embarrassment or disparagement.
- Shall not engage in any intimate behavior with a student or another employee with or without consent, but shall maintain a professional approach with. Sexually related behavior shall include such behaviors as sexual jokes; sexual remarks; sexual kidding or easing; sexual innuendo; pressure for dates or sexual favors; inappropriate physical touching, kissing or grabbing; rape; threats of physical harm; and sexual assault.
- Exemplify behaviors which maintain the dignity and integrity of the profession.
- Support and enforcement of policies of the school.

### **SAFETY OF THE ENVIRONMENT**

Creating a classroom that is organized and that is characterized by mutual respect makes it a lot easier to teach effectively, and one of the most important things teachers should do to promote learning is to create a classroom environment where students feel safe. Students need to feel safe and secure in order to learn and participate. They need to feel secure in order to want to participate.

Teachers and all staff members should be able to provide a safe environment that is free from negative verbal interaction or threats as a form of discipline..

## **EVALUATION**

Periodic written evaluations of employees' performance shall be conducted and reviewed by the school management. The completed evaluations will be discussed with the employee prior to the submission of recommendations. The result of multiple evaluation sessions may conclude an assignment involving an additional salary, recognition or appreciation awards, as well as termination. Teachers can find additional information in the Staff Evaluation Handbook.

## **SMOKING**

New Vision International School adopts a no-smoking policy. Smoking is prohibited in any area of the school, including private office.

## **DRESS CODE**

All employees must exercise good judgment in their choice of professional appearance for work and work-related activities by always appearing in a way that is appropriate to the situation and that will invoke the following:

1. Positively impress from the community.
2. Provide appropriate role modeling for students.
3. Promote a working and learning environment that is free from unnecessary disruption.
4. And be conducive to high student and staff performance.

During the work day and anytime employees attend work-related activities or functions, such as meetings or conferences with parents, school events, student competitions, educational or other professional conferences, they shall appear in a professionally appropriate manner.

Examples of professional attire include, but are not limited to:

1. Dress slacks and long skirts.
2. Suits.
3. Collared shirts.
4. Professional dresses.
5. Ties.

Blue jeans and training suits are discouraged unless designated administratively for specific circumstances and events.

Employees are not permitted to wear any clothing, paraphernalia, grooming, jewelry, accessories, or body adornments that are disruptive or potentially disruptive to the educational environment as determined by the General Manager. Examples of clothing, accessories, or body adornments that is not acceptable:

1. Contain language or images that are vulgar, discriminatory, or obscene.
2. Promote illegal or violent conduct, such as the unlawful use of weapons, drugs, alcohol, tobacco, or drug paraphernalia.
3. Contain perceived threats such as gang symbols.
4. Expose cleavage, private parts, the midriff, or undergarments or that is otherwise sexually provocative.
5. Are considered sleepwear.
6. Are headwear.

## **Salah Break Duty**

It is very important for students (especially primary grades) to know the importance of Salah. Therefore, the students have Salah Break on daily basis to let them learn about the correct procedures of performing Salah and the significance of Salah. The following are the duties the teachers should adopt during the Salah Break:

- The Salah Break duties will be performed by all the Arabic, Islamic and Quran teachers Mentioned on the schedule.
- Every day, the teachers should look up on the schedule, and if their name is mentioned, should proceed to the mentioned building and lead the students.
- Each teacher during the Salah breaks, should not only help the students perform Salah, but also make them aware about the meaning of Salah and its significance in life.
- All the teachers present in the boys building classes are required to proceed with the students forming a proper line to the third floor and then can carry on with their regular routine.
- All the teachers present in the girls building classes are required to proceed with the students forming a proper line to the third floor and then can carry on with their regular routine.
- All assistant teachers should remain with their students before, during and after the Salah Break.
- All the teachers who have their classes after the Salah Break is over should be present inside their classes 5-7 minutes before the break is over. This is to avoid any mishap or violence between the students.
- When the Salah break is over, all the duty teachers are supposed to form a line with their students and guide them towards their classes in an organized manner.

### Home Time/After School Duty:

To ensure the safety of students inside the school campus at all times, one or two teachers will be assigned to remain in school every day after school hours and until all the students leave the school. The assignment of teachers will be scheduled by each section supervisor.

### Student Pass:

Each teacher will be allotted Student Passes (sample picture shown below) which will be available to each teacher entering. The teachers should use the Student Pass in order to allow the students to leave the class for different purposes like Bathroom Break, Water Break, Canteen Break, Leaving the School Premises on an earlier note etc.

Please be informed that there will be only TWO STUDENT PASSES appointed to each teacher. Therefore, the teachers are not allowed to permit more than two students at a time to leave their class.

**Student Diary Notes:**

Diaries are considered effective tools in communicating with parents. Teachers need to make sure the class works and the home works are checked on daily basis and if any queries, should contact the parents through the diaries. They should maximize the use of notebooks and diaries. Therefore the home room teachers should make sure that they check the student's diaries on daily basis during the first hour in the morning to check any notifications from parents. The latter concern must be responded in the most appropriate and acceptable way. Moreover, concerned parents who demand for daily updates of their child's performance must also be well attended through diaries.

**The End**