

# Teachers' Hand Book

2015



Ha-Alif Atoll Education Centre

Ha-Alif Dhidhdhoo

## General Rules for Teachers.

### **1. Planning and Teaching.**

Teachers should:

- 1.1. Prepare their scheme of work, based on the prescribed respective National and International Syllabus for each semester as per the date scheduled by the school and submit it to the relevant Supervisor.
- 1.2. Submit their lesson plans to the relevant supervisor or the H.O.D on the last day of the week on or before 1800 hrs.
- 1.3. Plan the lessons in a way that caters for the different ability levels of students in the class.
- 1.4. Create an environment conducive to learning in the class.
- 1.5. Use teaching aids and utilize them in a way that gives maximum benefit to the students.
- 1.6. Plan and deliver the lessons in a way that facilitates student centered learning.
- 1.7. Encourage and assist the students to achieve the targets set by the school.
- 1.8. Evaluate the students' achievement level by means of lesson evaluation, class tests and semester exams.
- 1.9. Where possible, display the students' work.
- 1.10. Enter the class with all the necessary materials such as marker, duster, teaching aids and other necessary materials that are required for teaching.
- 1.11. Treat all the students with care and love without any discrimination.
- 1.12. Seek suggestions for the academic related activities from the relevant supervisor. However teachers can directly seek suggestions from higher authorities depending on the issue.
- 1.13. Mark the students' notebook at least once a week and submit the Book Marking Record to the relevant supervisor or H.O.D along with the lesson plan.

### **2. Teacher Responsibilities**

- 2.1. The last teacher to leave the classroom **before the interval and at the end of the day** should switch off the lights and the fans.
- 2.2. The respective teachers are responsible for leading their students to the venue for extra classes or co-curricular activities, they should also send them home as soon as they finish.
- 2.3. Ensure the white board is clean before you leave the class.
- 2.4. If any teacher takes action against a student and summons his or her parents, the measures taken against the student should be recorded and the relevant supervisor should be informed.

- 2.5. Teachers who teach for CFS classes should return the marked assessment papers to the students within 7 days.
- 2.6. All teachers who are free at the time of the assembly should participate in the assembly.
- 2.7. Advise the students to follow the **Student Code of Conduct** and observe if students abide by the code of conduct.
- 2.8. Monitor student behaviors and discipline in the class and the school campus.
- 2.9. Teachers who take the first period in the morning and after the interval should be present in the class five minutes before start time.
- 2.10. Maintain student discipline records and show the records to the parents when necessary.
- 2.11. Instruct the students to keep the classroom and school campus clean and tidy.
- 2.12. Extend the fullest cooperation in running the co-curricular activities.
- 2.13. Return all the items such as textbooks and other materials that have been provided by the school before the teacher departs the Maldives.
- 2.14. Read the notices that are displayed on the notice board regularly.
- 2.15. Provide the maximum contribution in the mission towards making the school a better place for students and a role model for others.
- 2.16. Try to inculcate the students in the manner of respecting others.
- 2.17. Inculcate patriotism and brotherhood among the students.
- 2.18. If any teacher wants to conduct any activity he or she should write in the daily program at least one day ahead of the activity.
- 2.19. If a teacher is unable to attend any meeting arranged by the school, he or she should inform the meeting organizer at least 30 minutes before the meeting.
- 2.20. Teachers should handle the library books with care and should be responsible for any damage caused to them.
- 2.21. Teachers should check any document before giving it out.
- 2.22. Teachers who are free when limited stream students finish should help in sending them home.
- 2.23. Teachers should fully implement the rules and regulations of the Examinations at the Test Hall Venue.
- 2.24. Teachers should write what has been taught in the class in the record book and update the record book daily.
- 2.25. Teachers should submit the discipline form, marks sheet and comment sheet as per the scheduled date to the relevant class teacher.
- 2.26. Teachers should use the latest technology available in delivering the lessons.
- 2.27. If a teacher is absent for any reason, it is his or her duty to compensate the students for that lesson.

### 3. **Class Teachers' responsibility**

- 3.1. All the class teachers should complete the class register at the beginning of the academic year. Class Teachers should fill in the following information and it should be checked in the School Main Register.  
i) Full Name: ii) Address: iii) Index No: iv) Date of Birth:
- 3.2. Class Teachers should mark the register in the first period of the day. The teacher who comes for the first period after the interval must mark attendance of the students present after interval. (Teachers may use **black** or **blue** pen in marking the register.)
- 3.3. Class teachers should check whether students follow the Full Uniform Code when attending the school, Shoes, Socks, Nails Hair, Beard, Moustache and so on, should be checked. Also class teachers are required to submit a weekly report that proves that teacher has checked the above mentioned, along with the lesson plan.
- 3.4. If a student is found absent without due cause, the teacher should talk to the student and resolve the matter. The teacher should inquire as to the reason for the regular absences and take necessary measures for the situation. In addition to that, the matter should be reported to the relevant supervisor and check whether the student has written the reason for the absence in the PTC Book and sign it.
- 3.5. It is the duty of the class teacher to take their students, in a line, to the assembly as soon as the assembly bell rings.
- 3.6. Class Teachers should select a monitor and an assistant monitor and should assign responsibilities to them. (Maintain the class Record Book when there is no teacher in the class)
- 3.7. Teachers should keep the Class Record Books, neatly. If the cover of the Record Book gets damaged it should be replaced.
- 3.8. Class teachers should give advice to the students about the respective class daily and inquire about matters related to teaching and discipline. Class Teacher can spend 1-3 minutes in advising the students.
- 3.9. Class Teachers should inform the other teachers who take for the class about the seating arrangement of the respective class.
- 3.10. Class Teachers should remind the other teachers who teach the respective class to write in the Record Book. It is the duty of the subject teacher to write the records.
- 3.11. Class Teachers should complete the record book and the register and submit those on or before 1800 hrs of the last day of the week.
- 3.12. Class Teachers should check whether all the furniture is kept in the class properly and also check if any graffiti is written on the Classroom walls before the students enter

the classroom. If any graffiti is found it should be reported to the supervisor.

Measures should be taken to erase such writings and drawings.

- 3.13. Teachers who come for the first period of the respective class should bring the record book along with them and it is the duty of the teacher who takes the last period of the respective class to take back the record book from the class. Class Teachers should check whether the record book is returned.
- 3.14. If the record book is found to be missing the class teacher should ask the subject teacher about it and the matter should be reported to the relevant Supervisor. If the Record Book is not found, a new record book should be prepared.
- 3.15. Class Teachers should mark the Assembly Register of their respective class and should observe the students of their class while they are in the assembly.
- 3.16. Class teachers should collect the Marks sheet, discipline sheet and comment sheet from the subject teachers of the respective class.
- 3.17. Another teacher should check report books before submitting to the relevant Supervisor. Tipex cannot be used in correcting mistakes.
- 3.18. Class Teachers should submit the report books to their relevant supervisors as per the date mentioned in the Test Procedure without delay. Report Books should be collected from the office as soon as the Principal signs them.
- 3.19. All hard and the soft copies of all the necessary documents related to Academic and discipline of the students of the respective class should be submitted to the relevant supervisor as per the date scheduled.

#### **4. Personality of the Teacher**

- 4.1. All teachers should be a role model to the students, parents and other members of the society
- 4.2. All teachers should wear official dress when attending the General Staff Meetings, General Parent Meetings and other special functions. Male teachers should wear a tie when they attend Prize Distribution Functions.
- 4.3. All teachers should establish a good rapport with parents.
- 4.4. All teachers should update Professional Knowledge and maintain Professionalism in teaching.

#### **5. Attendance, Sick leave and Emergency Leave.**

- 5.1. Morning Session teachers have to report the school and sign in by 6:45 am
- 5.2. Afternoon session teachers have to report to school and sign in by 11:45 am.  
Teachers who come late will be penalized. Teachers who are supposed to report to

school at other times, which have not been mentioned above, have to sign in the register as per the time informed by school office.

- 5.3. During the time of Examinations, teachers have to sign in the register 15 minutes before the mentioned time of the Invigilation Schedule.
- 5.4. Teachers have to present for the staff meetings, coordination meetings and parent meetings 10 minutes before the scheduled time.
- 5.5. Teachers have to present for the co-curricular activities assigned to them as per the schedule given.
- 5.6. Teachers have to write in the Short Leave Register if they want leave to go home during their formal sessions. However teachers do not have to write in the Short Leave Register during the formal interval time
- 5.7. Teachers can avail themselves of sick leave, emergency leave and annual leave as per the rules and regulations formulated by the Civil Service Commission and Ministry of Education.

**6. The following things mentioned are strictly prohibited for the teachers.**

- 6.1. Sending the students from one class to another to borrow items for the teacher.
- 6.2. Sending students outside the class other than to bring notebooks from the staffroom.
- 6.3. Leaving the class before the students (in the last period of the respective session.)
- 6.4. Sending students home without an exit card.
- 6.5. Leaving white board markers in the class.
- 6.6. Leaving the class before the period is over.
- 6.7. Revealing school confidential material to others such as students, parents and other members of the society.
- 6.8. Giving money and tangible presents to students as a source of encouragement.
- 6.9. Using mobile phones in the class.
- 6.10. Eating and drinking (Consuming any food) in the staffroom.
- 6.11. Operating the printing machines and photocopy machines without prior permission.
- 6.12. Wasting paper.
- 6.13. Inflicting corporal punishment on students. If there is solid evidence that a teacher has inflicted corporal punishment, the case would be investigated and strict action will be taken against the teacher as per the Rules and Regulations of the Ministry of Education.
- 6.14. Defying the Constitution of the Maldives and Rules and Regulation of the Maldivian Government.
- 6.15. Talking about the religious matters.
- 6.16. Browsing websites that contains pornographic materials, controversial political and religious information and are regarded as socially unacceptable.