

Vision :

To be a leading educational institution offering the best education program and empowering generations to become creative and competitive global citizen .



شركة جازان التعليمية المحدودة
Jazan Educational Company Ltd

Kingdom of Saudi Arabia

Ministry of Education

Jazan school

Teacher's hand book

Jazan School / American Diploma

School year :(2022-2023)

Mission:

By fostering problem solving ,creativity ,analytical thinking ,communication and collaboration skills through a well-planned curriculum that diverse learning style and co-operation among all stakeholders .



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Academic Calendar (2023-2024)

TERM 1	
Date	Event
	Back to School for teachers
	Back to school for students
	Orientation for grade one
	Saudi National Day (Day off)
22/9/202	Saudi National Day celebration
	Hajj vacation starts
	Classes resume
	Evaluation for the first quarter
	first quarter results Distribution
	Evaluation for the second quarter
	Second quarter results distribution
	Mid-year vacation starts

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TERM 2	
Date	Event
	Classes resume
	Open Reading Day

TERM 3	
Date	Event
	Classes resume
	Open Reading Day

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Introduction:

- This handbook is intended to acquaint you with certain practices, policies and procedures
- That policies normally followed at Jazan school and it is also intended to serve as guide to the policies, procedures, and daily operation .
- Please take time to read the handbook and become acquainted with its entries.
- Additional information and procedures relating to students can be found in the Parent/Student Handbook.

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Values:

- Leadership
- Integration
- Quality
- Effectiveness
- Faithfulness
- Purpose
- Partnership
- Integrity

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Goals :

- 1- students , and school members deserve the opportunity to learn and grow in a safe, respectful environment.
- 2- All stakeholders' members learn from each other through collaborative partnerships.
- 3- Increase student engagement.
- 4- Integrate technology into curriculum and instruction.
- 5- Strengthen 21st century skills.
- 6- Create a systemic staff development program to assist teachers in integrating technology and innovative thinking into curriculum and instruction.
- 7- Develop various basic skills especially linguistics, numerical and dynamic skills.
- 8- Provide the students with appropriate amount of information about various topics.
- 9- Develop his consciousness to realize his duties and rights.
- 10- Increase his desire to acquire knowledge, good deeds, and make use of his spare time.
- 11- Prepare students for the following stages of his life.

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Instruction:

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

Student evaluation and assessment :

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

Classroom management:

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

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Administration

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

Extra-curricular Activities

- All teachers are required to participate in and supervise extra-curricular activities.
- The coordinator of extra-curricular activities will distribute forms early in the academic year requesting teachers to choose their area of interest and provide information for the scheduling and planning of these activities. Teachers will plan, organize, and supervise these activities which include inter-scholastic sports, yearbook, clubs, and special events.
- Teachers are also required to chaperone and attend all evening school activities and festivals.

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Professional Development:

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

Homeroom Teacher Activities:

- Each class has a homeroom teacher whose main task is to teach and guide the social and emotional development of the students assigned to her.
- The homeroom teacher will develop with her students a relationship based on mutual trust, respect, and understanding
- perform the duties listed below and others as she deems appropriate for the occasion.

Beginning of the year

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

On a regular basis

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

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

Educational Matters:

Faculty Meetings

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

Teacher Supervision and Performance Evaluation

- Formal evaluation will include two classroom observations per term.
- All formal observations and assessments will be followed up by a confidential conference.
- Throughout the academic year, informal discussions and meetings may be held to discuss issues and concerns of both teachers and administrators.

Private Tutoring Lessons

- Tutoring of students is sometimes a legitimate means of assisting students. To avoid conflict of interest, confusion and embarrassing situations, the following guidelines are to be complied with.
- Teachers must obtain a written permission/approval from administration for all private lessons.
- Requests for permission/approval require full documentation on the student's grade, subject area, site of lessons, length of tutoring period and rationale for the lessons.

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- Request forms are available in the office.
- Teachers are not to tutor students who take instruction from them in the classroom.
- Parents might think that lessons initiated given before an exam are a "ticket" to success.
- Initiating private lessons prior to exams is to be avoided to offset any misunderstandings.
- Students are to attend group study sessions during this time.
- At no time will private lessons conflict with detention, school events, department meetings, or other school activities.

Hours of Work, Absences and Substitution

Hours of Operation:

- The school offers instruction five days a week –Sunday through Thursday. and the administration office is also open on Saturdays .
- There are approximately 180 days of instruction per year – September through to June.
- The number of days varies from year to year because of Islamic religious holidays. Occasionally, a make-up teaching day may be required – in this case, school may be held on a Saturday because of unforeseen circumstances. Working hours are:
 - From Sunday to Thursday starting at 06:45 AM – 02:15 PM.
 - Saturday (Admin. Only) 9:00 AM – 03:00 PM

Hours of Work:

- The school day begins at 07:15 AM .
- Teachers are to be at school by 06:45 AM, and to remain at school until 02:15 PM, or until the end of activities and/or staff meetings.

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Policy of Absenteeism:

- Occasional absences are unavoidable.
- Proper planning will minimize its effect on the students and staff, so teachers are to report their absences as soon as possible so arrangements can be made.
- If you are unable to attend the school due to an emergency or for a valid reason you must personally call the supervisor before 7.00 AM. (number will be provided)
- Absentee Form: On return to duty, an Absentee Form is to be completed and submitted to the administration– forms are available at the office.
- Doctor's Certificate: For medical leave, a doctor's report is to be attached to the Absentee Form.
- Substitutes and Student Evaluation: Generally, substitutes are not responsible for correcting and marking of papers.
- Teachers will be responsible for correcting the work of the class for short-term absences.
- Substitute Folders: Teachers must keep their substitute folder up-to-date.

Salary Deductions:

- Absences without a valid reason will result in a salary deduction.
- School day starts at 06:45AM - 02:15 PM.
- Punctuality is required.
- Frequent tardiness will result in salary deduction (3 tardiness/month = one day deduction).
- More than 10 days absence will cause immediate termination of contract.
- Absence during exam days, and before or after vacations will result in two days salary deduction and warning letter.

Paid absences:

- 10 working-days pregnancy leave.
- 3 days sick leave during the whole year.

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Hourly Absences:

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

Substitution:

- Substitution for an absent teacher is arranged within the faculty.
- For extended absences, non-faculty substitutes may be employed.

Preparation Books

- Effective teaching requires planning.
- The Lesson Plan Book will contain teaching plans and information on student performance.
- These must be handed to the office at the end of the year.
- Teachers will prepare yearly, semester and weekly plans.
- Yearly plans – prepared and submitted to administration for approval in September. Should changes be necessary to the yearly plans during the year, these changes are to be prepared and submitted during the first week of each semester.
- Weekly/Daily plans –Teachers must prepare a weekly plan that is in alignment with the yearly plan and submit it on Tuesday.
- Daily lesson plans should be written in the Teachers' Plan Book.
- Student Records - records of student performance, classroom assignments, and homework assignments are to be included in the Lesson Plan Book and kept up to date.

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Communication and Announcements

Daily Announcements:

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

Dress Code

- At all times, the professional staff will set a positive example for the students by dressing in good taste.
- Any unusual mode of dress that calls for undue attention is discouraged.
- Jeans and jacket and proper footwear will be worn at all times.

Confidentiality

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

Playground Supervision

- Teachers will be assigned supervision on a regular rotating basis throughout the year.
- During supervision, teachers will:
- Be present in playground at all times during the assigned periods (morning period, recesses, at the end of the day after classes etc.).
- Promenade around the playground and/or supervision area to ensure complete supervision.
- Ensure students remain in assigned areas.
- Supervise the orderly queuing for the canteen.

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- Ensure students are following playground regulations - littering, rough playing, improper language is not permitted.
- Administer discipline as needed.

Bulletin Boards

- Classroom bulletin boards serve as teaching aids.
- They should be used extensively and changed regularly.
- At the beginning of the year, the advisor assigns an area of the class bulletin boards for each subject.
- As for hallway bulletin boards, a schedule will provide opportunities for each teacher to display student work.

Duplicating Services

- The photocopy clerk does all photocopying.
- Requests will be processed on a first come-first serve basis.
- Photocopy Request Form – these forms request the number of copies, date-required etc.
- Completed forms are attached to the master(s) and passed to the Academic Coordinator for approval.

Special Programs

- This refers to programs such as play performances, musical concerts, fashion shows, etc.
- The following guidelines describe the procedure that should be followed to sponsor such programs.
- The administration, and sometimes the Ministry of Education, must approve any program involving in the school in a public performance.

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- The Activities Coordinator submits a request to the administration providing all the detailed information such as costumes, location and date of performance, dates of rehearsals, students involved, type of audience, etc.
- All these details should be discussed with the administration before finalizing a program.
- Other teachers may be assigned to help in the production and supervision during the performance.

Field Trips and Excursions

- The Activities Coordinator is responsible for fieldtrips. However, when a teacher feels that her students would benefit from a trip.
- The student should inform the Activities Coordinator and the two could work together on choosing the time and place.

Sales on Campus

- Students and teachers are not permitted to sell items on campus for personal financial gain.

Telephone Calls

- Local Telephone Calls: Routine incoming telephone calls to teachers will be reported in message form. Emergency calls will be appropriately handled as emergencies; but teachers will not ordinarily be called to the telephone during the regular teaching day.
- All cell phones are to be put on silent during school hours. Under no circumstance should a teacher use a cell phone during class or while on duty.

Transportation

- Teachers are responsible for their own transportation.

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Pay policy

- Salaries will be paid monthly.

Payment of Salary

- The salary of each employee shall begin at the time she reports for duty.
- The salary will be paid monthly within the tenth of each Gregorian calendar month.

Custodial and Maintenance Services

- The school has custodial and maintenance staffs on duty during school hours.
- Cleaners are employed on a part-time basis to assist in routine cleaning.
- Administration will make every effort to improve the general appearance of the school through the efficient use of the custodial and maintenance staff.
Teachers can assist by:
 - Teaching good citizenship.
 - Respecting for property and school equipment.
 - Rules of good conduct.
 - personal responsibility.
 - Maintaining clean and tidy classrooms.
 - Properly supervising students both inside and outside their classrooms.
 - Initiating Work Order Requests when classrooms have not been properly cleaned or maintained.
 - Confining displays, posters, and written announcements to the designated bulletin boards.
 - Protecting the school furniture and fixtures and preserve cleanliness of the walls.
 - Immediately reporting damaged or non-working equipment to the administration – occurrences such as a leaking toilet, a bare electric wire, or an abnormal hissing sound from the A/C thermostat etc.

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Teacher Contract

- Teachers are to consult their actual contract for specifics .
- Teachers will receive a complete copy of their contract in English and Arabic prior to their day of work.
- In June teachers will be requested to either renew or terminate their contract with the school .
- Should a teacher, who is bound by a contract of limited duration, leave her work on her accord before the expiry of the contract, she shall not be entitled to indemnity pay.
- Should a teacher resign during the course of the academic year, the teacher loses the indemnity for that year.
- All resignations are to be received no later than 30 days prior to the last day of school according to the school calendar.
- Where a teacher or any employee, either by own fault or in violation of the employer's instruction loses or damages books, school's appliances or any other material under the school's custody, the employer has the right to deduct from the teacher's (employee's) salary, such amount as may be necessary to replace the loss or repair the damage.

We are looking forward to a productive year

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