

DAV COLLEGE – SUVA
GUIDELINES FOR TEACHERS

1.0 ARRIVAL/DEPARTURE TIMES

- 1.1 All staff are expected to arrive before 8.00am and depart 3.35pm if there are not extra classes, special duties in the afternoon. When the school is following 7 periods timetable, the staff are expected to leave at 4.00pm.
- 1.2 ALL Duty Teachers are expected to arrive at 7.30am and depart at 4.00pm or after the last student has departed from school. After 4pm internal arrangement amongst TODs is allowed to share the responsibility.
- 1.3 Staff Attendance Register is available in Bursar's Office. This is to be signed immediately upon arrival or before departure.
- 1.4 All late arrivals and early departure times are to be filled with red ink and reason stated under comments.
- 1.5 Teachers who would be late or absent are to inform the school before 8.00am. Unreported late arrival or absence will be considered as unauthorized leave and reported to MOE.
- 1.6 Arrival after 10.00am and departure before 2.00pm will be considered as half day leave. Any time after or before will be considered full day.

2.0 FORM TIME

- 2.1 Year teachers are expected to report to their forms at or before 8.00am in the morning.
- 2.2 It has been observed that Year teachers who utilize form time well have uplifted the students discipline and academic performance.
- 2.3 Year teachers should disperse their students in the afternoon after taking` attendance and ensuring that the classroom duties are done and lights and fans are switched off.
- 2.4 Year teachers must ensure that lights and fans are switched off when classroom is not in use.

3.0 STAFF MEETINGS/BRIEFINGS/HOD MEETINGS/SENIOR MANAGERS MEETINGS/MEETINGS WITH SCHOOL MANAGER/SCHOOL COMMITTEE MEETINGS

- 3.1 There will be a staff meeting on the first day each term or otherwise as needed.
- 3.2 There will be weekly briefings on Mondays, Staff Tea and briefings on Wednesdays.
- 3.3 HOD meetings will be as per calendar.
- 3.4 Senior Managers meetings will be once a fortnight.
- 3.5 Meetings with the School Manager and various school committees will be as and when required.
- 3.6 Staff are expected to attend to all the above meetings.

4.0 DEPARTMENT MEETINGS

- 4.1 HOD's for each department are expected to conduct 3 formal meetings per term.
- 4.2 A copy of the minutes is to be submitted to the Vice Principal after each meeting.

5.0 STAFF RESPONSIBILITIES

- 5.1 Apart from their teaching duties, members of the staff are also assigned other special duties.
- 5.2 Staff must show commitment and support the College in every way by attending to these duties.

6.0 DAILY ATTENDANCE REGISTER/WORKBOOK AND SHEME OF WORK

- 6.1 Students attendance Register must be marked every day in the morning and afternoon by the form teachers.
- 6.2 Daily Attendance Register (DAR) must be submitted to the Assistant Principal at the end of each week for marking.
- 6.3 Year Teachers must inform the parents if students are absent for more than two days consecutively.
- 6.4 HOD's are to submit workbook every week on Friday before recess for marking to VP.
- 6.5 Assistant Teachers are to submit their workbook to respective HOD's at the end of each week.
- 6.6 At the end of each month, HOD's will submit the workbook to Principal and the Assistant teachers to VP, HODs please collect all and forward them in an organized manner.
- 6.7 Scheme of work for each subject is to be revised every year by HOD's to suit the school program.
- 6.8 Teachers must make every effort to be on par with the scheme of work.

7.0 GRANTING OF SPECIAL LEAVE TO THE STUDENTS

- 7.1 The Principal, Vice Principal and Assistant Principal are the only ones authorized to grant special leave to students.
- 7.2 Once in the school boundary no student is allowed to leave without the permission of the above administrators.

8.0 STAFF DRESS CODE

- 8.1 All staff must dress decently and professionally while on duty.
- 8.2 For the female staff, the following are prohibited:
- 8.3 Tight fitting clothes, skirts that are above knee length, transparent clothes and long slits.
- 8.4 Very short sleeve, sleeveless and deep neck blouses and tops.
- 8.5 High heeled shoes/pencil heeled, stiletto shoes, shoes which make noise while walking and flip flops.
- 8.6 Very large/shiny too many decorative jewelry, do not over do.
- 8.7 Make up that does not blend well on the face – do not over do.
- 8.8 For the male staff, the following are prohibited.
- 8.9 Round Neck casual T Shirt.
- 8.10 Jeans
- 8.11 jewelry except simple chains, wrist watch and ring.
- 8.12 Very bright and decorative clothes and flip flops.

9.0 STAFF DISCIPLINE

- 9.1 While teachers may socialize and cooperate with each other they are expected to exercise professionalism amongst themselves.
- 9.2 Any staff found guilty of having extra marital relationship will be recommended for termination.
- 9.3 Staff should not visit areas which are out of bounds for them. This includes the handy man's workshop and any other department and office in their absence and permission.

- 9.4 Teachers must show respect to all their colleagues, ancillary staff, students and other people associated with the school.
- 9.5 Teachers must follow channel of communication at all times and avoid insubordination.
- 9.6 All staff must maintain good behavior and conduct at all times and be an example to the students and others.

10.0 CORPORAL PUNISHMENT

- 10.1 Administering corporal punishment to students is an offense and all students are to be respected.
- 10.2 Teachers are not allowed to touch students unless the students is sick or injured.
- 10.3 Teachers are to maintain respectable distance from the students at all times.
- 10.4 The teacher is the Authority in the classroom. While being kind to students, they must be assertive and have a good class control.

11.0 FOOD/BEVERAGES/ILLICIT MATERIALS

- 11.1 Any food which is from animal source is not allowed to be cooked or sold on the school premises. This includes meat, fish, eggs, etc (with the exception of dairy products). Such foods are not to be served during Staff lunch/tea/social or during excursion.
- 11.2 Any drinks which causes intoxication after consumption is prohibited. This includes liquor, grog and other intoxicants.
- 11.3 Cigarettes and all kinds of illicit materials are prohibited.

12.0 SCHOOL ASSEMBLY

- 12.1 There will be weekly assembly on every Wednesdays. All staff and students are expected to attend.

13.0 SUPERVISION OF STUDENTS

- 13.1 Students are to be supervised at all times.
- 13.2 Teachers are to supervise students in special rooms, that is, Science Labs, Library, Computer Labs, Home Economics Room, Hawan Room, Office Technology Room, Industrial Arts Workshop and play grounds. Teacher must be first to enter and last to leave the specialist rooms at all times. In all other classrooms if you can wait, please wait until the arrival of the next teacher and teachers comings from non-teaching period should move promptly to allow smooth change of classes and curb indiscipline in-between.
- 13.3 Teachers must ensure that all offices and staffrooms are out of bounds for students except when assisting you in your presence and during the duty times.
- 13.4 All concerns regarding supervision must be directed to the Vice Principal.

14.0 PROFESSIONAL/DEVELOPMENT

- 14.1 As required by the Ministry of Education staff are encouraged to attend Professional Development sessions conducted in school.

15.0 SCHOOL CULTURE AND CULTURAL PROGRAMS

- 15.1 All staff are expected to respect the culture of the school.
- 15.2 Observe the morning, afternoon and lunch prayers.
- 15.3 Be supportive of the cultural programs in school.
- 15.4 Assist with preparing class for the Hawan session and with supervision in the Hawan room.

16.0 CLASSROOM TEACHING

- 16.1 teachers are to move around in the classroom while teaching.
- 16.2 Students are not allowed to write notes on the blackboard for teachers.
- 16.3 All notes provided to students must be thoroughly explained.
- 16.4 Sufficient homework should be given. Students should not feel overloaded with work as they are doing five or more subjects.
- 16.5 Teachers should have a good class control and be assertive in the classroom.
- 16.6 Teachers must keep a professional distance from the students.
- 16.7 Teachers must guide their students approximately as much as possible.
- 16.8 All exam forms must revise at least five past year exam question papers per subject before appearing for the final exam.

17.0 STAFF MOVEMENT DURING OFFICIAL HOURS

- 17.1 Staff are not allowed to move out of station during official hours except for emergency purposes or otherwise where the permission will be granted by the Principal only.

18.0 STAFF LEAVE PRIVILEGES

19.0 VISITORS TO SCHOOL

- 19.1 All unofficial visitors must report to the Bursar in the main office first for whatever purpose they are visiting. They must fill in the visitor's book before departing.

20.0 MOBILE PHONES

- 20.1 Use of mobile phones are prohibited in the classroom while teaching and during meeting and prayers.
- 20.2 Teachers may use it in the staffroom or a place not obvious to students. Call should be brief.

21.0 USE OF TELEPHONE

- 21.1 All telephone calls made by teachers are to be recorded in a special record book kept in the Bursar's office.

22.0 STAFF TRANSFER

- 22.1 Teachers are eligible to apply for transfer to another school by completing appropriate forms which should be endorsed by the school Principal. A clearance is necessary at the end of each academic year.

23.0 TERM EXAMINATION/OTHER ASSESSMENTS

- 23.1 There will be three major examinations per year, one at the end of each term unless stated otherwise.
- 23.2 All examination papers are to be ready one week before the commencement of the exam.
- 23.3 HODs are to co-ordinate preparation of exam papers, blue prints and marking schemes.
- 23.4 All due dates for typing, marking etc will be as per calendar.
- 23.5 There are a few students with special needs and consideration has to be given to them regarding font size, timing etc.
- 23.6 Other short test dates will be as per calendar.
- 23.7 All assessments, CBA, CAT and projects are to be completed before due dates.
- 23.8 During the examination weeks, all other activities must cease to allow students full concentration.
- 23.9 Teachers are to remain at the station at all times during examination.

23.10 Supervisors of exams must be vigilant in supervision. They must move around in the exam room and refrain from marking scripts or reading. Read and follow instructions before supervising exams.

24.0 AYRA PRATINIDHI SABHA – SCHOOL OPERATIONAL MANUAL 2012

24.1 All staff must also read and comply with the relevant requirements in the booklet “school operations manual 2012 plus for school management and Administrators of Arya Samaj School.” Prepared by APS Fiji kept in the library at your earliest. Some relevant sections of the APS manual are attached in the teacher's guide for easy reference points 15-30, 33, 34 and 36.

25.0 TERMLY GAZETTE

25.1 Please always read termly MOE gazettes. Copies are always kept in the library and staff room 1. After reading please put your name in the section provided on pages 2 and sign in the original kept with the Vice Principal.

CONCLUSION

26.0 Staff members are to enjoy the work they do in school. Teachers should be confident, fair and honest with the delivery of their duties. The performance of the institution relies on the solidarity, sincerity and team work of the staff. Each student is to be treated with dignity and respect. Moulding the future of students is the business of teachers so we must give them the best.

Mr Amit N Prasad

Principal