



# **TEACHER HANDBOOK**

**SKT International College**

**BFI EDUCATION SERVICES CO., LTD.**

**2019-2020**

**All teachers must act in accordance and support of the school's mission, vision and philosophy at all times:**

## SCHOOL MISSION AND VISION

### **Our Vision**

BFI schools' vision is to provide a quality global education that will:

- Ensure students' intellectual, moral, social, emotional and physical development.
- Prepare students for admission to the world's best universities.
- Develop students' leadership skills.
- Make students effective communicators and team players.
- Facilitate multi-lingual learning and communication.
- Foster students' love for their own culture; tolerance and respect for others.

**We believe our vision will be achieved through a curriculum tailored to students' needs provided by teachers dedicated to student learning and development in a dynamic physical environment.**

### **Our Mission**

Our mission is to facilitate student development through a challenging and balanced curriculum offering differentiated instruction, a variety of extracurricular activities, participation in international competitions, and character development programs around universal values. We recognize that each child has particular needs in preparing for life in a complex world. Our dedicated staff helps students develop the knowledge and skills essential to a healthy and successful life.

In a caring and positive learning environment, our students become life-long learners, able to respect others and communicate with love and tolerance.

### **Our Philosophy**

*It is our duty as teachers to ensure that every child in our care receives the education they require to achieve their highest potential.*

We believe that...

- Every child can learn and the individual needs of all students are important.
- Learning should be life-long and enjoyable. A love for learning should be instilled in every child.
- Good role models are vital to a holistic education.
- We should appreciate our differences and celebrate our diversity.
- Critical thinking should be fostered, enabling students to identify, analyze and solve problems.
- Collaboration between the school and parents is of utmost importance.
- SKT International College should contribute to its community through social welfare programs.
- All members of the school should work to protect our global environment.

*Teachers are expected to adhere to BFI Schools' policies and procedures. These Policies and Procedures are an extension of your contract:*

## **POLICIES AND PROCEDURES**

### **Introduction**

The BFI school's handbook is intended to serve as guide to the policies, procedures, and the daily operation of our schools. Please take time to read the handbook and become acquainted with its entries. Additional information and procedures relating to students can be found in the Parent/Student Handbook.

### **Scope**

Teachers plan, organize, and administer learning experiences which contribute to each and every student's optimal development. These experiences may occur within and outside the classroom.

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

### **Instruction**

#### **Teachers shall:**

- Develop yearly, weekly and daily lesson plans as directed by the Head of School, VPs, Academic Coordinator and IB Coordinator in accordance with the curriculum and guidelines of the school.
- 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.
- Help plan, organize and direct assemblies and other instructional programs.

### **Student Evaluation and Assessment**

- Evaluate students' learning strengths and weaknesses, early in the school year using diagnostic evaluation techniques, adapt teaching methods accordingly and provide assistance or attention during school hours.
- Determine and implement teaching methods appropriate to pupils' needs and capabilities, group size, topics and program objectives. (Formative Assessment)
- Evaluate and report pupils' progress regularly on the school information system and other recording media. (Summative)
- Initiate and participate in conferences with pupils, parents and/or administration.

### **Classroom Management**

- Foster safe, healthy and attractive conditions in the classroom and on campus.
- Establish and maintain discipline, within the agreed progressive discipline procedures.
- Implement the school's procedures fairly and consistently.
- Ensure the cleanliness and tidiness of the classroom, students' desks and other furniture and materials.
- Ensure the cleanliness of the apparatus and laboratories after class use.

## **Administration**

- Maintain student records of achievement, attendance, test performance and progress.
- Prepare and submit term plans and weekly lesson plans. A draft term plan is to be submitted to the VPs on or before August 13<sup>th</sup> at 8:00 AM. The Final Term plan is to be prepared and submitted within the first two weeks of each academic term.
- Submit daily/weekly lesson plans to the respective Vice-Principal.
- Anticipate supply and equipment needs and submit requisitions.
- Provide activity supervision as assigned by the administration.
- Attend staff meetings as called by administration: Monthly Staff/Panel/Department Meetings will be scheduled on Tuesday afternoons from 3:30-4:30.
- Participate in curriculum development and other professional activities as assigned by administration.
- Participate in school activities as assigned by the administration.

## **Professional Development**

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

## **Homeroom Teacher Activities**

Each class has a homeroom teacher whose main task is to advise and guide the educational, social, and emotional development of the students assigned to him/her. The homeroom teacher will develop with the students a relationship based on mutual trust, respect, and understanding and perform the duties listed below and others as deemed appropriate for the occasion. School administrators may assign any teacher as a homeroom teacher.

## **Beginning of the Regular School**

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

## **On a Regular Basis**

- Have detailed information about each homeroom student especially in academic areas.
- Conduct weekly etiquette/ counselling lessons.
- Read and explain announcements to the class and perform follow-up when required.
- Serve as a liaison amongst students, teachers, and administration.
- Ensure classroom is well maintained and should any problem exist, notate into the maintenance book in the office.
- Notify administration of the homeroom students with major attendance problems.
- Hold subject-teacher meetings once in each term to talk about student progress.

- Attend meetings with school counselors.
- Supervise students and fully participate in *Drop Everything and Read (DEAR)* time.
- Be the first points of contact to resolve.
- Resolve disciplinary problems/conflicts in homeroom class as a first step to take action in consultation with administration.

As follow-up to teacher meetings and receiving the weekly bulletin, homeroom teachers 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.

### **General Teachers' Meetings**

General teachers' meetings are held on a regular basis usually the first Tuesday each month after school. All teachers are required to attend school meetings, which are on the school calendar. 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 and supervision of weekly meetings.

### **Subject Teacher Meetings**

Subject teacher meetings are held once in each academic term. The purposes of holding such meetings are to:

- Collect information about each student
- Discuss strengths and weaknesses
- Suggest solutions for improvement

### **Teacher Supervision and Performance Evaluation**

- Administration is responsible for the supervision and evaluation of teacher performance.
- Formal evaluation will always be scheduled in advance although informal "Drop-in" visits will also occur on a regular basis. During follow-up meetings with individual teachers and administrators discuss teachers' performance and other related issues. All formal observations and assessments are followed up by confidential conferences with administration.
- Follow-up, new or additional evaluation visits may be requested by the teacher at any time.
- Throughout the academic year, informal discussions and meetings may be held to discuss issues that are of concern to both teachers and administrators.

### **Private Tutoring Lessons**

- Teachers are not allowed to give private tutoring to any students who are attending BFI schools without the consent of administration.

### **Extra Classes**

Each term, our schools organize extra classes and study to assist students develop study skills and/or to provide extra help. Students who are having difficulties and/or are failing may attend these sessions.

Instruction of these sessions is voluntary. These sessions may consist of:

Small study groups under the direction of the subject teacher in the classroom. These usually are for specialized subject instruction or a study hall for larger numbers of students requiring supervision and assistance for doing homework and usually covers several/all subjects.

Students are guided with different study techniques and provided extra materials and resources.

### **Hours of Operation**

BFI Schools offer instruction five days a week - Monday through Friday. The administration office is also open on Saturday and Sunday. Teachers have occasional duties on weekends for school activities such as Spelling Bees, Mathemania, and Culture Festivals, Sport Events and etc.

### **Hours of Work**

The school day begins at 8:30 a.m. Teachers are to be at school by 8:00 a.m. and to remain at school until 4:30 p.m. or until the end of activities and/or staff meetings. Please sign in when you arrive each morning and sign out when leaving the building.

### **Policy of Absenteeism**

Occasional absences are unavoidable. Proper planning minimizes its effects on students and staff. Teachers are to report their absence as soon as possible so that arrangements can be made. Teachers must submit a letter to respective vice-principals for early leave.

If an instructor is unable to attend the school due to an emergency or for a valid reason the instructor must personally telephone appropriate VP or the school office before 8:00 a.m. Every teacher must provide two lesson plans (4 teaching periods) for a substitute teacher at the beginning of the academic year and when necessary.

For any planned absence (visa run, attending conferences, school sponsored trips, etc.) lesson plans must be provided. Lesson plans, written assignments or worksheets are to be submitted to the respective vice-principal at least two days before the scheduled date. In addition, the planned absence requires teacher to find substitutes by himself/herself. The substitute teacher will teach SKT International College/her own subject when substituting and the absent teacher will cover the substitute teacher's periods when he/she returns. Generally, substitutes are not responsible for correcting and supporting the writing of papers. Teachers are responsible for correcting the work of the class for short-term absences.

**Casual Leave is 3 paid working days and may not be used on consecutive days. Casual leaves must be approved by school administration in advance and will normally not be granted on days abutting a holiday or extended vacation. Under exceptional circumstances, leave may be granted after consultation with the Head of School.**

**Sick Leave is 5 paid working days and more than that will be deducted from salary at the rate of 1/30 of the salary per day.**

**Visa Run Days will be limited to 3 per year OR per changes in Myanmar immigration law and will be determined by the school.**

## **Doctor's Certificate**

For medical leave of more than two (2) days, a doctor's report is to be presented.

## **Salary Deductions**

Three early departures or late arrivals without approval equals one absence. Absences without a valid reason will result in a salary deduction.

## **Personal Leave/Absences**

The Head of School approves all personal absences. Teachers must submit a written request. If granted, the following guidelines will be followed.

- Leave application form must be filled in advance
- Leave will be unpaid after 3 days of casual leave or 5 days of sick leave.
- Lesson plans etc., are to be submitted prior to absence.

## **Hourly Absences**

Teachers occasionally leave the school campus for urgent personal matters. Prior approval should be secured from Administration and the leave should not exceed 2 times in a month.

Early leave/Late arrival application forms must be filled in advance.

## **Campus Sales**

Students and teachers are not permitted to sell items to other students for personal financial gain. Bake or other sales must be approved by the administration. The request for the sale must specify the cost, and the material or equipment needed (knives, paper plates, napkin, etc.) as well as the intended use of funds.

## **Electronic Devices**

- Teachers are not allowed to make/receive phone calls during class time with their mobile phones. Mobile phones must be kept in silent mode during class time.
- Teachers should not keep school computers busy with their personal matters.

## **Salaries**

Salaries are paid on a monthly basis. Salaries are given on the last working day of the month. A teacher's annual salary will be paid in 12 equal increments.

## **Summer Holiday Pay**

Teachers who will be returning for an additional year will be paid their 10<sup>th</sup> and 11<sup>th</sup> pay checks upon end of the years check out. Their final paycheck of the year will be disbursed upon their return to Yangon at the end of their summer holidays.

Teachers who are leaving the school for good will receive their final 3 paychecks upon end of the year check out.

Any pending financial considerations per the contract that need to be reconciled will be deducted or credited from the final two paychecks. (E.g. plane tickets reimbursement, damage to living quarters).

## **TEACHER RESPONSIBILITIES**

### **Official Correspondence**

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

### **Announcements**

Every Monday or first school day of the week, students, teachers and administrators assemble in the basketball court/conference hall or in the auditorium in the morning. Announcements relating to school functions and activities are made at these times. The Myanmar National Anthem is sung on Mondays.

Announcements also are done through database, email or bulletin boards in teachers' rooms and corridors. It is the teacher's responsibility to check their school email accounts and school database for announcements on a daily basis.

### **Dress Code and presentation**

All teachers should maintain a clean and neat, appropriate/professional, formal appearance.

- Male Teachers: clean-shaven, wear a button-up shirt, trousers, shoes, neck-tie, attire shall be worn daily.
- Female Teachers: dresses, skirts or trousers with appropriate tops. Dresses and skirts are to be no shorter than mid-knee length.
- Make-up should be subtle.
- All staff: no jeans, T-shirts, shorts, sleeveless or revealing clothing, no slippers or flip-flops.
- Besides items listed in contract, teachers are expected to model ideal hygienic standards at all times.
- Teachers may not smoke during contracted hours either on or off campus, for reasons of health, role modeling, hygiene (read: odor) and time off task.

### **Public Appearances**

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

- Public appearances on television or radio
- Interviews with newspaper, magazines, and any media
- Attending private parties involving students is not permitted at any time.

### **Students Activities**

All activities with students (on school campus or outside of school campus) must be approved by the administration.



## **Confidentiality**

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

**Term plans (semester plans)** - prepared and submitted to administration for approval by the second week of the academic year. Should changes be necessary to term plans during the year, these changes are to be prepared and submitted during first week of each term.

**Weekly/Daily plans** - Teachers must prepare lesson plans and submit soft copies to respective vice-principals prior to the lesson. Lesson plans for the following week should be updated latest by every Monday morning.

**Student Records** - Records of student performance, classroom assignment, and homework assignment are to be included in the database and kept up to date.

## **School Corridor and Play Area Supervision**

Teachers will be assigned supervision throughout the year for students' safety. Supervision duties may vary among teachers according to teaching periods and responsibility. During supervision teachers:

- Walk around the supervision area to ensure complete supervision.
- Ensure students remain in assigned areas.
- Supervise orderly queuing for the canteen.
- Ensure students are following school regulations - littering, running in corridors, rough playing, improper languages are not permitted.
- Administer discipline as needed.
- Ensure students speak in English at all times.
- Inform the respective vice-principal in case of planned absences, early leave/late arrival or other cases.

### **Remarks:**

- Vice-principals may make necessary arrangements on the daily duty schedule. This may include swapping duty times and places due to absences of staff or long examinations and etc.
- Other than emergency cases, early leave/late arrival requests may not be approved if the teacher has supervision duties.
- It is the teacher's responsibility to be present in the designated areas at all times during assigned periods (morning period, recesses, at the end of the day after classes etc.). If any incident happens in the supervision area during duty time, and if the on-duty teacher is not there or it is understood that he/she did not make the necessary effort to prevent and/or solve a problem, then the school management maintains the right to take required action.

## **Bulletin Boards**

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

## Photocopy Services

The copier does all photocopying. Requests will be processed on a first come, first serve basis. Teachers can use the printer in the teachers' rooms for printing small numbers of pages. They are encouraged to use the photocopy room for more numbers of pages. Administration strongly discourages teachers from making mass copying such as copying a book or hundreds of pages.

## Special Programs

BFI Schools refer to programs such as play performances, musical concerts etc. The following guidelines describe the procedure that should be followed to sponsor such programs.

The head of school must approve any program involving BFI School(s) in public performances. The sponsoring teacher(s) submit(s) a request to the head of school providing all detailed information such as costumes, location and date of performances, dates of rehearsals, student-involved types of audiences, etc. All of these details should be discussed with the head of school before finalizing a program. Other teachers may be assigned to help in the production and supervision during performances. The conference room must be booked for such special occasions, including rehearsals.

## Field Trip and Excursions

All field trips or excursions must be approved by administration and teachers should not mention or plan these activities with students without first obtaining permission. To schedule and initiate field trips and excursions, the procedures are:

**The Activity Proposal Form** should be completed by teachers and submitted to the administration two weeks prior to an activity. A written **activity consent form** must be received from every student and without a signed form; a student may not participate in the activity.

The sponsoring teacher prepares initial permission from giving details of the trip including itinerary, costs, etc. and gives the form to administration. The sponsoring teacher arranges for chaperones, usually one for each 10 students. The sponsoring teacher works with the administration to plan all particulars of the trip. The administration photocopies the forms; plans the trip as per the school calendar. The teacher distributes to the student for parent/guardian signature. The teacher collects forms and passes them to Student Affairs. The administration arranges transportation, approval and other details.

## Custodial and Maintenance Services

The school has custodial and maintenance staff on duty during school hours. Administration makes every effort to improve the general appearance of the school through the efficient use of the custodial and maintenance staff. Teachers can assist by:

- Teaching good citizenship, respect for property and school equipment, rules of good conduct, and personal responsibility.
- Maintaining clean and tidy classrooms
- Properly supervising students both inside and outside of their classrooms.
- Confining displays, posters, and written announcements to designated bulletin boards.
- Protecting school furniture and fixtures and preserve cleanliness of the walls.

- Not making unauthorized classroom modifications or removing fixtures, handles, items of furniture, etc.
- Immediately reporting damaged or non-working equipment to the school office: occurrences such as leaking toilets, a bare electrical wire, or an abnormal sound coming from the A/C thermostat, etc.
- Sticking some papers on the wall outside the classroom other than bulletin boards is not allowed unless permission is granted from vice-principals. Teachers can only stick activity papers and posters on the wall inside the classroom without damaging the paints on walls.
- End of the year check out procedures. Teachers must gather the appropriate signature from various departments in order to finalize their service obligations to the school per their contract. The **End of the Year Check-out Form** will be turned in before end of year salaries are paid and before a teacher is dismissed from duty per the academic calendar. Any delay in submitting the **End of the Year Check-out Form** may result in a delay of payment and possibly interfere with travel plans. In addition, payment reconciliations may take place as a result of the form (e.g. maintenance of housing quarters that require maintenance due to the actions of the teacher).

### **Teacher Evaluation and Ongoing Contract Matters**

Prior to the December break, teachers will be issued a formative assessment of their performance thus far for their edification and action. In the event the teacher has any concerns or disagreement with the partial evaluation, they must submit this in writing. Failure to respond to evaluation indicates agreement with the results and comments. The evaluation consists of a Rubrick and numbered marking system and/or additional commentary by the supervisor.

BFI Education Services Company Ltd reserves the right to offer a contract extension to any employee at any time. In the event an employee will not be tendered another contract for the following year, they will be apprised of this no later than March 15.

A final evaluation from the supervisor to the employee will be issued before the end of the school year. Teachers who have demonstrated exceptional execution of their duties may be exempt from the evaluation process the following year at the discretion of school management.