

Deutsche Schule Beirut
German School Beirut

Teachers
Handbook

2010-2011

Mission statement

The German School Beirut is a liberal educational institution. It strives to be a racially and culturally diverse community of students, parents, and teachers dedicated to creating a peaceful environment where each person is treated with unconditional patience, regard and acceptance. Within such an environment each student will be empowered and inspired to reach his/ her full academic, emotional, physical, and spiritual potential.

Our vision is to create life-long learners who possess the skills, confidence and knowledge to meet the challenges that will face them. We work on graduating students who are contributing members of society, tolerant of others and empowered to shape their own future.

Inspire – Educate – Support

This handbook is intended to serve as a guide to the policies, procedures, and the daily operation of the German School Beirut. Teachers are required to carefully read the handbook and to adhere to its content. Any violation of any code will not be tolerated.

Teachers' Responsibility

The teacher plans, organizes, and administers learning experiences, which contribute to each and every student's optimal development based on the stage one of his/her subject.

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

Manage the teaching process

- Develop weekly plans in accordance with the curriculum, stage one and two, 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 students' 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 pupils' needs and capabilities, group size, topics and program objectives.
- Evaluate and report pupil progress.
- 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.
- Teachers must write in the class book at the end of every session
- Teachers must write on the board the menu of the block (mentioning very briefly the activities that will take place during that block)
- Teachers must take attendance at the beginning of every block
- Teachers must remind students of heating their food if they have registered in the "heating" option.
- Implement the school's procedure fairly and consistently.
- Ensure the cleanliness and tidiness of the classroom, students' desks and other furniture and materials.
- **At the end of every session** all teachers are to make sure that students push in their chairs, pick up all books, and papers from the floor and leave the classroom neat and tidy. Turn off the lights and close the door. The teacher must be the last person to leave the class and ensure that no student is left behind in the classroom.
- Maintain pupil records of achievement, attendance, test performance, and progress.
- Develop with students a professional relationship based on mutual respect.
- Anticipate supply and equipment needs and submit requisitions
- Copies of weekly lesson plans are to be submitted each Tuesday.
- Provide campus supervision, as assigned by the administration.
- can we add on it details such as, teachers should be present in playground at all times that are assigned by the administration; maintain discipline as needed; report any injury to the administration on the spot so that necessary measures can be taken).
- Attend staff meeting as called by administration.
- Prepare and submit a substitute folder. This folder will contain information for the orderly supervision and instruction of all classes. Minimum data will include a description of classroom procedures, interesting subject activities for students, and any other information that will assist in the proper supervision and instruction of your classes
- All teachers are required to participate in and supervise extra-curricular activities.

- Teachers are also required to chaperone at least one evening student function and attend all evening school activities and festivities.
- Teachers are not allowed to give out personal information to parents or students. Personal phone numbers, emails and home addresses, facebook accounts are not to be shared with parents and students
- Teachers are not allowed to engage in any personal event or activity with students/parents.
- Teachers 1-12 should chaperon their students when the bell rings to the playground.
- Teachers 1-3 should chaperon their students at the end of every recess from the playground.
- Punishment of any form, such as leaving students in class, making students write sentences is not allowed. Teacher is to resolve any conflict using diplomatic way that best suits the school mission and vision.

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.

Faculty meetings are held on a regular basis. All teachers are required to attend after-school General meetings. 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.

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 the Director 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.

Teachers are not to tutor students who take instruction from them in the classroom.

At no time will private lessons conflict with school events, department meetings, or other school activities.

Hours of Work:

The school day for teachers begins at 7:30a.m till 3:30 pm or until the end of activities and/or staff meetings.

- ❖ Occasional absences are unavoidable. Proper planning will minimize its effect on the students and staff, so teachers are to report their absences by sending an email to the director at teachers@dsb.edu.lb **before 7 am** so arrangements can be made.

If you are unable to attend the school due to an emergency or for a valid reason you must email the Director **before 7.00 am**. For any absence, **lesson plans must be provided**. Lesson plans, written assignments or worksheets are to be sent to the director's email.

Absences will be dealt with on individual basis.

Substitute Folders: Teachers must keep their substitute folder up-to-date

Deductions: Absences without a valid reason will result in a **salary deduction**. Unacceptable behavior and violation of any school rule will also result in a salary deduction.

The days during which the teacher is absent will be considered as vacation days and will be deducted from the 45 days teachers have as vacation.

Personal Leave/Absences:

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

- leave will be unpaid
- teachers must pay for substitute's salary
- should travel be involved, teachers will be responsible of payment

Hourly Absences:

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

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. Tight Jeans are unacceptable for both men and women. Proper footwear will be worn at all times - thongs and beach flip flop slippers are not to be worn.

Clothes should be loose fitting, conservative blouses or dress tops with short or long sleeves. Low neck lines, tight-fitting clothing, or stirrup pants are inappropriate.

Dresses and skirts are to be no shorter than mid-knee length (even if thick stocking is worn under). Slits in skirts should not be above the knee and no longer than 10cm. Pants should be loose fitting and must be accompanied by a loose fitting over blouse or top that covers the hips.

Clothes should never reveal any kind of underwear such as boxers, bra straps, etc.

White tops and white pants are not allowed.

Writings on clothes and colors must be appropriate (nothing that draws attention should be worn to school).

Appearance and Hygiene

All staff members must maintain a presentable appearance. Torn jeans, stained or dirty clothes are unacceptable. Teachers must maintain healthy hygiene throughout the day.

Smokers must extra hygiene measures so as not to smell of tobacco.

Long nails and flashy nail polish is not allowed.

Public Appearances

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

- Public appearances on television or radio
- Interviews with newspaper, magazines, etc.
- Chaperoning of trips, or activities which have not been approved
- Chaperoning or attending private parties involving students

Confidentiality

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

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 duty.
- Walking and keeping an eye around the playground and/or supervision area to ensure complete supervision.

- Ensure students remain in assigned areas.
- Supervise the orderly queuing for the canteen.
- Ensure students are following playground regulations - littering, rough playing, improper language is not permitted.
- Administer discipline as needed.
- Be alert at all times- talking with other peers or students is not allowed.

Bulletin Boards

Classroom bulletin boards serve as teaching aids. They should be used extensively and changed regularly.

Photocopy Request Form – these forms request the number of copies, date-required etc. Completed forms are sent to the director via email

Finished copies – copies along with the originals will be placed in your box in the photocopy room.

No students are allowed in the photocopy room.

Transportation

Teachers are responsible for their own transportation.

Non-School Employment

Teachers must obtain the written approval of the director before engaging in any/other employment or business venture which results in financial gain.

Maintenance Services

The school has maintenance staffs on duty during school hours. The Administration will make every effort to improve the general appearance of the school through the efficient use of the 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
- 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.

Other

- Cell phones are to be kept in the teachers' room. Cell phones are not allowed during class and duties.
- Food and Drinks in the teachers' room are forbidden. The teachers' room must remain clean and organized.
- Professionalism among peers should be kept at all times and during all situations.
- Religious and political talks are not allowed during school hours.
- Smoking is allowed only in the designated areas outside the school doors (far from parents and students)
- If a teacher has kids in the school, tuition is fully paid the first year, 50% of the tuition is paid the 2nd year and 70% of the tuition is paid the 3rd year.
- The German school Beirut is a nonprofit organization that does not belong to any religious, social or political sector. Teachers are not allowed to wear or items that neither refer to certain religion or political sector, nor are they allowed to discuss such matters.

Thank you for your cooperation.