



Teachers Handbook

Academic Year 2020 - 21

Reviewed on 17 June 2020



TEACHERS HANDBOOK OF PROFESSIONAL PRACTICE

Candor International School aims to nurture lifelong learners, who, through respect and intercultural understanding, technology, creativity, collaboration and an active engagement in community service and humanitarian activities, become citizens of the world to make a difference in their generation.

In the light of our aspiration teachers hold a special position of trust. In our respective roles, we exercise powers that have a significant impact on the lives of our students. Consequently the expectation is that these powers will be properly and prudently used to effect the nature and quality of student learning and the shaping of values.

The Teachers Handbook of Professional Practice sets out the standard for upholding the values of the school. It also aims to guide teachers in identifying and resolving ethical conduct issues which may arise in the course of their work so that trust and confidence in their integrity and professionalism is maintained.

PROFESSIONAL EXPECTATIONS

Teachers are professionals and role models with a responsibility to themselves and to the school. They are expected to:

- respect the dignity and points of view of students, and their colleagues and other members of the profession
- avoid conflicts between their private interests and professional responsibilities
- refrain from taking, or seeking to take, improper advantage of their position in order to obtain a benefit for themselves or any other person
- be aware of the social, cultural, and religious backgrounds of their students, and treat students appropriately according to their individual needs
- seek student and staff views about decisions that affect them
- resolve any conflict in an appropriate and timely manner
- refrain from accepting any private or additional payment for services rendered as part of normal employment
- manage private relationships in a way that does not adversely impact on the work or reputation of the department or school or create an apparent or real conflict of interest
- refrain from using their position to pursue private interests to gain private benefit for themselves or others
- refrain from accepting expensive or inappropriate gifts or benefits from parents or students.

- use copyright material for official purposes only and given knowledgements
- act professionally and with integrity by complying with school policy pertaining to the Internet and electronic mail system
- use politically correct language and refrain from swearing
- respect all races and regions and refrain from forming exclusive cliques
- use English as the language of communication in school and avoid lapsing into a regional language in public

ROLES AND RESPONSIBILITIES OF TEACHERS AT CANDOR

Teachers in Candor International School are more than just subject teachers they also wear the following hats listed below:

Home room teachers

Subject Teachers

Head of Department Subject leads

Program Coordinators

Dorm Parents

A. HOME ROOM TEACHER

In the Pre -K Section, Homeroom teachers are also the supervisors of the children who stay on in school till 3.30 pm. In the Primary Section all Homeroom teachers are core subject teachers. In Middle and High School, the Principal will appoint one of the subject teachers as homeroom teacher.

Responsibilities:

- They have overall oversight of the academic, social and discipline aspects of a particular grade
- They are parents' first point of contact
- They act as class counselors and advisors
- They are available to listen to student concerns
- They must keep the coordinator/Principal informed of all special / discipline cases.

B. SUBJECT TEACHERS

All subject teachers report to their Section Coordinators. In the Primary Section all Homeroom teachers are also core subject teachers.

Teachers are expected to submit their academic plans at the beginning of the quarter based on the Grade level Scope and Sequence. They are **required to submit** all cycle plans for the following cycle to the Section Coordinator, as decided.

Responsibilities

- The Subject teachers and Home RT are equally responsible for school discipline in and outside the classroom.

Subject teachers must and HRT'S

- come to class prepared
- be punctual to every class and be there before the students arrive, and not dismiss them before the bell rings, BUT not keeping them after the bell rings as they will be tardy to the next class
- keep up with the latest developments in their subject area and seek innovative strategies to make classroom learning effective and engage students in their learning
- ensure lesson plans include differentiating strategies to meet the needs of individual students,

students with different ethnic or cultural backgrounds, ESL students and students with a learning disability

- work collaboratively towards an awareness of trans-disciplinary concepts that can be positively exploited
- engage in a self reflective exercise at the end of each unit or topic
- ensure that homework is understood by the students, is meaningful and reinforces classroom learning
- assess students regularly and constructively (according to the guidelines of the school)
- mark and provide useful feedback promptly
- document this feedback to help in reporting
- accept responsibility for student learning outcomes
- encourage students to strive for high standards and to value learning
- recognize and develop each student's unique potential, address each student's educational needs and be familiar with the factors that influence their learning
- assist with exam supervision/invigilation
- attend all staff and Professional Development meetings
- encourage open communication with students
- be responsive to all reasonable requests in relation to a student's academic progress
- seek timely intervention when any academic or disciplinary concern arises
- treat all students equally and fairly
- maintain a record of daily work which will be discussed with the Section Coordinator/Curriculum Coordinator

C. HEAD OF DEPARTMENTS (HOD)

An HOD oversees the teaching load of department colleagues, ensures that resources are available and liaises between department teachers and Coordinators.

Responsibility

HOD's must:

- Inform the Principal through the Curriculum Coordinator of the staff requirements for the department
- ensure their own and their colleagues' punctuality
- acknowledge the work of colleagues
- encourage initiative, responsiveness and leadership amongst colleagues
- be open to and accepting of differing views and perspectives that may better achieve departmental and school goals
- promote participatory decision making
- maintain Minutes of departmental meetings
- provide learning and development opportunities for colleagues and support their personal and professional development
- give regular constructive feedback to colleagues on their work performance, for example through timely and constructive post observation conferencing
- promote equity and diversity
- mentor new and beginning teachers
- ensure that department resources are up to date
- prepare and monitor department budgets

D. PROGRAM COORDINATORS

Coordinators are accountable to the Principal and must work collaboratively with other HOD's. They have will oversee the effective **day to day functioning of the section**. They also ensure that **the curricular and co-curricular programmes are delivered** in a manner befitting the philosophy and aspirations of the school.

Responsibilities

Coordinators must make sure that

- academic, student and teacher schedules are ready for the following semester before the current semester ends
- exam schedules for MS and HS are prepared at least 2 weeks before the date of the start of exams
- teachers are punctual to and prepared for every class except in sudden emergencies
- every teacher submits at least 2 Contingency Lesson plans by Cycle 3 of each quarter (either general quiz or activity), with clear instructions to help any substitute run the class seamlessly
- teachers keep to cycle plan deadlines
- they are available and approachable by teachers/students at any time
- they support the personal and professional development of their section colleagues
- they provide constructive feedback to colleagues
- they assist in developing and mentoring beginning teachers
- they work cooperatively and collaboratively with other coordinators to achieve school goals
- they are responsible for orienting new teachers
- they ensure that reporting deadlines are kept
- they are courteous and approachable to parents
- they plan professional development sessions according to the need of the section and to enhance the effectiveness of teaching strategies
- they participate in learning and enhance their professional knowledge and skills
- they observe confidentiality in a manner consistent with school requirements and the interests of students and parents
- they promote participatory decision making
- they promote equity and diversity
- they provide strategic educational and administrative direction
- they implement intervention strategies (as in SEN or ESL situations) to meet the needs of students
- they identify and support colleagues who may be experiencing difficulty
- they respond appropriately to issues of inefficiency
- they respond in a timely and appropriate manner to issues of peer conflict
- they promote an environment that is accepting and tolerant of diversity, free from intimidation or threat, humiliation and harassment(including sexual)
- they refrain from discriminating against any person
- they provide guidance if necessary after reading the cycle plans
- **they make responsible decisions and uphold the dignity of their position**

E. ACTIVITY CLUB LEADERS

These are sports, performance and craft based hobby clubs. Teachers are required to

- Lead, or assist, or supervise one club per semester every Day 2 and Day 6

F. STAFF IN RESIDENCE

These are staff that reside in school accommodation on campus. They are involved in study Hall supervision as well as accompanying Boarders on outings on a rotation basis.

Children of Staff in Residence are NOT boarders hence, though they may attend Study hall, DO NOT eat with the boarders.

The outings organized for boarders are NOT for Staff children unless special permission is sought if the parent is on Chaperone duty- The idea is that Boarders are without their parents hence the school arranges these outings for them whereas the staff children are with their parents and can go anytime.

G. DORM PARENTS

The Dorm parent plays an important role in overseeing their students' adjustment, well being, academic, and behavior support, psychosocial, emotional and spiritual progress through the school year. They are responsible for the residential needs of each student under their care.

FURTHER GUIDELINES

The following guidelines will help teachers understand their responsibility as role models even further.

Discipline of Students

Every teacher has a responsibility to ensure good manners, thoughtfulness and respect . Hence discipline is the prerogative of every teacher.

Electronic Communication with students

To safeguard against potential negative allegations, teachers must avoid telephone, e-mail, SMS and MMS contact with students unless authorized by a school administrator.

Drugs, Alcohol and Tobacco

Candor, India's first green school, is committed to fulfilling its health and safety responsibilities of providing a safe and healthy working environment for its staff and students. The Candor campus is a non-smoking zone. Drugs, alcohol and tobacco misuse and abuse can adversely affect the health, safety and work performance of its employees and impact on the health and safety of students. As Professionals with children under their care, teachers are required to refrain from:

- being under the influence of drugs or possessing illegal drugs
- consuming alcohol when they are responsible for students
- consuming or bringing alcohol on to school premises during working hours, or when responsibility to supervise or 'care for students. This includes supervision of students outside school hours, for example on a field trip or an excursion.

Teachers must not indulge in alcohol or tobacco **in any circumstances at any time** when they are on duty.

Dress Code

As role models, all teachers are expected to wear clothing that is modest and in keeping with their role and responsibility.

Mobile Phones:

All teachers are expected to put their mobile phones on 'silent mode' between 8:00 am and 3:30 pm. In case of an emergency, the School office number should be used so that the message is passed on if calls may be attended or taken in the staff room, teachers are discouraged to take / make calls in corridors.

Note: Answering a call would be deemed unprofessional as students are not permitted to answer calls between 8:00 am and 3:30pm.

School Transport

Buses are available to and from school. Although every bus will have adult attendants, teachers on each bus are expected to ensure that bus etiquette such as thoughtfulness and respect to other passengers is upheld. Repeated misbehavior must be documented and submitted to the Homeroom teacher concerned and the Bus-in-charge. Teachers travelling on the bus are expected to be aware of the needs of the younger children in case of nausea or illness. While the school bus will have teacher in-charges, all teachers are responsible for students discipline and safety.

Professional Development

Candor believes that learning is an ongoing process and to promote the lifelong learning process, a one-day-in-house- in-service workshop is provided every quarter. Every teacher is required to be present at these workshops as they are intended to better teachers in the delivery of the academic programmes of Candor.

Candor also provides other means of Professional Development like IGCSE, IB and other in house workshops. All teachers who attend these workshops will do so according to the professional Development plan drawn up by the Professional Development Committee(PDC) consisting of Section Coordinators, Curriculum Coordinator, HOD's and Principal. Teachers returning from such workshops are required to make a presentation to the rest of the staff on a predetermined date. They are also required to sign an undertaking that they will commit to Candor for at least the year after the Workshop. The teachers who are attending the workshop will need to sign an indemnity form. (Details to get from HR department).

Meetings

Teachers are required to attend the meetings as decided and scheduled. All teachers must reach the venue at the designated time. Prior information must be given to the concerned in case of a detail or inability to attend the meeting.

Conflict Situations

Wherever adults work together, situations of conflict are bound to arise.

It is important to remember that in any conflict the first step is always to talk about it with the person in conflict and if this does not work then to go to the next step. The most important thing to bear in mind is that all conflict situations escalate when unfounded statements are carelessly passed around. So as professionals make a conscious effort to keep it only within the people concerned so that the positive atmosphere of the school is not fractured by rumours.

An altercation with a student in class when a student has overstepped boundaries:

Step 1: Stop any altercation so as not to disturb the rest of the class; for example, "We'll discuss this after this class..."

Step 2: Set up a one on one meeting with student, if not resolved go to

Step 3: Set up meeting with Home Room teacher and a letter of information with copy to Coordinator. If not resolved go to

Step 4: Set up meeting with Program Coordinator, Home Room Teacher/Student Counsellor concerned and parent and student. If resolved at this stage then a contract of future expectations and consequences can be drawn up which the student signs. If this is not resolved then

Step 5: Program Coordinator sets up meeting with Principal

A conflict between two teachers

Step 1: Discuss the issue and negotiate or come to a compromise, it may be necessary for apologies or adjustments to be made. If this does not work go to

Step 2: Bring the matter to the program Coordinator to work out a resolution if this still does not work go to

Step 3: The Coordinator brings to the Principal

Who and How to approach in an emergency

What is the emergency?	Who to contact?	How to contact?
Sudden illness	Program Coordinator and Parent	by a phone call followed up by an email
Emergency-eg. family crisis	Program Coordinator	By phone followed by email
Having to leave early	Program Coordinator	Principal
Indiscipline/conflict	Program Coordinator	After the lesson

For Disciplinary consequences to proven breaches of the Code of Professional Practice please refer to the HR Manual. The code set out in the Teachers Handbook of Professional Practice will apply also to temporary, casual and probationary teachers. Any breach of the Code will be dealt with according to the terms of their employment. Disciplinary action may include a reprimand, suspension of employment, termination of employment or some other sanction.

Community Service

Community Service is a vital component of the Candor curriculum as this is the area where learning can be extended into social and community experience. The Primary School Homeroom teachers will be responsible for their grade level community service activities under the general supervision of the Primary School Coordinator. For Middle and High School, there will be a Community Service Committee of 3 to 4 teachers

who will plan combined community service activities for Grades 6-10. All teachers are expected to be involved in some form of community service and Creativity, Activity and Service (CAS).

Medical Amenities

- Candor has a well-equipped dispensary run by a trained medical practitioner. It will cater to the minor medical needs of students and staff.
- The school also has a tie – up with Fortis & NH hospitals.
- All staff and their spouse and 2 children have a coverage of Rs 2 lacs as medical insurance policy from school.

And FINALLY...

Being in the noblest of professions does not insulate us from stress. Here are some tips to reduce stress levels

Take Time Out!

We give our students time out when they need a break to cool off and get back on task. Why not give yourself one every now and then? When you're feeling upset and angry with somebody for something...anything...that's the moment you need to take a TIME OUT! Turn away from the situation, go out into the corridor to cool off. You'll find that even with a small amount of distance, your blood pressure will lower and you will have a fresh look at the situation.

Take Time for YOU!

Our life is not meant to be spent just grading papers all of the time! You need to take some time for yourself. Leave those papers at school at least one night a week and treat yourself to something fun. Go to a movie, attend a happy hour, cruise the mall, get to the gym, or go to a concert-there are many happening in Bangalore! There's more to life than teaching and there will ALWAYS be more papers to grade!

Set a Goal, then treat Yourself!

Set a goal for yourself such as, I'll plan lessons for next week. Then, when you've reached your goal, treat yourself! Treat yourself to a nice dinner out or a great dessert. Although these are things you should be doing for yourself every now and again anyway, you might feel better about doing them if you know that you've accomplished at least one goal!

Five Minute Exercises

If you're feeling exceptionally stressed, try some of these five minute exercises:

1. Count slowly to ten. Breathe deeply in on the odd numbers and breathe out on the even numbers.
2. Tighten your entire body from head to toes. Then, slowly relax the muscles in your body starting with the toes and working your way up to the neck and shoulder muscles.
3. Do a few small circular muscle stretchers with your wrists, ankles, and neck.
4. Close your eyes and imagine a place where you feel happy and relaxed. Keep that image in your mind when you are stressed.

FORMS AND REFERRALS



INCIDENT REPORT FORM

These forms are available in the staff rooms for staff to complete in case of any incident be it an injury, conflict issue in the playground, classroom, passageway, fieldtrip

Where and when an incident took place

Location: _____

Date: _____

Time: _____

Nature of the incident

What happened?

Who was involved?

Who witnessed it?

Action taken

Teacher on duty.....Report filed by.....

Date.....Time.....

The completed form should be submitted to the Homeroom teacher and Section Coordinator.

It is the Homeroom teacher who will inform the parents about the incident.



ACCIDENT / INJURY REPORT
(To be completed by the School Nurse for Official Report)

Student's Name: _____ Grade: _____

When did the accident / injury take place : _____ Where did it happen? _____

Accident / Injury reported by _____

Parent's / Guardian's Name: _____

Parent(s)/ Guardian Notified: Yes _____ No _____ if no, please state the reason

Description and extent of accident / injury

Treatment administered, if any

Name and phone number of Doctor notified, if applicable

Signature of School Nurse

Date: _____

Signature of Dean-Administration

Date: _____



FIELD TRIP PERMISSION FORM

Dear Parents / Guardian,
 As your child is going on a field trip, I would be grateful if you would kindly complete the permission slip below and return it on _____.

Field Trip Information

Date		Time	
Location			
Transportation			
Leave School		Arrive back at the school	
Special Instructions			

Signature of the Teacher _____ Date _____
 Cut here here Cut

-

I permit my child _____ in Grade _____
 to participate in the field trip to _____
 on _____
 from _____ to _____.

Signature of the Parent / Guardian _____ Date _____



STUDENT TASK COMPLETION FORM

Students must get this form filled out if will be missing school for school related trips

Student's name Grade.....Purpose of leave of absence.....

Date: From.....to

#	Subject	Task	Teacher's Name and signature

Signature of Coordinator.....Date.....



LEAVE APPLICATION FORM

(Please fill in the form and submit it to the appropriate personnel)

Name of the Staff _____

Department _____

Date of Application _____

Dates applied for: From _____ To _____ No. of Day (s) _____

Type of Leave: Casual / Sick / Any Other Specify

Contact Details in case of Emergency (Address and Telephone Numbers)

E-mail ID

Leave Record:

Casual Leave Balance _____

Sick Leave Balance _____

Signature of the Applicant _____ Date _____

Signature: Head of Department _____

Coordinator/ManagerAdmin _____

Date _____

Leave Sanctioned

Leave Refused

Signature: Principal / Dean- Admin. _____ Date _____



REQUISITION FORM

(This requisition is for supplies not available in the school store and must be made two weeks in advance)

Name: _____ Department: _____ Date: _____

This requisition form is only for supplies that are **not** available in the school stock.

Sl. No.	Description	Unit	Rate	Total Amount

Applicant's Signature

Date: _____

Coordinator's Signature

Date: _____

Items	Semester 1	Semester 2
Pencils		
Erasers		
Sharpener (small)		
Sharpener (Big)		
Crayons (wax)		
Crayons (oil pastel)		
Colour pencils		
Highlighter		
Ball Pens (Blue)		
Ball Pens (Black)		
Ball Pens (Green)		
Gel Pens		
Stapler		
Stapler Pins		
Punch (two hole)		
Pen Stand		
Glue Stick		
Fevicol Tube		
Stencils		
Cello Tape		
Brown Tape		
Tape dispenser		
Paper cutter		
Paper clips		
Board pins		
Scissors		
Blu Tack		
Binder Clips		
Post It/Sticky notes		
White board marker (Blue)		
White board marker (Black)		
White board marker (Red)		
White board marker (Green)		
Permanent Markers		



STATIONERY ORDER LIST

A3 Assorted papers		
Ribbons 1/2 inch		
Ribbons 1 inch		
Thermocol sheets		
Crepe paper		
Marble paper		
Poster paper		
Mount board		
Brown paper (thin)		
Palette		
Brushes (round)		
Brushes (flat)		
Tinted/coloured paper -full		
Tracing paper		
Plastic container for water		
White board erasers		
Correction fluid/tape		
Rubber bands		
Thumb tacks		
File separator		

Name: _____

Class: _____

Coordinator's signature of approval: _____

Date: _____

Note:

Teachers are requested to submit their Stationery Order List two weeks before the semester begins.