



Sunrise Language School

American Division

2022-2023

Teacher's Handbook

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Introduction

Congratulations on joining the teaching profession.

As a new teacher, you have been entrusted with a position of responsibility within society.

To maintain and merit the already established respect, it is essential that you will be aware of your position at all times and conduct yourselves in an appropriate manner.

Sunrise Language School has its own ethos which is reinforced by a set of shared values.

You are expected to share these values and feel proud of being part of our school. You should strive to uphold your school's good standards and follow the school's code of practice to ensure uniformity. You should familiarize yourself with the School Development Plan and implement it in your class work.

It is ethical to pass any correspondence to Education Directorates through the Head of School and the Principal as the Head of School is the person responsible for the running of the school.

As a teacher you ought to realize that all pupils must be recognized as individuals.

All pupils must be encouraged to develop a moral conscience if they are to fulfil their potential and integrate effectively into society. As such they should never be called names, ridiculed or belittled.

Teachers Code of ethics

The educator, believing in the worth and dignity of each human being, recognizes the supreme importance of the pursuit of truth, devotion to excellence, and the nurture of the democratic principles. Essential to these goals is the protection of freedom to learn and to teach and the guarantee of equal educational opportunity for all. The educator accepts the responsibility to adhere to the highest ethical standards.

The educator recognizes the magnitude of the responsibility inherent in the teaching process. The desire for the respect and confidence of one's colleagues, of students, of parents, and of the members of the community provides the incentive to attain and maintain the highest possible degree of ethical conduct. The Code of Ethics of the Education Profession indicates the aspiration of all educators and provides standards by which to judge conduct.

Teachers code of ethics:

Commitment to the Student

The educator strives to help each student realize his or her potential as a worthy and effective member of society. The educator therefore works to stimulate the spirit of inquiry, the acquisition of knowledge and understanding, and the thoughtful formulation of worthy goals.

The educator:

1. Shall not unreasonably restrain the student from independent action in the pursuit of learning.
2. Shall not unreasonably deny the student's access to varying points of view.
3. Shall not deliberately suppress or distort subject matter relevant to the student's progress.
4. Shall make reasonable effort to protect the student from conditions harmful to learning or to health and safety.

5. Shall not intentionally expose the student to embarrassment or disparagement.
6. Shall not on the basis of race, color, creed, sex, national origin, marital status, political or religious beliefs, family, social or cultural background unfairly exclude any student from participation in any program, deny benefits to any student, or grant any advantage to any student.
7. Shall not use professional relationships with students for private advantage.
8. Shall not disclose information about students obtained in the course of professional service unless disclosure serves a compelling professional purpose or is required by law.

Commitment to the Profession

The education profession is vested by the public with a trust and responsibility requiring the highest ideals of professional service.

In the belief that the quality of the services of the education profession directly influences the nation and its citizens, the educator shall exert every effort to raise professional standards, to promote a climate that encourages the exercise of professional judgment, to achieve conditions that attract persons worthy of the trust to careers in education, and to assist in preventing the practice of the profession by unqualified persons.

The educator:

1. Shall not in an application for a professional position deliberately make a false statement or fail to disclose a material fact related to competency and qualifications.
2. Shall not misrepresent his/her professional qualifications.
3. Shall not assist any entry into the profession of a person known to be unqualified in respect to character, education, or other relevant attribute.
4. Shall not knowingly make a false statement concerning the qualifications of a candidate for a professional position.
5. Shall not disclose information about colleagues obtained in the course of

professional service unless disclosure serves a compelling professional purpose or is required by law.

- 6. Shall not knowingly make false or malicious statements about a colleague.**
- 7. Shall not accept any gratuity, gift, or favor that might impair or appear to influence professional decisions or action.**

School's Mission and Vision statement:

The student's needs are the focus of our strategy. We believe it's our responsibility to develop the student's basic fundamental skills, to keep him/ her healthy and physically fit and understand the rights and duties of citizenship. We care for teaching him / her ways of the constructive use of leisure time and developing appreciation of nature, and arts. It's our main concern to develop the student's ethical, spiritual values and principles.

2022-2023 School Vision

Our vision is to raise generations who are creative, knowledgeable, ethical, physically sound, responsible and capable of keeping up with global advancement and of playing a positive role in their community.

School Mission:

Our Mission is to empower every student in the school to achieve more and succeed in a rapidly changing society.

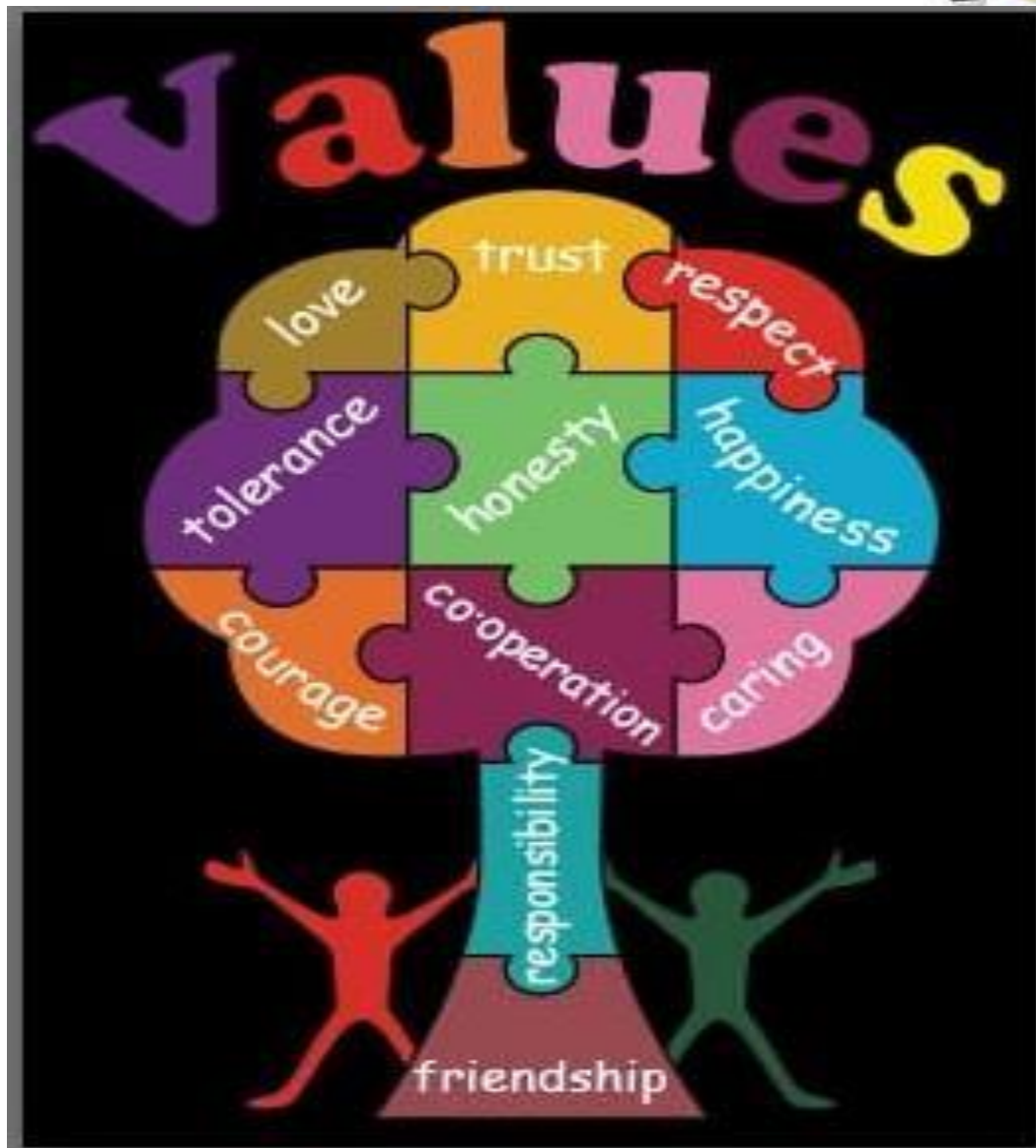
Our Beliefs:

At **Sunrise Language School** We believe in:

- Providing a safe and healthy educational environment.
- Making the school an interesting place where education becomes an act of joy and the learners are the center of the educational process.
- Developing the skills of the learner through extra-curricular activities that enhance the learning outcomes.
- Providing sustainable professional development for teachers.
- Using modern technology.

- Reinforcing the concept of citizenship and nurturing moral values.
- Linking the school with the community through participation.
- Providing health and physical care through proper nutrition, disease prevention and exercise.
- Working on the advancement of incomplete students.

Core Values:



The school will:

- Extend opportunities for students to develop their intellectual ability.
- Demonstrate oral communication skills through group projects, class presentations, classroom participation, and critical thinking activities.
- Give the students an international and multi-cultural understanding of the world which will enable them to contribute to the future of their country and region in the 21st century and face any challenge.
- Provide a safe caring school environment where students, administrators, faculty and staff feel accepted, respected, confident and dependent.
- Ensure that students will be made cognizant and appreciative and proud of Egypt's contributions to the world both in the past and in the present.
- Encourage appropriate self-expression.

The administration will:

- Respect the individual differences of all the students.
- Provide a wide range of exploratory and socialization experiences and activities for all students,
- Present the school's curriculum in a manner consistent with modern theories of teaching and learning.
- Assist students to develop a positive self-image.
- Ensure that students will continue their acquisition of basic skills.
- Promote positive interpersonal relationships among administrators, faculty, students and staff.
- Monitor the achievement of students through all appropriate means.
- Encourage students to develop a well-defined set of positive values.
- Prepare students to be independent learners.
- Promote the concept of responsibility to all students

The students will:

- Demonstrate respect for others, their beliefs and their culture.
- Accurately apply basic arithmetic processes.
- Express them clearly in oral and written form.



- Demonstrate computer literacy.
- Exhibit an understanding of basic scientific principles.
- Develop an appreciation for artistic expression in drama, art and music.
- Demonstrate the ability to read, write, speak and think critically.
- Possess an acceptable ability to speak, write and read a second language.
- Demonstrate the ability to solve problems creatively.
- Strengthen their understanding and appreciation of the history and culture of Egypt and its important place in the family of nations.

The Teacher's responsibilities:

- The teacher shall give foremost consideration to the student's well-being.
- The teacher shall direct his/her whole professional effort to assist the student to develop his/her whole personality including his/her ability to work.
- The teacher shall foster in his/her Students honesty, integrity, and consideration for others and shall do nothing, by precept or example, to discredit these qualities.
- The teacher shall act, and shall be seen to act, with justice.
- The teacher shall exercise authority in accordance with the law of the land and with evolving concepts of the student's needs and rights.
- The teacher shall recognize that each child is an individual and that children can differ in what is required for the promotion of their education.
- The teacher shall recognize an obligation to assist all students under his/her charge to develop their talents suitably and to the fullest extent feasible.
- The teacher shall recognize that s/he should work with parents to promote the welfare of students, particularly by consulting and involving parents, whenever this is desirable.
- The teacher shall make reasonable effort to protect the student from conditions harmful to learning or to health and safety.
- The teacher shall not intentionally expose the students to embarrassment or disparagement.



- The teacher shall not use professional relationships with students for private advantage.
- The teacher shall not disclose information about students obtained in the course of professional service unless such disclosure serves a compelling professional purpose or is required by law.
- The teacher shall respect the professional standing and opinions of his/her colleagues and shall maintain in his/her relations with them the highest standards of professional courtesy.
- The teacher shall be prepared to help in all possible ways junior colleagues and those in training.
- The teacher shall accept the authority of senior professional colleagues while retaining the right to express professional opinion.
- The teacher shall recognize his/her obligation to advance the causes of education and hence the causes of the teaching profession.
- The teacher shall recognize his/her obligation to improve his/her effectiveness as a teacher in every possible way.
- The teacher shall recognize his/her responsibility for his/her own actions and judgements and s/he shall be prepared to stand by their consequences.
- The teacher shall recognize his/her duty to manifest responsibility, individual initiative and integrity in his/her teaching and other professional actions within guidelines laid down for the profession.
- The teacher shall not knowingly make a false statement concerning the qualifications and competence of a candidate applying for a position.
- The teacher shall not accept gratuity, gift or favour that might impair or appear to influence professional decisions or actions.
- The teacher shall not attempt to influence the Minister, the Education Directorates, or an educational board on matters affecting teachers unless so expressly requested by the Minister, Directorates or educational board in his/her official capacity.
- It shall not be correct for any senior professional colleague or any teacher to censure other teachers or to criticize their work in the hearing of pupils and/or the general public.
- It shall not be correct for any teacher by public statement to bring the profession, his/her school or the department in which s/he works into disrepute.

- The teacher shall appreciate that, while as a professional person s/he must accept responsibility for his/her actions, his/her duty shall be to carryout reasonable instructions from senior professional colleagues.
- The teacher shall have the right to protest against instructions.
- Senior professional colleagues shall give a teacher all support and help that is in their power to make the teacher's work effective, consult and inform him/her on matters affecting his/her work and treat him/her with justice and dignity, not least when it becomes necessary in the interest of pupils and other colleagues to attain greater efficiency and more ethical professional behavior.
- The teacher shall recognize the right of a parent to consult him/ her,through proper channels, on the welfare or progress of a pupil.
- The teacher shall recognize the right of a parent to be consulted aboutany matter which concerns the future development of his child.
- The teacher shall do nothing to undermine lawful parental authority, but shall be prepared to give advice which, in his/her professional view is in the best interest of the pupil.
- The teacher shall make every effort to encourage parents to interestthemselves actively in the education and welfare of their children.
- The teacher shall act within the community in a manner which enhancesthe prestige of the profession.

Job Description

1. Provide planned instructions to students and daily monitoring of performance including providing corrective feedback throughout the learning process.
2. Show knowledge and understanding of students and demonstrate skill in the subject areas taught.
3. Show written evidence of preparation for classes (lesson plans).
4. Teachers are expected to write their lesson plans one week ahead in aplane book. It is also advisable to sketch a brief plan for the entire year.
5. Assess student achievement levels and provide instruction accordingly.
6. Develop long and short range plans for instruction,
7. Vary instructional techniques and industrial materials to suit the learning, motivational levels needs and capabilities of the students.
8. Develop and implement a classroom management scheme, which emphasizes an

excellent classroom learning environment.

9. Maintain control in the classroom and apply disciplinary measures in accordance with administrative policies and regulations.
10. Help in upholding and enforcing school rules and administrative regulations inside and outside the classroom.
11. Test and evaluate students, record grades, check and register attendance, send deficiency reports to parents and enter grades on report cards as specified by the administration.
12. Take all necessary safety and precautionary measures to protect students, equipment, materials and facilities.
13. Consult with the director regarding individual student problems.
14. Keep accurate and complete records for all parent conferences, student conferences, behavior discipline incidents, extra student assistance, etc.....
15. Supervise students out of the classroom as assigned by the administration.
16. Be available to parents and students before and after school hours and during planning times by appointment. Attend all assigned parent conferences.
17. Maintain professional relations with colleagues, students and parents; safeguard privileged information about students, faculty members and administration.
18. Be responsible for receiving and maintaining textbooks, study material, teaching supplies and classroom equipment and maintain records for texts and other materials checked out to students,
19. Attend and participate in all faculty meetings and all general student assemblies.
20. Participate in pertinent in-service programs.
21. Accept responsibility for extracurricular activities as assigned by the administration.
22. Cooperate with fellow staff members in sharing/exchanging instructional methods / approaches in the classroom.
23. Take an active part in selecting texts, equipment and other instructional material.
24. Students should always stick to school uniform. Give warning to students out of uniform and refer students to administration if repeated.
25. All full time and part time faculty and staff are on duty whenever they are on campus. When you see a student not observing rules, it is your duty to deal with that behavior. Serious problems are to be reported to an administrator.
26. All teachers are asked to monitor hallways and stairways at every break time.

GRADES - American Section

- All teachers are expected to keep an accurate and legible class record book. Grade books should be organized and easily interpreted by others.
- Daily grades, quizzes, projects, and tests should be clearly labeled. A copy of the teacher's grading policy, as reported to the administration and distributed to students at the beginning of the semester (Grade 10-12) should be attached to the front of the record book. Care should be given to keep grade books in a secure place.
- The school year is divided into 4 quarters with a quarter exam at the end of each Quarter.
- Midway through the grading period, progress reports are given to students whose work is unsatisfactory (D or F) and to those who are working below their ability level. Communication with parents about student performance is encouraged. Progress reports (positive or negative) may be sent out at any time during the grading period, if the need exists.
- A progress report must be on file for all students who receive failing grades. Progress reports must be signed by a parent and returned to the teacher within 7 days.
- Teachers are requested to use percentage when determining averages.
- Percentages should be converted to the appropriate letter grade for reporting to parents. Letter grades should be used on both progress reports and the report card.
- When students enter school after a term has started, teachers will use the evaluation guide lines provided by the principal.
- All grades must be recorded in the teacher's official grade book.
- If a student has an excused absence and has missed an assignment, the student has the privilege of make-up of any missed work. Students should make arrangements with the teachers. Students with unexcused absence (e.g. skipping school, skipping class) do not have the privilege of making up missed work and the teacher will determine what can be done for credit.

- Teachers should report to the office any changes to the attendance.
- After an absence, if a student does not bring a note, the student is to be admitted to class with an unexcused absence" until a note from the parent is brought to school.
- Refer to the attendance / tardiness policy section of the student handbook.

COMMUNICATIONS / CONFERENCES

All written correspondence to parents of a group of students (i.e. athletic teams, drama groups, speech groups, etc.) or to an entire class must be approved by the Director.

Copies of letters to parents of individual students concerning performance deficiency, poor attendance and other problems do not need administrative approval.

A copy should be placed in the student's file to keep the administrators informed and to provide a record and documentation.

DAILY LESSON PLANS

Teachers are expected to write their daily lesson plans (at least one week ahead) in a plan book that is provided.

It is also advisable to sketch a brief plan for the entire year showing major topics you will cover during each marking period. Because plans may change they should be updated as the course progress.



DISCIPLINE / DETENTION

When a classroom teacher feels exhausted from dealing with students' problem, the student should be referred to the Director using the Discipline Referral Form. Teachers are not allowed to throw students out of class because of forgotten books, homework, etc. Misbehavior during class is the only acceptable reason for expelling students.

Teachers are not allowed to hit students, pull their hair or ears. Standing in the corridor is not proper punishment. Students should be referred to the Administration.

SUPERVISION OF STUDENTS

All staff members at SLS are considered to be "on duty" at all times, from the moment they enter the building in the morning until departure at the end of the day.

In addition, there may be special times during the day when supervision of students outside the building is required. It is at the discretion of director if you are assigned supervision inside or outside the building. This is especially true during the activity period. Teachers may be assigned duty for specific days or weeks.

Supervisory assignment rotate unless a teacher requests otherwise and it is possible to meet such a request.

ALL TEACHERS ARE TO BE IN THE HALL DURING PASSING TIME AND TO ACTIVELY SUPERVISE STUDENT'S BEHAVIOR.

Professional Staff Meeting

The administration will convene and chair staff meeting at least bimonthly intervals, additional meetings may be called for specific purposes.

Attendance by instructional staff is required. In addition to professional topics and other school activities, any teacher may bring for discussion administrative problems or problems relating to the terms of service.

Professional Staff Evaluation

The Board recognizes that the teaching process is an extremely complex one. Each one shall be encouraged to employ his/her unique strengths and skills and to vary teaching methods as the changing characteristics and needs of students, consistent with sound professional research and judgment and the goals of the school and of the courses he/she is charged to teach.

Professional Staff Evaluations are done at least once each semester for new teachers and once a year for teachers in their second or more years at Sunrise Language School.

The objective of staff evaluation is to:

- Improve instruction.
- To assure that the Philosophy of Sunrise Language School is being implemented:
 - ✓ To contribute to good morals.
 - ✓ To increase co-operation among teachers, community and students.
 - ✓ To determine subsequent employment status.

We provide appropriate feedback to:

- Identify in - service needs.
 - Appraise the effectiveness of recruiting selection and placement.
 - Appraise the effectiveness of human and material resources.
- ❖ **When the administration has determined to the best of his/her knowledge that an individual's performance is unsatisfactory, he/she will pursue the following:**

Notification: The individual is notified that deficiencies exist.

Explanation: A full and complete explanation of deficiencies and recommendations for corrections is given to the individuals.

Assistance: The administration or their designee provides for assistance to the individual to correct deficiencies.

Time: A reasonable amount of time is provided for correction.

Professional Staff Time Scheduled and Workload:

- The administration determines time schedule and workload for teaching staff. Whenever possible, teachers will be given one unassigned period per day for purpose of planning. Teachers are expected to be available to students and parents during regular school hours and may be required to attend meetings after school hours with parents and students as part of their normal duty in school.
- Teachers may not leave the school during the school hours without permissions of the Principal or his assistant.
- Coming late or leaving early will be considered 1/4 or 1/2 deduction.

Staff Vacation and Holidays:

- The administration shall be entitled to annual leave commencing no sooner than one day after the end of the summer school program if they are needed and terminating no later than two weeks prior to the opening of the new school term.
- Teaching staff shall be entitled to all scheduled school holidays during the school year. In case the school requires their presence during such times it will be considered as part of their job.

Professional Staff Career Development:

- The teaching staff will be given in-service training as available. Participation by the teaching staff is required. Attendance at regional seminars by the administration and teachers is encouraged. The administration will approve all staff development requiring expenditure of funds.
- In the case of student suspension, it will be the student's responsibility to make up missed work within 5 days from returning to campus.

Please use following grading system

The following table clarifies the score along with its grade so that each grade letter reflects students' percentage of results.

Exam:	30
Year`s work:	70
Total:	100

SAT I:	60%
Year`s Work:	40%
Total:	100%

A	93-100
A⁻	89-92
B⁺	86-88
B	83-85
B⁻	79-82
C⁺	76-78
C	73-75
C⁻	69-72
D⁺	66-68
D	63-65
D⁻	60-62
F	Below 60

Units of credit

Content Area	Credits (Per Week)	Credits (Per Year)
English	4 credits	130 credits
Mathematics	4 credits	130 credits
Biology	3 credits	100 credits
Social Studies	3 credits 1 History 1 Geography 1 Civics	100 credits
Health and Physical Education	1 credit	33 credits
Technical Education	2 credits	65 Credits
Arts Education (Music, Theatre, Visual Arts)	1 credit	33 credits
World Language	2 credits	65 credits
Psychology	2 credits	65 credits
Economics	2 credits	65 credits
Geology	2 credits	65 credits

ATTENDANCE PROCEDURES

- 1- Keep daily attendance accurate and up-to-date.
- 2- The office will create a DAILY ABSENCE RECORD.
- 3- Any student who has been absent MUST present to the school office a note signed by the parent or guardian, indicating the reason and the date of the absence. The office will issue either an excused or an unexcused absence slip to each teacher for admittance to class and to indicate whether the absence is excused or unexcused.
- 4- Students leaving school early must obtain authorization from administration.

Resignation of professional staff members

In case of resignation prior to completion of the Employment Agreement, the Board's responsibility is limited only to salary payment through the lastday of active duty, less any amounts required to the individual's outstanding local debts-In the event of resignation for causes other than gross misconduct. Sunrise Language School and the employee each agree to give written notice of at least thirty (30) days prior to effecting such action and whatever payments are due under the terms of the employment agreement shall be made within thirty (30) days of the effective date separation.

Professional and staff leaves and absences

Teachers are hired with the expectation that they will complete the school year. It is the intent of the board that the teacher should be on duty daily to the continuity that their classes need. Therefore, absence for reasons other than illness, bereavement or professional reasons is strongly discouraged.

All of the above apply after a probation period of three months.

The teacher must maintain lesson plans for substitute teacher in the office; these plans will be used by the substitute teacher in the event of a teacher illness. Since the school's obligation is to the students' education, teacher absence for reasons other than illness is strongly discouraged and could result in termination. The administration is to use their direction in cases where unpaid leave is requested.

Suspension and Firing of Professional Staff:

Suspension, firing or non-renewal of all professional staff through causes other than resignation shall be the action of the administration which will, in so far as possible, inform the School Board in advance.

Such action will be taken, except in cases of gross misconduct or education in force, only after the evaluation process has taken place.

Involuntary separation for causes during school year will take place under The following conditions:

1. Failure to comply with the terms of the school rules. A thirty (30) day written notice will be supplied by the administration or School Board chairperson.
2. Gross Misconduct: immediate dismissal with written reasons supplied by the administration or the School Board Chairman.
3. Employees have recourse to petition the School Board to review their case.

Field Trips:

Educational field trips are defined as any travel away from the school site for educational purpose, which is done during or outside school hours. They are sponsored by the school to enhance learning about the subject in the curriculum.

Teachers should follow these procedures when planning a field trip:

1. Check the proposed place for the field trip for safety and control factors. Check to see that you meet the objectives for the trip.
2. Discuss the trip with the administration and have the written approval of at least ten days before the proposed date of the trip. Review the purposes of the trip and how it relates to your course outline.
3. Complete the Field Trip, Bus Transportation form, including all proposed times, places and arrangement.
4. Then outline your arrangement for:
 - a. Classes you will miss while on the field trip and how they will be covered.
 - b. Notification of teachers concerning students on the trip (school bulletin, etc.).
 - c. Plan for distribution and collection of parent permission papers.
 - d. Any charges of fees for the trip and fee collection plans.
5. Obtain approvals (administration, administration manager).
6. Maintaining control in the classroom and apply disciplinary measures in accordance with administration policy.

Lesson Plan:

In order to facilitate the coherent alignment of multiple teachers teaching from the same syllabus.

All teachers will:

1. Develop a yearly plan / overview of the subject matter they will cover.
2. Develop a semester overview of the subject matter they will cover.
3. Develop a quarter overview of the subject matter they will cover.
4. Develop weekly lesson plans prior to the actual week in which they will be presented.

These plans shall include:

- a- Objectives
- b. Methodology
- c. Resources to be used

These lesson plans shall also be aligned with the approved program of study and the specific course syllabus.

These lesson plans shall be reviewed by the director or his designee prior to their implementation. There are no exceptions.

Best Wishes