



**Sunrise Language School
American Division**

***Teachers' Handbook
Code of Ethics
2024-2025***

School vision statement

To inspire lifelong learning and responsible global citizenship

Mission

To empower students with knowledge, skills and values for a better future. We will educate with the philosophy of building a new generation of entrepreneur, we foster critical and creative thinking, promotes ethical values, and encourages social responsibility.

Values

1- Entrepreneur spirit :

creativity , exploring our passions and taking calculated risks.

2- Team working :

We foster a spirit of collaboration and teamwork to achieve shared goals and build positive relationships

3- Social responsibility :

Taking ownership of actions and contributing positively to the community.

4- Innovation

Encouraging creativity , curiosity and forward – thinking solutions.

5- Safety

We commit to creating a secure and inclusive environment where everyone can learn and thrive.

6- Integrity :

Demonstrating fairness and ethical behavior.

Objectives

- 1- Preparing our students for future prosperity, we are ensuring that they understand the value in creating a sustainable world and serving the wider community.
- 2- Preparing students to become responsible global citizens who appreciate diversity and contribute positively to society.
- 3- Establishing a culture of innovation in the institutional work environment.
- 4- Ensure the provision of all administrative service, in accordance with standards of quality, efficiency and transparency.
- 5- Managing the students journey to ensure a high-quality educational experience an safe school environment.

Code Of Ethics

Maintain trust in the profession

Members of the Teaching Profession shall:

- Base their relationship with students on mutual trust and respect;
- Have regard to the safety and wellbeing of students under their responsibility;
- Respect the uniqueness and diversity of the learning community they are part of;
- Work in a collaborative manner with colleagues and other professionals;
- Develop and maintain good relationships with parents, guardians and careers;
- Act with honesty, integrity and fairness;
- Be sensitive to the need for confidentiality where appropriate;
- Take responsibility for maintaining the quality of their professional practice;
- Uphold public trust and confidence in the teaching profession;
- Create learning experiences which engage, motivate and challenge students in an inclusive setting with a lifelong learning perspective.

Maintain Professional Relationships with Students

Members of the Teaching Profession shall:

Maintain professional boundaries whilst in school and out of school, avoid improper physical contact, avoid inappropriate communication via any form of media and avoid inappropriate relationships with

students. The members of the teaching profession are duty bound and are ultimately responsible to maintain a professional distance;

Refrain from taking advantage of professional relationships with students for their own personal benefit, including by giving private lessons to students from the classes they teach or who are under their administrative responsibility, against payment, whether monetary or in kind;

Conduct pastoral interventions with students professionally, and behave in keeping with their unique position of trust and status as role models;

Follow behavior management and safe schools policies and guidelines as directed by the relevant school, college and education authorities;

Act appropriately towards students exercising care in their language, gestures and attitudes, ensuring that they do not act in such a manner that is embarrassing or disparaging and ensuring that they do not use abusive language or offensive names or make inappropriate remarks; and

Act with a professional attitude and behavior at all times.

Respect the Uniqueness and Diversity of Students

Members of the Teaching Profession shall:

Demonstrate respect for diversity, maintain fairness and promote equality irrespective of gender, race, religion, sexual orientation, appearance, age, language or different needs or abilities;

Maintain an up to date knowledge and understanding of, implement and comply with, current child protection procedures;

Contribute to the creation of a fair and inclusive school environment by addressing discrimination, stereotyping and bullying; and Identify and refer to the competent authorities any issues that might impact on students' welfare at the earliest possible stage.

Educator's Obligations to Students

An educator shall strive to help each student realize the student's potential as a worthy and effective member of society. An educator therefore works to stimulate the spirit of inquiry, the acquisition of knowledge and understanding, and the thoughtful formulation of worthy goals.

In fulfillment of this obligation to the student, an educator shall:

- (1) Not unreasonably restrain the student from independent action in the pursuit of learning;*
- (2) Provide the student with professional education services in a nondiscriminatory manner and in consonance with accepted best practices known to the educator;*
- (3) Respect the constitutional rights of the student;*
- (4) Not unreasonably deny the student access to varying points of view;*
- (5) Not deliberately suppress or distort subject matter relevant to the student's progress;*
- (6) Make reasonable effort to protect the student from conditions harmful to learning or to health and safety;*
- (7) Make reasonable effort to protect the emotional well-being of the student;*

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- (8) Not intentionally expose the student to embarrassment ;*
- (9) Not discriminate on the basis of race; color; creed; disability; sex; national origin; marital status; political or religious belief; family, social, or cultural background unfairly;*
- (10) Not use the educator’s professional relationship with the student for private advantage;*
- (11) Not disclose information about the student obtained in the course of the educator’s professional service, unless disclosure of the information is permitted, serves a compelling professional purpose, or is required by law;*
- (12) Not knowingly make false or malicious statements about students or colleagues;*
- (13) Ensure interactions with the student take place in transparent and appropriate settings;*
- (14) Maintain a professional approach with the student at all times.*

“The mediocre teacher tells.

The good teacher explains.

The superior teacher demonstrates.

The great teacher inspires.”

William Arthur War

Work in a Collaborative Manner with Colleagues, Parents, and Guardians.

Members of the Teaching Profession shall:

Work in a collegiate and cooperative manner with colleagues and other professionals who work in multidisciplinary teams officially recognized by the education authorities;

Respect, support and collaborate with colleagues both in matters concerning the education of students as well as in maintaining relations with colleagues in the highest standards of professional courtesy;

Be prepared to help junior colleagues and those in training and induction in all possible ways;

Respect the authority of senior professional colleagues while retaining the right to express professional opinion and dissent;

Not criticize any colleague, or any other member of the teaching profession, in the presence of students or in public;

Refrain from making public statements which bring the profession into disrepute;

Develop and maintain good relationships between home and school, respecting the role that parents, guardians and have in students' education;

Engage and work positively with parents, as far as possible, in an open and respectful way;

Ensure that their communications with parents, students and colleagues comply with those policies and procedures issued at SLS ,as well as those educational policies and procedures issued at national level;

Demonstrate respect for diversity when dealing with colleagues, parents, guardians in their capacity as partners in the educative process;

and Make every effort to encourage parents, guardians to interest themselves actively in the education and welfare of children in their care.

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 skills 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.*
- 5. Based on the Curricular, the teacher creates Syllabus Distribution for the entire year.*
- 6. Assess student achievement levels and provide instruction accordingly.*
- 7. Vary instructional techniques and materials to suit the learning, motivational levels 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. Assess 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. 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 school activities and programs.*
- 21. Accept responsibility for extracurricular activities as assigned by the Administration.*
- 22. Cooperate with fellow staff members in sharing and exchanging instructional methods / approaches in the classroom.*
- 23. Take an active part in selecting texts, equipment and other instructional material.*
- 24. Give warning to students out of school dress code / uniform.*
- 25. All full times and part times 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 the social worker. All teachers are asked to monitor hallways and stairways at every break time.*
- 26. All teachers are expected to keep an accurate and legible class record book. Grade books should be organized and easily interpreted by others.*
- 27. Daily grades, quizzes, projects, and tests should be clearly labeled. Students` grading records are reported to the administration. Care should be given to keep grade books in a secure place.*

Grading System in American Division

- *All teachers are expected to keep an accurate and legible class record book. Grade books should be organized and easily interpreted by others.*
- *Daily/ Weekly grades, quizzes, projects, and tests should be clearly labeled. Students` grading records are reported to the administration. Care should be given to keep grade books in a secure place.*
- *The school year is divided into 4 quarters with quarter exams at the end of each quarter.*
- *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.*
- *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 join school after a quarter 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.

- Refer to the attendance / tardiness policy section of the student handbook.

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 progresses.

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.

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 let 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 are 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.*

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

EST 1 : 60%
Year`s Work: 40 %
Total: 100%

Grading Scale	
Grade	Range
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	Below60

- The SLS academic year consists of 4 quarters.
- At the end of each quarter, each student receives final grades/standards met for that quarter.
- The Final Report Card is issued at the end of the academic year and shows all final grades for each trimester and overall grade for the year.
- The School WILL NOT provide hard copies of report cards requested by parents over the course of the year.

- There is a category for grading-years' work grades (70%),

-Graded classwork

- Tasks

-Quiz

-Projects

-Presentation

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 last day 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, insofar 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 proposes 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.*

**“Those who know,
do.
Those that
understand,
teach.”**

Aristotle