New Staff Handbook
2018-2019

DIS Vision:
DIS, in partnership with parents and community, will strive to prepare every student to be a digitally literate, a lifelong learner and a productive citizen.
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- النظام الداخلي للمدرسين
**Welcome**

Congratulations on being appointed to a position at Dubai International School for the academic year 2018-2019. Our teachers have chosen to come to this school because they want to be within a school that is progressive.

We hope you’ll find here in DIS the challenges you’re looking for. At DIS we strive to invest in our employees’ skills. So as an employer, we are committed to supporting your professional and personal development. Your suggestions and remarks are always welcomed and we are waiting for them.

I welcome all of you at DIS, a place that can be rewarding and exciting, a place that provides a chance to contribute to something tremendously important - THE WORLD OF LEARNING. DIS is the right place for dedicated teachers to become GREAT.

You will find in this booklet general information about UAE as well as information about the school that will help you acclimatize with living in UAE and teaching at DIS.

Should you have any further inquiries pleased don’t hesitate to visit the human resources office.

*Administration*
Dear Staff,

Welcome back to school! I hope you all had a great vacation and anticipating with enthusiasm another exciting new school year. We have many new teachers, a new Vice-principal and a new staff joining our DIS family, and I especially want to welcome these new colleagues on the behalf of the staff and the students of DIS.

**Joining DIS Team are:** (29)

| - Mrs. Rinkle Jadeja | Head of Section for Grades (1-5) |
| - Mrs. Fouada Freij | Administrative Supervisor Gr. (6-8)- Girls |
| - Ms. Nzinga Chimeurenga Ebron | HEAD OF Mathematics (K-5) |
| - Ms. Brenda Edwards | Science Teacher |
| - Mrs. Maha Zuaiter | Computer Teacher |
| - Mrs. Anne Lytvynenko | Mathematics Teacher |
| - Mr. Rawad Hamdan Kamal | Mathematics Teacher |
| - Mrs. Meghanné Sarah Linder | Mathematics Teacher |
| - Ms. Eman Adam | Mathematics Teacher |
| - Ms. Chernay Carter Woods | English Teacher |
| - Mrs. Lena Winfrey Hayat | English Teacher |
| - Ms. Wilma Booyse | English Teacher |
| - Mrs. Khadijha Aowadi | English Teacher |
| - Mrs. Allyson Limbert | HOD OF (K-5) & English Teacher |
| - Mrs. Mrs. Omayrah Schoor | English Teacher |
| - Ms. Benita Gordon | English Teacher |
| - Ms. Brianna Burnett | English Teacher |
| - Mrs. Manar Omran | Arabic Teacher |
| - Mrs. Raieda Khalil Slwayeh | Arabic Teacher |
| - Mr. Mohamad Salah Mujawaz | Arabic Teacher |
| - Mrs. Uroosa Atif Habib | Economics / Sociology Teacher |
| - Ms. Amna Hassan | P. E Teacher |
| - Mrs. Zohra Choudar | Lab. Assistant (1-5) |
| - Mrs. Rashieda Sharea Moore | Special Education Teacher |
| - Ms. Omolade Oluwande Otulaja | Special Education Teacher |
| - Mrs. Jolijn Hullegien | English Teacher - KG |
| - Ms. Saleha Fazal Ullah | Assistant Teacher- KG |
| - Ms. Alaa Kheirallah Yousif | Assistant Teacher- KG |
| - Mrs. Lama Al Adawi | Assistant Teacher- KG |

Our job at DIS is to help educate students. The task requires a real team effort. To begin building our team, we will have our first staff meeting of the school on **Thursday 30th Aug., 2018** at **11:00 a.m** in the Kindergarten Section. The first day of our students return on 9th Sept. 2018, we will have a great opportunity to make a difference in their lives. Our array of talents, as faculty, have reaching effects towards establishing a rich and stimulating learning environment for the students of DIS.

To all of you welcome back again. I look forward to having a great school year, to working with you and to prove that every student can learn and make a difference.

**PRINCIPAL**
General Information about UAE

Being literally crime-free is not the only thing that makes the United Arab Emirates one of the most attractive places to live in. Its amazing combination of the traditional values of the East and the modern technologies of the West, being a melting pot of various nationalities and cultures living together and working in harmony and a standard of living that is comparable to the world's most advanced nations make it one of the 21st century's success stories.

Geography: The United Arab Emirates, in the eastern part of the Arabian Peninsula, extends along part of the Gulf of Oman and the southern coast of the Persian Gulf. Its neighbors are Saudi Arabia to the west and south, Qatar to the north, and Oman to the east. Most of the land is barren and sandy.

Government: Federation formed in 1971 by seven emirates: Abu Dhabi (the largest and the capital), Dubai, Sharjah, Ajman, Fujairah, Ras al-Khaimah, and Umm al-Qaiwain.

Area: 32,000 sq mi (82,880 sq km)

National Day: December 2nd and 3rd

Weekend: Friday and Saturday

Language: Arabic (official language) and English

Currency: Dirham. 100 Fils = 1 Dirham. Exchange Rate: AED 3.67 = US$ 1.00

Climate: The sun shines all the year round in the UAE and makes it an ideal summer resort. Moderate climate is found between: October and March, days are sunny and pleasant (average temperature: 26°C). Nights are cool (average temperature: 15°C). Summer is between: April and September with extremely high temperatures peaking up to 50°C and very high humidity levels.

Population: You will find people from all over the Arab world, Asia, Europe, Africa and the America all converging here. The population of the United Arab Emirates according to 2005 figures is: 2,563,212

The official religion of the United Arab Emirates is Islam. But other faiths are tolerated and freedom of worship is given. Churches are common in some emirates and in Dubai you will even find a Hindu Temple.
### Some Embassies & Consulates in UAE

<table>
<thead>
<tr>
<th>Organization</th>
<th>P.O. BOX</th>
<th>Tel</th>
<th>Fax</th>
</tr>
</thead>
<tbody>
<tr>
<td>Algerian</td>
<td>3070, Abu Dhabi</td>
<td>(2) 4448943</td>
<td>(2) 4447068</td>
</tr>
<tr>
<td>Australian Consulate</td>
<td>9303, Dubai</td>
<td>(4) 3313444</td>
<td>(4) 3314812</td>
</tr>
<tr>
<td>British Embassy</td>
<td>65, Dubai</td>
<td>(4) 3521070</td>
<td>(4) 3525750</td>
</tr>
<tr>
<td>Canadian Consulate</td>
<td>52472, Dubai</td>
<td>(2) 3521717</td>
<td>(4) 3517722</td>
</tr>
<tr>
<td>Canadian Embassy</td>
<td>Villa 440 2nd Street</td>
<td>4456969</td>
<td>(2) 4458787</td>
</tr>
<tr>
<td>Egypt, Consulate</td>
<td>2575, Dubai</td>
<td>(4) 3971122</td>
<td>(4) 3971033</td>
</tr>
<tr>
<td>France, Consulate</td>
<td>3314, Dubai</td>
<td>(4) 329040</td>
<td>(4) 328033</td>
</tr>
<tr>
<td>Greece, Embassy</td>
<td>5483, Abu Dhabi</td>
<td>(4) 6654847</td>
<td>(4) 6656008</td>
</tr>
<tr>
<td>India, Consulate General</td>
<td>737, Dubai</td>
<td>(4) 3971222</td>
<td>(4) 3970453</td>
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<tr>
<td>Indonesia, Embassy of the Republic</td>
<td>7256, Abu Dhabi</td>
<td>(2) 4454448</td>
<td>(2) 4455453</td>
</tr>
<tr>
<td>Iran</td>
<td>2832, Dubai</td>
<td>(4) 3521150</td>
<td>(4) 3512069</td>
</tr>
<tr>
<td>Italy, Consulate General</td>
<td>24910, Dubai</td>
<td>(4) 3314167</td>
<td>(4) 3317469</td>
</tr>
<tr>
<td>Jordan</td>
<td>2787, Dubai</td>
<td>(4) 3970500</td>
<td>(4) 3971675</td>
</tr>
<tr>
<td>Lebanon, Consulate</td>
<td>7800, Dubai</td>
<td>(4) 3977450</td>
<td>(4) 3977431</td>
</tr>
<tr>
<td>Malaysia, Consulate General of</td>
<td>4598, Dubai</td>
<td>(4) 3355528</td>
<td>(4) 3352220</td>
</tr>
<tr>
<td>Morocco, Embassy of the Kingdom of</td>
<td>4066, Abu Dhabi</td>
<td>(2) 4433973</td>
<td>(2) 4433917</td>
</tr>
<tr>
<td>Palestine</td>
<td>22132, Dubai</td>
<td>(4) 2681618</td>
<td>(4) 2687084</td>
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<tr>
<td>Philippines, Embassy</td>
<td>3215, Abu Dhabi</td>
<td>(2) 6345664</td>
<td>(2) 6313559</td>
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<tr>
<td>Royal Thai Consulate</td>
<td>51844, Dubai</td>
<td>(4) 3492863</td>
<td>(4) 3490932</td>
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<tr>
<td>Saudi Arabia</td>
<td>1876, Dubai</td>
<td>(4) 2663383</td>
<td>(4) 2662524</td>
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<tr>
<td>South Africa, Embassy</td>
<td>29446, Abu Dhabi</td>
<td>(2) 6316700</td>
<td>(2) 6333909</td>
</tr>
<tr>
<td>Sudan, Embassy</td>
<td>4027, Abu Dhabi</td>
<td>(2) 6666788</td>
<td>(2) 6654231</td>
</tr>
<tr>
<td>Syria, Consulate General</td>
<td>7801, Dubai</td>
<td>(4) 2663354</td>
<td>(4) 2698277</td>
</tr>
<tr>
<td>Tunisia, Embassy</td>
<td>4166, Abu Dhabi</td>
<td>(2) 6661331</td>
<td>(2) 6660707</td>
</tr>
<tr>
<td>United States of America, Consulate</td>
<td>9343, Dubai</td>
<td>(4) 3313115</td>
<td>(4) 3313121</td>
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</table>

**Police:** 999  **Directory Inquiries:** 181  **International Calls:** 151

### Important Telephone Numbers

**DIS - AlGarhoud**

<table>
<thead>
<tr>
<th>Tel: 04/2823524 – 2823513</th>
<th>KG. Section: 04/2823472</th>
<th>Fax: 04/2821362</th>
</tr>
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<tbody>
<tr>
<td>P.O.Box: 15495 – Dubai</td>
<td>Email: <a href="mailto:disschool@emirates.net.ae">disschool@emirates.net.ae</a></td>
<td>Website: <a href="http://www.dis.sch.ae">www.dis.sch.ae</a></td>
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**DIS - AlQouz**

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<tr>
<th>Tel: 04/3385530 – 3380370</th>
<th>KG. Section: 04/3383812</th>
<th>Fax: 04/3380008</th>
</tr>
</thead>
<tbody>
<tr>
<td>P.O.Box: 125676 – Dubai</td>
<td>Email: <a href="mailto:email@mydischool.com">email@mydischool.com</a></td>
<td>Website: <a href="http://www.dis.sch.ae">www.dis.sch.ae</a></td>
</tr>
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**DIS in Lines**

**DIS in Lines:** Dubai International Private School (DIS) was founded in 1985. Centrally located in Al Garhoud area, the school caters to a large mixed community in Dubai and the northern Emirates. Judging by the past records and outstanding academic performance, the school has gained tremendous popularity. Many of its graduating students have joined top national and international universities. To meet the growing demands, DIS has expanded and branched out in AlQuoz. The school, with its two branches, is now hosting around 5500 students and more than 600 staff. The two branches of DIS are designed to incorporate the latest specifications of modern schools and they both have the four main stages:

- **Kindergarten:** A two-year program (KG1 & KG 2)
- **Elementary:** A five-year program (Grade 1 through Grade 5)
- **Intermediate:** A three-year program (Grade 6 through Grade 8)
- **Secondary:** A four-year program (Grade 9 through Grade 12)

At the end of 12 years of schooling, DIS offers High School Diploma which qualifies a student to join top international universities all over the world and in the U.A.E. The Diploma is testified by the Knowledge and Human Development Authority in the U.A.E. The School has been granted candidacy for NEASC (New England Association of Schools & Colleges Accreditation & Board of Trustees. The School Diploma is equivalent to the Ministry’s General Certificate of Secondary Education (Thanawiya Amma), provided the students have qualified the unified tests in Arabic and Islamic Studies, the SAT 1 Exam with a minimum of 440 in the Math section and also have passed the Paper-based TOEFL exam with a minimum score of 500 or Internet-based TOEFL exam (61) or Computer-based TOEFL exam (173) or have passed in IELTS Exam with a minimum score of 5.5.

In addition, the DIS students are prepared to take the American Examinations, SAT 1 and TOEFL or IELTS, by the end of Grade 11. In grade 12, they have the chance to sit for the SAT 2 examinations. The school’s programs are designed to meet the philosophy and objectives of the school and are continuously modified accordingly. Highly qualified and experienced heads of departments follow the implementation of each program in each department. The medium of instruction is English, but Islamic Education and Social Studies, prescribed by the Ministry of Education, are taught in Arabic, besides Arabic Language itself. French is the other second language taught in the school starting from KG2. In addition to the academic studies, the school lays extra emphasis on extra-curricular and co-curricular activities. Art and Music are offered to all students from KG to Grade 5 while Physical Education and Swimming lessons are imparted to students at every level. In order to translate theory taught in the classrooms into practice, the school is highly equipped with science labs, computer labs, language labs etc. whereby theoretical studies are enhanced and proven by experiments. The secondary classes are equipped with overhead projectors and the teachers teaching these classes use the laptops while lecturing. Also the school organizes field trips and special events to fulfill the set objectives.
Vision

DIS, in partnership with parents and community, strives to prepare every student to be digitally literate, a lifelong learner, and a productive citizen.

Mission

DIS is committed to provide education following international standards yet adhering to local values and traditions.

Values

We believe in God, the Most Gracious, and the Most Merciful

Demonstrate academic excellence and encourage innovative thinking.

Initiate problem-solving, exploration, discovery, and inquiry-based learning within a culture of collaboration.

Support the dynamic and open discussions of ideas and best practices to promote continuous improvement and self-growth.

Value and sustain the society’s aspects of tolerance, fairness, openness, empathy, acceptance, and respect of the other.

Act with integrity by being honest, having moral commitments, and willingness to do what is right and fulfill academic integrity.

Lead by example to show others how to extend and strive for excellence.

Understand and enhance our quality of life and the world around us through Lifelong Learning.

Embrace diversity through recruiting staff and admitting students from all backgrounds, regardless of their origin, race, religion, and learning needs within a culture of inclusion.
Show care and concern towards each other’s well-being, the community, and the broader world.

(Updated and Approved 22nd Nov, 2017)

We believe that

Students learn and perform better when they are exposed to variety of instructional and learning strategies such as student-centered learning, project-based learning, inquiry-based learning, play-based learning (Kindergarten & lower elementary), problem-based learning, concept mapping, direct method, cooperative learning, etc.

- Encourage student communication;
- Develop students’ cooperation and collaboration skills;
- Communicate high expectation;
- Provoke innovative and creative thinking; and
- Address diverse learners’ needs according to their abilities, interests, and learning profiles.

Students learn and perform better when the school’s curriculum

- Challenges students’ critical thinking abilities;
- Contains course content that provide international perspectives;
- Exposes students to diverse authentic experiences and provides activities that bring students into contact with people of other cultures;
- Raises students’ awareness of the global themes for the world is increasingly interdependent; and
- Establishes a learning context for the world peace by providing opportunities for students from different cultures to learn together in mutual understanding and respect.

Students learn and perform better when they are given the opportunity to

- Take control, manage, assess, and reflect on their own learning and set goals and monitor their own progress;
- Bring along their own experiences, feelings and understanding to their learning process; and
- Work towards becoming independent learners.

Students learn and perform better via using media and Informational technology.
Students learn and perform better in a safe environment that
- Supports students’ emotional and academic development;
- Respects the social culture and beliefs; and
- Protects their physical wellbeing.

Students learn and perform better when encouraged to adopt healthy life style

Expectations

We expect our graduate students to be prepared for university, career, and life by demonstrating the following:

Core Subjects & Awareness of Global Issues
- Acquire a sound foundation in core academic areas and utilize these pieces of information in their working field.
- Are aware of the global issues such as health (Cancer, Diabetes, HIV; etc.); financial; environmental (global warming, alternative energy, etc.); etc.

Collaboration and Innovation Skills
- Collaborate with others from diverse backgrounds;
- Recognize, appreciate and respect other’s points of view;
- Think critically and use new information;
- Use logical reasoning to draw conclusions;
- Use imagination to generate new ideas;
- Use strategies to solve problems and make appropriate decisions; and
- Contribute to group effort with ideas, suggestions and work

Information Media and Technology Skills
- Use technology to access, gather, analyze, interpret, and use information in a knowledgeable and ethical manner;
- Utilize information systems in personal, vocational and professional contexts; and
- Select appropriate tools and procedures to accomplish tasks

Life and Career Skills
- Exhibit healthy life style;
- Exhibit honesty and integrity;
- Accept responsibility for their own actions;
- Demonstrate effective leadership skills;
- Recognize and respond to societal needs;
- Participate in efforts to preserve the environment for future generation; and
- Recognize that the learning process is a lifelong journey.

**DIS Rules and Regulations**

1- Corporal punishment and insulting students are strictly forbidden.
2- Students’ beliefs and traditions must be respected.
3- Political discussions are not allowed.
4- Sustain from any public criticism of the regulations of the school. Any suggestions should be brought up to the administration through proper channels.
5- For every subject there is a head of department who is responsible for organizing the work in his/her department and following up the performance of the teachers and coordinating among them. A teacher is expected to meet with the head of department at least once in a week.
6- The teacher must hand in to the head of department a full plan of the academic year within the first week of the academic year.
7- The teacher must have a daily preparation handbook. Any modification in the plan should be discussed with the head and must be approved.
8- Every teacher must write down the students’ grades on a special grade notebook given by the administration.
9- Every teacher must prepare the suitable teaching aid for every lesson.
10- The teacher must be very accurate during the explanation of the lesson.
11- The teacher must make sure that all books and copybooks of his/her students are neat and presentable. In case of any misbehavior, the teacher must write down his/her remark in the daily following up book.
12- The teacher is expected to write down the homework or activity required clearly on the board.
13- Attendance must be checked every period.
14- Teachers of the elementary classes must write a weekly plan and staple it in the daily notebook of every student on Thursday before the assigned week to help parents follow up their children.
15- Homework must be corrected daily and the teacher must make sure that every student has corrected his/her homework.
16- The homework must be limited to what was explained in the lesson and must not be exhausting and only directed at the most important concepts of what was explained.
17- The teacher must answer all the questions of a test after correcting it. If a student is not performing well, or he/she is not improving after the teacher does his/her best, the head of department must be informed quickly and the administration must be notified at the same time.
18- No Jeans or T-shirts are allowed to be worn in school.
19- Smoking is totally prohibited in school.
20. It’s preferable to carry out personal issues after school day to avoid absences.

**The Contract**

Each staff member signs a contract, which states the terms and conditions applicable to employment. Failure to cancel the contract at the end of the academic year means the automatic renewal of this contract for the coming academic year 2018-2019. The contract’s validity is limited from 1/9/2018 till 31/8/2019.

**Probation:** New employees are appointed on the basis of a 1-month probationary period. The employee shall not be entitled to any paid sick leave during probation period.

**Children Education Allowance:** The school provides staff discount of the school fees for the employees who educate their children at DIS. The discount is as follows: 30% for the first year of employment, 40% for the second year, and 50% from the third year and onwards.

**School Timing**

1. The school timing is as follows:
   - 7:30 till 03:30 for Middle & High School: From Sunday till Wednesday.
   - 7:30 till 01:30 for Middle & High School: on Thursday.
   - 7:30 till 02:30 for KG and Elementary: From Sunday till Wednesday.
   - 7:30 till 01:30 for KG and Elementary: on Thursday.

   However, in General Meetings and Professional Development Sessions all teachers stay till 03:30 p.m. on Thursday.

2. The teacher may be asked to attend earlier or to stay later than the above mentioned times for certain reasons like duties, proctoring exams, or giving paid-private lessons...

3. The teacher has to stay in school during the school timing regardless of his/her schedule.

4. The teacher has to sign by Finger Print Machine on coming to school and before leaving.

5. The administration may ask the teacher to come to school on Saturdays for certain reasons like attending workshops, proctoring exams...

6. Teaching periods per week are 28 and the administration has the right to use this load as it sees appropriate.

**Note:** 250 minutes of tardiness are deducted as one day from the salary.

**Absenteeism Policy**

1. Circumstance Absenteeism: According to the Ministry of Education laws, the staff member is granted leave during the academic year for acceptable reasons. Any absence should be announced to the administration the same day in the early morning.

2. Marriage: 3 days
3. Mourning: 3 days
4. Hajj: 3 non-paid days
5. Maternity: 45 days fully paid for the teacher being employed for more than one year and half paid for the teacher being employed for less than 1 year.

6. Sickness:
   a. First 15 days: Fully paid
   b. Next 30 days: Half paid
   c. Over 45 days: Not paid

7. Annual Leave: 60 days for teachers and 45 days for administration.

8. Mid-year vacation: 14 days for teachers and 7 days for administration.

Note: If the employee does not complete one full year, he/she will be granted 6 days for each month of his service if he/she is a teacher and 4.5 days for each month of service if he/she is an administration employee provided that the duration of his/her service is not less than six months.

Note: Any absent teacher must inform the administration early in the morning about his/her absenteeism and must provide substitution material for his/her classes and should bring a sick leave the day after with her/him.

Resignation

1. During the academic year: resignation is not allowed during the academic year. In urgent cases, a teacher is asked to provide the administration with a valid reason for resignation and a two-month notice during which he/she has to work in the school.

2. If the school wants to break the contract, it has to give the teacher a one-month notice and must provide the teacher with valid reasons for such an action.

3. Any party that doesn’t want to renew the contract must inform the other party at least two months prior to the termination of the contract. Failure to do so means the automatic renewal of the contract.

4. In case of no-notice leave: The administration will provide the immigration department and the labor office with the name and details of the teacher. In such case, the teacher will be banned from entering UAE for one year.

Note: Neither resignation nor termination can be submitted during leave days.

Dress Code

- For Men:
  o No Jeans, T-shirts, clothes with pictures or advertisements...
  o No sandals, slippers, sports shoes...
  o Regular shaving and trimming of beards and mustaches.
  o No long hair and excessive use on chemicals on hair.
  o No jewelries.

- For Women
  o Wearing the school uniform as specified by each section
  o Wearing decent clothes
  o No excessive makeup and jewelries
• **Private Lesson:**

Private Lessons are totally prohibited. Special Cases could be dealt individually through direct contact with the Principal.

**Other conditions**

The teacher is committed to the following during his/her employment with Dubai International School:

1. To do the best to enhance the school’s progress and work according to the rules and regulations set by the Ministry of Education
2. To attend the workshops and seminars organized whether by the school or by outsiders
3. Not to work for any other party
4. No to give private lessons unless provided by an authorization by the school. Failure to abide to this condition might result in a penalty set by the administration according to the laws of the Ministry of Education and the Labor Office

**Gratuity:** Once the employee completes a minimum of one year of continuous service with DIS, he/she automatically becomes entitled to an end of service gratuity in accordance with the provisions of the UAE Labor Law.

- 21 days of the basic salary for each year up to the first five years.
- 30 days of the basic salary for each year in excess of five years.

**Frequently Asked Questions**

1. **What should I do when I first come to the school?**

   - If you are on Visit Visa
     Present the following documents to the human resources office:
     a. 12 photos
     b. Attested Certificate
     c. Original Passport (Validity 8 months)
     d. Fill in Friendship Application

   - If you are on Employment Visa
     1. Present the following documents to the human resources office:
        a. 10 photos
        b. Original Passport (Validity 8 months)
        c. Fill in Friendship Application
        d. Medical Checkup

   - If you are on Spouse Sponsorship
     Present the following documents to the human resources office:
     a. 12 photos
     b. Attested Certificate
     c. Passport Copy (Validity of 8 months)
     d. Passport copy of sponsor
2. **What should I do to make the medical checkup?**
   - Step 1: You need 1 photo + Passport copy + Employment visa
   - Step 2: Print the medical report and issue health card
   - Step 3: Take the report + passport copy + Employment visa + 2 photos to Municipality or Satwa Medical Center and make the medical checkup.

3. **What should I do in the event of being sick?**
   - Inform the school early in the morning
   - Send teaching material for your classes
   - Fill in the absenteeism justification form the first day you show in school. Provide doctor’s report if available.

**What should I do in the event of being late to school?**
- Inform the school
- 250 minutes of no excuse tardiness: 1 day is deducted

4. **What should I do to obtain a driving License?**
   - You need to apply through a driving institute. You need:
     1. Original passport and photocopy of residency
     2. Photographs (4)
     3. Eye check-up
     4. Registration form filled in by the applicant
     5. No objection letter from school
   - If you have a driving license from the GC, USA, Australia, or some European countries, then you just need your driving license and the passport copy with the residency.

5. **What should I do to register a car?**
   1. Passport photocopy + residency
   2. Car insurance

6. **What should I do to install a telephone or Internet?**
   1. Application form filled in by the applicant
   2. Passport + Residency photocopy
   3. No Objection letter from school
   4. Tenancy contract

7. **What should I do to have a GSM (mobile) number?**
   1. Passport + Residency photocopy
   2. AED fees

8. **What should I do to have Internet connection?**
   1. You must have lane number
   2. Sign in to e4me.ae and follow the procedure provided
9. **What should I do to open a bank account?**
   1. Passport photocopy + Residency Copy
   2. Salary certificate from school

10. **Why do I need to open a current account?**
    You need to open a current account to obtain a check book. Checks are needed when you need to buy things on installment like renting a house.

11. **What should I do to have a credit card or a bank loan?**
    1. Passport photocopy + Residency Copy
    2. Letter from school
    3. Salary certificate for the last three months

12. **What should I do to obtain a visit visa for my relatives or friends?**
    - For parents, parents in law, spouse, or children:
      1. Passport copy of the relative
      2. Original passport the applicant (with the residency) + copy
      3. Labor contract attested from Tasheel for a fee of AED 50.
      4. A visa fee of AED 340 for one month.
      5. The salary should be more than 5000 AED.
    
    - For sister, brother, spouse’s sister or brother:
      1. Passport copy of the relative
      2. Original passport the applicant (with the residency) + copy
      3. Labor contract attested from Tasheel for a fee of AED 50.
      4. A visa fee of AED 340 for one month.
      5. The salary should be more than 5000 AED.
    
    - For friends:
      1. Passport copy of the friend
      2. Original passport the applicant (with the residency) + copy
      3. Labor contract attested from Tasheel for a fee of AED 50 of AED.
      4. A visa fee of AED 340 for one month.
      5. The salary should be more than 8000 AED.

    Note: The person must go in person to immigration and apply for the visa. The visa is valid for a period of 30 days costs 340 AED and for 90 days costs 1300 AED.

13. **What should I do to obtain a residency visa for my relatives?**
    1. Original passport + copy
    2. Attested marriage certificate (for wife)
    3. Attested birth certificate for children
    4. Labor contract
    5. Application form from Immigration

14. **What should I do if I need a house maid?**
    1. Original passport + copy
    2. Passport copy of spouse
3. Labor contract  
4. Deposit of AED 5,000  
5. Photo of maid  
6. Application of maid (from labor supply offices)  
7. Application form from Immigration

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**Teacher, Upper Classes**

<table>
<thead>
<tr>
<th>REPORTS TO</th>
<th>Head of Section</th>
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<tbody>
<tr>
<td>SUPERVISES</td>
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<tr>
<td>SUBSTITUTE</td>
<td>Teacher, Head</td>
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<tr>
<td>PAY GRADE</td>
<td>CLASSIFICATION</td>
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<td></td>
<td>STAFF</td>
</tr>
</tbody>
</table>

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**DUTIES AND RESPONSIBILITIES**

**A. Instructional Process**

1. Plans and implements a program of instruction that adheres to the school’s philosophy, goals, and objectives  
2. Makes purposeful and appropriate lesson plans that provide for effective teaching strategies  
3. Insures that all students learn the basic and essential skills at each grade level  
4. Plans and implements a program of study designed to meet individual needs of students  
5. Creates a classroom environment conducive to learning by employing a variety of appropriate teaching strategies  
6. Encourages student enthusiasm for the learning process and the development of good study habits  
7. Prepares substitute folder containing appropriate information as required by the head  
8. Recognizes learning problems and makes referrals as appropriate  
9. Makes appropriate adjustments in the instructional program as required by the head

**B. Students Evaluation**

10. Marks minitests, class work, homework and the like giving appropriate feedback  
11. Maintains records of students marks and progress and submits it to the head or administration upon request  
12. Provides reports on students marks and progress and submits it to the head or administration as per schedule or upon request  
13. Provides the final results of students on the school’s official forms and submits it to the head as per schedule  
14. Provides reports on week students and a remedy for each case  
15. Respects the confidentiality of students records and information  
16. Sets a plan for tutoring students as per the request of the Director of Students Affairs
17. Refrains from giving private lessons unless authorized from the Director of Students Affairs
### C. Classroom Management

18. Develops, in accordance with the school guidelines, reasonable rules of classroom behavior and appropriate techniques that are consistently applied
19. Unlocks the class door when first coming to class and locks it before recess and upon dismissal
20. Switches off the AC’s and lights upon dismissal
21. Takes necessary and reasonable precautions to protect students, equipment, materials and facilities
22. Shares responsibility during the school day for the supervision of students in all areas of the school

### D. Public Relations

23. Upholds administrative policies and procedures, and enforces school rules and regulations
24. Strives to communicate the positive aspects of the school’s program to the public in word and deed
25. Works cooperatively with parents to strengthen the educational program for their children
26. Establishes and maintains cooperative relationships with other staff members
27. Refrains from political and religious chatting with other staff members

### E. Professional Growth

28. Continues professional growth through attendance at workshops, seminars, and conferences whether in school or outside
29. Cooperates with the administration in planning appropriate in-service training programs
30. Researches new topic areas and maintains up-to-date subject knowledge

### F. Curriculum Development

31. Keeps current in subject matter knowledge and learning theory and is willing to share this knowledge for continual improvement of the school's curriculum
32. Assists on the ongoing curriculum revision process, including the revision of written courses of study
33. Provides annual assessment of current books used and suggests substitute books and material if required
34. Provides new curriculum materials

### G. Other Tasks and Duties

35. Respects all the rules and regulations of the school
36. Participates in the School field and recreation trips
37. Supervises the fields and other facilities as requested by the Section Supervisor
38. Checks the neatness of students books, copybooks, CW, HW and school bags
39. Checks students’ personal neatness regularly and reports any irregular case to the section supervisor
40. Informs the Section Supervisor if there is a doubt about a student’s medical problem (like sight problems)
41. Provides the HW, yearly and weekly plans as per schedule
42. Enriches the school’s Website with new material
43. Proctors the minitests and tests halls as per assigned schedule
44. Attends staff and departmental meetings
45. Attends Teachers-Parents meetings
46. Participates in and prepares for the morning assembly as per schedule
47. Participates in and prepares for the school’s extra-curricular activities
48. Treats all children with dignity and respect
49. Serves all children without bias or favoritism
50. Substitutes other teachers
51. Performs other related duties as requested by the Department Head or Section Supervisor

## REQUIREMENTS

1. **Degree:** Minimum Diploma (Two Years of post high school certificate) for elementary classes, and minimum Bachelor in the subject taught for upper classes
2. **Experience:** Minimum of two years’ teaching experience
3. **Special Requirements:**
   a. Passes the Ministry of Education interview or test and meets all the ministry’s requirements
   b. Demonstrates a strong grasp of subject matter
   c. English language (Excellent in reading, writing and speaking) for English teachers and all English teaching subjects (mathematics, sciences, computer…)
   d. Computer literate (Especially Word and PowerPoint)
   e. Age between 25 and 50
   f. Cheerful, Active, and Dynamic
   g. Has a warm and friendly personality
   h. Sensitive to the feelings and needs of others
   i. Able to relate well to children

## TERMS AND CONDITIONS

Abides by the contract signed with the school regarding: Working days and hours, Dress code, Absenteeism and tardiness policies, and Resignation

## COMPENSATION AND BENEFITS

1. **Salary and benefits:** as per pay grade
2. **Annual Leave:** 14 days midyear break, 60 days summer vacation

## PERFORMANCE APPRAISAL

Conducted annually
Teacher, KG

REPORTS TO | Head of Kindergarten Section
SUPERVISES | N/A
SUBSTITUTE | Teacher, Assistant Teacher
PAY GRADE | CLASSIFICATION STAFF

DUTIES AND RESPONSIBILITIES

A. Instructional Process

1. Plans and implements a program of instruction that adheres to the school’s philosophy, goals and objectives
2. Makes purposeful and appropriate lesson plans that provide for effective teaching strategies
3. Insures that all students learn the basic and essential skills at each grade level
4. Plans and implements a program of study designed to meet individual needs of students
5. Creates a classroom environment conducive to learning by employing a variety of appropriate teaching strategies
6. Encourages student enthusiasm for the learning process and the development of good study habits
7. Recognizes learning problems and makes referrals as appropriate
8. Makes appropriate adjustments in the instructional program
9. Prepares and teaches pupils dances and songs for school ceremonies

B. Students Evaluation

10. Evaluates accomplishments of students on a regular basis
11. Maintains records of students marks and progress and submits it to the KG principal as per schedule or upon request
12. Provides the final results of students on the school’s official forms and submits it to KG principal upon request or as per schedule
13. Respects the confidentiality of students records and information

C. Classroom Management

14. Develops, in accordance with the school guidelines, reasonable rules of classroom behavior and appropriate techniques that are consistently applied
15. Unlocks the class door when first coming to class and locks it before recess and upon dismissal
16. Switches off the AC’s and lights upon dismissal
17. Takes necessary and reasonable precautions to protect students, equipment, materials and facilities
18. Shares responsibility during the school day for the supervision of students in all areas of the school

D. Public Relations

19. Upholds administrative policies and procedures, and enforces school rules and regulations
20. Strives to communicate the positive aspects of DIS to the public in word and deed
21. Works cooperatively with parents to strengthen the educational program for their children
22. Establishes and maintains cooperative relationships with other staff members
23. Refrains from political and religious chatting with other staff members

**E. Professional Growth**

24. Continues professional growth through attendance at workshops, seminars, and conferences whether in school or outside
25. Cooperates with the administration in planning appropriate in-service training programs
26. Researches new topic areas and maintains up-to-date subject knowledge

**F. Curriculum Development**

27. Keeps current in subject matter knowledge and learning theory and is willing to share this knowledge for continual improvement of the school's curriculum
28. Assists on the ongoing curriculum revision process, including the revision of written courses of study
29. Provides annual assessment of current books used and suggests substitute books and material if required
30. Writes new curriculum materials

**G. Other Tasks and Duties**

31. Respect all the rules and regulations of the school
32. Provides weekly and yearly plans
33. Provides material needed to teach pupils (drawings, songs, boards…)
34. Participates in the School field and recreation trips
35. Checks students’ personal neatness regularly and reports any irregular case to the KG Principal
36. Checks the neatness of students books, copybooks, CW, HW and school bags
37. Informs the KG Principal if there is a doubt about a student’s medical problem (like sight problems)
38. Supervises the fields and other facilities as per assigned schedule
39. Participates in and prepares for the morning assembly as per schedule
40. Participates in and prepares for the school’s extra-curricular activities
41. Attends staff and departmental meetings
42. Attends Teachers-Parents meetings
43. Treats all children with dignity and respect
44. Serves all children without bias or favoritism
45. Substitutes other teachers
46. Performs other related duties as requested by the Head of Kindergarten Section

**REQUIREMENTS**

1. Degree: Diploma (Two Years of post high school certificate)
2. Experience: Minimum of two years’ teaching experience
3. Special Requirements:
   a. Passes the Ministry of Education interview or test and meets all the ministry’s requirements
   b. Approved by the Municipality by making the required Health Test
   c. Demonstrates a strong grasp of subject matter
   d. English language (Excellent in reading, writing and speaking) for English teachers
   e. Computer literate (Especially Word and PowerPoint)
   f. Age between 25 and 50
   g. Female
   h. Cheerful, Active, and Dynamic
   i. Has a warm and friendly personality
   j. Sensitive to the feelings and needs of others
   k. Able to relate well to children

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<tr>
<td>2. Annual Leave: 14 days midyear break, 60 days summer vacation</td>
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<tr>
<th>PERFORMANCE APPRAISAL</th>
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<tr>
<td>Conducted annually</td>
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</table>
**Assistant Teacher**

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<th>REPORTS TO</th>
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<tbody>
<tr>
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<tr>
<td>SUBSTITUTE</td>
<td>Teacher, Assistant Teacher</td>
</tr>
<tr>
<td>PAY GRADE</td>
<td>CLASSIFICATION STAFF</td>
</tr>
</tbody>
</table>

**DUTIES AND RESPONSIBILITIES**

1. Assists the classroom teacher with the supervision and management of a class
2. Assists in planning and implementing the daily program under the direction of the classroom teacher
3. Assists in planning and preparing the learning environment, setting up interest centers, and preparing needed materials and supplies
4. Assists in the preparation of boards like drawing, cutting, gluing…
5. Assists in teaching pupils dances and songs for school ceremonies
6. Assists the classroom teacher in checking students’ neatness
7. Assists the classroom teacher in other ways as requested
8. Supervises the classroom when the classroom teacher is out of the class
9. Switches off the AC’s and lights upon dismissal
10. Distributes school’s correspondences to student files
11. Accompanies the students to the busses
12. Takes necessary and reasonable precautions to protect students, equipment, materials and facilities
13. Shares responsibility during the school day for the supervision of students in all areas of the School
14. Strives to communicate the positive aspects of the school’s program to the public in word and deed
15. Establishes and maintains cooperative relationships with other staff members
16. Continues professional growth through attendance at workshops, seminars, and conferences
17. Attends staff and department meetings as required
18. Respects the confidentiality of students records and information
19. Respects all the rules and regulations of the school
20. Participates in the School’s field and recreation trips
21. Supervises the fields and other facilities as requested by the section supervisor
22. Participates in and helps in the preparation for the morning assembly
23. Participates in the school’s extra-curricular activities
24. Treats all children with dignity and respect
25. Refrains from political and religious chatting with other staff members
26. Substitutes other teachers or assistant teachers and performs the job as per the job description
27. Performs other related duties as requested by the Head of Kindergarten Section
### REQUIREMENTS

1. **Degree:** High School
2. **Experience:** Minimum of two years’ experience
3. **Special Requirements:**
   - a. Passes the Ministry of Education interview or test and meets all the ministry’s requirements
   - b. Approved by the Municipality by making the required Health Test
   - c. English language (Good in reading, writing and speaking)
   - d. Age between 25 and 50
   - e. Female
   - f. Cheerful, Active, and Dynamic
   - g. Has a warm and friendly personality
   - h. Sensitive to the feelings and needs of others
   - i. Able to relate well to children

### TERMS AND CONDITIONS

Abides by the contract signed with the school regarding: Working days and hours, Dress code, Absenteeism and tardiness policies, and Resignation

### COMPENSATION AND BENEFITS

1. Salary and benefits: as per pay grade
2. Annual Leave: 14 days midyear break, 60 days summer vacation

### PERFORMANCE APPRAISAL

Conducted annually
لوائح النظام الداخلي

مقدمة:

تتمنى لكم إدارة المدرسة أن يظل النجاح حليفكما وأن تكون المدرسة منزلكم الثاني أملين أن تبدلا كل جهد ممكن حيث أن نجاح مدرستكم هو نجاح لكم.

وفي هذه الظروف تتمنى إدارة المدرسة إلتزامكم التام والالتزام بالنظام الداخلي الذي يحدد واجباتكم كما يحافظ على حقوقكم وعليه تتمنى المدرسة أن تقرروا هذا النظام بتمعن والتوقع على ما جاء فيه.

الإنضباط:

1. الحضور إلى المدرسة قبل الساعة 7:30 صباحا قبل موعد فرع الجرس. وفي حال التأخر يجب تبرير ذلك خطيا وفي يوم التأخر ذاته ويعتبر المدرس متأخرًا" إذا حضر بعد الساعة 7:30 حيث يتم احتساب التأخر أوتوماتيكيا بهذا الوقت. في حال التأخير أو الغياب المفاجئة يجب الاتصال مباشرة بالمدرسة على الرقم 04/3385530 / 04 – 3380370، وعلى رقم 04/3383812 الخاص بقسم رياض الأطفال.

2. ينتهي الدوام في الأوقات التالية:

   1. مرحلة رياض الأطفال والمرحلة الإبتدائية من (1 - 5):
      - الساعة 02:30 ب.ظ أيام الأحد، الاثنين، الثلاثاء والأربعاء
      - الساعة 03:30 ب.ظ يوم الخميس
      - الساعة 02:00 ب.ظ أيام الخميس - (مدراسات ومدرسو التربية الرياضية)

   ملاحظة: في حالة إقامة ورش عمل تدريبية أو لقاءات عامة أيام الخميس يمتد الدوام من الساعة 03:30 حتى الساعة 04:30 بعد الظهر.

   2. المرحلة العليا من (6 – 12):
      - الساعة 03:30 ب.ظ أيام الأحد، الاثنين، الثلاثاء والأربعاء
      - الساعة 03:00 ب.ظ يوم الخميس
      - الساعة 02:00 ب.ظ أيام الخميس - (مدراسات ومدرسو التربية الرياضية)

   ج. الهيئة الإدارية (KG - 5):
      - الساعة 03:30 ب.ظ على أن لا يغادر المشرف/المشرفة قبل مغادرة آخر طالب/ة من القسم.

   د. الهيئة الإدارية (6 – 12):
      - الساعة 03:30 ب.ظ والالتزام المشرف أو المشرفة في كل قسم بالدوام لغاية الساعة 04:00 ب.ظ.

3. يبدأ الدوام الصباحي للهيئة الإدارية تمام الساعة 7:30 ع.م. ب.ظ.

4. التقيد بالتوقيع وقت الحضور ووقت المغادرة لكي يتبنى الإدارة حصر الغياب وسد الفراغ بالسرعة الممكنة في حال وجد أي غياب.

5. إبلاغ الإدارة مسبقا عن الغياب مع ذكر الأسباب وإعداد مادة إحتياطية تتضمن أعمالا إضافية.
للطلبة تلجأ إليها الإدارة أثناء فترة غياب المعلم، وإيداعها لدى مشرف القسم. وفي حال غياب المدرس بدون بلاغ وبدون عذر مقبول فإن الإدارة الحق في إيقاع حسم على مرتبه.

6. المشاركة الفعلية والجدية في شغل حصص الإحتياط خاصة من تقل حصصه عن النصاب.

7. عدم مغادرة المدرسة خلال ساعات الدوام إلا لظروف طارئة وقاهر ولا يمكن تأجيله، وعلى في هذه الحالة:
✓ تقدم طلب استذان وإعداده من رئيس الدائرة، ومشرف القسم، والمدير، ثم إيداعه لدى شؤون الموظفين بعد التنسيق مع مساعد المدير.
✓ وجوب تسلم مسؤول الامتحانات مادة تنشئ الطلاب أثناء غيابه.
✓ وفي حال رغبة المعلم بمغادرة المدرسة بعد إنتهائه من الحصة اليومية المكلف بها فعليه تقديم طلب الاستذان حسب المتبوع تحديا لتغطية أي احتياط، وكذلك إبلاغ مسؤول النقل إذا كان من المستفيدين من النقل بواسطة أصا المدرسة.

8. عند قرع الجرس لطابور الصباح وبعد إنتهاء الفرص على المعلم أن يقف أمام طلاب صفه وأن يعمل على تنظيمهم وأن يراقفهم إلى قاعة الدرس بهدوء وترطيب.
9. تحرى الدقة والسرعة في الدخول إلى الصف بعد إنتهاء الحصة منعا لحدث أو تسبب في صفوف الطلاب.
10. عدم المساواة للطالب بالخروج من الصف إلا لأمر اضطراري ويراعى المدرس الحالات الخاصة المرمية وغيرها.
11. عند قرع الجرس إيازا بالخروج إلى الساحة أو بانتهاء الدوام، على المدرس أن يكون حريصا على ما يأتي:
• إنهاء الحصة قبل لحظات قليلة من قرع الجرس مفسحا المجال للطلاب أن يستعدوا لمغادرة الصف بهدوء.
• أن يتأكد من أن كل دمية قد قام بترتيب حاجاته ولوازمه ومفده وطاولته.
• أن يوعز إلى الطلاب بمغادرة الصف بترتيب وتنظيم وهو دوء كل حسب دوره بدون تدافع على الأبواب.
• أن يتأكد من أن الطلاب قد أخذوا معهم كل ما يحتاجونه قبل الخروج إلى القرصية أو عند الانصرف إلى المنزل.
• أن يتأكد أن الصف بحالة جيدة وأن الأندوات والكنيك قد أطفئت.
12. الاستعداد والتخطيط لاندماج الصف إلى الحصة وذلك بتجهيز الكتب والوسائل والأدوات اللازمة له، وله أن يستعين فقط بزيار الحصة في إعداد ونقل اللوازم وما شابه.
13. المشاركة الجادة في المناقشة الأسبوعية وذلك بمراجعة ما يلي:
• الخروج إلى الساحة قبل قرع جرس القرصية وقبل مغادرة الطلاب لصفوفهم ( في حال عدم وجود حصة).
• تنظيم وقوع الطلاب أمام شباك الكانتين في صفوف أحدهما للصغار والآخر للكبار وفرض احتراز الدور على الطلاب حين الشراء.
• مراقبة المقاهي العامة في الساحة كالتى أكثر فيها تجمع الطلاب والتي يتوقع أن تكون خطرة على سلامة طالب ( السلاسل والأدراج وأماكن اللعب) والأماكن التي يرتادها أثناء القرصية.
• مراقبة سلوك الطلبة أثناء القرص:
  - توجيه الطلبة إلى عدم بيع الأوساخ إلا في الأماكن المخصصة لها وعدم التهانئ في هذا الأمر.
- ملاحظة تعامل الطلبة مع بعضهم البعض وعدم التردد في إبداء النصائح إلىهم وقت الضرورة والمساهمة الفعلية في حل ما قد يقع من خلاف بين طالب وآخر.

- إبلاغ المشرف حالاً عن أي خطأ يرتكبه أحد الطلبة لاتخاذ الإجراء المناسب في حقه.

- تجمع الطلبة بسرعة عند قرع جرس طابور الصباح وانتهاء الفرصة والتاكيد من عدم تلؤك أي طالب.

- مراقبة دخول الطلبة إلى صفوفهم بشكل هادئ ومنظم.

- عدم الانتهاش بأحاديث جانبية.

14. التقيد بالنزى اللائق عند الحضور إلى المدرسة والالتزام بارتداء ملابس رسمية أو التي الذي تحدده الإدارة.

ب. الأنظمة التربوية:

1. المعلم مرتبط، قبل كل شيء، فهو إما أن يكون أباً أو أباً أو أخاً أو أختاً. في هذا المنطلق، فإن دوره التربوي يقضي بمساهمته الفعالة والاجتماعية في بناء شخصية الطالب ومساهمته في منطقته.

- وحرص على تحقيق السلوكيات الفضلى.

- وفي حال اكتشاف حالة جنوح سلبي لدى أحد الطلبة، أو تعرضه لموقف سلبي منه أو نشوب خلاف بينهما، فالإرشاد والإجابة.

2. احترام عقائد الآخرين.

3. عدم التكلّم بالسياسة أو بالأمور الشخصية خاصة أمام الطلبة.

4. عدم إظهار الانتقادات أو النقد العلني أمام طرف ثالث.

5. عند اكتشاف حالة ضعف عند أحد الطلبة، على المعلم الاتصال برئيس دائرة المعالجة.

6. المشاركة في الأنشطة التربوية داخل المدرسة.

7. مصاحبة الطلبة في الرحلات الترفيهية الخارجية بمعدل أربع مرات خلال العام الدراسي.

8. الالتزام بعدم إعطاء دروس خاصة لطلبة المدرسة تماشياً مع التعليم المدرسي.

9. تعليم المعلمين والطلبة الكفاءة والاحترام باولياء أمورهم في حال الطلبة ذلك.

10. إلزام المدرسة بإدخال الدرجات على بوابة المدرسة الإلكترونية في المواعيد المحددة.

11. الالتزام بالإجراءات التربوية وورش العمل التي تحددها المدرسة، وعلى المدرستين في هذه الحالة الالتزام بأي الإجراءات التي تحددها إدارة المدرسة.
مع العلم بأن التكلفة المالية لهذه الدورات تدفع من قبل المدرسة، وعلى المدرس المشترك أن يستمر في العمل لمدة ثلاث سنوات وإذا قرر إنهاء عقده قبل ثلاث سنوات فإنه يتحمل هذه التكلفة المالية.

الالتزام بالاجتماعات الاسبوعية للهيئة التعليمية والهيئة الإدارية واجتماعات أولياء الأمور التي قد تعقد.

الالتزام بالحضور في اليوم التدريبي الذي يسبق يوم السبت في الأسبوع الأخير من كل شهر.

الأنظمة الأكاديمية:

1. لكل مادة رئيس دائرة مسؤول عن تنظيم العمل في دائريته ومتابعة سير العمل والتنسيق بين المدرسي المادة وعلى المدرس الاجتماع مع رئيس دائريته لبسطه على سير العمل والمشاكل التي قد تواجهه في المواعيد التي يحتبه رئيس الدائرة.

2. على المدرس إعداد وقائدة قبل الانسحاب إلى الطلبة إلى دائرة الدورات التدريبية الأولية ومراجعة التوصيات هناك للفصل والتصويت في هذه الخطة والالتزام بها حرفيا. وفي حال الرغبة في التعديل يجب الرجوع إلى رئيس الدائرة وأخذ الموافقة.

3. على المدرس أن يعة تحضيراً يومياً لكل صف وضع سير العمل اليومي عليه إبرازه عندما يطلب منه إفادته.

4. على كل مدرس تدوين علامات الطلبة الاختبارية والصفية على دفتر العلامات الخاص وعلي النظام الإلكتروني الخاص بالعلامات بعد اعتماد رئيس الدائرة لهذه العلامات.

5. ونناج العملية التعليمية على المدرس تحضير الوسيلة المناسبة التي تساعد على استيعاب الدروس الامتحانية أو غيرها. إما بتحضيرها بطريقته أو طلب من الطلبة تنفيذها وأحيانا أثناء شرح الدروس.

6. على المدرس ومع بداية السنة الدراسية مباشرة إعداد الإصدار بواسطة رئيس الدائرة كشفاً بالزيارات الخارجية إلى الأماكن التي ترتبط بالمنهج وتعتبر من الوسائل المساعدة للعملية التعليمية وعليه بعد كل زيارة كتابة تقرير عنها والطلب من الطلبة تنفيذ ملاحظاتهم عنها في دفتر النشاط.

7. يخري الدقة أثناء عملية الشرح ومتابعة الطلبة الذين هم بحاجة للتوجيه والإرشاد ومتابعة عمليتهم والإبلاغ عن مدى تقديمهم والتقدم من أن كل طالب قد يكون على الانتظار.

8. على المدرس التأكد من نظافة وترتيب دفتر الطالب الصفي ودفتر الواجب ودفتر الأمور ودفتر الملاحظات ومحاسبة عند التشريفي ودوين ملاحظاته على دفتر المتابعة اليومي وفي حال التكرار إبلاغ الإدارة.

9. على المدرس كتابة خطة العمل الأسبوعية وارفاقها بدفع الواجبات بحيث تحدث عمل الأسبوع التالي المطلوب من طرف الطلبة.

10. ضرورة تصحيح الواجب اليومي والتأكد من أن الطالب قد صفح الواجب وتوجي الدقة في التصحيح وذلك لأهميته أثناء مراجعة الدروس المطلوبة من الطالب وإعطاء التغذية الراجعة.

11. إدخال الواجبات المدرسية على بوابة المدرسة حسب جدول الواجبات المعتدة.

12. اقتصر الواجب على ما تم شرحه وعدم إراقة الطالب وضرورة التأكيد على أهم ما تم شرحه والمفيد منه.

13. على المدرس تصحيح الامتحان واكتشاف أخطاء الطلبة وليست نظر في إعداد تصحيح الامتحان في مدة لا تتجاوز 72 ساعة عن الانتهاك من أن كل طالب قد وعى أخطاءه وتم معرفة الإجابة السليمة، وإبلاغ رئيس القسم أو الإدارة بالحالات المستخصصة والتي تتوجب متابعتها مع الجهة المختصة.
14. إيداع الإدارة خلال الشهر الأول موعدا لمقابلة أهالي الطلبة الراغبين في الاتقاء بالمدرس مرة واحدة أسبوعياً.

15. الالتزام بالاجتماعات التي تعقد والندوات أو الدورات التربوية.

16. التأكيد على أن هيئة المعلم تتضمن جمع الطلبة بأشكال معينة، ويتم عند الحاجة.

ه. النظم الإدارية:

1. يعتبر الاتفاق على الراتب الإجمالي مقابل تدريس 28 حصة أسبوعيا لصفوف (5-1) و26 حصة لصفوف (6-3) و26 حصة للصفوف المشتركة ملزمًا للجميع في كافة المراحل الدراسية وفي أي وقت يتطلب الأمر ذلك خلال العام الدراسي.

2. يعتبر الانتقاد عن الاتصال بالعمل بعد أسبوع من بداية الدوام انتقادًا غير مبرر إلا إذا كان غيابًا شرعيًا على المدرس، وإلا فالمدرسة تتحمل مسؤولية الطريقة والتكلفة في التأجيل، وإذا كان السبب مرضيًا، على المدرس إبلاغ الإدارة بخصوصه طبيًا موثقًا من الجهات الرسمية.

3. يعتبر المدرس متأخرا عن المدرسة بعد الساعة 7:30 صبحًا ويحصل من الراتب بما ينص عليه قانون العمل في دولة الإمارات العربية المتحدة.

4. مغادرة المدرسة بدون توقيع ينتج عنها تصريح يوم لكل ثلاث مرات لا يتم فيها التوقيع عند الغادرة.

5. في حال نسيان التوقيع صبحًا أو عند المغادرة أو وجود مشكلة في التوقيع يجب مراجعة شؤون الموظفين وتعبئة الطلب الخاص بذلك.

6. في حال قرر الموظف ترك العمل خلال مدة سريان العقد أو قبل انتهاءها، ومنذ بداية الأزمة، ويبطأ العمل بسنة على الأقل فإن الموظف يتحمل تكاليف رسوم الأقامة وبيتاقة العمل.

7. ستقوم المدرسة بدفع بدل عمل إضافي على النحو التالي:

- للمدرسين: إذا تجاوز عدد الحصص الأسبوعية 28 حصة في صفوف (5-1) و26 حصة في صفوف (6-3) و26 حصة في الصفوف المشتركة.
- المشرفون: إذا تجاوز عدد الحصص الأسبوعية 20 حصة.
- روؤساء الدوائر: إذا تجاوز عدد الحصص الأسبوعية 14 حصة للدوائر التي يزيد عدد المدرسين فيها عن 15 مدرساً، و18 حصة أسبوعياً للدوائر التي يقل عدد المدرسين فيها عن 14 مدرساً.

8. الإجازات:

- الإجازة المرضية: (ندعوكم بالصحة والعافية) بعد فترة الاختبار.

- يستحق الموظف إجازة مرضية علامة تآكل معفوي بالحصص الدراسية، وإذا كان مرضيًا طبيًا.

- يجب توقيع التقدير من الجهات الرسمية ولا يقبل أي تقرير طبي من خارج الدولة.

- إذا لم يكون موافقًا حتى لو كان يوم واحد فقط.

- يتمتع المدرس بإجازة مرضية مدة أسبوعية في الأجر على النحو التالي:
  - الخمسة عشر يومًا الأولي بأجر كامل.
الثلاثين يوما التالية بنصف أجر.
- المدة التي تزيد عن ذلك بدون أجر.
3. الغياب بعد الإجازة: يتم حسم فترة الغياب بعد الإجازة سواء كان الغياب بعذر أو بغير
أثر إلا وفقا لشروط خارجة عن الإرادة.

الإجازة السنوية:

- يستطيع المدرس الذي يتم عامة دراسيا كاملا إجازة سنوية مدتها 60 يوماً (مجمعة أو متفرقة) وإجازة
نصف سنوية مدتها 14 يوماً، أما الإداريون والمشرفون إجازة سنوية 45 يوماً وإجازة نصف سنوية مدتها
7 أيام، وإجازة العمال تكون 30 يوماً. أما الإجازات الأخرى فتكون حسب الإجازات الرسمية في الدولة،
علماً بأنّ أيّة إجازة أخرى - بدون أجر - يضطر إليها الموظف خلال العام الدراسي يتم حسمها من أيام
الإجازة السنوية ومن مكافأة نهاية الخدمة.

مكافأة نهاية الخدمة:

- حسب القوانين المعمول بها بالدولة.
- إجازات أخرى: (متفوقة)
  - تمنح السيدة الحامل 45 يوما إجازة وضع إذا أكملت عاما دراسيا كاملا، أو 22 يوما إذا لم
    تكمل عاماً دراسياً.

في حال عدم الالتزام بأي من القوانين يتم توجيهه لفت نظر شفوي أول وثاني، ثم يتبعه لفت نظر كتابي
علماً بأنه يتم حسم حتى 5 درجات من التقييم السنوي لكل لفت نظر كتابي. وفي حال حصول الموظف
على ثلاثة انتشارات كتابية فقد يتعرض الموظف إلى الفصل النهائي.

لوائح النظام الداخلي

أنا المعلم/المعلمة ________________، أنهن أتفق على

بالنظام الداخلي وإنني أوافق على كل ما جاء فيه، كما أعتبر نفسي موظفاً في مدارس
دبي الدولية الخاصة وللإدارة العامة الحق في نقلني من فرع إلى آخر عندما تقضي
الحاجة إلى ذلك.

التوقيع: __________________
Policies and Regulations

Dubai International Private School is honored to have you as one of its community members for the current/next academic year and wishes you all success.

In order to have a perfectly running institution, all staff members should be well aware and compliant of the school regulations and policies.

This document contains the responsibilities and duties expected of you in order to ensure efficiency of all working members in the school community.

A) Attendance:

1- Attending before the first bell that rings at 7:30 a.m. and in case of lateness, a written justification is needed. Teacher is recorded late if he/she signs in after 7:30 a.m. In case of emergency absence or lateness, teacher is requested to call the school on 04/3380370 or the KG number 04/3383812.

2- School hours ends as follows:

   a. KG-Gr.5 teachers
   - 02:30 p.m. on Sundays, Monday, Tuesday’s and Wednesdays.
   - 01:30 p.m. on Thursdays
   - 02:00 p.m. on all Thursdays (for all P.E Teachers).

   Note: In case of conducting General Meetings, Workshops or Conferences, the school day extends from 01:30 to 03:30 p.m. on Thursdays.

   b. Gr. 6-12 teachers
   - 03:30 p.m. on Sundays, Mondays, Tuesdays and Wednesdays.
   - 01:30 p.m. on Thursdays
   - 02:00 p.m. on all Thursdays (for all P.E Teachers).

   c. K-5 Admin. staff
   - 03:30 p.m. daily. One on duty supervisor must be present till the last student leaves the premises.

   d. (6-12) Admin. staff
   - 03:30 p.m. daily. One on duty supervisor must be present till
   - 04:00 p.m. and till the last student leaves the premises.

3- Attendance of admin. Staff starts at 7:30 a.m. except for on-duty supervisors and secretaries who must be present at the school by 7:00 a.m.
4- Signing the check in and the checkout time as soon as entering the school in order to allow for filling the substitution schedule on time.

5- Informing the administration in advance about the absence, indicating the reason, and submitting substitute material. Failing to do this and in case of absence without a valid excuse, a salary deduction maybe imposed.

6- Participating actively in the filling of the substitution periods.

6- Leaving the school during the school hours is strictly forbidden except when an emergency arises which cannot be postponed and in this case:
   • Submit a leaving request to the HR office after receiving needed approvals form by the head of department, head of section, and principal and after coordination with the Assistant Principal.
   • Submit substitution material to the Exam Officer.
   • If the teacher has an emergency and must leave the school after finishing scheduled teaching hours, he/she must follow the same procedures indicated above.

8- When the bell rings in the morning or at the end of the breaks, every teacher must help organize the students and accompany them to the classroom in a very organized way.

9- Prevent any chaos or mess at the end of each period by being accurate and quick in changing classes.

10- Do not allow students to get out of the class unless for emergency, and a written permit from the teacher should be given to the student.

11- When the bell rings before breaks or to end the school day, the teacher must make sure to:
   □ End the period before the bell rings to allow students get ready to leave the class in order.
   □ Make sure that each student has arranged his/her belongings, chair and desk and has taken all the things he/she needs before going home.
   □ Instruct the students to leave the class in an organized way and to avoid pushing each other towards the doors.
   □ Make sure the classroom is in good condition and that the lights and air conditioner are turned off.

12- To be fully prepared before entering the class and make sure that the books and the necessary tools are with you. You may ask the assistance of the class monitor only in carrying these things.

13- Participate actively in the weekly duty schedule taking into consideration the following:
   □ Be available at the place of duty before the bell rings and before the students leave their classrooms.
   □ Organize the students in front of the canteen counter in two rows, one for the younger students and the other for the elder students. Ensure that all students respect their turn and stand in an organized manner.
   □ Control the sensitive areas in the playground such as stairs to keep the students safe.
   □ Monitor the students’ behavior during the break time and:
   □ Direct them to throw rubbish in the places assigned.
Note how they deal with each other and do not hesitate to advise them when necessary and contribute effectively in solving any clash that may occur among students.

Report any error committed by a student to the supervisor in order to take the appropriate action in this regard.

Gather the students quickly when the bell rings in the morning and after the breaks.

Control that the students enter their classes in a quiet and organized way.

14. Abide by the dress code and dress up yourself in a decent and elegant way when coming to school.

B) Educational Norms:

1. The teacher is an educator. The teacher is a father or a mother, a brother or a sister. His/her educational role requires effective and positive contribution in building the student's personality and maintaining good behavior. If the teacher discovers any misbehavior or negative attitude from the student, he should:

Guide and direct the student positively trying to put the abuser student on the right track.

Never use any verbal or physical punishment.

If the student does not respond, the teacher should report the case to the concerned person and to the parents and can contribute in discussing the case.

2. Respect the beliefs of others.

3. Do not talk politics, especially in front of students.

4. Do not show opposition or criticism of the school or its policies in front of a third party and only discuss your views through official channels in the school.

5. When observing an academic case that needs follow up and/or remedy, the teacher should contact the head of department and should cooperate together to find a solution.

6. Participate in educational activities held and/or sponsored by the school.

7. Accompany the students in the scientific or recreational trips four times during the school year.

8. Abide by the circulars issued the School Administration as well as the Ministry of Education that prohibit the private tutoring.

9. Prepare academic reports for students and attend the parents/teachers conferences arranged by the administration.

10. Enter students’ marks into the portal on time.

11. Attend training seminars and workshops held on Saturdays or after school hours at the times and locations the school specifies. The cost of such trainings, if any, will be paid by the school provided the teacher serves in the school for a period of no less than 3 years; otherwise the teacher will repay the paid costs.

12. Attend the periodic meetings arranged for the teaching administrative staff and parents-teacher conferences on regular school days or on Saturdays, or after school hours, if and when needed.

13. "Attend workshops/ training days that will be conducted on the last Saturday of every month."

C) Academic Regulations and Policies:

1. For every subject there is a head of department who is responsible for organizing the work in the department and following up the performance of the teachers and coordinating among them. A teacher is expected to meet with the head of department once a week at least to keep him informed of how things are going and of the problems facing the
2- The teacher must hand in to the head of department a full plan of the academic year for every class before the end of the academic year. Teachers are expected to follow the plan fully; any modification should be discussed previously with the head of department or administration and must be approved.

3- The teacher must have an up to date daily preparation handbook ready to be given to the head or administration whenever they want to see it.

4- Every teacher must write down all the grades of the students (tests and others) on a special grade notebook and on the school electronic system after the approval of the head of department.

5- For effective teaching, every teacher must prepare the suitable teaching aids for every lesson, and he/she can also ask the students to help prepare teaching aids and bring it on the right time to the class.

6- At the start of the academic year, every teacher must hand in to the head of department a yearly visit plan that helps students understand better the different lessons. (The head of department will give a copy to the administration). After each visit, the teacher is expected to hand in a report and ask each student to write a report about it on his/her activity book.

7- The teacher must be very attentive to all of his/her students during the explanation of the lesson, following up those who need guidance and must make sure that the student has written down correctly and clearly what is needed for the next lesson.

8- The teacher must make sure that all books and copybooks of the students are neat and presentable. In case of any misbehavior, the teacher must write down his remark in the daily following up book. If the student does not respond, this must be reported quickly to the administration.

9- The teacher is expected to write down the weekly homework and activity plan on the school portal on time to help parents follow up their children.

10- Homework must be corrected when given and the teacher must make sure that every student has corrected his homework very accurately because this is essential for later revision.

11- The homework must be limited to what was explained in the previous lesson and must be directed at the most important concepts of what was explained.

12- All the tests and the students’ work should be accurately corrected by the teacher who should make sure that all of the students have written down the correct answers of the questions they couldn’t answer correctly. If a student is not performing well, and is not improving after the teacher does his best, the head of department must be informed quickly and the administration must be notified at the same time.

13- The teacher must hand in the Section Head within the first month of the academic year, the suitable time for meeting parents at school according to his timetable.

14. The teacher must attend all meetings and conferences that are held for staff.

15. Ensuring that the teacher’s responsibility involves all students’ levels and personal aspects and taking this into consideration when the teacher plans his/her lessons. He/she may receive assistance from the SEND Team and Academic counselors when needed.
D) **Administrative Regulations and Policies:**

1- The agreement on the total salary for teaching 28 periods per week for grades 1-5 and 26 periods per week for grades 6-12. This agreement is binding on all subjects and at any time if required during the school year.

2- Failing to join/resume work a week after the beginning of the school year is justified only if the excuse is valid and is accepted by the administration, and in case of illness the teacher should submit a medical report authenticated by the official authorities.

3- The teacher is considered late if he arrives after **7:30 a.m.** Tardiness penalties will be based on the UAE Law distributed in this meeting. All lateness or early leaves must be reported and permitted by the administration as the procedures set by the HR Department.

4- Failing to sign in or out would result in a one day deduction for every three misses.

5- When forgetting to sign in or out, it is the duty of the teacher to fill the required forms to avoid deduction.

6- If the employee decided to quit the work during the term of the contract or at least one year before the expiration of the residence and labor card, the employee shall bear the cost of residence fees and labor card.

7. The school will pay overtime amounts for extra hours as follows:

   * Teachers: If they teach more than 28 (Gr.1-5 teachers) or 26 (Gr. 6-12 teachers) periods per week.
   * H.O.D.: If they teach more than 14 periods per week for departments with teachers of more than 15 and more than 18 for departments with less than 15.

8. **Vacations:**
   
   - **Sick leave:**

     1- The employee is entitled for a sick leave to be accompanied by a medical report, and if the absence is more than two days, the report should be certified by the official authorities.

     2- Absence with sick leave is paid according to the following:
        - The first fifteen days - full pay.
        - The following thirty days - half pay.
        - More than 30 days - without pay.

     3- Absence after an official holiday will be deducted despite the provided excuse except for conditions the administration sees as acceptable.

   - **Annual leave:**

     The teacher who completes a full school year is entitled for annual leave of 60 days (combined or separated) and for a mid-year leave of 14 days. The annual leave for the administrative staff is 45 days (combined or separated) and 7 days as mid-year leave. Laborers and helpers are entitled to a yearly 30 days leave.
All non-teaching staff members are entitled to the official holidays as set by the government.

- **End of Service Ruminations:**

AS per the local UAE government regulations

- **Other leave:**

The maternity leave granted for female staff is 45 days provided the staff had been working for a minimum of 1 year in the school. If the staff had been working for less than a year, then the leave duration is 22 days.

In the case of a violation to the rules and regulations, the staff will receive a verbal warning followed by a written warning. Each written warning will result in deducting 5 marks from the overall appraisal of the staff. After 3 written warnings, the staff may be subjected to immediate termination.

**School Policies & Regulations**

I ------------------------------- am committed to follow the School’s Policies & Regulations and agree on all stated items. I also consider myself one of staff member of Dubai international Private School, and the Administration has the full right to shift me from one branch to another when needed.

Signature: -------------------------------

Date: -------------------------------