

MESSAGE TO ALL TEACHERS

“Our aim is to make a difference by:

- Fostering high academic achievement in different subjects of study.
- Guiding the students to develop effective study skills.
- Encouraging the students to drive maximum benefits from classroom interaction with teachers.
- Discouraging students as much as possible from going to private tutors.
- Promoting responsible citizenship by encouraging students to participate in programs of community service to assist the less advantaged sections of the society.

These are achievable aims and we at ACADEMIA intend to make the best efforts to attain these objectives.

The attainment of the objectives, however, require total commitment of the teachers to the well-being of the students. We have promised this commitment to the parents who have placed their children under our care.

BASIC EXPECTATIONS FROM ACADEMIA TEACHERS

Teaching is a technique and continuous process. It is changing with time. Teachers play the most vital part in the continuous process of learning. So they must have an inner want to make a difference. Teachers should try to explore every possible way to grow in his/her field.

Teachers’ responsibilities to the students in their care:

Students look up to teachers. A teacher is a communicator, a fair evaluator, an adept manager, a strict disciplinarian, a healing therapist and skillful team leader. Sometimes a teacher plays the role of a surrogate parent. Thus a teacher should possess certain requisite qualities expected of him. As students often emulate teachers’ behavior, speech, and mannerisms, therefore, conduct and behavior are essential aspects of a teacher’s personality.

- Think positively and enthusiastically about the pupil and what they are capable of becoming.
- Facilitate learning experiences that engage and stimulate the thinking of every student.
- Understand the intrinsic motivation of individuals and know what it is that motivated students.
- Take actions in constructive ways to develop their whole personality.
- Encourage all the students equally to develop their talents and nourish them to the fullest extent possible.
- Recognize each individual’s requirement and promote them to learning.
- Teachers should try to understand and respect the feelings of students.
- Teachers should not take personal advantages from students.
Teachers should not accept any gift whether it is monetary or other benefits in connection with their work duties. The best gift for a teacher is as expression of appreciation of students/authorities/parents.
- Teachers should not cause harm to a student, such as adverse physical, psychological, or emotional effects.
- Teachers should not disclose personal information and progress outside the school or with anyone except their parents and legal guardian.

- Teachers must speak in English to communicate/interact with their students to develop greater fluency in English. During Bangla classes, students should speak in good Bangla with correct pronunciation.
- Teachers should not be a threat to the students, but must be strict enough about their discipline. For repeated mistakes, students can be detained.

Teachers’ responsibilities to the parents:

- Greet and show respect when they meet any parent.
- Try to understand parents’ needs and consult the welfare and progress of a student through proper channels.
- Encourage parents to interest themselves actively in education and welfare of their children.
- Before issuing any notice to the parents, teachers should be very specific about what the management wants to convey.
- Communicate with parents if the student is absent for three consecutive days.

Teachers’ responsibilities to their colleagues and the school:

- Teachers must maintain professional attitude and courtesy with their colleagues.
- They must be cooperative (help the junior colleagues in all possible means) and respect their senior teachers.
- Maintain professional decorum in teachers’ room and avoid discussion of informal and personal matters.
- They must have the potential to avoid conflicts like private interest, personal clashes, interference in others’ duties etc.
- Teachers and other personnel may receive and make phone calls only for genuine emergencies. Their telephones should not be used for social and personal conversation and they should be discreet and kept to a minimum.
- A teacher is a member of the school as a whole rather than just a particular class or section. All teachers are requested to look after the well being of the students and the institution in general.
- Teachers should maintain a straight forward attitude by avoiding activities such as eavesdropping and backbiting. They must have the acceptance and tolerance if their colleagues advice them for improvement or betterment.

Academia is proud to have a number of potential and expert family members who engage themselves for the betterment of the institution and give efforts to upgrade the school’s reputation.

GENERAL INSTRUCTIONS FOR ACADEMIA TEACHERS

Service rules of any institution helps to maintain the discipline in working system. Academia expects that every member of the family will respect and adhere to the following responsibilities:

- Teachers must wear formal dress in school according to the dress code of the institution.
- Expect to teach a minimum of 20 periods a week.
- All the full time teachers must do a minimum of 3 roster duties (morning/break/after school).

- All the teachers must behave professionally and are requested not to involve themselves in teaching any student of ACADEMIA.
- Must be regular in attendance. In case of emergencies teachers must call the authorized person/ submit application.
- To work as a part of a team and help to promote the aims of the school.
- To be prepared to take part in an on-going staff development programme,
- To be prepared to provide extra help to weaker students.
- To serve on committees and attend meetings and discharge responsibilities thereof,
- To be responsible for visual display of pupils' work.
- To ensure effective delivery in the classroom by using a variety of teaching and learning aids.
- To prepare worksheets and teaching aids for effective delivery.
- To monitor the pupils' progress and take necessary steps to identify and meet their needs
- To deliver the subject content to the students in accordance with the aims and objectives of the syllabus.
- All the teachers are responsible to maintain school discipline. If you become frustrated with any student in the class inform the section in-charge instantly.
- Communicate with parents when problems arise in the presence of the Teacher In-Charge.
- Take substitute classes for absent teachers.
- Attend make up days as required, in lieu of strikes / admission test / school functions.
- To promote ACADEMIA as a school where the students develop not only as an academically accomplished individual, but also are able to interact socially and appreciate and respect their cultural heritage.
- All Teachers to speak in English with the students and as well as colleague.
- Teachers and other staff are requested to keep the sanctity of the Administrative/Accounts office at all times.
- Teachers are not allowed to meet any guardian/parent during class hours. They should meet before/after school hours.
- Do not allow any Ayah or anyone else to barge into your classroom during class hours without prior permission.
- All Notices distributed to the Teachers/students from time to time must be inserted into the File-Cover supplied and should be brought along, including the Hand-Book in every Teacher's Meeting.
- If any teacher has to leave the classroom during class hours for any emergency, they must give some work to the students and notify the Teacher-In-Charge, before they leave so that a teacher may be sent to look after the child while the teacher is away.

Specially for KG-I and KG-II Teachers:

- Class routine to be written in the children's diaries after it is finalised
- For the first week K.G.I & K.G.II students have to practice margin drawing, date and day writing, alphabet writing, name writing on loose sheets which the children will take home after correction. Loose sheets should be prepared before-hand.
- In maths, addition and subtraction sums to be practiced. Only four sums in a page should be done.
- Neatness to be of prime importance. All sums done in the exercise books must have Ans:

- English and Bangla paragraph writing should be taught by leaving one finger space in the beginning. A lot of hand-writing practice to be done with the supervision of the teacher. Hand-writing home-work to be given regularly.
- P.G. to K.G-II students to be encouraged to use markers to write, draw, scribble on the white boards fixed on the walls.

Teachers are expected not to do the following things:

- Lose control over students/colleagues/administrators/other staffs.
- Discourage or insult any student in front of others.
- Make public comments where his/her statement could reasonably be taken as official comments.
- Any sort of physical, mental or verbal assault.
- Use school resources and equipments beyond official limit.
- Corruption, such as giving out question papers to students before exams or not giving their deserved marks.
- Smoke in the school premises.
- Talk about private tuition.
- Allow more than one student to go out of the classroom for any reason.
- Use cell phones inside the classrooms or corridors.
- Take tea inside the classrooms.

DUTIES AND RESPONSIBILITIES OF PART TIME TEACHERS

Part time teachers must follow the same general instruction just like any other ACADEMIA teacher. Basic expectations are just the same like any other ACADEMIA teacher. (So apart from following the above two sections, it is important to follow the following points:

- Should come to the school ten minutes before the class starts.
- Take attendance regularly.
- Give Class work/Home work regularly and mark them.
- Keep the record of Class work/Home work/Class test/mid term test marks in the register.
- Class test / mid term test should be taken according to the given test schedule.
- Prepare mark sheet jointly with the parallel teacher (where applicable) for Mid-term/Half-yearly/Final exams.
- Prepare question paper for MOCK/Half-yearly and final exams jointly with parallel teacher (where applicable)
- Prepare lesson plan for the session in all classes and submit it to Vice Principal regularly.
- Communicate with the parallel subject teachers and the class teachers.
- Be present on the report card distribution day.
- Must maintain the record book regularly and sign it properly.

DUTIES & RESPONSIBILITIES OF THE TEACHERS-IN-CHARGE

The in-charge will be responsible for the overall development and betterment of his / her section.

- It is the duty of the in-charge to plan the work for the teachers.
- They have to guide and counsel the teachers working under them.
- Checking of lesson plans is also an important part of their job. The in-charge has to see whether the H.W/C.W/C.T copies are submitted and checked properly.
- Keep a notice of teachers arrival and departure.
- Discipline maintenance.
- Convey all the events / affairs to the Vice-Principal regularly.
- Have a meeting with the teachers once a week.
- Make co-ordinators of all the subjects.
- Take care, that the routine is followed properly.
- No class should remain without teachers.
- Keep an eye on the activities of the teachers.
- Help the teachers for overall development and grooming up of the classes.
- Help the teachers in guiding and counseling the students to develop academically strong and emotionally healthy individuals.
- Help the teachers to identify weak students in the classes and collaborate with subject teachers to improve their performance.
- Help the teachers in identify disturbing students and take steps to contact parents/guardians to correct his/her attitude and also notify the Vice Principal (Administration) about this matter.
- Help the teachers to actively participate in all co-curricular and extracurricular activities that their students take part in.
- Inquire the class teachers about the student affairs regularly.
- Help the class teachers to randomly perform bag checks to establish order in the school and make sure that students are wearing proper and tidy school uniform.
- Meet the parents throughout the year at events, functions and report card days. Class teachers can make appointments to meet the parents in the presence of the Teacher- In-Charge when there are difficult situations to discuss.

DUTIES & RESPONSIBILITIES OF A CLASS TEACHER

A class teacher's job is distinguished and requires a lot of responsibilities like a team leader.

- A class teacher is responsible for overall development and grooming up of the class.
- Their guidance and counseling help the students to develop academically strong and emotionally healthy individuals.
- A class teacher maintains the attendance register of the class, take regular attendance, follow up with the students who have been late or absent, and call their parents when a student is absent consecutively for three days. Record reasons of their absence and ask the students to submit an application with proper reason.
- Identify weak students in the class and collaborate with subject teachers to improve their performance.

- Identify disturbing students and take steps to contact parents/guardians to correct his/her attitude and also notify the Teacher-in-charge who will, in turn, discuss with the Vice Principal (Administration) about this matter.
- It is very essential for a class teacher to remind the students about the classroom rules and other responsibilities.
- Class teachers are required to actively participate in all co-curricular and extracurricular activities that their students take part in.
- A class teacher must create an atmosphere for healthy friendship among the students and insert in them a sense of respect for one another.
- Class teachers need to keep constant touch with all the subject teachers to remain updated with progress in all subjects including ECA.
- A class teacher must inform the teacher in charge about the student affairs regularly.
- Randomly perform bag checks to establish order in the school and make sure that students are wearing proper and tidy school uniform.
- Prepare tabulations, report cards especially writing comments and acquiring the parents' signatures.
- Give out notices to students as and when required and check the parents' signature.
- Meet the parents throughout the year at events, functions and report card days. Class teachers can make appointments to meet the parents in the presence of the section in-charge when there are difficult situations to discuss.
- The class teacher should under no circumstances allow any child to be taken home by any one except the bearer of the child's identity card or a designated person unless and until there is written instruction from the parents. If for some reason, the child has to go home before the school is over, there must be written information which must be forwarded to the class teacher, who will forward it to the Teacher-In-Charge for permission. If the guardians themselves come, they must inform the Teacher-In-Charge / Class Teacher and no Ayah shall under any circumstances entertain such request.
- The class teacher (Play Group to KG-II) must be with the children till they are taken home. All children must be instructed to inform the class teacher about the arrival of their guardian. The class teacher must check with the guardian before a child is allowed to leave the school premises. No child under any circumstance be allowed to leave school alone.
- When for unavoidable reasons, the class teacher has to leave before all the children have left, she must inform the Teacher-In-Charge / Administrative Officer and inform him / her how many students are left to go. The Ayah will then be responsible to inform the Teacher-In-Charge about the arrival of the child's guardian. The class teacher must instruct the ayah regarding this matter before she leaves.

GUIDELINES FOR INVIGILATORS DURING EXAMINATIONS

During the Examinations all teachers are required to take part in invigilation. Part-time teachers are required to take part in invigilation during the time students are writing the subject he/she teaches.

For invigilation duties the following guidelines should be followed by invigilators.

- They should report to the office at least 20 (twenty) minutes before the start of the examination to take delivery of the question papers & other examination materials.
- They should reach the examination room at least 10 minutes before the start of the examination.
- On the White Board they should write the subject, starting time and finishing time of each subject.
- The invigilators should ensure that no two students of the same class do not sit on adjacent seats
- Any student who is late by more than 30 (thirty) minutes after the start of the examination will not be allowed to sit for that examination.
- Invigilators should check the admit card of the students. If he/ she cannot show the admit card, he/ she can be allowed to write the examinations on the first day but will not be allowed to sit for the examinations on subsequent days.
- Students must bring the admit card everyday
- Question papers should be given to the students 5 (five) minutes before the start of the examinations so that they can write their names etc. For question papers where the students have to write answers on separate sheets of paper, the sheets should be supplied along with the questions paper.
- Attendance of the students should be taken after 30 minutes from the start.
- All examination scripts (question papers on which students write their answers and separate sheets of paper) must be signed by the invigilator. The invigilator should sign the extra sheets of paper when needed, not before under any circumstances. Please note that any paper which does not bear the signature of the invigilator will not be accepted as valid. If you forget to put your signature the student will suffer and you will be held responsible.
- For question papers where all answers are to be written on sheets of paper the invigilator will supply TWO sheets to start with. Separate sheets should be supplied one at a time with the signature of invigilator on it. Under no circumstances students should be allowed to take extra sheets home.
- Invigilators should see to it that the students do not talk to each other or copy from one another during the examination.
- If any student is found copying, his/ her examination script should be taken away and sent to the Principal with a report and the student should be asked to leave the examination room.
- If it is found that most students finish writing their answers in a particular examination paper more than 20 minutes before the end of the examination time, a note should be prepared and a report sent to the Principal about it.
- As the examinations of different Classes are of different duration the examinees of each class should be notified 15 minutes before the end of the examination and the answer scripts taken immediately after the examination is over. Under no circumstances extra time should be allowed.
- At the end of the examination of papers for which answer is written in separate sheet invigilators must see that the students staple the question paper at the back of the answer scripts. No student should be allowed to take the question paper outside the examination hall.
- Invigilators must not gossip with each other, or mark scripts, read newspaper, books, magazines etc. while they are invigilating.
- Under no circumstances should the invigilator leave the room without another teacher substituting him/ her. *Students should not be left in the care of the ayahs.*
- Answer books should be collected promptly at the end of the examination time.

- All stationery to be kept in school except ruler, pencil, eraser and one set of colour pencils. Play Group to K.G-II to keep all stationery in school.
- Teachers should check that all books and stationery are properly labeled.
- Parents to be advised to fill up the information page of the School Diary and give their specimen signature .To tell the parents that the diary should be in the children's bags at all times and should be checked every day by the parents.
- Forms for ID Cards and Collecting Cards, to be filled up by the parents and returned immediately on the same day.
- If any item is not received, it should be recorded in the record sheet and the parent's signature to be taken, so as not to have any confusion. If any item is left, they may be received, once school starts after school hours but not before school hours. Students of classes V to XII may bring the items themselves, and the student will sign the record sheet after the items have been received by the class teacher.
- The Class teachers / Subject teachers will have to do all the sorting of ex. books within the first week of school opening, so that there is no confusion once classes starts.

CLASSROOM MANAGEMENT

A Disciplinary Committee is up to monitor disciplinary procedures and to handle disciplinary cases. The Disciplinary Committee consists of management personnel and faculty. They are charged with the responsibility of reviewing disciplinary cases and issuing decisions in each case, as well as maintaining discipline throughout the campus. They also oversee measures in certain areas, such as class evasion, improper uniform, attendance, illegal substances and items, etc.

Although the Disciplinary Committee oversee measures and policies regarding discipline on the campus, it is up to every teacher to maintain discipline in his/her classroom and throughout the school.

The First Few Days

These suggestions are to help you to get to know your students and to plan your work for the first one or two days of school.

- On the first day, begin by writing your name on the blackboard and ask the students to copy it down in their diaries. Students should be asked to contact the school in case of emergencies such as hartals, etc. You should take down the name and telephone number of all the students in your class in your personal register so that you can do the same in an emergency.
- The Class Teachers must check the students complete the 1st page of the Diary (about personal Information).
- The daily class routine to be given to the children only after a week after it has been finalised. The Class Routine will be pasted in the class and the children should be told to bring the required books the next day.
- Class Teachers should make the children paste the different notices like (Year End Awards and Marking format) in the 1st and 2nd notice pages of their diaries.
- Arrange seats as convenient for the class. If particular students want to sit next to each other do not necessarily allow them to do so. Students should not be segregated.

- Class Teachers should inspect all books and stationery regularly. Check to see that:
 - a) The books are in good condition.
 - b) Students' name, class, section and roll number are clearly written on text books.
 - c) Stationery is in good order.
 If there are any items missing, students must show them to you the next day.
- After about a week or two, make sure that all the students have the correct class routine entered in their diaries. It is always advisable to copy down the routine in pencil because some changes do take place.
- Appoint Class Prefect. Explain their duties to them and put up the notice which describes their duties in detail on the class notice board.
- Appoint white-board captain. It will be the duty of the white-board captain to keep the white-board clean before the next teacher comes. Students should be told that it is a common COURTESY
- Appoint book captain. It will be their duty to collect HW copies for teachers and give them away to the students- on teachers' instruction.
- Discuss general discipline, behavior and conduct. Emphasize the need for orderly behavior both in and outside the classroom especially when going down the staircase and during break. Discuss the Code of Conduct, then put it up on the class Notice Board and follow it meticulously.

Techniques of Classroom Management

In Academia we take discipline very seriously. Discipline refers to the maintenance of order and control necessary for effective teaching and learning both inside and outside the classroom. Good discipline is dependent on a shared understanding of what is accepted behavior among members of the school community. Our school's discipline policy focuses on personal development and growth, not punishment and blame.

Our school values:

- Respecting moral and social values
- Telling the truth and keeping promises
- Respecting the rights and property of others
- Maintaining and using school property correctly
- Taking responsibility for one's action i.e. owning up to mistakes and lapses and acting positively to correct them
- Acting considerately towards others
- Helping those less fortunate and weaker than others
- Maintaining cleanliness
- Maintaining discipline at all levels

Our school rejects:

- Lying, untruthfulness
- Cheating, deceiving
- Bullying, abusing
- Cruelty, beating
- Irresponsibility
- Dishonesty, hypocrisy

- Slandering, backbiting, gossip
- Violence, anti-social behavior

Teaching Methods

It is important to be aware of the methodology used to impart education in ACADEMIA .The old-fashioned method, where the teacher imparted knowledge and the students merely memorized facts, figures and information later spewing it out in examination papers, has been found to be inadequate for the modern world.

Today we try to make learning an interactive process so that the quest for knowledge and information becomes the process of learning. The teacher acts as guide and mentor and indicates where and how to acquire information. Understanding and comprehension therefore play the more important role and memorizing facts is used only to reinforce basic concepts. With the emphasis on understanding concepts and ideas, the need for fluency in language is a top priority. The ability to read, understand, assimilate and then express in one's own words is the goal we are aiming for in the process of education. Students' capacity to use language - in our case both English and Bangla - has to be developed from the very beginning of formal schooling. The teaching of English and Bangla has to be based on developing the power of expression, both oral and written, as much as possible.

Interactive Teaching Methods: Questioning

Questions such as "why" "what" "when" "where" and "how" are fundamental to any conception of learning. Whether or not such questions are vocally expressed, they are the first stimuli to the mental life of the child and remain throughout life as one of the mainsprings of all mental activity. The essence of the question is curiosity which is the basic incentive to learning. Questions provoke thought which in turn leads to knowledge and understanding.

Questions may be written or oral; both forms are important. Oral questions are to be used as a motivational technique, and to develop class interest in the subject/story to be covered in the lesson. Questions promote the give-and-take atmosphere of the classroom, leading to the exchange of ideas and the development of ideas from one question to the next. Questions should touch upon every aspect of the story and the theme which the teachers wish the class to be aware of and learn in the course of the lesson. Questions should also help the class to build an air of expectancy and enthusiasm about the readings to follow.

The method of teaching through the use of questions is perhaps more taxing for the teacher since it is a more complex technique which places stress less on memorized facts and more on the ability to think, analyze and evaluate at every level of learning. Starting from the elementary and junior levels we are committed to developing from an early age, habits of thought, reflection, inquisitiveness, creativity and appreciation. This method is uniquely suited to achieving these goals effectively.

The Teachers' Role

You must remember that you have an important role to play both inside and outside the classroom. In fact as soon as you step into the school compound you are responsible for discipline and must participate actively in enforcing school rules and guidelines on discipline.

However you should not feel isolated, because when you are unable to maintain discipline, you should feel confident that support is available and will be provided by the management. But in order to be effective you must not feel that it is only the responsibility of the Teachers-In-Charge or school management to enforce discipline.

Teachers who are successful at keeping order in their classrooms and meeting students' needs are those who maintain personal discipline themselves. This will be dependant on a number of factors, which include:

- Self discipline
 - Knowledge of school rules and guidelines
 - Following school rules scrupulously
 - Performing assigned duties in a responsible manner
 - Maintaining good attendance and punctuality
 - Enforcing good classroom management
 - Imparting well prepared lessons and having good knowledge of the subject
 - Being cool headed and balanced with good control of emotion and anger
 - Showing respect to all irrespective of age or rank
 - Maintaining a friendly but formal relationship with students, colleagues and parents
 - Having a smart personal appearance with formality of dress and demeanor
- Some of the most common problems faced by teachers in a classroom are often because of lack of general discipline such as:
- ◆ Lack of good manners, interrupting the teacher and each other, rowdy behavior and conduct;
 - ◆ Students being inattentive and naughty, disrupting the class by asking too many questions or talking continuously;
 - ◆ Students coming to class not equipped with correct text books or stationery items and then having to borrow from each other,
 - ◆ Students feeling unmotivated or interested in the lesson.

Management of discipline takes two forms:

- Prevention of misbehavior
- Overcoming misbehavior when the need arises

Preventing Misbehavior

The prime factor for the management of discipline in schools is the ability of teachers to identify students' needs. Teachers therefore, need to recognize individual strengths and weaknesses of their students.

Students with low self-esteem, lack of confidence or a disturbed atmosphere at home may behave with lack of discipline and be disruptive in class, loud, uncooperative and even aggressive with peers and teachers. It is the home situation or a specific weakness or situation that causes their frustration and anger and leads them to behave irrationally, disrupting those around them. In dealing with this type of student an important point to remember is that labeling them as "disruptive" will be ineffective and inappropriate as a method of enforcing discipline because it will damage their self-esteem and reinforce their need to draw attention to themselves through inappropriate behavior.

Furthermore, if the teacher presents interesting and attractive learning activities to students which actively engage them and sustain their interest and attention then that teacher will find that discipline problems in the classroom will be very rare. Discipline problems mostly arise

in the classes where teaching activities are repetitive or boring, where the teacher's performance is lifeless, and where the student's practical involvement in the lesson is noticeably absent.

Ultimately, students must learn to control themselves so that they can behave and work quietly even when a teacher is not watching them. Students should be encouraged to take responsibility for their behavior. The following is a comprehensive list of ground rules which a teacher should stress to the students regarding expectations of their behavior. These rules are not listed in order of their importance or need in the classroom but are deemed to be equally essential for good classroom management.

- No talking while the teacher or a fellow student is talking.
- No unusual, distracting or disturbing noises.
- Orderly entering, leaving and moving in the classroom.
- No interference with the work of others.
- Students must raise their hands to answer and be called upon to speak not simply shout out the answer or comment.
- Students must make a positive effort to complete their work with concentration and attention.
- Students must obey the teachers' command promptly.
- Students must show respect for property and equipment of the School.
- Students must carefully follow procedures regarding safety in the classroom.
- Students must ask questions when they do not understand instructions.
- Students must be ready for each class with the correct textbook, exercise book and their pens, pencils etc., ready to be used.
- Students must have their homework or other written work ready to be handed in to the class monitor who should collect the copies and hand it in an orderly manner to the teacher.

In order to prevent misbehavior, teachers can also exercise control through a number of techniques. Here are some areas to keep in mind for classroom management:

- **Establishing control:** never teach a class which has ignored the entrance of the teacher or is busy talking among themselves.
- **Be organized and in control:** speaking in a quiet and controlled voice is essential to set a tone of command and seriousness and will act as an example so that students also speak in measured tones.
- **Give instructions clearly:** instruction should be given in a clear loud voice and it should be simple and precise.
- **Eye contact:** the teacher can establish control only by looking directly at students especially those who are talkative or disruptive.
- **Seating arrangements:** troublesome students should be seated in the middle of the classroom right in front of the teacher's desk.
- **Engaging restless students:** utilizing bright students as teacher's aides in order to channel their energy in a productive fashion.
- **Be creative:** you must always search for innovative and ingenious solutions to the problem of boredom and tiredness.
- **Control interactive activities:** class interaction must always be controlled - a shouting, screaming group of students is not a class - it is a mob which will learn nothing.

- **Be an effective disciplinarian:** be firm, consistent, and fair. Variety is an important tool: unexpected treats, humor and kindness will often be more useful than a very strict approach.
- **Be firm about bringing the correct books and equipment:** Students should be told that as soon as one class ends they must put away the books used for the class and bring out the books which will be used in the next class. Borrowing from each other should not be permitted.
- **Be punctual:** Situations which are disruptive and harmful for general discipline occur when there is too long an interval between a teacher leaving and the next teacher entering the class or when a teacher overruns the class time thus keeping another teacher waiting. Obviously, apart from the discourtesy of keeping a colleague waiting, this also affects lesson plans; therefore all teachers should take special care to ensure that they manage time very carefully and promptly.
- **Be consistent:** Enforce school rules not only when taking a class but at all times within the school premises. Teachers must be constantly vigilant about discipline during school hours. It is important that you supervise the students during assembly and when school is over so that order is maintained at all times.

Dealing with Misbehavior

Of course all teachers, no matter how effective, will need to deal with occasional student misbehavior and will sometimes need to identify why such behavior arose in the first place. This is a very important task in dealing with any problem; one must always consider where the root of the problem lies before attempting to provide any ideas regarding a solution.

When dealing with breaches in discipline, here are some broad guidelines to keep in mind:

- **Correct targeting:** The student being reprimanded must be correctly identified as having been the one who instigated or was involved in the misbehavior. The particular danger here is failing to identify the first student who engaged in the misbehavior or reprimanding a student who in fact was not involved in the misbehavior.
- **Firmness:** A verbal reprimand should be clear and firm. Students should understand exactly what form of behavior is expected of them and what form of misbehavior is inappropriate in the classroom.
- **Emphasize the positive:** Reprimands should emphasize what students should do rather than complaining about what they are actually doing. For example - 'Please sit quietly' or 'Please pay attention' rather than 'Don't talk'.
- **Use correct and formal language for reprimands:** Teachers must use correct and formal language when addressing students and especially when reprimanding them. Slang, colloquialisms and definitely abusive terms must not be used under even extreme provocation. Raised voices are never as effective as a firm and controlled tone when delivering a reprimand -engaging in eye contact while doing so is also very effective. Teachers should always encourage students to speak in English (except during Bangla class) and to use correct forms of address and polite expressions and they should set the example by doing so themselves.
- **Avoid confrontations:** Teachers should not force students into a situation where a heated confrontation is likely to take place. Where such a situation seems likely, the teacher should postpone the reprimand by asking the student to remain behind after class during which time the teacher can discuss the incident with the student in a more orderly and less heated manner.
- **Criticize the behavior, not the student:** Criticism of the behavior and not the student allows the student to dissociate herself/himself from the act, and emphasizes that the

teacher disapproves of the behavior and not the student. For example a teacher should not say "You are an inattentive or talkative boy/girl" but should rather say "You are being inattentive" or "You are talking too much".

- **Use private rather than public reprimands:** This minimizes the tendency for reprimands to disrupt the flow of lessons and causes less embarrassment to students, as well as less likelihood of teacher-student confrontation. Such private reprimands might include a quiet word with the student, eye contact, physical closeness or asking the student a question to redirect attention to the lesson.
- **Avoid making hostile remarks:** Hostile and sarcastic remarks should be avoided at all times. Such comments only serve to personally attack the child and not the behavior, and farther distance the student from the learning experience. These comments also do nothing to improve the student-teacher; relationship, so vital in creating an appropriate classroom atmosphere for the 'facilitation of students' learning.
- **Avoid unfair comparisons:** Students are equally sensitive to reprimands that involve labeling or comparisons with other students which describe their behavior as typical or disappointing in terms of the teacher's expectations. Once again, in this situation, the teacher criticizes the student as opposed to the misbehavior, alienating her/him as an individual. However, as encouragement teachers can always give the example of a good student.
- **Avoid harassment:** Student should not be harassed for any reason whatsoever. Teachers should not get emotionally involved with any student that may create an even worse situation.
- **Be fair:** Reprimands should be applied consistently to ensure that students know what forms of misbehavior will be dealt with by the teacher. Equally, the teacher must be consistent in applying these reprimands to all students who break the rules. A teacher must not have any favorites and must treat all students equally at all times.
- **Avoid stereotyping:** Teacher should not be biased towards any particular student whom she considers to be very good in certain aspects. At the same time, she should not identify any student to be very bad in every aspect and at the root of all misbehavior in class. The teacher must remember that a student may be poor in one aspect, but cannot be bad in all respects and must try to praise and encourage the student for the good qualities that she/he has.
- **Judicious Use:** Disciplinary action should be used sparingly and in the majority of cases, only after all other ways of dealing with the misbehavior have been tried and failed.
- **Timely Action:** Disciplinary action should be taken just after the offence is discovered and proven. If there is a delay, it loses its effect and fairness because children forget very quickly and the relevance or appropriateness of the consequence is lost.
- **Tone:** Disciplinary action should not be taken when the teacher loses her temper; rather it should be an expression of a fair and severe disapproval of the misbehavior.
- **Severity:** The type and severity of action taken should be in accordance with the offence. Teachers must be aware of school guidelines such as extra homework in the particular subject, copying out chapters from a book or memorizing a poem. All these are academic performance enhancing activities and will not only be a punishment but also serve to improve the academic performance of the student, whereas something as repetitive as writing lines will not be productive. Detention should be used sparingly and only when it is necessary to make a point. Sometimes parents only take punishment seriously when they themselves are inconvenienced so detention is particularly effective in such cases. For especially serious offences the Teachers-In-Charge and Vice

Principal should be consulted and parents are requested to come in and are informed in person that action such as suspension is being taken.

- ***Fair warning and explanation:*** It is very important that the student has received fair warning that a certain type of behavior is not in accordance with school policy and is therefore unacceptable before any severe steps are taken. There must also always be sufficient explanation of why the punishment is being given. This kind of discussion or counseling with the student or in serious cases with the parents as well, should ideally take place before the punishment is set so the degree of seriousness of the offence and the nature of the punishment is made clear to the offender.
- Remember that teachers must have the ability to deal with all sorts of misbehavior, whatever the causes may be and be well informed about the student so that they have an understanding of the reasons for the various types of misbehavior. You should also have a balanced and sound knowledge of the strategies that are most effective in dealing with the particular problems that arise.

Also, remember that "prevention is always preferable to cure" so teachers and Teachers-In-Charge should use counseling and motivating students to behave as expected of them, as the first requirement of Discipline.

STUDENTS WITH SPECIAL NEEDS

Everyone feels excited, confident, curious and alive when they are actively and creatively learning by constructing and understanding the world and making connections between ideas and experiences. Learning is an essential need of all people and a critical mission of our school. Yet sometimes students have difficulty learning in school, despite adequate intelligence, social adjustment, and exposure to schoolwork. Because learning is an invisible change that occurs, the problems with learning are not very easy to recognize, understand or address.

The most critical and important aspect is to identify the 'special needs' children in the classroom as early as possible so that immediate attention can be given to them in order to help them learn better.

There are two broad categories under which we can identify children as those who need more attention due to:

- ***Special Physical Needs:*** Some children may be indifferent in the classroom because of some physical defect which may be either a birth defect or due to various other reasons. Very often children suffer from poor eyesight or hearing disability. Dyslexia is another frequent problem among children. Children who suffer from dyslexia have an average or above IQ but are in lower grades than they should be because their thought process functions differently. They generally exhibit symptoms of poor vision or hearing but this is due to brain dysfunction.
- ***Academic Learning Disabilities:*** Of the many reasons for poor performance, learning disability is one. Children with learning disabilities usually have a normal range of intelligence. They try very hard to follow instructions, concentrate and 'be good' at home and school but they may be hyperactive and are unable to sit still, or are easily

distracted with a short attention span. They lag behind in school tasks. Studies have shown that learning disabilities affect at least 1 in 10 school children.

The critical part of a teachers' role in identifying students and young learners who need special attention is not just constrained and limited to categorize them as "On Trial" or "To repeat" students. Teachers must first identify the child and the special consideration he/she requires. A detailed and in-depth assessment has to be made on students' needs.

Children with special needs require personalized attention. They need to be taught with care in order for them to be able to comprehend and learn. This is a serious matter and has to be handled judiciously to maintain confidentiality and privacy.

The teacher must try to help the children learn by giving them extra attention and conducting Remedial Classes. The teacher must also understand and judge when to involve the Teachers-In-Charge in the process of helping the child learn or getting the child disciplined. Teachers need to discuss these issues in depth with Academic Supervisors who can then take up the matter with the parents as to how best to help the child and monitor the progress on a regular basis. For instance, eye defects or hearing impediments can be dealt with quite easily by simply changing the seating arrangements; but psychological or emotional problems need very careful handling and must always be discussed with Teachers-In-Charge and senior management as soon as possible.

REMEDIAL CLASSES

Academic deficiencies of a child can be overcome sometimes through remedial classes that fit the specific needs of a child. A special need-based program has to be chalked out in consultation with the respective teachers and supervisors. However, any such measure taken by school authorities to improve the performance and progress of the child should be notified to the parents by formal correspondence.

Aims of Remedial Classes: to help children overcome their fears and inhibitions so that they can improve in their academic work. The teachers also encourage their learning process and concentration. But what kind of remedial classes can best help the child and how should they be conducted?

Methods in Remedial Classes: In order to break monotony and prevent boredom, Remedial Classes must differ from the regular classes and curriculum. Innovative ways of conducting lessons must be followed. Normal school text book learning is discouraged during these classes. All programs included for the classes must be interactive and activity based.

Games can be played during the class such as vocabulary games like Scrabble. Flash cards can be helpful. Picture descriptions, unscrambling the jumbled words, replacing missing letters from words or words from sentences are often fun to play. Stories and reading must be encouraged. Dictionary, hangman and crossword puzzles can aid the learning process too. Work sheets and information enrichment sheets must be creatively planned and presented to get the attention of the child. For numeric skills the basic concepts need to be reinforced so the resources used in preschool classes for concept learning can be utilized.

Tips for Managing Remedial Classes:

- Understand the needs of the individual students in the class.
- Make the students understand the subject but not in a mechanical way.
- Make studying interesting by means of coloring, pictorial activity, research and fact finding.
- Encourage regular reading habits.
- Try to link the syllabus with the local environment and with information they already know.
- Teach students by making them do and experience things, especially for Maths and Science.
- Ensure the participation of students in the whole process.
- Use educational games and varying teaching tools.
- The process and improvement shown by the child during the Remedial Class must be monitored.

Monitoring and Planning Remedial Classes: Teachers must meticulously maintain plans for teaching Remedial Classes and jot down the essentials of the system and the problems they face everyday. These minutes become the benchmark tools for monitoring and planning of all activities that take place.

A monthly plan of action and feedback on the actual achievements in relation to the previous month's plan of action must be maintained. Parent-teacher meetings should be conducted as needed in order to discuss problems with the parents individually in relation to the student's problems and a report of progress also is beneficial to monitor the success of the classes held.

General Progress and Promotion Criteria

- In matters related to the promotion of a child to the next higher class, due emphasis is to be laid on observing school policy and guidelines taking into consideration certain important criteria which reflects the child's overall ability and capability.
- An inherent physical and clinical problem which ails or hinders the normal learning capability of the child may affect promotion to the next higher class.
- Such a case should be immediately brought to the notice of Management and concerned parents.
- If it is observed that the child is only academically deficient, an intensive/ extensive academic program should be initiated by the T.I.C for the child to overcome the deficiency with specific need-based remedial programs. In some cases, these programs could be carried on for a period of 2 years. In all such cases, the child would be promoted to the next class "On Trial." As we are fully aware, it becomes the responsibility of the school authority to bring the child up to the required class standard. In order to achieve the goal of improving a child's performance, a combination of monitoring as well as counseling the child is effective.
- Students repeating a class for the second time will be unable to continue in the school.
- Students promoted on trial deserve special attention along with the newly admitted students displaying varied levels of academic proficiency. For all such students, a specific report noting the child's deficient areas has to be prepared and handed over to the next class teacher for the latter to handle the child appropriately. The report may be shown to the parents as well to share ideas and discuss course of action.
- In case of long absence due to medical reasons, a child should not be penalized by being given "Promotion on Trial". The teachers of the present class should prepare a report

focusing on the areas of deficiency for the next class teacher so that the remedial action accordingly can be undertaken from the very beginning of the session.

- The students who are on trial have to be handled very delicately. The comments about their weak areas must be given to the class or subject teachers of the next class. Students must be encouraged to read books, practice creative writing and sums, and parents should be encouraged to work with their children at home. This will help them enhance their ideas, thinking and clear their conceptual doubts. Teachers must address these problems very skillfully and delicately as they are sensitive issues.
- Teachers should not shift their responsibility to the parents by requesting parents alone to improve the performance of their students merely by identifying the weak areas. Rather a concrete program has to be suggested and initiated.
- We need to show a positive attitude towards the new students and motivate them to make sincere efforts at improvements through our comments. In cases where there are indications of a gap between the student's performance and the requisite standard, we need to be cautious in our comments so that they are not discouraging or dismissive.
- Comments for students with special needs also need to be formulated with care. The remarks should be focused, positive and informative. Teachers should be cautious about putting comments in the report card of students who are new in the school, found deficient, or were promoted on trial and are repeating.
- All students who have shown improvement after Special Needs Classes are to be given special comments in the report card. The comment should reflect their effort and sincerity. The word "remedial" should not be mentioned in the report card. We may term them as special or need based classes.
- All remarks in the comment sheets are to be checked by the Administrative and Teachers-In-Charge and Vice-Principal
- On the days of the Promotion Meetings all teachers of that particular class are required to attend with their Personal Registers, Class Assessment sheets and comments sheets.
- Class teachers are advised to discuss individual students in detail with all the subject teachers in order to write appropriate individual comments for each child. The comments should be written in pencil before the Promotion Meeting so that necessary changes can be made. Please remember that discouraging, caustic or sarcastic comments should be avoided and conscious efforts should be made to use formal, polite and positive comments.
- The progress meetings are to be presided over by the Teachers-In-Charge after each quarter/term. Management Committee will be a part of this process and participate in the progress meetings as an observer occasionally and as time permits.

DISCIPLINE COMMITTEE

A Discipline Committee set up to monitor and ensure discipline within the campus Teachers-In-Charge. The committee consists of senior management personnel, Teachers-In-Charge, Admin personnel and faculty.

The objective of the committee is:

- To prevent disciplinary problems before they occur.
- To determine appropriate actions for disciplinary problems.
- To ensure a just verdict based on solid evidence resulting from a thorough investigation of the case.

- To ensure that all decisions taken are fair and appropriate.

Teachers are requested to respect the decisions of the Discipline Committee and cooperate with them to ensure that appropriate and fair action is taken in every case that is reviewed.

THE PREFECT PROGRAM

Students are appointed Prefects (upon recommendation of the Class teachers) to help maintain school discipline and to undertake various supervision duties. They are advised to report anything serious to the office concerned.

- Every Sunday, the class teacher will make changes in the sitting arrangements, select the class-captain, book-captain, white-board captain, which will change every week
- It will be the duty of the Class Captain to see that the classroom is always neat and tidy even after the school is over.

Duties and Responsibilities of A Prefect

- In the absence of a Teacher, the Prefect will control the Class.
- He/she will inform the Class Teacher about the students, who habitually do not conform to the rules and regulations.
- A Prefect will not allow the students to go out of the class between two classes except in an emergency.
- A Prefect will distribute the checked copies of the teachers and collect the Class-Work/ H.W. copies for the teachers. He/she will also return the copies of absent students to the teacher.
- He/she will help in maintaining discipline during Assembly.
- When the class is over, A Prefect will check that all light, fans and A.C. are turned off.
- He/she will properly maintain the class-register.

Students Responsibilities

- To decorate their respective class with contemporary flow chart, current events and update regularly.
- To be prepared for class with textbooks, copies and the necessary stationeries.
- To be on time to attend the class regularly.
- To listen attentively and courteously while the teacher is explaining.
- To submit an application with proper reason if you are absent.
- Absentee should talk about his/her missed classes with the teachers.
- To submit their homework on due dates given in the diary.
- To complete all homework, assignments and projects on time.
- To provide justified reason for incomplete class work and undone homework. The work must be completed after school.
- To check the errors in the work before submitting to the subject teacher.
- To do corrections regularly.
- Student must write on single line and not skip line and practice legible handwriting (v-onward).

*Students copies must be presentable. Students are expected to write complete and organized answers. Handwriting should be legible. Use good eraser and ruler.

Classroom Rules for Students

- Keep your classroom neat and clean.
- Place your bags neatly alongside your desk leaving sufficient walking space.
- Keep your books and other belongings neatly in your bag.
- Greet your teachers/friends.
- Do not use teacher's table or chair for any purpose whatsoever.
- Do not talk aloud in the class and corridors.
- If you want to get the attention of the teacher then raise your hand.
- Do not enter other classrooms without permission.
- You should behave properly with everyone.
- You must not use any inappropriate slang word.
- Do not write on the whiteboard without teacher's permission.
- Use bins to dispose off your litter.
- You are not allowed to around during school hours.
- Switch off the lights and fans, A/C when the classroom is not in use.
- You must not bring mobile phone, CD, DVD, MP3, MP4, MP5 or any toys and cards to school.

** Remember our life is for sharing (better ideas) and caring.

SCHOOL TIMING, MORNING ASSEMBLY

Normal School Timings to be followed from the first day of school

Morning Assembly:

First Bell - 8:10 a.m. (for line - up)

Final Bell - 8:25 a.m.

Classes PG to KG-II	Every day	Near the reception (Lalmatia Branch) In the field (Dhanmondi Branch)
Classes I & II	Sunday	In the Basement
Classes III & IV	Monday	In the Basement
Classes V-VII	Wednesday & Thursday	In the Basement
Classes VIII – XII	Tuesday	In the Basement

- In the assembly, students should be taught to stand respectfully for the school oath and the National Anthem. The Class Prefect to lead the school oath.
- Class teachers to check the children's school uniform, shoes, nails and ID cards, everyday after the first Assembly bell and make the children stand height wise for the morning Assembly. The Class Teacher to select the children who shall lead the School song and the Parade.
- If it is any child's birthday that child should be made to stand in front, others will sing "Happy Birth Day to". Small gift is given to the student.
- Students who arrive after 8:30 am will not be allowed to attend first period. They will sit in the basement till the end of the 1st period.
- Students who come after 9:00 am will not be allowed to attend classes and they will go home.

Tiffin Time:

Class	Tiffin Break	Games Break
Play Group	9:30-9:45	10:30-10:45
Play Group (Day Shift)	12:00-12:15	1:00-1:15
Nursery	9:25-9:45	9:10-9:25
Nursery (Day Shift)	11:55-12:10	11:45-11:55
K. G. I	9:40-10:00	11:00-11:15
K. G. I (Day Shift)	11:40-11:50	12:30-12:40
K.G. II	9:30-9:45	10:45-10:55
CLASS: I – IV	9:35-9:50	11:10-11:35
CLASS: V – VII	10:15-10:30	11:50-12:15
CLASS: VIII – XII	11:15-11:45	

- After the tiffin-break, the duty teachers will guide the children to go to their classes.
- Duty teachers (Class P.G to X) **must be on duty** in the place allocated in the roster duty during tiffin-time. Duty Teachers will have their tiffin before or after the students' tiffin-break.
- There is a regular **canteen service** both for the students and the Teachers. It operates from 10:00 a.m. to 1:00 p.m.
- Teachers are requested not to engage the ayahs, to purchase their snacks, during tiffin-time. They can get it done before / after tiffin-time.

RECORDS AND INFORMATION MANAGEMENT

Maintenance of Student Profiles:

After a student has been accepted at **ACADEMIA** all required documents have been collected, the Admissions is responsible for maintaining and updating all student profiles, including all relevant documents and certificates, such as photocopies of report cards, medical leave certificates award/recognition certificates and authorization letters for student pick-ups.

To ensure student information is up-to-date and accurate, the school regularly requests parents to check and update information. For example, on Report Day, parents are provided with the student information available at the school, and are requested to verify and update the information. At the beginning of every academic year or in cases of transfer, student profiles are updated before being sent to the respective sections.

Attendance

Class teachers are expected to maintain attendance records in the Attendance Registers and to keep track of absences so that make-up work can be arranged if necessary. Attendance will be reviewed by the Management Committee to assist teachers in following-up where necessary.

- Attendance is an important and critical aspect of maintaining discipline. Students marked as "Late" on three days in a week will be marked as absent for one day.
- School gates will be closed 20 minutes after the school has started after which students will not be allowed to enter.
- Absence due to illness: if a student is absent due to ill health a letter of excuse from the parents/guardians must be entered in the student's Diary on the day the student re-joins after his/her absence. The number of days of absence and the reason must be filled in the appropriate page of the Diary.
- Absence due to other reasons: prior permission must be taken from the Teachers-In-Charge if the student is absent from school for reasons other than ill health.
- Parents are requested to notify the school in writing in case of any illness, long absence or inability to sit for any examination Academic Program Management

Enrollment Lists

These lists are circulated to all the class teachers and also displayed on the notice boards.

Administrative Notice

Notices for teachers are entered in the School Notice book and a file is maintained in the office (of each section) containing notes of decisions taken at teachers meetings. Whenever teachers are absent, they should look up the Notice Book to read any announcements or decisions taken in their absence.

Notices to Parents/ Guardians:

Students should be instructed to write all notice in their diaries; printed notices (if occassionally given), should be stapled their diaries and are to be signed by the parents. Notices for parents are given to all students and transmitted to parents through their diaries. Parents are asked to acknowledge receipt of the notice in the diary and often include their responses to invitations, etc. We have also introduced a system of conveying emergency notifications through SMS, and this has proven to be a very efficient and popular 'way of communicating messages to parents in times of political volatility.

Personal Registers

Every teacher should have a personal register, which contains pages for student marks, the syllabus for each class taught, and the weekly teaching plans. Teachers are also required to record notes about students in their personal register so that each student can be recognized for some aspect of their achievement over the course of the year for the Student Recognition Program.

Record Book (Daily Entry Of CW/HW)

These must be regularly maintained so please make sure they are filled in before you leave the classroom after a lesson. The test dates must also be entered. Please make sure that no class has too many tests scheduled on the same day. This can be ensured by following the Test Roster carefully and discussing any changes with the Teachers-In-Charge before informing the students.

- Teachers must follow the lesson plan prepared by them and enter the daily lesson (CW / HW / CT / Mid Term) in the record book kept in every class and sign.
- Teachers must assess students regularly and keep updated record of all C.W. /H.W. /C.T. marks.

MARKING CODE

Teachers must follow the symbols given below while checking. Ask the students to do corrections regularly.

^	There's a word (or words) missing
sp	Spelling mistake
p	Punctuation mistake
gr	Grammar mistake
wo	The words are in the wrong order
ww	This is the wrong word
?	I don't understand
-----	This isn't correct
()	You could leave this out
(/)	This should
!	This is surprising!
//	You need to start a new paragraph
"	Good. I like this.

All checking by the teacher will be done in red ink.

Remind your students to maintain the followings before they start their C.W.

1. Heading:

- (a) Write day and page number on the left hand side, and date on the right hand side. Underline using ruler.
- (b) Write name of the topic on the red line, in the middle.

2. Margin:

- (a) Left hand margin along the red line, or leave two squares from the left.
- (b) Rough work margin: Leave four squares or one inch gap from the right hand side of the page.
- (c) Write 'Rough work' above the specified column.

3. Make 4 boxes and do 4 sums in one page. For problem sums two in 1 page. Draw lines after each one.

4. Class I-V:

- a. Write one digit in a square. Write one letter in square (for number names in words).
- b. Leave one row between place value symbols and the numerals shown below.

5. Correction rules:

- (a) Sums and Word problems – Once.
 - (b) Q/A, F/B – Once
 - (c) Spellings – 3 times
- Teachers to use red-ink for correction always. Please be careful about your hand-writing so that the child can read the corrections you have done in the child's book otherwise it is quite pointless. The children should do the corrections for class-work & both home-work. (Class I to X)
 - The Subject teachers (Class I to X)/Class Teachers (P.G. to K.G.II) are responsible for the proper correction of all CW & H.W and Class Test ex. books. The Vice Principal & Teacher-In-Charge will from time to time check the CW & H.W and Class Test Ex. Books.
 - All corrections to be completed immediately after the work is given to the children, and preferably in the class so that the problems must be discussed with the children. Correction work is very important.
 - Correction codes to be strictly followed.

6. Test and Class work copies must be signed regularly by the parents.

ASSESSMENT/EVALUATION

The assessment/evaluation is an essential part related to the objectives that have been set for the unit of curriculum. The type of assessment should depend on the capability and level of the students and on the kind of skill to be tested.

C.W Assessment:

Teachers must make the lessons fun and easy to understand. Students' class works must be marked regularly. Apply good judgment before setting any M.C.W/surprise test. The work set must have been taught by the teacher not long before.

H.W Assessment:

Give home works so that it helps the students to think and motivate them to solve it by themselves. Regular H.W. should be given in almost every subject and marked.

- For (PG to KG-II), English, Bengali and Maths HW must be given regularly (HWs can be repetition of the CWs). Hand Writing must be given as HW regularly. For weekends, revision work can be given as HW.
- For (KG-I to class IV), one page of Hand Writing in each of English and Bengali should be made compulsory for every student. Class teachers should guide the students to submit both of their Hand Writing copies on the teachers' table just after reaching the class in the morning. If needed, it will be checked by the extra teachers.
- Students who have not done their H.W. (Class I to X) to be sent to the Detention class room with their work. The list of their name and work to be done should be submitted to the Teacher-In-Charge before classes are over. The assistant to the Teacher-In-Charge shall accompany the students to Detention room (room no# 203).
- All the teachers must check and recheck H.W./C.W. copies regularly on time. Make sure students write day, date, page number and topics correctly and neatly. Corrections must be done regularly. While signing C.W/H.W./C.T. copies, please use the initials used in the routine.
- Class work and tests are integral parts of monitoring the progress in study as well as to induce the students to study at home and be attentive in class. Class work and tests should be carried out during normal class hours according to the time chosen by the teacher.
- C.W/H.W./C.T. copies should be returned personally to the students. Absent students' copies should be kept with the teacher and returned in the next class.
- Teachers must first write the CW / HW / Due date on the board. Students must write them in the diary and then start the CW. While students are doing the CW, teachers must make check the diaries and sign to make sure that students write C.W. and H.W. tasks correctly.
- Teachers must make sure that students write a note in the diary if they forget to bring their H.W. /copies/ books.

Note: Repeat Class Test / Mid Term Test is not taken (Hence children are advised not to miss Class tests / Mid Term Test unless on medical ground).

Class Test:

There will be minimum of two class tests in each term. Class work and home work copies must be returned to the students before any test and a note should be given in their diary along with the syllabi.

- Class test notice to be given at least two days in advance.
- Surprise tests may be taken to assess whether the children have understood the lesson or not. Surprise test marks should not be added for the Assessment cards. Surprise Test marks should be shown in the merit chart.

- K.G.I & K.G-II. Should display the surprise test sheets in the Merit board.
- Class test exercise books to be checked thoroughly and sent home for parent's signature. Please use the 'Please sign' seal and collect the next day.

Mid Term Test:

One Mid Term test will be taken in each term. Mid-term results on 20 marks and it will be calculated as follows:

$$(C.W+H.W)+C.T =10$$

$$\text{Mid-term Test} =10$$

$$\text{Total} =20$$

C.A. For the period after Mid-term Test leading to Half-Yearly/Final Examination:

$$(C.W+H.W)+C.T. =15$$

$$\text{Attendance} =05$$

$$\text{Total} =20$$

Marks should be shown separately.

Attendance Marks:

It will be based on the regularity of the students and will form part of the continuous assessment for each subject.

Out of 100, 60 marks are to be given for the Half-Yearly / Final Examination and 40 marks will be based on Continuous Assessment (CA). CA will be based on the students' performance in the class throughout the term. All assessments should include answer keys or marking schemes which will be balanced, liable and valid.

MARKS SCHEME

MID -TERM

	For 100 Marks	For 50 Marks
Continuous Assessment (C.W & H.W)	05	02
Class Test (C.T)	05	03
Mid-Term Test	10	05
Total	20	10

HALF-YEARLY / FINAL EXAMINATION

	For 100 Marks	For 50 Marks
Continuous Assessment (C.W & H.W)	05	02
Class Test (C.T)	10	05
Mid-Term Test	20	10
Attendance	05	03
Examination	60	30
Total	100	50

GRADE POINTS

Average Marks (100)	Average Marks (50)	Grade point	Grade
90-100	45-50	4	A ⁺
80-89	40-44	4	A
70-79	35-39	3.5	B
60-69	30-34	3	C
50-59	25-29	2.5	D
Below 50	Below 25	2	E

ATTENDANCE MARKS

% Attendance of the Term	For 100 Marks	For 50 Marks
90%-100%	05	03
80%-89.9%	04	02
75%-79.9%	03	02
70%-74.9%	02	01
65%-69.9%	01	01
Below 65%	00	00

PROJECT WORKS/ HAND WORKS/ BIRTHDAY CHARTS & ARTICLE COLLECTION

Each session the Project works/Article collection are the responsibility of the Subject Teachers (Class I to XII) and Class Teachers (P.G. to K.G.II) concerned. The Notice for the project work/Articles must be given well in advance preferably on Thursday.

- Regular hand-work is to be done in Play-group to KG-II for class I to VII craft class will be held. Senior classes will have to make models of science and geography projects which will be displayed during the parent-teacher meeting for all classes.
- Posters for every subject to be made and pasted on the walls everyday according to the subject under discussion.
- Teachers must start the projects well in advance of the Parents Teacher meeting. The project work must be done in front of the children.
- Birthday charts to be made and pasted in the class in a prominent place.
- Internal competition during tiffin time or any other free time should be encouraged, for which there will be small gifts. Arrangements to be made by the Class Teachers.
- For every half of the session, there will be a merit board for the display with photograph of the best student in each class, best hand writing, most stars in the merit chart, neatness in dress, regular student etc.

YEAR END AWARDS

ACADEMIA encourages and involves students in different extracurricular activities along with their academic activities to nourish and upgrade their hidden talents. Year end awards will be given on the following categories:

- **Class position:** On the basis of whole year's academic results.
- **100% Attendance Award:** The students attend the classes 100% days in the whole year.
- **Student of the Year:** On the basis of highest points/stars obtained in the whole session.
- **Best Dressed Student:** On the basis of points given by the teachers.
- **Best Behaviour:** On the basis of points given by the teachers.
- **Best Artist:** On the basis of points given by the teachers.
- **Neatest Copy Work:** On the basis of points given by the teachers.
- **Best Handwriting:** On the basis of points given by the teachers.
- **Super Reader:** On the basis of points given by the teachers.
- **Best in Bengali:** On the basis of points given by the teachers.
- **Scrap Book (Classes I to IV):** On the basis of points given by the teachers.
- **Remarkable Improvement:** For overall improvement of the student, all the students must try to achieve the honour to receive the awards mentioned above.

LESSON PLAN

The lesson plan is essentially an experience in anticipatory teaching. It is an important instructional device. Mentally and emotionally, the teacher lives and works through in advance the classroom experience as she visualizes it. She will anticipate the topics and questions that may come up in the classroom and the difficulties that are likely to be faced.

The written lesson plan offers you a number of advantages:

- protection against forgetting or omitting any important aspect of the lesson.
- gives you the freedom to digress and still return to the planned lesson without loss of time.
- allows you to improve future lessons because you have a record and place for notes.

Lesson plan format:

1. Name of books with author's name
2. Syllabus for Class Tests / Mid Term Exams / Half Yearly Exam / Final Exam are to be planned in the following sequence:

Class Test-1
 Mid Term -1
 Class Test -2
 Half Yearly Exam
 Class Test -3
 Mid Term -2
 Class Test -4
 Final Term Exam

3. Lesson Plan (Annual):

	Class Work (Topic, page / exercise / question number)	Home work (Topic, page / exercise / question number)

4. Chapter wise worksheets, notes and diagrams / picture identification (Page number, Fig number etc. should be mentioned)
5. Yearly project plan (if any)
6. Topics for creative writing, directed writing and comprehension (both in Bengali and English Language) (Names of books & page number to be mentioned)

- P.G to K.G-II. Lesson plans to be submitted every Monday to Teacher-In-Charge. The week's lesson plan to be given in the children's Diaries in the Home Work page.
- Class I to XII: Lesson Plans to be submitted to the respective Teacher-In-Charge on every Monday. Lesson plan to include details of the lessons to be taught. Questions for CW, word meanings, sums to be given, any work that is out side the text book must be written in details in the lesson plan book. Questions for class test also to be written.
- Teachers are requested to follow the lesson plan. If it is not possible to follow the lesson plan it may be repeated the next week. Reason for not being able to follow die Lesson plan must be stated.
- No reminders for the lesson plans will be given.
- Lesson plans shall be returned on Wednesday after checking by the Teacher-In-Charge & Vice Principal (occasionally).

CURRICULUM PLANNING

In order to ensure that the curriculum planning in the school is uniform and of a consistently high standard, a number of workshops and meetings are held throughout the year, as described below:

- ***Curriculum Planning Workshop:*** It is essential to plan before doing anything. The consequences of failing to plan are usually more painful than the labor of planning. To plan the academic program of each class, Curriculum Planning Workshops are organized and held much ahead of the commencement of the two terms. In these workshops the long-term plans are drawn up based on the custom-designed curriculum of the school and the prescribed textbooks. These workshops review the entire curriculum and related topics in presence of all concerned and finalized by consensus, thus providing an opportunity for all faculty members, Teachers-In-Charge and Vice Principal to be actively engaged and involved in the curriculum planning.
- ***Linkage Meetings:*** Academia *has* a neatly chalked out academic plan ready for each class much before the commencement of the session. However, it may not always be possible to follow the exact plan due to unavoidable circumstances. Linkage meetings are held at the end of each session before the Curriculum Planning Workshop to follow up on the integration of the curriculum of different class levels.
- ***Academic Meetings with Teachers-In-Charge (T.I.C):*** All faculty members have scheduled meetings with their Teachers-In-Charge on a regular basis. In these meetings, Teachers-In-Charge guide teachers in designing effective lesson plans and encourage best practices in teaching. The effective delivery of the academic program is also gauged in these meetings.
- ***Debriefing Sessions:*** This session too is held once a year, usually at the beginning of the session, to help the teachers to know the children beforehand mainly, to assess their strengths and weaknesses, which would help them to handle the child better from the beginning of the session. In these sessions the teacher are briefed in detail about the progress and performance of selective students such as -
 - Excelling performance in Academic and Co-Curricular activities
 - Students with disciplinary problems
 - Students with sensitive parents.

RESOURCES

Resources provide a context for learning abstract ideas and principles in concrete terms. They include models, kits, charts, toys and tools: all designed to help the teacher and the student in the class. Resources transform the classroom environment. They enrich learning by making lessons vibrant, meaningful and life-related. When the class may not be taken out to search and explore the world for interesting experiences, resources may assist the teacher to bring that world and those experiences right into the classroom, in exciting and evocative ways. A resourceful teacher may achieve desired outcomes by organizing and manipulating the resource material creatively to suit her plan.

Teachers of all sections of the school are encouraged to make optimum use of resources that are available within their school premises for effective teaching.

REQUISITIONS FOR PHOTOCOPY

All Requisitions either for photocopy or purchase of any item, should be written clearly and signed in the Requisition Form and submitted to the Teacher-In-Charge / Admin Officer before 12:00 noon, a day before the photocopy/ item is required.

DRESS CODE FOR TEACHERS

Female Teachers

- Teachers will not wear loud make-up, which includes blush-on and shiny eye liner (Pencil eye liner may be used).
- Teachers will not wear excessive jewellery. They will not wear more than 2 to 3 bangles.
- Teachers will not wear very expensive shalwar-kameez and sari.
- Dupatta can not be worn on one side. Dupatta must be worn under the shawl.
- Teachers will not wear any see-through dress.
- On Parents-Teachers Day teachers will wear sarees.
- Teachers will always keep their long hair tied up (Should not let their hair loose).
- Neatness and cleanliness in dress without any odour reflects a positive image on the students.
- Teachers will not wear short Kameez, sleeveless Kameez, or tight dresses.

Male Teachers

- Teachers will not smoke in the school premises.
- Teachers will not wear jeans jumpers, T-shirts, sweatshirts and jeans pants.
- Sandals and sneakers are unacceptable.
- Neatness and cleanliness in dress without any odour reflects a positive image on the students.

LEAVE RULES AND DUTY PERIODS FOR TEACHERS

Schools usually have long holidays during summer, winter and the two Eids. Hence it is expected that teachers will not take leave unless it is an emergency or illness.

- Casual leave (with pay) for maximum 7 (seven) days in one academic year. 4 days in the 1st half of the session and 3 days in the 2nd half of the session.
- Maternity leave (where applicable) for 2 months with pay and all other months without pay to those who have served ACADEMIA for at least TWO years. 1st payment is dispersed for the 1st month of leave and 2nd payment just after re-joining for the last month of the leave period. Maternity leave should be taken from the start of the session either in January or July. The teacher should join again after leave in the start of the session in January or July. Grant of subsequent maternity leave will be at the discretion of the Management Committee.
- All other leave taken will be considered on its merit by the Management Committee. Leave for Umrah / Hajj will be without pay.

Duty periods:

- A Full Time Teacher need to be on duty from 8.00 a.m. to 2.35 p.m. A part Time Teacher (if appointed) needs to be on duty as in the contract.
- The salary offered to you is consolidated and includes house rent, conveyance and medical allowances. Pro-rated deductions for personal income tax payable on the salary, if applicable, shall be made every month by the school for deposition on your income tax account to the Government Treasury.
- The appointment may be terminated by ACADEMIA or yourself by giving one month's written notice. Compensation may be paid in lieu of the said notice. Benefits, if accrued, after adjusting liabilities, if any, shall be payable and release given forthwith.
- A roster is prepared by the Teachers in-charge such that two teachers must report at 7.45 a.m. every day. A separate roster for two teachers to remain on duty, until all students leave the school is also prepared by the Teacher-in-charge. Roster for tiffin period is also prepared.

Penalties for Late Arrival / Early Departure / Short time Absence during School Hour

Late Arrival :

For any teacher **late arrival after the scheduled reporting** time for each 3 (three) days will be considered as absent for one day.

Early Departure/ Short time absence during school hours :

- For any teacher **early departure before the scheduled departure time / short time absence during school hours** for each 3 (three) days will be considered as absent for one day.
- **Early departure / short time absence without written permission from in-charge** will be considered as a full day leave of absence.

Reporting on re-opening day after holidays:

The teacher has to be present on the opening as well as on the closing day of any holiday or weekend. If the teacher remains absent on these days, the days of holidays will be considered as leave of absence. (Prior permission can be considered by the authority)

Note: An application form (a format of it is given, for your convenience) is available in the room of the Teacher-In-Charge/Admin Office. This form is to be filled by the Teacher submitted to the Teacher-In-Charge who in turn will forward it to the Vice Principal (Admin) for permission of the above mentioned Leave of any kind.

- Any teacher taking leave – after filling up the Leave Application Form. She / He will have to write the work-plan details, the name of the concerned teacher/ teachers to whom the duty will be assigned. The concerned teacher must be informed b the Teacher-In-Charge to take the class by signing in the leave application form (As substitute teacher). The teacher will be allowed leave only after the leave is sanctioned by the Principal / Vice Principal (Admin).
- Leave without application form tantamount to deduction of one day’s salary, even if the concerned teacher has casual leave.
- Unforeseen leave to be followed up with a leave letter.
- Fridays and Saturdays will be treated as Casual Leave if the teachers remain absent on Thursdays or Sundays, except on medical grounds and political disturbances (for which there must be an application).
- Unused Causal leave is encashable in the end of the current year.

LEAVE APPLICATION FORM FOR TEACHERS

To
 The Principal
 Subject: Application for leave of absence/ early departure/ short time leave between classes.
 Sir,
 With due respect I would like to inform you that due to (state the reason)

I was absent/ I will not be able to attend my teaching duties in the school

- For leave of absence:
 From _____ to _____ for _____ days
- For early departure:
 Date _____ from _____ period
- For short time leave between classes:
 Date _____ from _____ to _____
 period/hour.

Substitute Teachers:

- | | |
|----|----|
| 1) | 2) |
| 3) | 4) |

Yours truly,

Date: _____

Signature: _____

Name: _____



30/06/17

**ADMISSION POLICY
FOR
CHILDREN OF ACADEMIA TEACHERS**

Teachers of ACADEMIA who have successfully completed two years of service will have the following benefit for their children if they get their child admitted in ACADEMIA:

	For the 1st child	For any other child
Admission fee	To be paid	To be paid
Annual fee	To be paid	
ID Card	To be paid	To be paid
Year Book	To be paid	To be paid
Caution Money	To be paid	To be paid
Monthly fee	Exempted	To be paid

**POLICY FOR TEACHERS
Whose Children Are Studying In ACADEMIA**

TEACHERS Whose Children Are Studying In ACADEMIA, please note the following points:

- Teachers must guide their children to go to Elementary Section (after the classes are over). An admin officer and two Ayahs will permanently be there to look after them, till, 2:35 pm. But they should bring enough food to eat then.
- A teacher can visit his/her child after their (children) classes are over, for (5-10) minutes in their (teachers') free time, (occasionally, only if it is needed). But a teacher can visit his/her child's In-Charge office according to his/her convenience in her off time. But teachers are requested not to take your child to teachers' room.
- Please remember that, once you have entered the school premises, you are a teacher and your child is a student of ACADEMIA.

Your whole-hearted support and co-operation is vital for the smooth running of the school activities.