



TEACHERS' HAND BOOK

2023 -2024



Welcome

Welcome to Peha School!

We are delighted that you have chosen to be part of the PIS Team, and we are excited to be working with you. Each employee at PIS is chosen for their unique background, skills and personality. Each individual has a lot to offer this school, and we encourage the sharing of ideas and knowledge throughout the school year. We want all staff members to feel respected, valued and appreciated. Teaching is a rewarding and fulfilling profession, however at times it can also be stressful. Understanding that, we strive to create an environment where staff members can turn to each other and the management for support and encouragement. We want everyone to feel part of a professional learning community.

We want learning to be exciting, challenging, and at times uncomfortable. We strive to create a school culture that promotes grit, determination, resiliency and optimism. We believe learning is best assessed by doing hands on activities that allows students to use higher order thinking skills, rather than paper-and-pencil tests (although we occasionally do those as well). At PIS academics are viewed equally as important as character building.

Inside this handbook you will find information on the inner workings of PIS. Please feel free to ask questions or to clarify any points which are unclear. Please also respect the privacy of the school and don't share this with others who are not employed by PIS.

Supporting this document are our school policies and procedures. We ask that you read the Staff Manual on Policies, as well as our Parent Handbook and website. Please note that many of our school policies are truncated in this document. In case any confusion or misunderstanding arises, the official school policies take precedence over all other written material.

Welcome aboard! We hope you enjoy your time at PIS! Sincerely,

The Leadership Team

Mission Statement

PeHa School creates a caring , nurturing warm and family atmosphere where all children and young adults can achieve their true academic and social potentials in confidence and be long life learners.

Vision

A school where successful learning and high levels of achievements prepare children for fulfilling future lives

Able to communicate in two languages, the PeHa School student is a self-starter with a global perspective and strong Christian values.

Conserving our Environment

In an effort to conserve our environment, PIS does not print all documents, handbooks and policies. Instead each teacher is given a PIS email address upon employment. This email address allows one to access all of the Microsoft Outlook 365 portals, including one called One Drive. One Drive is where we save all documents. Teachers who prefer printed versions are welcome to print any handbooks or documents they want. Please be Earth friendly and double side your printing.

Management's Mission and Responsibilities

- To provide a caring and focused school environment suitable for students to learn and develop to the best of their abilities
- To provide teachers with the resources and professional support they need
- To encourage parental involvement and maintain a good relationship with them
- To provide a comprehensive and academic curriculum
- To be available to deal with extreme discipline problems when they arise
- To pay salaries and expenses in an efficient and punctual manner
- To provide regular training and professional development
- To provide and develop resources, materials, and facilities which PIS requires for the delivery of its curriculum
- To ensure that all staff members are respected by other staff members, students and parents
- To ensure all policies and procedures are properly and fairly implemented

Expectations of Teachers

- Instruct the set curriculum, preparing in advance all materials and lessons necessary to do so
- To encourage a high level of involvement and participation from every student
- To solve conflicts in a fair, patient, and productive manner for all students
- To assure and maintain the physical and emotional welfare of all students in your class, and the entire school
- Embody and incorporate the School Vision into your classroom culture and daily lessons
- Serve on committees and/or offer after school programs
- Create a parent or school newsletter when requested
- Prepare a monthly overview document outlining what will be covered in your class
- Complete report cards honestly and fairly each term for each student

- Provide care and ensure the safety and well-being of every student in the school
- Be responsible for ensuring adequate supervision of a safe recreation period for the students during class recess or break times
- Be available for Open Houses each term
- Attend all school sponsored functions that occur during the academic year, such as an opening ceremony, graduation ceremony etc.
- Attend public workshops and other events outside of regular school hours when given 2 weeks prior notice
- Upon request, be available to speak with parents before or after classes, or when called upon by the school management to do so
- Check email daily
- Maintain facilities, resources, and materials in his/her classroom and the school
- Perform administrative tasks as required by the school

Code of Conduct

1. Conduct yourself in a professional and respectful manner
2. Arrive for classes and all school functions punctually
3. Make use of constructive criticism and avoid use of sarcasm, undue criticism, inappropriate language and behavior, and use of racial and/or ethnic slurs when dealing with others
4. Treat each other as equals and with the utmost respect at all times
5. Dress within the guidelines of the school dress code, and maintain a high level of self-grooming and pride in appearance
6. Observe professional lines of communication and maintain a high level of communication with all other staff members, students and parents in order to assist in the continual development of the school
7. Maintain the confidentiality of school and student records.
8. In case of absence, notify the Principal in advance, and delegate responsibilities to other staff, ensuring the smooth operation of the school .

Learning at Peha School

Each program at the school has the curriculum it follows. Staff will work with each other to map the curriculum and collaboratively plan by departments or grade levels throughout the year.

Here is an overview of the curriculum used in each section

Nursery: British Early Years Foundation Stage, Jolly phonics with the 50/50 program

- Grades 1-6: Cambridge International Examinations
- Curricular subjects such as art, PE, music .
- Peha School has also defined set instructional strategies that we believe lead to engaged learner- centered classrooms. These are:
 - Setting clear objectives at the beginning of each lesson in student-friendly language
 - Inquiry based learning
 - Differentiation
 - Scaffolding
 - Providing clear and effective feedback to students
 - Higher order questioning and thinking
 - Regular formative assessment
 - Regular peer assessment
 - Project based learning
 - Peer teaching and collaboration
 - Learning centres
 - Cooperative learning Throughout the year staff will be trained on instructional strategies. If you require more information on any of the above instructional strategies please see your Principal who will be happy to provide more information and supplementary literature.

School Organization

PIS Background Class Age Program

Class	Age	Program
Special needs education	1.5-22 years	Early intervention program
Preschool	1.5- 3 years	Nursery
Nursery 1	3-4 years	Nursery
Nursery 2	4-5 years	Nursery
Nursery 3	5-6 years	Nursery
Grade 1	6-7 years	Primary
Grade 2	7-8 years	Primary
Grade 3	8-9	Primary
Grade 4	9-10	Primary

School Day and Calendar

The School's academic year is from the beginning of September until the end of June and is divided into three terms. We have 180 school days.

School hours are as follows:

- 8:30am-4:30pm on Mondays, Tuesdays, Wednesday's and Thursdays
- 8:30am-1:00pm on Fridays

PIS is a bilingual school called the 50.50 program. The 50/50 program delivers core

content in English and French. In primary English language, Math and science are taught in English, while French language and social studies are taught in French. Co-curricular subjects (art, music, physical education, health, ICT, library) are taught in either English or French. The 50/50 program is designed for children who speak either French or English at home.

We encourage students to arrive ten minutes prior to the start of the day. Our gate opens at 6:00am. Prior to 7:00am there are no staff members to supervise students and students. We request that students to be on time for class. Late students are disruptive to their peers and interrupt learning.

We ask that parents pick up their child within one hour of the end of class.

A school calendar will be emailed to all parents at the beginning of the school year. Additional copies of the calendar can be requested in the office or can be downloaded from our website.

School holidays are marked on the calendar, but PIS reserves the right to make changes to the calendar as determined necessary by management. Parents and staff will be notified in writing of any changes.

Working Hours for Staff Members

- 7:45am-5:30pm Monday through Friday for teaching staff (not assigned duty)
- 7:30am- 6:30pm (or later than – until the last child is picked) Monday – Friday (those assigned duty)
- Friday – 4:00 pm exit for teaching staff (once meetings and academic plans are completed)
- 7:30am-6:30pm Monday through Friday for office staff and leadership
- As scheduled for support staff

Term Timeline

The school is in operation, and teachers expected to be present, from mid-August through the end of June. We divide the school into three terms. PIS has 180 school days each year.

Enrollment Procedures

Upon application to enroll at PIS, prospective students are screened through the office. After receiving all the necessary documents from applicants, PIS has 5 working days within which to consider the application. Students enrolling into Grade 1 and above will also be asked to take an English Language, French language and Math proficiency test. Permission to enroll at PIS will be judged on their results. Upon acceptance of enrollment, students must wait 5 working days to allow the teacher time to prepare for their new student. PIS reserves the right to refuse students based on any behavioral issues and/or special needs.

Dress Code

Rwandan society is a reasonably conservative society when it comes to dress expectations. It also places a high level of respect and esteem for teachers and expects them to dress a certain way. At PIS, we have a dress code for teachers. The dress code for head teachers is “smart casual”, wearing clothing which is appropriate for the age group that employees are teaching. We encourage staff to not dye hair any colour that is not naturally occurring, such as pink or blue.

School dress code on Friday should be school T-SHIRTS and full length jeans apart from cleaners, security guides, and support staff (kitchen).

Men are asked to wear trousers and shirts with a collar (dress shirts or polo shirts). Ties are required. Women are asked to refrain from wearing anything that is low cut or shows off the midriff. Additionally, spaghetti straps and/or bra straps showing are considered inappropriate for work. The length of dresses and skirts should be considered when choosing outfits for work. Heavy makeup is discouraged.

Teachers are to refrain from wearing jeans to school, and to take into consideration the age of their students when choosing jewelry. Flip flops are not allowed.

Site Safety and Procedures Child Protection Policy

Peha School International believes strongly in the unalienable right of every child to safety and security. We define 4 critical areas of abuse as physical, sexual, psychological or neglect. We find all forms of abuse abhorrent, and will be proactive in our protection of students. As such all staff are expected to adhere to the basic procedures below in an effort to protect both children and employees from harm.

- All employees will provide 2 references and background checks. Teachers who are registered teachers in their home country should also provide this information. References will be contacted before a position is offered to a prospective employee.
- Adults, employees and teachers should never be alone with one child in a room with a closed door. Tutoring or individual support should be done in a room with a door open, in the library, or in a visible area. If there are less than four students in a room alone with a staff member the door must be open.

- Employees should inform another teacher or staff member should they need to take a child away from the group into an area where they are not visible.
- When assisting with toileting, teachers must leave the bathroom door open.
- When assisting students changing before or after swimming, two adults should always be present until all the students are changed. In kindergarten and above students should not receive assistance while changing.
- Employees should use swimsuits as a rule for safe touching guidelines – a pair of trunks or shorts for boys and a two piece swimsuit for girls are good indicators of where it is appropriate to touch a child. If the area is covered by a swim suit it is not appropriate to touch.
- Hugging, cuddling and close physical contact with a child should be discouraged politely by the adult involved, unless necessary to comfort a child in the younger classes such as preschool and nursery. When older students initiate this type of contact, assistants/teachers should gently reposition the child to standing or sitting beside the adult, with their arm across shoulders, or walking around the playground holding hands instead of carrying.
- No teacher will ever physically discipline a child. Teachers will discipline students in a positive manner – shaming or derogatory comments as behavioral management strategies are not to be used. Any teacher who witnesses another staff member physically discipline a child is obligated to report this to the School Head mistress. Failure to do so may result in severe repercussions, up to and including termination of employment. Please see the Student Behavioral Policy for more information and guidelines on disciplining students at PIS.
- Teachers will never use with-holding food or drink as a form of discipline.
- Any staff member who witnesses another staff member behave in a manner they deem abusive (physically, sexually, psychologically or neglectful) towards a child is obligated to report this to the School Principal.
- Teachers who suspect abuse from outside the home are obligated to report this to the School principal, who will in consultation with the Head of School determine the necessary steps to provide for the child's safety.

Any breaches of these procedures by employees of PIS will be taken very seriously, and will result in disciplinary action being taken, up to and including dismissal.

Training on our Child Protection Policy will be held during orientation by senior management. Furthermore, each employee will be provided a copy of the Child Protection Policy and will be expected to sign the pledge that accompanies it testifying that they understand and will abide by the policy.

Bullying every child has the right to learn in an environment where they are safe and where they are free from harassment or discrimination. Bullying is defined by PIS as willful, deliberate hostile and repeated behavior from one student towards another that is intended to harm or shame others. It is not limited to physical harm only, but includes emotional harm caused through actions, words, or electronic means. We do not find bullying in any form acceptable and will take steps to prevent this from occurring.

Teachers are expected to be vigilant in their classrooms and on the playground to identify and prevent bullying of students, and to report any suspected bullying to the school management.

They should also take steps in their classroom or on the playground to intervene in and discipline students who are found to be bullying another, regardless of whose class the children are in. Teachers are trained on the anti-bullying policy during orientation each year.

Fire Drills

Fire drills are held once per term to ensure the swift evacuation of students from the building in case of an emergency.

Incident Report Forms

When a child has had an accident or injury at school or has hurt themselves or another child physically in some way, students should be sent to the nurse's office. The nurse is responsible for deciding if a student can stay at school and notifying parents of any illness, accident or health issue.

Medicine at School

Medicine may not be administered anywhere other than the nurse's station. All medicine for students should be given directly to the office staff or school nurse, who is the only members of staff permitted to administer medicine (unless prior arrangements have been approved by The Principal). Any medicine found in a child's bag should also be handed in to the office. Please send any parents who bring you medicine to the nurse's office. Any personal medicine should be kept in a locked drawer or in the office.

Privacy Policy

PIS adheres closely to the basic premises that all students, no matter how young, have the right to privacy, and that adults should respect and protect this right for all students in their care. Teachers must only discuss the progress and behaviour of a student with their parents or guardians, and this information should not be shared with any other parent at the school. Additionally, teachers are not allowed to give out the phone numbers or contact information of other staff members to parents or students.

Classroom Management & Promoting Positive Behavior Policy

Part of a teacher's responsibility is to create the environment in which children know how to behave, feel comfortable taking risks and know that high expectations have been set for them. Teachers should implement clear routines and expectations in the beginning of the school year. Additionally staff is trained on our promoting positive behavior policy at the beginning of the academic year. Merits are tracked via Academic Bridge.

Guidelines:

- All teachers should go over the classroom rules and post them in a spot where student can easily see them. These rules should be written in simple language the students understand.
- If a teacher decides to impose a rule it should be honored consistently. Applying rules and punishments intermittently is confusing to children.
- Teachers may want to assign classroom roles to students and have them help with tasks to enforce responsibility and ownership over the classroom. The roles may be handing out books, leading the class line, putting up chairs, tidying the class library, etc. All roles and expectations should also be shared with the Teacher Assistant to ensure consistency when Head Teachers are not in the classroom.

Model good behavior

It is important that teachers model good behavior by being respectful, courteous and fair. These qualities should always be demonstrated on the school grounds and should be modeled in the classroom. Please ensure that you are dressed appropriately and choose healthy snacks and beverages when in view of the students.

Expected Behavior of all students

- Wears uniform daily
- Does work as instructed
- Completes homework regularly
- Brings in textbooks and supplies
- Respectful to staff and classmates
- Demonstrates safe play on the playground
- Respects school property
- Comes to school on time
- If a student chooses to bring in a snack it must be healthy
- Does not bring in expensive jewellery, electronics, cell phones, smart watches, weapons, toys, or money to school.

At times a student may act inappropriately. Teachers need strategies to deal with these students and should at all times:

- Demonstrate patience
- Demonstrate perseverance and consistency by following through with warnings

- Attempt to talk to a student first to explain why the student’s actions are inappropriate
- Never in any manner hit or physically harm a student
- Teachers should only restrain a student if it is for the safety of that student or other children or staff
- Never withhold food or drink from students
- Attempt to use positive language instead of “ no” or “ not” (for example, “please walk” instead of “don’t run”)
- Never isolate a student into a place where they cannot be seen (for example, sending a child into the hallway unattended and unsupervised)

General Note on Punishments

In accordance with our Promoting Positive Behavior Policy Teachers are given the freedom to decide on appropriate reward systems and consequences based on their age and classroom culture. We ask that teachers do not punish students with reading or rote writing. We want to foster a love of reading and writing, and using them as a form of punishment goes against our school ethos. Writing reflection pieces or apology letters are acceptable. Students should not be excluded from learning, unless the infraction was severe enough to send the child to the office.

A note on verbal praise

Praise is a powerful tool, possibly the best one in our arsenal. Research has proven that praise is most effective when it focuses on a child’s effort, not their academic ability. Praising effort, motivation, determination, self-control, zest or curiosity will reinforce these skills and character traits. Focusing on a child’s academic ability actually can lead to a child becoming de-motivated or averse to taking risks with their learning. Please be conscientious in your praise.

Maintenance

For any maintenance requirements please email your Principal. If you see issues outside your classroom please take the time to email as it will help keep our school safe.

Cleaners

Our cleaners are here to help keep the school clean. Please help them by leaving your classrooms tidy at the end of the day. General rubbish, paper, paintbrushes and paint trays, art equipment and other things you have been using in your class are your responsibility to clean up and make sure they are put in the rubbish bin or put away clean. The cleaners are not responsible for cleaning up art activities. Employees are responsible for cleaning their own cups/plates/cutlery.

Inclusion

In accordance with the Ministry of Education, we at PIS will not discriminate. No person should be disadvantaged or receive less favorable treatment than any other on grounds of age, gender, sexual orientation, class, employment status, race or religion, or any other status. PIS considers all discriminatory behaviors and remarks to be unacceptable. School staff members will always strive to maintain a respectful school climate and to be sensitive to the feelings of others. We do not allow physical or verbal harassment of any individual or group by another individual or group.

Children with Special needs

Peha School is an inclusive school. When a student that has been diagnosed with having special educational needs/disabilities enrolls, we do our best to accommodate them. Peha School believes that having an integrated/inclusive school community, where students with special educational needs learn with their typically developing peers is the best approach to Special Education. Research has proven that inclusion creates one of the best learning environments not only for students with special educational needs, but the whole school community.

Peha School works hard to create a program that does it's best to meet the students' needs within the structure of the school. Students with special educational needs attend classes with their typically developing peers to the extent that they can. The rest of the time is spent working on skills that might not be explicitly taught in class. The skills include, fine motor skills, gross motor skills, specific communication skills, social skills, and behavior management skills.

We have skilled personnel who create individual Education Plan (IEP) for the child considering the child's individual needs.

Peha School places students with special educational needs according to their age and academic performance. This gives the students in the program a chance to interact with their same aged peers. Interaction with their same-aged-typically-developing peers allows the students to be in an environment that fosters their language development, as well as behavior modification.

We believe that students with special educational needs deserve an education like any other student, and we strive to provide it to the best of the school's ability, with the resources available. Having students with special educational needs here at Peha School makes our school a more wholesome community, that is representative of the real world, and we work hard to prepare these students to be functional members of the community after their career here at Peha International School.

Attendance Expectations

Students are expected to attend class and all mandatory school functions during school hours. We understand that families have unpredictable schedules, but we stress the importance of regular attendance as a pathway to steady growth and consistency as a student, and we recommend that family vacations be scheduled when school is on leave. However, should this be deemed not possible and a leave of 3 school days or more is required, the student's parents must inform the school at least three days in advance of the intended vacation. This will allow the teacher time to prepare work for the student while they are away.

Tardiness

Any students who arrive at school after 8:00am are considered late. Students who are late miss valuable class time and disrupt the class when they enter late. Students who are tardy will be sent home after two unexcused tardiness's per term. Students are expected to be in their homeroom for the beginning of the National Anthem, which starts promptly at 7:50am.

Illness and Absence

For reasons of safety, it is important for parents/guardians to notify the office when their child will be absent. A note of absenteeism, or an explanation, either by phone or in person, by the parent is requested to explain the absence. If an instance arises when we do not receive a call, we will attempt to confirm the whereabouts of the student by contacting a parent/guardian. Students who are absent from school with no explanation from parents will be unable to make up work or tests. Continuing unexplained absences from school will result in a conference with the Principal/Director. After 10 unexplained absences in one term, the situation will be presented to the School Board for consideration. If a student misses more than 20 days per year, explained or otherwise, the student may be required to repeat the school year. The School Board has the option of terminating a student's enrollment at PIS, or requiring the student repeat the year.

When students are absent due to illness, arrangements can be made by the family to collect homework and any notices/letters. Ill students will also be able to make up any missed tests once they are healthy enough to return to school.

PIS has the duty to protect the wellbeing of all students and therefore students with any contagious illnesses will not be permitted to stay in school.

Students need to stay at home when they are ill, even if they want to come to school, particularly if they are coughing or have diarrhea or a fever. Parents/guardians are asked not to bring into school any student who has been vomiting or had diarrhea until at least 24 hours has elapsed since the last attack.

Children with contagious infections such as Conjunctivitis and Chickenpox are not permitted to attend school. Parents/guardians are asked to keep their children at home if they have any infection, and to inform the school as to the nature of the infection. This will allow the school to alert other parents as necessary and to make careful observations of any other children who seem unwell. If a child comes to school and appears to be feeling well but are still contagious they will be sent home.

Students who have not been vaccinated, or who have no record of vaccinations, can be sent home at the discretion of the school management if there is an outbreak of a disease which is contagious, but can be vaccinated against. Examples of such diseases are Measles, Mumps, Polio, TB, Diphtheria, and Rubella. PIS also reserves the right to close school in case of an outbreak of a contagious disease where there is no vaccination, such as tuberculosis. School closing will only take place in extreme circumstances and must be Board mandated. PIS strongly recommends that parents vaccinate their children for Measles, Mumps and Rubella (known as MMR) and chicken pox.

Any student with lice or lice eggs will be sent home as lice is highly contagious. Head lice must be treated before a child can return to school.

Students taking antibiotics should stay at home until the treatment is completed, unless a note from the doctor gives them permission to attend school. Cuts or open sores, whether on adults or student will be covered with sticking plaster or other dressing. Any child who has sustained a serious injury should be kept at home, until their safety at school can be assured. If a child is deemed too sick to attend school by PIS staff, then parents will be notified, and arrangements will be made for the child to return home promptly.

Teacher Assistants (TAs)

Classes are assigned a Teacher Assistant (TA). Their responsibilities vary according to the age of the students they are working with. At all levels assistants are expected to monitor recess and lunch, assist in classroom management, and help in keeping the classroom tidy. At certain levels it is expected that the assistants will teach small groups of students. Teacher assistants can also help with displays or provide reinforcement to struggling students. Teacher assistants do not mark homework and do not mark in Academic Bridge. Marking papers and writing in Academic Bridge are the responsibility of the Teacher.

We encourage Teachers to build a strong rapport with their TA(s). Please be aware that teacher assistants often do not know what the Head Teacher expects from them. Each Head Teacher is a bit different in their expectations and duties they want carried out by the assistant. Only with clear directions and communication will this relationship work. At all times we expect all staff members to treat each other with respect. If you should have any issues with your assistant please inform the Principal.

General School Information

Staff Meetings

Staff Meetings are held weekly on either a Wednesday or Friday afternoon. Professional Development & Training

PIS is committed to providing professional development to all of its staff members. Most PD is delivered on Friday afternoons and weekends. Staff members are warmly welcomed to conduct a training in a topic they are skilled and familiar with. If you'd like to share your skills and knowledge please let the Head Mistress know and a date and time can be arranged.

At PIS we believe that professional development is crucial. We are all life-long learners and therefore we encourage teachers to engage professional development in an open-minded manner. Teachers will be surveyed on the effectiveness of the professional development they receive. We encourage teachers to read blogs and articles related to teaching and learning, to attend conferences and workshops when available, and to take online classes in subjects they are interested in. We aim to promote a professional learning community with rich discussions on teaching and learning. PIS has a private Facebook group where we share educational articles, blogs and photos of what is happening in our class. We aim to promote a community of learners.

Free online courses with education related topics:

- Coursera www.coursera.org
- Open Culture <http://www.openculture.com/freeonlinecourses>
- Udemy <https://www.udemy.com>
- EdX <https://www.edx.org/>
- Class Central <https://www.class-central.com>
- Wildlife Conservation Academy-Online Teacher Academy <http://www.wcs.org/educators/courses?category=online-teacher-academy>
- Open2Study <https://www.open2study.com/>
- Coding course <https://studio.code.org/s/K5-OnlinePD>

Internet Usage

Teachers are requested to limit their personal use of the internet to general browsing and email before or after scheduled working hours. Please do not download music, files, programs or other things for personal use as this slows the internet connection substantially. Teachers should be responsible for their own personal use of the internet and should ensure that at all times their content is appropriate for the school setting.

Please see our Child Protection Policy for more information.

Cell Phones

It is an expectation that staff members will not be on their phones during working hours. In cases of emergency where you must monitor incoming calls, please keep your cell phone on silent. Otherwise, please turn it off during class hours. If you wish to leave your cell phone at home you may make short personal calls from the office phone. Please do not charge your cell phone at school.

Protecting Data (and yourself)

Staff members are responsible for supplying their own devices at PIS. In order to protect your own data and the school's data we ask all staff members to subscribe to the following procedures:

- Never allow someone to insert a UPIS into your device (emailing documents is preferable)
- Change your passwords for Academic Bridge and Outlook (do not keep the one supplied to you by the school)

- Do not leave open your email or Academic Bridge account if you need to leave the classroom
- Keep a secondary backup of your grade book external to Academic Bridge (paper based or electronic)
- Keep an antivirus software up to date on your computer (Avast and Kaspersky both offer free versions)

Additionally, staff members are not allowed to use the computers of office staff members for printing, as office staff members often have access to confidential documents. We encourage staff to be cautious when using One Drive as permission to the folders means others (and yourself) can move, edit or delete documents in the folder. Therefore, we ask you to use One Drive, but to save a copy of anything important to your device, an external hard drive or your own One Drive folder. The school is responsible for backing up Academic Bridge data and One Drive data weekly in case of any security breach.

School Displays

Teachers are encouraged to use displays for the purpose of sharing learning and achievement throughout the school. Teachers may be asked create a display in hallways periodically throughout the year. When creating displays we ask teachers to make sure there is a title and if appropriate, learning questions. Displays should be changed regularly and only student's best work should be displayed. Please note that teachers should pay attention to the different kinds of displays that will be hung around their room before choosing the placement. Permanent displays like birthday displays are probably not best suited for the spot near the front of the classroom, where visual aids are more useful.

Photography of Students

Photographing students is a wonderful way to show work, action and involvement in a way that other forms cannot. Teachers are encouraged to use photographs in displays and newsletters within the guidelines set below.

- a. Group photos or photos involving more than one student are preferred, however teachers may take photos of one student when the activity or the work is done individually
- b. Teachers should refrain from taking photos of students swimming or students in their swimsuits
- c. Teachers should always ensure that camera angle does not in any way compromise a child and that their clothing is covering them appropriately, particularly in photographs with young children as the subject matter.

Please note that photographs of students in the swimming pool are not considered suitable for use in any media which can be seen by the general public. Please also be aware that no photos of students may ever be posted onto any personal Facebook page, or any other photo sharing/social networking site. We ask that you share photos of your class activities with your Principal, who will be happy to upload it to Facebook. We do have some cases of students whose photos cannot be used on social media. Lists will be distributed to teachers at the beginning of the academic year.

Spelling usage

PIS prefers teachers to use British English when possible, to align with the Cambridge curriculum. When undergoing Cambridge examinations students must write in British English so it is important to be teaching them the British spelling. To assist with this we encourage you to switch the setting on your computers to British spelling.

Materials and Resources

Teachers who are given books at the beginning of the school year are expected to keep these in good order and return them when they have finished with them, or at the end of the school year. Teachers who lose books which the school has provided are requested to pay for a copy of the new book. Teaching materials and manipulatives can be borrowed by signing them out. Teachers are asked to sign back in any manipulatives or other materials that you take from the office.

At the beginning of each year each classroom is provided with a full set of stationery and toys including things such as glue, writing books, pencils etc. Teachers may use their discretion regarding the storage of these items, and should manage their classroom resources in an age appropriate way. We recommend for most ages that teachers treat these resources as classroom sets, as opposed to a particular child's stationery set (they tend to lose things!). Stationery provided by school should stay at school, and not go home with students in their bags to help extend the life of the equipment. If a teacher should require consumable resources or other materials that the school does not have in its possession, then the teacher may put in a request. Students are also provided with the necessary curriculum books. Students who lose their books will be required to purchase a new set, and we ask teachers to report any lost books to the office so the office can contact the parents.

Emergency Cover

At the beginning of the school year teachers should turn into the office an emergency plan which can be used on any given day of the school year. It should include all the necessary photocopies and resources, and should be complete enough that it can be handed to a substitute teacher without preparation or knowledge of your content area. If for some reason your emergency plan is used throughout the year you are responsible for replacing it in case of an emergency or illness. We recommend you include enough activities for two days' worth of teaching.

Open House

Open House occurs once per term, and teachers and assistants are required to attend. These conferences are scheduled to facilitate communication between home and school, and to give parents/guardians and teachers an opportunity to voice any praise or any concerns regarding an individual student. As indicated in our Confidentiality & Privacy Policy teachers must refrain from discussing students with anyone other than their parents or the family representative. We ask that teachers are honest with parents but at no time may a teacher inform a parent/guardian that a student

is definitely or not definitely progressing to the next grade. In circumstances where a student may not progress onto the next grade a separate meeting will be called with the Head mistress, parents and teacher. Attendance of all staff members is mandatory. Please see the Staff Calendar for specific dates.

Academic Bridge (AB)

Academic Bridge is our electronic system for communicating with parents and storing student data and grades. You will be given a login at the beginning of the year and assigned your students. You are responsible for using this system for communicating with parents, posting homework, recognizing good and poor behavior, and recording grades. The marks you assign are visible to parents and students, and then are used to generate the report cards. Each program has specific guidelines for recording marks. Please note that PIS does not provide computers, and staff will be required to have a laptop/tablet for recording grades.

Reports Cards Progress Reports and Assessment

At the end of each term teachers must complete a report card for each student in their class. Report card timelines will be issued with directions each term. Throughout the year teachers in Grades 1 and above should maintain an overall grade for their students, involving ongoing, age appropriate tests, assessments, or projects via Academic Bridge.

Portfolios

With the closure of each term teachers will submit an example of each student's work to a writing portfolio. The writing samples should be selected based on the guidelines outlined in The curriculum guides. Writing samples are then added to the student's comprehensive writing portfolio that will continue with them throughout their time at PIS and will be used as a tool for teachers and students to promote academic mastery.

DVD's and Videos

PIS does not have a "no DVD policy". However, we expect that all teachers are extremely Circumspect in their use of DVD's or videos and use them only in learning related manners. Any DVD's shown should be short and used to introduce or end a unit or topic, or to extend Student's learning through observation and discussion, or to expose students to things which are not readily available in Rwanda. Feature length movies, or anything over 30 minutes, should be first approved by the Head mistress. All DVDs must be watched by the teacher prior to showing it to students.

Field Trips

All teachers are encouraged to plan field trips for their class throughout the school year. Field trips should be related to the current classroom content if possible and have an educational focus of some form. Teachers should ensure they prepare a back-up plan for any students who are not given permission to attend the field trip. Field trips need to be first approved by the Head mistress and appropriate forms must be filled out. Classes cannot exceed one field trip per term and should take a minimum of one field trip per school year. Field trips cannot be taken the last three weeks of the school year. The school will only approve one field trip per day to prevent having too many students and staff off-campus. Please give plenty of notice to arrange field trips.

If teachers want to try any new or suggested field trips that have not been taken before, they should allow extra time for the office to make the initial contact with the organization and arrange permission. Not all organizations welcome school field trips, so teachers are encouraged to be flexible.

School and Teacher Evaluation

All teachers will be formally observed and evaluated twice per year. The purpose of the observation and evaluation is to provide timely guidance and support in implementing the curriculum and to serve as reference for performance evaluation. These observations will be scheduled in advance and teachers will be informed well in advance. A copy of the template that will be used to evaluate teachers will also be shared in advance.

The Management Team is also responsible for performing informal classroom drop in visits. These will be done periodically and with minimal distraction.

Peer observations are scheduled to encourage teachers to learn from each other and cooperate across classes and grades.

Teachers will be asked to fill out an evaluation of the school, and an evaluation of their principal each year. Again, this information will be used to help us continue to improve the quality of learning at PIS.

The school will also send out school evaluation forms to parents at the end of every year. Parents' feedback will be seriously considered and acted upon for the improvement of the school.

Leave

Sick Leave

All staff members at PIS are entitled to 10 days of paid sick leave per year. Teachers may take these at any time during the school year. These do not accrue and are not paid out at the end of the school year. PIS may request a medical certificate for two or more sick days. Upon return to work it is expected that you fill out the appropriate form, which can be found in the office. By filling out the form it guarantees that there are no discrepancies about the length of time you were absent. In cases where the staff member and management disagree over the amount of time an employee took off, and the employee did not fill out the correct form, the Management's records will take precedence.

Personal Leave

Teachers may take up to two days of unpaid personal leave. This may not be taken during the first or last two weeks of any school term, or used directly before or after a public holiday. These days do not accrue and are subject to the headmistress 'approval. Forms can be found in the office for requesting a personal day.

Compassionate leave

Every worker shall enjoy occasional leave with full payment in one of following circumstances occurring his/her family as provided by Ministerial order number 12/19 of 14/03/2003 specifying occasion leaves.

- Marriage of employee: Two (2) working days
- Childbirth of employee's spouse: Four (4) working days
- Death of spouse : Six (6) working days
- Death of father, mother or child : Three (3) working days
- Death of sister or brother: Two (2) working days
- Death of mother in law or father in law: Two (2) working days
- Death of brother in law or sister in law : one (1) working day

Vacation

All vacations must be taken during term breaks. Staff are required to organize their holidays around these breaks. Permission will not be given for teachers to take non-emergency travel/vacations during term time.

Summer School

The normal academic school year ends the last day of June, and throughout the month of July PIS runs a Summer School Program. Teachers should inform management by the beginning of May if they would like to work during Summer School. Salary is paid to teachers who work Summer School.

Planned Absence

PIS does not grant planned absences to teachers except in medically warranted situations, or situations involving extreme illness or other equally serious situations. Teachers are requested not to ask for time off from school during term time for holiday or other personal, non- emergency reasons.

Final Words

We hope you have found the information in this book helpful. Please feel free to provide feedback regarding this Handbook, with suggestions or comments on what you feel would make your introduction to Peha School smoother.

We hope you find working at PIS to be meaningful and fulfilling. A school is only as good as its teachers. You are the backbone of the school and have the power to influence lives. We hope that you start the school year confident, passionate and enthusiastically. The management is here to support you. Please feel comfortable to approach us at any time.

Sincerely,

The Leadership Team

