

International Liberty School



Staff Handbook 2016 – 2017

Abees Intersection of Ring Road and Agriculture Road, Alexandria

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Schools' Director

Eng. Nabil Saad

Schools' Principal

Dr. John Nabil

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School Contact Info

Contact Us

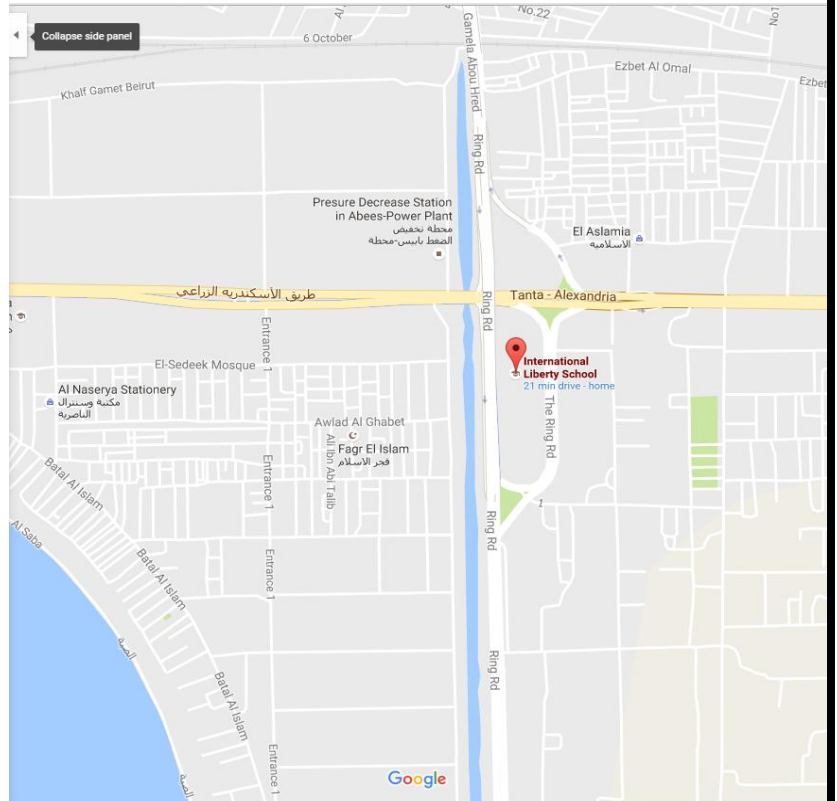
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Administrative and Academic Team

Leaders and managers play a critical role in defining the direction, purpose, priorities and goals of the workforce. The capability of the manager with the support of the HR to develop plans, hire effectively, coach, motivate and develop employees is crucial to success.

Senior Leadership Team (SLT)

Mr. Nabil Saad	Director and Chairman
Dr. John Nabil	School Principal
Ms. Rania El Bishbishy	Head of Elementary School
Mrs. Esraa Dorgham	Head of Middle School
Mr. Joseph Gorgy	Head Of High School
Mrs Heba Saad	Head of KG Department
Ms. Julia wadae	Human Resources Manager
Mr. Attya Kamal	Administrative Manager
Ms. Heba Amin	Executive Secretary & Registrar

Purpose

- ⦿ The International Liberty School is a community, which provides a high quality education for children of foundation to university entrance level; serving the educational needs of the indigenous and international families in Alexandria.
- ⦿ Our purpose is to develop and educate individuals to reach their fullest potential to become lifelong learners who are successful, responsible and productive members in a global society.
- ⦿ We offer a broad education based upon the American Curriculum, Starting from kindergarten through grade 11, American Secondary Curriculum (International Diploma Program), all with the addition of Arabic and Religious Studies.
- ⦿ We recognize the importance of each individual and his/her relationship with others. There is a commitment to promote global understanding and responsible citizenship in a multicultural context, where students will be influenced by the best of Arab, Western and other world cultures.
- ⦿ We provide a supportive environment, which recognizes each individual's talents, encourages pupils' aspirations and creates opportunities for them to become confident, responsible and self-disciplined adults who are able to meet challenges of the ever developing global world.

Directions

Every student has the ability to learn.

Nothing is impossible.

- ⦿ To develop within all students a sense of responsibility for themselves, their community, their nation and the world in which they live.
- ⦿ To provide a variety of enriching experiences which encourage life-long learning, self-realization, and career success.
- ⦿ To create an environment that has a strong potential for creating confident and competent individuals.

To achieve this vision, the staff and parents will work with the students in achieving the following:

- ⦿ Develop a positive self-confidence.
- ⦿ Transferring and applying basic skills, learning methods, and thinking strategies.
- ⦿ Students becoming actively involved in their own learning.
- ⦿ Developing the ability to enjoy different forms of creative expression.
- ⦿ Developing skills in problem solving decision making and accepting responsibility for the consequences.
- ⦿ Understanding and accepting change and benefiting from it.
- ⦿ Improving interpersonal communication skills and social relationships.
- ⦿ Understanding diversity among individuals and cultures.

SCHOOL FACT SHEET

International Liberty School – American division is a Pre-Kindergarten to Twelfth Grade American curriculum. The school has been in operation for eight years.

Enrollment: For the 2016-17 academic year the school has a total approximate enrollment of 450 students.

Faculty and Administration: The school has a full time staff of over 80 professionals. All staff members must possess a four-year degree minimum and a working knowledge of English.. Professional development is provided to teachers by the Training Department, AdvancED (our accrediting body), and both local and external organizations.

Graduation Requirements: Students graduate with a minimum of 24 credits gained from grades 9, 10, 11, and 12. Over the course of their last high school years students must complete a full core curriculum of classes including English Language, English Literature, Science, Social Studies, Mathematics, French , and Arabic for all four years. Students are also offered various subjects their final years of study such as Psychology, Business, Economics, Art & Design, Information Technology, Physics, and Calculus. Upon graduation students must also complete the SAT I examination. For entrance into Egyptian Universities the minimum SAT score is 1440. (Scores may vary according to annual national requirements)

Grading System:

	Max
CW	15
HW	10
Quizzes	15
Project	10
Behavior	10
Attendance	10
Quarter Exam	30
Total	100

School Tuition: The school offers an installment payment plan, and has a graded scale of tuition. There are additional fees for transportation, SAT, Certificate Stamping and some fieldtrips, and some extracurricular activities.

Campus: The school is located in a prime area of Abees. The American program has 23 working classrooms, 1 computer labs, 1 art rooms, 1 music room, 3 science labs, a central library with a Multimedia Center, book store, and 15 administrative and staff offices. There are 1 half Olympic swimming pool, a gym, 2 full soccer courts, and 1 basketball, and

volleyball courts, as well as a shaded area for KGs.

All floors are equipped for emergencies and safety is always the first consideration.

School Day Schedule: The school year is a total of 180 days. Teaching days are Sundays through Thursdays. Each day is divided into 9 lessons and each lesson is 45 minutes.

Activities: In addition to their full course load, students are expected to participate in a wide array of extracurricular activities, such as student council, drama, magazine , basketball and soccer and many other sports, community service, art club, yearbook. The school also offers several school fieldtrips throughout the academic year, encouraging community education and school fellowship.

PERSONNEL POLICIES

Employment and advancement opportunities shall be on the basis of qualifications and performance without regard to national origin, sex, religion, race or color.

PERSONNEL RECORDS

Records of qualification, experience and performance will be maintained by the administration for each member of the professional staff. The administration will add to the record an evaluation of performance each year. This record will be used for assignment, advancement, termination and other personnel actions. Such records are confidential with access restricted to the administration, and the individual concerned. The School Board may have access to the records during an executive session of Board meetings when personnel actions are under consideration. Information contained in the records will be made available to others only upon written consent of the employee. Copies of the records of previous employees are kept for a minimum of five years.

It shall be the responsibility of the individual employee to provide and keep up-to-date the following information:

- Proof of degree
- College transcripts
- Proof of previous teaching experience (if available)
- Other credentials appropriate to the position
- Military Status Certificate (For males)
- Other legal papers required

PROFESSIONAL STAFF RECRUITMENT AND SELECTION

The administration is responsible for recruiting personnel within the authority delegated by the Board and shall report all new hires to the School Board at the next Board Meeting.

By May 1st of each year, the administration shall define staffing needs and recommend staffing actions for the next academic year. Following endorsement by the Board, The Principal shall initiate action to continue the employment of current staff members or to recruit new employees. The Board must approve all staff appointments and terms of employment.

The hiring of husbands and wives or other relatives of staff is not precluded. However, situations in which one staff member evaluates a relative are not to be allowed.

In the hiring process the teacher must possess a proof of degree in the subject that he/she is applying for, if the teacher will teach more than one subject a transcript is required.

Any New Candidate has to take an appointment for interview from the HR department. When the candidate arrive to school he has to:

- 1- Fill in the school application in the reception or online.
- 3- Perform a Demo lesson
- 4- Finally a DEAL interview

If accepted he/she should then receive an offer letter, and come to sign a contract.

STAFF POSITIONS AND QUALIFICATIONS

The administration will prepare, for School Board review and approval, an outline of professional positions and the accompanying job descriptions. The administration may change and reassign duties; however, the creation of a new position requires the approval of the Principal.

PROBATION AND TENURE

The first three months of employment shall be a probationary period during which the employee may be dismissed without indemnity of any kind, other than salary earned.

STAFF TRANSPORTATION

Teachers can come to school on the buses with the students. A teacher must only occupy one seat. The bus will pick up the teacher at the home address or the nearest pick up point. Priority is given to students. In case there are no students, buses will pick up the teachers from a central point.

Note: Bus Service for the teachers is for 125 L.E.

STAFF ORIENTATION

The administration is responsible for organizing a program for the induction of personnel to the school. The purpose of the orientation program is to:

1. Acquaint new teachers with school philosophy, organization, policies and procedures
2. Acquaint new teachers with their colleagues and the community
3. Help teachers adjust to new assignments
4. Support all teachers with the necessary workshops and training sessions

WORKING HOURS

Teachers are expected to be in their classroom or duty stations no later than 7:45 a.m. A teacher should **ACTIVELY** participate in the organization of the assembly. until 3:00 p.m. In the event teacher services are required for longer periods of time, they will be notified in advance.

TIME SCHEDULES AND WORKLOAD

The administration determines time schedule and workloads for teaching staff. Teachers are expected to be available to students and parents during regular school hours and may be required to attend **meetings and events** after school hours with parents and students as part of their normal duty in school.

STAFF EXTRA-DUTY

The school considers teacher involvement in regularly scheduled extracurricular activities as an integral part of the teacher's job description for which no remuneration to normal salary is made. All faculty members are responsible for normal school duties such as lunch and recess, special events such as, but not limited to, open house, parent conferences, sports day, etc. and regularly scheduled extra-curricular activities such as coaching.

Teacher involvement is highly valued and should be self-motivated out of interest and a desire to provide activities needed by the students.

Attendance at in-service training sessions outside normal working hours may also be required without remuneration to normal salary.

ASSIGNMENTS AND TRANSFERS

The administration reserves the right to reassign or transfer teaching staff as needed based on qualifications.

STAFF RESPONSIBILITIES

Job Description

All full time faculty and staff are on duty whenever they are on campus. When you see a student not observing rules, it is your duty to verbally and professionally correct this minor behavior. Serious problems are to be reported to the HOS. Failing to report will lead to the discard of the problem and holding the teacher responsible for not reporting. All teachers are asked to monitor hallways and stairways at every break time according to a duty roster.

A Duty Roster will be posted including the names of alternates by the Administration. Failing to follow this roster professionally and promptly will lead to a deduction.

All teachers are on duty during the morning line from 7:40 am to monitor and enrich the morning line activities.

PROFESSIONAL STAFF MEETINGS

The administration will convene and chair staff meetings at least once monthly. Additional meetings may be called for specific purposes. (meeting copy book is urgently required)

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

LEAVES AND ABSENCES

Teachers are hired with the expectation that they will complete the school year. It is the intent of the Board that teachers should be on duty daily to provide the continuity that their classes need. As teachers presence is extremely important and valuable therefore absence for reasons other than illness, bereavement or professional reasons is strongly discouraged.

Leaves and absences follow the Regulations included. All of the rules apply after a probation period of three month

Each teacher must maintain lesson plans for substitute teachers in the office. These plans will be used by the substitute in the event of a teacher illness. The administration is to use their discretion in cases where unpaid leave is requested, absence from duty without approval or notification.

Teachers are expected to discharge their teaching duties conscientiously, including meeting all administrative obligations.

Teachers must inform their Heads of departments when they are absent from duty and to complete required forms when they return.

If teachers failed to inform the HOD, HOS or the HR of their absence, this will be recorded by the HOD and communicated with the HR before the 20th of the month. And this may lead to disciplinary action.

VACATIONS AND HOLIDAYS

Teachers shall be entitled to annual paid leave for 15 days. Any teacher declines summer school schedule when needed shall be considered in violation of their contractual agreement and may be subject to deductions.

Teaching staff shall be entitled to all scheduled school holidays during the school year. In cases where the school requires their presence during such times, it will be considered as part of their job.

PAYDAY SCHEDULES

All professional staff will be paid monthly on the first working days of the month for the previous month.

Administrative Rules and regulations

- ⦿ Cell phones are not allowed in class or corridors or during Duty hours.
- ⦿ No private numbers are to be given to parents; communication must be done through school.
- ⦿ Seating in the school reception is not allowed unless it is communication time.

- Seating in the administration offices is not allowed.
- Each teacher has to stick to his or her own staffroom to be easily reached.
- Smoking inside school premises is strictly forbidden.
- Chewing gum is not allowed in classrooms or corridors.
- Punctuality :
 - ☒ A teacher should be 2 minutes earlier before the bell of a period rings unless he or she has a lesson in another class.
 - ☒ Break duty is a critical time, when disasters may happen. A teacher should be actively participating in the assigned place with the students.
- Absence :
 - ☒ A teacher has the number of 6 emergency paid days.(3 each semester)
 - ☒ A teacher should inform the administration a day before the absence IF he or she can.
 - ☒ If a teacher cannot inform a day before, he or she should inform no later than 7:30 am the day of his or her absence.
 - ☒ Every teacher has THREE hours early leaves or late coming per month.
 - ☒ No Absence is allowed on the day of the duty.
- Emergency lessons :
 - ☒ Every teacher has the maximum lessons of 26, so an emergency is simply filling the gaps for your timetable and for your absent colleague.
 - ☒ An emergency less lesson should be a working lesson; a teacher can run it in a way that makes the best use of it.
 - ☒ Objections to emergency lessons are not acceptable
- Private lessons :
 - ☒ Private lessons are forbidden.
 - ☒ If a parent insists on helping his kid by the help of one of our teachers, he or she should contact the school for permission.
 - ☒ Private-lesson Revision should take place no less than two weeks before the exam.

Breaking the regulations	Consequences
Any breaking of the regulations concerning : <ul style="list-style-type: none"> - punctuality - Duties - Emergency lessons - Absence - Academic Performance <ul style="list-style-type: none"> - 1st time - 2nd time - 3rd time 	<ul style="list-style-type: none"> - Verbal warning - Written note - Salary deduction

STAFF CAREER DEVELOPMENT

The teaching staff will be given in – service training as available. Participation by the teaching staff is required. Attendance at regional seminars by the administration and teachers is encouraged. The administration will approve all staff development requiring **expenditure of co-shared funds**.

STAFF EVALUATION

Professional staff evaluations are done at least for each 2 weeks by the subject coordinators and recommendations should be signed by the subject teacher.
.teachers are evaluated by head of department using ELEOT sheet .
.subject coordinators are evaluated by the head of department by walk through sheets and ELEOT as well.
.subject regular meetings are held regularly on weekly basis by the subject coordinators to discuss the academic process and fill in the teachers “ progress sheet.

Following the dress code is a part of the teacher evaluation procedure

RESIGNATION OF PROFESSIONAL STAFF MEMBERS

In cases of resignation prior to completion of the Employment Agreement, the Board's responsibility is limited only to salary payments through the last day of active duty, less any amounts required to settle the individual's outstanding local debts.

Employee should finish the academic year in order to be granted the paid vacation.

In the event of resignation or separation for causes other than gross misconduct, the school and the Employee each agree to give written notice of at least thirty (30) days prior to effecting such action and whatever payments are due under the terms of the employment agreement shall be made within thirty (30) days of the effective date of separation.

SUSPENSION AND TERMINATION OF PROFESSIONAL STAFF

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

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

Involuntary separation for cause during school year will take place under the following conditions:

1. Failure to comply with the terms of the school rules. A thirty–(30)–day written notice will be supplied by the administration.
2. Gross Misconduct: Immediate dismissal with written reasons supplied by the administration.

STAFF COMPLAINTS AND GRIEVANCES

Professional staff should document any serious complaint, concern, and any employment related problem and submit it to their direct line managers with a Cc to the HR & the Principal. If no satisfaction is gained, the matter can then be escalated until it reaches the principal.

PHOTOCOPYING

Teachers may request the photocopying of instructional materials (signed by subject coordinators) by the following procedures announced by the HOS.

STAFF GIFTS AND SOLICITATIONS

Faculty or staff may not directly solicit dues or services from students. However, posters, signs and a receptacle for contributions may be placed in a common area, such as the school reception, but not in individual classrooms. Faculty, staff or students, may not directly be solicited at school, token remembrances between staff-members, students, parents are not encouraged.

POLICY STATEMENT TUTORING

Private lessons are not allowed for any teacher to any student regardless of the subject unless approved by the administration.

POLICY STATEMENT TEXTBOOK CHECK OUT

Teachers are allowed to check out textbooks after signing for the book with the bookstore.

No teacher shall receive any remuneration upon leaving school until the said teacher has physically returned all the textbooks. All shortages shall be deducted from final pay and/or arrearage compensated.

POLICY STATEMENT PLANS

In order to facilitate the coherent alignment of multiple teachers teaching from the same syllabus All teachers will :

1. Develop a course plan/overview of the subject matter to be covered.
2. Develop an annual plan for the subject based on the calendar. **(topics and dates)**
3. Develop a quarter overview of the subject with more details.
4. Develop weekly lesson plans (WLP) as a guideline prior to the actual week in which they will be presented. This should be sent as a softcopy to the HOD.

These lesson plans shall also be aligned with the approved Program of Study and the Specific Course Syllabus.

SUPERVISION OF STUDENTS

All staff members are considered to be "on duty" at all times, from the moment they enter the building in the morning until departure at the end of the day. In addition there may be special times during the day when supervision of students outside the building is required. It is at the discretion of the administration if you are assigned supervision in or outside the building. This is especially true during the activity period.

Teachers may be assigned duty for specific days or weeks.

ALL TEACHERS ARE TO BE IN THE HALLWAYS DURING PASSING TIME (**before and after breaks, snack time**) AND TO ACTIVELY SUPERVISE THE STUDENTS BEHAVIOR AND INSURE THEY ENTER THE CLASSROOMS.

Specially the teachers who signed to be on duty.

VISITORS

All visitors must check in with the security and with the building administrator. Teachers who bring visitors must inform the administration prior to the visit to obtain approval.

ACCIDENT REPORTING

All accidents must be reported to the school physician and HOS to insure proper treatment and to expose potential dangers.

Following referral of the student to the physician for treatment, an accident report must be completed by the first staff member to become aware of the accident. Accident reports are available from the physician, to whom they must be returned when completed.

DISCIPLINE / DETENTION

When the classroom teacher feels he/she has exhausted those means available for dealing with a problem student, the student should be referred to the HOS using the **Discipline Referral form**. No PHYSICAL or VERBAL detention by teachers is allowed.

Offense	Consequences
<p><u>Inside class:</u> <u>Class disturbance during lesson</u></p> <ul style="list-style-type: none"> - First offense - Second Offense - Third offense - Repeated offense after 1st report - Consistent offense 	<ul style="list-style-type: none"> - Verbal warning - Inside class punishment - Report No. 1 to be sent to a detention room with extra work for the rest of the period and break / P.E detention - Report No. 2 with marks deduction and parents knowledge - Report No. 3 with 1-3

after 2 nd report	days suspension and parents signature
<p><u>On campus (outside class)</u></p> <ul style="list-style-type: none"> • Using offensive language - Using physical violence - Bullying others • (1st time) • (2nd time) • (3rd time) - Consistently bullying others - Insulting a staff member 	<ul style="list-style-type: none"> - Report No. 3 with 1-3 days suspension and parents signature - Report No. 3 with 1-3 days suspension and parents signature - Verbal warning - Report No. 1 with break or P.E. detention - Report No. 2 with mark deduction and parents knowledge - Report No. 3 with 1-3 days suspension and parents signature - Permanent expulsion

If the HOS decided that the students should stay on detention, the teacher will be responsible to attend the detention with the student.

CUMULATIVE RECORDS

Teachers are encouraged to examine student cumulative records present with the administration for the best benefit of the student.

All student information is considered confidential. Student files are not made available to non-Administration personnel except to requesting institutions of higher learning upon permission of the parents, and documentation must be placed in the student's file when records are sent to colleges and universities or any other institution. All student records are maintained in the school.

EMERGENCY EVACUATION OF THE BUILDING

Evacuation directions are posted in all classrooms. All personnel and students should understand these plans.

Drills will be held throughout the year to familiarize students and faculty with necessary procedures and how to avoid problems.

Criteria for Failing/Passing a Course

- Students who receive an “F” as final grade in one or more of the core subjects (English, Math, Science, Social studies) will not be allowed to be promoted to the next Grade Level without successfully completing a Summer School Course in those subjects.

Note: *If a student didn't pass the Summer exam , will either repeat the year or leave the school.

***Students who receive an “F” as final grade in 5 Subjects will be automatically expelled from the school.**

- Students who receive a “D” as final grade in one or more of the core subjects (English, Math, Science, American Social studies) will be allowed to be promoted to the next Grade Level but have the option of completing a summer school course (if offered).
- Students who receive an “F” as a final grade in an elective course have the option of completing a summer school course (if offered) or re-taking an exam in this subject.
- [Winter/Midyear Re-exam strategy](#) for those students who get D- or below grades in the second quarter exams. It is a way to give the students another chance to make up for the low grades they got.