



SAGESSE HIGH SCHOOL
MARY MOTHER OF WISDOM
AIN SAADEH - METN - LEBANON

TEACHER'S GUIDE

2016-2017

SAGESSE HIGH SCHOOL
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Sagesse High School is:

- **Accredited by the Ministry of Education of the Lebanese Republic. Decree #6228, January 15th, 1995.**
- **Accredited by the Middle States Association (MSA) December 1, 2009.**
- **Authorized by the International Baccalaureate Organization (IBO) since 1995.**
- **IB Diploma Program recognized by the Italian Government.**

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Sagesse High School Mission Statement

Sagesse High School is a Catholic, Anglophone, co-educational school that educates and motivates students from diverse backgrounds to become life-long learners and responsible citizens with strong ethical values. The school promotes various enriched educational opportunities and operates in an environment that instigates empathy and compassion.

Sagesse High School Beliefs

We believe that

- each person is respected and valued as one created in the image and likeness of God;
- knowledge enhances the goodwill of human kind and society;
- each person has equal worth and treats others with respect;
- students can be prepared to actively and constructively contribute to the shaping of a better world;
- each person has unlimited potential and has the opportunity and capability to learn and develop into a well-rounded individual;
- learning is a flowing partnership among teachers, students and parents;
- human resources are the most important asset to the success of the mission.

Purpose

The purpose of this guide is to help teachers become acquainted with the school's climate and to highlight their duties thus facilitating their work and their communication within the school community.

It is worth mentioning that Sagesse High School abides by and implements the Lebanese law of the organization of members of teaching staff in private schools.

Teacher's Qualifications

Teachers are **expected to**

- maintain a professional and transparent relationship with other colleagues and the administration to maintain effective cooperation among stakeholders;
- maintain a professional relationship with their students. One that delineates clear, effective and appropriate boundaries and that is within the limits of propriety;
- be open to HD's or HOD's suggestions for improvement;
- take every precaution not to breach confidentiality;
- maintain confidentiality of meetings and discussions and/or decisions taken and must not communicate such information to students, parents, or other members of the school community;
- exhibit self-confidence as a teacher;
- be willing to undertake new challenges;
- abide by the school dress code;
- promote the school's image positively.

Relationship with Colleagues, Administration, Parents and Students

Teachers are **expected to**

- understand the importance of positive and frequent communication with parents through the HD;
- not make false or negative statements about colleagues, administrators, or other members of the school community;
- not favor, embarrass, or mock students;
- not discriminate on the basis of race, color, gender, religious beliefs, family, social, or cultural backgrounds.

Dress Code

Teachers and staff members are to dress appropriately to school.

Ladies must dress conservatively regardless of the weather. Low cut necklines, sleeveless shirts, tight revealing pants, short skirts/dresses, and short tops are not appropriate attires for school. However, they must not come overdressed to school and are asked not to wear excessive makeup.

Gentlemen must be clean shaven. Shirts must be tucked into pants.

It is worth mentioning that light blue jeans, T-shirts, tennis shoes, open flip flops, *Birkenstock* (shoes, sandals and clogs) and sunglasses are not allowed. Shirts with inappropriate slogans or pictures are not allowed.

Punctuality

Teachers are **expected to**

- arrive to their classrooms before the students in the morning and after each break and be the last ones to leave the classrooms;
- arrive on time to all meetings, workshops, events, presentations and seminars;
- respect and abide by school deadlines;
- submit grades, narrative evaluations, term exams and entrance exams on time.

Duties

In the aim of ensuring a safe, ordered and productive environment teachers are **expected to**

- lock classroom doors during breaks to protect students' and school property;
- take attendance at the beginning of each and every class throughout the day, to prevent students from ditching classes, and report absentees to the floor supervisor;
- foster safe, healthy, and attractive conditions in the classrooms and on campus;
- make sure that students maintain the cleanliness and tidiness of the classroom, desks, and other furniture and materials and must report students' infractions to the supervisors;
- ensure that all students conform to the SHS dress code and must report students' infractions to the supervisors;
- follow the disciplinary procedures set by the school and division;
- implement school policies and procedures;
- proctor tests, quizzes, and term exams and implement the conduct of examinations for teachers;
- pray with the students in the morning;
- upload their unit plans on Atlas after obtaining the HOD's approval;
- abide by the Division's internal rules and regulations, including substituting other teachers, as set by the HD;
- report their absences as soon as possible, to the concerned HOD and HD, so that appropriate arrangements can be made;
- check their e-mail on a daily basis;
- share the responsibility, with the supervisors, of maintaining order in the hallways, auditorium, library, church, as well as on buses;
- minimize the possibility of cheating;

Make sure that during tests and quizzes students remove all books, notebooks and other unauthorized items from their desks. Other preventive measures would include such things as different versions of a test, vigilance during tests, quizzes, as well as appropriate seating arrangements. In case they have a large number of students they may request help from the HD to allocate an extra room and proctor in order to divide the class into two groups.

- upload on Skoolee, on a daily basis, the homework, lesson plans and assignments for their students as well as their comments about student's performance whenever necessary;
- upload on Skoolee the students' scores on quizzes, tests, term exams as well as the narrative evaluation;
- attend all parents-teachers conferences as well as departmental and general staff meetings;
- park their cars in the areas designated for teachers;
- come prepared to class and refrain from sending students on an errand to deliver or bring items to and from offices and classes or to go make copies of handouts;
- use the language of instruction that is specific to their subject at all times;
- make sure that students do not write on the walls, desks, chairs or damage school property in any way and must report students' infractions to the supervisors;
- efficiently plan their lessons to teach the whole period and refrain from dismissing students early, or have them wait next to the classroom door, before the bell rings before the breaks and at 2:30 p.m.;
- accompany their students to the allocated rooms, auditorium, labs, library, art rooms, or to the playground (for PE class) in a quiet and orderly manner;
- sit next to their students in the auditorium and stay with them throughout an event or lecture;
- make sure that incomplete monthly grades are dealt with as soon as possible and that the actual grade is uploaded on Skoolee;
- collaborate with the assistants to schedule make-up tests on afternoons. Teachers should not administer make-up tests during lessons;
- make sure that the supervisor is in her/his office before sending students out of their class;
- make sure that students do not disrespect students with special needs and that they do not mock them and must report students' infractions to the supervisors;

- make sure that students do not sleep during lessons and must report students' infractions to the supervisors;
- keep the teachers' lounge tidy, clear their desks/tables, and discard any unwanted materials;
- attend and participate in professional development workshops, which may be on campus or off campus (local, national, and international) and not necessarily during official school hours. They are expected to submit a written report on each workshop attended;
- implement the tutoring policy set by the administration;
- uphold the policy on plagiarism and report cheating or academic dishonesty to the HD and HOD;
- serve on an accreditation committee;
- type and proofread all tests and exams;

Exams and tests should have a cover sheet with all the necessary information and instructions, and teachers are to include the grade distribution/markscheme.

- abide by the grading policy, which is aligned with the school assessment policy, which they have agreed on with the HOD.

Modifications are only allowed upon approval of the HOD.

- seek help or ask for clarifications from the concerned HD and HOD.

Teachers are **expected not to**

- use social networks to communicate with students or parents except those allowed by the school;
- communicate with parents about a student's performance at school other than their child's performance;
- smoke on school premises except in the assigned areas;
- use cell phones in the classroom/or other teaching areas or during meetings.
- chew gum, eat, or drink any kind of beverage in class other than water;
- leave students unattended for any reason during classes, outdoor activities, PE classes, lab sessions, activities in the auditorium, library, fieldtrips, and exams;
- give class in the cafeteria or playground without the approval of the concerned HD;
- organize parties without prior permission from the concerned HD;

- correct students' work or read while proctoring hours or during meetings;
- leave extra examination materials (answer sheets, scratch paper, question sheets etc.) in the classroom/exam room;
- allow students to go to the restrooms in between class periods or during the first or last five minutes of the lesson except in extreme cases;
- give permission to several students to go to the restroom at the same time;
- allow students to go to the supervisors to get tissue paper. Inform students that they have to bring their own tissue paper;
- allow students to access their lockers in between classes;

Students must get their books in the morning (for the first 3 periods), after the first break (for periods 4 & 5) and after second break (for periods 6 & 7).

- bring their children to faculty and staff meetings;
- switch scheduled teaching hours with other colleagues without prior permission from the concerned HD;
- display ads, posters, or notices in the school without prior approval from the concerned HD;
- allow students to share or borrow books and stationery from students in the same or other classes or sections;

Students are expected to bring their own books and stationery to class.

- ask students or class representatives to distribute test papers during breaks or other classes;

Teachers must hand out corrected papers to the students during their class. They should not give the corrected tests to another subject teacher for distribution.

- sit on the desks, including the teacher's desk, in class;
- label students with special needs;

Do not refer to them as "slow students" among their peers.

- remind students that they are repeating their grade level;

A student who is repeating his/her grade level has the right to participate and contribute in the learning process like any other student.

- dismiss students from their class except in situations where the student is impeding the learning process.

Class Management

Teachers are **expected to**

- have a solid grasp of content areas;
- use all the available teaching time for on task instructional activities;
- be consistent in maintaining classroom rules;
- ensure that all students sit properly in class according to the seating plan (where applicable);
- teach and reinforce appropriate behavior in the classroom in a positive way;
- teach students how to become good citizens and to respect school property and the property of others;
- be patient and persistent in their classroom;
- be enthusiastic about the profession of teaching and education;
- circulate in class and help students during lessons and activities;
- remind students to wear the uniform properly during class;
- make sure that students sit properly on chairs.

Students must sit up straight and must not be allowed to swing on the chairs or sit on desks. Sick students must not be allowed to sleep on their desks and must be asked to go to the infirmary.

- remind students to keep their water bottles in their bags;
- make sure that students keep their bags under the chairs so that enough space is available for them to walk around in the classroom;
- remind students (where applicable) to keep their books, notebooks and other belongings in their lockers (and not in or on their desks) before they go to break and at 2:30 p.m.

Teaching Techniques and Methodologies

Teachers are **expected to**

- use signaled responses, questioning techniques, and /or guided practices to involve all students;
- adopt a suitable pace of instruction to ensure that the introduction and mastery of material is at a speed that allows students to maintain interest in the task;
- develop ways to generate student interest in the lesson by including ideas that are relevant and appropriate to their age and stage of development;
- promote differentiated instruction to target all learning styles of students;
- use varied instructional strategies to enhance student learning, such as audio-visual aids, ICT, and field trips;
- involve students in active learning to generate more interest and encourage them to take independent action in the pursuit of learning;
- evaluate students' strengths and weaknesses and adapt teaching methods accordingly;
- encourage student self- and peer-assessment;
- appraise students at appropriate times to boost their self-esteem;
- evaluate and report students' progress (homework notification, academic notices or academic appraisal);
- give students direct feedback.

Effective Planning

Teachers are **expected to**

- plan, together with the head of department, yearly and weekly as well as the daily lesson plans in alignment with the curriculum and guidelines of the school;
- plan with parallel teachers, teaching the same subject to different sections of the same class, in preparing the yearly, weekly, and lesson plans;
- be familiar with the curriculum of the subject they are teaching thus ensuring vertical alignment;

- plan interdisciplinary activities in collaboration with other subject teachers to ensure horizontal alignment;
- plan for student self- and peer-assessment;
- book the auditorium, labs, and library one week in advance;

It is worth mentioning that the activities planned must be preapproved by the concerned HOD.

- reserve LCDs, TV, and CD players one week in advance;
- obtain the approval of the concerned HD and HOD for all curricula related field trips;
- participate in curriculum review and development.

Teacher Evaluation/Appraisal

Teachers' evaluation is an ongoing process at school. This process is very important because it provides them with the opportunity to improve their strategies whenever needed and it helps them develop self-reflections and self-assessment skills for life-long learning. Furthermore, teacher evaluation/appraisal enhances open communication in an atmosphere of mutual trust and respect. Consequently, it is important for teachers to be aware of the aspects on which their performance will be evaluated. There are three types of annual evaluations/appraisals.

1. Self-evaluation/appraisal.
2. HOD teacher evaluation/appraisal.
3. HD teacher evaluation/appraisal.

Consequences

A- For Academic Matters

1. Reminder: After an infraction of the academic rules and regulations a *Reminder* is sent by email by the HOD and a copy is sent to the Rector and HD.
2. Notification/Warning: Two *Reminders* may result in the issuing of a *Notification* that is sent by email by the HOD and a copy is sent to the Rector and HD.
3. Official Warning Letter*: Two *Warning Letters/Notifications* may result in the issuing of an *Official Warning Letter* from the Rector.

*Two *Official Warning Letters* from the Rector could result in the dismissal of the teacher from SHS.

B- For Non Academic Matters

1. Reminder: After an infraction of the school rules and regulations, a *Reminder* is sent by email by the HD and a copy is sent to the Rector.
2. Notification: Two *Reminders* may result in the issuing of a *Notification* that is sent by email by the HD and a copy is sent to the Rector.
3. Warning Letter: Two *Notifications* may result in the issuing of a *Warning Letter* from the HD that is also signed by the teacher.
4. Official Warning Letter*: Two *Warning Letters* may result in the issuing of an *Official Warning Letter* from the Rector.

*Two *Official Warning Letters* from the Rector could result in the dismissal of the teacher from SHS.