

STAFF HANDBOOK 2021-2022



Universal Civilizations Academy School





Introduction

Universal Civilizations Academy strongly believes in professionalism from all our staff and strives to create a learning environment that nurtures the potential of all students. The professional educator acts with conscientious effort to exemplify the highest ethical standards and follows all responsibilities.

All staff is expected to implement the rules and regulations which will allow us to continue making progress and accomplish our educational goals.

The following documents are a source to any regulations applicable in the school and of our country. Each employee must abide by the regulations mentioned. The school has the right to take any necessary procedure in accordance with the regulations.

The attached information will inform all staff of the policies and guidelines that UCA believe will support staff and students alike, in order to continue our comfortable and safe working environment. We strive to build moral character and develop tolerance, cooperation, creativity, and patience within our students and the best way to achieve this is when we, ourselves are dedicated to work as a team and practice cooperation and tolerance with one another.

UCA would like to thank all staff in advance for your cooperation and is looking forward to a new academic year.

School Statements:

Vision Statement

Universal Civilizations Academy is dedicated to building generations of students who strive to excel academically, are proud of their culture and beliefs, and are open-minded to the world.

Mission Statement

Universal Civilizations Academy is committed to providing students with the best of two worlds; empowering them with the knowledge that diversity of culture and background is a strength to be respected. Students are encouraged to meet academic challenges with openness, enthusiasm, and a willingness to learn.

Purpose Statement

The focus of Universal Civilizations Academy is to create an atmosphere of cooperation by respecting individual differences and instilling a sense of pride and accomplishment in our students. We achieve this through exposure to both our curriculum and instruction by a culturally diverse staff. Our students will be prepared for higher learning and become responsible and socially aware citizens.

Core Value

We strive at Universal Civilizations Academy to build moral character and develop tolerance, cooperation, creativity, and patience within our students. We motivate our students to become proactive thinkers and lifelong learners.

Objectives:

Universal Civilizations Academy students strive to:

- Acquire the skills needed to become independent learners.
- Become responsible and socially aware citizens.
- Develop a positive self image so that they may become patient, tolerant, and creative individuals.
- Understand and appreciate their own culture as well that of others.
- Meet challenges with openness and enthusiasm.
- Appreciate the value of time management.
- Work well with others and learn the art of cooperation.
- Acquire the skills needed to become proactive thinkers and lifelong learners.
- Acquire positive attitudes towards different cultures, traditions, and beliefs.

Motto:

Faith unites us, knowledge builds our future

Universal Civilizations Academy

Long Term Goals

- Students meet or exceed high academic standards.
- Student centered and results-driven classrooms.
- Accountability for student learning at all levels.
- Provide support for all students including those who have learning disabilities.
- Support student learning and family engagement through the parents' council.
- All students graduate and are prepared for higher learning and successful careers.
- Students are actively involved in the learning process and are encouraged to participate in international, cultural, and religious activities.
- Students are provided culturally relevant learning activities.
- High school teachers involve students in relevant, real-life experiences.
- All teachers engage in ongoing professional development focused on student achievement
- All students are effective communicators.
- All students are effective researchers and able to use technology to obtain, organize and communicate information and to solve problems.
- All students demonstrate critical thinking skills.
- Use data to continuously improve the school.
- Students are encouraged to become productive members of society.
- Enhance communication& understanding among staff, parents, students, and community.
- Improve technology within the classroom

- To plan, deliver and evaluate their lessons however they deem to be the best for their classes. The school does not insist on any prescribed “one method fits all” approach to the planning or delivery of lessons. Teachers are free to be creative, inventive and imaginative in their lesson design and content.
- To provide a caring, supportive and stimulating environment in which pupils can learn and become responsible, confident and independent members of the community.
- To help each child to develop an inquiring mind; the ability to question and argue rationally; and to use that ability in the application of tasks and skills.
- To have high expectations of each child and to work with them in order to fulfill their potential.
- To acknowledge that failure can be a valuable learning process.
- To acknowledge that all children can have special needs at some time and to support them at all times.
- To recognize that learning can be enjoyable.
- To recognize that all staff should be involved in the decision making process.
- To recognize that all staff need the support and encouragement of colleagues, professionally and personally.
- To accept that all staff have the right to professional development.
- To be committed to Equality of Opportunities for all.
- To recognize and acknowledge parental rights to involvement in their children’s education through the development of close working relationships.
- To make the school a part of the whole community and to develop strong and productive links with that community.
- To celebrate cultural diversity; to have respect and tolerance for the individuality of others
- To care for the environment and to be concerned about the wider world.

Afterschool Classes:

UCA provides afterschool programs that offer academic and enrichment activities in the hours that follow the school day. These programs serve children of all ages and include academic support, mentoring relationships, and more. Afterschool programs improve students’ academic outcomes, school attendance, and social and emotional learning.

With kids jumping from school period to school period to consume multiple subjects, and then having to tackle an additional breadth of topics underneath each subject umbrella, it can be tough for them to go beyond the surface of a particular topic.

In After school classes, such restrictions are loosened, allowing the kids to get involved with after-school enrichment activities, and experience new and more specific layers of one particular subject. Depending on the opportunity, that can be a deeper dive into a subject they're currently studying in school, or, it could be something entirely brand new with which they haven't had any experience at all.

The students experience something much different from a traditional classroom, something more intimate. A personalized learning experience means that a student learns not only what they need to learn, but can also mean they're learning what they want to learn, now that instructors don't have to cater to an entire classroom. It's easy to see how this can lead to maximum engagement.

Universal Civilizations Academy Internal By-Laws and Regulations

The school is responsible for obtaining the consent of the Ministry of Private Education, along with the teachers' residence permit, noting that the teacher must pay their own fees (affairs fees, passports, health insurance card, etc.).

Each employee must submit all documents related to his/ her residence renewal (passport, copy of the civil card, personal photos, fees) to the Administrative Secretary one-month prior to the residence' expiry date; the school is not responsible for any delay.

Each employee shall submit the following papers to the Employees Affairs Department in order to add them to his/ her personal file:

- Academic certificate (high school, university, education, etc.)
- Experience certificate
- Passport copy
- Copy of the civil card (In the event of renewing the civil car, the Employees Affairs Department shall be delivered a new copy)
- Prior approvals of the private education
- Personal photos

Working Hours for All Employees

Working Hours

The working hours of the school's employees are from Sunday to Thursday, which are the official working hours in the State of Kuwait. As for Saturday, it shall not be considered an official working day, unless in the exceptional cases.

It is expected from all employees (administrative employees and teachers) to work up to four Saturdays per semester, i.e. eight times during the academic year.

Administrators:		From 7:00 to 3:00
Teachers:	Kindergarten	From 7:15 to 2:30
	Elementary	From 7:15 to 2:40
	Middle school	From 7:15 to 2:40
	High school	From 7:15 to 2:40
	Service employees	From 6:30 to 4:00

Administrators include: administrative supervisor, receptionist, public relations officer, secretaries, registrar, accountant, treasurer, store clerk, nurse(s), and counselors and psychologists.

Teacher/Student Contact Time:

- It is expected from each instructor to teach at least 24 class periods per week.
- The Head of the Department, will instruct at least 14-18 class periods per week.

Noting that the number of weekly lessons may change as per what it is deemed appropriate by the administration and according to various circumstances in the school. In this respect, the administration hopes that all school employees will faithfully attend to their responsibilities as teachers, due to the importance of education, which requires prior preparation for teaching and office work.

Registering Work Attendance

The administration uses the automatic clock and the finger print clock to register the working hours of the employees; hence, each employee must register his/ her time of attendance in the morning and the time of leaving at the end of his/ her working hours. In addition, any leave with permission, must be timed and will be deducted.

Employees are given individual punch cards, located by the automatic clock. Each employee is responsible for his/her attendance. Punching the attendance card for another employee is a violation; any employee found doing this will face a penalty stipulated by the school by-law which is a deduction of the remuneration of one day for both parties.

Permission to Leave:

Employees wishing to obtain permission to leave during working hours must first ensure that he/she has no class periods scheduled during the time of leave. Permission is granted by the following procedure: permission of HOD, followed by the public relations officer administrator. Employees must sign out when leaving and in at the time of return. Obtaining permission to leave must be at least a day prior; (unless it is an emergency) administration should be informed in the morning before 7:00 AM of the scheduled leave.

- The employee is allowed 720 minutes leave during the school year, which must be approved by the HOD. He /She is granted that permission in the noncontact period.
- Any extra time over 180 minutes may cause a deduction of a whole working day and one of the allowed six days' absences or a deduction of salary.
- The employee must return before his/her next class period. In the case of tardiness, all legal measures may be implemented.
- The employee is permitted to leave twice during the semester for not more than 3 hours.
- In the case of exceeding two permitted leaves, a deduction of one working day will result. The employee will be deducted two days if he/she leaving the school during exams, activities, and/or in the case of shortage of teachers.
- A deduction of two working days will result from exceeding two permitted leaves.

Arriving late:

The employee has the right to arrive late for 30 minutes per month; the employee will be subject of half day deduction, if his/ her delay exceeded 30 minutes. In the case of repeated tardiness, the employee will be addressed by administration and legal procedures related to such a violation may be taken, including withholding his/her contact renewal.

Absence:

Employees must call the appropriate HOD in the event of an absence from work. They must inform their HOD of their situation before 6:45am; this will give administration sufficient time to find a suitable replacement for your periods. If the employee is absent for more than three times, without informing the administration earlier, the days' salary will be deducted and from the six days.

In the event of repeated absence without notifying the school, the administration shall discuss the subject with the employee and take the appropriate procedures which might reach termination.

Unplanned/Planned Staff Absence

Every effort should be made to make medical appointments outside of school hours. If you are not well enough to come to work, please inform the Head of Department before 6:45pm. Please inform the Public Relations Administrator if you are aware that you will be absent the following day.

A certificate is needed from your doctor when returning to work. Please refer to the absence policy for paid leave. Unpaid leave of absence may be available with permission from the Director.

Sick leave:

Sick leave is given and paid according to article 37 of the Kuwait Labor Law for the private sector. Leave may be accumulative or taken individually. Sick leave cannot be accumulated and taken in the following academic year. Article 37 produced is clarified below:

An employee whose illness is testified by a private hospital or a government clinic is entitled to the following sick leave during the year.

- ❖ 6 days of full pay- **upon permission of the Director.**
- ❖ 6 days on half pay- **upon permission of the Director.**
- ❖ 6 days on three-quarter pay- **upon permission of the Director.**
- ❖ 6 days on quarter pay- **upon permission of the Director.**

Sick leave conditions:

- The medical report should be issued on the day when the sick leave is taken and not prior to that date.
- The medical report should be submitted within three days following the absence, otherwise the salary of the days absent will not be issued unless with the salary of the summer leave.
- The medical report should be signed by the Ministry of Health; in the event where the treatment took place in a private hospital, the medical report should be authenticated by the Ministry of Health.
- In the event of traveling abroad for treatment, a medical report authenticated by the Ministry of Foreign Affairs should be submitted.
- In the event of delivery, the appropriate report should be sent in order to calculate the maternity leave.
- In the event that one's child needs to be taken to the hospital, a report and a hospital referral should be given to the Administrative Supervisor from the hospital.
- In the event of a death in the family, of one of the uncles, grandfathers, father-in-law, the leave shall be deducted from the sick leave.

- If the daughter of any of the school's employees give birth and the employee must accompany her daughter, a maximum of three days may be taken and these days will be deducted from the employee's available sick leave.

Leaving without permission:

If any employee leaves the school prior to the end of the working hours and without cause or permission: it shall be considered as if he/ she was absent during the entire day and the remuneration of one day's salary will be deducted.

If the employee continues to leave the school prior to the end of the official working hours, the administration shall be obliged to discuss with him/ her the situation, taking into consideration the legal procedures in such violations. The result of said violation may result in refusal to renew the contract for the following academic year.

Illness of the employees' children:

If one of the employees' children is ill, the employee will be entitled to an absence of one day in order to be able to take his/ her child to the doctor for treatment; the said absence must be considered a sick leave.

Absence regulations prior to the beginning of the academic year:

- If the employee is absent during the working hours at the beginning of the official start of the school, and if this was prior to August 31 (i.e. paid), and was supported by an acceptable medical report, the absence days shall be calculated from the sick leave of the new academic year.
- If the administration did not accept the medical report, each day of absence shall be considered as a full day and one third day of absence which will be deducted from the employee's salary.
- If the absence continues after September first, the employee shall not have a salary until he/she commences to work and this absence shall affect the rate of his/her summer salary and indemnity.

Total Vacation and Working Days:

- Administrators: are entitled to a leave of one month and a half per year.
- Teachers: are expected to work between 200 and 210 days per academic year.
- Service employees, guards and messengers: are expected to work eleven months per year. Saturdays are considered official working hours for these employees.

Leave due to a death in the family:

In the event of a death in the family (spouse, son, mother, father,) –the employee will be entitled to a week paid leave; the said leave may exceed one-week dependent upon the decision of the administration.

Pilgrimage leave:

A paid leave shall be given to the employee wishing to perform the pilgrimage as per the following conditions:

- The employee should be working at the school for three years.
- The total number of leaves given for the pilgrimage may not exceed one third of the teachers of each department; in the event where the total exceeded the third, permission shall be given by lot.
- The pilgrimage leave should not exceed 10 days including the day of Adha leave.
- Pilgrimage should be a religious duty.

In the event that the above conditions were not met; but, the employee has obtained approval of the Head of the Department, the employee shall be given the pilgrimage leave; however, the days of absence shall be deducted from his/her salary.

Marriage leave:

The employee shall be granted a paid leave of three days upon marriage.

Maternity leave:

Teachers are entitled to a paid leave of 14 days after normal delivery. In the event of a Cesarean delivery, the employee shall be entitled 21 days of maternity leave. Pregnant teachers should inform the administration of their due date in sufficient time to arrange a substitute teacher during the maternity leave.

Unpaid Personal Leave of Absence:

As per the Employees' Affairs Law concerning personal leaves, The Ministry of Education does not permit leaves of absence during the academic year. However, the school will cooperate with teachers and will grant them an urgent leave for personal circumstances. The period of these leaves will be deducted from the salary at the rate of one day as per the following conditions:

- Approval of the Head of the Department and the administration must be obtained at least one-week prior to the date fixed for the required leave.
- Detailed lesson plans must be given to the Head of the Department or to the direct person in charge.
- The leave of absence shall not be related to school leaves or holidays.
- The administration shall apply the Ministry of Employee Affairs' Law concerning leaves. In the event that the leave was related to the school leaves or official holidays, one full day of absence will result as one day and one third. Furthermore, the remuneration will be deducted from the employee's salary.

Summer vacation:

All employees are entitled to summer remunerations. Those who began on September 1st and worked until the last day of the academic year will receive full remunerations. In the event of an unpaid leave, being absent, or commencing work after the beginning of the academic year the employee's salary will be deducted according to the days absent.

Resigning employees:

An employee wanting to resign from his/her job are expected to:

- Notify the school's Director 30 days in advance.
- Submit his/her resignation letter to the Director.
- Pay his/her debts or invoices to the accountant.
- Submit the school's property (i.e. teachers' editions, books).

*The school shall keep the last salary of the resigning employee until all legal matters, i.e.: residence transfer, financial or legal obligation are resolved.

Deduction of Salary

All deductions applied on unpaid leave must be calculated on the basis of 26 working days per month. This is by virtue of the Kuwaiti Labor Law; i.e., any unpaid leave day will be deducted at the ratio of 1/26 of the monthly salary.

Note: In the event that the first semester has ended and the employee did not use the sick days, three days will be cancelled since the period has ended. The remaining three days of the second semester shall remain without referring to the first three days that have been cancelled by the end of the period.

Organization of the School Day

Assembly

7:00 am -Doors will be open.

7:25 am –Students line up for assembly. The students sing the National Anthem, recite Quran, stretch and recite the school's statements. All teachers stand with his/her 1st period or homeroom class during assembly and then ensure that the students enter their class.

7:45 am - The gates to the playground are closed. All late students must report to the office. Late students must obtain permission to enter into their first period classroom.

Breaks

Boys:

9:15 am – Morning Break. The teachers on duty must ensure that the students are safe. All students must go to the playground; no student may stay inside of the class.

9:45 am -- End of Break: The whistle is blown to signal the end of break. To ensure a prompt start to the next period, teachers should collect their students from the playground.

Girls

10:00 am– Morning Break: The teacher on duty must make sure that the students are safe. All students must go to the playground; no student may stay inside of the class.

10:30 am- End of Break: The whistle is blown to signal the end of break. To ensure a prompt start to the next period, teachers should collect their students from the playground

Any student who wishes to leave the playground must ask the duty teacher. NO student(s) may be left in the classroom(s) unsupervised. Teachers wishing students to complete their work, in class, should be prepared to supervise these students during the break/lunch time.

12:00 pm – Prayer Time: prayer is mandatory

1:30 pm - End of school for KG. KG staff supervise students. Students remain in the class until a parent or guardian arrives.

2:00 pm – End of day for elementary, middle, and high school students. Elementary students remain in class with their homeroom teachers until a parent or guardian arrives.

2:30 pm – The after school duty teacher collects the remaining children and remains with them on the playground until the children have left. The duty teacher is not responsible for after school students or students participating in school activities.

Employee Benefits

Tuition fees of the school employees' children:

The employees' children may attend the school provided the following have been met:

- To successfully pass the entrance test.
- The availability of vacant seats.
- The employee shall only pay 75% of the school tuition fees.
- In the event the employee wishes to transfer his child, he/ she shall must inform the school during the enrollment days, otherwise the employee must pay the enrollment fees, i.e. 100, as all other parents.

Personal Loans Policy:

Any employee may obtain a personal loan equal to the amount of one month's salary, provided he/she to pay this loan on three equal installments from the employee salary during the following three months.

Personal loans are granted only once in the academic year, unless the situation is urgent. The Director must give approval. The school will deduct the employee's debts prior the end of the academic year.

Transport:

- The teachers are allowed to use the school bus for going to and from school, provided they pay the fees of this service to the transportation officer.
- The teacher shall pay one installment per month, regardless of the number of times he/she uses the bus.
- As for the teacher who works as a supervisor in the school bus, he/ she shall be exempted from the required fees.

The bus supervisor should be the first person on the bus in the morning and the last one to leave in the afternoon. The supervisor shall be responsible for maintaining rules and safety in the bus and of verifying that the students came and left the bus prior to that the bus moving. The supervisor shall notify the school administration concerning any violation that may occur.

Educational Duties

Substitution Plans:

In the event that a teacher is absent, he/she must notify the department HOD by 6 am; thereby, giving the persons in charge time to prepare the necessary arrangements in order to cover the class periods.

If the teacher is absent from work for more than one week, the school will consider calling an alternate teacher. Therefore, there should be a substitution plan for the alternate teacher. The plan should be built on the skills taught for the appropriate grade level. Each teacher will prepare lesson plans which must be readily available to the HoD. Also, the school timetable and weekly duties must be provided in the lesson plan file. If worksheets are needed, these must be included as well. All documents must be provided in a clear and easy to follow manner.

Classwork/Homework Plans:

In order to provide communication between the school and home, all teachers of grades (1-8) are to provide parents with a weekly classwork/homework plan. This includes the skills and the concepts to be taught during the week, in addition to the dates of quizzes, projects, and activities for that time period. This information allows parents to follow-up with their child's studies on a daily basis.

The weekly plans must be organized and clear from error, every effort should be observed in order not to change the information found on them. The plans must be given to the HoD on a weekly or biweekly basis, in order to be reviewed and approved before distributing to the students. No homework is given during mid-term and final exams.

Classroom Teacher:

The classroom advisor plays a major role in the students' lives; they provide information throughout the academic year.

Each student needs to progress in both academic and social affairs. It is the teacher's duty to develop a strong relationship with our students in order to ensure that all students succeed. Most of the responsibility is on the classroom teacher, he/she is expected to:

- know the level of his/her students and to follow-up their academic progress, in addition to understanding their problems and gaining their confidence.
- listen to the students' complaints if they have faced problems at home or at school and to give them advice in order to help them to resolve these problems.
- periodically review the school's rules and the code of behavior with them.
- complete school reports and certificates related to his/ her class(es).
- implement behavioral contracts provided by the counselors, in order to encourage them to behave.
- ensure that the students attend and participate in the morning assembly.
- distribute letters and publications to the students and to receive the parents' replies.
- take attendance and to follow-up with the absent students in order to inquire about their absence.
- encourage the students to arrange their classroom and to keep it clean and tidy.
- KG-Grade 6 homeroom teachers must remain inside of the classroom with their students at the end of the day until a parent or guardian arrives.
- collect the fees of field trips, the activities, etc. and submit the fees to the nurse or the administrative employee in charge.
- attend meetings with colleagues or administration.

Attendance Register:

The attendance register must be considered important and should be kept accurate. These registers are considered as official registers. They may be checked by the school's administrators at any time.

Take attendance accordingly:

- classroom teachers must take the register from the storage keeper at the beginning of the academic year.
- allocate one page for each month.
- the date should be written.
- write the name of the students as well as the symbols of attendance and absence in a clear manner with a black pen.
- the class and subject teachers take attendance in the morning line-up.
- use the following symbols in the attendance book: Present: √, Absent: A, Late: T
- in the event that the student is not in morning line-up, the homeroom teacher should circle the student's name and inform the counselor.
- at the end of the month, the number of absences and tardiness should be registered near the name of each student.
- late students are not allowed to enter the class without a note from the administration.
- the attendance register shall be given to the administration upon request.

Bulletin Boards:

In each class there are bulletin boards to be used for the exhibition of the students' work, schedules, general school publications, and weekly objectives.

The purpose of these boards is to encourage the students and to decorate the class. The exposition board should observe the following criteria:

- All boards must have a background (either material or poster board).
- The exhibited work should not include any language errors and should be clear and well presented.
- A title for the works presented should be on the board.
- Bulletin boards should be regularly changed (every two weeks) so that students benefit there from and reflect about what they have learned.
- Each teacher must change the outside board according to the school-wide themes and change it every two weeks with the concept and the students' work.

Duties:

The school administration will organize a quarterly schedule for duties and will distribute these schedules to all the HoDs. The duties' schedule is posted near the time clock.

One of the most important duties is to supervise the safety of students and ensure that all rules are followed. Teachers must follow-up their students' behavior in order to encourage positive behavior. All students should speak English during their breaks.

Duty Teachers Must:

1. Be present in the school playground at the fixed time Teachers must not spend their time chatting with colleagues; students need continuous care.
2. Move around the entire playground in order to ensure the safety of all students.
3. Ensure that the students do not enter the main buildings unless a necessity occurs and with permission.

4. Prevent the students from littering on the playground and encourage them to clean up after themselves.
5. In the event that any of the students is injured, he/ she should be accompanied by one of the teachers to the nurse's room.
6. One of the playground duty teachers must supervise the canteen in order to prevent crowding and to ensure that the students line up properly.

Morning Duty:

The morning duty begins at 6:45 and ends at 7:30. Teachers must be punctual to their duty positions.

After-School Duty:

- KG teachers remain with their students until a parent or guardian receives them.
- Elementary teachers remain with their students until a parent or guardian receives them.
- Middle and High school teachers discharge their students at 2:00 pm. The duty teachers are assigned locations and must promptly attend to their duty.
- The late duty begins at 2:30. The teacher in charge must collect the students and remain with them until the last student leaves. If a student is continuously late, the teacher should inform the appropriate counselor.

Break Duty:

There are three breaks (boys – girls – prayer): the first one is for breakfast; the second is for performing the mid-day prayer.

Teachers on duty must be present in appropriate area. The middle and high school teachers must be present in the school playground in order to accompany their students to classes. The elementary teachers and assistants are expected to supervise their students during breaks.

During inclement weather or rain, the students will be allowed to stay in their classes. The elementary class teachers must supervise their classes until the end of the break.

It is expected that teachers are on time to their duties and properly supervise the children. In the event that the teacher on duty is late or misses a duty, the school administration may implement legal procedures.

Teachers' Edition:

Teachers must collect their teachers' editions from the store keeper and sign her register. All teachers must keep the borrowed books in good condition and return them at the end of the year in good condition. If any teachers' edition is damaged or lost, a replacement fee will be required.

Emergency Procedures

Fire drills are held regularly. Fire exits should be kept clear at all times and students should be familiar with the route to be taken to the assembly point in event of fire. When the fire alarm rings, students should exit their classrooms and walk quietly with the teachers to the appropriate exit. The teacher, who is present in the class, should take the emergency file with him/her as he/she exits the class with the students.

Safety Procedures

Procedures adopted in emergency cases:

In order to ensure the safety of all students and employees, the school undergoes regular drills.

Emergency Situations:

If it becomes necessary for students to leave early, the school must follow the following procedures:

- Students using the school buses must be taken home.
- The students' parents must be called in order to take their children.
- All employees must stay at school until all students leave.

Evacuation Procedure:

In the event that a fire takes place the smoke alarm will sound and the following procedures should be taken:

- immediately stop working and ask the students to line up calmly and quietly.
- take the emergency file and ensure that all of your students have exited with you.

After-School Activities:

After-School Teachers should:

- Submit a detailed report to the Director and HoD about the activity.
- The report submitted to the administration should include the following:
 - the nature of the activity as well as the idea around which it is being related and the work plan.
 - the date of the activity.
 - The number and the names of the students involved and their classes.
 - The number and names of the teachers involved.
 - The place where the activity will be held.
 - The requirements for the activity: chairs, tables, microphones, etc.

In-School Activities:

Each department is expected to present an activity once during each semester and according to the activities calendar.

The four quarterly themes have activities that need cooperation from all departments, in order to be successful and productive.

Strangers in School

All staff is expected to approach and question any stranger, or unauthorized persons, who is on the premises.

Parental Permission for Field Trips:

Parents must be informed and give permission for any excursion away from the school's premises. The field trip permission slip includes a tear-off permission slip, which must be signed and returned to the homeroom teacher.

Parent-Teacher Appointments:

Throughout the year parents may request appointments to speak to their child's class or subject teacher. The following procedures must be taken:

1. The parent contacts the school's office requesting an appointment with the class/subject teacher
2. If the concern has not been settled, then the parent contacts the office requesting an appointment with the HoD.
3. If the problem continues, then the Director will be contacted, as a last resort.

*Whenever a parent-teacher meeting is arranged, it is essential to speak professionally and precisely. Personal questions and information may not be exchanged. All meetings must remain professional at all times.

Contacting parents:

Parents must be informed of their child's behavioral or academic difficulties. Concerning behavioral issues, the appropriate counselor will contact the parents. Concerning academic issues, the subject or homeroom teacher must contact the parent. The following procedures are to be taken:

1. Call the parents upon noticing any academic weakness of any student in order to make an appointment with the parents.
2. Prepare a memo about the call, noting the student's problems and the teacher's remarks prior to the meeting and add your notes and recommendations after the meeting. The memo should be filed and a copy should be given to the HoD as a reference.
3. A parent may ask to meet with the teacher in order to discuss the progress of his/her child; the teacher must follow the same procedures he/she made upon calling the parents.
4. No meeting should be held with the parents without making an appointment. Non-official meetings are not permitted.
5. If two or more teachers are facing the same problem with a student, they may hold a common meeting with the parents of the student. In this situation, one common meeting form must be signed by all teachers present. The teacher, the counselor, and the HoD must receive a memo about the meeting.
6. Parents and teachers may inadvertently meet in the school's corridors or playground. In this situation, the teacher must interact professionally with the parent and answer his/her questions clearly and precisely.

Complaints Procedures

If a parent has a problem concerning his/her child, then the following steps should be followed.

1. The parent makes an appointment to meet with the teacher at a time convenient to both and at a time when there will be no interruptions. Another member of staff may be present if required.

2. The manner of the complaint is made clear and the staff member discusses the issue with the parent.
4. The teacher should attempt to explain, and involve the parent in the solution. If the situation cannot be resolved, then the parent may see the HoD. A meeting is arranged for the parent, teacher, and HOD at which time a solution should be discussed.
4. If the parent wishes to see the HOD alone, then an appointment is made. It is important for the parent to realize that the HoD will refer back to the teacher and that any difficulty needs to be solved with the staff member involved.

Procedures of Submitting Complaints:

In any place of employment misunderstandings may occur. If any employee faces that may aggravate any difficulty with another colleague, these steps must be taken:

1. First discuss the disputed subject with the concerned colleague.
2. If the problem was not resolved, it should be exposed to the HoD or Administrative Supervisor.
3. If the problem is still not resolved, the problem should be raised with the Director.

United Civilizations Academy Equal Opportunities and Race Equality Policy

United Civilizations Academy, believes in the fair treatment for all. We do not discriminate against anyone, be they staff or pupil, on the grounds of their sex, race, color, religion, nationality, ethnic or national origins and we expect our staff and students to do the same.

Our focus in United Civilizations Academy is to create an atmosphere of cooperation by respecting individual differences and instilling a sense of pride and accomplishment in our students.

1. Equal Opportunities – A Statement of Principle

- We do not discriminate against anyone, be they staff or pupil, on the grounds of their sex, race, color, religion, nationality, ethnic or national origins.
- We promote the principles of fairness and justice for all through the education that we provide in our school.
- We ensure that all pupils have equal access to the full range of educational opportunities provided by the school.
- We constantly strive to remove any forms of indirect discrimination that may form barriers to learning.
- We ensure that all recruitment, employment, promotion and training systems are fair to all, and provide opportunities for everyone to achieve.
- We celebrate the cultural diversity of our community and show respect for all minority groups.

2. Race Equality – A Statement of Principle

- We are aware that prejudice and stereotyping is caused by low self-image and ignorance. Through positive educational experiences and support for each individual's point of view, we aim to promote positive social attitudes and respect for all.
- We challenge stereotyping and prejudice whenever it occurs.
- We endeavour to make our school welcoming to everyone. We promote an understanding of different cultures.
- Should anyone at our school be a victim of racism, we will do all we can to support that person in overcoming any difficulties they may have.

3. The Role of the Chairman and the Director:

- The administration has set out its commitment to equal opportunities in this policy statement, and it will continue to do all it can to ensure that all members of the school community are treated fairly and with equality.
- The administration seeks to ensure that people with disabilities are not discriminated against when applying for jobs at our school. The governors take all reasonable steps to ensure that the school environment gives access to people with disabilities.
- The administration welcomes all applications to join the school, whatever background or disability a child may have.
- The administration ensures that no child is discriminated against while in our school. For example, all children have access to the full range of the curriculum, and regulations regarding school uniform will be applied equally to boys and girls.

4. The Role of the HoD:

- It is the HoD's role to implement the school's equal opportunities and anti-racist policy and s/he is supported by the governing body in so doing.
- It is the HoD's role to ensure that the staff is aware of the school's policy on equal opportunities, and that teachers apply these guidelines fairly in all situations.
- The HoD's promote the principle of equal opportunity when developing the curriculum, and promote respect for other people in all aspects of school life, for example, in the assembly, where respect for other people is a regular theme, and in displays shown around the school.
- The coordinator's treats all incidents of unfair treatment and any racist incidents with due seriousness.

5. The Role of the Class Teacher

- The class teacher ensures that all pupils are treated fairly, equally, and with respect. We do not discriminate against any child.
- When selecting classroom material, teachers pay due regard to the sensitivities of all members of the class and do not provide material that is non Islamic in nature. Teachers strive to provide material that gives positive images of ethnic minorities and that challenges stereotypical images of minority groups.
- When designing schemes of work, we use this policy to guide us, both in our choice of topics to study, and in how to approach sensitive issues.

6. The Role of the Student

- All students must treat all other students fairly, equally, and with respect.
- The student is expected to respect all cultures and the cultural diversity of our community and teaching staff.
- The students are expected to respect the personal belonging of other students.

Dress Code:

We expect our staff to wear suitable clothing that is both practical and professional.

Females:

- Teachers should wear professional clothing: long shirts and loose pants.
- It is not allowed to wear jeans.
- Clothing should be loose and professional.
- The dress and the veil should be of calm colors.
- Clothing should not be transparent.
- Light make-up may be applied, as long as it is professional.
- Heals are not allowed.

Males:

- Jeans are not allowed.
- Tennis shoes are not allowed; however, the P.E. teachers are excluded.
- The P.E. teachers should wear tennis shoes and sports attire.

Announcements:

The HoD will hold a weekly staff meeting in order to announce instructions. All instructions must be carefully followed and implemented.

Printing Procedure:

1. The HoD/Coordinator must approve and sign all worksheets, quizzes, etc.
2. Then, the administrative supervisor must approve and sign.
3. After obtaining the required signatures, the person-in-charge will photocopy the required work.
4. All teachers must have his/her quizzes photocopied one day prior to the quiz.
5. Photocopying papers not related to the school is not allowed.
6. Do not send students or service employees to the photocopying room to give or receive papers.

The school encourages everyone to recycle and reduce waste. Therefore, all employees should:

1. Make sure to only photocopy the required number of papers.
2. Use the front and back sides of the paper when photocopying.
3. Recycle used paper.

Exams Procedure

Exam (planning and confidentiality):

Preparation: Heads of Departments and teachers must follow the plan below while preparing exams:

- The teacher of each subject must submit the exams to the Head of the Department, one week prior to the due date.
- The Head of the Department will review the exams, edit as needed, and give suggestions. After corrections have been made, the HoD will submit them to the Administrative Supervisor, who will check the exams.
- Names of special students must be written on the back of the exams.
- Afterwards, the Administrative Supervisor will submit the exams to the Director. The Director will sign the exams and the Administrative Secretary will ensure that they are stored securely until the exam date.
- The exams are photocopied one day in advanced and are sealed in envelopes.
- Answer keys should be given to the HoD.
- On the day of the exam, the HoD collects the exams for distribution from the Administrative Secretary.

Proctoring Instructions:

- Make sure that all classroom folders have been removed.
- Make sure that there are no papers on the desks or shelves.
- Make sure that the arrangement of the desks is kept and an appropriate distance is between each desk.
- Write on the whiteboard the subject, the date, and the time allocated for the exam.

Instructions to the Administrative Secretary and Proctors:

- To prepare the classes for exams by removing all means and posters related to the class.
- To make sure that there are no papers on the students' desks.
- To arrange the desks by keeping an appropriate distance between each desk and another.
- To write on the blackboard of the class the subject, the place and the date.
- To make sure that the number of exam papers is correct.
- To verify that the student wrote his name on the exam answering sheet.
- The students should reach the exam committees prior to the time of the beginning of the exam.
- The students should bring their own supplies. All students must write with a blue pen, only. No other color is accepted.
- The students' books, notebooks, and worksheets should be left outside the exam room.
- Attendance should be taken at the beginning of the exam. The counselor will come to each room and verify the attendance.
- Proctors must concentrate on the students. They must not speak unnecessarily with each other or complete other work at this time.
- Mobiles phones must be collected before distributing the exam.
- Students may not leave the exam room, until half of the exam time has passed.
- Students may not borrow supplies from each other during the exam.
- Students who have finished early may not be leave the exam room nor read or study for another exam.

- Students, who have arrived late, are allowed to enter the room and take their exams; however, they will not be given additional time.
- It is not allowed to answer any of the students' questions.
- Any conversation or hand movements between the students is considered cheating. In the event that any of the students have cheated, a report must be written and the persons in charge will be notified after the exam.
- Make sure that the cover page has been filled in
- Collect the questions at the end of the exam and verify the number of copies.
- After the exam time has finished, count the number of exams, then take them to the Administrative Supervisor for checking and signing.
- Priority in correcting exams must be given to the students of grade 12.
- The teachers must not inform the students or their parents about the exams results prior to distributing the report cards.
- The exams results will be sent to the Director.
- Grades, of those who have not paid their tuition fees, shall not be given to students or parents.

Homework

Homework is considered an essential part of the educational process; it reinforces learned skills and develops responsibility.

It is expected that the students fully complete their homework and hand it in at the proper time.

The teacher must correct homework assignments and discuss them with the students. The teacher should also punish the students who neglect to complete their homework.

In the event that the problem continues, the matter should be discussed with the counselor.

Time fixed for homework during each phase:

KG section:

KG Students' homework will be assigned twice a week every Monday and Thursday.

Elementary (1 – 6)

Grades One and Two: approximately 30 minutes per day

Grades Three, Four, and Six: approximately one hour per day

Middle School (7 – 8)

Grades Seven and Eight: approximately one and one half hour per day

High School (9 – 12)

Grades Nine, Ten, Eleven, and Twelve: not more than two hours per day

Progress Reports

Quarterly reports will be sent to parents giving them an opportunity to make an appointment to discuss issues raised on the report if they so wish.

Students' grades:

Upon the instructions of the Ministry of Education, the school must send at the end of each year a statement containing the students' names and grades in each subject, to the Department of Exams and Students Affairs. In addition, the school must send information showing if the student passed or failed.

Each teacher must provide the I.T. Department with a copy of his/her grades each quarter.

Grades should be in detail as per the allocated rates (behavior – attendance– test – quizzes – classwork– homework--project).

Confidentiality:

No employee has the right to speak in a negative manner to any other colleague; this is considered a hostile act against others and whoever violates this will be punished as per the school regulations.

All information and work concerning the school is confidential.

This policy is provided to protect the individual's confidentiality, with respect to the individuals and situations that may occur in the school. Teachers found committing assaults, either verbal or by action against other school employees, or spreading rumors which lead to problems among the employees, will be severely punished by the school by-laws. The administration will not accept those who are not cooperative and are troublesome among the employees. Penalties may include, in some cases, being immediately dismissed from the position.

School Improvement Plan

The school has an improvement plan which incorporates all aspects of the school. This plan clearly sets out the areas in need of development.

Coordinators are encouraged to review their curriculum and revise, if necessary, to ensure a high quality of learning.

Meetings:

All employees are expected to attend various school meetings on fixed dates. The meetings include: general meetings, departmental weekly meetings, workshops, training sessions, and PTC. In the event that any employee cannot attend these meetings or must arrive late, he/ she should inform his/ her direct head in order to obtain permission.

Staff Development Policy

The purpose of Staff Development is to improve the skills and knowledge of the staff and ultimately to improve the quality of teaching and learning.

Teacher's Evaluation Policy

Introduction

UCA's Teacher's Evaluation Policy, is designed to determine where teaching improvements can be made. Determining the weakness of our teaching, offering ways of improvements, and encouraging teachers to update their teaching techniques benefit both the teachers and the students.

The Purposes of Evaluation

The sole purpose of a teacher evaluation program is to determine the quality of teaching we have at UCA and to continue to improvement our teaching staff in order to enhance professionalism in practice, performance, and growth.

The teacher performance evaluation process will:

- Serve as a measurement of performance for individual teachers;
- Serve as a guide for teachers as they reflect upon and improve their effectiveness;
- Serve as the basis for instructional improvement;
- Focus the goals and objectives of schools and districts as they support, monitor, and evaluate their teachers;
- Guide professional development programs for teachers;
- Serve as a tool in developing coaching and mentoring programs for teachers;
- Enhance the implementation of the approved curriculum; and Inform higher education institutions as they develop the content and requirements for teacher training programs.

HoD/Coordinator Responsibilities:

- Know and understand UCA's Curriculum and Teaching Standards.
- Participate in training to understand and implement the Teacher Evaluation Process.
- Supervise the Teacher Evaluation Process and ensure that all steps are conducted according to the approved process.
- Identify the teacher's strengths and areas for improvement and make recommendations for improving performance.
- Ensure that the contents of the Teacher Evaluation Report contain accurate information and accurately reflect the teacher's performance.
- Develop and supervise implementation of action plans as appropriate.

UCA's Evaluation System

- Evaluation is based on UCA's curriculum standards as well as our teaching goals and aims.
- It is designed to promote effective leadership, quality teaching, and student learning while enhancing professional practice and leading to improved instruction. All of the instruments and processes are designed to encourage professional growth, to be flexible and fair to the persons being evaluated, and to serve as the foundation for the establishment of professional goals and identification of professional development needs.
- The intended purpose of UCA's Teacher Evaluation Process is to assess the teacher's performance in relation to UCA's plan for professional growth.
- The Head of Department will conduct the evaluation process in which the teacher will actively participate through the use of self assessment, reflection, presentation of artifacts, and classroom demonstration(s).

Evaluation Process

The different demands on 21st century education dictate new roles for teachers in their classrooms and schools.

There are three main steps to the formal evaluation process:

1. Pre-Observation
2. Observation
3. Post-Observation

The evaluation process makes formal observations of our teaching staff. This is done, in order to provide helpful information to our teachers and to help our teachers become more effective and efficient in the today's high pace world of learning.

Pre-Observation

In order to best facilitate the observation process, the Head of Department (HOD) and the teacher will meet before the lesson occurs. They will discuss the particulars of the lesson so that both parties are very clear what will occur.

The HOD will oversee all lesson plans in advance, make any recommendations, and have the teacher explain how the lesson will be taught. The lesson must clearly state the objectives and standards and the lesson must reinforce them.

This pre-observation gives the HOD a clearer understanding of the teacher and his/her style and ensures that the content is acceptable, complete and according to standard.

Observation

During the pre-observation part of the process, the HOD discussed exactly which lesson and those strategies that will be used. This information will be at the forefront of the HOD mind. It will become the focus of the observation.

The HOD will document what actually occurs. The content that the HOD will observe is the methods, style, and most importantly classroom control. The HOD will also document other issues, such as the procedures used in the classroom, how the teacher handles student questions, and whether or not policies are upheld.

The HOD will then document the observation and evaluate the area of concern.

Post-Observation

Now that the HOD has documented the activities that occurred the HOD can now begin the write-up process. The HOD will reflect on the lesson through the notes that were taken and develop a list of teacher strengths and weaknesses.

Furthermore, the HOD will include suggestions for growth. These suggestions are vital for helping the teacher overcome obstacles and reaching his or her teaching potential.

Let it be known that the final write-up is not the true goal of the process. The write-up is only a tool for helping teachers grow. It instills growth by providing both an honest and fair feedback method for the teacher.

Violations and Penalties

As per the provisions of Law No. 38 of 1964 related to work in the private sector as well as the resolutions and the bylaws executing the same:

Violations related to the school's hours:

- Arriving late to the classroom (1st warning – 2nd warning – 3rd written notice).

- Leaving the classroom prior to the class end (1st warning – 2nd warning – 3rd written notice).
- Correcting the student's homework during the class time (1st warning – 2nd warning – 3rd written notice)

Violations related to the school bylaw:

To refuse executing the administration's instruction, in particular to what is related to:

- Substitution
- Alternate class periods
- Periodical school meetings
- Weekly duties
- School activities
- Negligence in preparing for classes
- Violating the instructions issued by the employer or the Ministry of Education as well as the governmental orders issued by the competent ministries
- Insulting students by words or by actions

Legal procedures to be implemented in the event of violating any of the school's regulations:

In the event where any employee violates the school's bylaw, the Head of Department must take the following procedures:

- Individual verbal warning.
- A written letter drawing the attention of the employee, to be signed by the Head of the Department, the School Director and the persons in charge. The letter shall be delivered to the employee upon holding a meeting with him in order to know the causes and to help him resolving them.
- The employee will be prevented from the remunerations of one day and one third in the event where the violation was repeated.
- In the event where the violation has been repeated again, the employee will receive a written notice informing him/her of dismissal.
- Then the employee's contract will not be renewed and he/ she will be discharged.

Penalties:

Penalties imposed on the school's employees shall be in the following order:

A written letter drawing the attention of the employee (for three consecutive times depending on the violation) – A written notice clarifying the violation and its penalty – Remunerations deductions then dismissal from work.

- **Violations related to the teacher's behavior:**

As for inappropriate behaviors during working hours, employees will be punished as per the following list:

- Smoking and eating inside the classroom:
Penalty: warning letter – written notice and deducting the remunerations of one day – dismissal
- Infraction or raising a conflict with any of the colleagues:
Penalty: A written notice and deduction of the remunerations of two days – dismissal
- Causing problems and conflicts between the employees:
Penalty: Written notice – Written notice and deduction of the remunerations of two days – dismissal
- Insubordination to the Heads, Administration, or the Owner/Director

Penalty: Written notice – Written notice and deduction of the remunerations of one week – dismissal

- Inappropriate joking with students and colleagues:

Penalty: Drawing the attention – written notice and deducting the remunerations of three days

- To divulge the school secrets or to cause damage to its reputation in any other manner:

Penalty: Dismissal from work.

End of service remunerations:

Each employee will receive end of services remunerations which is equal to fifteen days per year and this for the first five years. Following the five years, he/ she will deserve 30 (thirty) days for each year.

In the event where the contract was ended with the teacher or the employee following September first, he/she will deserve full end of service remunerations, however in a rate complying with the number of his/ her working days, i.e. if he/ she deserved fifteen days, his/ her working days must be divided by the number of days required by the administration; this rate will be later taken from the fifteen days.

The employer may dismiss the employee without warning and remuneration in the following events:

- If the employee committed an error which caused a corporal loss to the employer.
- If the employee repeatedly violated the instructions of the employer except for the cases requiring the laborers safety or the labor security since such issues does not require repetition in some events; the adopted penalties bylaw will be regarded in this respect.
- If the employee was absent for seven consecutive days without a justifiable cause.
- If the employee was declared guilty in an honor, trust or moral crime.
- If the employee committed an act violating the public morals in the work place.
- If the employee committed a hostile act against one of his colleagues, the employer or his/ her deputy during or because of work, taking into consideration the content of the adopted penalties bylaw.
- Violating or neglecting any of the obligations imposed thereon as per the contract provisions and this law provisions.
- If it has been proved that the employee obtained his/ her job through an act of fraud.
- If the employee divulged the secrets of his/ her job place.

Article 56: The employee shall not be entitled to an end of service remuneration if he/she leaves his/her job upon his/her own choice; however, he/she shall be entitled to the end of service remuneration stipulated in Article 54 if his/her service period exceeds three consecutive years; as for the working woman, she may, due to her marriage, claim for a full end of service remuneration for her service period if she leaves her job within six years.