

JIFIS INTERNATIONAL SCHOOL

TEACHER BEHAVIOUR POLICY

1. Jifis International school staff members are to work in line with the mission of the school, which is to give Christ-centred holistic basic education to children.
2. The teachers and care givers are to take care of the children and undertake a lot of activities with the children to enable them learn through play.
3. Teachers are to produce their lesson plans (long term, medium term and short term) typed and submitted via the school's email before lessons are taught. Teachers are to prepare daily for teaching and learning activities.
4. Teachers and assistants are to maintain clean and safe environment at the school for the children to live and play in.
5. Teachers and assistants must affirm and appraise good behaviours in children.
6. Teachers and assistants shall attend in-service trainings as may be arranged from time to time.
7. Teachers and assistants are to concentrate on official duty and not engage in private business/trading during school hours.
8. Teachers and assistants are to be punctual to school. Lateness to school attracts the sanction of deductions from salary. Absence from school should go with permission. Absence from school due to ill-health should be backed with medical report from the hospital/clinic.
9. Teachers and assistants are to keep themselves and the school environment free of alcohol usage.
10. Learners' snack and food are to be fed to them. Older children who can should have themselves fed. Children's food, snack and drinking water should not be taken by teachers.
11. Teachers and assistants are not to demand money from parents. (This is not the same as asking parents to pay school fees).
12. Teachers and assistants are to demonstrate love to learners and not abuse them physically, emotionally, sexually nor verbal abuse. Teachers are not to neglect the children.

13. Teachers and assistants are to dress decently to school. Prescribed uniforms are to be worn on set days. Dresses/skirts should be at knee level and below. Trousers and blouses should be decent and not reveal sensitive and private parts of the body.
14. Teachers and assistants are to treat learners with love and not use scary, frightening and threatening words and actions on them.
15. Teachers and assistants are to treat parents, colleague workers and superiors with respect in speech and conduct.
16. Teachers and assistants are to work to maintain a peaceful school environment. Disturbance/disruption of the peaceful school environment is punishable.
17. Teachers and assistants are to put in their best towards work, have a cooperative attitude and be submissive.
18. All on-the-job injuries and accidents are to be reported at the office and logged in.
19. Teachers and assistants are to conduct themselves within and outside the school premise in a way that upholds the image of the school.
20. Teachers and assistants are to contribute to the smooth running of the school

Revised in April, 2021.