



## Teachers' Rules and Regulations

1. The teachers of Najude Pioneer School shall discharge their duty with energy, humility, devotion, efficiency and sincerity. They shall always be led by the three teacher mottos of NPS: Show energy, continue to educate yourself, and be professional.
2. Teachers shall be obedient to the Principal and to the School Management.
3. Teachers shall appear to duty punctually. The morning assembly starts at 07:30. Class teachers of primary school classes shall be in the school before 07:20, in order to supervise their pupils brushing their teeth. Teachers on duty shall be in the school at 07:00 in order to supervise the pupils sweeping the school compound. After break times, teachers shall resume work exactly at the prescribed time, which is 10:40 after the long break and 12:30 after the short break. During working hours, they are not allowed to leave the school compound except with the permission of the Principal.
4. Every teacher shall dispatch any information concerning the well-being of the school to the Principal in good time.
5. All administrative and academic reports or enquiries shall be directed to the Principal either in writing or orally.
6. No teacher shall convert any school property to his or her own use.
7. Teachers shall not look lustfully at any fellow staff members. They shall not defame a fellow staff, nor try to question his or her position or competence. They shall never talk negatively about a fellow teacher in his or her absence. Teachers shall treat everybody respectfully and without making differences, no matter which tribe or religion they belong to. In case of tensions between two staff members, they shall speak frankly about it during the teacher meetings, which is one of the reasons they are held for. After the presentation of both points of view, a solution acceptable to both sides will be found together. The teachers and the school authority shall be a well-working team, where every disagreement or discord is discussed openly before growing into an argument which may affect the smooth course of the school activities and the well-being of the persons concerned. All the staff members and the school authority shall work together hand in hand, with the only aim of the progress of the school and the pupils in mind.

8. During working hours, teachers shall appear clean, tidy and decent. They shall not wear over-sophisticated clothes and they shall not put on sunglasses during the lessons.
9. Teachers shall not miss duty without being allowed to. The school starts at 07:30 and closes at 14:45, unless on Fridays, when it closes at 12:00. During this time, the teachers shall be present in the school, which is controlled with the attendance book. Specialist subject teachers whose employment contracts include only Monday and Tuesday morning, for example, shall be present at 07:30 on these days, but they are free to leave the school at 12:00 and not to appear in the school on the other days.
10. After holidays, teachers shall return to the school latest on Sunday evening, unless they have an acceptable excuse. In this case, they shall inform the Principal per phone, so they are advised to collect her handset number. If they do not inform her in advance, their excuse will not be accepted, no matter what the reason is, and a penalty fee will be deducted from their salary. The duration of the school holidays is laid down by the School Management only. The holidays may not be the same like government school holidays. There are no midterm breaks in NPS, because they significantly disturb the continuity of the school activities.
11. During working hours, teachers shall not chat with their fellow staff or with anybody else. In case of visitors they shall tell them to wait for them until break time. During working hours, they shall never leave their pupils unattended, even when asking them to solve an exercise. The teachers should stay with their pupils, go round their tables, and show them that they are present, so that they can give them support with their individual problems that likely occur during the course of the exercise. The teachers shall encourage their pupils to ask questions if they encounter difficulties. They should not forget that to answer questions is the most important function of a teacher.
12. Teachers shall not bully any of the pupils for any reason whatsoever. They shall not be brutal when using a cane to punish any bad behaviour of their pupils. They shall not look lustfully at any pupil, which is wrong and will spoil the future of the pupil involved. If a relationship of any sort different from the normal pupil-teacher relationship is discovered, the teacher concerned will be dismissed with immediate effect. Teachers shall report severe problems concerning their pupils to the Principal.
13. Every Friday, the class teachers shall pass a list of the pupils who failed to come to school for three consecutive days or more to the Principal. She will send somebody to see them and to remind the parents that it is their own responsibility to make sure that their children are going to school every day and that the parents have to inform the class teacher in case of any problem such as sickness or death of relatives.
14. Teachers shall prepare lesson notes daily and shall give it to the Principal once a week.
15. Teachers shall keep their class register clean and up to date and give it to the Principal once a week.
16. Teachers shall keep their classroom clean and tidy and maintain its order at all times. They shall have order on their desk, and treat their class register carefully, as well as the school report files of their pupils and other documents. They shall always remember that they are an example to their pupils. They shall teach them to treat their books and other school

material with much care. Every teacher is responsible for all the schoolbooks in his or her class and shall punish pupils who are spoiling them. After use, the schoolbooks shall be brought back to the class room cupboard, where they shall be kept. This is necessary because at least five classes will use the same books before new ones can be acquired. The teachers should also emphasize on the pupils treating their own school material such as exercise books, pencils and school bags with much care. To teach them how to take care of their documents and properties is also a part of their education, and therefore they shall be serious about it.

17. Class teachers must insist that their pupils appear clean and tidy. Every class teacher is responsible for his or her pupils to have their teeth brushed, their bodies and uniforms washed, their hair cut and to be wearing the stockings and sandals correctly every morning.
18. Class teachers shall teach their pupils to be quiet in the classroom and to pay attention. The chorus-system should be applied just exceptionally, while normally just one or two pupils are speaking at the same time. By doing so, they will get used to speak alone in front of many people, and it is possible for the teacher to take corrections on the pronunciation of the pupils. The teachers shall give their pupils homework every day and strictly insist that all of them do them. They shall mark their books after school hours. They shall give their best as teachers, so that the pupils enjoy coming to school and learn fast and easily. It is only with a good education that they will become useful and successful members of the Nigerian society. And only with the ability of reading, writing and speaking English, they can gather independent information and form their own opinion. With these skills, they will be able to ensure the progress of their people.
19. The teachers shall always follow the official timetable as laid down by the school authority. They shall follow the syllabus and the schemes of work in their class. They shall strive to reach the educational objective in every term.
20. The scope of teacher responsibilities include: Classroom teaching, preparation for classroom teaching, visitation of absent pupils, attendance to teacher meetings, fulfilment of duty in the PTA, if any, the work of the teacher on duty, and extracurricular responsibilities such as taking care of one of the school clubs.
21. The teachers shall consider and follow every other rule and regulation which may be directed to them orally or otherwise by the school authority.
22. This document is handed out to all teachers and has to be studied carefully by all the members of the academic staff of the Najude Pioneer School. Its content is referring to all of them, without respect of their position. In the case of disobedience to any of the rules stated in this document, a first and then a second written warning will be given to the teacher. If there is not improvement, the teacher concerned will be dismissed from duty.

Signed  
Management of Najude Pioneer School