

Welcome

It is a great pleasure to welcome you to Raa Atoll Education Centre. We hope you will find it a friendly and a positive place to work in, where your views and suggestions will be listened with interest and respect.

This hand book is intended to offer you a background about the school and as a response to many of your questions regarding the policies and administrative arrangements. We hope you will find it helpful, both initially as you settle in and in the future as point of reference.

With every good wish,

Fathulla Ismail
Principal

Our Vision

Our vision is to provide a happy, caring and stimulating environment where children will recognize and achieve their fullest potential, so that they can make their best contribution to Muslim Maldivian Society.

Our Mission

We at Raa Atoll Education Centre recognize that each child is an individual; that all children are creative; that all children need to succeed. Therefore, Raa Atoll Education Centre respects the individual needs of children; fosters a caring and creative environment; and emphasizes the social, emotional, physical, intellectual development of each child.

Our Motto

Each to Succeed

Our Philosophy

At Raa Atoll Education Centre, we believe that:

- all students can learn
- all students have a right to fair and equal opportunities
- individuals can reach their fullest potential with careful nurturing and encouragement in a supportive environment
- the role of the teacher is to facilitate learning and to guide students through appropriate learning experiences
- setting good examples is the best way of attaining moral standards
- collaboration between school, home, and community will facilitate learning and help students to become contributing members of Muslim Maldivian Society.

Our Values

In Raa Atoll Education Centre, we;

Respect and care for one another,

Abide by the principles of Islam and the Maldivian Law,

Embrace every opportunity to learn and lead,

Create opportunities for challenges and set high standards for

Ourselves.

1. Attendance

- 1.1. A regular school day for teachers is a 7 hour day from 6.45am to 1.45pm and 11.30am to 6.30pm.
- 1.2. Teachers attend school and sign in everyday on time. Late attendance will be fined. Signing in late will also be fined.
- 1.3. After signing in, teachers attend the classes or take ground duty for student's entry. Class teachers remain in the classes when students enter the class room.
- 1.4. Teachers attend ground duty for students' exit when assigned.
- 1.5. Attendance for remedial classes, coaching classes, extra classes, student activities, functions, gathering, parent meetings, staff meetings, co-ordination meetings, seminars and workshops is compulsory for all the teachers.
- 1.6. Inform the concerned session in -charge as early as possible, latest ten minutes before the session starts, if you are not able to attend school, session in-charge must be informed so that he/she arranges substitution.

2. Dress Code

- 2.1. Teachers and staffs are expected to dress decently and set a good example for the students, paying special attention on personal hygiene.
- 2.2. Preferred male attire is trousers and structured collar-shirts tucked in with shoes. Half shoes are not acceptable.
- 2.3. Preferred lady attire is loose fitting tops, trousers, salwar-kameez, Pakistan dress, sari and any other dress which is comfortable to wear and acceptable to the community.
- 2.4. The following attires are not accepted.
 - Tight fitting clothes
 - Very short tops with tight pants
 - Transparent attires
 - Low neck lines and sleeveless top
 - Very short dresses and jeans.
 - Beach slippers

- 2.5. During sports and uniform activities and field trips, teachers may wear T-shirt with collar. Tuck in is not essential.
- 2.6. All staff are highly recommended to use deodorant spray and perfumes while attending school.

3. Assembly

- 3.1. Assembly is held on every Sunday and Thursday 6.50 morning and 1:00pm afternoon.
- 3.2. Assembly starts with recitation of the holy Quran while students and teachers remain in prayer position. Followed by the recitation of Quran, the national flag and the school flag are hoisted by prefects.
- 3.3. During the assembly, the national anthem or school song is played followed by a message conveyed by the principal or the deputy principal, any other member of staff or a student.
- 3.4. At the end of every assembly session a special prayer will be recited by a member of prefect board or a student.
- 3.5. Class teachers are requested to guide their respective classes to the assembly ground as early as possible after the bell at 6:50 am.
- 3.6. Request parents and visitors within the school premises to attend too, if they are with you.

4. Scheme of work

- 4.1. Find out the instructional materials available for your subject from the leading teacher or head of department.
- 4.2. Borrow instructional materials from the library, internet or any other available resources.
- 4.3. Analyze syllabi and question papers as per the guidance of the leading teacher /head of department to get acquainted with syllabus and question patterns.
- 4.4. In consultation with the leading teachers, split the syllabus into 2 terms and allocate portions for each term and then write down the detailed scheme of work
- 4.5. Prepare the scheme for the coming term before the current term ends.
- 4.6. Leading teacher reviews the scheme once it's completed.

5. Lesson Plan

- 5.1. A planning meeting is held once a week to discuss lessons for the coming week. Find out the venue and the time of the meeting from the leading teacher/head of department and attend it. Do not wait till you are asked to come as it's a formal activity.
- 5.2. Have a mental plan of lesson for the coming week before you attend the meeting.
- 5.3. Discuss lessons on the meeting with other members of the department /grade to ensure the most effective method of instruction.
- 5.4. Try to include rich variety for all levels of students in every lesson.
- 5.5. Planning meeting is formal opportunity for teachers to exchange ideas and views on ways and means of conducting quality lessons. Hence attendance is a must.
- 5.6. Once discussed, write down the lesson plans as per the school's prototype.
- 5.7. The leading teacher/ head of department reviews the lesson plans at a specified time.

6. Classroom Management

- 6.1. Ensure punctually; never keep students waiting for you.
- 6.2. Take all the required materials along with you when you attend the class. Do not send students to collect your teaching materials.
- 6.3. Make sure classroom arrangement is in order and students sit at their respective seat, before the commencement of EVERY lesson.
- 6.4. During every term, class teachers discuss rules laid out in the general guidelines for students by Ministry of Education and the school discipline guidelines.
 - Every day during the first two weeks
 - On Sunday, Tuesday and Thursday during the third and the Fourth weeks.
 - On Sunday and Wednesday during the fifth and the sixth weeks.
 - Every Sunday from the seventh week onwards.

- 6.5. Start the lesson ONLY when the class is attentive. Conduct lessons that are interesting to all the students. Also inform clearly the objectives of the lesson before starting.
- 6.6. Stimulate students to be attentive during explanations as well as when another students are discussing with the teacher or answering a question.
- 6.7. Ask students to raise their hands and wait till you give them an opportunity to speak if they want to raise a question or make any comments.
- 6.8. Do not let students spend time off task and make sure they complete all the work and the assignment in time. Maintain a written record of students' academic performance that distinguishes students accordingly, based on the regularity and conscientiousness of their application to studies.
- 6.9. Allow students to leave the class only if there is an urgent need. Discuss with the leading teachers/head of department and be informed about the special needs of your students. Do not encourage students to go out during explanations.
- 6.10. Ask student to wear to exit card on the shirt/dress pocket while going out.
- 6.11. Use effective learning aids. Start lesson with a cleaning blackboard with date at the corner. Clean the Blackboard after every lesson. Neat and well-organized blackboard and effective use of learning aids convey a very strong and silent message to the students that the same quality of work is expected from them.
- 6.12. Take special care to bring back all the materials you have taken into the class when you come back, especially markers and dusters.
- 6.14. When students consistently fail to complete class work or homework, strictly follow the school Discipline Guideline.
- 6.15. Do not leave the class early. Remain in the class till the period is over, or the bell goes.
- 6.16. Teachers taking the period before the interval and the last period of the day, remain in the class till all the students leave, switch off the fans and lights and check the room before coming out.
- 6.17. Teachers with consistently poor class room management will be asked to resign the job.

7. Classroom Discipline

- 7.1. Read the general guidelines for students laid by Ministry of Education and school discipline guidelines carefully. Be fully aware of it.
- 7.2. If you are a class teacher, have weekly dialogue with students about general guidelines for students laid by Ministry of Education and school discipline guidelines.
- 7.3. Be aware that conducting instructionally rich and appropriately challenging lessons brings indiscipline to minimal.
- 7.4. Be proactive for likely discipline problems and be firm in enforcing classroom rules. Classroom rules apply wherever lessons and tests are conducted. Be very fair in words and deeds to the students.
- 7.5. Always approach the students in a living and caring manner and show your concern over their progress. Treat them as though they are your own children or your sisters and brother; at the same time maintain the gap between the teacher and the student.
- 7.6. However, disruptive behavior in the classroom should not be entertained and **MUST** be attended as per school discipline guidelines.
- 7.7. If a child disturbs the whole class or does not allow you to continue the class, leave the room and report the matter to the session in-charge or leading teachers. Do not report discipline problems to session in-charge or leading teachers through class monitors, prefects or other students.
- 7.8. Teachers are **NOT ALLOWED** to keep students out of the class on account of misbehavior.
- 7.9. Do not send students to the session in-charge/leading teacher during the class on account of :
 - Incomplete work
 - Non-possession of required materials
 - Coming late
 - Going out of the class without permission
 - Non-compliance of instructions
 - Improper dress code.

- 7.10. Instead, attend it as per discipline guideline and if necessary report it at the end of the period.
- 7.11. Communicate with the parents regarding the matters related to their child's discipline.
- 7.12. Maintain written record of misbehavior in the class. Make the records available to the session in-charges or leading teachers when needed.
- 7.13. Complete weekly discipline form of your students on time.

8. Teacher's Responsibility Towards Student s' Conduct

- 8.1. Maintain an atmosphere conducive to learning and good behavior and try to develop good study habits.
- 8.2. Build close and productive relationships with students and their families by providing time. Give respect and proper care through effective communication. Please do not use abusive languages while communication to the students and the parents.
- 8.3. Demonstrate a high level of organizational and instructional management to create a quality classroom environment with an appealing atmosphere.
- 8.4. Learn and utilize informal strategies for intervening with inappropriate behavior.
- 8.5. Administer discipline in a fair and impartial manner to teach the principles of justice and citizenship by example.
- 8.6. Communicate on a regular basis with parents regarding their childrens' academic and conduct progress.
- 8.7. Involve parents in the process of problem solving.

9. Making Students' Exercises

- 9.1. Mark all exercises promptly and make an extra effort to mark exercise daily.
- 9.2. Do not keep students' books with you;
 - For more than two working days.
 - During weekends and tests.
 - During the week before the term test.
- 9.3. Mark and return books on the second day and during the week before the term test.
- 9.4. Mark exercises question-wise and gives appropriate feedback wherever needed. Take special care not to tick when there is a wrong answer.
- 9.5. Mark exercises within the school premises preferably in the staff room.
- 9.6. Do not leave more than two days' work, unmarked.
- 9.7. Encourage students to do corrections when needed.

10. Class Record Book and Register

- 10.1. Attend an orientation session with the session in-charge on the usage of record book and register before you do any work on them.
- 10.2. Class teachers prepare the class record book for the coming week.
- 10.3. Record daily work in the class record book at the end of every period.
- 10.4. At the end of every session, class teachers submit the record book to the Session In -charge.
- 10.5. Session in-charge issue temporary class register to the class teachers at the beginning of the academic year. Attendance is marked in this register during the first two weeks.
- 10.6. During the second week, session in-charge issue class list and register to all class teachers. Class teachers update the register as per the temporary register and the class list at the end of the third week and submit it to the session in-charge for review.
- 10.7. Class teachers take attendance every day, update the register, and submit to the session in-charge before going home every day. Use blue or black ball point pen and use the following keys;
 - Punctual = √
 - Late = L
 - Absent/leave = 0
- 10.8. Class teachers maintain the register.

11. Tests and Test Papers

- 11.1. The school conducts at least three unit tests and a term test every term for grades 4-12 and continuous assessment is followed for grades 1-3.
- 11.2. Term test is conducted to make a summative evaluation of the portion covered in the whole syllabus.
- 11.3. Specification table for question paper in consultation with the leading teacher/Head of Department and send it to the Principal for approval.
- 11.4. Once the Table of specification is approved, set question papers and marking scheme in consultation with the leading teacher/ Head of Department, and send them to the Principal along with the Table of specification for approval.
- 11.5. Once the question paper and the marking scheme are approved, send the question paper for printing, through the leading teacher.

- 11.6. The model for secondary paper is GCE O level and SSC, and primary is provincial test of the north province unit of Ministry of Education.
- 11.7. Past question papers are available at the library and HOD's room for teachers' reference.
- 11.8. Be aware that the Principal, Leading teacher and HOD's reserves the right to administer a paper different from what the teacher has prepared without pre-disclosure.
- 11.9. In continuous assessment students need be to evaluated by –grades (a rubric will validate the grades).
- 11.10. Marks need not to be written on the assessments.
- 11.11. The number of assessment given during the term could be decided from the school.
- 11.12. If a student gets absent to an assessment, the assessment will be given once the student returns to the school (if the student is comfortable or the teacher is comfortable that the student is competent to take the assessment).
- 11.13. If a student gets grades, E or F, the teacher has to spend time as to bring the student up to the competent level so that the student will be competent in the specified skill before being promoted to the next grade.
- 11.14. Following are the criteria for grading:

Demonstrates the highest level of competency expected at this time of the year	A
Demonstrates the high level of competency expected at this time of the year	B
Demonstrates an acceptable level of competency expected at this time of the year	C
Slightly below the standard at this time of the year	D
Below the standard expected at this time of the year	E
Far below the standard expected at this time of the year	F

- 11.15. For grades 4 to 7 in addition to written tests : project work, assignments, quizzes, debates, individual/group portfolios or other activities could be carried out to evaluate students' performance.
- 11.16. If a student gets absent for a unit test, the test could be given once the student returns to school (after the student is comfortable or the teacher is comfortable that the student is competent to take the test).

- 11.17. If the student gets absent repeatedly to more than 2 unit tests, a valid medical certificate need to be produced in order to give the unit test. If the student who gets absent for the unit test, turns up to school within 3 days time, the same test could be given. Otherwise a different test paper, of the same standard need to be prepared and given to the students.
- 11.18. Before the term test it is necessary to complete all the missed unit tests.
- 11.19. If a student is absent for the term test, a retest could be given by producing a valid medical certificate before two days of issuing report books.
- 11.20. If a valid medical certificate is not produced during the specified period, only the unit test marks will be indicated in the report book as the total marks of the student for the term.
- 11.21. Final aggregate marks will be done as follows:

EVALUATION	FIRST TERM	SECOND TERM
Term Test	70	70
Unit tests and other activities done at class level	30	30
Total Marks	100	100
Aggregate of Terms	40%	60%

- 11.22. It is essential to incorporate important topics taught during the first term in the second term test paper.
- 11.23. If you are a class teacher, take students' height and weight and get students' report books as per the test schedule.
- 11.24. Conduct the tests of Physical Education during the week before every test. Students should not be called separately for these tests.

12. Invigilation

- 12.1. Get invigilation time table from the session in-charge; attend all the invigilation sessions 10 minutes before the test starts.
- 12.2. Check the exam hall for orderliness and neatness and get it cleaned or re-arranged if needed.
- 12.3. Check if students bring additional materials mentioned in the kit list when they enter the hall.
- 12.4. Before the test starts, check if all the students take seat at the right place and make SURE they all get the right paper with all printed pages.
- 12.5. Remain in the room till the session is over. Reading, talking, writing, marking etc... or any other work irrelevant to invigilation are not allowed for teachers in the test hall.

- 12.6. Allow students to work with as little interruption as possible. Remain at the back of the hall or zone allocated to you whenever possible. Never observe students' work unless you suspect or notice malpractice.
- 12.7. Report to the session in-charge or leading teacher through another invigilator in the hall if you come across any malpractice.
- 12.8. Borrowing items from others and talking each other are not allowed for students during the test. Observe silence and ask students to raise their hands without calling out loudly if they want the attention of the invigilator.
- 12.9. Do not entertain any misbehavior in the test hall; attend the matter as per school discipline guideline.
- 12.10. Students' sign is required on the invigilation sheet with time mentioned upon going and coming back from the toilet, in case they are forced to go.
- 12.11. At end of the session, ask the students to stop writing.
- 12.12. When all the answer scripts are collected, counted, bundled and recorded on the invigilation sheet, send students out of the hall in line.
- 12.13. Check desk labels at the end of every session re-fix any missing label before you leave the test hall.
- 12.14. Hand over answer scripts, invigilation record and remaining question papers to the test session in-charge. Do not leave any paper in the test hall or give question paper to anyone unless authorized by the Principal.

13. Marking and Reporting

- 13.1. Get answers scripts soon after the test is over.
- 13.2. Mark answer scripts as per the marking scheme. Do not delay marking till the last minute and always complete marking before the deadline. Mark within the school premises.
- 13.3. Show marked answer script as per test schedule, collect them back and return to the leading teacher/head of department.
- 13.4. Leading teacher /head of department review the answer script for accuracy, consistency and quality of students' mark.
- 13.5. Attend an orientation session with the leading teacher/head of department on update mark sheets and report books before you update them.
- 13.6. Update subject teacher mark sheet and hand it over to the class teachers as soon as possible, but not late then the deadline.

- 13.7. If you are a class teacher, update class teacher mark sheet and report books and hand them over to leading teacher or head of department in time.
- 13.8. Get answer scripts back from the leading teacher/head of department and give feedback to the students on the first working day after the test and return them back to the leading teacher/head of department.
- 13.9. Keep answer scripts and mark sheets in safe custody.

14. Overtime

- 14.1 Overtime is paid for work authorized by the principal. Check with leading teacher/head of department if your work is authorized.
- 14.2 Teachers are **STRONGLY** advised to update the overtime register daily. Overtime pay is calculated from 16th of the previous month till 15th of the current month. Teachers who do not update the register on the 15th day of the current month will not be paid overtime in the month's pay.
- 14.3 Teacher may be disqualified from overtime pay if their work is dissatisfied by the authorities.

15. Leave

- 15.1. Leave is not usually granted when the school is in session.
- 15.2. Teachers are **VERY STRONGLY** advised to refrain from leave as there is no exact substitute for a teacher's work. Also, when teachers are on leave, students lose the quality time that they are supposed to spend with their teacher. Students usually do not like to relieve their teachers and often do not accept substitutes.

Annual Leave

- 15.3. Teachers are entitled to 30 days of annual leave.

Medical Leave

- 15.4. Teachers are entitled to 30 days of medical leave.
- 15.5. Medical leave is granted only when you are sick.
- 15.6. Inform the concerned officials as per article 1.6 of this hand book if you are not able to attend school.

- 15.7. More than two consecutive days of medical leave must always be covered with a VALID (government approved) Medical certificate including all the days on medical leave when attending school after leave.
- 15.8. If you failed to submit a medical certificate which surpasses more than two consecutive days then it will be marked as absent.

Family Leave

- 15.9. Teachers are entitled to 10 days of family leave.
- 15.10. Family leave is granted if your immediate family member is sick and your presence is absolutely required.
- 15.11. Expatriate teachers are required to deposit Rf.4200 /- before they leave. This amount will be forfeited **IN FULL** if the teacher arrives late.

Short Leave

- 15.12. Short leave is granted for a period of 30 minutes during the session. The session in-charge/ leading teacher reserves the right to grant short leave when the teacher has no class.
- 15.13. A regular short leave is usually not granted and is approved by the principal upon written request stating the reason.

Maternity Leave

- 15.14. Lady teachers are entitled to 60 days of maternity leave from the date of child delivery.
- 15.15. A maximum of 30 days can granted to lady teachers before the due date of child delivery. These days will be deducted from maternity leave of 60 days.
- 15.16. A lady teacher can take 28 days of complication leave (no pay) before the delivery of the child upon a valid medical certificate. The leave will be counted including government holidays.
- 15.17. If a lady teacher delivers the baby during the period of complication leave it will automatically cancel the remaining days and her maternity leave effects upon.

Other Leaves

- 15.18. A male teacher is entitled to get 3 days leave being a father of a new born child.
- 15.19. Teachers are entitled to get 5 days leave for circumcision of own or guardian son.
- 15.20. Teachers are entitled to get 1 year leave to look after a new born child as no pay leave; however you are required to apply for the leave 15 days prior to the leave.
- 15.21. If the father and mother of a new born child is working in the Maldivian civil service, they are not entitled to take no pay leave together.
- 15.22. No pay leave to look after a new born child can only be taken within one year after the completion of the new maternity leave.
- 15.23. A female teacher shall be given two intervals of each 30 minutes break to arrange new born child's basic needs from the day of joining the work after completing the maternity leave. The two intervals can be given together for a total of 1 hour.

Hajj Leave

- 15.24. Hajj leave is granted to local teachers.

IMPORTANT

No staff is allowed go on leave without receiving the leave chit signed by the head of the school.

16. Interval

- 16.1. The teachers are allowed to go home for interval during the interval period.
- 16.2. The teachers appointed for CFS classes are encouraged to have interval along with students in the classroom if the teachers prefer to have their interval at school.
- 16.3. During the interval when students do not go home, the teacher, who takes the period before the interval should remain in the class till the interval is over.

- 16.4. Encourage the students to have interval items prepared at home rather than having readymade items. Show them example while having interval in the classroom.

17. Parent Teacher Meetings

- 17.1. Teachers MUST be very polite and professional and show respect while communicating with parents, regardless of their attitude.
- 17.2. Remember that, as professionals, we must maintain high standards. As such, we must control our anger and address the parents with respect and courtesy, no matter how they approach or react to us.
- 17.3. Keep in mind that parents are often from different educational background and may not have the same values as teachers have or be able to think at our level.
- 17.4. Always remember to take up the positive points of the students first, while talking to the parents. Tell them what they can do to improve in the areas of concern.
- 17.5. Do not discuss students' matters with anyone else other than the parents.

18. Resource Rooms

- 18.1. Library, AV Room, TRC Training Room, Science labs and Computer lab are considered as resource room.
- 18.2. Take students to resource room in line. Do not allow student to go to the toilet or to drink water on the way to and from resource rooms.
- 18.3. During resource room classes, ask the students to be quite and enforce rules laid out by the school for using various resource rooms.
- 18.4. Use the place as often as possible and as meaningful as possible.
- 18.5. While taking the students to the library, do not remain doing nothing. Help them and show them that you too are truly interested in reading.
- 18.6. Teachers can borrow curriculum related materials of their subject for a period of one year and other books and materials for a period of one week.

19. Computers and Internet

- 19.1. The school has got internet connection in all the computers at TRC computer lab and teachers are encouraged to use internet.
- 19.2. Teachers are requested to comply with netiquettes while using internet.
- 19.3. Do not use the computer at staff room for long hours when another person waits.
- 19.4. Do not keep important files saved only in the computer for later access. Always have a copy with you in a removable drive.
- 19.5. Teachers usually use staff room computers. Do not use computers of leading teachers.
- 19.6. During term tests, teachers may visit the computer lab with special arrangement.

Information Section

School Uniform

Boys

- White short sleeved shirt tucked in with school badge.
- Black Trousers and black belt. No fancy buckles.
- Black shoes and socks. No ankle boots.
- Hair must be neatly trimmed, conservative in style, balanced and uniform in cut. No radical haircuts, striping, shaving, tails, braiding, or unnatural colors.
- Pants shall fit the waist and be worn at the true waist of the student.
- Beard and moustache should be clean shaven.
- Jewellery is not allowed.

Girls

- White dress with school badge as shown in the school uniform guide.
- White coat shoes and white socks.
- Short hair (up to the collar of the uniform) should be neatly tied and long hair should be plaited and tied with light blue ribbon of one centimeter width.
- Appropriate underwear should be worn.
- No nail polish, lipstick, lip gloss, lip liner, colored or trimmed eye brow, face coloring.
- Jewellery, other than very small ear stud and necklace worn under the dress, is not allowed with the uniform.
- Hijab may be worn by the student as shown in students' uniform guideline.

Boys and Girls

- No bandanas, sweatbands or hats.
- No writing on skin, any tattoo or hair dying.
- No oversized or skin tight clothing.
- No open toed or open heeled shoes.
- No name tags if you are not authorized to wear one.
- Students wear school uniform during school session, functions and assemblies.
- Activity uniform shown in student's Uniform Guideline is worn during extra classes and activities with the permission of the teacher.
- Prefects and office bearers of houses and clubs wear Name Tag on the uniform if provided by the school.

Student Leaders and Activities

Class Monitor

Appointed by the class teacher, based on the classroom participation and previous records.

House Captain

Elected by house members in secret ballots.

Prefect Board

Principal appoints prefect board in consultation with In-charge of Prefect Board.

Chairperson/President of Clubs & Associations

Elected by students in secret ballots.

Rules for Students

Ground Rules

1. Walk ; do not run
2. Use the left side of the stairs, sparing the right side for people in a hurry.
3. The corridor area is slippery. Pay special attention on wet days to avoid skidding accidentally.
4. Keep away from the corridor railings.
5. Never climb the railings in any circumstances and avoid leaning on it as well.
6. Never play with any electrical devices.

Classroom Rules

1. Attend the class and take seat at the right place in time.
2. Stand up and greet the teacher.
3. Be quite and listen when the teacher is talking.
4. Work quietly. Do not disturb others.
5. Respect classmates. Treat them with kindness in words and actions.
6. Raise hand and wait to be called on before speaking.
7. Follow the teacher's instructions.
8. Go out or change the place only when permitted by the teacher.
9. Always have the Exit Card on the pocket of shirt or dress while going out.
10. Stand up and say "thank you" when teachers and others leave the class.

Auditorium and Assembly Rules

1. When an assembly or a hall activity has been scheduled, students must report promptly and directly to their designated possession - no loitering should occur.
2. Students may not leave assembly or hall during assembly time or function without appropriate permission.
3. During the assembly all students should be standing in prayer position –no walking around.
4. Students should be respectful – no talking, heckling, booing or shouting.
5. At end of assemblies and hall events students must remain UNTILL THEY ARE DISMISSED. Only those with permission may leave the assembly or hall events prior to its completion.

Activity rules

1. Attend the playground / activity in time.
2. Stay within the playground boundaries or the activity site and away from off- limit areas.
3. Go out only with the permission of the teacher or instructors.
4. Obey directions given by all the teachers, instructors and adults.
5. Respect others. Treat them with kindness in words and actions.
6. Stop the activity ten minutes before the prayer time.
7. Leave the activity site soon after the activity.

Conduct Expectations from Students

The following pages outline the high, clear, and fair conduct standards expected from students of for Raa Atoll Education Centre. Examples are given for each standard; however, this is not intended to be a complete list.

Honesty

Be a person who can be continued on...

Be free of deceit and untruthfulness and use integrity while completing work or sharing ideas in order to realize the opportunities for academic and personal growth

- a. Tell the truth.
- b. Do your own work.
- c. Give credit to others for their work and thoughts.

1. Respectful behavior

Treat each person as you should be treated...

Model positive behavior and language, which reflect co-operation with all members of the school community in order to realize the opportunities for academic and personal growth.

- a. Exhibit a positive and co-operative attitude towards school and learning.
- b. Respect the racial, gender, language, cultural and religious differences of others.
- c. Avoid profane and obscene language and gestures.
- d. Use a respectful tone of voice and body language.
- e. "Put-Up", don't "Put-Down".
- f. Resolve conflicts in a respectful, non-physical manner.
- g. Keep your school clean; don't litter or deface.
- h. Take turns while talking.
- i. Use manners and be polite (please, thank you)

2. Responsibility

Do the right thing...

Accept the responsibility for actions and education while abiding by established school rules, regulations and laws of the community, state and nation in order to realize the opportunities for academic and personal growth.

Assume responsibility for what you do by accepting the consequences, positive or negative.

- a. Attend school daily and be in time.
- b. Make up all missed work.
- c. Complete tasks in time.
- d. Ask for help when you need it.
- e. Participate in the democratic process.
- f. Be resourceful and recycle whenever possible.
- g. Be a responsible group member and support the community.
- h. Promote justice and strive for fairness.
- i. Keep commitments.
- j. Follow proper channels to resolve conflict.
- k. Monitor and be responsible for academic progress.
- l. Help, clean up.

3. Compassion

Be kind...

Exercise consideration for others at all times, be empathetic and seek reconciliation in conflict in order to realize the opportunities for academic and personal growth.

- a. Be considerate.
- b. Help others.
- c. Give careful and thoughtful feedback.
- d. Be encouraging.
- e. Share with others.
- f. Reach out to others in need.
- g. Be gentle.

4. Self Discipline:

Take charge of yourself...

Exercise ability to work within the limits establishes personally and within the school community in order to realize the opportunities for academic and personal growth.

- a. Be in time.
- b. Be prepared.
- c. Do your work.
- d. Take turns.
- e. Show good sportsmanship.
- f. Dress appropriately in accordance with school standards.
- g. Take care of your body; live a healthy lifestyle.
- h. Be flexible and adaptable to meet changing demands.
- i. Clean up after yourself.

5. Perseverance

Stick to it...

Be diligent, with the inner strength and determination to pursue goals in order realize the opportunities for academic and personal growth.

- a. Set goals and create plans to achieve them.
- b. Develop new skills.
- c. Use effective effort... focus + commitment + strategies.
- d. Don't give up; seek all available help and assistance.

6. Giving

Share your time and talents...

Respond positively to others by sharing talents and services with them without being asked, in order realize the opportunities for academic and personal growth.

- a. Support your school and be involved
- b. Participate in community projects.
- c. Do helpful things without being asked.
- d. Speak constructively about your school and community.
- e. In order to maximize the opportunities provided through public education, everyone shares in the collective responsibility of promoting behavior that provides an environment in which all children can learn.

Guidelines for Handling Discipline Problems

Introduction

This document incorporates the guidelines the school authorities wish to implement when administering the discipline problems of the students. These guidelines have been formulated jointly by the parents, teachers and students. In addition to this discipline guideline the students should follow the general rules and regulations of the school and the Ministry of Education. For a minor offence not mentioned in the guidelines attempted in class, the teacher can give appropriate punishment like changing seats or asking the students to remain standing for a few minutes. If a student repeats any offence mentioned section 1, 2 and 3 more than three times session in charge will dictate the punishment after consulting the head of school. If a student involves in the same serious offence repeatedly the school discipline committee will take necessary action after getting a written statement from the student. Any offence reported to the session in-charge will be recorded in the cumulative record file. In handling problems not mentioned in the guidelines, action will be taken by the session in charge after consulting the head of school.

1. Improper Appearance and Attire

Offence		Time	Measures to be Taken	Action taken by
1.1	Long hair / Dyed hair / Fancy styled hair / Grown beard / Fancy belts / fancy bands	1	Advise and give 1 day to correct	Class Teacher
		2	Inform guardian and send home to correct	Session in-charge
1.2	Use of fancy hair slide and hairgrips / Belt with fancy buckles	1	Advise and confiscate it	All teachers
		2	Inform guardian and hand it over to the guardian	Session in-charge
1.3	Improper badge / ribbon / tie and short uniform (girls)	1	Advise and give 3 days to correct	Class Teacher
		2	Inform guardian and send home to correct	Session in-charge
1.4	Untightened belt and ribbon / loosen button / Untucked shirt / loosen bands	1	Advise and instruct to correct immediately	All teachers
		2	Inform guardian and instruct to correct immediately	Session in-charge
1.5	Long, polished finger nails / use of lipstick	1	Advise and instruct to cut the nails and remove varnish from the nails and lipstick from lips immediately	Class Teacher
		2	Inform guardian and instruct to correct	Session in-charge
1.6	Use of jeans / Wrong patterned and coloured trousers	1	Advise and send home immediately to change the trousers and jeans. Inform guardian	Session in-charge
1.7	Extra jewellery and ornaments of any form	1	Advise and confiscate it Inform guardian and hand it over	All teachers Session in-charge

1.8	Improper shoes and socks	1	Advise and send home immediately to correct	All teachers
		2	Inform guardian and send home to correct	Session in-charge

2. Misconduct

Offence		Time	Measures to be Taken	Action taken by
2.1	Not bringing necessary books and materials to the class / Not doing work / Not handing over the work	1	Advise and warn not to repeat	All teachers
		2	Report guardian and detain and instruct to complete the work	Session in-charge
2.2	Bringing items not related to school work	1	Advise and confiscate and return to the guardian	All teachers Session in-charge
2.3	Disruptive during lessons / Disruptive at assembly and functions / Sleeping during lessons	1	Advise and warn not to repeat	All teachers
		2	Report guardian and warn not to repeat it	Session in charge
2.4	Defying orders of prefects / monitors	1	Advise and instruct to apologize to prefect / monitor	All teachers
		2	Inform guardian and warn not to repeat	Session in-charge
2.5	Chewing and eating inside the class	1	Advise and send to clean mouth	All teachers
		2	Inform guardian and warn not to bring unnecessary things to the class	Session in-charge
2.6	Littering / Untidy acts	1	Advise and ask to clean	All teachers
		2	Inform guardian and make the student to clean	Session in-charge

3. Attendance

Offence		Time	Measures to be Taken	Action taken by
3.1	Coming late to school	1	Advise and record	Prefects
		2	Advise and warn not to repeat	Session in-charge
		3	Inform guardian and instruct to stay assembly area at first period	Session in charge
3.2	Absent from the school	1	Instruct to bring medical certificate or let the guardian explain the valid reason	Class Teacher Session in-charge
3.3	Absent for tests / exam without medical certificate	1	Inform guardian and drop out from the particular exam/tests	Subject Teacher
3.4	Skipping lesson / Not attending the assembly without any reasonable reason / Not attending functions, extra classes and other activities without any reasonable reason	1	Advise the students	All teachers
		2	Detain with work	Session in-charge
		3	Inform guardian and detain the student with work	Session in charge

4. Serious offences

Offence		Time	Measures to be Taken	Action taken by
4.1	Defiance to teacher (Repeated refusal to obey)	1	Report to the guardian and instruct to apologize to the teacher	Session in-charge
		2	Inform guardian and suspend the students	Session in charge
4.2	Vandalism / Damaging school property	1	Inform guardian and advise the child and instruct to replace what was damage / broken	Session in-charge
		2	Inform guardian and instruct to replace what was damage / broken and suspend	Session in charge
4.3	Unaccepted / inappropriate mutual relationship between students / Bullying	1	Report to the guardian and instruct to apologize to the teacher / student	Session in charge
		2	Inform the guardian and suspend depending upon the extent & gravity of offence	Session in charge
4.4	Assaulting / Fighting / Causing injuries / Attacking a teacher or attempt to attack/Battery	1	Inform the guardian and advise / suspend and report to the local authorities depending upon the extent & gravity of offence	Session in charge
4.5	Using abusive words / Language	1	Advise and instruct to apologize to the teacher	Session in charge
		2	Advise and instruct to apologize to the teacher and Inform the guardian	Session in charge
		3	Detain with work	Session in charge

4.6	Indecent behavior	1	Inform the guardian / suspend and report to the office depending upon the extent & gravity of offence	Session in charge
4.7	Cheating / Attempt to cheat in test or examination	1	Advise and inform guardian and '0' mark given for the test	Subject teacher Leading Teachers Session in charge
4.8	Possessing pornographic materials	1	Advise and inform the guardian and confiscate it / Warn	Session in charge
		2	Inform the guardian and suspend depending upon the extent & gravity of offence. Inform local authorities	Session in charge
4.9	Smoking	1	Advise and detain	Session in charge
		2	Inform the guardian and detain the students	Session in charge
		3	Inform the guardian and suspend	Session in charge

Thank You