

# **GURU NANAK CHILDREN ACADEMY**

## ***TEACHERS, ASSOCIATE TEACHERS AND VOLUNTEERS GUIDELINES***

Dear Volunteers

These guidelines were developed in effort to guide all volunteers towards common goals concerning our children. However, what truly provides for effective working relationships among parents, faculty and administration is an atmosphere of trust, mutual respect and positive engagement.

### **ELIGIBILITY:**

- All or any parent, members of Sangat who imbibe the spirit of Seva are eligible to volunteer.
- Some qualification and experience in the chosen field of Seva is preferable.
- We promote the use of spoken Punjabi at all times during Sunday school, however, since our students are bilingual, we would like teachers to be bilingual. This can help the class to understand language concepts.
- First time volunteers must work as assistants or associates in classes. This helps understand the workings and vision of the school.
- The Guru Nanak Children Academy advisory board selects the faculty members of the school and assigns their respective area of Seva.
- AFTER A VOLUNTEER IS CHOSEN, HE OR SHE MUST FILL OUT ALL THE FORMS AND SIGN THE GNCA VOLUNTEER AGREEMENT. This helps clearly define the role each member and also ensures that all members understand the teacher's guidelines and are on the same page.
- Each volunteer must give a commitment of at least one full year.

### **PUNCTUALITY:**

- It is required that you arrive at minimum of 15 minutes before class which is at 9:45am.
- Teachers are the best role models. So please be on time.

### **CLASS ROOM DUTIES**

- Attendance will be taken in first period by the associate teacher or the class teacher.
- The class teacher must teach only the set curriculum and in the given time period.
- The class teacher also assigns and checks the homework every week.
- The class teacher will administer mid term and final exams to the class.
- You must document attendance, homework, test record for each student and post the student progress on the school website every week.
- He/she must complete the session unless there are reasonable unforeseen circumstances.
- GNCA calendar must be strictly followed. Teachers cannot cancel or change the class schedule.
- Teachers cannot discipline the class with physical punishment at any time.
- Please follow the discipline guidelines of the school

### **TEACHERS ABSENCE:**

- The teachers, associate teachers and volunteers are requested to notify the school principal a week prior to missing a class so that there is sufficient time to arrange a substitute teacher unless in case of emergency.

### **BOOKS AND MATERIALS:**

- The teachers will be given a set of books, study material, original and creative matter, poems, musical compositions for the purpose of teaching at GNCA.
- The teachers do not have the permission to copy, reproduce or distribute any of the material.

### **DISCIPLINE:**

- The class teachers are obligated to maintain discipline in the class. It is required to handle all discipline issues with the GNCA disciplinary committee. The teacher must report all incident's that happen during the school hours in writing. The report can only contain facts. The teacher is not required to interpret the facts. The report can be signed by the parent or associate teacher present at the time of the incident.
- ***This report will be confidential and can only be used by GNCA disciplinary committee. No teacher can be held liable for their statement.***
- For issues and complaints against a teacher by a parent; that parent will have to sit in the class taught by the aforementioned teacher for two consecutive weeks before the complaint is addressed by the GNCA advisory board.
- Teacher has the right to refuse to teach any child for appropriate reasons

### **STAFF MEETINGS:**

- Teachers must attend the monthly staff meeting which is scheduled on the first Sunday of every month from 1:45pm to 2:45pm.
- All issues discussed at the staff meetings are strictly confidential. All decisions made in the staff meetings are understood to be and are unanimous.
- All teachers must maintain respectful conduct towards each other at all times.
- Any disruptive behavior, disrespectful conduct, inappropriate language or use of crude/inappropriate gesture will not be acceptable.

Thank you for your dedication, Seva and volunteering.

SatGuru Rakha

GNCA Advisory Committee.