

**Teachers are expected to know and enforce all procedures and policies included in the current Handbook for Parents and Students.**

**OIM VISAS**

Teachers who enter El Salvador with OIM visas will lose them if they marry Salvadoran citizens or otherwise change their immigration status. In that case they, not CISS, will become responsible for paying expenses such as Salvadoran income tax, Social Security, and retirement accounts and they will have to process their Resident Visa with Salvadoran authorities. The OIM visa grants them permission to be employed only by this school. Employment by any other entity will jeopardize their immigration status.

CISS will inform OIM when a teacher terminates employment with the school and will no longer be responsible for the teacher's immigration status, even though time may still remain in the OIM Resident Booklet. OIM will inform Foreign Relations who will suspend the visa.

Teachers on OIM visas, except those first hired before the 2005-2006 school year, will be offered a maximum of two consecutive one year contracts. These teachers may continue to be employed by the school, but will need to process their Temporary Resident work visas with the Salvadoran government.

**TEACHERS ON "SPECIAL CONTRACTS"**

Special contracts are those which quote a final, take home salary with CISS covering required local expenses such as taxes, Salvadoran Social Security, or retirement accounts.

The Colegio reserves the right to collect any refunds or overpayments on these expenses. Teachers may be required to sign legal documents for the school to process these overpayments or refunds.

**AT CISS WE**

- 1- Work towards meeting the stated goals and objectives of the school.
- 2- Accept and fulfill obligations voluntarily.
- 3- Treat others with respect and courtesy.
- 4- Realize that everyone has an innate and equal value regardless of their nationality, ethnic group, sex, position or social class, and should not be either esteemed or demeaned because of this.
- 5- Do not take advantage of our positions for extra personal gain. For example, we should not tutor our own students or send a student to a specific tutor without permission from the administration. We should not accept or request valuable gifts or favors from the parents.
- 6- Accept confidentiality in certain matters such as student problems and records, discussions with other staff members, parents and students. These should not be commented upon with anyone except those directly involved.
- 7- Constantly improve our teaching abilities through study, reading, higher education, and participation in in-service programs.
- 8- Do not complain, but define areas which need improvement and work to find solutions.
- 9- Support and comply with school policies and decisions (even when we do not completely agree) and work through proper channels to enact change.
- 10- Accept that proper channels for complaints, solving problems and enacting change are first through the Assistant Principals and then the Headmaster. These channels do not include student or parent groups unless they have been given specific authority in these areas.
- 11- Accept that the ultimate authority for school policies and decisions and their interpretation is the Board of Directors named annually by the stockholders of Colegio Internacional de San Salvador, S.A. de C.V., a corporation operating under the Salvadoran Commercial Code.
- 12- Never criticize or ridicule fellow staff members or other teachers, parents or students.
- 13- Are not substance abusers on or off campus.
- 14- Do not smoke in the buildings or on the grounds.
- 15- Participate in community groups and public functions in such a way as to project a positive image of our school.
- 16- Handle all class and activity funds through the school student activity account.
- 17- Are in our classrooms or work areas when students are present except when pressing matters make it essential that we be absent for short periods of time.

Questions on these issues should be consulted with the administration who will work for voluntary compliance by all. In case of severe or repetitive infringement as determined by the Board of Directors of stockholders or administration they may take the following actions:

- 1) Verbal communication
- 2) Written communication
- 3) Suspension from school without pay for up to three days.
- 4) Termination of the employment contract in accordance with the labor code of El Salvador.

### **TEACHERS' LOUNGE**

The lounge is for teachers' use only. Students as well as teachers' children are not allowed to enter.

### **TEACHERS' MAILBOXES**

Teachers should not send students to pick up or leave things in their mailboxes since tests and other sensitive materials are often left there.

### **FOOD DELIVERY**

Teachers may order food from outside restaurants for their own consumption, but may not order food for students except for previously approved class activities.

### **LEAVING SCHOOL GROUNDS**

Teachers are expected to be on campus for their contracted hours. They may leave only during their lunch hour.

### **TEACHERS' INVOLVEMENT WITH STUDENTS**

Teachers should avoid involving the students in personal matters. Socializing with students outside of school is not allowed.

### **STUDENT UNIFORM POLICY**

Teachers must help enforce the student uniform policy.

### **EATING IN CLASS**

Students and teachers are not allowed to eat in class.

### **CLEAN ROOMS**

Teachers should expect that the students maintain the classroom relatively neat, orderly, and free of trash on the floor.

### **ACCOMPANYING CLASSES**

Teachers must remain with their students during scheduled class hours. This includes accompanying them to assemblies, etc. and maintaining discipline during these activities. It also means that teachers should not leave their classrooms to go to the store, lounge, office, etc.

### **SITTING ON TOP OF DESKS**

Neither teachers nor students are allowed to sit on top of the desks.

### **POLICY ON BIAS IN INSTRUCTION**

No one at school; teachers, employees or students should exert pressure to influence the attitudes of others in those issues considered to be controversial and of a personal nature where family and personal values should predominate.

Some areas that immediately come to mind are 1) religious preferences, 2) political inclinations and, 3) controversial moral issues.

This is not to say that these questions cannot be discussed in class from an objective point of view. What needs to be off limits is the promotion of a particular ideology or attitude.

Teachers by virtue of their position are highly respected by the students and must be careful not to use this respect to promote, consciously or not, their particular viewpoints on these issues. When these are brought up all sides should be presented in a balanced manner.

The atmosphere of the school should be one of free and equal exchange of ideas where one can live peacefully with one's own religious, political and moral beliefs without having them attacked or ridiculed by anyone.

This does not mean, however, that we cannot reinforce attitudes and points of view which are not controversial in our community (i.e. where a consensus exists) or upon which the school has taken an official stand. If not, how could we teach that drug and alcohol abuse are not conducive to a positive lifestyle? that cheating and theft are wrong?

### **TEACHER DRESS CODE**

The climate in El Salvador is warm year-round, therefore light clothing is recommended. However, during the rainy season (May through October), the evenings are cooler and an umbrella, sweater or jacket are all necessary items. Because our society is conservative, CISS teachers are expected to dress accordingly. Teachers should dress professionally. They should be neat, clean, and well-groomed while in school and while representing the school off campus. Beachwear such as sandals, halter-tops, etc. is not appropriate. Clothing should not be faded, sloppy, disheveled, or revealing.

Men should wear closed shoes and socks, slacks or dress jeans, and shirts that button rather than T-shirts. Their hair should be above collar length and they should not wear jewelry above the neck.

Women should wear closed shoes or dress sandals, slacks, dress jeans, dresses, skirts, or dress shorts, blouses, or dressy T-shirts and conventional undergarments. Jewelry should not be excessive, and pierced earrings should only be worn on the ear lobes.

### **LEGAL ISSUES**

Contracts signed between CISS and any other party have legal jurisdiction only in El Salvador and follow the labor and commercial codes of that country. The Board of Directors of Stockholders may decide, though, to concede more liberal benefits to employees than those written in the laws.

The contract year is assumed to be August 1 to July 31.

### **SICK LEAVE**

A teacher, administrator or staff member contracted five days per week for the year will not be deducted for the first three days of absence due to personal illness or injury or illness or injury to a close family member if the office is advised by 7:00 a.m. and proper instructions are left for the substitute.

Once these days are used or if proper procedures are not followed deductions will be made according to the labor code in effect.

Anyone contracted after classes begin in August will be allowed a total of one day of sick leave for every complete semester employed.

### **PAYMENT OF SUBSTITUTES**

The school, and not the teacher, is responsible for payment to substitutes.

### **PERSONAL LEAVE**

Everyone employed for the entire five day week will be allowed two days of personal leave during the year if the Principal is informed by writing at least 2 school days in advance and proper instructions are left for the substitute. Anyone contracted after classes begin in August will be allowed a total of one half day of sick leave for every complete quarter employed. The administration has the right to not approve them if it judges the days inappropriate for absence (test days, adjacent to vacations, various people asking for be same day, etc.)

### **ABSENCE FOR SCHOOL ACTIVITIES**

Absence for school sponsored activities such as exchange trips, in-service, conferences, etc. will not count towards the sick leave or personal leave days.

### **RENUMERATION FOR UNUSED SICK LEAVE AND PERSONAL LEAVE DAYS**

At the end of July a bonus of one day of salary (maximum\$30.00) computed by the Salvadoran Labor Code will be paid for every unused sick leave and personal leave day. These days cannot be accumulated from one year to the next.

### **JUNE AND JULY SALARY**

Unless otherwise stated in the contract everyone contracted before or during the first day of classes will receive full salary for the following June and the first two weeks of July. The last two weeks of July are considered the legal yearly vacation and are paid with a 30% bonus (according to the labor laws). Anyone contracted after the first day of classes will be paid according to their contract.

### **DAILY SALARY**

Unless otherwise stipulated in the employment contract the daily salary is the monthly base salary (before additions or deductions) divided by 30, which is the basis for all salary payments and deductions. The government labor code is used to calculate salary deductions in cases of unjustified absences or absences not covered by sick leave. One of the clauses in it states that the salary for Sunday is not paid if any unjustified absence occurs during the week. Just advising the school that one will be absent on a certain day does not justify it. The administration determines if an absence is justified. In-service, conference, and field trip days are considered work days and deductions will be made if they are missed.

### **PAPERWORK**

Teachers will be expected to keep proper records (attendance, grades, etc.) and turn them in to the office when indicated.

Before classes end in June teachers must update their curriculum guides.

During the year the daily lesson plan should be kept at least one week in advance.

The lesson plan book and the grade book will be turned in to the office at the end of classes in June.

### **RETIREMENT POLICY**

Although Salvadoran law allows voluntary retirement at age 55 for women and 60 for men, no employee will be contracted for the year who has already celebrated his/her 65th birthday.

### **CELLULAR PHONES**

Cellular phones must be turned off in the classrooms, library, and computer lab, or any time teachers or staff members are scheduled to be with students.

### **GROUP INSURANCE PLAN**

All full-time (5 or more periods per day, 5 days per week) administrators, teachers, and staff may participate in a group life, medical, and hospitalization insurance program with SISA, a local company. For details see the Headmaster. Spouses and children may be included. The school covers 50% of the cost for local hire personnel and 100% for teachers contracted abroad.

### **PRIVATE TUTORING**

- 1- Teachers may tutor CISS students on or off campus outside their contracted working hours. However, they may only receive payment for this service when tutoring students who are not enrolled in their classes.
- 2- Students not enrolled at CISS may not be tutored on school grounds.
- 3- Any teacher who would like to offer his/her services as a tutor must fill out a form in the office which will inform parents as to the experience and subject offerings of all prospective tutors. All parents interested in tutoring services for their children shall be referred to the list of these in the office.
- 4- Classroom teachers may not recommend specific tutors.
- 5- Before parents and tutors agree on schedule and payment, parents shall be informed of the number of students being tutored at any given time by each tutor. The parents of the other students being tutored at a specific hour must be informed before a tutor can add another student to that session.
- 6- The length of the tutoring session agreed upon with the parents must be fully completed.
- 7- Ethics dictate that private tutoring should have a higher cost per student than group tutoring.
- 8- Tutors' own children shall not be present during paid tutoring sessions.
- 9- Tutoring on campus will not be allowed after 5:00 p.m.
- 10- In order not to interfere with the school maintenance schedule, the use of classrooms and tutoring times must be approved by the administration.
- 11- A list of students being tutored at any given time must be available in the office.
- 12- The school will not supply paper, photocopies, or other materials for tutoring sessions. The teachers' monthly allotment of photocopies must not be used for tutoring purposes.

### **TEACHING SCHEDULE**

Teaching schedules will be developed by the Head of Section and will include one period unencumbered by classroom activities for every full time teacher. Schedules may be changed by the Head of Section at any time.