

الأكاديمية الأمريكية بالدار البيضاء
Académie Américaine de Casablanca
American Academy Casablanca

Teacher Handbook



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WELCOME & GENERAL SCHOOL INFO

≡ WELCOME LETTER ≡

I extend a special welcome for all new and returning staff as we look forward to the new school year. The beginning of a new school year brings hopes and dreams for all of us, as well as our students. Our students deserve the best from each of us and I trust they will give their best back to you in their studies and life in the school.

When I first came to Casablanca I knew the first place I would visit would be Rick's Café! But, Casablanca is so much more than Rick's. The people and culture become the best part of living in Morocco. New staff will soon discover, and returning staff will remember, that the students are the best part of our school. Even on days when it is difficult to smile at them, something they do will find that smile within you. They become part of your heart quickly with their, "Please Miss" and "No, but..."



The staff handbook has been developed to answer your questions and give you copies of all the forms you may need to use during the school year. Some additional information and procedures relating to students can be found in the AAC Parent/Student Handbook, which can be downloaded from the school website. We have tried to be as complete as possible but please make suggestions for items that are missing.

American Academy Casablanca strives to be a school of excellence, and I count on you to make that happen. Our school is still developing and growing; it will take all of us working together to make this a school of which we can all be proud. My door is open, and I look forward to your ideas and suggestions.

Have a super year!

Jodi

≡ AAC's MISSION ≡

AAC's mission is to serve the Casablanca region of Morocco by providing an outstanding trilingual curriculum—English, French, and Arabic—to a diverse international student body in a challenging environment of educational excellence. We endeavor to guide our students to their highest potential by encouraging hard work, responsibility, critical thinking, social accountability, and independence in learning.

≡ AAC's VISION ≡

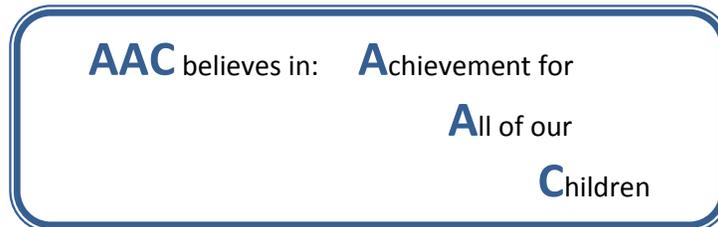
AAC will be the leading American/International school in Morocco. We will provide a balanced social, physical, and academic curriculum in an atmosphere of mutual respect, dignity and trust, thereby equipping our students to be productive citizens in the changing global society. We will utilize advanced methods, resources, and technology in innovative and authentic ways to enhance learning and communication.

≡ AAC's BELIEFS ≡

- We are a community of learners – students, faculty, and parents -- working together to build a safe, supportive, and challenging environment for educational excellence.
- Student opinions and ideas are vital; students are empowered to achieve at their highest potential when they are actively involved and share responsibility for their own learning.
- A quality education enables students to make positive life choices in caring for themselves, others, and the environment.
- Independence of spirit is essential in exploring, communicating, and defending our beliefs.
- Diversity strengthens and enriches the climate and culture of our school; it helps us to recognize and appreciate the unique qualities and contributions of each individual.
- Multilingual learning encourages respectful collaboration and leads to better cultural understanding.
- In order to grow we must embrace change, take chances, and be challenged by high expectations in a

- Education is a life-long process which offers great opportunity while imposing the responsibility of courage, integrity, and ethical conduct.
- The learning process is more important than the outcome; knowing how to find an answer or ask a question is often more useful than the answer itself.
- Teachers, administrators, and staff will flourish in a community that provides opportunities to grow, develop, and learn together in all aspects of their professional lives.

guide our students to their highest potential by encouraging hard work, responsibility, critical thinking, social accountability, and independence in learning.



≡ HOURS OF OPERATION ≡

AAC's main office is open from 7:30 a.m. to 5:00 p.m. on weekdays and 9 – 12 on Saturday. Classes take place between 7:45 a.m. and 3:00 p.m. on Monday through Friday.

There are approximately 182 teacher work days and 175 days of instruction per year – September through June. The number of days varies slightly from year to year because of Islamic religious holidays. Islamic religious holidays are based on a lunar calendar and move by several days each year. **We include estimations of these holidays in our yearly calendar; however, the actual date of the holiday may not be finalized until the evening before the holiday. Occasionally, a make-up teaching day may be required – in this case, school could be held on a Saturday.**

In the event of an emergency school closure, teachers will be required to communicate with their students daily and continue the courses as much as possible through internet and email. For early childhood and lower elementary grades, teachers may be required to prepare packets of work that students can complete at home. This will be at the discretion of the Head of School. In such instances, the school may be closed to students, but teachers may be required to come to work. Depending upon the length of the closure, make up days may be required using Saturdays and/or scheduled vacation.

≡ DAILY SCHEDULE ≡

<u>Secondary School Schedule</u>	
7:30 – 7:45	Arrival
7:45	1 st Bell Rings
7:50	2 nd (Tardy) Bell Rings
7:50 – 8:40	1 st Period
8:45 – 9:35	2 nd Period
9:40 – 10:30	3 rd Period
10:35 – 11:35	4 th Period
11:35 – 12:15	LUNCH
12:20 – 1:10	5 th Period
1:15 – 2:05	6 th Period
2:10 – 3:00	7 th Period
3:00	Dismissal

<u>Elementary School Schedule</u>	
7:30 – 7:45	Arrival
7:45	1 st Bell Rings
7:50	2 nd (Tardy) Bell Rings
12:30 - 1:10	LUNCH
3:00	Dismissal

The AAC org chart displays the organization of the AAC staff including the line of command (the direct supervisor for each staff member). Our school is still growing and changing; its faculty and staff requirements change along with it. The most updated org chart is available for review in the office of the Head of School.

≧ IF MY QUESTION INVOLVES _____, I SHOULD ASK _____ ≦

If your question involves **APARTMENT MAINTENANCE**,

You should ask:

Hicham & Ahmed

maintenance@americanacademy-casablanca.com

If your question involves **APARTMENT FURNISHINGS, HEALTH INSURANCE**

You should ask:

Moufida Lebbar, Bursar

mlebbar@americanacademy-casablanca.com

If your question involves **HEALTH INSURANCE REIMBURSEMENT**

You should ask:

Redouane Nqibat

rnqibat@americanacademy-casablanca.com

If your question involves **STUDENT ACTIVITIES, DISCIPLINE, ATTENDANCE**

You should ask:

Dean Jex, Dean of Students

djex@americanacademy-casablanca.com

If your question involves **STUDENT FILES/RECORDS, ASSISTANCE SCHEDULING DOCTOR APPOINTMENTS**

You should ask:

Khadija El Khanoussi, Nurse/Receptionist

kelkhanoussi@americanacademy-casablanca.com

If your question involves **ELEMENTARY CURRICULUM, GRADES**

You should ask:

Jodi Mulder, Head of School

jmulder@americanacademy-casablanca.com

If your question involves **RUBICON CURRICULUM MAPPING, SECONDARY CURRICULUM, GRADES, MAP TESTING**

You should ask:

David Schult, Secondary Principal

dshult@americanacademy-casablanca.com

If your question involves **SECURITY, FACILITIES, TRANSPORTATION (SCHOOL, FIELD TRIP, & PERSONAL), CAFETERIA**

You should ask:

Yassine Abdelaziz, Personnel Coordinator

ayassine@americanacademy-casablanca.com

If your question involves **COLLEGE PLANNING, SECONDARY COURSE SELECTION, HS CREDITS, GRADUATION**

You should ask:

Abby Ruble, College Counselor

aruble@americanacademy-casablanca.com

If your question involves **LEARNING CENTER SUPPORT**

You should ask:

Angela Arigoni Mesfiouri

amesfioui@americanacademy-casablanca.com

If your question involves **COUNSELING, AVIANCE**

You should ask:

Abigail Ruble, School Counselor

aruble@americanacademy-casablanca.com

If your question involves **ADMISSIONS**

You should ask:

Yassine Abdelaziz, Admissions Coordinator

ayassine@americanacademy-casablanca.com

If your question involves **WEBSITE, EMAIL**

You should ask:

Madiha Aziz, IT Manager

maziz@americanacademy-casablanca.com

If your question involves **COMPUTER ISSUES; THEATER, LAPTOP, & PROJECTOR SETUP; APARTMENT TV, SATELLITE, OR INTERNET**

You should ask:

Mohamed "Simo" Boukhchacha, IT Support

mboukhchacha@americanacademy-casablanca.com

If your question involves **LIBRARY PROGRAM/USE, BOOK DONATIONS**

You should ask:

Andy Mcilwain, Library/Media Specialist

amcilwain@americanacademy-casablanca.com

If your question involves **REIMBURSEMENTS, SALARY, PURCHASING**

You should ask:

Ali Gharbi, EVP /Business Manager

agharbi@americanacademy-casablanca.com

POLICIES & PROCEDURES

≧SENDING & RECEIVING MAIL≦

You may receive mail at the school. Make sure that it is addressed to your name at American Academy Casablanca. Envelopes from the US take about 2 weeks, boxes 5 to 6 weeks. When you receive the delivery notice, you must go to the post office on the **same day**. The post office will return the item if not picked up within 5 days. Notify Mr. Yassine in the office to arrange transportation for pickup.

With **prior approval**, mail can be sent to the school's US office in Boston, and the school will arrange delivery/transportation to Casa.

Teachers are issued a mailbox located in the copy room off of the back stairs. Internal memos are placed in the mailboxes. Please check your mailbox daily. Personal incoming mail is distributed to staff members by the receptionist.

≧USE OF COMMON SPACES≦

The Copy Room, Teacher workroom, & Main Office are the common spaces at AAC. Please use these areas in a way that is respectful to your colleagues. We all need a corner and a little time away from students now and then. As well, conversations frequently occur in these spaces that are confidential. Thus, students are not allowed in the copy room or teacher workroom. Students may go to the office with a pass from a teacher.

≧COPY ROOM≦

To request photocopies, lamination, binding, paper cutting, etc, teachers should fill out a Photocopy request form, providing the full details of your requirements, and submit it to Ahmed. Requests will be processed on a first come-first serve basis. Ahmed will place your completed order in your school mailbox in the photocopy room. Try to give 24 hours notice whenever possible, as Ahmed has other duties throughout the school. He may not be in the copy room if you need short-notice assistance.

Teachers should pick up their own copies. Students may not go into the copy room at ANY time.

WE ARE TRYING TO SAVE TREES (AND \$)! PLEASE MAKE THE BARE MINIMUM NUMBER OF COPIES. Please do not use the printer to print copies for an entire class. Print one copy and make photocopies instead. The printer is located in the copy room. Please go to the copy room window to pick up your printing.

Photocopy Request Form – these forms request the number of copies, date-required etc. Completed forms are attached to the master(s) and passed to photocopy clerk.

Making illegal copies of materials, including computer software, videos, and books which are protected by copyright laws is not endorsed by the school's administration.

≧TEACHER WORKROOM≦

The first floor staff lounge/faculty work area has a refrigerator and an electric kettle. There are 3 computers for general faculty use and a table.

Children/students are not allowed in the staff lounge, including the children of staff members. Teachers must avoid sending students to pick up supplies, books, etc., from the faculty room. It is important for students to know that they are **not** to enter this room.

Meetings are not to be held in the staff lounge. Out of consideration for your colleagues, please collaborate in keeping these rooms clean and tidy by leaving your personal belongings in order when you are not in the room.

≧FACILITIES≦

AAC is a non-smoking campus.

≧THEATER USE≦

There are signup sheets at the front desk to reserve time in the theater. The sign-up sheets for the computer lab and library are located on the door of each. If you need time in the science lab or would like to borrow materials from the lab, please talk to Khalid Ait-Kass.

Custodial and Maintenance Services

The school has custodial and maintenance support staff on duty during school hours. Administration will make every effort to improve the general appearance of the school through the efficient use of the custodial and maintenance staff. Teachers are responsible for assisting with this by:

- Teaching good citizenship, respect for property and school equipment, rules of good conduct, and personal responsibility.
- Maintaining clean and tidy classrooms
- Properly supervising students both inside and outside their classrooms.
- Immediately reporting damaged or non-working equipment and initiating maintenance requests when classrooms have not been properly cleaned or maintained.
- Protecting the school furniture and fixtures and preserve cleanliness of the walls.

If you have found that students have written on desks, etc. you should require the student to come to your classroom to clean the desk under your supervision. If a student damages items (carves desks, bends chair legs by leaning back, etc.), the student should be reported and will have to pay to replace those items.

≧PARENT/TEACHER MEETINGS≦

Meetings that include parents should be held either in the conference room in the main office, or in a classroom. If parents attend a meeting in a classroom, you should escort them into and out of the school building. If you are meeting with a parent and would like an administrator present, please see the Dean of Students or Principal. If a translator is needed, request one with the receptionist.

When meeting with parents, teachers must complete a conference record form. This is a form used to record the major themes of the discussion, as well as any action items that are agreed upon. This form proves to be very helpful to have in the student's file as a record of what has been discussed and when.

≧LIBRARY≦

The AAC library is open Monday-Friday from 7:30 a.m. - 3:30 p.m. It is available for teachers and students to check out books. The card catalog is available on the AAC intranet, and books and materials are checked out using your AAC ID card. Books checked out by teachers are the responsibility of that teacher, even if they are being used by students.

At the start of each school year, the librarian will provide each teacher with a packet of information that includes specific library resources that are available.

Students use the library in the following ways:

- **Early Childhood and Elementary** students come to the library weekly as a class with their teachers.
- **Middle and high school** use the library on a flexible schedule. Individual students may use the library for reading, research and study during certain break times.
- **All Students** may be given a pass to come to the library at any time during the day to check out books. Please do not send more than two students without supervision at any time.

USE OF THE LIBRARY WITH CLASSES

• Teachers should see the library schedule posted at the library to schedule a time to take your class to the library. It is important that teachers work together with the librarian to provide students with opportunities for learning through exploration and use of appropriate library resources. We recommend that teachers confer with the librarian as early as possible when planning units that require library use.

≧MEDIA RESOURCES≦

The school has the following equipment for check-out and use by teachers and classes:

2 digital cameras (one with video capability)

LCD projector

2 laptops

2 TVs with DVD players

Overhead projectors

Computer speakers

Theater

Computer lab

Library

Equipment and spaces are available on a first come, first served basis through the reservation forms at the front desk. **Teachers should reserve equipment at least one day in advance to ensure availability and delivery.**

Overhead projectors and CD players may be checked out for long-term classroom use. See the librarian in the AAC Library. Simo Boukhchacha is in charge of the digital cameras, laptops, TV/DVD, and computer equipment.

≧EXTRACURRICULAR ACTIVITIES≦

According to the teacher contract, each teacher is required to do the following each school year:

- Teach/supervise a one-semester after-school activity
- Sponsor one student club/organization
- Serve on at least one school committee

After-school activities

The activities run for 10 weeks per semester, from 3:00 – 3:45 on Tuesday (as well as occasional Thursday) afternoons. Each teacher can choose what class or activity they will offer, and to students of what age range. If any class offered does not go forward because of lack of student participation, that teacher may be assigned to assist another teacher with his/her activity.

Student Clubs/Organizations

As our student body grows and develops, our school has an ever increasing need for student activities and experiences. Teachers are required to sponsor and supervise the meetings and activities of one student club/organization and are encouraged to establish new clubs where they see a need. Regarding the founding of new clubs, please submit a proposal that includes club name, goals, potential rules and regulations to the Dean of Student Affairs and Principal.

School Committees

Your principal will offer you several options of committees to serve on each year during orientation week. Committees could involve, but are not limited to, planning events and school celebrations, fundraising for classroom libraries, student awards and assemblies, parent teacher association, etc.

≧PHONE USE≦

Teachers may use the school office phone for local calls. The phone in the conference room dials out. If a teacher needs to make international calls, the school provides use of an international phone to the US and selected other countries in Europe. Please see Ali or Jodi for details. Students may not use the school phone except in exceptional cases which are approved by a member of the school administration.

CELL PHONES

Teachers and staff must limit their use of cell phones to **office areas and teacher lounges**. Since students are prohibited from using these telephones while at school, employees must set a good example and not use them in student areas. This also refers to text messaging.

Mobile phones – Students are discouraged from bringing mobile phones to school. If it is necessary, they are to remain switched off and out of sight during and between classes. Mobile phones may be used in the

garden before the first bell rings in the morning, during lunchtime, and in the garden after the dismissal bell. At these times, talking, texting, game applications, music (with headphones), and internet are permitted, while taking photos with one's mobile is prohibited. In some circumstances, a student may receive permission to use his/her cell phone under teacher supervision.

Students may have cell phones at school, but are prohibited from using them during school hours or during after school activity time. This includes all cell phone applications (for example, cameras, text messaging and music). Teachers should confiscate student phones if the student is using it on campus. Confiscated phones should be turned in to the Dean of Students.

≧USE OF INTERNET≦

You will be provided with a school email account which can be accessed from any computer with internet access. **This account should be used for school business only.** AAC respects the privacy of all members of its community, and email accounts are treated as confidential. However, the school retains the right to monitor or remove internet content that violates school policies or content considered otherwise objectionable (as deemed by the administration). The AAC Internet Use policy is posted in the computer lab. Violations of this policy can result in dismissal/termination.

Teachers may access the AAC wireless internet network in classrooms, teacher workroom, offices, and the computer lab. If a teacher brings a wireless compatible laptop to the school, see a member of the IT team to gain access to the AAC wireless network.

Although we will do our best to keep your data safe and secure, please make backup copies of important files for your own protection.

Students may bring laptop computers to school, but they should bring their own mobile wireless device if they require internet access. Students may only use their computer in your classroom with your permission and according to your rules. You may inform students that they are approved to use computers in your classroom, but you may not REQUIRE students to bring computers into your class. If a student is required to bring such a device to school, liability is placed on the school for any damage or loss. If the student chooses to bring the device to school, liability remains with the student.

Students should never be allowed to use the teacher's computer in the classroom, and teachers should never be on their computer when they are responsible for a class in the room. Facebook and other social networks should not be used during the school day by staff.

≧EMAIL HOW-TO≦

Each member of the faculty will be issued an American academy email address through Google mail. To access your school email, go to **mail.americanacademy-casablanca.com** and there you should find a front page with our school logo and name. Your username is the first part of your email address (the part before the @). It will normally be your first initial and your last name without any spaces or punctuation. The IT Manager will issue your email address with a default password which you must change to your own private password.

≧EMPLOYEE ID BADGE≦

Each year, employees will be issued a new photo ID badge. This badge should be worn at all times for identification and library privileges. Elementary teachers also generally keep track of their class badges for lunch/library.

≧HOMEWORK≦

AAC parents expect homework. You should send it home according to their expectations.

Elementary students: English homework on 3 nights a week (Wednesday, Thursday, Friday); Arabic 1 night (Friday); French 2 nights (Monday and Tuesday). Elementary students should also have an assigned number of minutes for reading night appropriate to the grade level. This is considered homework in addition to your assigned homework. The minimum prescribed reading times for each grade are: 15 minutes per night for 1st and 2nd grades. 30 minutes per night for 3rd-5th grades.

Middle/High school students: each subject teacher assigns homework independently. If you do not assign a written assignment, please be explicit with your students that they should be reading, reviewing, or rewriting class notes. Your homework policy or expectations should be written, usually as part of your class syllabus, and distributed to students by the end of the second week of your course. It is encouraged to use the AAC Student Planner. The AAC planner for secondary students will be posted on the AAC website each year; it can be used as a homework diary, a communication between teacher and parents, etc. Elementary students will receive their planner from their classroom teacher.

As a courtesy to your students, and for effective learning, please mark and return homework as soon as possible. Also, you should contact the parent and Dean of Students or Principal if homework is not being done, is being done poorly or if it is suspected that someone is doing the homework for the student.

≧SYLLABUS/CLASS WELCOME LETTER≦

Secondary teachers will complete a syllabus for each course taught. The syllabus should include your course description, a statement about what parents and students should expect from your class regarding homework. Your grading information, rules for your class, etc.

Elementary teachers should prepare a Class Welcome Letter. You should tell a little about yourself, why you are qualified to teach their children. Talk about the importance of our student planner, and detail how you will use the student planner in your class (should the parents sign it daily or weekly, etc.). Tell the parents about the homework you will provide, classroom rules, how to contact you, etc.

These are due by the end of the second week of school. Please email a copy of your syllabus or class welcome letter to the appropriate principal. See your principal if you would like examples of what is expected. The welcome letter will be given at the school open house barbecue in September.

≧TUTORING≦

Tutoring of students is sometimes a legitimate means of assisting students. To avoid conflict of interest, confusion and embarrassing situations, the following guidelines should be complied with.

- Teachers are not to tutor students who take instruction from them in the classroom unless approved by the appropriate principal.
- Paid tutoring is not to begin before 3:50 on Monday-Thursday or 3:20 on Friday. Occasionally, for the convenience of the family, approval by the appropriate principal may be given, and arrangements will be made for the teacher to make up this salaried time.
- Though the tutoring details are an arrangement between parent and teacher, we would make the following recommendations:
 - requesting advance payment of 5-10 sessions
 - clarify a policy regarding charging for cancelled sessions without advance notice
 - communicate frequently with parents regarding the student's progress or lack thereof.

≧GRADING SCALES≦

American Academy Casablanca uses the following grading scale for secondary classes:

	A = 94 – 96	A- = 90 – 93	
B+ = 87 - 89	B = 84 - 86	B- = 80 - 83	
C+ = 77 – 79	C = 74 – 76	C- = 70 – 73	
D+ = 67 – 69	D = 64 – 66	D- = 60-63	F = < 60

- A or A- - A student will have produced an exceptionally high standard of work.
- B+, B, or B- - A student will have produced very thorough work.
- C+, C, or C- - A student will have reached a satisfactory standard.
- D+, D, or D- - A student will have obtained a barely acceptable level of proficiency and/or effort.
- F - A student will have failed to reach an acceptable level of proficiency and/or effort.

ELEMENTARY

Elementary students' progress is reported using marks of S, N, and U.

S = Satisfactory	N = Needs Improvement	U = Unsatisfactory
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- S The student knows and demonstrates a good understanding of the subject area, is able to perform skills in this area and is competent in communicating the results of learning. The student should be on grade level.
- N The student is making progress toward grade level goals, but needs more time or effort to meet grade level expectations.
- U The student's actions or achievement do not match the expectations of the grade level or the student's potential.

Grades of S and N can be given with designations of + or -.

≧HONOR ROLL/AWARDS≦

American Academy Casablanca formally recognizes the academic achievements of students in Middle and High school by listing their names quarterly on the Honor Roll. This achievement will be noted in the student's file. Levels of recognition include:

Semester Recognition for HIGH SCHOOL (HS) & MIDDLE SCHOOL (MS)		Quarterly Recognition for HIGH SCHOOL & MIDDLE SCHOOL	
High Honors	3.75 – 4.00 GPA (HS) & All As (MS)	The Principal's Award for	All As
Honors	3.25 – 3.74 GPA (HS) & All As/Bs (MS)	The Principal's Award for	All As & Bs
Honorable Mention	3.00 – 3.24 GPA (HS)		

Elementary students are honored at monthly award assemblies. Each month, teachers should choose the top student in each subject for each grade. Teachers work together to try to spread the awards out appropriately throughout the class.

Secondary students are honored monthly by their teachers via the Star Student award. Each teacher chooses one student per month and writes a passage to say why they chose the student as a star.

≧TEACHER SUPERVISION/EVALUATION≦

Teachers report directly to their level principal. Your principal will formally observe you once per school year in your first year and every second year there after. This will involve a pre-conference, observation time, and post-conference. The written report will be placed in your file. The principal or Head of School may also visit your classroom at any time during the year for an informal walk-through observation. Administration also has the right to conduct a formal observation at anytime.

≧MONEY FOR SCHOOL PURPOSES≦

While supervising student clubs or serving on committees, you may find yourself in possession of cash that is raised under the name of the school, or that is intended for school purposes. This money should be carefully kept track of with an accountancy system. When a club, organization, or committee is formed, a ledger in its name is placed in the accounts book. All money incoming should be counted by two people in the office of the head of school, and an entry made on the ledger, signed by those two people. When money is withdrawn from the safe, one person from the organization (as well as one person from the business office/administration) must sign the ledger entry. Any

money spent for the club or activity must be verified by a receipt. All money should be kept in the school safe, and should be placed there, whenever possible, on the same day that it is collected.

≧ REIMBURSEMENT ≦

Reimbursement forms are available from Redouane in the copy room. Reimbursements must have prior approval by the principal, must be submitted in the same month as the expense, and must include a receipt.

Completed forms should be placed in the white mailbox at Ali Gharbi's door. **Keep copies of receipts, etc., and never place forms and receipts on someone's desk if it is unattended.**

≧ EMERGENCY PROCEDURES ≦

FIRE DRILL PROCEDURE

If you smell or see smoke, alert the Head of School, Secondary Principal or Dean of Students immediately.

❖ ALARM - EVERYONE

The fire alarm is a long and steady pitch. When you hear the alarm, quickly line up at the door, leave your books, bags, jackets and personal possessions behind.

Teachers, direct the last person in line to close the door behind her/him. Turn off the lights. Take the Emergency Clipboard, kept on the hook beside the door with you. Lead your class.

Students, remain calm, move quickly, but in an orderly manner

Early Childhood/Kindergarten

Teachers and assistants, lead your classes through the glass doors and past the photocopy room. Stay to the left, passing the teacher workroom, and out onto the playground area.

Back Staircase

All Elementary and Secondary classes on the kindergarten side of the school exit via the back staircase. When you reach the bottom, continue along the back towards the grassy area. Teachers with **Elementary students** continue onward to the playground, passing on the far, security-side of the blue segregation fence. Teachers with **Secondary students** continue onward to the playground, passing on the near, school-side of the blue segregation fence.

Spiral Staircase

All classes on the blue court side of the school exit via the spiral staircase.

Elementary School -going down

Teachers, direct your students to stay on the right-hand side of the staircase. At the bottom of the spiral, continue to the right, passing the teacher workroom, and out and onto the playground.

Elementary School - going up

Library/IT Lab. Teachers, direct your students to stay on the right-hand side of the staircase. At the top of the spiral, turn right, and out and onto the playground.

Secondary School – going down

Teachers, direct your students to stay on the left-hand side of the staircase. At the bottom of the spiral, continue to the left, passing the washrooms, and out and onto the playground.

Secondary School – going up

Library/IT Lab. Teachers, direct your students to stay on the left-hand side of the staircase. At top of the spiral, turn right. If there is an ES class on the right-hand side of the stairwell, stop, and allow them to go first. When the top of the stairwell is free, move to the playground, staying close to the right.

Cafeteria/Theatre/PE

Exit using the blue court. Move carefully up the ramp and onto the playground.

❖ PLAYGROUND - EVERYONE

Elementary School

Classroom teachers will gather their students in their grade level dismissal box. Take attendance. If all students are present, attach the **green side** of your card to your clipboard and hold it up. If a student is missing (e.g. in the washroom) attach the **red side** of your card to your clipboard and hold it up. Classroom teachers, if you are not already with your students, join your class as quickly as you can. Students are to remain quiet and orderly.

Secondary School

Homeroom Teachers will have students form lines behind their grade numbers, alongside the main office. Take attendance. If all students are present, attach the **green side** of your card to your clipboard and hold it up. If a student is missing (e.g. in the washroom) attach the **red side** of your card to your clipboard and hold it up. Students are to remain quiet and orderly

Classroom and Homeroom Teachers

When the supervision for that grade is available, the teacher then reports to their assigned grade to assist there.

Specialist and Language Teachers

Have been assigned a grade level to assist the Classroom or Homeroom Teacher All teachers who are not with a class, will assist colleagues in getting students out of the building in an orderly manner and keeping students calm and organized once outside (see below). They are to escort any students they are supervising during a fire drill to the appropriate space for that grade.

Guidance Counselor

Will check with each elementary classroom teacher to re-confirm that all students are present, or take names of any students who are missing, and report to the Head of School.

Secondary Principal

Will check with each secondary homeroom teacher to re-confirm that all students are present, or take names of any students who are missing, and report to the Head of School.

Dean of Students

Will report to the Head of School to cover for any missing/injured teachers.

Nurse

The school Nurse will have a medical kit in hand and be ready to provide assistance to injured students, faculty, or staff.

Office Staff, Drivers, Security, Cafeteria Staff, Custodians & Maintenance Workers,

Will report to the security booth and await instructions from the Head of School.

Head of School

The Head of School will stand with her back the gate, at the entrance. The Secondary Principal, Dean of Student Affairs, will report any missing students to the Head of School. If students are missing, she will direct the Counselors to help the Dean and Principal to locate them and/or assist her with whatever measures need to be taken.

- ❖ **The Head of School will determine if and when teachers and students may reenter the school or proceed with an evacuation.**

EMERGENCY EVACUATION PROCEDURE

If we need to evacuate the campus, please follow the same procedure as the **Fire Drill**. Once assembled outside in the playground, the **Head of School** will determine and instruct teachers and students to proceed with an evacuation.

Teachers will take their emergency clipboards with them and lead students out of the building. Once outside the gate, teachers and students will turn right, proceed down Rue des Papillons, and turn right at the next corner. **L'île au Tresor** is straight ahead. We will enter their campus. Teachers and students will regroup in Fire Drill formation and await instruction from the Head of School.

EMERGENCY LOCKDOWN PROCEDURE

- A lockdown is a protective action employed to safeguard students, faculty, and staff when there is an imminent threat approaching the campus, on campus, or in the school.
- The preceding information outlines the emergency lockdown procedures for a situation in which the threat is within the school building.
- If the threat is outside the school, the gate will be locked so that no one can enter the campus.
- Make sure you have your **keys** with you at all times
- An emergency lockdown will be announced by intercom: ***“This is a security alert. We will be implementing a lockdown.”***
- Any students or staff in hallways should go to the nearest classroom or room.
- Faculty and staff check hallways for students and direct them to nearest classroom.

Scenario A: During Lesson Time

- All windows and doors should be shut and locked.
- Classrooms with windows should turn off lights, close windows and draw blinds, if possible.
- Sit or stand in an area that is away doors and windows. Try to stay out of sight; hide under or behind desks. Remain quiet until **All Clear** is announced.
- If a period bell rings, everyone should remain in the lockdown position.

Scenario B: During Passing Time

- Students should immediately move out of the hallways into open classrooms.
- Available teachers should open their classrooms or other available rooms in their immediate vicinity and proceed with lockdown precautions.

Red/Green/Yellow Card Notification System

- During a lockdown the card is either slid under the door or taped to the door window:
 - 1) Green to signify all students present
 - 2) Red to signify missing students
 - 3) Yellow to signify that the teacher has additional students or staff under his/her supervision. If no card is placed outside the room, security will assume the room is not safe, and proceed to enter

Scenario C: Classes outside the Building

- Office or administrative staff will notify that group, it should immediately move to an alternative location
 - A. If in the blue court, go to the cafeteria (Chef has the cafeteria key)
 - B. If in the playground, ES students will go to their classrooms. SS students will go into the conference room.

Scenario D: During Lunch or Recess

- Students should immediately move out of the blue court and hallway and into the cafeteria
- Students in the library and computer lab should remain there.
 - C. Students in the playground, ES students will go to their classrooms. SS students will go into the conference room.
- Administration and security will sweep the floors for loose students
- An email explanation will be sent to teachers as soon as possible
- *A lockdown supercedes fire alarms. If the fire alarm sounds, DO NOT evacuate the building unless—*
 - a) You have firsthand knowledge that there is a fire in the building
 - b) You have been advised via the intercom to evacuate the building.
- NO MOBILE PHONES TO BE USED OR OUT during a lockdown.
- Students and staff will not be allowed to leave the building until the threat is over.
- An “All Clear” signal will be announced over the intercom to let faculty and students know that the threat has been dealt with. Students should not be let out of the room before this has been given.

- If an actual lockdown occurs, the Head of School will attempt to prepare a letter to send home with students before they go home that day.

≧FIRST AID/NURSE≦

One person in the office will be the school nurse. For any student injury, illness, or accident the student should be sent or accompanied to the front desk in the main office. In Morocco, the school's liability and responsibility regarding providing medical care for students (and what needs medical care) may be significantly different than you are used to. So, please err on the side of caution and ALWAYS send students to the school nurse after ANY accident or incident.

- If the injured student can be moved, she/he should be accompanied to the office by either the teacher or another student, depending on the circumstances. The teacher should complete a Discipline/Incident Report Form. If the student cannot be moved or there is any doubt about the injury, the teacher should stay with the injured student and send another, capable student to the office to request assistance.
- Teachers on duty are responsible until the child is turned over to the office.
- Parents will be notified by the nurse.
- If needed, school personnel will take the student to the hospital in a school vehicle or taxi, even if parents cannot be immediately located.
- The school nurse will stay with the student in the clinic until the parent arrives. If the parents cannot be contacted, the student should be brought back to school on completion of the treatment.
- If the injury is minor, the student can be treated on campus and the parents will be informed either by telephone or a letter to be sent home on the same day with the student.
- On the day of the accident/incident, the discipline/incident form must be filled out by teacher who witnessed the accident. The nurse will keep a file of incidents.
- Any teacher who completes an incident form regarding a student health issue or accident should give the form to the designated nurse. place
- At the end of any treatment, the nurse will fill out the "Nurse Notes" and send it to the appropriate teacher to inform them of the action taken.

≧CLASSROOM PARTIES≦

Students in grades Nursery through KG2 are allowed to hold small birthday parties with their classmates during the school day. The classroom teacher should work with parents to determine what is appropriate. Beginning in 1st grade, student birthdays will be recognized, but not celebrated with a party at school.

If all students in the grade level are invited, invitations to parties held off campus may be distributed at AAC. Otherwise, the student must find alternate ways to deliver the messages.

Classroom teachers are free to plan small parties in observance of holidays that may include parents, combined classes, etc.

"Reward parties" must be approved by the principal prior to the Reward. Occasionally teachers may reward students with a pizza party, etcetera.

≧DISCIPLINE GUIDELINES≦

Out-of-Bounds Areas:

The following areas are out of bounds for all students

- Outside your classroom without a pass. Students should never leave your classroom without a pass!
- The exterior gate. Once students have arrived at school, they should not approach the exterior door until dismissal time.
- During arrival and dismissal times, Elementary students should remain in the courtyard where their boxes are. Secondary students should remain in and around the grass area.
- The Early Childhood area is off limits to students in grades higher than KG2.

- Classrooms unless a teacher is there to supervise (Teachers should always lock their classroom windows and doors when not there).
- No students should go into the teacher workroom.
- The main office, unless the student has a pass from his/her teacher.
- Secondary students should not use the back stairs between the 1st and 2nd floor except for arrival and dismissal time.
- Elementary students should not go to the third floor.
- No students should use the passageway at the back of the school where the storage rooms are.

CONFISCATED ITEMS

All items confiscated for improper use should be turned into the Dean of Students or Principal. Normally items will be available for parent pickup the next day. In the case of repeated offenses, The Principal and Dean of students will determine when and how the items will be returned to the student.

DISCIPLINE

At the beginning of each school year, students and their parents will be required to sign and acknowledge the updated AAC Discipline Policy. The Discipline Policy serves as a guideline to you about what consequences are appropriate for what behavior infractions.

You are the key to discipline in your classroom! You should set, post, and discuss the rules of your classroom with your students at the beginning of the year. Make your expectations very clear to students. You are expected to give consequences to students for misbehavior in your class. If you need ideas or help with a student who is extremely disruptive to your class, meet with the Counselor, Dean of Students, Principal or your colleagues to seek out ideas and support.

All employees are responsible for ensuring correct student behavior. Please be aware of students' actions at all times. Be a visible presence in the hallway during passing times and breaks. Let's work together to ensure that the common areas of the school are supervised as well as your classrooms. An unsupervised student is one who has the opportunity to choose misbehavior.

In case of repeated or serious incidents, students should be referred to the Dean of Student Affairs or Principal before a crisis is reached. Discipline and control should be proactive rather than reactive. Any staff member may file a Discipline/incident report with the Dean or Principal anytime inappropriate behavior is observed.

As a teacher, it is part of your professional duty to manage classroom behavior. Sending students to the office rarely helps improve student behavior and frequently lessens the student's respect for your authority. A time-out or "focus" area in the classroom is sometimes appropriate. A 5 to 10 minute time-out in the hallway (ONLY one student at a time) may be appropriate... longer than that may be giving you a break, but it isn't helping the student learn appropriate classroom behavior! Please work with the appropriate principal to develop classroom strategies and consequences that help you to control the students and keep them in your classroom.

CHEWING GUM

No chewing gum is allowed in school. It ends up on desks, chairs, pavements and on the bottom of my shoe. This includes teachers, staff and students.

Detention

Teachers who see the need to keep students during lunch or after school may arrange to supervise these students for a detention. This may be assigned for behavior infractions, to make-up missing assignments, etc. If you are going to keep students after the normal daily dismissal time, please coordinate with the receptionist to call home so that parents can arrange appropriate transportation for the student. After school detention must be supervised until the student is picked up by a parent or driver. Always set up a precise time for the student to be picked up. Do not dismiss the student from your room. Instead, walk him/her to the gate and wait with the student. If the student is

not picked up 5 minutes after the set dismissal time, you may leave that student in the care of AAC Security at the gate.

Please keep in mind that if a consequence has been given to a student multiple times, it is likely that that consequence is not working for that student. Use your creativity to find another that will!

≧ ACADEMIC REINFORCEMENT ≦

Teachers are encouraged to offer academic reinforcement from 3:00 p.m. – 3:45 p.m. on Monday, Wednesday, or Thursday. At the beginning of each school year, a schedule for reinforcement times will be agreed upon and published for students and parents. Academic Reinforcement is a time for students who have difficulties or need extra assistance in your subject. This time is used for students to work in small groups with the teachers. Attendance at academic reinforcement can be requested by the teacher or the student and is at no additional charge. Students should not come and go at will from reinforcement sessions. The student should remain with you for the 45 minute session, and you should dismiss the student at the gate. Secondary students need to report directly to their classroom at 3:00. They should not go to the garden first.

≧ COMMUNICATION ≦

Education is a partnership with parents. We encourage our parents to communicate with us if they have questions or concerns. You, as a teacher, are also encouraged to communicate frequently, thoroughly, and respectfully with the parents of students in your classroom. Communication is also always a challenge within organizations. We try to find the most efficient ways to communicate all internal AAC messages. As we communicate with our parents, it is advised to keep contacts professional and not on a personal level.

The following are ways that you can use to communicate with your parents /students, communicate with co-workers, and receive communication regarding school information:

■ Meetings

Often the best and most effective means of communication is talking. Doing so face-to face is not always easy but usually resolves issues most effectively. Parents are encouraged to call the office to make an appointment with you to discuss any questions or concerns they may have. Of course, during the school day, a teacher's primary responsibility is the students. In order not to disrupt the learning process in our school, the receptionist will consult your schedule and provide an appointment at a time when you have no classroom or supervisory responsibilities. If a parent shows up at your classroom door unannounced, you should politely explain that they should go to the front desk in the office to schedule a meeting. A translator for meetings will be assigned yearly.

The AAC Student Planner is on the website! Secondary students – print the planner and follow the directions on the front page. This is a great tool for keeping organized and for

■ Email

Teachers' school email addresses are published on the school website. Parents may choose to e-mail you to communicate or to schedule a meeting. If you would like to email a parent, check with Mr. Yassine in the business office to see if the school has a working email address on file for that parent.

■ AAC Student Planner (Cahier de Textes)

You should always read Jodi's Monday morning bulletin and Secondary School daily bulletin to remain aware of what is happening at AAC.

Elementary students are issued a student planner from their teacher. Secondary students should download the AAC planner from the AAC website. You may communicate with parents by writing notes in your students' planners. At the beginning of each school year, you should make it clear to parents how you will be utilizing the planner in your classes through your course syllabus or elementary class welcome letter.

- Telephone

Contact the front desk for correct phone numbers or assistance making the call if necessary.

- Parent/Teacher Conferences

Parent/Teacher Conferences are scheduled at the end of the 1st and 3rd quarters of each school year. Please refer to the Grades/Reporting section of this handbook on for details.

- Reports

There are two different types of reports for all students, progress reports and semester report cards. Please refer to the Grades/Reporting section of this handbook on for details.

- Parent and Student Open House or All-School BBQ

At the beginning of each school year, we will hold an event to welcome our parents and students to the new school year. It is a barbeque lunch at school on a Saturday in September. This event will give parents and students the opportunity to see the school, to meet the teachers and other parents, and to receive important information about the coming school year. Please refer to the calendar or website for dates and times.

- Course syllabus/Program of Studies/Class Welcome Letter

Teachers will provide a course syllabus to Middle and High School students and elementary teachers will give a description of the program of studies and a letter to let you know what to expect from the school year. This provides information to parents about the curriculum and class events. Each year, these documents will also be available on the AAC website.

- Friday Notes

The Head of School sends home occasional Friday Notes. In that document you will get information about things that have occurred in the school as well as information about upcoming events and instructions regarding important school business. If you have anything that you would like included, email the Head of School.

- Secondary School Announcements

The Secondary School Principal sends out a daily bulletin which includes announcements for both staff and students. Each day, the student announcements are read to the student body by their homeroom teacher. The announcements are posted on the 3rd floor office window daily, and are posted on the AAC Student/Parent Portal website weekly. Teachers should read through the bulletin daily to find new information (in bold) and to keep abreast of upcoming events, deadlines, etc.

- Friday Folders

Friday folders are a tradition in elementary school. We find that parents more often receive our messages and documents if they expect them on one day of the week. Each student will bring a plastic folder that can be used for a weekly take home packet on Friday. You should use the Friday folder to send the week's completed work, weekend homework, notes home, etc.

- Elementary School Planner

Each student in grades 1-5 is required to purchase the school planner. Students should write assignments and homework in the planner daily. There is also a place for teachers to write notes to parents and parents to write notes to teachers. Parents must sign the note daily. Each morning teachers should check student planners for parent signatures and sign the planner. Please follow this procedure as a way to communicate and teach students organizational skills.

- Internal Communications

The main mode of communication between AAC staff members is through the school email account. Also, all faculty members have a mailbox in the copy room. Make an effort to check your mailbox daily.

≧PARENT/TEACHER CONFERENCES≦

At the end of the 1st and 3rd academic quarters (generally in November and April), Parent/Teacher conferences are scheduled on a weeknight after a ½ day dismissal from school. It is essential that all teachers attend this day, as the report cards are distributed and valuable information about student progress is shared with parents.

≧SECONDARY STUDENT PLANNER≦

Secondary school students should download the AAC Student Planner from the AAC website. Teachers are strongly encouraged to use the planners with their students in any way they like. Teachers may require use of the planner in their classes for all students or dictate use in certain ways.

≧HEALTHY SNACKS≦

AAC promotes healthy eating by requiring students to bring healthy foods when they bring snacks or lunches to school. Foods that are not allowed at school include carbonated soft drinks (soda), chips, chocolate. Teachers should confiscate these things if they see their students with them.

≧COUNSELOR≦

The school counselor is available at AAC to help students and their families deal with any personal, educational, or social difficulties. Students may request a meeting with the school counselor or they may be referred to the counselor by school faculty, administrators, or a family member. The high school students will be using NAVIANCE as an informational resource tool.

≧SECURITY OF PERSONAL ITEMS≦

The School will not be responsible for providing reimbursement in the event of loss or theft of personal items from classrooms, other work areas, or anywhere on campus. We will try to provide lockable space, wherever possible. Let the appropriate principal know if there is a personal item that you are using in the instructional program that you feel the school should provide.

Never leave an unattended/vacant classroom unlocked at any time. Make sure all windows and doors are locked. AAC has security cameras in hallways. If there is any incident, please report it immediately so that we can pull the tape to review before it is discarded.

CONTRACTS & BUSINESS INFO

≧TEACHER CONTRACT≦

The following clarifications serve only as a guideline - teachers are to consult their actual contract for specifics.

- BY December, teachers will be requested to indicate their intentions to return for the following school year or resign from the school.
- Should a teacher indicate the intention to return or renew his/her contract and then terminates it after that date, but before the contract is complete, he/she will be considered in breach of contract.
- Should a teacher resign during the course of the academic year, the teacher will lose the benefit of the repatriation air ticket and any remaining salary, apartment deposit, unused sick days and other benefits.
- AAC will provide direct return economy air transportation to overseas hired teacher's point of origin. If the teacher chooses to have cash instead, the money offered would be calculated to equal the best price AAC can obtain for the airline ticket.
- Where a teacher or any employee, either by own fault or in violation of the employer's instruction loses or damages books or any other material under the school's custody, the employer has the right to deduct from the teacher's (employee's) salary, such amount as may be necessary to replace the loss or repair the damage.
- If AAC pays costs (registration, travel, etc.) for a teacher to attend a training session or conference, the teacher must sign an agreement to remain working at the school for two years post-training. If a teacher leaves the school prior to the end of that agreement, the teacher will be required to reimburse the school all monies expended toward the training or conference (flight, hotel, registration fees, etc.).

- Make-up school days: Rarely, make-up teaching days must be scheduled for Saturday or additional days in June because of Islamic Religious Holidays.
- The maximum workload of full time teachers is 25 periods of study per week. In the case of elementary specials the times are 40 minutes so that special is pro-rated by minutes to equal (5) 50 minute class periods.

≧TIME CLOCK/FINGERPRINT MACHINE≦

When you arrive to school each morning, you clock in at the front desk at the fingerprint machine. Plan for traffic delays and lack of available taxis. **BE ON TIME!** If you need to leave campus during the day, make sure you have signed out using the fingerprint machine. You should also sign out when you leave work at the end of the day. The work day for teachers begins at 7:30 A.M. and ends at 3: 50 p.m. On Fridays teachers may leave at 3:20 P.M. **It is expected that teachers sign out before leaving campus.** Teachers who need to leave the school campus before the end of the day get permission from your principal prior to leaving. In no case should a teacher leave without appropriate permission.

Since teacher tardiness is disruptive to the functioning of the school, attendance will be monitored by the school administration and will be addressed in the annual teacher evaluations. More than 3 tardies per month will result in loss of salary. Please keep in mind that we must set good examples for the students.

≧PERSONNEL RECORDS≦

The following documents need to be on file in the school office. In most cases, these documents are submitted before hiring, however, they should be kept updated with any new information at all times.

Resume

First page of passport

3 letters of recommendation

Application

Teaching certificate, license, or qualification

Diploma(s)

Emergency contact information form

≧CERTIFICATION≦

Teachers at AAC are required to have a current teacher certification in their home state or country and are responsible for keeping their teaching certificates/licensure up to date. Renewed certification must be given to the head of School. Many states require hours for professional development or continuing education.

≧NON-DISCRIMINATION/ZERO TOLERANCE≦

AAC is an equal opportunity employer, and does not discriminate in its employment practices on the basis of disability, age, race, gender, ethnicity, marital status, or ideology. AAC practices a zero tolerance policy in regards to abuse or assault – verbal, physical, emotional, intimidation, etc.

≧RESOLUTION OF DISPUTES≦

Whenever a conflict or dispute occurs between members of the AAC school community that cannot be resolved by those persons directly involved in the conflict the Head of School will be the arbitrator in effecting the final resolution of the issue.

≧DOLLAR TO DIRHAM CONVERSION≦

Each year, based on the previous year's currency fluctuations, a 1 point range is set for AAC contracts. If your contract quotes your salary in US Dollars, and you are paid in Moroccan Dirhams, this means that there is a minimum and maximum conversion for you each month. For the school year 2010-2011 the Dollar to Dirham conversion rate was set at 7.75 to 8.75.

≧SALARY≦

Salaries are paid the last working day of each month. Teachers' wages will be deposited directly into their bank accounts. Each month, teachers should verify with the bank that the money has been deposited into their account. In the event of a bank error, the school will assist in rectifying the mistake.

If you wish to change the account to which your pay is deposited, please inform the Business Manager at least two weeks before payment is due.

This has been our past practice. There may be a change for the school year 2011-2012. If/when there are changes the business office will make you aware of the changes.

Pay Slips

This form is issued on the date of payment by the school's Business Office. The Business Manager will explain the form to all new teachers during orientation. Please report any errors or questions you have to the Business Manager immediately. You need to do this within three days of receiving the pay slip.

July & August salary

Returning Teachers:

Teachers who will be in the US for the summer will be given a July US check which can be cashed at the end of July (this will be given at the end of the school year, once all obligations are met and teacher check-out is complete). If you are staying in Morocco or travelling elsewhere for the summer, the July salary will be deposited in your Moroccan account in July as normal. August salary for everyone will be deposited in the Moroccan bank as normal the last day in August.

Non-returning teachers:

June, July, and August salary will be paid at the end of the school year, once all obligations are met and teacher check-out is complete.

Salary Hold

If a teacher does not complete duties, salary may be held. You will be informed of deadlines to follow, etc. to avoid salary hold. Generally this will be for Curriculum mapping duties, delivery of syllabus/class welcome letter, or other similar requirements.

≧PAY SCALE≦

The teacher pay scale is based on degree and certification, and benefit is given to someone holding higher degrees or credit hours advanced of their degree. Prior credit for teaching years is capped at 7 years.

≧WORK VISA/RESIDENCY CARD≦

Teachers new to AAC will be assisted in preparing the application packet to receive your Carte de séjour (Moroccan residency card). This card serves as your work visa, and allows you to stay in country longer than the 90 day tourist visa stamp that you obtained upon your entry to Morocco. Moroccan residency cards are usually valid for one year, and you must apply for a renewal each additional year of your employment in Morocco. Teachers are responsible to know the date their visa expires. Contact the bursar one week prior to expiration.

≧TAXES≦

Teachers who hold foreign passports are not required to pay Moroccan income tax. You are responsible for filing taxes in the US yearly, or investigating your responsibility for other countries. You may request a statement of income from the business office prior to filing U.S. taxes on April 15 of each year. Other foreign hires may request at the time of your tax date.

≧BANK ACCOUNTS≦

During new teacher orientation, you will be informed about opening a bank account at the branch office of Credit Du Maroc that is located near the school. You will be able to open the account as soon as your Carte de séjour receipt (with number) is issued to you. The regular Dirham account carries a monthly fee of approximately \$6 US. If you

need to transfer money internationally, you will also have to open a “convertible” account, which carries no monthly fee. You will be allowed to transfer up to 80% of your salary outside of Morocco. You are limited to transferring money to another account **in your name ONLY**. According to Moroccan law, money cannot be sent to the account of a family member.

DUTIES & RESPONSIBILITIES

≡ EDUCATIONAL STAFF WORKING HOURS ≡

Teaching staff working hours (teachers and teaching assistants) are from 7:30 a.m. to 3:50 p.m. Monday through Thursday. On Fridays, staff may leave at 3:20pm. Teachers are also expected to work on open house/school barbecue day, parent teacher conference days, in-service days, kermese (spring fair), and other special events.

Parent Conferences and PD Days are scheduled on Saturdays or in evenings to avoid lengthening the school year.

New instructors arrive at AAC 5 school days and 1 weekend prior to the first day of school for orientation. Any instructors arriving earlier than this will be required to arrange their own accommodations and travel. We do not recommend this as there are no AAC staff members present to assist you with settling in to Casablanca.

Returning instructors arrive at AAC 2-3 school days prior to the first day of school to participate in orientation and prepare their classrooms.

School starts for staff at 7:30. Occasionally we can all be a few minutes late to school. After three late arrivals in each month salary will be deducted in 15 minute increments. AAC values staff to be on time in order to begin the school day in a structured and organized way.

Attendance at School Functions

Obviously, professional responsibilities may not always fit into the time constraints of a school day. At times, attendance at meetings and school functions and the preparation for classes will occur after normal school hours. Your attendance not only shows an interest in the school, but means a great deal to the students as well as the parents. Time spent with students and parents outside of the classroom develops positive rapport and good will.

≡ STAFF MEETING ≡

Staff Meetings are held 1 day each week. A schedule will be given at the beginning of the school year. All staff members are required to attend. Other meetings may be called as deemed appropriate by the administration – these are generally held at the end of the teaching day, but a meeting may be scheduled during a weekend or holiday for emergency purposes. Meetings are scheduled for each Wednesday. Do not schedule other meetings or tutoring for this night.

≡ AFTER-SCHOOL ACTIVITIES ≡

Students on campus after the 3:00 dismissal must be supervised by a teacher. Any student who is staying for an activity must report directly to the activity area at 3:00. They should **NOT** go to the courtyard or garden before reporting to the activity. Students should stay in the activity until it ends at 3:45. At that time, the teacher should escort students out to the courtyard or garden area. The teacher is responsible for supervision of those students until 3:50. Do not let students go early with no supervision.

≡ CLASSROOM SUPERVISION ≡

Students may never be left unattended in a classroom by a teacher. A teacher must be with children at all times.

≡ SUPERVISION DUTY ≡

Duties are part of professional responsibilities. During duties, teachers need to be visible, vigilant, punctual and mobile. Sitting or standing in one place during assigned duty period is not considered adequate coverage. Please move around the duty area.

Duty areas must never be left unsupervised. If the area needs continued supervision, a teacher should wait in the area until the next teacher arrives on duty. Please remember that you may be asked to cover a duty at anytime even though you may not have a “scheduled duty”.

When on duty, full attention must be given to the students. Do not leave students unattended under any circumstance. Teachers are not expected to prevent every accident. However, duty personnel must use reasonable care when covering duty areas. Remember this is not a planning, marking, reading, socializing or relaxation time.

All teachers should also remain alert to possible problems whenever they are around students, not just when they have assigned duties. When moving from class to class (for example at lunch), we must react quickly to prevent small problems from becoming more serious ones.

A duty roster will be included in the orientation materials each year along with a more detailed list of expectations and responsibilities for individual duty areas. We really try to assign you as little supervision duty time as possible. Please take the responsibility seriously when you are asked to be on duty. The control of student behavior during these times sets the tone for behavior elsewhere in the school, including in your classroom!

ELEMENTARY RECESS CLIPBOARD

Any teacher who is supervising elementary students during a morning or lunchtime recess should pick up the discipline clipboard from the main office. This clipboard has the name of each elementary child and spaces for each day of the week. If a student is observed breaking rules, he/she should receive a checkmark. If that student is fighting, he/she should receive two checkmarks. At the end of each month, the Head of School offers an elementary school wide reward. Any student who has received 3 or more checkmarks that month will not participate in that month’s reward.

Recess and Playground Duty

Teachers on recess or playground duty should:

- Refer to duty area map to clarify boundaries
- Assure that students are in the correct areas.
- Monitor the bathrooms.
- Assure that students only eat in the assigned areas and not in the hallways or on the playing fields (basketball courts, outside of cafeteria, classrooms or football field). Require that all students dispose of their trash.
- Ensure that students stay within the assigned play area.
- Assure that no ball games are played around the secondary building: patio and garden areas (except “4 Square”).
- First Aid Kits are available for the playground in the P.E. hut and in the library for the dome area or in the office. (See note on injured students.)
- Middle and High School students may not take any food products beyond the stair landing just outside the maintenance workroom. Elementary students may only consume snacks and drinks on the patio areas around the domes. As stated earlier, food is always prohibited on the lower playground and football fields. Food items should be confiscated if they are being consumed in areas where consumption is prohibited.

If we are all consistent in enforcing these rules, we can avoid a serious litter problem.

Campus and Playground Supervision

- Teachers will be assigned supervision on a regular rotating basis throughout the year. During supervision, teachers will:
 - Be present in playground at all times during the assigned periods (morning period, recesses, at the end of the day after classes etc.).
 - Promenade around the playground and/or supervision area to ensure complete supervision.
 - Ensure students remain in assigned areas.
 - Supervise the orderly queuing for the canteen.
 - Ensure students are following playground regulations - littering, rough playing, improper language is not permitted.
 - Administer discipline as needed.

Lunchroom Rules

Teachers, please remind your students about the lunchroom rules, and enforce them when you are present in the cafeteria. Each lunch period is supervised by the level principal or designee.

- Elementary teachers should escort their students to the cafeteria and assist them to line up properly. Teachers may then leave the lunchroom.
- Secondary students walk to the lunchroom alone. They should walk on the stairs and in hallways, and they should speak quietly, respecting elementary classes that are being taught at this time.
- Students must walk quietly to their seats, sit properly and use the appropriate utensils to eat.
- Elementary students must remain seated when finished and raise their hand until dismissed by the principal.
- A responsibility of AAC students is to learn and use proper table manners.
- Students should eat their *own* food calmly and quietly. They should not share food or take it from another's tray.
- Students must speak quietly with students at their table.

Recess/Break Rules

Teachers must assist in the constant supervision of students. It is the responsibility of every faculty member to redirect students who they see breaking rules or acting inappropriately.

≧ CURRICULUM MAPPING ≦

AAC teachers are required to use Rubicon to map their curriculum monthly. Don't wait until the end of the school year. It is important to map monthly so that the map reflects the curriculum being taught.

≧ CLASSROOM ORGANIZATION & MAINTENANCE ≦

In order to ensure quality care of our campus facilities, all employees should:

- Insist that students keep their desks and floor areas clean.
- Be careful that no dirt, clay, paper, etc. goes down the drain in the sinks in the KG area, the art room or the science lab/classroom.
- Check desks regularly to see that students do not deface them; let the students know that you will monitor this. If a student defaces a desk or chair, the teachers must monitor that student in cleaning off the marks. If something is damaged report it to the business office and the student will be charged.
- Not use packing tape (wide brown tape), as it damages all surfaces and is very difficult to remove.
- Refer all students who destroy school property to the Dean of Students so that their parents can be billed for the repairs. (This offense should be followed up with a discipline referral.)
- Set an example for the class by having your classroom neat and practicing good housekeeping at your own desk and throughout the room.
- Do not leave a vacant classroom's doors or windows unlocked at any time.
- Make certain the classroom is left in a neat and orderly fashion (desks lined up, nothing on the floor, teacher's desk neat, whiteboard clean, cupboard doors locked, and displays organized). Students should pick up pieces of paper and other types of trash before they leave. This is essential so that the cleaning staff can do their jobs efficiently.

Students should be given clear guidelines regarding they are expected t to care for their classroom.

CLASSROOM TEXTBOOK INVENTORY

Elementary teachers keep reading and math materials in their classrooms. An inventory will be taken yearly. Secondary students check out return textbooks to the school librarian yearly.

Display Areas:

Displays are designed to reflect the teaching and learning that takes place in the classroom, and they should help to create a friendly, relaxed, and attractive environment. Display areas should include teaching aides and information, student work, and prompts for assisting students with their organizational skills (classroom rules, calendars, expectations, etc.). The "bulletin boards" we have are not always user friendly. Please confer with other teachers for ideas that work.

Work Areas

Everything should be clearly labelled, and by the end of the first week of school all students should know where everything goes. Areas should be kept neat and well organized.

Classroom Furniture

All furniture should be kept in the best possible condition, any broken or damaged items should be reported to the maintenance staff immediately (email maintenance@americanacademy-casablanca.com). Tables and desks should be clean and free from graffiti.

Tidiness

All resources used by the students should be stored in a tidy and organized manner. Train the students to be responsible by requiring them to do this themselves! The teachers and the student's personal items should be stored in a neat manner, and in an easily accessible area. The classroom should be clean and tidy, students should help ensure that the floors and inside of desks are clear of trash and that the desk and chairs are returned to their place at the end of the class. Students should also ensure that they have all their personal items before leaving the class.

≧FIELD TRIPS≦

All field trips or excursions must be approved by the appropriate principal. Teachers should not mention or plan these activities with students without first obtaining permission. To schedule and initiate field trips and excursions, the procedures are:

- Arrange the details of the trip. See Mr. Yassine and Ms. Moufida in the office to get assistance in arranging transportation and obtaining information on entrance fees, etc.
- Complete the **Field Trip Approval Form**. This form states all of the details of the trip. It is to be completed by teachers and submitted to the level principal for approval at least two weeks prior to the activity date.
- Obtain Parental Consent. Teachers will complete the **Field Trip Permission Form** and send it home with students. The signed form must be received from every student in order for them to participate in the activity. *IF the Field Trip Permission form has been signed at the beginning of the school year, and the trip is within the Casablanca area, the teacher needs only to send the **Field Trip Details** to the parents and does not need to collect a signed permission for each trip. Teachers are responsible to know who has signed field trip forms before taking students on a field trip.*
- Teacher collects form and monies and passes to the principal.
- It is suggested that each teacher plan two field trips each year. An educational trip that ties in with the curriculum first, and an end-of-the-year fun trip.
- It is now a "tradition" for the elementary school to have a sports day off campus on the last full day of school. Secondary school holds a sports day at another time conducive to their exam schedule.

School uniforms must be worn on field trips (occasional exceptions will be made for groups travelling to the beach, etc.). Students who are not in proper uniform will be excluded from the activity. Please make your students aware of this before the morning of the field trip so we don't disappoint them from attending the field trip.

≧LESSON PLANS & SUB FOLDERS≦

Effective teaching requires planning. Your lesson plan book/computer files should contain teaching plans as well as information on student performance. **These must be turned in to the office at the end of the year.**

While you are not required to turn your lesson plans in to your principal on a regular basis, your lesson plans (including information on student assessment and performance) should always be completed one week in advance, kept up to date, on your desk, ready for your principal to arrive and inspect at any time. Principals will come to your classroom to check if you have lesson plans prepared.

Substitute folder

All teachers must submit a week-long emergency substitute folder to the appropriate principal by the end of September each year. Plans will be kept in the appropriate Principal's office.

Folders should include.

- Daily schedule/duties
- Class lists
- Seating chart
- Locations of books, materials, etc. that a substitute will need to use
- Plans and materials for one week that can be used at any time through the year.
- Any other material or information that may be helpful to a substitute

After being used, these folders will need to be up-dated with new plans. Review your folder periodically for relevancy. Emergency plans should not be used for planned personal leave or sick days.

≧TEACHER DRESS CODE≦

AAC staff should project a strong, positive, professional image to students, parents and the community. Students are strongly influenced by the role models their teachers represent. Remember we are asking students to dress nicely and always in uniform. We must be respectful of that. As well, we want to always be respectful to the Moroccan Muslim host culture.

No one is standing at the gate judging you, but we trust you to adhere to these requirements. As a thank you for your cooperation Monday through Thursday, we observe "dress down" Fridays when clean/neat jeans are acceptable.

EXAMPLES OF INAPPROPRIATE ATTIRE

The following are not appropriate for our school environment: workout clothes, tights (without a skirt over them), shorts, short skirts, sheer (see-through) clothing, low-cut/revealing tops, excessively tight fitting clothing, sleeveless tops that bare shoulders, and beach type sandals/flip-flops.

The general rule to follow is: Dress as a professional. An adult coming into the school should be able to tell the difference between you and the students with a glance.

If you have a question regarding the appropriateness of attire, please speak with your principal.

≧CODE OF CONDUCT≦

This code represents an effort to establish a strong ethos of professional and ethical behavior for AAC staff. We feel that it represents the high standards for the AAC community to which our staff is committed.

AAC staff members should

- Demonstrate in their teaching and in their dealing with others respect for the dignity and rights of all persons.
- Demonstrate in their dealing with students the belief and commitment that all children can learn.
- Refrain from commenting negatively upon students or their families.
- Use good judgment when discussing school business, student behavior or achievement. Refrain from divulging information received in confidence except in situations where there is a professional need to know (this includes talking about any student to members of another student's family).
- Emphasize the positive qualities of colleagues and the school. Refrain from the spreading of rumors. Gossiping about problems with others doesn't fix anything!
- Find the appropriate channels to make suggestions for improvements or practices.
- Conduct themselves in a manner consistent with the dignity of the profession and the philosophy of the school.
- Abide by and respect the school's policies, procedures, and contractual obligations.
- Demeaning remarks to students by a teacher could be because for discipline of the teacher.

- Always remember that ***you are the school***. It's only as good as you are. If you see something wrong, fix it! Take action!

BENEFITS

Locally Hired Teachers: Locally hired teachers are those who have come to Morocco of their own volition and are subsequently hired by the school. Their decision for coming to Morocco may be to accompany a spouse or partner who will be working in Casablanca, or any other circumstances that would cause them to be here prior to the hiring process.

Since the school has not recruited these teachers to come to Morocco specifically to work for AAC, it will not include support benefits such as housing, transportation, etc. in the contract of employment. Salary and benefits such as health insurance that are related to the work contract will be included in the contract. The School will consider local candidates for a position before recruiting teachers from abroad.

Overseas Hire Faculty: Overseas hire teachers are those who are recruited from abroad by the school specifically to work at AAC. Since the school is the primary sponsor in Morocco of an overseas hired teacher, it will provide support benefits as part of the contract of employment. Overseas hired teachers may be recruited through advertisements and follow-up interviews, recruitment fairs and/or other venues in which they will be considered in relation to other overseas candidates who may be available. Overseas hired candidates will only be given consideration after local hire candidates have been reviewed.

≧TRANSPORTATION TO/FROM WORK≦

AAC provides transportation to/from the approved teacher apartments to the school for those teachers who qualify in their contracts. There will be one set pick up time from each apartment building in the morning and one afternoon departure time from the school toward each apartment building. School transportation will not be available outside of those scheduled times, and teachers will need to arrange their own transportation outside of those scheduled runs. Transportation times must be flexible for the first two weeks of school as student transportation routes are finalized. School transport will not be able to leave school earlier than the scheduled time on Fridays because of the student drop-off routes.

Any special transportation requests need to be discussed with the Head of School and Yassine who arranges transport. She will make these arrangements whenever possible. Do not make these special arrangements with drivers.

At certain times during the year, groups of teachers can arrange/request Saturday/weekend trips to nearby cities in Morocco, etc. for the cost of gas and payment to the driver. These trips must be approved by the Head of School and Yassine who arranges transport

≧MATERNITY LEAVE≦

Please check your school contract for details.

≧BEREAVMENT≦

In case of bereavement for spouse, parents, grandparents, children or siblings, AAC grants the teacher a leave of three (3) working days if the death occurs in Morocco and five (5) working days if the death occurs abroad. The five days are not allowed if you are not traveling to your home country. Check your contract for exact details.

≧PERSONAL DAYS≦

Each faculty member is allowed six (6) personal/sick days. You must use the form to request use of personal days five (5) days in advance. On planned personal days, all lesson plans must be in order. Do not use your emergency plans. Personal days will be approved on a first come/first served basis in most cases, however emergency situations will be considered. In all situations involving principals' discretion, a primary consideration will be the school's commitment to ensure quality instruction for the students.

Personal days should not be taken around a school break. Personal or sick days taken the day before or day after a break will count as 2 days. Our school year has 175 student contact days and we need to give our students full instructional days with their class teacher.

If you are calling in sick to work, please make every effort to inform your principal by phone the evening before. If you must call the morning of the absence, make sure to speak to your principal by 6:30 am so that class coverage can be arranged. On, the morning of your return to work after a sick day, you must fill out an absence form and present a doctor's note.

Substitutes are not responsible for correcting and marking of papers. Teachers will be responsible for correcting the work of the class for short-term absences.

Hourly Absences:

Teachers must occasionally leave the school campus for urgent personal matters. Teachers should NEVER leave the school without approval from the appropriate principal. Any staff member who leaves the school should sign out at the fingerprint machine.

There are a limited number of days that we have to work with our students, so staff members need to be in school. In rare cases, an emergency will necessitate that a teacher use more than his/her allotted number of days. In these instances, these additional days will be deducted from the employee's salary at a per diem rate based on the teacher's salary. The school pays teachers for unused personal days in August of each contract. Teachers leaving AAC will be paid for unused sick/personal days in June.

≧LEAVE OF ABSENCE≦

Personal and extended leaves will be considered on a case by case basis and will only be approved in the event that a qualified substitute is available. Written requests for such leaves should be presented to the Head of School.

≧LUNCH & BREAKS≦

Teachers get 2 planning periods per day. Secondary teachers get a 35 minute lunch break at the same time that secondary students eat lunch. Elementary teachers get a 35 minute lunch break at the same time that elementary students eat lunch. Occasionally teachers have a planning period adjacent to the normal lunchtime. The cafeteria serves staff lunch from 11:00- 1:00, you may choose to eat before or after the students and use the student lunchtime as a planning period. Teachers will be asked to supervise the cafeteria and recess times even if it is during a lunch period for the teacher.

Specialist teachers frequently teach both elementary and secondary classes. Each year, depending on your schedule, you will have a 35 minute break for lunch.

Teaching assistants and other support staff will have a 15 minute morning break and a 15 minute afternoon break in addition to a 35 minute lunch.

≧PLANNING TIME≦

Planning time is PLANNING time! It should not be used for sleeping, visiting with co-workers, personal email/business, etc. It should be used for planning lessons, co-planning with colleagues, mapping curriculum, checking your school email, etc.

≧PROFESSIONAL DEVELOPMENT≦

Twice per year, AAC schedules professional development opportunities for the faculty members. These days will be noted on the calendar, but are subject to change. In most cases the meetings will be held after school from 3:15-6:00. A Saturday P.D. is possible.

≧CELL PHONE USE≦

Cell phones should be turned off and not used while students are in the classroom and you are teaching. Please save your phone calls to make during planning period.

≧APARTMENTS≦

Housing (apartment) is provided to overseas hires who are eligible for accommodation as stipulated in their contracts. Basic furniture, linens and kitchenware are provided with the understanding that:

- Staff will sign a detailed inventory at the beginning and end of each school year.
- Given normal wear and tear, staff will be responsible to maintain all items on the inventory list.
- The cleaning of the accommodation and inventoried items is the responsibility of staff.
- Staff will not be reimbursed for additional furniture and/or fixtures left in the apartments.
- Moving or disposal of any item is subject to requisition and approval.
- Painting of walls, furniture and fixtures must be approved through the school.
- Arrangement for cleaning, repair or replacement must be settled before departure for summer break.
- In as much as accommodations are shared, respect must be given in all areas.
- A security deposit according to the table below will be deducted in installments from the teacher's first three (3) months' salary. Refunds from this deposit will be issued with final salary payment at the end of the contract. Apartment will be checked the last week of the school year before deposits are returned.

SECURITY DEPOSIT

Single \$500

Couple/Family \$1,000

Pets \$500

IF there are reasons to believe a teacher is damaging an apartment the school retains the right to enter any apartment with the teacher present.

The basic things are provided, however most teachers do purchase additional things for their apartments that they like for comfort.

MAINTENANCE

- Requests for repairs and maintenance to school owned housing (building #1) should be made via email to maintenance@americanacademy-casablanca.com. Requests regarding the same for rented apartments (Building #2) should be made through the concierge of that building (Khalid).
- Whenever necessary, the school will use its own maintenance personnel to make repairs in the apartments. It is sometimes necessary to employ an outside specialist. In such cases, if a teacher chooses to hire an outside specialist, the teacher must get prior approval for reimbursement of those expenses.

The school will not provide maintenance to apartments/houses leased directly by teachers.

- On a designated day, prior to the end of the school year, an appointed AAC staff member will inspect apartments that are being vacated by departing overseas staff.
- On the day of your flight, leave keys in a sealed envelope to the attention of Moufida Lebbar at AAC's main office with the receptionist.

≧MEALS≦

All AAC staff members are welcome to a free lunch in the school cafeteria on student school days.

≧HEALTH INSURANCE≦

During orientation, you will be given information about the Moroccan health insurance that is provided to all employees by AAC. This insurance pays you in reimbursement AFTER the fact. It does not work at all like we have experienced in the US. It is more complicated here. So, before you see a doctor, purchase medication, or visit a clinic, make sure that you understand how to submit all paperwork properly to receive reimbursement.

First of all, there are two sorts of insurance forms that look very much alike. One is for dentists only. The other is for medical doctors or optometrists. Make sure you have the right one! You may request insurance reimbursement

forms from Moufida in the main office. The only thing you are responsible for filling out on this form is on the front. You should fill in the employee name (first & last), employee birth date, Residence Card number, and sign.

STAMPS

Stamps are key! All doctors, laboratories, radiologists, pharmacies, etc. have their own rubber stamp. Make sure you get the insurance form stamped by everyone possible! If you don't, you will not be able to submit the form to our insurance company.

PRESCRIPTION DRUGS

Drugs are only reimbursed if they are prescribed by the doctor. You must get the pharmacist to fill out and stamp the insurance form as well as the doctor's prescription. Include the prescription form, the empty medicine box, and the paper insert from the box with the insurance form when submitting. Don't throw anything away until you receive your reimbursement!

LABS, ETC.

If your doctor orders blood tests, x-rays, etc. you will likely have to go to a different office to complete these tests. The primary doctor will give you a written order, which you must present to the specialist office, get their stamp, and include this with the insurance form. Also, include any results that you receive from the lab or specialist.

All documents submitted along with the insurance form should be the original documents.

TIMELINE

Please submit your complete insurance form and documents for reimbursement to Moufida in the AAC office within one (1) week of your doctor visit. This is a good practice so the time limit isn't compromised.

Make a copy of everything that you submit and keep that copy for your records.

≡ INTERNET SERVICE ≡

All overseas hire teachers who are given housing will receive internet service in that apartment. Depending on your apartment assignment, you may have direct wire or wireless service or a portable wireless device. Teachers who use a portable wireless device will be responsible for purchasing a pre-paid service card each month and submitting the receipt in the same month as purchased for reimbursement.

≡ FLIGHTS FOR FOREIGN HIRES ≡

Overseas hire teachers will be reimbursed for travel to Casablanca upon their arrival and for travel home at the end of the two-year contract. Flights must be used in the same year or you lose that benefit. Flight arrangements must be made by May 1 in the year they are due. If a teacher does not need a flight, arrangements can be made for reimbursement with the business office. The most economical flight will be paid by the school.

School paid yearly flights to home of record will be paid yearly beginning with the 3rd year of employment and beyond.

APPENDIX (FORMS, ETC.)

Each teacher is given a USB yearly with current forms for reimbursement, personal request form, etc.

SIGNATURE PAGE

I have received the 2010-2011 AAC Teacher Handbook. I understand that it is my responsibility to read and understand all policies and information therein. I will approach the Head of School with any issues or questions that I may have regarding any information in the AAC Teacher Handbook.

Printed Name:

Signature:

Date: