

# M G M HR SEC SCHOOL

BAGDONA SARNI



## TEACHERS

(RULES AND REGULATION)

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STANDARD OPERATING PROCEDURE. (SOP)

### Do's and Don'ts for Teachers

*a teacher*  
TAKES A  
*hand*  
OPENS A  
*mind*  
& TOUCHES A  
*heart*

# Do's and Don'ts for Teachers

## Do's

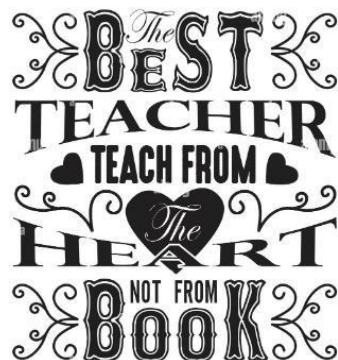
- Reach the school and your class in time.
- Follow the dress code and wear your I-Card daily.
- Maintain all students' records properly and timely.
- Observe the provisions of POCSO carefully.
- Be sensitive to needs of all students especially those of CWSN.
- Be courteous enough while communicating with colleagues and the parents.
- All students are equal and unique, so treat them equally.
- Use positive reinforcement for students.
- Encourage the students equally, no matter whether boy or girl.
- Abide by the Code of conduct and instructions to teachers given by the school management from time to time.
- Pass instructions/teach students only in English.(Except other languages)



# Don'ts

- **Inflict no Corporal Punishment in any form on the students of any class.**
- **Refrain punishing any child physically or by the way of teasing, or humiliating or using harsh words or torturing mentally.**
- **Teach holding books and do not sit in chair while you are teaching in the classroom.**
- **Do not use mobile phones during class hours except for teaching purpose.**
- **Do not discriminate the students on the basis of caste, creed, colour, religion, gender, language, caliber etc.**
- **Do not humiliate a child because he/she belongs from the EWS.**
- **Do not discriminate any child by the things he/she use or the dress he/she wears.**
- **Avoid the use of Whitener in official documents.**
- **Do not give too much homework.**
- **Do not judge children with prejudice.**

- **Do not talk/discuss matters other than school related issues within staffroom.**
- **Do not critically evaluate school policies or religious issues or political issues in staffroom.**
- **Do not involve in any kind of cash transactions with other employees or colleagues.**
- **Do not accept any gift from the students / parents.**
- **Do not discriminate the students on the basis of health and height because that is Natural.**
- **Do not discriminate any child if he/she bring any type of school bag. It is not compulsory to bring MGM bag.**
- **Do not discriminate any child if he/she bring any type of meal.**
- **Homework should be fully explained in the classroom before sending on WhatsApp.**

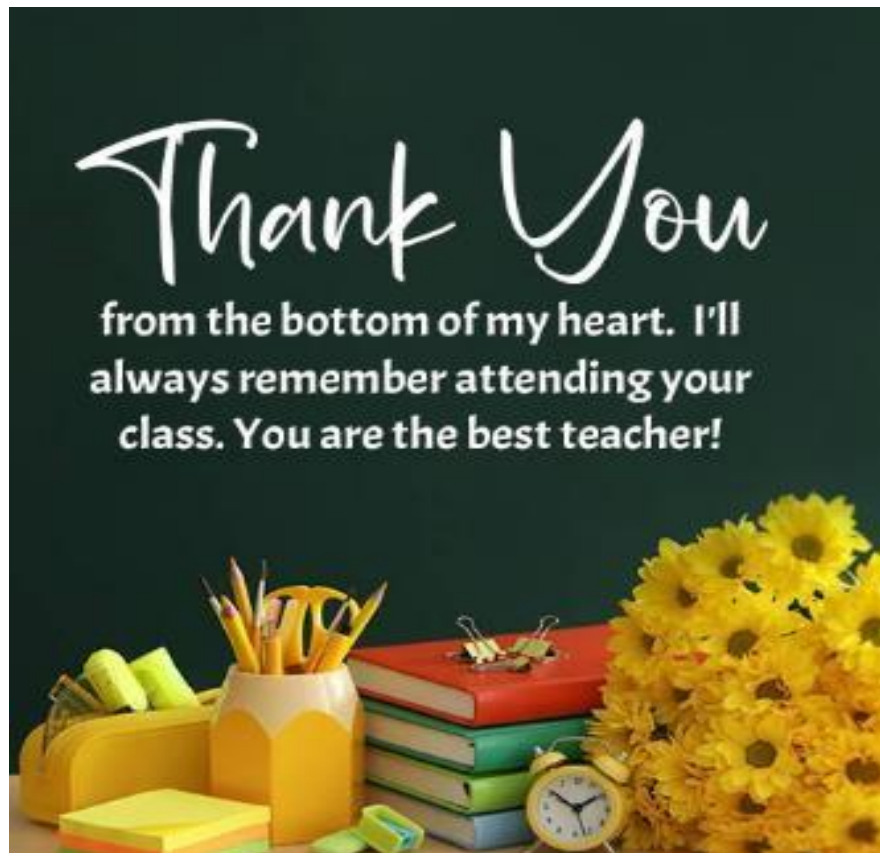




 **SPECIAL NOTE: -**

- **Normal discipline of the class. Class Teacher/subject teacher should check that proper discipline is maintained.**
- **No other language other than English should be used for communication.**
- **Except for recess do not send students to the washroom collectively.**
- **Leave only one boy and or one girl at a time.**
- **Students should walk with their hands folded behind.**
- **They should walk on the white line on the corridors.**
- **Students should not run in the corridors.**
- **Tell the students repeatedly to keep their Classroom neat & clean and to use the dustbin.**
- **Educate them that they will never destroy public property.**
- **Taking permission while going outside the class and for entering the class is compulsory.**

- **Boys coming with long hair should be warned and given a chance. After that they should be send to the office.**
- **While sending students to office please see the monitor accompanies him/her.**
- **The contribution of teachers for tea should be submitted on or before 10th of every month.**
- **Sports/Martial Arts/ Music/Dance teacher should bring the students to their respective class room.**



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