



# AL QALAM INTERNATIONAL SCHOOL (CBSE)

Ramnad - Rameswaram Highway | Perungulam |

Ramanathapuram | Tamil Nadu - 623 536.

[alqalamschoolpgm@gmail.com](mailto:alqalamschoolpgm@gmail.com) | 8870689861

## Important Rules for Teachers in School

1. All teachers must report at least **5 minutes before** the warning bell.  
**School Timing: 9:00 AM – 4:00 PM.** The main gate will be closed at 8:55 AM sharp.
2. Every teacher must **sign in and out daily** on the attendance register, including the time of arrival and departure.
3. Teachers must **not leave the campus** during working hours without prior permission from the administrator or coordinator.
4. If a teacher leaves the school premises during after school hours, it is the **responsibility of the class teacher** to ensure the **fan, lights, windows, and doors are switched off or properly closed** before leaving the classroom.
5. **Late arrival** will be noted, and frequent latecomers may face **loss of pay (LOP).**

Arrival between **8:55 AM** and **9:10 AM** will be **marked as late.**

Arrival after **9:10 AM** will be considered as **half-day LOP or Permission.**

6. If a staff take leave before and after a holiday, it will be considered as leave for all the days combined, including the holiday(s).
7. Permission Limit: Teachers are allowed a maximum of **two permissions** per month.

### **Permitted Timings for Leave:**

Morning: 9:00 AM – 10:00 AM

Afternoon: 3:00 PM – 4:00 PM

7. **Use of mobile phones** during class hours is strictly prohibited. In case of emergency, school landline or official school mobile may be used.
8. Visitors, including personal friends or relatives, are **not permitted** during school hours. In exceptional cases, prior permission from the admin is required.

### Head Office:

Qalam Nagar / Sendrayan Palayam (PO) / Poondi Via / Tiruvallur / Tamil Nadu - 602 023.

Tel: +91 4567 299 438 | Mob: 82703 48330 | Web: [www.qalamschools.org](http://www.qalamschools.org)



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9. Teachers must use **English** exclusively within school premises, including classrooms, staff rooms, corridors, and school vehicles.
  - Encourage and enforce **English communication among students**.
  - Any student not following must be warned or sent to the office.
10. Always refer to students by their **proper names**—no nicknames or pet names.
11. Address all colleagues respectfully as "**Sir**" or "**Ma'am**".
10. If a teacher needs to be absent, **prior notice (one week before)** must be given to the administrator.
  - The teacher should also arrange for a **substitute** and brief them in advance on the lesson plan.
11. Teachers are expected to perform all duties with **honesty, responsibility, and dedication**. Any laxity will not be tolerated.
12. **Corporal punishment is strictly banned**.
13. Maintain **discipline, cleanliness, and decorum** in and around classrooms.
14. Teachers must **complete syllabus on time** and help students achieve minimum set academic benchmarks.
15. Be a **role model** to students. Display the conduct, behavior, and discipline you expect from them.
16. All classwork and homework must be **checked thoroughly**, corrections provided and **signed with date**.
17. The **weekly attendance sheet** must be submitted to the office **every Friday**.
18. If any student is absent **for more than 3 days without application**, inform the office immediately.
19. Teachers must participate in **all school-related programs and activities**, even if scheduled on Sundays.

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20. Materials such as worksheets or copies must be submitted to the office **at least Two days in advance** for printing.
21. Typed question papers must be properly formatted and submitted for approval.
22. Teachers must not engage in personal or unrelated tasks during school hours.
23. Avoid comparing or interfering with the duties of fellow staff members.
24. Teachers must ensure that **students are not sent to staff rooms** and are not assigned duties that are the teacher's responsibility.
25. Teachers are responsible for the proper handling and return of materials such as teaching aids, stationery items, and school property.
26. Ensure that classrooms are **clean and damage-free**. Prevent pencil marks, scratches, or vandalism. Train students accordingly.
27. Teachers who form separate groups or engage in behavior that undermines the unity or reputation of the school may be subject to immediate dismissal by the administration without prior notice.
28. Teachers found acting against the **core values, standards, or decorum** of the institution will face strict disciplinary measures, which may include termination without prior warning.
29. The management holds the right to **interpret, modify, amend, relax, or cancel** any of the above rules and policies at any time. All staff are expected to comply.
30. A professional, respectful, and collaborative work environment is essential to the success of the school. Staff are expected to uphold these principles in all interactions, both within and outside the school premises.

**Tuesday, 24 June 2025**

**Head Office:**

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