

# BTS Guidelines

Prepared by: Sumathy, Eshwari, Durga

Documented by: Durga Shankar

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## Contents

Volunteer Guidelines	3
Teaching Volunteers	3
Non-Teaching Volunteers	3
Parents Guidelines	4
Parents Coordinator Guidelines	4
Students Guidelines	5
Teachers Guidelines	6
Teachers Representative Guidelines	6
Team Guidelines	8

## Volunteer Guidelines

1. Teaching Volunteers
2. Non-Teaching Volunteers

### Teaching Volunteers

- a. Fill the given Questionnaire
- b. Read the provided hand book and be aware of our BTS fully
- c. Read the Teaching guidelines thoroughly. If in doubt, contact Teachers coordinator.
- d. New Teaching Volunteers s only be Co-Teachers for at-least 6 months
- e. Commitment for a year required
- f. 2 weeks' notice is a MUST to quit in unavoidable situations.

### Non-Teaching Volunteers

- a. Fill the given Questionnaire
- b. Read the provided hand book and be aware of our BTS fully
- c. Follow your team guidelines. If in doubt, contact President.

## Parents Guidelines

1. Submit the provided Enrollment Form
2. Term fees must be paid on a timely manner-(within 10 days of the term beginning)
3. Fees will not be refunded under any circumstances.
4. All parents are encouraged to volunteer
5. New kids will be placed based on BTS evaluation criteria
6. All parents can contact their kid's teacher if they want to change their kid's grades. In turn class teacher will discuss with Evaluation Team and decide, which will be final. Processing time is 2 weeks.
7. Attend the Parents-Teachers meeting to receive Report cards
8. Be available for all the meetings
9. Contact Parent coordinator / President for any concerns
10. Please inform kid's absence (whatsapp message is fine)
11. In Person communication is required for 3-4 consecutive absence.
12. If parent decides to withdraw their kids for any reason it has to be communicated to the class teacher before 2 weeks.

## Parents Coordinator Guidelines

1. Get parents RSVP/confirmation for meetings
2. Constantly communicate with parents to get feedback, event updates, exam schedules, competitions, etc.
3. Initiate and communicate about parents teachers meeting and provide count of attendees expected
4. Coordinate parents teachers meeting 3 times a year

## Students Guidelines

1. Have to attend all 3 term exams to be promoted to the next class
2. Students to be on time for the class
3. Treat the teachers and other kids with respect
4. No running around the school
- 5.

## Teachers Guidelines

1. Use textbook / other teaching materials
2. Can buy new teaching tools
3. If any tools < \$20, no approval required
4. If tools > \$20, then pre-approval from Treasurer is required
5. Tools will be BTS property and shall be shared with others
6. Commitment for a year required
7. 2 weeks' notice is a MUST to quit in unavoidable situations.
8. Please inform your absence (whatsapp message is fine)
9. Can contact Teachers coordinator if change of class/long term absence is needed in unavoidable situations. Notice period is 2 weeks.
10. **During this 2 weeks' period, you must work with fill in teacher.**
11. Fill in Teacher can be:
  - a. Any class co teacher
  - b. Should have completed 6 months of volunteering
  - c. May allow even if he/she is a parent of the kid in that class
  - d. Can't be a lead teacher of any class
12. For promoting a kid the middle of year:
  - a. get the approval from the parent
  - b. contact evaluation
  - c. Evaluation will be held in the presence of next grade class teacher
  - d. 2 weeks processing time needed
13. Teachers are required to meet once a month
14. Teacher coordinator should arrange the meeting
15. Depending on availability, Teacher coordinator and President will allocate two teachers per class
16. Both the teachers should run the class for the whole year
17. Both the teachers should work together, plan for the lessons, set academic goals, etc.
18. Teachers are encouraged to be innovative in their teaching methodology.

## Teacher's Representative Guidelines:

1. To assign teachers to appropriate classes along with the school principal in the beginning of the academic year
2. Should handle assigning teachers in case of any teacher quits or changes the classes for any reason.
3. Should be reachable to any teacher in case of any concerns
4. TR Shall take few days or a week to analyse and research and the problem to declare any decision if any problems need to be sorted out for any personal concerns that was brought out to her/his attention
5. Tr should take the necessary teachers input and concerns to the board and work closely to get the problem solved

6. Tr should conduct regular meeting with the teachers to communicate them all the board activities and other important discussions

7. Tr shall audit any class

8 Tr should over see any initiatives through board or any teachers doesnt affect the teachers productivity.

## Team Guidelines

1. Teams are formed as needed
  - a. to complete specific projects
  - b. when new ideas and concerns arise
  - c. during events
2. Teams are required to invite anyone interested for that project
3. Teams should communicate with Teachers and Board regularly to
  - a. get inputs
  - b. get feedback
  - c. give updates of their project
4. Teams should complete their projects as per deadline
5. Teams can make their final decision
6. If any concern, their final decision must be revisited.