

Teachers Guidelines

As known to all of us that Marlboro Hindi School (MHS) is run by volunteers that include teachers and admin staff. The main source of revenue is yearly registration cost **Registration Cost** of \$250.00 per student. A small portion of revenue is from sponsors of the MHS cultural programs. The contributions are used to pay for the School Custodian Fee; School Insurance; Books, Class Room Supplies; Culture Programs and End of Year Celebration. *Teachers and People administering the program are not paid by MHS.* All services to the MHS are on the volunteer basis. At the end of the year teachers, parents and admin staff are provided with a detailed balance sheet consisting of revenues and costs.

It goes without saying that the success and reputation of the Marlboro Hindi School is dependent on our teachers. The continued dedication and passion of our teachers to serve the cause of Hindi and to promote Indian culture is extremely valuable to Indian community. To streamline the process and to continue giving high quality community services the following are the guidelines that are to be adhered by our teachers and people administering the MHS program:

1. **Minimum 28 days of attendance** – MHS is planned to open for 35-38 weekends (please refer to the school calendar), including *Fall, Spring and Last Day of the School celebrations. Teachers attendance in Fall, Spring and Last Day of the School events is mandatory. The Teachers must get an advanced approval from the principal of the school if unable to attend any of these events.*
 - a. Teachers with 28 days or more attendance will be eligible for **full** end of year token award and they will be eligible to be considered for Teacher Of the Year (TOY) honor. Actually, to maintain a quality education and to be a role model to students, teachers are expected to come every Saturday except under unforeseen conditions.
 - b. Teachers with 25-27 days attendance will be eligible for **half** end of year token award but they will not be considered for the Teacher Of the Year (TOY) honor.
 - c. Teachers with less than 25 days attendance will **not** be eligible for end of year token award and they will also not be considered for the Teacher Of the Year (TOY) honor.
 - d. In addition to attendance guidelines, teachers are expected to support at least one of the following three events
 - Marlboro Day Parade
 - Marlboro Beautification Day
 - Senior Citizens VisitThese are normally in the months of April and May.
2. **Attendance at Security** – Security at the main door will mark the attendance electronically. If security does not have record you will be considered absent for the day. If you come early and if security officers are not available then please write a short email to principal so your attendance shall be marked for that day. We sincerely appreciate your cooperation in this regard.
3. **On time arrival and departures** – *As a state rule, students under 18 years old are not supposed to be in class without an adult supervision.* Therefore, both on time arrival and departure are critical. Also, it shows our professionalism and commitment towards our students and parents. *Under exceptional conditions please call or send an email to the school principal.*
4. **Professional Development, Training and Conference Sessions**
 - a. Only two teachers and one admin staff can attend a non-MHS session.
 - b. An individual teacher and admin staff member can attend maximum of two non-MHS sessions in one MHS calendar year. That is, teachers and admin staff can only miss two days of the school when attending these non-MHS sessions.

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- c. *It must be noted that guidelines (a) and (b) are applicable only for Saturdays when MHS is open. Teaching and admin staff are at their full liberty to attend any session when MHS is not open. In all cases, the teachers and admin staff are expected to give an advance notice of minimum 2 weeks to the school principal. It is not up to the teachers to find substitutes. The principal in consultation with available teachers and/or parents will find the substitutes. However you may suggest the parents name if you are aware of their capabilities to handle the class and available as a substitute.*

Thank you for your support. Look forward for an exciting and successful school year.

Sincerely,
Bishan Agrawal, Ph.D.
Principal, Marlboro Hindi School