

Staff Service Rules of St. Luiji School

St. Luiji school is catholic institution directed and run by the Congregation of Sisters of Providence. This international religious congregation is started in Italy in 1837, by St. Luiji Scrossopi with the scope of evangelization through education according to the founder, St. Luiji, the teachers are to be mothers, teachers and pastors to the children entrusted to their care.

1. All staff members are expected to carry out diligently and faithfully the work assigned to them and thus improve the education of the children entrusted to their care and the interests of the institution. While working in an institution of Christian living and administration, they will strive in a special manner to set an example of Christian demeanor and devotion to duty.
2. In all matters concerning the entire administration and the general running of the institution, the authority of the Head of the institution should be respected and her decision carried out.
3. The staff, being educators, is bound to show good example to the students, both in the school and outside. They must be clean and tidy, modest and sincere and above all, polite and gentle in their speech and behaviour. As part of such cleanliness and tidiness, the staff member shall always endeavour to encourage others to keep the school premises neat and orderly. If by chance any other member of the staff or pupil attending the school meets with any injury, besides administering help to the victim, the staff member will bring the incident to the headmistress' attention immediately.
4. The staff shall reach the institution at least ten minutes before the morning assembly and mark their attendance. They must be punctual for class and for any other work assigned, be on the premises thorough out the school hours, make themselves readily available to the students before and after class, attend the assemblies, and participate in the curricular and extracurricular activities.
5. They shall teach well the classes and subjects assigned, maintain a high standard of discipline in the class and train the students in honesty, good manners, polite speech and smartness by giving personal example in these.
6. The staff shall take keen interest in the all-round development of the students without, however, undue interference. They shall foster in their pupils a spirit of respect, gratitude, and docility towards authority, as well as love and respect for each other. They shall follow the rules of the school relating to the ways and methods of teaching setting up of question papers and correcting of homework preparation for class, and system of lesson-planning.