
AN ANALYSIS TO IMPROVE THE PLAN OF A SCHOOL

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Abstract

The main focus of this study is to revise the school improvement plan. It has been greatly observed during 2011-2012 that absenteeism of teachers in one of the missionary boys 'school of Quetta where the total number of female teachers 40-45 and 9 male teachers. Absenteeism has become serious problem that is affecting the student learning and standard of the school. School considered it serious problem as it is affecting the teachers, students and schools morale. Bruno (2002) this absenteeism of regular teacher tends to lower the morale of remaining teachers in high teacher proceedings. Other teachers tend to feel more burdened when they have to take substitute periods. In the school context each teacher has to take 26 to 27 periods per week so when they are burden with supplementary periods this made them tired and absent the next day. A tool is used to find out the cause of absenteeism and its main reason. In order to reduce the level of absenteeism and enhance student's productivity and standard of the school. Certain strategies and recommendations have been suggested to overcome this serious problem.

Keywords: Improvement Plan and Absenteeism.

Background

The problem of absenteeism is observed in the school setting during the year 2011-2012. The core problem is that school is not off on Saturdays and teachers prefer taking leaves during weekdays as if they avail leaves on Saturday or Monday. Their salary is deducted according to internal notification of the school administration. Availing leaves on Tuesday and Wednesday discontinue the routine and it affects the studies of the students to great extent This problem is picked from school setting among many others because it has been observed that in one day 8 to 9 and sometimes 12 to 13 teachers get absent, regular teachers and students suffers and no studies take place in school rather doubling of class was the easy solution to get rid of the day. This doubling cause problem to the teacher who is already having the strength of 50 to 55 so when classes are doubled the total number of student goes to 70 to 80 this made the regular teacher low of spirit and absent next day. Raegen, T. M., Richard J. M, and John B. W., (2007) Doubling of class, students sitting idly, arranging substitute periods are the measures taken by schools to overcome this serious problem which is not at all good measure to such serious problem.

Without going into the detail of the situation school deduct the salary of the absent teacher or issue warning letters; or supervisors arrange their periods without considering that teacher is

already having 6 periods out of 7 in a day. This decreases the fortitude of the regular teacher, in all this phenomenon student suffers. Teachers avail sick, casual, marriage, maternity, examination, annual and short leaves and there is no substitute teacher in the school to share the burden of the teachers, so when regular teachers are over burden they too get sick or start availing abuse leave. To overcome all these cluster of problems where one led into another after reviewing literature certain strategies are to resolve these problems.

Literature Review

This study is dedicated to the review of the literature on teacher absenteeism, its components, and its effect on student achievement. The literature suggests that several studies have found that there is a correlation between teacher attendance and student achievement, especially in those schools ranked with average student achievement. (Madden, Flanigan, & Richardson, 1991) arranging substitute periods are the measures taken by schools to overcome this serious problem which is not all the good measure to such serious problem whereas on the other hand literature suggests substitute teachers do not always measure up to the regular classroom teacher's routine and methods to stimulate students to learn (Darling-Hammond, 1995; St. Michel, 1995). Female employees get more absent than male employees (Educational Research Service, 1980). Dorward 2000, states that teacher absenteeism has a direct impact on student achievement. Pennsylvania School Board association (1978) stated, "Studies indicate substitute teachers are not as effective in the classroom as regular teachers because of the lack of continuity in the educational program. Unicomb et. al (1992) found that Wednesdays were missed more than any day per week and that Mondays had the fewest number of days missed from work. It is believed that teachers get absent on Friday but the research indicates that teachers tend to stay at school in anticipation for the weekend.

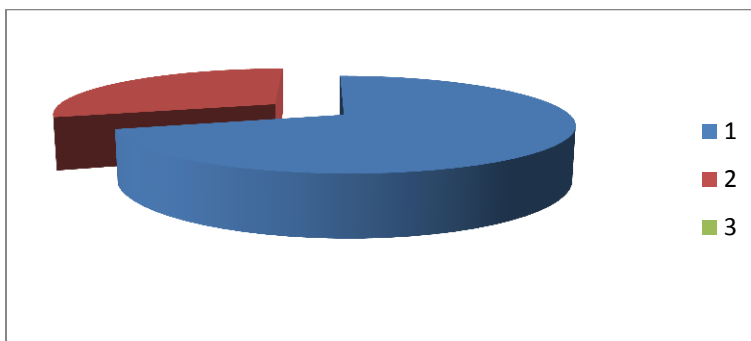
Teachers who are parents have slightly high absence rates than non-parents, which cast some doubt on the possibility that competing domestic responsibilities are a major cause of absence. Postlethwaite (1998) found in his study that the main reasons for teachers being absent were health, family matters and training courses. Teachers being younger and less experienced at the time of hiring are frequent absent. Sargent and Hannum (2005) older, female, and less-qualified teachers were more satisfied with their job and get absent less as compare to younger, male, female and more qualified teachers. Other authors have suggested that regular absenteeism is an implicit statement to the pupils/students that the teachers do not care much about their education or believe in them as worthwhile individuals (Teasley 2004).

Methodology

A questionnaire tool was designed to find out the main causes of the teacher's absenteeism frequently from school in last two years, Data was collected from one of the private school of Quetta. 11 participants filled this questionnaire all were female. Different scales were used to measure the data which were based yes, no and don't know.

Result

Data analysis sheet is attached as annexure 1.



Need Assessment: The need was felt to revise school improvement plan due to the problems and difficulties school was facing from last two years. It was observed and thought to be considered an important issue. To avoid further problems due to this only issue of absenteeism. As the problem is greatly effecting the school, student and teacher achievements.

Strategies: Literature suggests that feasible policy changes could reduce rates of absence among teachers. Review board policy, appoint an attendance improvement coordinator, construct attendance guidelines, develop an attendance recognition plan discuss sick leave use and abuse with employees. Teacher satisfaction with different aspects of their work such as their salary, the school environment (e.g. having a supportive school principal), their workload, and the availability of opportunities for professional development was found to have a significant and positive effect on teacher attendance (Abeles 2009, Corcoran et al. 1998). Talk to individual teachers upon their return from absences. This can be an opportunity to show concern for the teacher's health. It also is a way to confront those who abuse sick leave privileges. Provide individual monthly reports that track absences by the month as well as cumulatively. Make attendance part of the teacher's annual evaluation, and reward excellent attendance. Pitkoff (1993), School administrators must develop teacher growth plans early in the academic year for low performing teachers than later in the year. Deduction of salary be second last step school should take and last should be issuing warning letters, because the salary of the teacher is already not too high, as they have to support their whole families with this salary, so this should be the last tool to be used by the administration. As it's the first and the last tool used in the focused school according to its service rules and regulation book.

Objective: To enhance student's achievements and school standard, by reducing teacher's absence through different strategies and approaches.

Recommendations: School is facing several problems due to one cause and that is teacher's absenteeism as above many strategies has been find through literature review to overcome the root of all problems school is facing.

At the start of the year when school annual plan is designed and service rule and regulation book is revised that time being a leader or member of the board these recommendations can be given to improve school improvement plan. So if not all but some strategies can be acknowledged, to slowly get rid of this problem. This is the most suitable time to recommend strategies for this

problem when school is planning for the whole academic year to implement it at the start of the year will be more appropriate.

Discussion: Teachers absenteeism is one of the major causes of student's low performance in the school, though it was considered one problem among many in the school but after literature review it is known that it is the core cause behind many other problems. Literature also discuss strategies to overcome this major problem which is harming gradually like termites the whole setup of the school i.e. student performance, colleagues morale and the standard of the school.

Conclusion

As aforementioned, much of the literature stresses the central educational value of the presence of a teacher. "Teachers are the only gatekeepers to quality education. Teachers are the transmitters of knowledge who help ensure that children learn. They are role models to students, they are the most educated and respected personages in the society. They are at the front line of developing pupils' understanding, attitudes, skills, learning, and core values. Teachers are, therefore, the most important element in producing education." (Patrinis and Kagia [World Bank] 2007). If teachers are valued so much in the society as they are the nation builders and are considered worthy so in return they too should value and considered their students worthwhile and being dutiful and reducing absenteeism, should lift up student achievement and the standard of the school.

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Annexure 1

Name:

School:

S.No	<u>Questionnaire to assess Teacher absenteeism causes and their effects on school</u>	Yes	No	Don't know
1.	Mostly, teachers are absent on Monday and Friday		11	
2.	Absenteeism affect school standard	11		
3.	Absenteeism affect students achievement	11		
4.	Often, reasons of absenteeism is abuse leave	7	4	
5.	Taking leaves because strength is too much, and teacher get tired as no helper teacher is there	11		
6.	Whenever teacher take leave she/he send medical certificate		11	
7.	If teachers have to inform Principal directly about leave do they absent most frequently		11	
8.	When one gets absent other colleagues suffer	11		
9.	Is there any substitute teacher in the school other then staff	8	3	
10.	School give incentive to teachers who take extra periods		11	
11.	Taking extra periods make teachers tired and absent next day	5	6	
12.	School follow service rule and regulation book for the issue of absenteeism	11		
13.	School deduct salary and issue warning letters	11		
14.	Warning and deduction decrease the ratio of absenteeism	6	5	
15.	Students studies suffer because of teacher's absenteeism	11		
16.	If teachers are given regularity allowance, do they become regular?	11		
17.	Teacher's absenteeism effect routine studies of students	11		
18.	Does Administration need to revise their service rules regarding leaves?	11		
	Result	147	62	0

Annexure 2

ATTENDANCE REGISTER

ST. FRANCIS' GRAMMAR SCHOOL, QUETTA

LEAVE DEDUCTION W.E.F. 21ST OCTOBER
to 28TH NOVEMBER, 2012
FOR
THE MONTH OF NOVEMBER 2012

Sr. No	Teacher's Name	Late Arrival	Extra Leave	Total Deduction
01	Ms. Teresa		01	01 day
02	Ms. Raheela		01	01 day
03	Ms. Arifa		02 Oct / 01 Nov	03 days
04	Ms. Saba Keith		01	01 day
05	Ms. Nazia	07	01 Oct	03 days
06	Ms. Sana Souhan		01 Oct / 01 Nov	02 days
07	Ms. Sajida		03	03 days
08	Ms. Hina		01 Oct / 01 Nov	02 days
09	Ms. Yasmeen		01	01 day
10	Ms. Rubina		01	01 day
11	Ms. Saba Naz		01	01 day
12	Ms. Tania	05		01 day
13	Ms. Zahra		01	01 day
14	Ms. Rina Zafar		01	01 day
15	Ms. Aysha Awan		01	01 day
16	Ms. Fouzia		02	02 days
17	Mr. Jaffar		01 Oct / 01 Nov	02 days
18	Ms. Uzma		01	01 day
19	Ms. Maria Sami		01	01 day
20	Ms. Nadia Yousafi		01	01 day
21	Ms. Sumara		01	01 day
22	Ms. Atiya		01	01 day
23	Ms. Ayesha Khalid		01	01 day
24	Mr. Nadeem		01	01 day
25	Ms. Siara Bukhari		01	01 day

Principal *[Signature]*
11/12/12

Annexure 3



St. Francis' Grammar School

Ref.No. _____

Date _____

November 15th, 2012

Ref.No PR/SFG/213/12

Ms. Saba Naz
Teacher
St. Francis' Grammar School
Quetta.

SUBJECT: WARNING

With reference to the notice circulated on 6th November, 2012 regarding no availing of short leave or leave till the Final Term result is declared but your absence on 15th November, 2012 is evidence that you have not taken the given instructions seriously. You are found violating the rules. This is in intolerable. Therefore you are **WARNED** not to repeat the same practice; otherwise strict action will be taken against you.