

THE INTERNATIONAL FAMILY

The  
International  
Family  
Academy

Teacher  
Staff  
Policies & Procedures  
Handbook



ACADEMY

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## Mission Statement

The International Family Academy will partner with Christian parents to provide a Biblically integrated education which equips students to embrace Biblical truth, to strive for academic excellence and to exemplify Christ-like servanthood in homes, churches, and communities.

## Vision Statement

The vision of The International Family Academy is to equip students with faith, knowledge, and wisdom to advance the Kingdom of God through the vocations and avocations for which they are called by God.

In an environment of quality academics and strong, loving discipline, students will demonstrate the ability to:

- Minister to others through faith and love
- Apply the Word of God throughout their daily lives
- Delight in the God-given gift of learning
- Think and act with the mind of Christ

## Non-Discriminatory Statement

The International Family Academy admits students of any race, color, national or ethnic origin to all the rights privileges, programs, and activities generally accorded or made available to students at the school.

TIF Academy does not discriminate on the basis of race, color, national or ethnic origin in administration of its educational policies, admissions policies, scholarships, athletics, or other school-administered programs.

ACADEMY

# Statement of Faith

The International Family Academy, Statement of Faith:

1. We believe the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God (2 Timothy 3:16, 2 Peter 1:21).
2. We believe there is one God, eternally existent in three persons—Father, Son, and Holy Spirit (Genesis 1:1, Matthew 28:19, John 10:30).
3. We believe in the deity of Christ (John 10:33), His virgin birth (Isaiah 7:14, Matthew 1:23, Luke 1:35), His sinless life (Hebrews 4: 15, 7:26), His miracles (John 2:11), His vicarious and atoning death (1 Corinthians 15:3, Ephesians 1:7, Hebrews 2:9), His Resurrection (John 11:25, 1 Corinthians 15:4), His Ascension to the right hand of God (Mark 16:19), His personal return in power and glory (Acts 1:11, Revelation 19:11).
4. We believe in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature, and that men are justified on the single ground of faith in the shed blood of Christ, and that only by God's grace and through faith alone are we saved (John 3:16–19, 5:24; Romans 3:23, 5:8–9; Ephesians 2:8–10; Titus 3:5).
5. We believe in the resurrection of both the saved and the lost; that they are saved unto the resurrection of life, and that they are lost unto the resurrection of condemnation (John 5:28–29).
6. We believe in the spiritual unity of believers in our Lord Jesus Christ (Romans 8:9, 1 Corinthians 2:12–13, Galatians 3:26–28).
7. We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life (Romans 8:13–14; 1 Corinthians 3:16, 6:19–20; Ephesians 4:30, 5:18).

# Overall Expectations

## Lifestyle Teaching

As educators, board members, and administrators, we are the leaders in the most important corporation in the world. We are in the business of guiding the development of God's children. Certainly, God wants the absolute best for His children. As educators, we are committed to provide the best possible learning experience to help children grow and develop. Proverbs 22:6 says, "Train up a child in the way he should go, even when he is old, he will not depart from it."

Curriculum is defined as "that which includes all activities and experiences which are used by the school for the accomplishment of the aims of education." A child's daily experience at school is more than textbooks or quizzes; a child's experience at school is foundationally tied to what he or she sees in the teacher.

Every person connected with our school is a living curriculum, a role model to students who teach through action as well as words. As a living curriculum, we should live out God's love before our students, their families, and our community.

Remember, our students are always watching to see not only if we follow standards, but what our attitude is towards those standards. We expect our students to be prompt, attentive, prepared, and respectful. It is essential that we as faculty adhere to those standards with a positive attitude.

## Personal Responsibilities:

- Be in complete agreement with the school's Statement of Faith
- Be a Christian role model in attitude, speech, and actions
- Possess spiritual maturity, academic ability, and personal leadership qualities
- Recognize the role of parents / guardians as primarily responsible for their children's education and be prepared to assist them in such a task
- Demonstrate enthusiasm, courtesy, flexibility, integrity, kindness, self-control, perseverance, and punctuality
- Maintain a personal appearance that is a Christian role model of modesty and professionalism

## Professional Responsibilities:

- Cooperate with the board and administration in implementing all policies, procedures, and directives governing the operation of the school
- Administer classes as assigned, following the proscribed scope and sequence
- Submit weekly lesson plans and assist in developing curriculum guides
- Integrate Biblical principles and Christian Philosophy of education throughout the curriculum



- Maintain proper discipline in the classroom and on the school premises
- Maintain a clean, attractive classroom
- Employ a variety of instructional aides, methods and materials which provide for creative teaching to reach the whole child
- Plan through approved channels, field trips, guest speakers, and other media
- Assess students' academic progress on a regular basis, providing progress reports as required
- Maintain accurate attendance, lunch, and grade records
- Follow the principles of Matthew 18:16-20 for conflict management
- Become familiar with student handbook and emergency procedures
- Maintain certification and current credentials for the content area and courses taught
- Report any reasonable cause to believe that a student has been abused or neglected immediately to the proper authority. Florida State Law requires that all employees shall report suspected child abuse. All reports are confidential, and the reporter may remain anonymous. Teachers should report directly to DCF and notify the principal that DCF has been notified.

## Teacher and Staff Expectations

### School Hours

Teachers and staff are required to report to school by 7:00 a.m. Pledges start promptly at 8:00 a.m. The school secretary will record teacher absences. Teachers are to remain at school until 3:45 p.m. each day and to attend monthly faculty meetings. Faculty meetings are considered part of teacher contract hours.

### Hourly Equivalent to 180-Day School Year

Each school district that participates in the state appropriations for the Florida Education Finance Program (FEFP) must operate all schools for a term of 180 actual teaching days as prescribed by Section 1011.60(2), F.S., or the hourly equivalent of 180 actual teaching days, as prescribed in Rule 6A1.045111, Florida Administrative Code (F.A.C.) The hourly equivalent for kindergarten through grade 3 is 720 instructional hours and 900 instructional hours for students in grades 4 through grade 12. **Note:** Time allotted for lunch and changing class periods should not be reported as part of the "FEFP Membership Minutes, Weekly" data element.

### Faculty Meetings

Please save the first Early Release Friday of each month for a brief faculty meeting starting promptly at 12:00 p.m. A schedule will be given to you at the start of the year. We look forward to these times of prayer, fellowship, discussion, and in-service training. Attendance at these meetings is required. Faculty meetings are considered part of teacher contract hours. Only teachers working in after school are excused from meetings.



## Duties

Teachers will be assigned to a team before and/or after school car duty. These will be announced prior to the first day of school. The before school car duty team greets students and assists them into the building if needed. This team is also responsible for patrolling the hall prior to class and maintain order. After school car duty teams should report to the front of the building at 2:30 p.m. and their students should be left in another teacher's room. This team assists with pick up.

Teachers must report to their duties in a prompt fashion.

Upper-level teachers may be assigned a duty during the day (PE, transportation, lunch, study hall, etc.). **You are responsible for the children in your care at this time.**

## Planning period

Each teacher will be assigned a planning period. Please use this time efficiently.

## Library

The African American Library may be utilized for research/field trips. Each student should have his/her own library card. Parents will need to go to the African American Library and obtain a card for their children. Please put this information in your Classroom Management Plan. When at the African American Library, teachers are responsible for monitoring the students always. They are not permitted to work on the computers unless it is part of a research assignment. Library visits should be scheduled with the local librarians.

Issue a library transportation/field trip form at the beginning of the year for each student and keep on file.

Additionally, teachers may reserve time for their classes in the school library for research and reading. The library is open during the school day.

## Recess

Students in the lower school may have an assigned recess period. Teachers are responsible for always monitoring their students during recess.

## Maintenance of Classrooms and Workspace

Teachers are responsible for maintaining a clean and orderly classroom. Students should be held accountable by their teacher for keeping their desks and cubbies neat. Before being dismissed on breaks or to the next class, students should tidy their desk area. **At the end of the day, the teacher should sweep the floor and erase the board. Trash should be bagged and placed in the hallway.** Students may assist with these tasks. Should a repair be needed in your classroom, please write it on the maintenance clipboard located in the storage closet.

## **Personal Absences**

Staff members are granted 2 days of leave per calendar year, all other days requested off are unpaid days. Staff should let the administrator know as soon as possible if time off needs to be scheduled and must complete an absence request form. A list of approved substitutes will be given to staff members and staff should arrange a substitute as soon as possible and inform the administrator of the substitute.

In an emergency, please contact the administrator between 6:30 a.m. and 7:00 a.m. on the day of absence or the night before.

Lesson plans should be submitted to the office no later than 8:00 a.m. Lesson plans may be dropped by the office or emailed.

Please make every effort to schedule non-emergency appointments after school hours.

Personal absences should not be scheduled on the day before or after a holiday.

## **Resolving Misunderstandings**

Matthew 18 provides the principle of love, correction, and good communication. If a problem arises between adults, it should be dealt with quickly and prayerfully with love, patience, and forgiveness.

Classroom problems should be handled primarily between parent and teacher. The next step should involve both parties and the principal. If this step is unsuccessful, contact a member of the board.

Problems with school policy or procedure should be taken up with the principal. If no solution is found, it may be brought to the board.

Parent to parent problems should be solved between the persons involved, without the involvement of teachers, administrators, or other parents.

Remember that all information regarding students and school business should be held in complete confidence.

## **Lost or Stolen Valuables**

The International Family Academy cannot be held responsible for any lost or stolen personal property. Staff should take proper measures to secure belongings and teachers are encouraged to lock their desks or cabinets.

## **Personal Appearance**

Neatness, cleanliness, and modesty are the guidelines for teacher apparel. Female teachers and staff are asked to wear loose fitting pants or capris, skirts to the knee, and modest shirts with sleeves. PE staff may wear modest PE shorts. Male teachers should wear a collared shirt and business-casual pants. No teacher should wear jeans unless it is a spirit day. Teachers should

avoid wearing t-shirts unless they have the TIF Academy logo.

## Accident Report/Incident Report

If a staff member or student has an accident while working or on campus, please immediately report it to the administration. An employee/student accident or incident report must be filled out immediately.

Please report all incidents or occurrences that interrupt normal procedure or precipitate a serious situation, including vandalism, theft, a serious confrontation with a parent or student, or student injury by completing an incident report.

## Evaluations

Teacher and staff evaluations are conducted systematically throughout the year. In addition to a nine-week observation period for new employees, personnel evaluation will be made of all employees. All teachers will be formally observed twice during the school year. One observation will be announced; the other will not be announced. The principal will observe the classroom and write a formal evaluation. The evaluation will be discussed with the teacher, and it will go into his or her personnel file. Evaluations will be shared with the board.

## Telephones

Cell phone usage by employees should be limited to before/after school hours or designated breaks. **All cell phones must be turned off and immediately retrieved from every student. All cellphone usages are prohibited during classroom instruction and during inside and outside supervision. Cell phones may not be used at recess, including checking texts by students or staff.**

## Security

All visitors, including parents, should report to the school office. Doors to the school are to remain locked during the school day; please keep your key with you. Classroom exit doors should remain closed and locked during the day.

Entry and alarm codes for the building will be issued at the start of the school year. Codes are not to be given to any other person. If a teacher is the last out, he or she should check all doors and set the alarm. Lost keys should be reported as soon as possible.

## Classroom Responsibilities

### Before the beginning of the school year

- Get your room ready
- Dust and sanitize all furniture and doors
- Clean boards and all desk and chairs with disinfectant wipes and solutions

- Arrange desks/chairs
- Throw away any unnecessary or unused items
- Decorate!

### Prepare your schedule

Prepare a general schedule for your day and post it in your classroom. Submit your schedule to the office and put it in your Classroom Management Plan.

### Prepare your rules

Decide what your classroom rules are and post them in your room. Have a clear plan for handling classroom discipline before the event happens. Familiarize yourself with the policies in the Parent/Student Handbook.

### Prepare your Classroom Management Plan

The Classroom Management Plan is a document which communicates classroom expectations, rules, schedule, procedures, and grading. Students and parents should understand clearly how classroom behavior and grades will be managed. For example, what is your policy for late homework? Use the textbook's grading scale as a guideline, not a requirement.

**Send home the Classroom Management Plan during the first week of school and have parents' sign.**

### Prepare your Grading Scale

To reduce confusion on Praxi, please make sure that you set up your grading scale using categories which will be used during EACH grading period. For example, do not assign projects a percentage unless you have a project assigned for EACH grading period. Please be sure to set up your Praxi account using a percentage system, not a point system. Every grade ending must result in 100%.

The suggested grading scale is:

TESTS/PROJECTS - 33-50%

QUIZZES - 25-33%

PARTICIPATION/HOMEWORK - 25-33%

### Prepare your seating chart

Every student should have an assigned seat.

### Prepare your textbooks

Make sure you have enough texts for each student, label them, and note condition on inside cover. Complete book inventory form. **Students must cover all hardbound textbooks. Once student textbooks are issued, please return extra textbooks to the book closet. This does not include elementary readers.**

If a student loses a textbook, please notify parents promptly so that a new book may be issued.

## **Prepare your lesson plans for the first few days of school**

Use your curriculum guides and develop your lesson plans. Lesson plans must be turned into Praxi on or before each Monday for the upcoming week. See sample lesson plan/lesson accomplishment template at the end of the manual.

## **Prepare a place for posting student assignments**

Within the classroom or websites.

## **Prepare an emergency substitute folder for EACH class you teach**

The substitute folder should contain your class role, class schedule, and emergency lesson plans for each subject. It should also include lunch plans, seating charts and any explanation of duties. It should be submitted to the office by the first week of school.

## **Prepare employment documents**

Your employment contract, W4, background check form, and emergency contact information should all be turned in to the front office.

## **Prepare Yourself**

Spend time in God's Word listening to what He has planned for you.

Spend time praying for your students and your attitude as the year begins.

# **The First Days of School**

## **Establish good control**

- Know what you are doing, know your classroom procedures, and know your professional responsibilities!
- Use the School Conduct Code. Go over the Code with your students AND post.
- Establish routines!
- The first days of school are NOT about academics. The focus should be on establishing procedures which will create an effective learning environment.
- What should students do when class begins?
- How do they turn papers in?
- Where do they find information on assignments?
- How should they use their planners?
- How do they communicate in class?
- What is the bathroom procedure/leaving the classroom procedure?
- When students throw things away, sharpen pencils, etc.?
- What is the tardy to class procedure?



## Textbooks and Supplies

- Pass out textbooks and explain book covering. Review book fines.
- Talk about supplies needed and give a deadline for having classroom supplies.
- **Give each student a place to store classroom supplies and textbooks when not in use** (under desk, on shelf, in a cubby). Students should not tote their books and supplies in their backpacks like a portable locker—this causes damage to books and clutters the walkways around desks. If you need additional shelving, please let the administration know.
- Be sure all emergency contact forms, and student handbook agreement forms are returned by your homeroom students.

## Daily Classroom Life

Genuinely believe that every student in your class can succeed. Set expectations that challenge students but supply them with the tools to meet those expectations.

1. Be inviting and polite.
  - Address students by name and greet students with a smile.
  - Plan for difficult days. What can you do to keep your day positive?
  - Plan for the student who irritates you.
  - Be sure students address you respectfully by Mr., Mrs., or Miss.
2. Be present. The way you take your place in the classroom generates respect and interest in the activity. Students reflect your style. Do not be overly casual.
3. Be consistent. Be prepared to follow through with what you say. There must be direct consequences when students fail to obey. Be clear in your directions. Students should know what to expect.
4. Be proactive. Use “the look” and a pause to let students know that you are serious. Keeping students on task will prevent many discipline issues.
5. Be positive. Be sure to praise students for right, faithful behavior. What behaviors get the most attention in your classroom?

## Classroom Management

Utilize variety of presentation and student participation.

Prepare for transitions. Give students the most directions as they change from one activity or class to another.

Be prepared for class every day. Have copies made, books ready, assignments posted, etc. Be ready for group activities and anticipate problems and questions. Plan well for how students should be using their time during group assignments.

**BE IN YOUR CLASSROOM AT ALL TIMES!**



## Classroom Discipline

All students should follow the rules in the Parent Student Code of Conduct and any classroom rules. The Classroom Management Plan should clearly indicate the consequences for violation of these rules.

**In the lower school (grades K-3)**, the teacher plans his/her classroom management using a tally system/light pulled/etc. Disciplinary consequences should be limited to time out, silent lunch, restriction from recess, or writing an apology letter.

If a formal warning in the classroom does not curb improper behavior, or if student behavior warrants an immediate consequence, the student should be sent to the office. If a student is sent to the office, a reflection sheet will go home with child and be emailed to the parent through the Praxi System to alert the parent to the situation. A parent may be called if the situation warrants. A child should always be sent to the office for a serious infraction such as fighting, stealing, foul language, and disrespect. If a child is sent to the principal a second time, or if a serious breach of the code of conduct is made, the parents will be called in for a conference with the principal and/or board. Additional disciplinary action may be taken.

**In the upper school (grades 4 and up)**, disciplinary consequences take the form of demerits. A demerit is a formal warning which leads towards definite consequences. A demerit may be issued by teachers and administration for improper conduct. **One or more demerit** will be issued for violation of the Student Code of Conduct.

One demerit may be issued for choosing to disregard a teacher's warning to correct a behavior. Any student who is disrespectful may receive more than one demerit and an after-school detention as well.

One demerit may be issued to a student who is not prepared for class, including missing homework. Each teacher should show grace one time per quarter for missing homework before writing a demerit (the warning must be documented).

The teacher should complete the demerit form and send it home with the student. It should be signed and returned the next day. Failure to return the demerit form will result in a call home from the teacher and an additional demerit. **Once the demerit is signed by the parent, it should be sent to the office.**

**Students should be sent to the office immediately for the following offenses:** Drugs, alcohol, tobacco use, fighting, sexual misconduct, profanity directed at another, weapons to school, continued disobedience/defiance, making a threat, stealing, vandalism, or any behavior which goes beyond the scope of classroom management or affects the safety of others. These are five demerit offenses which result in a minimum consequence of detention.

Students should be given demerits by the teacher in accordance with the student code of conduct for: cheating/plagiarism, disrespect and disobedience, disturbing class, dress code violation,

tardiness, failure to follow instructions, horseplay, littering, not being prepared for class, inappropriate language. **These are violations which the teacher should handle within the scope of his/her classroom management plan.** The teacher should complete the demerit form and send it home with the student. It should be signed and returned the next day. Failure to return the demerit form will result in a call home from the teacher and an additional demerit. **Once the demerit is signed by the parent, it should be sent to the office.**

Accumulation of demerits during a quarter will be dealt with as follows:

- 5 demerits: After school detention
- 10 demerits: After school detention and conference with parents, probation
- 15 demerits: One day suspension, conference with parents, probation
- 20 demerits or more: Three-day suspension, meeting with the school board

A student may be placed on probation due to discipline difficulties at any time if misbehavior continues. At the end of a quarter, students who are not on probation have their demerits reduced to zero for the next quarter.

Students who have zero demerits during a quarter will be recognized by a special party or lunch.

For the demerit system to work, all teachers must be consistent. Please let the administration know if you have concerns. You cannot be supported by an administrator who does not know about the problem.

To be an effective classroom manager, you should have a discipline plan of your own that is based on best practices for changing the behavior of students. This means you set clear expectations, you design procedures, so students can meet those expectations, you teach students exactly how to meet the expectations and you give specific feedback on performance. If there are consequences for misbehavior, they are established and implemented by you. Teaching appropriate social behavior is as much the job of a teacher as teaching academic content. You are expected to have effective skills in management, so you can handle all but the most severe problems within your classroom. You will find you have great credibility and respect when you demonstrate your competency in this area, and you will have fewer discipline problems and disruptive students when YOU are in charge.



# School Procedures

## Start of the day/Homeroom

In the lower grades, take attendance and transition to Bible time.

Students in grades 6 and up are in homeroom from 8:00-8:10am.

General responsibilities for start of the day:

- Complete attendance form in Praxi AND mark in grade book
- Complete the lunch form. VISUALLY VERIFY that each student has a lunch. Indicate on the lunch form if a child does not have a lunch. (If you do not have a lunch form, create it for your class and feel free to share with your colleagues.)
- **Check for dress code problems** and make a note of any problems on the attendance/lunch form. Shorts should be to the top of the knee cap. Shirts should have sleeves and be modestly cut.
- Collect any paperwork, report cards, or any materials to go to the office.
- Be sure that students who were absent the previous day have turned in a signed excuse.
- Place forms in hallway box for collection by 8:10am.
- Have prayer time with your class.
- Pledges and announcements may be done over the intercom. Be sure to keep your homeroom quiet during any announcements and respectful during the pledges. Check the student planner for parent initials. If the agenda is not initialed, remind the child. If it remains unsigned, contact the parent by phone. If a problem continues, please contact the parent, and issue a demerit (upper school only).
- Distribute and collect report cards/progress reports each quarter. Submit to the office each quarter **WHEN THE CLASS/HOMEROOM SET IS COMPLETE**. Contact parents who have not signed and returned report cards within one week of distribution.

## Changing Classes

Students in grades 6 and up change classes. The teacher should accompany the class to the hallway and observe that students go directly to class. Students should be silent in the hallway while changing classes.

## Lunch Time

Students may have lunch in their classroom or in another designated area. Teachers must accompany their class to the lunch room and stay with their class during lunch time. Trash should be disposed of properly during lunch time and tables/desks should be wiped down.

## Supervision

Your students are your responsibility until they are transferred to the next teacher or dismissed from your classroom at the end of the day. **Do not leave your classroom unattended for any reason. Ask another teacher to cover your class if you need to leave your classroom at any**



**time. Use the intercom and call the office in case of an emergency. DO NOT USE THE COPIER UNLESS YOU ARE ON PLANNING OR ANOTHER TEACHER IS IN YOUR CLASSROOM.**

### **Restroom Procedures/Hall Passes**

Develop a policy in your classroom for taking restroom breaks. Upper grades should be able to use the restroom during the 5 minutes between classes. If a student needs to leave the classroom, he or she should have a hall pass signed (initial the student planner). Teachers in the lower school should escort their classes to the restroom at designated times.

### **Dismissal**

At the end of the school day, students will remain in their classrooms until their name is called over the intercom. They should then report immediately to the car line. If you have car duty in the afternoon, arrange for your students to remain with another teacher. All students are dismissed at 2:35 p.m. to after school.

**If you have children at TIF Academy, they must go to after school at 2:35 or go directly to your classroom and remain there under your direct supervision.**

**NO STUDENTS are to be in the hallways after 2:50pm.**

### **Fire Drills**

- a) When the alarm sounds, stop everything. Students should stand and leave in a single file line with the teacher falling in line to watch both the front and back of line.
- b) The last person out of the classroom should turn out lights and close the door.
- c) No one should pause to hold the door.
- d) No talking during emergency drills.
- e) Teachers should take their roll books with emergency contact sheet stapled inside and report to the designated area. Wait until told to go back into the building.

### **Emergency drills**

- a) Tornado drill: Students should file into the nearest restroom as they are the only rooms in the building without a window.
- b) Security drill: Students should remain in the classroom with the door closed. Cover windows.
- c) Teachers should maintain silence during drills and always have their roll book with them.

## **Inclement weather**

- a) Should there be inclement weather, TIF Academy follows the Broward County School system for delays and closures.
- b) Should there be inclement weather during the school day, parents may be contacted to pick up their children. Teachers must remain at school until all children are dismissed.

## **Student illness or injury:**

- a) If a child complains of illness, assess the situation. If the child appears ill, send the child to the office so that his/her temperature may be taken, or medication may be administered if it is on file for the student. Teachers cannot give medication to a student.
- b) If a child needs to sit outside of your classroom because of illness, be sure that your door is open so that you can monitor the child.

## **Basic procedures for student injury:**

- a) Teacher makes an initial assessment of the child.
- b) Teacher will summon assistance as needed spills of blood or body fluids should be cleaned up immediately. Wear gloves, cover blood with paper towels until disinfecting can be done and contact the office.
- c) Complete a student incident/accident report.

# **Academic Responsibilities**

## **Lesson Plans**

On or before each Monday, teachers will submit a copy of their lesson plans to the Assistant Dean of Education. The lesson plans should inform the administrator what you plan to accomplish for the upcoming week. It should state lesson objectives, activities, methods, and materials. The copy will be returned to you. Alternately, lesson plans may be submitted electronically.

Lesson plan templates are located on the website.

## **Homework and Classwork Assignments**

Please support our agenda program by having the students write down assignments and allow them time to plot project dates on their calendars. Parents should daily initial the agenda. Homeroom teachers should check the agenda.

Homework should be given nightly, especially in reading/language and math. On Wednesdays, we try to have a lighter homework load so that students may attend worship services. Students in the upper school should still expect to have homework on Wednesdays.

When homework is not completed satisfactorily, points will be deducted from the grade.

**If missing homework becomes a chronic problem, please alert the Parents and Administration.** A teacher's homework policy should be clearly communicated in the classroom management plan. For example, on the first day an assignment is late, the grade should be reduced by 10% and a demerit should be issued (upper school). If an assignment is two days late, the grade should be reduced by 50%.

If a student is absent, he/she is still responsible for missed assignments. If a student is absent the day prior to a test or quiz and it was announced prior to his absence, the student should be required to take the test. If the student was ill and unable to study, the parent should write a note and ask for permission to make up the test at a convenient time. Making up work is the responsibility of the student, not the teacher. Teachers in the upper school are encouraged to keep a make-up work folder to assist students who have been absent.

It is a privilege to receive credit for make-up work only when an absence is excused. Prior approval must be requested by parents for absences due to any reason other than illness.

Arrangements must be made with the teachers by the student for make-up work before the absence. As per the student handbook, approval must be requested from the principal in writing several days in advance so that arrangements may be made for make-up work.

### **Weekly Progress Reports**

Each TUESDAY, the teacher should send home tests and quizzes to be signed and returned the next day. Students in the upper school may have multiple packets to be signed and returned. Tests and quizzes should be sent home with a cover letter indicating any upcoming news for parents.

Signed tests and quizzes should be stored in the teacher's filing cabinet until the end of the semester.

Teachers should have a clear policy in the Classroom Management Plan for managing students who do not return tests and quizzes in a timely manner (count as a homework or quiz grade, demerit issued, etc.).

### **Quarterly Progress Reports and Report Cards**

Dates for progress reports and report cards are on the school calendar. They will be generated two days before the day of distribution; please update PRAXI accordingly. The homeroom teacher is responsible for completing the absence/tardy section for the report card. Homeroom teachers distribute report cards and are responsible for their collection.

Progress reports and report cards must be signed and returned.

Kindergarten and first grade use handwritten report cards. PLEASE MAKE A COPY OF YOUR REPORT CARDS before sending them home!



## General Grading Policy and PRAXI

Students should have the assurance that their personal grades will not be openly discussed in the classroom. Anything that is graded is confidential and should be displayed only with the consent of the student.

Indicate the weight given for tests, quizzes, and homework in the front of your grade book or on PRAXI.

Label grades in your grade book with date and assignment.

Be prepared to show your grade book to a parent or administrator.

Try to think of ways to make the grading system positive. Think of various ways students may earn their grades: tests, projects, class participation, homework handed in on time, homework always completed, etc.

All projects which are to be graded should have a rubric given to the student when the assignment is made.

Update your grade book each week. Graded assignments should be returned within 1-2 days.

**Minimum assignments per grading period: 16. This includes homework and participation grades.**

## Communicating with Parents

No parent should be unaware of a student's status in the class. It is your responsibility to keep in constant connection with a parent whose child is struggling.

Indicate any daily concerns in the agenda. Indicate weekly concerns in the signed test/quiz packet.

**Do not rely on progress reports or report cards to let the parent know that a child is struggling. YOU MUST CALL or EMAIL PARENT IMMEDIATELY!**

**Call the parent of any child who has a D or an F on a Progress report or Report card. Schedule a conference, if necessary.**

Maintain a parent-teacher communication log. Whenever you speak with a parent formally—whether for academic or disciplinary reasons, document it in your parent-teacher log. It is difficult to explain a failing grade to a parent without appropriate documentation. **Be prepared to share your log during evaluations.**

During the first nine weeks of school, make a point to communicate with EACH family in your homeroom.

Try to “catch” your students doing well and make it your goal to send a good report to the parents, in writing, at least once each semester. A brief word at dismissal time is also appropriate and

encourages students and parents. Establishing positive communication will encourage cooperation.

### Parent Teacher Conferences

Parent-teacher conferences are scheduled once each semester.

- Try to put the parent at ease at this time.
- Sit beside the parent, not behind your desk, if possible, with safe distance
- Ask the parent to express their input about their child's progress.
- Encourage the parent to talk about the child's special interests or what career he or she visualizes for the child.
- When providing your input, sandwich any concerns between two positive observations if possible.
- End on a positive note with something you appreciate about the student or a plan of constructive cooperative action.
- Open and close the conference in prayer, if possible.

If you have any concern about meeting with a parent, ask another teacher or the administrator to sit in on the conference.

### Exams

Exams are given to the students in grades 6-9 at the end of each semester. All students are required to take exams at the end of the first semester.

Exam review packets should be handed out at least one week before the scheduled exam. **A copy of the exam, review packet, and answer key should be submitted to the office prior to exams.**

Two days prior to exams are set aside as exam review. No new information should be taught at this time.

Exams are graded as follows:

- 6<sup>th</sup> grade students: exams count as a double test grade for the current nine weeks.
- 7<sup>th</sup> grade and above: exams count as one seventh of the semester grade.

The semester grades are averaged together to obtain the year end grade.

Students in the 7<sup>th</sup> grade and above are exempt from final exams if they have an A average in the class AND have not missed more than 7 days. Final exams are bundled and submitted to the office.

### Field Trips and Van Use

Please follow the field trips as indicated in your grade level curriculum guide. For grades 6 and

up, please try to schedule one field trip for social studies, English, and science. Please fill out a field trip approval form as soon as you have planned your trip. Please wait for approval prior to announcing the trip to your students. Field trip permission slips (available in the office) must be on file before a child may attend any trip.

All fees collected for the field trip are to be receipted and submitted to the office via your deposit book.

Once your field trip has been approved, it will be placed on the calendar in the office. Van use is on a first come, first served basis, and must be coordinated with other scheduled activities (band, PE, etc.)

### **Teacher Deposit Books**

Any money collected by teachers for field trips, class projects, etc. must be receipted. When teachers are ready to make a deposit of their money, they turn in their receipt book, deposit slip, and money in envelope to the office. The receipt book will be returned to you. Money should remain locked in the teacher's desk or cabinet or brought to the office at the end of the day.

Lunch money does not have to be receipted but should be logged on the lunch form.

### **End of the Year Procedures**

During the last week:

- Collect textbooks and examine for damage. Send home notices to parents for damaged/lost books. Submit a list of students to the office who owe for damaged books.
- Place books by subject on bookshelf. Complete book inventory forms.
- Turn in copies of final exam/review sheet/answer key.
  
- Last day:
  - Review and initial report cards. Submit a copy to the office.
  - Turn in graded final exams.
  - Place all curriculum guides with books. Turn in grade books and lesson plan books to the office.
  - Turn in all exams to the office.
  - Check the office list of students whose accounts are not current for tuition or book fees. Do not distribute those report cards. Turn in those report cards to the office.
  - Clean your room completely. Safely store any items or take them home.
  - Clean your desk thoroughly.