

Tiger Academy Teacher Handbook



“Knowledge is the KEY to Success”

Ms. Teacher

2015~2016

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FOCUSp

Our Mission:

To provide the children of the north side a structured and nurturing learning environment that is focused on rigorous academic standards, character development, self-discipline, personal and social responsibility and family involvement.

Vision Statement:

Tigers Today...Leaders Tomorrow

Tiger Academy

Staff Directory

2015-2016

Name	Position/Title	Location/Office	Phone Ext.	Intercom
Charles McWhite	Principal	102	201	-
Brooke Cobbin	Assistant Principal	110	205	-
Susan Golden	Executive Director	111	202	-
Guerline Divra	School Manager	Main Office/104	203	-
Chiquita McDuffie	Receptionist	Main Office	200	-
Tonia Fuller	Math Coach	103	214	-
Jean Aikens	Reading Coach	103	227	
Jennifer Tardif	School Counselor	112	207	-
Erin Battle	ESE Teacher	115	209	0115
Cliff Harrell	Support Services Director	115	209	0115
Rita Davis	After School Programs	114	208	
Khalilah Marques	Speech and Language Pathologist	202	218	0202
Vanessa Copeland-Scott*	Pre-K	205	213	0205
Allegro DeRouen	Pre-K Teacher Assistant	205	213	0205
Jacqueline Bourne	Pre-K	209	230	0209
Yolana Sabb	Pre-K Teacher Assistant	209	230	0209
Shenita Daniels*	Kindergarten	215	210	0215
Susan Harper	Kindergarten	211	228	0211
Rodina Hughes	First	204	211	0204
Janay Milton*	First	208	223	0208
Rachel Hambleton	Second	210	212	0210
Ronnetta Howard	Second	214	227	0214
Pamela Bell	Primary Teacher Assistant	215	210	0215
Julie Haynes	Third (ELA/S.S.)	302	224	0302
Jennifer Olson	Third (Math/Science)	306	226	0306
Jasmine Granger	Fourth (ELA/S.S.)	309	217	0309
Leanne Gorman	Fourth/Fifth (Math)	305	215	0305
Bobby Rivers*	Fourth/Fifth (Science)	308	216	0308
Edward Moore	Fifth (ELA/S.S.)	311	225	0311
Darryl McClenton	Intermediate Teacher Assistant	311	225	0311
April Cotton	Reading Interventionist	208	223	0208
Jessie Didier	Math Interventionist	309	217	0309
Jacquelynn Jones	Media Clerk	Media Center	220	
Tiffany Rodriguez	Art	Resource Room	200	
Sandra Williams	Music	Resource Room	200	
Kayla Brewer*	P.E.			
Mr. Brown	Head Custodian		Conference	206
Ms. Lester	Custodian		Board	221
Ms. Commodore	Cafeteria Manager/	222	Lounge	219

***New Staff**

Florida Department of Education
Office of Professional Practices
Code of Ethics – Education Profession

6B-1.006 Principles of Professional Conduct for the Education Profession in Florida

6B-1.001 Code of Ethics of the Education Profession in Florida.

1. The educator values the worth and dignity of every person, the pursuit of truth, devotion to excellence, acquisition of knowledge, and the nurture of democratic citizenship. Essential to the achievement of these standards are the freedom to learn and to teach and the guarantee of equal opportunity for all.
2. The educator's primary professional concern will always be for the student and for the development of the student's potential. The educator will therefore strive for professional growth and will seek to exercise the best professional judgment and integrity.
3. Aware of the importance of maintaining the respect and confidence of one's colleagues, of students, of parents, and of other members of the community, the educator strives to achieve and sustain the highest degree of ethical conduct.

Specific Authority 229.053(1), 231.546(2)(b) FS. Law Implemented 231.546(2)(b) FS. History - New 3-24-65, Amended 8-9-69, Repromulgated 12-5-74, Amended 8-12-81, 7-6-82, Formerly 6B-1.01.

6B-1.006 Principles of Professional Conduct for the Education Profession in Florida.

1. The following disciplinary rule shall constitute the Principles of Professional Conduct for the Education Profession in Florida.
2. Violation of any of these principles shall subject the individual to revocation or suspension of the individual educator's certificate, or the other penalties as provided by law.
3. Obligation to the student requires that the individual:
 - a. Shall make reasonable effort to protect the student from conditions harmful to learning and/or to the student's mental and/or physical health and/or safety.
 - b. Shall not unreasonably restrain a student from independent action in pursuit of learning.
 - c. Shall not unreasonably deny a student access to diverse points of view.
 - d. Shall not intentionally suppress or distort subject matter relevant to a student's academic program.
 - e. Shall not intentionally expose a student to unnecessary embarrassment or disparagement.
 - f. Shall not intentionally violate or deny a student's legal rights.
 - g. Shall not harass or discriminate against any student on the basis of race, color, religion, sex, age, national or ethnic origin, political beliefs, marital status, handicapping condition, sexual

orientation, or social and family background and shall make reasonable effort to assure that each student is protected from harassment or discrimination.

- h. Shall not exploit a relationship with a student for personal gain or advantage.
 - i. Shall keep in confidence personally identifiable information obtained in the course of professional service, unless disclosure serves professional purposes or is required by law.
4. Obligation to the public requires that the individual:
- a. Shall take reasonable precautions to distinguish between personal views and those of any educational institution or organization with which the individual is affiliated.
 - b. Shall not intentionally distort or misrepresent facts concerning an educational matter in direct or indirect public expression.
 - c. Shall not use institutional privileges for personal gain or advantage.
 - d. Shall accept no gratuity, gift, or favor that might influence professional judgment.
 - e. Shall offer no gratuity, gift, or favor to obtain special advantages.
5. Obligation to the profession of education requires that the individual:
- a. Shall maintain honesty in all professional dealings.
 - b. Shall not on the basis of race, color, religion, sex, age, national or ethnic origin, political beliefs, marital status, handicapping condition if otherwise qualified, or social and family background deny to a colleague professional benefits or advantages or participation in any professional organization.
 - c. Shall not interfere with a colleague's exercise of political or civil rights and responsibilities.
 - d. Shall not engage in harassment or discriminatory conduct which unreasonably interferes with an individual's performance of professional or work responsibilities or with the orderly processes of education or which creates a hostile, intimidating, abusive, offensive, or oppressive environment; and, further, shall make reasonable effort to assure that each individual is protected from such harassment or discrimination.
 - e. Shall not make malicious or intentionally false statements about a colleague.
 - f. Shall not use coercive means or promise special treatment to influence professional judgments of colleagues.
 - g. Shall not misrepresent one's own professional qualifications.
 - h. Shall not submit fraudulent information on any document in connection with professional activities.
 - i. Shall not make any fraudulent statement or fail to disclose a material fact in one's own or another's application for a professional position.
 - j. Shall not withhold information regarding a position from an applicant or misrepresent an assignment or conditions of employment.
 - k. Shall provide upon the request of the certificated individual a written statement of specific reason for recommendations that lead to the denial of increments, significant changes in employment, or termination of employment.
 - l. Shall not assist entry into or continuance in the profession of any person known to be unqualified in accordance with these Principles of Professional Conduct for the Education Profession in Florida and other applicable Florida Statutes and State Board of Education Rules.
 - m. Shall self-report within forty-eight (48) hours to appropriate authorities (as determined by district) any arrests/charges involving the abuse of a child or the sale and/or possession of a controlled

substance. Such notice shall not be considered an admission of guilt nor shall such notice be admissible for any purpose in any proceeding, civil or criminal, administrative or judicial, investigatory or adjudicatory. In addition, shall self-report any conviction, finding of guilt, withholding of adjudication, commitment to a pretrial diversion program, or entering of a plea of guilty or Nolo Contendere for any criminal offense other than a minor traffic violation within forty-eight (48) hours after the final judgment. When handling sealed and expunged records disclosed under this rule, school districts shall comply with the confidentiality provisions of Sections 943.0585(4)(c) and 943.059(4)(c), Florida Statutes.

- n. Shall report to appropriate authorities any known allegation of a violation of the Florida School Code or State Board of Education Rules as defined in Section 1012.795(1), Florida Statutes.
- o. Shall seek no reprisal against any individual who has reported any allegation of a violation of the Florida School Code or State Board of Education Rules as defined in Section 1012.795(1), Florida Statutes.
- p. Shall comply with the conditions of an order of the Education Practices Commission.
- q. Shall, as the supervising administrator, cooperate with the Education Practices Commission in monitoring the probation of a subordinate.

Specific Authority 229.053(1), 231.546(2)(b) FS. Law Implemented 231.546(2), 231.28 FS. History - New 7-6-82, Amended 12-20-83, Formerly 6B-1.06, Amended 8-10-92, 12-29-98.

Teacher Expectations

2015-2016

As a Teacher/Instructional Staff Member of Tiger Academy, I am expected to:

1. Treat all parents, faculty, staff, and students with courtesy and respect.
2. Plan and deliver meaningful instruction according to the State Standards and curriculum ensuring that learning is engaging for all students.
3. Assess students in an appropriate and timely fashion and monitor the data constantly.
4. Keep accurate records, including test scores, daily attendance, and lesson plans.
5. Maintain order in my classroom using a fair, reasonable approach to discipline and to follow the school-wide discipline plan.
6. Meet with and cooperate with my grade level team mate and all other colleagues.
7. Demonstrate professional dress, good attendance, and to be punctual.
8. Participate in a PLC and book study which will enhance the instructional and organizational practices of Tiger Academy.
9. Communicate with parents (weekly newsletter), staff, and administration.
10. Conduct and initiate a minimum of two face-to-face parent conferences per year.
11. Be available to parents via cell phone Monday-Thursday until 8pm and Friday until 6pm.
12. Maintain the confidentiality of students and faculty.
13. Speak well of my school and my colleagues to the public.
14. Meet deadlines and turn requested information in on time.
15. Submit weekly lesson plans and class newsletters by Friday for the upcoming week.
16. Follow guidelines as stated in the handbook.
17. Participate in professional development opportunities.
18. Refrain from grading papers, checking emails, and other similar behaviors during faculty meetings and training sessions.
19. Silence all cellphones and other electronic devices during instructional time, staff meetings, etc.
20. Support the school's mission and vision

I can expect to:

1. Have a principal with high expectations of success.
2. Be treated with dignity, courtesy and respect by all members of the faculty, staff, and administrations.
3. Be supported in the implementation of the curriculum.
4. Be observed in my classroom on a formal and informal basis, and to receive constructive feedback regarding these observations.
5. Be supported in receiving professional development.
6. Be supported in maintaining order and discipline with my students.
7. Be supported in parent conferences.
8. Be given deadline information in a timely manner.
9. Be counseled in private regarding any concerns.
10. Be given assistance in meeting my goals.
11. Be held accountable for my actions and inactions.
12. Be listened to and receive honest feedback from my principal.
13. Work in a clean, safe and orderly environment.

The Code of Appearance

It is our belief at Tiger Academy that the faculty and staff dress code should reflect that of the professional business community. Attire should be appropriate as well as practical for performing work duties and responsibilities.

1. All staff members will adhere to the Tiger Academy Code of Appearance Monday-Friday.
2. Special dress down days will be announced.

The official staff dress code includes:

Mon/Tues/Thur:	White or Navy Blue Shirt/Blouse Khaki Slacks/Skirt OR Professional Dress
Wednesday:	Orange Tiger Academy Shirt Black Slacks/Skirt
Friday:	Tiger Academy Long or Short-sleeved Shirt Khaki Slacks/Skirt

Males are required to wear ties on Mondays.

TIGER ACADEMY

2015 - 2016 School Calendar

July				
M	T	W	R	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

August				
M	T	W	R	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

September				
M	T	W	R	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

October				
M	T	W	R	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

November				
M	T	W	R	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

December				
M	T	W	R	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

January				
M	T	W	R	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

February				
M	T	W	R	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29				

March				
M	T	W	R	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

April				
M	T	W	R	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

May				
M	T	W	R	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

June				
M	T	W	R	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

	School Closed/Holiday
	Teacher Planning Day
	K-5 First Day of School

	End of Grading Period
	School Break
	Pre-K First Day of School

	Half Day
	Parent/Teacher Conference Day
	Last Day of School

SAMPLE

Tiger Academy 3rd Grade Instructional Schedule

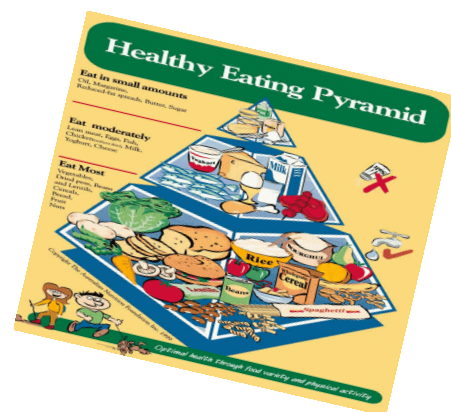
Monday	Tuesday	Wednesday	Thursday	Friday
Morning Meeting Announcements Attendance 8:00-8:30	Morning Meeting Announcements Attendance 8:00-8:30	Morning Meeting Announcements Attendance 8:00-8:30	Morning Meeting Announcements Attendance 8:00-8:30	Morning Meeting Announcements Attendance 8:00-8:30
Reading/Writing 8:30-10:30	Reading/Writing 8:30-10:30	Reading/Writing 8:30-10:30	Social Studies/Science 8:30-9:00	Reading/Writing 8:30-10:30
Social Studies 10:30-11:15	Social Studies 10:30-11:15	Social Studies 10:30-11:15	Resources Music, Art, Media 9:00-11:45	Social Studies 10:30-11:15
Recess 11:15-11:45	Recess 11:15-11:45	Guidance 11:15-11:45		Recess 11:15-11:45
Lunch 11:45-12:15	Lunch 11:45-12:15	Lunch 11:45-12:15	Lunch 11:45-12:15	Lunch 11:45-12:15
Math 12:15-2:15	Math 12:15-2:15	Math 12:15-1:20	Reading/Writing 12:15-2:15	Math 12:15-2:15
Science 2:15-3:30	Science 2:15-3:30	P.E. 1:20-2:15	Math 2:15-3:30	Science 2:15-3:30
		Math 2:15-3:00		
		Science 3:00-3:30		
Dismissal 3:30	Dismissal 3:30	Dismissal 3:30	Dismissal 3:30	Dismissal 3:30



Tiger Academy

Lunch Schedule

2015-2016



Monday-Friday

TIME	GRADE LEVEL
10:45-11:15	Bourne/Copeland-Scott (Pre-K)
11:00-11:30	Harper/Daniels (Kdg)
11:15-11:45	Milton/Hughes (1 st Grade)
11:30-12:00	Howard/Hambleton (2 nd Grade)
11:45-12:15	Granger/Gorman (4 th Grade)
11:45-12:15	Moore/Rivers (5 th Grade)
12:15-12:45	Olson/Haynes (3 rd Grade)

Tiger Academy

Resource Schedule

2015-2016



TUESDAY (PK-2nd PLCs)

Resource	8:10-8:55 PreK	9:00-9:50 1 st	9:55-10:45 1 st	11:35-12:25 K	12:30-1:20 K	1:25-2:15 2 nd	2:20-3:10 2 nd
ART	Copeland-Scott	Milton	Hughes	Daniels	Harper	Hambleton	Howard
MUSIC	Bourne	Hughes	Milton	Harper	Daniels	Howard	Hambleton

WEDNESDAY P.E. DAY PK-5th

Resource	8:10-8:45 PreK	8:50-9:40 K	9:50-10:40 1 st	11:20-12:15 3 rd	12:20-1:15 4 th	1:20-2:15 5 th	2:20-3:15 2 nd
P.E.	Bourne/ Copeland- Scott	Daniels/ Harper	Milton/ Hughes	Haynes/ Olson	Granger/ Rivers	Moore/ Rivers	Howard/ Hambleton



THURSDAY (3rd-5th PLCs)

Resource	9:00-9:55 ELA	9:55-10:50 ELA	10:50-11:45 ELA	12:45-1:40 Math/Science	1:40-2:35 Math/Science	2:35-3:30 Math/Science
ART	Haynes	Granger	Moore	Olson	Gorman	Rivers
MUSIC	Moore	Haynes	Granger	Rivers	Olson	Gorman
MEDIA	Granger	Moore	Haynes	Gorman	Rivers	Olson

Note: Primary Media will be scheduled individually. Primary school counselor sessions will be scheduled for every other week.

Tiger Academy

Bulletin Board Schedule

2015-2016

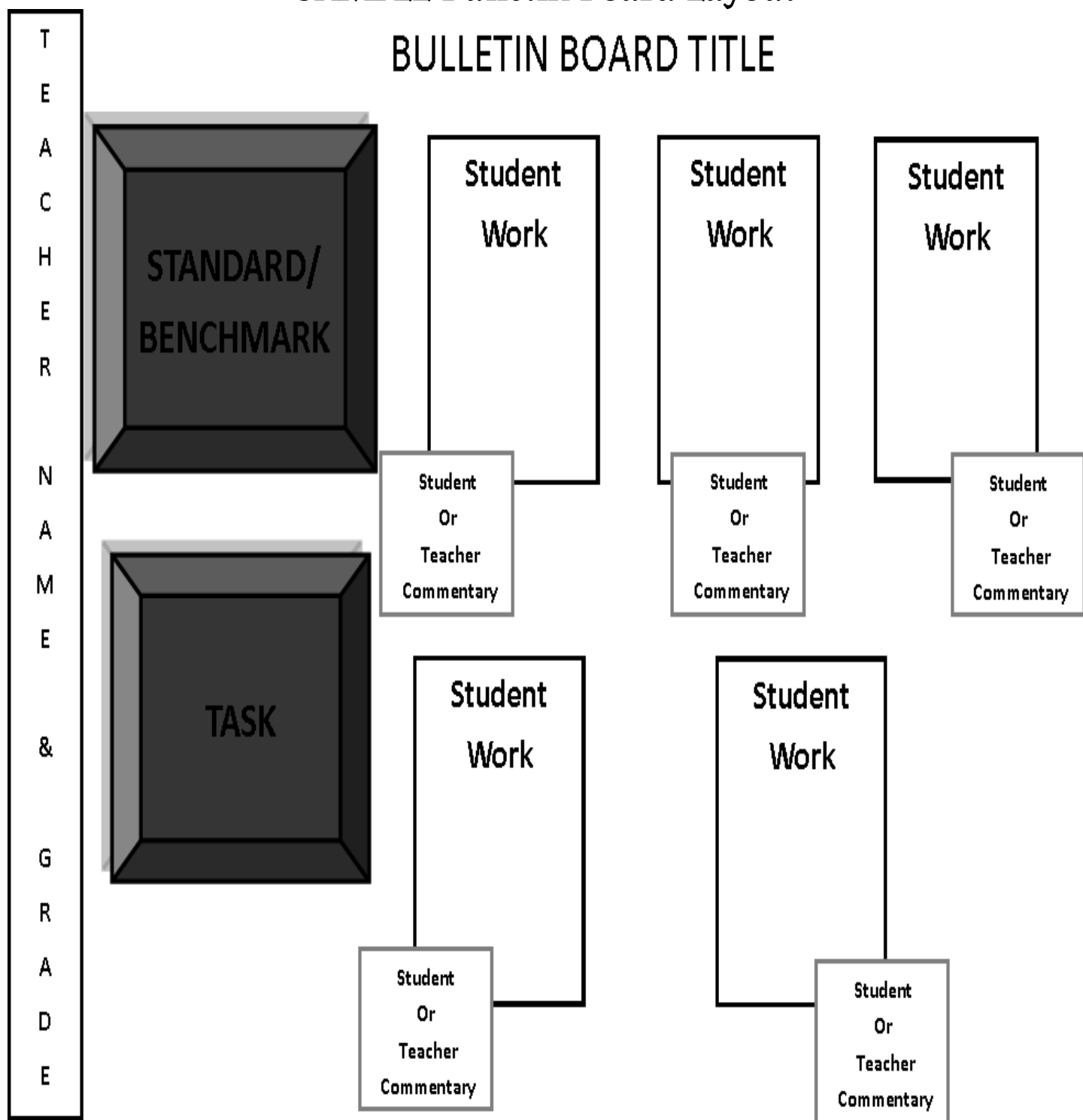
	Aug 14 th	Oct 2 nd	Nov 6 th	Dec 4 th	Feb 5 th	Mar 4 th	May 6 th	Jun 3 rd
PreK-2nd	Welcome Board	BoM	Reading	S.S.	Reading	Math	Writing	Author Study
3rd-5th ELA	Welcome Board	BoM	Reading	S.S.	Reading	Writing	Reading	Author Study
3rd-5th M/S	Welcome Board	BoM	Math	Science	Science	Math	Math	Author Study

Remember Bulletin Boards are...

- **Standards-based** and include the **Title, Task, New Florida Standard, Student Work** and teacher/student **Commentary** each month.
- Used to showcase **student work** as evidence of teaching and learning
- A display of your **creativity**
- **Attractive**
- **Aligned** with current instructional focus
- A display of **4-5 student work** samples

SAMPLE Bulletin Board Layout

BULLETIN BOARD TITLE



Tiger Academy Playground Rules

General Rules:

1. Safety first.
2. Students should be closely monitored at all times.
3. Keep hands, feet and all objects to yourself.
4. Keep the playground area clean and free of trash.
5. No food, drinks, candy or gum allowed in the play area.
6. No throwing of the mulch.
7. No running in playground area or walkway to the playground.
8. Utilize playground emergency card.

Play Structure:

1. No tag or chasing on or around the play structure equipment.
2. No jumping from play structure platforms.

Slides:

1. One student at a time.
2. All slides should be “feet first”.
3. Students must be seated on the slides. No walking or climbing up the slides.

Swings:

1. Only one person at a time is allowed on one swing.
2. Sit on the swing.
3. No jumping out while swinging.
4. No twisting or spinning on the swings.
5. No pushing of one student by another student.

See-Saw:

1. Only one person allowed on each side.
2. Students must remain seated at all times.
3. No bouncing or jumping allowed.

Playground Rule Violations & Consequences

Consequences for Playground Rule Violations that Involve Minor Issues

Minor violations and day-to-day issues that deal with following the basic rules will involve remediation with the student and supervising teacher involved and responsible at the time.

- Verbal reprimand.
- Redirection (redirect the student to act appropriately).
- Student stands in place for 3-5 minutes and is reminded to “Stop and think.”
- Student shadows the playground supervisor for a designated period of time.
- Discussion of appropriate behavior to replace inappropriate behavior (problem solving).
- Apology to another student when necessary.
- Logical and real-life consequence given for inappropriate choice of behavior. Consequence is enforced.
- Time out on the bench or wall away from others for appropriate amount of time (due to severity and frequency of violation/s).
- Student owes appropriate after-school time to adult who is on duty.
- Parent contact may be made by teacher or principal.

Consequences for Playground Rule Violations of Greater and More severe Nature OR Repeated Breaking of Minor Rules

A referral to the principal will be made for physically dangerous acts: fighting, illegal acts, overt defiance, continued willful disobedience or any behavior that causes a safety concern.

- Call parents to report their violation(s).
- Lose recess privileges and spend recess time inside for a designated time.
- Received in-school suspension, out of school suspension.

General Procedures

1. ACCIDENTS

- A. All accidents must be reported to the office immediately. The teacher's first concern is the care of the child.
- B. Complete an accident report and submit it to the office manager. This report must be submitted to the office within 24 hours of the accident. Refer to Sample Forms in your emergency kits.
- C. In the case of an accident, no matter how minor, the school should notify parents or guardians. Telephone numbers and addresses will be in Student Information Card Box in the classroom or it may be obtained from the student information cards in the front office.
- D. An accident involving a teacher must be reported to the office immediately. An employee accident report must be submitted to the principal's secretary the same day. Refer to Sample Forms in the faculty handbook.

2. ATTENDANCE RECORD in reference to the Attendance Roster for your homeroom, the information below is to be followed throughout the school year. (Adhere to FOCUS guidelines)

- A. All students have to be entered on your roster the first day they attend school in the new school year. Place an "E01" on the date the student first attends school. A student should not have anything marked on the roster until they actually enter school. If the student is not present on day one please leave blank.
- B. New students or students not listed on the roster should be listed on the space provided at the bottom of the Weekly Attendance Sheet.
- C. Attendance lists **MUST BE KEPT IN BLACK INK**. Red will be used for correcting errors.
- D. Pupils returning to school from any kind of absence are required to present a written explanation from parents or guardians according to state law. Such excuses should be dated and maintained by the teacher until the end of the current school year.
- E. Listed below are the district-wide codes that are used for the attendance roster:

A = Excused absence
U = Unexcused absence
I = In school suspension
T = Tardy
S = School related activity
O = Out of school suspension
P = Present for changing an absence or a tardy to present

F. All absences are marked as “A” excused to begin with and changed to “U” if no documentation is received by the teacher within two school days.

G. Late students must have a tardy slip from the main office to be admitted to the classroom after 8:10 a.m. All tardies will be marked on the roster by the teacher.

H. All attendance rosters must be signed by the homeroom teacher in black ink and dated to the last school day on the current roster.

I. The attendance roster (paper and/or electronic) is left blank for students who are present.

J. Students who transfer in/out during the school year will be coded by the Office Manager.

K. NEVER use whiteout on the rosters. These are audited for FTE and errors must be corrected by using a red line through the error.

L. Registers (paper and/or electronic) are legal documents and must be kept accurately by the teacher.

M. Attendance must be updated in FOCUS every morning by 9:00 a.m.

3. BULLETIN BOARDS

A. Bulletin boards are an extremely important way to communicate with students, parents, and visitors. Boards should be standards based, interesting, creative, and reflect **current** student work.

B. For a sample of a standards based bulletin board refer to the **Bulletin Board** section of the handbook.

C. Bulletin boards should be updated according to the enclosed schedule.

4. CAFETERIA/BREAKFAST & LUNCH PROCEDURES

Breakfast Procedures

A. Breakfast is served from 7:30 a.m. - 8:00 a.m. Monday through Friday.

B. Students will remain in the cafeteria until they are dismissed to go to the classroom at 7:50 a.m.

C. Students will line up and will walk quietly to class with Safety Patrols and/or adult.

D. Teach and remind students of the following cafeteria rules:

- a. The conversation level in the cafeteria is a soft – restaurant style. (Level 1)
- b. Remember to obtain all needed items when going through the line. No going back.
- c. Use good restaurant manners.
- d. Stay in your seat. Raise your hand for assistance.

f. Line up quietly at the end of breakfast when class/table is called.

Lunch Procedures

- A. Lead your class to the cafeteria at your scheduled time. Please arrive on time for drop off and pick up.
- B. In class, work on proper table manners with your students. Support the staff person providing supervision during lunch if you decide to remain.
- C. After lunch, lead your class quietly back to your room.
- D. Make sure to bring your behavior log (with a pen/pencil attached) to the cafeteria.
- E. Teach and remind students of the following cafeteria rules:
 - a. The conversation level in the cafeteria is a soft – restaurant style. (Level 1)
 - b. Enter quietly in a single file line.
 - c. Remember to obtain all needed items when going through the line. No going back.
 - d. Use good restaurant manners.
 - e. Stay in your seat. Raise your hand for assistance.
 - g. Line up quietly at the end of lunch.

5. CLINIC REFERRALS

- A. The student must bring a pass when being sent to the main office for clinic services.
- B. Students on medication must have a Medication Release form on file in the office.
- C. Students may not have any form of medication (including aspirin, cough drops, etc.) in their possession while at school. All medication must be kept and dispensed by the main office.
- D. Simple first aid may be administered when needed. In case of sickness, fever, etc., parents will be notified immediately by phone.
- E. A completed copy of the Authorization for Emergency Care form will be filed in the office for quick reference during emergencies. These forms will be provided by the office at the beginning of the school year and on enrollment of new students.

6. COMMUNICATION TO PARENTS

- A. The principal or an administrator must approve any important notices sent to parents.**
- B. Teachers are required to send home a weekly newsletter on the first day of the school week. Each grade level may send a joint newsletter. Letters may be sent electronically and/or posted to webpage. Some families may request hard copies.

C. Any correspondence to or from parents which deals with a potential problem should be brought to the principal's attention.

D. Retain all written communication from parents and keep on file until the end of the year.

E. Parent conferences may be scheduled with the principal, assistant principal and/or school counselor if deemed necessary.

F. The teacher should read important school bulletins or notices to the students. The teacher should stress to the students the importance of conveying this information to their parents/guardians. Information for parents should be placed in the students' agendas or homework folder.

G. Use agendas or homework folders as a means for daily communication.

H. Please make sure to check your voicemail, mailbox and e-mail twice daily.

7. COMPUTER CARE

A. At the end of each day, please log off all desktop computers and turn off the monitors.

C. Please submit ticket via email, phone or website to IT Support. Please report any computer problems or needs **immediately**.

D. Teachers are responsible for maintaining the cleanliness of the computer area. While the custodial staff will clean the tables, teachers should clean the tables on a weekly basis to prevent dust build up.

8. CONFERENCE GUIDELINES

A. Conferences may be held before or after school, or on planning days. All before school parent conferences must end by 7:45 a.m.

B. Teachers are **required** to have a minimum of two face-to-face conferences with each student's parents/guardians during the school year.

C. Be professional, friendly, and tactful. Conferences should be standard based. Allow the parents to express concerns and be a good listener. Develop a plan to improve academic and/or behavior difficulties. Have evidences of student's work and utilize documentation and data that you have acquired.

D. A conference regarding a student's academic difficulty should include student data and individual academic prescription. Refer to sample forms in the faculty handbook.

E. If you anticipate the parent/guardian may become belligerent, schedule the conference with the principal or guidance counselor.

F. Maintain confidentiality during conferences. **Other students should not be discussed.**

G. Document all parent conferences. Conference logs should contain: parent name, student name, date, concern and final outcome. See forms.

9. EVACUATION DRILL

A. Each teacher is required to have an **Emergency Evacuation Bag** containing the following items:

- a. Student Roster
- b. Parent/Guardian contact information
- c. Pen
- d. Pencils
- e. Clipboard
- f. Legal pad
- g. Sticky note pad
- h. Red and green sign
- i. Story books – grade level appropriate
- j. Mini-First aid kit
- k. Transportation list

B. There are three different kinds of emergency codes: Code Yellow, Code Red, and Code Green Evacuate/No return.

C. In the event of a Code Yellow the principal or other person in charge will announce over the intercom “Code Yellow.” The front office will call 911. The office will lock all outside doors and notify the Metro Office. Main office staff will call “Lock Down” on all walkie-talkies. Classroom teachers will:

- a. Lock classroom doors, but ADMIT STUDENTS
- b. If outside, remain outside and gather students until directed otherwise.
- c. Do not leave the classroom or allow students to leave.
- d. Continue instruction.
- e. Create a list of students not in class. Note late arrivals.
- f. Call office by classroom telephone intercom system, only in an emergency. No personal phone calls.
- g. Emergency team members report to designated area.
- h. Use radio for emergency communication only.

D. If it becomes necessary to secure the campus or school building in the event of unlawful trespass by an individual or group (armed or unarmed) the following lock down procedures will be conducted for a Code Red. Principal or person in charge will announce over the intercom “Code Red.” The front office will

call 911. The office will lock all outside doors and notify the Metro Office. Main office staff will call “Lock Down” on all walkie-talkies. Classroom teachers will:

- a. Lock classroom doors. **DO NOT ADMIT STUDENTS.** No one leaves the classroom. Cover door glass.
- b. If outside, remain outside. Gather students. Seek shelter at designated location. Maintain a calm environment.
- c. Document students present or absent.
- d. Students are to sit away from doors and windows.
- e. No phone calls. Use radios for emergency only.
- f. Emergency team members report to designated area.
- g. All adults who do not have immediate supervisory responsibility for students, proceed with caution to designated area.
- h. If evacuation is called, exit and follow evacuation procedures. Bring Emergency Bag and leave the door unlocked and open.
- i. If imminent danger dictates escape, exit the area via the quickest means available.

E. In the event it becomes necessary to evacuate the Campus the following procedures will be conducted. Principal or other person in charge will announce over the intercom “Code Green” or an alarm will sound. Classroom teachers will:

- a. Collect Emergency Bag. Take attendance noting situation of all students i.e. absent, clinic, restroom, etc...
- b. Line up. Admit all students returning to class. Exit the building according to the route on your map and go to the designated spot.
- c. When you arrive, hold up either the red or green sign to show if all your students are accounted for. Green means all students are present. Red indicates missing student(s).
- d. Silence is to be maintained and listen for further directions.

10. FIELD TRIPS

A. Filed trips are extensions of the curriculum and should be based on specific learning objectives. To ensure optimum benefit, students should be prepared in advance for this learning experience. After the field trip, teachers should evaluate and build on this experience.

B. All field trips must be approved, in writing, by the principal at the **beginning of each quarter** and at least **4 weeks prior** to the scheduled trip. Please make sure all appropriate forms are completed.

- a. Filed trip request
- b. Parent release
- c. Chaperone responsibilities
- d. Field trip lunch form

C. All students participating in the field trip will ride the approved mode of transportation.

D. Any money collected from students to cover field trip expenses must be receipted. It is prohibited for teachers to have more than \$40.00 in their possession. All money collected for the day must be turned in by 4:00 p.m.

E. A permission slip must be signed by the parent/guardian and on file for each child leaving school property. "Phone call permission" is not acceptable. All permission slips are to be sent to the main office prior to leaving the school grounds.

F. If a student is unable to attend a field trip, the teacher is responsible for making arrangements to place the child in another teacher's class. The teacher is also responsible for providing student work for the day. Please notify the office of the child's location. **Note: The principal or designee must approve any students not permitted to attend field trips.**

G. Only those students enrolled in your class are allowed to attend the field trip. Chaperones are not permitted to bring other children on the trip. All chaperones must complete the volunteer training, before attending a school field trip.

H. Before leaving school property, all chaperones are required to sign the Chaperone Responsibility form.

I. Teachers assume direct responsibility for the supervision of field trips. At least one adult for every ten (10) students is recommended for grades two through three. One adult to every seven (7) children is recommended for Pre-Kindergarten through first grade.

- J. The school has a responsibility to provide lunches for students on free and reduced lunch status.
- a. Make sure to include on the field trip request form if bag lunches will be needed.
 - c. Please notify the front office of any changes in the required number of bag lunches.
 - d. On the morning of the trip, students receiving a bag lunch will go to the cafeteria to pick up a bag lunch.

11. FIRE DRILLS

A. Fire drills are conducted monthly. At the sound of the alarm teachers are to evacuate all children from the building following the evacuation plan posted in the classroom.

B. Fire Drill procedure:

- a. Line students up and exit immediately following the appropriate evacuation route. Please walk. No running.
- b. Lead your students quietly in single file to the designated area facing away from the school. No talking.
- c. Bring the Emergency Bag and verify attendance and location of all students. Complete the Fire Drill Check sheet and immediately notify the supervisor of the fire drill of any missing students. Refer to sample form in faculty handbook. Once you complete attendance and your students are safe, raise your green sign. If there's any emergency raise your red sign.
- d. Maintain absolute silence.
- e. After all-clear bell rings, students quietly return to the classroom.

f. Students that are not in the classroom (such as a resource) will exit the building under the direction of the supervising teacher or adult.

C. Primary and Secondary Evacuation Plans should be posted in the classroom.

12. FIRE EXIT FROM CAFETERIA

A. Students are to immediately exit the cafeteria following the cafeteria fire exit plan. Teachers and assistants are responsible for reviewing the procedures with their class.

B. Students must not take their lunch.

13. FIRE SAFETY

A. Fire alarm boxes are located throughout the building. If a fire is detected in your area, pull the lever to activate the general alarm.

B. Fire extinguishers are located throughout the building as indicated on the Evacuation Plan (located on the wall), however the teacher's first responsibility after the alarm sounds, is to evacuate the students.

14. TORNADO DRILL

A. Tornado drills will be conducted at least once a year.

B. At the sound of the alarm:

- a. Students will immediately line up in single file and proceed to an inside hall.
- b. Students will face the inside support wall which is free of windows.
- c. Students will assume the Duck and Tuck position.
- d. Maintain absolute silence.
- e. When "all clear" is indicated, students quietly return to the room.

C. Students who are outside the building during a drill will enter the building under direction of a supervising adult and quietly assume tornado position along hallway support walls.

15. GRADE LEVEL MEETINGS/PLCs

A. Grade level meetings are to be conducted weekly according to master schedule.

B. Grade level meetings should include collaboration of lesson plans, sharing instructional strategies, reviewing data, sharing and evaluating student work and coordination of any upcoming projects, field trips or events.

C. Agenda and minutes for each PLC Meeting shall be submitted to the, Assistant Principal and Instruction Coach. (see attached forms)

16. HALLS AND RESTROOMS

- A. Students should have a destination pass while in the halls unescorted. Students must always travel in pairs. Pre-kindergarten students must always be accompanied by an adult.
- B. Students may not pass notes or collect money from teacher to teacher.
- C. Students should be encouraged to keep hands and feet off walls and to wipe feet before entering the building.
- D. Encourage children to adhere to the “Tiger Way” while in the halls. Rituals and routines for common areas should be practiced and enforced. Loud talking, yelling, running or other unruly conduct should be discouraged by any teacher in the area of the disturbance. Refer to school wide discipline plan.
- E. Teachers should supervise students while changing classes.
- F. Students should be taught that they have a responsibility to keep the restrooms neat, clean and to use bathroom supplies wisely. Teachers must supervise uncooperative students.
- G. As safety precaution, students should never be alone in hallways. Students must always travel in pairs or in three’s if leaving a student at the office. Pre-kindergarten students must always be accompanied by an adult.

17. HEALTH AND SAFETY

- A. Classroom doors are to be locked and the lights turned off when the class leaves the room.
- B. When leaving for the day, all blinds are to be drawn and closed. Please make sure all doors are locked.
- C. Report to the office any fire or safety hazards or dangerous defects in the room or on the school grounds.

18. HOME LEARNING

- A. Homework should be meaningful and on the students’ level. Homework assignments should meet the individual students’ need. New material that has not been introduced should not be assigned.
- B. Careful consideration should be given to the amount of homework. In accordance with the National PTA Guidelines, the following recommended:
 - a. Kindergarten, First and Second grade should not exceed fifteen to twenty minutes each night.
 - b. Third grade should not exceed thirty minutes.
 - c. Fourth grade should not exceed forty-five minutes.
 - d. Fifth grade should not exceed sixty minutes.

19. INTERCOM

- A. Classroom instruction will not be interrupted unnecessarily.
- B. School personnel should not disrupt the classroom involving issues that can wait until the end of the day.
- C. All calls are made by the principal and principal designee only.

20. KEYS

- A. Teachers are responsible for keeping their keys. If lost, report to the office immediately.
- B. Keys should not be given to students for locking or unlocking doors or cabinets.

21. MAILBOXES

- A. Teachers/Staff have a mailbox located in the Teachers' Lounge. Each member is responsible for checking at least twice daily for mail and announcements. The office will notify you of additional important messages. Students are not permitted in this area.
- B. Students are not permitted to transport mail for teachers.
- C. Mailboxes should be kept clear and not used for storage.

22. MAIN OFFICE

- A. The purpose of the main office is to conduct official school business.
- B. Refrain from discussing student problems while in the main office.
- C. Students should wait at the counter and not enter the main work area. Students should have a pass indicating why they have been sent to the office.

23. MEDICATION

- A. The parent/guardian must request that their child be given medication while at school and sign the liability release allowing the school to administer the medication.
- B. The parent/guardian must present a prescription container, which has the name of the medicine, correct dosage and time to be given.

C. All medicine must be kept and administered in the main office. Students are not to transport medicine. Parents must bring the medicine to the office.

D. Students are to be sent to the office with a clinic pass when it is time for their medicine.

24. PHYSICAL EDUCATION

A. All students are to participate in resource and enrichment classes.

B. Students are exempt from participation if they have an illness or injury with a note from the parent or doctor. Inform the P.E. teacher of any notes excusing the student.

C. A student will not be forced to participate, but can still accompany the class to P.E.

D. Students are to be instructed and reminded of safety rituals and routines before going outside.

25. PLAYS AND PROGRAMS

A. All teachers will accompany their students to assembly programs and remain with them. All teachers, resource and classroom, should position themselves in such a manner as to insure maximum supervision.

B. The “Tiger Way” for student behavior should be discussed prior to attending assemblies. Please include the following:

- a. Talking and mumbling
- b. Whistling
- c. Booming or other negative gestures or comments.
- d. Inappropriate laughter
- e. Entering and leaving in a quiet and orderly manner.

C. Remember to praise your students when they have used good audience manners.

26. ROOM ORDER

A. Each teacher is responsible for the neatness and appearance of their room and storage areas.

B. Student desks/tables are to be left neat and clean. The floor should be clear of notebooks, lunch boxes, etc. so the custodial staff may clean.

C. Classrooms should be neat and free of clutter with a pleasant odor.

D. Safe movement should be promoted and available at all times.

27. **RESPONSE TO INTERVENTION** - Listed below is the process for referring a student for Exceptional Student Services.

- A. Tier 1 - The foundation of scientific, research-based core instructional and behavioral methodologies, practices, and supports designed for all students.
- B. Tier 2 - Supplemental instruction and behavioral interventions targeted groups in addition to and in alignment with effective core instruction and behavioral support.

At the RTI meetings the teacher will:

- 1. Describe the problem
- 2. Share any ideas regarding the problem.
- 3. Description of desired outcome
- 4. A summary of data
- 5. A list of intervention/strategies and their outcome
- 6. A list of student's capabilities/strengths

- C. Tier 3 - Intensive instruction and behavioral interventions for individual students in addition to an in alignment with effective core instruction and behavioral support.

During Tier 3, they will be placed on the next agenda for the Multidisciplinary Referral Team (MRT) and Eligibility Determination Team (EDT), which is the new name for the Child Study Team.

28. **TEACHER/STAFF AREAS**

A. Students are not permitted in any of the teacher/staff planning areas or teacher/staff dining room at any time. **Students are prohibited from entering the teacher's lounge to retrieve mail or food from the refrigerator.**

B. Please help keep the refrigerator and microwave clean. Remove all personal items by the end of each week. The refrigerator will be cleaned each Friday.

29. **TELEPHONE**

A. Phone calls to parents from the classroom should only be made when students are not present in the room, unless it is necessary that a student speak with the parent and the call is of a disciplinary nature.

B. Teachers should check their voice mail daily. All phone messages from parents must be returned within twenty-four hours. No exception.

C. Teachers/Staff must check their email at least twice daily. Teachers must respond to parent emails within twenty-four hours

30. **TEXTBOOK POLICIES**

- A. Textbooks must be accounted for at the end of each fiscal year. Therefore, it is very important to maintain accurate textbook records.
- B. Each teacher is responsible for keeping accurate records for the textbooks issued to them.
- C. Students are to be assigned numbered/barcoded textbooks for which they are responsible. Books should be checked frequently for loss and damage. Students will be charged for lost and damaged books.



Online Teacher Resources

Main Source: <http://www.goedonline.com/101-websites-for-elementary-teachers>

www.pcboe.net/les/elderweb/hartcourtesources.htm

www.teachers.net

www.abcteach.com

www.apples4theteacher.com

www.education.com

<http://worksheetlibrary.com>

www.superteacherworksheets.com

www.starfall.com

www.raz-kids.com

www.brainpop.com

<http://freerice.com>

www.teachertube.com

<http://learni.st/category/featured#/category/featured>

www.pinterest.com

www.readwritethink.org

www.math-play.com

www.aaamath.com

www.extremescience.com

www.animal.discovery.com

www.innerbody.com

www.scholastic.com

www.padlet.com

www.reading.org

www.nctm.org

Restroom Log

[illegible]

TIGER ACADEMY

Parent / Teacher Conference Form

Student: _____

Date: _____

Parent: _____

Grade: _____

Parent Contact Information (telephone #): _____

Teacher(s) participating in conference (name and subject taught):

<i>Strengths?</i>	<i>Concerns?</i>	<i>Ideas for parent/student?</i>
<input type="checkbox"/> Asks for help <input type="checkbox"/> Attends class every day <input type="checkbox"/> Comes prepared with materials <input type="checkbox"/> Completes homework <input type="checkbox"/> Does well on tests <input type="checkbox"/> Gets along with other students <input type="checkbox"/> Has positive attitude <input type="checkbox"/> Is respectful towards adults <input type="checkbox"/> Listens well <input type="checkbox"/> Participates in class <input type="checkbox"/> Solves problems <input type="checkbox"/> Thinks creatively <input type="checkbox"/> Other: _____	<p>Student needs to:</p> <input type="checkbox"/> Attend school every day <input type="checkbox"/> Be on time to class <input type="checkbox"/> Bring all materials <input type="checkbox"/> Remain seated during class <input type="checkbox"/> Complete class work <input type="checkbox"/> Participate appropriately <input type="checkbox"/> Communicate respectfully <input type="checkbox"/> Help others as needed <input type="checkbox"/> Be positive towards learning <input type="checkbox"/> Pay attention, focus <input type="checkbox"/> Completes homework <input type="checkbox"/> Other: _____ _____ _____	<input type="checkbox"/> 8-10 hrs of sleep; alarm clock <input type="checkbox"/> Attend After-School tutorials <input type="checkbox"/> Check homework log daily <input type="checkbox"/> Clean up backpack/locker <input type="checkbox"/> Daily Progress Report <input type="checkbox"/> Enroll in an after-school program <input type="checkbox"/> Get phone #s of study buddies <input type="checkbox"/> Healthy breakfast & lunch daily <input type="checkbox"/> Obtain counseling: academic/social/emotional <input type="checkbox"/> Obtain/meet with adult mentor <input type="checkbox"/> Reward small improvements <input type="checkbox"/> Student Attendance Review Team <input type="checkbox"/> Student Success Team <input type="checkbox"/> Weekly Progress Report <input type="checkbox"/> Other: _____ _____
Comments/Notes		

Signatures

Parent/Guardian: _____

Teacher(s): _____

Student: _____

Date: _____



Tiger Academy Teacher iPad Policy

Purpose:

To define policies for teacher's use of corporate ipads.

General Policies

- Tiger Academy assigned ipads are to be used for the sole purpose of supporting education within the school. Ipads are not to be used as a personal device at home, loaned to family, or friends in any manner.
- No personal pictures, videos or music are to be loaded onto the ipad. Music and videos produced by artists require compliance through the Digital Millennium Copyright Act. Licenses are not transferrable and will put both the school and YMCA in violation.
- Be mindful of space used for classroom and training pictures/videos. The ipads have limited storage capacity. Remove old and unnecessary files regularly.
- Teachers are prohibited from downloading personal apps not related to school training. For example, games, financial etc. like - angry birds.
- No personal email accounts are to be loaded onto the ipads. Corporate email through activesync is required and shall not be removed.

Technical Support:

Technical support for corporate ipads will follow the standard IT support hours and will not override emergency or other high priority requests. If the problem cannot be resolved remotely, a scheduled visit will be made for the following day.

Scope:

Applicable to administrative staff and teachers who have been assigned YMCA corporate ipads.

Installing Apps

- 1) Teachers will be provided with the ability to download applications specific for use in lessons for the classroom or to support the overall education of the students.
- 2) Apps marked as "Free" from the Apple Store are allowed to be installed by the teachers without approval, providing they are used for educational purposes only. Apps that require payment of any amount will require authorization from the

Principal who will pay for the software through school funds. *See process below on how to request access to a paid app.*

Purchasing Paid Apps

- 1) To purchase a "Paid" app from the Apple Store, email the principal with the request and include the name, price and brief description of the app.
- 2) If approved, the principal will purchase the app using a school funded Pcard.
- 3) After approval, please create an IT Support request through <http://itsupport> so that the app can be added to the Y's software catalog.

Note: Teachers are prohibited from purchasing a paid app through their own finances.

Security Requirements

- 1) Lock screen required. Teachers are required to have a four digit lock screen code applied to their device at all times.
- 2) No rooting the operating system will be allowed on any device. For example on Apple products, termed "Jailbreak". Your device will be revoked and appropriate actions will be taken by the human resources department.
- 3) Teachers are obligated to review what applications are currently installed onto their devices frequently as well as the ones being downloaded for classroom lessons. Manual screening of applications may be initiated by the IT Department.
- 4) Teachers are prohibited from storing personal financial and medical data on the ipad.

NOTE: The IT Department reserves the right to wipe (clear the data) from the device if it becomes necessary to protect the network from harm do to malicious software or if the device has been stolen. Please contact the IT Department immediately if the device is lost or stolen. It will be reviewed for tracking and decided whether the device will need to be wiped.

Care and Handling

- 1) Keep the iPad away from areas where food items are used, such as coffee and other liquids.
- 2) The screen should be kept clean by using a soft cloth or towel.
- 3) iPads have been deployed with an OtterBox case to protect them from damage and should be kept in the case at all times.
- 4) Do not store the iPad in a vehicle and leave unattended.



FOR YOUTH DEVELOPMENT[®]
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

ADP IPAY

Through ADP, our payroll provider, you will have access to your earnings statements and W2 forms any time. To get started, log on to <http://paystatements.adp.com>.

You will need to have the following information ready:

- **Self-Service Registration Pass Code:** YMCAFL-ADPNET
This is case sensitive, so please enter in all caps.
- **Your Social Security Number**

Once you have successfully registered, you will receive a system-generated email from ADP with your user ID. Please record your user ID and password in a safe place to avoid having your password reset.

Note: All user IDs will end in **@YMCAFL**.

After you complete the registration process, you can manage your account by using the tools in the resource center through ADP. Once you have completed registration, we recommend saving this URL to your favorites list.

If you have any questions, please email your questions to adpreset@firstcoastymca.org.

Outlook Webmail

Description:

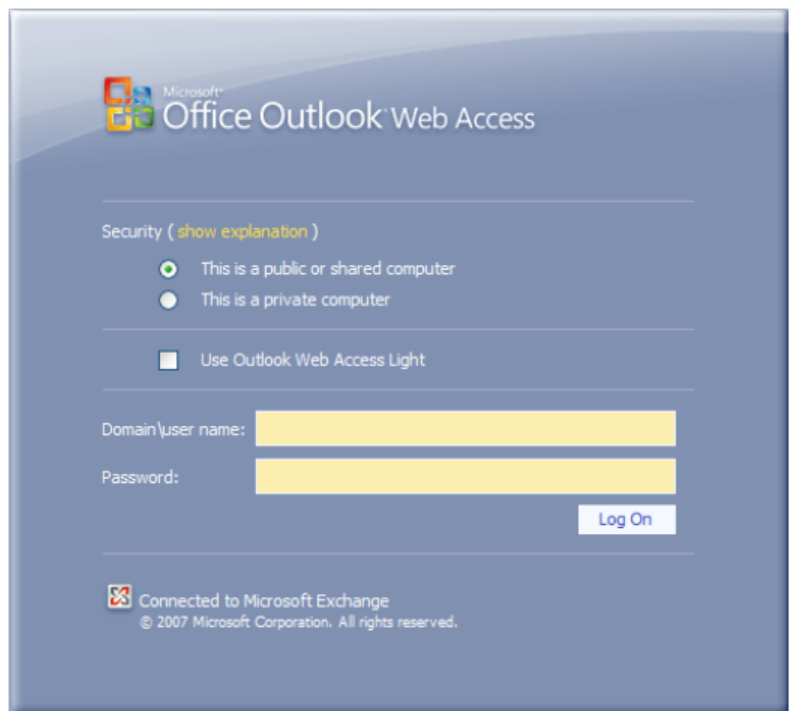
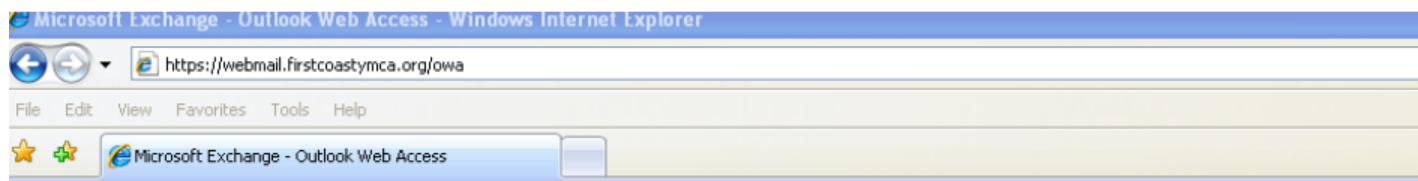
Microsoft Outlook Web Access; used for accessing the corporate email from an outside location.

Pre-Requisite:

Internet Access and a web browser such as, Internet Explorer.

Procedures 1.0

- 1) Logon to computer and open a web browser.
- 2) In the URL, type the address, <https://webmail.firstcoastymca.org/owa>



Outlook Webmail

- 3) Type in the local domain name with a backslash, "fcymca\", followed by your network userid in the Domain\username box. (See example below)

- 4) Enter your network password in the Password box.
- 5) Click the "Log On ", button to open the Outlook webmail portal.



Tiger Academy IT Policies

Software Installations

All software programs outside of approved YMCA applications will need to be approved by the principal. Upon approval, the IT Department will schedule the installation. A work order will need to be submitted through the IT Support system by the requested teacher. Please provide as much lead time as possible in order for the installation to meet your deadline.

Classroom PC's

The classroom computers are configured to log in with the default classroom user accounts. This account is comprised of the word "Classroom" plus the room number, "Classroom210", for example. These user accounts are the only user accounts supported and are specific to each classroom and cannot be used on other classroom computers.

Moving or relocating computer equipment is to be performed solely by the IT Department. A request must be submitted through the IT Support system with the details of the move.

Media Center

There are twenty computers available in the media center. When working with these computers, please use the logon account labeled for the workstation only. The user account is labeled on the monitor.

Media Center Computer Access:

User accounts: Media1 – Media20

Password: Tiger01

Internet Access

Internet service is provided to certain staff positions and is otherwise restricted. Internet viewing is content filtered according to the YMCA's Internet policy. Filtering is performed through the SonicWall firewall appliance where a user logon is required to validate the user by his/her network credentials.

- ***Teacher Internet Access***

Teachers will be provided with Internet access. (approval from the principal required). To access the Internet, visit a website such as Google and this will bring up the SonicWall firewall where you can enter your network user account and password. If the firewall logon does not come up, please enter this IP address in the address bar: 192.168.225.1



Tiger Academy IT Policies

- **Student Internet Access**

Students will only be provided with access to specific web sites that must be approved by the principal. Upon approval, the web site will be opened by the IT Department for viewing. Use only the classroom logons for the Internet when a student is using the computer. Teachers have greater access to content and could possibly allow inappropriate material to be displayed by the student.

Classroom Computer Internet Access:

Userid: classweb

Password: internet

Media Center Computer Internet Access:

Userid: mediaweb

Password: internet

If you would like for a website to be opened for the students Internet logon or your own Internet logon, please email the website address to Mr. McWhite for approval. Please allow up to twenty-four hours for the website to be opened.

Tiger Academy Lesson Plan Template

(These are just SAMPLES. You can add elements, but all elements below MUST be included in your weekly lesson plans)

Instructor:	Grade Level/Subject:	Week of:	Day(s): M T W Th F
-------------	----------------------	----------	--------------------

Instructional Focus:	
New Florida Standard(s):	Goal/Objective:
Essential Question:	
Mini-Lesson/Opening:	
Materials/Resources:	
Work Period:	
Closing/Exit Ticket:	Assessment:
Differentiated Instruction (include task, standard, focus for each group): <div style="display: flex; justify-content: space-between;"> Group 1: Group 2: </div> <div style="display: flex; justify-content: space-between;"> Group 3: Group 4: </div>	
Safety Net/Rtl:	
Lesson Reflection/Next Steps:	
Home Learning:	