**Tiger Academy**

**Teacher Handbook**





**“Knowledge is our SUPERPOWER”**

**Mr./Ms. Teacher**

**2016-2017**

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FOCUS …………………………………………………………………………………………………………………………………….?

cPALMS…………………………………………………………………………………………………………………………………..?

**Tiger Academy**

**2016-2017**

**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

2016-2017

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name** | **Position/Title** | **Location/Office** | **Phone Ext.** | **Intercom** |
| **Charles McWhite** | **Principal** | 102 | 201 | - |
| **Tumika Mondy** | **Assistant Principal** | 110 | 205 | - |
| Susan Golden | Executive Director | 111 | 202 | - |
| Guerline Divra | School Manager | Main Office/104 | 203 | - |
| Kira Montgomery | 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 |
| **Jessie Didier** | **Support Services Director** | 202 | 209 | 0115 |
| Norman Beverly | After School Programs | 114 | 208 |   |
| Khalilah Marques | Speech and Language Pathologist  | 115 | 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 |
| TBD | Pre-K Teacher Assistant | 209 | 230 | 0209 |
| Shenita Daniels | Kindergarten | 215 | 210 | 0215 |
| Susan Harper | Kindergarten | 211 | 228 | 0211 |
| April Cotton-Moore | First | 204 | 211 | 0204 |
| Janay Milton | First | 208 | 223 | 0208 |
| Rachel Hambleton | Second | 210 | 212 | 0210 |
| Perdita Wilson | Second | 214 | 227 | 0214 |
| Pamela Bell | Primary Teacher Assistant | 215 | 210 | 0215 |
| Rodina Hughes | Third (ELA/S.S.) | 302 | 224 | 0302 |
| Keisha Cornell | Third (Math/Science) | 306 | 226 | 0306 |
| Jasmine Granger | Fourth (ELA/S.S.) | 309 | 217 | 0309 |
| Leanne Gorman | Fourth/Fifth (Math) | 305 | 215 | 0305 |
| LaTonya Tookes | Fourth/Fifth (Science) | 308 | 216 | 0308 |
| Edward Moore | Fifth (ELA/S.S.) | 311 | 225 | 0311 |
| Darryl McClenton | Technology | Media Center | 220 |  |
| April Cotton | Reading Interventionist | 208 | 223 | 0208 |
| Keisha Cornell | Math Interventionist | 309 | 217 | 0309 |
| Jacquelynn Jones | Media Clerk | Media Center | 220 |  |
| Tiffany Rodriguez | Art  | Resource Room | 200 |  |
| Sandra Williams | Music | Resource Room | 200 |  |
|  |   |  |  |  |
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**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:
	1. 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.
	2. Shall not unreasonably restrain a student from independent action in pursuit of learning.
	3. Shall not unreasonably deny a student access to diverse points of view.
	4. Shall not intentionally suppress or distort subject matter relevant to a student's academic program.
	5. Shall not intentionally expose a student to unnecessary embarrassment or disparagement.
	6. Shall not intentionally violate or deny a student's legal rights.
	7. 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.
	8. Shall not exploit a relationship with a student for personal gain or advantage.
	9. 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:
	1. Shall take reasonable precautions to distinguish between personal views and those of any educational institution or organization with which the individual is affiliated.
	2. Shall not intentionally distort or misrepresent facts concerning an educational matter in direct or indirect public expression.
	3. Shall not use institutional privileges for personal gain or advantage.
	4. Shall accept no gratuity, gift, or favor that might influence professional judgment.
	5. Shall offer no gratuity, gift, or favor to obtain special advantages.
5. Obligation to the profession of education requires that the individual:
	1. Shall maintain honesty in all professional dealings.
	2. 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.
	3. Shall not interfere with a colleague's exercise of political or civil rights and responsibilities.
	4. 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.
	5. Shall not make malicious or intentionally false statements about a colleague.
	6. Shall not use coercive means or promise special treatment to influence professional judgments of colleagues.
	7. Shall not misrepresent one's own professional qualifications.
	8. Shall not submit fraudulent information on any document in connection with professional activities.
	9. 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.
	10. Shall not withhold information regarding a position from an applicant or misrepresent an assignment or conditions of employment.
	11. 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.
	12. 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.
	13. 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 Contendre 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.
	14. 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.
	15. 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 Section1012.795(1), Florida Statutes.
	16. Shall comply with the conditions of an order of the Education Practices Commission.
	17. 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**

**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 Florida 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 stored in date notebooks (assessments, groupings, etc.)
5. Keep accurate records, including: daily attendance, lesson plans, parent/teacher conference forms and contact logs.
6. Maintain order in my classroom using a fair, reasonable approach to discipline and to follow the school-wide discipline plan.
7. Meet with and cooperate with my grade level teammate and all other colleagues weekly.
8. Demonstrate professional dress, good attendance, and to be punctual.
9. Participate in a PLC and book study which will enhance the instructional and organizational practices of Tiger Academy. Follow meeting norms.
10. Communicate with parents (weekly newsletter), staff, and administration.
11. Conduct and initiate a minimum of two face-to-face parent conferences per year.
12. Be available to parents via cell phone Monday-Thursday until 8pm and Friday until 6pm.
13. Maintain the confidentiality of students and faculty.
14. Speak well of my school and my colleagues to the public.
15. Meet deadlines and turn requested information in on time.
16. Submit weekly lesson plans and class newsletters by Friday for the upcoming week.
17. Follow guidelines as stated in the handbook.
18. Participate in professional development opportunities.
19. Refrain from grading papers, checking emails, and other similar behaviors during faculty meetings and training sessions. Follow meeting norms.
20. Refrain from using cellphones and other electronic devices during instructional time and staff meetings.
21. 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/Thurs: 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** |  |
| **2016 -2017 School Calendar** |  |
| **July** |  | **August** |  | **September** |  |
| **M** | **T** | **W** | **R** | **F** |  | **M** | **T** | **W** | **R** | **F** |  | **M** | **T** | **W** | **R** | **F** |  |
|  |  |  |  | **1** |  | **1** | **2** | **3** | **4** | **5** |  |  |  |  | **1** | **2** |  |
| **4** | **5** | **6** | **7** | **8** |  | **8** | **9** | **10** | **11** | **12** |  | **5** | **6** | **7** | **8** | **9** |  |
| **11** | **12** | **13** | **14** | **15** |  | **15** | **16** | **17** | **18** | **19** |  | **12** | **13** | **14** | **15** | **16** |  |
| **18** | **19** | **20** | **21** | **22** |  | **22** | **23** | **24** | **25** | **26** |  | **19** | **20** | **21** | **22** | **23** |  |
| **25** | **26** | **27** | **28** | **29** |  | **29** | **30** | **31** |  |  |  | **26** | **27** | **28** | **29** | **30** |  |
| **October** |  | **November** |  | **December** |  |
| **M** | **T** | **W** | **R** | **F** |  | **M** | **T** | **W** | **R** | **F** |  | **M** | **T** | **W** | **R** | **F** |  |
| **3** | **4** | **5** | **6** | **7** |  |  | **1** | **2** | **3** | **4** |  |  |  |  | **1** | **2** |  |
| **10** | **11** | **12** | **13** | **14** |  | **7** | **8** | **9** | **10** | **11** |  | **5** | **6** | **7** | **8** | **9** |  |
| **17** | **18** | **19** | **20** | **21** |  | **14** | **15** | **16** | **17** | **18** |  | **12** | **13** | **14** | **15** | **16** |  |
| **24** | **25** | **26** | **27** | **28** |  | **21** | **22** | **23** | **24** | **25** |  | **19** | **20** | **21** | **22** | **23** |  |
| **31** |  |  |  |  |  | **28** | **29** | **30** |  |  |  | **26** | **27** | **28** | **29** | **30** |  |
| **January** |  | **February** |  | **March** |  |
| **M** | **T** | **W** | **R** | **F** |  | **M** | **T** | **W** | **R** | **F** |  | **M** | **T** | **W** | **R** | **F** |  |
| **2** | **3** | **4** | **5** | **6** |  |  |  | **1** | **2** | **3** |  |  |  | **1** | **2** | **3** |  |
| **9** | **10** | **11** | **12** | **13** |  | **6** | **7** | **8** | **9** | **10** |  | **6** | **7** | **8** | **9** | **10** |  |
| **16** | **17** | **18** | **19** | **20** |  | **13** | **14** | **15** | **16** | **17** |  | **13** | **14** | **15** | **16** | **17** |  |
| **23** | **24** | **25** | **26** | **27** |  | **20** | **21** | **22** | **23** | **24** |  | **20** | **21** | **22** | **23** | **24** |  |
| **30** | **31** |  |  |  |  | **27** | **28** |  |  |  |  | **27** | **28** | **29** | **30** | **31** |  |
| **April** |  | **May** |  | **June** |  |
| **M** | **T** | **W** | **R** | **F** |  | **M** | **T** | **W** | **R** | **F** |  | **M** | **T** | **W** | **R** | **F** |  |
| **3** | **4** | **5** | **6** | **7** |  | **1** | **2** | **3** | **4** | **5** |  |  |  |  | **1** | **2** |  |
| **10** | **11** | **12** | **13** | **14** |  | **8** | **9** | **10** | **11** | **12** |  | **5** | **6** | **7** | **8** | **9** |  |
| **17** | **18** | **19** | **20** | **21** |  | **15** | **16** | **17** | **18** | **19** |  | **12** | **13** | **14** | **15** | **16** |  |
| **24** | **25** | **26** | **27** | **28** |  | **22** | **23** | **24** | **25** | **26** |  | **19** | **20** | **21** | **22** | **23** |  |
|  |  |  |  |  |  | **29** | **30** | **31** |  |  |  | **26** | **27** | **28** | **29** | **30** |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|   | School Closed/Holiday |   | End of Grading Period |  |  | Half Day |  |
|   | Teacher Planning Day |   | School Break |  |   | Pre-K Last Day of School |
|   | K-5 First Day of School |   | Pre-K First Day of School |   | Last Day of School |  |

**Tiger Academy**

Lunch Schedule

2016-2017

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/Mrs. Moore (1 Grade) |
| 11:30-12:00 | Wilson/Hambleton (2nd Grade) |
| 11:45-12:15 | Granger/Gorman (4th Grade) |
| 12:00-12:30 | Mr. Moore/Tookes (5th Grade) |
| 12:15-12:45 | Olson/Hughes (3rd Grade) |

**Tiger Academy**

Resource Schedule

2016-2017

TUESDAY (PK-2nd PLCs) 

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

WEDNESDAY P.E. DAY PK-5th

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Resource** | **8:10-8:45****PreK** | **8:50-9:40****K** | **9:50-10:40****1st**  | **11:20-12:15****3rd**  | **12:20-1:15****4th**  | **1:20-2:15****5th**  | **2:20-3:15****2nd**  |
| **P.E.** | Bourne/Copeland-Scott | Daniels/Harper | Milton/Cotton-Moore | Hughes/Cornell | Granger/Tookes | Moore/Tookes | Wilson/Hambleton |

THURSDAY (3rd-5th PLCs)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Resource** | **9:00-9:55****Math/Science** | **9:55-10:50****Math/Science** | **10:50-11:45****Math/Science** | **12:45-1:40****ELA** | **1:40-2:35****ELA** | **2:35-3:30****ELA** |
| **ART** | Cornell | Gorman | Tookes | Hughes | Granger | Moore |
| **MUSIC** | Tookes | Cornell | Gorman | Moore | Hughes | Granger |
| **MEDIA** | Gorman | Tookes | Cornell | Granger | Moore | Hughes |

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

**Tiger Academy**

Bulletin Board Schedule

2016-2017

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Aug 10th**  | **Sept 9th** | **Oct 20th**  | **Dec 2nd** | **Jan 20th**  | **Feb 24th**  | **April 28th**  | **Jun 2nd**  |
|  **PreK-2nd**  | WelcomeBoard | BoM | Reading | Math | Writing | Reading | Math | Author Study |
|  **3rd-5th ELA** | WelcomeBoard | BoM | Reading | S.S. | Writing | Reading | Writing | Author Study |
| **3rd-5th M/S** | WelcomeBoard | BoM | Math | Science | Math | Science | Math  | Author Study |

Remember Bulletin Boards are…

* **Standards-based** and include the **Title, Task, New Florida Standard, Student Work** andteacher/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**

**Tiger Academy Procedures and Protocols for School-Wide Activities**

**Before School Procedures and Protocols**

Goal: The students will enter the building in a quiet and safe manner.

Responsible Before School Behavior:

* Students that arrive prior to 7:30 AND are enrolled in BAS, should report to the Media/Library. Parents must sign their children in.
* BAS leaders should not allow students to walk the hallways without adult supervision.
* Students arriving prior to 7:30 that are not in BAS should not be permitted to come through the media center.
* Students should not be dropped off before 7:30 A.M, unless they are in BAS.
* ALL students should report to the cafeteria. Students should not wait in the hall for the bell to ring, but go directly to the cafeteria.
* Students should follow CHAMPS hallway expectations.
* Students eating breakfast should report to the cafeteria and be seated at their assigned table. Ms. Bell will call one table at a time for students to line up for breakfast.
* Students will sit three to a bench.
* All students will be at a Voice level 1 sitting on their bottoms in a straight line facing forward. When the bell rings, all students will go to a voice level 0.
* At 7:50, Staff member will dismiss students. On Mon., Wed., Thurs., and Fri. intermediate students will be dismissed first. On Tuesdays primary students will be dismissed first. Ms. Hughes will assign Safety Patrol students to walk all kindergarten, first and second grade students back to class (1 or 2 per primary class).
* A Safety Patrol student will walk intermediate students to the double doors of the main building.
* Intermediate students will walk to class on a level 0 in the hallway.
* After 8:10 A.M. bell, students brought into the front office will get a tardy slip from the office.

Consequences for Infractions:

* Verbal warning
* Positive practice
* For serious infractions, contact the child’s classroom teacher

Encouragement Procedures:

* Positive Praise
* High Five for the class!!!

Supervision Responsibilities:

* Morning duty staff members report to hallway at 7:30 A.M; All staff will enforce CHAMPS expectations.

**Tiger Academy Procedures and Protocols for School-Wide Activities**

**Afterschool Procedures and Protocols**

**Goal**: The hallways of Tiger Academy will be safe, orderly and quiet.

Primary Dismissal Procedures

* ***3:10*** – Afterschool staff is in place in the hallway waiting on their students to be dismissed.
* ***3:15*** – Ms. Montgomery announces for PK-2 after school students to be dismissed.  Also at 3:15, safety patrols are to be dismissed to their assigned posts (Mr. Moore & Ms. Tookes)
* ***3:15*** – All BAS students are released to the group leaders in the hallway.  Students should know their group leader and who will be picking them up.  All afterschool students will line up at the front of the hallway by the next to their classrooms.
* **3:20**- All Classroom teachers will escort car riders to the front of the building.

Intermediate Dismissal Procedures

* ***3:10*** - Mr. McClenton or Ms. Lester will make sure the back gates are open.  Mr. McClenton will be responsible for maintaining order in the back.
* ***3:15*** – Ms. Montgomery announces for PK-2 after school students to be dismissed.  Also at 3:15, safety patrols are to be dismissed to their assigned posts (Mr. Moore & Ms. Tookes)
* ***3:20*** – Afterschool staff is in place in the hallway waiting on their students to be dismissed.
* ***3:25*** – All BAS students are released to the group leaders in the hallway.  Students should know their group leader and who will be picking them up.  All afterschool students will line up at the front of the hallway by the water fountain.

***It is important that students are released on time. Make sure that you begin your clean up/dismissal procedures in enough time to be ready to release those students promptly at 3:25.***

* ***3:30*** – All car riders are dismissed. One 3rd & one 4th grade teacher should walk their grade level out to the car rider area.  **One teacher from each grade level (3rd, 4th, & 5th) is responsible for walking the afterschool group to the cafeteria with the afterschool leaders.  The other teacher is responsible for walking the grade level car riders out.**
* The 5th grade car riders will remain in one of the teachers’ classes (the one who is not walking with the afterschool group).  We will give that teacher a walkie-talkie so that he can be notified when it is time to send a student outside.
* ***3:50*** (or when cars are gone) Mr. McClenton (or designees) lock the gate so and ensure no students are left outside.

Responsible After School Behavior

Students will be expected:

* Students will line up in the hallway at the 3:15 (Primary) and 3:30 (Intermediate)
* Voice level 0
* Single, Silent, and Straight‐ on the right hand side of the hallway.
* Hands, feet and objects to self.
* Students will respond to all staff requests.
* Unsupervised students will NOT return to the classroom after being dismissed by their teacher

Consequences for Hallway Behavior When a student misbehaves, staff will calmly redirect in a positive manner.

* Verbal reminder
* Eye contact
* Positive practice

Encouragement Procedures: Staff will consistently encourage correct hallway procedures through positive interactions.

* Positive praise
* Modeling expected behavior
* Bring attention to students displaying correct behavior
* High Five for the class!!!

Teacher Responsibility

All staff will take on the responsibility of:

* Being on time
* Having students lined up in the hall for first bell dismissal at 3:15 (Primary) and 3:30 (Intermediate)
* Escort students to your duty area
* Stay at your duty assignment until all students have been picked up
* Enforce CHAMP expectations and Tiger Academy procedure rules for all students

**Tiger Academy Procedures and Protocols for School-Wide Activities**

**Hallway Procedures and Protocols**

Goal: The hallways of Tiger Academy will be safe, orderly, and quiet to be respectful of others.

Responsible hallway behavior:

* Straight line on the right side of the hallway.
* Voice level 0.
* Eyes facing forward.
* Hands, feet and objects to self (not on bulletin boards).
* Students will respond to all staff requests.
* Students will walk single, silent, and straight.

Consequences for infractions:

* When a student misbehaves, staff will calmly redirect in a positive manner.
* Verbal reminder.
* Eye contact.
* Positive practice.
* Ask to state expectation.  Are they following it?  Can you show me the correct procedure?

Encouragement Procedures:

* Staff will consistently encourage correct hallway procedures through positive interactions.
* Positive praise for on‐task students.
* Modeling (ex. Pictures of students walking correctly).
* Principal/AP will write a positive note of encouragement.
* High Five for the class!!!

Teacher Responsibility:

* Teachers will model and practice with students.
* Teacher should be with group at all times actively monitoring.
* Teachers will have level 1 learning activities ready for students when waiting in the hallway.

**Tiger Academy Procedures and Protocols for School-Wide Activities**

**INDOOR/OUTDOOR RESTROOM Procedures and Protocols**

Goal: The restroom of Tiger Academy will be quiet, safe and clean so that students will not disturb others.

Responsible restroom behavior:

* Go, flush, wash, leave
* One to a stall
* Do not take writing tools (pencils, pens, markers, etc.) to bathroom
* Voice Level 0
* Wait against the wall (intermediate hallway); Wait in straight and quiet line in hallway (outdoor restroom)
* 1 push of soap & 1 time under hand air dryer

Consequences for infractions:

* When a student is inappropriate in the restroom the staff will:
* Use a verbal reminder
* Ask student to state expectation. Then ask, are you following the expectation?

Encouragement Procedures:

* Staff will consistently encourage correct restroom procedures through:
	+ Positive praise
	+ High Five for the class!!!

Teacher Responsibility:

* State clear expectations and enforce CHAMPS.
* Model and practice.
* Positive praise and redirection.
* Repeat steps as needed.

**Tiger Academy Procedures and Protocols for School-Wide Activities**

**Assembly Procedures and Protocols**

**Goal:**  Tiger Academy student will demonstrate respectful behavior during assemblies by listening.

Responsible Assembly Behavior

Students will be expected to:

* Maintain a voice level 1 while entering and exiting the assembly area
* Follow teacher or presenter directions
* Sit still in straight rows, feet on floor and hands in lap
* Keep all body parts to themselves
* Clap, talk and cheer only at appropriate times (positive cheer only)
* At the end of assembly, remain seated until the teacher gives exit instructions

Consequences for Assembly Misbehavior

* Give nonverbal warning
* Give a quiet, verbal warning
* Move student next to teacher
* Quietly remove the student from the assembly

Encouragement Procedures

* Once in the classroom, teacher will celebrate specific positive behaviors demonstrated during the assembly
* Tiger Bucks and/or Class Dojo Pts. for most well behaved girl and most well behaved boy
* High Five for the class!!!

Supervision Responsibilities

* All faculty and staff should attend every school wide assembly unless prior arrangements have been made with administration
* Model appropriate behavior for students

Teacher Responsibility

* Teachers should be strategically placed in order to monitor student behavior
* After each assembly, teachers will discuss student behavior and conduct at the assembly

**Tiger Academy Procedures and Protocols for School-Wide Activities**

**Cafeteria Procedures and Protocols**

Goal:  The Tiger Academy cafeteria will be a safe, orderly, and clean environment where students can enjoy their lunch.

Responsible cafeteria behavior:

* Students will walk in a straight line on the blue line following cafeteria “traffic” while entering and exiting the cafeteria.
* Students will use a level 0 voice while in the cafeteria kitchen.
* Students will raise hands for help if needed. They may not get out of their seat without permission.
* Students are responsible for getting everything they need before sitting down.
* Students will sit three to a bench at their tables facing forward.
* Students will converse only with their table mates at a voice level 1.
* Students will clean up their trash and clear tables before they are dismissed from the cafeteria.
* Monitors will collect trash and wipe down tables.
* Ms. Bell will dismiss one class at a time. Students will line up in a straight line facing main building at a level 0 while waiting for their teacher to pick up the class.

Consequences for infractions:

* Students will receive verbal reminders of expected behavior.
* Students who are not following expectations will receive positive practice of expected behaviors.
* Monitors will report infractions to classroom teachers.
* Students will receive lunch by themselves if they consistently fail to follow expectations.
* Continued infractions will result in assigned seating for the class.

Positive Reinforcement:

* Monitors will encourage students to follow CHAMPS expectations.
* Monitors will verbally praise students who are following expectations.
* Monitors will model expected cafeteria behavior.
* Students who are following expectations will receive positive attention for their behavior.
* High Five for the class!!!

Teacher Responsibility:

* Teachers will drop students off on time and pick students up on time.
* All classroom teachers will practice cafeteria procedures at the beginning of school and after every break throughout the year.
* Teachers need to prepare for lunch before scheduled lunch time, by allowing students to use the restroom prior to entering the cafeteria.
* Teachers will ensure that students have: lunches, lunch cards, and money prior to entering the cafeteria.
* Teachers will escort the students at their designated time into the cafeteria and remain with them until the last student has entered the cafeteria.
* All staff will enforce Cafeteria CHAMPS procedures.

**Tiger Academy Procedures and Protocols for School-Wide Activities**

**Media Lab Procedures and Protocols**

Goal: The media lab/library at Tiger Academy will be used respectfully and maintained in an orderly manner.

Responsible Media Lab Behavior

* Students will enter at a voice level “0” to hear instructions.
* Students will sit at assigned seat.
* Students will wait for instructions before touching the equipment.
* Students will ask a peer for help.
* Students will use their appropriate log‐on for computer access.
* Students understand that all Internet searching sites must be approved by their teacher before they begin a search.
* Students will hold a voice level “1” while in the computer lab.
* Students will not change screen settings on any computer.
* Students will log‐off computers when leaving the computer lab.
* Students will return headphones, keyboards, and the mouse to their appropriate places.
* Students will push in their chair and stand behind it quietly as they wait for dismissal procedures from their teacher.

Consequences for infractions:

* Teacher will redirect the student in a positive manner.
* Teacher will provide a verbal reminder.
* Teacher will give eye contact.
* Teacher will model positive practice.
* Teacher will ask student to state expectations, “Are you following these?” “Can you show me the correct procedure?”
* If student does not meet computer lab expectations, teacher will determine when loss of privilege occurs.

Encouragement Procedures

* Teacher will remind students of expectations before going to computer lab.
* Individual encouragement will be given through teacher monitor.
* Teacher will notify students of time remaining for computer use.
* Teacher will provide a signal for students to begin log‐off procedures so they may be completed in a timely manner according to expectations.
* Visual reminders in the form of posters and pictures will be on display in the computer lab for student reference.
* Positive praise will be given when check marks earned on the class check out chart.

**Tiger Academy Procedures and Protocols for School-Wide Activities**

**Playground Procedures and Protocols**

Goal: The playground of Tiger Academy will be monitored and safe for all students.

Responsible Playground Behavior

* No rough play (fighting, kicking, pushing, ie: general “rough housing”)
* Students will play within view of staff and away from garden and muddy areas.
* Students will leave rocks and wood chips on the ground.
* Students will use playground equipment properly.
* Students will line up when their teacher calls.

Consequences for Playground Behavior

* Verbal Reminder
* Eye contact
* 1st Incident: walk for 5 minutes. After walking, student will have a brief discussion with teacher acknowledging behavior
* 2nd Incident: teacher selected consequence

Encouragement Procedures

* Verbal Praise
* Modeling (ex. Pictures of students using playground correctly)
* Positive notes from Administration or other staff
* High Five for the class!!!

Teacher Responsibility

* Teachers will actively monitor all students on the playground; circulate all areas
* Teachers will enforce CHAMPS expectations

**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

1. Breakfast is served from 7:30 a.m. - 8:00 a.m. Monday through Friday.
2. Students will remain in the cafeteria until they are dismissed to go to the classroom at 7:50 a.m.
3. Students will line up and will walk quietly to class with Safety Patrols and/or and adult.
4. 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

1. 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.

1. 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. COMUPTER CARE

1. 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.

1. 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 no 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.

1. 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

1. 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. Booing 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.

1. 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.
2. Classrooms should be neat and free of clutter with a pleasant odor.
3. 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.

**![C:\Documents and Settings\dparker\Local Settings\Temporary Internet Files\Content.IE5\SCLXFHWR\MP900405386[1].jpg]()**![C:\Documents and Settings\dparker\Local Settings\Temporary Internet Files\Content.IE5\OOZ9Q7TR\MC900290124[1].wmf]()

**Online Teacher Resources**

**Main Source:** [**http://www.goedonline.com/101-websites-for-elementary-teachers**](http://www.goedonline.com/101-websites-for-elementary-teachers)

[**www.pcboe.net/les/elderweb/hartcourtresources.htm**](http://www.pcboe.net/les/elderweb/hartcourtresources.htm)

[**www.teachers.net**](http://www.teachers.net) **www.animal.discovery.com**

[**www.abcteach.com**](http://www.abcteach.com)[**www.innerbody.com**](http://www.innerbody.com)

[**www.apples4theteacher.com**](http://www.apples4theteacher.com) **www.scholastic.om**

[**www.education.com**](http://www.education.com) **www.padlet.com**

[**http://worksheetlibrary.com**](http://worksheetlibrary.com)[**www.reading**](http://www.reading)**.com**

[**www.superteacherworksheets.com**](http://www.superteacherworksheets.com) **www.nctm.com**

[**www.starfall.com**](http://www.starfall.com) **www.code.org**

[**www.raz-kids.com**](http://www.raz-kids.com) **www.teachingchannel.org**

[**www.brainpop.com**](http://www.brainpop.com)

[**http://freerice.com**](http://freerice.com)

[**www.teachertube.com**](http://www.teachertube.com)

[**http://learni.st/category/featured#/category/featured**](http://learni.st/category/featured#/category/featured)

[**www.pinterest.com**](http://www.pinterest.com)

[**www.readwritethink.org**](http://www.readwritethink.org)

[**www.math-play.com**](http://www.math-play.com)

[**www.aaamath.com**](http://www.aaamath.com)

[**www.extremescience.com**](http://www.extremescience.com)

 ***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.

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* ****



**SAMPLE**

**Tiger Academy**

**3rd Grade Instructional Schedule**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** |
| Morning MeetingAnnouncementsAttendance8:00-8:30 | Morning MeetingAnnouncementsAttendance8:00-8:30 | Morning MeetingAnnouncementsAttendance8:00-8:30 | Morning MeetingAnnouncementsAttendance8:00-8:30 | Morning MeetingAnnouncementsAttendance8:00-8:30 |
| Reading/Writing8:30-10:30 | Reading/Writing8:30-10:30 | Reading/Writing8:30-10:30 | Social Studies/Science8:30-9:00 | Reading/Writing8:30-10:30 |
| Social Studies10:30-11:15 | Social Studies10:30-11:15 | Social Studies10:30-11:15 | ResourcesMusic, Art, Media9:00-11:45 | Social Studies10:30-11:15 |
| Recess11:15-11:45 | Recess11:15-11:45 | Guidance11:15-11:45 | Recess11:15-11:45 |
| Lunch11:45-12:15 | Lunch11:45-12:15 | Lunch11:45-12:15 | Lunch11:45-12:15 | Lunch11:45-12:15 |
| Math12:15-2:15 | Math12:15-2:15 | Math12:15-1:20 | Reading/Writing12:15-2:15 | Math12:15-2:15 |
| Science2:15-3:30 | Science2:15-3:30 | P.E.1:20-2:15 | Math2:15-3:30 | Science2:15-3:30 |
| Math2:15-3:00 |
| Science3:00-3:30 |
| Dismissal3:30 | Dismissal3:30 | Dismissal3:30 | Dismissal3:30 | Dismissal3:30 |

**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):**Group 1: Group 2:Group 3: Group 4: |
| **Safety Net/RtI:** |
| **Lesson Reflection/Next Steps:** |
| **Home Learning:** |

Restroom Log

Name Date Time

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**TIGER ACADEMY**

**Parent / Teacher Conference Form**

**Student: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Parent: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Grade: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Parent Contact Information (telephone #): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |
| --- | --- | --- |
| ***Strengths?*** | ***Concerns?*** | ***Ideas for parent/student?*** |
| * Asks for help
* Attends class every day
* Comes prepared with materials
* Completes homework
* Does well on tests
* Gets along with other students
* Has positive attitude
* Is respectful towards adults
* Listens well
* Participates in class
* Solves problems
* Thinks creatively
* Other:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Student needs to:* + Attend school every day
	+ Be on time to class
	+ Bring all materials
	+ Remain seated during class
	+ Complete class work
	+ Participate appropriately
	+ Communicate respectfully
	+ Help others as needed
	+ Be positive towards learning
	+ Pay attention, focus
	+ Completes homework
	+ Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | * 8-10 hrs of sleep; alarm clock
* Attend After-School tutorials
* Check homework log daily
* Clean up backpack/locker
* Daily Progress Report
* Enroll in an after-school program
* Get phone #s of study buddies
* Healthy breakfast & lunch daily
* Obtain counseling: academic/ social/emotional
* Obtain/meet with adult mentor
* Reward small improvements
* Student Attendance Review Team
* Student Success Team
* Weekly Progress Report
* Other:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**Comments/Notes**

**Signatures**

**Parent/Guardian: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Teacher(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Student: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**