



***COLEGIO INTERNACIONAL
PUERTO LA CRUZ***

TEACHER HANDBOOK

2007-2008

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Accident Procedures

Immediately contact the school doctor/nurse or nearest administrator in case of an accident. The Principal or Health Office will call parents if an accident occurs. In addition, the Health Office will complete an accident report with the Teacher and Principal advised of the final report.

Advanced Placement Grading Scale

For AP courses, CIPLC acknowledges the college-level requirements of these courses in terms of difficulty level, amount of additional work, and faster coverage of material. As a result, AP courses are weighted on a 5.0 GPA scale rather than on the standard 4.0 scale. Teachers are to submit their marks as usual for the course, and the computer system will automatically recalculate the weighting on a 5.0 scale.

Advisors/Sponsors/Coaches: Procedures and Guidelines

Check with the Principal concerning the calendar and any special rules or regulations for all activities and functions.

Make sure all permission slips, student passport or cedula numbers, and home and business phones are recorded if a trip is involved in the activity. Rosters for trips should include the student's name, cedula /passport number, and home phone number for use in the event of an accident. The faculty members on the trip should each have a copy of this information. Make sure to check with the Activities Director about the required paperwork for these types of trips.

Ensure that all students abide by CIPLC rules, which are applicable to the activity or event. (i.e., no alcoholic beverages, no smoking, etc.). Those students who break rules or who are behavior problems should be reported to the Principal at the end of the activity. In the event of a serious infraction, the advisor should call an Administrator immediately. In extreme circumstances, the Administrator and Advisor may decide to send a student home at the parent's expense.

Oversee the work of the various student committees that are required for various functions (i.e., clean-up committee for dances, decorations committee, etc.).

Ensure that if the function causes students to miss normal school transportation, each student has transportation home.

Students traveling to functions on school-supplied transportation must return to school by the same means, unless prior arrangements and written parent permission are arranged.

Make sure that all checks for activity expenses are secured well in advance of the time they are needed. The Administration will assist in this responsibility. Checks or cash should be requested in writing at least two weeks prior to the day the funds are needed. Those requests should be submitted on the form provided with appropriate signatures.

Be sure that planned activities are scheduled and entered on the Master Calendar and that changes are cleared immediately with the Administration.

Check on all school equipment, furniture, and keys used for an activity to be sure that they are safely stored after the activity. Report any lost or damaged materials the next regular school day. (Be sure to check on availability of keys needed well advance of the function.)

Class sponsors and club advisors are responsible for signing all requests for money, activities, and general announcements.

In the event a student is seriously injured while participating in an activity or trip, the faculty member in charge is responsible for contacting the parents of the injured student, getting the student to a doctor or clinic, and staying with the student until a parent arrives or other arrangements are made. A written report of the accident is to be filed with the Principal as soon as possible, but no later than 24 hours after the accident.

Chaperones for activities requiring transportation should evenly distribute themselves among the vehicles in order to effectively control the behavior of students.

After-School Help Sessions

Each teacher needs to offer an extra-help sessions at least once per week and should inform students and post the day and time of these weekly after-school sessions.

Appearance and Work Attire

Staff members set an example for students in terms of appropriate grooming and attire. The school is a place of business and the appearance of adults employed by the school should reflect an attitude of professionalism and pride in the teaching profession. Staff members can only wear jeans on Spirit Fridays if they also wear a school shirt with the CIPLC logo. All other days of the week should be “smart casual” at a minimum. Please refer to the Student-Parent Handbook for CIPLC’s student dress code and the standards that apply to them.

Attendance Guidelines for Students

Student absences from class are to be recorded by the teachers during the period. The absence policy at CIPLC is explained in detail in the CIPLC Parent / Student Handbook. Please refer to that section for information. If there are any questions, consult with the Principal.

Skipping Class: If a student skips your class, the Principal should be informed immediately.

Requests for a Student Absence: Except for unusual circumstances, teachers should not keep students in their classes after the bells rings to signal the passing period. Teacher should check with their colleagues in advance to arrange for an expected delay. The Principal should be informed if students are consistently arriving late from another teacher’s class.

Tardy to Class: Students are allowed a maximum of 5 minutes of passing time between classes. Continual student tardiness to classes should not be allowed. After three tardies to class, teachers should assign the student a detention.

Bus Service and Late Arrivals

CIPLC’s contracted bus service provides transportation to students on a daily basis, before and after school. In addition, a number of buses are on call throughout the school day for field trips or other school needs. Even with the best bus service, we can expect delays or mechanical problems from time to time. The following are some guidelines that may help when unusual circumstances arise.

Buses late to school:

The office will help inform staff which bus is running late.

A bus that is present will be sent to the area which the late-running bus services.

The office will contact the manager of the bus service to report the bus being late.

If a bus is running unusually late, parents on the route may be notified individually by telephone beginning with the last student to be picked up.

Buses not reporting to school for the afternoon run:

A teacher or Administrator will stay to supervise the students.

The bus company will be contacted.

Student’s parents will be contacted when there is a delay of more than 15 minutes.

If parents arrive to pick up their own children and request to deliver other children to their homes, the school must keep a written record of the driver and the children. A telephone call to their home will avoid parents driving to school to find that their children have already been taken home.

Classroom Management

A well-organized and neat learning environment assists in maintaining classroom control. Insist that students meet your expectations for optimum learning and that they comply with the school regulations. Students should clearly understand that first and foremost you are their teacher. From the beginning, insist on your appropriate title. Permitting students to address you informally can undermine your authority as a professional teacher.

Class Schedule

Classes begin at 8:00 a.m., and students are dismissed at 3:00 p.m. MS/HS students have a 15-minute morning break, and Elementary students have a 20-minute recess. MS/HS classes follow a modified block schedule with four 80-minute blocks each day for a total of 8 classes over a two-day period (A Day and B Day) and a 35-minute Advisory Period daily. Students are allowed a maximum of 5 minutes of passing period between classes.

Co-Curricular Assignments and Stipends

A successful school requires teacher participation in co-curricular assignments. Each teacher is required to sponsor at least one activity per school year. This activity needs to run a minimum of 9 weeks for a minimum of 1.5 hours each week. After completing their one (1) required activity, teachers receive a stipend for additional after-school activities assignments. Please check with the Activities Director for the stipend pay for additional activities work. We encourage you to share your special talents with us.

Cumulative Records

Cumulative records are not to be taken out of the office files overnight. A checkout sheet is on the Registrar's door for authorized staff to sign when these records are taken from office files.

By the third week of each new school year, teachers should check cumulative records with their class roll and list the names of any students without a cumulative record, or one that is incomplete. This list should be submitted to the Principal.

When students withdraw from CIPLC, teachers will receive a Withdrawal Notice and cumulative "Check List" to follow in completing the cumulative records and report cards.

All staff members are reminded that student records are confidential. The casual "sharing" of personal information about students is a breach of the right to privacy, which applies to student records. Conversations about student records may be overheard by someone who might not have a good sense of professional responsibility.

Disciplinary Policy

Please refer to the Student-Parent Handbook for all student discipline policies and procedures.

Discipline Guidelines

The classroom teacher should normally handle routine classroom discipline matters. Students who display chronic disciplinary problems or who fail to observe CIPLC's rules and regulations will be subject to disciplinary action by the Principal. As infractions or problems repeatedly occur,

disciplinary measures will become progressively more severe. Depending upon the seriousness of the situation, measures may include but not be limited to the following:

- Notification of parents
- After-school detention
- Conference with Student, Parents, Teachers, and Principal
- Suspension of student: either In-School or Out-of-School
- In extraordinary circumstances, recommendation for expulsion

CIPLC's expectations and consequences also apply to school-sponsored trips and activities. The consequences for students who misbehave on trips may also include not being allowed to attend future trips. In the case of serious misconduct, parents will be contacted and a student sent home at the family's expense. For complete details of CIPLC rules and regulations, please see the Student-Parent Handbook.

Emergency Drills and Procedures: Fire, Earthquake, and Intruder

The school holds emergency drills at least once each semester. Emergency Procedures are located on a clipboard beside the exit door in each classroom, and these procedures contain information about Fire, Intruder, and Earthquake drills. Classroom teachers should add a student roster list to each clipboard

Notification of drills may be given in a variety of forms, such as public address system, bell notification, or direct contact. All drills are to be completed in a quiet, orderly, and serious manner. All students and all members of the staff are expected to evacuate to their designated locations. Students are to be instructed to remain absolutely quiet and to proceed in a single line through all passages and stairways. Each room will be assigned a designated assembly area and teachers should immediately check attendance when they arrive at that location.

When exiting the classroom, teacher should close the door, take their emergency clipboard, their grade books, and any valuable personal belongings.

Students are not allowed to go to their lockers or to leave their class group during any emergency evacuation drill. After assembling in the designated areas in the Gecko Dome, teachers and students will be informed by the Administrator on duty or a designee as to when to return to class.

Exemption from Semester Exams for MS and HS Students

CIPLC believes that final exams provide students with an excellent opportunity to review major concepts from the semester as well as to familiarize themselves with the rigors of both standardized testing and future college examinations. For this reason, CIPLC recommends that all students prepare and sit for final exams. In special circumstances at a teacher's discretion, teachers may allow secondary school students to be exempt from semester exams if they hold an "A+" average (98-100) during the entire semester with fewer than 2 absences per semester

Faculty Meetings

CIPLC holds the majority of its meetings on Tuesday afternoons. Please note the following general schedule of meetings:

- 1st Tuesday: All-Faculty Meeting
- 2nd Tuesday: Elementary Meeting
- 3rd Tuesday: MS Meeting
- Last Tuesday: HS Meeting or other Team Meetings

Field Trip Guidelines

Please remind all participants that CIPLC policies and rules apply at all educational events and activities programmed, sponsored, or supervised by the school and its personnel. Naturally, due to the special nature of each event, there are additional special procedures that must be followed in order to ensure a safe and successful trip:

1. Student Behavior

Students should keep in mind that they are representatives of the school, and proper behavior is expected of them at all times. Teachers may request that students follow a special dress code at events that require more formal attire.

No drinking or smoking is allowed under any circumstances while students are under the supervision of the school. School rules apply 24-hours-a-day during overnight trips.

2. The Bus:

Radios, MP3 and tape players may be played with headphones.

Food and beverages may be consumed on the bus if allowed by the driver.

When the bus is moving, all students should stay in their seats and must use their seatbelts.

Each student is allowed a maximum of one large bag and one small bag as luggage.

The teacher must carry a copy of all the students' passport for trips out of town.

3. The Hotel:

Curfew time must be announced and adhered to by supervisors.

Students must be in their own room and quiet at curfew.

Hotel rooms and hotel community areas are to be kept clean and neat.

Students are responsible for their own property; they should not take valuable items with them.

Visiting with members of the opposite sex is only allowed in public areas, not in private rooms.

Field Trip Procedures

All teachers sponsoring a field trip should:

1. Check the school calendar with the Principal for possible conflicts.
2. Obtain and complete all necessary forms provided by your Principal.
3. Receive field trip approval from the principal before sending information home.

Prepare a package containing:

Name of the place to be visited

Date of the trip

Educational purpose of the trip

Length of the trip

Name of the Chaperone(s)

Method of transportation

Cost of the field trip

Permission slip(s)

Present the completed forms to your Principal.

Once the principal approves the field trip, the forms may be sent home with students.

Send the approved forms home with your students:

Present the list of students that will participate in the activity to the Principal. This list will also be posted by the teacher's mailboxes, so that any teacher may suggest that a student cannot

academically afford to miss the class time to participate, or for behavioral reasons should not participate.

Transportation: Buses should be arranged by the teacher with the help of the Principal.

Security: The CIPLC Security Head should be informed of time, date, and location by the teacher.

Teachers should carry with them a special health problems list obtained from permission slip “B”. See appendix for a copy of the permission form.

Final Exams

All students in Grades 6-12 sit for semester exams. The exam will count for 10% of the semester grade and should include material covered during the specific semester rather than cumulative for the entire year. Semester grades with the exam grade included are entered on the official school transcript and used when calculating GPA. Homework should not be assigned to students during Final Exam week, and teachers should ensure that major projects are also completed before exam week begins in order to allow students to study for their exams.

Grading Philosophy

CIPLC policies on grading are established with the entire program in mind and rely on teachers utilizing their professional judgment for developing quality lessons and appropriate assessment tools. The school recommends that teachers follow effective teaching practices by providing for frequent and consistent student evaluation. We recommend that teachers establish at least three grading categories (e.g., homework, major tests and projects, quizzes and class work, etc.) and post at least three grades in each category per quarter. In addition, teacher should consider using grading rubrics in areas that involve higher levels of subjectivity such as projects and reports/essays. Teachers are reminded that conduct and behavior should not be included in the academic portion of student assessment. Conduct must be reported separately.

Grading Scale and Procedures

The academic year is divided into four (4) quarters in a school year of 180 days. For secondary students, the report card functions as the unofficial school record, since only the semester grade is posted on the transcript as the official record of a student’s performance in a specific course. Based on a 4.0 GPA scale, CIPLC uses the following Grading Scale for assessing student academic performance.

A+	100	-	98	
A	97	-	94	Superior work for the students in that class.
A-	93	-	90	
B+	89	-	88	
B	87	-	84	Consistently above average
B-	83	-	80	
C+	79	-	78	
C	77	-	74	Average work as expected by the teacher for that class.
C-	73	-	70	
D+	69	-	68	
D	67	-	64	Work is of poor quality but is considered passing.
D-	63	-	60	
F	59 or below			Failure to meet minimal standards

Guest Speakers

We encourage teachers to provide students with learning opportunities from resources found both within and outside of the school. If you plan to invite a guest speaker to your class, please advise the Principal in advance before setting the date. The Principal will need to provide an approval for guest speakers at school.

Homeroom Teachers and Advisors

Elementary homeroom teachers and MS/HS advisors serve a vital part of the school program. All MS/HS teachers may have advisory responsibilities. Other elementary or special teachers may also be assigned homeroom teacher responsibilities. Teachers will be responsible for typical homeroom administrative responsibilities and for the supervision of class activities.

Advisory – Some advisory days are set-aside for lessons. These classes should be treated as any other class that is part of the curriculum at school. Study days are also included in advisory, and STUDENTS MUST BE STUDYING. The only time a student should be allowed to leave an advisory is if they have a signed pass from the teacher whom they are going to visit. This applies to the library and computer lab as well. Students who do not have a pass signed before going to advisory should not be allowed to leave. Teachers should also mark students tardy to advisory as well. Advisory teachers should provide for a quiet study environment. Students claiming not to have homework should bring a book for silent reading and should be able to show an A or B average in all their classes.

Homework Policy

All elementary and secondary teachers should assign homework to enhance student learning. Teachers should review the Elementary and Secondary school Homework Philosophy and Practices documents for complete details on homework. The homework policy amount per night is as follows:

Elementary: Kindergarten: discretion of the teacher

Grades 1-3 20 - 40 minutes

Grades 4-6 45 - 75 minutes

Secondary: Grades 7-8 60 - 75 minutes These are **maximum** amounts.
Grades 9-10 75 - 90 minutes (actual time will vary considering
Grades 11-12 90 - 120 minutes a student's schedule and subjects)

AP classes generally require greater amounts of homework at a more difficult level.

In the Elementary School, assignments should generally be planned for Monday – Thursday. Teachers should grade written assignments and include comments for improvement as well as confirmation of satisfactory completion.

The classroom teacher will be responsible for coordinating homework assignments through the use of an assignment book. Teachers should speak immediately with a student who is not completing assignments. The Guidance Counselor should be consulted and the Administration informed at an early stage when a student is consistently failing to complete assignments.

All regular homework should be corrected by the teacher and returned to the students within a reasonable period of time.

Lesson Plans: Emergency

Emergency lesson plans, a schedule of classes, and a current class list must be submitted to the Building Principal at the beginning of the year and should be updated each quarter.

Lesson Plans: Weekly for the Year

Teachers are required to keep weekly lesson plans for each course. The plans should follow the course of study as outlined in the school's curriculum guide. The Principal will periodically review these lesson plans throughout the school year as part of the evaluation process. All lesson plan books will be filed with the Principal at the end of the school year.

Mail Service and Charges

CIPLC faculty and staff received the benefit of free delivery of letters and magazines via our mail service, Mail Boxes Inc. These items will be shipped by Mail Boxes Inc. within 48 hours of receipt at the warehouse in Miami.

Outgoing mail with U.S. postage stamps is sent weekly to the USA every Thursday. Items should be given to the Administrative Assistant. Other than your personal cost for stamps, staff members receive this service free of charge. Mail Boxes Etc. also works with DHL and other express services if you have an item that requires speedy delivery. Please see the Administrative Assistant when you require this service, and he will help you make those arrangements.

As an additional service, staff can have packages sent to the Miami mailing address as long as they use their personal account and box number. **IMPORTANT NOTE ON SERVICE CHARGES FOR PACKAGES:** You will be responsible for paying the mailing charges and import duties for personal packages if you choose to send items. The current rate is over \$13 per kilo (subject to change) plus all required customs charges. Please remind your friends and relatives of these charges in order to avoid well intentioned but potentially expensive gifts sent to you. Although not always the case, in general, if you keep your item cost at \$99 USD or less, you can often avoid customs duties.

Maintenance Requests

All faculty members are expected to maintain the cleanliness and good order of each of their classrooms. When normal maintenance is needed, faculty should report this in writing on a Maintenance Request Form with the Business Office. As part of the year-end procedures, all teachers are to submit a list of repairs to be completed during the summer months. This list is to be prepared by the teacher, and the form indicates the location and the specific nature of repair. The completed form should be delivered to the Administrative Assistant in the office.

Personal Days

Teachers are entitled to three (3) personal days during the school year. This is given in order that the teacher can take care of personal business that cannot be done at any other time. It is important that these days be pre-arranged with the Principal who may refuse a particular day if no substitute is available. Personal days will not be granted on the day before or after a holiday, and all personal days must be taken before May 1st. In general, no more than one staff member may take a personal day at the same time. Consecutive days are generally not approved. All unused sick days and personal days will be reimbursed to teachers at the end of the year based on current substitute pay.

Progress Reports and On-Line Grades

CIPLC uses PowerSchool for the on-line reporting of student grades. Teacher must update their PowerSchool grades every two weeks for review by students and parents. Progress Reports for students earning a D or F grade must be sent home with the student. A copy of the progress report should be given to the office, and teachers should keep track of progress reports and keep a copy of the signed form for later reference when having parent conferences. Parent contact should be made for any student receiving a D or F. Please document the conference or phone call by using a conference form available in the office.

Purchase Orders

1. Complete a purchase order requisition form available in the office.
2. Submit the purchase order form(s) to the Principal for approval.
3. The Principal will submit the approved requests to the Superintendent. Purchase orders not approved by the Principal will be returned to the teacher.
4. The School Office will return a copy of the “approved” or “not approved” purchase order to the teacher.
5. The Superintendent will supervise the purchase of items from approved purchase orders.

Relationships with Students, Teachers, and Parents

The CIPLC Code of Ethics and Standards of Practice outline the importance of excellent communication with others to establish healthy working relationships. Key excerpts from that document are as follows:

“The CIPLC educator shall comply with standard practices and ethical conduct toward students, professional colleagues, school officials, parents, and members of the community. The CIPLC educator in exemplifying ethical relations with colleagues, shall extend just and equitable treatment to all members of the profession. The CIPLC educator shall exemplify the highest standards of professional commitment. The CIPLC educator should strive to create an atmosphere that will nurture to fulfillment the potential of each student. The CIPLC educator shall measure success by the progress of each student toward realization of his or her potential. The CIPLC educator shall cooperate with parents and others to improve the school.”

“CIPLC exists because of the student. The first obligation of the educator is to the student. The student is not an interruption of our work, but he/she is the purpose of it and is deserving of the most courteous and attentive treatment we can give.

Standard 4.1 The educator shall organize instruction that seeks to accomplish the objectives set forth in the CIPLC curriculum standards.

Standard 4.2 The educator shall deal considerately and justly with each student and shall seek to resolve problems including discipline according to school policy.

Standard 4.3 The educator shall not intentionally expose the student to disparagement.

Standard 4.4 The educator shall not reveal confidential information concerning students and may give it only to authorized persons directly concerned with their welfare. Confidential information includes but is not limited to student academic and disciplinary records and information, health and medical information, family status and/or income and assessment/testing results.

Standard 4.5 The educator shall make reasonable effort to protect the student from conditions detrimental to learning, physical health, mental health or safety.

Standard 4.6 The educator shall not deliberately or knowingly misrepresent facts regarding a student.

Standard 4.7 The educator shall not exclude a student from participation in a program or deny benefits to a student, on the basis of race, color, sex, disability, national origin, or religion.

Standard 4.8 The educator shall always maintain a professional relationship with all students, both in and outside the classroom. Unethical conduct includes but is not limited to:

1. Committing any act of child abuse, including physical and emotional abuse.
2. Committing or soliciting any unlawful sexual act.
3. Soliciting, encouraging, or consummating a written, verbal, or physical romantic or inappropriate relationship with a student.

Standard 4.9 The educator shall not furnish alcohol, tobacco products or illegal/unauthorized drugs to any student or knowingly allow any student to consume alcohol, tobacco products or illegal/unauthorized drugs in the presence of the educator.”

Retention Policy

No later than between the 2nd and 3rd quarters, teachers who are considering retaining a student should contact the Principal to schedule a meeting to discuss the child’s lack of progress. Parents will be notified of the school’s recommendations. The school will make final decision on retention no later than the beginning of May. Late-entry students can be discussed with the Principal at any time the classroom teacher feels it is a necessity, even if after the third quarter.

Salary, Stipend, and Bonus Payments

Salary payments for faculty will be deposited to individual faculty member’s checking account the stipulated time on the contract. In the case of a September bonus, this check will be issued as soon as possible in September but not later than the end of the month. Stipends for activities sponsors and coaches will be issued in December for fall events and in June for spring events.

Security of Personal Belongings

Teachers are cautioned to lock their rooms when leaving their rooms even for a short period of time. Purses, briefcases, laptop computers, and other valuables should not be left unattended. Students are not permitted in the Faculty Room at any time. Even when school is not in session, the Faculty Room is off limits to students.

Sensitive Topic Discussions

As an international school serving students and families from many different cultures and backgrounds, all of us must be highly aware and sensitive to diverse perspectives on issues. When teaching or interacting with students and other members of the staff, we need to be open to different perspectives in a non-judgmental manner. Religion, human sexuality, and political issues are only a few of the areas that require considerable preparation and research prior to instruction. We urge foreign-hire staff members in particular to remember that we are guests in Venezuela, and we need to be especially sensitive about comments related to Venezuelan daily life, customs, beliefs, and political events.

When teachers plan on inviting guest lecturers to class or presenting various media to students, they should consider providing a balanced lesson presentation. Please remember that guest lecture invitations must be pre-approved by the Principal (see Guest Speakers).

Sick Days and Reporting Procedures for Teachers

Faculty members are entitled to ten (10) sick days per school year. Teachers should report their illness to the School Secretary or Principal as soon as possible. We suggest contacting them no later than 6:30 a.m. in order to contact a substitute. Other teachers will be asked to cover if substitutes cannot be obtained.

The following procedures are to be followed for reporting your illness:

1. Each teacher is to submit a lesson plan to the Principal or School Secretary that can be used by a substitute teacher.
2. In addition, teachers should regularly update their emergency lessons plans in the event a lesson plan cannot be prepared in time for the school day. All duties and details should be included in both plans.

Routine medical appointments and check-ups should be scheduled outside school hours or during vacation periods.

Standardized Testing

Standardized achievement tests will be administered at designated times throughout the year. Teachers should prepare and administer tests/exams for all subject areas as selected by Administration. Students in grades 2-8 take the Stanford Achievement Test while students in grades 9-11 take the PSAT. Please check with the Counselor for all testing dates and times, including the SAT and ACT exam dates.

Supervision Assignments

Teachers are assigned specific duties such as bus duty, lunch duty, recess duty, and break duty during which they are asked to supervise students.

Lunch duty – Teachers on lunch duty need to be vigilant. Students are NOT allowed to take their uniforms off during lunch break. When lunch is over or as students leave their tables, the teacher on duty is expected to monitor that students clean up their tables and floor, and teachers should encourage students to get to class quickly after the lunch bell rings.

Supervisory List of Duties

All faculty members are expected to enforce the rules of the school regarding student behavior. Teachers should expect and demand proper behavior in the classroom, hallways, the cantina, and other campus areas.

Teachers are expected to correct students who are being too noisy in the hallways or on the stairways. This includes running, screaming, and general “horseplay.”

Although faculty may have to share classrooms, the Administration expects each teacher to be responsible for the general appearance and maintenance of the rooms in which they teach.

Classrooms should be decorated appropriately with posters, samples of students work, and other materials to enhance the learning environment.

At the end of each class, teachers are responsible for seeing that the students pick up all trash and materials, and that the desks are arranged in an orderly fashion. Teachers should not allow students to mark on desktops or in their textbooks.

Teachers should make every attempt to solve their own classroom problems. If attempts to resolve a student issue do not result in student improvement, then the classroom teacher should consult the Guidance Counselor and/or the Principal.

All classrooms should be locked when the teacher leaves the room between classes.

Supervision of Classroom

Children should not be left unsupervised during the school day. Teachers who need to leave the classroom in an emergency situation should arrange for coverage with a neighboring teacher or contact the office to provide supervision.

Children should not be sent to the bathrooms in groups unless under the direct supervision of an adult (teacher, parent, or teacher aide). No child should be permitted to leave the classroom without a pass or without direct supervision by an adult member of the staff.

Textbook Distribution and Collection

On the first day of school, the teachers will place textbooks for each class in the classroom. The teacher should ask each student to fill in the name of the textbook(s) being issued in that class with the date in the textbook. The teachers will then record the name, number, and condition of the book on a master list and ask the student to initial this form. The Teacher will keep this textbook list to be used at the end of the year for textbook return.

Students are responsible for books in their care and will be charged for loss or damage. When students lose a book, they must buy another. Books are currently charged as follows: Actual replacement cost plus 25% shipping, handling, and customs fees.

New students follow the same procedure. Students who are leaving must obtain a book clearing form and return all books to teachers who will sign for their return and revise their lists accordingly.

Collection Procedures

Prior to the end of May during a class period, teachers should check for lost and/or damaged textbooks. During a class period while the students are engaged in some classroom work (test, quiz, etc.), the teacher should check the student's textbook against the number on the book list. Teachers should also rate the condition of the book to determine if the student should pay a fine because of excessive damage to the book.

After completing the above steps, the teacher should develop a list indicating the students who will pay a fine because the textbook was lost or damaged. The textbooks may then be returned to the students for their use during the remaining weeks of class until the final textbook return.

Teachers should provide the Administrative Assistant with a list of students that owe money and the amount they owe for lost or damaged textbooks. Students will turn in their textbooks to their teachers during on the day they take their final exam for that course.

Lost Books – Replacement cost plus 25% for shipping, handling, and customs.

Damaged Books – A new textbook should be usable for 5 years. Teacher should rate a book's condition on initial checkout on the following scale: New, Good, Fair, Poor, Unusable. Normal usage would mean the book could drop one category: Good to Fair, for example. If a book drops more than one category, a charge of 25% should be assessed for each category drop over one step. For example, a drop from New to Poor would result in a charge of 50% of the book's replacement value.

Travel Stipend

All foreign hire faculty members receive round-trip economy-class airfare as part of their annual contract with the school. The fare paid will be the equivalent to the lowest fare (as quoted by the school's travel agency) between Barcelona, Venezuela and the nearest airport to a teacher's specific point of origin noted in the contract.

Tutoring Policy

CIPLC teachers may not tutor students for pay during school hours or during their duty time. In addition, teachers should not tutor students enrolled in their own classes, unless specially approved in advance by the Administration.

Work Folders for Students

Specialist teachers who have multiple grade responsibilities are not required to maintain individual student work folders. They are, however, required to maintain folders for each class, homeroom, or instructional period as appropriate. These class folders should contain evaluative material typical of the class.

Work Hours by Contract

Contractual working hours for teachers are from 7:30 a.m. until 3:30 p.m. Teachers are also required to attend both weekly and special meetings scheduled by the Administration or Team Leader. Any teacher needing to leave the campus during the day for any reason needs to inform an administrator for approval. Teachers are encouraged to attend special events such as concerts and competitions in order to support their students and colleagues.

Job Description - Teacher***RESPONSIBILITIES:***

To instruct students in the various academic disciplines required by school curriculum.

To facilitate learning of and understanding of content area.

To develop learning skills.

To assist students in the development of their moral and social values.

To continue to update curriculum with the guidance from the principal and curriculum coordinator.

DUTIES:

The secondary academic teacher may teach up to five (5) academic classes in a 2 day modified block schedule and have an advisory period every day, or the equivalent in time. The teacher will also be scheduled for two supervisory duties such as lunch or break. If a teacher has less than a total of 75 students in their classes, the administration has the option of assigning the teacher to another class.

Special area teachers may be assigned up to 30 classes per week.

Attendance at faculty meetings one afternoon per week is required.

The school day for teachers shall be from 7:30 a.m. to 3:30 p.m.

Teachers shall require prompt attendance by students and shall teach the entire class period.

The teacher shall give daily homework assignments, except on Friday, homework is optional.

The Teacher shall take the initiative in communicating with parents by phone or letter and recommend courses of action if a student is failing the course or improving considerably.

The teacher shall arrange for parental conferences when it is deemed beneficial to a student.

The teacher is expected to be actively involved in and supportive of student clubs, socials and graduation.

The teacher is expected to be supportive of and actively involved in the enforcement of school rules, regulations and policies.

The teacher is expected to maintain a written lesson plan that will be reviewed by the appropriate coordinator and/or Principal. The teacher is also required to place on file with the principal an emergency lesson plan.

If the teacher is ill, he/she is expected to call the evening before or in the A.M. by 6:30 to arrange with the Principal for a substitute.

The teacher is expected to maintain an orderly, attractive learning environment for students.

The teacher is expected to increase professional competence and put forth maximum teaching effort on behalf of students.

Any professional concerns of the teacher should first be directed to the appropriate Chairperson or Principal. If a teacher concern is not resolved at the aforementioned level, it should be directed to the Superintendent.

The teacher shall perform such other duties as directed by the Principal.

Teachers are expected to give the highest priority to their personal attendance.

Teachers are expected to provide opportunities for students to receive instructional assistance after regular dismissal at least once a week.

The teacher should insist that students address them in a formal manner; Miss, Mrs., Ms., etc.

The teacher is expected to dress in appropriate attire for a professional (blue-jeans and shorts are not appropriate).

The Teacher is expected to lead one after-school activity for a minimum of nine weeks at 1 1/2 hours per week.

PERFORMANCE RESPONSIBILITIES:

A Professional Teacher:

Plans a program of study that, as much as possible, meets the individual needs, interests, and abilities of students.

Creates a classroom environment that is conducive to learning and appropriate to the maturity and interest of students.

Guides the learning process towards the achievement of curriculum goals by establishing clear objectives for lessons, units, and projects.

Employs the instructional methods and resources that are most appropriate for meeting objectives.

Assesses the accomplishments of students on a regular basis and provides progress reports as required.

Seeks the assistance of the Student Study Team and Resource Center specialists when indicated

Maintains order in the classroom in a fair and just manner through reasonable rules and regulations.

Plans and supervises purposeful assignments for teacher aides and/or volunteers and, works cooperatively with administrators.

Attends staff meetings and serves on staff committees as required.

Takes necessary and reasonable precautions to protect students, equipment, materials, and facilities

Maintains accurate and complete records as required by school board policy and administrative regulation.

Assists in upholding and enforcing school rules, administrative regulations, and Board policy.

Makes provisions for being available to students and parents for educationally related purposes outside the instructional day when required or requested to do so under reasonable terms.

Counsels with colleagues, students, and/or parents regarding student achievement and the instructional program.

Cooperates with other members of the staff in planning instructional program.

Assists in the selection of books, equipment, another instructional materials.

Accepts a share of responsibility for co-curricular activities as assigned.

Accepts responsibility for professional growth through involvement in an ongoing program of reading, workshops, seminars, conferences, in service activities, and/or advanced course work.

Directs professional concerns to the Principal if the concern is not resolved.

JOB DESCRIPTION

SUPERINTENDENT COLEGIO INTERNACIONAL PUERTO LA CRUZ

The Superintendent of CIPLC supervises the operation of Colegio Internacional Puerto La Cruz.

The Superintendent of CIPLC is responsible for the general organization, operation and administration of the total K / 12 program. He is responsible for decisions concerning the school's activities and personnel. The Superintendent provides educational leadership and supervision. He is responsible for communication between the school community, CIPLC Board and Staff. He retains the responsibility for the overall conduct of the school and its programs. The following is a list of specific responsibilities and duties that are a part of the job description.

COMMUNICATION

Communicate data and information regarding the operation and Instructional Programs to the CIPLC Board.

Communicate Board policies, regulations and administrative procedures relating to employees to the staff of the school.

Work with the CIPLC PTO and other groups concerned with the welfare of the school.

Bring recommendations and policies to the CIPLC Board for approval.

SUPERVISION

Supervise teaching personnel and administrative personnel in the school.

Supervise the Business Affairs of the school.

Supervise the purchase of supplies and equipment.

Supervise the care and assignment of school cars.

BUDGETS AND CONTRACTS

Supervise the development of CIPLC School Budget.

Negotiate yearly bus contracts for student transportation.

Negotiate and coordinate the approval of contracts for teacher housing.

Supervise the transfer of salary and benefits to employees of CIPLC.

FACILITIES

Make periodic inspections of schools facilities to provide for the health and security of the students while on school grounds.

Be responsible for short-term and long-term planning of facilities to meet instructional and activity needs of the school.

Review, check and provide oversight for faculty requests for maintenance and repair in school classrooms and offices.

ORDERS

Supervise the preparation of annual orders for educational supplies.

See that appropriate inventories of Instructional Supplies and Equipment are provided.

Prepare orders for capital purchases, such as desks and other equipment that have a life span of five years or more.

Monitor the purchase of local supplies, including the purchase of automobiles.

INSTRUCTIONAL

Provide leadership, communication and resources to promote curriculum improvement.

Organize and coordinate professional development opportunities for the teaching staff.

Supervise the development and evaluation of annual school-wide goals at CIPLC.

Conduct periodic reviews of teacher's records to ensure that all are in compliance with SACS requirements.

Establish appropriate systems of reports, records, and forms to be used by CIPLC.

Coordinate and organize the school calendar for Board approval.

Assure that each teacher is evaluated twice annually.

JOB DESCRIPTION PRINCIPAL

The Principal shall:

Assist the Superintendent in employing faculty members and providing an effective orientation program for new teachers.

Assist the Registrar and Guidance Office in the admission of qualified students and preparation of their schedules.

Foster a positive attitude within the student body toward their school responsibilities.

Coordinate parent conferences dealing with academic and/or disciplinary difficulties.

Manage daily discipline problems related to violations of established policies.

Ensure that school personnel adequately supervise all school functions.

Attend professional conferences deemed necessary and approved by the Superintendent.

Assist Superintendent in regard to travel arrangements for Administrator /Teacher recruiting and contractual travel of teachers.

Manage all activities programs at the school.

Work jointly with the Superintendent in overseeing the school's department chairpersons and their various duties.

Organize and recommend both immediate and long-range curriculum development in the School.

Set up campus supervision procedures and schedules for teachers.

Conduct regular faculty meetings.

Evaluate all CIPLC teachers twice annually

ADMINISTRATIVE EVALUATION OF TEACHER PERFORMANCE

Formal observations and evaluations of every teacher will be made by the Administration. Observations may include informal visits and formal evaluations each semester. Formal observations may be announced or unannounced. After each formal observation, the observer will discuss the evaluation with the teacher. The teacher will have the opportunity to comment on the written statements by the observer. Teachers will receive a copy of the evaluative criteria at the beginning of the school year.

As a classroom teacher it is important for you to be aware of some of the criteria used by supervisory staff when assessing teacher performance. The questions below are examples of typical concern from an administrative perspective.

Does the teacher take advantage of opportunities for students to develop a positive self-image, good citizenship and moral growth?

Does the teacher project confidence and enthusiasm for the subject being taught?

Does the teacher adjust instruction to pupil needs?

Is the teacher willing to implement new or different ideas or approaches to instruction?

Is the teacher supportive of the school and its philosophy?

Does the teacher keep parents informed of students' progress by direct contact; i.e., phone or personal conference?

Has the teacher evidenced professional commitment to the students by maintaining the highest level of attendance?

Students' uniform – does the teacher tolerate students in class who are out of uniform?

Students' leaving class – does the teacher allow students to leave class freely?

Students' arrival – does the teacher tolerate the late arrival of students?

Students' posture – does the teacher tolerate lounging posture or feet on desks?

Does the teacher assign homework?

Does the overall arrangement and appearance of the classroom convey an atmosphere that is conducive to learning?

Does the teacher insist that students come to class prepared; i.e., pencils, texts, notebooks, etc.?

Is the teacher's appearance that of a professional?

Does the teacher know students by their names?

Are the students treated in a disciplined yet understanding manner?

Does the teacher move about the class to assess students' performance?

Does the teacher make use of the whiteboard?

Does the teacher tolerate students speaking out of turn or without permission?

Does the teacher give clear directions to students regarding assignments/tests?

Does the teacher have and use a lesson plan to guide instruction?

Does the teacher arrive on time for class?

Does the teacher conduct the class for the full time allotted?

Does the teacher give adequate attention to recording students' achievement and preparing the necessary reports on a timely basis?

Does the teacher participate in the supervision of extra activities for students?

Does the teacher have a good command of the subject matter?

Does the teacher provide after-school opportunities for students who need extra help?

Is there evidence of a planned, consistent process for evaluation of student progress?

Does the teacher demonstrate a sensitivity and awareness of the developmental needs of children?

Does the teacher communicate in a clear and distinct manner?

Does the teacher effectively utilize control of volume and tonal qualities of the voice when providing instructions?

SUMMARY OF PERFORMANCE

CIPLC Use Only

Teacher's Name: _____ **Subject/Grade Level:** _____
Principal: _____ **Date:** _____

Comments are encouraged for all items. A comment must be made for any item, which does not meet expectations.

I. KNOWLEDGE OF SUBJECT MATTER

(Examples of teacher behaviors in the category).

The teacher reflects a thorough knowledge of the subject matter.
 The teacher keeps abreast of developments in education and assigned areas of specialty.
 The teaching is consistent with CIPLC's stated philosophy and curricular objectives,

Meets	Does Not Meet	_____
Expectations	Expectations	_____
_____	_____	_____

II. MANAGEMENT OF CLASSROOM ENVIRONMENT

(Examples of teacher behavior in the category).

The teacher plans and maintains an orderly, attractive and simulating classroom environment, which is conducive to learning.
 Student time on instructional tasks is maximized.
 Communicates and enforces high standards for student behavior.

Meets	Does Not Meet	_____
Expectations	Expectations	_____
_____	_____	_____

III. TEACHER / PUPIL RELATIONS

(Examples of teacher behavior in the category).

The teacher promotes positive, professional student/teacher interactions, which support the school's philosophy.
 The teacher provides students with appropriate and timely feedback and reinforcement, sets clear standards, and communicates expectations.
 The teacher gives individual assistance to students when necessary.
 The teacher is sensitive to students needs.
 The teacher promotes self-discipline and acceptance of responsibility on part of pupil.

Meets	Does Not Meet	_____
Expectations	Expectations	_____
_____	_____	_____

IV. ABILITY TO IMPART KNOWLEDGE EFFECTIVELY IN CLASSROOM.

(Examples of teacher behavior in the category).

- The teacher promotes student involvement in class.
- Students are involved in meaningful educational tasks.
- Students are challenged at the appropriate level of difficulty.
- Activities provided lead students to inquiry, independence and higher level thinking skills.
- Teacher plans and puts into practice a program, which has both long range and immediate goals consistent with school philosophy and curricular objectives.
- Teacher assigns appropriate amount of homework, and evaluates it in a timely fashion.

Meets Expectations	Does Not Meet Expectations	

V. PROFESSIONAL GROWTH AND RESPONSIBILITIES

(Examples of teacher behavior in the category).

- The teacher works cooperatively with the staff to promote a professional atmosphere.
- The Teacher promotes positive parent-community relations.

- The teacher provides appropriate and timely feedback to parents and promotes positive teacher/parent interaction.
- The teacher performs scheduled classroom duties and fulfills other responsibilities promptly and efficiently.
- The teacher takes responsibility for continuous professional growth.
- The teacher shows initiative by seeking solutions to instructional problems.
- The teacher devotes time and energy to developing a total school program, curricula and extracurricular activities.
- Is able to carry out assigned duties in appropriate language.

Meets Expectations	Does Not Meet Expectations	

PROFESSIONAL DEVELOPMENT PLAN

Goals:

Objectives:

Achievement Indicators:

Teacher Principal Date

Comments:

Teacher Principal Date

Signature indicates that the document has been read and its contents understood by both parties.

Teacher response, if appropriate, should be attached to this document.

PARENT CONCERN

NAME: _____ DATE: _____

Statement of Concern:

Teacher involved: _____

Expectations:

Parent:

Teacher:

Resolution Status:

Date of Resolution Completion: _____

Parent Signature: _____

Teacher Signature: _____

Administrator Signature: _____

PERMISSION SLIP "A":

Please, fill both sections. Send a photocopy of the cedula or the passport of the parent signing this form.

Por favor, llene ambas secciones. Anexe fotocopia de la cedula o del pasaporte del representante que firma este formato.

I authorize my child _____
Student's Name
to participate in a school trip to _____
place
on _____ . Students will go by _____ .
date transport

Parent Signature Date

Autorizo a mi Representado _____
Nombre del Alumno
para que participe en el paseo escolar a _____
Lugar
el día _____ . Los alumnos viajaran en _____ .
fecha transporte

Representante fecha

PERMISSION SLIP “B”:

Please fill out form for the school records.

PERMISSION SLIP TO BE RETURNED BY _____ .

Date

I fully understand that a field experience off campus involves activities where the risk of injury or accident is greater than at school. Understanding that the school provides adequate supervision, I will discuss with my child the importance of proper behavior and complete cooperation with instructions. It is agreed that a student who does not behave in accordance with the guidance set out by the supervising teachers will be sent home. It is also understood that the general rules for discipline in the CIPLC Student Handbook apply and that a student may be sent home for absence from sleeping quarters after curfew; for being found in another’s person quarters after curfew, and for any other applicable reason. A disciplinary or emergency return trip will be at parental expense and will include forfeiture of remaining trip monies. Any willful damage to facilities by my child will be my responsibility, and I will make full restitution to the parties involved. If my child is taking any special medication, I give my child the authorization to take his or her own medication.

I understand that the full program fee is _____

Which is due _____ .

Parent’s Signature

Student’s Name

Student’s cedula or passport number

