



# CAPS Faculty Handbook

(revision Feb 2021)

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## Absences and Leave

### Leave

- Teachers may use two (2) paid personal days per year. Personal leave must be applied for in advance and may not be taken to extend a school holiday.
- Teachers may use their accumulated personal leave as professional leave to attend one recruitment fair. This amount will be deducted from their personal leave total.
- Bereavement leave of up to seven (7) days may be taken for a teacher to attend a funeral of an immediate relation (mother, father, sibling or child). Bereavement leave is not deducted from the accumulated personal leave total.
- Leave-without-pay of up to five (5) days per year may be granted on a case-by-case basis at the discretion of the Principal.
- A full day is considered 8 hours, fractions of days to the closest hour will calculate into personal leave.
- A penalty of the daily rate of pay (base salary divided by 190 days) will be applied for an excused absence beyond the total allowed by this contract. A penalty of twice the daily rate of pay will be applied for an unexcused absence regardless of whether or not a leave allowance still exists.
- For Sick Leave, Health Leave and Maternity Leave, all the legal local government stipulated rules apply.

### Unexpected Absence

- An employee should call/text **Aaron** (WhatsApp - +599 9 520 8885) as soon as (s)he is not feeling well (preferably the night before).
- An employee should call or have someone call/text everyday (s)he is absent, even if they are consecutive days.
- The absent teacher must see that the lesson plans, seating charts, etc. are available in the electronic substitute folder. This 'folder' must be kept up to date and completed and turned in before you go home on Friday August 31st, 2021. See Substitute Folder for more information.

### Planned Leave

- A planned leave meeting with **the principal** must occur no later than 1 week prior to the first day of the planned leave.
  - Schedule via email an appointment with the principal to discuss leave. (Days and General Reason)
- Lesson plans, schedule, notes, etc. must be arranged same as in an unexpected absence.
- Leave will NOT be granted to extend a school break or because of cheaper travel costs.

### Emergency Absence (part of day only)

- In case of an emergency, the teacher must report to **Aaron** immediately and tell (face to face or text) an administrator that they are leaving campus.
- Aaron will assign an in-school teacher to the class during the absence.
- The hours away from campus will be deducted after the initial two personal days have been used.

## **Substitute Teachers**

- Substitute teachers will report to the school Office Manager when arriving at school.

## **Substitute Folder**

- Each teacher must create an electronic substitute folder. Please see the link below.  
[Substitute Folder Requirements](#)
- The folder must be shared with Surina by Aug 31, 2021. The folder should be updated for every unit. Once updated, the employee must email Surina to notify her of the changes. Update due dates are Oct 5, 2021; Jan 4, 2022; and Mar 1, 2022.

## **Accident Reporting**

All accidents to school personnel (faculty, secretarial, lunchroom, custodial) MUST be reported to the Office Manager. Injury report referral for medical treatment should be filed. All accidents to students must be reported to the appropriate office. The teacher in charge when a student accident occurs must see that (s)he completes the accident report on the standard "Student Accident" form. When there is no teacher present, whoever discovers the student has been injured should refer the student to the office for completion of the accident form.

## **Attendance**

Homeroom teachers are required to take attendance every morning in their purple attendance folder and return to the front office by 9am. Subject area teachers (grades 5 - 12), should mark attendance for each class period.

## **Books**

### **Library Books**

Students who check out library books, from the classroom or literacy library, will be expected to return the book in good condition. If the book is lost or broken, the student will be required to pay in full for the books. See the Office Manager for the price.

### **Textbooks/ Workbooks**

Eureka workbooks are available for all levels. Online links will be shared with teachers as well.

## **Committees**

All teachers are asked to serve on 2 or 3 committees for the school year. This commitment will require periodic meetings after or before school and possibly attendance at some after school functions.

## Communication

It is every teacher's responsibility to read his or her administrative e-mails and to reply if and when required in a timely fashion.

## Concerns or Issues

Teachers who are unhappy or concerned about any issue at school, should bring that concern to one of the administrative team members. Personal concerns and issues will be handled in the best possible way. Personal opinions and concerns should never become gossip or communicated to the wrong individuals.

## Suggestions

You are always welcome to share your suggestions with the administrative team.

## Computer Use

Students are allowed to have CAPS owned computers/chrome books/iPad during the school day. Computers should not be open or allowed during direct teach, instructional times. Computers should not be used for music during class times. If students are testing on a computer, all computers should face the same direction so it can be monitored by the teacher. Google translate should only be used as a scaffold and not a teaching tool. We need to encourage the students to speak and work in English without the overuse of scaffolds.

## Cumulative Folders

These records are kept in the office of the Administrative Assistant. Since the information in them is confidential, they should not be left unsecured. Teachers should make arrangements with the Administrative Assistant for check out and review.

## Discipline

Teachers hold the primary responsibility of maintaining discipline in their classrooms. In this process, teachers will counsel students and take whatever other measures are necessary to bring about better discipline. Teachers are encouraged to make frequent contact with parents. To assist the faculty in maintaining uniformity in the general conduct of the school, certain regulations have been stipulated in the student handbook, which all students are expected to follow. (Below is a copy of the list of offenses and consequences) Discipline issues that cannot be handled in the classroom should be sent to **Surina for students in Grades K – 7 and Inga for students in Grades 8 – 12.**

### Offenses and Consequences

Offense	Consequence
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Aggravated battery	Notify parent – 10 day suspension or expulsion
Arson	Notify parent – 10 day suspension or expulsion
Battery on or threat/intimidation of an individual	Notify parent – 10 day suspension or expulsion
Bodily harm	Notify parent and police 10 day suspension or expulsion
Bomb threat	Notify parent and police 10 day suspension or expulsion
Breaking/ entering of school property	Notify parent and police 10 day suspension or expulsion
Cheating/ Forgery	Grade zero and possible in school suspension
Computer misuse	Notify parent, loss of privilege, in school suspension
Defiance/disrespect/profanity	Notify parent, 1-3 day suspension
Disorderly conduct	Notify parent, 1-3 day suspension
Disruptive behavior – extensive – (first offense)	Notify parent and in school suspension
Disruptive behavior – extension (second offense)	Notify parent and 1 day suspension
Disruptive behavior – extensive – (third offense)	Notify parent and 3 day suspension
Disruptive behavior – extensive – ( fourth offense)	Notify parent and 4-10 day suspension or expulsion
False fire alarms	Notify parent – 10 day suspension or expulsion
Fighting	Notify parent, in school suspension or 1-3 day suspension
Harassment	Notify parent and in school suspension
Motor Vehicle theft	Notify parent and police 10 day suspension or expulsion
Possession, use of tobacco	Notify parent – 3 day suspension
Possession, use of alcohol	Notify parent – 3 day suspension
Possession, use, sale, distribution of illegal substances or objects.	Notify parent and police 10 day suspension or expulsion
Sexual battery	Notify parent and police immediate expulsion
Sexual harassment	Notify parent, 1-3 day suspension
Theft, robbery	Notify parent and police 1-5 day suspension or expulsion
Threat of individual	Notify parent and police 1-5 day suspension or expulsion
Vandalism	Notify parent, 1-3 day suspension
Violation of dress code	Notify parent, pick-up and change inappropriate attire

## **Dress Code**

Faculty and Staff: The CAPS dress code policy is designed to help employees provide a consistent professional appearance to customers and colleagues. Faculty and staff appearance reflects on themselves and the school. Remember that educators are role models for the students and therefore they should dress accordingly.

Shorts are not appropriate during the regular school day. No midriff should be visible. Sleeveless shirts are allowed but the shoulder exposure should be kept to a minimum. Low cut blouses or dresses are not considered professional clothing in the school environment. Male staff should wear long slacks with the exception of the PE teacher. Footwear should be professional (no flip flops or slippers). Staff should appear well groomed at all times. Non-ripped jeans are permitted.

Students: CAPS students are required to wear the designated uniform daily. Students may wear a zippered jacket/hoodie over the CAPS polo or PE shirt.

## **Duties**

It is imperative that employees show up for assigned duties on time, if not early. While on duty they need to make sure to be present (not on their phone or other device) and redirect poor student behavior quickly and efficiently. If the teacher is not capable of fulfilling his/her duty due to absence, field trip, or other reason, they must notify an administrator to find a replacement.

## **Electronics**

Email: Faculty and staff members are required to check their email a minimum of three times per day (before school, during lunch, and after school). Faculty is not required and should not respond to emails after 3:30 pm and on weekends.

School Hours: During school hours, including planning times, electronics should be used for school business.

## **Emergencies**

### **Fire Drill**

- [Evacuation Plan](#)
- [Evacuation Duties](#)

## **Facility Care**

### **Maintenance**

The CAPS administration makes every effort to keep our building in good repair and neat in appearance; therefore, each teacher is responsible for the neatness and cleanliness of our building and particularly his/her classroom. If this quality is stressed by the teacher, the students will be apt to carry their share of responsibility for helping to keep the building in good condition. Teachers should see that doors are kept closed so that we run the air conditioner as economically as possible. Lights and air conditioners should be turned off at the end of each day and if not using the room for an extended period of time. Windows should be closed and

locked at the end of the day. Every effort should be made to protect and conserve all school equipment, and needed repairs should be reported immediately.

### **Furniture**

Each room is equipped with the necessary furniture as far as circumstances permit. Furniture or equipment may not be moved from one room to another without the approval of the director. The condition of furniture and equipment in each classroom is the direct responsibility of the teacher, and any damage or defacing of the same must be reported.

### **Wall and Window Care**

Posters, bulletins and students' work will be displayed in a manner that will not damage the paint, shades or windows within the building.

### **Borrowing and Lending School Property**

- CAPS will not be responsible for anything borrowed by a teacher from a student, a parent, or anyone else. If a teacher borrows anything from anyone for use in school activities, the teacher must be personally responsible.
- Teachers are not to lend any article that is school property to anyone. Students needing to take school instruments or equipment home for instructional reasons should sign for such items. Teachers are responsible for all school property assigned to them.
- Students should not be asked to bring expensive articles to class.
- Teachers may not use school equipment or tools for their private use.
- If it becomes necessary for teachers to take school equipment or tools home, it must be signed out in the office. Completion of the proper form is the teacher's responsibility.

### **Faculty Meetings**

General faculty meetings are scheduled ahead of time and attendance is required. Smaller (break-out) meetings are scheduled for specific groups whenever needed. Faculty discussion, suggestions, and participation at meetings is encouraged and welcomed. Employees must be on time to meetings and without distractions (papers, technology, projects, etc.). Faculty meetings will be used for continuous growth and learning. In the event pre-reading or pre-viewing content pertaining to the meeting is shared or assigned, it is an expectation that staff will come prepared in order to use the meeting time efficiently for all.

### **Field Trips**

A field trip is an organized learning experience which supplements, extends and enriches a specific area of the curriculum or which acts as a springboard for creative experiences and/or curriculum-oriented student projects. The field trip is not to be merely recreational in nature.

### **Procedure**

- Field trips must be approved by Surina Kapila
- All field trips must be requested TWO WEEKS prior to the date of the trip
- Teachers must plan details of the tour
- Teachers must arrange for adults to chaperone



- Teachers must make sure permission slips are signed
- Teachers need to make sure transportation (and drivers) are arranged

## **Budget**

- The budget per STUDENT (not class) is NAF 15 per school year.
- If the requested field trip surpasses the budget, permission slips should identify the parent cost obligation.

## **Grades**

### **Standardized Tests**

Students in K-5 through grade 7 are taking the Standardized MAP test twice a year  
Students in grade 8 through Grade 11 are taking the PSAT test twice a year

### **Semester Exams**

Students in grade 5 - 12 must be given a comprehensive summative assessment at the end of each semester in the four primary content areas. This assessment needs to count as two test grades.

### **Returning Grades**

All grades should be posted in Google Classroom within 5 school days of the assignment being due. If the assignment was a paper longer than a page or a large unit project, the grade should be posted within 8 school days.

### **Late Work**

In grades 5 - 12:

- NO late work will be accepted more than two weeks after the assignment due date (unless there is a medical or other emergency reason).
- Work submitted late, but still within the 2 weeks to accept late work, will receive a mandatory 10% deduction.

## **Homeroom**

All students are expected to be in their assigned homeroom by 7:55. In grades 4 - 12, students must be seated in their seats, phones must be turned in, and planners will be taken out. Teachers must take attendance, check planners and students' weekly goals, share announcements, and prepare students for the day.

## **Materials**

If you need materials for class, they must be ordered a minimum of 24 hours in advance. Please fill out [this form](#) and the materials will be placed in your box, within 24 hours.

## **Laminating**

If you need laminating done, please give it to **Corine** on Monday or Tuesday with specific directions. It will be done for you by Friday.

## **Medications**

Medications at school will only be administered with a note from the child's doctor. The parent or guardian must deliver the medication to the school in the bottle or container in which it was dispensed with the child's name and directions clearly displayed. Paracetamol is available in the office. Parents must fill in the medication form allowing their child to receive medication.

## **Parent Communication**

### **Academics**

Parents will not be able to access grades in Google Classroom. Please make sure to communicate academic performance, good and bad, with parents on a regular basis.

### **Behavior**

It is not important to inform parents of minor or sporadic behavior issues. However, if a child is showing a concerning behavior repetitively, please contact **Surina (K-7) or Inga (8-12)** immediately in order to communicate this to the parents.

It is always a good idea to share positive information with parents as well.

### **Conferences**

During the school year, teachers are asked to schedule at least two conferences with every parent. Early and frequent attention should be given to conferences with parents of students who are performing below grade level, or who have any other particular concern, and should be arranged without scheduled conference dates if the need requires.

#### *Scheduling Conferences*

- Make full use of CAPS designated conference days/evenings.
- Before and after school, as time permits.
- During teacher planning time.

#### *Suggested Procedure for Conferences*

- Begin with a friendly greeting.
- Allow parents time to share concerns and thoughts from the beginning.
- Begin with positive facts about the student and convey a strong relationship with the student.
- Share an area or two that you are working on with the student. Explain the behaviors or skills that need improvement with specific data and then explain your course of action.
- Explain how the parents can also help at home.
- Allow time for parents to provide feedback.
- on a positive and friendly note.

## **Document**

Document all communication with parents and caregivers. There should be email chains, phone logs, and copies of notes sent home. Important information, decisions and outcomes should be included in the Shared Student Information google sheet.

## **Personal Phone Calls**

Personal cell phone use is discouraged during work hours. A telephone is provided in the Teachers' Lounge/Workroom. Each teacher will exercise reasonable use of the phone. Absolutely NO long-distance calls are to be made without first getting permission from the director. Teachers may NOT charge personal calls to the school. Unless otherwise instructed, messages will be written and placed in the teachers' mailboxes. Urgent telephone messages for teachers will be delivered when possible. Whenever a teacher is expecting an important phone call, he/she should tell the Administrative assistant and give instructions as to how she/he wishes the call handled. On those specific days, using their cell phone will be allowed with granted permission.

## **Punctuality**

The school day for faculty and staff is 7:30 - 3:30 Monday through Thursday and 7:30 - 1:30 on Fridays (unless there is a staff meeting, and the end time will vary). Staff meetings are held every other Friday and attendance is mandatory.

Leaving school during the school day is not permitted. If you must leave for an appointment or errand, please sign out with **Aaron** and let all the administration know. This is crucial in case there is an emergency.

## **Smoking or Tobacco Products**

CAPS prohibits smoking on the school grounds.