



GARDEN KIDS INTERNATIONAL SCHOOL

"Reaching the Maximum Academic Excellence"

TEACHER HANDBOOK

Updated: 2015-2016

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"Reaching the Maximum Academic Excellence"

Garden Kids International School (formerly GARDEN KIDS SCHOOL) is a privately owned bilingual school. It is currently located in El Batey, Sosúa, Puerto Plata, Dominican Republic. It was founded in 1998 by Mr. Joel Fajardo and Mrs. Yvis Castillo Fajardo. to meet the needs of Dominican and foreign families who reside in the Dominican Republic and who were interested in obtaining quality education in both English and Spanish. Classes began that same year at our temporary location in the Los Charamicos, a suburb of Sosua, and in 2002 were relocated to our present campus to accommodate a booming enrollment. GKIS offers all levels of education from Nursery (2 years-old) through high school. The institution has the approval of the Dominican Ministry of Education and follows the Spanish language curriculum. The courses studied at the school are valid in all foreign countries in accordance with international treaties to which the Dominican Republic is a party. The English Language program follows the standards in the United States curriculum, enhanced and adapted to meet local requirements.

The school is constantly upgrading its campus' infrastructure to acquire the best possible technological resources in order to offer a better quality of service and to provide the best possible preparation for our students. During the school year 2003-2004 the Dominican Ministry of Education, for the first time, ranked all Dominican private schools and GKIS was ranked as one of the best schools in the area.

Vision

To educate capable and responsible multicultural citizens by integrating excellence and social ethics for global success.

Mission

To provide opportunities that inspire the student to achieve his or her maximum potential in a loving, nurturing multicultural community.

ORGANIZATION

The school structure includes an Advisory Board, a School Administrator and Assistant Administrator, a Principal and an Assistant Principal, approximately 20 plus faculty and 10 plus support staff.

GKIS BELIEFS

1. We believe that each student is a valued individual with unique physical, social, emotional and intellectual needs.
2. We believe cultural diversity can increase students' understanding and appreciation of different people, cultures, and of themselves.
3. We believe schools need to function as a learning organization which provides opportunities for all those who have a stake in the success of the school, to work together as a community.
4. We believe that it takes commitment to educate, encourage and challenge students to fulfill their intellectual, emotional and physical potential.
5. We believe in the importance of parental involvement in the education of their children and in their lives at school. We recognize parents as the most important partners in our endeavor.
6. We believe that the commitment to continuous improvement is imperative.
7. We believe that each student should be aware of the existence of God and that the school should encourage respect for all religious beliefs.

GKIS PHILOSOPHY

The philosophy of the school is to promote academic excellence by providing the best disciplined learning environment possible with an appropriately challenging academic program. GKIS is a multicultural school with a diversity of more than 20 nationalities. With a family-style environment, the school encourages open communication and interaction among administrators, teachers, parents, and students in order to enrich the learning experience and to maintain discipline and balance. It is amazing to see the students involved in activities without ethnic or racial disharmony. We emphasize respect, self-worth, and dignity of each individual and all people. Working together, GKIS students overcome language and cultural barriers, using their differences to strengthen their knowledge and broaden their learning experience.

GKIS OBJECTIVES

- To achieve academic excellence through a complete English-Spanish curriculum in a multicultural environment.
- To promote and develop critical thinking and investigation skills and help students develop life-long habits of learning.
- To raise awareness within our community of the need to preserve, care for, and improve our environment.
- To ensure, through the use of modern teaching and advanced technological resources, that students take responsibility for their own learning process in the various disciplines of knowledge.
- To encourage the development of ethical and civic values through student participation in community service projects.
- To actively encourage parents to become and remain involved in the education of their children.
- To provide our students the opportunity to learn at least three languages, giving them an important tool for communication with all people and helping them to find their place in the world.
- To promote the overall development of our GKIS students through sports activities, art programs, and research projects as sources of health, social harmony, and cultural enrichment.
- To encourage students to develop patriotism towards their own nation while respecting and appreciating other cultures.
- To raise student awareness of God and promote respect towards all religious beliefs.

THE CURRICULUM

We are committed to providing our students with the English Language Curriculum of the United States and the Spanish Language Curriculum of the Dominican Republic. Highly qualified and certified local and foreign teachers deliver instruction in English and Spanish. French is taught as a foreign language from grade five to twelve. The weekly class schedule for each grade level includes two or three hours of French instruction. In this manner, students progress through eight levels of French.

We encourage the criteria of “No Child Left Behind”, by constantly re-evaluating the student’s needs and the curriculum, making adjustments as needed to provide students with a solid foundation in math, physical sciences, computer science, social studies, and especially in English language and literature. Furthermore, they are expected to pass standardized examinations in all language skills and math in both Spanish and English. GKIS students are required to take a number of “standardized” tests in order to track their progress.

We also ensure the appreciation of art, music, and foreign languages, and a lifelong enjoyment of physical exercise and sports. Students who complete their schooling in our program will be able to fluently communicate in written and oral form in two languages: Spanish and English.

THE GOALS OF THE CURRICULUM

- To ensure curriculum continuity/articulation from PK through High School with standards and benchmarks.
- To establish “Standards for Learning” including accepted local, national, and international expectations.
- To evaluate student performance with appropriate measures including national and international assessment tools.
- To maintain the established 5-year curriculum review cycle.
- To teach students the necessary skills to function effectively in an increasingly technological world.
- To provide staff development for all aspects of the instructional program consistent with the curriculum review cycle and the needs of staff.
- To review the School’s commitment to global education by focusing on essential questions including higher order thinking skills, the problem solving process, information gathering, utilization skills and team building.
- To review the school’s commitment to character education and community service.
- To prepare GKIS graduates to enter the most competitive universities.

SCHOOL CALENDAR

The school year consists of 185 teaching days. The year is divided in two semesters and each has two quarters. Major holidays include: 3 weeks winter break from mid-December through the first week of January, as well as one week in spring to coincide with “Semana Santa” (Easter Week). Each calendar year includes some additional Dominican holidays. Summer break begins in mid-June and ends in mid-August.

DUTIES AND EXPECTATIONS FOR TEACHERS

1. Teachers and aides are expected to be at school from 7:30 AM – 3:00 PM for elementary and middle school, for pre-school: 7:30 – 12:00PM. Unless otherwise advised, teachers may leave when students are dismissed on the day a holiday begins. Teachers are required to attend Faculty Meetings and other meetings as deemed necessary by the administration. These meetings usually occur before or after the regular teaching schedule.
2. Teachers are responsible for monitoring student activities in areas to which they have been assigned. They also should comply with the duties assigned: take attendance, check agendas, make announcements, and participate in the Flag Ceremonies held in the basketball court. The first class period begins at 8:00 AM.
3. It is the responsibility of each teacher and aide to attend the flag ceremony each day and take note of any daily announcements. Memos placed in his/her mailbox, on quickschools, on the staff bulletin and other written communication serve to keep staff informed of current school activities and issues.
4. Teachers must make 30 minutes available after school for students who need individual help, for parent or student conferences, or to attend meetings. Any exceptions must be approved by the Principal.
5. Teachers are responsible for discipline in their classrooms as well as for maintaining discipline at school and at school sponsored events. Teachers should post their classroom rules by the first day of school and are required to create a workable method of enforcement.
6. Teachers are responsible for keeping accurate and up-to-date records of grades and attendance for all students in their classes.
7. Teachers must maintain a professional relationship with students, and as such, not criticizing the motives, methods or character of other teachers, staff or administrators.
8. Teachers are expected to attend occasional evening activities and meetings that may exceed the 30 minute post-instructional time.
9. Professional ethics demand professional conduct at all times. Each teacher owes loyalty to his/her fellow teachers, the administration, the school, and the Advisory Board. Personal differences of opinion should only be discussed between the members of the staff in a professional way and in an appropriately private place.
10. Teachers will be responsible for at least one extracurricular organization such as a club, school fund raising activities, school newspapers, class sponsor, team leader or committee member without additional compensations a part of their normal contractual obligation.

11. Teachers **must not leave the classroom during class hour**, leaving students unsupervised. If an emergency occurs that requires your absence, please notify a neighboring teacher and return ASAP.

12. Teachers are expected to leave the classrooms in an organized manner, making sure lights and all equipment are turned off (for recess, physical education, at end of the day, etc.). Teachers should always be the last to leave (classrooms, labs, audiovisual rooms, etc) in order to make sure that no student remains without supervision in the room. All teachers and school personnel serve as role models in terms of taking care of school property (equipment, desks, classrooms, bathrooms, etc.). Any destruction of property must be reported to the Administrator immediately

13. Teachers are expected to handle disciplinary problems. If a severe problem occurs or a reoccurring problem cannot be solved in the classroom, a report must be filled and a meeting must be held with the parent. The teacher must follow the steps outlined in the Discipline Code. Teachers must work together with the Assistant Principal in order to handle discipline properly, consistently and calmly.

14. The consumption of alcoholic beverages, smoking and chewing gum in school premises or during school activities are strictly prohibited. It is not allowed to eat and/or drink inside of the classrooms. It is not allowed to send students to the cafeteria to buy food or beverages for the teachers.

15. Inappropriate sentimental manifestations on school premises between employees and/or between or with students or parents are prohibited. Teachers are not allowed to maintain personal relationships with the school parents.

16. If a teacher finds it necessary to require students to purchase classroom supplies which are in addition to those required by the school, this should be discussed with the Principal before requesting the materials from students.

17. If a teacher plans to teach a class outside of the classroom, (courtyard, cafeteria) this should be previously arranged with the Assistant Principal.

18. Teachers are not allowed to use cellular phones for calls or texting inside the classrooms, during classes, on the playground, in the halls or during times when they are supervising students. In case of emergency, teachers must arrange supervision while they are out of the classroom.

19. Teachers planning to bring visitors (family members, school parents, guest speakers) into the classroom should request permission previously from the Principal or Assistant Principal.

20. Teachers must avoid asking parents or guardians for personal favors.

21. Sales and other exchange of goods that not in conjunction with an approved school activity are not allowed in the school premises.

22. While the students are under your care and supervision the following is prohibited: reading magazines or newspapers, working on personal homework, or chatting.

23. Teachers are not allowed to send notes home without the Principal's approval.

24. GKIS does not wish to invade the private lives of its teachers or be the arbiter of what is considered correct behavior for teachers outside of school. However, actions of a staff member that reflect negatively on the school may be considered in the employee's evaluation and be grounds for non-renewal or termination. The school will provide a warning whenever possible to the employee involved. Extreme cases which exhibit insubordination or a violation of law may result in immediate termination of contract.

25. All teachers must enforce the school's uniform policy. The uniform is as follows: **Yellow t-shirt** with the school logo (students should be wearing the shirts **tucked** into pants), **navy long pants** with a **black belt, black shoes**. (skirts, capris, and shorts are not acceptable). On Physical Education days, proper uniform includes white t shirt with school logo, knit uniform pants, and white sneakers. **If the students are going to wear a jacket, it must be the school jacket**. In case of any irregularity in the student's attire, they must be sent to the office in order to remedy the situation.

TEACHER CODE OF CONDUCT

- Demonstrate fidelity, commitment with the philosophy, mission, vision of the school.
- Show courtesy and good manners with the other teachers, students, parents and all school personnel.
- Get involved in the developmental process of each student, and handle each case with confidentiality, with respect, and with professional ethics.
- Develop and maintain morality and personal discipline; always be an example to emulate.
- Be honest. Practice tact and empathy when dealing with the feelings of others.
- Create a supportive environment of healthy learning in your classroom. Students should always be focused on doing their personal best, not on competition with each other.
- Motivate the students to keep learning constantly, conveying high expectations during the educational process.
- Promote understanding and respect toward other cultures, learning styles, personal customs and social abilities.
- Focus on the different learning styles of students by using various teaching methods and educational resources.
- Create conscience about environmental conservation.

- Work with parents and the school personnel to track the behavioral and academic performance and progress of each student.
- Use all available mechanisms to communicate your concerns and ideas to the parents.
- Teachers must wear professional attire (short or long sleeve shirt, long pants and closed shoes). In the event that you are unable to wear the uniform, you must use appropriate clothing; you shall not wear tank tops, shorts, sandals, etc. When in doubt, ask.

EMERGENCY PROCEDURES

- **In the event of an emergency**, all teachers need to remain composed and actively work with their students to keep them calm, quiet and organized. Teachers must not leave their students to search for their own children. Instead, trust that the teachers in the classrooms where your children are assigned are taking the necessary precautions to ensure that all children remain safe.
- If an evacuation order is given, teachers need to follow the evacuation procedures and direct students to follow the procedures as calmly and quietly as possible.
- Teachers must familiarize themselves with the Emergency Procedures Manual and know their roles and responsibilities during and after any type of school or natural emergency.

TEACHER SUPERVISION

- The Principal and Assistant Principal at GKIS are responsible for the supervision and evaluation of the teaching faculty. The primary purpose of the teacher supervision and evaluation process at GKIS is to improve the quality of instruction at the school. Teacher supervision and evaluation are also used by the Administration to make decisions about contract offerings each year.
- Teachers at GKIS are evaluated at least once each academic year by the Principal or by the Assistant Principal. Each evaluation consists of “The Teacher Performance Report” and a narrative evaluation.
- At the beginning of each academic year each teacher will develop at least one personal and at least two professional goals for the current school year. These goals will be written and a copy given to his/her immediate supervisor. The supervisor will review the goals with the teacher and will keep the goals in the teacher’s file.
- Evaluations will include an observation and a post-observational conference. These should take place over a time period of several days at most.
 - **Pre-Observational Conference** – the pre-observational conference allows the teachers and supervisors the opportunity to revise his/her personal and professional goals, the class plan and the objective during the daily lesson plan.

- **Observation** - The observation can take place over one, two or more classroom visits. At least one classroom visit should be prearranged while others can be drop-in, depending on the preference of the supervisor with input from the teacher. A total observation time of at least 40-50 minutes is required over a span of several days.
- **Post-Observational Conference** - The post-observational conference should take place as soon as possible after the final classroom observation has been completed. The supervisor's narrative evaluation report and the Teacher Performance Report will be reviewed with the teacher and the teacher will be given the opportunity to comment on the observations and the evaluation. These documents will become part of the teacher's permanent file.

3. The post-observational conference should draw together the following aspects of the evaluation process:

- the teacher's personal and professional goals
- the school-wide goals for the current academic year
- the teacher's specific lesson plans and/or objectives for the lesson observed
- a review of the observed lesson(s) and the supervisor's written narrative
- the Teacher Performance Report
- any specific recommendations made by the supervisor
- the teacher's grading procedures
- other items as necessary

The Principal or the Assistant Principal and teacher should discuss these items and the Teacher Performance Report during the post observational conference. The teacher's signature on the Teacher Performance Report indicates only that the teacher has reviewed these reports with the supervisor and it does not necessarily indicate agreement. Teachers may refuse to sign the evaluation report if they wish, at which point the supervisor will indicate the refusal on the evaluation in place of the teacher's signature. The teacher may also submit a rebuttal that can become part of his/her personnel file, or indicate on the evaluation that he/she wishes to appeal the evaluation.

TEACHERS' ABSENCES AND TARDINESS

1. All teachers must sign in at the time of their arrival (7:30 AM) using the **fingerprint scanner** in the office.
2. Those absences or delays that can be foreseen must be communicated personally or in writing with the Administration. The school has the right to evaluate (accept or reject) the reasons cited for the absence. In case of absence, the teacher must present the proper written documentation (medical certificates or others) to the Administration to justify the absence.
3. In unexpected cases (sudden illnesses or emergencies), teachers must communicate as soon as possible with the Administrative Staff by calling the school number: 809-571-2857 or via the personal numbers of the Principal or the Assistant-Principal. This may not be done by email or by text message.

4. All absences that are not properly notified to the institution can be reported to the Dominican State Department of Labor. A sealed copy will be given to the employee.
5. In the case of unnotified absences, the school may discount the teacher's salary for the day(s) that they were absent. The calculation for the deduction shall be made in accordance with the Labor Code.
6. The teacher should be **the last to leave the classroom** in order to ensure that all the students have gone to the courtyard. The teacher is responsible for the classroom's organization at the end of each class period and that all the lights, air conditioner and computers have been turned off.
7. Every teacher will be assigned an area of the school to supervise during the week, where they must remain during recess or lunch. They are expected to be responsible in order to avoid, or at least remedy in a timely way, any mishaps that may arise. This task is closely supervised and will be part of the yearly evaluation of every teacher.
8. On rainy days students and teachers must remain in their classrooms or prepare an extra activity in the cafeteria during recess.
9. Teachers from Toddlers through 8th Grade **should lead their students in organized lines** to the assigned playground areas for recess, snack or lunch. After recess, the teacher should lead the students from line formation in the basketball court and back to the classrooms.

EDUCATIONAL RESOURCES

1. The school provides each teacher with Teacher Editions of textbooks before the beginning of the school year. The teacher must be responsible for returning these books in June in the same condition they were received.
2. The school will provide educational resources such as maps, posters, flashcards, videos, cassettes, CD Rom, and tape recorders. These resources should be requested from the office two days before its usage and should be returned on the established date.
3. Teacher should fill in a **Supply Requisition Form** to request any extra teacher supplies. The secretary will provide this form upon request. Teacher supplies are for use by the teacher. Students **MUST NOT** be allowed to use these supplies without supervision and permission. Teacher bookcases and desks should be off limits to students.
4. The school will provide each teacher with erasers, white board markers, and white and colored chalk throughout the year. Markers and additional class materials (construction paper, cardboards, glue, etc.) can be provided by the office. The days for the requesting of materials are Fridays and they can be picked up on Mondays. Any requests should be made through the secretary.
5. The teachers should request **"Official Passes" in the office**, which will allow the students to be out of their classrooms for bathroom, library, office and computer lab visits. Teachers should keep those passes in the classrooms.

6. Teachers must require that their students personalize their school materials at the beginning of the school year or semester to avoid losses.
7. If a student loses a school item and/or book and he/she communicates the loss to the teacher, the teacher should assist and model looking for it among the belongings of the other students in the class (lockers, book bags). If the book is not found, the student must go to the office and request another one for the rest of the school year, paying the appropriate replacement charges.

INTERNET USAGE/COMPUTERS

All information regarding GKIS activities will be sent through the Quickschools. This will maximize the communication and will also save time. The teacher is responsible for checking the site frequently for any new messages. The student report card will be entered into the Quickschool website. This report will be available to parents and teachers. They must have a password assigned by the school to access a child's report.

The usage of your school email account, and the computers in the Media Center are strictly for academic purposes. It is presumed that users will comply with the GKIS standards and will honor the agreements they have signed. School or personal computers used on campus are to be used as part of curriculum preparation. Users may not check personal email, participate or monitor chats, personal networking sites or SKYPE during school hours. This rule includes cell phones with web access.

Teachers are free to use our computer lab for academic purposes during their academic hours. Make sure you coordinate the appropriate schedule with the computer teacher.

FACULTY AND STAFF DRESS CODE

Faculty and staff at GKIS are expected to set an example for the students and families in their dress and general appearance. **Faculty and staff should take into consideration the local culture, customs, and attitude of the community and of the administration.** It is important to differentiate teaching personnel from the student body as a sign of respect and discipline.

All teachers must dress in an appropriate manner. In the event that you are unable to wear formal attire, you must dress appropriately; you may not wear tank tops, shorts, or tight or revealing attire. When in doubt, ask.

- Teachers must wear formal shoes (not sandals or tennis shoes).
- Tattoos and piercings, if present, should not be visible during any school activity.
- Teachers must take into consideration appropriate clothing for each school activity.
- For example, we recommend semiformal clothing to PTA meeting and appropriate sports clothing for school competitions taking into consideration the nature of our activity and your position with the school.
- Examples of inappropriate clothing for non-sports school functions would be
 - Jeans
 - Shorts or capris of any type
 - Spiked heels, sandals of any type, running shoes (sneakers)

- All T shirts without a collar and collared T shirts with inappropriate logos or messages
- Any clothing that is too tight
- Clothing that reveals cleavage
- “Low-rider” pants

PHOTOCOPIES

Teachers should bring the materials to the office with one week in advance whenever possible. Students should not be sent to the office to have copies made. Making copies, copier maintenance and photocopy paper represents a large chunk of the school's budget.

It is imperative that each teacher is prudent in their use of the copier. Copier usage is tracked by the administration.

During exams periods, the teachers should bring exams to be copied two weeks in advance. It is impossible to predict copier breakdowns, so teachers who ask for copies at the last minute must accept responsibility if the copies cannot be made.

GRADES

1. At the early childhood level, students receive every single month evaluation.
2. Students from First to Twelve grade will have tests every single month. Their grade will be based on the rubric which include aspect such as homework & assessment, test, quizzes, organization and participation. Also students from second through 12th grade will be evaluated with standardized tests (MAP) three times a year to measure their academic performance. Eighth and Twelve grade will also national tests in Spanish according to the calendar of the Dominican Ministry of Education.
3. At the beginning of the school year, teachers will receive the academic calendar with the evaluation periods for each level so that they can plan their time and avoid delays.
4. The use of the Rubric is mandatory. Students in Elementary, Middle and High School will be promoted with a minimum final grade of 70%.
5. Teachers must present the grades to the statistician promptly. Failure to complete the grading process each month will be reflected through teacher evaluations. Fair evaluation of students and posting their grades on time is of vital importance to the functioning of the school.
6. Teachers are responsible for delivering the Yearly, Monthly and Daily plans at the time stipulated by the principal. Proper management of the plans and timely delivery is important for the proper functioning of the institution.
7. In case a teacher needs to change a grade after submission, they must receive authorization from the principal.
8. Nursery through second grade classrooms will have a homeroom teacher and may have an assistant if is necessary. From 1st - 5th grade, students will have a homeroom teacher and other teachers who will be responsible for assigning Spanish, Sociedad, Civica, music, sport and computer homework as well as the grades in those subjects.

9. All teachers are required to attend parent teacher meetings, which are sometimes scheduled in the evenings.

CRITERIA OF EVALUATION

Letter Grade	Numerical Grade
A	90 – 100
B	80 - 89
C	70 - 79
D	60 - 69
F	Below 59

STUDENTS OF THE MONTH

Academic Student of the Month should excel academically for the entire month and should be chosen by their homeroom teacher after consulting all other teachers involved. Character Trait Student of the Month will be the student exhibiting behaviors that best exemplify the character trait chosen for that month. Both students will be recognized for their accomplishments.

The grades are based on the following rubric:

ELEMENTARY

HOMEWORK & ASSESSMENTS 30%

CLASS PARTICIPATION: 10%

TEST: 30%

WORK HABITS: 20%

ORGANIZATION, NOTEBOOK, BINDER 10%

MIDDLE & HIGH SCHOOL

HOMEWORK & ASSESSMENTS 30%

CLASS PARTICIPATION: 10%

TEST: 40%

QUIZZES: 10%

ORGANIZATION, NOTEBOOK, BINDER 10%

STUDENT NOTEBOOKS

In many classes, students record important subject information in notebooks. This information, if organized and complete will be a valuable tool in preparing for exams. The skill of keeping accurate notes and using this information in preparation for exams is an important test-taking strategy. Organization is a key to success and by use of notebook checks, students are learning life-long organizational skills.

LESSON PLANS

When writing their daily plans, teachers should follow their Yearly Plan and Syllabus which is created by the teacher in the beginning of the school year. Lesson plans should adequately address each standard and its indicators and assessments should reflect the students understanding and ability to apply the information taught. An example of each quiz, test, exam or project that is used to assess competency of the standards and indicators should be kept on file in the Curriculum Compliance Binder in each classroom.

ELL AND SLL PROGRAMS

English and Spanish as a Second Language

GKIS, through Garden Kids Language Institute (GKLI) offerss English and Spanish (ELL and SLL) as a Second Language Program for new students who do not have the level of English required for the entry grade as well as existing students for whom a lack of proficiency in the English language is affecting their academic performance.

HOMEWORK

1. Elementary and Middle school teachers can assign homework to their students on a daily basis. A homework chart will be placed in each classroom for teachers to record homework assignments. Teachers need to make sure that the amount of homework does not exceed the number established by school policy:
 - a. Preschool teachers (Toddlers, Pre K and Kindergarten) may assign one homework per language Monday through Friday.
 - b. Students in first through fourth grades may be given a maximum of 1 homework assignment per subject a day.
 - c. Students in grades five and six can have a maximum of 3 written assignments a day and there should be no more than one major exam in a day. Students from 7th through 12th, can have a maximum of five written assignments a day and there should be no more than one major exam in a day.
 - d. Homework assignments should not be given during exams periods except as preparation for the exams.

2. Simply put, GKIS students are expected to complete their homework. For minor, infrequent discretions, students should be given time during snack and lunch recess to complete the homework that day. Problems that are reoccurring (two days in a row or with frequency) must be brought to the attention of the parent through the agenda and the student will be placed in detention for a time determined by the teacher. If the problem persists, a conference with the parent is warranted.
3. All assignments that are not recorded on the Homework Charts and, therefore not written in the agenda and signed by the teacher, cannot be enforced or given consequences if not completed.
4. All the assignments that require team work should be done in the classroom under the teachers' close supervision. Any assignment that requires that the students meet outside the school must be approved by all the parents of the students involved and the principal or assistant principal.
5. All major exams must be approved by the principal.
6. Teachers will be able to use the computers in the computer lab in order to prepare their final and monthly exams. HOWEVER, it is important that teachers have access to a personal computer outside the school.
7. Midterms and finals will be prepared by the grade or subject teachers. A blank copy of these exams and a completed answer key must be submitted to the administration before the exam is given. These copies will be kept on file in the office.

MEETINGS WITH PARENTS

Appointments with parents must be requested through the office. If a parent requests an appointment with teachers, he or she shall use the same procedure. Administrative staff can always attend parent meetings if the teacher or parent requests and if the meeting is coordinated with the administrator's schedule.

Parents should not approach teachers or students or enter the classroom during class hours. Teachers must inform parents that it is necessary to make an appointment for a formal meeting. If a parent needs to send something or communicate with their child during class hours, they must leave the object or message with the receptionist.

It is every teacher's obligation to attend all pertinent PTA meetings, orientation meetings, parent conference nights, expositions, graduations, special activities, etc.

It is very important to request a conference with the parents of any student whose grades fall below 75% and others who would benefit from reinforcement or tutoring.

LIBRARY

1. Working hours for library are from 7:30 A.M. to 3:00 p.m. The Library is closed during lunch time.
2. Every class from first grade up can request class time to be spent in the library. During this time, the teacher in charge of the class must remain in the library supervising students' conduct and overseeing their activities.
3. Reference books such as collections, encyclopedias magazines, and other special books can only be used within the library premises.
4. To take out resources for classes such as extra test booklets, encyclopedias, dictionaries, etc. teachers must complete the proper form in the library requesting the material and is responsible for returning the resources requested personally to the library.
5. If a book or resource is lost, the teacher will be required to pay its replacement value before borrowing another book.
6. In order to maintain an organized and silent environment, teachers cannot teach a lesson inside the library.
7. Teachers, who wish to take their class to the library for a specific learning project, or wish to view an educational DVD must make an appointment. The library media system (TV and DVD player) are to be used on a first requested system.
8. Under no circumstances are groups of students to be sent to the library without teacher supervision. It is not the librarian's job to supervise your students during your class time.

STAFF DEVELOPMENT

Providing staff development opportunities is a priority at GKIS. Teacher and staff development opportunities are always being explored by the administration. Teachers are expected to provide one workshop per year to their fellow teachers. These workshops will provide an opportunity for our imaginative and talented faculty to share their knowledge with their peers.

EDUCATIONAL FIELD TRIPS

In order to ensure the integral development of the curriculum teachers are encouraged to plan one field trip per year. The field trip should directly relate to a curriculum standard and should be reinforced by class activities related to the topic (before and after the trip) that guarantees that the trip is truly an enriching educational experience. All field trips should be presented to the principal well in advance with all details in place.

Steps for planning an educational field trip:

1. A school Field Trip Form must be completed whenever a teacher wishes to take class on a trip. This form is available in the office and must be filled out at least two weeks before the trip is scheduled to take place.
2. Teachers must have adequate supervision (one adult per 4 students with a minimum of 2 adults). Teachers, aids and school staff make the best chaperones but when this is not possible, parents may be asked. All parents must be approved by the administration before being asked. It should be made clear to the parents that they are not going as a companion to their child but as a supervisor of the safety of a group of students. It should also be made clear to the parent that all decisions about purchases (food and souvenirs), itinerary, behaviour and problem solving will be made by the teacher. It is the teacher's job to relay this policy to the parents before the trip begins.
3. Two weeks before the trip the permission slips (in the agendas) must be sent to the parents/guardians to be signed.
4. Teachers that take their groups on educational trips should write an article or encourage the students to write it, so that it can be published in the school website. Please send by email all your documents in word (including photos) to the school's info website.
5. All teachers are responsible for their students' safety and behavior. They should supervise them, ensuring responsible conduct, courtesy and order in the places visited, as well as on the buses. Students' behavior should NEVER be a distraction to the driver and students are required to behave in a way that is complimentary to the school.
6. Field trip expense must be passed along to the parents, therefore, kept at a minimum.

TUTORING OPPORTUNITIES

All tutoring will be carried out by teachers. Any student who needs tutoring in any academic area should be referred to the principal so the problem can be appropriately addressed, parents can be contacted, a tutor can be found and progress can be tracked.

Teachers are allowed to provide private classes to GKIS students. Fees are decided upon by the teacher and all financial transactions with the parents must be handled by the teacher. It is recommended that the teacher charge in advance for their services. Class cancellations or any other communication with the parents concerning the tutoring class must be handled by the teacher.

Note: It is against the school policy for students from another school be given private lessons at our school.