

2015 – 2016 Staff Standards Handbook

Mountain View Campus (Grades ECS – 3)

Ms. Raja-Principal

Mrs. Haque-Vice Principal

Mrs. Chamseddine – Office Manager

Ogden Park Campus (Grades 4 – 9)

Mr. Elrafih– Principal

Ms. Elchama-Vice Principal

Mrs. Laila Bhaye

TEACHING PHILOSOPHY

Instruction at Almadina Language Charter Academy is based on a constructivist model with a focus on learner centered learning. Our goal is to support language learning through meaningful and student centered tasks. All teachers at Almadina collaborate in discovering “best practices” that inform their content, language and literacy instruction.

Instructional Duties

See “Classroom Observation Record” for explicit descriptors of instructional expectations.

At Almadina Language Charter Academy, all teachers are ELL teachers. By extension, all teachers are literacy teachers. Language and literacy are explicitly taught in all classes by all teachers. Long and short term plans are based on the constructivist model in which learning is student-centered and meaningfully differentiated according to learner background knowledge of content, skills and the English language. All Alberta Initiative for School Improvement projects align with our Charter focus on language, literacy, and the constructivist model.

In practice, all teachers teach strategies to comprehend written, visual and oral texts. Teachers include language and literacy objectives in their lesson and unit plans. All teachers incorporate structured reading activities into their instructional practice. All teachers incorporate the activity of “writing to learn” into their instructional practice. All teachers explicitly teach vocabulary.

Instructional Planning

Teachers will be following the Teaching Quality Standard Document.

All teachers submit to administration a long-range plan that corresponds to the Alberta Program of Studies. All teachers use the Almadina Unit Planner to develop unit plans that incorporate language outcomes. Three unit plans are submitted to administration for review. All teachers must use Daily Plans that correspond to their current unit plans.

Student Assessment

There are three Main Report Cards and three Interim Report Cards going home. Grade Three will be writing Student Learning Assessments (SLA) at the beginning of the school year and report will be provided for the parents.

Professional Learning Community (PLC)

All teachers are active members of Almadina Language Charter Academy's PLC. As such, all teachers attend staff meetings, grade-team meetings and committee meetings. All teachers write and share the PGP with administration and actively seek to meet the stated goals therein. All teachers work collaboratively with the ELL Coordinator in meeting the language and literacy needs of their students. Administration encourages all teachers to adopt an "open-door policy" to enhance collaboration among grade and content-area teams.

HOURS OF WORK

Our hours of work are from 8:00am to 4:00pm from Monday to Friday. The hour between 3:00pm to 4:00pm is designated for planning, committee meetings and teacher collaboration. Administration must be informed upon departure prior to 4:00pm.

Instructional time is a priority; only emergency calls will be transferred.

Cellular phones shall not be used by either students or staff during instructional hours or assigned duties.

REQUESTS BY STAFF FOR APPOINTMENTS WITH ADMINISTRATORS

To effectively meet the needs of students, staff and parents, please communicate through email as much as possible. If a meeting is required, please book an appointment with the office manager.

In the case of an emergency, please call the administration immediately. When sharing an issue with administration via email or in person, please include proposed solutions.

HOMEWORK AND AGENDAS

All students are provided with an agenda in which to record daily homework assignments. The agenda is the primary means of communication between parents, students, and teachers. Teachers and Parents should sign the agenda daily.

Reading for enjoyment at home should be strongly encouraged as homework.

Homework is intended to reinforce concepts and skills learned in class, especially related to literacy. All students should be able to confidently complete all homework assignments in a reasonable amount of time (10 minutes- 1 hour, depending on age). Homework tasks should be meaningful to both students and teachers as evidence of concept understanding and skill mastery.

STUDENT DISCIPLINE

Teachers must track and report serious and repetitive infractions.

Students are expected to behave appropriately at school. Staff is expected to work together to create and maintain a positive learning environment.

Teachers are required to report on the infractions as outlined in SIRS.

Staff at both school sites are expected to use SIRS to track discipline infractions.

Once a student has acquired a set number of demerits, as determined by administration, their behaviour is reviewed according to the Respect Room procedures.

Ongoing discipline issues should be relayed to parents regularly. Teachers must document all communication with parents. Email is encouraged for communication with parents for the purposes of clarity and documentation.

Staff is encouraged to complete "I'm Impressed" forms when student positive behavior warrants recognition.

STUDENT USE OF THE TELEPHONE

Students require permission from the homeroom teacher and administration to use the school telephone.

PROFESSIONAL DEVELOPMENT

Professional Development must be aligned to your Teacher Professional Growth Plan.

Teachers are encouraged to share their professional expertise and best practices.

Teachers will submit a PD proposal form to administration or to the ELL coordinator for Literacy related PD.

TEACHER SUPERVISION AND EVALUATION

The teacher observation and evaluation process is an on-going one.

Teachers, regardless of contract status, should expect continuous supervision, coaching and feedback.

FIELD TRIPS

All field trips must be planned a minimum of one month in advance. Field trip proposal forms must be completed and approved by administration. Any field trips that involve Almadina students and staff during and outside of school hours must be formally pre-approved by administration. Fieldtrips that affect whole grade levels require support from all teachers whose instructional time is impacted.

Field Trips:

The teacher will submit a Field-Trip Proposal Form and a Bus Request Form (ten days prior) for approval. The Office Manager will fax the information to the transportation company.

REPORT OF STAFF ABSENCE FROM WORK

Report absence and reason for absence to office manager.

See the Collective Agreement (2011-2013) for information on various leaves of absence.

If a teacher is absent on the day of a scheduled field trip, the field trip shall be cancelled.

STUDENT SUPERVISION

Supervision is assigned by administration. All certificated teaching staff

has 30 minutes for the afternoon lunch break and are not on any supervision duty at this time. All students must be supervised at all times.

INDOOR RECESS (COLD OR RAIN)

In the event of indoor recess as determined by administration, the Office Manager will announce that students will stay indoors. The indoor staff supervision schedule will be put into effect.

REQUESTS FOR TIMETABLE CHANGES

The Principal is accountable to the Superintendent for the 2015-2016 staff timetables.

Please arrange a meeting time with administration for the discussion and approval of any requested changes in your daily timetable.

PARENTAL REQUESTS FOR THE MOVEMENT OF STUDENTS FROM LANGUAGE OPTIONS

Refer to Parent Handbook.

Any requests from parents to switch the English or Arabic or Urdu option: Once the choice of option Language is made students will be in that program from three years. Changes can be permissible only in grade four and grade seven.

PARENTAL REQUESTS TO CHANGE THEIR CHILD'S HOMEROOM

Refer to Parent Handbook.

Any requests from parents that students are moved to another homeroom must be addressed to administration.

HALLWAY AND CLASSROOM BULLETIN BOARD DISPLAYS

Please update on a regular basis. Teachers are encouraged to highlight the language and literacy program.

EXPENSE REQUESTS

Ordering Books and Supplies:

Teachers will complete a Purchase Order form and submit it to administration. Once approved, the Principal will assign a P.O. number and budget code. The office manager will order the material (fax) and file the PO until the order is received. Once the order arrives, teachers will check off, date and initial the packing slip and give it to the office manager who will then submit the PO and packing slip to the Accounting Department stamped and signed by the principal.

TAKING STUDENTS OUTSIDE FOR FREE TIME

The reason for going outside must always be linked to the Alberta Program of Studies. Certificated Alberta teachers and language instructors must maximize the available hours of instruction as part of our work contracts.

UNAUTHORIZED PARENT CONTACT WITH STUDENTS

Any parent coming into the school must first check-in at the office. We will give out a Visitor or Volunteer tag to those parents who have checked in at the main office. If they are not wearing a tag or accompanied by an administrator, ask them to report to the office.

Parents can only talk with their own child in the presence of an administrator, and not with any other child in the school. Parents can be charged under the School Act if they go into a school area they are not authorized to be in. If you need support, call the office.

PARENT REQUEST TO MEET WITH A TEACHER

Refer to the Collective Agreement (2011-2013)

Parents must call and book an appointment before coming to the school. Appointments approved by the Principal in consultation with the teacher will take place between 3:00pm and 4:00pm.

SICK STUDENTS

If a student gets sick at school, the teacher will call the parent or a relative to come and pick them up as soon as possible. The student will wait in the classroom until their parent or a relative comes and picks them up.

If a student asks to stay in at recess because he/she is "ill", please remind

them that the school policy is that everyone is to be outside at recess time. (The Principal, Vice-Principal and Office Manager will only supervise sick students in the office, while teachers are on their recess or lunch break.)

PHOTOCOPYING

Do not send students with requests for photocopying to the Office Manager. All staff members are given a photocopier user code; administration will monitor paper usage. The grades 6 and 9 teachers will be given extra paper at the time of Provincial Achievement Tests for practice and review. Teacher Assistants are not allowed to do any photocopying during instructional time.

TRANSITIONAL TIMES

You are encouraged to assist with transitions by being in the hallway as much as possible during these times. A “best practice” encouraged at Almadina is to have a short assignment posted on the board for students to do when they enter the class.

Students in ECS, Grades 1 and 2 will be picked up and returned to class by their homeroom teacher. Students in Grades 3 to 9 will return to class on their own.

DISMISSAL

Always dismiss your class according to the set schedule.

CELEBRATION OF STUDENT BIRTHDAYS

No food/cake from outside for the students at the school.

FIRE DRILLS

See Fire Drill Procedure Handout

Teachers are responsible to exit the building with the class that they are teaching at the time of the fire alarm. Before exiting, check the washrooms near your room for any students. Please ensure that you have the class list for your students when we exit the building. Please do not re-enter the building until the Principal has given you permission to return to class.

EMERGENCY LOCKDOWN / CRISIS MANAGEMENT

See Lockdown Procedure Handout

FUNDRAISING ACTIVITIES

Fundraising requests must be submitted in writing to administration for approval. All funds collected must be submitted to the Office Administrator for safekeeping. The funds will then be deposited with the Secretary Treasurer.

ALBERTA INSPIRING EDUCATION

2015-2016 **Project Based Learning**

2015-2016 Research Projects

Teachers are expected to take an active role in implementing the projects. Teachers are encouraged to start a Research Project.

VISUAL JOURNALS

Students need to include one exemplar in their Visual Journal annually, per core subject.

STAFF DRESS CODE

In general, the dress code for staff at Almadina Language Charter Academy will be professional and conservative. We stress respect for modesty and professionalism.