



Tesfa International School

EMPLOYEE HANDBOOK

2017-2018

Mission:

Tesfa International School is committed to providing an equitable and empowering education for all. Our scholars will engage in a transdisciplinary curriculum supported by conceptual and inquiry based learning. Side-by-side with dedicated educators, scholars will develop the knowledge, skills, and characteristics necessary for active citizenship throughout the world.

All school policies mentioned in this handbook can be found on the school's website at www.tesfainternationalschol.org under the board section.

Vision

Our students will be prepared for a successful transition to the most rigorous and challenging middle and high school programs. Through their experience at Tesfa, students will be held to the highest of standards both academically and socially, to prepare the students for college and careers, as well as with the leadership skills required of active and productive citizens in the 21st century. Through access and equity, students will follow a pathway to success for themselves and their communities.

The scholars of Tesfa will perform above state average in all subject areas and on all standardized assessments. Our students will show career and college readiness and our rigorous international curriculum will provide our students access to great opportunities beyond their K-12 education. Tesfa students will enjoy an experience free from the equity gap prevalent in many other Minnesota schools.

Tesfa's students will grow to be active citizens in their community. Our goal is to prepare students to know how to be inquirers and thinkers, and how to apply their knowledge to real world situations. Through an appreciation for others, the arts, different perspectives, and a common humanity, students will put into practice their actions by contributing to positive change in their communities and their world.

Tesfa's mission and vision are fully aligned with a number of statutory purposes contained in *Minn. Stat. § 124D.10, Sec. 1B. 1*. Its educational focus lies squarely on *improving learning and increasing opportunities for area students*, particularly those from low-income families in St. Paul. Tesfa will place a high value on academic rigor, data-driven instruction, and accountability with a focus on preparing each student toward eventual graduation from high school and college. Tesfa's use of the International Baccalaureate program in kindergarten through sixth grade will offer its students a comprehensive, world-recognized, and proven learning model at every grade level. As it will seek to hold itself accountable for its results, Tesfa has carefully designed an educational program that has the capacity to deliver upon its promises:

- Tesfa will “improve pupil learning” and “increase learning opportunities for pupils” by providing a rigorous, college graduation-aligned comprehensive program that will guide all students to college readiness standards at each grade level.
- Tesfa will “measure learning outcomes and create different and innovative forms of measuring outcomes” by using multiple on-line adaptive learning programs to measure student progress toward state and college readiness standards on a daily basis and by integrating a robust system of social-emotional assessments to track our students' social-emotional development.

ABOUT THIS HANDBOOK

This handbook is intended as a general guide to Tesfa International School's policies and procedures. It does not attempt to cover all school practices, policies or procedures in detail nor is it intended as an employee contract. This handbook should be seen as an informational guide only. Tesfa International School reserves the right to deviate from the policies stated in this handbook in its sole discretion. Any such exception or deviation from a policy shall not be construed to constitute precedent that would affect any future action, nor shall any such deviation alter the employment at-will relationship. Should any applicable local, state, or federal law or judicial decision renders any of Tesfa International School's policies or practices invalid or inoperative, it shall not invalidate any other of Tesfa International School's personnel policies or practices. Nothing within this handbook is intended to imply or guarantee any specified or minimum term of employment. Nothing in this handbook or in any other written or unwritten policies or practices of the School creates or is intended to create, an express or implied contract, covenant, promise, or representation between the School and the employee.

Employment at Tesfa International School is "at will", which means that employment may be terminated by either the school or the employee at any time for any reason. There is no contractual agreement between Tesfa International School and an employee specifying or guaranteeing employment for a particular period of time, and an offer letter, benefits policy or handbook policy statements are not intended to be, nor should they be interpreted to be, promises of employment for a definite period of time. The policies and procedures outlined in this handbook may be eliminated, revised, augmented, or changed at any time, with or without notice.

ABSENCES FROM WORK

If you are going to absent from work, you need to call Patti Kronk **(612-710-5830)** and report your absence by **5:30 a.m.** the morning you will be absent. It is **NOT** acceptable to call school and leave a message or send Patti Kronk an email. Employees need to fill out a staff absence form each time an absence occurs.

Full Time Employees

Sick days – 10 per year

Personal days – up to two sick days may be used as personal days; must be approved in advance by administrator

Other paid or unpaid days at the discretion of the administration

Part-Time Employees

Part-time employees receive the above benefits on a pro-rated basis based on their F.T.E. equivalent.

EXPLANATION OF REASONS FOR ABSENCE

ILLNESS/MEDICAL APPOINTMENT

Sick leave is granted for absences due to medical appointments, personal illness or temporary disability that prevents a staff member's attendance at school. Sick days may be used for family illness. It is expected that employees will make every attempt to schedule medical appointments outside of school hours. Ten sick days are provided for the school year for full time employees.

The administration may request proof of illnesses or appointments, as it deems necessary.

PERSONAL DAYS

Each full time employee has two paid personal days. Personal days should be requested **at least a week in advance** except in emergency situations. Employees are asked to request personal days with discretion.

Generally speaking personal days will be restricted (not granted) at the following times: before September 19th or after May 19th; Thanksgiving week; the weeks before or after winter and spring breaks, and staff workshop days.

Personal days may be granted during restricted times for the following reasons: emergencies, legal, financial, or business affairs that cannot be scheduled outside of regular school hours, funerals, or employee/family weddings. Employees will be asked to disclose the reason for the personal

day request during these times. The administration may request documentation regarding the need for the request.

The administration may choose not to grant a personal day if the absence of the staff member would be detrimental to the educational program for the school or create an unnecessary hardship on other school personnel. Personal days are subject to availability of suitable substitute teachers.

Additional paid or unpaid personal days may be granted at the discretion of the administration based on special circumstances.

PROFESSIONAL DAYS

Staff members may request to absent from work to pursue professional opportunities related to their work at the schools. Such days must be approved by the administration in advance and will be paid days.

JURY DUTY

Staff members required to be on jury duty will receive pay while serving contingent on the teacher paying the school any fees received, minus travel allowances, for such jury service.

FAMILY/PARENTING LEAVE

Please see official school policy "FAMILY AND MEDICAL LEAVE" (410) for information regarding this leave.

WORKER'S COMP

If an employee is injured on the job and collecting compensation insurance as well as drawing on sick leave and receiving full salary from the school, such salary shall be reduced by an amount equal to the insurance payments and only that fraction of the days paid not covered by insurance will be deducted from accrued sick leave.

NOTE: An employee who is dishonest about the reasons for being absent from work will be subject to disciplinary action that may include dismissal from Tesfa International School.

ACCIDENT REPORTS (EMPLOYEES)

If you are injured at work, please report the injury to Patti Kronk, Office Manager or Mohamed Selim, Assistant Director as soon as possible. You will be asked to fill out an injury report form which is the main office and on the website.

ACCIDENT REPORTS (STUDENTS)

If a student is injured while under your supervision, you will need to fill out a student accident report form. **You must notify parents of student injuries.** The "Student Accident Reporting Form" can be found on the school's website or at the front office.

ALLERGIES

Family pets are not allowed in the school for visitation/sharing. Student allergies and uncharacteristic, nervous responses by animals create health and safety concerns at school. Balloons of any kind are also NOT allowed in the school due to student allergies. Please be sure to include this information in your parent newsletters. Check with the Office Manager to see if you have any students with serious allergies that need to be attended to.

ASSEMBLIES

Classroom teachers are expected to attend assemblies with their class regardless of the time at which the assembly is scheduled.

ATTENDANCE (STUDENTS)

Teachers are required to take **attendance by 8:15 a.m.** each morning through PowerSchool. Please let the office know if parents call you to let you know that a student will be absent. The office will call home to find out why students are not at school if the parent has not reported them absent. **ACCURATE ATTENDANCE IS VITAL FOR STATE REPORTING AND FUNDING.**

BATHROOMS - STAFF

One staff bathroom is available at Tesfa International School. It is located on the main floor on the east side of the building.

BENEFITS

Employees who 20 hours per week or more are eligible for benefits from Tesfa International School. Available benefits this year are health insurance, dental insurance, short-term disability insurance, long-term disability insurance, and life insurance. Family insurance may be purchased for an additional fee. Employees who are less than full time may be expected to pay part of their insurance expenses. Employees may be required to pay the cost of benefits during leaves of absence if those leaves involve costs that extend beyond what is required to be covered by law.

Optional benefits for employees include participating in a 403(b) retirement account (at the employee's expense) or HSA plan to put aside pretax dollars for medical expenses. Specifics regarding benefits can be obtained from the school's Office Manager, Patti Kronk.

BUDGETS – CLASSROOM

Each teacher will receive a classroom budget that can be used to purchase necessary supplies or items for your classroom. You must have a receipt if you wish to be reimbursed for items you purchase on your own. Please make sure you have a sales tax exemption form with you when you go shopping. Receipts need to be submitted on a "Budget Request Form." The form is available in the office and on the website. **It is not acceptable to go over budget.** You will not be reimbursed for expenditures above your budget amount.

Please submit expenditures in a timely manner. It is not acceptable to hold all your expenditures until the end of the year for reimbursement. Classroom teachers have a budget of \$1000 per year. Anything reimbursed by Tesfa is property of Tesfa International School. Final submissions for reimbursements need to be to Jonas by May 26, 2018.

BUILDING SECURITY

All teachers will be given a room key, building key, and the school's alarm access code. The school has a security alarm that will be set each weekday evening by the last person in the building. Staff will be trained on the procedures for setting the alarm and the expectations for locking and unlocking the building. Please do not stay in the building any later than 8:00 pm. Teachers are welcome to come into the building on the weekend provided they deactivate and activate the alarm and leave the building secure when they leave. Weekend building hours are 7:00 a.m. – 7:00 p.m. on Saturday and Sunday. Please move your clip to indicate when you are in the building at all times so others who you are present. Other employees may be issued keys as necessary.

BULLYING AND HAZING

Bullying and hazing are not allowed at Tesfa International School. Any employee who is aware of a bullying or hazing situation should immediately notify the administration. Please see Policy #514: *Bullying Prohibition* for details.

CALENDAR

The calendar for the 2017-2018 school year is available on the school's website. It is each employee's responsibility to check the calendar in order to know when meetings are scheduled. Please do not count on email reminders. Employees should carefully note the dates that evening events occur. All staff members are to be available for special events as necessary. All staff members are expected to attend the school functions and celebrations.

CELL PHONES

The use of cell phones and other communication devices may be appropriate to provide for the effective and efficient operation of the school and to help ensure the safety and security while on school district property or engaged in school sponsored activities. Employees may possess and use cell phones during the

school day. Personal cell phones must be turned off or set to silent or vibrate mode during the school day as well as during meetings, conferences, and other school events. However, if an employee's use of a personal cell phone causes disruption or a loss in productivity, the employee may be subject to disciplinary action. Employees should refrain from using cell phones for personal business while on duty, including student instructional time, professional development sessions, parent teacher conferences, etc., except in the case of an emergency or during prep time or break/ lunch times.

CHILD PROTECTION

All school employees are mandatory reporters for child protection purposes and are required to report suspected maltreatment of minors and vulnerable adults to the appropriate authorities, as outlined in the following procedures:

- If the child or vulnerable adult has visible physical injuries, he/she will be immediately referred to the Director, Assistant Director or nurse for examination.
- When a paid or volunteer staff person has reasonable cause to suspect the maltreatment of a child or vulnerable adult, he/she must report the information to the Director or Assistant Director and will give the initial oral report to county child protection within 24 hours.
- A written follow-up report needs to be faxed to the county within 48 hours.

All employees will receive a paper copy of mandatory child reporting procedures and will be trained regarding this at a staff meeting.

CHILDREN OF EMPLOYEES

Depending upon the specific job, children of employees may stay after school, come early to school, or be at school on workshop days with their parent pending the approval of the Director. Children of employees who are in the building under such circumstances are expected to be with their parent at all times or under the supervision of a willing adult. Staff children who are here before or after school should not interfere with the ability of adults in the building to do their jobs.

CLASSROOM CELEBRATIONS/TRADITIONS

There are many reasons to celebrate together as a class. Academic celebrations at the end of each of the PYP Units of Inquiry acknowledge hard work and can be a wonderful avenue to share the academic learning and social action components of PYP with parents and community members. If possible, it is recommended that celebrations feature activities other than eating. If food is involved, it should include healthy choices. All traditions have purpose and students should go away with new skills, added measures of confidence and leadership, and lasting memories. When thinking about creating a tradition or celebration for your students, think about intentionally designing these events to fulfill some or all of the following purposes:

- To give students an opportunity to be leaders

- To build relationships between students, faculty, family and community friends
- To complete academic requirements as an IB School or for the state
- To reinforce school values such as service learning to the community
- To create lasting memories for students

CLEANLINESS (CLASSROOM AND BUILDING)

All employees are expected to do whatever is necessary to keep our building and classrooms clean and presentable. Teachers should make students aware of cleanliness expectations for classrooms. Everyone needs to help in keeping common areas clean. All staff are expected to vacuum their classrooms/office area on Fridays or the last day of the school week in order to ensure a clean and tidy environment. Please take your trash out as needed.

CONFIDENTIALITY AND SENSITIVE COMMUNICATION

Confidentiality is crucial. Whether you are in special education or regular education you have access to information about students, their families and outside agency assistance. Please use the highest standards of integrity during discussion and respect the confidentiality of students and families. Keep the following in mind:

- What you hear stays here.
- When you are meeting with parents please do not bring up other student names.
- You cannot tell a parent about any other student's achievements or struggles.
- Team meetings are often held simply to discuss the realm of possibilities in relationship to student needs. These possibilities may or may not be utilized in the final planning.
- There are many factors to consider and very few people have "all" the information.
- Remember that if you need to share team information be cautious of written information regarding students. Files and informal private notes should be well protected and out of parent and student view.
- The "need to know" principle defines confidentiality as: the information obtained in a professional relationship and subsequently shared with others is discussed only for professional purposes, and only with persons clearly concerned/involved in the situation.
- Remember that Tesfa email can become a public document.

COPY MACHINES

A copy machine is available in the front office and staff resource room. We do not keep track of the copies that individuals make because we assume you will only use what you need in order to provide quality instruction for your students. Please refrain from making unnecessary copies and only use color printing for items that

will be used all year long. Please pick up your copies promptly as the tray in the office will be emptied weekly.

COPYRIGHT

Do not duplicate materials that would violate copyright law. If there is a question, please ask Jonas Beugen.

CRIMINAL BACKGROUND CHECK

All employees are required to undergo a criminal background check as a condition of employment at the school. The school reserves the right to withdraw a contract offer based on the results of the background check.

DATA PRIVACY (EMPLOYEES)

The following information is classified as public data: name, salary, pension, value and nature of fringe benefits, expense reimbursement, job title, job description, educational background, previous work experience, date of first and last employment, status of any complaint against the employee, disposition of disciplinary action, work location, work telephone number, awards received, payroll data not associated with private data, and city and county of residence. See policy #406: *Public and Private Personnel Data* for details.

DATA PRIVACY (STUDENTS)

All employees of Tesfa International School are expected to follow laws regarding student data privacy. See Policy #515: *Protection and Privacy of Pupil Records and Public Notice and Juvenile Justice System Request for Information* for details.

DISCIPLINE (STUDENT)

The approaches of Responsive Classroom, ENVoY, Teach Like a Champion and PBIS-school wide positive behavior support are the underlying premise of Tesfa International School's discipline system. Specific discipline policies will be established by the administration in collaboration with the staff each year. General board policy regarding student discipline can be found in Policy #506: *Student Discipline and Notice of Suspension*.

DISRUPTIVE BEHAVIORS

If interventions in your classroom have been unsuccessful, complete the "Office Referral Form" and send it with your student to the office. For an immediate response, please call ahead to the office so an administrator can be contacted. Do not send a student to the office without a referral or call. We are committed to a safe and orderly environment where learning is a priority. Consider severely disruptive behaviors to include but not be limited to the following:

- Possession of a Weapon or Look-A-like Weapons:
Toy weapons can be very realistic; and anything that students bring to

school that have the potential to cause others to feel threatened or fearful must be eliminated. If a child has weapon (knife, gun, or explosive device, etc.) of any kind whether real or look alike it will be confiscated and parents will be contacted. In some cases young children may not be aware of the dangers associated with these weapons.

- Tobacco and Chemical Use or Abuse:
Using or possessing drugs of any kind that are not prescribed by medical professional will be confiscated and parents will be informed. If a student has a need for any drugs (medications) they must be approved and distributed through the office.
- Physical Fighting:
Physical violence and aggressive behaviors create an unsafe and uncomfortable situation for all students in our school that witness or are involved in those types of altercations. Fighting involves two or more students. A fight is willful act of aggression and both students will be given a consequence, based on the extent to which they were involved leading up to the fighting. Students should be instructed on ways to handle differences in nonviolent manners and are expected to use those methods to handle disputes or conflicts.
- Harassment/Bullying:
Harassment can take many forms including, but not limited to sexual, racial, physical, emotional, social etc. Bullying is addressed under the umbrella of harassment. Students will be taught ways to handle bullying and what it means to bully others. Any behavior that is meant to demean or cause others to feel uncomfortable on less significant can be considered harassment and must be dealt with. Any student that is caught or suspected of harassing other students will be sent to the office and the issue will be investigated.
- Chronic Direct Defiance:
Direct defiance is a willful act of any student that refuses to follow a direct instruction. If a student has a disagreement with a staff member on an issue it must be handled in a respectful and appropriate manner. Saying “no” or “you can’t make me” to a direction given by a staff member should be referred to the office for disciplinary action.
- Vandalism:
Vandalism is a willful act of destruction or defacing of property in our school. Activities that students engage in that are known to cause damage to property will also be considered acts of vandalism. Any student caught vandalizing our school or property will need to pay restitution to make right what was damaged. Once an investigation has taken place and confirmed an incident has occurred, appropriate disciplinary action will be taken with the student(s).

A teacher should begin the SIT process for students with chronic behaviors. See SIT handbook for more details.

DRESS CODE FOR STAFF

Staff members are expected to dress in a way that indicates, at minimum, a casual business environment and is culturally sensitive to all groups in our building. Shorts, short skirts, revealing clothing, athletic clothing, and blue jeans are not considered “business casual” by the administration of the school. Clothing that appears ripped or torn may not be worn. Physical education teachers may wear athletic clothing as is appropriate. Staff members are expected to dress in formal business attire for parent conferences, open houses, and special events. Casual days may be granted at the discretion of the administration. Jeans may be worn on casual days.

EMAIL

All staff will be issued a Tesfa International School email account. All official email correspondence from the school will come through this account. Tesfa International School aspires to be paperless when possible. Staff notes will be sent to your school email account. *It is expected that you will check your school email account at the beginning and end of each workday.* The email system is the property of the school and all personnel should consider all communications accessible by the administration. Communication via email must be appropriate for a school and business setting. It is expected that employees will acknowledge and respond to emails in a timely fashion (within one business day if possible).

EMERGENCY PROCEDURES

All staff members are expected to be knowledgeable about emergency procedures for the school. Each staff member will receive an emergency procedures handbook at the beginning of the school year. Each teacher will be given an emergency backpack to keep in her/his room.

FAMILY MEDICAL LEAVE ACT (FMLA)

Employee rights under the FMLA are documented in school *Policy 410: Family and Medical Leave* that is located on the school’s website. Information is also posted in the staff workroom. Any questions regarding an employee’s use of FMLA should be directed to Jonas Beugen, Director.

FIELD TRIPS

Field trips are allowed as long as trips are planned at various times during the school year, are directly related to an area of study/unit of inquiry, support the academic and social development of children, and are accessible to all students in your classroom. Planning as a grade level/if applicable is expected. Plan in advance and communicate with all relevant stakeholders regarding time, plans, transportation, etc. If you are interested in taking your class on a field trip, please fill out a “Field Trip Request Form” (found on the school website) and submit it to Jonas Beugen, Director for approval. **Field trips should not be scheduled on Friday afternoons.**

FOOD IN CLASSROOMS

Teachers may choose to provide food for students as part of classroom celebrations. All food used in the classroom must be pre-packaged (i.e. no homemade products are acceptable due to health regulations.) Food provided should be as healthy as possible (i.e. candy, pop etc. are not acceptable.) Questions regarding food selection should be directed to Mohamed Selim.

FRAUD

Tesfa International School employees will be asked to sign a statement indicating they understand their responsibilities related to the prevention, and reporting of suspected misconduct and dishonesty.

GUM

Staff members are encouraged to model the behavior we seek in students. Except for documented medical reasons, staff should not be chewing gum when working with students.

HARASSMENT

Tesfa International School prohibits any form of religious, racial or sexual harassment and violence. Reports of alleged harassment and violence will be dealt with according to district policy. Any person who believes he or she has been the victim of harassment or violence by a student or an employee of the school, or any third person with the knowledge or belief of conduct, which may constitute harassment or violence, should report the alleged acts immediately to the Director. Please see Policy #413: *Harassment and Violence and Religious, Racial or Sexual Harassment* for reporting methods and details.

HAZARDOUS AND NUISANCE ITEMS AND MATERIALS

For health, education and safety reasons, the possession or use of hazardous and nuisance objects as judged by the Director is prohibited on school property and at school sponsored events. Examples of such objects are: toys/squirt guns/look-a-like weapons; sunflower seeds in shell; martial arts equipment; glass bottles; wood/aluminum bats, laser pointers, hee-lies, gum, hacky-sacks, skateboards, rollerblades and scooters, and any other item that distracts from the educational purposes of our school. The school assumes no responsibility for finding or protecting items, which should not be in school according to this policy. Nuisance items will be confiscated and returned personally to parent/ guardians only. Discipline action may also occur.

ILLNESS (STUDENTS)

Students who are too ill to be in class should be sent to the office. Teachers who have general concerns about a student's health should contact the school's Office Assistant/Receptionist.

INTERNET USE

A wireless network is available for staff use at Tesfa International School. Internet use by employees must be appropriate for a school and business setting. Inappropriate adult use of the Internet may result in discipline or dismissal. Students may use the Internet only with signed parental permission. This permission is requested as part of the enrollment process. See Policy 524: *Internet Acceptable Use Policy and Internet Use Agreement* for details.

LICENSURE

All teachers are responsible for making sure that their licenses are up to date. A copy of your current license should be posted in your classroom. Tesfa International School will provide clock hour certificates for all professional development activities offered by the school. Teachers cannot be offered a contract for the following school year unless they can show they are licensed to teach in that school year.

LICENSE RENEWAL

Teacher will be issued clock hour forms for all staff development offered at Tesfa International School . Renewal information is available on their website. Questions about licensure should be directed to Mohamed Selim.

KEYS

Staff members who are issued room or building keys are expected to keep those in a safe place at all times. If you lose your keys, report the loss to the Director immediately. Keys cannot be duplicated.

MAILBOXES

Staff mailboxes will be located in the office. Please check your mailbox at the beginning and end of each day. Mailboxes are arranged alphabetically by staff members' first names. The Director and Assistant Director's mailboxes are located to the right of their office door.

MEALS (STAFF)

Meals will be available for purchase from the school's caterer for a nominal charge (\$x.xx). Breakfast is not available for sale for adults. Employees may not take leftover breakfast food from a classroom. Adults may take leftover or extra fruit or vegetable snacks from the Fresh Fruit and Vegetable program. A refrigerator is available in the staff workroom for those who wish to store their main lunch.

MEALS (STUDENTS)

Teachers are responsible for documenting point-of-service delivery for breakfast served to their students at Tesfa International School. Questions regarding this should be directed to the Assistant Director.

MEDICATIONS

Students are not allowed to carry medication with them except in cases approved by the administration. All student medications should be given to the Office Assistant/Receptionist for safe storage and distribution. Teachers may not give students any type of medication, unless specifically approved by the administration. See Policy #516: *Student Medication* for details.

MISSION STATEMENT

All employees are expected to be familiar with and support the mission of Tesfa International School. The mission statement can be found on the front page of this handbook.

NON-DISCRIMINATION

Tesfa International School complies with federal and state laws and regulations prohibiting discrimination. No person shall, on the grounds of race, color, national origin, creed, religion, sex, marital status, status with regard to public assistant, sexual preference, age or disability, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any educational program in terms of conditions of employment. See Policies 102, 401,402 for details.

Any person who has questions concerning the school's compliance with such mandates should contact Jonas Beugen, Director.

PARENT COMMUNICATION

Communicating with parents is an important part of the education process and leads to student success. Classroom teachers are expected to communicate with parents via a newsletter or letter home every week. Calls home to parents should be documented. Teachers in grades K-3 should provide reading strategy advice in each newsletter.

PARENT/TEACHER/STUDENT CONFERENCES

Parent/teacher/student conferences take place in October and March this year. See the school calendar for specific dates.

PAY PERIODS

Employees are paid twice per month on the 15th and the last day of the month. Employees are encouraged to have their checks directly deposited into a bank account. See Patti Kronk for a direct deposit form.

PERSONNEL FILES

See the school's Office Manager if you would like access to your personnel file. See policy #406: *Public and Private Personnel Data* for details.

POLICIES (GENERAL)

All policies are posted on the school's website under the "Board" section.

RECYCLING

As good global citizens, everyone at Tesfa International School is expected to recycle when possible.

RELEASE OF STUDENTS DURING THE SCHOOL DAY

Photo ID is required and will be reviewed before a student will be released during the school day.

- Teachers will not release children from class during the school day.
- Children will be called to the office to meet custodial parent(s) and be dismissed early for a pre-arranged appointment during the school day.
- Parents are expected to send a note to the teacher regarding time of appointment and the time the child will return to school. This includes leaving in the company of persons not in the immediate family. ID is also required. Parents will be contacted to confirm information in the note for student release.
- If a grade level event (Celebration, PYP Unit presentation, etc.) is scheduled at the end of the school day, and a parent wants to take their child home, at the end of the event but before the official end of the school day, the parent must sign the child out from the office. No student will be allowed to leave the building with a non-custodial parent.

RELIGIOUS HOLIDAYS IN PUBLIC SCHOOLS

Tesfa International School does not support the celebration of religious holidays. As a public school, we pride ourselves in being an inclusive and welcoming environment for every child. See *Policy 491 Religious Practice and Prayer*.

When planning any activity, ask yourself:

- Is this activity designed in a way to either promote or inhibit religion?
- How does this activity serve the academic goals of the course, or mission of the school?
- Will any student or parent be made to feel like an outsider, not a full member of the community by this activity?
- How are multiple perspectives represented in teaching and activities.

REPORTING EXPECTATIONS

All classroom teachers are required to communicate periodic academic and social progress to the parents of each of their students by the deadlines

established by the school. Specialists should notify parents of students who are not meeting expectations in their class.

REPORT CARDS

Report cards are sent home twice per year, at the end of each semester. Grades will be reported through PowerSchool. Deadlines for submitting grades will be published in Staff Notes. It is very important that grades be submitted on a timely basis!

SERVICE LEARNING PROJECTS

Service learning is a method of teaching and learning that combines classroom instruction with meaningful community service. This form of learning emphasizes critical thinking and personal reflection while encouraging a heightened sense of community, civic engagement, and personal responsibility. It is a requirement from our Authorizer, VOAMN, that our school has a Service Learning Plan. Tesfa's plan states that we will have meaningful student initiated service throughout the year. Each classroom will engage in a minimum of one service-learning project annually. Each faculty member and student will engage in and promote the value of ongoing service to others: within the school, the family, to friends and community. Staff will record and document Service Learning projects on the Tesfa Shared Google Drive.

SOCIAL MEDIA

Tesfa International School recognizes the importance of online social media networks as a communication and e-learning tool. However, the way in which Tesfa International School employees communicate internally and externally continues to evolve. While this creates new opportunities for communication and collaboration, it also creates new responsibilities for Tesfa employees. Tesfa employees should maintain professional relationships and maintain appropriate boundaries with students in all their interactions with them whether on or off duty and on or off school district locations, including in the use of social media. Please refer to *Policy 470 Employee Use of Social Media*.

SMOKING

Smoking is not allowed on the premises of Tesfa International School. State laws will be enforced.

STAFF MEETINGS

Faculty meetings for teachers will be held on Tuesday afternoons from 3:00 p.m. – 4:00 p.m. Attendance is mandatory. If you need to miss a staff meeting, please see the Director regarding your absence. Additional meetings may be necessary and will be published in the daily staff notes.

Special education paraprofessionals are required to attend Thursday morning meetings from 7:300 – 8:00 a.m. once or twice per month. Paraprofessionals may be requested to attend the Tuesday afternoon meetings or other meetings.

All staff should plan on being at Tesfa International School on workshop days.

STAFF WORKROOM

Please help to keep the staff workroom clean and pleasant! Clean up your messes.

STUDENT DAY

Buses will arrive at Tesfa at 7:35 am each day. Tesfa will begin dismissal at 2:45pm.

STUDENT SUPERVISION

Students in classrooms at Tesfa International School should be supervised by an adult at all times. Teachers (or support staff) should not leave students unattended in a classroom. Classroom teachers are responsible for knowing the location of the students in their class. For safety reasons, please keep your classroom doors shut and locked when you and your students are not in your classroom.

SUBSTITUTE FOLDERS

All teachers are required to prepare a substitute folder that will be kept on file in the main office or the special education office. The file is to be used by substitutes in the event of a staff absence. Staff should periodically update the file as necessary.

SUPPLIES

Teachers may purchase their own supplies and be reimbursed (see Budget above).

TAX EXEMPT FORMS

When possible, please use a tax-exempt form for shopping. Tax-exempt forms cannot be used for personal purchases.

TECHNOLOGY (STAFF)

Staff members may be assigned a computer and/or iPad depending upon their job assignment. All staff issued computers will be required to sign a statement indicating compliance with the school's technology use rules.

TECHNOLOGY (STUDENT)

All students at Tesfa International School will have access to iPads or laptops. Teachers are responsible for creating systems to make sure all iPads/laptops are accounted for on a daily basis. Each classroom will be assigned specific iPads/laptops for classroom use. Staff members are responsible for making sure that students in their classes use technology for educational purposes, take care of

the equipment and follow the school's technology essential agreements. Staff members are expected to closely monitor student technology use. Lost or missing equipment should be reported to the office immediately.

VISITORS IN THE BUILDING

Tesfa International School is a secure building during the school day. Visitors are welcome to enter the Main Entrances and check in with the Office Staff. For the safety and well-being of all our students, we have the following guidelines regarding visitors in the building:

- All visitors including parents must come to the office to sign in noting the time and destination and receive a visitor badge.
- Visitors who have not received permission from the Director/Assistant Director to be in the building will be asked to leave the premises. Failure to comply will be considered trespassing and the police will be contacted if necessary.
- Should an attempt be made by an unauthorized person to remove a child from school, the Director will immediately notify the custodial parent and will contact the police if necessary.
- Staff members need to be aware of unauthorized people in our building. Please ask for a visitor pass or direct the person to the office for help.

VOICE MAIL

All teachers will have a voice mailbox. Please check your voice messages every day and make sure that your message is up to date.

VOLUNTEERS

Volunteers are welcome at the school. All volunteers should sign in at the front desk. Volunteers who work directly with students will need to have a criminal background check.

UNIFORMS

Students are expected to be in uniform each school day. Please contact the family of any student who does not come in uniform. If this becomes a chronic issue, please notify the office. See the uniform section of the school's "Family Handbook" for details about the uniform policy. Teachers are expected to look at each child every morning to make sure that the uniform policy is being followed. Hooded sweatshirts are not allowed at Tesfa.

WEAPONS

Recently enacted legislation in various states allows qualified individuals who hold a license or permit to possess and carry handguns to the extent permitted by law. Such license or permit alone does not entitle the holder to be exempt from the provisions of this policy. Storing, keeping, carrying and/or possessing handguns or other weapons in the workplace, by any employee, will not be tolerated; it does not matter whether the employee has a license to do so or not. For purposes of

our policy, employees are not allowed to keep, store, carry and/or possess handguns, BB guns, firearms of any kind (including but not limited to replica firearms), knives or other weapons (all referred to as "weapons" in this policy, unless a specific type of weapon is referenced) at any time while on School premises. "Premises" is defined as the physical places controlled by the School and can include privately-owned or leased: buildings; grounds, including but not limited to playgrounds; driveways; streets; sidewalks or walkways; parking areas. Employees are also prohibited from keeping, storing, carrying and/or possessing handguns or other weapons at any time during the course and scope of their employment with Tesfa International School. This means that employees may not carry handguns or weapons of any other type, on or off school premises while they are on-the-job, whether or not the employee is licensed to do so, unless a specific legal exemption applies. Merely having a handgun permit or license is not a legal exemption to these policy requirements. These on-the-job activities include, but are not limited to: driving school vehicles at any time; driving privately owned vehicles used in the course of conducting school business; and participating in any school-sponsored activity; whether education-related or not. Any employee who violates the above will be subject to immediate disciplinary action, up to and including termination.

WEBSITE

The school's website can be found at www.tesfainternationalschool.org. We also have a facebook page, twitter account @tesfaschool. A Monday morning message will be written by administration and displayed on our website.

WORK DAY

Full-time employees are expected to be at Tesfa International School between the hours of 7:15 a.m. and 3:15 p.m. Hours may vary depending upon your specific job. Employees may be asked to arrive early or stay late for necessary meetings. All employees are salaried and expected to do what is necessary to complete their work responsibilities. Employees should also be available for evening events as scheduled.