



Teacher's Handbook
2007 - 2008

THE JEWISH INSTITUTE OF QUEENS

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ADMINISTRATIVE STAFF 2007-2008

BENEFACTOR

Mr. Lev Leviev

EXECUTIVE DIRECTOR

Rabbi Zalman Zvulonov

HEAD OF SCHOOL

Mrs. Cynthia Galler Levin

JUDAIC STUDIES PRINCIPAL

Elementary/Middle - (Pre-K - 8)

Mrs. Faye Rottenberg

GENERAL STUDIES PRINCIPAL

Elementary/Middle - (Pre-K - 8)

Mrs. Jennifer Seideman

JUDAIC STUDIES PRINCIPAL

High School (Boys 9-11)

Rabbi Shmuly Kogan

JUDAIC STUDIES PRINCIPAL

High School (Girls 7-11)

Mrs. Sari Aminov

GENERAL STUDIES PRINCIPAL

High School (Boys & Girls 9-11)

Mr. Avi Strulson

EDUCATIONAL CONSULTANT

Mrs. Sylvia Hammer

ACADEMIC SUPPORT

DIRECTOR OF STUDENT LIFE AND SPECIAL PROGRAMS

Rabbi Meir Leibowitz

DIRECTOR OF COLLEGE GUIDANCE

TBA

DIRECTOR OF ATHLETICS

Mr. Gibson Barriga

DEPARTMENT HEADS (6th - 11th Grades)

English Language Arts (ELA)

Ms. Tammy Venti

Mathematics (Pre-K - 11)

Mr. Avi Strulson

Social Studies

Mr. Jeff Lazar

Science

TBA

ADMINISTRATIVE SUPPORT

Office Manager

Mrs. Nelly Niyazov

Office Staff

Mrs. Stella Mallayeva

Mrs. Yaffa Dekhanov

Recruitment Manager and Parent Liaison

Mrs. Svetlana Pinkhas

Security Officer

Mr. Vladimir

Welcome to Queens Gymnasias

A New Concept in Jewish Education

NOTE: This Teacher's Handbook is designed to supplement the Parent-Student Handbook which explains most of the school's policies. Teachers should carefully read both handbooks.

OUR MISSION

Teachers at The Jewish Institute of Queens, both Judaic and secular, have a shared mission - to provide students with an outstanding Judaic and General Studies education. You're always teaching – so teach carefully!

THE PROFESSIONAL TEACHER

teach·er (tēchər)
n.

Anyone or anything that assists in the acquisition of knowledge by another.

TEACHING IS MORE THAN JUST GIVING A SET OF INSTRUCTIONS

The following outlines some of the teacher's professional duties outside the classroom:



Daily Hours of Work—Prompt or Early Arrival is Essential to Start the Day Right!

Judaic Studies Teachers Grades K-6

8:15am-12:00noon (M, T, W, TH)

8:15am-10:15am (Friday)

Judaic Studies Teachers Grades 7-11

Boys—8:00 a.m.-12:00 noon

Girls—8:15 a.m.-12:00noon

All morning teachers are obligated to remain at least until 12:15 pm if necessary, e.g., to cover a class, discuss something that happened that morning, etc.

General Studies Teachers

11:45am-4:15pm (M, T, W, TH)

Grades K-8

11:45am-4:45 pm (M, W, TH)

Grades 9-11

11:00am-4:45 pm (T) Grades 9-11

10:00-1:30 (Friday) all grades

All afternoon teachers are obligated to remain 15 additional minutes if necessary to deal with matters of the day as needed.

All teachers are expected to punch in by the times indicated for your grade and department, and proceed immediately to their classrooms. Arrivals times will be checked by administration daily.

SCHOOL STAFF MEETINGS

Every other **Wednesday** will be a mandatory Judaic Studies (1-8) faculty meeting at 12:00p.m. A schedule will

follow.

* Judaic Studies teachers will be scheduled on a monthly basis to attend Grade-level staff development sessions. A schedule will follow.

Every other **Tuesday** will be a mandatory General Studies faculty meeting at 11:00 a.m. for all lower school teachers (Pre-K-5). A schedule will follow. On the alternate Tuesday there will be a mandatory faculty meeting at 11:00 a.m. for all middle/high school teachers (6-11).

* Grade-level staff development sessions will be scheduled on a monthly basis either on a Monday, Wednesday, or Thursday from 11a.m.-12p.m. A schedule will follow.

*Grades 1-4 will be required to meet with Barbara Silver the AUSSIE consultant regarding the AUSSIE balanced literacy program. Teachers will be notified by Barbara to discuss the schedule.

SICK AND PERSONAL DAYS/ ABSENCE/TARDY PROCEDURES

Teachers are entitled to 5 paid personal/sick leave days. Absences exceeding the 5 personal days will be appropriately docked from the paycheck. Those teachers who do not use their days will receive a **\$50.00** bonus for each day not used at the end of the year!

If you need to take a planned day off for personal or business reasons, please complete the form for leave request and submit it to your division principal. It is the teacher's responsibility to arrange for a substitute and provide a thorough lesson plan for the day in

addition to whatever is in your Substitute Folder, which is designed for unanticipated absences.

Any teacher who takes off the day before or after vacation or on a Friday or Monday without a substitute or approval from their division principal will be docked TWO days.

*If you will be late to school or have become suddenly ill, you are required to call your division principal to inform them of the problem.

ARRIVAL

You're expected to arrive in the building ahead of time so you can prepare for your day. To ensure smooth operations, please adhere to the following recommendations:

- Report to the office at least 10 minutes before class begins. You will be clocking in.
- Pick up your laptop computer. The laptop is in your responsibility, and you need to return it in the same condition. You will be responsible for all charges which are above the normal wear and tear of using this machine.
- Arrive to class and hookup your computer.
- Drop off your laptop computer at the end of your day.

MEMOS/INTEROFFICE MAIL

Each teacher is assigned a mailbox, located in the teachers' lounge. Teachers must check this mailbox twice a day (arrival and dismissal) to ensure that you receive all memos and updates

from the office. Memos will also be posted on the bulletin board near the time clock.

Messages from parents are also placed in this mailbox. Please be sure to check down in the mailbox, and respond to parent(s) messages within 24 hours.

PARKING

Parking in the area is severely limited. As such, **please arrive early** to secure a spot on the street. **THERE IS NO PARKING IN THE SCHOOL DRIVEWAY.**

INSURANCE

Health insurance is available through the school's group plan (Empire Blue Cross Blue Shield). Please see Mrs. Rottenberg for details.

SUBSTITUTES/SUBSTITUTE FILE

All faculty members are required to prepare a substitute folder. The substitute folder should contain class lists, class schedule, directions for finding and using class texts, some activities for "what to do when I finish my work" and any other pertinent information. It should also contain a few stand-alone lesson plans that a teacher can execute and that will be interesting to the children and on their level.

The Sub folder should be updated every few months. General Studies teachers Pre-K through grade 8 will keep their file in Mrs. Seideman's office and grades 9-11 will be kept in Mr. Strulson's office. Judaic Studies folders Pre-K through grade 8 will

be kept in Mrs. Rottenberg's office and grades 9-11 will be kept in Rabbi Kogan's office. All sub folders are due by Thursday, September 20th.

CLASSROOM COVERAGE ROTATIONS (RESOURCE ROOM TEACHERS)

Resource room teachers are expected to take turns covering classes as needed **WHEN OUTSIDE SUBSTITUTES CANNOT BE FOUND.** You may be certain that every effort will be made to hire substitutes for classroom teachers', however, given the size of the current faculty; there may be times when your services will be needed for classroom coverage instead of in the resource room. We will make every effort to avoid this.

PROCTORING

Proctoring an academic activity (i.e. midterms, finals, lab experiments, etc.) is of high importance, and should be done in a professional manner. No exceptions to this rule!

FACULTY DRESS CODE

Faculty should dress in a professional manner. Faculty members please note: we are a religious institution, so please conform to the following modesty requirements: high necklines, skirts or dresses well below the knee (no pants); sleeves below the elbow.

TEACHERS' LOUNGE

There is a teacher's lounge on the first floor, and a new teachers' lounge in room 427. The lounge on the fourth

floor should be kept closed at all times, and no students are allowed in it at all times.

FACULTY EVALUATION

The principal of each division will visit all classes each day for informal observations and 2-3 times a year for formal observations (see copy at the end of this handbook, so you will know what is expected of you).

Classroom presentation, instruction, management, student engagement and participation, and professional demeanor will be evaluated. Class goals for the year as well as class rules and consequences should be presented in a **positive manner** and clearly posted. Bulletin boards should reflect the learning topics, the life of the classroom and the work of the students. Lesson Plan Books should always be out on the desk for review.

SECURITY, SAFETY AND ORDER IN THE SCHOOL

- Teachers **must** wear their ID lanyards at all times.
- Elevator keys are available with a \$10.00 deposit, to be returned upon return of the key. Your key should be on your lanyard with your ID card.
- There are three stairwells in the building: At one end is "Stairwell A" limited for the use of the girls of grades 4-11; in the center is "Stairwell B", limited to the use of the Kindergarten through third grade. And "Stairwell C" is for the use of the boys of grades 4-11 during the course of the day. Students will need to be reminded of the stair-

case that they should use. It may take a little while for them to get used to it. In general there is no reason for children to be using the stairs unattended. The staircase use is different for dismissal; see the dismissal section.

• Teachers must never leave a student or students unattended.

• Students should never be in rooms without a teacher present.

• Students should be supervised at all times.

• When teachers are changing classrooms it is important to be speedy and give the students in the class you are leaving instructions regarding preparation for their next class.

• If students are to go to another location for their next class the finishing teacher should bring them to the new venue and then proceed to his/her next classroom.

• The students may have a sport-top water bottle that they keep on the floor near their desk to drink during the day rather than having to leave the room during learning for a drink.

• A hall pass should be issued to students for bathroom use or other reasons. No more than one student should leave the class at any given time.

• During recess and free play, teachers must **actively** supervise students to prevent accident or injury.

• TEACHERS MAY NOT PLACE STUDENTS IN THE HALLWAY FOR A PUNISHMENT. If you need assistance with a student, please send another reliable student to the division principal with a note.

HOW TO MAINTAIN GOOD DISCIPLINE

Prepare a good lesson that keeps students engaged from bell to bell.

- Respect and Expect.
- Teach from bell to bell.
- Do not allow students to call out.
- Do not accept inappropriate behavior.
- Hold students accountable for their actions.
- Communicate with parents about good as well as bad experiences (i.e. phone calls, letters, emails, etc.).
- Allow only one student at a time to leave for the bathroom.

INFRACTIONS YOU SHOULD NOT HANDLE ALONE

- Theft
- Cheating
- Rebellion
- Defacing or inappropriate use of school's property
- Foul language
- Suspicion of drug or alcohol use
- Suspicion of student's smoking

COMPUTER AND TECHNOLOGY USE

All teachers should be aware that school computer usage is for school's work. Please use the computers to enhance learning only! This could be (but not limited to) entering data on "APWeb Teacher", showing an instructional video, using a PowerPoint presentation, etc.

INTERNET

Internet and e-mail use at school are privileges, not rights. Any infractions of the acceptable use policy will result in a loss of those privileges. Teachers are not allowed under any circumstances to visit any types of gambling, file sharing, pornographic, business, or other types of objectionable sites. Any teacher caught visiting one of the above sites will be subject to loss of computer privileges and / or suspension. If you are not sure whether a site is acceptable, please see your division principal for clarification.

E-MAIL USE

E-mail has become one of primary methods of communication. It is important that we maintain the same respect and demeanor with email, as we would in other forms of communication.

CELL PHONE USE

You may not use your cell phone in class or when you are on supervision duty of any sort (including recess). If you need to use your cell phone, please do so in one of the teachers' lounges.

ADMINISTRATOR'S PLUS

In an unprecedented investment, the school has implemented a student information system that would facilitate and promote your students' progress. Being part of that system, you are given a laptop computer to record period attendance in class, and from the convenience of your home to be able to enter grades (tests, homework, and projects) and discipline incidents. Lunch

counts will also be taken in the cafeteria through a wireless handheld device (Internet Tablet).

It is essential that you will enter all data on a daily basis! That's the only way to ensure proper administrative support to your leadership in the class. Numerous workshops will be scheduled to help you master the necessary skills working on the new system.

WEBPAGE

Each teacher will receive a personalized link on the school website (www.queensgymnasia.org). All teachers are expected to post their weekly homework and a few-line summary of the week to come, by Sunday afternoon. Photos from the previous few weeks, words of encouragement for the students, educational links are all wonderful and encouraged. Please see Mr. Altman for details on how to do this. The information **must be uploaded to the website on Sunday. Teachers with the very creative and effective pages on the website will be recognized at monthly assemblies. 100% teacher participation in this program is essential for the success of our students.**

LESSON PLANS

Weekly lesson plans should be kept in the provided lesson plan book (or a similar one). A copy of the weekly lesson plans should be submitted to your Division Principal every Monday. Division Principals will maintain folders for each teacher containing his/her lesson plans. You will receive feedback on a regular basis on your lesson plans.

6th-11th grade general studies teachers are required to submit their lesson plans to their department chairperson on a weekly basis. Make sure to meet or exceed the state standards. Your chairperson will guide you with a sample lesson plan as to the level of details in these lesson plans; a copy will be emailed to the department chair and principal each week.

STUDENT FOLDERS

Teachers in grades Pre-K-5 will make a file folder for each one of their students, which will be kept in their classrooms. In this folder you will keep a copy of ALL tests, important homework assignments or projects, and any work you would like to show the parents during PTC night. Every document in the file should be dated! These files will be checked by your division principal during your informal and formal observations. Teachers in grades 6th-11th will be assigned a homeroom class they will be responsible for. Those teachers will make a file folder for each of those students, which will be kept in your division principal's office. In this folder the teachers of those students will submit a copy of ALL tests, important homework assignments or projects, and any work they would like to show the parents during PTC night. Every document in the file should be dated! These files will be checked by your division principal to ensure that the files are being maintained.

HOMEWORK/TESTING

Homework should be assigned to students with the goal of reinforcement and enrichment. Assigned work should

have its own inherent worth, i.e., no busy work. Math and literacy homework must be assigned DAILY. Independent reading must be part of their DAILY routine.

For grades 6-11 starting this year, all quarter tests have to be scheduled through the department chairperson, who has access to the school's calendar. This will ensure that only 2 tests per day are scheduled. Weekly Homework Assignment Schedules must be given out each Monday, so parents and students know what to expect for the week. (The homework sheet is the only item that will be copied by the office on the same day it is submitted!). The Homework Assignment page should be glued or stapled into the notebook by teachers. Homework and exams must be signed by parents in the lower grades (K-5). If students in grades 6-11 are keeping up with their work on a daily basis a parent's signature is unnecessary. If a student is having trouble getting work in on time it is clear that s/he needs some parental assistance and supervision and so signatures may be necessary for a time to help the student develop greater responsibility.

STATE AND STANDARDIZED TESTS

Teachers will be held accountably for their students test scores.

THE QUARTERS

Teachers who are responsible for grades 9-11, please be aware that the first and third quarter grades aren't averaged into the final grade for each semester that goes onto the transcript sent to the colleges. These grades serve as barometers of progress for students and parents.

The second quarter includes the work for both the first and second quarters and is therefore cumulative grades of the fall semester. Likewise, the fourth quarter includes the work for both the third and fourth quarters and is therefore cumulative grades for the spring semester.

MONTHLY PRESENTATIONS/ AWARDS

Grades K-5 will attend award ceremonies at the end of each month in their General Studies Classes. A detailed schedule will follow. All Grades will have the opportunity to make a presentation at these monthly assemblies. A schedule will follow. The entire school, in segments, will celebrate Rosh Hodesh, usually with an assembly which will also include awards and student/teacher presentations on rotation.

CLASSROOM RESPONSIBILITY

Teachers are responsible for the classroom! Neatness and physical condition of the classroom go without saying. Check the room, and report of ANY PHYSICAL DAMAGES immediately.

CLASSROOMS/BULLETIN BOARDS

Student work should be displayed. We encourage teachers to decorate their classrooms bearing in mind that most classrooms are home to one Hebrew and one General Studies teacher (this includes desk and wall space). Please SHARE AND CARE! Each teacher is responsible for cleaning the dry-erase board regularly. (A special cleanser is enclosed in the teacher welcome kit.)

Judaic and General Studies teachers will be assigned a hallway bulletin board to share. The bulletin boards should show student work and must be updated each month. You may alternate months or divide the board in half and do your half each month. **Each month a Hebrew and an English teacher on each floor will be recognized for their creative and effective bulletin boards.**

FIELD TRIPS

Elementary teachers should plan for one field trip (with some educational value) per marking period. Students will be required to pay \$10.00 for each field trip. Please see Mrs. Seideman to schedule transportation. All field trips must be scheduled between the hours of 9:30-1:30 (you must be back at school before 1:30). Requests for these buses should be made well in advance. Judaic and General Studies teachers should discuss trip possibilities as the year commences.

PARENT COMMUNICATION LOG

Parent-teacher communication is essential for the success of each student. All parent-teacher communications should be recorded on "APWeb Teacher." **Teachers must communicate with parents on a weekly basis as needed for students who are at risk for academic or disciplinary reasons.** Positive contact is welcome by parents at any time. Don't hesitate to try it!

WELCOME PACKETS

On the first day of school each student should receive a welcome packet. In the packet should be the following:

1. Welcome Letter.
 2. Class Contract (a copy is enclosed in the teacher welcome kit).
 3. Behavior Plan (teacher's expectations of students).
 4. Homework Sheet/Log as a sample.
 5. Supply List.
 6. Poem/Words of Encouragement.
 7. Parent/Student Handbook.
- (Contracts will be signed by the parents and students and returned by Monday, September 10th to the students English or first period teacher (12:00 P.M.). All signed contracts will be handed in to your division principal when you have received ALL of your students' contracts.

Please hand in a copy of your welcome packet to your department chairperson or division principal.

DISCIPLINE

All staff members are responsible for the general discipline of THE ENTIRE SCHOOL and have the obligation and authority to correct a situation whenever it occurs around school or a school related event. Teachers should conform to a "ladder of responsibility" for disciplinary action. When an infraction is committed:

1. First deal with the issue in the classroom (positive reinforcement works wonders!).
2. If behavior does not improve, contact parents to apprise them of the situation.
3. If negative behavior persists, notify principal.
4. If negative behavior still persists, teacher or principal will call parent in to school for a conference.
5. Last resort: Detention and/or Suspension.

pension; this must be discussed with the Principal of your division who will invoke the consequence if necessary. Some specific behaviors when repeated will warrant an after-school detention.

If there are any serious behavior issues in a class, the student in question should be sent to the principal. Students should either be walked or sent with a partner with a written note (referral) explaining the infraction. Do not bring the student unless you can readily get another teacher to cover your class. Students are not permitted out in the halls without a pass or a written note from the teacher and a student who has been in an altercation of any sort should not be sent with a pass, either.

STUDENT/PARENT HANDBOOK

English and homeroom teachers will be responsible to hand out the handbooks on the first day of school. The students must bring back the signed contract to you by Monday, September 10th for grades 1-11 and Friday, September 11th for Pre-K and Kindergarten students. Teachers will then hand in their class contracts to the office for it to be filed in their official file. Please familiarize yourself with the handbook. A copy of the handbook has been included in your binder.

FIRE DRILLS

Teachers and school support staff will be given fire drill instructions and detailed exit procedures very soon. You will be notified of the first fire drills as they are planned. After that there will be no notification.

REFERRALS/SPECIAL INTERVENTIONS

Be certain to discuss any students about whom you have concerns early in the year—within the first couple weeks. Although not every child who has trouble is a candidate for an evaluation, identifying these children early is a great benefit, because the process is lengthy, and sometimes it takes time to help the parents understand the importance of the evaluation. Teachers should not broach the subject of evaluation or learning disability directly with the parents, although you should share specifics of the difficulties and challenges the child is experiencing in your classroom. This will help the parent to understand the point of the referral. Rena Turk, our Special Education Coordinator will help you with the referral process and the paper work that is needed to be filled out for the district. If you are weighing the factors, filling out the report may help you. Talk with your principal.

RESOURCE ROOM

The school provides resource rooms (pull-out) in Hebrew, English language arts, and mathematics to support those students who are struggling in the classroom. If you find that any of your students may benefit from resource room support, please let the principal know. As the semester progresses, you may find that certain students may benefit from a special education or speech evaluation. Please communicate these findings to Rena Turk. Some teachers may have ESL (ELL or LEP) students in the class who will also be pulled out.

Resource room students and ESL stu-

dents are as much a part of the class as the others. Please make sure that they are not ignored. Classroom teachers are responsible for the education of ALL students in the class!

REPORTS, STUDENT REPORT CARDS

For grades K through 8 there are three marking periods. Midway through each marking period/semester students who are failing or who are in jeopardy of failing will receive interim reports. Report cards will be distributed about two weeks after the close of the marking period. Records are expected to be kept up to date and current on "Gradequick Web", as report cards use that data.

LUNCH DUTY

Hebrew teachers must supervise their classes during lunchtime. Attendance must be taken (not just the number of students) as students go through the cafeteria line for state reporting purposes and to ensure that students are not unsupervised in classrooms around the school. Students should be encouraged to take at least three of the food items that are served. This is required for a student to be considered present at lunch. Hall or bathroom passes must be issued during lunchtime for a student to leave the cafeteria, and students may only use third floor bathrooms located across from the Gruss lab. Students may leave the table one at a time, with teacher's permission, to get double portions. (Friday lunch supervision is the responsibility of general studies teachers). Breakfast will be done in a similar fashion with teachers marking down the children who are present. Lunch counts will be entered electronically.

GRUSS SUCCESSMAKER LAB

Grades K-5

Teachers must be present in the Gruss lab when students are in session there. (This is not a free or prep period.) Teachers should use the time in the lab to help struggling in language arts or math. A log will be provided for teachers to record the name of student, date, and time of resource sessions in the lab. Please see Mrs. Weintraub (morning) or Miss Hirsh (afternoon) (site managers) for details. Teachers will receive an orientation to the Gruss Lab by the site managers.

HEBREW BOOK STORE

Judaic studies teachers will be responsible for collecting \$60.00 from each student during the first week of school. All book money will be due to the teacher by Monday, September 10th. Once you have received the money from **ALL** of your students please hand the money in to Mrs. Rottenberg.

PHOTOCOPY MACHINE

Teachers may not use the copy machine under any circumstances. All copy requests should be placed in the wall envelope in the office at least two days in advance. Monday morning's homework sheets must be left in the special homework sheet envelope and the copies will be made and sent up to your class. Absolutely no copies will be made on the spot.

TEACHER SUPPLIES

Stella will have the "Supplies Store" open from 11:30 a.m. - 12:30 p.m. for things that you need in your classroom. Be sure to stay late or come early to get

what you need. **PLEASE DO NOT ASK FOR MATERIALS AT TIMES OTHER THAN THESE AND DO NOT SEND CHILDREN DURING CLASS TIME TO ASK FOR MATERIALS. They will not be given!! If you are unable to stay, write a request form note to Stella with your needs listed and she will prepare them for you for the next day.**

DISMISSAL

General studies teachers are responsible for the safe and orderly dismissal of the classes. Rosters will be made available with students' bus information. Teachers will accompany students outside and make sure that they board your correct buses.

The After School / Pre-K through Eleventh Extended Day Program (3:45p.m.-6:00p.m.):

Teachers will check which students stay in school until 6:00 p.m. on their rosters. These students will be dismissed to the cafeteria at 3:45p.m., while the teacher accompanies the rest of the class to their buses.

GRADE	TIME
Kindergarten	3:40pm
First-Third	3:45pm
Fourth-Sixth	3:50pm
Seventh and Eighth	3:55pm
Ninth-Eleventh	4:45pm

• Please note: staircase use for dismissal is different that during arrival and the course of the day.

• The A staircase will be for the boys in grades 4-11 going home and the following lower grades: Gross, Beagelman, Iskhakov, Galiardi.

• The C staircase will be for girls in grades 4-10 going home and the following lower school grades: Koenig, Macnow, Smith.

• This leaves the center staircase, B, Richman, Bababekov, Malek, Ben Shoshan, and for the students who are staying for After-School.

• Resource teachers will supervise the children in the cafeteria from 3:40 p.m. - 4:00 p.m.

Pre-K-5 teachers please accompany their classes to their buses and ensure that all students board their assigned bus. 6-11 teachers will accompany their **last period classes** down to their buses.

BUS DUTY

Lower/Middle school teachers will be assigned a post to be responsible for after they drop all of their students off at their designated area. Teachers are not allowed to punch out until **ALL** buses have left the school.

AFTER SCHOOL PROGRAM/ KINDERGARTEN EXTENDED DAY PROGRAMS

The first day of the ASP and KED programs will be 9/10. Teachers who are on duty after 4:00 p.m. must meet in the cafeteria to pick up their students in their groups and then take them to your assigned classroom. Homework help is of the utmost importance. Teachers must ensure the completion of student homework within the allotted time. Students who do not complete their homework must come with a signed note from the AS teacher notifying parents of this situation. We are working on having some Education Interns to help students with homework at that time.

ORDERING/PURCHASING

A \$50 allotment will be given to each teacher to order or purchase materials for classroom purposes. Bring your receipts to your division principal to be signed receipts to Nelly for reimbursement. **Please note:** required projects or at-home assignments must be the responsibility of the student. The school will not provide oak tag, construction paper, etc. for student use. Include these small items in your general supply list for students to bring. When you introduce a special project assignment, explain to the children that they must purchase these items for their project.

PROFESSIONALISM

We know that we can count on you to be professional in all your relationships, practices and general demeanor. A few particular points in a variety of areas:

1. Teachers may not eat in the classrooms except when the children are eating, e.g., at recess or snack. This is a basic form of respect for the students and models compliance with school rules. No gum chewing at all times!
2. If you have any disagreement or difference of opinion with a parent or a colleague, whether teacher or administrator, it must be handled with respect and not in front of the children or parents.
3. If you have a suspect for child abuse, you should report that to your principal immediately.

Thank you for your professionalism and for your caring. We look forward to an exciting and productive year together!



The Jewish Institute of Queens Teacher's Evaluation Form

Observation number
Date
Time
Semester number
Length of observation
Teacher's appearance
Teacher was chewing gum
Teacher's cell phone went off

Teacher's Name
of years at school
Grade Level
of years at this level
Subject
Observers:
1. Principal
2. Direct Supervisor

Academic Observations

Standards: Teacher organizes teaching strategies to maximize the use of allocated instructional time to increase student learning; provides a curricula required by the department.

Criteria	Rating (5 Highest)				
Knowledge of Subject Area.	1	2	3	4	5
Evidence of Planning (<i>Preparation & Implementation of lesson plans</i>).	1	2	3	4	5
Utilizes a diversity of techniques.	1	2	3	4	5
Lessons are related to written curriculum.	1	2	3	4	5
Lessons incorporated standards required for the state exam.	1	2	3	4	5
Incorporates differentiated learning in each lesson (i.e. groups).	1	2	3	4	5
Uses varied assessment methods.	1	2	3	4	5
Implements the mission of the school in an enthusiastic manner.	1	2	3	4	5

Classroom Management & Climate

Standards: Teacher provides an atmosphere conducive to learning consistent with the school's mission.

Criteria	Rating (5 Highest)				
Begins class promptly.	1	2	3	4	5
Equipped: has all materials and supplies necessary to begin class (Computer, Markers, Lesson plan, Textbook, etc.).	1	2	3	4	5
Begins lesson with a "Do Now" (review of previous materials as appropriate & introduction of new materials).	1	2	3	4	5
Takes period attendance on "APWeb Teacher" while students are working on the "Do Now" assignment.	1	2	3	4	5
Begins lesson with a proper, engaging opening.	1	2	3	4	5
Maintains class order.	1	2	3	4	5

Classroom Management & Climate (cont.)

Criteria	Rating (5 Highest)				
Maintains a published discipline plan.	1	2	3	4	5
Uses effective management tools.	1	2	3	4	5
Encourages class participation (expressing ideas).	1	2	3	4	5
Involves the whole class in a lesson.	1	2	3	4	5
Incorporates higher level thinking skills ("What if" questions).	1	2	3	4	5
Provides relevant and "real life" examples to validate concepts.	1	2	3	4	5
Uses language that students can understand.	1	2	3	4	5
Handles discipline issues promptly.	1	2	3	4	5
Is able to maintain a positive rapport with students.	1	2	3	4	5
Assigns appropriate tasks to help development.	1	2	3	4	5
Makes an effective transition between activities.	1	2	3	4	5
Assists students in developing productive work habits.	1	2	3	4	5
Integrates a variety of technology applications and learning tools (i.e. uses the computer in class for presentations).	1	2	3	4	5
Wraps up the lesson (summarizes the key ideas).	1	2	3	4	5
Assesses the students' achievement at the end of class (part of the closure).	1	2	3	4	5
Sets high positive expectations and performance (RESPECT & EXPECT).	1	2	3	4	5
Reminds students at risk and on probation about deadlines/obligations	1	2	3	4	5
Reminds the class about upcoming tests, assignments and school's activities	1	2	3	4	5
Records discipline incidents on "APWeb Teacher" daily.	1	2	3	4	5
Records late students on "APWeb Teacher" throughout the lesson.	1	2	3	4	5
Teaches "Bell-to-Bell."	1	2	3	4	5

Student's Progress

Standards: Teacher gathers, stores, and monitors data related to student learning for use in assessing progress toward achieving the instructional objectives.

Criteria	Rating (5 Highest)				
Teacher collects homework from students and checks validity.	1	2	3	4	5
Announces publicly in class (not by name) that individuals are missing hw assignments, and the consequences.	1	2	3	4	5
Provides feedback on student's hw quality.	1	2	3	4	5
Provides feedback on student's work (i.e. semester tests) verbally.	1	2	3	4	5
Makes sure that the student has all the materials needed for participating class.	1	2	3	4	5
Provides an overview, review and preparation sessions before state exams.	1	2	3	4	5
Identifies areas of deficiencies and implements a remedial plan.	1	2	3	4	5
Student's performance on state's tests meets or exceeds standards.	1	2	3	4	5
Provides the department chairperson with a written post-analysis form after major activities (i.e. tests).	1	2	3	4	5
Follows his/her grading policy.	1	2	3	4	5
Records student's homework on "Gradequick Web" daily.	1	2	3	4	5

Student's Progress (cont.)

Criteria	Rating (5 Highest)				
Schedules 2-4 tests per semester through the department chairperson.	1	2	3	4	5
Returns tests back to the students in a timely manner.	1	2	3	4	5
Records students' test grades on "Gradequick Web" (when given).	1	2	3	4	5
Follows his/her general policy regarding absent students and make up work	1	2	3	4	5
Communicates with parents: Makes phone calls, sends email or letters for both positive and negative matters.	1	2	3	4	5
Records communication with parents on "APWeb Teacher" (when applicable).	1	2	3	4	5

Classroom Appearance

Standards: Teacher provides safe and clean environment that facilitates learning.
Students can relate and feel "like home."

Criteria	Rating (5 Highest)				
Classroom appears neat and orderly each day.	1	2	3	4	5
Monthly bulletin boards reflect current studies and student work.	1	2	3	4	5
Is attentive to safety issues.	1	2	3	4	5
Classroom rules and consequences are clearly displayed.	1	2	3	4	5

Professional Issues

Standards: Teacher demonstrates behavior which reflects established professional responsibilities.

Criteria	Rating (5 Highest)				
Maintains a positive attitude.	1	2	3	4	5
Ability and willingness to effectively work with superiors, subordinates, and peers as well as non-personnel toward the best interest of the school.	1	2	3	4	5
Completes responsibilities in a timely fashion, or asks for extensions if needed.	1	2	3	4	5
Reports for scheduled duty.	1	2	3	4	5
Is able to update weekly website.	1	2	3	4	5
Is consistently dependable and reliable when attending to work hours and other obligations.	1	2	3	4	5
Is professional and discreet when discussing student and professional issues.	1	2	3	4	5
Welcomes communication with parents, students, colleagues, and administration.	1	2	3	4	5
Communication with parents is professional and appropriate.	1	2	3	4	5
Contributes to a positive working environment and is a team player.	1	2	3	4	5
Regularly attends and supports school activities and special events.	1	2	3	4	5
Welcomes the opportunity to handle special projects or activities.	1	2	3	4	5
Participates in professional development opportunities.	1	2	3	4	5
Enters lunch counts daily on "APWeb Teacher."	1	2	3	4	5

Number of days absent (to date):

Number of days late (to date):

SCALE:

- 5 Continuously demonstrates exceptional performance in this area
- 4 Regularly demonstrates good performance in this area
- 3 Sometimes demonstrates good performance in this area
- 2 Rarely demonstrates good performance in this area
- 1 Often demonstrates unacceptable performance in this area

Overall Performance rating (highlight):

Excellent

Satisfactory

Unsatisfactory

Employment Recommendation:

Re-Employment

Remediation Plan

Termination

Is it evident that the teacher has implemented the recommendations made on the last observation and actually improved in the areas discussed?

Comments (made face to face by evaluator(s) to the teacher):

- 1.
- 2.
- 3.
- 4.

Teacher's Signature: _____ Date: _____

Signature of Evaluator: _____ Date: _____

Position: _____