



BRILLIANT INTERNATIONAL ACADEMY

Teacher Handbook **SY 2023-2024**

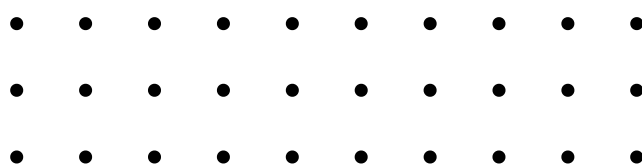
"Now then we are ambassadors for Christ..."
~ 2 Corinthians 5:20

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INTRODUCTION



Welcome to Brilliant International Academy's Teacher Handbook, a comprehensive guide to the policies, procedures, and benefits of our academic institution. At BIA, we aim to develop our students' intellectual and spiritual capacities holistically, making it crucial for our faculty and staff to adhere to the regulations and guidelines set forth by the School Board. Our handbook serves as a set of governing principles, providing a structured framework for maintaining a harmonious and conducive learning environment. Inside its pages, you'll find a wealth of information relevant to various aspects of our institution, including academic and disciplinary protocols, as well as standards of conduct. It is critical that all members acquaint themselves with these rules to ensure consistency and equity in our dealings with students, parents, and colleagues. Upholding the highest levels of professionalism, honesty, and respect is our responsibility as educators and role models, and we are committed to fostering a positive work environment that encourages effective ministry engagement and collective personal development. With the dedication and hard work of our distinguished faculty and staff, we are confident that BIA will continue to flourish and make a positive impact on our students and the world.



THE SCHOOL

Brilliant International Academy was essentially founded in 2007, when Christyn Dolotina-Cal started babysitting in her small home in Las Vegas, Nevada. Christyn desires to ensure that she nurtures the child as well as educates them. She believes that children can do great things if given the chance and that no one should underestimate what a child can do. It gives her great joy and fulfillment when children are excelling academically while also having fun. Therefore, she encourages and creates opportunities for sports and many other stimulating events for the students at BIA.

Brilliant Kidz Academy opened its doors to 30 preschool children in 2011. Subsequently, it became Brilliant Kidz International LLC which was initially licensed as a Preschool/Daycare located in the Summerlin area in Las Vegas, Nevada. Driven by her passion for quality education, and her love for her ministry, Christyn continued to provide a nurturing environment and an excellent learning experience with the expansion to BrilliantChild Christian Academy. In 2016, BrilliantChild Christian Academy was organizationally established. With an increase in demand for quality education, the school moved to a larger site to accommodate more children, where we have statistically seen the population double every year. In September of the same year, the school was selected to take part of the Nevada Silver State Stars QRIS (Quality Rating and Improvement System). The QRIS uses proven methods with the goals of assessing and improving the level of quality in early childhood programs through open communication and quality research and analysis. In 2017, the Nevada Department of Education granted accreditation to the school to offer education from Kindergarten through Fourth Grade.

MISSION-VISION STATEMENT

BIA aims to develop caring, knowledgeable, articulate, principled global citizens who are guided by God's love and the Biblical scriptures.

OUR PHILOSOPHY AND GOALS

We, in our deepest faith, believe that all children are God's wonderful gift to humankind. Here at BIA, we aim to educate the children about God and His teachings. We developed activities and programs that would help the kids engage in Bible stories that teach them Christian values and Biblical truths. In addition, we also provide programs for infants, toddlers and pre-Academy students. These programs build upon the foundation of the Bible as their primary source. These programs are also geared towards quality academics, essential social skills, and most importantly, preparation for Kindergarten mastery.

CORE VALUES

At BIA, we believe that to fulfill our mission, the Academy community must be guided by the following core values and put it into practice.

- Christ-Centered
- Biblical Worldview
- Spiritual Growth
- Academic Excellence
- Maturity of Ethical and Moral Character
- Community Citizenship
- Lifelong Learning
- Personal Responsibility and Accountability
- Transparent, Honest, and Open Communication
- Building and Maintaining Healthy Relationships and Effective Support Networks

General Information

I. Loyalty – to Pastor, and all fellow staff and faculty members

1. NEVER allow students to talk in a disloyal way towards any part of our ministry. Do not tolerate negative innuendos about a member of our church staff or faculty.
2. Warn the student immediately and publicly (if comment was made publicly) that appropriate consequences will be given for a bad attitude if such talk continues.
3. We expect all employees to be loyal to their pastor and to the staff.
4. Loyalty is best perceived under difficult or adverse circumstances. When a conflict between the principal and teacher (or any two individuals) occurs, the manner in which both parties react will determine the degree of loyalty and integrity of the individual.
5. What is said by the pastor, principal, or faculty member behind closed doors should remain a private conversation. Teachers must not go to other teachers to discuss conflicts or comments made by the pastor or principal. Teachers must not discuss ministry-related conflicts and personal problems with school parents or staff members.
6. Those who find themselves as “sounding boards” for disgruntled individuals (parents, teachers, or students) must have the courage and conviction to stop the conversation.
7. As long as there are people in the school ministry, there will be problems. It takes a mature person to learn to handle his or hers problems correctly.
8. Actions are important, but reactions are just as important. Treat problems correctly.
 - a. Go to the principal with the problem as a learner, not a crusader. Attitude is of utmost importance.
 - b. Try to see situations from their viewpoint.
 - c. Explain your own convictions and reasons
 - d. Suggest alternatives.
 - e. Leave it in God’s hands. His hands are big enough.

James 3:5-6 Even so the tongue is a little member, and boasteth great things. Behold, how great a matter a little fire kindleth! And the tongue is a fire, a world of iniquity: so is the tongue among our members, that is defileth the whole body, and setteth on fire the course of nature; and it is set on fire of hell.

General Information (continuation)

II: Gossip – One of Satan’s strongest lures of sin for the Christian is to abuse one another with gossip and unjust criticism. Be determined to keep your verbal communication pure and above reproach.

1. Gossip is a waste of time.
2. Gossip should make you feel guilty.
3. Gossipers are people who are envious.
4. Gossipers like cliques (2-4 only in a group)
5. Gossipers like to think the worst about people.
6. Gossipers create questions about their own lives.
7. Gossip hurts the feelings of others.
8. Gossip ruins reputations.
9. Gossip is transmitted to one’s children/students.
10. Gossip is classed with murder and stealing in God’s Word.

Appearance

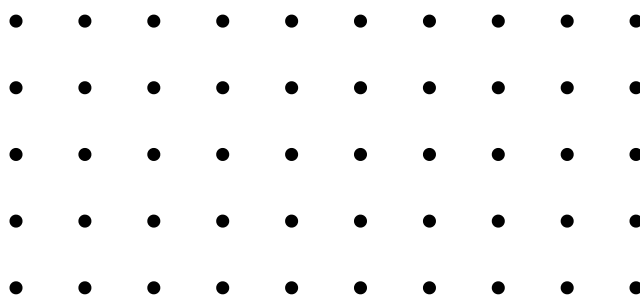
Dress standards for faculty and staff should meet or exceed our school uniform standard of dress.

1. Ladies

- a. No t-shirts or shirts that are too tight.
- b. All dresses and skirts should come to the middle of the knee.
- c. No open shoulders.
- d. When in doubt, don’t wear it.
- e. No denim skirts except on Fridays.
- f. Make-up and jewelry should be in good taste.
- g. No open-toe shoes or tennis shoes.

2. Men

- a. Keep hair cut by school rules.
- b. Facial hair must be groomed.
- c. Dress shirt or Polo shirts are acceptable.
- d. Pants should be pressed and not jean-like.
- e. Dress shoes unless other wise.



Spiritual

I. Prayer

1. Personal daily prayer.
2. Prayer for Principal, and other staff members and your students by name every day.

II. Bible reading

III. Ministry/Church service

1. You will be expected to actively participate in the ministry.
2. There will be many opportunities to serve throughout the year in special events as well.

Punctuality

If teachers expect students to be on time, they must show punctuality in their own lives. Be punctual in.....

1. Attendance at morning teacher's meetings.
2. Picking up students after morning meetings.
3. Dismissal and pick up for lunch, PE, art, music, chapel, etc.
4. Bathroom breaks and recess.
5. Church services – All services must be attended.

Telephone Use

1. Telephones are available for teachers. All calls should be as brief as possible.
2. Personal calls should only be made while your class is at lunch, PE, music, etc.

Stewardship

1. Be a good steward with all curriculum books and materials.
2. Turn off lights when not in room.
3. Do not leave exterior doors open for long periods of time.
4. Air conditioner should be on the "auto" setting. Do not "hold" on.
5. Resupply bathroom products when necessary or notify office if you are not able to.
6. Keep playground, classroom, and halls clean of trash.
 - i. In the feeding of 5,000 men (plus women and children), Jesus gathered up leftovers "that there be no waste."
 - ii. Proverbs 12:27b "The substance of a diligent man is precious."

Faculty Absence

- 1.If known prior to the absence morning, let principal know.
- 2.If you are ill, call front desk.
- 3.If possible, schedule doctor and dentist appointments after 3:30pm.
- 4.Leave clear instructions in your SUBSTITUE folder.
- 5.SUBSTITUTE folders are due at the end of the first week of school.

Please include:

- Detailed schedule of the day
- Seating chart
- Discipline/Classroom management plan – When do you give warnings or take privileges away? What are the consequences of bad behavior? (no recess, head on desk, etc.)
- Privileges – When can students use the restroom, use the telephone, go to the office for medicine or other reasons, etc.? Who has special responsibilities such as a line leader?
- Assignments finished – What may the students do when all their work is completed? (play games, read, talk quietly, etc.) What assignments need to be handed in before leaving class?
- Note students who take medicine or have special medical problems.
- Give lesson number to office for streaming.

Monthly calendar

- 1.Make a monthly calendar that includes the dates of quizzes, test, exams, reports, projects, days off, field trips, etc.
- 2.Give to office by date due for approval.
- 3.Send home a copy to parents in packet.

Grade Books/STI

- 1.These should be kept legible and current.
- 2.Each column of grades should be labeled so as to designate what the grades were given for. Example – Test Chapter 5, Homework Lesson 13, President’s Quiz, etc.
- 3.At the end of the year, all grade books are to be turned in to the principal.
- 4.Grades must be inputted within two days of a quiz, test, or exam and within one week of a project or report.
- 5.Assignments should be accurately dated on both the monthly calendar and STI.

Addressing staff

When around students, refer to all staff/faculty members by Pastor ___, Mr. ___, Mrs. ___, or Miss _____.

Copying and duplicating

1. Limit laminator, die cut machine, and copier use during the school day. Use before 7:45AM, after school, or during a break, unless it is an emergency. Teacher's Assistant may be sent to the office for copier use.
2. Be sure all spelling and grammar are correct and materials are neat.
3. If item is to be sent home in packets on Friday, give to the office for approval on Monday.

Teacher's meetings

1. A meeting may be planned for after school at any time.
2. Refer to calendar for pre-scheduled meetings.

Discipline

1. A prepared teacher is the best way to achieve good discipline. If class learning moves along and does not drag, there are fewer discipline problems. Keep on the daily schedule. As a teacher, you will need to check yourself, especially in Bible time, to be sure you do not start late or go overtime.
2. Do not preface a rebuke with "class." Find out who is the offender and call him/her by name. Avoid talking excessively. Obedience must be taught. Students need to be trained to obey. Be fair and kind, but be firm. Students must know you mean what you say.
3. During the first week, you need to get your students' respect, not friendship. Start out firm the first day. A hard prolonged stare is very effective if used at the first indication of a problem. Children do not respond favorably to sarcasm, hatefulness, or nagging – this is not firmness. The teacher should NEVER show signs of personal disgust with any problem or student. Do not be harsh. Use a quiet voice. Keep your hands off the student. Do not throw things at students.
4. A well-heard, authoritative, distinct voice like that is not whispery, but also is not yelling, should be used. (NEVER LOSE YOUR TEMPER! Proverbs 12:15a "... A fool's wrath is presently known.") Students should obey the FIRST TIME you ask in a conversational tone of voice.

Discipline (continuation)

5. Discipline options:

- Walking toward disruptive child while lecturing
- Silence and a stare
- Warning/Loss of privilege
- Head on desk/Change seating arrangement
- Detention/Parent conference
- Suspension/ Expulsion

6. Punish for disobedience only, not because they irritate you. Do not take rule infractions personally.

7. Use class participation to prevent problems.

8. Use praise to prevent problems.

9. Be CONSISTENT all the time with EVERY student.

10. Be aware of student response.

11. In counseling disciplined students, use as much Scripture as possible. Show them he/she is breaking God's law.

12. You are God's designated authority in your room. The teacher is the only person in charge of the classroom. The teacher corrects a student, and does not allow other students to correct him/her. Students should not be allowed to "make fun of" a student who is being disciplined.

13. Do not be too strict. The students should not have a "why try" attitude caused by a teacher who is too strict.

14. Get the FACTS before disciplining. No guessing. Sometimes this takes time, but we must be fair and just. Proverbs 18:13 " He that answereth a matter before he heareth it, it is a folly and shame unto him."

15. Do not punish the entire class for something a few have done.

16. Expulsion is permanent. It goes on the student's record. It is serious business.

Therefore:

1. Make sure you have consistently adhered to school policy without prejudice or discrimination toward the particular student.
2. Make sure you have counseled with your parents on a regular basis so you can demonstrate that even with parental involvement, the student's disruptive behavior has continued.
3. Make sure you have retained documentation to substantiate that you have notified parents each time you have disciplined the student: detention notices, office conferences, parent conferences, items you have asked parents to see or read, projects you have suggested to parents, etc.

CLASSROOM EXPECTATIONS

Appearance

1. Minimize the number of boxes on top of the cabinets.
2. Clean whiteboards/chalkboards at least twice per week on
3. Wednesday and Friday.
4. Clean floors at least twice per week on Wednesday and Friday after school with vacuum. Throughout the day, floors should be kept free of trash.
5. Empty garbage as needed.
6. Dust as needed.
7. Keep rows of desks straight throughout the day.
8. Student desks or table areas should always be kept neat and organized.
9. Be sure students' books and paper storage areas are kept neat.
10. Use Velcro to attach items to the folding walls.
11. Empty pencil sharpener daily.

Bulletin Boards

1. Letters/words should be easily read.
2. Do not have too much on bulletin board/not too busy.
3. Must have a border.
4. Change boards at least once every six weeks.
5. Change holiday bulletin boards as soon as the holiday is past.
6. Calendars posted should be the current month.

Direction

1. Students are NEVER to be out of their seats without the teacher's permission. Pencils should be sharpened before school or class.
2. Students should not speak out unless the teacher gives permission.
3. Never leave the classroom, except for very short periods of time.
4. Use fun and humor wisely. Used carelessly, fun and humor can DESTROY a classroom.

To promote a disciplined atmosphere, students should be required to sit up and face the front of the classroom. No students are allowed to sit on top of desks, tables, or chair backs.

1. Direct students to stand when an adult enters the room.
2. Elementary students should pause at doorways while walking in hallways.

Student Work

1. For multiple step math problems, all work must be shown.
2. Neatness is required in all subjects and homework.
3. Students are required to spell words and proper names correctly in all subjects. In grades 7-12, some points should be taken off for incorrect spelling.

Pace of Learning

1. The teacher sets the pace.
2. Value every moment of your class time. Instruct your students in organizing their materials so that they can make quick transitions during class. This should be completed by the end of the second week of school with few reminders following.
3. Keep things moving in class.
 - By giving complete explanations that avoid time-wasting questions.
 - Call on another student if the first does not answer in a reasonable amount of time.
 - Pass out materials before class begins.
 - Train students to respond in an efficient manner.

REMEMBER: IF YOU WASTE 5 MINUTES OF ONE CLASS PERIOD EACH DAY, YOU WILL LOSE 3 WEEKS AND 3 DAYS -NEARLY ONE MONTH OF THAT CLASS.

Parties

1. Other than Christmas parties (held on the day before Christmas break begins) and end of the year parties, all parties must be approved by the principal.
2. All parties should follow these guidelines:
3. Students are not to be loud and out of control. This includes singing/screaming/shouting "Happy Birthday."
4. Students are to be in the classroom, not roaming the halls.
5. Spills and trash should be picked up immediately.

Curriculum

1. Teachers are to use curriculum as intended in manuals.
2. Approval from the principal is necessary for deviations.

Pre-School Checklist

1. The following is not comprehensive, but it will help you get off to a good start.
2. Check off each item as you prepare it:
3. Put up bulletin boards
4. Fill up empty walls with visuals - including the Ten Commandments, the School Mission Statement, Classroom rules, expectations, and that year's theme poster.
5. Do the first week of lesson plans. (K-2nd = plan choruses and songs
6. for Bible class)
7. Become very familiar with the first day's content.
8. Have your grade book ready.
9. Plan your seating chart.
10. Make August calendar with quizzes, test, etc.
11. Plan your routines and procedures.
12. Thoroughly understand your discipline/classroom management/behavior system.
13. Read the student rule book.

Programs

1. Teachers and students will work on various programs throughout the year.
2. These may include patriotic, Christmas, appreciation banquets, etc.

Student Reading

1. Stress Reading COMPREHENSION.
2. Motivate discussion in class; get feedback.
3. Ask students questions about what was read. Example - "Jim, why do you think Russia encouraged the USA to get involved in World War II?" Teach by asking questions and lead the students to draw their own conclusions.
4. Make the students ACCOUNTABLE for what they have read or what they hear.

Guidelines

1. Students should never be allowed to criticize or "make fun of a student who is struggling academically.
2. We do not favor the "open-classroom" approach to education. Having small groups of students working around the room is to be done sparingly.
3. Use your Bible (KJV) as much as possible when teaching. Example
- When discussing a science topic, read from a passage of Scripture which mentions it.
4. No students are to be left unattended while waiting for the next teacher to arrive. This includes music, P.E., and other classes that roam.
5. Students are to show respect for authority by saying "Yes, Ma'am," "No, Sir," "Thank you," "Please," etc.
 1. Seating arrangements should be made for all classes and study halls.
 2. When reviewing for tests, do not "give" the test to the students.

Set Procedures

*These ideas take extra effort, but save precious minutes which add up to hours.

1. Doing it now may take two minutes, but doing it later often takes four minutes.
 - Tear out and file quizzes, tests, exams, worksheets, etc. ahead of time.
 - Use procedures to train students.
 - a. How to get their coat
 - b. How to arrange their desk or table
 - c. How to pass out and collect papers
 - d. How to take a quiz or test - automatic cover sheet and heading
 - e. How to enter and exit the reading circle, classroom, lunch room, etc.
 - f. How to line up
 - g. What to do when arriving to class at the beginning of the day.
 - Put books away
 - Put backpack/lunch pail away
 - iii. Sharpen pencils
 - Turn in homework/packet
 - Write new homework
 - vi. Write prayer requests
 - Work on Good Morning Assignment

GENERAL POLICIES AND PROCEDURES

Student Attitude

*This subtle area has a tremendous impact on a class. Teachers should keep detailed records of the following steps:

1. If a student's attitude/behavior is deemed detrimental, the teacher should first meet with the student and inform the parent of this meeting.
2. If the negative attitude persists, set up an appointment for the child to meet with the principal.

The principal will call the parent.

- If it continues to persist, the teacher should inform the principal, and the principal will have an appointment with the parent. The principal will then put the student on probation for a specified period of time.

The principal will inform Pastor.

- If the attitude does not improve during probation, he/she will be expelled.

Children of Teachers

1. They should not be left alone before or after school.
2. They are NOT allowed to roam the halls.

Help Classes (not for A/B students)

1. This is for students selected by the teacher who need extra help in a specific subject.
2. Students may be added or dropped at the teacher's discretion.
3. Inform parents if you are selecting their student for a series of help classes.
4. This is not homework time. Prepare a plan of action for the student/s.
5. The teacher who schedules a help class is responsible for students until they are picked up.

Lunch

1. Remove all personal content from refrigerator on Fridays. The contents of the refrigerator will be emptied at the end of each quarter.
2. Leaving campus to go get lunch is acceptable. Please inform the office that you are leaving.

GENERAL POLICIES AND PROCEDURES

New Students

1. Be alert to them to see if they are adjusting well
2. Ask a few students to write a welcome note to the new students.
3. Call new parents within the first few weeks of school.

Understanding

All teachers are responsible to know and enforce the student rule book.

Touching

1. No touching of the opposite sex is allowed.
2. It is every faculty member's responsibility to enforce.

Supplies

1. Make a list and give it to the office if you need any supplies (staples, chalk, tissues, etc.) at least one day in advance.
2. If something is in need of repair please inform the office.

Student Reputations

1. A past teacher should not volunteer negative information about a past student he had.
2. A current teacher may ask a past teacher questions about a particular student but only after the school year is well under way. The spirit of the question should be, "What did you do that helped this child? Do you have any background information that would help me?"

GENERAL POLICIES AND PROCEDURES

Student Illness

1. The teacher should try to determine if a child is really sick or not.

You should check this in three ways:

- a. Ask where the student "feels bad"
- b. Feel their head to see if they're hot
- c. See if their face is "pale"

NOTE: Sometimes students think they can get out of class by pretending to be sick. If the student does not really seem sick, have them put their head on the desk and rest awhile. The teacher should keep a check on the student to see if they actually are sick.

2. If you have determined that the student is sick, send them to the office. Use the echo dot when sending students to the office. Explain what you think is wrong with them. Any time you have a question about a student's medicine, check with the office.

3. If a student is hit on the head during recess, be sure to send him to the office.

Promises to Students

1. Be careful what you promise.

2. If you promise a particular punishment for a particular rule infraction, you should deliver.

3. If you promise a quiz or a test, do not change the quiz or test day on the previously announced test/quiz day. Example: A test is scheduled for Tuesday. On Tuesday, you say that it has been postponed. Some students have spent much time studying Monday night, and this would not be fair. If you do need to reschedule a test (which should be seldom) do not wait until the announced test day to announce the change.

Rumors

1. Sternly rebuke students who spread rumors. If rumors persist, inform the principal

2.2. Keep your ears open so rumors can be heard and then stopped.

SOCIAL MEDIA POLICY

Introduction

Brilliant International Academy recognizes that access to technology at school and at home gives teachers a greater opportunity to learn, develop skills, and communicate both personally and professionally.

To that end, this Acceptable Use Policy outlines the guidelines and behaviors that teachers are expected to follow when using school technologies or when using personally-owned devices.

- Teachers are expected to follow the same rules for good behavior and respectful conduct online as offline.
- Misuse of social media can result in disciplinary action.
- Brilliant International Academy makes a reasonable effort to ensure safety and security online, but will not be held accountable for any harm or damages that result from misuse of social media technologies.

We encourage teachers, students, staff, and other school community members to use social networking/media (Twitter, Facebook, etc.) as a way to connect with others, share educational resources, create and curate educational content, and enhance the classroom experience. While social networking is fun and valuable, there are some risks you should keep in mind when using these tools. In the social media world, the lines are blurred between what is public or private, personal or professional.

Please do the following:

1. Use good judgment

- We expect you to use good judgment in all situations.
- Be professional. Double check all grammar and spelling before posting information.
- When using social media or texting with students, be professional in all communication. Communication with students should be for school purposes only. Be aware of how much time the conversation is taking; you may need to just call the parent if necessary.
- Users should recognize that among the valuable content online there is also unverified, incorrect, or inappropriate content. Users should use trusted sources when conducting research via the Internet.

2. Be respectful

- Users should always use the Internet, network resources, and online sites in a courteous and respectful manner.
- Be responsive to others when conversing online. Provide answers, thank people for their comments, and ask for further feedback, etc.

3. Be responsible and ethical

- Unless you are specifically authorized to speak on behalf of the school as a spokesperson, you should state that the views expressed in your postings, etc. are your own. If you are approved to represent the school, stick with discussing school-related matters that are within your area of responsibility.
- Be open about your affiliation with the school and the role/position you hold.
- Engaging in cyberbullying (Harassing, dissing, flaming, denigrating, impersonating, outing, tricking, excluding, and cyberstalking) or any online activities intended to harm (physically or emotionally) another person, will result in severe disciplinary action.

SOCIAL MEDIA POLICY

Don't share the following:

1. Confidential information

- Do not publish, post, or release information that is considered confidential or not public. If it seems confidential, it probably is.
- Online "conversations" are never private.
- Users should never share personal information, including phone number, address, social security number, birthday, or financial information, over the Internet.
- Users should recognize that communicating over the Internet brings anonymity and associated risks, and should carefully safeguard the personal information of themselves and others.
 - Regardless of your privacy settings, assume that all of the information you have shared on your social network is public information.

2. Private and personal information

- To ensure your safety, be careful about the type and amount of personal information you provide. Avoid talking about personal schedules or situations.
- NEVER give out or transmit personal information of students, parents, or co-workers. Always respect the privacy of the school community members.
- Users should remember not to post anything online that they wouldn't want parents, teachers, or future colleges or employers to see. Once something is online, it's out there – and can sometimes be shared and spread in ways you never intended.

PLEASE BE CAUTIOUS WITH RESPECT TO:

1. Images

- You may use photos and video that are available on the school's website.
- It is generally acceptable to post pictures of students in groups.

However, be aware there are some students you may not post pictures of without the expressed written consent of their parent. (The office will let you know which students are not to be posted.)

2. Other sites

- A significant part of the interaction on blogs, Twitter, Facebook and other social networks involves passing on interesting content or linking to helpful resources. Don't blindly repost a link without looking at the content first.
- Pay attention to the security warnings that pop up on your computer before clicking on unfamiliar links.
- When using Twitter, Facebook and other tools, be sure to follow their printed terms and conditions.

Limitation of Liability

Brilliant International Academy will not be responsible for damage or harm to persons, files, data, or hardware.

Violations of this Acceptable Use Policy

Violations of this policy may have disciplinary repercussions including the following: removal from positions of leadership or additional consequences.

PARENT/TEACHER EXPECTATIONS

Parent Orientation Night

1. Be sure you and your room are ready by 6:15 pm.
2. All men should wear suits/sports coats. Ladies should wear their "Sunday Best."
3. You will be dismissed early from the auditorium meeting to go to your classroom.
4. In the classroom - Elementary
 - A. Hand out a typed copy of your class expectations.
 - B. Have notes on what you will be saying.
 - C. Field questions individually after your group meeting.
 - D. Explain your discipline policy.
 - E. Explain homework planner/packet.
 - F. Fourth, Fifth, and Sixth grade - explain infractions
5. In the auditorium - Jr./High School (7th - 12th grade)
 - A. Hand out class schedules/class expectations.
 - B. Have notes on what you will be saying.
 - C. Field questions individually after your group meeting.
 - D. Explain your discipline policy.
 - E. Explain homework planner.
 - F. Talk about possible after school extracurricular activities.

Parent Communication

**Satisfied parents are informed parents

1. Be accurate about child's progress. Be honest even if it hurts.
2. If doubtful of salvation of any family member, witness!
3. Return phone calls and respond to notes on the same day if possible. At the latest, respond by the next day.
4. Do not procrastinate talking to a parent about a problem with their child. NIP IT!
5. Send a positive note about each child at least once per quarter.
6. If you have a child in your room that has a parent on staff, do NOT talk about problems you are having with that child during the day. Wait until after school.
7. Student's packet every Friday contains a calendar (if new month), church attendance, office notes, class room notes. Quizzes and tests for the elementary students are also included.

Parent - Teacher Conferences

1. A teacher should not feel threatened or badgered when a parent questions his methods or opinions. To prejudge a parent's motive for asking questions could adversely affect his confidence in the teacher. Parents should have the opportunity and freedom to seek clarification of their concern.
2. Calmly and collectively listen to what a parent has to say. A teacher's honest attentiveness in moments like these is a test of Christian character in action.
3. The overuse of negative comments must be avoided during the conference or parents will become discouraged. BE POSITIVE! Do not ever begin the conference with a negative comment. (use the sandwich effect - good/bad/good)
4. The request for a parent-teacher conference by a parent must not be construed by the teacher as an attack upon his professional integrity, nor should feelings of insecurity be allowed to produce a spirit of defensiveness.
5. The usefulness of the parent-teacher conference is often more dependent upon the teacher than the parents. The teacher may need to provide the energy that sparks a parent's interest in developing a close teacher-parent relationship. If the teacher approaches the conference with the attitude of exchanging information and enlisting the parent's assistance, then the child will reap the dividends.
6. Personal feelings and biases must be laid aside on behalf of a child's needs.
7. A teacher who walks into a conference unprepared, frightened of what might be said or how a parent might respond, or unable to make recommendations to solve a child's problem is certain to minimize the conference's effectiveness.
8. The teacher must be sensitive to disarming any feeling of animosity, blame or fear.
9. Good eye contact and a pleasant, kind voice will help to make a parent-teacher conference successful. If the conference becomes negative, the teacher, parents, and the child are all losers.
10. Be prepared for the parents to present excuses. Just as it is difficult for some teachers to accept criticism, so it is with parents.
11. Preparing for the Conference - Guidelines for Preparation

Guidelines for Preparation

a. Pray for wisdom and understanding. A teacher who prepares for a parent-teacher conference without praying for God's leadership is laboring in the power of the flesh instead of the power of the Holy Spirit.

b. Evaluate the student's cumulative record file.

c. Identify positive and negative behavioral and learning patterns.

d. Design remedial, supplemental or enrichment work. Since parents view the teacher as an education expert, they expect him to make prescriptive suggestions for educational problems.

e. Anticipate questions from the parents. Questions Parents Ask:

- How is my child doing academically?
- Is my child working at his grade level?
- In what areas is my child having academic problems?
- Does my child listen in class?
- When and how much homework do you assign? Why?
- How is my child's behavior in class? During non-class times?
- Is my child friendly and considerate of his classmates?
- May I see his/her grades?
- How is my child viewed by his classmates?
- How do you determine report card grades?
- What are my child's academic strengths?

Weaknesses?

1. Do you have any suggestions on how I can help my child at home?
 2. Is he/she gifted, average, or slow? How do you know?
 3. What teaching procedures do you use?
 4. Do you think my child is involved in too many extracurricular activities?
 5. Is my child going to fail?
- f. Put your preparation plan in writing. Planning and recording are the essential pre- and post- components of a successful parent-teacher conference.
1. Be patient. An upset parent has a tendency to calm down in a few minutes if a teacher will listen to what he has to say.
 2. Keep the child in perspective. The purpose of the parent teacher conference is to help the child. It is not a time when the school blames the home or the home blames the school.
 3. Listen! Listen to the parent's complaints. If the teacher is in error, he should admit it. Everyone makes mistakes - it is a part of life. If a parent makes a good point, then accept it - give it consideration. Being wrong doesn't necessarily make a teacher weak in the eyes of the parents. It is refusing to admit error that renders a teacher weak and ineffective.

Guidelines for Preparation

4. Be genuinely interested. A parent can sense the genuineness of a teacher's expressed concern

5. Be honest. A teacher is doing an injustice to a child when behavioral or learning difficulties are hidden from his parents. Do not "beat around the bush."

6. Keep records. Once the conference is concluded, the teacher should summarize in writing the results of the conference. The attitude of the parents, prescribed solutions, relevant information discussed during the conference, and any other factual information should be recorded.

7. Work toward cultivating a friendly relationship with parents.

Taking the time to telephone the parents to share accomplishments, as well as failures, writing notes to parents, and conversing informally at school will contribute toward keeping the fires of friendship burning.

But the conference is not the place for the teacher to share his personal problems or brag on his own children.

8. Do not return a parent's anger with anger. The teacher should never stoop to the level of an irate parent by swapping derogatory remarks.

Once a teacher loses his temper with a parent, he will in all probability lose his credibility

9. Do not argue. If a parent tries to push a teacher into an argument, he should simply smile and kindly reply, "Mr. Parent, I do not feel arguing the point will help resolve this problem. What I need from you is your understanding and support."

10. A teacher should never talk down to parents. The parent-teacher conference is not a place for using fifty-dollar educational words which have little or no meaning to most parents. Indirectly insinuating that someone else is to blame will not deceive most parents. A fast-talking teacher will lose the respect of the parents before the conference ends.

There is not, and never will be, a substitute for an honest, loving, and kind attitude.

1. Do not compare a child with his brother or sister.

2. Do not discuss other students. Never use another student in the school as a comparison example or permit a parent to drag an uninvolved student into the conversation.

3. Do not criticize previous teachers. If a teacher refers critically to other teachers, parents will lose their trust and confidence in the teacher.

4. Do focus the conversation upon the present needs of the child, not on past failures.

5. Do defend school policies, even if you disagree. The conference is not a forum for disgruntled parents to criticize the administration or the school. A teacher should always be sensitive to a parent's concerns when they are expressed in a genuine and positive manner; however, he should never allow himself to become a sounding board for critical parents.

Guidelines for Preparation

1. Do watch the time. It would be in order for the teacher to reply, "I appreciate your asking that question. Since it requires a thorough explanation and our time is limited, we can discuss it at our next conference." Don't bore the parents by saying the same thing over and over.

2. Do discuss ways the parents can help.

a. Some helpful suggestions to parents whose child is experiencing academic problems are:

- 1) Create an environment at home which will be conducive to learning.
- 2) Establish a specific time each day for educational learning activities
- 3) Help your child develop good study habits
- 4) Express an interest in homework assignments and other school-related activities.

b. What if the problem is social or spiritual? Some ideas which might be helpful to parents are:

- 1) Help your child develop a good self-image.
- 2) Communicate with your child on a regular basis.
- 3) Help your child build Christian character traits.
- 4) Help your child select Christian friends.
- 5) Spend time with your child.
- 6) Conduct daily devotions in the home.

3. If at any time during the conference, you feel that the conference has gotten too negative, you may ask to stop and have it resumed some other time with the principal present.

4. Questions Teachers May Ask

- How does your child feel about school?
- Is he satisfied with his grades? Are you? Would you explain why?
- What is his normal routine the first two hours after school?
- What does your child enjoy doing?
- Does your child enjoy recreational reading? If so, how many hours per week?
- How many hours of television/computer/tablet on the average does your child engage in each day?
- What are his favorite television shows?
- What are your child's hobbies? Special talents?
- How does your child respond to success? Failure?
- What do you consider are your child's strengths?

Weaknesses?

- What are your spiritual goals for your child?
- How do you discipline your child?
- How does your child respond when you say "no"?
- Has your child experienced prior difficulty in this subject?
- Would you help your child at home if I showed you what to do?
- Do you support the teacher in the presence of your child?
- What could I do to better meet your child's academic needs? Spiritual needs? Social needs?
- Do you have any suggestions?

NOTE: This material was taken from The Parent-Teacher Conference, A Positive Approach to Parental Involvement by Charles E. Walker.

Parent-Teacher Relationship

1. It is important that you be friendly in a businesslike manner with parents.
2. Avoid discussion of students or school policies when invited to a home for a social visit. It is assumed that you will be loyal and uphold school policies.
3. Teachers are responsible to cooperate fully with parents and to respond to any phone call or written message the same day.
4. Some parents will request that you keep them regularly informed by phone of student's progress in addition to reports sent home. Do not obligate yourself to do this, but assure the parent you will welcome their inquiry about the student's progress any time they wish to telephone or write.
5. If a parent comes to your door during class time, take care of him/her briefly and courteously; remind him/her to please stop by the office to send a message to you or a student.

EMERGENCY PROCEDURES

Code Yellow

1. Helicopter in the air
 - A. Circling our building
 - B. Circling in the neighborhood
 - C. If noticed while outside, notify office
2. Lock all exterior doors of the building
 - A. to lock breezeway door
 - B. to lock back double doors of the east wing
 - C. to lock teen room and computer room
 - D. to lock offices, south wing breezeway doors, and notify church secretaries of our situation
 - E. to lock back double doors of the south wing
3. No one is to go outside - conduct business inside the building
4. High school will change classes inside the building accessing the auditorium

Code Orange

1. Notify the office/principal.
2. Issue standby instruction. Announce "Code Orange"
3. Determine what procedure should be activated depending on the location or nature of the intruder. (Code Red, Code Yellow)
4. If appropriate and safe to do so, request intruder to leave campus in a calm, courteous, and confident manner.
5. Keep subject in view until police or law enforcement arrives.
6. Do not allow students to enter or leave the building until proper authorities have determined that it is safe to do so.
7. Give the "all clear" signal after the threat has passed.
8. Determine whether school should be closed or reopen.

Code Red

1. Complete lock down
 2. Someone is in the building you don't want in the building
 3. Lock every door
 - a. All outside doors
 - i. Miss _____ to lock breezeway door
 - ii. Mrs. _____ to lock back double doors of the east wing
 - iii. Miss _____ to lock teen room and computer room
 - iv. lock offices, south wing breezeway doors, and notify church secretaries of our situation
 - v. lock back double doors of the south wing
 - All inside doors
 - vi. Make sure the front doors are locked, to lock double fire doors, and to make sure the kitchen door is locked on both sides. ii. Stay in the classroom
 - vii. Stay away from windows iv. Use common sense. Follow emergency responder's instructions
- **ALWAYS KEEP KITCHEN DOORS LOCKED**
1. If outside, relocate to the designated area for family dismissal.

Shelter-In-Place

1. All students are to be in their classroom
 - A. 7th - 8th grade during lunch will go to the teen room
 - B. 9th - 12th grade lunch/7th & 8th grade PE will go to their homerooms
 - C. 9th - 10th PE will go to the teen room
 - D. Elective classes will go to their homeroom
 - E. Call office if a student is missing
2. Turn off AC/heating units
3. Lock all outside doors (Code Yellow)
 - Lock classroom doors (Don't open)
 - Get out Shelter-In-Place kit
 - Seal doors, windows and vents with plastic sheets
 - For a drill - place a piece of tape on the outside door jam
4. Wait for the "all clear" from the echo dot or text message

Fire

1. The person discovering the fire will notify the principal's office immediately and sound the fire alarm, if close by.
2. The principal or his designee will sound the fire alarm immediately if needed.
3. The principal or his designee will notify the Las Vegas Fire Department, telephone 911.
4. All students and staff will evacuate the building in accordance with the fire evacuation plan posted in each room.
5. Teachers will see that doors in their classrooms are closed. Lights are turned off when leaving the room.
6. Teachers will take their class roll book, keys, and cell phone with them.
7. The principal or his designee will make sure the occupants are evacuated at least 500 feet away from the structure and out of the Fire Department's way.
8. All teachers will take roll once they have reached their designated evacuation place and notify the principal if someone is missing.
9. If someone is missing the principal or his designee will immediately organize a search among classes outside the building only and notify the on-scene fire department commander immediately.
10. The principal or his designee will make sure that the way is clear for any emergency vehicles.
11. The principal or his designee will notify utility companies of a break in lines which might present an additional hazard.
12. Students and staff will not return to the building until the fire department officials declare the area safe; or, in the case of a routine fire drill, the principal authorizes return to the buildings.
13. In the event of a fire near the school, the principal or his designee will determine which of the foregoing instructions are required.
14. Announce from the echo dot that there is a fire.
15. Relocate to the designated area for family dismissal.

Earthquake

This drill prepares students for what to do if an earthquake should occur during school time. Students are to do the following until the earth stops shaking, and it is safe to evacuate the building.

1. An administrator/teacher will announce that a Drop, Cover, and Hold Drill will begin.
2. All students will drop under the desk, cover their head, hold the desk and remain under the desk until told to return to the seated position.
3. Teachers should monitor students to be sure all students are under his/her desk.
4. The administrator/teacher will tell the students to return to their seats.
5. The administrator/teacher will remind students of the need to follow this procedure whenever there is an earthquake and to remain in the duck hold position until they are told to evacuate the building.

In a REAL earthquake, the fire alarms MAY go off or there may be no bell at all. In order to alert staff and students of an earthquake drill, an administrator will announce that an earthquake drill is now in progress.

- Teachers direct students in an orderly departure from the room to the field (PE grassy area outside), via the assigned evacuation route. In all cases, select the safest route, not just the assigned route.
 1. The students need to leave the buildings in an orderly fashion and in line.
 2. Students should leave their belongings in the classroom.
- Leave doors unlocked and closed.
- Teachers will sit by class until the time of evacuation from school site.
- All staff will remain until cleared by Principal.