



Integrated Instructors: Policies and Procedures

Attendance/Absences: It is expected that you are on time and prepared for each class. For any *planned* absences notification of a substitute request must be given in two weeks notification. For *unplanned or emergency situations*, notification of a substitute request must be given by phone at least by the end of the prior business day, 18 hours notification. **All requests are to be given to your Futura manager and as soon as possible in order to give ample time to secure a Futura substitute.** Any absences must be communicated to your Futura manager as well as the school. Unless otherwise noted, you will be responsible for finding a Futura approved integrated teacher replacement for your class.

Late arrival procedure: If you are going to be late because of an emergency, please immediately call your respective supervisor and let them know of your situation. Please call the school immediately after to ensure supervision of the students.

Lesson plans/Quarterly update:

- If you are a new Futura instructor, you will be required to submit weekly written lesson plans to your supervisor for the 1st quarter of the school year or as required by said supervisor.
- All Futura instructors will be required to submit a quarterly report noting the instructional topics completed per grade. Additional reports or binder audits may also be requested.
- You are required to prepare lesson plans for course planning for your own benefit for the duration of the school year.

Grading: Within the first week of school, it is required that you schedule a training session on the school's grading policies as well as online grading system. You are required to enter grades into this system on a **weekly basis**, adhering to the school's grading scales. Students' work (including tests, quizzes, and homework) should also be returned weekly. It is essential that you make yourself aware of any and all deadlines for progress reports and report cards, so you never miss a grading deadline. If a child receives a c or below on any test or quiz, a call or a letter home to the student's parents is required.

Parent Communication: You will be communicating with parents on the online grading system as well as in two required letters throughout the year-A fall welcome letter and a spring recap letter. Additionally, it is expected that 1 time per semester (twice annually) that you communicate with families to provide them with information regarding Spanish class. The school newsletter is often the best format to do this. (This can include any fun projects, topics, and or assignments covered up until that time, as well as suggestions for practicing at home.) *Both letters and the two newsletters must be sent to your supervisor for approval before submission to the school/parents. If you are a teacher of 8th grade students, you must also provide those families with a 8th Grade Expectations Letter. A template for this letter will be provided to you.

School Communication: Check in at the office upon your arrival to the school each day, and conduct yourself in a professional and friendly manner with all school administrators and teachers. It is suggested that you try to integrate yourself into the school community as much as possible. A copy of all required parent communications noted above should be provided to the school office. * Please note though most of our integrated contracts are with parochial schools, Futura Language Professionals is not affiliated with any religious organizations and is a secular company. However, it is important that you understand that the school you are working with will most likely have strong opinions on political and religious doctrine. You are not required to follow any religious doctrine or standards or to teach religion in your classroom. We do ask that you keep your personal opinions regarding religion and politics private and that you avoid discussing personal lifestyle choices and beliefs such as cohabitating or premarital sex, for example. If your religious beliefs do align with the school you are teaching at, feel free to incorporate them into your class. For example: Teaching a prayer in Spanish would be an acceptable example of this inclusion. When in doubt, bring any specific matter to your manager for review or advice.

Email/Phone Communication: It is expected that you check your personal email as well as any email the school has assigned you a minimum of one time per week and that you respond to said email in a timely manner. This includes emails from school administrators as well as parents. Any communication from the Futura staff via email or phone is expected to be returned within a 24 hour period during business hours.

{Signature Page to Follow}



Tracking Progress: It is required that you track the assignments, projects and assessments that you assign to students. Therefore, three-hole punch each homework, test, quiz, or project and put it in the binder in the order to which assign it per grade. You will be required to turn in your binder at the end of each school year, but throughout the year your binder is also subject to review.

Commitment and Expectations: Futura integrated instructors, per their signed Work Agreements, are required to commit to teaching at the schools noted in the aforementioned contracts for a minimum of one school year. It is expected that the teacher not only makes the time frame a commitment, but also adhere to a high quality standard in education practices that include lesson planning, creative and interactive instruction, as well as an openness and commitment to continuously improve teaching methods and skills. Further training may be required after formal observations of your Spanish classes have been made.

I have read and understand Futura Language Professionals' Procedures and Policies.

Signed

Date