

Tucson International Academy

Academia Internacional de Tucson

图森国际学校

Interactive Folders for 2021

Guidelines for Teachers—Not for Parents

1. An interactive folder is a tool of communication between the teacher and the student/parents/guardians of our TIA students. A parent or guardian **MUST** sign the progress report every week and return it to the teacher.
2. Inside the folder will be:
 - a) Teacher Newsletter
 - b) Progress Report that outlines the work for the week
 - c) Copies of handouts/ graphic organizers needed to complete that weeks' lessons
 - d) RACE sheets: one for ELA, one for Math every week
 - e) Materials for assigned work
 - f) Handout for both language classes, Spanish and Chinese
 - g) A PEACEBUILDER lesson (to build community and focus on the positive)
 - h) A communication document that gives instructions for the work due that week and gives a place for parents to ask questions and the teacher to write a response.
 - i) Project guidelines
 - j) Online work assigned for that week (ie; Khan, Eureka)
 - k) That weeks' Homework Pack
3. Each week, the work folder must contain the following:
 - a) ELA: One or more lessons addressing all of that week's learner outcomes (written in student friendly language). An assessment for each ELA lesson that reflects the LO as per student grade level.
 - b) ELA: Two reading informative text "articles" non-fiction for students to read and then write one 5 paragraph essay. Can be assigned "rough draft" due first week and final draft typed (grades 9-12 and submitted to "Turn-it-in".com) due second week.
 - c) ELA Race sheet assignment. (Can be related to the 5 paragraph essay assignment.)

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- d) Math: One or more lessons addressing all of that week's learner outcomes (written in student friendly language). An assessment for each Math lesson that reflects the LO as per student grade level.
 - e) Math ACE sheet assignment.
 - f) Math Drills hard copy
 - g) Social Studies: One assignment or more addressing the LO for that week.
 - h) Science: One assignment or more addressing the LO for that week.
 - i) Spanish: Two assignments of Spanish....can be project, art, handout, vocab, poem, articles, etc...
 - j) Chinese: Two assignments of Chinese.... can be project, art, handout, vocab, poem, articles, etc...
 - k) Khan Academy online assignments
 - l) Eureka online assignments
 - m) Three to five journal writing entries due per week in a designated composition notebook or other.
4. Parents must sign the progress report every week (and return in the interactive folder every Friday) so we know the parents have seen the assignments and can monitor their students' work.

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Teacher Name _____

Student Name _____ Grade _____

Progress Report Week of _____

	Assignment	Directions	Points Possible	Grade
#1.				
#2.				
#3.				
#4.				
#5.				
#6.				
#7.				
#8.				
#9.				
#10.				
#11.				
#12.				
#13.				

Parents and Students, please **pick up work folders EVERY Monday** and **return completed student work EVERY Friday by 4pm**. If student(s) need help, you may call and schedule a one-on-one or group **in person tutoring session** for students at the school or on zoom by calling 520-792-3255.

Parent Signature : _____ Date: _____

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TIA Expectations of Parents for Online Instruction

Online Education is available *starting August 5* for *periods of time* OR *all through the school year* at TIA this year. We have a “HYBRID” model of education for 2020-2021. Parents may predetermine a consistent **in person, online, or a combination of both in person and online** with teachers for your children to complete school work. ***Online education requires parent participation.*** There are a number of things parents will have to help students do in order for ONLINE INSTRUCTION to work. ***Tutoring one-on-one or in small groups is available*** by appointment at 520-792-3255 as needed during the school week. In person instruction will be available *starting August 17* (if no gov’t restrictions). Parents may choose any mode of education for this school year. We are here, ready and able to serve you and your student(s).

DIRECTIONS:

1. Pick up your student(s)’ Interactive Communication Folder from your child’s school ***EVERY MONDAY.***
2. Review the information inside the folder with each of your children. Plan their work.
3. Parents **MUST** assign a work space at home for students to do their work.
4. Return your student(s)’ Interactive Communication Folder with all completed work assignments to your child’s school ***EVERY FRIDAY by 4pm.*** All work assigned is required and grades will reflect work quality, accuracy and completion. You may call 520-792-3255 and schedule one-on-one tutoring sessions for your students as needed.
5. Parents **MUST** write a note every week to the teacher (ask questions, comment on work, leave a word of gratitude, etc…) and put it inside the Interactive Communication Folder with the student work.
6. If you need access to an ***internet accessible device,*** please schedule tutoring time and a TIA tutor/ teacher will provide a laptop for your student to use on campus with TIA WiFi during tutoring hours.

Acknowledgement and Agreement of What is expected of parents during ONLINE instruction:

Please **sign and return this** Acknowledgement to the teacher(s) via the interactive folder.

“I have read and understand what I am expected to do during my child(ren)’s ONLINE instruction at Tucson International Academy. I will follow the guidelines and utilize the one-on-one or group tutoring as needed with my child. I will pick up and drop off my students’ work on Mondays and Fridays.

Student Name: _____ **Grade:** _____

Parent Signature: _____ **Date:** _____

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