



TRUTH FOR YOUTH SCHOOL STAFF HANDBOOK



“To Honor God, Our School, Our Land”

STAFF HANDBOOK

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SCHOOL OFFICE HOURS

Truth for Youth School's Office is open from 8:00 am-3:00 pm, Monday to Thursday, and 8:00 am-2:00 pm on Friday.

ADDRESS, TELEPHONE NUMBER, FAX NUMBER, EMAIL ADDRESS

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INTRODUCTION

Truth for Youth School (TFYS) is a licensed unit (Kindergarten—Grade 5) operating under the American system of education with approval from the Cayman Islands Department of Education. Our program is one of commitment to Christ as a Christian School and is of the highest academic standard as a regular institution

Truth for Youth School employs only teachers licensed by the Cayman Islands Department of Education and utilizes standard United States and Cayman Islands curricula throughout its program. Additionally, Renaissance Star 360 is given in Kindergarten 1 through Grade 5 as an external assessment of student's attainment and progress.

Truth for Youth School is wholly owned and operated by the Church of God (Universal) of Grand Cayman. As such, the Church's Council functions as the Board of Directors. The Council's Chairman serves as Director, and the Treasurer is also shared with the school. The Board of Directors consists of persons elected by the congregation of the Church of God (Universal), who oversee the school budget and fiscal operations, as well as the approval of staff hired, the terms of employment, the general rules, and operating procedures.

MISSION

Truth for Youth School is a loving community that partners with parents and major stakeholders to equip, challenge and inspire students spiritually and academically to become responsible citizens and life-long learners, impacting their world through Christian character and leadership.

VISION

Students at Truth For Youth School will be nurtured in God's word and prepared academically, socially and spiritually to use their gifts and abilities effectively to follow God's plan for their lives.

CODE OF CHRISTIAN ETHICS

As a Christian school centered on God's teachings, our staff is called to work harmoniously as a team, uplifting and supporting one another for the ultimate benefit of our children. To honor our shared Christian journey, team members must avoid any conflicts of interest or situations that compromise their ethical duties and the school's code of conduct. Instead, our daily actions should reflect Christ's word through active participation in morning devotions, monthly reflective and problem-solving sessions, and a consistent willingness to assist colleagues whenever a need arises.

Spiritual Goals/ Strategies

It is our published aims to:

- ❖ win boys and girls to the Lord
- ❖ nurture young Christians

This we attempt to do by:

- ❖ Establishing a relationship with the Lord
- ❖ Setting a Christian example
- ❖ Character building emphasis

TRUTH FOR YOUTH SCHOOL PLEDGE

Today and always this our pledge
Ready, United together we stand
To Honor God, our School our Land

Forward! Onward!
To Reach our Goal!
Yea! Let us remember
Our aim must be one
Undaunted, Loyal, Brave and True
Then this we can all proudly say

Hail, Truth For Youth, Hail! Hail! All Hail!

CAYMAN ISLANDS NATIONAL ANTHEM

1.

- O land of soft, fresh breezes
And verdant trees so fair,
With the Creator's glory
Reflected ev'rywhere,
O sea of palest em'rald,
Merging to darkest blue,
Whene'er my thoughts fly Godward,
I always think of you.

2.

Dear, verdant island, set in blue Caribbean Sea,
I'm coming, coming very soon, O beautiful isle, to thee.
Although I wandered far,
My heart enshrines thee yet.
Homeland, fair Cayman Isle,
I cannot thee forget.

3.

- Away from noise of cities,
Their fret and carking care,
With moonbeams' soft caresses,
Unchecked by garish glare,
Thy fruit with rarest juices,
Abundant, rich and free,
When sweet church bells are chiming,
My fond heart yearns for thee.

4.

- When tired of all excitement
And glam'rous worldly care,
How sweet thy shores to reach
And find a welcome there,
And when comes on the season
Of peace, goodwill to man,
'Tis then I love thee best of all,
Beloved Isle Cayman.

TRUTH FOR YOUTH SCHOOL SONG

1.

O we love our Truth For Youth School
Where we learn the Golden Rule.
Here we are with happy greetings
In our joyous little school.

CHORUS

O how sweet, the Lord is here today;
And the angels o'er us hover,
As we children sing and pray.

2.

O it makes us feel so happy
Just to meet together here,
Where we sing our songs to Jesus,
Who has loved us children dear.

3.

4. Jesus bless our little school,
Teach us how to love thee more;
Help us sing and pray and worship,
And thy holy name adore.

4.

And our dear beloved Teachers
Read the precious, Holy Word,
And instruct us little children.
To be good and please the Lord.

MOTTO

“To Honor God, Our School, Our Land”

BELL SCHEDULE 2023-2024	
7:30 – 8:00am	Teachers' Prayer Time (Monday, Wednesday & Friday)
7:45am	First Bell
8:00am	Second Bell
8:00-8:30am	Students' Devotions and Registration (Wednesday to Friday In classrooms) Mondays – Whole School in the Hall Tuesday – Key stages
9:00-10:00am	Lower Kindergarten Break (Classroom)
9:15-9:30am	Upper Kindergarten Break
9:30-9:45am	Grade 1 Break
10:00-10:15am	Grades 2 & 3 Break
10:30-10:45am	Grades 4 & 5 Break
11:10 am-12:10 pm	Lower Kinder Lunch (Classroom) & Play Time
11:30am-12:30pm	Upper Kindergarten Lunch & Play Time
11:30am-12:30pm	Grade 1 Lunch & Play Time
11:45am-12:45pm	Grades 2 & 3 Lunch & Play Time
12:15-1:00pm	Grades 4 & 5 Lunch & Play Time
2:30pm 2:45pm 3:00pm	Dismissal (Monday– Thursday) Lower Kinder Upper Kinder Grades 1-5
2:00pm	Fridays (All Students)

SUBJECT HOURS

KEY STAGE 1	
Subjects	Minimum Time Allocated in hours/minutes per week
English	8 hours
Mathematics	6 hours
Science	2.5 hours
Social Studies	2 hours
Religious Education	45 mins
Music	1 hour
Life Skills	45 mins
Physical Education	2 hours
Art	1 hour
KEY STAGE 2	
English	8 hours
Mathematics	6 hours
Science	2.5 hours
Social Studies	2.5 hours
Religious Education	1 hour
Music	1 hour
Life Skills	45 mins
Physical Education	1 hour
Art	45 mins

STATEMENT OF WORKING CONDITIONS

After staff members are hired, a Statement of Working Conditions is prepared by the Chairman, and each member of staff is required to sign this document. This document includes (a) job description, (b) salary, (c) sick days/vacations, and (d) and working hours. It should be noted that job descriptions are designed to promote a better understanding of the job that the staff member will undertake. TFYS has the right to modify these job descriptions to align with the many changes that may occur in the field of education, Cayman Islands regulations, or TFYS policies.

DRESS /APPEARANCE

As outlined during the interview process, staff members are expected to dress modestly and professionally. This implies that staff should be neat and exhibit good grooming habits in their attire. While on the compound, the staff is expected:

- ❖ to be neat and clean;
- ❖ to be well-groomed and wear clothing that is free from rips or holes. No faded or frayed clothing allowed;
- ❖ to not wear jewelry;
- ❖ as women not to wear pants;
- ❖ to have their hair neatly styled or trimmed. No extensions are allowed.
- ❖ not to wear clothing that is revealing or excessively tight on the body, this includes sheer, revealing, or provocative clothing;
- ❖ to wear skirts or dresses by or below the knee;
- ❖ not to wear clothing with offensive wording or slogans and
- ❖ not to wear flip flops.

TFYS' teachers serve as role models to students, and their standard of dress should uphold the school's values. Any staff member who dresses inappropriately opens him/herself to criticism and reprimand. Individuals reporting to work inappropriately dressed will be asked to change.

ATTENDANCE AND MEETINGS

Each staff member is expected to record his or her times daily, Mondays through Fridays, at the beginning and at the end of the workday. This serves two purposes:

1. It ensures a record of all hours worked.
2. It keeps a record of all staff members on the compound in case of an emergency.
Example - fire.

UNDER NO CIRCUMSTANCES SHOULD A STAFF MEMBER SIGN IN OR OUT FOR ANOTHER STAFF MEMBER.

On occasions, teachers may be asked to stay after the assigned times to complete Personal development (PD) sessions, staff meetings, parent-teacher meetings, reporting sessions, or attend or participate in activities on the compound or off-site.

STAFF ABSENCES

Staff members must request and communicate at the earliest opportunity, not less than five (5) days of any planned absences to the principal. If absent for illness, staff should inform the principal within twenty-four (24) hours. This allows management to deploy personnel accordingly. In addition, a doctor's note should be submitted after three consecutive days of absences. Staff members are encouraged to schedule appointments outside of school hours, and any personal business should be done after school or on weekends.

An employee who fails to report at the scheduled time or fails to call indicating he or she will be unable to attend work will be reprimanded. This also applies to a staff member who leaves work prior to the end of work time without the approval of the principal or assistant principal. Constant behavior of this nature will result in the staff member receiving three warnings, and then they will be reported to the Board for disciplinary action. Any staff member who fails to call the Principal or Assistant Principal or does not show up for work as scheduled for two (2) consecutive days will be viewed as having abandoned his or her post.

PROCEDURES IN APPLYING FOR "LEAVE OF ABSENCE"

A completed Leave of Absence Form must be submitted and approved by the Principal and the Chairman of the Board. Staff should be aware that they are allocated ten (10) annual sick leave days, five (5) compassionate leave days, and six (6) weeks of maternity leave. Extended sick leave (i.e., more than 10 days) will require a letter from a physician. In some instances, some personal leave may be authorized as unpaid leave.

Leave without pay - This could be considered for several reasons:

- ❖ extending vacation (before or after)
- ❖ exceeding the approved days, e.g., more than 10 days of sick leave in a school year.
(Decision made on a case-by- case basis)
- ❖ applying for time for personal reasons other than illness or emergencies. (Decision made on a case-by-case basis)
- ❖ compassionate leave- As prescribed by law.

The teacher who informs the principal of his or her absence will need to set class work for the students in order not to disadvantage those students. That teacher has an obligation to convey any information regarding duty commitments on that day to the principal.

FIELD TRIPS

Field trips planned by TFYS are designed to enhance not only a child's social capital but to stimulate their imagination and creativity, as well as broaden and enhance the learning and social experiences of children. However, before any child can go on planned field trips, the teacher must secure the written consent of the parent/guardian giving the school permission to take the child on the trip. Under no circumstances should a child go on any trip without the written consent of a parent/guardian. A risk assessment must be completed for every outing or event.

CLASS TIMETABLES AND LESSON PLANS

When updating class timetables, government guidelines should be used when allotting time to each subject. Lesson plans should be submitted to the principal for review on Fridays. Lesson plans should cater to all students, and differentiation should be used for students with additional learning support needs. Each teacher is required to prepare lesson plans from the school's template. For each lesson taught, a lesson plan must be created.

GRADING

The academic year is structured into three distinct terms, each requiring strict adherence to administrative deadlines. At the end of every term, teachers will distribute comprehensive report cards detailing student grades—calculated according to the official marking scheme below—along with attendance records and qualitative comments regarding overall academic progress and behavior. To ensure transparent communication, mandatory parent-teacher reporting sessions are scheduled during the first two terms to discuss each student's development. For the final term, reports are sent directly home, and parent-teacher conferences are only convened upon the specific request of a parent or guardian. The grade allocation is as follows:

A+ = 98-100	B+ = 87-89	C+ = 77-79	D+ = 67-69	E or F = Below 60
A = 93-97	B = 83-86	C = 73-76	D = 63-66	
A- = 90-92	B- = 80-82	C- = 70-72	D- = 60-62	

Establishing clear rubrics for all assessments is essential. As effective scoring tools, rubrics define explicit performance criteria, guiding students on how to meet assignment requirements and achieve their target scores. Concurrently, they provide educators with a objective, standardized framework to justify and defend the grades they award.

HONOR ROLL AND AWARDS

By celebrating student success with the honor roll, trophies, medals, and certificates, the school actively reinforces its commitment to intellectual achievement, positive behavior, and exemplary citizenship. This annual recognition is determined at the end of the academic year, based on a comprehensive calculation of each student's overall grade average across all three terms. The criteria for the awards are listed below:

Principal's Honor Roll	95-100%
Honor Roll	90-94%
Principal's Citizenship Honor Roll	exhibiting good behavior with a score of 1
Citizenship Honor Roll	exhibiting good behavior with a score of 2
Service	serving the school and the broader community
Overall in Academics	1 st , 2 nd & 3 rd Place
Subject Award	Students' involvement in activities in school
Most improved boy or girl	In the class
Loyalty Award	Attending from Pre-k or K
Student Leadership Award	An exemplary leader (Prefect, Head boy, girl, etc.)
Outstanding Performance	Showed academic, behavioral, and social skills
Perfect Attendance	Not missing any days for the academic year

PERFORMANCE PROGRESS AND APPRAISAL PLAN

To support continuous professional growth, teachers and all staff will undergo a comprehensive performance evaluation at the end of each term, consisting of a self-evaluation followed by an administrator review. This process is further enriched by formal observations conducted by the principal and student feedback surveys collected at the end of the school year. If a teacher/staff consistently underperforms, they will be placed on a formal improvement plan, which includes mandatory development courses and targeted training sessions that must be completed within a specified timeframe. Failure to complete these assignments, or a continued lack of improvement despite this support, will result in the person's release from employment.

TEACHERS AND TEACHING ASSISTANTS/AIDES

Teachers have a duty and a moral obligation to teach students according to the curriculum, provide quality instruction, and use best-practice strategies. Teachers should always develop classroom routines and practice classroom management. This provides the child with structure and builds the foundation for the development and reinforcement of good behavior. The class teacher manages teaching assistants/aides by delegating duties such as grading, supervising students, and executing lesson plans.

EMERGENCY CONTACT INFORMATION

All staff are expected to complete a employees information form, which will be kept confidential. This form requests that the staff provide an emergency contact, telephone number, and address in the unlikely event of an emergency. It is vital that if there are any changes in personal information, the Office is notified of these changes. All information must be kept current.

CELL PHONES

Teachers should keep their mobile phones accessible for emergencies and administrative communication. However, personal phone use is prohibited during teaching hours and while supervising students during playground duties. During these times, teachers are expected to give their full attention to students and must not use their phones for personal activities, including social media.

KEEPING RECORDS

To maximize student success and maintain continuous inspection readiness, teachers are responsible for delivering high-quality, data-driven, and differentiated instruction while executing effective classroom management and curriculum-aligned lesson plans. Central to this mission is the meticulous maintenance of an organized, up-to-date folder for every child that compiles projects, classwork, and homework in core subjects. Across both these folders and student workbooks, teachers must consistently provide clear, actionable, and relevant feedback that directly empowers students to improve their learning outcomes.

DUTY TEACHER

To ensure a safe and orderly environment, all scheduled teachers must promptly report for playground duty and consistently enforce established playground procedures. If you are unable to fulfill your assigned shift, it is your responsibility to secure another teacher to cover your absence. While on duty, both teachers and teacher assistants must remain highly vigilant and proactive in monitoring student interactions; consequently, mobile phone use is strictly prohibited. Finally, at the conclusion of the play session, the duty teacher must ensure that all students exit the playground in an orderly, mannerly fashion and return safely to their classrooms.

COMMITTEES

To foster institutional growth and collaborative synergy, the principal will appoint staff members to dedicated event committees tasked with designing student enrichment programs. This

initiative provides a valuable opportunity for professional teamwork while directly contributing to the school's advancement. Consequently, all staff members are expected to engage fully and perform to the best of their abilities within their assigned committees.

SEVERE WEATHER

Living in the Cayman Islands, inclement weather is a very high possibility during hurricane season. Therefore, there is a high possibility that TFYS will be impacted. Any alterations to the school schedule will be communicated to staff by means of telephone, text, or the group chat by management.

BULLETIN BOARD

TFYS assigns the bulletin board to various staff members' responsibilities at various times in the academic year. At no point should these boards be used for a personal agenda. These boards are strictly used to display themes and activities for the school year.

SAFETY

Safety at our school is a collective commitment. All employees are expected to strictly adhere to established protocols to protect students, staff, and themselves by maintaining daily safety practices, seeking guidance when procedures are unclear, and reporting unsafe conditions or defective equipment immediately to the Principal or Assistant Principal for swift, documented action. To ensure accurate and unified communication, administration must always review internal school issues before any parent is contacted. Ultimately, creating a secure environment relies on every staff member taking proactive responsibility—which includes knowing the precise locations of classroom first aid kits, understanding fire escape routes, and identifying firefighting equipment across the compound.

INCIDENTS AND ACCIDENTS

All incidents or accidents occurring on the school compound or during any school-sponsored events (off-site) should be immediately reported to the principal or assistant principal. If a written report is unable to be submitted at the time of reporting the accident/incident, it should be written no later than two (2) days after and submitted to management.

BUILDING SECURITY

Maintaining a safe, secure environment for our staff and children is our absolute priority, which relies heavily on strict building security. Consequently, all visitors and delivery persons must report directly to the front office upon arrival to register, sign in, and collect a visitor's badge and lanyard, which must be visibly worn at all times and returned upon departure. To ensure compliance, school gates will remain strictly locked after 8:00 AM and must never be opened by staff during instructional hours; any students arriving late, parents picking up children early, or families dropping off classroom birthday treats must route entirely through the main office. To

ensure campus security, staff members are strictly prohibited from opening the gates for deliveries or departures at any time; instead, all official transactions, drop-offs, and administrative exchanges must be conducted exclusively through the main front door of the school compound.

Furthermore, this vigilant care extends to school property: no equipment may be removed from the premises without explicit management approval, and any damaged or defective items—no matter how minor—must be reported immediately.

DRUGS OR SMOKING IN THE WORKPLACE

To maintain a safe, healthy, and legally compliant environment, TFYS strictly enforces a zero-tolerance policy regarding substance use on campus. Staff members are prohibited from smoking or chewing tobacco anywhere on school grounds. Furthermore, arriving to work impaired or using illicit drugs poses an immediate risk to the safety and welfare of our students, personnel, and property. Any employee found violating these standards or compromising school safety through drug abuse will face severe disciplinary action, up to and including immediate termination.

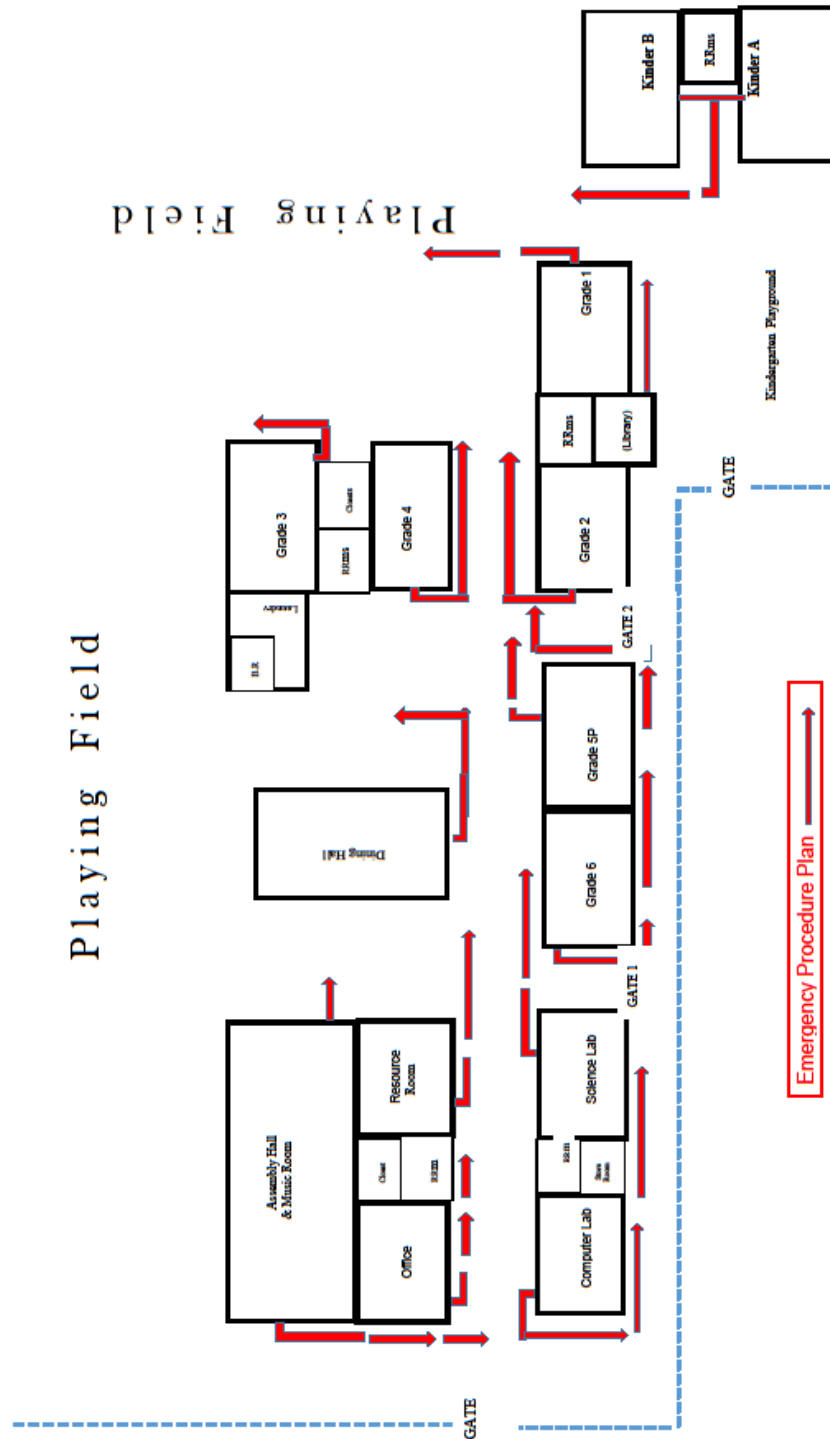
VIOLENCE IN THE WORKPLACE

TFYS also has zero tolerance for violence, and any staff member who displays any violence or threatens violence against another staff member or student will be in violation of the code of ethics, the standards of the institution, and the law and will be subject to disciplinary action. Discussion of violence or joking about it will not be tolerated. All employees are prohibited from carrying or concealing any weapons while performing their job.

GROUND FOR CORRECTIVE DISCIPLINE/TERMINATION

- ❖ violation of the school's policies
- ❖ excessive absenteeism and/or tardiness
- ❖ intentional destruction of the school or others' property
- ❖ theft or dishonesty
- ❖ physical, verbal, or sexual abuse of other staff members, students, or parents
- ❖ possession, the use or sale of illicit drugs or alcohol
- ❖ reporting to work under the influence of drugs or alcohol
- ❖ possession of firearms or other weapons
- ❖ poor performance
- ❖ planning and/or sabotaging other coworkers
- ❖ misconduct not mentioned

Playing Field



At sound of a bell or alarm, students leave everything and follow route to the Playing Field. **Grade 6** to use **GATES 1&2**. Teachers take Roll Book to check attendance. (Check Restrooms quickly) Admin take Staff Sign-in sheet to check each staff member or visitor present. (Admin, staff & marshalls to wear vest). Teachers and Admin to report attendance to the Principal in less than 2 minutes. Anyone not present at the Playing Field must be found. Check the Restrooms. If at Assembly (or in Assembly Hall for Music), use corridor at the front of school around the Computer Room to the Playing Field.