



**Staff Handbook  
2022-2023**

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## School Information

# Shaver Elementary School

3701 NE 131st Place, Portland, OR 97230 • Phone: 503.408.2850 • Fax: 503.408.2890

**Nathan Mount, Principal**

**Berenice Brown, Secretary**

**Lorena Valle, Secretary-Family Liaison**

## School Mission and Vision

### School Mission

We believe in high expectations for all, strengthened by diversity, promoted by best practices and nurtured in a caring and safe environment such that all students graduate college and career ready.

### School Vision

Honor each student with high expectations in an engaging, safe environment in partnership with our community.

## 2022-2023 Staff List

### Certified Staff

### Classified Staff

<p>Sadie Haivala Lauren Rapadas Courtney Mutschler Linda Soule Hanna Ukbazghi Mary Hagood Angelina Gonzalez Grace Cappleman Kelly Stickel Faylao Chao Stephanie Quilmann Nikki Traino Sloanes Matthew Peterson</p> <p>Christa Read Jenna Allen Jessica McKenna Jenny Siler Karen Lawrence Maggie Montas Kenneth Helmes David Schmitz Kate Shaikh Emma Small Susan NgOc Wagstaff</p>	<p><b><u>Educational Assistants</u></b> Yvonne Isaacson Sally Davis Sifa Goodlow Phoebe Gunderson Liz Muccigrosso Renee Boland Jennifer Kitchen Pamela Westom <b>PreK EA 2</b> Nikki Seid- Library/Media</p> <p><b><u>Classified Specialists</u></b> Aaron Aasen– Custodian Rikki Beltran- Food Services</p> <p><b><u>SUN</u></b> Marley T Nina Palacios</p> <p><b><u>Elevate</u></b> Luz Ruiz-Ruiz</p> <p><b><u>DHS</u></b> Desiree Tertrou</p> <p><b><u>Trillium</u></b> Brittney Lawler</p> <p><b><u>Nurse</u></b> Megan Gard</p>
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## **Purpose of this Handbook**

This handbook is intended for informational purposes only. It is not intended to change or create any contractual rights in favor of you or the district. The district's regulations, policies, procedures, work site rules, and benefits are continually evolving; and, therefore, this handbook does not contain all of the information you are required to know during the course of your employment.

## **Staff Handbook Signature**

This handbook has been devised to provide each staff member with a well-defined school-operation and procedure guideline, and to provide a quick reference to allow each staff member's full participation in the educational program existing at Shaver Elementary School.

When you work at Shaver you are joining a very intentional community that is focused on supporting students and families with their goals for success. We recognize that families know their children best, so connecting with them and helping them feel included in their children's education is crucial. We strive to create an inclusive and reflective environment where we practice kindness and respect, hold high expectations for all adults and children, and continue to look for ways to make our school the best place it can be.

# SHAYER COMMUNITY COMMITMENTS

- Be Fully Present and have a Growth Mindset.
- Be Open, Honest, Trusting and Respectful in Actions and Communication.
- Collaborate, Contribute and be Solution Focused.
- Take Care of Yourself and Find Joy.



# SCHOOL SAFETY

## Building Access

Building Access for staff is during the school hours of 6:00 a.m. to 4:00 pm. Most days, the building is open later. If you are wanting to be here later, please make sure you check in with whichever authorized person will be locking the building. For example, Nathan, Berenice or Marley. Weekend access for teachers is not allowed.

Teachers will be responsible for ensuring all classroom windows are shut and the door to their classroom is locked. We are charged \$500 per incident by Sonitrol whenever there is an infraction. It comes from our building budget. It's a needless expense, so help us help you!

## Cleanliness

Cleanliness is of utmost importance to the appearance and upkeep of Shaver Elementary School. It is your responsibility to maintain a clean classroom. All trash must be picked up from the floor on a nightly basis. Student and teacher work areas must be clean and clear of clutter. Stay organized with your time and space to make things easier for yourself and for your students. Due to insects and rodents, no open food may be left out in the classroom. Do your best to avoid food messes that might occur in the classroom. Notify the custodian if your classroom has specific cleaning needs due to spills and accidents. Hallways must remain free of clutter, backpacks, coats, papers, and furniture.

Your classroom should be warm and inviting so students feel comfortable during the school day. Model picking up trash and other litter that may be on the floor of our campus. Students must be taught to clean up after themselves. Set expectations high for keeping our school clean!

Classroom and school cleanliness also minimizes work accidents and falls – do your part to keep our beautiful school clean. Please take care of your own dishes in the staff room and put away items you use in the production room. The staff room and production room will be straightened up on a rotating basis by grade level or departments. Social Committee will assign your month. PLEASE- act responsibly and clean up after yourself in all areas of the school!

## Hold, Secure and Lock Down



### HOLD

**“In Your Classroom or Area”**

Students are trained to:

- Clear the hallways and remain in their area or room until the “All Clear” is announced
  - Do business as usual

Adults and staff are trained to:

- Close and lock the door
- Account for students and adults
- Do business as usual



### SECURE

**“Get Inside. lock outside doors”**

Students are trained to:

- Return to inside of building
- Do business as usual

Adults and staff are trained to:

Bring everyone indoors  
Lock the outside doors  
Increase situational awareness  
Account for students and adults  
Do business as usual



## LOCKDOWN

**“locks, lights, out of Sight”**

Students are trained to:

Move away from sight  
Maintain silence  
Do not open the door

Adults and staff are trained to:

Recover students from hallway if possible  
Lock the classroom door  
Turn out the lights  
Move away from sight  
Maintain silence  
Do not open the door  
Prepare to evade or defend

### Fire Drill

The district will conduct monthly fire drills. At least one fire drill will be held within the first 10 days of the school year. Drills and instruction on fire emergencies shall include routes and methods of exiting the school building.

### [Emergency Drills and Instruction](#)

### Name Badges

Badges must be worn at all times by school personnel. This allows students, parents, and community members a way to recognize individuals that work for Shaver Elementary School. Please inquire about visitors without a visitor badge in our building. ALL visitors and volunteers must check in through the office and wear a visitor/volunteer badge at all times.

### Safe Schools

Safe Schools training is required annually for all staff. All employees will be required to take yearly trainings available through the online SafeSchools Website: <http://www.parkrose.or.safeschools.com/login>. You must complete all trainings listed in your profile, and are responsible for knowing this information. Safe schools must be completed by October 31, 2022.

### Safety Maps and Emergency Procedures

These sheets have all been provided for each classroom. The Lock Down/Lock Out bullet point procedures, earthquake sheet, evacuation map and dress code must be hung next to each classroom door. During the first week of school you must teach students proper procedures for any type of evacuation. Students should know what exit they should use in case of an emergency.

### Supervision

Supervision of students is required at ALL TIMES. Students may not be left alone in classrooms, on the playground, or any other time. If you need assistance, call the office or send a runner to get help. Our number one priority must always be student safety.

## Visitors/Volunteers

Everyone who is a guest at Shaver must always sign in with the office and wear a badge that is visible to staff. This includes staff family members and friends. In the event of an emergency, we must always know exactly who is in the building at any given time. If you see an adult without a badge, it is your responsibility to ask them to return to the office to obtain one. Thank you for helping to keep everyone safe! No middle school or high school helpers without prior approval. All Guest Speakers must be approved by the Principal.

## Valuables

Please keep valuables secured at all times. It is encouraged to keep valuable items at home or on your person to avoid damage, loss, or theft. Should a theft of a valuable item occur, you must contact the building principal immediately.

## Windows and Doors

Both must be shut and locked at the end of each school day. Also, if you are the last person in the staff room or production room, please ensure the windows are shut. During normal instructional time, ALL windows in the doors must be left clear and classroom doors unlocked in order for administrators and district personnel to observe classrooms on a regular basis. DO NOT, UNDER ANY CIRCUMSTANCES, LEAVE EXTERIOR DOORS PROPPED OPEN! In case of an emergency, propping the door would keep us from being able to lock down the building. It also allows for people to walk in through entrances other than the main office.

The main staff member assigned to a room is responsible for closing and locking all doors and windows each day. Security calls cost us up to \$500 every time a silent alarm occurs, an open window is found, or a door is left open or unlocked. The main staff member assigned to a room is responsible for closing and locking all doors and windows each day. Please call Aaron (1st) or Sonitrol (their number is on the keypad in the office) if you are in the building and are having issues with the security system.

## PROFESSIONALISM

### Attendance

Attendance to school should be consistent. It is expected that you notify the building principal and secretary by phone/text or email of an absence as soon as you are aware of the absence. All staff must also record their own absences in **ESS (Subfinder) AND Timeclock Plus**. If you are going to be absent, it is expected that you create substitute lesson plans, complete with necessary materials and copies ready to go for the guest teacher. All substitute plans should contain a current roster, a map of our school, emergency information, school-wide procedures, your classroom management plan, and someone a guest teacher can go to that will be able to assist as needed. Please arrange for a substitute immediately. When classrooms do not have substitute teachers, it disrupts the classroom and school environment. Please be over-prepared. It is best practice to have emergency sub plans in case of emergency that are shared with the building principal and secretary. Ensure you are considerate of your colleagues during your absence – the more you plan, the less time is taken away from your co-workers to assist your classroom when absent. Follow work day hours (7:30-3:30) – alert **Principal and Secretary** via email, if otherwise, face to face check out with Admin or designated go-to is required for early leave.

### Cell Phones and Personal Devices

Cell phones are not to be used for personal use at Shaver Elementary School during instructional time unless it is school related or during your break. Please notify the building principal when emergencies arise. Staff are expected to follow the district internet guidelines during school hours as outlined in the Safe Schools Training. Students' cell phones

must remain silent in their backpacks at all times.

### [Cellular Phones Policy](#)

### [Personal Electronic Devices and Social Media](#)

### **Communication: Email, Mailboxes, Calendar, Google Classroom and Voicemails**

All must be checked on a **daily** basis **once a day**. All correspondence must be addressed within 24 hours of their delivery unless other due dates/times are specified. Be in the loop – check these modes of communication regularly. You are responsible for knowing events as they are posted on the staff calendar and in the weekly news.

### **Curriculum and Copies**

Please be mindful of the number of copies (both black and white and color) you are making as we have a very limited budget. We are charged for both the copies we make and the paper we use. No curriculum should be disposed of without Admin approval.

Please do not make a habit of sending a student to the office for supplies you could have gotten before school started. The office is a busy place and they may not be able to drop what they are doing to get what you need.”

### **Drug and Alcohol Use**

Drugs, alcohol, and tobacco are prohibited on any Parkrose School District campus. Being caught using drugs, cigarettes, vapor cigarettes, alcohol, etc. will result in disciplinary action. When in doubt, please ask the building principal for guidance. Possession of drugs, alcohol, or paraphernalia is also prohibited.

### [District Alcohol/Controlled Substance Use Policy](#)

### [Drug Free Workplace](#)

### [Distribution or Sale of Tobacco Products](#)

### **Leaving the School**

Leaving between 7:30-3:30 requires a sign-out signature, listing of your location, and a sign-in upon return in the office.

### **Mother Friendly Workspace**

Space is provided to mothers who are returning from maternity leave. The small office (behind the front desk) can be utilized for pumping. There are full length blinds and it is private. Please communicate with the building principal if/when you will need to use the Mother Friendly Workspace.

### [Expression of Milk or Breast-Feed in the Workplace](#)

### **Office Policy**

If a student is sent to the office; we must be notified prior to sending the student and given the reason. Students will not be sent to the office to ask staff to make copies, get Band-Aids, pick up mail, get their phone number, etc. Synergy has this information, and a phone is in each class. Students must have a pass. If you need help finding parent information in Synergy, please ask your colleagues for help.

### **Professional Attitude and Conduct**

Professional attitude and conduct expected of staff at all times. It is vital to model respect to both students and other adults on campus. As professionals we are expected to resolve conflicts in a civil way and assume “best intent” when there is a disagreement. When we are able to resolve conflicts with respect, we are able to maintain the important working relationship we

have at Shaver.

### **Professional Dress**

Professional dress is strongly encouraged at Shaver Elementary School. As Parkrose employees, business casual dress is a guideline. We must set a good example for our students and families. We want to model professional dress for our students, and help prepare them for their future. Being a role model is critical!

### **School Phones**

Phones are for communicating important information to the office / community. Phones **must be answered** when the office is calling the classroom. Make sure your ringer is turned up and your phone is not in Do Not Disturb Mode. Calls will be routed to your voicemail whenever possible. Parent or personal phone calls should not be answered while you are with students. We will do our best to protect academic time in the classroom with as few disruptions as possible. **Please see Berenice to get guidance on setting up your voicemail and have this done by 9/6/22.**

### **Student Newsletters and Classroom to Family Communication**

Communication should be sent home at least once a month. We recognize that families know their children best, so connecting with them and helping them feel included in their children's education is crucial. This should showcase the good work you are doing in your classroom, important dates, and academic growth as a class. Please share an electronic copy or paper copy of your monthly newsletter with the Principal.

### **Tardiness**

Tardiness is not an acceptable professional behavior. ALL teachers will report promptly by 7:30 a.m. Educational Assistants will report to work promptly at your assigned time. Please practice what you want your students to do every day and show up on time! Staff will be responsible for signing in at meetings. Sign-in sheets will be collected when the meeting starts. The building administration and district leadership will honor your time and we will get out of our meetings by the designated end time.

## **RESPONSIBILITY**

### **Code of Dress**

There is no specific dress code for students or staff. Clothing with derogatory language/graphics or adult themes are not allowed. This includes but is not limited to references to drugs/alcohol, nudity, racially offensive messages or hate messages of any kind. If a student should come dressed in such clothing they can quietly be sent to the counselor for some alternatives.

### **Copies/Materials**

Please use both responsibly. Please be mindful of the number of copies that you need to produce as we are working with a limited supply budget. We are charged per copy now, as well as the price for paper.

Materials need to be prepared ahead of time. Students will be turned away if they are sent to the office to make copies of something. We do not have extra assistance to do this for staff, please be respectful of this expectation.

Parent volunteers can make copies for you in the workroom. Each staff member has also been provided a copy code for this reason. Students will also be sent away if they are sent to collect supplies such as tape, tiger paws, etc. Please be prepared to lessen the interruptions to the office staff.

### **Dues**

Please pay your water and social dues.

### **Duty**

Duty is required for all staff according to ensure the safety of students. All staff are assigned duties throughout the week. We ask that you be on time and prepared. Oftentimes duties require a walkie talkie, fanny pack and whistle.

These items will be made available to you and it is your responsibility to store, charge, track, etc. ALL certified staff will also have duty at dismissal from 2:15 – 2:25 to ensure all students have left campus and are safely on their way home by bus, walking, bike riding, or getting picked up by a designated person. Teachers will also provide students with recess each day at your grade level's assigned time according to the Schoolwide Schedule.

### **Field Trips**

Field trips are encouraged. However, all field trips need to be approved by the building Principal and must be funded a minimum of 4 weeks in advance of the date of the proposed trip. You are responsible for making sure all funds are secured prior to the trip. Field trips will not be approved without billing information. Once it is approved, you must follow the field trip protocol set forth by Transportation. The paperwork must be filled out and submitted with all the information included. Once all approvals are in order, notify building Secretary to add the date to the Staff Calendar. Please see the field trip information sheet for more specifics. Please be sure that you have adequate volunteers and are aware of any medication needs of students.

The classroom teacher will arrange for all volunteers, buses, and reservations with support as needed from the secretary. The building principal must approve all letters to parents informing them that students will be taking a field trip. Please be sure to notify the kitchen two weeks in advance when a classroom will be out of the building.

All funding must be guaranteed before the trip (e.g. A vote by the S.E.C.O. to fund transportation must take place before the trip is approved). Field trips may NOT be taken during the last week of school.

### [Transportation Discipline Policy](#)

### **Fundraising**

Board Policy states - No staff member may solicit funds in the name of the school or district through the use of, including but not limited to, internet-sourced crowdfunding or other similar types of fundraising, without the approval of the principal (the principal must notify the superintendent).

### **Grading and Report Cards**

Grading and report cards are required by the Parkrose School District. Teachers must enter grades on a consistent basis and communication to families regarding student progress must occur frequently. Report Cards showcase the students' progress in mastering Common Core State Standards will be sent home with students at each grading period. Ensure that grade levels are grading and planning for common assessment tools, so we are consistent throughout the entire grade level. Assessments used for report cards should be saved to show families at conferences.

### **Guest Teachers**

Guest teachers work in our classrooms on very short notice and should be treated as respected members of our educational system. Please help to ensure their success by explicitly teaching your students the expectations for conduct when they have a guest teacher. In addition, provide detailed lesson plans which someone who might not have ever been in your classroom or our school can easily follow. All substitute plans should contain a map of our school, emergency information, school-wide procedures, your classroom management plan, the names of any support people and when they will be in, and someone a guest teacher can go to that will be able to assist as needed.

### **Health Office**

Health room will only be used in emergencies and in extreme cases such as bathroom accidents, vomiting, excessive bleeding, medications, and fever. In order to lessen the time health care takes away from the office staff, teachers will be required to take care of minor health issues in their classrooms. We have a nurse one to two days a week. Besides those days, the front office takes care of all healthcare related issues. Please help out the office staff by sending only students exhibiting true health related needs.

We DO NOT screen for lice. If you have a student who has an active infestation, please contact the parents.

Informational brochures are available in the production room.

### **Lunch count**

Must be taken by 8:30. Please send with breakfast wagon to kitchen.

### **Professional Learning Communities**

PLC's are required at Shaver Elementary School. The focus of the PLC is to increase student achievement and academic growth. The process should include looking at all students and ensuring that all student subgroups and each individual student is making adequate growth. PLC time is used to create Common Formative assessments together, review results together and plan next steps accordingly. Be actively involved in collaboration with team and follow team agreements. PLC grade level teams will meet as designated by the PD schedule.

### **Student Attendance**

Attendance must be taken daily AT 8:00 a.m. via Synergy. It is your professional responsibility to make sure student attendance is marked accurately. The Office does not have the resources to call your classroom and remind you. If a student does not have a tardy pass- send them to the office. If you mark them absent and they do not have a pass, it means the student has not been recorded as present- which can lead to panic for parents when they receive a phone call saying their child is absent. Please be vigilant in making sure we all follow this protocol.

When a student is absent, the most impactful first step is for the classroom teacher to contact the family, preferably within the first 30 min of the school day. A warm, caring phone call from the teacher promotes the relationship with the family. Any details about the absence should be passed on to the office.

### **Walkie-Talkies**

Walkies must be carried at all times by Educational Assistants, Office, Custodian, Counselor, Special Education Teachers, and the Principal. If you are assigned a walkie, you are responsible for carrying one. A walkie-talkie is provided for each classroom teacher, which must be with a teacher any time a class is outside, so that the office can contact you if needed. Please make sure they are powered on and volume is turned up when you are carrying them. While in your classroom, you may keep your volume off on the Walkie in order to protect instructional time. You are responsible for charging your walkie every night. You are also responsible for both the walkie and charger you are assigned. If the label comes off- you must replace it. You will be responsible for turning your walkie and charger in together, labeled, at the end of the year. They are expensive, and need to be treated with care. We do not use student names over the walkie. A single initial is often enough

### **Weekly Communication**

Staff weekly news is shared weekly via email. This newsletter contains important information, calendar events, and professional articles pertinent to teaching and learning. It is your responsibility to read this newsletter and any linked information by Monday morning at 7:35 am.

## **INSTRUCTION**

### **Academic Discourse**

Academic discourse will be utilized during instructional delivery. Students must be provided multiple opportunities to respond to one another and with the teacher so they gain a deeper understanding of the standards being taught. It is an expectation that these strategies will be used during instruction. Coaching and modeling will be available from the building principal or designee in order to increase the amount of academic discourse that is happening in the classrooms.

## **Assessments**

Assessments must be common among your grade level. During PLC and collaboration time, teachers are to create/find common assessments for students that test at varied depths of knowledge. Students need to practice performance tasks that meet the rigor of the Common Core State Standards. Achievement data must be collected and analyzed to drive future instruction.

As a school, we will be administering iReady and DIBELS for our universal screeners, three times a year. The CORE Phonics survey will be administered to every student who is identified as a strategic student according to DIBELS to identify gaps in their instruction. Student data should be used to plan for instruction – do not just give an assessment to give an assessment, use the data.

## **AVID**

AVID is a Parkrose School District and Shaver Elementary School initiative and must be implemented in our classrooms. Teachers will utilize AVID strategies and plan lessons with WICOR in mind. Having high expectations and structures in place will make students more successful while learning the Common Core State Standards. Additional training will be provided to teachers as needed.

## **Bathroom Breaks**

Bathroom breaks need to be limited throughout the day. Students need to be quick so that instruction can take place again. Students will use a sign-out sheet in the classroom and a pass in the hall when leaving class.

## **Birthdays**

Birthdays will be recognized by classroom teacher. To protect instructional time and take into consideration different food restrictions, we will not permit families to bring treats to the classroom. Please make sure that you notify families of this. Teachers can inform their parents at the start of the year that they need to save their celebrations for after school.

## **Classroom Culture**

Parkrose School District is committed to creating school communities that are responsive, intentional and supportive. At the elementary and middle school level we are currently using a curriculum from the Center for the Collaborative Classroom called Caring School Community. Each classroom teacher will have a grade-level guide to use as we implement the program. It is designed so that each week there are common themes across grade levels and throughout the school so that we can use common language for teaching and learning opportunities. The curriculum includes class meetings, cross-age buddy classrooms and restorative practices.

Our priority is to create a positive climate and culture for all students and staff, while focusing on critical thinking skills, inquiry and engagement; while maximizing instructional time. All classroom parties and celebrations must be cleared by the building administrator.

## **Collaboration**

Collaboration is expected by all professionals in our school. Teachers will collaborate with administration, support staff, other grade levels, Special Education, Title I, ELD, and Specialist teachers. Communication and collaboration by staff members will result in increased opportunities for achievement in our students.

## **Curriculum**

Curriculum will be provided to each teacher. Magnetic iReady Reading is our Core Reading Program. It is the expectation that this curriculum be used as your anchor in reading instruction. For Kindergarten-2<sup>nd</sup> grade, teachers are to instruct using the Enhanced Core Reading Instruction routines for foundations, vocabulary, and comprehension. For 3<sup>rd</sup>-5<sup>th</sup> grades, additional resources such as Words Their Way, LightSail, and novel studies may be used to supplement instruction. For math, Ready Math and IReady must be used exclusively.



Grade-level Curricular materials must be used- they must not be supplanted but may be supplemented.

## Equity

Equity is the action that we as the Parkrose School District Community and Partners take to ensure that every student has the opportunity to achieve their dreams. It is the responsibility of all of us to provide each student access, opportunity, and support they need to meet their highest academic and social potential regardless of race, gender, socio-economic status, sexual orientation, gender identity, ethnicity, culture, linguistic differences, religion, immigration status, or disability. Please be familiar with the following Equity policies:

- [Equity Policy: A Roadmap for Closing the Gap](#)
- [Equity, Diversity & Inclusion Lens](#)
- [Discrimination Complaint Procedure](#)
- [Americans with Disabilities Act](#)
- [Every Student Belongs](#)
- [Religion and Schools](#)
- [Eliminating Disparities in Discipline](#)
- [Equity in Hiring](#)

## Instructional Agreements

- Schoolwide schedule is followed. Instructional time is sacred, and there should be very limited interruptions during literacy and math.
- AVID strategies will be integrated throughout all areas, all day.
- All lessons will incorporate engagement and instructional strategies for ALL students to have access.
- Teacher and EA collaborate on instruction.
- EA time should be primarily used for instruction and support of students.
- We strive to maximize time students are in class with their peers.
- **Common Core State Standards** will be posted in every classroom.
- **Learning and Language Targets** are posted, empowering students to access and monitor their own progress towards goals.

## Instructional Time

Times must be followed as closely as possible in conjunction with the Schoolwide Schedule that was provided to you at the beginning of the school year. Times have been designated to meet the standard minutes set forth by the Parkrose School District. Please refrain from changing your classroom schedule (e.g. special reward, extra recess, etc.) during any intervention times for ELD, SpEd, or Title I, as these supports are required by law.

## Discipline

Shaver is a school that follows the Caring School Community curriculum to address behavioral needs. The philosophy behind our approach is that we teach kids about respectful behavior and when they make mistakes we guide them through repairing the relationship or the environment or both. We believe that restorative practices maintain opportunities for kids to stay in relationship with the community. We recognize that behavior serves a purpose, and we work to determine the purpose and then find a more respectful way for the need to be met. To that end, we rarely send students home for behavior. We would rather have them stay and work through it here. There are specific ways of documenting chronic or serious behaviors. **Please see the Appendix for these forms.**

## Planners

Planners will be provided to all students in grades 2 – 5. Planners are meant to be a conduit for parent communication, daily reflection, and an organizational tool for our students. Kindergarten and 1<sup>st</sup> Grade teachers should create a home/school communication system as suggested in the AVID K-2 Foundations training. Teachers will

utilize these similar to the student planners as a way to communicate with parents effectively and consistently.

## **Response to Intervention (RTI)**

RTI is a structure that supports the success of all students. Data teams will meet during PLC time.

- 100% Team (Core Review team)
  - Ongoing to assess all students and address any concerns about the core instruction.  
How do we improve our core?  
Look at benchmark data in reading, math, behavior & attendance.  
(Members: Teachers, Principal, Counselor, School Psych, Sped, ELD & Title teachers.)
- Intervention Planning Team Team (Yellow and Red zone Data team)
  - Every 6 weeks to assess our intervention students and review whether specific intervention strategies are working. Skills focused interventions.  
Look at benchmark data in reading, math, behavior & attendance
- Support Services team meets regularly to address student success and supports.

## **Tiers**

Tiered support describes the levels of intervention required for students. Data is collected at each tier to determine if the interventions are working. It can get a little cloudy, but here are the basics:

**Tier 1-** Tier 1 refers to the instruction, routines, structures and practices that we all put into place for both academics and behavior. These are whole-group practices with occasional re-teaching and reminders. Most students will respond and gain skills with Tier 1 practices. At Shaver we have an Equity and Inclusion Instructional Coach. Part of this position is to work 1:1 with teachers to strengthen and align their Tier 1 practices with the needs of the students. At Shaver we also ask teachers to connect with each other for ideas and perspective on what they are seeing from students. We are a collaborative community!

**Tier 2-** A small percentage of kids will need more than our whole-group practices. These students benefit from smaller groups for their instruction, repetitive practice to acquire a skill, and reflection with a trusted adult about how to continue making gains. Examples of Tier 2 interventions include Title 1 reading groups, small counseling groups and check in check out. See the Appendix for the referral process to start using Tier 2 interventions with a particular student.

**Tier 3-** An even smaller percentage of kids need support beyond the small group interventions. These kids would be referred from the Tier 2 team to a Tier 3 team. The interventions would be more individualized and targeted. This team would determine if there is a suspected disability, in which case they could refer to Special Ed to discuss the possibility of an evaluation.

## **Supplies**

Supplies are available in the production room. Please be sure to take advantage of special events such as our Parkrose warehouse days and the Schoolhouse Supplies store. If you are in need of a supply that is not in the production room, please follow the supply request instructions.

## **Support Services**

**All** students are general Ed students and will be included in core instruction.

- Use co-teaching, collaborative service delivery model as much as possible.
- Classroom teachers and Support Staff collaborate to plan for instruction.
- Classroom teachers and Support Staff guide EA instruction and support
- Use any additional EA support for core content instruction
- Progress monitor when students are below benchmark and to monitor effectiveness of interventions.
- Students will be added to formal & informal interventions depending on the need (SPED, EA's, teacher)
- Special Education teachers provide IEP to classroom teachers.

- Teacher reads IEP's, attend meetings and apply modifications and accommodations as stated on IEP
- All teachers/EA's working with students communicate regarding student achievement
- TAG students have an up to date plan and instruction is differentiated to meet goals - parents have a copy
- Implement Academic Language for All (ALFA), apply instructional and engagement strategies to maximize success for ELL students.

## **Technology**

Technology is an integral part of the day to day instruction that happens in classrooms. All teachers K-5 will be expected to have students utilize the Chromebooks. Our Technology Department and/or Technology Representative are able to provide suggestions for proper use of these devices. Teachers must explain to students the high expectations of care when dealing with technology. To help accomplish this task, every student will be presented with the Safe on the Internet slideshow at the beginning of the school year in the classroom. Document cameras and computers are also available at Shaver Elementary School and should be used consistently. In the case of a device breaking, you must contact the building principal immediately. **Please ensure that all LCD projectors and computers are turned off every night to extend the life of these devices**

# **EVALUATION**

## **Mini Observations**

Mini Observations will be conducted regularly via a Google Form. Teachers should expect several observations from the building administration, district administration, ODE leaders, instructional coaches, professional developers, etc. Frequent classroom observations are an integral part of ensuring our students are receiving quality instruction. Feedback will always be provided when your supervisor completes a mini observation.

## **Goal Setting**

Goal setting will be conducted with every teacher. The teacher and administrator will collaborate and come up with SMART Goals for the teacher to work on throughout the school year. The administrator will assist the teacher in reaching that goal and provide the teacher with the necessary means to accomplish that goal. Goals will be monitored by both the teacher and the administrator. Middle of year and end of year conferences will be scheduled to monitor your goals.

## **Formal Observation Cycles**

Formal observations will be conducted with every teacher receiving a summative evaluation. An observation cycle consists of a pre-observation conference, observation, and post- observation conference. These observation cycles are essential in supporting the effectiveness of your teaching. Teachers will constantly be given feedback and performance levels will never be a surprise to anyone.

## **Supervision**

Supervision is the responsibility of the building principal. The building Principal will oversee all evaluations.

# **OTHER**

## **Nondiscrimination, Harassment and Complaint Procedures**

It is the policy of the Parkrose Board of Education and Parkrose School District that there will be no discrimination or harassment on the grounds of race, color, sex, marital status, sexual orientation, religion, national origin, age or disability in any educational programs, activities or employment. Parkrose School District provides equal access to the Boy Scouts and other designated youth groups. Full policies and complaint forms can be requested from your school, the district office or accessed online at [www.parkrose.k12.or.us](http://www.parkrose.k12.or.us)

Persons having questions about equal opportunity and nondiscrimination should contact: Julie Sams, Director of Student Services, Section 504 Coordinator, Title II (ADA) Coordinator, Title IX Coordinator at [julie\\_sams@parkrose.k12.or.us](mailto:julie_sams@parkrose.k12.or.us)

or 503-408-2118.

[Workplace Harassment](#)

[Workplace Harassment Reporting](#)

### **Student Searches**

The Board seeks to ensure a learning environment which protects the health, safety and welfare of students and staff.

To assist the Board in attaining these goals, district officials (building principal or designee) may, subject to the requirements in policy, search a student's person and property, including property assigned by the district for the student's use. Such searches may be conducted at any time on district property or when the student is under the jurisdiction of the district at school-sponsored activities. All student searches conducted by the district personnel shall be subject to the requirements found in Board policy JFG and JFG-AR. Full copies of this policy and its administrative regulation can be requested from your school, the district office or accessed online at [www.parkrose.k12.or.us](http://www.parkrose.k12.or.us).

### **Video Surveillance**

The Board authorizes the use of video cameras on district property to ensure the health, welfare and safety of all staff, students and visitors to district property, and to safeguard district facilities and equipment. Video surveillance may occur on district property. Video cameras may be used on district vehicles transporting students to and from curricular and extracurricular activities.

[Video Surveillance Policy](#)

### **District Ethics Policy**

[District Ethics Policy](#)

### **Gifts and Solicitations**

[Gifts and Solicitations Policy](#)



## **Communication**

- Please do your best to use open communication when you have a concern.
- Attempt to problem solve and be solution focused.
- Please start by going directly to the person involved and assume the best of each other.
- We all make mistakes, let's just learn from them.
- Let's have a growth mindset for ourselves.
- When we work collaboratively and get along, we are modeling what we want students to learn to do.

My door is always open to you, please come to me with concerns and suggestions.

We are a team working together.

Let's all support each other and have a great year!

Nathan Mount

## **Disclaimer**

Some items may not be covered in this document at this time. As situations arise things may be added or deleted. This is a fluid document that serves as a reference for teachers and staff on proper procedures and expectations at Shaver Elementary School. You will be notified of any changes as soon as possible.

## **Administrator Pledge**

As your building administrator, I promise to uphold and model these expectations every day, without exceptions and without excuses.

Nathan Mount