

**Shaver Staff Handbook**  
**2013-2014**



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## **District Requirements**

All employees will be required to take yearly trainings available through the online SafeSchools website: <http://www.parkrose.or.safeschools.com/login> Complete all trainings listed in your profile.

All grant applications will be approved by district office. Ask Principal or Secretary for a copy of procedures to be followed.

## **Nuts and Bolts**

- Check email, mailbox, voicemail, and read weekly Tiger Talk daily
- Take daily student attendance on TeacherVue- **by 9am** (Classroom Teachers only)
- Inform Secretary of needed additions to **Shaver Staff Happenings** Google Calendar such as field trips, class showcases, etc...
- Communicate two weeks in advance with Cafeteria, Transportation, Secretary and the Support Team including all Specials teachers when a classroom will be out of the building
- Honor your staffroom cleaning commitment.
- Inquire about visitors without visitor badge in our building
- Wear your Parkrose Identification Badge at all times
- Personal use of cell phones limited to breaks and emergencies only
- Personal internet use not allowed at school during work hours (signed document from district)
- Teacher Newsletters home to families **at least once per month**, cc Secretary a copy so we can keep on file.
- Be dressed professionally, please save jeans and casual dress for Friday. Wear College gear for Assembly days.

## **Staff Attendance**

Follow Parkrose School Board Staff Attendance Policy – Available on the Parkrose website under Code: GCBD/GDBD and GCBD/GDBD-AR

Follow work day hours (8:00-4:00) – alert Principal and Secretary via email if otherwise, face to face check out with Secretary is required for early leave.

Personal leave requested at least 3 days in advance – if possible

All leaves that are not district related (trainings, conferences, planning, etc) require staff to fill out a Leave Request Form and submit to Principal for Approval. If you are sick, the Leave

request must be completed and submitted upon your return, this is to help with proper record keeping

All Leave with No Pay requests must be approved by the HR director.

All certified staff are required to use SmartFind Express to track their hours and subs. All district related 'absences' will be put in by Secretary.

EA must call school number, 408-2851, by 6 a.m. to report absence for that day and must do their best to locate their own sub.

Prepare for a sub; plans, emergency info, student needs, etc.

All staff absences will be records on the while board in the office, daily.

### **Building Safety and Security**

Update Emergency Clipboards with the following each year

- Map of school with evacuation routes clearly marked.
- Lock In/Lock Out Procedures
- Earthquake Drill Procedures
- Fire Drill Procedures
- Updated Class Lists with all phone numbers

During Drills, try to carry cell phones, keys, and walkie talkies (if you have one assigned)

Wear Parkrose Badge at all times.

No Middle School or High School helpers without prior approval from Principal.

Clear Guest Speakers with Principal

All parents wanting to come into the classroom or chaperone a field trip must pass a background check. Please give two weeks for this process.

Never speak to media – refer to Principal.

Building hours will vary. Check the white board in the office for weekly lock-up times. When SUN school is in session the building will usually be open until 6pm. **NO WEEKEND ACCESS**

Custodian, Principal, Sun Coordinator, and Secretary have 24 hour access to the building in case of emergencies.

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.

Please call Darlene (1<sup>st</sup>) or Sonitrol (their number is on the key pad in the office) if you are in the building and are having issues with the security system.

The main staff member assigned to a room is responsible for closing and locking all doors and windows each day

### **Math Block Expectations**

75 minute Math block is only to be used for Math instruction.

### **Reading Block Expectations**

Direct instructional strategies & supplemental curriculum may include:

- Guided reading, small group reading, leveled reading, shared reading, daily message, one on one conferring and goal setting.
- Spelling, vocabulary, Rigby routines, phonics, phonemic awareness, comprehension, fluency.
- Workstations/centers, anthology work, novel studies, literature circles, author studies
- Reading assessments, progress monitoring.

Aspects listed below should be scheduled outside of the reading block:

- Assemblies and field trips unless approved by principal.
- "Non-leveled" reading, e.g., DEAR time, free read, etc.

### **School Standards/PBIS/Recess**

Ensure students are in code of dress.

Teach and post our PBIS life goals each month

Move quietly within the school

Be on time for duties and find a replacement when you cannot be there.

Follow PBISs plan for recess + PAL plan for Tier 2 interventions

EA to wear a vest and carry a fanny pack and walkie-talkie when on duty

Spread out to cover playground when on duty

Students are required to have passes when out of the classroom

Students are not in classrooms without a teacher or EA present

Be there for ALL students, intervene when necessary and supervise as needed

### **Assessment**

Follow rules for administering OAKS assessment (agreement signed),.

DIBELS will be done within three windows by Support Team.

Follow assessment calendar and input scores accordingly – use data to drive instruction.

Running Records will be completed by classroom teachers. Data will be given to Title I teacher for input into data management system.

### **Professional Learning Teams**

Be actively involved in collaboration with your team members and follow team agreements

Publish your notes on Google Docs.

Stay on campus for your meetings

Grade level team members to take turn facilitating PLC meetings and taking notes, if needed.

### **Committees**

Be on time.

Let Principal know if you cannot attend. You may be asked to do related tasks later.

Committee members should rotate taking notes and publishing the on Google Docs.

### **Field Trips**

#### **Procedures**

- Fill out Field Trip Check List and turn into Principal for Approval at least three weeks prior to Field trip date. All field trips should be for educational or cultural purposes only.

- Once Approval has been given, determine transportation and contact appropriate people
  - If using district buses, contact transportation to see if dates are available. If available submit the Transportation request to Secretary.
  - Make sure to include on the Transportation Request who is paying for the bus. Please include contact information so a bill can be sent to them
- Contact Cafeteria Manager at least two weeks in advance if you will not be eating at the school.
- Contact School Nurse/Secretary (two weeks in advance) about medical issues you need to be aware of, and receive training if needed.
- Ensure all chaperones are District staff or have a passed a district background check
  - All new volunteers must turn in forms two weeks prior to field trip to be able to attend.
- Ensure there are enough chaperones for your class.
  - 1:5 for younger classes
  - 1:8 for older classes
- Send home notice of field trip with all students, ensure all students are approved to attend field trips.
  - If student is not approved, seek written permission from parent for them to attend.

### **Paying for a Field Trip**

- Request funds from the SPFA – Request Forms are available in the office.
  - There is hopefully enough funds for each class to be able to request \$75 to help cover transportation costs.
- Be creative –
  - Utilize services like Donorschoose.org
  - Use Trimet for transportation – the Class Pass discount (with prepayment) costs \$1 round trip for each person attending (including students, teachers, and chaperones) <http://trimet.org/fares/fieldtrips.htm>

### **Request for Supplies and Request for Additional Funds**

#### **Supplies**

Each full time certified staff will have \$75 dollars (part time will have \$40) they can spend on instructional/student related supplies. To access this money, please fill out the *Teacher Discretionary Funds* request, available in the office or shared with you through Google Docs.

Provide a rationale and all ordering information and submit to Principal for Approval.

#### **Additional Funds**

The *Additional Funds Request* is available for requests that will go over the initial Discretionary Fund allowance for certified staff, or a different type of request is being made (i.e. a staff would like to attend a training). Please fill out the request form and submit to Principal for Approval.

Funds are limited and not all requests can be approved.

## **Things to Remember**

### **Birthday Lunches**

The Principal will honor student's birthdays each month with a special lunch time treat together. To protect the instruction time we will no longer have parents bring treats to the classroom. Reminders will go out in the Tiger Talks and Birthday Lunches will always be listed on the Shaver Staff Happenings Calendar.

Please send your birthday students for the month through the lunch line to get their food and then have them go to the office conference room.

In September, August and September Birthdays will be honored, in May, May-July birthdays will be honored.

### **Buddy Classrooms**

Each classroom will have an assigned a buddy classroom. This will most importantly be the classroom /group that you will connect with in the case of an emergency. This will also be the classroom you send a student who needs an alternate location to fill out a reflection sheet for behavior.

### **College Assembly Wednesdays**

Feel free to come dressed in your college gear on Assembly Wednesdays. As an AVID school we are using these days to emphasize our focus on making all of our students college ready and get them excited about college.

### **Phones and Email**

Parents have been instructed that no calls will be sent to classrooms during instructional time. They are encouraged to email teachers with questions. If a call does come in during instructional time, Secretary will take a message and email you the information.

With this in mind, keep your phone ringer turned up and please answer your classroom phone as it is most likely the office needing to get in touch with you. If you do not answer the office will try the intercom feature on your phone, and then use the school wide PA to get in touch with you.