



**Staff Handbook  
2018-2019**

# TABLE OF CONTENTS

## Contents

School Information.....	5
School Mission and Vision.....	5
2018 – 2019 Staff List.....	5
Other School Supports and Partnerships.....	5
SHAVER COMMUNITY COMMITMENTS .....	6
Purpose of this Handbook .....	7
Staff Handbook Signature.....	7
School Safety .....	9
Building Access.....	9
Cleanliness.....	9
Emergency Backpacks.....	9
Emergency Buckets.....	9
Earthquake Drills & Fire Drills.....	9
Food- .....	9
Lock-Out.....	10
Lock-In.....	10
Name Badges.....	10
Safe Schools.....	10
Safety Maps and Emergency Procedures.....	10
Supervision .....	10
Visitors/Volunteers.....	10
Valuables.....	10
Windows and Doors.....	10
Professionalism.....	11
Attendance .....	11
Cell Phones and Personal Devices .....	11
Communication: Email, Mailboxes, Google Calendar, Google Classroom and Voicemails .....	11
Curriculum and Copies .....	11
Drug and Alcohol Use.....	11
Leaving the School.....	11
Mother Friendly Workspace.....	11
Office Policy .....	11
Professional Attitude and Conduct .....	11

Professional Dress .....	12
School Phones.....	12
Student Newsletters and Classroom to Family Communication.....	12
Tardiness .....	12
Responsibility .....	13
Copies/Materials .....	13
Dues .....	13
Duty.....	13
Field Trips .....	13
Grading and Report Cards .....	13
Guest Teachers .....	13
Health Office .....	13
Lesson Planning.....	13
Lunch Count.....	14
Professional Learning Communities.....	14
Student Attendance .....	14
Supply Requests .....	14
Walkie-Talkies.....	14
Weekly Communication .....	14
Instruction.....	15
Academic Discourse .....	15
Assessments.....	15
AVID.....	15
Bathroom Breaks .....	15
Birthdays.....	15
Classroom Culture .....	15
Collaboration.....	15
Curriculum .....	15
Equity.....	16
Instructional Agreements.....	16
Instructional Time .....	16
PBIS.....	16
Planners.....	16
Restorative Practices .....	16

Response to Intervention (RTI).....	17
Supplies.....	17
Support Services.....	17
Technology .....	17
Evaluation.....	18
Mini Observations.....	18
Goal Setting.....	18
Formal Observation Cycles.....	18
Supervision .....	18
Nondiscrimination, Harassment and Complaint Procedures .....	19
Student Searches.....	19
Video Surveillance .....	19
Communication .....	20
Disclaimer .....	21
Administrator Pledge .....	21

**School Information**

# Shaver Elementary School

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

**Laura Goodman, Principal**  
**Sharon Trumbull, Secretary**

**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.

**2018 – 2019 Staff List**

**Certified Staff**

**Classified Staff**

<p>Joelle Flegal Emma Small Courtney Mutschler Linda Soule Kelly Stickel Mary Hagood Maggie Montas Grace Cappleman Elena Herrera Nathan Mount Jody Tucker Nikki Traino Sloanes Adrian Mashia Tabitha Pearson Sarah Bo-Linn Nell Hingley Cassandra Mastne Karen Lawrence Susannah Malarkey Kate Shaikh Erin Preston (Intern)</p>	<p><b><u>Educational Assistants</u></b> Yvonne Isaacson Janelle Singleton Pam Baca Sally Davis Yvonne Tenhonen Jennifer Kitchen Phoebe Gunderson Krys Dayton Sandy Fulop Renee Boland Jodi Cyphers Alison Stanley Sangyoon Oh Ben Rheulman Kathleen Skans Nikki Seid- Library/Media</p> <p><b><u>Classified Specialists</u></b> Aaron Aasen– Custodian Barbara Marquez- Food Services Rodie Smith- Food Services Jennifer Scribner– AmeriCorps</p>
---	--

**Other School Supports and Partnerships**

DHS worker on site, Trillium counselor, SUN, Americorps, Juntos Aprendemos, Communities Supporting Youth, EKT, Elevate Oregon, Latino Network, Gateway Church

# SHAVR 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.

**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.

Your signature below indicates you have read, understood, and will comply with the information and procedures outlined in this handbook.

\_\_\_\_\_  
Employee’s Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Principal’s Signature

\_\_\_\_\_  
Date

\*This page is due in the office on or before **Friday, September 14, 2018.**

**This page was intentionally left blank**



# School Safety

## Building Access

Building Access for staff is during the school hours of 6:00 a.m. to 4:30 p.m. All staff must vacate the building by 4:30 p.m. unless there is an evening event or night custodian. 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!

**Emergency Backpacks** will be located on a hook just inside the door of each classroom and must contain:

- Clipboard
- Attendance
- Whistle
- First aid kit
- Update Emergency Clipboards with the following each:
  - Lock In/Lock Out Procedures
  - Earthquake Drill Procedures
  - Fire Drill Procedures
  - Updated Class Lists with all phone numbers each time there's a change
  - Map of school evacuation routes clearly marked

**Emergency Buckets** are kept in each classroom. Buckets are filled with items you may need in case of an emergency. The bucket will also be used as a toilet in extreme circumstances when you are unable to leave your classroom. Ensure your student roster is current and in your Emergency Bucket at all times.

**Earthquake Drills & Fire Drills** must be practiced with your students **during the 1<sup>st</sup> week of school**. Students should know and understand how to exit the building and the expectations of behavior during such drills. Drills must be explicitly taught to students and practiced until perfect. These drills can happen at any given time, be prepared. If possible, we will give advanced notice of when a fire drill will be conducted. During drills or real emergencies please carry keys, cell phones, or other communication devices. Teachers must also carry out the emergency backpack.

**Food-** Only food that is store bought or from a restaurant can be shared with students. This is a mandated regulation in schools. We cannot have food that is made at home. It is a liability. If the food is prepared in our kitchen with a person with a food handler's card, it is considered safe. Please note- if parents bring food in for a class that is home made, we will not be able to allow it.

**Lock-Out** procedures must be practiced the first week of school. Classrooms will conduct business as usual in the building but may not exit the building for any reason until the all-clear has been given.

### **Lock-In**

Lock-in procedures must be practiced the first week of school. Teachers should have a sheet of paper on the back of their door to cover the window during a drill or crisis. During this time classroom doors are locked, lights are out, and students should be out of sight of windows and doors until the all clear has been given.

### **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, 2018.

### **Safety Maps and Emergency Procedures**

These sheets have all been provided for each classroom. The Lock In/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**

Constant of students is required at ALL TIMES. Students may not be left alone in classrooms, on 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 CIRCUMSTANCE, 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 record their own absences in ESS (Subfinder) **and** Timeclock+. 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. 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 (7:15-3:15) – 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 is expected to follow the district internet guidelines during school hours as outlined in the Safe Schools Training.

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

All must be checked on a daily basis at least twice per day. All correspondences 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. Shaver Staff calendar will have all events posted. You are responsible for letting Sharon know all events- field trips, guest speakers, etc. so they can be added to the staff calendar.

## 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. No curriculum should be disposed of without Admin approval.

## 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.

## Leaving the School

Leaving between 7:15-3:15 requires a sign-out signature, listing of your location, and a sign-in upon return in the office log located on the front office desk.

## 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.

## 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 Sharon 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. Sending students to make calls is an unnecessary interruption. If you need help finding parent information in Synergy, please ask Sharon and she will show you how to find it.

## 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. Please act in such a way that you will be proud of yourself and others will be proud of you too!

### **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.

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

Communication should be sent home at least once a month. 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 7:15 a.m. Educational Assistants will report to work 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

## 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.

## Dues

Please pay your water and social dues.

## Duty

Duty is required for all staff according to ensure safety of students. All staff must be in assigned area on time, with assigned materials. 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 Master 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. 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 information included. Once all approvals are in order, notify building Secretary to add the date to the Staff Calendar. Please see field trip information sheet for more specifics.

## 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 show case the students' progress in mastering the Common Core State Standard 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.

## 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. Please, only send students for an ice pack if there is a visible need such as swelling or redness. In order to combat the time health care takes away from the Secretary, staff will be asked to take care of minor health incidents in classrooms or on the playground. Often students just need a little TLC from an adult and sending them to the health room is not required. Please help out the office staff by sending only students exhibiting true health related needs. We NO LONGER 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.

## Lesson Planning

Lesson planning needs to be completed on a weekly basis and should follow the master schedule, including the schedule for early release days. The Common Core State Standards must be utilized during planning to ensure that all grade level standards are covered throughout the years. All lessons should include elements of WICOR, intentional planning for the scaffolding of language, differentiation for skill levels, and plans for assessment of the lesson. Lesson plans complete with the above elements should be available upon request of the building administration.

### **Lunch Count**

Lunch count must be done on a daily basis and turned in by 8:00 a.m. Place the lunch count form in the breakfast wagon.

### **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 every Friday during specials time. Share Notes from PLC in google docs by **Friday** of week team meets.

### **Student Attendance**

Attendance must be taken daily between 7:50- 8:00 a.m. via Synergy. It is your professional responsibility to make sure student attendance is marked accurately. 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 there child is absent.

### **Supply Requests**

All supply requests must be submitted to the Secretary for Approval of the Principal. There will be a Supply Request Form available. It must be completed in its entirety prior to purchase. We have a limited budget

### **Walkie-Talkies**

Walkies must be carried at all times by Educational Assistants, office, Special Education Teachers, and the Principal. A walkie-talkie is provided for each grade level team, 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. 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- 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.

### **Weekly Communication**

Staff weekly news is shared weekly in Google Classroom This newsletter contains important information, calendar events, and professional information 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 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 clip 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.

## **Classroom Culture**

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. Reach for 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.

## 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 the 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, found in the board polices on the PSD website:

- [Equity Policy - Closing the Gap](#)
- [Eliminating Disparities in Discipline](#)
- [Equity in Hiring](#)

## Instructional Agreements

- Master 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 Master 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.

## PBIS

PBIS is Positive Behavioral Interventions & Support that set up school-wide expectations for student behavior. Explicitly teach how to behave in multiple setting throughout the school day using the information in the Shaver PBIS Handbook. The building administration, school counselor, and PBIS team will be able to assist with the proper implementation of PBIS. Students will be recognized for their outstanding behavior on a frequent basis. Information on assemblies will be forthcoming and communicated with staff well in advance.

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

We will have an all school assembly on the first Wednesday of each month in the cafeteria from 8:15-9:15. K-2 and 3-5 will have separate assemblies. We will have a slide show, awards and presentations. You will choose a student of the month for adherence to the 4 B's. You are responsible for notifying families ahead of time, so that they may attend. Parents are always welcome to attend assemblies.

## 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.

## Restorative Practices

Restorative Practices shift the focus from punishment and exclusion to creating a space for students to be held accountable in supportive and inclusive ways. These practices offer wrap-around supports to help students learn to be successful. Restorative practices are not giving students “a free pass” from their behavior, as there are consequences for students’ actions. Restorative practices are implemented here at Shaver Elementary.



## Response to Intervention (RTI)

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

- 100% Team (School Wide Data 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.)
- 20% Team (Yellow and Red zone Data team)
- Every 6 weeks to assess our intervention students and review whether specific intervention strategies are working. Skill focused interventions.  
Look at benchmark data in reading, math, behavior & attendance, meet Fridays during PLC
- Support Services team meets regularly to address student success and supports.

## 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 check with the Secretary for next steps.

## 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 iPads. 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 by the building Principal via a mini observation form. 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: Michelle Markle, Director of Student Services, Section 504 Coordinator, Title II (ADA) Coordinator, Title IX Coordinator at [michelle\\_markle@parkrose.k12.or.us](mailto:michelle_markle@parkrose.k12.or.us) or 503-408-2118.

## **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.

## 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!

A handwritten signature in cursive script that reads "Laura". The signature is written in a light gray or blue ink on a white background.

## **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.