



Prescott's Working Commitments

Staff Handbook 2013-2014

*The Parkrose School Community provides a premier education that
unlocks the potential in each student.*



Prescott Wellness



- Prescott staff are committed to good health and wellness.
- Take time for wellness activities throughout the year.
- Strongly suggest healthy snacks for adults, and students.
- Take care of yourself- wash hands, try to keep hands away from face to avoid getting sick.



Prescott's Commitments

- EXTEND AND RECEIVE WELCOME.
- BE PRESENT AS FULLY AS POSSIBLE (Elec. Off, please)
- SPEAK YOUR TRUTH IN WAYS THAT RESPECT OTHER PEOPLE'S TRUTH.
- MINIMIZE FIXING Minimize your saving, advising and setting each other straight. Make space for each other's inner teacher
- LEARN TO RESPOND TO OTHERS WITH HONEST, OPEN QUESTIONS
- OBSERVE DEEP CONFIDENTIALITY
- WHEN THE GOING GETS TOUGH, TURN TO WONDER



IMPORTANT EVERYDAY PROFESSIONAL PRACTICES

- Check email, mailbox & voicemail daily- ALL
- Take daily student attendance by 9:30am on Synergy-classroom teachers
- Add classroom events to Prescott Staff Google Calendar such as field trips, class showcases, etc...
- Communicate 2 weeks in advance with Sandy, the Bus Barn, Terri, Support Team, volunteer coordinator, including Music when a classroom will be out of the building. Complete the field trip form in the office
- Clean up after yourself/students under your supervision (ie... staff room & other areas of school)
- 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 district agreement)
- Newsletters home to families every FRIDAY
- New staff members have an on site mentor for questions and support
- Be dressed professionally & above the level of students
- Take care of our staff room- share the responsibility



Building Safety

- Always keep your emergency procedures booklet in your emergency clipboard
- One walkie-talkie should be with duty person on recess
- Ensure that you have a sub-folder with Emergency Procedures
- Update Emergency Clipboards with the following each year:
 - Map of school with exits clearly marked
 - Lock In/Lock Out Procedures
 - Earthquake Drill Procedures
 - Fire Drill Procedures
 - Updated class list w/all phone numbers
 - Practice all three drills and procedures with your class.
 - Try to carry cell phones, keys, and walkie-talkies.
 - Wear your badge at all times.



Building Security

- Certified Staff & Classified as needed have been master keys
- Hours are M-F 6AM-6PM. NO WEEKEND ACCESS
- Classroom teachers are responsible for locking classroom windows and door every day
- Enter through the front doors only if the alarm is set. If you are not sure, always use the front doors & go directly to the key pad in the office corridor
- Follow the directions given to you with your code for arming & disarming the building
- Please DO NOT share security access codes
- Security calls cost us up to \$500 every time they are called out here for a silent alarm, an open window, etc...
- Please call Chris or Sonitrol directly if you are in the building and having issues with the security system
- Always fulfil your assigned duties for student supervision. It is your responsibility to be there for students safety



Building Technology

- Heather Abney is our Media Specialist and Technology Coordinator
- Please do your best to resolve technology issues... check plugs, re-start machine etc.. Then let Heather know. Please make a work request or e-mail Heather to report a problem. Hallway requests are highly discouraged. Of course, emergencies will happen...
- Always sign up (in library) for shared equipment: (laptops etc..)We respectfully share equipment, so always be aware that someone is likely waiting to use shared equipment.
- Please follow I-pod touch/I-pad protocols... Sync Masters are Melinda, Kate, and Stephanie for new apps. It is teachers responsibility to lock up the I-pod/I-pads every night.
- You can request tech service through our district website.



Building- Keeping it Clean

- We will have a once a week custodian in the evenings (Your room will be cleaned at that time (swept/mopped)
- Please empty trash each day in the main hallway
- Hank will train recyclers to pick up recycling in the hallways each day
- The recycle bins have to be kept out of the hall (fire marshal)
- Hank will have a once a week sweeping/cleaning schedule for your room
- Hand sanitizer replacements will be given to you to be placed in your room
- Help teach the kids- its our house, and we need to keep it clean



Positive Behavior Support and School Standards

- Ensure students are in code of dress- Please remove jackets and hats
- Teach our building standards & pledge: Respect for self, Respect for others, Respect for learning (PBIS team will provide standards)
- Move quietly within our school – Be aware of the Red, Yellow, and Green Zones. Zone standards are posted
- Follow behavior guidelines document.. Level 1, 2, and 3
- Be on time for recess duties and find replacement when needed
- Follow PBIS plan for incentives: pride ticket collections, paws for applause, positive behavior notices
- Walk a separate zone on the playground when on duty
- Carry walkie-talkies when on duty
- Send kids to indoor recess (computer lab/Library) with passes
- Students have passes when out of the classroom
- Students are not in classrooms without a teacher present
- Be there for ALL students, intervene when necessary and supervise as needed



ATTENDANCE AT PRESCOTT

- Follow Parkrose attendance policy
- Follow work day hours (8:00-4:00) – alert Chris via email if otherwise
- Personal leave requested at least 3 days in advance
- Leave with no pay requested in writing to human resources department
- Use eSchool Solutions for subs.
- Fill out purple sheet when you are planning out of the building
- Prepare for our guest teachers (See guest teacher folder)
- Student attendance done daily in Synergy by 9:30
- Staff will be alerted via email or the white board of staff that are out of the building



PRESCOTT PROFESSIONAL LEARNING COMMUNITIES

- Be actively involved in collaboration with your team members and follow team agreements.
- Publish your notes to your team PLC website.
- Follow the PLC handbook published by district.
- PLCs will meet monthly for a single release day to facilitate learning observations, collect data, analyze student results, and plan for next steps.
- Every team will participate in peer observations this year- once per month. Professional Dev. calendar is PLC-based and coordinated by Chris McMurray, PLC members, and district support staff.
- School improvement work to focus on high levels of reading and thinking.
- Stay on campus when PLC teams meet.



KEY TEACHER RESPONSIBILITIES

- Follow the implementation of Common Core Standards
- Teams will be responsible for developing Instructional Maps in Reading, Math, and Writing
- Report cards are completed by assigned due dates
 - School Agreement on comments
 - Calibrate your scoring with team
- Each teacher is responsible for teaching core reading using developmentally appropriate resources, that can include sources such as Rigby, Jamestown Press Critical Reading Series, and National Geographic. In addition, working with team to provide the most effective groupings for reading and providing support for intervention



Requests from Office



- Please follow the Buddy Classroom process for a struggling student prior to sending to office- notify office for serious issues
- Lunch Count goes to kitchen by 9 am.
- Significant blood, swelling, fever, obvious viral/allergic symptoms should be the only reasons to send a student to the office
- Use Synergy to find student info. (call office for emergencies only)
- Please make sure your phone volume is at it's highest ring to hear announcements (especially emergencies)
- Chris' walkthrough days will be scheduled according to agreed upon observation days, but may be done at times throughout the month.
- Every teacher should have a guest teacher folder with class lists, PBIS incentives, emergency procedures
- All requests for purchasing should be done via email with product number , qty and shipping charges. Also please type supply order in the Re: line.



KEYS TO SUPPORTING LEARNING: SPED, TITLE I, ELL

- Reading Core Instruction must happen at least 4 days per week.
- Intervention/Advanced Skills Times should be honored by teachers every day.
- Progress monitor at higher frequency when students are below benchmark and to prove interventions are working
- Students will be added to formal & informal interventions depending on the need - Based on School Data (Sped, EA's, teacher)
- Teachers read IEP's, attend meetings and apply modifications and accommodations as stated on IEP
- TAG students have an up to date plan and instruction is differentiated to meet goals - parents have a copy



ASSESSMENT AT PRESCOTT

- DIBELS and running records are our district reading assessments. (3 times: fall, winter, spring)
- Grade Level District Writing samples scored (3 times- fall, winter, spring)
- Running Record Assessments (3 times- fall, winter, spring)



DISTRICT REQUIREMENTS

All employees are required to take update trainings each year.

<http://www.parkrose.or.safeschools.com/login>

- Sexual Harassment
- BBP
- Child Abuse Training initial or update every September.



FIELD TRIPS AT PRESCOTT

- Use Field Trip request form and give to Terri (2 weeks in advance)
- Get a list of cold lunches needed to Sandy. Use a copy of your class list.
- Email or inform all staff of your absence
- Put your field trip on our Staff Google Calendar
- Attendance & a list of approved parent volunteers to Terri before you leave the building & list of emergency numbers with the teacher
- Organize students into groups with Prescott Identification



LEADERSHIP AT PRESCOTT

- Parent Group Support: LaShawn
- Title I: Caren Haldeman
- SPED Coordinators: Marita and Debra
- ELL Coordinator: Molly
- PBIS Team: Natalie, Wenna, Karen A.
- Principals Advisory: TBD
- Site Council: Julie is chair- Every certified member will participate in the Focus School planning this year...Schedule TBA
- AVID Site Team: Kate, Christa, Caren, Molly, Eric, Julie, Stephanie, Renee
- Assessment Coordinator: Caren
- Volunteer Coordinator: LaShawn
- Technology Facilitator: Heather
- Social Comm.: Rotating Schedule



OUR GREEN AND HEALTHY SCHOOL

- Our School is recognized by the Healthy Schools Alliance and we have been recognized with a BRONZE award
- We are an official Oregon Green School: We recycle all paper, metal, glass etc. Bins are clearly available for use
- Use classroom party bins and respectfully clean them and put them back when finished (They are located in the office)
- Our school garden has a plethora of opportunities for learning and please help students learn to treat it with respect
- We compost in our cafeteria and recycle our milk cartons
- We save all juice pouches and belong to TerraCycle to receive \$\$ for our collection
- We will continue to focus on wellness for each other and our students
- Every classroom is part of a fruit snack grant- pm snacks in class



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