

Sacramento Elementary School



Staff Handbook 2017-2018

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Sacramento Elementary School

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Dr. Katie Barrett, Principal
Charlena Sirokman, Secretary

School Mission

At Sacramento Elementary, we are committed to developing and inspiring a community of compassionate, happy, and successful life-long learners.

School Vision

Sacramento staff will create a student-centered, culturally responsive, and interactive learning environment that is structured, yet highly engaging, through collaboration, data-driven instruction, best instructional practices, and assessment.

2017 – 2018 Staff List

Certified Staff

Sara Alexander	Kate Franken
Stephanie Alleman	Beau Iwersen
Lisa Anderson	Nicole Koffler
Jackie Blair	Tracey Kravetz
Sam Blanchard	Penny Nuno
Heather Block	Pauline Parrett
Pam Brown	Kate Shaikh
Chris Cohen	Melissa Todd
Stacy Dadfarma	Sarah Vraneza
Brett Davidson	Caroline Weidlich
Niesha Fennema	Amber Wilson
Heather Floyd	Rickie Woolley
Jennifer Foreman	

Classified Staff

Aaron Aasen	Thanhha Nguyen
Tanja Braich	Roftin Reginald
Kyle Brought	Rich Rehana
DeAngelo Edwards	Karen Schmasow
Sue Golleher	Suzanne Caudle
Vanessa Inman	Terrie Wolf
Keenya King	
Diana Medina	
Melisha Mercier	
Liz Muccigrasso	

Sun Coordinator: Jenna Sjulín

PK: Jennifer Sims



Dr. Karen Fisher Gray
Superintendent of Schools

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"Every child reads, thinks critically, and graduates ready for college and career."

PURPOSE OF THE 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 Sacramento 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 15, 2017.**

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AT SACRAMENTO ELEMENTARY SCHOOL WE AGREE...

To ensure that each community member feels Safe, we agree to:

Limit judgments and check personal deficit thinking

Assume best intentions

Consider the impact of our voices

Respect and maintain awareness of our individual knowledge, skills, and experiences

To ensure that each community member feels Supported, we agree to:

Demonstrate compassion

Work together with our purpose in mind

Continue to develop and build relationships through discomfort

To ensure that each community member feels Open, we agree to:

Allow time to process new content, information, and thoughts

Accept silence

To ensure that each community member feel Productive, we agree to:

Create space for addressing conflict or issues as they arise

Keep the common goal centered

Modify based on new information and understandings

To ensure that each community member feels Trusting, we agree to:

Be intentional about relationship development and activities that nurture relationships

Honor cultural differences and ways of being in the space

SCHOOL SAFETY

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.

Teachers will be responsible for ensuring all classroom windows are shut and the door to their classroom is locked. Weekend access for teachers is not allowed.

Cleanliness is of utmost importance to the appearance and upkeep of Sacramento 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.

Rule of thumb – if you haven't used something in over a year, get rid of it. 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 lounge and put away items you use in the production room. The staff lounge and production room will be straightened up on a rotating basis by grade level or departments.

August Office Staff	September Kindergarten	October 1 st Grade	November 2 nd Grade
December 3 rd Grade	January 4 th Grade	February 5 th Grade	March Special Education
April Specialists	May SpEd EAs	June Admin/Title 1 EAs	July Custodian

Emergency Backpacks will be located on a hook just inside the classroom door in all classrooms. They should contain your current student roster, class schedule, specific student notes, medication needs for specific students, flashlight, first aid baggie, emergency procedure information sheets, and green/red sheets.

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 1st 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.

Lock-in 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-out procedures must be practiced the first week of school. Teachers should have a curtain or a rolled piece of black butcher paper handy 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 must be worn at all times by school personnel. This allows students, parents, and community members a way to recognize individuals that work for Sacramento 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.

Safety Maps & Emergency Procedures have been provided for each classroom. The map 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.

Visitors/Volunteers 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!

Valuables must be locked up at all times. It is encouraged to keep valuable items at home or on your person to avoid damage, loss, or theft. EA Staff Lockers are provided so that valuables can be secured during the workday. As we have a limited number of lockers, they will need to be shared by two or more staff members. Should a theft of a valuable item occur, you must contact the building principal immediately.

Windows & Doors must be shut and locked at the end of each school day. Also, if you are the last person in the staff lounge 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

frequent basis.

PROFESSIONALISM

Attendance to school should be consistent. It is expected that you notify the building principal by phone or email of an absence as soon as you are aware of the absence and fill out proper forms to record an absence. If you are going to be absent, it is expected that teachers create substitute lesson plans, complete with necessary materials and copies ready to go for the guest teacher. All substitute plans should contain 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.

Cell Phones & Personal Devices are prohibited at Sacramento Elementary School during instructional time unless it is an emergency. In that case, please notify the building principal when those emergencies arise. Staff is expected to follow the district internet guidelines during school hours as outlined in the Safe Schools Training.

Drug & Alcohol Use 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.

Email, Mailboxes, & Voicemails 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.

Leaving the Campus 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 is provided to mothers who are returning from maternity leave. The office in the multi-purpose room can be utilized for pumping milk. The area has a sink and is private. Please communicate with the building principal if/when you will need to use the Mother Friendly Workspace.

Professional Attitude & Conduct is 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 is encouraged at Sacramento Elementary School.

School Phones are for communicating important information to the office / community. Phones must be answered when the office is calling the classroom. 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/Classroom-to-Family Communication should be sent home at least once a month. The communication needs to showcase the good work you are doing in your classroom, important dates, and academic growth as a class. One-page newsletters are preferred, but two pages should be the maximum. **Please provide a copy of your newsletter(s) via Google Classroom by the following dates.**

October 6, 2017	November 3, 2017	January 5, 2018	February 2, 2018
March 2, 2018	April 6, 2018	May 4, 2018	June 1, 2018

Tardiness is not an acceptable professional behavior. ALL teachers will report promptly at 7:15 a.m. Educational Assistants will report to work at your assigned time. You will be on time for meetings – being on time means sitting in your chair ready to go at the designated time. Please practice what you want your students to do every day – 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. Repeated issues with tardiness may result in disciplinary action by the administrator.

RESPONSIBILITY

Copies / Materials should be used responsibly. Please be mindful of the number of copies that you need to produce as we are working with a limited supply budget.

District Trainings are mandatory for all employees of Parkrose School District. Employees must take the following trainings each school year: Safe Schools, Blood Borne Pathogens, and First Aid. CPR, AED, Medication, and OIS Trainings are also available throughout the year for specialized/interested participants. Mandatory trainings must be current, please see the Secretary for more details. It is expected that all computer trainings be completed by: **Tuesday, October 31, 2017.**

Duty is required for all certified staff according to the duty schedule. Educational Assistants may have morning or afternoon duty all week. 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.

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-casing 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 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 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.

Lesson Planning needs to be completed on a weekly basis and should follow the master schedule, including the schedule for early release days. Plans should be complete by 3:15 p.m. on the Friday prior to the instructional week. 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 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 are required at Sacramento Elementary School. Teachers must collaborate on a weekly basis to allow teachers to be on the same page with the instructional standards taught that week. During PLC time it is the teacher's responsibility to participate productively, be respectful, share knowledge, be prepared, and be on time. The focus of PLC should be to increase student academic growth. The process will include looking at all students and ensuring that all student subgroups are making adequate growth. PLC notes should illustrate conversations, planning, and outcomes around the following questions:

*What is it we want our students to learn? (What should each student know and be able to do as a result of each unit, grade level, and/or content? These are your SMART goals and lesson plans)

*How will we know when each student has learned it? (Are we monitoring each student's learning on a timely basis? These are your assessments)

*How will we respond when some students don't learn? (What systematic process is in place to provide additional time and support for student who are experiencing difficulty? Analyze data and adjust)
* What will we do if they already know it?
PLC notes will be turned in to the principal each week.

Student Attendance must be taken daily by 8:00 a.m. via Synergy. It is your professional responsibility to make sure student attendance is marked accurately.

Walkie-Talkies 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.

Weekly Communication newsletters are sent the first day of each school week. 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 the same day it is posted to the Google Classroom.

INSTRUCTION

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 in order to increase the amount of academic discourse that is happening in the classrooms.

Agendas will be provided to all students in grades 2 – 5. Agendas are meant to be a conduit for parent communication, daily reflection, and an organizational tool for our students. Kindergarten and 1st 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.

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 be exposed to 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. 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 is a Parkrose School District and Sacramento 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 need to be limited throughout the day. Students need to be quick so instruction can take place again. Students will use a sign-out sheet in the classroom and a pass in the hall when leaving class.

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.

College Days will be on every Wednesday. Sacramento staff is encouraged to wear jeans and college gear in our effort to promote a college culture.

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-2nd grade, teachers are to instruct using the Enhanced Core Reading Instruction routines for foundations, vocabulary, and comprehension. For 3rd-5th grades, additional resources such as Words Their Way, LightSail, and novel studies may be used to supplement instruction.

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.

Field Trips are encouraged at Sacramento Elementary School in every grade level. Field Trips need to be funded and approved by the building principal four weeks in advance prior to the date of the field trip. Field Trips must be connected to a Common Core State Standard and must be connected to current learning that is taking place in the classroom. It is an expectation that field trip experiences be available to every student in the grade level.

The classroom teacher, with the assistance of the Secretary, will arrange for all volunteers, buses, and reservations. 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 P.T.O. to fund transportation must take place before the trip is approved). Field trips may NOT be taken during the last week of school.

Instructional Time 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 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 Sacramento 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.

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 Sacramento Elementary.

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.

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 Sacramento 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 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 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.

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

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 Sacramento 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.

Dr. Katie Barrett, Principal

Date