

Sacramento at Work

Sacramento Elementary
School Staff Handbook
2015-2016

Sac's Staff Commitments

- We will invite and welcome the contributions of each person and listen to each other.
- We will operate in a collegial and friendly atmosphere.
- We will use humor as appropriate to help us better work together.
- We will keep confidential our discussions, comments and deliberations.
- We will keep an open mind and do our best to present our position and thinking in a positive manner.
- We will try our best to eliminate side talk and parking lot issues by talking directly, openly and honestly with each other. We will not gossip.
- We will honor time commitments.
- We will celebrate and honor the ethnic backgrounds and cultural differences of our students, families and staff.
- We will be fully present in all discussions and will not multitask or use electronics except for note taking.

Nuts and Bolts

- Check email, mailbox and voicemail daily.
- Read Staff News each Monday
- Take daily attendance in Synergy by 9:00 a.m.
- Students are to be dismissed as arranged, unless a parent or guardian notifies the school about a change.
- Inquire about visitors without visitor badge in our building.
- Sign out and in when off campus during work hours.
- Personal use of cellphones limited to breaks and emergencies only.
- Personal internet use not allowed at school during work hours (signed document from district).
- New staff members have an on-site mentor for questions and support.
- As a role model for our students:
 - Arrive on time to:
 - duties, meetings, student drop off and pick ups
- Dress professionally: No shorts or flip flops
- Clean up after yourself and students under your supervision (i.e. staff room and other areas of school).
- Fist of five for decision making as a team.
- Email Sue to add events to **the office calendar** such as field trips, class showcases, etc. by the first of each month.
- See the following Board Policies:
 - Mother Friendly Workplace location is in the old Copy Room. Contact Karen for scheduling.
 - http://do.parkrose.k12.or.us/school_board/policies/g/GBDA%20-%20Mother%20Friendly%20Workplace.pdf
 - http://do.parkrose.k12.or.us/school_board/policies/ab/AA%20-%20Racial%20Equity%20Policy%20-%20A%20Roadmap%20for%20Closing%20the%20Gap.pdf

- http://do.parkrose.k12.or.us/school_board/policies/ab/AAA_Parkrose%20School%20District%20Equity%20Lens.pdf
- http://do.parkrose.k12.or.us/school_board/policies/g/GE%20-%20Equity%20Policy_Recruiting,%20Hiring%20and%20Retaining%20Employees.pdf
- http://do.parkrose.k12.or.us/school_board/policies/i/IIBGA_AR%20-%20Electronic%20Communications%20System.pdf

Building Safety

- Hang Emergency Backpacks at your door (add student activities).
- 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
 - Update Monthly: Class list with all phone numbers
- Practice all three drills and procedures with your class.
- Carry cell phones, keys, walkie talkies at all recesses.
- Wear your Parkrose identification badge at all times.
- The replacement cost for an ID badge is \$10.00.
 - Step 1: The staff must notify the principal/supervisor or secretary as soon as they are aware of the lost ID.
 - Step 2: The staff member must make the \$10.00 payment here at the District Office so we can do a written receipt. A copy of the receipt will go to the locksmith so they can verify payment has been made. The location the employee works at will be put on the receipt so we know where to send it. A copy of the receipt will go to our accountant with payment also.
 - Step 3: The locksmith will order a replacement.
 - Step 4: The replacement will be ponied to the staff member in the inter-district mail.

Building Security

- Hours are M-F from 6:00 a.m. - 4:00 p.m. NO WEEKEND ACCESS!
- Be sure to call Karen if you are not sure if the building is armed.
- Classroom teachers are responsible for locking their door and closing all windows each day.
- Security calls cost us up to \$500 every time they are called out here for a silent alarm, an open window, etc. At the end of the 2013 school year we owed \$3,000.

Standards/PBIS/Recess

- Actively supervise all students at all times: classroom, hallways, cafeteria, assemblies, etc.
- Ensure students are following the dress codes. (No hats inside, spaghetti straps, flip flops, inappropriate writing on t-shirts, etc.) See student handbook for more detailed information and support school expectations.
- Be on time for all duties and find replacement when needed.
- Spread out to cover playground when on duty. Use stations or the figure eight method: Active Supervision
- Carry walkie talkies when on duty or outside with your class. Walkie talkies are stored on chargers in Recinos' and Iwersen's rooms.)
- Students must have passes when out of the classroom and/or coming in from recess.
- Students must be supervised by an adult at **ALL** times, including classrooms.
- Hold high expectations and be consistent with **ALL** students in the building.
- Supervise and engage all students as needed to prevent problems before they start, and intervene when necessary.

Attendance

- Follow work day hours (8:00 a.m. - 4:00 p.m.).
- Speak with Karen in person or via email, if otherwise.
- Use staff sign in/out in office when you are out of the building during work hours.
- Personal leave requested at least 3 days in advance.
- Leave with reduced pay or no pay requested in writing to Human resources Department.
- Use SmartFind and call the main office by 7:30 a.m. when unable to make it to work.
- Update Emergency Sub Folders the first of each month and return to Sue by September 18.
- Submit student attendance by 9:00 a.m.
- Staff will be alerted via email and white board in the staff room when volunteers and staff are absent.

Professional Learning Teams

- Be actively involved in collaboration with your team members and follow team agreements.
- Publish your notes using the PLC format template.
- Notes are due no later than Friday of the week when the meeting takes place.
- Follow the PLC handbook published by district.
- PLC's meet 2 times per month.
- Stay in library or computer lab.

Certified Teacher Contract

- Refer to Teacher Standards and Evaluation Notebook or Human Resources on the Parkrose District Website for evaluation details, timeline and forms.
- Follow Common Core Standards.
- Report cards are completed by assigned due dates.
- District Assessment to be completed by designated due dates.

TITLE - SPED - TAG - ELD Compliance

- Follow the Master Schedule with integrity.
- EAs should be within sight and sound when working with students.
- EAs and support staff are there to support, not supplant instruction.
- Classroom Teachers work with intensive and strategic students.
- Progress monitor when students are below benchmark and to verify interventions are working.
- Students will be added to formal and informal interventions depending on the need (SPED, EAs, teacher).
- All students are Mainstream Classroom students first: Teachers access IEPs, attend meetings and apply modifications and accommodations as stated on IEPs.
- TAG students must have an up-to-date plan and instruction is differentiated to meet the goals - parents have a copy.

Assessment

- Follow rules for administering Oregon state assessments (agreement signed). See Testing Coordinator and Karen.
- Classroom teachers collaborate with Title 1 and Assessment Coordinator to analyze reading and math assessments to determine groupings, change in instruction and appropriate interventions.
- Work Samples completed and data inputted into the proper system by designated deadlines.

Technology

See Board Policy:

http://do.parkrose.k12.or.us/school_board/policies/i/IBGA_AR%20-%20Electronic%20Communications%20System.pdf

- Technology Use in PSD is the website to use with kids for internet safety. Please show at the beginning of year.
- All students must have on file an Acceptable Use Policy (AUP). The new form is on the site Technology Use in PSD.
- 3rd, 4th and 5th grade students have Google email accounts.
- Use the power point on the Technology Use in PSD site to share with your students.
- We have shared the student and teacher State Standards. See the Technology Committee site for resources.
- Know your district's policy around technology. Those are also listed on the Technology Use in PSD.
- Use the site tab to find good resources. Use Safe Schools for our employee user agreement.

District Requirements

- The following trainings are required by the district through our new online service: Safe Schools, by Friday, November 13th.
<http://www.parkrose.or.safeschools.com/login>
- All Grant Applications will be approved by district office. Please communicate with Karen before applying for any grants. Ask Sue for a copy of procedures to be followed.

Field Trips

- Use the Field Trip Request form beginning one month before the trip.
- Fill out the request for funds and put it in the PTO box (usually two trips per year, per grade level).
- Organize bus through transportation.
- Get a list of cold lunches needed and the date of your trip to the kitchen at least two weeks in advance.
- Email or inform all staff of your absence.
- Put your field trip on our office calendar.
- Take attendance of your students and parent volunteers on the field trip before leaving and returning. Leave a copy of who is in attendance with Sue before you leave the building.
- Make sure Sue has a working cell phone number from you.
- All volunteers must have filled out the criminal background check form and have been cleared **before** the day of the field trip.
- Turn permission slips into the office after field trips so we can update Synergy.

Completion Certificate

- I have read all the information in this packet. I understand that I am responsible for the contents and completing the tasks outlined in the Sacramento Staff Handbook.

Name _____ Date _____