

Sacramento at Work

Sacramento Elementary
School Staff Handbook
2016-2017

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. Be on time for all assignments.
- 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.

Parkrose School District Equity and Restorative Justice Statement 2016-17

The Parkrose School District is a richly diverse school district in Portland, Oregon. We strive to meet the educational needs of all students. We also know that our data has consistently and clearly demonstrated that our students in poverty and students of color attend school less time, fail more classes and are excluded from school for discipline more often than their counterparts who are not students of color. For this reason, the Parkrose School District has developed and implemented Equity Policies that include policies regarding the use of our Equity Lens, hiring policies and eliminating racial disparities in discipline and exclusion for students of color.

A well-researched effective framework for this work is Restorative Justice. Restorative Justice seeks to bring offended parties together in a spirit of conflict resolution and peace. State laws regarding student conduct still apply and consequences given when appropriate but the number one practice we will be employing is Restorative in nature and not punishing. Punishment produces angry, frustrated people and that is not an effective tool for our students. Logical consequences can be effective when delivered mindfully.

Our school district is in the process of implementing district wide professional development and training for all staff in Restorative Justice practices that include classroom talking circles and phone calls home to parents so that the community and the school district can work together as a team for the sake of our children and their continued education in the Parkrose School District.

Remember our district vision: All students read and think at high levels, graduating college and career ready. Restorative Justice and Equity help us reach our dream for ALL kids.

Parkrose School Board

Equity Policies:

Equity Policy:

http://do.parkrose.k12.or.us/school_board/policies/ab/AA%20-%20Racial%20Equity%20Policy%20-%20A%20Roadmap%20for%20Closing%20the%20Gap.pdf

Equity Lens:

http://do.parkrose.k12.or.us/school_board/policies/ab/AAA_Parkrose%20School%20District%20Equity%20Lens.pdf

Recruiting, Hiring and Retaining Employees:

http://do.parkrose.k12.or.us/school_board/policies/g/GE%20-%20Equity%20Policy_Recruiting,%20Hiring%20and%20Retaining%20Employees.pdf

Nuts and Bolts

- Check email, mailbox and voicemail at least once daily, and twice, if possible.
- Read Staff News each Monday
- Honor all due dates, from all requesting staff
 - Find an organizational system that works for you
- Take daily attendance in Synergy by 8:00 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).
- Work for which you are being paid outside of the school day must not be done on school time
- If a student to whom you are assigned is not present, work with classroom teacher to assist with other students.
- Follow the Master Schedule and all schedules given by all support staff for specific students, at all times.
 - Students *stay in the classrooms*, unless scheduled for a break.
 - Breaks are to be limited to the amount of time scheduled.
 - Break activities must be preapproved by Sped.
- Ethically use Sick, Personal, Family Leave, etc.
 - If you have clarifying questions, ask Charlena, Karen or Mary King
- 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, bare shoulders, bare back shirts 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 Charlena 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:
 - The official Mother Friendly Workplace location is in the old Copy Room. Contact Karen for scheduling. We have additional options we can use.
 - http://do.parkrose.k12.or.us/school_board/policies/g/GBDA%20-%20Mother%20Friendly%20Workplace.pdf
 - Electronic Communication:
 - 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)
- Keep Emergency Buckets in a secure, yet accessible, location
- 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
- Keep additional student medications in classroom in a secure, yet accessible, location
 - Access training associated with the medical needs of your students
 - One teacher per field trip must have first aid, medication and Epi-pen training, as indicated by student need
- Practice and debrief all three drills and procedures with your class regularly.
- 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 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

- Official Staff Badge permission hours:
 - M-F from 6:00 a.m. - 8:00 p.m.
 - No weekend access without permission
- Be sure to call office or Karen's cell 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.

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
 - Only talk to other supervision adults as needed, related to the supervision
- Carry walkie talkies when on duty or outside with your class. (Walkie talkies are stored on chargers in Dadfarma and Iwersen's rooms.)
- Students must have passes **at all times** when out of the classroom and/or coming in from recess.
- Students must be supervised by an adult at **ALL** times, including in classrooms before and after school.
- 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 (7:15 a.m. - 3:15 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
- Known absences of even partial days are to be pre-approved by Karen
- It is the employee's responsibility to use SmartFind for absences at all times
 - Call the main office by 6:30 a.m. when unable to make it to work
 - If possible, text Charlena and/or Karen
- Update Emergency Sub Folders the first of each month and return to Charlena by Friday, September 16
- Submit student attendance by 8:00 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
- Frame all PLC work around Culturally Responsive Teaching resources and instructional practices
- Use District Assessments and Initiatives to guide your work:
 - Dibels, Classroom Based Assessments, SBAC, Words Their Way, AVID, Reach For Reading, Math Standards of Practice, ALFA...
- Publish your notes via email to Karen
 - Notes are due by 3:15 on the Friday of the week the PLC takes place
- Follow the PLC handbook published by district
- PLC's meet 3-4 times per month
- Stay in the 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 Assessments need to be completed by designated due dates

TITLE - SPED - TAG - ELD

Compliance

- All students are **Mainstream Classroom** students first
 - For English development
 - Classroom teachers access IEPs, attend meetings and apply modifications and accommodations as stated on IEPs throughout the instructional day
 - For cognitive and behavior support
 - We are a team: ask for support and advice when needed!
- 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
 - Support provided for Core program
 - This includes Experience Corps
- Experience Corps, family and community volunteers are never to be left alone in the room with students
- Certificated staff work with students with Strategic and Intervention needs unless arranged through Karen or Learning Specialists
- Progress monitor when students are below benchmark and to verify interventions are working
 - Students supports are changed and added to as need is identified
- 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/IIBGA_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 online service: Safe Schools, by **Monday, October 31, 2016**
<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 Charlena 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)
- Use a trip specific permission slip for families for each trip, with all pertinent trip details
 - Include:
 - A space for parent emergency numbers for that day
 - A place for parent to sign and return
- Organize bus through transportation
- Request lunches needed from 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 Charlena before you leave the building.
- Make sure Charlena 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 _____