

Prescott Elementary School



Staff Handbook 2016 – 2017

TABLE OF CONTENTS

PREFACE

School Information.....	4
School Mission Vision.....	4
Staff List.....	4
Parkrose School District Information.....	4
Purpose of Staff Handbook.....	5
Staff Signature Page.....	5

SCHOOL SAFETY

Alarm Codes.....	6
Cleanliness.....	6
Emergency Buckets.....	7
Fire Drills & Earthquake Drills.....	7
Lock-in / Lock-out	7
Name Badges.....	7
Safe Campus	7
Safety Maps.....	7
Valuables.....	7

PROFESSIONALISM

Attendance.....	8
Cell Phones and Personal Devices.....	8
Drug & Alcohol Use.....	8
Email, Mailboxes, and Voicemails.....	8
Mother Friendly Workspace.....	8
Professional Attitude and Conduct.....	9
Professional Dress.....	9
School Phones.....	9
Student Newsletters.....	9
Tardiness.....	9

RESPONSIBILITY

Copies / Materials	10
District Trainings.....	10
Duty.....	10
Grading and Report Cards.....	10
Health Office.....	10
Lesson Planning.....	11
Lunch Count.....	11
Professional Learning Communities.....	11
Staff Managed Behaviors.....	11

TABLE OF CONTENTS CONTINUED

Standard Student Attire.....	11
Student Attendance.....	11
Student Planners.....	11
Warehouse.....	11

INSTRUCTION

Academic Discourse.....	12
Assessments.....	12
AVID.....	12
Bathroom Breaks.....	12
Collaboration.....	12
Curriculum.....	13
Field Trips.....	13
Instructional Time.....	13
PBIS.....	13
Supplies.....	14
Technology.....	14

EVALUATION

Mini Observations.....	14
Goal Setting.....	14/15
Observation Cycle.....	15
Supervision.....	15
Disclaimer.....	15
Administrator Pledge.....	15

Prescott Elementary School

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Sam Maranto, Principal
Stefanie Gould, Assistant Principal
Terri Hanno, Office Manager

School Vision

Prescott Elementary School is a place of distinction. Students will achieve academic and social excellence within a family atmosphere in order to become productive members of the 21st Century.

School Mission

Prescott Elementary School develops life-long learners to their fullest potential by creating a safe learning environment in order to focus on rigorous instruction that engages, inspires, and challenges students.

2016 – 2017 Staff List

Teachers

Andres Aceves
Abbey Brown
Maggie Curtiss
Molly Ennis
Jody Eppolito
Jamie Fischer
Paul Garritson
Lonnie Gillilan
Melinda Hayward
Amanda Healy
Wenna Jacobson
Sarah Lamb
Carolynn Langston

Kristian Larson
Renee Leury
Crystal Maranto
Eric Marsh
DeeDee McElhaney
Wendy Ormiston
Elizabeth Osberger
Allie Penix
Kim Radoey
Diana Scott
Bradley Shaffer
Jasmine Shojinaga
Julie Ugarte

Support Staff

Heather Abney
Jaime Archuleta
Nina Babina
Michelle Braxton
Noah Caudle
Annalicia Combs
Peter Dunn
Chuck Fike
KellyJo Flynn
Donna Grobey
Olga Grovic
Laurel Hess
Denise Kloepper

Rita Livingston
Aleesha Lowe
Jasmine Lowe
Tiffany Markel
Debbie Mayhew
LaShawn McCarthy
Eleisa Perry
Malalai Rahimi
Sandy Searcy
Shannon Seery
Brenda Schouten
Pamela Wendel
Patricia Wenzel



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 will need to be 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 procedures guideline, and to provide a quick reference to allow each staff member's full participation in the educational program existing at Prescott Elementary School.

Your signature below indicates possession of, as well as familiarity with this handbook.

Employee's Signature

Date

Principal's Signature

Date

*This page must be submitted to the office on or before **Friday, October 14, 2016.**

AT PRESCOTT ELEMENTARY SCHOOL...

We will act and dress professional.

We will be respectful of one another.

We will be on time with deadlines and attending meetings.

We will be honest.

We will be safe.

We will be confidential.

We will respect each other's time.

We will ask questions.

We will provide quality instruction to the students of Prescott Elementary School.

We will maintain school-wide expectations on a consistent basis.

We will raise student achievement.

We will be the best elementary school in the Parkrose School District.

WE ARE EXCEPTIONAL!

SCHOOL SAFETY

Alarm Codes will be given to every teacher. The school hours will be 5:00 a.m. to 8:00 p.m. All teachers must vacate the building by 8:00 p.m. At 3:15 p.m. ALL teachers who plan on staying late must sign-in on the clip board near the alarm box. As teachers leave for the night, they are required to sign-out of the building so others know who is still on campus.

Teachers will be responsible for ensuring all classroom windows are shut and the door to their classroom is locked. If you are the last person in the building, you are responsible for arming the school building. It is recommended that there are 2 teachers here at all times for reasons of safety. Should you have a problem arming the building, Sonitrol can be reached at 503.223.5822 or Mr. Maranto can be reached at 702.289.9048. Weekend access for teachers is NOT allowed.

Cleanliness is of utmost importance to the appearance and upkeep of Prescott 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. No open food may be left out in the classroom, ants and other critters love crumbs. Keep a handle on the 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 campus clean!

Classroom and school cleanliness also minimize work accidents and falls – do your part to keep our beautiful school clean. The staff lounge will be cleaned 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 Support Staff	June Administration	July Custodian

Emergency Buckets should be kept in each classroom. Buckets will be 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.

Fire Drills & Earthquake 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 try and carry keys, cell phones, or other communication devices. Teachers must also carry out your emergency packets in order to alert the administration of missing students.

Lock-in / 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 normal instructional time, ALL windows in the doors must be left clear in order for administrators and district personnel to observe classrooms on a frequent basis.

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 Prescott Elementary School. Name badges also get you inside the building; keys are no longer issued for external doors.

Safe Campus will be enforced at Prescott Elementary School. All exterior doors must remain locked at all times. All entry ways have pass card entry with your name badges. The front door will remain locked during business hours. Visitors will ring the bell and be buzzed in by the office manager. Visitors must be checked in at the front office. If an adult is walking around campus without a visitor's badge, it is our responsibility to direct the individual to the front office to get a badge. No adults should enter the campus through any door other than the main entrance.

Safety Maps have been provided for each classroom. The map must be hung above or 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.

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. Should a theft of a valuable item occur, you must contact the building principal immediately.

PROFESSIONALISM

Attendance to school should be consistent. It is expected that you notify the building principal 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 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. 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 and Personal Devices are prohibited at Prescott Elementary School unless it is an emergency. In that case, please notify the building principal when those emergencies arise.

School district internet during instructional time is limited to school business. Teachers should not be accessing personal websites like Facebook, dating, etc.

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, and 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.

Mother Friendly Workspace will be provided to mothers who are returning from maternity leave. The office across from the Assistant Principal 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 and Conduct must be maintained by staff at all time. We are a place of business where our customers are the families and students of Prescott Elementary School. It is vital to model respect to other adults on campus at all times. Unprofessional behavior and negative, toxic attitudes will not be tolerated at any time. Resolve your conflicts in a civil way. Yelling, screaming, and foul language are prohibited while on campus. Act in such a way that you will be proud of yourself and others will be proud of you too! **NO GOSSIP!**

Professional Dress is required at Prescott Elementary School. Teachers will refrain from wearing the following items of clothing:

Men: shorts, graphic T-shirts, baggy pants, hats, flip flops, torn or ripped denim, see through clothing, spandex, shoes with no backs, sleepwear, and slippers

Ladies: shorts, miniskirts, low cut tops, see through clothing, spandex, sleepwear, slippers, graphic T-Shirts, torn or ripped denim, flip flops, shoes with no backs

It is the building administration's preference that denim be only worn on Fridays.

Teachers must also be well groomed when you come to school.

School Phones are for communicating important information to the office / community. Phones must be answered when the office is calling the classroom. While you have students, teachers are not to answer the phone if it is a parent or personal call. We will do our best to protect academic time in the classroom with as few disruptions as possible.

Student Newsletters should be sent home once a month. Newsletters need to showcase the good work you are doing in your classroom, important dates, and academic growth. Teachers must do these individually not as a grade level – similar templates are acceptable. 1 page newsletters are preferred, but 2 pages should be the maximum. **Drafts of your newsletter must be turned into the building principal by the following dates.**

October 7, 2016	November 4, 2016	January 6, 2017	February 3, 2017
March 3, 2017	April 7, 2017	May 5, 2017	June 2, 2017

Tardiness is not 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 by 2:45 p.m. Please practice what you want your students to do every day – show up on time! Teachers will be responsible for signing in prior to meetings. Sign-in sheets will be collected at 2:45 p.m. when the meeting starts. The building administration and district leadership will honor your time and we will always get out of our meetings by 3:15 p.m. Repeated issues with tardiness may result in disciplinary action being taken by the building administration.

RESPONSIBILITY

Copies / Materials need to be prepared ahead of time. Students will be turned away if they are sent to the office to make copies of something. We do not have the extra assistance to do this for teachers, please be respectful of this expectation. Parent volunteers in your classroom can copy for you using the copier in the teacher work room.

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, First Aide, CPR, and Medication. These must be current, please see the Office Manager for more details. Time will be provided during Professional Development Days the week prior to students returning to school. It is expected that all electronic trainings be completed by: **Friday, September 30, 2016.**

Duty is required for all classroom teachers one day per week in the morning from 7:35 – 7:45 in an assigned duty area. Specialists and Educational Assistants may have morning duty all week. ALL teachers 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 parent / guardian. Teachers will also provide students with recess each day at your grade level's assigned time according to the Master Schedule and Lunch Duty Schedule.

Grading and Report Cards are required by the Parkrose School District. Teachers must take grades on a weekly basis. One grade should be entered for Reading and Math each week. Writing, Science, and Social Studies can have one grade every other week. Grades must be communicated with parents frequently. Report Cards will be sent home with students showcasing their progress on mastering the Common Core State Standards. Ensure that grade levels are grading and planning for common assessment tools so we are consistent throughout the entire grade level.

Health Office will only be used in emergencies and in extreme cases such as bathroom accidents, vomiting, excessive bleeding, medications, and fever. In order to combat the time health care takes away from the Office Manager, teachers will be required to take care of minor health incidents in your classrooms. Teachers will be provided a pencil box with gloves and band aides to take care of minor cuts and scrapes. If a student, feels sick send them to the bathroom to see if that helps the symptoms. Most times if students do not have a fever the protocol is to rest for 5-10 minutes. Students are able to do that in your classrooms. Please help out the Office Manager with only sending students with extreme circumstances to the health office. "My stomach hurting" is not a reason to send students to the office.

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. Grade level plans are acceptable; however, teachers need to have separate plans for differentiated instruction and intervention that is specific to the needs in their classroom.

Lunch Count must be done on a daily basis and turned in by 8:00 a.m. The lunch count form is to be placed in the breakfast wagon.

Professional Learning Communities are required at Prescott Elementary School. Teachers must collaborate on a weekly basis to allow teachers to be on the same page with the instructional standards being taught for that week. During mandatory PLC time on Tuesday for 3rd Grade and Thursday for all other grades, it is the teacher's responsibility to participate productively, be respectful, share knowledge, be prepared, and be on time. Please follow the district handbook for PLC protocol. A separate PLC calendar will be provided to you.

Staff Managed Behaviors must be followed at all times. Teachers and other staff members must adhere to the behavior matrix that was covered during the professional development week prior to school starting. See the building administration or the school counselor for clarification on how to deal with the staff managed behaviors.

Standard Student Attire needs to be enforced by all staff members. Students who are not in Standard Student Attire need to be reported to our parent volunteer in charge of students being in Standard Student Attire.

Student Attendance must be taken daily by 8:30 a.m. via Synergy. The office manager does not have time to chase teachers down to take attendance; this is your professional responsibility to make sure student attendance is marked accurately. Also, ensure you fill out the "Perfect Attendance" letters for each day your class has 100% attendance.

Student Planners are required to be utilized by teachers in Grades 2 – 5. This should be a daily avenue for nightly parent communication on student behavior and homework. Communicating with parents / guardians on a frequent basis eliminates many issues with angry parents. Communicators will be provided for Kindergarten and 1st Grade. Teachers will utilize these similar to the student planners as a way to communicate with parents effectively and consistently.

Warehouse furniture requests will no longer be allowed for staff members of Prescott Elementary School unless they have approval from the building principal. All requests must be approved in order to bring any items from the warehouse to Prescott Elementary School.

INSTRUCTION

Academic Discourse will be utilized during instructional delivery. Students need to be talking to one another and with the teacher on a frequent basis so they gain a deeper understanding of the standards being taught. Number Talks will be a springboard for teachers in the area of Mathematics that will be an expectation 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.

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 labeled as a “red” student according to DIBELS to find where the holes are in their instruction. The QSI should also be administered to all students to see where students fall on the spelling inventory. 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 Prescott Elementary School initiative and must be implemented on our campus. Teachers will utilize AVID strategies that have been learned, and that will be learned through future professional development opportunities. For staff members trained with AVID 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. The elementary school instructional coach is a good source for coaching with AVID strategies.

Bathroom Breaks need to be limited throughout the day. If you do choose to go on a whole group bathroom break, have students bring a book to read while waiting their turn quietly in the hallway. Limit the bathroom break time to 10 minutes. Students need to be quick so instruction can take place again.

Collaboration is expected by all professionals on campus. Teachers will collaborate with administration, support staff, other grade levels, Special Education, Title I, ELD, and Specialist teachers. As a school, we must be on the same page for the betterment of the students. While working together, be respectful and listen to your co-workers attentively.

Curriculum will be provided to each teacher. Reach for Reading is our Core Reading Program. Read Well is our school-wide intervention program that teachers will be expected to use during the intervention block on the Master Schedule. Other interventions might include, Read Naturally, Phonics for All, and Sidewalks. Number Talks is a required warm-up activity prior to mathematics instruction. This is an avenue for students to have productive discourse on basic operations of mathematics. Teachers will be allowed to use engageNY, Investigations, Marilyn Burns, and Kathy Richardson materials for mathematics.

Field Trips are allowed at Prescott Elementary School. Field Trips need to be approved by the building principal 4 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. All volunteers, buses, and reservations must be done by the classroom teacher with the assistance of the Office Manager. Letters to parents informing them that students will be taking a field trip must be approved by the building principal.

Instructional Time must be followed as closely as possible in conjunction with the Master Block Schedule that was provided to you at the beginning of the school year. Times have been carved out to meet the standard minutes set forth by the Parkrose School District. Schedules must be posted in your classrooms so students and observers know exactly what subject you should be teaching. Watch your pacing, you never want to move too slow as students will start to get bored and start to display undesirable behaviors. Moving too quickly can cause students to get confused and not catch all the material covered, so watch your time!

PBIS is Positive Behavioral Interventions & Support that set up school-wide expectations for student behavior. Students will be explicitly taught how to behave in multiple setting throughout the school day. The building administration and school counselor 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. Expectations to be taught for walking in the halls are below:

Hands to self
All eyes forward
Low speed
Lips zipped
Space between you and me

ALL students should know HALLS; remind students every time you leave the classroom to remember HALLS. These behaviors must be taught and revisited frequently.

Supplies are available upon request. Request forms will be kept in the front office. They must be turned into the Office Manager and she will fill your request within 48 hours. Special orders must be approved by the building principal. We will do our best to provide you with supplies that are above and beyond the standard necessities to run an effective classroom.

Technology is an integral part of the day to day instruction that happens in classrooms. Teachers will be expected to have students utilize the iPads on a daily basis. Our Instructional Coach may be able to provide suggestions for proper use of these devices. The Director of Technology and Student Information hosts “Tech Thursdays” on a monthly rotation. Take advantage of these professional learning opportunities to increase your knowledge and comfortability with technology. If a SMART Board is in your classroom, it must be utilized frequently. Document cameras and computers are also available at Prescott Elementary School and should be used consistently. Teachers must explain to students the high expectations of care when dealing with technology. These items are expensive and cost a lot to maintain and replace. In the case of a device breaking, you must contact the building administration immediately.

EVALUATION

Mini Observations will be conducted regularly via Google Classroom. Teachers should expect several observations from the building administration, district administration, ODE leaders, instructional coaches, professional developers, etc. Prescott Elementary School was awarded the School Improvement Grant from the State of Oregon. With the SIG came added accountability measures with teacher effectiveness. 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.

Observation Cycles will be conducted with every teacher. An observation cycle consists of a pre observation conference, observation, and post observation conference. These observation cycles are essential in determining the effectiveness of your teaching. Teachers will constantly be given feedback and performance levels will never be a surprise to anyone. Performance Evaluations will never be used as a form of discipline or retribution. It is the goal of the building administration to be fair and equitable during the evaluation process.

Good rule of thumb – If a teacher receives a level 1 or 2 on the evaluation, it is the responsibility of the administration to provide evidence to support these ratings. If a teacher would like to receive a level 4 in an indicator, it is the responsibility of the teacher to provide the administrator with evidence to support that rating.

Supervision is the responsibility of the building principal. Please follow the supervision list that was provided to you at the beginning of the year. Whoever is your supervisor will be the person to write your performance evaluation. The building Principal will oversee all evaluations and sign off on all evaluations written by the Assistant Principal. Should a situation arise when you need an administrator please ensure the Principal is notified.

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 of Prescott Elementary School. You will be notified of any changes as soon as possible.
GO PANTHERS!

Administrator Pledge

As building administrators, we promise to uphold and model these expectations every day, without exceptions and without excuses.

Sam Maranto, Principal

Date

Stefanie Gould, Assistant Principal

Date