

# How Shaver Works



Shaver Elementary  
Staff Handbook  
2017-2018

# Mission and Vision

- **Mission Statement:** We believe in high expectations for all, strengthened by diversity, promoted by best practices and nurtured in a caring and safe environment.
- **Vision Statement:** Honoring each student with high expectations in an engaging, safe environment in partnership with our community.

# Board Policies

**Please be familiar with the Equity policies:**

Equity Policy - Closing the Gap

Eliminating Disparities in Discipline

Equity in Hiring

**Other Policy:**

Mother Friendly Workplace

# District Requirements

- All employees will be required to take yearly trainings available through the online SafeSchools Website:
  - <http://www.parkrose.or.safeschools.com/login>
  - Complete all trainings listed in your profile

# State of the School and Supports

- We are out of Focus status!
- We will continue to follow our Comprehensive Achievement Plan (CAP) and meet in Committees implementing Shared Leadership model.

## Other School Supports/Partnerships:

DHS worker full-time on site, Trillium counselor, SUN, Americorps, Juntos Aprendimos, Communities Supporting Youth, EKT, Elevate Oregon, Gateway Church

# **Comprehensive Achievement Plan (CAP)**

## **3 School Priorities**

1. Establish a Positive and Inclusive Climate and Culture
2. Schoolwide Implementation of Effective Instructional, Behavioral and Engagement Strategies
3. Establish an Effective MTSS/RTI system

# Our Path to Student Success

## **Priorities:**

- Create a positive climate and culture for all students and staff
- Instruction in math and reading will focus on critical thinking skills, inquiry and engagement.
- Maximize instructional time

## **Action Steps:**

- PBIS- All staff will implement a consistent, culturally responsive school-wide management system. Focus on teaching and re-teaching positive behaviors and restorative justice
- Develop and implement a comprehensive, systematic approach to Response to Intervention, progress monitor, targeted, skill focused interventions
- Service Delivery model to maximize co-teaching, collaboration and push-in model

## **Instructional Improvement:**

- Master schedule will continue to have a 70 minute math block and 90 minute literacy block with a continued focus on aligning materials and assessments with CCSS within each grade level.
- Data Driven PLC's focused on collaboration and instructional improvement
- Reading instruction in the Big 5 will follow the literacy framework created by the district literacy team and supported with ongoing professional development. Reading Curriculum Reach for Reading will be used as core reading program.
- Math Instruction using Engage NY creating consistency and continuity across grade levels. Bridges Number Corner will be used.
- AVID will be implemented and vertically aligned K-12 with the goal of ensuring every student reads and thinks critically, graduating ALL students college and career ready.

# \*\*\* Nuts and Bolts \*\*\*

- Check email, mailbox, Shaver Staff google calendar voicemail daily. Principal will do best to respond within 24 hours, please do the same.
- Read **Shaver Weekly News** Webpage for Weekly information each Monday morning. Monthly ROARS on bulletin board in Production room.
- Take daily student **attendance** on Synergy- **by 8am** (Classroom Teachers only)
- Email Sharon of needed additions to **Shaver Staff Calendar** Google Calendar such as field trips, class visitors at least 2 weeks prior.. Check the Calendar every day.
- Communicate **four weeks in advance** with Cafeteria, Transportation, Secretary and the Support Team including all Specials teachers when a classroom will be out of the building. Contact Sharon to put on calendar.
- Clean up after yourself and students under your supervision (ie: staff room and other areas of the building).
- 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 document from district)
- Teacher Newsletters home to families **at least once per month**, cc Secretary a copy so we can keep on file.
- Dress professionally. Wear College gear for Assembly days.



## Nuts and Bolts cont.

- Limit use of color printer-use office copier for all non-color copying. New this year- color printing has been opened to all. Please be mindful of ink usage. Please pay your water and social dues.
- **Learning environment will be kept clean and organized** (coats/backpacks on hooks, student work and curriculum materials, floor clean, technology carefully used and stored, bulletin boards neat and updated to display student work, walls and boards organized, limit clutter).

# Building Safety and Security

- Hang Emergency Backpacks at your door with the following in it:
  - Clipboard and green/red sheet
  - Attendance
  - Whistle
  - First aid kit
- Update Emergency Clipboards with the following each:
  - Lock In/Lock Out Procedures
  - Earthquake Drill Procedures
  - Fire Drill Procedures
  - Updated Class Lists with all phone numbers each time there's a change
  - Map of school evacuation routes clearly marked
  - Please be sure you know and follow all emergency procedures
- Practice all three drills and procedures with your class
- During Drills, try to carry cell phones, keys, and walkie talkies (if you have one assigned)

# Building Safety and Security

## Cont..

- Building hours are 6:00 am to 4:00 pm except when SUN school is in session the building will usually be open until 5:00 pm.  
NO WEEKEND ACCESS
- Custodian, Principal, SUN Coordinator, and Secretary have 24 hour access to the building in case of emergencies.
- Security calls cost us up to \$500 every time a silent alarm occurs, an open window is found, or a door is left open or unlocked.
- Please call Tony (1st) or Sonitrol (their number is on the keypad in the office) if you are in the building and are having issues with the security system.
- The main staff member assigned to a room is responsible for closing and locking all doors and windows each day.
- Do **NOT prop doors open** with pinecones, chains, etc.
- **Sign out and in when off campus during work hours**, sheet in office with Sharon.

# Building Guests

- No Middle School or High School helpers without prior approval.
- Clear Guest Speakers with Principal
- All parents wanting to come into the classroom or chaperone a field trip must pass a background check. Please give two weeks for this process.
- Never speak to media – refer to Principal.
- All visitors/volunteers/parents should enter through the main office. If you see an adult without a badge, please direct them to the office to get an appropriate tag. Everyone in the building should be wearing a badge of some sort

# Staff Attendance

- Follow Parkrose School Board Staff Attendance Policy – Available on the Parkrose website under Code: GCBD/GDBD and GCBD/GDBD-AR
- Follow work day hours (7:15-3:15) – alert **Principal and Secretary** via email, if otherwise, face to face check out with Secretary is required for early leave.
- All Staff are **REQUIRED** to email and or text Sharon and Laura to let us know ASAP if you will be out. All staff must submit for a sub. Personal leave requested at least 3 days in advance – if possible
- All leaves that are not district related (trainings, conferences, planning, etc) require staff to fill out a Leave Request Form and submit to Principal for Approval. If you are sick, the Leave request must be completed and submitted upon your return, this is to help with proper record keeping. You are also required to input your absence in SmartFind.
- All Leave with No Pay requests must be approved by the HR director.
- Prepare for a sub; plans, emergency info, student needs, etc.
- All staff absences will be emailed to all staff daily.

# Student Attendance:

- We will be focusing on Chronic absenteeism and tardies.
- We have a Full time DHS worker on site who will focus on Family support with attendance and tardies to remove barriers. He will collaborate with teachers to improve student attendance.
- Attendance team will meet weekly.
- Staff will follow attendance protocol established by attendance team.

# Student Morning Arrival Procedure

\*Students DO NOT enter before 7:35

- Soft Start - All students enter through the front doors and go directly to their class.
- Teachers will greet students as they arrive in class.
- Specialists will be on duty in assigned area and greet students as they arrive.
- Students who arrive after 7:50 will be given a tardy slip from the office. If they arrive after 7:50 without a slip, send them to the office.

# End of School Dismissal Procedure

- **Teachers walk out and dismiss their own class. Walk student up ramp to buses and drop at each bus. Then walk pick ups and walkers to covered area and supervise. Students stay on sidewalk.**
- **Students are not sent to the office. If a parent calls to pick up early, we will call when they arrive, do not send them to the office.**
- **If teachers give permission for a student to stay after school, they are responsible for supervising them until they are picked up.**

**Once students exit the building, they do not re-enter.**



# Instructional Agreements

- Sacred time on M,T,W,Th,F – There should be very limited interruptions for teaching literacy & math
- AVID strategies will be integrated throughout all areas, all day.
- All lessons will incorporate engagement and instructional strategies for ALL students to have access.
- The teacher and EA collaborate on instruction where appropriate
- The teachers plan ways to use Educational assistants with instruction of students.
- Master schedule is followed... teaching literacy, math, writing, and content during the designated blocks
- Title dollars to lower our student to adult ratio for direct instruction during core instruction
- We strive to maximize time students are in class with their peers.
- Specialists are available to support instruction
- Balance of whole, small, and individual instruction.
- **Common Core State Standards** will be posted in every room.
- **Learning and Language Targets** posted and students can access and monitor own progress towards goals.

# Math and Reading Block Expectations

- **Math Block:** 70 minute Math block is only to be used for Math instruction. **Number Corner** will also be done daily.
- **Reading Block:** 90 minute Reading block only to be used for Reading instruction. (Direct instructional strategies & supplemental curriculum may include:
  - Guided reading, small group reading, leveled reading, shared reading, monitored reading, daily message, one on one conferring and goal setting.
  - Vocabulary, phonics, phonemic awareness, comprehension, fluency.
  - Workstations/centers, anthology work, novel studies, literature circles, author studies
  - Formative assessments, progress monitoring.
- Aspects listed below should be scheduled outside of the reading and math block:
  - Assemblies, celebrations, field trips unless approved by principal.
  - DEAR time, free read, etc.

**Intervention/Enrichment Time:** Skill focused time – fluency, comprehension, phonics skill building.

# Title 1- Sped- TAG-ELD Compliance

- **ALL Students are Gen. Ed students** and will be included in core instruction
- Mr. Goran's students are an integral part of Shaver community, they will be integrated into gen. ed. as determined by support team.
- Follow the master schedule with integrity
- Use co-teaching, collaborative service delivery model as much as possible.
- Classroom teachers and Support Staff collaborate to plan for instruction.
- Classroom teachers and Support Staff guide EA instruction and support
- Use any additional EA support for core content instruction
- Progress monitor when students are below benchmark and to monitor effectiveness of interventions.
- Students will be added to formal & informal interventions depending on the need (SPED, EA's, teacher)
- Special Education teachers provide IEP to classroom teachers.
- Teacher reads IEP's, attend meetings and apply modifications and accommodations as stated on IEP
- All teachers/EA's working with students communicate regarding student achievement
- TAG students have an up to date plan and instruction is differentiated to meet goals - parents have a copy
- Implement Academic Language for All (ALFA), apply instructional and engagement strategies to maximize success for ELL students.

# Response to Intervention

There are students who struggle but do not have an IEP or identified disability. RTI is a structure that supports these students. Data teams will meet on Weds. afternoons as scheduled, all team members must attend.

## 100% Team (School-wide data team)

- Ongoing to assess all students and address any concerns about core instruction. How do we improve our core?
- Look at benchmark data in reading, math, behavior & attendance
  - Members: Teachers, Principal, Counselor, School Psych, Sped, ELD & Title teachers.

## 20% Team (yellow & red zone data team)

- Every 6 weeks to assess our intervention students and review whether specific intervention strategies are working. Skill focused interventions.
- Look at benchmark data in reading, math, behavior & attendance
  - Members: Teachers, Principal, Counselor, Coach, School Psych, SPED. ELL & Title teachers.

## Individual Problem Solving Team:

- Kids referred through data team meetings when interventions have not been effective after 2-3 rounds OR if intervention is working, but it is so time intensive that we are questioning a disability
- The goal is to create an individualized intervention to determine the problem

**Support Services Team** -available every non-PD Weds. from 1:30-2:00 in library to provide support to teachers as needed.

# Professional Learning Communities

- The focus of the the PLC is to increase student achievement and academic growth. The process should include looking at all students and ensuring that all student subgroups and each individual student is making adequate growth.
- Create Common Formative assessments together, review results together and plan next steps accordingly.
- Be actively involved in collaboration with team and follow team agreements.
- PLC grade level teams will meet every Friday during specials time.
- Share Notes from PLC in google docs by **Friday** of week team meets.

# Assessment

- Follow rules for administering Smarter Balance assessment (agreement signed),.
- DIBELS Reading and Math Benchmarking will be done within three windows by Title Team.
- Follow assessment calendar and input scores accordingly – use data to drive instruction.
- District required Work Samples (as determined) completed and inputted into database by deadlines.
- Common Formative Assessments as indicated by PLC work are administered and reported back by dates agreed upon.
- Feedback to our students about their progress is communicated, they know their targets and individual goals.
- Parents are communicated with regularly in regards to their students progress.

# School Standards/PBIS/Recess

- Actively supervise all students at all times: classroom, hallways, cafeteria, assemblies, etc.
  - Students must be supervised by an adult at ALL times, including classrooms.
  - Supervise and engage students to prevent problems, be proactive!
  - Ensure students are in code of dress.
  - Teach and post our PBIS expectations
  - Be on time for duties and find a replacement when needed
  - Follow PBIS plan for recess
  - Wear a vest and carry a fanny pack and walkie-talkie when on any duty
- Spread out to cover playground when on duty

# School Standards / PBIS / Recess

- Students are required to have **PASSES** when out of the classroom. If you see a student without a pass in the hall- stop them. Students are not in classrooms without a teacher or EA present
- Please take care of passes, encourage your students to be careful.
- Be there for ALL students, intervene when necessary and supervise as needed
- Hold Expectations high for ALL students and MODEL appropriate behavior and dress.



# Buddy Classrooms

- Each classroom will have an assigned buddy classroom.
- Sharon will send you a google doc to fill in your buddy classroom teacher.
- This will most importantly be the classroom /group that you will connect with in the case of an emergency. This will also be the classroom you send a student who needs an alternate location to fill out a reflection sheet for behavior.

# Field Trips

Fill out Field Trip Request form and turn into Principal for approval at least one month prior to Field trip date.

Once Approval has been given, determine transportation and contact appropriate people

- If using district buses, contact transportation to see if dates are available. If available submit the Transportation request to Secretary.
- Make sure to include on the Transportation Request who is paying for the bus.
- Please include contact information so a bill can be sent to them
- Notify Sharon to put Field trip on Shaver Google calendar
- Take attendance of students and parent volunteers before leaving and returning. Leave copy of who is attending with Sharon.
- Give Sharon your cell phone #.
- All volunteers must fill out the criminal background check form prior to the day of the field trip.

# Field Trips Cont..

- Contact Cafeteria Manager at least two weeks in advance if you will not be eating at the school. Get a list of cold lunches needed and date to the kitchen at least two weeks in advance.
- Contact School Nurse/Secretary (two weeks in advance) about medical issues you need to be aware of, and receive training if needed.
- Ensure all chaperones are District staff or have a passed a district background check
  - All new volunteers must turn in forms two weeks prior to field trip to be able to attend.
- Ensure there are enough chaperones for your class prior to day of trip.
  - 1:5 for younger classes
  - 1:8 for older classes
- Send home notice of field trip with all students, ensure all students are approved to attend field trips.
  - If student is not approved, seek written permission from parent for them to attend.

# Field Trips Cont..

**If you are considering excluding a student for behavior of other reasons, you must consult with principal or designee first.**

- **You must request funding in writing prior to trip being approved.**
- Be creative –
  - Utilize services like Donorschoose.org
  - Use Trimet for transportation – the Class Pass discount (with prepayment) costs
- \$1 round trip for each person attending (including students, teachers, and chaperones)  
<http://trimet.org/fares/fieldtrips.htm>

# PBIS/College Assembly First Friday of the Month

- Feel free to come dressed in your college gear on Assembly Fridays. As an AVID school we are using these days to emphasize our focus on making all of our students college ready and get them excited about college.
- We will have an all school Assembly the 1<sup>st</sup> Wednesday of each month in the cafeteria from 8:30-9:15. K-2 and 3-5 will have separate assemblies We will have a slide show, PBIS awards and presentations. Parent are invited to attend.
- You will choose a student of the month for outstanding/model behavior. You are responsible for notifying the parent to attend.

# Birthday and other Celebrations

- Birthdays will be recognized by classroom teacher. To protect the instruction time and take into consideration different food restrictions, we will not permit families to bring treats to the classroom. Please make sure that you notify families of this. In September, August and September Birthdays will be honored, in June, July birthdays.
- Only FOOD that is store bought or from a restaurant can be shared with students. This is a food and Safety regulation for schools. We would be liable if someone got sick. We can not have food that is made at home. This includes evening events with parents and the community. If the food is prepared in our kitchen with a person with a food handler's license, it is considered safe.
- Please limit the time you spend for parties during instructional day. Please let principal know when you plan on parties or special events.

# Phones and Emails

- Parents have been instructed that no calls will be sent to classrooms during instructional time. They are encouraged to email teachers with questions. If a call does come in during instructional time, Secretary will take a message and email you the information. If it is urgent, secretary will call you.
- With this in mind, keep your phone ringer turned up and please answer your classroom phone as it is most likely the office needing to get in touch with you. If you do not answer, the office will try the intercom feature on your phone, and then use the school wide PA to get in touch with you.

# Request for Supplies

- Fund requests should be submitted on **supply request form** to Sharon. Funds are limited and not all requests can be approved. Principal will do best to honor requests that support instruction and student achievement.
- All furniture, equipment, materials, computers, white boards and anything that is in classroom belongs to that room. Any other furniture or items that may be left throughout the building, please check with administration before taking anything. If you are need of anything for your room, please let the principal know.



## Budget Info

- Please take care of curriculum and supplies. Keep all curriculum! We can not replace it. We have had a sharp decrease in our budget. Title I funding is very limited. On the bright side, we're out of Focus status. However, this equates to no CAP budget.

# Specials/Teacher Prep

- Teachers have 5 Specials a week:  
Library, Playworks, 2 music and Technology
- If a sub is unable to be located, the special will be cancelled for the day and will not be rescheduled unless your prep is under the 120 minute mark. However, we will do our best to try to make sure you get a make up within the same week. Office will notify staff of cancellation as soon as we know. We will make every attempt to find a sub.
- If you miss your scheduled prep due to a field trip or being out of the building it will not be rescheduled unless you are under the 120 minute mark.
- Prep time per contract is 90 minutes per week & 120 minutes on alternating weeks during the student contact day, in blocks of thirty (30) minutes or more.
- Tuesday special is prep time in addition to contractual schedule time, This is PLC time with grade level team.

## Student Dress Code

- Staff responsibility to Review Dress Code Policy and be sure students follow it.
- Teachers must post dress code in classrooms.
- If student is not in dress code, teacher sends to office
- Office calls home to let them know, tell them we are giving change of clothes if we have size or we ask them to bring a change of clothes.
- Pre-K, Kindes and 1st grade should bring a change of pants and underwear in backpacks.

## Office Policy:

- If a student is sent to the office, we must be called and notified and given the reason.
- Students will not be sent to the office to ask Sharon to make copies, get bandaids, pick up mail, etc.. In order for Sharon to do her job to support you, she needs be interrupted only when truly necessary.

# Technology

- Technology use in PSD: Website to use with students for internet safety. Please show ppt at beginning of the year.
- All students must have an Acceptable Use Policy (AUP) on file. The form is on the Technology Use in PSD site to share with your students.
- Familiarize yourself with, and know the district's policy around technology.
- We have shared the student and teacher State Standard.
- See the Technology committee site for resources.
- K-2 will have 2 to 1 with ipads
- 3-5 will have 1 to 1 with ipads
- ipad care will be posted and reviewed.
- These ipads are not to go home, and are to be on appropriate websites.
- Use Safe Schools for our employee use agreement.
- 3<sup>rd</sup> Thursday of month Tech. Thursday for staff.

## **Student ipad care and usage:**

- Students must be explicitly taught proper care and usage of ipads.
- ipads, cases and chargers must be taken care of. This is expensive and we do not have funds to replace things.
- 3rd-5th keep their ipad cases and pass on ipads to students new assigned class at the end of the year.
- ipads must be stored in locked cabinet in each classroom.
- 3rd-5th must collect \$15 Insurance payment from each student. Do all possible to collect payment prior to distributing ipad. Parents must complete request for iPad fee waiver and it must be approved by office in order to count

# Committees

- Be on time and actively engaged in committee work.
- Let team and/or Principal know if you cannot attend. You may be asked to do related tasks later. Committee members should rotate taking notes and publishing on Google Docs to be shared with all staff.
- Social Committee-will organize social events and have schedule of monthly rotations for responsibility of Staff room.

# Communication

- Please do your best to use open communication when you have a concern.
- Attempt to problem solve and be solution focused.
- Please start by going directly to the person involved and assume the best of each other.
- We all makes mistakes, let's just learn from them.
- Let's have a growth mindset for ourselves.
- When we work collaboratively and get along, we are modeling what we want students to learn to do.

My door is always open to you, please come to me with concerns and suggestions. We are a team working together.

Let's all support each other and have a great year!