

How Shaver Works



Shaver Elementary
Staff Handbook
2015-2016

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:

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/j/JGF%20-%20Equity%20Policy%20Eliminating%20Disparities%20in%20Exclusionary%20Discipline%20.pdf

Mother Friendly Workplace Location is the storage room in the library. See board policy:

http://do.parkrose.k12.or.us/school_board/policies/g/GBDA%20-%20Mother%20Friendly%20Workplace.pdf

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

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 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. New Reading Curriculum, Reach for Reading and Words Their Way along with other supplemental materials.
- 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 making sure every student reads and thinks critically, graduating ALL students college and career ready.

State of the School and Supports

- We are in Focus Status: bottom 15% of high poverty schools that have faced challenges with closing the achievement gap and getting all students to achieve at high levels.
- We must write a Comprehensive Achievement Plan (CAP)
- State gives us ODE coach and 30K to support plan.

Other School Supports/Partnerships:

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

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.
- Take daily student **attendance** on Synergy- **by 9am** (Classroom Teachers only)
- Email Sharon of needed additions to **Shaver Staff Calendar** Google Calendar such as field trips, class showcases. Check the Calendar every Monday.
- 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.
- 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
 - 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
 - Map of school evacuation routes clearly marked
- 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)
- 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.

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 6pm. 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 key pad 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.
- All visitors/volunteers/parents should enter through the main office. If you see an adult without a Volunteer badge, please direct them to the office to get an appropriate tag. Everyone in the building should be wearing a badge of some sort
- **Sign out and in when off campus during work hours**, sheet in office with Sharon.

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 (8:00-4:00) – 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 and EA's do their best to find coverage for themselves if applicable.
- 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 bi-weekly.
- Staff will follow attendance protocol established by attendance team.

Shaver Attendance Interventions

Green Universal Interventions for all Students

- Welcoming Letter to all families encouraging attendance and explaining school attendance policy (absences & tardies) including drop off and pick up times. Parents need to sign and return to school.
- Staff reviews barriers to attendance.
- Teachers encourage attendance and build relationships with families.
- Shaver Office makes daily calls home when students have unexcused absence (law). Teacher follows up with family after 2nd consecutive absence (excused or unexcused) to check in about missed work, providing homework, etc...
- Monitor Attendance Data monthly to track patterns. **Students will be rewarded for good & perfect attendance!** (awards, parties)

Phone Call home by Classroom Teacher or Counselor.

Letter of Concern from Principal and Counselor stating School Attendance Policy.

Parent Conference, using Attendance Intervention Monitoring Sheet to determine appropriate plan of assist. Options include contract, check in program, etc.

Students will be rewarded for improved attendance (clubs, award assemblies)

Referral to Student Intervention Team

Individualized Attendance Incentive Plan (ex. Hot Cocoa Club)

Home Visit from Principal and Counselor

Letter of Concern from Superintendent

Meeting with Superintendent

Students will be awarded for improved attendance (clubs, parties, awards)

Yellow Strategic Interventions for Identified Students =Up to 10% of total days in school (both tardies and days missed)

Red Intensive Interventions for Students Identified with consistent barriers to attendance. =Over 10% of total days in school (both tardies & days missed)

Student Morning Arrival Procedure

*Students DO NOT enter before 8:30

- All students enter through the front doors and go directly to the cafeteria. They will sit in their classes designated area.
- Teachers will come and pick up their students when the bell rings and walk their students to their classroom.
- If teachers want to allow students to come to their classroom early, they **must have a pass**.
- CiCO in library-**must have pass**
- If you see students w/o a pass, stop them and ask for a pass.

End of School Dismissal Procedure

Kinde/1st grade

- All teachers will take students to the multi-purpose room and get them in line according to their bus #. Kindes MUST have a bus tag on their backpack each day (teacher name, bus stop, bus # on tag)
- 1st grade teachers will stay in multipurpose room and supervise. One teacher will walk students to buses as they arrive. K and k/1 teachers will bring pick up students down to sidewalk in front of school and supervise and get to parents.

1st-5th

- Teachers will pair up by grade level. One teacher will bring the bus riders to the cafeteria and have them sit in their designated line based on their bus #. The other teacher will walk those who get picked up out to the front and stay and supervise.
- 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.
- **CCS** 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 not to be done during Math Block, this is supplemental and all will do at the end of the day.
- **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 provides 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, Coach, 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 Tuesday during specials time and on PD Wednesdays.
- 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.
- Running Records will be completed by classroom teachers. Data will be given to Title I teacher for input into data management system.
- 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
- Students are required to have passes when out of the classroom. Students are not in classrooms without a teacher or EA present
- 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. See Buddy list created by Sharon.
- 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.

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.

Field Trips

Fill out Field Trip Request form and turn into Principal for approval at least one month prior to Field trip date. All field trips should be for educational or cultural purposes only.

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.
 - 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..

- **Paying for a Field Trip**
- Request funds from the SPFA – Request Forms are available in the office.
 - There is hopefully enough funds for each class to be able to request \$75 to help cover transportation costs.
- 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 1st Friday of every month in the cafeteria from 2:20-3:00. We will have a slide show, PBIS awards and presentations. Parents 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

- The Principal will honor student's birthdays each month by announcing all birthdays for the month and having students come to the office for a small present. To protect the instruction time and take into consideration different food restrictions, we will no longer have parents bring treats to the classroom.

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.
- 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.

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.
- 3rd Thursday of month Tech. Thursday for staff.

Request for Supplies

- Fund requests should be submitted in writing to Sharon, school secretary and Laura, Principal. 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.

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 90 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 90 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.

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!