

Haskin Elementary School Staff Handbook 2011-2012



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Our Vision

The Center Schools Community seeks to develop independent, self directed, self motivated, adventurous, risk taking, experiential learners armed with the skills necessary to meet the challenges they will face in the 21st Century.

Core Beliefs

Following are the Core Beliefs adopted by our district. We will continue to deepen our understanding of what they mean and how all our efforts, decisions, and actions should be considered in light of these beliefs.

Center Schools Core Beliefs

1. Our purpose is to increase student academic achievement.
2. With our support all children can achieve at high levels.
3. Quality planning, instruction, and assessment lead to high student achievement.
4. There is no excuse for poor quality instruction.
5. We are preparing our students to be successful in life.
6. Everyone must be committed to the pursuit of excellence.

2011-2012 Academic Calendar

Home of the Vikings



Center Consolidated School District

2011-12 School Calendar

August 2011

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

September 2011

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

October 2011

S	M	T	W	T	F	S
						1
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

November 2011

S	M	T	W	T	F	S
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

December 2011

S	M	T	W	T	F	S
				1	2	3
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

January 2012

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Important Dates

Elementary School Begins	Aug 15
MS/HS Jumpstart	Aug 15
MS/HS Begins	Sept 6
5th Grade Continuation	May 7
High School Award Ceremony	May 8
8th Grade Continuation	May 14
Last Day of Classes	May 15
ARC Graduation	May 19
HS Graduation	May 26

School Holidays and Inservices Dates

Aug 1-5	New Teacher Orientation
Aug 5	Elementary PD Math
Aug 10	MS/HS Data PD—EL LMB
Aug 11	All Staff Inservice/Workday
Aug 12	Professional Development Day
Sept 2	MS/HS Teacher Transition Day
	Elem Teacher ILP Day
Sept 5	Labor Day—No School
Oct TBD	No School Elem. Only —PD
Oct 19	Staff PLC/Workday
Oct 20-21	Fall Break
Nov 2 & 3	Early Release 2:00
	P/T Conferences 3:30-7:00 PM
Nov 4	No School
Nov 16	MS/HS Staff PLC 12:30 Release
Nov 21-25	Thanksgiving Break
Dec 14	MS/HS Staff PLC 12:30 Release
Dec 22	Teacher Workday
Dec 23-Jan 6	Winter Break
Jan	MS/HS Staff PLC 12:30 Release
Feb 8 & 9	Early Release 2:00 All schools
	P/T Conferences 3:30-7:00 PM
	MS/HS Staff PLC 12:30 Release
Feb 22	No School
Feb 20	No School President's Day
Mar 15	End 3rd Quarter
Mar 16	Staff PLC/Workday
Mar 19-30	CSAP Testing
April 2-6	Spring Break
Apr 9	Easter Break
April 25	ACT for All Juniors
April 25	MS/HS Staff PLC 12:30 Release
May 7	5th Grade Continuation
May 8	High School Awards Ceremony
May 14	8th Grade Continuation
May 15	Last Day of School
May 16	Teacher Workday
May 19	ARC Graduation
May 26	CHS Graduation

Key

- First Day of Quarter
- End of Quarter
- △ Teacher PD or Workday
- ⊛ Parent/Teacher Conferences
- No School or Holiday
- Early Release
- MS/HS Jumpstart
- CSAP Testing
- District Quarterly Assessments
- ARC or CHS Graduation

February 2012

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29			

March 2012

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

April 2012

S	M	T	W	T	F	S
1	2	3	4	5	6	7
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

May 2012

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

June 2012

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

July 2012

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

2011-2012 Assessment Calendar

Following is the assessment calendar which lists windows for benchmark testing in DIBELS, NWEA, CELA and CSAP. The 3rd Grade Reading assessment dates will be set at a later date, sometime within the window listed below.

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NWEA

Fall Testing: August 8 – September 9
Winter testing:
Spring testing:

DIBELS

Fall Window: September 7 – 17, 2011
Winter Window: December 6 – 17, 2011
Spring Window: April 18 – 29, 2012

CSAP

3rd Grade Reading Window: February 27 – March 9, 2012
4th – 10th Grade all subjects: March 19 – 30, 2012

CELA

All Grades: January 3 – 31, 2012

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Glossary of Terms

Like many other professions, teaching has many acronyms and terms that may be unfamiliar to people new to teaching or new to our district. Follow the link to a list of such terms.

<..\Desktop\Elem Staff Handbook\Glossary.docx>

Behavior Expectations

The key to a safe and well-managed classroom and school is to have clear expectations for behavior, explicitly teach and practice those behaviors, and finally hold students responsible at all times for exhibiting them. The link below leads to a document outlining behavioral expectations for all areas of the school. **Every adult in the school community has the responsibility and obligation to learn these expectations thoroughly and hold students accountable for displaying these behaviors at all times. Classroom teachers have the**

responsibility of explicitly teaching these expectations to their students. Teachers should print this document, become completely familiar with the rules and procedures outlined therein, and explicitly teach these behavior expectations to their students. Spending time up front is a proactive approach that will save us all time in the long term. Remember, our job is to teach proper behavior and support students so they can be successful. While students are responsible for their actions and will certainly have consequences for misbehavior, trying to punish children into compliance is not nearly as effective as teaching and supporting them to become good citizens of our school community.

[..\Desktop\Elem Staff Handbook\Behavior Expectations.docx](#)

Classroom Management Plan

Teachers must submit an outline of their classroom management plan to the Principal by **August 26, 2011**. The plan should include classroom rules and procedures with positive consequences for following them. Positive consequences are most effective when they consist of less tangible rewards such as eating lunch in the classroom with the teacher or earning a little free time on Friday for a “reading party”. We don’t want to train our students to work only for prizes. Consequences for students who choose not to follow the rules are also needed.

There are copies of Harry Wong’s *The First Days of School* in the office. This book offers very good support and ideas regarding discipline plans and you are encouraged to use it as a resource.

Discipline Matrix

Haskin Elementary Discipline Matrix

Progressive Discipline Guidelines

When it is necessary to impose discipline, school administrators and teachers will follow a progressive discipline process. The degree of discipline to be imposed by school officials will be in proportion to the severity of the behavior of a particular student and will take into account the student's discipline history, the age of the student and other relevant factors.

Level I					
Behavior	Types of Incidents	1 st Occurrence	2 nd Occurrence	3 rd Occurrence	4 th Occurrence
Misconduct <ul style="list-style-type: none"> • Playground • Cafeteria • Hallway • *Classroom • Bus 	Rudeness, incidental profanity, horseplay, dishonesty, disrespect, disruption, failure to follow hallway expectations	-Counsel and warn	-Contact parents -Loss of privileges	-Short term lunch detention -Contact parents	-Long term lunch detention -Parent conference
Level II					
Behavior	Types of Incidents	1 st Occurrence	2 nd Occurrence	3 rd Occurrence	4 th Occurrence
<ul style="list-style-type: none"> • Verbal/Physical aggression toward students/staff 	Provoking, taunting, spitting, teasing, play fighting	-loss of privileges	-contact parents -loss of privileges -short term lunch detention	-contact parents -loss of privileges -long term lunch detention	-parent conference -loss of privileges -after school detention
<ul style="list-style-type: none"> • Insubordination 	Defiance of authority, showing disrespect				
<ul style="list-style-type: none"> • Minor theft 	Lunches, backpacks, school/classroom supplies, small quantities of money				
<ul style="list-style-type: none"> • Disrupting school activity 	Disruption of field trips, school events, school assemblies/programs				
<ul style="list-style-type: none"> • Habitual misconduct 	Habitual rudeness, incidental profanity, horseplay, dishonesty, disrespect, disruption, failure to follow hallway expectations				
<ul style="list-style-type: none"> • Harassment 	Physical, racial, or verbal, electronic intimidation, bullying				
<ul style="list-style-type: none"> • Inappropriate touch or display 	Any display or touching of private parts				
<ul style="list-style-type: none"> • Minor Vandalism 	Graffiti , defacing/destroying school or private property, misuse of bathroom supplies				
Level III					
Behavior	Types of Incidents	1 st Occurrence	2 nd Occurrence	3 rd Occurrence	4 th Occurrence
<ul style="list-style-type: none"> • Fighting 	Physical contact, punching, kicking, with intent to injure	-contact parents -short term lunch detention	-parent conference -long term lunch detention	-short term after school detention	-long term after school detention

*Classroom Incidents: Students will be referred for discipline when all measures outlined in the referring teacher's classroom management plan have been implemented and documented.

Discipline Matrix Grades K-5

Infraction	First Occurrence	Second Occurrence	Third Occurrence	Fourth Occurrence
1. Arson	Long Term Susp	Long Term Susp	Expulsion	
2. Assault	Short Term Susp	Long Term Susp	Expulsion	
3. Cafeteria Misconduct	Reprimand/Clean Cafeteria	Clean Cafeteria & Loss of Privileges	Clean Cafeteria & Loss of Privileges	Short Term Susp
4. Cheating	Zero Credit & Reprimand	Zero Credit & Loss of Privileges	Zero Credit & Short Term Susp	Zero Credit & Long Term Susp
5. Destruction of Property	Restitution & Loss of Privileges	Restitution & Short Term Susp	Restitution & Long Term Susp	Expulsion
6. Disruption of Ed. Process	Reprimand/Loss of Privileges	Loss of Privileges/ISS	Short Term Susp	Short Term Susp/Long Term Susp
7. Fighting	Loss of Privileges/Short Term Susp	Short Term Suspension & Counseling	Long Term Susp	Expulsion
8. Fighting-Encouraging	Loss of Privileges	Loss of Privileges	ISS	Short Term Susp
9. Forgery	Reprimand	Loss of Privileges	Loss of Privileges	Short Term Susp
10. Harassment/Intimidation	Reprimand/Loss of Privileges	Loss of Privileges	Short Term Susp	Long Term Susp
11. Illegal Subs/Possession	Short Term Susp/Expulsion	Long Term Susp/Expulsion	Expulsion	
12. Illegal Subs/Distribution	Long Term Susp/Expulsion	Expulsion		
13. Insubordination	Reprimand & Loss of Privileges	Loss of Privileges	Short Term Susp	Long Term Susp
14. Irresponsible Behavior	Reprimand/All Day ISS	Period ISS/Short Term Susp	All Day ISS/Long Term Susp	Short Term Susp/Expulsion
15. Misuse of Technology	Reprimand & Loss of Privileges	Loss of Privileges/ISS	Short Term Susp	Long Term Susp
16. Paraphernalia	Short Term Susp	Long Term Susp	Expulsion	
17. Profanity	Reprimand	Loss of Privileges	ISS	Short Term Susp
18. Sexual Harassment	Reprimand	Loss of Privileges & Counseling	Short Term Susp	
19. Sexual Assault	Short Term Susp/Expulsion	Long Term Susp/Expulsion	Expulsion	
20. Theft	Restitution & Loss of Privileges	Restitution & Short Term Susp	Restitution & Long Term Susp	Restitution & Expulsion
21. Threat to Employee	Short Term Susp/Expulsion	Long Term Susp/Expulsion	Expulsion	
22. Tobacco Use/Possession	Short Term Susp	Long Term Susp	Expulsion	
23. Weapons*	Short Term Susp	Long Term Susp	Expulsion	

*Weapons-Colorado Law states that expulsion shall be mandatory for the following violations:

1. If a student brings a knife to school with a fixed blade longer than 3 inches or a spring loaded knife or a pocket knife with a blade longer than 3 and 1/2 inches.
2. A firearm, whether loaded or unloaded, or a firearm facsimile.
3. Any pellet or BB gun or other device, whether operational or not, designed to propel projectiles by spring action or compressed air.
4. Any object, device, instrument, material, or substance, whether animate or inanimate, used or intended to be used to inflict death or serious bodily injury.

Loss of Privileges can be one or more of the following:

1. Loss of recesses
2. Loss of field trips
3. Loss of participating in school activities

Short Term Suspension- 1 to 3 days

Long Term Suspension- 4 to 5 days (Superintendent may add additional days)

Students in grades 3-5 may be placed in ISS (In School Suspension)

This discipline matrix is meant only as a guide. The building principal will take disciplinary actions based on the circumstances of each infraction.

Duty Schedule

All staff members and administrators will share in the responsibility of covering duties. Duty schedules will be sent via email. Please print a copy and highlight your duties as they appear. For the safety and well-being of the students, it is vital that you report and cover all assigned duties. If you are going to be absent, it is your responsibility to make it clear to your substitute, if you have one that he/she must report for duty. If you do not have a sub, you must find someone to cover your duty. It is well to look at the schedule and trade with someone who has the same duty on a different week. In this way, no one is burdened with extra duties.

When on outside duty, teachers will carry a lanyard with clothespins. Pins are given to students as a pass to enter the building to use the restroom or for other reasons the teacher deems appropriate.

In order to maintain a safe and enjoyable atmosphere on the playground, it is imperative that every adult know and understand the rules and expectations set forth in the document *Playground Rules and Procedures* <..\Desktop\Elem Staff Handbook\Playground Rules and Procedures.docx> and *Rules for Playground Fun* <..\Desktop\Elem Staff Handbook\RULES FOR PLAYGROUND FUN!.doc>.

* Please note: These rules and procedures will only be effective if all adults enforce them equally. Holding students to these expectations will support their behavior and keep them safe. Enforcing the rules is respectful to your colleagues as students will learn that the expectations are the same no matter who is on duty.

Elementary duties include the following:

Outside morning duty: 7:45 a.m. – 8:00 a.m.

This duty will be shared by two people. Duty teachers are to supervise students on the playground, watch for students who may try to enter the building without permission, help students form orderly and quiet lines, by grade level, when the school bell rings, and invite grade level groups one at a time to enter the building. Teachers may not stand together during the performance of this duty, but should be supervising different parts of the playground in order to effectively monitor behavior.

In the event of extremely cold weather, duty teachers will supervise students as they sit in the downstairs hallway. Grades K-2 should sit on the west side of the hallway and grades 3-5 should sit on the east side. This allows a safe and orderly way for students to move to their classrooms when the morning bell rings.

Library staff is required to have the library open each day by 7:45 AM. This covers their duty requirement for the year. Children may, with permission from the duty teachers, go to the library before school. If they choose to go there, they must stay in the library until the bell rings.

Lunch Duties: K-2

1st Cafeteria Duty: 11:10 – 11:25

Responsibilities: Supervise students as they move through the line and go to assigned tables. It is well for this person to be proactive in speaking to children as they move through the line to remember their utensils, napkins and milk, and to remind them to use quiet voices while they eat.

2nd Cafeteria Duty: 11:25 – 11:45

Responsibilities: Supervise children as they eat and dismiss them to recess as they finish. Students may be dismissed starting at 11:30. They are required to eat at least ½ of the main entrée and all that they take from the salad bar.

Recess Duty

11:30 – 11:45 Kindergarten teachers

11:45- 12:00 Others, as assigned

Responsibilities: Provide thorough supervision of all parts of the playground by remaining mobile. Enforce behavioral expectations as outlined in *Rules for Playground Fun*. Second duty teacher is also charged with helping students form quiet, orderly lines by grade level, and inviting students to enter the building, one grade level at a time.

Lunch Duties: 3-5

Outside/Inside Cafeteria Duty: 12:23 – 12:40

Responsibilities: Supervise students as they line up outside the cafeteria. Students will line up according to the main dish they choose, and the duty teacher invites about 10 students at a time from each line to enter the cafeteria. When all students have entered, the duty teacher completes his/her duty by supervising inside until being relieved at 12:40.

Cafeteria Duty: 12:40 – 12:55

Responsibilities: Supervise students as they eat and dismiss them to the playground as they finish. Students are required to eat at least ½ of the main entrée and all that they take from the salad bar. Students may be dismissed beginning at 12:45.

Recess Duty: 12:45 – 1:05

Responsibilities: Provide thorough supervision of all parts of the playground by remaining mobile. This duty is performed by two teachers. Teachers may not stand together during the performance of this duty, but should be supervising different parts of the playground in order to effectively monitor behavior. Enforce behavioral expectations as outlined in *Playground Rules and Procedures* <..\Desktop\Elem Staff Handbook\Playground Rules and Procedures.docx> and *Rules for Playground Fun* <..\Desktop\Elem Staff Handbook\RULES FOR PLAYGROUND FUN1.doc>. One teacher should move to the doors right before the bell rings in order to help students form quiet, orderly lines by grade level, while the other teacher supervises students as they leave the playground. Duty teachers then invite students to enter the building, one grade level at a time.

After School Duty: 3:20 until buses leave

Responsibilities: The assigned duty teacher should leave his/her classroom a couple of minutes early in order to be on the playground when the bell rings. The teacher guides students to move right to the gates where the buses line up. Students are not allowed to play on the equipment after school. The teacher remains on the playground until the buses have departed.

Hallway Behavior Expectations

The hallway procedures adopted for the intermediate grade levels during the 2010-2011 school year will be put into place for Kindergarten through 5th grade. These expectations are:

1. Students will walk single-file at all times when in the hallways.
2. Students may not speak while in the hallways.
3. During passing times, such as before and after school and after recess, all teachers and support staff are expected to be in the hallways in order to supervise students and support them in following these rules.
4. Teachers and support staff are to model these expectations, as well. While adults may have to speak quietly to students in the hallway, they are reminded to be respectful of students by refraining from carrying on conversations with one another.

***To Do: develop a template for collecting data on hallway behavior.**

Teacher Absences/Personal Leave

When a teacher is ill, he/she must call Brenda Montoya at 849-0740 as close to 6:00 a.m. as possible to request a substitute.

To request a personal leave day, send the request via email to the building Principal. Upon approval, a substitute will be arranged by the secretary.

Teachers must be prepared for a sub in the event of an unexpected absence. **Emergency lesson plans must be prepared and turned in to the office no later than September 6, 2011.** Emergency plans should include the following:

1. Daily schedule
2. Lesson plans
3. Attendance list
4. Note on any special classroom procedures
5. Instructions about any duties the teacher may have
6. Student copies of any worksheets to be completed

Upon using your emergency plans, please make sure to submit another packet to the office.

Technology

If a problem occurs with a teacher or student laptop, classroom computer, Promethean board or Palm Pilot, the proper way to request help is by clicking on the CCSD Help Desk icon found on the desk top. Follow the directions found there to submit a request for assistance. If you are unable to access this from your own laptop, you may borrow a colleague's laptop in order to send the request.

Building Alarms

Each building in the district is equipped with a security alarm. During the week, the elementary is disarmed by 7:15 a.m. and re-armed at 10:00 p.m. On the weekends or during school holidays, the building is unarmed between the hours of 7:15 a.m. and 7:00 p.m. You are free to enter the building during these times. If you need to enter when the building is armed, you must use your personal security code, obtained from the administrative assistant (JJ Beiriger) to disarm the building upon entering it, and re-arm it upon leaving. Please see the building Principal to get a tutorial on how to do this. **You should be prepared to disarm the building whenever you enter before or after school hours in the event that the alarm is set.**

Staff Meetings

Staff meetings will be held each month, generally on the second Tuesday beginning at 7:30 a.m. A second meeting may be held as per the Master Agreement.

Payday

Payday is generally on the 27th of each month. When the 27th falls on a Saturday, payday will occur on the 26th. However, when the 27th falls on a Sunday, payday will occur on the 28th. This is due to the timeline for the transfer of funds from the State.

Individual Literacy Plans

Any student who is below grade level in reading must have an Individual Literacy Plan written and implemented by the classroom teacher. ILP's are completed in the Alpine system. **September 2, 2011** is designated as an ILP day for the elementary. This is a day without students when you will have the time, with support, to review and update any existing ILP's as well as write new ILP's, if necessary. Meetings will be planned with any parents whose children are being placed on a new ILP in order to share the plan with them and obtain their signature. In the spring, ILP's are reviewed once again. If a student has reached grade level proficiency in reading, he/she is removed from the ILP. Teachers should let parents know of their child's growth and subsequent removal from the Plan, though no signature is needed.

***Note: In the spring, teachers must mark the status of every student in Alpine, noting whether or not they are on an ILP. This must be done as part of the process for checking out of school at the end of the year.**

Parent/Teacher Conferences

Conferences are held once each semester on a Wednesday and Thursday. On those days, school is in session with an early release of students at 2:00 p.m. Conferences are held from 3:30 p.m. to 7:00 p.m. Because staff members work three extra hours on each conference day, there is no school on the Friday following conferences.

Classroom teachers are expected to schedule conferences with parents in order to honor their time and avoid long wait times. Notes and blank schedules should be sent to parents at least one week before conferences to allow them to sign up for times that are convenient for them. It is well to ask them to choose three times that will work for them. After receiving all the responses, you can make a master schedule and send it home to parents. Here is a link to a blank schedule.

[..\Desktop\Elem Staff Handbook\Parent Teacher Conference Sign Up.doc](#)

All staff members are required to attend Parent/Teacher conferences.

Communication with Parents

It is of utmost importance that classroom teachers keep in close communication with parents, particularly for students who are performing below grade level. It should never come as a surprise to parents that their child is struggling in school. While teachers should certainly contact parents often with positive feedback on their child's performance, incomplete work or behavior issues should be communicated as early as possible.

Classroom Parties

Parties may be scheduled for Halloween, Christmas and Valentines Day. They should be scheduled for the last part of the day (beginning around 2:15 p.m.) and teachers may solicit help from parents in providing treats. As per the district Wellness Policy, it is required that healthy food alternatives be provided in addition to the treats.

Walkthrough Observations

Walkthrough observations will be conducted for the purpose of providing feedback on instruction, student engagement and general classroom management and to collect data on teaching and learning. The process will help recognize instructional strengths as well as identify areas in need of growth. The main goal of this process is to monitor processes throughout the school and provide support for continued learning for both teachers and students.

The Principal will conduct a minimum of 3 formal classroom walkthroughs per non-probationary teacher and 6 classroom walkthroughs per probationary teacher during each quarter. Both oral and written feedback will be given after each formal walkthrough observation. Walkthroughs may also be conducted by the Superintendent, Director of Instruction, and the Instructional Coach. Following is the form that will be used to give feedback:

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Haskin Elementary School

Classroom Walkthrough Feedback Form

“What gets feedback gets done better.”

Teacher: **Subject:** **Date:** **Time:** **Observer:**

Portion of lesson observed (highlighted):

Warm-Up Activity
Communicate Objective
Direct Instruction
Group Practice/Activity
Independent Practice
DOL

Lesson Objectives:

- are specific ● rigorous ● can be taught in one lesson ● focuses students’ attention ● aligned to curriculum map

Posted Objective:

Lesson DOL:

- measures learning of the posted objective ● take 5-10 minutes ● independent ● easy to understand

Posted DOL:

Lesson Activity:

- supports learning of the objective ● intellectually engaging ● requires all students to actively participate

Activity Observed:

The lesson maximized student engagement: ___ of ___ students were actively engaged in the lesson.

Coaching Comments/Questions:

.....

Lesson Plan Document

All teachers will be required to submit electronic lesson plans to the Principal no later than 8:00 a.m. on the first teaching day of each week. Grade-level teams may submit one copy of the common lesson plan.

..\Desktop\Elem Staff Handbook\Haskin_Elementary_Lesson_Plans.doc

Objectives and Demonstrations of Learning

Key to successful planning and instruction is a proper understanding of quality objectives and DOL's. This link leads to a document that fully defines and illustrates these components. It is imperative that each teacher work to continually improve his/her skills in writing quality objectives and DOL's. This document can and should be referred to frequently and used as a guide to support this process.

<..\Desktop\Elem Staff Handbook\Objective DOL Definitions.docx>

*Objectives must be clearly posted in the classroom and explicitly shared with students.

Teacher Evaluation

Language in our Master Teacher Contract states that Probationary Teachers “shall be formally evaluated on their performance of assigned duties a minimum of twice each school year during their first three years of Employment.”

The first evaluation must be completed by **December 1**; the second evaluation by **March 1** of each year.

The agreement goes on to state that employees in their fourth and later years of service “shall be formally evaluated on their performance of assigned duties a minimum of once every two years of service, **no later than April 15th.**”

A formal evaluation will consist of a face to face pre-evaluation meeting between the teacher and the evaluator, an observation of no less than 35 minutes in length, and a post evaluation conference to take place within 10 days of the classroom observation.

Attach a link to a PDF copy of the Evaluation Rubric

Classified Staff Evaluation

All Classified Staff members will be evaluated using the classified staff evaluation form.

<..\Desktop\Elem Staff Handbook\Support Staff Evaluation.doc>

Master Contract

The Master Teacher Contract is posted on the school website. You can refer to this document to answer questions regarding issues such as transfers, leave, leave blackout days, jury duty and a host of other employee benefits and rights-related issues.

Employee Policies

All policies outside of our Master Contract that relate to employees are posted on our website in the district policy manual. You will find this under the “Administration” tab. Most policies that pertain to employee matters are in Section G.

Crisis Plan

Each employee must be familiar with his/her role in the event that a crisis should arise. ***Be sure to review the attached file labeled “Crisis Plan “and Standard Response Protocol*** to be sure you understand your duties should we need to execute it.

..\Desktop\Elem Staff Handbook\Crisis_Plan Revision_11-27-06.pdf

Teachers will be given a map outlining evacuation routes and should practice this route with their students.

Facility Request Form

Whenever you intend to use our facilities for a purpose other than regularly scheduled classes you must submit a facility request form to the Administrative Office Assistant at the District Office. Persons using facilities outside of this provision run the risk of having their access to facilities denied.

<..\Desktop\Elem Staff Handbook\Community Use Facilities Request Form.doc>

Transportation Requests

Whenever taking a field trip, traveling for an athletic or activity event, or traveling on school business with the desire to use a school vehicle, you must submit a Transportation Request form through the appropriate chain of command at least 5 days before the trip. ***These requests*** must be completed and emailed as an attachment to your building Principal. **Any student trip that will take place out of the Valley must also be submitted to the Board of Education for approval as per district policy.**

<..\Desktop\Elem Staff Handbook\Transportation Request Form.doc>

Field Trip Planning

***Please take note of the limitations on field trips contained in the document entitled *Field Trip Limitation Policy*. <C:\Documents and Settings\kkulp\Desktop\Elem Staff Handbook\Field Trip Limitation Policy.docx>**

When planning a field trip, follow these steps:

1. Obtain preliminary approval from the building Principal
2. Communicate with Transportation Director (Mike Phillips) to ensure that transportation is available on the requested date. Once a date is decided upon, complete a [Transportation Request Form](#) and submit it to the building Principal.
3. Communicate in writing with parents regarding all aspects of the trip including proper dress, departure and return times, and any other pertinent details. **Include in this letter a permission slip to be signed by parents and returned to school.**
4. Lunch: There are two options for dealing with lunch on a trip. Lunches can be requested from the cafeteria or students may pack their own lunch.
 - a) If sack lunches are requested from the cafeteria, a form ([..\Desktop\Elem Staff Handbook\Sack Lunch Request Form.doc](#)) must be submitted at least three days in advance. Teachers are required to provide coolers in which lunches will be packed. These should be taken to cafeteria personnel the day before the trip.
 - b) If students are providing their own lunches, it is imperative that teachers communicate with cafeteria staff so they know the date of the trip and how many students will be gone in order to plan properly.

Purchase Requests

When you desire to purchase items out of your budget, you must complete a requisition form and submit it to the building Principal. Classroom teachers have a budget of up to \$150 with which to purchase classroom supplies. Specials teachers have varying budget lines and should check with the building Principal regarding their budgets.

Here is a link to a sample requisition ([..\Desktop\Elem Staff Handbook\Sample Requisition.xlsx](#)) as well as the requisition template ([..\Desktop\Elem Staff Handbook\CCSD Requisition Form.xlt](#)).

Requisition for Extra Pay

When you complete extra duty work, such as teaching in the After School Academy, it is your responsibility to submit a requisition for pay. When doing so, please use the same form as is used for purchases, complete it and send it as an attachment to the building Principal. A notice will be sent each month via email from the district office alerting you of the deadline for submitting extra hours. Following is a link to a sample payroll requisition:

[..\Desktop\Elem Staff Handbook\Sample Payroll Requisition.xlsx](#)

Work Order

Items under your care or supervision that need custodial attention can be repaired if you submit a work order form to the Principal in a timely fashion.

[..\Desktop\Elem Staff Handbook\CCSD Work Order Form.dotx](#)

Meal Reimbursement Form

Prior to traveling for school district business or after returning from your travels you may submit a Meal Reimbursement Form to assist you with such costs. The form is also posted on our website and should be submitted to the building Principal for approval. A copy of some form of itinerary, generally a copy of the registration for the workshop or event you are attending, must be sent to the District Office. Meals that have been provided as part of the event can not be paid for through this process.

..\Desktop\Elem Staff Handbook\meal_reimbursement_form.pdf

Disciplinary Referrals

When students violate the discipline matrix for infractions taking place outside the classroom, staff members must notify the Principal and Secretary (Brenda Montoya) through the submission of a Disciplinary Referral in the Infinite Campus Student Information System. ***Teachers will be instructed on this process at an in-service. If you need help, contact your building principal.***

*Note: No student will be referred by the Principal for disciplinary action in response to classroom infractions until all measures outlined in the referring teacher's classroom management plan have been implemented and documented.

Good Conduct Awards

Whenever a staff member submits a discipline referral, it is the requirement of the administration that he or she also submit a referral for Good Conduct. This is to ensure that we continue to keep a focus on the majority of our students who are working hard, participating and doing great things. Teachers are also encouraged to look for opportunities to give Good Conduct Awards to students who have received discipline referrals. Of course, teachers are welcome to submit Good Conduct referrals even when they do not write disciplinary referrals.

Copies of these awards can be obtained from the office.

Letterhead Template

Follow this link to a district letterhead template. Please utilize it only when conducting school business.

<..\Desktop\Elem Staff Handbook\Letterhead Template.doc>

School Board Member Email Addresses

The following is a list of school board member email addresses. You are encouraged to contact school board members electronically for the purpose of making them aware of special events and activities, or just to report

various school happenings. *Please don't use these addresses to bypass chain of command procedures when you have concerns.* If you do, you will simply be advised by the board member to go back and speak to the proper person on the chain of command.

Michael Lobato, President

mlobato@center.k12.co.us

Kim Martinez, Vice President

kim_a_martinez@msn.com

Miguel Cendejas, Secretary

miguel@center.k12.co.us

Margaret Faron, Director

mfaron@center.k12.co.us

Bryan Arellano, Director

barellano@center.k12.co.us

Student Handbooks

A copy of the student handbook can be viewed or downloaded from the district web-site.