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|  | Canyonville School |
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| 2019-2020 School Year | Teacher/Staff Handbook |
|  | REVISED 9/12/2018 |

Canyonville School

Teacher/Staff Handbook

**TABLE OF CONTENTS**

**Building Safety…………………………………………………………………………...2**

**Cell Phone Usage………………………………………………………………………... 2**

**Code of Professional Conduct for Staff………………………………………………... 2**

**Computers………………………………………………………………………………. 3**

**Confidentiality………………………………………………………………………….. 3**

**Discipline………………………………………………………………………………... 3**

**Faculty Meetings……………………………………………………………………….. 4**

**Hours……………………………………………………………………………………. 4**

**Lesson Plans…………………………………………………………………………….. 4**

**Leave Requests………………………………………………………………………….. 4**

**Mandatory Reporting……………………………………………………………………4**

**Network…………………………………………………………………………………. 5**

**Professional Communication………………………………………………………….. 5**

**Staff Accidents………………………………………………………………………….. 5**

**Staff Dress………………………………………………………………………………. 5**

**Student Accidents………………………………………………………………………. 5**

**Student Supplies…………………………………………………………………………5**

**Supervision……………………………………………………………………………… 5**

**Ten Risky Behaviors …………………………………………………………….6**

**Fire Drill Protocol………………………………………………………………. 7**

**Kidnapping....…..…………………….…………………………………………. 7**

**Stranger Alert…. …………………….………………………………….……… 8**

**Suicide Attempt...…………………….…………………………………….…… 8**

**A.L.I.C.E ………………………………………………………………….…….. 9**

**Lockdown ………….………………………………………………..………… 10**

**Earthquake ………….………………………………………………..…..…… 11**

**Building Safety:** We will work together to maintain a safe and secure school at all times. Please respect and abide by procedures for lock-downs, fire drills (see appendix for procedures), and any other safety drills. At the end of the day, make sure your blinds are closed, doors are locked and classroom lights are off. Also, check the closest outside door to make sure it is closed and locked. If you are working late, please make sure to double check the closest hallway door, turn off classroom and hallway lights, lock your classroom and alarm the building.

**Cell Phone Usage:** Although cell phones are a convenience, please do not use them, in-front-of students or parents. All cell phone calls or texting made or received should be completed during teacher planning time or after school. IA’s you can check your phone on your breaks. Cell phones should be off or silent during class times.

**Code of Professional Conduct for Staff:**  **The Ethical Educator**

The Ethical Educator is a person who accepts the requirements of membership in the teaching profession and acts at all times in ethical ways. In doing so, the Ethical Educator considers the needs of the students, the district and the profession.

(1)The Ethical Educator, in fulfilling obligations to the students, will:

1. Keep the confidence entrusted in the profession as it relates to confidential information concerning a student’s and family;
2. Refrain from exploiting professional relationships with any student for personal gain or in support of persons or issues;
3. Maintain an appropriate professional student-teacher relationship by:
4. Not demonstrating or expressing professionally inappropriate interest in a student’s personal life;
5. Not accepting or giving or exchanging romantic or overly personal gifts or notes with a student;
6. Report to the educator’s supervisor if the educator has reason to believe a student is or may be coming romantically attached to the educator.

(2) The Ethical Educator, in fulfilling obligations to the district, will:

1. Apply for, accept, offer or assign a position or responsibility only on the basis of professional qualifications and will adhere to the conditions of a contract or the terms of the appointment;
2. Conduct professional business, including grievances, through established lawful and reasonable procedures;
3. Strive for continued improvement and professional growth;
4. Accept no gratuities or gifts of significance that could influence judgment in the exercise of professional duties;
5. Not use the districts or school’s name, property or resources for non-educational benefit without approval of the educator’s supervisor or the appointing authority.

(3)The Ethical Educator, in fulfilling obligations to the profession, will:

1. Maintain the dignity of the profession by respecting and obeying the law, exemplifying personal integrity and honesty;
2. Extend equal treatment to all members of the profession in the exercise of their professional rights and responsibilities;

**Computers:** Computers are a vital part of the instructional program. It is the teacher’s responsibility to ensure that all students utilize the computers on a regular basis and that when their class leaves the computer lab, that all equipment, etc. is returned to the proper place in the computer lab. Make sure when students use CVStudent that the background stays on the default setting. Students are not to put any shortcuts on the home page. Before leaving make sure you check this. Classroom supervision is a must while students are using the computers.

**Confidentiality:** Licensed school employees are allowed significant access to information about their students including test scores, grades, behavioral information and any special records including attendance. As school employees, you must exercise judgment when acting upon the information in those records and in sharing that information. You may share confidential information only with those school people who need that information and are permitted to have that information, as well as parents and/or legal guardians.

**Discipline:** Our discipline philosophy allows students to take responsibility for their behavior. They are encouraged to make good choices and learn from the logical consequences of their choices while maintaining their dignity. Classroom procedures must be in place within each classroom to teach students problem-solving strategies (cooperatively designed class rules, class meetings, peace tables, conflict resolution strategies, etc.). Each class will develop a consistent discipline plan. Please submit a copy of your discipline plan to me at the beginning of the year outlining expected behaviors and consequences for students who are showing inappropriate behavior.

Teachers should expect to handle discipline problems arising in their classrooms. If it is necessary to refer a child to the office, please send the written referral and we will get the child from the classroom. However, if the child is fighting or causing such a distraction or disturbance to other students, then he or she must be brought to the office immediately. If necessary, please contact the office for assistance. For any student sent to the office with a referral, I will be contacting the parent. In addition, communication with parents, by the teacher, is also required. Having close contact with parents is recommended (using notes, telephone calls, and personal conference) for students with ongoing behavioral concerns. Students should not be sent to the office for not completing homework or seatwork.

**Faculty Meetings:** Staff Meetings are usually held the first and third Tuesday of each month at 8:00 am sharp and will last 30 minutes. Staff Development Meetings (PLC’s) will be every Wednesday, from 2:45 – 4:30 p.m.

**Hours:** Please make sure you are working the amount of time that allows you to complete all aspects of your job effectively. Please follow district, building, and union agreements for your hours. Certified staff is to be in the building 30 minutes before the start of the school day and stay until all professional duties are completed. Classified staff should be clocked in, at their first duty station, ready to begin working by the start of their work schedule. It is equally important for classified staff to clock out at the designated times. If you need to leave the building during your workday, please check in and out with the office. Wednesdays are early out days for our students with a 2:30 dismal. Certified staff will participate in professional development through PLC’s from 2:45-4:30 every Wednesday.

**Lesson Plans:** Before 8:30 a.m. on the first day of the week, each teacher will need to submit the next week’s lesson plans for Math, ELA, and Science (elementary) and each class for middle school teachers. The lesson plans need to include a daily Learning Objective (what you want students to be able to do by the end of the lesson), and Evidence of Student Learning (how will you know students learned what they needed to learn). This will allow me to know what to look for while visiting your classrooms. In addition, I will expect that your completed lesson plans are on your desk and open at all times. Also, please have complete and thorough lesson plans for substitute teachers. It is frustrating to have lesson plans that are hard to follow or too vague. If you need help with lesson plans, please ask a colleague, who is a master, or I would be happy to assist you.

**Leave Requests:** Certified staff please submit your absences in a timely manner to AESOP. Please include the reason for your absence in the ADMIN NOTE section for example; Title 1, Title II or School Business, etc…. Classified staff please communicate with Kathy prior to your absence. In addition to submitting absences to AESOP text Kathy and your supervisor as early as possible letting them know you will be absent. This will allow them to know what substitute to expect or to get an early start on finding a substitute. Be aware, sometimes we cannot grant unpaid leave requests. All staff if you are taking a personal day it has to be cleared in advance by the principal. Certified staff, you must have a substitute teacher binder that is easily identifiable in your classroom. Make sure you have at least two days of substitute plans in the binder in case you have an emergency and are unable to submit lesson plans. Classified staff must have on file in the office a detailed schedule for substitutes and supervisor.

**Mandatory Reporting:** We are all mandatory reporters. If you suspect child abuse, it must be reported to the Department of Human Services, Child Welfare Division at 541-440-3373. If you are unsure, of what to do, ask me and I will walk you through it. If I am out of the building, please check w/ Kathy, she will help you or refer you to someone else. If you do file a report, please make sure you notify the office after you call.

**Network:** We all signed the internet agreement. Only use computers for school instruction/activities/communication. Follow district policy for email and social media. All staff should check their Outlook email and the School Calendar daily. Exit School Master at the end of each day. If your computer is not working properly, please fill out a help desk support ticket as soon as possible to ensure it will be fixed.

**Professional Communication:** Be positive and proactive.

1. Try to establish personal positive communication with each parent within the first few weeks of school. Make sure they know you and know you are a wonderful educator before you have to contact them with a problem.

2. If a child has a problem at school, communicate with the parent as soon as possible. Communicate directly so they understand what occurred and how you responded. If you have children call home as part of your classroom discipline procedures, please have them call from your classroom so you can answer questions and verify the accuracy of the child’s call.

3. Please give a copy of any formal communication you send home—class letters, notices, handouts, etc. to both the office and me as well as CC me on any parent emails dealing with behavior.

4. Have clear professional boundaries with text, email, and social media. Follow all district procedures and guidelines.

**Staff Accidents:** If a staff member is injured at school, report the injury to the office so we can ensure that the proper paperwork is completed.   
  
**Staff Dress:** All staff is expected to be neat, clean and to wear appropriate attire for work that is in good taste and suitable for the job at hand. Grooming and attire should follow what is most generally acceptable in the business and professional world.

**Student Accidents:** If a student is injured at school, please send them to the office. The office will call home and decide whether an accident report needs to be completed.

**Student Supplies:** Be conscious about student items. Do not keep any item that has a student name on it or belongs to a student. If you put your student’s school supplies together in a community source and have items left over at the end of the year, let the office know so that we can create a school-wide procedure for leftover supplies. If a student moves and does not collect all of their items, please bring everything that belongs to them to the office. We will contact the next school.   
   
**Supervision:** Please supervise in a manner that ensures safety for all! Keep your eyes on the kids at all times while actively walking around. Please refrain from grouping up with others while on duty or become distracted by phones or activities.

TEN RISKY BEHAVIORS

**Here are 10 ways that staff can protect themselves from false accusations.**

1. Do not be alone with a student in your classroom outside of the regular school day without informing your administrator.
2. Do not be alone with a student behind a closed door. Leave the door open.
3. Do not make a habit of meeting students outside of school for a meal, a soft drink, or a cup of coffee.

Regardless of the motivation, there is seldom justification for such conduct.

1. Do not counsel your students in nonacademic matters. Staff, although well-meaning, are not trained as Student Services Coordinators. Staff must consider the potential risk in discussing personal matters with students. If they believe that a student is in some type of trouble, they should refer the student to the school’s counseling team.
2. Do not regularly transport students in your own vehicle or allow students to have access to your vehicle.
3. Do not give students hall passes to come to your classroom on non-school related business.
4. Do not allow students to engage you in conversations regarding their romantic or sexual activities, and do not discuss your personal problems with students.
5. Do not entertain students in your home unless it is a school-sponsored activity.
6. Do not make sexual comments, comment about student’s bodies, tell sexual jokes, or share sexually oriented material with students.
7. Do not put your hands on students in a manner that a reasonable person could interpret as inappropriate. Do not brush against their bodies, touch their hair, or rub their necks, shoulders or backs. Do not tickle, wrestle, poke, pat, punch, or spank students. Do not allow them to do any of these things to you.

**FIRE DRILLS/BOMB THREAT**

**PROCEDURES FOR TEACHERS**

UPON HEARING THE FIRE ALARM

Retrieve your Radio

Close all windows.

Turn off all lights.

Take your grade book when you leave the room.

Verify that all students are out of the room.

Close but do not lock the door.

After your students have reported to the predetermined “Safe Spot”, we will contact each teacher for accountability.

**KIDNAPPING**

**TEACHER OR SUPERVISING ADULT**

1. Report kidnapping, or attempted kidnapping

to the office immediately.

2. Note the person’s appearance and any other information about him or her (voice, clothing, vehicle

type, license plate number, etc.) that might be helpful to police.

3. Remain calm.

4. Treat custody dispute problems as a possible kidnapping.

**ADMINISTRATIVE AND SUPPORT STAFF**

1. Issue appropriate emergency procedure.

2. Call 911 and the Superintendent’s Office. The Superintendent’s Office will contact any other support required.

3. If the kidnapper is still on school property, and he or she is not violent or armed, attempt to communicate with the kidnapper to keep him/her in the area.

Refer all media inquiries to the Superintendent’s Office

**STRANGER ALERT**

If children, staff or parents express concern about a stranger loitering on or near school property

or following students between home and school, report it immediately to the police.

E-mail an alert and a description of the person to all school principals, secretaries, and the district office.

**To avoid kidnappings:**

* Do not release a child to anyone other than the designated parent or guardian, as indicated in the student file.
* Do not accept substitutes for the designated parent or guardian without proof of prior approval from the parent/guardian and the office.
* Require that all students be sent to the office to be released by administrative personnel.

**Example:** During a custody dispute, a parent attempts to pick up a child without proper authorization.

**SUICIDE THREAT or ATTEMPT**

**TEACHER OR SUPERVISING ADULT**

1. Notify the office immediately (provide a name if known).
2. If it is a threat, let the student know how much you care about them and that you would be upset if they hurt themselves.
3. Have them make a commitment to being safe.
4. If there is a suicide attempt, Issue **Room Clear** to remove students from the scene. Send students to the Library and designate a student to come to the office to give a status report to an adult.
5. Remain calm and reassure students that everything possible is being done to return the situation to normal.
6. When the principal, police and/or medical personnel have arrived, rejoin your students. Treat overdose of medication as a suicide attempt.

A.L.I.C.E.

It is a five-letter acronym police say everyone should know. A.L.I.C.E – Alert, Lock Down, Inform, Counter, and Evacuate. Anything you can to survive and save yourself and other victims in the case of an active shooter. “It’s important to take a shooter away from his or her plan of action.” A.L.I.C.E. is especially important in the minutes while people are waiting for police to respond. Over the years, training has shifted from a solo lockdown mentality to A.L.I.C.E. because in an active shooter setting there is no time to wait.

Explain to the students that it is very important for them to identify the lockdown alarm vs the fire alarm. Explain to them that during a fire alarm, the bell is in short bursts (temporal 3) with a white flashing light and the lockdown alarm is a long warbling/wailing alarm with a blue flashing light.

Go over the procedures with your class answering any questions. Then practice a walk through. Do not barricade the door, but talk about what that might look like. Explain why they would want to barricade the door.

When you get to the part about escape and or counter, just explain to the kids that it is always OK to self-evacuate if an intruder is in the room, and they can always throw things at the intruder if needed. Hiding is OK if they feel safer doing that.

Staff point in the direction of the two places they can go to if they want to evacuate from the building. City Hall is north of the school. The students would go into the end with the large garage doors and walk up the stairs to the meeting room. Forest Glen Retirement Hall to the southwest. We would go inside and meet in their theater room.

These are places to go that are away from the building that we would be looking for kids if this were to ever occur.

Please be sensitive to our students. If you feel that they begin to talk about current issues or some of the shootings from the past, please don’t go into that conversation with them. It may be overwhelming and scary for some of our kids.

When we do a drill we will do an “all call” and let you know we are ready to begin. When the alarm goes off, please point out the sound of the alarm. Go through the procedures. When the lockdown drill is over, we will do an “all call” and say, “All Clear Tigers.”

**Student Lockdown Procedure**

* If you hear the lockdown alarm or if you are told to “Lock-down”, go into a room quickly and quietly.
* Once in the room, lock the door.
* Turn off the lights – Close blinds
* Barricade the door
* Move away from the door, spread out from other students and stay out of line-of-sight from the door opening.
* Be quiet and listen for any more directions.
* If an intruder enters the room and gets through the barricade, prepare to hide, escape, or counter.
* If you evacuate, go to City Hall or Forest Glen.

If it is a Drill

* Kathy will call you on the radio and follow the fire drill communication procedure for student/staff accountability. I will have the alarm turned off by this time so you will be able to hear.
* When we have 100% accountability of students and staff the office will do an all call and say “All Clear Tigers” signaling the end of the lockdown drill.

Earthquake Procedures Inside the Building

1. Take cover under desks, heavy furniture, and tables. Turn away from windows.
2. Stand in interior doorways, narrow halls or against identified weight-bearing walls.
3. Stay away from suspended objects such as light fixtures.
4. Remain calm reassuring students by speaking to them in a firm calm voice. 
5. When the quake is over…evacuate the building immediately.
6. Go to a designated, safe outdoor area such as an athletic field or playground.
7. Account for all students
8. Remain outside until the building is rendered safe by qualified personnel

Earthquake Procedures Inside the Building

1. Move away from the building or other horizontal walls near you.
2. Go to an open space such as the playground or athletic field.
3. Do not stand under utility poles, trees, or overhead wires.
4. Remain Calm.
5. Account for all students and staff.

Administrators:

Call 911 and the district office as soon as the quake stops

Do not allow anyone in the building until it is checked to be safe to do so.

EARTHQUAKE

EVACUATION OF BUILDING

# (FIRE ALARM, EARTHQUAKE, BOMB THREAT, DIRECTED EVACUATION)

1. THE FIRE ALARM WILL BE USED AS A SIGNAL TO EVACUATE THE BUILDINGS
2. ONCE THIS FIRE ALARM IS HEARD, LEAVE BUILDING IMMEDIATELY IN A CALM ORDERLY MANNER. USING ONLY THE EXIT DOORS OF THE SCHOOL.
3. REMAIN AT LEAST 300 FEET AWAY FROM THE SCHOOL BUILDING.
4. ACCOUNT FOR ALL STUDENTS AND REMAIN ON THE SAME SIDE OF THE BUILDING IN WHICH YOU HAVE EVACUATED.
5. WAIT TO BE CLEARED BACK INTO THE ROOMS OR FOR OTHER PROCEDURES WHICH MAY NEED TO BE FOLLOWED BY EMERGENCY PERSONNEL.
6. REFER ALL MEDIA WHO MAY WANT TO SPEAK WITH YOU TO THE DISTRICT OFFICE OR STAFF REPRESENTATIVE ON SITE.
7. THE DESIGNATED PERSON WILL BE RESPONSIBLE FOR MAKING SURE THAT THE MAIN GAS VALVE IS TURNED OFF WHEN EVACUATING THE

building.

1. THE ADMINISTRATOR AT EACH BUILDING WILL UPON SAFE

# EVACUATION OF THE BUILDING PERFORM A HEAD COUNT OF ALL EMPLOYEES AFFECTED BY THE EVACUATION INSURING

THAT ALL EMPLOYEES WERE SAFELY ACCOUNTED FOR. ANY DEFICIENCIES IN COUNT WILL BE REPORTED TO THE FIRST RESPONDERS FOR ACTION.

OFF-SITE EVACUATION SAFE PLACE

CANYONVILLE ELEMENTARY-CV PRIMARY SITE.

EVACUATION