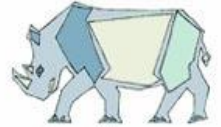
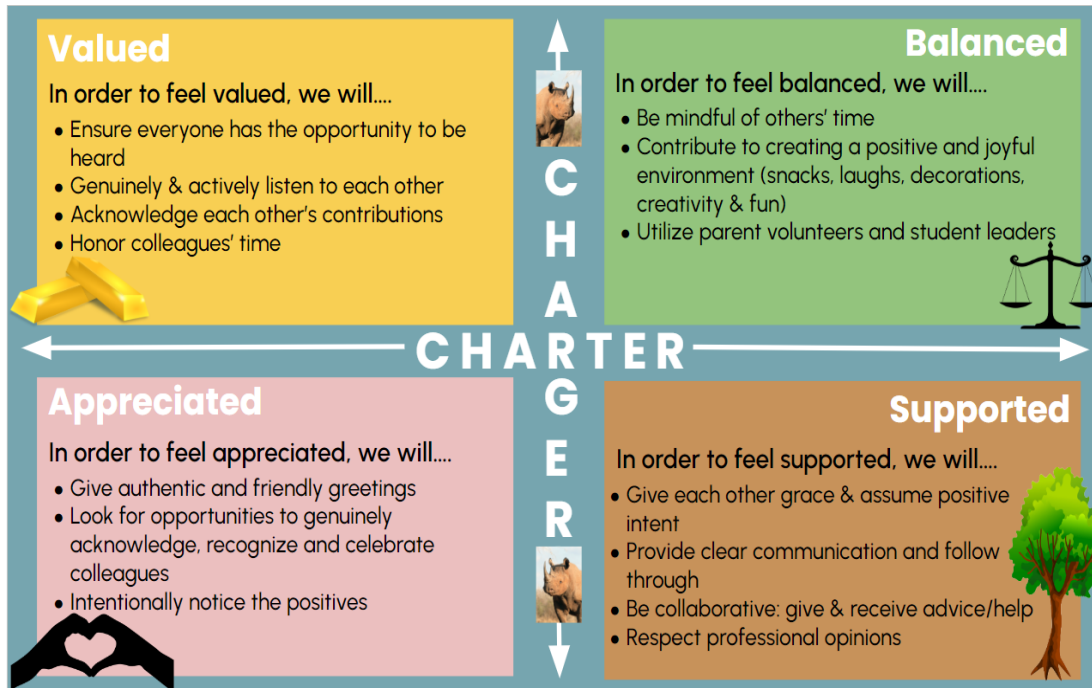




Jefferson Elementary School



2023-24 Staff Handbook



425-385-7400

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Website: www.everettsd.org/jeffersones

As part of their annual Vector training, staff will acknowledge reading and understanding the contents of this handbook, including the district policies ([click here](#)). This handbook can be found in the General Information folder of the Google Drive Jefferson Staff Folder. Changes will be highlighted in the weekly Courier newsletter.

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- Evaluations
- Learning Improvement Fridays
- Map with phone numbers
- Master and specialist schedule
- Meetings calendar & call-back information
- Morning/afternoon supervision schedule
- Shared leadership (building committee) information
- Staff list

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Guiding Statements

Mission statement

At Jefferson Elementary School, we achieve to high standards by providing a meaningful and relevant education, preparing each of our students to be healthy, well-rounded lifelong learners and responsible citizens in a changing society.

Vision statement

The Jefferson school environment is one in which all learners will grow and succeed with the support of our staff, families, and community. We will respect and learn from diverse viewpoints. Our rigorous teaching practices will be both reflective of and responsive to the academic, physical, and social/emotional needs of our students. We will embrace communication between staff, families, and community as we work to create the best learning opportunities for all.

Core values

As educators at Jefferson, we value:

- **A comprehensive education:** We provide our students with a rigorous, well-rounded education that includes the arts, English/language arts, humanities, mathematics, the sciences, technology, and health through ongoing assessment that informs and drives instruction.
- **Shared decision-making:** We are collectively involved in making decisions that directly impact our school community.
- **Teaching to the whole child:** We support our students' social/emotional, cognitive, creative, and physical development in our teaching.
- **High expectations:** We hold ourselves and our students to high standards of performance and behavior.
- **Integrity:** We are honest, ethical, and respectful of others, and we foster those traits in our students.
- **Accountability:** We establish clear goals, measure progress, and take responsibility for results, and we teach our students to become responsible, self-motivated learners.
- **Collaboration:** We partner with families and our diverse community to support our students' learning, and we teach our students to work cooperatively with others to accomplish goals.
- **Diversity:** We appreciate, respect, and learn from diverse viewpoints, and we teach our students to do the same.
- **Lifelong learning:** We challenge ourselves to continue our own professional and personal development, and we instill a love of learning and a growth mindset in our community of learners.

Collaboration norms

- I will make student needs and interests my No. 1 priority.
- I will accept responsibility, take accountability, and publicly support team/staff decisions.
- I will be present and prepared for all meetings.
- I will treat others as equals by demonstrating mutual respect.
- I will listen with the intent to understand, ask questions for clarification, and respect diverse viewpoints.
- I will share openly and honestly, to push others' thinking.
- I will focus on solutions, instead of admiring the problem.
- If there is an issue, I will speak directly to those involved.

List of Documents that Change Annually

The path to these frequently accessed documents is: Google drive, Jefferson staff folder, staff handbook.

- Assembly seating charts
- District calendars
- Evaluations
- Learning Improvement Fridays
- Map with phone numbers
- Master and specialist schedule
- Meetings calendar & call-back information
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Operations and Expectations

Absence reporting for staff

Absences should be reported in advance through Frontline Absence Management online or by phone. To call the system, dial 1-800-942-3767. You'll be prompted to enter your ID number (followed by the # sign) and then your PIN number (followed by the # sign). If reporting your absence after 7:30 a.m., please put the absence into the system and then call the front desk to let us know you will be out. Because it's a busy time of day and voicemail/e-mail isn't always checked, it's helpful if you continue calling until you talk to a live human.

Attendance (students)

Student attendance is to be taken by 9:30 a.m. each school day using the online system. If a student arrives in class after 9:15 a.m. without a tardy slip, please send them back to the office to get one. Taking attendance accurately ensures that parents do not receive phone calls when their child is, in fact, at school. Over the last few years, the district has made significant changes to attendance policies and procedures, including how absences are reported and excused, to align with state law. Please direct families with questions to the office. If families report absences to you, please forward to/notify the office.

Before- and after-school supervision

Teachers are expected to meet students in the covered play area no later than 9:10 a.m., when the first bell rings, so that paras can prepare for their first instructional groups. In the afternoon, teachers are expected to walk students out of the building.

Classified staff information

In addition to expectations outlined in collective bargaining agreements, please adhere to the following guidelines:

- **Work hours:** You are expected to start and end work at your scheduled time unless you have prior approval from Steve or your supervising teacher to adjust your hours on a given day. In addition, please make sure you are in your assigned supervision and group instruction areas on time.
- **Signing in and out:** If you leave campus during the school day (whether returning or not), sign out on the clipboard in the staff work room. This way we know where you are in case of drills or emergencies.
- **Lunch and breaks:** Working through lunch and breaks is not allowed. Prior approval is needed to extend your lunch break (and, therefore, your work day) beyond a half-hour.
- **Comp time:** Prior approval is required both to bank and to take comp time. In situations where this is not possible (such as staying late with a student who was picked up late), please e-mail Steve and your teacher by the following day to ask how compensation for extra time worked will be provided (comp time or pay). If comp time is to be taken, it needs to happen very soon after it is banked.
- **Cell phone use:** With the exception of your lunch and break times, you should not be using your cell phone during the work day, with the exception of on-site or family emergencies.
- **Personal work:** With the exception of your lunch and break times, you should not be engaged in personal/non-district work during the work day. You also need to understand that any work done on district computers (including personal work) is subject to open records request laws as well as district monitoring. You should not print personal materials on district printers.

Communications

Staff **cell phone** numbers should not be provided to students or family members.

E-mail is a central form of communication. All staff are expected to check their e-mail daily, and to respond in a timely fashion (generally considered to be within 24 hours on work days). It is always wise to remember that your e-mail is subject to open records laws, so ask yourself if you would be comfortable with your message being publicly published before you send it. (The same goes for all written work-related communication, whether conducted on a work computer, a personal computer, or a cell phone. Texts, too!)

Staff members are expected to read the **weekly staff newsletter**, The Courier, which is e-mailed each Friday or over the weekend. Events for the week and important news items are included, with the goals of avoiding multiple e-mails throughout the week or needing to handle nuts and bolts in staff meetings. Past issues are in the Courier folder of the Jefferson Staff Folder.

Walkie-talkies should be used only for necessary, brief communication. Make contact with your intended partner prior to delivering the message. For example, first transmit “Steve to office.” Wait for a response such as “Go ahead Steve,” and then deliver your message. Keep transmissions professional, stick to the facts, and remember that anyone nearby any radio can hear you – staff, students, and parents.

Decision-making

Shared decision-making strengthens the work of the school. Our shared decision-making model shows the extent to which different staff have input, influence, and consensus-level involvement over decisions affecting our work. The matrix can be found in the General Information folder of the Jefferson Staff Folder.

Discipline (Positive Behavior Interventions & Supports – PBIS)

All staff members are expected to use the PBIS framework and materials consistently to encourage and recognize expected behaviors, and to address undesired behaviors. Resources are available in the PBIS folder within the Jefferson Staff Folder.

The foundation of PBIS is the teaching of clear expectations, and the frequent positive recognition of students for meeting those expectations. Each year, staff will teach “common area expectations” for hallways/entryways, waiting in line, bathrooms, the cafeteria, the playground, buses, assemblies, and the office area/health room during the first 10 days of school using common charts/documents that can be found in the PBIS folder.

Student behavior incidents are tracked electronically using the Issues & Referrals system (new in 2021-22 – training will be provided, and systems are still being developed).

Emergency procedures

All staff are responsible for reviewing procedures for lockdown, fire/evacuation, and earthquake drills prior to the first day of school each year, and for teaching them to students each year. These procedures can be found in the safety folder within the Jefferson Staff Folder. You can support safety for all by ensuring that updated rosters (provided by the office) are placed in your emergency backpack each month, and that you let the assistant principal know if any items are missing from your backpack.

Evaluations

Detailed information on evaluation timelines and procedures is available in each collective bargaining agreement. Certificated teaching staff should also refer to the TPEP handbook, which will be provided electronically each year. Watch for an e-mail from administrators with more details in mid-September.

Facilities and equipment

Classrooms and offices

- Per the fire code, nothing may be stored on top of high cabinets, or hung from the ceilings.
- Please use blue painters' tape (rather than regular masking tape or duct tape) on all surfaces (walls, floors, etc.). Masking tape adhesive does permanent damage!
- As a general rule, district-provided furniture belongs to rooms, not to people, and should stay in place.
- Paper cutters may not be left out in classrooms at any time. If you have one, it needs to be stored in a cabinet that students cannot access.
- Classrooms and offices should reflect student learning and work, balancing the creation of a welcoming, personalized environment with student needs for a neat and orderly classroom that is not overly distracting or stimulating. Care should be exercised as to the decorations, equipment, and furniture that are brought from home, taking into account students' ages and health/safety factors. The district provides staff with appropriate furniture and technology items, so rarely should staff bring in their own large items.
- For energy conservation purposes, the district prohibits microwave ovens, refrigerators, coffee pots and other small appliances in classrooms and individual offices.

Lamination: Staff should drop off their lamination requests in the box in the staff workroom. Due to the high cost of laminating material, lamination should be reserved for items that will be used over and over, or for those items that will be up on the wall for a long period of time. Individual student projects should not be laminated.

Property damage reports: Please see the Office Manager if you experience significant damage to property.

Staff lounge and workroom: Students are not allowed in either of these rooms at any time. It is the responsibility of every staff member to clean up after themselves when using either room. In the workroom and office area, be aware that parents are often within earshot, so hold confidential conversations elsewhere.

Storage: To create equitable storage opportunity and minimize excess materials from taking up space, each teacher is provided with storage cabinets in the hallways. No teacher property is to be stored in the basement. Please discard or take home unused personal materials, and ask to surplus district materials.

Field trips

Along with district policy, staff should adhere to the following timelines and procedures:

- **Trip approval:** At least 30 days in advance of the trip, obtain a Field Trip Request form from the Office Manager. Complete all information and turn in to Steve's basket to be approved.
- **Bus scheduling:** After Steve approves the trip, the Office Manager will order the bus and print a copy for the Health Room.
- **Permission slips:** Teachers need to fill out and print/copy both student and parent permission slips.
 - All student permission slips are due to the health room five school days prior to the trip.
 - All adult supervisor slips are due to Holly five school days prior to the trip.
- **Chaperone volunteer clearance:** Teachers are responsible for telling volunteers they must have clearance. Holly is responsible for checking clearance.
- **Picking up backpacks the day of:** The morning of the trip, please see Holly by 8:45 to get your supplies for the trip. We want every teacher carrying a backpack that will include all permission slips for your class, any medicines your students may have, and all health care plans.
- **EpiPens and inhalers:** If a student has one of these “rescue medications,” a teacher or other trained district employee must be with them at all times because these are considered life-saving medicines. The only exceptions are: 1) If that student’s parent is his or her chaperone, in which case the parent may carry and administer the medication; or 2) If that student is has doctor’s orders authorizing him or her to self-carry. Other parent chaperones cannot carry or administer these medications, and it is not enough to just be able to get ahold of you by cell phone to have you come and administer the medication.
- **Bus seating:** The Health Room Assistant needs to know in advance if students from multiple classes will be split between more than one bus, because permission slips need to be on the same bus as each student. If this is to be the case, she will provide a set of permission slips for each bus.
- **Returning backpacks after the trip:** Please turn in backpacks as soon as possible after returning to school. They need to be signed back in and locked up, so should not just be left on the health room desk. If Annie is not at her desk, please ask the building nurse or the office staff for assistance.

Finances

Before **charging a fee** for any activity, item, or event, discuss your plan with Steve, and once approved, connect with the Office Manager about proper money-handling guidelines.

See policy 5215 around **conflicts of interest**, including staff members tutoring students.

Food in classrooms

Teachers may choose whether to have a daily **snack time**. Snacks can be an important part of helping students stay focused and attentive. Consider the following in planning whether your class will have a regular snack time:

- How are you ensuring that students are not sharing food, and that there are no peanut/tree nut products in nut-free classrooms, or other life-threatening allergy exposures?
- How are you ensuring equal access to snacks for students on free/reduced lunch?
- How are you ensuring that any snacks you are providing to students meet district nutrition policy guidelines? The same applies if parents are sending in snacks to be shared by a class.

Per district policy, each classroom may have three **celebrations** per year involving food (including sugary treats). All food should be store-bought rather than homemade due to the potential for cross-contamination.

Classroom teachers have three options when it comes to food for **birthdays**:

1. Teachers may elect to observe birthdays with food during their three classroom celebrations per year.
2. Teachers may allow students to bring fruits and/or vegetables to be eaten during the regular class snack time as a birthday celebration.
3. Teachers may mark the occasion of students' birthdays without any food, or may choose not to celebrate birthdays at all.

Teachers should provide information on their snack and birthday celebration plans to families each fall.

Flower and balloon deliveries for students will not be accepted.

Injuries

Staff members who are injured at school should see The Office Manager for information on how to make an online report.

If **students** experience significant injuries at school, Angie will determine whether a report must be made.

Security

Safeguard your **keys and badge**, and report loss or theft to Steve immediately.

Wear your **badge** whenever you are on campus.

When you are on campus **outside of custodial hours**, use the sign-in/out clipboard located on the exterior office counter. If you are the last to leave, arm the building using the Sonitrol keypad by the front doors

Staff members' children who attend at Jefferson

Having the family together is a great benefit, but staff members whose children attend school at Jefferson are asked to put their professional roles first when at school by following these guidelines:

- Students are not to enter the staff room or workroom.
- Students are not to be left in the office during meetings.
- Students are to proceed to their morning line-up areas by 9:00 a.m. to begin the day in their classroom communities.
- Students are not to be on campus during LID days, LIF times, conference times, or extension staff meetings.
- Students are not to be present during shorter meetings of any kind (staff, IEP/504, etc.).

Student Handbook

Staff should familiarize themselves with the Student Handbook. Changes made year-to-year will be communicated via the Courier or other means. The handbook can be found in the General Information folder in the Jefferson Staff Folder.

Substitutes

Substitute jobs are more likely to be filled when subs in our building feel welcomed and well taken care of! Teachers should leave detailed plans that include the basics (schedule, contacts, etc.), academic plans for the day, as well as a few extra activities that will be successful. When they check in at the front desk, substitutes will receive a basic packet of information – building map, staff list, master schedule, and emergency plans. Teachers do not need to duplicate these in their plans but should provide any class-specific details.

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Substitute jobs are more likely to be filled when subs in our building feel welcomed and well taken care of! Teachers should leave detailed plans that include the basics (schedule, contacts, etc.), academic plans for the day, as well as a few extra activities that will be successful. When they check in at the front desk, substitutes will receive a basic packet of information – building map, staff list, master schedule, and emergency plans. Teachers do not need to duplicate these in their plans but should provide any class-specific details.

Substitute Shortage Coverage

When there is no substitute to cover for a classroom teacher, the following specialists will cancel their own classes and rotate to cover for the shortage:

- Winter Graham (Instructional coach)
- Hannah Kegley (counselor)
- Shauna Rowe (PE)
- Ellen Bye (library)
- Andrea Aguilera (art)
- Debrah Rockwell (music)

Specialists will be pulled in half-day increments, with some “wiggle room” to account for special events or activities. For example, if it is the music teacher’s turn to cover a class but she is getting students ready for a concert the following week, we may pull the next specialist on the list. Administrators and the office manager will coordinate coverage each day, and the office manager will track both the date and amount of time specialists are pulled to sub.

If specialists miss their own planning time while covering a class, they should fill out timecards to compensate for missed planning time.

When there is no sub for a specialist, classes will be canceled, and teachers should fill out timecards to compensate for missed planning time.

Volunteers/visitors

All visitors and volunteers must sign in at the front desk, wear a volunteer badge or visitor sticker, and follow all COVID safety guidelines. If you see someone in the halls without a badge or sticker, please ask them to go back to the front desk to get one. Although this can feel a bit awkward, it helps keep our students safe.

Volunteers should not be in the building before 8:30 a.m. or after 4:00 p.m. unless they are working directly with a teacher or other staff member.

Weather-related emergencies

Staff will be notified of late starts or closures via district Blackboard Connect call and e-mail. In the event of a late start, employees are to make all safe efforts to arrive at work at the usual time.

District policies and procedures

[Click here](#) to review the 2023-24 District Policy and Procedures. As part of their annual Vector Training, staff will acknowledge reading and understanding the contents of this handbook, including the the [District Policy and Procedures](#).