

West Las Vegas Schools 2020-2021 Elementary Staff Handbook



*Disclaimer: Due to Covid-19 Pandemic, many of the in school protocols and expectations may differ.

Our Vision: Believe in yourself! Believe, Achieve, Succeed, Juntos en la casa y aqui.

Our mission: Luis E. Armijo Elementary and Tony Serna Jr. Elementary will work in partnership with the community to provide an environment which promotes high academic achievement and supports students to believe in themselves, and to respect everyone in virtual online instruction or in-person instruction.

Our goals are to:

- Teach toward mastery and advancement of the basic skills and bridge any gaps in education.
- Encourage the love of reading and writing.
- Promote critical thinking and problem solving.
- Improve social skills (i.e. self-control, self-esteem, self-respect, self-motivation, conflict resolution, cultural diversity awareness and acceptance).
- Advance computer skills
- Increase opportunities for family involvement.
- To engage in a positive, caring, nurturing, and safe environment.

Expectations of Faculty and Staff

1. Use best practices for ALL students. Become knowledgeable of the academic and social emotional needs of your students.
2. Practice Tier 1, Tier 2, and Tier 3 intervention strategies for your students. Make use of differentiated instruction and include the specific learning needs of students with disabilities.
3. Set high expectations and goals. Post and use your data to assist your students and to drive instruction. Teach procedures and routines.
4. Be creative and intentional, share your love of education.
5. Be positive, caring, and encouraging. Interactions with students should be respectful regardless of the student or situation. Use the 5:1 ratio feedback method.
6. Be firm, fair, consistent, and caring with your students. Use your social contract with fidelity. Hold yourself and your students accountable. Post expectations in a prominent area in your classroom.
7. Respect your colleagues, your parents and your students.
8. Communicate effectively with parents. (Take care of problems/challenges before they get big.)
9. Confer discreetly with your students when disciplining. Do not shame students to punish them.
10. Be professional in all your actions and in your appearance and dress. (Take pride in your profession.)
11. The epitome of a professional educator is to be on time and be prepared.

WLVS Policies and Procedures:

Available on the WLVS website. Teachers are encouraged to review these annually. This includes “Staff Conduct” (Standards of Professional Conduct) that must be signed yearly.

Faculty Hours:

The regular school day for teachers is 6.75 hours a day from 7:45-3:15 (exception is when on duty, which begins promptly at 7:30 a.m.) Teaching staff has a 45-minute lunch unless you are providing lunch duty. The regular school day for the **Instructional Assistants is a 7.5 hour day from 7:30- 3:30 with a .5 hour lunch.**

Faculty/Staff Meetings/Core Team Meeting

Meetings will be held once a month, unless otherwise needed. Sometimes unforeseen issues arise that need to be addressed promptly, but every effort will be made to keep these meetings to a minimum. Core team meetings will occur once a month and the following week during collaboration to discuss data and inform all staff and update 90 Day DASH plans.

Teacher Absence or Tardy:

It is the **teacher’s responsibility to call a substitute and notify both Principal and Secretary regarding the absence.** Make sure the day’s lesson plans are on your desk, or that someone will bring them to the office for you, or you may email them. In case of extended absences, the teacher needs to phone the school to report expected return or continued absence. Call before 12:00 p.m., so that the same substitute can possibly be retained.

First Week and Month of School: To Do’s

****During Virtual learning please review online rules and etiquette as well as expectations.**

1. Have students complete a writing sample, complete base assessments (Reading, Math, ELD etc.). This is especially important due to “summer slide”, and now “Covid-19 Slide”.
2. Review and explain student behavior expectations (class norms/social contract). Set expectations for appropriate behavior for hallways and other common areas. Follow through and be consistent.
3. Discuss cafeteria and restroom behavior expectations.
4. Review and practice all procedures: lunch line, bus line, classroom procedures, fire drill, etc.
Practice all routines and procedures daily.
5. Discuss bus, playground and school safety.
6. Set classroom expectations for learning and for character. Again, utilize your social contract.

Commented [RS1]:

Safe School Plan:

Safety plan will be issued and discussed. Please keep it in a safe place for easy access. Fire evacuation plan is to be posted near your exit door. All exits to classrooms and buildings must be clear and

accessible at all times. Shelter in place, and evacuation emergency drills as well as fire drills must be conducted and documented. School Safety plan has been approved by the NMPED and will be shared and revised yearly.

Medicine:

No medicine, including Tylenol, will be distributed to students with the exception of epi pen or inhaler. The school nurse may no longer dispense medication.

Head Lice:

Unfortunately, head lice always arise in public schools. At WLVS we make every effort to combat this situation. *Children suspected of having head lice should be treated with the utmost discretion.* Keep in mind that the child is never at fault for acquiring head lice. By law, students are not to be sent home for lice. Parents/guardians are to be notified at the end of the day. Students may return to school once treatment has been given.

Lesson Plans:

Emailed to Principal-Due every Monday no later than 8:30 a.m. Please post copy of lesson plan outside classroom door for easy access during formal and informal walk-throughs.

Emergency Lesson Plan Folders:

A substitute folder will be kept in the office in the event of an emergency. A minimum of 2 days' work should be available.

All substitute information should also be placed in folder (schedules, materials and where they are located, emergency procedures, duty schedule and information, etc. **DUE: August 21, 2020**)

Substitute Plans:

You are responsible for easy to follow substitute plans on the day(s) you are out. Make sure they are detailed. Make sure they are accessible to the substitute by leaving them on the desk or have someone bring them in the morning. Procedures, routines, and schedules should be listed on plans.

Grade Reporting:

Progress reports are to be provided to the parent/guardian with information regarding their child's academic progress. Please set up parent conferences if necessary to discuss progress.

1st Progress Report September 18 3rd Progress Report February 5

2nd Progress Report November 20 4th Progress Report April 14

Report Cards:

Grade reporting to students and parents is an important responsibility of all teachers. Extreme care must be given to following established procedures and maintaining accuracy. The teacher's grade

book is an official document; the teacher is responsible for keeping it accurately, and keeping it secure at all times. (PowerSchool)



Honor Roll/Student of the month/star attendance

A Honor Roll: 4.0-3.5 with excellent conduct

B Honor Roll: 3.49-3.0 with excellent conduct

Permanent Records:

Teachers are responsible for the accuracy and maintenance of the permanent records of the students assigned to them. Never keep records in your room overnight. A permanent file should never be taken from the school building. If you are reviewing a student's records, make sure you return it to the correct drawer and place in alphabetical order, or give them to the secretary. At the end of the school year, teachers must accurately fill out attendance, grades, comments, and place report card and EOY assessment data.

Student Assistance Team and Rtl:

The SAT process is intended to help teacher identify strategies to help struggling students. It may or may not lead to a special education referral. Students can be referred for excessive absences, neglect, not completing school and homework, poor peer relations, etc. Do not delay acquiring assistance by failing to initiate the process. Please utilize our school counselor to assist you.

Process: Please refer to your SAT-Rtl handbook. All referrals are to be given to the school counselor.

Modification Recommendations

1. Use a checklist for assignments.
2. Use a behavior contract.
3. Use a timer to encourage more efficient work habits.
4. Organize assignments into short, structured units to increase on-task behavior.
5. When correcting papers, identify items done correctly as opposed to items done incorrectly.
6. Institute a consistent feedback program between school and home.
7. Stress student responsibility for their own behavior.
8. Encourage successful participation in small groups.
9. Pair the student with another student (peer buddies).
10. Consider a seating arrangement that maximizes class participation.

**AIPs must be completed at the end on each benchmark testing. An AIP for online learning will be provided so students who are in need of extra support in bridging the academic gap have a plan during the pandemic.

Supervision of Students:

- A. Classroom supervision: **Students must be supervised at all times.** Faculty members must never leave students unsupervised, contact another staff member to supervise in your absence.
- B. Duty Supervision: **Staff must arrive promptly at their designated duty areas. Move around a scan area often. Make yourself visible at all times.**
- C. Restroom supervision: Make sure students are being supervised properly. Assign student monitors to help keep restrooms clean and quiet. Use restroom sign out sheets for accountability.
- D. Playground supervision: **Students have 15 minutes of recess. Please adhere to the set recess schedule.** Monitor all students at all times. Games allowing physical contact are not allowed. Walk around, scan and monitor. Strategically place yourself so that you can monitor students. Keep them safe. Scanning will help ensure that accidents and disagreements will not be an issue. Teachers should not be on cell phones while supervising students.
- E. Playground equipment: If playground equipment is in need of repair, or if there is something dangerous on the playground, inform the principal or head teacher immediately.
- F. Common area supervision: Hallways, cafeteria, library, etc. are common school areas shared by everyone. Remember to practice procedures for being in these areas.

Field trips:

Field trips are to enhance learning of a certain topic by a resource away from the school campus. Field trips are viewed as a tool for learning and should be appropriate for the age group.

Bus requests must be filled out a minimum of two weeks prior to the trip and turned in to the school secretary. Remember to contact transportation to reserve a bus prior to completing the bus request.

Permission forms for each student must be returned, signed by the parent/guardian. **Verbal permission is not allowed.**

Make arrangements for sack lunch two weeks prior to trip with cafeteria manager.

On the day of the trip, turn in a list of student names who will be on the field trip. **Make sure to take roll call whenever leaving an area. Do NOT leave site unless every student is accounted for. Make sure all parents signing out their child signs out with you AND the bus driver. Supervise your students at ALL times. If returning after school hours, all staff who attended the field trip MUST stay until the last student is picked up.**

Requests for field trip requisitions need to be submitted 2-3 weeks prior to the trip.

Class parties: Principal will notify staff of dates and times of parties.

Birthday parties: If families choose to celebrate at school, celebrations are to occur at the end of the day.

Collection of unnecessary items:

Games, toys, electronic devices are unnecessary items for students to possess at school. Please collect these items, put the student's name and date on them, and send items to the office. They will be kept in the office until the student's parents/guardians pick the items up.

Faculty Evaluations:

During the school year there will be three types of evaluations;

- Informal walk through
- Formal walk through
- Observation Evaluations

In addition, a PDP needs to be completed by each teacher within the first 20 days of school and updated three times a year.

Other items are needed throughout the school year, including lesson plans, in-service documentation, and pre observation materials. Please submit items in a timely fashion when they are given to you.

Guest Speakers:

If you have a special activity occurring in your classroom, please let the principal know and any guest speakers in the classroom must be noted in weekly lesson plans and discussed with the principal prior to their visit.

Cell phone use by staff:

Cell phones may only be used during a staff member's planning/break time and should not be used when staff is teaching or anytime supervising students especially during duty. Please advise family if an emergency should arise, that they should call the secretary's office. The school secretary will immediately notify you and arrangements will be made for classroom coverage.

Copy Machine:

If you have a jam or breakdown of the copy machine, inform the secretary immediately. Only make copies of items you need.

Laminating Machine:

To conserve costly laminating film, only materials for instructional use will be laminated.

PAC- Parent Advisory Committee Meetings:

As per Title I requirements, two meetings will be held and parent involvement lead person will send out dates and times. Class presentations will also take place during PAC meetings.

Discipline Plan:

Students that are sent to the office must have written documentation with them.

Offenses handled by the office:

1. Habitual Minor and Major Offense
 - A. Parent/guardian contacted by principal, (written notification or phone call)
 - B. Teacher, principal, and student conference and a consequence is administered by the principal.
2. Behavior plan will be initiated if problem behavior continues. If a student has exhibited a history of chronic behavior that repeatedly or substantially interferes with the teaching and learning of students a BIP will be implemented. The goals for BIP are to teach students to accept logical consequences and become actively involved in finding positive alternations for their actions.
 - A. Referral to counselor
 - B. SAT team convened
3. Major infractions will be documented in Powerschool.

Fire Drill Instructions:

1. Classes will walk out of rooms in single file.
2. Running and talking are not permitted during the fire drill so that all students may hear instructions at all times.
3. Teachers will see that all doors are closed, not locked, after verifying that all students are out of the room.
4. In case the exit designated is blocked, the teacher in charge of the class will select nearest exit and follow instructions for leaving that exit.
5. Instruct students who may find themselves out of the room during the fire alarm to leave the building immediately by the nearest exit, and report to an adult and stay with the adult that is in charge.
6. Each teacher will check the roll and report immediately any person absent that should be there. Report those absences to a member of the leadership team. A member of the leadership team will notify principal to check for student accountability. Please note that the class roll book and fire drill form must be in the hands of the teacher. Use Green and Red notification cards to get the attention of the Head Teacher immediately.
7. Classes will be held together on the grounds and teachers will await orders from the administration to return to the building. Each teacher is to walk his or her class back at the end of the drill, observing good order and silence.
8. Fire drill form must be completed and returned to the office immediately following re-entering of classroom.