



Staff Handbook

2022-2023

**Helping students from all walks of life to
achieve godliness, success, and a love of
learning.**

Integrity · Faith · Wisdom · Respect · Love

Teacher Job Description

Essential Functions

- **Guest Speakers**

Guest speakers may be used by teachers from time to time, when such use is consistent with educational goals and with a demonstrable relation to the curricular or co-curricular activity in which the participating students are involved. Teachers are expected to inform the administrator of the date, time and nature of the presentation whenever such use is planned.

- **Non-Prescription Meds**

Steps for giving a student a non-prescription medication.

1. Check the list to see if their parents are ok with the med.
 - a. If no, call the parent.
2. Ask the student if they have been drinking water.
3. Consider making the student wait a bit.
4. Log any meds on the sheet in the first aid room and make a note in Sycamore under medical.

- **Feature Films/Videos/Movies**

Administrator approval is required prior to showing a feature film/video to students in classrooms. Only films/videos rated G, PG or PG-13 may be authorized for classroom use. Requests are to be submitted to the administrator at least five days prior to the proposed showing. The following information should be included: 1. Title and brief description; 2. Purpose for the showing; 3. Match with course objectives; 4. Proposed date of showing; 5. When and how parents will be notified, or if necessary, grant consent; 6. Audience rating (e.g., G, PG, PG-13). The showing of all feature films/videos with a PG rating requires prior parent notification from the staff member. Feature films and videos with a PG-13 rating must have prior parental consent. Parents should be provided the opportunity to preview a feature film/video, whenever possible.

- **Visitors**

Students are not permitted to bring visitors to school without the prior approval of the administrator. Staff members are expected to report any unauthorized person on school property to the administrator.

1. **Demonstrate a Christ-like attitude by...**
 - a. serving students compassionately
 - b. respecting all students, especially those who require more time, effort, and resources
 - c. developing students toward their full potential
2. **Maintain a professional classroom by...**
 - a. preserving a clean, inviting, and organized environment
 - b. managing student behavior according to school policy
 - c. dressing neatly and behaving respectfully
3. **Teach effective classes by...**
 - a. establishing and communicating clear learning objectives
 - b. planning and delivering well-developed lesson plans
 - c. providing meaningful feedback to assignments, projects, and tests
4. **Keep and use accurate records by...**
 - a. recording academic, behavioral, and developmental assessments according to school policy
 - b. completing record-keeping tasks in a timely manner
 - c. reviewing records and adjusting instruction to match student competency and mastery
5. **Communicate effectively by...**
 - a. regularly providing crucial information to students, parents, colleagues, and administrators concerning class schedules, class organization, student progress, and student needs
 - b. send regular updates to admin regarding class events and happenings
 - c. participating in parent-teacher conferences
 - d. participating in school and department meetings
6. **Develop professionally by...**
 - a. maintaining an attitude of continuous improvement

- b. attending classes, seminars, and conferences
 - c. participating in inter-school development programs
- 7. Engage with the school community by...**
- a. Viewing parents, church leaders, and community leaders as team members
 - b. Working with colleagues to solve problems and accomplish tasks
 - c. participating in extra-curricular activities that connect with students, parents, colleagues, and other members of the community

Requirements

1. Team Membership

- a. Must have the ability to work cooperatively with other staff members
- b. Must have the ability to communicate effectively with other staff members
- c. Must be able to report to work on a regular and punctual basis

2. Technology

- a. Must have the ability to accomplish basic tasks on a computer
- b. Must have the ability to send and receive email

- 2. Make it something the students earned.
- 3. Keep events on school grounds whenever possible.
- 4. Have a plan of events – give that plan to parents.
- 5. If you would like to have an event off school property, include parents. A 1:5 ratio of students to adults is preferred.

- **Animals**

The administrator shall be advised of any animals to be housed in the classroom. At the administrator's discretion, permission to keep the animal may be denied based on these considerations: (1) the purpose for the animal's presence; (2) the ability of the teacher to control the animal; (3) the appropriate cage for the animal and (4) the past practice in the classroom.

- **Lost and Found**

There is a lost and found box in the office/first aid room. Do not send your students to look in the lost and found. Please ask the secretary or check the box yourself.

- **Setting up your classroom at the beginning of the school year.**

Each homeroom teacher will be given \$100 at the beginning of each school year to cover classroom setup and decorations. Any money you spend beyond that is up to you.

- **Complaints**

PCA recognizes that complaints regarding staff performance, discipline, grades, and student progress and homework assignments will be made by students and parents from time to time. Every effort will be made to ensure that such complaints are handled and resolved informally and as close to their origin as possible.

When a complaint is made directly to the Board as a whole or to an individual Board member, it will be referred to the administrator for appropriate follow-up.

2. Formulate a plan.
3. If you are leaving school property
 - a. Contact parents with plan. (this is flexible and depends on the length and nature of the activity)
 - b. Let the office (secretary or principal) know when you leave the building.
 - c. Stick to the plan. If something changes, let the office know.
 - d. Be finished on time. (this is especially prevalent if you are leaving the school property at the end of the day)

Miscellaneous

- **Cell Phone Usage**

Cell phone usage during school hours should be limited to parent/staff communication, or usage as a research tool. Students notice a teacher/staff member's usage of the cell phone and quickly feel like they are being neglected.

Cell phone usage in staff meetings should be limited to necessary usage.

- **Gifts**

Giving gifts to the students should be kept to a minimum. (under \$5) While we understand that everyone enjoys giving gifts on a different level, there are several reasons for this policy.

1. We have a large variety of students on the socioeconomic scale.
2. Expense for the staff. (a \$20 gift with 20 students gets quite expensive)
3. Creating consistency. (Avoiding keeping up with the Joneses, only the Joneses are now the teachers down the hall.)

Gift exchanges between students need to be cleared by the admin and heavily regulated.

- **After-school Activities**

When planning an after-school event, here are some things to keep in mind.

1. Get admin permission before the students know anything about it.

Report Cards

Quarterly PCA has a half-day to give the staff time to complete report cards. This time must be used to complete report cards unless you have permission from the principal.

Preparing Progress Reports Checklist and Instructions

Homeroom Teachers

Checklist

- Attendance** is finished
- Personal Development Attribute Grades** are put in
- Subjects/Classes** are all closed out
- First Draft** is reviewed
- Corrections** are made
- Official Final Printing** is ordered
- Honor roll** is determined, and **honor roll ribbons** assembled
- Progress reports** and **honor roll ribbons** are stuffed in **envelopes**

Homeroom Teachers

Attendance

1. Check your Attendance Summary Report supplied to you. The number of days that you have missed and need to be fixed will be listed on the very right side of the report in the "N/A" column. Also, note the number of days your administrator tells you will be on the progress report. You can figure this out yourself by adding the "Total" column to the "N/A" column.
2. If you need to catch up on your attendance, go to your Homeroom > Teacher's Desk > Attendance. Click through each date of the quarter to check for any missed dates.
3. If you need to make corrections to any attendance you have taken, click on the date you need to fix then on the student that needs to be amended. A popup window will show up. Click on the date you need to fix again and make your corrections.

4. After you have the first draft of your progress reports printed, check the “Attendance” box to make sure the correct number of days is shown there.

Homeroom Teachers

Personal Development Attribute Grades

1. Go to your Homeroom > Evaluations > Attribute Grading. Make sure “By Grade Level” is selected.
2. It is probably easiest to click on the “Student” dropdown bar to select each individual student.
3. Enter + for “Excellent Work”
4. Leave blank for “Satisfactory Work”
5. Enter – for “Needs Improvement”

Homeroom and Subject Teachers

Closing Out Subjects/Classes

1. Go to your Homeroom/Class > Grade Book > Grade Overview
2. Select each individual subject and follow these steps:
 - a. Read over each assignment to check for any problems
 - b. Make any corrections that need to be made
 - c. Check the “Current Grade” and the “Posted Grade.” The two grades should be exactly the same except the “Posted Grade” should be rounded to the nearest whole number. If they are not the same, follow these steps:
 - i. Go to Homeroom/Class > Gradebook > Grade Summary
 - ii. Click on “Post Grade.”
 - iii. Now go back to Homeroom/Class > Grade Book > Grade Overview and make sure the “Current Grade” and “Posted Grade” are the same.
3. **Subject Teachers:** notify the homeroom teachers as soon as your classes are closed out.

Homeroom Teachers

Printing and Reviewing

1. Go to the office and request your first printing.
2. Review each students’ progress report.

administration, not on bell/alarm signal, escort students directly back to class. Check attendance. The warning signal for an earthquake alarm/drill is an announcement over the intercom. In the event of an earthquake, teachers are required to 1. Immediately direct all students to “drop, cover, and hold on.” Students should drop to a crouched position with head bent to knees; hands clasped behind the neck, arms against ears, eyes closed, and back towards the windows. Safest areas, if indoors, would be under desks or tables as appropriate, along inside walls, in doorways or other protected areas, and away from cabinets, bookshelves, light fixtures, or other such suspended objects; 2. Wait until the shaking stops; 3. Evacuate the building following established evacuation procedures; 4. Take attendance and report any unaccounted students to the administration; 5. Upon “all clear” signal, announced by the administration, not bell/alarm signal, escort students back to class; 6. If outdoors during an earthquake, direct students to move away from buildings and other overhead objects such as power lines. Drop low to the ground and protect your head and neck.

Extracurricular activities

In the case that you would like to plan an extracurricular activity with your students, here are some things to consider and the steps to follow.

- Have the students earned it? Not every event has to be earned, but very quickly extracurricular activities become a right if they happen too often and create entitled kids.
- When did you last do something special? It can be easy to get in the swing of doing extracurricular events and not actually get the curriculum finished.
- Are you far enough in advance to plan appropriately? Planning is incredibly important to make an activity go smoothly, limit your spur-of-the-moment activities.
- If you decide it’s still a good idea, here are the steps to follow:
 1. Get approval from the principal.

- Find a private and quiet place to talk without interruptions.
- Listen intently and follow up with “Then what happened?” to allow the child an opportunity to use their own words to describe the situation.
- Reassure the child they are not in trouble.
- Let the child know what you will do: “We need to tell someone who knows how to help children and families.”
- Support the child: “I’m sorry that happened to you.” • Do what you can to make certain the child is safe from further abuse by making a report.

Emergency Response

(1) All teachers are required to provide instruction on fire, earthquake, safety threats, and tsunami dangers and drills for at least 30 minutes each school month in accordance with the requirements of law. Oregon Fire Code requires at least one fire drill to be conducted within the first 10 days of the school year.

(2) At least one fire drill will be conducted each quarter. At least one fire drill will be conducted within the first 10 days of the school year.

(3) At least three drills on earthquakes that include tsunamis drills will be conducted each year. Drills and instructions on tsunami emergencies will include immediate evacuation after an earthquake when appropriate or after a tsunami warning.

(4) A map of the fire and/or tsunami escape route to be followed is to be posted near classroom doorways and reviewed with students. The warning signal for a fire alarm/drill is a “fire alarm” siren. Upon the sounding of a fire alarm, teachers are required to:

1. Immediately direct all students to orderly exit the buildings using the evacuation route posted. Students may not stop at lockers, drinking fountains, restrooms, etc. along the way;
2. Close windows, turn off lights and leave door unlocked;
3. Take attendance book;
4. Escort class to at least 100 feet from the building and take attendance. Report any accounted students to the administrator or designee;
5. Upon “all clear” signal, announced by

- a. Are the correct number of days in the “Attendance” block?
 - b. Are the “Attribute Grades” present and correct?
 - c. Are the subjects, classes, and grades, present and correct?
 - d. Mark any corrections that need to be made.
3. Make corrections then...
 4. Go to the office to request your second printing.
 5. Repeat steps 2-4 until the progress reports are all printed correctly.

Homeroom Teachers

Ordering the Official Final Printing, Determining Honor Roll, and Stuffing the Progress Reports

1. Make sure to properly dispose of all drafts.
2. Go to the office to order the official final printing.
3. Determine which students are on honor roll
 - a. Grades 1-4
 - i. All subjects 89.5 or above (A)
 1. One B permitted.
 - ii. Three or fewer unexcused absences
 - b. Grades 5-12
 - i. Quarterly average 89.5 or above
 - ii. All classes passed
 - iii. Three or fewer unexcused absences
4. Assemble honor roll ribbons for each student on honor roll.
5. Trifold the progress reports
6. Write each student’s name on a “Pioneer Christian Academy” #10 envelope available on the shelf in the First Aid Room.
7. Stuff the envelopes with the progress reports and honor roll ribbons.

Calendar and Special Events

Calendar

The school year begins on the Tuesday after Labor Day and concludes on the Thursday before Memorial Day. The school observes the following religious holidays: Thanksgiving (three-day break), Christmas (one-two week break), and Good Friday. In addition, the school takes a one-week Spring Break in March. The school year is divided into four marking periods of roughly nine weeks each.

Staff Expectations

- Staff is expected to be available at school starting two weeks before the first day of school.
- If possible, they are also expected to be at school cleaning.
- In the spring, wrap-up staff meetings are scheduled for Tuesday through Friday after Memorial Day.

Here is the typical school day schedule:

Staff Expectations

- Staff are encouraged to be at school around 7:30.
- Monday morning staff meeting and prayer 7:30
- Tuesday- Friday staff prayer at 8:00
- Doors open for students at 8:15.
- Be in your classroom prepared to start the day promptly at 8:30.
- Wednesday afternoon staff meetings every week.

3:00 PM Closing bell/dismissal

Staff Expectations

- Have your students outside by 2:56 sharp. We have a lot of students to get sent home as fast as possible. One class being late can create a traffic jam.
- Keep your class quiet while waiting outside. Cell phone usage and general talking are not allowed.

Mandatory Reporting

The Oregon Child Abuse Hotline is 1-855-503-SAFE (7233)

Any staff member who has reasonable cause or reasonable suspicion to believe that a child under 18 years of age with whom the employee has come in contact has suffered abuse or neglect, by any adult or by a student with whom the employee is in contact has abused a child, shall immediately orally report to the Oregon Department of Human Services, Community Human Services, or local law enforcement agency. The administrator is also to be immediately informed. In the event the designated person is the suspected abuser, the Board chair shall receive the report of abuse. Written documentation of this report must be completed and submitted to the administrator. Forms are available in the office.

Oregon law recognizes these types of abuse:

1. Physical;
2. Neglect;
3. Mental injury;
4. Threat of harm;
5. Sexual abuse or sexual exploitation.

Failure to report a suspected abuse of a child, or to comply with the confidentiality of records requirements, is a violation punishable by law and by public charter school disciplinary action up to and including dismissal. A staff member who, based on reasonable grounds, participates in the good faith making of an abuse of a child report shall have immunity from any liability, civil or criminal, that might otherwise be incurred or imposed as provided by law. A substantiated report of abuse by an employee shall be documented in the employee's personnel file.

What to do when a child makes a disclosure of possible abuse:

- Remain calm. A child may retract information or stop talking if they sense a strong reaction.

Staff Uniform

Uniform Colors

(applies to all shirts, skirts, dresses, leggings, sweaters, sweatshirts, & jackets. Solid colors only)



1. Black
2. Gray (any shade)
3. White
4. Classic Red
5. Navy

Staff

- Anything within the student handbook is acceptable.
- We encourage our staff to go above and beyond the required dress code.
- We understand that our dress code goes beyond just modesty, we are trying to create and maintain a school culture and professional working environment.

Men

- Long or short sleeve button-down dress shirts.
- Dress pants or khakis.

Ladies

- Blouses with sleeves.

Special Activities

- We encourage our staff to dress up for all official school activities.

Part-Time Staff

- Part time staff are not required to meet the staff uniform but are asked to dress respectfully and modestly while at PCA.

Special Events

Pioneer Christian Academy holds the following special events each year:

1. Back-to-School Open House (Thursday before school starts)

Staff Expectations

- Have your classroom set up and ready for students.
- Meet students and families.

2. Two Annual School Programs (Christmas and Spring)

Staff Expectations

- Work with staff to create a 7-12 min program from each class.
- Be available before and after for set-up and clean-up.
- Be flexible with your schedule before the program to make time for rehearsals and other practices.

3. World Awareness Day

Staff Expectations

- The goal of this day is to plan a day in which activities are planned to take students beyond themselves.
- This happens in the spring.
- Staff should be ready to help with planning for the day as well as taking part in activities during the day.

4. Spring and Fall Field Trips for each grade

Staff Expectations

- Take care of the organization before and during the field trip.
- Organization of students into groups with a guardian in each group.
- Seniors get an additional mission-themed trip every year.

5. Graduation

Staff Expectations

- Be available for set-up and clean-up if necessary.
- HS teacher will help take part in the ceremony. (song leading, opening, etc.)

Parent Communication

6. Last Day of School (half day)

Staff Expectations

- Help out with the award ceremony as needed.
- Plan very little schoolwork for the last day.
- Take time to clean up your classroom.
- Have a small party. (optional)
- Once the students leave, staff will need to complete report cards before the picnic in the evening. The picnic starts at 5:30. Staff are encouraged to get involved in games and activities.

Days off and Substitutes

Days off

While PCA encourages the staff to be at school every teaching day, we do understand that there are reasons that require you to take days off throughout the school year.

1. Sick days

- a. Please let the admin know as early as possible. The school will try to assist you to find a substitute for the day.
- b. The school will take care of reimbursement.
- c. Excessive sick days will be handled case by case.

2. Other days

- a. Put in a request to admin as early as possible. (Preferably through email)
- b. Find a substitute; the admin will try to assist you with suggestions, but this is ultimately your responsibility.
- c. You get three days in a school year that PCA will reimburse a substitute for you. Any days after that reimbursement will be subtracted from your salary.
- d. Funerals and other short notice events will be handled case by case.

1. Parents, especially moms, LOVE communication.
 - a. We are being entrusted with these people's kids let them know what's going on at school.
2. Communicate First.
 - a. The first person to tell a story sets the narrative. Make that person you, not the student.
 - b. Start with a text and follow up with a call or face-to-face conversation.
3. Communicate Often.
 - a. One of the complaints I get the most often about teachers is, "they don't communicate."
 - b. You have access to One Call Now while this doesn't encourage back and forth it's an easy way to keep parents up-to-date as to what's happening in the classroom.
 - i. "Spelling test tomorrow"
 - ii. "Bible memory is due tomorrow"
 - iii. "Large English test for 5th grade tomorrow!"
4. Communicate Well.
 - a. Be real, but be professional.
 - b. I am always here to proofread messages.
 - c. If you have questions, don't send it! It's much easier to take the time to check with a co-teacher or admin than to correct a message that is sent out.
 - d. Keep your messages to the point, and avoid jokes and difficult wording when communicating with parents.