



Principal Quick Reference Guide

2017-18

DRAFT

Culture of Learning with High Expectations

Core Belief: Every student can and must learn at grade level and beyond

Guarantee: Every student moves a minimum of a grade level each year

Instructional Focus: Literacy & Math

Curriculum and Instruction and School Leadership

Instructional Practice Guide	Habits	Feedback	Professional Learning
<u>Tenets:</u> <ul style="list-style-type: none"> • Culture of Learning with High Expectations • Challenging Content • Ownership • Supporting All Students • Demonstrating Learning 	<ul style="list-style-type: none"> • Daily huddle with Admin. Team (operational) • PLUS team mtgs. bi-monthly (Secondary) • Discipline is mobile • Weekly admin meetings to see instructional trends and actions • Common message for office on site leader focus on instruction: “Our principal is working with students and staff in the classroom” 	<ul style="list-style-type: none"> • Bite-size • Highest leverage • Measurable • Timely follow-up 	<u>Guiding Documents:</u> <ul style="list-style-type: none"> • High Quality Professional Learning Criteria • Job-embedded • No more than 5 days per teacher out of the classroom

Instructional Superintendent	Contact Number	Communication Expectations To Supervisor
Katie Russell Brian Wall Misty Her Ed Gomes	(Office) 457-3753 – (cell) 916-0744 (Office) 457-3678 – (cell) 978-9125 (Office) 457-3754 – (cell) 479-0345 (Office) 457-3781 – (cell) 816-6602	<ul style="list-style-type: none"> • Absences: Professional Learning or superintendent meetings • Absences: Illness or personal business (must be added to timesheet and signed by Principal at the end of the month) • Late: mandated/scheduled meetings • Crisis/Emergencies: Text after call has been made to Jessica Baird

Operations

Incidents to report to Facilities	Stakeholder Communication	Attendance and Deadline Expectations
<ul style="list-style-type: none"> • Graffiti • Vandalism • AC/Heating • Supplies/Materials • Other school operational items • Maintenance: 457-3261 • Facilities: 457-3074 	<ul style="list-style-type: none"> • Monthly Parent Letter and/or School Messenger • Weekly Staff Message • Utilize all 54/80 hours of P.L. • Bi-monthly staff Accountable Communities • Weekly site administrator meetings which include operational and instructional focus 	<ul style="list-style-type: none"> • Attendance at all principal and mandatory administrator meetings • All site employees must attend mandatory central office trainings • Side by side learning with staff • Adhere to timelines and deadlines • Administrator on-site: 7:30am – 4:30pm

Staffing

HR Administrators: Kim Collins Maria Mazzoni Giovana DiFilipo

Who Gets Evaluated	Feedback Expectations	Evaluation Schedule
<p><u>Yearly Evaluations:</u></p> <ul style="list-style-type: none"> • Administrators • Temporary and Probationary Teachers • DNMS Teachers • MMS Teachers (Optional) • DNMS Classified employees <p><u>Two Year Cycle Evaluations:</u></p> <ul style="list-style-type: none"> • Permanent Teachers • Designated classified employees 	<p>Administrator’s Support the development and monitoring of Professional Learning Goals for all employees</p> <p>All feedback aligned to CSTP or Leadership Standards</p> <p><u>Notes/Evidence in iACHIEVE:</u></p> <ul style="list-style-type: none"> • Administrators • Teachers • Classified employees (Optional) <p><u>Final Evaluations will include:</u></p> <ul style="list-style-type: none"> • Claim • Evidence • Impact 	<ul style="list-style-type: none"> • Must adhere and follow evaluation timelines *See HR evaluation timelines <p>Evaluation Documents</p> <p><u>All the following documents can be found in iACHIEVE under Resources:</u></p> <ul style="list-style-type: none"> • Certificated Preliminary Conference Form • Certificated Evaluation Form • Lesson Observation Form • Teacher Development Plan Template • California Standards for the Teaching Profession • FUSD Continuum of Standards for the Teaching Profession • Classified Evaluation Form • Management Supervision and Evaluation Form

Emergency/Crisis Situations

Incidents to Report	Reporting Guidelines	Contact Information
<ul style="list-style-type: none"> • If police, <u>fire department</u>, <u>ambulance</u> or <u>security department</u> arrive on campus. • Incident that may jeopardize the safety or security of District staff and/or students, i.e. <u>Firearm/weapon</u> on campus, gas leak, fire, bomb threat, lockdown, 5150, etc. • Serious bodily injury to a student or district employee that may result in a permanent disability and/or is life threatening. • Incident that may result in a claim for damages or litigation against the district. • Incident that may generate media exposure. 	<ol style="list-style-type: none"> 1. 911 must be called immediately: <ul style="list-style-type: none"> • If there is imminent danger or medical support needed for someone at your site. • If someone is in possession of a gun; a gun is found on campus or there is a bomb or social media threat made. 2. Immediately report incident to the following support staff in the following order: <ul style="list-style-type: none"> • Jessica Baird via phone. If you do not make contact, proceed by calling Armand Chavez and then Amy Idsvoog as a last resort. • If none of the three can be reached by phone, call your instructional superintendent via phone or text message. 3. Follow all recommendations from support staff for action and communication. 4. Send a follow up email by the end of the day to Jessica Baird and your supervisor with a brief outline of the incident and actions implemented. 	<p>All incidents should be reported to the Public Information Office:</p> <ul style="list-style-type: none"> • Jessica Baird: <ul style="list-style-type: none"> ○ Work: 457-3733 ○ Cell: 443-9644 <p>If you cannot reach Jessica Baird, please report incident to support staff in the following order:</p> <ul style="list-style-type: none"> • Armand Chavez: <ul style="list-style-type: none"> ○ Work: 457-3981 ○ Cell: 289-4059 • Amy Idsvoog: <ul style="list-style-type: none"> ○ Work: 457-3498 ○ Cell: 355-6410 • Instructional Superintendent

Community Complaints – Constituent Services

REQUIRED ACTION BY DISTRICT EMPLOYEES, ANY COMPLAINT	Personnel Complaint	Internal Employee Complaint
<ul style="list-style-type: none"> • Speak with the complainant & attempt to resolve the complaint informally (BP/AR 1312.1) • If informal resolution is not possible, assist the complainant to complete the complaint form • Forms can be found on the District’s website: • Submit complaint to the Constituent Services Offices (CSO) immediately <p><u>Constituent Service Office:</u> Teresa Plascencia: 457-3736</p>	<ul style="list-style-type: none"> • Complaints against district employees in violation of FUSD policy or administrative regulation, or provision of ED Code, which has adversely affected the complainant <p><u>Timelines:</u></p> <ul style="list-style-type: none"> • Within 20 working days of receiving a complaint the Principal shall complete the investigation. • Within 20 working days following the investigation of the complaint a written decision concerning the merits of the complaint shall be served on both the complainant and the employee 	<ul style="list-style-type: none"> • Complaints which are not related to the employee contract or a provision of the employee contract. • Employees should first follow the complaint procedures outlined within their respective bargaining agreements or immediately contact their site supervisor with the concern • If a problem remains unresolved, the employee may submit a formal complaint within 15 days of the incident <p><u>Timelines:</u></p> <ul style="list-style-type: none"> • Follow the Personnel Complaint timeline
Uniform Complaint (UCP)	Williams Act Complaint	
<ul style="list-style-type: none"> • Complaints about unlawful discrimination, harassment, intimidation, bullying or failure to comply with state/federal laws (BP/AR 1312.3) <p><u>Timelines:</u></p> <ul style="list-style-type: none"> • Within 10 days of receiving complaint, the District will offer mediation • Within 60 calendar days of receipt of complaint the Principal must complete an investigation, prepare & submit a written response to the complainant 	<ul style="list-style-type: none"> • Textbooks & instructional materials • Teacher misassignments or vacancies • Cleanliness & safety of facilities <p><u>Timelines:</u></p> <ul style="list-style-type: none"> • The Principal shall immediately forward a complaint to the CSO • Within 30 work days of receiving a complaint the Principal shall complete the investigation Within 45 work days of receipt of the complaint, the Principal must complete an investigation, prepare & submit a written response to the complainant 	

Fiscal Contacts

Hiring Requisitions	Purchasing and Warehouse Orders	Supplemental and Extra Pay Contracts
<ul style="list-style-type: none"> • Forward ALL personnel requisitions to Fiscal Services • Please refer to your Department of Human Resources and Labor Relations Quick Reference Guide for timelines • For questions regarding when and how to fill out your Hiring Requisition, please call your financial analyst <p><u>Fiscal Services: 457-3535</u></p>	<ul style="list-style-type: none"> • All orders are to be input electronically • Level 1 approval is for schools & departments • Level 2/3's are specific budgets and need additional approvals • Level 4 State/Federal approval 	<ul style="list-style-type: none"> • All Contracts are to be input electronically • All signed contracts should be sent to Human Resources • Please send request at least 2 weeks prior to start of contract • Employee cannot begin work prior to contract being approved and finalized • Must include Site Plan information on your request • Approval questions contact <ul style="list-style-type: none"> ○ Mai Kao Vang 457-3529 ○ John Vang 457-3507
<p>Event Requests</p> <ul style="list-style-type: none"> • All Event Request Forms should be sent to the Human Resources Substitute Desk at least 2 months prior to the request • For Certificated: Melissa Duarte-Once approved you will receive an email with your event number • For Classified: Rose Muniz-once approved you will receive your form back with the event number • Request forms must be complete with specified dates • Substitutes must not be contacted or reserved/secured until dates are approved and event number has been issued 	<p>Independent Contracts & C-1's</p> <ul style="list-style-type: none"> • Independent Contracts and C-1's (Travel Forms) should be sent to your Instructional Superintendent for approval • Once your trip has been completed, send signed C-1 along with receipts to your Instructional Superintendent for signature 	

Interagency Child Empowerment Team (ICET) DPI Office

What is ICET?	Mandatory ICET Packet Items:	Process :
<p>The Interagency Child Empowerment Team (formerly known as Multi-Disciplinary Team-MDT) is an intervention that provides a multi-agency comprehensive review of K-6 students and older as necessary, who are experiencing difficulty assimilating to school. The main purpose of ICET is to assist in problem solving and provide interventions to students and their family so that every student can experience success at school. The ICET Team is extremely knowledgeable about the impact that trauma has on behavior and is sensitive to the opportunities to help children develop resilience. ICET consists of representatives from Fresno Unified School District, Department of Children and Family Services (which includes Mental Health Services and Social Services), Probation, and Fresno Police Department and other community based organizations as necessary.</p>	<p>The following items are mandatory and need to be included in the packet when referring a student to ICET in order to provide a comprehensive understanding of the whole child:</p> <ul style="list-style-type: none"> • Completed ICET packet-including release of information signed by parent (available on the Behavioral Office website) • Student Success Team-Referral and Summary • Behavior Plans • Student Behavior Report from ATLAS • If applicable: <ul style="list-style-type: none"> ○ Current 540 plan ○ Complete IEP including most current psychological report ○ Complete testing packet if referred for Special Education but did not qualify ○ Facilitated completion of student and parent questionnaires to assist with baseline assessment of exposure to trauma 	<ol style="list-style-type: none"> 1. After school site has implemented all site interventions, site completes the ICET packet and submits to the Department of Prevention and Intervention, Behavioral Office. 2. Behavioral Office will confirm receipt of packet and review to make sure all packets are complete. <ol style="list-style-type: none"> a. Once completed packet is received, student will be placed on next available ICET date 3. School Site provides meeting notification to parent and personnel necessary to conduct a comprehensive case review <p>Department of Prevention Intervention:</p> <ul style="list-style-type: none"> ○ DPI Office 457-3340 ○ Terri M. Pieretti 457-6056 ○ Corina Lozano (Behavioral Office) 457-6057

Goal 2 TK-6 Guaranteed Educational Enrichment Trips

Assistant Superintendent: Holland Locker

Vice Principal SA: Joe Di Filippo

Enrichment Trip Planning Guides are available for download: <https://fusd.sharepoint.com/sites/g2team>

*School Sites Planning Extra/Co-curricular Field Trips
Contacts: Lori Chabala or Rose Smith in School Leadership*

Local	Overnight	Out of State/Country
<p>Download and make available all NEW Field Trip Forms for staff</p> <ul style="list-style-type: none"> • All students must have a FUSD Field Trip Permission slip signed by parent/guardian • Submit transportation request to transportation dept. • Principal is responsible for the “completeness” of field trip forms and must sign and approve all field trips. 	<p>Download and make available all NEW Field Trip Forms for staff</p> <ul style="list-style-type: none"> • All 2017/18 requests must be submitted to Instructional Superintendent with the field trip packet completed prior to September 30th • Principal is responsible for the “completeness” of field trip forms and must sign and approve all field trips. 	<p>Download and make available all NEW Field Trip Forms for staff</p> <ul style="list-style-type: none"> • Principal must designate a process for field trip/approval. (i.e. designated VP and Office Personnel, distribution of forms available to employees, etc.) • All 2017/18 requests must be submitted to Instructional Superintendent with the field trip packet completed prior to September 30th • Must be approved by Board of Education • For out of country trips only: A representative must attend Board Meeting to answer any questions regarding the scheduled trip • Principal is responsible for the “completeness” of field trip forms and must sign and approve all field trips.
Travel/Conference		Chaperones
<ul style="list-style-type: none"> • All employees must complete a C-1 Form and have signed by administrator and Budget Manager before sending to Instructional Superintendent for approval (at least 4 weeks prior to the trip) • C-1 is sent to the Instructional Superintendent for signature of “Part B”. Instructional Superintendent will send signed C-1 to site or department funding trip. • Upon return from trip: Employee completes C-1, signs, sends into Instructional Superintendent’s office with attached receipts for reimbursement if requested 		<ul style="list-style-type: none"> • Overnight, out of State or out of Country: must be aware of chaperone to student ratio and student gender must have the same chaperone gender for any overnight trips. • All adults who chaperone a trip or volunteer at school need to complete the District Volunteer Form. • All non FUSD employees must be cleared through the Megan’s Law website • All non FUSD employees must be fingerprinted and cleared prior to trip. Cannot deny parent participation due to inability to pay for fingerprints

NOTE: All field trip packets will be available on the School Leadership Website by August 14, 2017

Goal 2 0171 – Expanding Student Engagement

Assistant Superintendent: Holland Locker

Campus Culture Manager: Leslie Loewen

Contracts for this Extra Pay for Extra Services initiative may not exceed 20 hours at the CBA contracted rates (Current elementary rate: \$18.12/hour, current secondary rate: \$35.00/hour). We encourage you to complete contracts early and order supplies to fully maximize the funds and expand student engagement beginning on the first day of the 2017-18 school year.

Expanding Student Engagement - Supplies Budget Line

(Please fill in your Department)

BFY	Fund	Unit	Dept	Actv	Func	Obj
2017	030	0171	XXXX	1110	4000	4300

Note: Reimbursement for supplies already purchased through ASB Accounts is allowed.

Expanding Student Engagement - Supplemental Contracts Budget Line

(Please fill in your Department, Object, and Job Code)

BFY	Fund	Unit	Dept	Actv	Func	Obj
2017	030	0171	XXXX	1110	4000	XXXX

Elementary Contracts: Select hourly "Student Engagement ELE" Job Code X281

Secondary Contracts: Select hourly "Student Engagement SEC" Job Code X282

Goal 2- Athletics

Assistant Superintendent: Holland Locker

Athletic Managers: Brett Mar, Pat Riddlesprigger

Coaching Contracts

- Age 18 or older
- Fill out HR employee packet
- Fingerprints through FUSD HR
- TB test
- CPR/1st Aid Certification
- Mandated Reporter Video