



EASTLAKE MIDDLE SCHOOL

2022-2023 STAFF HANDBOOK

Be Kind - Be Awesome - Make the Right Choice



Please remember to log into your @sweetwaterschools.net google account to view all docs

From the Principal

- ★ [Evaluation Documents](#)
- ★ [Mission Statement](#)
- ★ [Five Core Beliefs](#)
- ★ [District Mission-Beliefs-LCAP Goals](#)
- ★ [PLC Minutes](#)
- ★ [Faculty Advisory Committee \(FAC\)](#)
- ★ [Faculty meeting Dates 23-24](#)
- ★ [FAC Minutes 23-24](#)
- ★ [Leadership Roles and Responsibilities](#)
- ★ [Faculty Meeting Minutes 23-24](#)
- ★ [Triton Tribune Newsletter](#)
- ★ [Dept. Chair/FAC/PLC](#)
- ★ [Covid Leave Memo](#)
- ★ [SEA Union Contract](#)
 - [SEA Covid MOU Addendum 12-1-21](#)
 - [SEA MOU Update: AB 167 1-11-22](#)
 - [AB 167 Teacher Job Aide](#)

From the Assistant Principals

- ★ [AP Referral](#)
- ★ [AP Referral \(Responses\)](#)
- ★ [CPS Suspected Child Abuse Form](#)
- ★ [Dress Code](#)
- ★ [Investigation Summary](#)
- ★ [SUHSD Discipline Plan](#)
- ★ [ELM MTSS Flow Chart](#)
- ★ [Triton Expectations Assembly](#)
- ★ [ELM Report on Student Progress](#)
- ★ [ELM Nutrition Break Supervision Schedule](#)
- ★ [ELM Nutrition Break Area Map](#)
- ★ [ELM Nutrition Break Area Details](#)
- ★ [Data Insights -Synchronous Attendance](#)
- ★ [Custodial Repairs Request](#)
- ★ [Safety Drills](#)
- ★ [Teacher Buddy List for Safety Drills](#)

Nuts and Bolts

- ★ [Payroll Form](#)
- [Payroll Form Tutorial](#)
- 🦋 [Classified Sign-In](#)
- [Leave Balance](#)
- ★ [Grade Change](#)
- ★ [Frontline for Absences](#)
 - [Frontline Tutorial](#)
 - [Emergency Lesson Plans Folder](#)
- ★ [Bell Schedule](#)
- ★ [Rotation Calendar](#)
- ★ [Important Dates](#)
- ★ [Campus Map \(with field\)](#)
- ★ [ELM Google Calendar](#)
 - [Facilities Use Request Form](#)
- ★ [ELM Nutrition Break Supervision](#)
- ★ [Travel Conference Final Claim](#)
- ★ [Travel Conference Planning Log](#)
- ★ [Certificated Leave of Absence Form Tutorial](#)
- ★ [Certificated Leave of Absence Form](#)
- ★ [Classified Leave of Absence](#)
- ★ [Letterhead](#)
- ★ [School Logos](#)
- ★ [Teacher Check-out/Check-in Protocol](#)
- ★ [Phone List](#)
- ★ [ELM Phone Directory](#)
- ★ [Attendance Change Form](#)
- ★ [Saturday School Student Sign-In](#)
- ★ [Shredding](#)



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Curriculum & Instruction

- ★ [SUHSD Curriculum & Instruction](#)
- ★ [Distance Learning Hyperdoc](#)
- ★ [Department Syllabus](#)
- ★ [District Resources for Subject Areas](#)
- ★ [ELD Framework - English/History/Social Science](#)
- ★ [ELD Framework - Science/Math](#)
- ★ [Instructional Guides - All Subjects](#)
- ★ [Learning Team Agenda Copy](#)
- ★ [Learning Team Planning Template \(ATLAS\)](#)
- ★ [Peer Link](#)
- ★ [PLC Minutes Learning Team Storage](#)
- ★ [PLC Locations 23-24](#)
- ★ [Reciprocal Teaching](#)
- ★ [Student Work/Grades Policy & Regs](#)
- ★ [SUHSD 19.20 Learning Focus](#)
- ★ [10-2-2 and Reciprocal ELM Material](#)
- ★ [10-2-2 Model/Reciprocal Teaching](#)

Culture and Climate

- ★ [Restorative Practice Referral Form](#)
- ★ [ELM RP Collective Agreements of Duties](#)
- ★ [RP Additional Duties 22.23](#)
- ★ [SEL: The First 10-Day Plan](#)
- ★ [Triton Traits Toolkit by Department](#)
- ★ [Getting to Know You Toolkit](#)
- ★ [Restorative Circle Information](#)
 - [Guidelines for Restorative Circles](#)
 - [What is Restorative Practice](#)
 - [Restorative Practices Guide for Educators](#)
 - [Restorative Questions](#)
 - [Restorative Circle Starters](#)
- ★ [Student Expectations & Student Voice](#)
- ★ [ELM SEL Competencies Activities Toolkit](#)
- ★ [Culture and Climate Committee Agenda and Minutes](#)
- ★ [Photo Albums](#)
- ★ [SEL/RP Training](#)
- ★ [Social Emotional Learning](#)
- ★ [Staff Spirit Gear with Next Day Printed Tees](#)
- ★ [Teaching the Whole Child Article](#)
- ★ [Trauma-Informed Care Training](#)
- ★ [Triton of the Week Nomination Form](#)
- ★ [Triton Traits Curriculum](#)
- ★ [2018 Hanover Survey Results](#)
- ★ [Pyramid of Support/ Intervention](#)

Counselors

- ★ [Counseling Website](#)
- ★ [Counselor Breakdown](#)
- ★ [ELM Future Triton Video](#)
- ★ **Counselor Referral Form:**
Please feel free to send counselor(s) a direct email or we have NCR counselor referral forms available (feel free to come by and grab a stack)

Supplemental Support Programs

- ★ [Credit Recovery](#)
- ★ [Pass Through](#)
- ★ [Triton Study Period \(TSP\)](#)
- ★ [Triton Time](#)

Special Populations

- ★ [Homeless / Foster Youth](#)
- ★ [IEP Case Carrier List](#)
- ★ [SUHSD English Learners Master Plan](#)
- ★ [504 Accommodations Protocols](#)
- ★ [504 Continued](#)
- ★ [2022-23 ELM SST Referral Form](#)
- ★ [2022-23 ELM SST Teacher Feedback Form](#)

Testing /Assessments/Data

- ★ [CAASPP](#)
- ★ [CAASPP Training Practice & Data Request Form](#)
- ★ [ELPAC](#)
- ★ [End-of-Course Exam](#)
- ★ [Performance Tasks](#)
- ★ [Resources](#)
- ★ [SBAC Interim Assessments](#)

Library

- ★ [General Library Protocol](#)
- ★ [iBoss / Internet Usage From Home](#)

Technology

- ★ [District Technology Portal - Office 365](#)
- ★ [ELM Student Log-In Information](#)

Mandated Compliance

- ★ [Appropriate Boundaries](#)
- ★ [BloodBorne Pathogens](#)



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★ Library website (BrainPop, Twig, Junior Scholastic) ★ Library Calendar	★ How need to make an announcement to Request for IT Request ★ Illuminate Resources (Assessments) ★ Infinite Campus ★ IPAD Wifi Access / PC Wifi Access ★ Jupiter Grades ★ Personal Device Use on SUHSD Network ★ Technology Plan ★ TritonTech Team Request ★ TNT Videos ★ Data Insights	★ Compliance Office ○ Title IX ○ CPS Report FormUCP / General Complaints ★ CPS Report Form ★ Mandated Reporting ★ New Vaccination Law 7-1-19 ★ PE Uniform Memo ★ JPA Library of Mandated Training ★ Sexual Harassment Policy ★ Sexual Harassment Training ★ Student Fees Memo
ASB ★ Student Store Rotations - Fall 2022 GP 1 ★ Club Google Drive Folder ★ ELM ASB Constitution (2022-2023) ★ Field Trips ★ Spirit Day Calendar ○ TSP Spirit Counts ○ Virtual Spirit Submission ★ Student Fees Memo	Athletics (Josue Villegas) ★ Athletics Clearance ★ Cheer Tryouts ★ Fall Sport Schedule ★ Fall Sports Tryouts ★ Intramurals Schedule	Community Connections ★ EEF Grant Application ★ EEF Grant Requirements ★ ELAC ★ Parent Series ★ Parent/Student Handbook ★ PTSO ★ SSC
		Nurse's Office ★ SUHSD Health Guidelines ★ Required Immunizations COVID-19 Guidance ★ Report of Close Contact Google Form ★ SDCOE e-Decision Tree ★ FAQs from Dr. Taras ★ COVID-19 Vaccine Info ★ COVID-19 Vaccine FAQs ★ COVID Leave Memo