



# Instructor Reference Handbook

Revised 2/10/2022

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# WELCOME TO SATURDAY ACADEMY!

In 1983, two public school teachers, Jackie Jackson and Gail Whitney, noticed children in their classrooms who had individual interests or “sparks” that couldn’t be fully addressed in the normal school day. They felt that giving students access to an expert in the field of their interest would inspire them while also showing them the careers that follow education. This was, and still is a special need for children interested in science and technology, which moves faster than most schools can address. Jackie and Gail felt that this out-of-school supplementary education would also prevent students from dropping out or losing interest in school. Today, our two programs, **Classes and Camps including after school classes (SA2U)** and **Apprenticeships for Science and Engineering (ASE)** inspire 2nd-12th grade students through hands-on education, taught by community experts, during out-of-school time.

As an instructor, you play an essential role in the lifelong learning of students and our mission. This guide provides the information you need to work with Saturday Academy and to serve our students. We recommend you bring a copy with you to each class in case questions arise. As an instructor, you are expected to follow all of the policies and guidelines set forth in this Instructor Handbook.

## SATURDAY ACADEMY EQUITY STATEMENT

*Saturday Academy was founded in 1983 to engage young people in hands-on, in-depth learning by connecting them with community experts as instructors and mentors. Our founders believed “income, race or gender was not to be a barrier.” Our Equity Statement is intended as a guidepost to strengthen and continue our founding vision.*

We want to better serve all young people to pursue life-long learning and critical thinking. We know we are not serving all children equitably. We made a decision to participate in a year-long racial equity training with [Center for Equity and Inclusion](#) and are taking action to address and counter all forms of racism at Saturday Academy.

Equity\* in our organization means education is not a one-size-fits-all endeavor. When we provide equitable learning communities where children can explore their curiosity, they feel heard, respected, and safe. Racial equity means race is a differentiator that we must address in our classes, camps, and internships.

Our vision of inclusion means that we communicate openly with one another and the community to form valuable partnerships. With partners’ voices we evaluate what it really means to include people. We invite feedback to specifically change our programs to welcome people of color who face systemic disadvantages.

We come into this work offering supports for wider access and greater diversity: camps and classes in more locations, financial aid, help for internship applicants, and joining community events. We need to go deeper.

As we move toward a more equitable and inclusive Saturday Academy, we use and apply our [Equity Lens](#) to decisions we make internally and externally. Using this tool, we identify and amend the ways white privilege and implicit bias occur in places such as our workplace culture, recruitment and training of our community experts, and educational spaces. We know there is

a lot of work to do and this list will change and grow.

All of Saturday Academy's community benefits when our programs are more racially equitable.

*\*Saturday Academy consciously works to support racial equity while also supporting groups and individuals who are disadvantaged based on ability, age, gender expression and identity, national origin, religion and sexual orientation. We recognize that these identities can intersect and that advocating for all is essential in working towards equity.*

## STAFF CONTACTS & SUPPORT

**Open-Enrollment Classes:** Our [open enrollment program](#) hosts school break, and summer classes and camps ranging from 1-day workshops to week-long adventures.

**School-based (SA2U) Classes:** Our [school-based program](#) brings expert-led classes to schools or businesses and are typically held before, during or after school for grades 2-8. After school classes are typically one day a week for 1.5 x 2 hour sessions over 6-8 weeks.

Contact	Title	Phone #	Email	Instructor support
			*@saturdayacademy.org	
Sandy Jewell	Classes Manager	503-830-8029 (cell-preferred) 503-200-5866 (office)	<a href="#">sandy@</a>	Program-wide questions and concerns
Amber Burrows	Classes Coordinator		<a href="#">amber@</a>	Planning, scheduling, content  coach, pay rates, & evaluations

**Operations Team:** Operations provides the backbone of Saturday Academy ensuring that your classes are connected to a venue, supplies and students.

Title	Contact	Phone # Email	Instructor support
Eric Polgar	Director of Operations & Finance	503-200-5857 <a href="#">eric@</a>	Site questions, supply reimburseme

		nt
Walter Sebaste	IT/Operations Associate	503-200-5853 <u>Walter@</u> IT support
Emily Whitacre	Communication s and Development Coordinator	503.200.5854 <u>emily@</u> Flyers, blogs, catalog distribution

## URGENT/EMERGENCY PROCEDURES

If an emergency occurs at an off-campus location or facility, call **911**. If you need **Poison Control** call **1-800-222-1222**. If you are on a university campus please call Public Safety (phone # listed on the college website), who can arrive at the scene sooner and give directions to emergency personnel. If you are at a school site contact the on site supervisor. Please stay with children and notify SA staff and/or parents. **Parent and - emergency contact info for students is located on your class roster, which is provided in your instructor dashboard. Please bring your class roster with you to class, especially for field trips.**

For ongoing updates about COVID 19 including waivers and protocols see:  
<https://www.saturdayacademy.org/covid19-virus-statement>.

Public Safety Contacts Non – Emergency	Emergency
Portland State University 503-725-4407 University of Portland 503-943-7161	503-725- 4404 503- 943-4444
<b>503-200-5858</b> <b>Instructor Emergency cell phone for</b> <b>Saturday Classes (when office is closed)</b>	<b>503-830-8029</b>

It's important that you inform the Director of Programs and Outreach or the Classes Coordinator of any accident or emergency situation as soon as possible to ensure that proper paperwork is completed.

If you experience an emergency and are unable to teach, please call Saturday Academy ASAP and we will reschedule or cancel your class. If you teach on a Saturday please call the

Weekend Instructor Emergency cell phone at 503-830-8029.

## SATURDAY ACADEMY LOCATIONS

Open Enrollment classes are located throughout the Portland metro area. During summer term, open enrollment classes occur Mon – Fri at locations across the Metro region and locations are determined on an annual basis. From mid-Sept to June of any given calendar year, primary open enrollment locations can include:

- University of Portland
- Portland State University
- Portland-Metro area schools for SA2U Afterschool Program
- Virtual classes through online

SA2U classes are located in schools and community locations throughout the Portland-Metro area. Locations are determined by the schools who request classes and the instructors who are available to teach in those areas on a term-by-term basis.

### SA Office Headquarters:

**Phone** (Mon-Friday, 8:30 AM – 5:00 PM): 503-200-5858

**Fax** (yes we still have a fax machine if you need it) 503-200-5899

### Mailing address:

\*Please be sure to include Saturday Academy after an individual's name.

Saturday Academy  
5000 N Willamette Boulevard  
Portland, OR 97203

### Physical address:

5433 N McCosh Street  
Portland, OR 97203  
(Note: we are located on the University of Portland Campus)

## INSTRUCTOR HIRING & PAPERWORK

Saturday Academy instructors are the face of Saturday Academy, and the heart! We hire experts in STEM and Arts fields to share their passion with the next generation. Our instructors bring in-depth experience of subject matter to kids, and are able to connect kids with real-world examples and questions. No teaching experience is required, although paid experience and a passion for the field you wish to teach are necessary. All instructors who have not taught before will be required to attend a “Teaching Essential” workshop offered by SA each term.

- As an instructor for Saturday Academy you may refer a child for a class at a 20% discount on one class per term. Simply use the coupon code is ‘SA20’ at registration.

### No Guarantee of Work:

Saturday Academy instructors work on a class-by-class basis. Scheduling decisions are made

based on the Program Staff's assessment of community needs and interests, as well as student requests and enrollment. Coordinators may rotate instructors for a different approach on a subject, and some courses are only offered during certain terms of the year. In other words, once hired, there is no guarantee of teaching each term. Instructor employment at Saturday Academy is part-time and at-will.

### **Hiring Paperwork/Training:**

Your Program Staff will provide you with hiring paperwork that must be completed before we can move forward with scheduling your classes (paperwork due 1 month after hire). Depending on your employment status (volunteer or paid employee) you may need to complete: ●

Employment information form

- W4 for tax withholdings
- I-9 form to verify employment eligibility (must be done in-person with ID)
- Direct Deposit form
- Background check authorization, including digital fingerprinting.
- Proof of COVID vaccination for instructors teaching in-person.
- Complete Mandatory Reporter Child Abuse Training
- For after school programs, some schools may require orientation attendance which will go over program expectations and guidelines.

### **Payment Program:**

We are grateful to instructors who can volunteer their time, but we also offer to pay instructors. Payment is determined by the number of years taught. Your wage is determined by the number of contact hours and years of service as outlined in the chart below. Pay raises are a thank you for your dedication to Saturday Academy and an acknowledgement of the experience gained from teaching a class over time.

Your wage includes the expectation of arriving to class early, class prep, cleanup and liaising with parents during check-in and check-out periods. It does not include time spent on curriculum development. Occasionally, we receive grants to develop curriculum which Saturday Academy then owns. If you develop your own class content, you are free to teach it elsewhere as well.

	<b>0-2 years</b>	<b>3 - 4 years* 5, 6 or 7 years* 8+ years*</b>
One instructor per class	\$30/hour	\$32/hour \$34/hour \$36/hour
Two instructors per class**	\$20/hour	\$22/hour \$24/hour \$26/hour
SAT/PSAT/ACT classes***	\$45	\$47 \$49 \$51
Virtual classes: see SA2U Handbook for Teaching Online		

\*At least 10 classes taught within specified time period.

\*\*Two instructors teaching a 24+ person camp that split into separate groups and rotate are eligible for single instructor rate.

\*\*\*SAT/PSAT/ACT rates are evaluated separately from other classes and often require more time liaising with students and families.

As of February 2022 SA has initiated a pay bonus for SA2U after school and weekend instructors whose classes require a complete computer lab set up and break down each class session. This pay bonus is set at \$18 per class session and will be added to your paycheck monthly.

### **Paychecks:**

Instructor payments are mailed out on the last day of each month. If your class spans more than one month, your teaching fee will be evenly distributed between those months.

### **Professional Development Opportunities:**

Saturday Academy typically hosts topical professional development workshops and training orientations twice a year to all instructors, one in winter and another before the start of summer term.

## **PREPARATION: BEFORE CLASS DETAILS**

1. **Prepare** materials and lesson plans for your class. Use the 50/50 Principle, where 50% of what you plan may actually occur and the other 50% you may need to adapt to the kid's needs, skill level and questions. Rehearse your class ahead of time! It is also helpful to have an alternative option if a student is not able to participate or needing a break from an activity (i.e. reading a book on your content area, coloring, or if you have a job they can be assigned to do can increase student engagement).
2. **Access student details** on your online **Instructor Dashboard** (log-in instructions on page 9)  
Here you will be able to see not only your class list, but any other information families provide regarding learning accommodations.
3. **Communicate** all software and technology requirements to Classes Coordinator and IT Operations Associate when you schedule your class. The IT Coordinator will schedule a time to meet with you to make sure we can meet your software requirements. We may not be able to accommodate requests made less than 30 days from the class start.
4. **Communicate** supply needs to your Classes Coordinator at the time of scheduling your class, and then double check and either “approve” or make changes to your supply list via your Instructor Dashboard at least 1 month before class begins. If you purchase your own supplies, please stick to the budget agreed on when scheduling your class. Submit a form for reimbursement with purchase receipt (allow two weeks for reimbursement).
5. **Expect** communication from Saturday Academy. Some parents may ask for grade

exceptions or have questions about the class that we cannot answer. In these cases, we may have to contact you between the time you are hired to teach and the class start date. Please reply promptly.

6. **Safeguard** SA equipment and personal information, such as student rosters by having them in your control at all times. Between classes, SA equipment and personal information must be stored in a safe, locked location, NOT your personal vehicle.

## PREPARATION FAQS

### Scheduling:

Open Enrollment classes are scheduled about 6 months in advance. After evaluating overall program needs, Classes Staff will send an email invitation via a survey to all instructors to propose new classes or teach ongoing class favorites. Your prompt response, including the days, times and locations you're available to teach, is critical. Deadlines must be met in order to include your classes on our best outreach tool to date, the printed catalog, which is sent to thousands of homes and businesses across the Metro area.

School-based SA2U classes are requested by individual schools on an ongoing basis during the school year. Classes staff will reach out to qualified instructors with class details. A prompt yay or nay response is appreciated.

	Summer Fall	Winter-Spring
<b>Open Enrollment</b>	June – Aug., Mon – Fri. camps.  Sept. – Winter  One-week satellite sites will  break holidays,  have onsite counselor support.  Saturday classes.  UP, PSU typically do not.	Jan – May, Saturday classes. Spring break is our Mon – Fri. camps.
<b>SA2U</b>	Classes by request at schools. Week-days, after school. STEAM in residence.	Week-days, after school. STEAM in residence.

### Classes vs. Camps

Classes are typically half-day and camps are full-day. If you teach a full-day camp, you may be responsible for supervising students through lunch, typically with a co-instructor, counselor or an onsite-counselor on-hand for support when you need a break. Students must be supervised at all times while in our care.

### Wage Agreement/Class Confirmation:

After you've confirmed scheduling details with Classes Staff, you will be emailed a class confirmation generated at the beginning of each term. We are working to move this information to your instructor dashboard, but in the meantime please review carefully and contact SA staff



ASAP if wage, hours, or supply allowance are different than what you confirmed with SA staff. **Failure to review at this time may mean you will be expected to teach at the wage, hours or supply allowance indicated. Changes after registration has opened and the catalog has gone to print are costly.**

#### **Open Enrollment Class Cancellations:**

Despite our best efforts to advertise your exciting classes, cancellations do occur due to low enrollment. New classes during Fall-Spring sessions run a higher risk of cancellation. You can help by sharing your class to your networks and social media!

If your **class is cancelled due to low enrollment**, you will be notified at least two weeks prior to your class start date. Commonly, a staff member will reach out to you as the start date approaches to discuss enrollment strategies. If your class is still on your dashboard it is scheduled to run!

#### **SA2U Class Cancellations:**

Despite the efforts of SA2U and the schools we partner with best to advertise your classes with the students, cancellations do occur due to low enrollment. If your class is cancelled due to low enrollment, you will be notified at least one week prior to your class start date. A Classes or Education Coordinator will reach out to you as the start date approaches to discuss possible options.

**Instructor Cancellations:** If you experience a personal or family emergency and are unable to teach, please call Saturday Academy ASAP and we will reschedule or cancel your class as well as notify students. **If you teach on a Saturday please call the Weekend Instructor Emergency cell phone at 503-830-8029.** If you teach for **SA2U**, please connect your Education Coordinator ASAP to allow for alternative arrangements to be made. If you cannot reach anyone, call the SA office for assistance.

\*Note that after a class is scheduled, instructor cancellations due to non-emergencies come at a cost both financially and in the trust families and schools have in us. Repeated cancellations are cause for a re-evaluation of employment with Saturday Academy.

#### **Instructor Dashboard:**

Once online registration opens to students you will be able to view student enrollment via your Instructor Dashboard (Note your student roster will not show up for some school-based SA2U classes). New instructors will receive login instructions via email. This login will provide you with access to your Instructor Dashboard, which is becoming the one-stop spot for information on all your classes.

To login, click **MY ACCOUNT** in the upper right-hand corner of our website, <https://www.saturdayacademy.org/>.

· Once logged in, your account page will load and display your HOUSEHOLD information. ·

Please confirm that your address and phone number are correct.

- Click the orange **INSTRUCTOR** button.

- Your current and upcoming classes are listed in a grid.

For each class, you can view **location** info (building & room information, available 1 -2 weeks prior to class start), **roster**, student **details**, **supplies** (not all classes have supplies entered in the system at this time).

Click on the orange SCHEDULE button. This page has a list of each class *instance* (i.e. meeting). From the Schedule page, you can also view:

- The class page on the site
- Location Info (Classroom & Building, available 1 -2 weeks prior to class start)
- Roster
- Student Details

It is your responsibility to check the details for each class you've agreed to.

### **Student Enrollment:**

We do our best to advertise your classes via our website, social media and the printed catalog, but your efforts to spread the word to friends and your networks can also boost enrollment!

Our instructor to student ratio is generally 1:12 students, with a maximum of 12 students and a minimum of 5 students. If one month before your class starts enrollment is lower than 5, Classes staff may be in touch to brainstorm enrollment strategies.

### **Class Rosters:**

Access your roster and student info through your **instructor dashboard**. The roster can be printed and used as an attendance sheet, or accessed electronically. The student info page contains important information such as a media release, medical concerns, and emergency contacts. If you need more info from a parent on concerns noted, please contact your Classes staff and we will reach out to parents/guardians before your class starts. The roster is updated live, so we suggest logging on a few weeks before your class to get an idea of how many students you'll have, but checking back the day of or the day before your class to get your final information. NOTE: These reports are considered confidential and must be kept secure. Shred and recycle after class, or return with class evaluations.

If you would like to use a paper roster in your classroom, you will need to print the roster page from your Instructor Dashboard using your browser's print function (CTRL+P on Windows, COMMAND+P on macOS). You will *not* be receiving emails containing PDF copies of your rosters.

### **School-based SA2U Class Roster:**

Student information for most classes is provided by schools 2 – 3 days prior to the start of a class, and a roster will be sent to you as soon as that information is received. If you are

teaching a class paid by parents, you will access your class registrar on your dashboard.

### **Confidentiality of Student Information:**

Class rosters (including student contact information) are confidential information and may not be used for any function outside class.

### **What if a student is added to the roster at the last minute?:**

Check your roster the morning of your class for the most accurate student list. If we hear of any outstanding case where someone wants to register after a class has begun, we will contact you. If you are **teaching an SA2U class**, check with the site coordinator or your dashboard after class to verify if the student should be in your class.

### **Supply and IT Requests:**

#### **Supply Requests:**

**At least 30 days** before class start, login to your instructor dashboard and go to the class you would like to request supplies for. Here you can view the list of supplies discussed at the time of scheduling and/or requested from this class previously. You can either respond, “yes I would like these supplies” or “no”, I would like different supplies.” If you say “no” you can enter additional supplies in a textbox that Operations will review. Requests that we can accommodate will be added to the list, and you will need to review again. If they are complete, click “I approve.” Our Operations team will then click “SA approved.” If you need additional supplies after the deadline, you can use your supply allowance to purchase them. See below.

#### **Supply Budget and Allowance:**

Your supply budget should be reviewed with your Classes Coordinator before confirming class details. The supply budget is the total amount of money Saturday Academy can spend on your class and is included as part of the class tuition. This includes supplies you request via your instructor dashboard. Saturday Academy can purchase in bulk so we prefer to purchase supplies when possible.

Your supply allowance is a portion of the budget that you are approved to purchase and submit receipts and reimbursement for. Check your class confirmation for your supply allowance and communicate any questions or concerns with your Classes Coordinator.

Basic **classroom supplies** are also available for pick-up at the Saturday Academy office. This includes, but is not limited to, items such as:

- Index Cards
- Post-It Notes
- Rulers
- Scissors
- Glue
- Protractors
- Pencils
- Paper
- Tape
- Printed evaluations
- Compasses
- Permanent Markers
- Calculators
- Dry Erase
- Markers

Markers	· Science Kits
· Sheet Protectors ·	· Robotics Kits
Composition	· First Aid Kits
	· Microscopes
Books	· Laptops
· 2-Pocket Folders	· Camcorders
· Rubber Band · Bus passes	· Wacom Tablets · Digital
	Cameras · Digital Projectors ·
· Tram passes	Webcams
We have limited	
quantities of	· Tripods
<b><u>specialty equipment</u></b> such	· Headphones
as:	· Microphone

### **Special Supply Requests:**

Be sure to include any specialized items in your supply list via the instructor dashboard; you'd be surprised what we have! If we don't have the item, Classes Staff will reach out to you to discuss a budget and requested item(s). You may need to pitch the benefit of a large purchase for your and other classes we offer.

### **Class Copies:**

**Copies** and **large print jobs** should be done through the SA office. You can email a digital copy of the documents two weeks in advance with clear instructions to the Operations Director, and then schedule a plan to pick up your materials. You may also use your supply allowance to print at a print shop if needed.

### **Software and Technology Requests:**

For new computer classes or locations you haven't taught at before, please arrange a time to meet with **Walter Sebaste**, our IT Associate (503-200-5853) and go to your lab ahead of time to test software and make sure it's all installed and running. Please send your software requests to Walter at **least 2 months** before your class. Please consider all specific settings, add-ons, configurations, etc. in addition to the main software program. Always have a plan B in case there are technical difficulties. Substantial lead time allows for time to troubleshoot.

### **How should I return supplies?**

Return all equipment and supply kits clean, organized, and ready to use by the next instructor. Clearly note any equipment or kit that is broken, missing parts, or needs restocking. Contact your Operations contact to arrange drop-off at our office on the UP Campus.

## **TEACHING: DURING YOUR CLASS**

1. **Print** your roster and take that information to each class meeting. Alternatively you can

access your roster from your dashboard on a classroom computer or your smartphone. 2. **Arrive** at least **15 minutes before** class start time to greet students and setup any necessary equipment. If doors are locked and you are on a college campus, allow time to call Public Safety's non-emergency number to open the doors.

3. **Greet and check in** students via your roster as families arrive. Under current COVID policy SA must record who drops off and picks up students. Ask families who will be picking students up and note the names of any additional adults not listed on your roster who parents authorize to pick up students. At pick up, check ID to confirm that the person picking up matches the information on your roster or given by the adult dropping off. (You may note on roster or use the Pick-up Drop-off Special Circumstance form on Saturday Academy's "current instructor" webpage).
4. **Class Start:** Introduce yourself, your background and your preferred name and pronouns to students and invite them to share their names, pronoun preferences and one thing they're looking forward to learning. Learn to gauge their skill level and watch for that spark of interest to adjust class content to their needs. Set all class boundaries like safety info, bathroom location/policy, snack times and expectations of respect. SA only has 3 rules – Be safe, be kind and ask questions! The first 15 minutes will set the tone for your whole class. Ask your students to help create a classroom agreement for how we want to be together as a class.
5. During your class always keep an accurate headcount of students to make sure everyone is accounted for.
6. **Call** parent contact for students who are absent, fifteen minutes after class start. This is primarily a safety check but also serves to help parents who are lost or forgot about the class. Provide a quiet, short activity for students to focus on while you make phone call. Please leave a message if parents don't pick up.
7. **Check out students and clean-up:** We are responsible for students until their parent/guardian arrives. Release students to authorized people only – if in question contact parent on your roster to double-check (they will appreciate your vigilance!). Remember to also check ID if it's an adult different than you met at drop off and record the name of the person picking up.
8. **Remain** with students 7th grade and younger (*Oregon law requires supervision for all children under age 10 ORS 163.545*), until parents pick them up from the classroom. If the delay is more than 15 minutes, call parents. If no response, call the SA office to see if we can assist with care and follow-up with parents.

## DURING CLASS FAQ'S

### **Are students allowed to miss the first day of my class?**

Attendance at the **first class meeting** is required for most courses. If a student is absent from the first class, please call the contact number given for that student. A student can attend future classes with your approval. \*For SA2U classes please contact the site coordinator.

### **Can parents or other adults watch my class?**

No guests are permitted into a Saturday Academy class without explicit permission from the SA staff and/or after school venue. Parents are only allowed to attend if they receive staff, instructor and school venue (for programming on school grounds) permission.

SA Staff members will on occasion observe your class, and other instructors can request to observe a class with your permission.

### **Behavioral expectations:**

We want everyone to learn, have fun and stay safe. Students are expected to treat each other, our equipment and facilities with respect. Please remind students they are in an adult environment and to treat the classroom with care. Please remind students they are to be SAFE, RESPONSIBLE, and RESPECTFUL. This means no playing with equipment, running in the halls, or excessive noise. We are guests in the schools and are expected to leave the classrooms in better condition than they were found. Children are very concrete learners so examples of what this safe, responsible, respectful behavior looks like is good. i.e. we use our walking feet, we use level 2 voices, keep our hands to our own bodies, etc. Also as facilitators it is important to regulate emotions and always speak in a calm, clear manner.

Rules within your classroom agreement promote mutual respect, cooperation, self-discipline, and personal responsibility while also providing the structure and security students need. The rules/agreements should be agreed upon and understood by everyone. It should be understood that when rules are broken, consequences will be applied fairly and consistently. The ideal list of rules on your classroom agreement is short (no more than four) and reflects the global concepts of mutual respect and personal responsibility. Use school rules if they fit. Rules should be clearly stated and worded positively.

Consequences provide opportunities for students to learn behavior that is expected. As educators, it is our job to help students learn appropriate behavior through consequences.

All consequences should reflect the Four R's:

RESPECTFUL

REASONABLE

RELATED

REVEALED IN ADVANCE

**Whom should I speak to at Saturday Academy if I have a behavior issue?** While Saturday Academy strives to serve all curious students, there may be a student who requires special accommodations. Behavior concerns first should be addressed on a 1-1 basis with the student when possible. In an effort to minimize behavior issues, always have acceptable options for student engagement, be prepared, minimize time students spend waiting, provide warnings for transitions. Should a situation escalate, SA will work with the parent/guardian to make the class a positive learning experience for everyone involved. **Call or email your Classes department contact** and/or your site coordinator/manager if you experience behavior issues such as:

- **Disruptive or violent student behavior** - as the instructor, you have the authority to dismiss students who are causing significant, negative disruptions that hinder learning in the class. To do so, use your roster to call the student's parent to have them pick their

child up. Please follow up with your Classes department contact following your class to notify them of the dismissal.

- **Unsatisfied parents/guardians**
- Students with **special needs**
- Students' **personal situations**. If you suspect a student is not safe in their home, please report this to your Saturday Academy class contact immediately. Do not engage students in discussion on these matters.

### **Safety and Security Guidelines:**

#### **"Truddy" System:**

Please ensure that you are never alone with a student. Use the "truddy" system (a total of three people present at all times). This ensures there is always a witness present in the event of an incident. The "Constant Witness" is key to proper, safe supervision. Staff become constant witnesses to verify the facts of student-to-student, staff-to-staff, or staff-to-student interactions. The "truddy" system is important to protect both you and students from potentially abusive interactions or claims.

If there is a behavioral incident during class, carefully document the date, time, names and information about those involved, names of witnesses, details of the incident, and impact of the disruption on those present. Write this information down as soon as possible so that you don't forget it, and contact us immediately.

#### **Physical Contact:**

Physical contact between instructors and students is strongly discouraged and only permitted when the contact is not offensive to the student, when it is not harmful to the student, when it is not sexual in nature, and when it is not based on gender, gender orientation or expression, race, religion or other protected characteristic. Always ask before touching someone.

Appropriate contact includes:

- Greetings, such as a handshake
- Expressions of support, such as a high five, elbow bump or knuckle tap
- Firm hand on a shoulder only if a student is not following directions and endangering themselves or others
- Hugging is only appropriate when and if it is initiated by the student, and even in such instances, only rarely. If a student seeks regular hugs, suggest a side hug and please bring the matter to the attention of Classes & Camps Director.

Contact that is never appropriate includes:

- Kissing
- Touching, slapping, or pressing against any part of the lower torso
- Requesting that a student touch you in any way, such as holding one's arms out while saying something like, "give me a hug."

No adult may ever be alone with a student. Use the student buddy system when necessary.

Finally, be sensitive to varying cultural norms (such as appropriate eye contact and personal distance when speaking) and respect those norms. If you are uncertain about applicable norms, err on the side of caution and respectfulness. Use words instead of physical contact whenever possible. Use culturally diverse names and characters. Provide options for activity adaptation and youth voice.

### **Safety in the Classroom:**

- Always demonstrate proper techniques for using equipment. Using [I do-We do-You do](#) is a great way to model. Students should earn the opportunity to use tools by demonstrating appropriate, safe handling.
- If your class leaves its assigned room, put a sign on the door with your location and the time due back. If you are in a school setting, notify the site coordinator (summer sites) or office staff.
- Be aware of emergency exits and check with site coordinators for school emergency procedures.

In the event of a fire drill, you must exit the building with students. In the event of a school lockdown drill, follow school procedures which may include hiding with students, locking doors, closing blinds and remaining quiet.

### **Safety in the Lab:**

- Ensure that students use all standard safety equipment and follow all standard procedures at all times.
- Alert students to all possible dangers of working with certain tools and chemicals.

Familiarize yourself with Materials Safety Data Sheets in case of emergency. These can be found inside science kits.

### **Bathroom Policy:**

- Locate boys, girls and gender neutral bathrooms closest to you prior to the first class. Always use the buddy system for bathroom breaks for elementary and middle school students when at PSU and other settings in which the general public has access. Grades 8-12 may be on their own, but use the buddy system especially if restroom is accessible to the public.
- For students in grades 2 – 7 (ages 6-12) we recommend walking the whole class out for regular bathroom breaks – for restrooms open to the public please check that bathrooms are empty before sending students in. If a group break isn't possible, send students in pairs or trios. If a student is uncomfortable, their pair can wait outside and/or we'd be happy to talk to the parent too see what would work best for that student.

### **On field trips:**

Always take the class roster, student permission slips if applicable, a first aid kit, a cell phone, and maps/directions to your destination. Seat belts must be used at all times by all passengers. Use the buddy system and have students notify you if their partner is missing. Always TAKE ROLL prior to leaving any location. Remember, travel time can be used as



instructional time.

**For computer-based classes:**

Parents must be informed if you intend to have a student share personal information to create online accounts for software or applications necessary to complete class work (i.e. Edmodo, Tumblr, Scratch, Google Classroom etc.). If you determine this to be necessary, please alert Classes Staff so that notifications can be provided to parents. Do not allow a student to share personal information online without express permission for their parents.

**Class Clean-up:**

We are guests in these facilities, please leave your classroom better than you found it. Cleanup is an important skill, leave time towards the end of class and ask students to help!

## **AFTER YOUR CLASS**

Complete the Saturday Academy class evaluation process. There are two ways to collect feedback: a paper evaluation or an electronic form. When at all possible, please use the electronic form, especially for students in grades 4 and higher, and whenever a computer workstation is available. Paper forms can be used in classes where no computer is available, or for students in younger grades. See page 17 for more information about how to access the surveys and tips for administering them.

While student complete evaluations, please use that time to review our catalog with students and recommend next steps in learning including future classes, based on that spark of interest or curiosity unique to each student.

Submit receipts for reimbursement within 2 weeks of the completion of your class. Please staple receipts to reimbursement form (including parking receipts).

## **AFTER CLASS FAQS**

**Are students allowed to leave the classroom at the end of the day without a parent?**

Students in grades 2 – 7 (ages 6-12) are required to be picked up at the classroom unless prior arrangements have been made by the site coordinator or the student's parent. Exceptions must be made in writing with the instructor. By law, students age 10 and younger are not allowed to be left alone.

**What do I do if a parent is more than 15 minutes late picking up their student?** If a student's parent/guardian fails to pick up the student, use the contact numbers on the student information report to call the parent/guardian/emergency contact. If you cannot reach a late parent by phone, call Saturday Academy (503) 200-5858. Please let Saturday Academy know if parents are not picking up their students on time or if the site coordinator has not been

available to stay with the student after class.

Please stay on site to supervise the students until all students have been picked up. Do not release children to unauthorized persons. Do not leave students alone to wait for parents.

For

your own protection, **do not drive a child home** or place yourself in any other questionable situation with a student. Wait with the student in a public area.

**Student, Parent & Instructor Feedback: What is “feedback” and why is it important?** At Saturday Academy, we value the reflective process, and are always looking for ways to improve our learning experience! At the end of each class, we invite all students, parents and instructors to tell us the best parts of their experience, and places for improvement. For grant based programs, collection of feedback is required.

### **How do I collect feedback from my students at the end of class?**

There are two ways to collect feedback: a paper evaluation or an electronic form. When at all possible, please use the electronic form, especially for students in grades 4 and higher, and whenever a computer workstation is available. Paper forms can be used in classes where no computer is available, or for students in younger grades.

- **Electronic surveys:** a link can be found at:

- [www.saturdayacademy.org](http://www.saturdayacademy.org) > **Instructors** > Current Instructors > quick links at the top as well as in the “After Your Class” section.

**Tips:** Bookmark the survey on a designated computer on the last day of class. Begin the evaluation process early in the class at a time when students can each go to the computer to complete the survey. Have each student retrieve the next student until all have cycled through. We will email the results to you following the class. Older students may also use their phones to complete the survey if appropriate.

- **Paper evaluations:** If you will not have access to a computer or you are teaching

younger children you may use the paper evaluation form. You must request these with your supply request via your dashboard. These will be mailed to you before your class along with a pre-addressed stamped return envelope. Wrap up your final class about 10 minutes early, and have students complete them, then drop them in the mail. **\*FOR SA2U classes, always use paper evaluations.**

### **Photos of Students:**

If you take photos of students at work in your classroom, be sure and first check that you have their parent/guardian media permission indicated on your class roster. We’d love for you to share photos of students with us, however, you may not publish those photos. Please send them to us, including notes with each student’s name in each photo (so that we can triple check to see whether those in the photo signed the photo release) and we will pass them along to our Marketing staff.

### **Social Media:**

We encourage our instructors to utilize social media for publicizing their classes. However, if

you have a social media page that's public, we ask that you make sure it's appropriate for your students to view. You represent Saturday Academy and are a role model for these students.

### **Reimbursements and Payments:**

If you were granted a supply budget for your class and would like to be reimbursed for items you purchased (for a class that ran), you must: Complete a reimbursement form, attach your original receipts, and mail it to Saturday Academy using the postage paid envelope. Reimbursement forms must be submitted no later than two weeks after your last class meeting. Late requests may not be able to be processed. Non-consumable supplies become the property of Saturday Academy if you receive reimbursement and should be returned to the office once you are no longer teaching for us. You can expect payment within 2 weeks.

### **I want to purchase snacks for my students. Does Saturday Academy reimburse for that?**

Unfortunately, we cannot reimburse for snacks, but appreciate your thoughtfulness in providing snacks for students. For all our classes, we ask that parents provide snacks for their students. If you want to bring additional snacks, please carefully review the medical notes on your Student Information form for allergy information, and DO NOT bring snacks that contain peanuts of any form.

### **Does Saturday Academy reimburse for parking?**

We only reimburse for **parking costs** incurred while teaching at **PSU, St. Mary's Academy** and **PCC Rock Creek**.

**For PSU parking:** <https://www.pdx.edu/transportation/hourly-visitor-parking>

**Weekends**, reimburse a maximum of \$6/day. PSU Parking Structure 3 allows parking for the \$6 rate.

**Monday – Friday**, reimburse a maximum of \$11/day at Parking Structure 3. Other lots are more expensive so please try and use Parking Structure 3.

Address: [1631 SW 12th Ave.](#) Levels B & 1. **Original parking receipts must accompany your reimbursement form.**

## **THANK YOU SO MUCH!!!**

We *truly* appreciate the time and effort you put into your classes to give kids opportunities to explore their curiosity!

## **Culturally Responsive Online Teaching Resources**

Online Teaching Can Be Culturally Responsive, Teaching Tolerance

[https://www.tolerance.org/magazine/online-teaching-can-be-culturally-responsive?utm\\_source=Teaching+Tolerance&utm\\_campaign=0c87ab2866-Newsletter+3-31-2020&utm\\_medium=email&utm\\_term=0\\_a8cea027c3-0c87ab2866-83605663](https://www.tolerance.org/magazine/online-teaching-can-be-culturally-responsive?utm_source=Teaching+Tolerance&utm_campaign=0c87ab2866-Newsletter+3-31-2020&utm_medium=email&utm_term=0_a8cea027c3-0c87ab2866-83605663)

Culturally Responsive Teaching, Edutopia

<https://www.edutopia.org/topic/culturally-responsive-teaching>

Trauma-Informed Teaching Strategies, ASCD

[http://www.ascd.org/publications/educational\\_leadership/oct19/vol77/num02/Trauma-Informed\\_Teaching\\_Strategies.aspx](http://www.ascd.org/publications/educational_leadership/oct19/vol77/num02/Trauma-Informed_Teaching_Strategies.aspx)

Equity by Design: How UDL Provides Equal Opportunities to Learn

<https://www.youtube.com/watch?v=u7124dZScEY&feature=youtu.be>

Science in the City, Culturally Relevant STEM Education

<https://scienceinthecity.stanford.edu/>

The Challenge of Science Language and Culture, Bryan Brown

<https://scienceinthecity.stanford.edu/research/test-research/>

Creating a Gender-Inclusive Classroom, ASCD Education Update

[http://www.ascd.org/publications/newsletters/education\\_update/apr18/vol60/num04/Creating\\_a\\_Gender-Inclusive\\_Classroom.aspx](http://www.ascd.org/publications/newsletters/education_update/apr18/vol60/num04/Creating_a_Gender-Inclusive_Classroom.aspx)

Changing The Game for Girls in STEM, Techbridge

<https://techbridgegirls.org/Changing%20the%20Game%20for%20Girls%20in%20STEM%20White%20Paper%20FINAL%204.8.16.pdf>

Neurodiversity and Special Needs, Edutopia

<https://www.edutopia.org/blogs/tag/special-education>