GUIDANCE FOR SAMPLE:

ROCHESTER SUMMER STAFF HANDBOOK

This document provides guidance on how to use the Rochester Summer Staff Handbook sample available in the Summer Learning Toolkit. You can also access the sample in the Staffing and Professional Development section of the Toolkit.

What is the ROCHESTER SUMMER STAFF HANDBOOK sample and how can you use it?

Developed by the Rochester City School District, the Rochester Summer Staff Handbook provides staff an overview of several of the program’s operating policies and procedures. The handbook includes a defined behavior management plan with expectations for students and staff aligned with School Wide Positive Behavior Supports (SWPBS). Sample classroom rubrics, examples of student acknowledgement techniques, and resources to support staff in managing student behaviors are all included.

Why are staff handbooks important?

A positive and supportive culture and climate is essential to ensuring the environment is conducive to learning and positive youth development. Rochester’s staff handbook includes a detailed description of its behavior plan, demonstrating that its consistent use is a priority for all staff. The handbook
contributes to a positive climate by clearly delineating roles and responsibilities, defining behavioral expectations and norms, and setting expectations for which behaviors should be managed in the classroom versus which should be referred to administrators.

Who can benefit from this resource?

- District central office managers
- School-based program leaders
- Nonprofit program leaders
- Teachers
- Enrichment staff

Tips for developing an effective staff handbook

- Ensure that all staff understand behavioral expectations. Be sure your code of conduct states, in simple terms, how staff should respond to particular behaviors.
- Devote pre-service training time for all staff to review the staff handbook and practice the approaches and strategies it describes.
- If your program prioritizes social and emotional learning, make all staff are aware of the social and emotional skills your program aims to nurture and develop in students. Be clear about how staff should support students’ social and emotional development and how your behavior management expectations align to your program’s overall goals.