

MRA Bee Keeper Office, Facilities and Grounds

MRA Office

The Molalla River Academy Office is the hub for all information related to MRA. The bee keeper and the space reflect who we are, including our mission, our culture and our philosophy.

The Bee Keeper:

- Is the coordination and communication center of MRA
- Is the public relations focal person
- Provides student support, family support and staff support
- Provides crisis management
- Manages data
- Manages money with the Bookkeeper
- Embraces the social imagination philosophy of kindness, positivity and respect

The Bee Keeper is not:

- A work station area for staff or parents
- A hangout or a place for distractions
- There to discipline students or to provide time outs

Mission/Philosophy

The Bee Keepers office provides support of the school mission through positive and open communication to families, students and staff by adhering to the school core values and to the office core values of:

1. Management of all pertinent information
2. Upholding the MRA culture of respect and kindness

In the Office

Students and adults are expected to enter the office quietly and calmly with the respect taught through social imagination at MRA. If the Bee Keeper is on the phone or talking with another person, please wait quietly until it is your turn. If the office is busy, and you can come back later, please do so. Teachers can help students with proper office protocol by talking about it and holding class discussions. This includes teaching them how to get a late slip, use the phone, and ask for assistance. Staff should model appropriate etiquette including social imagination and Open Mindset language to students.

In similar fashion, the book keeper will use social imagination and Open Mindset language and behaviors with students, staff and families.

- If a teacher does not recognize an individual at pickup, that individual should be sent to the office for verification. After verifying, the Bee Keeper will send them back to the classroom with a note to release the student. If the person is not on the list, the Bee Keeper will contact the parent/s.
- If, after school, a student wants to call home to see where their ride is, the aftercare teacher will call or radio the office and the office manager will make the call.
- Staff helps the office manager ensure that guests and volunteers have checked in and are wearing the appropriate badge. If staff encounter a guest that does not have a visitor badge

they must be directed to the office to check in. This includes staff relatives, parents, boosters, etc.

- If attendance has not been completed by the designated time, the office might call the teacher as a reminder. It is vital we have accurate attendance taken every morning to ensure all students are accounted for and safe.
- Occasionally a student/s need to get picked up early from school, or is sent home due to illness, accident or an incident. The Bee Keeper will call the classroom to inform the teacher.
- If students are answering phones in classrooms, teachers need to be sure that they take the phone after the initial greeting. Student information about departures, medications, etc. are considered confidential and cannot be relayed to students.
- Students who are sent to the office to make copies should be instructed not to use the copier without staff assistance or permission from the Bee Keeper.
- If the office attempts to get in touch with a teacher via telephone and does not get an answer, the office is authorized to use the radio and ask the teacher to “call the office”.
- The bee keeper is often unable to leave the office, especially during the busiest times of 7:45 to 8:15 a.m., lunch time, and from 12:30/2:30 to 1:15/3:15 p.m. We will do our best to have older student runners on a regular basis who will pick up and hand deliver end of the day messages to teachers. Additionally, when accidents happen in bathrooms or a large mess occurs on the grounds, the associates will be the first to respond and then the office.
- The bee keeper does care for students who are injured or ill. Staff should be aware of when it is and is not appropriate to send students to the office. Minor injuries can be taken care of by outside staff, with appropriate paperwork completed and put in the executive director’s box.
- Students may use the bee keepers phone to call home in an emergency. Teachers are asked to refrain from allowing students to use class phones. The use of class phones often results in a lack of communication and confusion between the office and the parent/guardian. Students who are sent to the office to make a phone call should have a note from the teacher or associate.

Concern/Conflict Resolution

Positive relationships between teachers and associates and the office are vital to the success of MRA. If there is a conflict, a misunderstanding, or any other issue it is the expectation that it be reported directly to the executive director who will review the concern and talk to the appropriate parties. All staff at MRA are expected to do their best to talk through conflicts and try to resolve issues professionally.

MRA Facilities and Grounds

We treat our facilities and grounds with the same mindset as we approach our relationships with each other. Our spaces are a direct reflection of our mission and our culture.

1. Respect of each other, students and adults alike. This includes awareness of tone of voice, body language, and choice words.
2. Respect of our spaces. We have designated areas for walking and for running at MRA, as well as for quiet and loud voices. Everyone works together to keep the facilities and grounds clean, picking up trash and tending to the grounds as needed.

3. Respect of our materials. We take care to put materials back in their proper places. Instruments, equipment, books, furniture, etc. are used with regard for their intent and treated purposefully.
4. Use of process-oriented language that promotes achievement and success rather than person-oriented language which can inhibit learning.

It is expected that we keep our grounds clear of trash, take care of our tools and toys, return items to their proper places, and clean up after ourselves. This includes the play space, the Wild Woods gym, Mountain Meadow, the patio and breezeway, both of the kitchen areas, etc. Please support each other in ensuring that we take care of these areas and that students and families take care of them.

Basic rules:

1. Walk in designated walking areas
2. Pick up garbage, even if it isn't yours
3. Hold doors open for others
4. Assist others when it is clear they could use a hand
5. Return items after you use them
6. If you run out, restock
7. Keep the Forest Floor clean
8. Clean out the refrigerator of the Forest Floor on occasion
9. Do your best to do your dishes before the day is over
10. Use quiet voices in designated learning spaces
11. Use gentle reminders to help other follow our guidelines

Outside Use of MRA

On occasion we allow other organizations to use our facilities and/or our grounds. Generally those people are under contract, and use only our grounds, Wild Woods or on rare occasions Mountain Meadow. It is the expectation that they also care for our environment, clean up after themselves, and put away any items they use. Classrooms are not used by outside agencies. Any exception would involve express consent by both the executive director and the classroom teacher. Any outside use is scheduled onto our all school Google calendar.

The MRA Board does use a classroom or Mountain Meadow for board meetings. It is agreed that they also respect those spaces and take care to leave them as they found them, or better.