

**JDLA STAFF HANDBOOK
2017-2018**

STAFF CONDUCT:

Certified Staff Duty Day

7:45 AM – 3:45 PM will be the hours for certified staff. Keystone requires ALL staff to sign in and out on the clipboard in the JDLA office each day. Classified staff hours will be discussed individually.

JDLA Dress Code

All JDLA staff are expected to follow the dress code.

Shirts: JDLA shirt shall be worn when students are in attendance.

Pants: Acceptable – Jeans (no holes), Capri's, Shorts to the knee, Slacks / Khakis./ Skirts (to knee)

Smoking Policy

There will be no smoking during duty hours.

Professionalism

There should be limited contact between staff and students off campus and/or outside of the regular school day.

- NO JDLA student should ever be in your home.
- If a JDLA student should contact you because they are in crisis, this must be reported to administration immediately.

Inappropriate language or physical touch of student is not allowed by staff.

Cell Phone

Do not give your cell phone number to JDLA students (unless prior approval is given by administration). If administration gives permission for numbers to be exchanged due to an extenuating situations staff should limit texting and calling of JDLA students to that situation. If students text or call you beyond that extenuating situation they need to be directed to call the office. If a student needs to be contacted for any reason, it should be done through the office. If students continue to contact staff after hours, staff will notify the principal the next day.

Confidentiality

You will respect the confidentiality of all student records and other information. Breaching confidentiality could be a reason for dismissal.

Facebook

JDLA has a public Facebook. Anything that we feel is important for students or parents to know or see about JDLA activities will be posted on JDLA's Facebook. This includes pictures. Any pictures of JDLA students and/or JDLA activities will be posted on JDLA Facebook. JDLA staff are not allowed to be "friends" with current JDLA students. This also includes the new twitter account - JDLA_KLS.

ABSENCES:

Sick days or staff absence

If you are ill or unable to attend school for any reason, you must contact Terri Coughlin and/or Brandi Barnhardt. You must speak with someone in person to be considered called in. If you text one of us you must receive a return text confirming that we received your message before you are considered excused.

Leaving the building during the duty day

Staff must notify the office before leaving the school building for any reason during duty hours. Staff should, if at all possible, notify the office in advance of appointments occurring during duty hours. Leaving for an unscheduled event should be limited and notification of JDLA office is mandatory.

Calendars and Time cards

Calendars and Time cards should be turned into Brandi after the last day of the month. The first day of the new month would be best. Brandi copies all documents handed in through our office before they are turned into Keystone.

Sub-folder/box:

All staff will have in the classroom a 3 day sub folder/box. This folder will contain activities for all your classes. Even though JDLA does not bring in subs the staff that is covering your classes will need activities to do with your classes. It is never easy when your gone so please make sure you select activities that are understandable and can be done with the materials you have supplied.

STUDENT BEHAVIOR:

Physical Contact

When a student is physically or verbally aggressive and wants out of the classroom let them out / do not touch them. Do not attempt to block them. Use the **"NOW"** call for help and stay with your class. Never place yourself between an angry student and the door. The only time to EVER touch a student is to protect self or others from harm.

Student Supervision

No student shall be left unattended or unsupervised. If a teacher needs to leave a classroom for any reason, they should secure supervision from another adult before leaving the classroom.

Crisis Calls

When staff calls "NOW" the crises team will respond immediately. Others teachers will limit student movement when a "NOW" call goes out. The teacher making the call should always identify themselves by name and location. If a situation is such that you can't talk, depress your button and we will find you.

LOCK-DOWN Procedure

1. An announcement, "LOCK-DOWN" over the walkie-talkies will advise the building to go into a lock-down mode.
2. Ensure that students assigned to you are present. Advise office of missing students. Ex, "Smith unaccounted Milner".
3. Lock the door to your room and move away from windows and exterior walls.
4. Turn off your lights and be quiet. Stop teaching and get your students to the safest area of your room.
5. DO NOT LEAVE YOUR STUDENTS.
6. Do not allow anyone to come or go from your classroom during the lock-down.
7. Take the lock-down drills seriously.
8. Be smart and use common sense.
9. An all-clear message will go over the walkie-talkies with the message- "It's great to be at JDLA" for authenticity.
10. Contact Keystone office if an emergency arises requiring "Lock down".

Search Procedure

If a need to search the students arises, the call, "Stay Put" will be made on the walkie-talkies. Staff will close the classroom door and maintain all students within the room until the all clear is called.

SCHOOL RULES:

Walkie-Talkies

All JDLA staff will be issued a walkie-talkie. You are responsible for the security of your walkie-talkie. This is an expensive system and their range and reliability are outstanding. Do not allow students to use your walkies. Walkies will be monitored by the Keystone administration. All school talk is on channel 3. The office will monitor all frequencies (4) so if you do not want the entire school to hear please call on a different frequency. Walkies will be on staff at all times.

Hall Monitoring

Staff will provide supervision in the hallway during passing periods. Staff should coordinate their restroom breaks and coverage of both classrooms and the hallway at all times.

Drug Free Schools

The unlawful possession, use or distribution of illegal drugs and alcohol by students or school employees on school premises or as a part of any school activity is prohibited. This policy is required by the 1989 amendments to the Drug Free Schools and Communities Act, P.L. 102-226.

Building Fire Safety / Fire Exit Procedure

The designated meeting area varies dependent upon your location within the building. If you are on the south end of the building (gym, greenhouse) exit to the south, meeting at the baseball field. If you are on the north end of the building (JDLA classrooms) exit from the north facing doors and gather under the tree. JDLA staff are responsible for helping all physically disabled students to exit the building in the event of a fire. Staff will clear the classrooms closing the door upon exiting the room. Office staff will have a roster as they exit the building. Names will be called at the designated meeting place outside of the building. Student count must be confirmed quickly. If you are unable to get your class to the designated meeting area please account for all your students, announce your location and move to a safe location.

Tornado Procedure

JDLA will go to the basement. An all school announcement will be made to move to the basement in the event of a warning being issued. JDLA will be sharing this space so please move your students quickly and move away from the doorways so others may enter. Students will remain in assigned shelter until an "all clear" is given by administration. In the event of an actual tornado sighting, students will remain in the shelter until an official "all clear" directive is received.

Leaving the School Building for Activities or Field Trip

Staff leaving the school building during the school day on school business or with students must notify the office prior to their departure and note on the office white board:

1. Teacher
2. Departure time
3. Anticipated return time
4. Transportation
5. Student names
6. Project/Purpose
7. Destination

Field Trips and Activities

Teachers are responsible for the safety of students and the behavior of students on field trips. Make sure that you have enough adult supervision for any field trip you take.

Television

The use of television should be carefully monitored. Viewing is essentially a passive activity and not usually the best strategy to meet learning needs. The use of television programs and videos should be minimal. The selection of programs should always be in support of academics. Videos and feature length movies generally do not fit in this category. If in doubt, please visit with the Principal. Videos to reward appropriate behaviors of children are discouraged. There are many other ways to reward students for proper school behavior.

Safety Glasses

State law requires all students engaged in or proximal to activities in industrial art shops, science laboratories and using power tools or lawn maintenance equipment to wear protective eye devices. The school will furnish protective eye devices and students are required to wear them during such times as noted. Students with eye protection such as their own glasses or sunglasses will not suffice. Failure of a student to use protective eye devices is cause for the dismissal of the student from that class or activity.

Medication

Any and All medication request must be sent to the office. Staff is not allowed to give any type of medication to a student. Medication will only be given through the office.

See Keystone Personnel Policies and Procedures Handbook, and addendums for further information and detail.