

Student/Parent Handbook 2017 - 2018



JOHN DEWEY
L E A R N I N G A C A D E M Y

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Terri J. Coughlin
Principal

2017-2018 Changes

- **Page 5: *JDLA Faculty and Staff***
Staff changes will be identified with an asterisk

Page 13: Personal Property

Added: Item will become a part of the school inventory and money will be placed in school account.

- **Page 15: Staff contact Information**
Staff contact information updated.

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John Dewey Learning Academy

John Dewey Learning Academy (JDLA) is a special purpose program that predominantly serves special education and at-risk students from the following districts in Northeast Kansas:

- USD 338 Valley Falls
- USD 341 Jefferson West
- USD 339 Jefferson County North
- USD 342 Oskaloosa
- USD 342 McLouth
- USD 343 Perry-Lecompton
- USD 377 Atchison County Community
- USD 449 Easton

Mission Statement

The mission of JDLA is to provide an authentic, nurturing and academically challenging learning environment for students that struggle in the traditional academic setting. The program is designed to help students connect with the world outside of school setting in a meaningful way. Promoting a positive sense of community, enthusiasm for learning, critical thinking/problem solving and social emotional resiliency are the heart of the JDLA program.

Goal

At the core of this mission is an authentic pedagogy –service learning- where students are reinforcing educational concepts while performing service that meets the real community needs. Our goal is that students who attend JDLA come to see themselves as productive members of society.

Program Components

JDLA's program is based on our desire to provide students with the following:

- A safe and supportive learning environment
- Learning opportunities that reflect the student's current achievement level and interests.
- Academics that provide students the opportunity to progress in their learning.
- Opportunities for students to learn and develop positive behaviors that contribute to success in all settings.

The Guidance Center

The Guidance Center (TGC) is the local Community Mental Health Center that serves residents of Jefferson, Atchison and Leavenworth Counties. TGC provides a full range of quality outpatient and inpatient referral/release services for adults, youth, families and businesses in our communities.

For your student to be a part of this additional JDLA programming during the school day, you and your child will need to enroll with TGC. TGC staff will review with parents, the benefits of being clients of the center and will explain the many programs that could be available to students and families both in the school and community.

John Dewey Faculty and Staff

Terri Coughlin	Principal
Azure Stapleton	TGC Program Director
Melinda Wallace	Social Worker/Transition Coordinator
Brandi Barnhardt	Administrative Assistant
Amy Conklin	School Psychologist
Chris Hotchkiss	History / Special Education
Jacy Biggs	Art/ Home Economics/Yearbook
Jeff Kilgore	English / Special Education
Rena Kilgore	Science / Special Education
Marc Milner	Math / Special Education
Frankie Williams	Elementary / Special Education
Brandon Parker	Elementary / Special Education
Matt Moore	Music/Special Education
Michelle Allen	Special Education Para
Jane Blair	Special Education Para
Tamah Boyce	Special Education Para
Tom Meyer	Special Education Para
Liz Jeffers	Special Education Para
**TBD	Special Education Para
**TBD	Special Education Para
Nancy Whiting	TGC Group Facilitator
Angie Farrell	TGC Group Facilitator
Emma Sorensen	TGC Group Facilitator
Sara Barnes	TGC Group Facilitator
Ashley Stark	TGC Group Facilitator
**TBD	TGC Group Facilitator
**TBD	TGC Group Facilitator
**TBD	TGC Group Facilitator
**Wanda Collins	Food Service

Authority of Staff

The administration, faculty and Keystone Staff are partners with the students at JDLA. A major part of that role is to direct the activities of the students in a proper, positive way. Any faculty, Keystone staff or administrator has the responsibility and authority to appropriately direct the actions of the students on school property or at any school sponsored activity.

Building Hours

School Hours: Monday – Friday 8:00am until 2:45 pm.
Building Hours: Monday – Friday 7:45 am until 4:00pm

The best time to reach teaching staff is between 2:45 pm and 3:45 pm. Messages can be left with the office for any staff member at any time.

Visitors

All visitors are to report to the Keystone Receptionist at the main entrance and sign in. Parents/Guardians are always welcome at JDLA and may visit any time. Student visitors may NOT attend classes or school day activities as guests of JDLA students without prior written approval from administration.

Parent Involvement

Parents/Guardians of JDLA students are encouraged to participate actively in their child's education. Parents/Guardians are welcome to visit or call. We hope that they will be involved with service learning projects and other activities as often as possible.

School Supplies

JDLA will supply all of the daily materials your child needs to participate at school. On special occasions your child may be asked to bring items from home to do special projects or activities. If you would like, please send Kleenex, pencils, notebooks and paper.

Arriving at School

All students must report to the gymnasium upon arrival to school. Breakfast will be served in the gym and students must stay in there until dismissed to class by staff. Students should not arrive before 7:45 am.

Medication Administration

Office staff will dispense medications in accordance with state regulations as monitored by Jefferson County Health Department Nursing Staff. All student medications must come in a current pharmacy container with dosage, dosing times, and prescribing physician. Before any medications will be administered by school staff, parent/guardian must have a completed and signed Medication Administration Request form on file. (These forms can be found on the JDLA website or you can have your student bring one from school). Medications will never be released to a student to take home. They must be picked up by parent/guardian.

Calendar Year

JDLA will follow the Oskaloosa, USD 341 school calendar. Your child is expected to be in school when USD 341 is in session, even if your home district is not in session. All eight transportation directors have the correct calendar and will always send out a van on a regular USD 341 school day. An absence with the excuse of your home district not being in session will be considered unexcused with the exception of inclement weather.

Cancellation of School

Should it become necessary to close school due to inclement weather, the announcements will be broadcast by WIBW-TV 13, KTKA-TV (27), as well as WIBW radio stations 580 AM and 94.5 FM and www.wibw.com.

Class Schedule

Most weekly schedules will follow this order:

Monday - Thursday

Breakfast	7:45 – 8:00
1 st Hour	8:00 – 9:05
2 nd Hour	9:05 – 9:55
3 rd Hour	9:55 – 10:55
4 th Hour	10:55 – 11:45
Lunch	11:45 – 12:15
5 th Hour	12:15 – 1:05
6 th Hour	1:05 – 1:55
7 th Hour	1:55 – 2:45

Friday -----Service Day

1 st	8:00 – 9:00
2 nd	9:00 – 10:00
3 rd	10:00 – 11:00
Lunch	11:00 – 11:30
Service Project	11:30 – 2:45

Absences

All students are expected to attend school daily. If a student is not at school, JDLA will contact parent as soon as possible. Each student is allowed 5 absences. These will require parent permission. If parent does not approve the absence, it will be counted as unexcused. Professional absences will not be counted toward these five days if accompanied by Medical/Court or Legal documentation. Any student with more than 5 absences will be considered a student not in good standing in the area of attendance. JDLA will contact the student's parents and home district to report excessive absences. Kansas Law states for 3 consecutive unexcused absences or 5 non-consecutive unexcused absences truancy will be filed.

IMPORTANT: An Excused absence is an absence by a student with a permission from the parent and accepted by school administrator.

Sign in –Sign Out

When a student arrives late to school, he or she is expected to report to the office and sign in. Before leaving school grounds, students must report to the office and verify parental/guardian approval. Students who leave school without following proper procedure will not be excused; even if parent/guardian calls in later. Law enforcement will be contacted immediately if a student leaves without permission.

Bus Policy

Each district has a policy in place regarding transportation of their students. JDLA will strictly enforce each district's policy. All students who wish to drive must have a Permission to Drive/Ride form on file signed by parents and home school district administration. If your student is a rider with a driving student, they too must have permission to Drive/Ride form on file as well. Districts will be contacted immediately if student drives/rides without prior permission from their district. JDLA will contact home district to determine consequences for drivers/riders who do not follow this policy.

Students are never allowed to ride another district's school provided transportation. Parental permission CANNOT supersede this. NO EXCEPTIONS!!!!

Driving/Parking Lot

Driving is both a serious responsibility and a privilege. In the interest of safety, students are expected to operate their vehicles in a responsible and orderly fashion. Excessive speed or other reckless or careless acts cannot be tolerated. Students who drive their cars to school shall park them in the appropriate manner on the North end of the upper parking lot. Upon arrival on school grounds, students must exit their vehicles and enter school immediately. Students may not transport other students in their vehicle without prior permission for both student's parents/guardians and school administration.

*****NO students are to be at their car during the school day.

Seat Belts

Seat belts must be worn at all times when riding on JDLA transportation. There are no exceptions to this rule. This is Kansas State Law. If a student refuses to wear their seatbelt they will not be transported and appropriate disciplinary measures will be taken.

Student Conduct

Students are expected to conduct themselves in a manner that will not interfere with the rights of others. They are expected to take responsibility for their own behaviors. Behavior that interferes with the maintenance of a positive learning environment or jeopardizes the welfare of others is not acceptable. Law enforcement personnel will be contacted when necessary to ensure the safety and well being of students and staff. Some specific behavioral actions that could lead to disciplinary action include but are not limited to:

- Bullying
- Cyber bullying
- Inappropriate display of affection
- Harassment
- Sexual Harassment
- Repeated violation of school rules or regulations
- Classroom disruptions
- Disrespectful Behavior
- Failure to comply with reasonable requests from school staff (willful disobedience)
- Physical or verbal altercations
- Intimidation of students or staff
- Possession, consumption sale or being under the influence of narcotics, drugs, simulated drugs, marijuana and/or alcohol
- Profanity or obscenity
- Possession or use of tobacco products, including chewing tobacco
- Stealing
- Vandalism
- Threats (by words, deed or gestures)
- Truancy
- Possession or use of lethal weapons, fireworks, combustibles, or other explosives in or near the building
- Plagiarism/Cheating
- Racism

The above list is not inclusive. The administration reserves the right to determine what behavior is unacceptable to guarantee a safe school and insure a positive learning environment for all. The police will be called any time a law has been broken. NO EXCEPTIONS.

Disciplinary Procedures

The discipline plan at JDLA provides a procedure for teachers and administrators to assist students who choose to behave inappropriately. When a problem is present, students will be expected to develop a plan to guide them if similar situations occur in the future. If the plans prove unsuccessful, a predetermined consequence will follow the repeated behavior. The intent of the plan is to provide assistance to students in helping them accept responsibility for their own behavior.

Anti-Bullying Policy

JDLA is committed to providing all students with a safe and civil school environment in which all members of the school community are treated with dignity and respect. To that end, the school has in place policies, procedures, and practices that are designed to reduce and eliminate bullying and harassment as well as processes and procedures to deal with incidents of bullying and harassment when they occur. Bullying and harassment of a student by other students, school officials, faculty, staff and volunteers who have direct contact with students will not be tolerated. JDLA prohibits harassment, bullying hazing, or any other victimization based on real or perceived race, sex, creed color, national origin, religion, marital status, disability, sexual orientation, physical appearance and/or personality characteristics.

This policy is in effect while students are on school property within the jurisdiction of the school district; while on school-owned property and/or school operated vehicles; while attending or engaged in school sponsored activities; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school. If after an investigation a student is found to be in violation of this policy, the student shall be disciplined by measures up to and including suspension and expulsion from JDLA.

School Safety Violations

SB 129, as amended, changes notification requirements regarding students expelled or suspended from school for committing a school safety violation. JDLA is required to notify the appropriate law enforcement agency of the expulsion or suspension within ten days. Following receipt of this notice, the law enforcement agency is required to notify the Division of Motor Vehicles of the Kansas Department of Revenue within ten days. The Division of Motor Vehicles is required to immediately suspend the student's driver's license or privilege to operate a motor vehicle for one year.

School Search Policy.

If JDLA is to be a safe and pleasant place to get an education, it must be a drug free environment. It is the policy of JDLA for the administration to make necessary searches of lockers and or student property if there is reasonable suspicion that matter prohibited by law or school regulations exist. In addition, the administration may authorize law enforcement officers or licensed private agencies to use trained dogs on school premises to identify student property which may contain illegal or illicit materials and to determine whether materials are present which may threaten the general health welfare, and safety of students, staff, faculty or Keystone employees.

Field Trips

Whether the field trip is instructional or recreational, parental/guardian permission must be obtained by each student and submitted to the office prior to departure. The JDLA general field trip permission form signed at enrollment covers most field trips. An emergency procedure form, also signed at enrollment, must be on file in the JDLA office for any student to participate in off-campus trips. All students are expected to participate and components of our curriculum require frequent field trips which often involve a project based learning opportunity. Student participation or lack thereof will be reflected in the student's grade.

Point Sheets

Students will carry a point sheet with them daily. There will be 300 points possible per day. JDLA staff will deduct points for inappropriate or problematic behavior, lack of participation, sleeping, etc. and mark the deduction under the appropriate category. It is the student's responsibility to turn point sheets in at the end of each day. Missing point sheets will result in a zero for that day. If a student finds a lost point sheet, it can be turned in. Points will be calculated on a weekly basis. Parents may request a copy of points earned at any time.

	Inapp.Convno/ Profanity	Respect/ Directions	On Task/ In Class	Disruptive	300	Comments
Office	io				25	
1					35	
2					35	
3					35	
4					35	
Lunch					30	
5					35	
6					35	

Level System

All new students will begin the year on Level 1. Returning students will begin the year on whatever level they ended the previous school year. Students will have the opportunity to apply for level increase once a week. It is the student's responsibility to apply on Thursdays. Level increases are not automatic. Applications will be approved based on specific promotion requirements. Criteria for advancement are based on appropriate student behavior. The highest level is a Level 5 and the lowest level is 0. The higher the level, the better the privileges and rewards. Level 0 is the only level that may apply at anytime during the week as long as the student has met the requirements for a level increase. Level drops will be based on frequency and severity of problem behaviors, grades and attendance. The principal will be the one to decide level advancements or drops.

Public Displays of Affection

Public display of affection in the school or on school grounds is in poor taste and may result in disciplinary action. Any action beyond holding hands is considered a public display of affection.

Backpacks

JDLA students have no need to carry bags or back packs. In the event they choose to bring a back pack, students will need to leave their packs in a designated location. Students will not be allowed to access them during the school day. This policy will be strictly enforced.

Personal Property

When a student brings personal property to school, they should be aware that JDLA staff is not responsible for that property. This includes purses, wallets, portable electronic devices, cellular phones, keys, etc. Selling or exchanging personal property is **NOT** allowed. If students are caught doing this, school will confiscate both the item and money involved. Parent will be contacted. Item will become a part of the school inventory and money will be placed in school account.

Internet Use

Students may use the Internet as a part of course assignments. Students may not check their email accounts or Instant Messenger at JDLA. Failure to use the computers according to school policy or classroom rules will result in loss of computer privileges.

Email or Instant Messenger

No student may use JDLA computers to send / receive Emails or Instant Messages. Violation of this policy will result in loss of computer privileges.

Phone Policy

In an emergency, (illness, discipline problem, family emergency, etc.) students needing to contact a parent/guardian must go to the office to use the school's phone.

Students will always be allowed to call their parents from the office during the day. Parent may also call to speak with their student.

Please speak with staff prior to agreeing to pick up your students.

*******Cell Phones / Transmitting Device*******

Cell phone usage at JDLA causes on average 50% of the behavior issues that occur during the normal school day. Student's text, record, use Snapchat, Facebook, threaten, make plans for after school, and take pictures, bully and refuse to put them away when asked. Due to ongoing concern about the issues that cell phones create, cell phones will NO longer be allowed on a student during the school day. It is best that cell phones be left at home but if you decide to allow your student to bring a cell phone then the following policy will be in effect.

**As of 2016-2017 school year
JDLA will have a "No Transmitting Electronic Device Policy".**

Students who bring a cell phone to school will be asked to place them in a secure location provided by the school. Students' phones will be returned to them at the end of the school day. Students who refuse to secure their cell phones will need their parents to pick up the cell phone immediately. Students who have cell phones taken during the school day will need their parents to pick up their student's cell phones at their earliest convenience. Students will NOT be allowed to go to class with a cell phone. The following is a list of devices that will not be allowed:

- Laptop computers with wireless capabilities
- Cellular/personal communication system devices,
- Audio/video/data recording or playback devices,
- Messaging devices, Personal Digital Assistants (PDAs)
- Two-way radios, ALL Cell Phones
- IPads, Ipods, Laptops
-

**This is not a comprehensive list and the principal can make additions at any time.

Devices Allowed:

- Devices that play music **only** will be allowed in classrooms.

- Nintendo DS all types (Non-transmitting)
- Any devices listed in a student's IEP will be exempt from this policy.
- Any device provided by JDLA for educational purposes will be exempt.

Any student that brings a phone into the building for any reason and does not place the phone in his/her secure area when arriving may turn the phone over to any staff member at the point the phone is discovered by the student. ***This MUST occur prior to staff seeing, hearing or asking for the cell phone. If this occurs, the student will get the phone back at the end of the day.

If staff become aware of a cell phone prior to student turning the phone in, the student's cell phone will need to be picked up by parents at their earliest convenience.

Credits/Graduation

JDLA has standardized the required credits once a student has been placed at JDLA. The changes exceed the state requirements for credits.

Graduation Exercises

JDLA will hold a celebration at the end of the year for those that have met graduation requirements. During this celebration, students will receive a Certificate of Completion from JDLA among other awards. Their diploma and actual graduation ceremony will occur at their home district.

Student Dress Code & Personal Appearance

Appearance and behavior are related. Proper attire is necessary in creating an environment conducive to learning. Therefore it is important that students' appearance should be neat clean and in good taste. Any clothing that calls undue attention to oneself, reveals any part of the midsection, armpits, rear ends, under garments or cleavage will not be allowed. Any clothing or accessory that is suggestive of drugs, alcohol, tobacco, sex, sexual orientation, gang sign/symbols, violence or profanity will not be allowed. Pants, shorts dresses, skirts or other garments must be long, with a hemline no higher than 2 inches above the knee. Any of these items that have slits, holes or cuts must be below the mid thigh. Bandanas and sunglasses are PROHIBITED inside the building.

Specific Prohibited Clothes list:

- Tank Tops
- Muscle shirts
- Sleeveless shirts
- Fishnet shirts
- Transparent shirts
- Halter tops
- Tube tops.

*****This is not a comprehensive list and the principal can make additions at any time.

If a student's general appearance does not comply with the guidelines for personal appearance, he or she will be asked to change their appearance. Student will be given alternative clothing to wear if needed. If student refuses to cooperate, they will be removed from the student population until the violation is corrected. If at this point the student still refuses to cooperate, parents/guardians will be contacted and the student may be sent home. JDLA will provide alternate clothing when necessary. A private shower and laundry facilities are also available.

Lunch and Breakfast

Lunch and breakfast will be available to all students.

Thursday Grade Sheets

Every Thursday all students have a grade sheet on the back of their point sheet to carry to all classes. Teachers will record the student's current grade. Parents are encouraged to require their student to make a copy of their Thursday grade sheets in able to remain informed on student's current status. It is the student's responsibility to make a copy for parents. The original will be on file at JDLA.

Friday Exploration

JDLA holds class every Friday from 8:00AM -2:45 PM. This is a normal part of the JDLA schedule and ALL students are expected to attend and participate unless a contract is on file stating otherwise. Students will have the opportunity to earn a half credit for one semester in this class. Grading is based on attendance, participation and behaviors.

Extra Credit Opportunities

There will be an opportunity for students who are credit deficit to earn extra credits. A meeting must be scheduled with the JDLA principal and a plan will be made. If it is decided that the student needs this extra credit, a contract will be made. Volunteer Work Study, and Independent Study credits will not be issued without a contract being done first. A copy of the contract will be kept in the student's file.

Senior Responsibilities

It is the responsibility of the seniors to make sure they meet all of the deadlines at their home districts. For example, class dues, yearbook pictures, slideshow pictures, cap and gown, etc. If a student needs assistance with this JDLA staff will be happy to help.

Fire and Tornado Drills

A fire drill is conducted at least once each month during the school year in accordance with Kansas School Code, Tornado drills are held periodically during the year so that students will know the proper procedure in case id disaster that might occur in connection with weather conditions. Students should check with JDLA staff for proper exit routes for fire drills and for procedure for tornado drills. Once outside the school, or in the hallways, students are to remain with their class for

the entire period of time. In the case of fire drill, fire or other emergency situations, follow the direction of the teacher.

Natural Disasters

To insure the safety of yourself and your child, we ask you not to attempt to come to school during a natural disaster. Your child will be sheltered in the safest environment. This is to protect all individuals involved.

Contacting Staff

All JDLA staff can be contacted by email using the addresses that consists of their first initial followed by their last name @keystonelearning.org. For example bbarnhardt@keystonelearning.org

If you would like more information please visit Keystone Learning Service's website at www.keystonlearning.org

2017-2018 SCHOOL CALENDAR OSKALOOSA USD 341

August 2017						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

September 2017						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

October 2017						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

November 2017						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

December 2017						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

January 2018						
S	M	T	W	T	F	S
1	2	3	4	5	6	
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August
7,8 New Teacher In-service
9-15 Teacher In-service (3) Workday (2)
16 First Day of School
Early Dismissal @ 11:30 am
Teacher Inservice (11:30-3:20 pm)

September
4 Labor Day - No School
11 Teacher In-service

October
13 End of 1st Quarter
16 Teacher's In-service/Workday (1Q)
17 Parent /Teacher Conf. 4:30-8 pm
19 Parent /Teacher Conf. 4:30-7:30 pm
20 No School

November
21 Early Dismissal @ 2:30
22-24 Thanksgiving Break-No School

December
20 End of 2nd Quarter
Early Dismissal @ 11:00 am
Teacher Workday (2Q) (11:00-2:30 pm)
12/21/17-1/3/18 Christmas Break-No School

January
3 Teacher Workday
4 School Resumes
15 Teacher's In-service (All-Schools)

February
19 Teacher's In-service

March
2 End of 3rd Quarter
5 Teacher's In-service/Workday (3Q)
13 OES Parent Teacher Conf 4:30-8:00
15 OES Parent Teacher Conf 4:30-7:30
16 OES Students No School
19-23 Spring Break - No School
30 Good Friday-No School

April
2 No School
May
23 Last Day of School
23 End of 4th Quarter
Early Dismissal @ 11:30 am
Teacher Workday (4Q) (11:30-3:20 pm)
24,25,29 Snow Make-up Days (if necessary)

February 2018						
S	M	T	W	T	F	S
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

March 2018						
S	M	T	W	T	F	S
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31







April 2018						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

May 2018						
S	M	T	W	T	F	S
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

June 2018						
S	M	T	W	T	F	S
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

July 2018						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

BOE Approved April 10, 2017

-  indicates teachers are present but students do not attend
-  indicates schools are closed
-  indicates end of 9-weeks
-  indicates PLC day
-  w/ students attending
-  indicates PLC session