



2015 – 2016
Faculty and Staff Handbook
Revised 2/11/16

Oelrichs School District is committed to providing a positive place for our students to grow and learn life skills for success.

OELRICHS PUBLIC SCHOOL #23-3
214 West 7th Street * PO Box 65
Oelrichs, South Dakota 57763
1-605-535-2631
1-605-535-2046 (fax)

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OELRICHS PUBLIC SCHOOL TEACHER & SUPPORT STAFF HANDBOOK







GENERAL INFORMATION

ADMINISTRATION EXPECTATIONS of STAFF



-  The work day has been defined by the 2015-16 negotiated contract, 7:30 am to 4:00 pm. This is considered minimum. There are times that student and parent meetings may extend beyond this.
-  No person has the right to steal another person's dignity in our school. If we make dignity-stealing choices from time to time, we will confront these and deal with them through conflict resolution or apologies where appropriate.
-  We are a team-managed environment. The expectation is that staff members participate in the participatory management process. The teams are LEAP, SAT and Staff Meetings. Teachers will be assigned to committees per duties as assigned.
-  All personal long distance phone calls are to be logged in at the office.
-  The Teacher Dress Code will be professional at all times.

There is no substitute for good personal professional judgment to set examples for our youth.

-  If you are not going to be on campus during the defined working hours, you need to check out through the school office and notify the principal.
-  Staff absences: If you call in sick, please text or call the principal. Then call the school secretary so that she/he can arrange for a sub if needed. Then email the secretary your lesson plans if they are not in a folder on your desk. Other appointments such as the doctor, dentist, or professional leave needs to be requested at least three days in advance. Leave forms are in the office. Once they are filled out, submit to principal for approval. Not all leave is automatically granted.
-  Principal will assign the morning, noon, before, and after school duty assignments each week. These will be posted in the Teachers work area and the door to the gym.
-  Teachers may schedule a member of the Administrative Team into a parent meeting when they believe that the situation may be dangerous, stressful, or unmanageable. If an administrator is unavailable, you may wish to change the meeting time.
-  The e-mail system and /or personal cell phone usage (i.e., texting) will not interfere with teacher/student interactions. Use of the email system and / or personal cell phones during instructional time diminishes the teacher's ability to meet the needs of our students.
-  Full staff participation is required in the scheduled open house, parent / teacher conferences that have been added to the school calendar. These event may be rescheduled due to weather or other factors.

-  Oelrichs Public School does not allow out-of-classroom breaks during class periods. Staff who wish to leave the school grounds must have advance permission if it is between 7:30 am and 4:00 pm and will have to check out through the office once they get permission from the principal. If you have to leave your classroom for an emergency, notify the principal or another teacher before leaving. Do not leave your students unattended.
-  All teachers are to read the 2015-16 student / parent handbook. This was revised in January of 2016 and is up on the website.
-  All purchase requests must be pre-approved by the Principal or Superintendent. Please do not purchase anything without prior approval. Return receipts must have signature of purchaser, reason for purchase, and group affiliation.
-  All teachers and staff must supervise students in the school. Failure to be at your duty station is considered insubordination.
-  Teachers need to have a substitute teacher packet available at all times. The packet should be clearly visible on your desk or in the top drawer of your desk (middle, right, or left). Included in this packet should be **a copy of your class roster, attendance information, class policies and procedures such as discipline plan, class management information, lesson plans, advisement roster, restroom procedures, etc.**
-  All teachers will be trained in DDN Campus. If you need assistance, contact the schools Technology Coordinator. He/she will provide

EMERGENCY PROCEDURES

-  Tornado and fire drills will occur a minimum of once per semester. Make sure you check your exit route from your room. When the fire alert comes, you need to grab your grade book or roster sheets, turn off the lights and shut the door as you exit. Be prepared to alter your course in the event of a blockage on your route.
-  Bomb Threat will be treated like a fire drill. However, when you are on the street, we will direct you to a community location. When leaving your room, please note if there may be anything unusual in your room.

School Lock-Down Procedures

Definition

A lockdown is initiated when a situation may be a hazard to health of students and staff or is life threatening. It is intended to limit access and hazards by controlling and managing staff and students in order to increase safety and reduce possible victimization. A lockdown may be used for, but is not limited to weapons in building, intruders, police activity in or around the school, contamination or hazardous materials or terrorist events.

Alert Signal

Announcement over the public address system “Attention please, this is (Administrator name and title). We are in a (Low Level/High Level) lockdown situation. Please secure your classrooms and follow procedure until the code word is given for release”.

Low Level Lockdown – Call Police Dispatch (745-5155)

High Level Lockdown – Call 911

Inside Building during Lockdown

During the lockdown phase, staff will focus on taking care of students and ensuring they are directed out of harm’s way. To implement the lockdown phase, staff direct students to the closest secure area, remain with the students, and, if possible, lock doors to the area. Staff assess whether anyone is injured and the severity of injuries, takes appropriate measures to assist the injured without jeopardizing the safety of themselves or others.

Low Level Lockdown

- 🔒 Teachers will secure and lock classrooms.
- 🔒 Instruction in classrooms will continue as normal.
- 🔒 No students are allowed out of the classroom for any reason.
- 🔒 Students are not to be released by the bell. Movement in hallways will occur only once the lockdown has been released.

High Level Lockdown

- 🔒 Teachers will lock all doors, close all shades, and turn off all lights making room as dark as possible.
- 🔒 Students are to move away from doors and windows, remain absolutely **SILENT** and follow staff/police instructions.
- 🔒 Individuals are to contact the office **ONLY** with vital information regarding incident.
- 🔒 Cell phones are **NOT** to be used by staff or students unless communicating vital emergency information (excessive cell phone use in other violent incidents has shut down access to vital communication lines).
- 🔒 Staff will take attendance in class and complete an attendance report and make note of any missing students. Teachers should prepare to evacuate quickly if needed.
- 🔒 Disregard fire alarm systems and school bells unless otherwise informed.
- 🔒 Staff, students and any other occupants are to remain in the secure location until notified by administrative personnel on what actions to take.

- 🔒 Do NOT open the door or respond to anyone that doesn't use the **CODE WORD (Code "13")**.
- 🔒 **LOCKDOWN** remains in effect until the **ALL CLEAR** is released by School Administration.

Outside during Lockdown

Not all students and staff will be inside the building when a violent incident occurs. If you are outside the building, follow the steps outlined below:

Low Level Lockdown

- 🔒 Students shall report to the nearest classroom and secure themselves there.
- 🔒 Office will be notified of all students not in their regular classroom.
- 🔒 Follow procedure in school safety plan.

High Level Lockdown

- 🔒 Do Not Enter School.
- 🔒 Move as far away from the school as possible (Ex. Use Supt. House/Garage).
- 🔒 Proceed to the evacuation location if possible.
- 🔒 Staff endeavors to have students remain in the identified area.
- 🔒 Staff takes class attendance.

If Room Is Taken Hostage

- 🔒 Use common sense.
- 🔒 Be observant and do not put self or children in harm's way.
- 🔒 Keep students as calm as possible.
- 🔒 Be prepared to get down if room is rushed by law enforcement (to establish the target).

Lock-Down Drills: When an "ALL SCHOOL LOCK-DOWN" drill takes place, it will be announced as a drill.

911 Calls: All 911 calls should be made by the superintendent's or principal's office.

CURRICULUM & INSTRUCTION ITEMS:

- 🔒 Each course/class should have a course syllabus that is handed out to students. This will be fully implemented by the Fall of 2016. It will include performance standards, class activities, discipline rules, grading procedures and special expectations (including academic) for your course.
- 🔒 Each teacher will define for the principal a minimum of three (3) goals for improvement each year. At least two (2) of their goals should be focused on the improvement of instruction. We need clearly

defined goals; time lines for expected completion and a statement on how you expect to achieve your goals. The principal reserves the right to assign goals.

- ☛ There exists a mandated grading scale. The board and superintendent expect that this grading system will be used. Violations to this directive would be grounds for disciplinary action.

<u>Grade</u>	<u>Percentage</u>	
A	93 100	Excellent Work
B	85 92	Good Work
C	77 84	Average Work
D	70 76	Below Average
F	69 and Below	Failure

- ☛ Teachers will create and teach from comprehensive lesson plans. These must be completed on Planbook.com by 7:30 AM Monday morning. The principal and instructional leader will provide frequent feedback on lesson plans.
- ☛ Final/Semester exams are required for all classes.
- ☛ All grades / attendance will be placed in the DDN Campus by each Monday. Each teacher shall update respective cumulative folders at the end of the school year. All grade books will be turned into Superintendent's office at the end of the school year.
- ☛ GEPA Statement: All information disseminated by the Oelrichs School District #23-3 will made available in a variety of formats for participants with varying disabilities and learning needs. All web-based information will be fully accessible. Additionally, current and future faculty will learn how to diversify their materials and teaching strategies and make course web sites more accessible for students with disabilities.
- ☛ This is a Special Education Inclusion School. Students will be placed in classrooms whenever possible and deliver services to the classroom and support to the teacher. Our staff will provide educational accommodations when appropriate to support the concept of "All Students Can Learn."
- ☛ This is a Title I school, when a student is doing poorly in class, faculty need to provide educational accommodations/interventions and to be sure to document these procedures. When these accommodations are unsuccessful, you may need to consider referral to the school administration.
- ☛ Special Education meetings, including Individualized Education Program's (IEP), are held during the school day whenever possible.
- ☛ Student Assistance Team (SAT) will make suggestions for accommodations and different learning strategies for teachers to use with students.
- ☛ The use of e-mail as a means of communicating with parents is encouraged. However, teachers are expected to document parent contacts by either using email, phone calls or letters home. Mid-term failures must be communicated to parents and students. Do not assume that all parents have access to DDN or internet. It is the teacher's responsibility to communicate with parents if a student is struggling.

STUDENT EXPECTATIONS

- 🔒 No student has the right to interfere with another student's right to learn. No student has the right to interfere with the teacher's duty to teach. These situations require that the teacher fill out a discipline referral and give to the Dean of Students.
- 🔒 Attendance will be taken during the first ten (10) minutes of each class and recorded on the computer. This will be done accurately and in a timely fashion. Comments need to be recorded in "Comments" bar.
- 🔒 Students will have signed permission slips from parents before they are allowed to drive their own vehicle during school hours. Students will register vehicles in the principal's office.
- 🔒 We take emergency management plans very seriously. Students not responding appropriately will be referred to the school principal. All staff will respond appropriately to all emergency drills and procedures.
- 🔒 Students are not to wear inappropriate clothing or clothing with logos and slogans focused on drugs, alcohol, tobacco, gang-related symbols or sexual behaviors. Refer to the revised 2015-2016 Student Handbook for specific student dress code.
- 🔒 All student food and drink during lunchtime must be eaten in the lunchroom except for ISS students. Other food and drinks in the classroom is at the discretion of the individual teachers

Please understand that this handbook is a work in progress, and we will process items through our experiences. Changes are inevitable and improvements to the book are a must.

CLOSED CAMPUS CONCEPT

- 🔒 Students will not be allowed to leave campus for any reason during the closed campus times unless approved by the administration. Seniors may leave at lunch if they have filled out the appropriate paperwork in the office.

All students participating in field trips are required to ride school-provided transportation both to and from the field trip and must have signed parental permission slips.

INJURY POLICY

PROCESS AND PROCEDURES FOR STUDENT INJURY OCCURRENCES DURING SUPERVISED WORK EXPERIENCE AND SCHOOL FIELD TRIPS OUTSIDE THE BUILDING:

- 🚑 This process and procedure is specially designed for those situations when students and teachers are not in the school and do not have access to administrative support. When a student is injured, the teacher must make a decision as to the severity of the situation based on the following guidelines:

- A. The student can be attended with basic first aide. (Use available resources to attend to student.)
- B. The student has an injury that appears to be more serious:
 - 1. Call the ambulance or EMTs immediately.
 - 2. Call the administration or secretarial staff to contact parents immediately.
 - 3. Make sure that you provide the following information:
 - a) Nature of injury.
 - b) Time of the injury.
 - c) Location where the injury took place.
 - d) Current status of the case.
 - e) Parents name, if different than the students.
- C. **The teacher / supervisor needs to complete a comprehensive accident report A.S.A.P.**

Handling of Bodily Fluids

The following procedures/precautions should routinely be used throughout the school system to minimize the risks of transmission of communicable diseases. The guidelines provide simple and effective precautions for all persons. Direct skin contact with body fluids of others should be avoided whenever possible:

- A. Gloves will routinely be worn when direct hand contact with body fluids is anticipated; treating bloody noses, handling clothes soiled by incontinence or vomit, cleaning small spills by hand, etc.
- B. Gloves and other materials used for this purpose will be put in a plastic bag or lined trash can.
- C. Gloves will be kept in all areas of high risk, e.g., maintenance areas, main office, any classroom where risk of spills is particularly high.
- D. Students will be taught to handle their own ‘body fluids’ as appropriate (for age, state of health, etc.)
- E. Students will be taught a good hand washing technique and encouraged to use it routinely, before eating, after toileting, after vomiting, etc.
- F. Hands and other affected skin areas of exposed person will routinely be washed with soap and water after contact. Liquid soap dispensed from a wall dispenser is preferable.
- G. Contaminated disposable items (tissues, towels, diapers) will be handled with disposable gloves.
- H. Spilled body fluids will be removed from the environment by proper cleaning technique.

Chemical Spill Control

No matter what precautions you take, sooner or later an accidental chemical spill will occur. A teacher will take steps to prevent spills, make sure proper safety equipment is available to contain and control the spill and understand how to use the safety equipment.

The following procedure should be used:

- A. Quickly assess the spill, its hazards, and the danger to yourself and your students and take appropriate action. If the spilled chemicals are unknown, assume the worst and evacuate.
- B. Notify other school personnel of the accident, and if necessary, evacuate the area. The safety of you and your students is always the top priority.
- C. Tend to any injured or contaminated person and, if necessary, request help. If the chemical is splashed into an eye or onto skin, immediately irrigate using an eyewash or shower. If the chemical is splashed on your clothes, you may have time to first contain the spill with a fire blanket or spill control materials and then treat yourself. Remember, if you use a safety shower near a chemical spill, the water may expand the spill area.
- D. Take steps to contain and limit the spill if this can be done without risk of injury or contamination.
- E. Clean up the spill using appropriate procedure. Dispose of contaminated materials properly.
- F. Call in emergency personnel if at any time your safety or your students' safety is in jeopardy.
- G. Notify the principal and ask them to call 911. Tell them the name of the material, location of the spill, and approximate volume of spilled material.
- H. Do not permit any persons to enter the spill area, contact the spilled material, or place themselves at risk unless they have appropriate training and personal protective equipment.
- I. Take immediate steps to prevent spilled materials from entering drains or spreading to other environmentally sensitive areas.

Emergency Disaster Plan

The following rules and procedures will be observed:

- A. No one will leave the building during a tornado alert.
- B. Students will exit the room immediately following the alarm without stopping to secure any other property.
- C. There will be no talking or distractions
- D. Everyone will kneel down, cover their head with their hands, make body as small as possible, close eyes, and cover ears with forearms.
- E. Everyone must stay in this position until the all clear signal is given by the Administration or Teacher.

Fire Drill Plan

The following rules and procedures will be observed:

- A. Find the location of fire exits (each room will have a map).
- B. Students will exit the building immediately following the alarm without stopping to secure any other property.
- C. There will be no talking or distractions.
- D. All lines will move steadily and rapidly until they reach their assigned places.
- E. Everyone will remain in place until the all clear signal is given to return by the Administration or teacher.

Bomb Threat Plan

The following rules and procedures will be observed:

- A. The building should be evacuated, using fire drill procedures. Following instructions from Administration, all students and staff will walk directly to the Oelrichs Community Center.
- B. Make note of any strange vehicle or people near school.
- C. Roll will be taken to make sure all students and staff are accounted for. Only after everyone is accounted for will students be instructed to return to school or sent home. No one will be allowed to return to school buildings or school grounds until after the authorities have declared them safe. Parents are allowed to check out their students at the Oelrichs Community Center.

BUILDING VISITORS (All Non-Students)

All visitors must enter through the 7th Street (South) entrance and register at the office to receive a pass, which should be returned to the office at the conclusion of the visit. Any person on campus without a pass will be reported to the office. The office may call law enforcement to assist in the removal of inappropriate visitors or anyone who habitually refuses to follow our policies. Violators will be arrested and charged with trespassing.

OELRICHS SCHOOL DISTRICT CRISIS MANAGEMENT PLAN

Goal

Each staff member will be become familiar with this Crisis Management Plan which suggests procedures and guidelines to enable Oelrichs staff to better deal with the unforeseen tragedies that affect the ordinary functioning of the students, their families, and faculty members in the event of crisis or tragic loss.

Purpose

To maintain the orderly operation of the school and to meet the needs of students, their families, and staff in the event of a crisis or tragic loss as defined by the crisis management team.

Objectives are:

- A. To maintain a safe environment for students and staff.

- B. To meet the special needs of individual students/staff by working with parents, school, staff, community, and/or specialists.
- C. To communicate with staff, students, parents, and the general public through the most effective and practical methods.
- D. To continue effective instruction and carry out established routines, rules, and regulations.
- E. To present a unified and predictable plan of action by the school in the event of a crisis.

Crisis Team Members and Roles

Superintendent: Coordinates the school's response to the general public and media.

Principal(s): Makes sure the crisis procedures are in operation in the building and initiating a "call chain" to other team members when necessary.

Counselor(s): Works to initiate strategies in the management of the crisis.

Support Staff: School staff and appropriate community members designated by the crisis management team will facilitate during individual crisis. Support staff may include teachers, nurses, coaches, clergy, consultants, or other individuals deemed appropriate by the crisis team.

Relations with Law Enforcement/Social Services/Court Agencies: Cooperation between school personnel and law enforcement officers, state's attorney, court services, social services, and other such entities is essential for maintaining a safe school environment for students and staff. When cooperating with the investigation of matters concerning a student, the school will take into consideration the interest of protecting the community and the student himself/herself while protecting the rights of the individual.

The principal or superintendent will serve as the point of contact with law enforcement, court services, state's attorney, and social services when dealing with investigations by outside agencies. If an outside agency contacts a staff member directly, staff should always ensure that they have first secured authority from the superintendent or principal to speak directly with the person conducting the investigation.

When an investigation by an outside agency occurs, the superintendent or principal having contact with agency will keep a written or recorded record which will be kept on file in the administrator's office.

The superintendent is authorized to formulate administrative regulations to implement this policy.

