



## **Learning Center**

### **Staff Handbook**

**900 West Vine St.**

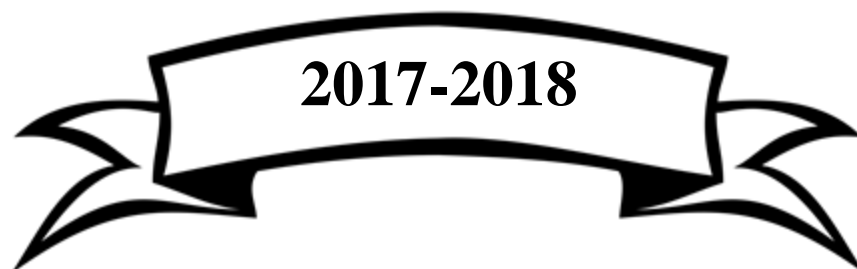
**Mount Vernon, Ohio 43050**

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**It is the mission of the Knox Learning Center to motivate, empower,  
and educate the at-risk youth of Knox County through  
individualized and alternative teaching methods.**

**Educate \* Motivate \* Empower**



# **Knox Learning Center Staff Handbook**

## **2017-2018**

### **Professionalism**

- Dress for staff is business casual. Shorts, sweats, spandex and leggings are not acceptable. Shirts should have sleeves. Jeans can be worn on Friday (or other administrative designated day) for \$1.00. Jeans should not have holes, rips or tears.
- Beware of necklines, skirts, and dresses. Flip Flops are not permitted.
- Cell phone should not be visible to students unless you are using it for school related business.
- Confidentiality is essential in our setting. All staff are required to follow the Learning Center's established protocols concerning protected student information and communication
- Maintain personal boundaries with students. Sharing information and details regarding your personal life with students is not permitted.
- Staff members should not be involved with any student after school hours for any personal reasons.

### **Social Media/Electronic Communication**

- Staff should not be in contact with any students through text messages, text messaging applications or through personal social media accounts. Also, staff should not follow, ask for or accept social media requests from students.
- Staff members should not access their personal social media accounts during the work day.
- Staff should not conduct personal business on their ESC issued email account. Also, ESC/Learning Center business should not be completed on a personal email account or a personal cell phone.

### **Attendance & Absences**

- All teachers, aides and substitutes need to arrive at school no later than 7:30AM.
- If you are going to be late or you need a substitute please give administration a courtesy call or text message (Ben's phone number is 614.323.2313).
- If you know there is a day you're going to be absent please inform administration before requesting a substitute. The administrative team will attempt to find a substitute for you.

- For same day absences please notify Renhill (1.800.776.8722) no later than 6:00AM. Please also notify administration of your absence as well.
- Personal leave must be approved by the county superintendent, two weeks in advance.
- Please do NOT arrange your own sub.

### **Policies**

- Due to personal and professional liability, do not offer students a ride to or from school. This is not covered by school insurance. If a student needs a ride for any reason, see the administrative staff for specific approval.
- When a staff member is required to fill out an incident report, accident report or police statement a copy must be given to the Learning Center Administrator.
- When a classroom leaves the building for a field trip, notify the office and always take emergency medical forms with you. Students should not leave for a field trip if a emergency medical form for the current school year is not on file.
- If a parent or guardian does not notify the school by 9:00AM regarding an absence then the teacher or classroom aide should report to the office and complete phone calls home.
- Attendance and lunch forms should be completed no later than 9:00AM unless indicated by the office.
- Be prompt if assigned a morning or afternoon duty.
- Do not allow students to roam the building unescorted by a staff member. It is the teacher's responsibility to know where their students are at all times.
- Staff should follow all administrator issued guidelines regarding the restraint and transporting of students.
- Monthly staff meetings are mandatory.
- Students are not permitted to be in possession of medication (either prescribed or over-the-counter).

### **General School Rules**

- No open containers are permitted to come into the building. Students should be asked to throw beverages away prior to entering.
- Breakfast will be offered to students between 8:00 and 8:15 in the classrooms.
- If a parent or guardian is picking up a student during school hours, they need to sign the student out from the school office. The office will call the student out of class. Do not allow the student to wait outside unsupervised and the parent should not come into the classroom unescorted by office staff. Students should try to have all routine appointments scheduled after 2:10PM.
- If a student wishes to speak to an administrator or counselor they must first obtain permission from the classroom teacher.
- Bookbags are not permitted at the Learning Center.

- Each classroom should collect cell phones at the beginning of the school day. Students are not permitted to possess or use their cellphone during the school day. MP3 players are allowed at administrator discretion.
- All restroom and drinking fountain breaks **must be supervised**. The restroom break schedule should be followed closely in order to maintain the schedule.
- Students are not permitted to order out for lunch or have fast food delivered to the school by parents, relatives, friends, a probation officer, a counselor or a teacher. Students must pack their lunch or buy them from the school.
- Many times students are sent to the hallway to work or calm themselves down. Students should always be visually monitored and other staff members should not engage with them in any conversation.
- If you suspect that a student has cigarettes, drugs, or a weapon in his or her possession, notify administration immediately.
- Students should be escorted by a staff member when they come to the office to use the Xerox machine or to make a phone call. Unless directed by the office, non-emergency phone calls, that do not involve transportation, should only be made by students during the lunch hour.

### Discipline/Time Out

- If a student needs to go to timeout give them plenty of warning with plenty of time to think about their choices. Be consistent, fair and professional when sending a student to timeout. Yelling, cursing or losing control of your emotions is not acceptable and will not work with students.
- If a student will not go to timeout do not argue with them. The next step is to contact the timeout staff (740-393-6820) or via their cell phone to come to your classroom and escort them down. If timeout staff is not available, then contact the office.
- Complete a timeout form and leave it with the timeout monitor. Do not argue or try to make your point prior to leaving.
- Elementary and Intermediate student timeouts are at the discretion of the office and teachers.
- **Staff must escort students** going for a cooldown or a timeout.
- Always remain calm.
- SAP scheduling will be completed by administration.
- Administration has the final say on SAP.
- Administration will be responsible for adding additional time onto a timeout.

### Missing Student

- Notify the office immediately if a child leaves the building without permission. Law Enforcement will be called at the discretion of administration.

- When found, stop and assess the situation. Do not scream, make demands, or touch the student. Calmly address the situation with the student and ask them to come inside. Consequences can follow once the student is calm and inside.

### **Committees**

- From time to time you may be required to sit on a building wide or content specific committee. These committees, established by the administration or the ESC, are meant to improve the building as a whole or a specific issue.
- When committees are assigned, every effort will be made to schedule meetings during non-instructional time.

### **Additional Notes**

- Keep our building positive! Staff should respect and support one another as much as possible. Do not be critical of one another, especially in front of students!
- If you feel a staff member is behaving inappropriately, pull that person aside and speak with them privately in a professional manner. Notify administration if you have additional concerns.
- We are in this together and must work as a team!