

**Jennings County Education Center  
Policies & Procedures for  
Teachers/Staff**

**2017-2018**

The purpose of this handbook is to familiarize the faculty and staff of Jennings County Education Center (JCEC) with some of the policies and procedures of the school system and the JCEC. It is hoped it will promote greater understanding and clearer interpretation of the policies and regulations of the school.

**Staff Qualifications:** The director and instructors must have a bachelor's degree. Instructional teaching aides must have a high school diploma, a General Educational Development Certificate or an HSED.

Staff must participate in at least one state sponsored professional development per program year. All professional development hours will be tracked and reported in AE InTERS.

### **General Information**

The teacher is the means by which knowledge is communicated to the student. To properly dispense this knowledge, it is imperative that the teacher:

1. Strive to know each student as a separate entity;
2. Encourage and guide the student into self-conducted activities which will result in problem solving and greater understanding;
3. Stress motivation and pride so that each pupil will visualize an educational goal and strive for attainment.

### **Teacher Responsibilities**

1. Developing and putting adopted course of study into operation.
2. Direct the student, according to a prepared plan, toward maximum achievement in curricular activities.
3. Maintain the necessary records regarding attendance, inventory, and others as required by the director.

#### **3A. Data Collection & Reporting of Student Information:**

Student demographic and testing information is to be entered into InTERS within the first 12 hours of attendance. Teachers must enter the student's attendance daily.

Student folders will be maintained and must include: Registration forms, withdraw forms (under 18 students), Release of Information forms, paper-based assessment information, exit forms, original versions of IEPs, transcripts,

referrals and any additional signed documents. Student folders will be retained in a secure area for a minimum of three years.

- All students must complete a Pre-TABE Test. All scores must fall in valid range. Pre-test scores must be entered in InTERs within 48 hours. The chart below recommends the attendance hours each student should complete between the Pre- and the Post-TABE. **If the student is leaving the program, post-test them even if they do not have the recommended number of attendance hours.**

**Table 5- Recommended Attendance Hours between Pre- and Post-test**

Test	NRS Levels	Same Test Form or Alternate Test Form for Post-test	Recommended Attendance Hours
TABE 9 and TABE 10	ABE EFLs (Levels 1-4)	Alternate Example: Pretest with 9M, Post-test with 10M	50 - 60 (Minimum 40 hours)
TABE 9 and TABE 10	ASE EFL (Level 5/6)	Alternate	30 - 59
TABE 9 and TABE 10	ABE & ASE EFLs (Levels 1-5 )	Same Example: Pretest with 9M, Post-test with 9M	120
TABE CLAS-E	All ESL Levels	Alternate Example: Pretest with A, Post-test with B	60 - 95 (Minimum of 50 hours)
TABE CLAS-E	All ESL Levels	Same Example: Pretest with A, Post-test with A	100 - 140

- The Readiness Test must be given to any student under the age of 18. Passing Readiness scores indicates the student is prepared for the official test. The Superintendent will then sign the under-age student’s exit form to verify his approval of their testing.
- Maintain order at all times in the classroom and other areas of building.
- Insure that school equipment and materials are put to their intended use and not mutilated, defaced, or wasted.

### Rules and Regulations

- Classrooms must be left in an orderly condition – free of paper on the floors, chairs arranged in an appropriate fashion, windows closed, lights off, and the classroom door closed and locked at the end of each school day. Should the classroom not be in use during the school day and the teacher or other personnel is not in the classroom, the door should be locked. Damage of any type should be reported to the office immediately.
- Discipline of students must be of the type you can defend if questioned by the administration or parents of the student concerned. Those cases that a teacher

feels he/she cannot handle will be sent to the office. If a student is not working or keeping others from working, direct them to sign-out and leave for the day. If this becomes an on-going problem, the student will be held out of class for 90 days.

3. Teachers are expected to support all policies subsequent to those listed above when prescribed by the director or other administrative official in the performance of his/her office.
4. All teachers are expected to dress in an acceptable, professional manner commensurate with their position.
5. Teachers should discuss all problems with the JCEC director. Any problems not resolved at the building level can be, with the director's approval, called to the attention of the superintendent or his/her staff.

### **Faculty Meetings**

Faculty meetings will be held once each semester and as needed. Every effort will be made to give adequate notice of a called faculty meeting. **The attendance of each teacher is required unless prior administrative approval has been obtained.** Faculty meetings will be presided over by the director.

### **Harassment Policy**

It is the policy of Jennings County Schools to maintain a learning and working environment that is free from harassment. It shall be a violation of this policy for any employee or student of Jennings County Schools to harass another employee or student through unwelcome conduct or communications relative to race, color, national origin, religion, sex, age, handicapping cognition, marital status, or sexual preference. This policy also applies to non-employee volunteers who work subject to the control of school authorities.

### **LOCKOUT & LOCKDOWN Drill Procedure**

#### **Intruder Outside:** Intercom Call: **LOCKOUT**

1. *If a LOCKOUT command is given, lock your door and continue to teach. Be aware a possible outside intruder may be present on the school grounds. All exterior doors and windows should be secured. (Eric, Jan & Crystol will make sure all exterior doors are shut and locked.*
2. *Crystol will place a sign on the front door of the building stating that we are currently on a LOCKOUT and No one is allowed in or out of the building.*
3. *Jan (or Crystol) will call Central.*
4. *Crystol or Missy will handle calls made to the building.*

5. *If you are outside when the LOCKOUT is called, get inside as quickly as possible. Adult Education students who are caught outside should return to their car, or walk off school property going to a safe area.*
6. *Stay calm and don't discuss the situation.*
7. ***Do not*** call the office to ask general questions. *Only use your phone for an emergency call to the office.*  
***\*A person can place the building in Lockout and it can be changed to a Lockdown if the threat goes from outside the building to inside the building.***

1. ***If we are told someone is headed our way angry and armed -***  
 Intercom Call: **Intruder approaching – seek shelter.** Proceed to the shelter area. (Handicapped students will shelter in office restroom.) Crystal will check the Computer Lab; Jan will check restrooms. Everyone remains quiet – lights out- no cell phone usage. (Student phones need to be turned off. Teacher phone muted.) Remain sheltered until two people announce that the threat has ceased to exist and the building can go back to normal operations.

**Intruder Inside – Call: *Blast of an air horn and Intercom Call - Lockdown.***

2. The first person aware of a threat should IMMEDIATELY contact the office. If necessary, the **staff member has the right to call a LOCKDOWN from their classroom** phone to keep others safe.
3. DO NOT CONFRONT A SITUATION ALONE. Observe the behavior of the individual and position yourself for safety. Trust your instincts, try to remain calm, and/or talk to the individual about the need to remove the students from the situation.
4. Pull locked door shut. Turn classroom lights off. Place students away from door – no cell phone usage (Student phones need to be turned off. Teacher phone muted.) Remain quiet. If the intruder gains access – fight (throw desk/chairs/laptops/books) and then flee if possible. (*Students unable to reach a classroom should hide, fight, or flee as appropriate. The Student Lounge, the Teacher Lounge, and classrooms on Hallway D would be areas they could possibly enter and secure. If they feel they can reach an exit, they should flee the building.*)
5. When it is safe, two people will announce when the threat has ceased to exist and the building can go back to normal operations.
6. **During a Lockdown**, do not leave if you hear the fire alarm unless otherwise directed.
7. **Always use your best judgment to protect your students!**

**Fire/Tornado Procedures**

In the event of a fire all individuals will exit through the front door in an orderly fashion. Once outside – turn right and continue north on Webster to the top of the hill. Everyone will stay outside until the “all clear” is announced.

In the event of a tornado, all individuals will come into the hallways, face the wall, and squat or sit down. Avoid doorway and window areas. Remain until the “all clear” is announced.

**Cell Phone Usage**

Staff cell phones should be shut off or placed on vibrate during student hours and should not be visible to students. Cell phone usage includes text messaging.

**E-Mail/School Computer Usage**

School e-mail is to be used strictly for work purposes. Bulk emails and “chain” emails are not to be forwarded. Personal e-mail, instant messaging, Face Book or My Space usage on school computers during school hours are strictly prohibited.

Staff needs to be aware that any transmitted e-mails regarding a student will be archived by Central Office and can be subpoenaed into court at anytime.

**Professional Leave**

Teachers should submit requests for professional days at least 5 days in advance. All professional leave requests must be in accordance with Policy GGAC.

**Tobacco**

JCEC is a tobacco-free campus.

**Student Handbooks**

All staff should familiarize themselves with the JCEC student handbook.

## **Student Injuries or Illness**

Each teacher must acquaint himself/herself with the school policy concerning student accident or injuries. If a child becomes ill or is injured at school and requires medical attention, the following steps should be taken.

1. Emergency first aid is required.
2. Notify the Director.
3. Contact the parent.
  - a. In case the parent or relative cannot be contacted at the first report of illness or injury, the school may transport the child home in accordance with the parents' request.
  - b. In case the parent or relative is contacted, but have no means of getting the sick or injured child home, the school may transport the child home in accordance with the parents' request.
  - c. If the parent or relative cannot be contacted in case of serious illness or injury, the school may secure the services of a physician to administer emergency treatment, but it shall be made clear to said physician that the school assumes no financial responsibility for the physician's services.
  - d. All school personnel will be informed about children who have special health problems which may require special attention when an injury or illness occurs bleeding, diabetic, epilepsy, etc.
4. The "Injury Report Form" shall be used in reporting accidents; the teacher shall make the report in duplicate – one copy for the office of the superintendent and one copy for the school office. This form is available in the main office and must be completed by the supervising teacher as soon as possible.