

KANSAS SCHOOL FOR THE DEAF

STUDENT SERVICES STUDENT LIFE STAFF HANDBOOK

2009-2010



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August 12, 2009

Dear Student Life Staff,

Welcome to a new school year!

In subsequent pages, you will see the **KSD Vision and Mission Statement, Belief Statements and Objectives**, and **Communication and Language Framework**. Our assignment is simply this: be a mentor to our students and prepare them for life after KSD.

Your roles, responsibilities and rewards are too numerous to mention. In addition to parent, counselor, friend and educator, you are also a primary teacher of culture and a role model of bilingualism. We expect you to use your time and abilities wisely for the benefit of the young men and women entrusted to you.

This handbook is designed to describe, as fully as possible, your duties and responsibilities and how to carry them out. In addition to duties, it clarifies your responsibilities with regards to the **KSD Parent/Student Handbook**. Furthermore, it supports the **KSD Employee Handbook** by clarifying specific expectations for you.

If there are any questions after reading this handbook, please do meet with your Supervisor to discuss your questions.

Again, welcome back to KSD.

Luanne Barron
Director of Student Services

Vision Statement

A school, a community, a society in which hearing acuity is incidental, barriers are minimized, human potential is maximized and people are judged by their contributions and their character.

Mission Statement

Total Accessibility to Language, Communication, and Educational Excellence in a Visual Environment

Based on the Mission Statement, we the KSD staff believe that:

- Each student can and will learn and has the right to an academically rigorous and culturally rich environment.
- Each student has the right to a safe and secure educational and residential environment.
- Both American Sign Language and English are equally valued and that Deaf culture and heritage are an integral part of the total school program.

The following objectives support the mission of the Kansas School for the Deaf:

- Involve parents and families of deaf children as important participants in the educational process and strengthen their skills as contributors to communication, language, and social and cognitive growth.
- Create a total educational environment including the school, boarding facilities, and extracurricular programs with interdisciplinary teams planning for each student's social, emotional, academic, and physical development.
- Develop in each child fluency in both American Sign Language and English, and through that language make accessible the same outcomes accessed by Kansas public school children.
- Help each student acquire the skills and interests necessary to function in each cultural group with which the student identifies and to recognize and respect other cultures.
- Help each student develop the independence and critical thinking necessary to foster life-long learning.
- Expand career and vocational preparation relevant to the changing nature of work.
- Extend and update, for educators and other professional staff, the professional competence and leadership excellence that is essential to quality education.
- Increase the Kansas School of the Deaf leadership role in the community, including the promulgation of awareness of deafness, the delivery of services to persons who are deaf, and the development of community employment opportunities for the deaf.
- Provide services to deaf children with special needs, which focus on maximizing their individual potential.
- Continue to expand the capacity of the Kansas School for the Deaf to function as a resource center for all programs and agencies serving deaf and hard-of-hearing children in Kansas.

Communication and Language Guiding Principles

Most Deaf students communicate and interact primarily in two different languages and cultures. Consequently, both American Sign Language (ASL) and English are valued as integral parts of the total school program at the Kansas School for the Deaf.

One component of the KSD mission is to develop, in each student, fluency in both languages. Through those languages, each student can access the same educational opportunities as students in Kansas public schools.

All means of acquiring first and second language skills are to be implemented as appropriate based on each student's needs. These include reading, writing, speaking, listening, receptive ASL, and expressive ASL.

Incidental learning plays an important role in the overall education and language development of each student. Because ASL is a visually accessible language, it will be used in all face to face communication.

The Student Life Program at KSD not only supports the mission, belief statements, communication and language framework, and the School Improvement Plan for our students, but strives to be an integral part of that effort.

American Sign Language and English

All staff should strive to be proficient in ASL in order to provide quality role models to the students. English is of equal importance at KSD. English is used as a second language and is to be encouraged in its written and read form.

All staff are encouraged to be involved in communication skills training through the Sign Language Services office. KSD will continue the process of assessment and diagnosis of staff and student communication skills. Staff will participate in this evaluation process as assigned. All staff will be required to participate. Staff whose proficiency level is unsatisfactory will be given a probationary period in which to improve their skills through classes and individual training. If skills do not improve to a satisfactory level during this probationary period, further disciplinary actions may be taken, including suspension without pay and/or termination.

Recommendations for Optimal Communication Practices Outside of the Classroom Setting

Students have the right to communicate in their most comfortable communication modes during unstructured activities outside of the classroom setting (i.e. cafeteria, hallways, bus, field trips). The KSD Staff has the responsibility to ensure that their communication is accessible to all individuals in unstructured social settings outside of the classroom. The libraries are considered the same as the classroom and not unstructured social settings. The following recommended strategies for communication sensitivity are encouraged:

When students/staff are communicating orally and an ASL user is in the same proximity	When students/staff are communicating in ASL and a novice ASL user is in the same proximity
<ul style="list-style-type: none"> As a courtesy, they can ask if the ASL user prefers for them to switch communication modes (i.e. signing, fingerspelling, written mode, simultaneous communication) 	<ul style="list-style-type: none"> As a courtesy, they can ask if the novice ASL user prefers for them to switch communication modes (i.e. slower signing, fingerspelling, written mode, simultaneous communication)
<ul style="list-style-type: none"> The ASL user can request that they change communication modes (i.e. signing, fingerspelling, written mode, simultaneous communication) 	<ul style="list-style-type: none"> If the novice ASL user is not comfortable with his/her comprehension of the information, he/she can request that the students/staff change modes (i.e. slower signing, fingerspelling, written mode, simultaneous communication)
<ul style="list-style-type: none"> The staff will switch to ASL or simultaneous communication immediately when Deaf/Hard-of-Hearing individuals are in their proximity. If the conversation is private, the staff can move to a private area 	

KSD Student Life Program Objectives

The following Student Life objectives support the mission of the Kansas School for the Deaf:

1. Provide the students with a "home away from home" environment. The students should expect the environment in the dormitory to be as homelike an atmosphere as possible, including security, privacy, opportunities, choices, freedom and order.
2. Provide the students with the opportunity to develop a functional language with the Student Life Staff being the role models of appropriate language and providing language support to the students residing in the dormitories.
3. Demonstrate to all students that they are respected regardless of ability, background, nationality, ethnicity, gender, and/or religion.
4. Provide the students with the opportunity to develop independence through acquiring personal life management skills and through social, experiential, and educational experiences in the community.
5. Reinforce classroom and incidental learning through cooperation and integration between Student Life staff with Instructional Services staff and Related Services staff

Student Life Organizational Structure

The Student Life Program and The Learning Center (TLC) are the two units of the Student Life. The Program managers and dormitory teachers report to the Deans, and the overnight staff report to Overnight Head Dorm Teachers. The Program Manager for Student Development and Special Projects is responsible for developing educational activities for the students, developing staff training activities, and assisting the dormitory staff in developing leisure time activities for

the students. The Deans report to the Director of Student Services.

General Responsibilities

- Know the whereabouts of each student assigned to you at all times during your shift. Check frequently that students are where they are supposed to be, including checking rooms at bedtime to assure all students stay in bed in their rooms.
- Move around frequently in the area of your responsibility. The more visible you are, the easier it is to stop problems before they get out of hand. The more active and involved you are, the more active and involved your students will be.
- Do not gossip about students and co-workers on or off duty.
- Make sure that students bathe with soap and that they use deodorant and wear clean clothing. Dormitory Teachers may privately counsel students with hygiene problems or may refer them to administrators or counselors for private counseling. When necessary, help is available in the form of formal programming through the IEP process.
- Assist students to develop a pride in the appearance of their dormitory and in their ability to care for the facility by assuring that all student cleaning tasks are completed as scheduled. Check student rooms for cleanliness. Counsel students on the need to keep their rooms neat.
- Praise in public for good behavior. Criticize or counsel in private for negative behavior.
- Counsel students regarding their problems and needs. It is recommended that this be done in a confidential and appropriate manner. It may be necessary or helpful to discuss specific students or their behaviors with the SL administrators prior to speaking to the students.
- Do not play games such as pool, ping-pong, foosball, Nintendo, etc with the students except when to do so will improve your rapport with that student. When the Dormitory Teachers are on duty, their responsibility is to supervise all students and to encourage as many students as possible to be involved in games with each other.
- Do not have family or friends visit you while on duty. Duty time must be devoted to the students. If there is a family emergency that requires attention, inform your supervisor.
- Do not watch television or read newspapers while on duty. Televisions on campus are for the benefit of the students. Dormitory Teachers are responsible to see that students are watching appropriate programs and that there is not excessive use of television by the students. Dormitory Teachers need to remember other responsibilities and do not spend work time watching television.
- Allow only the proper movie rating for your students. Each dormitory has the necessary equipment available to watch movies. R-rated movies and other materials are not to be shown in most dormitories. Students who are 18 years or older may be permitted to rent and watch

R-rated movies in their dormitory.) You should know the rating before showing the program. For Elementary students, G-rated movies are the only movies permitted unless special permission is obtained from the administrator. The dormitory no longer maintains rental privileges at any movie rental store. The rental of movies is the decision of the staff, students and administrators.

- Communicate and cooperate among Dormitory Teachers. This is essential for the safety and well-being of our students. In addition to knowing the whereabouts of all students, Dormitory Teachers should also know the whereabouts of other Dormitory Teachers and be ready to assist with supervision or problem behaviors when necessary.
- Occasionally, parents or other individuals call in the evenings, early mornings or weekends and request to speak to an individual not on duty. It is the policy of Student Life that no home telephone numbers of staff or parents will be given to other individuals. Dormitory staff is encouraged to take a message for the individual to contact the person calling.
- Dormitory doors are to be locked during school hours. All staff need to check these doors after students leave and as they leave.
- We must work together as a team if we are to accomplish a smooth-running residential program. Disagreements between staff members must be dealt with and resolved if we are to continue working together. Students notice discord between adults. If there is a need, you may request assistance from SL administrators. If it is not resolved, SL administrators may take disciplinary steps to resolve the problem.
- When students leave for school, Dormitory Teachers will check all dormitory rooms and bathrooms to be sure all students have left the dormitory and all water faucets, radios, lights, televisions, etc has been turned off.
- Students are to remain in the dormitory area until the time assigned for their age group on school mornings, unless a teacher has sent a special written request for named students to arrive earlier. Dormitory Teachers will supervise any students allowed to leave the dormitory prior to 7:55 AM. Dormitory Teachers will supervise students' travel to school each morning. This would be an excellent opportunity to meet informally with school staff concerning problems with students. If the dormitory teacher does meet with a classroom teacher and discuss a problem or an issue about a student, SL administrators should be made aware of the meeting in order to assist with the problem or to follow up on the result or action taken.
- Dormitory Teachers are to assist students in learning to color-coordinate clothing and select weather appropriate clothing.
- Students who can leave campus for walks, snacks, movies and other activities must follow the rules for permission to leave campus unattended. Dormitory Teachers should assure students understand these rules and follow them and that students who disregard the rules receive disciplinary action.
- Bedtime is later on Friday and Saturday nights when the dorm is open than on Sunday through

Thursday. These times should be posted on the bulletin board of each floor and followed with few exceptions. If you feel an exception is needed, you are to contact the Dean.

- Dormitory Teachers should not require students to pray before meals. If a student asks a dormitory staff their opinion about some religious question or belief, it is all right to answer them in a simple and direct manner. We should not talk at length to them about what they **should** believe. If the question is "What should I believe?" dormitory staff should refer the student to the teacher of their religion class, their church, or their parents. Some students cannot handle discussions about religion. It causes internal conflicts that led to behavior problems.
- Each floor should have lists of students by room numbers posted on the bulletin board or have the students' name posted on the room doors. This list or posting should be kept current. It is for all Dormitory Teachers, particularly overnight staff and substitutes.
- Night Watch Reports are completed for each floor every night and given to the overnight Dormitory Teacher. It includes the names of all students and whether they are present, home or elsewhere. The report should also include the names of any day students in the dormitory and their room numbers. Accuracy is vital. Staff who deliberately fail to complete the night watch reports accurately will be subject to disciplinary action. The overnight Head Dormitory Teacher will collect all night watch reports during the overnight hours.
- Wrestling or any physical play between staff and student(s) is unprofessional and should not be allowed. Dormitory Teachers found wrestling with students will receive disciplinary action.
- Sexually explicit or otherwise inappropriate portrayals on social or publicly accessible websites will be considered a violation of KSA 75-2929f (personal conduct detrimental to state services)

Abuse

It is the policy of the state of Kansas and KSD to provide protection of children from being the subject of physical, mental or emotional abuse, neglect, or sexual abuse by requiring the reporting of suspected abuse and/or neglect promptly. We will insure the prompt and thorough investigation of those reports by working with the Department of Social and Rehabilitation Services (SRS). Reports can be made by calling the SRS Abuse Hotline at 1-800-922-5330 or the local law enforcement agency. State law requires that willful and knowing failure to report suspected abuse and preventing or interfering with the intent to prevent the making of a report by a mandated reporter is a class B misdemeanor. All KSD employees are mandated reporters. All staff are also encouraged to inform their immediate supervisor of any reports of abuse made to SRS.

In any given situation, humiliation techniques (public embarrassment), corporal punishment (striking a student with hand or object), seclusion (placing a student alone in a locked room) and mechanical restraint (restricting a student's movement by limiting the use of their limbs with belts, ropes, etc.) shall not be used at KSD. We expect all staff to handle students in such a manner that abuse does not occur.

The following definitions are helpful to the identification of abuse:

Physical Abuse is the use of more force than is necessary usually resulting in physical injury in the form of bruises, abrasions, broken bones or dislocated joints. Students who have been physically abused **MAY BE** wary of contact with adults, apprehensive when other children cry, have extremes of aggressiveness or withdrawal, be frightened of parents or other adult caretakers, and be afraid to go home or return to school.

Neglect is the intentional or unintentional leaving of child (ren) without supervision where the likelihood of serious physical injury is high. Some signs of neglect include consistent hunger, poor hygiene, inappropriate clothing, unattended medical needs, and abandonment. Children who have been neglected **may** beg or steal food, be constantly fatigued or listless in class, show signs of alcohol or other drug abuse, be delinquent, and say there is no caretaker.

Verbal Abuse is the use of derogatory, extremely negative language said in such a manner as to demean an individual's self-esteem. This is also called mental or emotional abuse. Children who have been verbally abused **may have** speech disorders, be thumb-sucking beyond an age when it is appropriate or bite themselves or rock inappropriately, be anti-social or destructive, have sleep disorders, be compliant and passive or aggressive and demanding and have lags in mental or emotional development.

Sexual Abuse is sexual activity between adults and children, including indecent liberties with a minor (under 16 years) which could include sexual battery, sodomy, sexual intercourse, sexual exploitation or gratification (including taking nude or sexual pictures of students or distributing sexual pictures), or any sexual contact with the child. Any of these could occur willfully by the child, submitted to by the child or forced upon the child. In the state of Kansas, the age of consent is 16 years. This means that any child under the age of 16 cannot agree to participate in sexual activity and cannot legally participate in any sexual activity. It is equally inappropriate for any adult to do any of the above with any student over the age of 16. (Further information is contained in the *Harassment Policy*.) Children who have been sexually abused **may have** difficulty in walking or sitting; have torn, stained or bloodied underclothing; have pain or itching or bruises or bleeding in the genital area; venereal disease; or pregnancy. Children who have been sexually abused **may** be unwilling to change clothes in front of others; withdrawn, fantasy behavior, delinquent or runaway; bizarre or unusual sexual behavior or knowledge; and poor peer relationships.

All KSD staff are equally responsible to complete their job duties without committing any abusive action toward students. Any employee who is the subject of an investigation on possible child abuse against any KSD student will be suspended with pay through the investigation. If the report is unfounded, the employee will be reinstated. If the report of abuse is confirmed, the employee will be terminated from their employment. For our purposes, a report of abuse is confirmed by SRS. KSD reserves the right to also investigate the allegation of abuse. An allegation may be unfounded for abuse, but involve poor judgment on the part of the staff and result in other disciplinary action which could include oral warning, written warning, suspension without pay, or termination.

Activities Calendar

The Program Mangers along with the dorm teachers will set up monthly activities calendar. All monthly activities calendar must be completed and handed to the Deans at least one week before the first of the next month. This calendar will be sent to the parents electronically.

Behavior Management

There are two parts to the behavior management program at KSD. Both parts stress prevention of student misbehavior before it escalates into anger, violence, and/or complete disobedience. Both approaches stress the least physical contact with the student as much as possible. (See **Student Fight**) KSD policy forbids corporal punishment.

- One part is the Positive Behavior Support program. As part of our professional development, we will be receiving more training during the school year. However, the emphasis is on recognizing positive and good behavior among our students. Each dormitory teacher is responsible to assist the student in developing positive behavior patterns.
- The second part is the Crisis Prevention Institute (CPI) program. Each staff in the Student Life Program is required to participate in the Crisis Prevention Institute (CPI) training program, beginning with the Nonviolent Crisis Intervention training program (8 to 12 hours) and then the annual refresher program (3 to 4 hours). As indicated in the CPI training program, the staff is to provide the care, welfare, safety and security for all students and staff involved in a crisis situation.

The Crisis Development Model is the core of the Nonviolent Crisis Intervention. It is important that all staff demonstrate the appropriate attitudes and approaches to each behavior levels as follows:

<u>Behavior Levels</u>	<u>Staff Attitudes/Approaches</u>
1. Anxiety	1. Supportive
2. Defensive	2. Directive
3. Acting Out Person	3. Nonviolent Physical Crisis Intervention
4. Tension Reduction	4. Therapeutic Rapport

Definitions:

1. Anxiety: a noticeable increase or changes in behavior (pacing, staring, finger drumming, hand wringing, etc.)

Supportive: an empathic, nonjudgmental approach attempting to reduce the anxiety.

2. Defensive: the beginning of loss of rationality. An individual often becomes belligerent and challenges authority.

Directive: an approach in which a staff member takes control of a potentially escalating situation by setting limits.

3. Acting Out Person: the total loss of control which often results in a Physical acting out episode.

Nonviolent physical crisis intervention: safe, no harmful control and restraint techniques used to safely control and individual until he can regain control of his behavior. These techniques should be used as a last resort, when an individual presents a danger to self or others.

4. Tension reduction: decrease in physical and emotional energy which Occurs after a person has acted out and when a person is regaining of rationality.
5. Therapeutic Rapport: an attempt to reestablish communication with an Individual who is in the tension reduction stage.

Staff Attitudes and Approaches:

Listed below are the important tips to consider while working with the students at various behavior levels:

1. Use appropriate CPI's supportive stance to help promote safety, non-threatening approach and respect for personal space.
2. Communicate with appropriate body language and posture such as facial expression, body position, eye contact, rocking, hand movement, etc.
3. Communicate with appropriate tone, volume and cadence. "How we say what we say?"
4. While setting limits (giving choices) the consequences should be simple and clear, reasonable and enforceable.
5. Be an empathic listener by being non-judgmental, giving undivided attention, listening for feeling, not just facts, allowing silence and by re-stating for clarity.
6. Use team intervention to help promote safety, professionalism and litigation (witness).
7. Effective team leader includes being the first person on the scene, being competence and confident or having good rapport with the acting out person.
8. The duties of the effective team leader include assessing the situation, planning the intervention, directing staff members and communicating with the acting out person.

Therapeutic Rapport:

After intervention of the disruptive, assaultive or out-of-control behaviors, it is highly recommended that the staff member reestablish communication with the students by using the CPI's **COPING** model. It provides an opportunity to work toward change and growth for the students who have acted out and for the staff members as well. Without using the **COPING** model, the crises are likely to occur over and over again.

Control: Make sure the staff and the student who acted out are back under emotional and physical control before the incident is discussed.

Orient: Orient yourself to the basic facts. What happened? Be nonjudgmental; listen to the perspective of the individual who acted out.

Patterns: Look for a pattern of past behavior. What triggers the behavior?

Investigate: Investigate alternatives to the inappropriate behavior and resources that could be helpful in making behavioral changes.

Negotiate: Negotiate a contract with the acting out student. Make sure that the person understands what she/he can do instead of displaying inappropriate behavior. Include consequences for positive and negative behavior in your contract (verbal or written contract).

Give: Return control to the person who acted out. Give the student back the responsibility to control her/his own behavior, along with your support and encouragement.

Team members should try to meet after a crisis intervention. During the meeting, staff can discuss the intervention and their own behavior. This should not be a time to complain but a time to discuss professionally on how to improve future crisis intervention and to help avoid making the same mistake. Again, using the **COPING** model:

Control: Be sure all staff members are back in control before discussing the incident.

Orient: Establish the basic facts of the incidents. Team members may have arrived at different points in the intervention and may have observed and heard differently.

Pattern: Review the staff response to crisis situations. Are there patterns in the way the team responds?

Investigate: Look for way to strengthen individual and team responses to crisis situations.

Negotiate: Agree to change, which will improve future interventions.

Give: Provide one another with support and encouragement. Express trust and

confidence in fellow team members.

Calling in Sick

If you are unable to show up for work or if you will be late for work, please be sure to inform your supervisor as follows:

Monday through Thursday:

1. Between 10:00 AM and 6:00 PM, contact the Student Life secretary at (913) 791-0550 (TTY or Voice). If you are unable to contact the Student Life secretary, please call at (913) 791-0573 (between 10:00 AM and 4:00 PM).
2. Between 6:00 PM and 12:00 AM, contact the Dean of Students office as follows:
Emery Staff: contact at 866-946-4984 (VP) or 480-208-3334 (Text only).
Roth Staff: contact at 866-512-9115 (VP) or 913-748-5753 (Text only).
If you are unable to contact the Dean of Students, please call the infirmary at 913-791-0545 (TTY or Voice).
3. Between 12:00 AM and 6:00 AM, contact the overnight HDT as follows:
Emery Staff: contact at 866-220-7773 (VP) or 785-979-5738 (Text only).
Roth Staff: contact at 886-206-0074 (VP) or 913-206-5015 (Text only).

Sunday:

1. Between 4:00 PM and 12:00 AM, contact the Dean of Students as listed above.
2. Between 12:00 AM and 6:00 AM, contact the overnight HDT as listed above.

Please do not send email message or leave message on answering machine.

Calling the Police

- There will be times when it is necessary, or wise, to call the police. We would like to assure that this is not an over-used method of punishment. **If you call the police because one student hurt another, because you feel threatened or have been injured, or because KSD property was damaged, you are calling in the name of KSD which requires consultation with SL administrators.** Therefore, the following general list should be used as a guideline for when police may be contacted:
- **Property Damage:** The value of the property is frequently a factor when making a report. The more valuable the property, the more likely a call to the police will result in judicial proceedings. Also, the age of the student may result in different reactions from the police..
- **Physical Aggression Toward Others:** If a student causes physical injury to another person, whether another student or staff person, we may choose to contact the police. Again, the age of the student may be a factor. **Any KSD staff person has the personal right to press charges in the event of physical injury caused by a student.** If a staff person chooses, they have the right to report personal injury or personal property damage to the police. It is important to distinguish between calling the police for personal injury or calling in the name of KSD. If you call the police because of personal injury or personal property damage, it is your right and your personal

decision.

- **Theft:** The value of property may result in different responses from the police department. If the value of the stolen property exceeds a dollar amount of \$100 - \$500, there could be judicial proceedings and a student could be incarcerated (put in jail) or put on probation.
- **Run-Away:** If a student is missing for more than 30 minutes and all efforts to locate that student by KSD staff have failed, the police should be contacted to assist in the search. (Parents are to be called and informed at this time.) For students over the age of 18, the police will not assist with the search.
- **Suspected Abuse:** There may be times when the police will be called along with, or instead of, the local SRS office because of suspected abuse. Basically, if you suspect a child has been abused and is in danger of further abuse, see the policy on types of abuse and reporting procedures.

These general categories are meant to give all dormitory staff guidance for when it is appropriate to contact the police. It is hoped that this information can reduce or prevent "false alarm" calls to the police. Calling the police is a serious decision. It indicates that you and your on-duty supervisor, feel that a situation is "out-of-control" and more intense help is necessary. In every case when the police are called, you should contact SL administrators responsible for that student/dormitory or SL administrators on-call on the weekend.

Communication

Information concerning students is confidential. Discussion of students between Dormitory Teachers should be professional in manner, for the purpose of the smooth operation of the dormitory and should be done privately. At no time can a staff discuss with a person outside of KSD about a KSD student.

Computer Use

Internet and Electronic Mail (E-Mail)

We are pleased to offer KSD staff access to electronic mail (e-mail) and research resources through the Internet in several locations on campus. To gain access to e-mail and the Internet staff will need to participate in a training program.

Staff should be warned that some material accessible via the Internet might contain items that are illegal, defamatory, inaccurate or potentially offensive to some people.

We believe that the benefits to staff and their students from access to the Internet, in the form of information, resources and opportunities for collaboration, exceed any disadvantages. But ultimately, KSD staff are responsible for setting and conveying the standards that their student should follow when using media and information sources.

Internet and E-Mail Rules

Staff are responsible for teaching and modeling to students' effective and ethical use of

technologies. Communications on the network are public in nature. The network is provided for staff to conduct research and communicate with others, as related to their positions and student learning. Access to network services is given to staff who is responsible to act in an effective and ethical manner. Access is a privilege, not a right. Access entails responsibility.

Network administrator may review files and communications to maintain system integrity and insure that users are using the system responsibly. Users should not expect that files stored on network servers will always be private. Messages relating to or in support of illegal activities may be reported to the authorities.

Specific Rules for Using KSD Emails:

- All staff should reply to incoming emails within five (5) working days
- When you expect to be absent for more than two days, set up an auto-response message which will include an alternative contact and the length of absence. Contact the KSD IT support personnel for assistance if needed.
- Subject fields should be completed with a meaningful title when sending emails. This helps the reader to determine if the email is valid.
- All KSD emails must contain the official disclaimer. Do not remove the disclaimer from the emails at any time.
- When replying to an email, do not reply to everyone listed on the email. Reply only to the sender.
- When developing the email, only list those that must read the content of the email.

Staff responsibilities for computer use include the following:

- Access, display, send and receive information, which is acceptable to anyone without the use of objectionable pictures or language.
- No access of any chat rooms.
- Use of polite, acceptable language and manners with others.
- Take good care of KSD computers and accompanying equipment and accessories in order to maintain their use for all.
- Be responsible for personal work and respect others' work by not trespassing in files. Keep all files openly stored (no files hidden in other files).
- No downloading without adult authorization.
- Use limited resources, i.e. paper, ink, etc., for educational purposes.
- Use the Internet for research and communication; no commercial purposes, i.e. no buying or selling.
- Use discretion when divulging personal private information, i.e. full name, address, phone number, age, and etc. when communicating on the Internet.
- Conduct only legal activities on the Internet.
- Respect time limits placed on use of computer equipment.
- Keep all KSD equipment and accessories on campus unless an administrator grants special permission.

Staff rights for computer use include the following:

- Use of Internet through KSD access for the purposes of educational research and communication with families of students and with other educators.
- Schedule the use of computer equipment for yourself and your students.

- To access limited resources, i.e. paper, ink, etc., in a responsible and equitable manner.
- Participate in training opportunities for use of all equipment and programs as approved by your supervisor.

Staff are required to use KSD computers and Internet access in order to conduct research related to school projects and to communicate more fully with family members. Only KSD materials and/or those programs pre-approved by the KSD Computer IT Specialist can be used in KSD computers. Staff need to be aware that viruses can be easily spread from computer to computer. Therefore, personal disks must be protected from damage and used carefully in the KSD computer network.

Staff are expected to adhere to the legal and ethical standards for computer equipment and accessories. Those in violation of policy are subject to disciplinary action.

Discretionary Day

A discretionary day is available for use by half-time and full-time, benefits eligible state employees for observance of a holiday or other special day during a calendar year. Employees must (when applicable) request approval for use of this day at least two weeks in advance.

For contracted employees, i.e., teachers, dorm teachers, and related services personnel, the following guidelines will apply:

- D-days will not be approved on scheduled professional days, preparation days, or parent conference days;
- D-days will not be approved on days immediately preceding or following a holiday;
- Approval will be subject to availability of coverage; multiple requests for the same day may not be approved.

A discretionary day is a benefit to which employees are entitled. However, for those personnel working with students, assuring availability of appropriate coverage and participation in activities critical to student progress and the school operation is imperative. Please plan ahead. Requests bunched up near the end of the calendar year may not be able to be approved.

Any extenuating circumstances which may impact the above guidelines may be discussed with your supervisor. (For example, the funeral of a close friend, a mandated court appearance, etc.)

Dorm Duties

All students will be assigned daily duties in the dormitory. These duties vary and will be rotated on a regular basis. All duties should be completed within the announced time frame determined by dormitory teachers. Students may be asked to accept additional duties occasionally when other students are absent. Students are encouraged to accept these additional duties graciously.

In High School, we expect students to have achieved a level of maturity that permits them to function as independently as possible. Guidelines are set and limits are established to assist students in obtaining the maximum level of independence.

Dress Code

Dormitory Teachers play many roles in effectively completing their job. In addition to being friend and counselor, you are also an authority figure. When carrying out your duties, students look to you for guidance in behavior, socialization skills, and appropriate dress. It is expected that you will be a positive example to the students at KSD. Dormitory Teachers teach by example as well as informing students of incorrect choices and assisting students in correcting those choices. It is important to remember that you will make the distinction between staff and students by the clothing that you choose and the behavior that you exhibit. Students will look to Dormitory Teachers for assistance in making appropriate clothing choices or Dormitory Teachers will indicate to students when their clothing choices are inappropriate. Dormitory Teachers should be aware of the lesson they are teaching with the clothing that they wear. Dormitory Teachers are on duty and KSD is a work place.

That means we expect the Dormitory Teachers to wear professional casual attire to work.

Specifically, we expect the dormitory teachers to follow below:

- a) Clothing and appearance must look neat
- b) Hair and facial hair must be trimmed and neat.
- c) Shoes must not cause a dangerous condition such as walking fast after a student. An example would be floppy shoes or slippers.
- d) Clothing must not be ragged or torn.
- e) Shirts may not be worn outside of pants except those accepted by current style.
- f) T shirts may not contain negative or suggestive language or images.
- g) Hats may not be worn inside any buildings.
- h) No clothing attire that appears to be pajamas may be worn.

Drugs

To prevent drug use, we as staff need to be aware of our students at all times and be aware of what they are doing. Some ways of preventing drug abuse are:

1. Consistent, effective utilization of drug/alcohol education programs.
2. Assign staff to locations (cafeteria, hallways, and dorm rooms) which will provide high visibility of authority figures.
3. Communicate to students the school's position that the possession, selling, or attempted sale of any type of drug on school property or at any school sponsored event will be treated as a serious offense. Any person found in violation of the school policy will be subjected to one or all of the following response actions (refer to Parent/Student Handbook).
 - Contacting parent/guardian
 - Suspension
 - Arrest
 - Expulsion
 - Counseling

4. Keep lines of communication open with students. If drug items have been brought to school, they will probably talk about it. It is important to have access to students who will be willing to share information with staff.

Emergency Procedures

Fire

SL administrators, with the assistance of the maintenance department, will conduct fire drills on each shift once per month in each dormitory. It is the responsibility of the Dormitory Teachers to know fire exit paths and guide students out through the appropriate exits as quickly as possible. Staff should remember to close all windows and doors as they leave and check all rooms, closets and other hiding places for students. Each dormitory has an outdoor meeting point designated. Dormitory Teachers should take roll of their assigned students when they reach their meeting point. If any student is missing, the fire department should be told immediately. Dormitory Teachers and students should remain in their designated places until the "all-clear" is given, indicating danger is no longer present and everyone can return to the dormitory. SL administrators will document that the drill was completed and the evacuation time for the drill.

When an alarm sounds, Dormitory Teachers are not to search for a cause, but to assist students with evacuation as quickly as possible.

Intruder

At least once a school year, SL administrators will conduct an intruder lockdown on each shift. Dormitory Teachers are to take their assigned students to the designated safe place and lock the door to that location. Then the Dormitory Teacher will wait for the "all-clear" signal from SL administrators or Administrator of the Day.

Tornado Drills

Three times in a school year, SL administrators, with the help of the maintenance department, will conduct a tornado drill on each shift. Dormitory Teachers are to take their assigned students to the designated place, checking all rooms, closets and other hiding places for students, and go to the following locations:

Roth: main hallway, first floor (beside kitchen)

Elementary: storm shelter

"White House": hallway near the bedrooms

Students should demonstrate that they understand how to sit on the floor, cross-legged, with heads down and arms crossed protectively over them. After the Dormitory Teachers take roll and verify visually all students under his/her care, they should sit in the same position as the students until the all clear is sounded.

Equal Employment/Educational Opportunity

As an Equal Employment / Educational Opportunity Agency, The Kansas School for the Deaf (KSD) does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs, employment, or activities. The following person has been designated to handle

inquiries regarding the nondiscrimination policies: Human Resources Director, 450 E. Park St., Olathe KS 66061 913-791-0573 Voice/TTY

Gym Use

Staff may request on behalf of their students to use one of the KSD's gyms. SL administrators will give the necessary permission and obtain the key to the requested gym. Staff must return the key immediately after the activity to SL administrators.

Field Trips

The Kansas State School for the Deaf has long recognized the educational value in expanding the student's knowledge and education to include the local neighborhood and community and, in some cases, areas and experiences outside the local area. The following guidelines concerning away-from-school activities, workshops, and events are designed to provide students with educational enrichment opportunities in as positively stimulating and safe a manner as possible.

1. Field trips are defined as any and all school-related experiences wherein students travel to a site outside of school grounds either during or outside the school day as an enrichment activity for a specific class or course or school-sponsored club or activity. Prior to taking the field trip, the classroom or dormitory teacher must provide students written directions outlining expectations concerning learning objectives and behavior.
2. All student needs regarding health and safety should be considered in the planning of field trips.
3. Field trips should be carefully planned and scheduled so that students miss a minimum amount of study time and so that the closest resources possible are utilized. (Field trips may be disapproved if a closer resource of equal quality is available.) Special consideration must be given to other dormitory teachers whose activities might be missed.
4. Completed Field Trip Requests must be approved by the Dean, and signed parental permission forms must be collected prior to the field trip.
5. Permission for a sequence of related trips may be obtained at one time, for example, away athletic competitions.
6. School-approved transportation must be used in all cases. School-approved transportation will include school buses driven by school bus drivers, or school owned cars or vans driven only by school personnel.
7. The ideal supervision ratio will be determined by the Dean. (Supervision is defined as responsible adults who are approved volunteers and/or staff member and approved by the head teacher. At least one person must be a school employee.
8. An accurate list of students attending the field trip must be given to the Dean just prior to departure.

To prevent or minimize a crisis occurring during a field trip:

- Before leaving the building, the staff member should establish with the Dean:
 1. Type and number of portable calling devices (pagers, TTY) taken on the trip
 2. Predetermined phone number and building person to call if trip emergency occurs after normal school hours
 3. Who the contact people will be if there are multiple field trip staff members
 4. Notify the infirmary for medication and medical information
 5. Pick up First Aid Kit from the Transportation office and individual medical information from school nurse
- Any other pertinent information

If a problem occurs on the trip, the field trip staff members should inform the administrator and provide a clear and accurate description of the problem. The description should include:

- Precise nature of the problem
- Exact location
- Status and names of students and staff on trip
- Phone number and/or method of communication for immediate supervisor to remain in contact with the field trip sponsor
- Status on whether emergency response agencies and parents have been called or need to be called

Fraternization and Favoritism

Employees are held to the highest possible level of responsibility in their relationships with students. Fraternization between employees and students is prohibited, except within the context of an approved instructional or recreational activity. Such prohibited fraternization includes, but is not limited to: special favors or gifts from an employee to a student; taking students on special outings unconnected to an approved instructional or recreational activity; counseling or assisting a student in an employee's home or other non-school setting; and establishing a personal relationship with a student that tends to demonstrate excessive favoritism. (Excessive favoritism includes a relationship that could exclude other students and/or pulls the focus away from the instructional purpose and mission of the school.)

Homework Assistance Program

Staff are expected to assist students with their homework assignments. The Dean will determine the schedule for staff to work with the students. Please see the **KSD Parent Student Handbook** for specific rules on the program and the use of The Learning Center.

Office Referral Reports

When a student, at any level, breaks school rules or is involved in a behavior situation requiring documentation, dormitory staff should complete an Office Referral Report. All office referral reports must include recommended consequence(s). Office Referral Report forms can be found in any staff office area. Use Student Contact form for student incidents that do not involve consequences. See your Dean for guidance.

In the event of police notifications, suspensions and some restrictions, SL administrators will inform parents.

Anytime a punishment is given, it should be noted in the Shift Log with notification sent to SL administrators through an Incident Report. Care should be taken when deciding on the punishment so that it is not too great or too small. The SL administrators are available to provide assistance when deciding how to discipline. Documentation of punishment given is imperative for several reasons. First, we can see, over time, the trend for using types of discipline. Second, we can see the effectiveness of each disciplinary action. Third, the ability of staff to follow through, across shifts, with disciplinary actions given will indicate if other documentation or procedures are necessary.

Inventory

All dormitory staff are responsible to assist with keeping an accurate inventory. When any piece of furniture, equipment, or other KSD property is moved from any room to another room, an inventory transfer slip must be completed and turned in to the Dean's office.

Life Skills Training Program

The purpose of the Life Skills Training Program (LSTC) is to provide all residential students with experiences, skills and activities to help prepare them to independently function after graduation. The Life Skills Training Program is designed to assist students to eliminate the "institutional" routine, to foster independent growth, and to facilitate appropriate individual growth.

The following skill areas will be addressed throughout the school year:

- living skills
- leisure time skills
- personal awareness
- shopping and cooking skills
- an understanding of life after graduation
- skills and motivation for community service
- a sense of responsibility through independent growth
- money management skills (checks, banks, etc)
- knowledge of renting and buying homes
- understanding the laws of the community
- plus additional, personal experiences.

Local Day Students

Day students are encouraged to participate in residence hall activities; however, student to staff ratios will be considered. SL administrators reserves the right to limit participation based on supervision needs and programs being offered. Elementary day students and their parents must coordinate time in the dormitory with SL administrators for transportation. There are many activities, which involve a fee. Parents are requested to provide allowance money to cover these costs. Day students should not come to the dorm before class on school days; this includes the dining room, without supervision. Approval must be obtained from SL administrators if they have a reason to be in the dormitory.

Residential and day students are not to come to the dorm during school hours. They must first obtain approval from the Dean.

Maintenance Requests

If Dormitory Teachers notice maintenance problems in their dormitory area, SL administrators or Director should be notified in person or by memo/written message. The Dormitory Teacher should be as specific as possible when stating the problem and its location. SL administrators will send the information to the Maintenance Department for the repairs to be done. In an emergency situation, such as broken water lines, SL administrators should call immediately so that they may contact the maintenance department directly.

Mealtimes

Dormitory Teachers are on duty during mealtimes and should assist in teaching students proper mealtime manners. Such manners include the following:

- saying please, thank you, etc. when requesting items
- no throwing of food, water or ice
- no quarreling or arguing at the table or in the dining room
- proper use of napkins
- proper disposal of uneaten food
- good eating habits such as chewing with mouth closed, eating at an acceptable rate, etc.
- appropriate topics of conversation for mealtimes

Dormitory Teachers should have students for whom they are responsible in view at all times. It is best if the Dormitory Teacher eats at the same table or at a table alone, with the students for whom they are responsible. Dormitory Teachers will supervise clean up after meals.

Students should not remove dishes or utensils from the dining room area. If the Dormitory Teacher needs cups, plates or utensils, they should see their supervisor. Unauthorized people are not to be in the food preparation areas, by order of the State Health Inspector. Any items needed, such as snacks, should be requested from the Dean.

Each floor has a scheduled eating time. Due to the number of individuals who must be fed, this schedule must be adhered to, especially on Monday through Thursday. Only student employees are allowed to eat early.

Medical Emergencies

If a student is ill, the school nurses and/or the infirmary should be called. If appropriate, the nurse will contact the parents. Dormitory teachers are not to contact parents regarding medical problems. If a student has an accident that requires attention from the infirmary, Dormitory teachers are to complete an accident report. Blank report forms are kept on each floor. They should be completed, signed and given to the Dean prior to the end of the shift on which the accident occurred.

Any student who has been sick and remained at home must check in through the infirmary before coming to the dormitory. The infirmary will issue them a signed form allowing them to return to the dormitory. Dormitory teachers should ask for this form when a student returns from an illness. If the student does not have a form, they should be sent or escorted to the infirmary. Generally, the infirmary staff gives out all medicines. For special situations, please see SL administrators and make other arrangements with the knowledge and cooperation of the infirmary staff.

If students become ill while in the dormitory, they are to be sent or taken to the infirmary. The student should have a form that communicates to the infirmary staff their symptoms and requesting a response. These forms are available in each dorm. The student should take them to the infirmary. The infirmary staff may keep the student for observation or send the student back to the dormitory with a response on the same communication form. This form is then sent to SL administrators.

Non-Student Visitors

Non-student visitors will be asked to obtain a permission slip from the supervisor-on-duty when they enter the dormitory. Immediate family (parents, siblings, or grandparents) are allowed to visit in the dormitory without a permission slip. If a visitor does not have a permission slip, they should be taken to the Dean for permission.

VISITING HOURS: Monday through Thursday – 3:30 PM –5:00 PM and 8 PM – 9:30 PM

All visitors, with the exception of family members, will be asked to follow the "Non-Student Visitor" schedule (See the **KSD Parent/Student Handbook**).

When a visitor comes for a pass, they must say which student(s) they wish to visit. The KSD student will be asked to meet their visitor in SL administrator's office before a pass will be written. The KSD student will be asked to be responsible for hosting that visitor and making sure the visitor respects our rules and staff. Visitors will be asked to leave the campus if they cannot follow this policy. Visitors must wear a pass while they are on campus. Visitors are permitted in supervised areas only.

Deaf or hard of hearing students in the local public schools may participate regularly in after school activities at KSD. These students join KSD students in free play activities and structured activities such as scouts and sports. We feel that this is an opportunity for closer association with these schools as well as an opportunity to teach mainstreamed students about their deaf community and variations on their communication styles.

On-Call Supervisor Coverage

Each department will have a SL administrator on duty every evening through the week. There will be at least one administrator on duty overnights.

SL administrators will carry a pager. If a problem occurs which requires supervisory attention, staff should contact the Dean on campus by telephone or pager. He/She will respond to the page and assist staff in resolving the conflict or problem. The telephone numbers, procedures and necessary codes are posted by each telephone in all of the dormitories. All staff should be familiar with the process, and comfortable with their own ability to seek help in an emergency situation. It is possible for staff who are deaf to use this system

- If it is an emergency, you should also dial 911 from KSD. An emergency situation is one that requires immediate attention. Please use this code wisely.
- It is preferable that you take the time to send a message to the Dean about a particular situation.

Official Leave

Official Leave is used for the purpose of attending seminars, workshops and other official meetings, which will benefit the school upon the employee's return. Any questions about the use of official leave should be directed to SL administrators.

Off-Campus Activities

Supervised

At least fourteen days prior to a proposed activity, staff will request, in writing, a school vehicle to allow students to participate in off-campus activities. In order to obtain permission and be scheduled for a school vehicle, the Dormitory Teacher must complete the following steps:

- (1) Complete an Activity Request Form at least one (1) week in advance of the activity. This form tells who is going (staff and students), when you want to go and where you are going. You must indicate the driver(s) by name and give the driver license number of each driver as well as indicating if there is any cost.
- (2) SL administrators must approve the activity.
- (3) Each dormitory involved will receive a copy of the approved Activity Request. If driving, copies of the approved vehicle assignment will be available in the Dean's office the day of the activity (weekdays).
- (4) Before leaving KSD in a state vehicle, the driver and other staff present are to assure that each student and staff is using a seatbelt and that all doors are securely fastened. Staff found driving a vehicle with any passenger or driver not using a seatbelt and/or any door unfastened will have their driving privileges suspended for up to one (1) month.
- (5) Pick up the white copy and keys of the approved vehicle request form from SL administrators. If needed, pick up fuel credit cards from SL administrators. Credit cards must be signed for

by the person making the trip. This should be done prior to 4:00 PM on the day of the trip.

- (6) If you purchase fuel for a vehicle you are driving, you should use a state credit card. After making a purchase using the credit card, you will need to record on the receipt the cost per gallon, number of gallons, and total cost of the fuel. You should check the date on the receipt to make sure that it is correct. If more than one vehicle is fueled using the same credit card, separate receipts must be made. The total cost of fuel and total gallons of fuel must be written on the transportation forms before they are turned in and on the mileage log in the vehicle.
- (7) After the trip, the driver must return the keys and the fully completed vehicle assignment sheet (white paper) to the slot outside the east door next to the Cafeteria immediately following the activity. Before leaving the van, the driver is responsible for picking up trash (bags are under the driver's seat) and completing the van log sheet, located in the van, (date, where driven, mileage out and in, total miles driven and a signature - NO INITIALS). Try to be as accurate as possible.
- (8) Last minute requests for vehicles may or may not be approved depending upon transportation availability and the lateness of the request.
- (9) After any activity, put the van used back in its appropriate place (in the Powerhouse parking lot or in the garage and close the garage door).

Unsupervised

The rules listing the conditions within which students may leave campus unaccompanied vary with the age and responsibility level of the students. The rules for each group are posted on each dormitory floor. Generally, only junior and senior students may leave campus alone. All other students must have an adult supervisor or a permit to leave slip signed by the Dean.

Off Campus Student Employment

Any student employed off-campus may have timelines altered or waived. In order to do this, they must first have parent approval and must show a written work schedule to dorm teachers. Students must get slips from the Dean whenever going to work.

Off Campus Privileges

The Grades K-8 students may go off campus as long as there is a dorm teacher with them at all times.

Freshmen and Sophomores may go off campus unsupervised in a group of two or more students for up to one hour each day.

Juniors may go off campus unsupervised and alone for up to one hour each day.

Seniors may go off campus unsupervised and alone for up to two hours in the afternoon and up to two hours in the evening.

Each student must have written parental permission to go off campus unsupervised. Parents can complete the form on Enrollment/Registration Day or any other time during the school year. The permission form will apply only to the current school year.

Parent Contact Documentation

Many times Dormitory Teachers will have the opportunity to talk to parents in person when they bring their child back to school or pick them up to go home. There are also times when parents call directly to the dormitory to speak with their child. In order to assist the SL administrators and Dorm Teachers are asked to document all such conversations on a "Parent Contact Form". Copies are available in your offices. You are asked to complete this form whenever contact with a parent occurs

Payroll

Dormitory teachers have (2) options to have earnings paid:

- 9 months paid as worked in 9 months
- or
- 9 months paid spread out over 12 months

The HR Department has forms to complete on your choice of options. Any change in options need to be at the start of the School Year only.

Physical Fitness

As in years past, KSD has many sports activities available on campus. These include a pool and three (3) gyms, which are open for student use at many different times. All dormitory staff are encouraged to assist students' use of these facilities.

Pool Use

At least two weeks prior to the activity staff should request in writing that SL administrators obtain the pool key for their use for a specific period of time. Dormitory teachers must specify the number of students, staff involved, indicate a qualified lifeguard, and the time period desired. No more than ten (10) students per lifeguard/Dormitory Teacher will be allowed. Permission will not be granted unless a lifeguard is indicated. If students are the lifeguards, they must be paid. This must be indicated when the request is made. The key and/or permission should be obtained from the Dean's office. The key must be returned immediately after the activity to SL administrators.

When entering the pool area, the person in charge of the activity will assure that two (2) exits are open in order to meet city fire codes. When the activity is finished, the person in charge will also assure that all door/exits are locked and showers and lights are off before leaving the pool area. If these things are not done, disciplinary action could be taken against the staff responsible for the activity.

The Lifeguard is responsible for any activity in the pool. Dormitory Teachers who are assisting are also responsible for students' behavior. The Lifeguard and Dormitory Teachers will work together to

assure students observe and follow all safety precautions. Students who misbehave in or around the pool with disregard to safety for themselves and others will be removed from the swimming activity. Further disciplinary actions should be taken as needed.

Pool rules are posted in the pool area. It is the responsibility of the Lifeguard and Dormitory Teachers on duty to ensure students follow these safety requirements.

Requisitions

Requisitions to purchase items for the dormitories must be made through SL administrators. Dormitory Teachers have a responsibility to make dormitory needs known and are encouraged to assist with purchasing wanted items.

Room Restrictions

Dormitory Teachers may authorize a room restriction period for a student who is unable to control himself/herself. The following procedure should be followed:

- The student should be placed in a room or area away from other students for a limited period of time, not exceeding one minute for each year old, ex. 15 years old = 15 minutes, or 10 years old = 10 minutes.
- This time period begins when the student calms himself/herself after entering the room. The time-out period may be repeated once, if necessary, only after the student is given the opportunity to be released and to demonstrate if they are calm.
- Each time a student is placed in restriction, the staff monitoring the situation must document the following information: date, time the time-out began, supervisor authorizing it, student's behavior, which caused the use of time-out, and the staff monitoring the use of time-out. This documentation will be done on an incident form.
- When the student returns from time out and behaves appropriately, immediately reinforce this behavior with praise and positive attention.

Scheduled Shifts

- If you are scheduled for a shift and do not call or show up, SL administrators will determine if you can make up those hours or not. If you have sick leave, comp time, or a discretionary day, it is SL administrators' decision to approve using those hours. If not, then they will not be recorded on your timesheet (they are hours lost).
- KSD does not guarantee an employee will work any specified number of hours during the school year. We will schedule all dormitory teachers for an agreed upon number of hours. It is the Dormitory Teacher's responsibility to work those hours.
- KSD does not guarantee an employee will work the same location everyday during the school year. We will schedule all dormitory teachers according to programmatic needs.

Sexual Harassment

No discussions or actions of a sexual nature by employees toward students, or in the direct or indirect presence of students will be tolerated, except for approved and supervised instructional activities within the school's curriculum.

Shift Logs

Each dormitory floor is asked to keep an ongoing shift log. Each Dormitory Teacher should make a narrative notation, giving objective information about their shift at the end of each shift. The log can be used to document the following information:

- Positive notes regarding students so other staff can compliment them.
- Behavior problems including staff and student(s) involved, disciplinary actions taken and other reports completed.
- Any unusual occurrences with students - for example, students getting up during the night and why, where they go, etc.
- Times when bed checks are made and any problems encountered.
- Times when the Dormitory Teacher makes rounds and length of time spent on the floor, if a bed check was done, etc.
- Medical problems - who was contacted, follow-up done.

All staff are responsible for reading the previous shift's notations as soon as possible at the beginning of their shift and to make notations at the end of their shift. All notations should be as objective as possible, noting only what is seen, said or done. Personal opinions are not appropriate in the log.

The major purposes of the shift log are to document any significant occurrences and to:

- provide documentation of actual behaviors observed, including time, date and students and staff involved.
- assist in providing continuity of service and coordination among staff on different shifts.

Neglecting to make notations or keep informed by reading previous notations could be a basis for disciplinary action by failing to complete job duties as assigned.

Socialization Guidelines

- Students are given many opportunities to socialize on-campus in chaperoned settings. Some of these areas include the Student Center, gyms, and dormitory lounge areas.
- Male and female students eat together and are permitted to sit together. Following the evening meal, most students have a required study period in their dormitories. Following this study period, socialization is permitted in the Student Center and gym.
- All students, regardless of age, or grade, have opportunities to socialize with the opposite sex in chaperoned settings. Socialization can be permitted at any time of the day or evening when supervision is available.

- Dormitory staff will ask students to stop any inappropriate touching or sexual activity at any time. Students are expected to follow these requests immediately.
- Students can visit in opposite sex dorms if they follow this procedure:
 - Obtain Dormitory Teacher permission.
 - Sign out in their dorm to go to the other.
 - Visits are permitted weekdays, 3:30 - 5:30 PM and 7:00 PM –9:00 PM; on Sundays, 7:00 - 9:00 PM.
 - Visitors may not enter bedrooms. Visitors are permitted in the living room only.
 - Dormitory Teachers can stop the visit at any time.
 - Boyfriend/girlfriend activity/physical contact is not permitted.
 - Students must read and agree to these rules.

Staff Disciplinary Action

In order to keep the dormitories running smoothly, we want to clearly state what is required of staff and also clearly state the consequences of not following the established rules. The **KSD Employee Handbook** lists consequences and disciplinary steps. Generally, these are followed; exceptions are handled on an individual basis.

Some violations, such as sleeping on duty, are of a serious enough nature to warrant skipping some of the warning steps.

Please read your “Letter of Agreement” carefully. Dormitory Teachers may be released from their employment at KSD with two (2) weeks notice, with or without disciplinary actions.

Staff Inservice

There will be a number of in-services offered during the year to all Dormitory Teachers. Some will be up to each individual staff to determine if they need or want the training. Others will be required of all dormitory staff. The SL administrators will determine if each inservice offered is optional or mandatory. Unexcused absences from mandatory inservice programs will result in disciplinary actions.

Staff Sign-In Sheet

All dormitory teachers are required to sign in prior to the beginning of their shift. The sign-in sheet is located in the Dean’s.

Student Center

The Student Center is open Sunday through Thursday evenings for students of all ages. Schedules are determined at the beginning of each school year. Day students are limited to Mondays through Thursdays

The Student Center offers a snack bar as well as a pool table, ping pong table, and time in the new

gym for basketball, volleyball, or other sports. After study hall, students are given the opportunity to socialize with their friends in the Student Center.

Student Fights

The reasons for fights generally fall into four categories. Understanding the reason for the fight is especially helpful to choosing the proper intervention strategy.

- ***Saving face***: Many people will sacrifice their personal safety to maintain dignity or to protect their image, especially in the presence of peers.
- ***Defending Property or Territory***: People will sacrifice their safety or even their lives to gain or maintain possession of objects that have relatively little value.
- ***Fear (fight or flight)***: Fear is both emotional and a physiological response which can impair rational thought. The body reacts by fighting or fleeing.
- ***Testing the pecking order***: Jealousy over status can provoke one person to challenge another.

Before a conflict becomes physical, the participants will usually engage in preliminary verbal and nonverbal exchanges. These exchanges are the signal for you to intervene. Many times, the participants do not really want to get physical and are waiting for staff to give them a way out. Some keys to prevention and early intervention include:

- Don't ignore warning signs
- Get assistance as soon as possible
- Remove the audience
- Approach calmly and confidently
- Stand off to the side and away from both individuals
- Create a distraction, i.e. blink the lights, wave your hand, etc.
- Use firm and rational nonverbal and verbal communication
- Remain nonjudgmental
- Set and enforce reasonable limits
- If necessary, separate the participants, giving them time to calm down

Student/Police Situations

When police request a meeting with a student who is a suspect or victim, and the student is age 14 or under, they are required by law to involve parents. For students ages 15-17, they are not required to involve parents, but they usually do.

When police interview students of any age who are not suspects or victims (for example, witnesses), they are not required to contact parents. KSD's procedure will be to contact parents in all situations, unless explicitly asked not to do so by a police officer. If you should happen to be the initial contact when an officer requests a meeting with a student, ask whether they will be contacting the parents. If

they are not, then you should inform the parents of the situation. If you are unable to contact a parent, leave a message with a designated emergency contact.

In situations involving SRS, or when the parent is being investigated, the police may indicate that a parent should not be contacted; we will respect such requests.

Student Vehicles

Students with a valid driver's license may have personal cars at KSD, under the following conditions only:

- may drive to and from their jobs that are off campus with Dean and parent permission.
- may drive to and from community activities off campus with Dean and parent permission (non-player).
- may commute to and from school (day students).

Students may not use their cars for recreational purposes. If students need to go off campus for valid reasons (going to the store for personal needs, work on class projects at library, organizations' needs, or appointments), they must obtain permission slips from SL administrators. Students must understand their primary reason for attending KSD is education.

Cooperation with the following rules is required for students who have their own cars:

- Parking will be assigned by SL administrators. Students with approved, legal disabled/handicapped parking stickers on the car may park in any designated handicapped space.
- KSD students must have written from their parents to ride in another student's car. The driver must have permission from his/her parents to transport other students in their car.
- Any time a student drives his/her car, that student must have a leave campus permit. These permits are from the Dean. Written parent permission is also required.
- All student drivers are required to leave all keys with the Dormitory Teachers.
- Students are not to use their car if enrolled at Johnson County Technical School (JCTEC), unless arranged with the Head Teacher.
- Students are not permitted to loan their cars to other students or other persons, unless written permission is obtained from the Dean and from the parents.
- Before a car is brought to KSD, SL administrators must receive the following information on each student's car:
 - kind of vehicle and number
 - license number of vehicle
 - parents' written permission to bring and keep the vehicle at KSD
 - Proof of Insurance

- Copy of drivers license

Dormitory and school staff may counsel students on proper driving techniques and etiquette when necessary. Restrictions may be given on a level equal to the rule broken. Some possible consequences include:

- a restriction of the privilege of having or using a car.
- loss of the privilege of having a car at KSD.
- fines, i.e. parking tickets, etc.
- other reasonable consequences determined by the Dean and/or parents.

Student Visitation of Staff Homes

- KSD will no longer approve any activities between students and KSD staff during the staff's off-duty time. KSD staff are not to socialize with students outside of their work hours, including counseling, tutoring or other personal assistance. KSD staff are no longer permitted to hire students to work for them in their homes, including babysitting, painting, yard work, or other activities. Any KSD staff who permits students into their homes or who socializes with students during their off-duty hours will be subject to termination of their employment. This includes personal emails or pager communication. Staff are not to give to the students the address for their emails or pagers. The students are to communicate with staff only through the KSD assigned email address. Parent permission will no longer be accepted to override this policy.

The one exception to this rule will be for employees who are also parents of KSD students. It is understood that their role as employee and parent conflict under this policy. These employees must notify their supervisors when they will have other KSD students visiting in their homes or face disciplinary actions up to, and including, termination. Emergencies which may require an exception to this policy must be approved by the Director of Student Services and Superintendent.

Student Visiting a Friend's Home

Students can visit a friend at his/her home only if there is a written permission from the parent/guardian of the student and the friend. The written permission must include the signature of the parent/guardian. No permission will be accepted by telephone or by email. Faxing the permission is acceptable, though. This must be done two days in advance.

Study Times

Emery Hall Dorm: A study hall of 30 minutes is required every school night and is scheduled daily by dormitory staff.

Roth Hall Dorm: A study hall of 1 hour is required every school night and is scheduled daily by dormitory staff for Grades 7th through 12th.

Students who receive a grade of "F" on the weekly APR list or at the end of a quarter will be required to have a study hall in the Learning Center until that grade is removed.

Students who have no homework are still required to participate in the scheduled study hall. Alternate activities include reading books or Journal writing. Dormitory Teachers are available to assist students with assignments. Daily reports are sent to the classroom teachers about elementary and middle school students' completion of assignments.

We also have a special program to assist students with homework. See **Homework Assistance Program** in the **KSD Parent Student Handbook**.

Substance Abuse

KSD will not tolerate substance abuse or use, which threatens its service to the public. The use of illegal drugs and abuse of controlled substances, on or off duty, is inconsistent with law-abiding behavior expected of KSD staff and students. Employees who use illegal drugs or abuse controlled substances or alcohol, on or off duty, tend to be less productive, less reliable and prone to greater absenteeism.

Employees have the right to work in a drug and alcohol free environment and to work with persons free from the effects of drug or alcohol abuse. The State of Kansas vigorously supports compliance with the Federal Drug Free Workplace Act of 1988. It is the policy of the State of Kansas to maintain a workforce free of substance abuse.

The following actions are prohibited under this policy.

- Reporting to work or performing work for the state while impaired by or under the influence of illegal drugs or alcohol.
- Illegal use, possession, dispensation, distribution, manufacture or sale of a controlled substance by an employee at a worksite, during work hours, or while the employee is on duty, official state business or stand-by duty.
- Smoking or any other use of tobacco is prohibited at KSD or KSD activities on and off campus.
- Violation of such prohibitions by an employee is considered conduct detrimental to state service and will result in disciplinary actions.

Employees are required by federal law to notify the Director, Student Life, and/or the Superintendent, within five (5) working days of any criminal drug statute conviction, when this conviction was due to an occurrence at the worksite, during work hours, or while on duty, official business or stand-by duty. (A conviction means a finding of guilt or the imposition of a sentence by a judge and/or jury in any federal or state court.)

The Lifeline Employee Assistance Program is available to state employees and their families for substance abuse education, counseling or rehabilitation. The State of Kansas and KSD encourages voluntary treatment for substance abuse. We will strive to educate employees about the dangers of substance abuse.

The State of Kansas has developed a Substance Abuse Awareness Program. It contains provisions to inform employees about the (1) dangers of alcohol and drug abuse; (2) State of Kansas Substance Abuse Policy; (3) availability of treatment and counseling for employees who voluntarily seek such assistance; and (4) sanctions the state will impose for violations of its Substance Abuse Policy.

Suicide

Primary Intervention – what can be done to stop a crisis from happening through eliminating hazards or modifying the situation?

- To detect suicidal students
- To assess the severity of their suicidal thoughts and/or actions
- To notify the parents of identified concerns
- To secure needed supervision and service for students
- To assure the school's main function is to identify a course of action, not be a treatment facility

What to Look For

- Verbal signs – “I wish I were dead – no one cares if I live or die – things would be better if I were not here.”
- Behavior clues – Alcohol or drug abuse, previous attempts, giving away possessions, making a will, sudden change in behavior (e.g. quiet student becomes talkative, friendly student becomes quiet), significant drop in grades, risk taking behavior resulting in accident or injuries.
- Situational clues – End of serious relationship, divorce or death of a parent, family financial difficulties, moving to new location, and other stresses among family members.
- Symptomatic clues – Social isolation, depression, disorientation, changes in sleeping and/or eating patterns, dissatisfaction (constant complaining, helpless or hopeless feelings).

How to Help

- Listen and hear. Avoid false reassurances that “everything will be okay.” Never demean suicidal expressions. Do not be judgmental or moralizing.
- Be supportive. Communicate concern for the person.
- Be sensitive. **Take any suicidal complaint seriously even if the student seems calm.**

- Do not be misled into ignoring suicide signals. Tell others. It may be necessary to betray a secret to save a life.

Telephone Use

Each dormitory has a separate telephone line and each dormitory is equipped with a TTY and a videophone. All long distance calls made from the TTY phones should be logged on a sheet of paper, telling the date/time, name of the caller, and number dialed. **No Direct long distance calls should be made from dormitory phones.** Only long distance calls that are made collect or with a telephone credit card (calling card) may be made from these telephones.

Staff and students should be aware that, in the event of an emergency, a phone call may need to be ended quickly to allow immediate access to the telephone to page the Dean. Staff should teach students to respect a request to end a phone call when asked.

Students need to be taught proper telephone etiquette, including appropriate language and use of a videophone or a TTY. Students should be taught that profanity is not to be used, that proper identification of them is required, and that there are appropriate and inappropriate abbreviations and manners on a videophone or a TTY. It is the responsibility of Dormitory Teachers to teach this skill.

Temporary Staff Living Quarters

Occasionally KSD staff are hired from outside the Kansas City area and must relocate in order to begin work at KSD. When an individual is hired and relocation is a problem, the individual may be considered for temporary living arrangements at KSD.

The individual will be required to apply through the Director, Student Life. The Superintendent will give final approval with a specified time period. No individuals will be given permanent living quarters at KSD.

The Learning Center (TLC)

The Learning Center is available to all students for tutor assistance, computer work stations, and special materials. Tutoring must be scheduled with the Learning Center Coordinator. Students are expected to keep appointments or risk losing the privilege.

Tobacco Use

Kansas School for the Deaf is a smoke and tobacco free campus. There are no smoking areas on campus. This policy applies also to any school activities off campus. Smoking and chewing tobacco is prohibited on campus, off campus when on a field trip, in any building, or in any state vehicles. Smoking should not be done in front of the students off campus.

Use of Sick Leave

All dormitory staff earn sick leave which may be accumulated without limit. You may use sick leave for necessary absence from your job due to personal illness or injury and for medical or dental appointments that cannot be scheduled outside your working hours. Also, you may use your accumulated sick leave for illness of a household family member related to you by blood, marriage or adoption. Your supervisor must approve all use of sick leave. Your supervisor has the authority to request a medical statement verifying your reason for using sick leave at any time. This request is always made for absences over three days and may be requested when use of sick leave becomes excessive.

Dormitory Teachers are asked to remember several things about the use of sick leave.

- It is always necessary to replace you. Please notify supervisors far enough in advance to allow time to locate a substitute (at least 2-3 hours is appropriate). For overnight workers, please allow at least six (6) hours.
- Often substitutes will be your co-workers. Excessive absences mean longer hours and shifts for those who share your responsibilities.
- When Dormitory Teachers are absent and a replacement cannot be found, it may mean larger groups of students for other Dormitory Teachers and a breakdown in routine.

There may be times when you are sick and have no accumulated sick leave. In this situation, there are two (2) choices for you:

- Take leave without pay.
- Work a shift of equal hours for another Dormitory Teacher within the same week (Sunday - Saturday).

Sick leave is a benefit you have as an employee of the state of Kansas. It is there for you to use so that you do not have to miss paid time/hours when you are ill. We ask that you use it wisely. Excessive use or misuse of sick leave can lead to disciplinary action, including written warnings, suspension without pay and/or termination.

Work Schedules

- If a Dormitory Teacher is ill and unable to report for work, you are to notify SL administrator prior to the start of your shift so that a substitute can be found. Failure to appear for a scheduled shift with no notification is an unapproved absence and will result in disciplinary action.
- From time to time it may be necessary to change regular schedules with short notice. The SL administrators will discuss regular schedule changes with the Dormitory Teachers involved with as much prior notice as possible.
- A Dormitory Teacher who sees a need and wants to work additional hours is to have these hours approved in advance by SL administrators. If there is a special need (someone is late or a behavior crisis in progress), SL administrators must be notified to authorize the additional hours. These additional hours will be counted toward the total hours for the week and may result in overtime compensation.
- Compensation (pay) will be made every two (2) weeks for actual hours worked. Based on federal guidelines, staff will be scheduled for no more than forty (40) hours per week. Any hours over

forty (40) worked will be compensated at one and a half times the regular rate either as compensatory time or payment for hours worked.

- Dormitory Teachers are expected to begin work at the time scheduled and to complete the scheduled shift as assigned. If you have a special situation that requires a late arrival or early departure, arrangements must be made with SL administrators on duty in advance of the shift so that coverage can be obtained. Tardiness merits disciplinary action and excessive tardiness can lead to termination.

Each month, there is a general Student Life Staff meeting (usually held on the on the first or second Tuesday of each month). In addition each dormitory unit will have regular Dormitory Teacher meetings scheduled by SL administrators. All dormitory teachers are asked to attend as these meetings will provide information vital to dormitory operations. These meetings will be considered work time. Failure to appear for a scheduled meeting with no notification is an unapproved absence and will result in disciplinary action.