

Buffalo Board of Education – City of Buffalo

WNY Day Treatment Center



BPS
Staff Handbook
2005-06

Hours of Service

Day Treatment Teachers: 8:20 a.m.- 3:00 p.m.

Teacher Aide: 8:20 a.m. - 2:50 p.m.

Sign In Sheets - Located in Office Area. Write arrival time and initial.

Tardy - Inform School Clerk, Mrs. Crawford, when you will arrive after 8:20 a.m.

Staff Leaving the Building – Staff must sign out on the form in the main office when leaving the building during their lunch break. All staff should remain on-site during prep time. Please schedule personal or medical appointments during non-working hours.

Absence - Call Mr. Vitale at **816-4610** before 9:00 p.m. the evening before an absence or in the morning of the absence between 6:00 a.m. and 6:15 a.m. Call school prior to 1:00 p.m. if you expect to be absent the following day. **All Personal Leave** must be faxed to Mr. Vitale, Principal, Buffalo Occupational Center 816-3250 (Fax 838-2226), at **least 48 hours in advance for Teachers & 72 hours in advance for teacher aides**, for approval. See the School Clerk for the Personal Leave Form.

Red Book – The Daily Log is located in Module Room on table at the right of the mailboxes. Upon arrival, read the daily entries. During the day information will be updated.

Treatment Team - Teachers are expected to work together with the other members of the Treatment Team and implement the recommendations.

Lesson Plans – Must be determined by IEP Goals and Objectives. Suggested Form of Plan - Aims, materials, procedures, review, assignment, test. Forms are available from office.

Substitute Lesson Plans – Emergency plans must be available and on file in the office. Details including schedule, subject, text, pages, student's name, materials, activities, etc. are necessary. Indicate if the students must complete the assignment independently or with assistance. Include a class schedule, phone directory and substitute guidelines. Emergency Plans must be replaced upon your return to work. Please turn in your plans to the school clerk by the end of the first week of school.

Grade Books – Teachers must maintain a grade book that reflects student performance on academic tasks. Grade books will be reviewed by the principal during formal observation and when required during parent conferences.

Report Card - Student report cards will be issued 4 times during the academic year. Teachers will be responsible for completing the reports following the directions outlined below. The School Clerk will distribute the previously completed report cards along with a few blank forms for new students. Please complete the required information for each student that was in your class during the marking period. Any student that was in attendance for six or more days during the marking period must receive a grade posted on a report card. Indicate the subject and

grade level in the corresponding cell, attendance summary and any comments. e.g. lower expectations due to treatment teams recommendation.

Teachers must indicate the specific subject and grade level. The Buffalo Board of Education policy for student grading must be adhered to. This includes the students performance grades outlined in the teacher's grade book. ** Numeric grades for quarterly reports must be within the range of 50 to 100 must be computed by averaging the total number of grades received.

Teachers will submit the completed reports to the School Clerk by the given due date.

The primary therapist will give the report card to the student's parent. If there is a need to hold a parent conference work in concert with the clinical staff when making arrangements.

Student Teacher Supervision – Permission must be obtained from the principal before student teachers are accepted. The classroom teacher must initiate the request for a student teacher or jr. practicum intern. The Supervising Teacher must work closely with the university/college supervisor of the student teacher.

Student Teachers are not substitutes and cannot be left alone with a class at any time. Evaluation of a student teacher is the responsibility of the classroom teacher.

Classroom Appearance – Classroom must be neat, organized, litter free. Notify the Site Manager, Mr. Lewis of any structural change or damage. Student's personal storage area must be orderly.

Aide's Responsibilities – **Teacher Aides** will supervise the daily arrival and departure of students. They are responsible for reporting any incidents of bus reports or other important information to both the classroom teacher and site manager. The site manager will post a duty schedule.

Aide's Breaks - 15 minutes daily at time arranged with their assigned teacher.

Aide's Program Assignments - Aides are expected to accompany the students to RT, OT, and on Community Field Trips. All Aides will attend the activity with the group, unless OMH Staff informs Aide that assistance is not required. When this occurs the Aide should assist their assigned teacher.

Supervision of Students - Students must be visually supervised at all times, except when the student has the staff's permission to leave the assigned area. The classroom doors must remain open and the lights turned on.

Leaving Building With Students - A minimum of two staff members is required. Write the names of staff and students, location, time of departure and time of anticipated return in the Office of Mental Health Log (Red Book).

Field Trip - Complete OMH Off Grounds Activity Log.

Class Coverage - Additional staff supervision may be requested from the Site Manager.

RT and OT Rooms – Prior to escorting a student to OT or RT, or giving the student a pass, obtain permission from Occupational Therapist or Recreational Therapist.

Keys – Classroom keys will be distributed to teachers and must be returned at the end of the school term.

Telephones – Do not interrupt instructional periods with personal calls. Messages will be placed in staff's mailbox. Advise callers that only emergency calls will be transferred to the classroom during instructional and homeroom periods. A phone will be made available for making professional phone calls.

CELL PHONE MUST BE TURNED OFF WHEN TEACHING OR .

Communication with Therapist - Student's comments regarding suicide, abuse, any unhealthy, unusual situations, etc. must be immediately shared with Therapist or Program Coordinator. Refer all sex related questions to the Therapist or Coordinator.

Parent Communication - Discuss significant concerns with the therapist before speaking with or writing to parents. Teacher may request to attend Family Therapy Session.

Exclusion from Program Classes - Students may not be excluded from OT, RT, Cooking, Community Field Trips, etc. unless it has been previously discussed with the Treatment Team and approved by the student's Psychiatrist.

Students Remaining After School - Therapist or Site Manager's approval is required for a student to remain after school. This approval must be obtained before 2:00 p.m.

Non-Educational Materials - Students require permission to bring non-educational materials to school. Electronic equipment, money, magazines, toys and games may not be brought to class without prior permission. A written request to parents authorizing a student to bring non-academic items to school is required. Inform the student's therapist if there is an issue.

Communication with Psychiatrist – Teachers should speak with Psychiatrist personally (see Nurse for Doctor's hours.) or inform the Therapist that the Psychiatrist's recommendation is requested.

Daily Note - Teachers will collect returned daily notes in the morning and scan for any important information. The note should then be forwarded to the Mental Health Therapy Aide. Contact the therapist to discuss any significant parental response or an unreturned note.

Teacher Aides will assist in the preparation of individual note packets and forward a copy to the Mental Health Therapy Aide by the end of the day. The teacher must notify the therapist when a student does not accept the note or leaves it in the classroom.

Confidentiality - All papers with student's full name must be shredded or torn into small pieces. Posted materials must not include student's last name. Issues about students must not be discussed in a casual manner outside of a professional forum.

Medication - Is only dispensed by OMH Staff. Personal medication must not be accessible to students.

Visitors - Parent's visits to classrooms require prearrangements and approval by the Site Manager and the teacher.

Parking – Staff should park on the Kensington Avenue side of the building unless directed elsewhere. Please be considerate of your colleagues' parking needs and avoid using two spaces.

Staff Development & Workshops - Information will be distributed to staff by the district.

REGULAR MEETINGS

Faculty Meetings – A schedule of regular monthly staff meetings will be posted in advance.

Module Meetings – Teachers will receive a schedule of meetings from the site manager.

Periodic Treatment Reviews – A schedule of meeting will be posted. Teachers are expected to provide feedback about a student's performance. Included is information regarding academic strengths and weaknesses, participation, tests' grades, homework completion and accuracy as well as written documentation of conferences, problems, or concerns.

SPECIAL EDUCATION

IEP Folder – The student IEP must be placed in a folder, labeled with the student's name, and placed in the top draw of the teacher's locking file cabinet. All other CSE material or testing documentation must be maintained in a separate folder in a secure file cabinet. All professional staff must have access to the information contained in the student's IEP. It is the responsibility of the lead teacher to share this information with the members of the team.

Review of IEP - Teachers must review each student's IEP with the other members of the Treatment Team during Periodic Treatment Reviews.

Annual Reviews - PS #26 will provide teachers with dates when reviews are required. Teachers must inform the members of the Treatment Team when a review is scheduled. Parents require written notification five school days prior to scheduled meeting. Teacher may schedule meeting before or after family session.

Behavior Log – Teacher should keep a record of all clinical interventions requiring students' removal from the classroom. This would not include when a student has a therapy appointment or appropriately requests to leave the room and is given permission.

Incident Report - Each incident must be documented in writing on a **Student Incident Report** as soon as possible but before staff leaves for the day. List specific factual behaviors and must not include condemnation of character. The Treatment Team will determine the consequence for the behavior or resolution to the problem. A copy of the report must be given to the Site Manager Mr. Lewis for action. A copy of **Student Incident Report** should then be faxed to Mr. Vitale; Fax 838-2226.

Accident reports – Complete an accident form as soon as possible but before the end of the day. This report must be submitted to the School Clerk. Contact Mr. Vitale after the form has been completed. Also, remember to fax him a copy of the report.

Sexual Offenses - Any suspicion of a sexual offense during school hours, must be reported immediately to the Site Manager Mr. Lewis. Any other suspicions of a sexual offense must be reported immediately to the student's therapist.

Student Attendance - Teacher is responsible for recording student daily attendance. A Yellow Attendance Card should be marked indicating either tardy, absent, or present. Be sure to include the students' names and SIS number on the card. During homeroom, collect notes to excuse an absence and maintain them in a folder. Notify the nurse of any significant issues.

Cumulative Record Cards – A new card will be established for each student who enters the WNY Day Treatment Center. A copy of the student's previous Cumulative Record Card will be requested by the clerk and attached to the new card. All Cumulative Record Cards will be kept in the School Clerk's Office. Teachers may have access to these records but they may not be removed from the building.

Teachers are responsible for updating the Cumulative Record Cards when a student leaves WNY DTC or as part of the end of the year responsibilities. This "posting" procedure must be inclusive and accurate. Teachers names, course titles, exam scores, final averages, attendance, and credits earned must be accurately posted on each student's records.

EMERGENCY PROCEDURES

Medical Concerns - Call the nurse to report all injuries, accidents, blood spills or other medical situations. Consult the nurse regarding any/all medical questions. Ed. Staff cannot provide medication.

Fire Drills & Emergency Evacuations – Drills will be announced to staff in advance.

Please remember to:

- Form the students in a line, one staff in front and one staff in the back of the line.
- Upon leaving the room, Teacher or Teacher Aide will bring the yellow attendance card, turn off classroom lights and close doors of room.
- Proceed quietly and rapidly to the nearest exit.
- Wait with students for the signal to return to the building.
- During emergency evacuation all staff must evacuate the building.

The WNY Day Treatment Center's emergency site is the Occupational Training Center (2495 Main St). During an emergency, the staff will receive specific instructions from the Site Manager. Your calm behavior and positive attitude will reassure the students.

FOOD SERVICE

Students will be provided with a breakfast items and a pre-pack lunch. Students will eat breakfast in their assigned classroom. All unused food items must be disposed of in an appropriate manner. The Site Manager will provide a schedule of lunch supervision.

BUS

Bus Concerns – Please inform the Site Manager of any problems or concerns. Teachers should review bus rules with students on a regular basis.

TRIPS

Educational Trips - before informing students and requesting parental consent, the Site Manager must approve all trips. Request and complete OMH & Ed. form prior to trip.

CONFIDENTIALITY OF INFORMATION

All staff persons are expected to observe the Commissioner of Education Rules of Confidentiality of Student Information. This applies to giving information verbally as well as in written form. The policy is as follows:

Personal data, information, or records pertaining to a pupil with a handicapping condition shall not be disclosed by an officer or employee of the State Education Department or by a school district, or member of a committee on the handicapped, to any person other than the parent of such pupil, except in accordance with the provisions of Part 99 of title 34 of the Code of Federal regulations.

CODE OF ETHICS:

"I am an educational professional. As such, the well being of my students is my first concern. I will protect my students at all times, be it their physical well being, their emotional well-being or their reputations. At times I will possess sensitive information about my students--I will guard it zealously."

Student Incident Report
Occupational Training Center, CBSE, & WNYDTC

Date: _____

Student(s): _____

Date of the Incident: _____

Time of the Incident: _____

Place of the Incident: _____

Staff Member Reporting: _____

Statement

Action Taken / Follow-up

When and how the student's parent was notified: