

VIRGINIA COMMUNITY  
UNIT SCHOOL DISTRICT

FACULTY  
AND  
STAFF

HANDBOOK AND  
PROCEDURE  
MANUAL

Revised August 15, 2016

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## Staff Work Day

Teachers are required to report for work no later than 7:30 a.m. each workday, report to the classroom by 8:00 a.m. and remain on duty until 3:30 p.m. each day. The time between 3:02 p.m. and 3:30 p.m. each day is to be used for future preparation, tutorial and meeting with students. This time is for students who would benefit from continued assistance from teachers. This time may also be utilized for those students who need to serve detentions. Teachers shall remain in their classrooms during this time to be available for help when needed.

In addition:

- 1) Teachers should be present at their classroom door to greet students as they enter the classroom each day at the 8:00 a.m. bell. All other staff should be visible in the hallways to maintain a calm and organized transition for all students.
- 2) All teachers will maintain bell-to-bell student engaged activities in order to maximize student learning.
- 3) Student work should be displayed in the classrooms and the hallways throughout the building on a regular basis.
- 4) Students should not leave any class or assigned area without a valid written pass.
- 5) The dismissal bell is NOT a signal for all students to leave their seats. It is a signal for the teacher to dismiss the class. Bells do not dismiss students, teachers do. Please make sure your students understand this important point.
- 6) Elementary teachers will walk their class to all specials and will be on time to pick them up after class or lunch.
- 7) **Please do not leave a class unattended for any reason.**

## Staff Late Arrival/Leaving Early

If it is necessary for you to leave prior to 3:30 p.m., please discuss your need with the principal. If you need to arrive late in the morning (after 7:30 a.m.) or must leave early in the afternoon (before 3:30 p.m.), please fill out an Arriving Late or Leaving Early form as soon as possible and give to the Building Principal ahead of the event or at the first opportune time. If you know that you are going to be late, please call the office so arrangements can be made to cover your class until you arrive. We ask for your assistance in determining the severity of the incident requiring you to leave early. Teachers that are going to be late due to an emergency must contact the office by 7:30 a.m. so that your class or other supervisory responsibilities can be covered.

If you arrive after 8am, you will be assessed ½ day, depending upon the reason.

If you arrive after 11:30am, you will be assessed 1 full day, depending upon the reason.

If you must leave before 3pm, you will be assessed ½ day, depending upon the reason.

## Procedure for Staff Absence

When you are ill or unable to be at work the evening before or the day of work, Pre-K through 5th grade staff should contact Kara Bowman at 217-415-7344 and 6-12 staff should contact Aaron Llewellyn at 217-370-7117. If you are unsure of who to call, please call the administrator responsible for your evaluation. Please make contact the

night before if you know you will not be able to come to school. If you wait until the morning of your illness, please make contact by **6:15 a.m.** Cause of Absence forms are to be completed promptly upon returning to school. ANY SICK LEAVE REQUEST MADE IN ADVANCE SHOULD BE DONE WITH JENNY OR BRIDGET.

There are three categories for teacher absences - professional, personal, or sick. The form will alert the office that you need a substitute. However, **the form is necessary whether or not a substitute is required.** Example: You plan to be at a conference on an "Institute Day" - the professional leave form is still required, even though you will not require a substitute for the day.

1. **Sick Leave**

2. **Professional Leave** - Certified personnel may request a professional leave of absence by filling out the REQUEST/REPORT OF ABSENCE form and turning it into the Building Principal. This leave shall be recommended for approval or denial by the administration.

3. **Personal Leave** - Complete the REQUEST/REPORT OF ABSENCE form and return it to the office. This should be completed as soon as you know that you will not be attending school and will need a substitute.

### **Substitute Teacher Folder Contents**

Since an emergency or illness may occur anytime, it is requested that all teachers prepare a substitute folder and leave it in your classroom where anyone can find it. Include the following information in the sub folder:

1. seating chart of all students in your class
2. daily time schedule listing time for recess, lunch, PE, music, library
3. how to record attendance and lunch count
4. routine class procedures (who passes out papers, who opens windows, etc.)
5. note if any students take medicine and location of the medication(office)
6. brief explanation of lunch, recess and library procedures
7. fire drill and disaster procedures
8. special grouping plans for reading, math, etc.
9. feedback sheet for the teacher from the substitute
10. emergency lesson plans to be used in the case you cannot prepare lesson plans in advance-WITH COPIES MADE!

### **Planning and Preparation**

Teachers may keep their lesson plans either in printed or digital form. Planbook will be provided for all teachers. Plans should be available in the classroom for use by the teacher, administrators and/or substitutes.

Each teacher is responsible for having plan(s) completed for the upcoming week (or period following a vacation). Plans should include the following:

1. Daily schedule - including times
2. Instructional groups - include lists of names
3. Page numbers and name of each book or material in use (be specific)

4. Duties for the day or week
5. Field Trips scheduled
6. Other special events and forms as designated
7. Crisis information
8. List of students with health/social related issues

### **Emergency Sub Plans**

Emergency Sub Plans must include the following:

1. all materials/equipment required
2. All schedules – including specials- times and class rules
3. Instructional groups - include lists of names and seating chart
4. the steps that will be followed in lesson delivery
5. plans for student practice
6. List of students with health/social related issues

### **Cancellation of School**

In the event school must be cancelled, we will make every effort to notify all staff no later than **6:30 a.m.** by a call from One Call Now.

### **Faculty Meetings**

There may be occasions that necessitate an emergency meeting in addition to the scheduled meetings. The regularly scheduled faculty meetings will begin at 3:05 p.m. or 5 minutes after the scheduled dismissal time.

### **Phone Use by Employees**

The school phone should be used for business purposes only. As a role model - make sure your cell phone is on silent or vibrate during instructional class time. Parents should NOT be contacted by text or personal cell phone. Teachers should use the district phone or district email for parental contact and communication. All student contact with parents should be conducted in the office.

### **School Keys/Key Cards**

Keys and/or key cards will be provided for the necessary operation of your department. Keys should be kept in the teacher's possession at all times and should **not be loaned** to students at any time. THE MAKING OF A DUPLICATE KEY IS STRICTLY FORBIDDEN. All keys will be turned into the building principal at the end of the school year as needed.

### **Staff Mailboxes/Staff E-mail**

Everyone has been assigned a mailbox in the elementary or jr/sr high school office. Please check your mailbox AND YOUR EMAIL ACCOUNT before school, during lunch, and before leaving the building for the day. If handouts are in boxes, make sure they go home that day. Urge students to show handouts to parents for better communication between home and school.

### **Teacher Communication with Parents**

Communication with parents is extremely important. It is expected that the teacher will communicate with all parents on a regular basis. Information sharing will be critical for the success of each child that you serve. Be sure to inform parents of any concerns that you have related to **your** student(s) regarding academics, behavior and attendance, and then document your communication. **ALL OTHER REASONS FOR CONTACTING PARENTS SHOULD BE CONDUCTED THROUGH THE OFFICE.**

### **Student Communication Home During the School Day**

Students should be sent to the office to contact home **ONLY** during non-instructional time. Students should **NOT** call home using a classroom phone, staff-member cell phone, or personal cell phone outside the office.

### **Assemblies**

All teachers are expected to attend assemblies and sit with their classes. If for some reason you do not have a class during the time of an assembly, you are expected to sit with the students.

### **Club Sponsorships**

All meetings and fund-raisers are to be scheduled only through the sponsor and must be placed on the Master Calendar. The Master Calendar is kept in the Jr/Sr High School Office. Bridget Krause is responsible for putting any dates on this calendar. **PLEASE CONSULT WITH BRIDGET BEFORE SCHEDULING A FUND RAISER.**

### **Athletic Eligibility**

**A weekly eligibility check will be conducted by the Athletic Director. Each junior and senior high teacher must have weekly grades posted by 1:30 each Friday. The secretary will run the report every Friday by 3:00 p.m. Any student who is doing failing work in any course will be required to work with the content area teacher during tutorial right after school until grade is raised to at least a "C"**

### **Medication - Procedure**

All medicine is to be kept in the office. The office secretary will dispense all medicine, except for emergency medication (inhalers, EpiPen, Etc.) as allowed by state law.

### **Emergency Procedures**

All procedures involving fire, tornado, intruder, etc. will be covered utilizing the NaviGate program, and will be covered by administration during the beginning of the school year

### **Arrival of Students - AM Procedure**

Students may enter the building at 7:30 a.m. and proceed to either the cafeteria for breakfast or to their designated area. Students are not to loiter in the hallways.

### **Student Attendance Procedure**

Make sure that you report student attendance accurately and in a timely manner each day. This is very important information that is shared with the State of Illinois. If you need support please see your building level secretary. Elementary should have attendance posted by 8:30am and JH/HS should post within first 5 minutes of each class.

### **Tardies - Procedure**

All students who are not in class when the last bell rings (especially those who come in after you have taken attendance) need to come to the office for a late pass. **All tardy students require a pass from the office to enter the classroom at the beginning of the school day.** If tardiness persists at the beginning of the school day, disciplinary steps will be taken by the administration. If Tardiness occurs anytime other than the beginning of the school day, discipline is the responsibility of the teacher. All teachers must be consistent on this. When the bell rings class begins. Anyone that enters your class after the bell without a pass MUST BE MARKED AS TARDY.

### **Student Leaving Early or Arriving Late - Procedure**

All visitors to the building must check in at the office. Parents needing to take their child out of school must first come to the office and sign the child out. No parent should come to your classroom. Be sure to send them back to the office if they do. Students who return to school the same day they checked out must report back to the office for a pass. **Please do not readmit students to your classroom without a pass from the office.**

### **Accidents/Illnesses of Students - Procedure**

Accidents and serious illness are to be reported to the office. Minor first aid may also be administered in the office. An accident report form must be completed for **ALL** accidents (students and staff) and submitted to the office. In the event of an injury in your classroom, which you feel requires attention, send or bring the student to the office.

Students who are ill should be sent to the office. **PARENTS SHOULD ONLY BE CONTACTED BY THE OFFICE IN THE EVENT OF ILLNESS OR INJURY.** In the event that a parent or other adult cannot be reached and the child is merely feeling bad, they will generally be returned to the classroom. If there is a Major Emergency, **KEEP CALM!** If not trained, **DO NOT** attempt first aid. Evaluate the situation and use common sense. Notify the office, and give:

- 1) Student Name
- 2) Status of the situation
- 3) Wait for help from the office.

### **After School - Procedure**

Chairs are to be placed on desks, if possible, by the students at the end of the school day so that the custodians can clean your classroom. No student is to wait at a classroom door for a friend, brother, sister, etc. All students are to go to the lobby area in front of either office to wait. No student is to remain after school unless the teacher has notified the parent and the office. If a student remains (and parents having been notified), the teacher must use good judgment as to the period of time the student stays. Keep in mind the dangers of a child walking home, weather conditions, and darkness. The teacher should take into consideration the streets students cross. If a student stays for Scouts or other after school activity, they should keep all of their belongings with them. **UNDER NO CIRCUMSTANCE SHOULD A STAFF MEMBER TRANSPORT A STUDENT TO OR FROM SCHOOL FOR ANY REASON WITHOUT PRIOR AUTHORIZATION BY AN ADMINISTRATOR.**

### **School Sponsored After School Activities**

**ALL ACTIVITIES HELD AFTER SCHOOL HOURS MUST HAVE A SPONSOR PRESENT.** For many of these activities sponsors have been assigned by the Principal. These events must be placed on the Master Calendar so that the Principal is aware of the activity. Bridget Krause is in charge of the Master Calendar. Also, **IT IS THE RESPONSIBILITY OF THE SPONSOR TO NOTIFY THE CUSTODIANS** in order to have rooms ready or the appropriate doors opened. After 3:30, all students should be under direct supervision of a staff member. Unsupervised students will be asked to leave the building

### **Inventory List**

We will attempt to distribute the list during the first week of May. Each teacher is responsible for seeing that the list is updated each year. It is particularly important



when students have been issued school equipment that an accurate inventory is taken so that items are returned before school ends for the summer. Teachers shall turn in a list of students who have not returned school property, as well as what was not returned to the office.

### **Playground Rules**

- 1) Students will stay in the designated area for the age level.
- 2) No one may enter the building or leave the playground without permission from the playground teacher.
- 3) Nothing, except playground equipment, should be thrown in the play area. NO SNOWBALLS!
- 4) Students must keep hands and feet to themselves. There will be no fighting or bullying.
- 5) Recess is a 10-15 minute break one time during the day (grades K-5).
- 6) Each teacher will be responsible for his/her students going to and from recess
- 7) The student who takes out the play equipment is responsible for returning it to the classroom. If for any reason he/she cannot return the equipment, he/she is to report this to the teacher. Ropes and balls should not be used while playing on the equipment. Ropes should be taken out for jumping only.
- 8) When the bell rings, all play will stop. Students should immediately go to their designated area to line up and be ready to re-enter the building. Classroom teachers will be at the doors as soon as possible to lead their students quietly back to the classroom.

### **Tobacco, Alcohol or Drug Use**

The use of tobacco, alcohol or drug products are not allowed ANYWHERE on school property.

### **Staff Dress Code**

Teachers are expected to dress professionally at all times. Jeans and a proper **top with school colors** may be worn on Fridays; all other school days, jeans are not allowed. Clothing should be suitable for the school environment.

### **Field Trips - Procedure**

There must be a reasonable correlation between the field trip and the class curriculum. All students attending field trips must have the approval of the parents before they will be allowed to leave the school.

For a field trip, the following steps should be followed:

- 1) Turn in the entire Field Trip request packet to Bridget in the Jr/Sr High office. She will put it on the master calendar. This must be completed and turned in to the Principal's office TWO WEEKS PRIOR to the field trip.

- 2) Provide a list of all students attending the field trip. This list MUST be turned in to the office at least one week prior to the trip. Put out a list to all other teachers of students that will be missing school for the field trip.
- 3) Each trip must have the necessary sponsors (at least one for every 10 students). A parent permission slip must be filled out for each student, and should be kept with the teacher on the day of the trip in case of an emergency.
- 4) FIELD TRIPS CANNOT BE SCHEDULED DURING SEMESTER EXAMS, OR A STATE TESTING WEEK.
- 5) The cost per mile of field trips taken for entertainment, as determined by the Administration, will be billed to the class or organization itself.
- 6) If an OUT-OF-STATE request is being made, it must be approved by the Superintendent, who will then seek the approval of the Board of Education. Allow extra time for these requests to be approved. (at least 45 days). **Mr. O'Daniell will not post an out of state field trip on a board agenda that is requested less than two weeks prior to the board meeting!**
- 7) Fill out substitute teacher request (if needed) to your office secretary.
- 8) Inform the kitchen at least 2 weeks in advance which days your class will not attend lunch.

### **Disclaimer**

This handbook is designed to assist staff in process and procedure for different events that could happen during the school year. By no means can this document cover every possibility that could occur. In the event of an occurrence that is not covered within this document, and if time and the situation allow, staff are encouraged to contact an administrator for guidance. Should time or the situation not allow, staff are expected to exercise his/her best judgment to ensure the safety and security of the students and the building.

Elementary Birthday Celebrations

Store Bought treats only