

SOUTHWEST

FACULTY HANDBOOK

2008 - 2009

Mrs. Nancy Wiese
Principal

**Geneseo District #228
2008-2009 School Calendar**

For your information and future reference, please note Teacher Institute and In-service dates, holiday breaks, public school holidays, and dismissal times for the 2008-2009 school year. If you have any questions, please call the District Office at 945-0450.

August 25, 2008	Opening Day Teacher Institute	
August 26, 2008	First Student Day of School	
August 26 thru 29, 2008	School Dismissed 1 hr. Early	
September 1, 2008	LABOR DAY	NO SCHOOL
September 26, 2008	Half Day Teacher In-service	Elementary - 8:20 a.m.-11:35 a.m. Middle School - 8:20 a.m.-11:45 a.m. High School - 8:00 a.m.-11:30 a.m.
September 30, 2008	School Improvement	Students Dismissed 1 hr. Early
October 9, 2008	Parent/Teacher Conferences-4 p.m.-8 p.m.	Students Dismissed 1 hr. Early
October 10, 2008	Parent/Teacher Conferences-8 a.m.-noon	NO SCHOOL
October 13, 2008	COLUMBUS DAY	NO SCHOOL
October 24, 2008	End of 1st Qt.	
October 31, 2008	School Improvement	Students Dismissed 1 hr. Early
November 07, 2008	Teacher Institute	NO SCHOOL
November 10, 2008	VETERANS DAY	NO SCHOOL
November 27-28, 2008	THANKSGIVING BREAK	NO SCHOOL (school dismissed 1 hr. early Wed. Nov. 26)
December 10, 2008	School Improvement	Students Dismissed 1 hr. Early
December 22, 2008 thru January 2, 2009	WINTER BREAK	NO SCHOOL (school dismissed 1 hr. early Fri. Dec. 19, 2008)
January 16, 2009	Half Day Teacher In-service	Elementary - 8:20 a.m.-11:35 a.m. Middle School - 8:20 a.m.-11:45 a.m. High School - 8:00 a.m.-11:30 a.m. (End of 1st Semester)
January 19, 2009	MARTIN LUTHER KING DAY	NO SCHOOL
January 29, 2009	GEA Meeting	Students Dismissed 1 hr. Early
January 30, 2009	School Improvement	Students Dismissed 1 hr. Early
February 13, 2009	Teacher Institute	NO SCHOOL
February 16, 2009	PRESIDENTS DAY	NO SCHOOL
February 27, 2009	School Improvement	Students Dismissed 1 hr. Early
March 20, 2009	End of 3rd Qt.	
March 31, 2009	School Improvement	Students Dismissed 1 hr. Early
April 6 thru April 10, 2009	SPRING BREAK	NO SCHOOL (school dismissed 1 hr. early Fri. April 3, 2009)
April 24, 2009	Teacher Institute	NO SCHOOL
April 30, 2009	School Improvement	Students Dismissed 1 hr. Early
May 14, 2009	GEA Meeting	Students Dismissed 1 hr. Early
May 15, 2009	Half Day Teacher In-service	Elementary-8:20 a.m.-11:35 a.m. Middle School-8:20 a.m.-11:45 a.m. High School-8:00 a.m.-11:30 a.m.

May 24, 2009	Graduation	2 p.m. at Geneseo High School
May 25, 2009	MEMORIAL DAY	NO SCHOOL
*June 3, 2009	Half Day Teacher In-service	Elementary - 8:20 a.m.-11:35 a.m.
	Last Day of School	Middle School - 8:20 a.m.-11:45 a.m.
		High School - 8:00 a.m.-11:30 a.m.

***Date subject to change due to emergency days**

STAFF ASSIGNMENTS

Sue Berry	Reading Specialist
Jackie Bopp.....	Library
Lois Wigant	Library Secretary
Cathy Stone	Library Aide
Gretchen Buechler	2 nd Step
Jennifer Burman.....	4 th Grade
Laura Chaney.....	Kindergarten
Lori Colbert.....	Reading Aide
Michelle Craig	4 th Grade
Suzette Cravens.....	Reading Aide
Bill Eaker	Computers
Cathy Faulkner.....	5 th Grade
Jacque Freebern	Reading Aide/Playground Supervisor
Sheila Gustafson.....	Kindergarten
Kris Hansen.....	4 th Grade
Diane Harvey	Literacy Coach
Heidi Hernandez	Art
Deanna Humphries	Parent Educator
Janelle Kaiser.....	2 nd Grade
Tina Matten	Teacher Aide
Marjean McCombs	5 th Grade
Karen McGivern	Custodian
Jami Melcher.....	Secretary
Tasha Moe	Special Education
Lynn Myers.....	3 rd Grade
Judi Nash	Physical Education
Barb Nelson	3 rd Grade
Christine O'Malley.....	Ladders to Learning
DeAnna Coulter.....	Ladders to Learning Aide
Marcie Reakes	1 st Grade
Stephanie Rickman.....	2 nd Grade
Amy Rittenhouse.....	Kindergarten
Deb Sherbeyn	Playground Supervisor
Janis Smith.....	5 th Grade
Pamela Snell.....	Reading Aide
Jean Soria	Nurse
Cathy Strafford	1 st Grade
Alesha Stralow	Speech
Denise Teague.....	Ladders to Learning
Julie Mills.....	Ladders to Learning Aide
Jim VanVooren.....	Custodian
Jill Woulf.....	Social Worker

2008 - 2009 MORNING DUTY

2008 - 2009 RECESS DUTY

2008 - 2009 AFTER SCHOOL DUTY

FACULTY MEETINGS

Faculty Meetings are the 3rd Tuesday of each month beginning promptly at 3:30 in Pod D.

September 16, 2008
October 21, 2008
November 18, 2008
December 2, 2008 (1st Tuesday)
January 20, 2009
February 17, 2009
March 3, 2009 (1st Tuesday)
April 21, 2009
May 19, 2009

GRADE LEVEL MEETINGS

Kindergarten:	Jo Ellyn Larrison	1 st Grade:	Marcie Reakes
2 nd Grade:	Ellen Nelson	3 rd Grade:	Lynn Myers
4 th Grade:	Suzi Sandoval	5 th Grade:	Janis Smith

Please note: Pre-K teachers will meet with K-1 Elem. Special Education teachers will meet as per Anne Sammons' direction. Reading teachers will meet as per Becky Rowe's direction.

Tuesday, September 9 - Meetings in Individual Grade Levels
Thursday, October 16 – Building Meetings in Grade Level Groups (K-1, 2-3, 4-5)
Thursday, November 13- Meetings in Individual Grade Levels
Tuesday, December 9 – Building Meetings in Grade Level Groups (K-1, 2-3, 4-5)
Tuesday, January 13 – Meetings in Individual Grade Levels
Tuesday, February 10 – Building Meetings in Grade Clusters (K-1, 2-3, 4-5)
Tuesday, March 17 –Meetings in Individual Grade Levels
Thursday, April 16 – Building Meetings in Grade Clusters (K-1, 2-3, 4-5)
Thursday, May 21– Meetings in Individual Grade Levels

*All grade level meetings: 3:30 - 4:30 pm
Grade Level Leaders in charge of meeting place and distribution of agendas/minutes

BUILDING PROCEDURES

COMMUNICATIONS

Daily Announcements

Mrs. Wiese or designee will read announcements on the intercom on mornings when announcements are available or necessary. The Southwest Pledge will follow announcements. Each pod will then recite the Pledge of Allegiance.

Intradistrict Mail

The district has an interschool pick-up and delivery service for letters and small packages. During the school year, mail is picked up daily and delivered to other schools and the Unit Office. Intradistrict mail should be placed in the mail folder in the main office.

Staff Mailboxes

Staff should check their mailboxes before and after school and as often as possible during the school day.

Telephone Tree

Mrs. Melcher will distribute a telephone tree after personnel sheets are updated.

Telephone Use

Local Calls: Telephones for staff use are available in several rooms. Keep in mind that our limited number of phone lines make it necessary for you to limit your personal calls.

Long Distance Calls: Long distance calls are to be charged to the school for school business only. All long distance calls must be recorded with the secretary in the main office. Calls of a personal nature should be placed on a personal credit card. If this is not possible, staff members will be charged for the call. Mrs. Melcher will give you a pin number for your use. Personal long distance phone calls should be kept to a minimum.

Weekly Happenings

A weekly calendar will be distributed by email from the main office on Friday. Information to be included on the weekly calendar should be submitted to the office by 2:00 p.m., Friday.

FACILITIES

Building Hours for Students

Students are not allowed inside the building before 7:45 a.m. unless attending a supervised

practice/activity. All staff members should be available to work with students as of 8:00 a.m. Students will enter the building according to before school procedures. (See General Procedures/Policies in Student Handbook).

Building Security

1. NEVER PROP OPEN LOCKED OUTSIDE DOORS. Under NO circumstances are locked outside doors to be propped open. There is no acceptable excuse for leaving these doors unattended.
2. At the end of school each day, be sure all windows in your area are closed and locked.
3. At the end of school each day, be sure your classroom door is closed and locked (if applicable.)
4. If you are working in the building on weekends or evenings, be sure the door is latched and locked behind you, both entering and leaving the building.
5. Report anyone in the building or attempting to enter the building at times that it is inappropriate for him or her to be there.
6. Report any suspicions that you may have that a break-in or an attempt to break in has been made to the office during the day or custodian on duty during the evening hours..

Computer Lab

Review proper use and care of computer equipment and software with students before bringing them to the lab.

Students need careful supervision at all times in the computer lab and especially when printers are in use. The printers become jammed if several students send jobs to the printer at the same time. Spacing the printer jobs will help eliminate this potential problem. Remind students that they are to send print jobs one time only. If the printer does not respond send for help.

At-Ease is the security software used to restrict student use. Before using a new program, consult the Technology Coordinator to make sure it has been installed on the machines and the students have appropriate access.

There is no food or drink allowed in the computer lab.

Leave the lab as clean as possible. Loose pieces of paper, etc., can cause damage and down time with disk drives, printers, etc. Use the recycling containers for any paper to be discarded.

Custodial/Maintenance Services

Forms for requesting routine custodial services are in the main office. These forms are to be completed and placed in the custodian's mailbox. Requests involving the services of the district Maintenance Staff are to be discussed with an administrator.

Facility Use Outside of the School Day

A staff member must directly supervise any student use of the school building. Outside organizations wishing to rent school facilities must make arrangements through the unit office.

Main Office Hours

The main office is open from 7:00 until 4:00 p.m. weekdays during the school year.

Faculty Lunchroom

The faculty lunchroom contains a coffee machine, a refrigerator, and a vending machine that dispenses soft drinks and a work area. Staff members who use these facilities are expected to do their share to keep the lunchroom clean. All dishes must be returned to the cafeteria immediately. Teachers will be assigned a pin number to access their cafeteria account. Payments can be added to the morning student payment and lunch count in the classrooms.

Smoking Area

The Board of Education prohibits the use of tobacco on school district property when such property is being used for any school purposes. For the purposes of this policy: "school purposes" include, but are not limited to, all interscholastic or extracurricular athletic, academic or other events sponsored by the school board or in which students of the district participate.

"Tobacco" includes cigarettes, cigars, or tobacco in any other form, including smokeless tobacco which is loose, cut, shredded, ground, powdered, compressed or leaf tobacco that is intended to be placed in the mouth without being smoked.

CLASSROOM PROCEDURES

Attendance Procedures

Attendance will be taken electronically. Teachers will enter absences on the computer in their classroom at the beginning of the day.

1. Teachers are responsible for keeping their own accurate attendance records either in their grade book or some safe, appropriate place.

2. Teachers should check in the main office with Mrs. Melcher about questions they may have regarding a student's absence or tardy.
3. If a student arrives late to class (tardy), he/she must stop in the office. Please ask the student if they have done so, if not, send them back to the office to check in.
4. Excused Absences. Students receiving an excused absence from the office shall contact their teacher, and shall be allowed two days for every day absent to make up the work missed.
5. Unexcused Absences. Students receiving an unexcused absence shall receive a zero for those days missed. The student will be allowed two days to make up work for each day missed with the maximum make-up time being five days regardless of the length of unexcused absences. The individual teacher shall determine the make-up assignment. The work shall be graded by the teacher. This grade will replace the zero grade in the grade book.

******Additional plan until electronic attendance is perfected******

ATTENDANCE AND LUNCH COUNT

Attendance: On the Attendance form put your name and date on the slip. Write any child's name that is absent on it. Write all here if there are no absent students.

Lunch Count: Fill out the slip with your name and date. Survey the students for hot lunch and put the number on the blank indicating a hot lunch. Some students may want the alternate lunch that day. Get the number and write it AND their names on the slip too. If it is Pizza Hut Day, you will need to get an extra slice count to add to the slip.

Lunch Money: At the beginning of the school year obtain a brown envelope from Mrs. Melcher. Put your name and the words LUNCH MONEY on the outside. At the start of the school day, ask students if they have lunch money. Make sure the money is in a letter envelope with the student's full name. Some parents send it this way. Put the money in the brown envelope.

Send all 3 things into the office with your student runner. If there is no money, you don't need to send that envelope to the office.

Grade books

The grade book must contain all grades used to justify the final grade period and semester grades. Illinois State law requires that the grade book be turned in at the end of each school year.

Grading Scale

Report cards are sent home quarterly. A mid-quarter written report or a parent conference is normally used by the teacher to indicate potential problems in the student's achievement.

Student Performance Levels for grades K-2 :

E	Excellent	Exceeds grade level standards
S	Satisfactory	Meets grade level standards
N	Needs Improvement	Below grade level standards

Students in grades 3-5 are graded by a letter grade using the following percentages:

<u>Grade</u>		<u>Percentages</u>
A+	=	99% - 100%
A	=	95% - 98%
A-	=	93% - 94%
B+	=	91% - 92%
B	=	87% - 90%
B-	=	85% - 86%
C+	=	83% - 84%
C	=	79% - 82%
C-	=	77% - 78%
D+	=	75% - 76%
D	=	71% - 74%
D-	=	69% - 70%
F	=	68% or lower

Field Trips

The Principal must approve field trips at least three weeks in advance of the field trip. In order to schedule transportation, Pinks Bus Service should be notified two weeks prior to the field trip. All field trip district reimbursement forms must be filled out before going on the trip and can be obtained from Mrs. Melcher in the main office.

Before every field trip, the teacher(s) involved will discuss the following Bus Safety Rules with the students participating.

Bus driver safety rules are all designed for the safety of riders and must be obeyed.

BUS SAFETY RULES

1. Students are expected to give bus drivers the same high level of respect and personal courtesy that they give to their teachers. The atmosphere within the bus should be comparable with that of a classroom.
2. Students must sit in their seats within the compartment.

3. No eating or drinking on the bus.
4. Heads or hands must not extend out the bus window.
5. Students must stay in seats until the bus stops.
6. Windows must not be lower than the line.
7. Students must be absolutely quiet at railroad crossings.
8. Students will board the bus at the first opportunity to do so and will not leave the bus until they arrive home or at the designated unloading point.
9. Students must have a note from parents requesting permission for their child to leave the bus at any point other than at home.
10. Students must ride ONLY the bus assigned.
11. Students will be discharged ONLY at the school they attend in the morning.
12. Each bus will furnish a waste box. Materials are not to be thrown on the floor or out the windows.
13. Insubordination by students to drivers will not be tolerated.
14. Intimidation of a student by another student will not be tolerated.
15. All bus riders must line up for buses and remain in line until aboard. When waiting for the bus, students should not move until the bus is stopped and the driver opens the door for them. When entering or departing the bus, students may not cross the road until receiving the “thumbs up” signal from the bus driver.
16. ALL safety rules must be honored. National, State, County, school district and bus driver safety rules are designed for the health and safety of all bus riders and must be obeyed.
17. DO NOT tamper with any safety device on a school bus unless instructed by your driver. (i.e. crossing arms, emergency doors, fire extinguishers, etc.)

Medication Policy

Teachers should not dispense medication to students. All medicine, either prescriptive or non-prescriptive, must be dispensed in the office by the school Health Aide or authorized school personnel. **NO STUDENT MAY POSSESS OR SELF-ADMINISTER PRESCRIPTION OR NON-PRESCRIPTION MEDICATION AT SCHOOL.**

Prescription Medicine

For the Health Aide or authorized school personnel to dispense prescription medication:

1. The medication must be brought to the nurse or principal’s office by the parent or guardian.
2. The medication must be in the container labeled by the pharmacy or physician with the student’s name, name of drug, dosage and time interval in which medication is to be taken.

3. Parents/Guardians must submit a Doctor's written order to administer medication.
4. Parents/Guardians must sign a written request and consent to administer medication form.
5. The remaining medication or the empty container must be picked up by the parent/guardian at the end of the treatment or the end of the school year (which ever comes first). If they are not picked up, they will be discarded by the Health Aide in the presence of a witness.

Non-Prescription Medicine

For the Health Aide or authorized school personnel to dispense non-prescription medicine:

1. The medication must be brought to the nurse's or principal's office by the parent or guardian.
2. The non-prescription medication must be in the manufacturer's original package labeled with the student's name.
3. The choice of the dosage is the responsibility of the parent/guardian.
4. Parents/Guardians must complete the district's Request for the Administration of Medicine or Treatment form.
5. Parents/Guardians must sign a written request and consent to administer medication form.
6. Medication or the empty container must be picked up by the parent/guardian at the end of treatment or the end of the school year (which ever comes first). If they are not picked up, they will be discarded by the Health Aide in the presence of a witness.

Student Accident Reporting

Whenever a student is injured, the faculty member responsible for supervision of that student should notify the nurse and the office and complete a student accident report.

Suspected Child Abuse Procedures

Cases of suspected or known child abuse must be reported to the Illinois Department of Children and Family Services. The Social Worker and Principal will help any staff member with a referral.

Withdrawal Procedures

When a student withdraws from school, he/she should report to the office before school on his/her last day of attendance. The student should pick up book receipts to have teachers sign and indicate fines. All textbooks and library books must be returned to the teachers. Prior to withdrawal, parents will sign a release of records and leave a forwarding address with the office. A copy of the student's physical will be sent with the student on the

withdrawal date.

STAFF DUTIES AND EXPECTATIONS

ABSENCE FROM DUTY

Teachers unable to report to work should call the Principal at 309-945-3955 and then “sub-central” (Terri Vandersnick - phone # 945-0150) before 6:30 a.m. DO NOT GIVE DIRECTIONS OR LESSON PLANS TO “SUB-CENTRAL.” THIS INFORMATION MUST BE GIVEN TO THE PRINCIPAL.

ASSEMBLIES

When an assembly is called, every teacher is expected to be present and help with the assembly supervision. If students are in “specials” during the time of the assembly, the “specials” teacher will step in and supervise.

DAILY PLAN BOOKS

1. Each teacher is expected to keep a daily plan book with the work outlined for the current week.
2. Plan books are to be completed on a weekly basis.
3. The lesson plans might include the following:
 - a. Statement of objective giving the lesson direction including the WHAT and WHY of the lesson
 - b. Subject Matter
 1. Topics, theme, principles, important points
 2. Textbook - pages or paragraphs
 - c. Method of presentation
 1. Application of the principle of a perception: how you expect to link up the present knowledge or experience of students with the new to be learned.
 2. Apparatus, exhibits, pictures, maps, etc. to be used
 3. Presentation of new fact through:
 - a) lectures
 - b) demonstrations
 - c) discussion: question and answer
 - d) illustrations: dramatization, pictures, models, and maps
 - d. Student Assignment
 1. Manner of linking today’s lesson with that of tomorrow
 2. Textbook material: pages, topics
 - e. Reflection on the lesson
 1. Statement of results, material covered
 2. Teacher difficulties
 3. Student difficulties
 4. Suggestions for future experiences

PTA

All teachers are encouraged to join the Parent-Teacher Association.

SUBSTITUTE TEACHER INFORMATION

Teachers should maintain lesson plans, seating charts and/or have names of the students on the desks plus a copy of their teaching schedule in their room where a substitute may easily find them.

TEXTBOOK INSTRUCTIONS

Teachers will requisition and receive all books through the building principal. All books obtained should be properly entered on the teacher's records. All unused books should be returned to the office.

Student names should be printed in their books.

WORK DAY TIMES

Each teacher is expected to be in his/her room by 8:00 a.m. and available to students until 3:30 p.m. Exceptions are to be cleared in the office.

EMERGENCY PROCEDURES

Teachers are to review emergency procedures with the students regularly.

FIRE SAFETY PROCEDURES

1. Please post Fire and Disaster Drill Instructions by your room door. If one is missing, check with Mrs. Melcher in the main office for a replacement.
2. Each classroom teacher will appoint students whose duty it will be to assist handicapped students from the room during drills.
3. When an alarm is sounded, each teacher will leave the building with their students. Once outside, take attendance. Teachers should take their grade books or class list in order to take attendance. Students should be quiet so instructions can be heard.
4. When drill ends, students will re-enter the building on the signal of their teacher.
5. In case of a blocked exit, teachers will direct students to the nearest alternate exit.
6. Teachers should remind students to walk at a fast pace and not to run from the building.
7. Teachers should know the location and how to operate the nearest fire extinguisher.
8. All students should move away from the building.
9. All students must stay with their class.
10. Report any missing students to the principal as soon as possible.

DRILL BETWEEN CLASS PERIODS

If a drill occurs between classes, all teachers will assist the hallway movement to the nearest exit.

TORNADO SAFETY PROCEDURES

TORNADO WATCH

Signal - Announcement by the office over the intercom

Action - School routine continues

TORNADO WARNING

Signal - Announcement by the office over the intercom

Action - Move to pre-designated areas as assigned

In all cases students must be down on the floor in the appropriate position, which is lying face down, knees drawn up under body, with hands covering the back of head.

Students must remain quiet so that directions can be heard. Students remaining in classrooms should assume the safety position under their desks. Students in hallway should assume the safety position along the wall.

EARTHQUAKE PROCEDURES

Earthquakes usually occur without warning. If you are inside the building, take these actions:

1. Drop to the floor immediately and cover your head
2. As soon as possible, move away from windows and out from under heavy hanging objects.
3. When the tremor ends, leave the building in an orderly manner as you would for a fire drill.
4. Shut off water, lights, gas as you leave the room. Do not light any matches or lighters.
5. Avoid touching any wires or objects that may have fallen during the earthquake.
6. Gather with your class outside of the building in an open area and take attendance.
7. DO NOT RETURN TO THE BUILDING UNTIL CLEARANCE HAS BEEN GIVEN.

BOMB THREAT PROCEDURES

1. Person answering phone must listen carefully to caller for identification purposes.
2. Notify the following people immediately:
Principal, Superintendent of Schools, Police Department
3. Do not give information to anyone else
4. Be prepared to signal and/or assist in building evacuation if instructed to do so by the Principal or Superintendent.