



Spring Valley CCSD #99
Faculty Handbook

District Goals

The goals & strategies are developed by Spring Valley Elementary District 99 faculty, staff, administration, & Board of Education.
Adopted December 20, 2017

Curriculum Goals: Provide High Quality Curriculum and programs for all students

- Emphasize core academic areas, particularly ELA, Mathematics and Science & maintain curriculum maps
- Develop & maintain a strong fine arts program
- Further develop/model moral & ethical behavior & citizenship
- Provide students appropriate life skills for the 21st century while becoming globally aware
 - Nurture critical, creative, innovative, inquisitive thinking & problem solving skills
 - Develop effective oral & written communicators and collaborators
 - Develop accessing & analyzing information skills
 - Create opportunities to aid in developing curiosity, imagination, agility, adaptability, initiative, entrepreneurialism, independence and leadership skills
- Identify & expand District Initiatives
- Perform at State required levels while improving student achievement
- Expand & improve RTI plan
- Monitor demographics & needs of students
- Address technology needs, trends, professional development, replacement schedules, funding plans, 1:1 sustainability & technology plan
- Develop strategies to produce data driven decisions
- Support Pre-K program
- Maintain district improvement plan & curriculum plan
- Continue implementing *writing across the curriculum, 6 +1 Trait Writing & the 12 most powerful words*
- Develop common, rigorous assessments

Staff Goals: Maintain a high-quality teaching administration and supports staff

- Maintain mentoring program for new faculty & staff
- Train faculty on current research & best/next practices for highly effective, innovative and meaningful instruction
- Train staff to utilize technology to benefit student learning and monitor success
- Train staff to be prepared for constantly changing & more challenging student needs
- Improve recruitment & retention of highly effective staff members
- Provide staff development for District Improvement identified areas and State mandates
- Support teacher evaluation tool including the student growth model component
- Provide, model and monitor guidelines & expectations for achieving student and staff success
- Continue supporting teachers through the student learning objectives (SLO) process

Communication Goals: Maintain an open and positive organizational communication

- Share accomplishments of the school district and students within the local community & surrounding area
- Maintain productive and positive relationships while identifying, creating partnerships & engaging stakeholders - including students, parents, families, local residents, & local businesses
- Maintain District website
- Maintain & enhance internal communications
- Communicate with legislators
- Reward staff & students
- Seek staff input

Finance Goals: Manage financial resources to support the mission of the district

- Alert taxpaying public regarding changes in state & local funding & keep community informed of school district finances
- Maintain contact with state & federal lawmakers regarding adequate school funding & unfunded mandates
- Monitor Budget & Levy while addressing anticipated economic challenges
- Review budget priorities while monitoring cash flow, investment strategies, fund balances & exhibit cost discipline
- Fund Curriculum Initiatives
- Support Foundation & PAWS
- Seek revenue sources & grants

Facilities Goals: Maintain facilities and strategize for future growth and needs

- Utilize space effectively
- Ensure safe, secure, energy efficient & well maintained facilities

School Directory

Administrative Staff

- Superintendent – Jim Hermes
- Principal – Shelly Nauman
- Assistant Principal/Athletic Director– Ryan Geist
- Guidance Counselors – Jean Larson & Julie McDonald
- School Nurse – Kathy Hoscheid
- Technology Coordinator – Greg Walder
- Media Specialist – Stephen Richardson
- Media Specialist Assistant – Charlotte Hermann
- District Administrative Assistant – Mary Beth Miklavcic
- District Bookkeeper – Cassie Graham
- School Administrative Assistant – Michelle Villarreal
- School Administrative Assistant – Corri Heiden

Faculty

Lynette Lucas	Speech/Language Pathologist
Kaylee Sienza	Speech/Language Pathologist
Chelsea Berg	Pre-School
Jessica Lannen	Pre-School
Julia Bauer	Kindergarten
Christy Perra	Kindergarten
Brittany Toraason	Kindergarten
Nickie Anderson	1 st Grade
Lois Croasdale	1 st Grade
Kristyn Peterson	1 st Grade
Leslie Johnson	2 nd Grade
Wendy Woulfe	2 nd Grade
Connie Hartman	Primary Special Education
Erica Currier	3 rd Grade
Brooke Jeppson	3 rd Grade
Janet Roche	3 rd Grade
Erin Cohill	Elementary Special Education
Brooke Kurkowski	Elementary Special Education
	Elementary Special Education
Michael Andreoni	4 th Grade
Sara Green	4 th Grade
Carly Lopez	4 th Grade
Kaitlyn Foley	5 th Grade
Amy Ossola	5 th Grade
TJ Orlandi	5 th Grade
Eric Mercer	Middle School Special Education
Allison Booth	Title 1

Amanda Pellegrini	Title 1
Linda Delao	ESL
Kathleen Ritchie	JH ELA
Amy Cacciatori	JH ELA
Jessalyn DeSerf	JH Math
Bryan Dickinson	JH Science
Shannon Leininger	JH SS
Emily Lesman	JH Math
Scott Sebastian	JH SS
Kristen Hall	JH Science
Lauren Trumpinski	JH ELA
Pam Buettner	JH Special Education
Kira Setchell	JH Special Education
Kristin Wrobleski	Life Skills
Kellie Brandt	PE
Matt Hassler	PE
Ryan Milus	PE
Kathy Sarver-Eldridge	Chorus, Music & Art
Brandon Jarot	Band, Music & Integrated Arts
Tricia Burkart	RtI
Kate Fiocchi	Librarian
Jan Bartles	Paraprofessional
Teresa Case	Paraprofessional
Theresa Craig	Paraprofessional
Lynn Foote	Paraprofessional
Kaylyn Scholl	Paraprofessional
Michelle Brown	Paraprofessional
Dan Kleinau	Paraprofessional
Amada Lopez	Paraprofessional
Mary Lipka	Paraprofessional
Veva Ruiz	Paraprofessional
Kim Shilkuski	Paraprofessional
Judy Sipovic	Paraprofessional
Renee Ziebell	Paraprofessional
Sara Zbrowski	Paraprofessional
Dana Gaeta	Food Service Personnel
Carol Flaherty	Food Service Personnel
Christine Kleinau	Food Service Personnel
Erica Ott	Food Service Personnel
Greg Case	Custodian
Jim Eschenbaum	Custodian
Doug Colmone	Custodian
Moe Herrmann	Custodian
Kevin Hrovat	Custodian
Greg Marusich	Custodian
Ed Nadolski	Custodian

Bell Schedules

3:15 Dismissal	
1	8:20-8:50
2	8:53-9:43
3	9:46-10:27
4	10:30-11:11
5	11:14-11:55
6	11:58-12:28
7	12:29-12:59
8	1:02-1:43
9	1:46-2:27
10	2:30-3:15

2:00 Dismissal	
1	8:20-8:40
2	8:43-9:22
3	9:25-10:02
4	10:05-10:42
5	10:45-11:22
8	11:25-12:02
6	12:05-12:35
7	12:35-1:05
9	1:08-2:00

ABSENCES

If a staff member is anticipating an absence due to illness, Mrs. Shelly Nauman, Principal, should be contacted as early as possible. Mrs. Nauman is available for a phone call or text to 815-664-8035. In order to secure a substitute. It is imperative that you make contact as soon as you know of your absence. If possible, staff absences using sick time for doctor/dentist appointments should be submitted 24 hours in advance. Absences using personal time must be submitted at least four days in advance unless the leave is of an emergency nature. Whether sending a text or leaving a message, you will hear back in regards to your absence. If you do not, then the message was not received.

ASSEMBLIES

Spring Valley CCSD #99 supports all elements of education. Assemblies provide educational experiences that are significant and valuable. When achievable, assemblies will use a format to reach the majority of the students. Whenever students assemble in either gym or the Kennedy Center, sufficient supervision by the teaching staff will be required. All students and staff are expected to attend relevant school assemblies. Staff members will sit in or stand near the bleachers throughout the gym and assist in supervision. Please keep your class, homeroom, or grade level as close together as possible to minimize behavioral disruptions.

BUILDING SAFETY/SECURITY

Building security is an area that needs constant attention by every staff member. Employees are issued key fobs and keys for entrance into the building and your room. Lost keys or key fobs need to be reported immediately to the Principal's office. In order to provide a safe, healthy, and secure environment for students and staff, the following will be followed by all staff:

- All teachers should be outside their rooms or in the hallway during passing periods to supervise students.
- Sponsors of any extra-curricular group or activity must be with that group at all times. Students should not be left unattended in any part of the building.
- Doors to the building must be kept closed. For evening or weekend activities, doors should not be blocked open.
- Do not open any outside door for any visitors. If you see any questionable individuals, contact an administrator who will then assess the situation.
- Any outside food orders that need to be delivered should go through the North Entrance. Please specify this in your delivery instructions.
- Classroom doors need to be locked at all times. If propping the door open, do not use any device that may cause damage to the door or door frame.
- Any student who needs to leave the building for any reason must report to the office and wait to be signed out by their parent/guardian. Administration will call the parents of those students who become ill during the day and need to go home.
- Please refrain from restraining any student unless you are CPI certified.
- All activities are to be entered into the Google calendar. Please see Mrs. Villarreal with any questions.
- Every activity, including practices, must be reported to the Athletic Director and entered into the Google calendar.

CONTROVERSIAL ISSUES- GUEST SPEAKERS AND MOVIES

Consult the principal for approval before any teacher distributes items that might be referred to as controversial. If teachers are sending questionnaires home, into the community or duplicating materials that possibly could be misinterpreted, the building principal must be consulted in advance.

The use of guest speakers to enhance the school curriculum is encouraged. Occasionally, outside speakers have a message that could be considered controversial or political in nature. Prior to arranging such a speaker, it is necessary for teachers to secure approval from the building principal. Controversial topics may be any subject that could adversely affect the local, state, national, person, social, political, economic or ideological order.

As a rule, PG 13 and R rated movies should never be viewed in the classroom. Movies used in the classroom should be of educational value and be tied into the curriculum. Approval must be granted by the building principal. There are forms that can be found in the office for approval.

COPY MACHINE USE

Copy machines are provided for staff use in the North and South lounges as well in the main office. In order to control and maintain the number of copies run on the machines, only office and instructional staff may operate the machines. Students are not allowed to operate any of the copy machines. Please report any issues with the machines to the office so that they can be repaired in a timely fashion. If you need any color copies, see Mrs. Miklavcic in the Superintendent's Office.

EMERGENCY DAYS

In the event that school is cancelled due to weather or any other emergency deemed by the Superintendent, you will be notified prior to 6:00 a.m. on the morning of the cancellation. Local radio and TV stations will have cancellation information as well as BCR Alerts and TeacherEase. Coaches will be notified by the Athletic Director of any cancellations of games or practices due to inclement weather, or any other emergency.

FACULTY MEETINGS AND COMMITTEE WORK

All teachers are required to attend faculty meetings. Coaches/sponsors are expected to prioritize their teaching responsibilities and may need to reschedule athletic practices so that they may attend all faculty meetings. The building principal must approve absences from faculty meetings.

Staff meetings may be district-wide, by grade, department, subject area, or with specific personnel. Notification of such meetings will be made as early as possible. Staff meetings are scheduled only by the building principal or superintendent. Each teacher must participate in one committee over the course of the school year.

FIELD TRIPS

A reasonable number of field trips to various learning facilities will be permitted and encouraged. Aforementioned field trips are a privilege not a right. The trip should be well-planned, organized and of educational value. Parents will sign a field trip permission form during registration that states their child can participate in any field trip throughout the year. Please make sure that you contact the nurse for any medications or other precautions to take with any students going on the trip. If the cafeteria is providing sack lunches, provide them with a list of who is in need of one at least a week in advance.

Transportation for the field trip will be provided by the district for our students and staff only. If space permits, chaperones may ride the bus. Chaperones and parents will use their own vehicles to meet everyone at the field trip and may only take their child home from the field trip, no exceptions. Teachers should bring a sign-out sheet in the case that any students were taken home by parents.

FUNDRAISING

The Superintendent must approve all fundraising activities within the district. All activities must fall in accordance with School Board Policy 7:325. Monies received for these activities must be accounted for in the regular accounting books for the school. For school-sponsored student organizations, a school staff member must supervise the fundraising activities and the student activity funds treasurer must safeguard the financial accounts.

LESSON PLANS

All teachers are expected to prepare weekly lesson plans and have said plans available on each teacher's desk, or available electronically when asked.

MAILBOXES

Faculty mailboxes are located in each lounge. Incoming mail will be placed in mailboxes throughout the day. Teachers are asked to check mail daily upon arrival, midday, and before leaving. Please empty your mailbox daily.

MAINTENANCE OF THE BUILDING

To maintain the functional quality of our campus, it is requested that all comply with the following:

- Limit the use of thumbtacks, nails, screws, or other puncturing devices on permanent wood, masonry, or metal walls or trim without consulting maintenance or administration.
- Minimize the use of chemicals on any surfaces. Check with maintenance or administration first.
- Windows must be accessible and free from items visible from the outside.
- Close windows, turn off lights/electronics, and lock room at the end of the day.
- Promptly report any damage (spillage of staining liquids or materials on floors, furniture, or other surfaces) to maintenance or administration.
- Report any vandalism or writing on walls or on walks or brickwork on the outside of the building to the custodial staff or administration. Broken or cracked windows should be reported.
- Place chairs on desks or tables at the end of the day and remove any loose papers from the floor.
- If there are any issues, you may email custodians@sv99.org.

MANDATED REPORTING

All staff are required by law to report suspected cases of child abuse or neglect to the Department of Children and Family Services (800-25-ABUSE (22873)). As a practice, teachers and other staff members should immediately go to administration to discuss any suspected case of abuse or neglect. Law also mandates teachers report to DCFS cases of suspected student abuse by other staff members. A form is to be filed with the principal as part of the reporting process, and must be handed-in to the principal on the same day; this needs to be done as part of the contact call. The referral is necessary in the event that DCFS desires to initiate a delayed parental notification.

MENTORING

Each new staff member will be assigned a mentor teacher. The mentoring program assists employees with getting familiar with district practices. Mentors are a significant resource for new staff.

PARENT-TEACHER CONFERENCES

Teachers are expected to contact and communicate regularly with parents. To be most effective, this contact should occur in person, via telephone or email. Each teacher must attempt to have at least one personal contact with a parent of each student sometime during the year. Teachers may request that parents come to school throughout the year for a conference. In addition, the school provides two days in the fall for parent conferences. If at any time you feel as if you would like an administrator present for any conference, let the office know and that will be scheduled.

PERSONAL APPEARANCE

All faculty and employees of Spring Valley CCSD #99 serve as role models for the students with whom they work and as leaders in the community. Consistent with these roles, all faculty and employees shall dress in a manner and have an appearance that is appropriate and professional in light of the environment in which they work, the duties of their jobs and the impressionable youth they serve. Administrators are authorized to interpret this policy and their interpretations shall be given deference.

PERSONAL CELL PHONE USE/TELEPHONE USE

All staff members are to avoid the use of cell phones for personal reasons while in the presence of students or while fulfilling job-related responsibilities. Staff members may use cell phones before or after school, during their plan period and/or during lunch.

Unless an emergency occurs, no staff member or student will be excused from instruction to receive a phone call. Personal long-distance phone calls should not be made using the school's phone unless it is an emergency. Staff members are expected to respond in an appropriate amount of time to parent phone calls.

PUBLIC RELATIONS

In order to maintain the integrity of Spring Valley CCSD#99, each teacher has a definite and clear responsibility for maintaining positive public relations. Derogatory remarks about the school district, its employees, or students shall not be made in school or out of school. As professionals, it is our duty to set a positive example at all times and model appropriate behavior. Teacher grievances shall follow the procedure stated in the master contract.

POLITICAL ISSUES

Teachers are not to promote personal politics in classrooms during school time or incite students on personal issues. Petitions of any nature must be approved by the Superintendent if the activity is to occur on school time.

BBT/PST/IEP/504 MEETING INFORMATION

In order to facilitate compliance, efficiency, and professionalism for any IEP, PST, or 504 plan that has been put into place, the following expectations need to be followed:

- Teachers need to meet with the building-based team (BBT) and implement interventions before students will be referred to the PST process.
- Notice of conference forms need to be given to the secretary at least one month prior to the meeting to give parents adequate written notice of a meeting.
- All teachers need to be prepared for the BBT/PST/IEP/504 meetings.
- Fifth-eighth grade teachers need to have a combined summary for the students.
- General education teachers need to bring a progress/concern summary sheet to the meetings.
- Special education teachers are required to give the modifications/accommodations summary to the general education teachers.
- General education teachers are to make the modifications and accommodations.

STUDENT INJURIES

Teachers will be supplied with student accident report forms. Completion on this report form is the responsibility of the teacher under whose supervision the injury occurs and must be filed in the office by the end of the day. These reports are for the protection of both the teachers and the school.

STUDENT SUPERVISION

The Illinois School Code specifically designates pupil supervision and accounting as a duty of teachers. Students are the responsibility of the teacher during the entire time they are assigned. For the protection of the teacher, the following guidelines should be closely observed.

- Classes and students must never be left unattended by certified personnel at any time.
- Teachers arrive to your classrooms before students.
- Do not allow students to leave the class without permission and then only for necessary reasons with a written pass.
- Do not dismiss class early since the students are your responsibility until the class ends.
- Do not allow your students to visit the office during class except for specific purposes.
- Teachers must take accurate daily attendance.
- Teachers must be appropriate role models for students by avoiding the use of profanity in the presence of students and being selective about the content of your conversations.
- Teachers must be considerate of all faculty members by not detaining students between class periods. If it is necessary, the student should be issued a pass to his or her next class.
- Teachers are to be sitting or standing with and supervising their class during assemblies.

Remember that the students assigned to you are your responsibility. In the event of any liability suit, the most important factor may be whether or not you were negligent in the performance of your duties.

SUBSTITUTES

It is your responsibility to leave lesson plans for your substitute. All teachers and para-professionals are to prepare a substitute folder which is to be used by the visiting substitute teacher. This folder should contain a minimum of the following information:

- Master schedule
- Class discipline procedures
- Team procedures
- Specialist/Para-professional schedules
- Current seating charts with names of reliable students highlighted. Also, any necessary warnings about any students, with tips on managing the behavior, if applicable.
- Bell schedules
- Attendance procedures
- Student handbook
- Special medical considerations such as allergies, children on medications, etc.
- Names of team members who can provide assistance to the substitute.
- Copy of emergency drill procedures

TEACHER INJURIES

The Illinois State Workman's Compensation Act legally covers all members of Spring Valley CCSD#99 for accidents sustained on the job. All injuries must be reported to the Principal's Office immediately. Failure to report any such cases may result in the employee becoming liable for all medical bills incurred during an injury. If you need assistance moving any items, hanging items on the wall, or retrieving items from your car, please notify the office or custodial staff to assist.

Spring Valley District 99 Cash Handling Practices

Overview:

In general, best practices set up for cash handling are meant to give some measure of protection for both the employee and the employer. The practices listed below are not meant to be all-inclusive, but are intended to minimize the risks associated with cash handling. Listed below are the practices that are to be used across the District. Other practices may be added, which will be listed separately, for specific areas, employees or situations.

General Best Practices:

Cash is kept in a secure, locked area until it can be deposited. Monies collected are to be turned into the office within **24 hours** of receipt.

- The District will provide deposit envelopes to staff. These are to be used when turning in all monies collected.
- District funds (which may include cash or checks) are not to be co-mingled with personal funds. For example, do not deposit checks/cash into your personal account and then write a check to the District.
- Accurate inventories must be maintained regarding all fundraising activities and/or classroom experiences.
- All fundraisers must be approved by administration before the event occurs.
- Students' handling of funds should be limited to the sale of fundraising product only.
- Two employees will be involved in a deposit. It should be counted and agreed to the documentation. It will then be counted by another employee (most likely MBM), verified to the documentation and prepared for deposit.
- Back-up documentation should be available for all fund deposits. For example, a reconciliation of the number of tickets sold which agrees to the deposit, a list showing the amounts collected which agrees to the deposit.
- If a discrepancy is found or funds are missing, the District will take appropriate action including an investigation of the discrepancy, removal of employee from cash handling duties and/or employee discipline up to and including termination from the District.

Board Policy References: 5:120: General Personnel – Employee Ethics; Conduct; and Conflict of Interest

EXPECTATIONS AND RESPONSIBILITIES OF COACHES

1. The coaches will maintain a role of coach as professional and will keep the role of coach in proper perspective by:
 - Developing and communicating clear and specific goals for the team and individual players throughout tryouts and the season.
 - Maintaining open and honest communication with students, parents, and other coaches.
 - Developing and demonstrating a good knowledge base of best practice specific to their coaching arena.
 - Supporting and collaborating with coaches in other sports.
 - Modeling and teaching the skills necessary to succeed.
 - Supporting student academic expectations, responsibilities, and achievements.
 - Developing the knowledge and understanding of JFK's policies and procedures as it applies to extra-curricular activities.
 - Promoting and enforcing the student athletic code of conduct.

2. The coaches will be positive role models in personal management, appearance, ethics, and behavior by:
 - Connecting athletic experiences with life experiences.
 - Providing an atmosphere of teamwork and collaboration among coaches and players.
 - Becoming an integral part of, and developing rapport with, the JFK community including administration, coaches, parents, and students.
 - Modeling good sportsmanship at all times.
 - Creating and maintaining a safe and healthy environment for student athletes.
 - Understanding their leadership style and its impact on student athletes.
 - Considering important commitments of student athletes outside of their sport.

3. The coaches will also be responsible for supervision and of students at events during their season along with other duties. These responsibilities include:
 - Being present from the beginning of a practice or game to its conclusion.
 - Staying until all students are picked up.
 - Securing all locker rooms, equipment, and other facilities at the conclusion of practice or games.
 - Supervising general trash clean-up of athletic facilities and fields.
 - Maintaining accurate team statistics.
 - Develop and communicate practice schedules to students, parents, and administration.
 - Communicate any facility issues to the Athletic Director or administration.
 - Maintaining reasonable cleanliness and upkeep of all facilities.

SPRING VALLEY CCSD #99 COACHING EVALUATION

Name: _____ School: _____
Sport and Position: _____ Date: _____

I. Professional and Personal Roles/Relationships

Meets expectations____ Needs Improvement____ Does Not Meet Expectations____

Rapport

-Develops good rapport with team personnel, students, administration, community, officials, fellow coaches, and parents of players

Cooperation

-Cooperates with faculty members, administration and other district personnel (e.g., custodians, maintenance) regarding schedules and facility use
-Keeps athletic director appropriately informed

Leadership

-Exhibits diligence, enthusiasm, and integrity
-Builds positive attitudes
-Follows practice schedules

Discipline

-Understands and follows school, conference, and game rules and codes
-Teaches and practices good sportsmanship
-Maintains private, firm, fair, consistent team discipline

Improvement

-Strives to improve knowledge of this sport and coaching techniques
-Attends related district meetings, rules clinics, workshops, and related in-service training programs
-Maintains membership in professional organizations, coaches associations

Comments:

II. Coaching Duties

Meets expectations____ Needs Improvement____ Does Not Meet Expectations____

-Develops a system of player evaluation when selecting a team
-Runs well-organized practice sessions and constructs well-organized game plans
-Is knowledgeable and innovative, using proven methods of coaching

- Keeps players well-informed of expectations, including selection process, team rules, practice and game schedules, and attendance policies
- Provides proper supervision with the safety and welfare of players foremost in the coach's mind
- Adheres to efficient and appropriate injury prevention program
- Follows district guidelines and communicates with athlete, athletic director, and parents when an injury occurs
- Promotes and monitors academic excellence, tracking academic eligibility
- Builds respect by example: by appearance, behavior, language, and conduct during practices and games
- Promotes good sportsmanship
- Is fair, understanding and adheres to due process in discipline of team members
- Keeps assistants, student managers and statisticians fully informed
- Builds integrity amongst the coaching staff and works to improve their skills

Comments:

III. Coaching Responsibilities

Meets expectations____ Needs Improvement____ Does Not Meet Expectations____

- Maintains ethical standards
- Strives for excellence
- Utilizes the principles of education in coaching
- Supports, promotes, and cooperates with all the other coaches and activity sponsors for the well-being of the athletic program
- Promotes courteous behavior to the opposing team
- Shows accountability for equipment used, including inventory, storage and replacement
- Keeps practice areas and locker rooms in order
- Keeps storage and facilities locked
- Is cooperative in sharing facilities

Comments:

Meets expectations____ Needs improvement____ Does Not Meet Expectations____

OVERALL PERFORMANCE:

The coach **will** ____ **will not** ____ be rehired in this position next year

I have received a copy of this evaluation: _____ Date: _____

(Coach's signature does not indicate agreement - indicates receipt only)

Athletic Director's/Administrator's Signature: _____ Date: _____