

Handbook for Substitute Teachers



**Mount Prospect
School District 57**

701 West Gregory
Mount Prospect, Illinois 60056

Phone: 847-394-7300
Fax: 847-394-7311
www.d57.org



ADMINISTRATION BUILDING

701 West Gregory Street
Mount Prospect, Illinois 60056
(847) 394-7300

FAIRVIEW ELEMENTARY SCHOOL

300 North Fairview Avenue
Mount Prospect, Illinois 60056
(847) 394-7320
Daniel Ophus, Principal
Una Durkan, Assistant Principal

LIONS PARK ELEMENTARY SCHOOL

300 East Council Trail
Mount Prospect, Illinois 60056
(847) 394-7330
Katherine Kelly, Principal
Danielle Bielenda, Assistant Principal

LINCOLN MIDDLE SCHOOL

700 West Lincoln Street
Mount Prospect, Illinois 60056
(847) 394-7350
Paul Suminski, Principal
Randy Steen, Assistant Principal

WESTBROOK SCHOOL FOR YOUNG LEARNERS

103 South Busse Road
Mount Prospect, Illinois 60056
(847) 394-7340
Mary Gorr, Principal
Kristin Vonder Haar, Assistant Principal

Please contact Mr. Thomas O'Rourke, Human Resources Coordinator, at (847) 394-7300 extension 1010 if you have any questions or need further information regarding substitute teaching in District 57.

DISTRICT 57 MISSION/VISION/VALUES

MISSION STATEMENT

Preparing children to learn and succeed in a changing world.

VISION STATEMENT

As a critical community asset whose performance affects all area residents, Mount Prospect District 57 will continually build on its tradition of excellent performance, fiscal stewardship and community engagement to provide an exceptional educational experience for all young learners.

CORE VALUES

We Believe:

Students are the focus of an educational process that is valued and shared by the home, school, local business and community.

All learners' strengths should be discovered, encouraged and developed.

All students are capable of learning and are responsible and accountable for their academic performance and for their own behavior.

Our schools are dedicated to teaching students to be involved, active learners who work hard, solve problems critically and creatively, and communicate effectively.

All students, parents and staff members are treated with dignity and respect and are expected to treat others in the same manner.

Participation in the decision-making process by students, staff, parents and community members is valuable.

The District is a valuable asset owned by the community and must be fiscally responsible to the taxpayers in the community.



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FOREWORD

Welcome to Mount Prospect School District 57. The essence of success in a school setting is the quality of the interaction between teacher and child. Your role, as a substitute teacher, is to provide for the continuity of instruction that ensures and sustains that student success. We believe your position to be a key one, and it is our intention that this handbook will be one of the resources that will assist you in successfully working with our students.

Contained in this handbook are some guidelines to better acquaint you with our schools. In addition to this, we urge you to consult your fellow teachers, the building principal, and/or our teacher's handbook for additional information.

Our primary goal is to provide the finest education experiences for our children and the District looks forward to working together with you to attain that goal. Our commitment is, and always will be, to the children.

Elaine Aumiller

Elaine Aumiller, Ed.D.
Superintendent of Schools

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REQUIREMENTS FOR SUBSTITUTE TEACHERS

Certification Requirements:

State Law requires that all teachers, including substitute teachers, hold a recognized Professional Educator License or Substitute Teaching License which is registered with the local Regional Office of Education. Paperwork is submitted to Laura Stamison at the Administration Building, 701 West Gregory Street.

PROCEDURE FOR CALLING SUBSTITUTES

Calling Substitutes:

District 57 has implemented an automated service, Absence Management (formally Aesop), to notify substitutes when services are needed in the district. This service utilizes both the phone and the Internet to assist substitutes in locating jobs in the school district. Substitutes may interact with the system either on the Internet at <https://www.aesonline.com/login2.asp> or by way of a toll free automated voice instruction menu system at 1-800-942-3767 (1-800-94-AESOP). District 57 substitutes are issued a PIN and ID number by the District 57 Administration Office. Substitutes should schedule any non-work days in their Aesop profile so the system may run at top efficiency.

DUTIES AND RESPONSIBILITIES OF SUBSTITUTES

- 1) It is expected that all employees of the district conduct themselves with professional demeanor and respect the confidentiality of district business. All information regarding student behavior and a student's academic progress is strictly confidential and should not be discussed with anyone in the community.
- 2) Maintain as fully as possible the established routines and procedures of the school and classroom to which he/she is assigned. This includes keeping papers corrected on a daily basis unless notified otherwise.
- 3) Teach the lessons outlined and described in the lesson plans as prepared by the absent teacher.
- 4) Consult with the building principal before initiating any teaching or other procedure not specified in the teacher's lesson plans.
- 5) Follow all policies, rules, and procedures to which regular teachers are subject and which good teaching practice dictates.
- 6) Perform extra duty responsibilities assigned to the classroom teacher.
- 7) Report in and out with the building principal or school secretary.
- 8) Return equipment, badge, keys, and materials issued for use that day.
- 9) Report to the proper authority any pertinent information on the happenings throughout the day.
- 10) Write a daily summary of lessons covered for the absent teacher. If a student's name is left for the teacher for disciplinary reasons, please leave a detailed description of the problem.

GENERAL INFORMATION

When Reporting for Work:

Substitute teachers must report to the office, sign in, and receive any special instructions or information, a badge, and keys (if any). Pick up the substitute folder. Please return the badge and keys to the office at the end of the day.

Orientation:

The principal or the secretary will direct you to your classroom, orient you to the building, and introduce you to colleagues.

Lesson Plans:

Lesson plans will be available with sufficiently detailed plans for you to follow. In the event plans are not available, the principal must be informed. All schools will have special plans for substitutes. In addition, the lesson plans or the substitute folder should note students with special needs and irregular schedules.

Seating Chart:

An up-to-date seating chart will be available for each class.

Daily Schedule:

A daily schedule will be found in the front of the lesson plan or substitute folder with special classes included (art, music, and physical education).

Attendance:

Attendance will be recorded and sent to the office for each morning and afternoon session in the elementary schools. Attendance in the middle school is taken each morning during the first period. Substitute teachers are expected to take attendance for each scheduled class during the day. Report any discrepancies in attendance to the office.

Fire and Emergency Disaster Drills:

Instructions for fire, tornado, and lockdown or emergency procedures are posted in each classroom. Substitutes must acquaint themselves with the procedures at the beginning of each assignment.

Student Evaluation:

Substitutes are expected to correct papers on a daily basis.

Hours:

Substitute teachers are expected to arrive 30 minutes before the students start class and may leave as soon as the students are safely on their way home and regular duties are performed. Teachers must be in the classroom ten minutes prior to the students' arrival. All staff, including substitutes, may leave the building only during the scheduled lunch period. Staff members and substitutes must notify the office if they leave the building.

Student hours are as follows:

| | |
|---------------------------|-----------------------|
| Kindergarten – AM Session | 9:20 – 11:50 a.m. |
| Kindergarten – PM Session | 1:20 – 3:50 p.m. |
| Grade 1 | 9:20 a.m. – 3:50 p.m. |
| Grades 2 - 5 | 8:50 a.m. – 3:20 p.m. |
| Grades 6 - 8 | 7:45 a.m. – 2:45 p.m. |
| Lunch periods vary. | |

Pay Rate:

Substitute teachers will be paid \$110 for each full day of substitute teaching in District 57 and \$55 for each half-day. Once the substitute teacher has worked more than 30 full days within the same school year, the substitute teacher will be paid \$120 for each full day of substitute teaching and \$60 for each half-day. Substitutes serving in assistant (one-to-one, classroom, special ed., LSS) positions will be paid \$11 per hour.

Work Day Limitations:

Effective January 1, 2012:

There is no limit on the number of days that a substitute teacher may teach in a single school district, provided that no substitute teacher may teach for longer than 90 school days for any one certified teacher under contract in the same year. We do not anticipate any of our substitutes will average 30 hours per week or more.

A new law addressing Illinois' teacher shortage problem takes effect with the 2018-2019 school year. Retired TRS members can teach 120 days or 600 hours without affecting their pensions. This change is in effect through the 2019-2020 school year. Only work that requires teacher certification is subject to the limitation. Contact the Teachers' Retirement System of the State of Illinois for details (www.trsil.org).

Dress Code:

Professional dress. Jeans should not be worn.

Supervision:

Children cannot be left unsupervised, either in the classroom, hallways, or on the playground. **Out-of-classroom supervision responsibilities of the absent teacher shall be assumed by the substitute.** The substitute should consult the office for identification of the duties. In the elementary schools, the substitute needs to pick up an emergency fanny pack, which includes a walkie-talkie, before taking students to recess. Please be sensitive to student needs, particularly bathroom privileges.

Discipline:

The substitute teacher has the primary responsibility for discipline in the classroom. He/she may obtain the assistance of the principal or other appropriate school personnel in maintaining this responsibility. Students are to be under control at all times.

Please do not:

- 1) Put children out in the halls.
- 2) Keep a child from a special class (art, music, P.E.) as punishment.
- 3) Keep a child after school without prior consultation with the office.
- 4) Punish a whole class for the misbehavior of a few.

Extra Duty Assignments:

The substitute MUST assume all extra duties assigned to the classroom teacher. These duties may include lunchroom supervision, bus duty, door supervision duties, recess duty, hallway supervision. This may include duties assigned by the principal or assistant principal.

Passes:

Middle school students must have passes in their possession when out of the classroom.

Infection Control Kit:

All classrooms are equipped with an Infection Control Kit. All substitutes must be sure that they are aware of the location of this kit.

Accidents:

All accidents (student or teacher) must be reported immediately to the office. An accident report must be filled out for any injury by the end of the school day. Accident report forms are available in the health office.

Illness:

When children become ill, they should be sent to the health/nurse's office.

Medication:

All medication that children have to take must be turned in to the health/nurse's office at the start of the day. The nurse will monitor the usage. No aspirin or over-the-counter medication, including cough drops, can be given or taken by any child.

Homework:

Homework should be an outgrowth of work completed in class and shall only be given in conjunction with the absent teacher's plans. All skills needed for completing any assignment should be taught prior to making the assignment.

Student Leaving Early:

A student is not permitted to leave the school grounds during school hours without the consent of the principal or the principal's designee. Send all notes for the principal's approval. Parents are to pick up their children at the office.

Student Records and Right to Review:

Student records are confidential and the information found in them should never be discussed except with professional school personnel. If parents request to see their child's records, refer the note of request or refer the parents to the principal. **All information regarding students must be handled discretely and confidentially.**

Wellness and Food Allergy Management Procedures:

- Only plain fruits and vegetables are permitted in the classroom for snacks, birthday treats, and holiday parties.
- Daily snack is optional and will not be provided by the school.
- Food may be eaten in designated areas; examples of places where food is not allowed include hallways, lockers, bus, etc.
- Nut-free zone/table is provided in the lunchroom for safety purposes, so as to reduce the risk of exposure to nut allergens.
- Teachers will encourage students to wash hands when they enter the classroom and before and after touching food.
- In honor of a student's birthday, the student may choose to bring **non-food** birthday items to share with their classmates. Only plain fruits and vegetables are permitted in the classroom and allergy students will only and always eat food provided by their parent.
- Food other than plain fruits and vegetables, brought by staff for their personal consumption must be kept in a bag or box. If staff members choose to eat food in the classroom or non-food designated areas, children may not be present. Staff members are required to wash surfaces, tables, chairs, floors, and countertops that have been in contact with food with cleaners that prevent exposure to allergens. The staff must also wash their hands after touching food and before students return to the classroom.

District Handbook:

The District Handbook is available on our district website, www.d57.org. Under “Parents” click on “District Handbook.”

Additional Information for Substitutes:

Additional information for substitutes is available on our district website, www.d57.org. Under “District Information” click on “Human Resources.” You will see information under “Substitute Documents.”

ADDITIONAL INFORMATION FOR LINCOLN MIDDLE SCHOOL

- Substitutes are reminded that all information pertaining to students and staff is confidential.
- Cars should be parked in our west or east lot. If no spaces are available, please park on Lincoln Street across from the front entrance.
- The staff lounge is located upstairs in the 400 wing. There are washrooms, vending machines, a refrigerator, water cooler, and a copier.
- Substitutes may leave the building only during the scheduled lunch period (typically 38 minutes).
- The office may be contacted by dialing 5000 from any desk phone.
- Substitutes may be expected to grade papers, record daily notes, make copies, or prepare/adapt lesson plans.
- Substitutes may be reassigned during plan or team. (Reassignments may include teaching or assisting in another classroom, assuming a lunch duty, or assisting the front office). In extreme circumstances, substitutes may be reassigned for the day.
- If the teacher you are substituting for is a lunch supervisor, you may need to assume those duties. Please be sure to check with the front office. (Stipend may apply.)
- If you have an emergency in the classroom, dial 5000 from the desk phone.

CONFIDENTIALITY

It is expected that all employees of the district conduct themselves with professional demeanor and respect the confidentiality of district business. All information regarding student behavior and a student’s academic progress is strictly confidential and should not be discussed with anyone.

PERSONNEL YOU SHOULD KNOW:

Administration Office

(847) 394-7300

| | | |
|--|---------------------|-------------------------------------|
| Superintendent | Dr. Elaine Aumiller | |
| Secretary | Virginia Webster | Extension 1011 |
| Assistant Superintendent for Curriculum and Instruction | Cassie Black | |
| Secretary | Laura Stamison | Extension 1001 lstamison@d57.org |
| Director of Student Support Services | Sara Tyburski | |
| Secretary | Olga Mihailovic | Extension 1017 |
| Assistant Superintendent for Finance and Operations | Adam Parisi | |
| Secretary | Annette Griffith | Extension 1005 |
| Director of Technology | Trevor Hope | Extension 1020 |
| Payroll | Matt Gannon | Extension 1007 mgannon@d57.org |
| Human Resources Coordinator | Tom O'Rourke | Extension 1010 |

Fairview Elementary School

(847) 394-7320

| | |
|-------------------|---------------------|
| Daniel Ophus | Principal |
| Una Durkan | Assistant Principal |
| Carolyn Young | Secretary |
| Kimberly Galloway | Nurse |

Lions Park Elementary School

(847) 394-7330

| | |
|-------------------|---------------------|
| Katherine Kelly | Principal |
| Danielle Bielenda | Assistant Principal |
| Linda Rizzo | Secretary |
| Catherine Bauer | Nurse |

Lincoln Middle School

(847) 394-7350

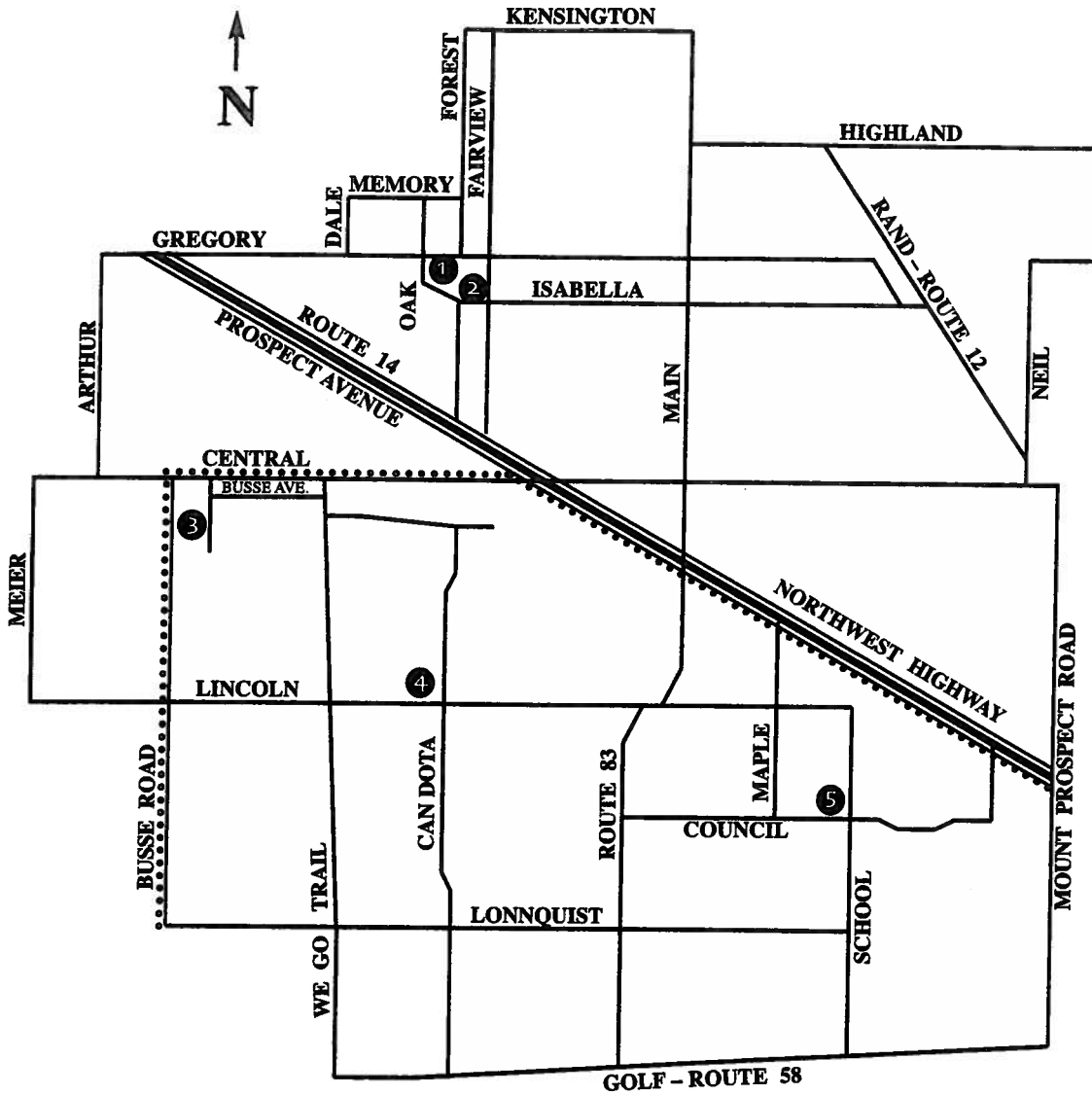
| | |
|---------------|---------------------|
| Paul Suminski | Principal |
| Randy Steen | Assistant Principal |
| Lynn Atkinson | Secretary |
| Susan Smith | Nurse |

Westbrook School

(847) 394-7340

| | |
|---------------------|---------------------|
| Mary Gorr | Principal |
| Kristin Vonder Haar | Assistant Principal |
| Roberta Flack | Secretary |
| Kimberly Finnerty | District Nurse |
| Julie Tworek | Nurse |

MAP OF DISTRICT 57



- ① - Administration Building
- ② - Fairview Elementary School
- ③ - Westbrook School
- ④ - Lincoln Middle School
- ⑤ - Lions Park School
- - Fairview/Lions Park Boundary

TIPS FOR SUCCESSFUL SUBBING

•Get a Good Start

1. *Be available*

Administrators like dependable subs.

2. *Be on time.*

You will need at least one-half hour before kids come in order to be thoroughly prepared.

Success depends on being ready before they show.

Be at the door to greet kids as they come in.

Personal contact will stop the "tricks."

Dress for success. Kids are affected (conduct and attention span) by what you wear and the professional image you portray.

•Enjoy Your Day

1. *Follow the plans.*

Don't read the lesson plans and decide they won't work.

Most teachers have a sub folder - use it.

Teachers are most concerned about what doesn't get done - try hard to complete what you can.

Upper grades - Use fun activities for review of material (i.e. kids create questions for review, play TV games with subject content, etc.).

Have transition sponge activities in your bag at all times. Down time is "trouble" time.

2. *Perform duties.*

Correct papers.

Get to know the rest of the faculty in your team or grade level.

Be friendly to faculty and staff.

Introduce yourself - "I'm _____, subbing for _____."

Teachers are watching - they make requests.

Chime in at lunch.

Leave good notes. Most of getting going the next day is dependent on your clear indication of the day's events. (More than just "✓")

Check out tomorrow's plans.

Your secret to success is keeping students actively engaged in meaningful learning activities.

STRATEGIES

FOR THE GAMES KIDS PLAY

Subs can sometimes fall prey to students' games. Now that we've learned how to cope with discipline, we need to learn some new strategies for kids' games.

BE AWARE OF THE GAMES

Kids play all sorts of games. Unless you realize that a game is being played, you'll be the loser. Let's make this a win-only situation.

1. Eat the Clock

This is an avoidance game. Students try to get you to talk about subjects other than the lesson. A favorite ploy is to ask personal questions. If you start talking about yourself, they won't have to work.

When they start with personal questions, delay the answer. Say, "I'll tell you later. Let's concentrate on the work now." You're being paid to keep the focus on the lesson.

"I don't understand"

This is also a way to avoid work. Just keep the sub busy re-explaining the assignments. Then you won't have the time to complete them.

If you suspect this game, ask the student to talk to someone who's sitting close. Or tell the students, "I'll be walking around the room. Go ahead and get started." This keeps you from boring the other 25 students who already understand the assignment.

"I need to go to the..."

locker, bathroom, telephone, library, cafeteria, office, parking lot..." You name it, and the kids want to go there.

If you granted every request, there'd be no students left to teach. Delay the request. Tell the student: "Maybe at the end of the period." Or, "Your teacher said there would be no passes today."

If it really seems urgent, ask the student why he needs to leave. Remember when you're twelve years old, the most minor problems seem like an emergency. Keep in mind if you send one student, others will follow.

"I forgot my..."

book, paper, pencil, pen, homework, etc." I carry extra pencils and pens into the classroom. The teacher will usually have an extra textbook or two near the desk. For paper, I just ask the other students if they'd mind loaning out a sheet or two.

2. The Practical Joke

A daughter of a friend of mine pulled a classic. She had a sub in her eleventh grade English class. Before the bell, Linda and her friends decided that she'd pretend to be the exchange student.

When the sub called roll, Linda answered, "Ya." The class then seriously explained to the sub that she was an exchange student and didn't speak English. For a week, she smiled and nodded her head, and avoided all work.

Kids can act and pull clever stunts. If you have any doubt about the authenticity of a story, check it out with the office or another teacher. Don't trust your students.

3. Don't Turn Your Back

They say that teachers have eyes in the back of their heads. Actually, we've learned to never turn our back on a class.

As you write on the board, angle your shoulders out so you can watch the group. If you're lecturing and writing at the same time, maintaining eye contact will keep the kids interested.

4. Expect the Unexpected

I've shown a film all day and had it suddenly break in the middle of the sixth hour. I've walked into classrooms with no lesson plans. How do you avoid these emergencies?

Have a back-up plan. I keep copies of my favorite newspaper columnists, humorous poetry, and several short stories in my car trunk. I also save old magazines.

Articles or stories that are funny or mysterious will usually hold a class's attention. Sometimes we have to become the entertainer and perform. The main thing is to give kids something to do.

5. Keep Them Busy Until the Bell

When kids get bored, they get into trouble and drive you crazy. Keep them busy until the end of the period.

I sometimes bribe my classes. I tell them in the beginning that if they work hard all period, I'll read them a short story the last ten minutes of class.

At any grade level, kids love to be read to. If you're having difficulty finding appropriate material, go to your county or school library. Librarians know what's popular.

6. Avoid Arguments

The question, "Why are we doing this?" isn't a question. It's an invitation to do battle. Students love to argue, and they'll beat you every time. Don't begin the fight.

If they persist in wanting a reason, just say their regular teacher requested the assignments.

7. Laugh with the Class

I faced a group of tenth graders and explained the day's assignments. I stood near the board and realized I couldn't move. My left shoe wouldn't budge. I was stuck to the floor just as if I'd been glued. My spike heel had slipped into a small tear in the carpet. I couldn't get my heel unstuck. Finally, I pulled my foot away, reached down and extracted my shoe. I explained what happened and we laughed together.

To help you get over the unforeseeable hurdles, and there will be many, develop your sense of humor. It will keep you sane.

SUMMARY

- 1. Avoid kids' games**
- 2. Be aware of practical jokes.**
- 3. Keep eyes on your students.**
- 4. Be prepared. Keep kids busy.**
- 5. Don't argue. Know the rules.**
- 6. Learn to Laugh.**