

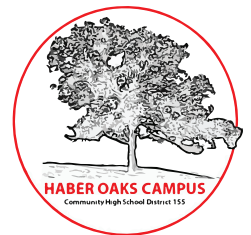
Community High School District 155

Substitute Handbook



INSPIRE. EMPOWER. NURTURE.
Enter with promise. Leave with purpose.

2019-2020



COMMUNITY HIGH SCHOOL DISTRICT 155

CARY-GROVE HIGH SCHOOL

2208 Three Oaks Road
Cary, Illinois 60013
847-639-3825 fax 847-639-3873

CRYSTAL LAKE CENTRAL HIGH SCHOOL

45 West Franklin Avenue
Crystal Lake, Illinois 60014
815-459-2505 fax 815-459-2536

CRYSTAL LAKE SOUTH HIGH SCHOOL

1200 South McHenry Avenue
Crystal Lake, Illinois 60014
815-455-3860 fax 815-477-6907

PRAIRIE RIDGE HIGH SCHOOL

6000 Dvorak Drive
Crystal Lake, Illinois 60012
815-479-0404 fax 815-459-8993

HABER OAKS CAMPUS

1200 South McHenry Avenue
Crystal Lake, Illinois 60014
815-893-5300 fax 815-893-5310

COMMUNITY H.S. DISTRICT 155 OFFICE

One South Virginia Road
Crystal Lake, Illinois 60014
815-455-8500 fax 815-893-5422

Payroll: Deborah Kreston ext: 1020

Human Resources: Sue Burton ext: 1030

Patrice Juarez ext: 1055

Substitute Coordinator: Joyce Berube 815-479-0404 ext: 5247

MISSION STATEMENT

INSPIRE EMPOWER NURTURE

Enter with promise, Leave with Purpose.

BOARD OF EDUCATION MEMBERS

The Board of Education is a seven-member, elected body tasked with formulating general district policies, employing and advising the superintendent, employing personnel, making specific school decisions, and orienting new members. The board convenes every month in open, public meetings to discuss school and district business and hear citizens' concerns.

Jason Blake -- President
Adam Guss-- Vice-President
Amy Blazier, Tom Vaclavek,
Ron Ludwig, Nicole Pavoris
Dave Secret

ADMINISTRATION

Steve Olson, Superintendent

Jay Sargeant, Assistant Superintendent of Human Resources

Jeremy Davis, Assistant Superintendent of Finance, Operations & Technology

Scott Shepard, Assistant Superintendent of Educational Services

Erica Bruso, Director of Fiscal Services

Kimberly Dahlem, Director of Student Services

George DiVenere, Director of Technology

Matt Timmermann, Director of Curriculum & Assessment

Shannon Podzimek, Director of Communications

Dear Substitute Teachers

We would like to take this opportunity to formally welcome you to the Community High School District 155 staff of substitute teachers. Please know that the service you provide as a competent substitute teacher for our students and staff is appreciated. At times your role may go unrecognized, however, it is this type of support and service that continues to allow our district to keep student learning as its focal point.

This booklet has been prepared to assist you with routine questions regarding employment status and daily operations. Hopefully, the information will help acquaint you with your responsibilities and help answer some questions that may arise. On behalf of the campuses that comprise Community High School District 155, thank you for your willingness to assist our students.

We hope you enjoy teaching in our schools. We value your help and welcome your comments. Welcome to the District 155 community of professionals!

Cordially,

Steve Olson
Superintendent

Jay Sargeant
Assistant Superintendent of
Human Resources

DAILY SCHEDULE

Late Start Mondays		Tuesday - Friday	
Class Schedule		Class Schedule	
Period	Time	Period	Time
1	8:10 - 8:50	1	7:25 - 8:10
2	8:55 - 9:35	2	8:15 - 9:00
3	9:40 - 10:20	3	9:05 - 9:50
4	10:25 - 11:05	4	9:55 - 10:40
5	11:10 - 11:50	5	10:45 - 11:30
6	11:55 - 12:35	6	11:35 - 12:20
7	12:40 - 1:20	7	12:25 - 1:10
8	1:25 - 2:05	8	1:15 - 2:00
9	2:10 - 2:50	9	2:05 - 2:50

CARY-GROVE HIGH SCHOOL
ADMINISTRATORS AND DIVISION LEADERS
847-639-3825

Neil Lesinski, Principal	ext. 4115
Rebecca Saffert, Vice Principal	ext. 4120
Jim Kelly, Dean of Students A-K	ext. 4116
Ryan Ludwig, Dean of Students (TOSA) L-Z	ext. 4119
Dr. Hank Harvey, Student Services Coordinator	ext. 4124
Jim Altendorf, Athletics and Operations	ext. 4155
Martha Manno, School Nurse	ext. 4130

SUBSTITUTE CONTACT PERSON

Debra Claypool (<i>Principal's Office</i>)	ext. 4112
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DIVISION LEADERS

Michael Manning (<i>Business, Coop, Tech, FACS, PE, Health, Dr. Ed.</i>)	ext. 4138
Greg Hoffman (<i>Social Science, World Languages</i>)	ext. 4320
Troy Bruley (<i>Science and Math</i>)	ext. 4349
Sharlene Montgomery (<i>English, Library, ESL, Art, Music</i>)	ext. 4412
Dona Taylor (<i>Special Education</i>)	ext. 4174

PARKING FOR SUBSTITUTES

Subs should park in the visitor parking lot along the front of the building, or in the teachers lot, located on the West side of the building along Three Oaks Road. Subs should not park in student lots. All subs should enter through the front entrance of the building, door 1. Make sure your car has the substitute parking pass displayed in the dashboard.

Report to the Principal's Office for check in.

Hard Copy of School Map will be provided at Sub Training

Hard Copy of School Map will be provided at Sub Training

**CRYSTAL LAKE CENTRAL HIGH SCHOOL
ADMINISTRATORS AND DIVISION LEADERS
815-459-2505**

Dr. Eric Ernd, Principal	ext. 2231
Kim Bromley, Vice Principal	ext. 2263
Dave Shutters, Dean of Students A-K	ext. 2246
Elizabeth Lamb, Dean of Students (TOSA) L-Z	ext. 2284
Steve Greiner, Student Services Coordinator	ext. 2225
Jeff Aldridge, Athletics and Operations	ext. 2221
Linda Haman, School Nurse	ext. 2265

SUBSTITUTE CONTACT PERSON

Trish Jones (<i>Vice Principal's Office</i>)	ext. 2267
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DIVISION LEADERS

Bob Hewett (<i>Business, Coop, Tech, FACS, PE, Health, Dr. Ed.</i>)	ext. 2266
Steve Knope (<i>Social Science, World Languages</i>)	ext. 2278
Aaron Perkins (<i>Science and Math</i>)	ext. 2212
Michelle Streit (<i>English, Library, ESL, Art, Music</i>)	ext. 2277
Lorrie Brandwein (<i>Special Education</i>)	ext. 2244

PARKING FOR SUBSTITUTES

Please park in or near the "T" spots in the student lot off of Walkup. There is a security guard at the door by the bus hall for entry until 7:25 a.m. (8:10 a.m. Mondays). If those spots are full, a second option for parking is the teacher's lot off of Wallace. There are two entrances open by the loading dock. After 7:25 a.m. (8:10 a.m. Mondays), all doors will be locked and you will need to walk around to the front entrance. There is NO parking in the front of the building unless there are extreme circumstances which must be approved upon check in. Make sure your car has the substitute parking pass displayed in the dashboard.

Report to the Vice Principal's Office for check in.

Hard Copy of School Map will be provided at Sub Training

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**PRAIRIE RIDGE HIGH SCHOOL
ADMINISTRATORS AND DIVISION LEADERS
815-479-0404**

Dr. Steven Koch, Principal	ext. 5201
Kevin Koeppen, Vice Principal	ext. 5202
Amy Langelund, Dean of Students A-K	ext. 5104
Connie Kendall, Dean of Students (TOSA) L-Z	ext. 5103
Sarah Schwartz, Student Services Coordinator	ext. 5118
Mark Gilbert, Athletics and Operations	ext. 5210
Sarah Folkening, School Nurse	ext. 5215

SUBSTITUTE CONTACT PERSON

Kristin Dolan (<i>Principal Office/ Main Office</i>)	ext. 5200
Joyce Berube, Sub Coordinator	ext. 5247

DIVISION LEADERS

Bryan Peckhart (<i>Business, Coop, Tech, FACS, PE, Health, Dr. Ed.</i>)	ext. 5211
John Pellikan (<i>Social Science, World Languages</i>)	ext. 5482
Kathy Gilbert (<i>Science and Math</i>)	ext. 5399
Rachel Kautz (<i>English, Library, ESL, Art, Music</i>)	ext. 5391
Julie Deka (<i>Special Education</i>)	ext. 5213

PARKING FOR SUBSTITUTES

Please park in the visitor parking lot by the main entrance and enter through door #1. If the upper lot is full, please park in the lot near the soccer fields, by door #13 (faculty parking lot). Make sure your car has the substitute parking pass displayed in the dashboard.

Report to the Principal's Office/Main Office for check in.

Hard Copy of School Map will be provided at Sub Training

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**CRYSTAL LAKE SOUTH HIGH SCHOOL
ADMINISTRATORS AND DIVISION LEADERS
815-455-3860**

Josh Nobileo, Principal	ext. 3210
Lori Ratliff, Vice Principal	ext. 3213
Sean Scotty, Dean of Students A-K	ext. 3211
Kristen Davis, Dean of Students (TOSA) L-Z	ext. 3212
Carson Sterchi, Student Services Coordinator	ext. 3228
Jason Bott, Athletics and Operations	ext. 3231
Colleen Wing, School Nurse	ext. 3230

SUBSTITUTE CONTACT PERSON

Linnae Babick (<i>Vice Principal's Office</i>)	ext. 3256
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DIVISION LEADERS

Michelle Kidd (<i>Business, Coop, Tech, FACS, PE, Health, Dr. Ed.</i>)	ext. 3285
Jeff Delzell (<i>Social Science, World Language</i>)	ext. 3284
Todd Graba (<i>Science and Math</i>)	ext. 3287
Matt Koll (<i>English, Library, ESL, Art, Music</i>)	ext. 3286
Larry Boberg (<i>Special Education</i>)	ext. 3250

PARKING FOR SUBSTITUTES

Substitutes can park in the numbered spaces in the first three rows as you enter the parking lot from McHenry Ave. Make sure your car has the substitute parking pass displayed in the dashboard.

Report to the Vice Principal's Office for check in.

Hard Copy of School Map will be provided at Sub Training

HABER OAKS CAMPUS

815-893-5300

Julie Duncan, Principal

ext. 6013

Joyce Hedgepath, Admin. Assistant

ext. 6010

Community High School District 155 opened an alternative education center, Haber Oaks Campus, in 2008. It is located on the lower level of South High School. Haber Oaks Campus houses District 155's therapeutic day program. This program provides a self-contained educational setting for special education students with significant emotional and/or behavioral challenges. This program's structure and intensive support assists students to develop a greater sense of responsibility, self-discipline, and accountability. Haber Oaks Campus also houses a credit recovery program for students in District 155 who have not experienced successful progress towards a high school diploma in the traditional comprehensive high school settings.

This program serves students in grades 9-12 grades from all four high schools. Class sizes are small (typically 8-12 students) Students take core classes in English, math, science and social science. Elective courses are limited. An art course as well as various online learning opportunities have recently been added for these students. Some students return to their home school for elective coursework.

Haber Oaks Campus is staffed with eight full-time special education teachers, an art teacher, and a PE teacher. Paraprofessional support, social work and psychiatric services are also available.

<i>Bell Schedule :</i>	1	8:00 - 8:27 Access
	2	8:28 - 9:13
	3	9:14 - 9:59
	4	10:00 - 10:45
	5	10:48 - 11:25
	6	11:28 - 11:46
	7	11:47 - 12:32
	8	12:33 - 1:21

Parking for Substitutes: Substitutes can park in the numbered spaces in the first three rows as you enter the parking lot from McHenry Ave. Make sure your car has the substitute parking pass displayed in the dashboard. Use entrance 22 on the Northeast side of the building on the lower level.

Report at 7 a.m. with Joyce Hedgepath, 815-893-5300 ext: 6010.

Hard Copy of School Map will be provided at Sub Training

SUBSTITUTE DUTIES AND RESPONSIBILITIES

FIRST VISIT:

- Read and make yourself familiar with the D155 Substitute Packet.
- Report to the principal's secretary or designated person for that building no later than 7:00 am to sign-in and familiarize yourself with the school and your assignment.
- You will be given a copy of the master teacher schedule, an ID, and a key(s) when appropriate. Substitutes are required to wear the school issued staff identification card at all times during the school day, retain your schedule for future visits, and keep close control of your key.
- Follow procedures and guidelines below as related to the school day and substitute guidelines.
- When finished for the day, please sign out, return your keys, turn in attendance and the issued staff identification card with the principal's secretary or designated contact person.

SCHOOL DAY:

- Arrive by 7:00 a.m. if an assignment is Tuesday through Friday. Arrive by 7:40 a.m. if the assignment is on a late start Monday. **Please do so regardless if the teacher for whom you are substituting has a scheduled first period class.** The school day is nine 45 minute periods, from 7:00 a.m. - 3:00 p.m.
- The majority of teachers are assigned 6 class periods in a day. Due to the need to fill other sub positions, you may be asked to fill no more than 2 additional periods for a total of 8 during the school day. Therefore, please plan on staying at your assignment through all nine periods.
- Report to the office, and sign in with the principal's secretary or designated person.
- Pick up your ID, the room key(s), master schedule as necessary.
- See the Division Leader for instructions, lesson plans and seating charts or with any questions. **Follow the lesson plan provided.** It helps to review this in advance if possible. Be in your scheduled area/classroom before the bell rings.
- Take accurate attendance. A seating chart or class roster will be furnished. We ask that attendance be turned in to the attendance clerk after every class period. DO NOT keep all the attendance sheets until the end of the day.
- Do not leave your class. In some cases, it may be necessary to send a reliable student to the office for supplies, or to turn in the attendance sheets. Every room

is equipped with an emergency callback button, which allows you to contact the office in case of emergencies.

- Leave a candid note outlining the day's activities and progress, as well as any problems or concerns you think the returning teacher may wish to consider.
- When finished for the day, please sign out, return your keys, turn in attendance and the issued staff identification card with the principal's secretary or designated contact person..

Paraprofessional Supervisory and Classroom Substitutes

- Paraprofessionals are used in the following programs: Cary-Grove - Functional Communication Skills program, Central - Lifeskills, Prairie Ridge - Strive, South - Alternative Life Skills. All buildings use supervisory staff during study hall.
- Paraprofessional jobs are not in SmartFind. The SmartFind sub coordinator will call you when there is a need.

ADDITIONAL GUIDELINES

- Please dress appropriately and professionally.
- Arrive to all classes prior to the bell. Students love to be greeted in the hallway as they arrive.
- Remember that you are the teacher in the classroom. Introduce yourself to the class as Mr/Mrs/Miss. Do not allow the students to call you by your first name. You should be *friendly*, but not friends with the students. Make it clear what you have been asked to do for the day.
- During each period, circulate through the classroom. By displaying an interest in the students, classroom management issues and discipline problems should be minimal. Be respectful - students will reciprocate. Inactivity on your part (ex: personal reading, phone use, sleeping) may be non-verbal permission to the students for inappropriate behavior. During supervision periods, it is important that the substitute circulate and assist the other staff members with student supervision.
- There is a full-time nurse on duty at each school. Should a student require medical attention, send them with another person (student) to the nurse's office or use the emergency call button as warranted and someone will respond. No medications (including aspirin) may be handed out to students. If a student goes to the nurses office, please record their name, the time they leave and the time (if any) they return.
- Cell phones are not to be used in the classroom in D155. If you see one out or in use, please remind the student of the policy, then record that student's name and

leave their information for the teacher. We ask that all staff and substitutes set an example for our students. Do not have your own cell phone out or in use while supervising students in the classroom or other areas of the building.

- Keep classroom doors locked at all times following the district's safety protocol (engage magnetic strips at Crystal Lake South). Be certain that you are the first to arrive and the last to leave the classroom. Turn off the lights and close/lock the windows and doors prior to exiting the classroom.
- Cafeteria facilities are available for your use with a separate dining room provided for faculty. Please ask where that room is located.

AUTOMATED SUBSTITUTE SYSTEM

District 155 uses an automated service for teacher substitutes that greatly simplifies and streamlines the process of finding and managing substitutes jobs in the district. This service, called SmartFind Express, utilizes both the telephone and the Internet to assist you in locating jobs in District 155. SmartFind Express system is available 24 hours a day, 7 days a week. SmartFind Instruction video for substitutes:

<https://video.eschoolsolutions.com/orientation/2000002T.mp4>

To set up your SmartFind account, you first have to voice activate by calling 815-261-1494. You will not be activated as a substitute until you have voice activated. Once this is completed, you can access SmartFind over the internet by going to the District 155 website (www.d155.org). Select "For Staff" - the fourth selection is SmartFind.

When logging in, your username is your Access ID (given to you by Joyce, sub coordinator). The password is the same as your Access ID until you change it. You will use this password when calling into SmartFind. You can change your password after you log in.

Once you are logged in, watch the instructional video that is available. This instructional guide will answer many of your questions as to the operation of the system from the user perspective.

1. You can search for and accept available jobs, change personal settings, update your calendar, and personalize your available call times. If the teacher has uploaded lesson plans on the system, you will be able to view them once you take the job.
2. You can interact with the system by calling 815-261-1494. Here you can proactively search for jobs and manage existing jobs.
3. The absence system will also make phone calls to pre-select substitutes to offer them jobs, from 3:00 p.m., until 10:00 p.m., and 5:30 am until 6:10 a.m.

When you accept a job, SmartFind will issue a confirmation number. Please remember that your transaction is not complete until SmartFind supplies you with a confirmation number. If you need to cancel a job, it is your responsibility to do so.

Should you experience difficulty using SmartFind Express in any way, please contact Joyce Berube, substitute coordinator at 815-479-0404 ext. 5247 or by email - jberube@d155.org.

GENERAL COMPENSATION INFORMATION

SUBSTITUTE TEACHER PAY STRUCTURE

- Substitute Teachers pay is \$105/day for the first 25 days of substituting within the same school year. Starting on the 26th day, pay will be \$115/day.
- Long-Term Sub - Any teacher that subs 10 consecutive days for the same teacher is paid \$155/day starting on day 11, and is then expected to do additional duties. This may include grading and basic lesson plans.
- All teacher substitutes must pay toward the Teachers Retirement System of the State of Illinois (TRS). District 155 will pay 50% of your share of TRS in addition to the rate of your pay. This is to your advantage, as you will be able to accrue service credit in the retirement system.
- District 155 will limit your total number of substitution days each year. Anyone that has a PEL licensure or is a retired teacher can only work a total of 120 days. Half days are counted as a full day. (TRS Guidelines) Any substitute with a Para license or a Substitute license that does not have or has never had a PEL can work 130 days (ACA Guidelines)

SUBSTITUTE PARAPROFESSIONAL PAY STRUCTURE

- Paraprofessional substituting pays \$14.10 per hour (7 hours per day).
- Paraprofessionals will use a timesheet provided by the building point person that checks you in. At the end of the day, you need to sign the timesheet and return it to the point person.

Payroll checks for substitute teachers are dated and issued on the 15th and last day of each month based on the number of days worked. See the Pay Schedule for dates.

The district prefers to utilize direct deposit. Your first check will be a paper check, the second will be direct deposit.

DISASTER AND CRISIS INTERVENTION INFORMATION

Our Disaster/Crisis Intervention Plan is intended to serve as a resource for the personnel of District 155 during a time of trauma affecting the District's students, parents and/or employees. District 155 recognizes that its responsibility for the safety of students extends to potential natural and man-made disasters, and that such emergencies are best met by planning and preparedness.

This plan ensures that:

1. the health and safety of students and staff are safeguarded,
2. the time necessary for instructional purposes is not unduly diverted,
3. minimal distraction to the educational program occurs, and
4. staff and students are prepared to respond sensibly to emergency situations.

Implementation of this plan should maximize the district's ability to return to an educational focus.

A disaster/crisis is defined as any situation which warrants extraordinary change in the routine of the school. Each attendance center has a designated crisis team that will be activated, if necessary, in the event of a disaster/crisis. If you should be called to substitute during a time of disaster/crisis, be certain to check with the Division Leader for information that will be helpful for you.

During the day, a Crisis Center will be set up for students. You will be notified where it is located. It affords the students a safe place to be with others and is supervised by a knowledgeable adult. Written materials and support are available; students can make posters, write letters, etc. to cope with the loss/crisis. There are also refreshments available for the students.

A Faculty/Staff Drop In Center will also be available. You will have to check to see where it will be located. All staff are encouraged to use this resource if they feel it would be helpful.

At the end of the day, there may be a debriefing for the faculty, staff and any volunteers involved. Please attend the debriefing. Observations, information and your feelings are an important part of the day - we welcome your participation. If you return the next day,

please again check with the Division Leader for information for the day and any subsequent days that you may return during the crisis.

EMERGENCY RESPONSE PROCEDURES

Hard Lockdown Protocol

Hard Lockdown - when imminent danger/threat is present INSIDE the building. Classroom doors are locked, shades are drawn and lights are turned off. Teaching and activities cease; students and staff stay in classrooms until further notice.

- An announcement will indicate that a Hard Lockdown is in force.
- ALL FACULTY, STAFF, AND STUDENTS REMAIN CONTAINED UNTIL CLEARANCE IS GIVEN.
- Listen for specific instructions
- Classroom doors must be locked immediately. DO NOT OPEN THE LOCKED DOOR FOR ANYONE.
- Turn off classroom lights. Cover glass on classroom door. Move students away from doors and windows.
- Close window blinds and block doorway with furniture as you are able.
- Take accurate attendance.
- Place a green paper (no injured students) or a red piece of paper (injured students) on your outside window.
- Email simple message (*Ex: Room S231/26 OK/4INJ*) to (cg,clc,cls, or pr) lockdown@d155.org with the subject line "LOCKDOWN".
- Maintain silence in the classroom. NO CELL PHONE USE BY STUDENTS.
- Ignore all hallway noises and bells.
- No one is allowed to leave the classroom during a Hard Lockdown. Do not allow those who leave the classroom to reenter.
- Refer to the instructions in your room's emergency bucket for information about medical emergencies.
- Emergency personnel will have keys to unlock your door and will have clearly marked uniforms indicating their roles (*Ex: "Police" or "Sheriff"*).
- The end of the lockdown will be communicated to each room by emergency personnel.

REMAIN PATIENT AND CALM - A HARD LOCKDOWN MAY LAST SEVERAL HOURS

Soft Lockdown Protocol

Soft Lockdown - when potential danger/threat is present OUTSIDE the building - no imminent threat. All interior doors are locked so no one can enter or exit the building. All student activities outside of the building are suspended. Teaching and activities are carried out as usual and students/staff are free to move about the building, when indicated by administration.

- An announcement will indicate that a Soft Lockdown is in force. Listen for specific instructions.
- Classroom doors must be locked. Allow students to enter your classroom after the Soft Lockdown has begun.
- Do not allow students to leave your classroom while the Soft Lockdown is in progress.
- During a Soft Lockdown, all teachers should conduct class as usual.
- Take accurate attendance.
- All teachers and students are to remain in their classrooms until an “All Clear” has been given by administration or there is an announcement allowing movement to the next class.
- Building administration will give clear directions if the Soft Lockdown has to continue past the end of the actual school day.
- During a Soft Lockdown, students will not be permitted to leave without a parent or guardian coming to the school to pick them up.

Should we experience an emergency or go on lockdown, you will hear an announcement stating Hard or Soft lockdown. Refer to the yellow and red cards in your ID badge carrier for instructions. **Remember to stay calm.**

Fire and Tornado Alarms/Drills

Familiarize yourself with the Evacuation and Shelter in Place (tornado) routes in your classroom(s). In the event of a fire alarm/drill or tornado alarm, please follow the procedures on the posted map located in the classroom. This map will give further information on designated safe areas. Listen for announcements and an “All Clear” from the P.A. system.

