

Welcome to
Stevenson
High School!

Substitute
Information
Meeting

2021-22



Agenda

STEVENSON HIGH SCHOOL SUBSTITUTE ORIENTATION

Wednesday, August 11, 2021 – East Commons



7:30 am – 7:45 am

Welcome to Stevenson High School

- Dr. Kimberly Chambers, Director of Human Resources
- Anthony Reibel, Assistant Principal for Teaching and Learning
 - Light Breakfast

7:45 am – 8:05 am

Health Services Department

- Patty Fiore, Health Services Coordinator
 - Where is the Health Office Located?
 - Who are the School Nurses?
 - When to Send a Student to the Nurse?
 - Emergency Button in the Classroom
 - Health Emergency Classroom Procedures
 - Q&A

8:05 am – 8:25 am

Technology

- Jodi Arbus, Technology Trainer, East Learning Center - 7026
- Stacy Shub, Technology Trainer, West Lower ILC – 1300
 - Laptop Pick-up/Drop-off
 - Canvas
 - Mediacast
 - Apple TV
 - Q&A

8:25 am – 8:35 am

Break

8:35 am – 8:55 am

Special Education

- Megan Sugrue, Assistant Director of Special Education
 - What is an IEP?
 - Students with IEPs (Individual Education Plans)
 - Accommodations and Your Sub Plans
 - Q&A

8:55 am – 9:35 am

Building Logistics

- Daryl Wallace, Dean of Students
- Carla Wood, Dean of Students
 - Parking
 - Mandated Reporter
 - Student Support Team (SST)
 - Safety Procedures
 - A.L.I.C.E.
 - Q&A

9:35 am – 9:45 am

Break

9:45 am – 10:30 am

Reminders

- Anthony Reibel, Assistant Principal for Teaching and Learning
 - Culture of Stevenson
 - Sub Classroom Expectations
 - DO's and DON'Ts
 - COVID
 - Q&A

Locating our Sub Handbook

Go to <https://www.d125.org/about/employment>

Then Click “Read the 2021-22 Substitute Handbook (PDF)”

Human Resources

Kim Chambers



Wages - Full List on Page 4

Requirements for Substitute Teaching - Page 5-6

- Valid Illinois teaching license (PEL) or substitute teaching license (SUB),
- Currently registered with the Lake County Regional Office of Education (Region 34).
- Comply with all state laws and regulations regarding such employment.
- Completed the online tutorials assigned.

Medical

Patty Fiore



Health Protocols and Practices

Technology

Jodi Arbus and Stacy Shub



Technology

Special Education

Megan Sugrue



Student Accommodations

Break

Deans

Daryl Wallace
Carla Wood



Safety Presentation

August 11, 2021

Review of Safety:

- *Visitor ID

- *Accurate Attendance

- *Door Access~ single swipe vs double swipe

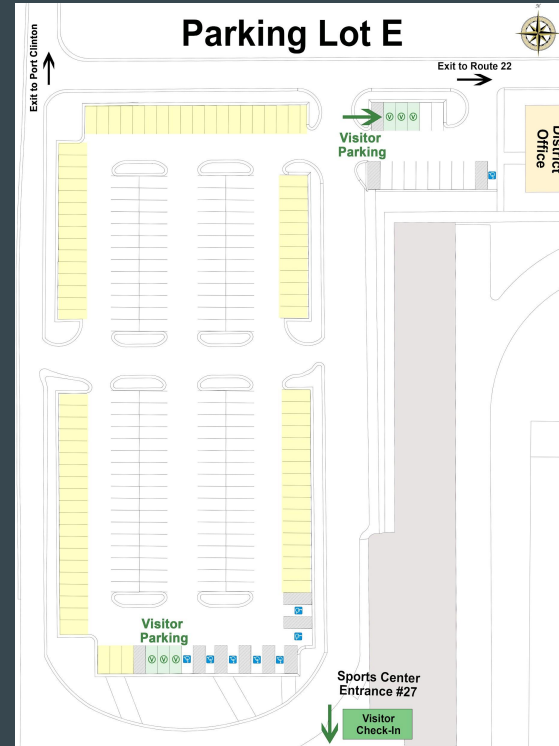
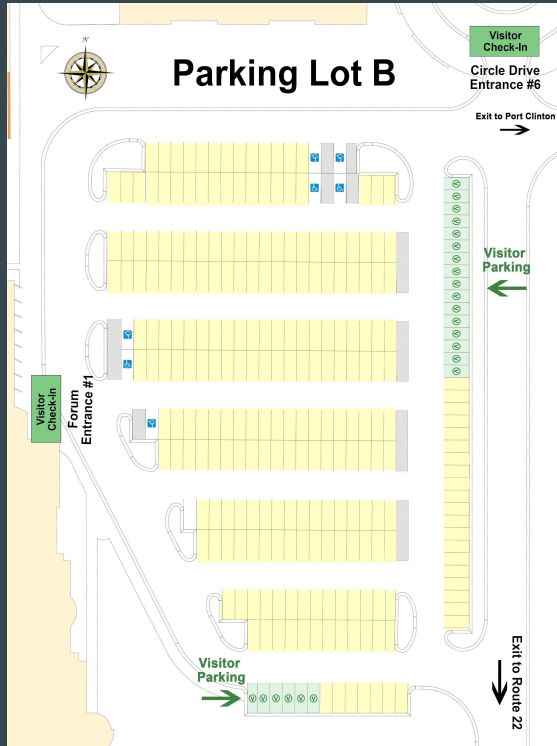
- *Substitute ID cards- Return to Security Desk

- *Emergency Call Button in rooms

- *NEVER leave students unsupervised

Safety Presentation

August 11, 2021



Safety-Related Concerns

All adults in the building are **mandated reporters**.

Safety-related concerns must be reported **immediately**.

- Suicidal ideation/attempt
- Concerns someone is currently under the influence
- Any safety concerns (even if said as a joke)
- Cutting/self-harm
- Sexual harassment
- Abuse/Neglect

Safety Presentation

August 11, 2021

Safety Procedures at Stevenson

- Closed Campus
- Lockdown Procedures
 - One button lockdown
 - Automatic locking doors
 - Blue strobes
 - PA Announcement
 - Crisis Manager App
 - Lockdown text



Safety Presentation

August 11, 2021

A.L.I.C.E.

A - Alert

L - Lockdown

I - Inform

C - Counter

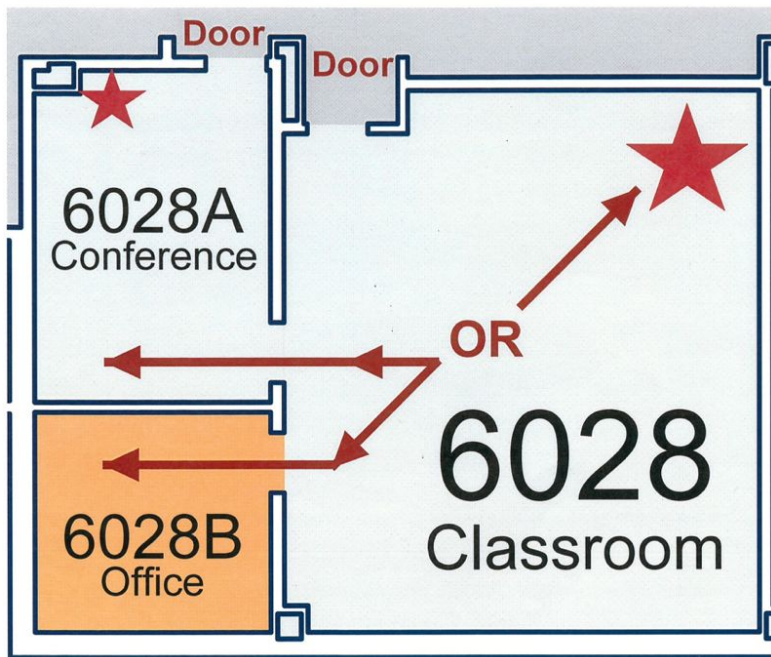
E - Evacuate

Any of these
options might be
your **best FIRST**
option.

Adlai E. Stevenson High School

East Building - 1st Floor

SAFETY ZONE PLAN



Room Safety Space



Evacuation & Safety Space

HEAR SOMETHING? SEE SOMETHING?
SAY SOMETHING!!!

Report
Bullying



Report a
Safety Concern



IF IT CAN'T WAIT, FIND AN ADULT NOW!

Safety Presentation

August 11, 2021

- Monday, August 16th (Activity Period)
- Lock Down Drill
- Tornado Drill
- Fire Drill

Teaching and Learning

Anthony Reibel
Reem Varghese



Daily Procedures

Culture at Stevenson

1. Collaborative Learning Community
2. Respect and Value Difference
3. Practice Inclusion
4. Support the Agency of our Students

Working With Frontline (Formerly AESOP) - Page 6

- Online sub coordinating system.
- Frontline Education utilizes both the telephone and the Internet to assist you in locating assignments.
- Their website is <https://app.frontlineeducation.com>

Understanding Your Role - Page 7

- Be professional, courteous, and authentic about the day.
- Contribute to a safe and orderly environment and respect the rights of students and others.
- Technology or non-relevant materials are prohibited during class time, unless in the lesson.
- Self-monitor and practice social awareness to refrain from any conduct that can be considered inappropriate.
- The Board will not tolerate sexual or any other type of harassment.

Understanding Your Role Page 7

- Sexuality
- Religion
- Race
- Politics
- Pledge of Allegiance
- Clothing

Do not discuss these topics **for any reason**, even if a student initiates.

Daily Procedures

Arriving/Signing In - Page 8

- Arrive at least (30) thirty minutes prior to the start of class.
- Parking for substitute teachers is available in lots B, D or E.
- Park in the spots designated for staff parking (yellow lot lines).
- **Do not park** in visitors parking spots.
- Parking placard in your rearview mirror.

Arriving/Signing In - Page 8

- Present a driver's license or state issued ID at visitor's desk.
- Check-out a door access badge for classrooms and employee restrooms.
- Single swipe will open classroom, double swipe keeps the door unlocked.
- After signing in proceed to the assigned division
- Div. Assist. has lessons, attendance sheets, seating charts and pay voucher.

Leaving/Signing Out - Page 8

- Lock classroom door when you leave a classroom.
- Badges work from 7:30 AM - 4:00 PM daily.
- You are expected to be in the building until 3:30 pm.
- Check in with Division Assistant at the end of the day
- Return plans, materials and paperwork where directed by the division assistant.
- Return badges to the visitor desk, not to the division assistant.
- Remember to sign out each day at the visitor's desk.

Classroom Procedures

Attendance/Tardiness - Page 9

- Attendance must be taken each class period and reported to division assistant definitely by lunchtime and then again by 3:30 pm. Report absences after each period if possible.
- On the seating chart or roster put an “A” over the name of the student(s) who are absent or “T” if they are tardy.
- Return student hall passes to the director or division assistant.

Accident/ Illness - Page 9

- Send sick students with a pass to the Nurse's Office.
- If student returns collect this pass upon their return to class and verify that they have arrived within 5 minutes of leaving the nurse's office.
 - WEST NURSE'S OFFICE LOCATION - ROOM 2436 (on the second floor in the West Building)
 - EAST NURSE'S OFFICE LOCATION - ROOM 6042 (on the first floor of the East Building)
- Each classroom has a first aid kit accessible so that teachers and students can address minor injuries
- If you feel it is an emergency use the emergency call button to reach someone, and we will send a nurse to your classroom immediately!

Daily Announcements - Page 11

- Morning announcements are broadcast via the MediaCast streaming system during the first five minutes of the first hour.
- Please make sure that students are quiet and attentive.
- Students who arrive late may view announcements at their convenience on their computer or on any computer in the school by logging in on the MediaCast web page.

Hall Passes - Page 11

- Students are not to be in the hallway when classes are in session unless they have an official student pass.
- Always sign the regular classroom teacher's name and countersign with your own name when you sign a student pass.
- It is permissible for students to use the restroom during class, but please issue a hall pass
- Please use a pen rather than a pencil and do not put more than one student's name on the pass.

Continuity of Instruction - Page 11

- Before class begins, write your name, the day's activities/agenda and any homework on the board.
- Be clear with directions and monitor student work by moving around the classroom.
- Do not read or access email, the Internet, etc. during class time. This is not your time it's the students time.

Classroom Management - Page 11

- Please follow the plans left by the teacher.
- If the plans are incomplete or should you have a question, please contact the director's assistant.
- Should a student's behavior become disruptive, address it with him or her.
- Should the behavior worsen, then you should Complete a Disciplinary Referral form and leave it with the teacher.
- If the behavior warrants it, push the emergency call button and request a Dean.

Sub Report - Page 12

- Form that should be completed and returned at the end of the day.
- Extremely valuable to the director and the regular teacher.

Other Important Items

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Bell Schedule	19
Emergency Procedures	20
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Thank You!

Questions?

Should you have any questions, please
contact sub_coordinator@d125.org.