



Welcome to SHS

We are so glad you are here.



2024-2025 Substitute Handbook

[Webpage Link](#)

ADLAI E. STEVENSON HIGH SCHOOL DISTRICT 125

One Stevenson Drive
Lincolnshire, Illinois 60069
Phone: 847-415-4100
Fax: 847-634-7309
Web Site: <http://www.d125.org>



Substitute Team

Sub_Coordinator@d125.org

Samina Imtiaz - Division Assistant for Teaching and Learning (Main Contact)
Susan Webster - Assistant Principal's Assistant for Teaching and Learning
Debby Marquardt - Human Resources Coordinator

Red Rover





Fiscal Services - Rates

Miscellaneous Wage Table

Outside Substitute filling certified position	\$30.00 per period*
Nurse	\$28.00 per hour
Long-Term Substitute (more than 10 consecutive days)	\$323/day
Clerical Substitute	\$17.00 per hour
Security (8.5 hour day, 30-minute unpaid lunch)	\$17.00 per hour
Proctor	\$30.00 per hour
Guided Study, Learning Center and ELL Tutor (8.5 hour day, 30 minute unpaid lunch)	\$19.50 per hour

Employee Services Portal

- Pay Advice
- Substitute Pay Schedule
- Tax Forms
- Direct Deposit Forms



Sign In to Employee Portal

Username:

Password:

[Sign In](#)

[Forgot your password?](#)

[Create an account](#)

Attention: this application is supported in the following browsers:

Microsoft® Edge®

Mozilla® Firefox®

Google® Chrome®

Safari® 6 - MAC only.

Functionality cannot be guaranteed if you are using an unsupported browser.



Nurse Office Locations

WEST NURSE'S OFFICE

ROOM 2436

EAST NURSE'S OFFICE

ROOM 6042



Who are the Nurses?

WEST NURSE'S OFFICE

KENDRA BALLARDINI - SCHOOL NURSE

ALLISON HUGHES - SCHOOL NURSE
- HEALTH OFFICE SECRETARY

EAST NURSE'S OFFICE

GRACE DIFIGLIO - SCHOOL NURSE

AIMEE MORALES - SCHOOL NURSE

JENNIFER SELLERS- CERTIFIED SCHOOL NURSE



When to Send a Student to the Nurse

1. All head injuries
2. Bites: Human, Animal, Insect
3. Any new Electrical, Chemical or Heat Burns- (only use burn cream on pre-existing or superficial burns)
4. Chronic conditions
5. Bloody noses
6. Any injury causing damage to teeth or any potential need for dental care
7. Lacerations – Deep cuts
8. Eye injuries or apparent eye irritation/infection
9. Rashes or possible skin infections
10. Medication Administration
11. Mental Health



Please send the student with a pass to the Health Office. The nurse will write the time the student left the office to return to class and sign the pass.

Health Emergencies

1. **Possible abdominal, back, or neck injuries:** Do NOT move the student- PRESS the emergency call button and the nurse will come to you
2. **Orthopedic injuries:** If the student is able to walk please send them to the Nurse's Office
 - a. For severe orthopedic injuries (possible broken bones): Do NOT move the student and call for a nurse to come to you
3. **Diabetic events:** Make sure the student is escorted to the Nurse's Office if their blood sugar is low/high
 - a. PRESS the emergency call button if you think they may be having a diabetic emergency
4. **Allergic Reactions:** If you suspect the student is having a severe allergic reaction, PRESS the emergency call button and the nurse will come to you.
 - a. If the student carries an epinephrine pen, have them administer it as soon as possible and stay with the student until the nurse arrives.
5. **Asthma attack (shortness of breath, wheezing, chest tightness):** PRESS the emergency call button
 - a. If the student carries an inhaler, have them take 2 puffs of their albuterol inhaler
 - b. Do NOT make the student laugh/excite
6. **Choking**
 - a. PRESS the emergency call button
 - b. If the student is coughing, encourage them to keep coughing.
 - c. If the student is not able to speak or cough, and you are trained in first aid/CPR perform 5 abdominal
 - i. thrusts and 5 back blows until the nurse arrives
7. **Seizure:** PRESS the emergency call button and protect the student from injury
 - a. Help the student to the floor; move chairs, tables, etc.
 - b. Do NOT restrain, hold down or place anything in their mouth
 - c. Time the duration of the seizure if you can
8. **Fainting:** PRESS the emergency call button
 - a. Stay with the student until the nurse arrives



Please call the Nurse for anything that you feel should be seen or feel is an emergency - ACT ON YOUR INSTINCTS



Technology

Stacy Shub - Link Lab - 3000

- WiFi
- Mediacast
- Sub Daily Loaner Laptop
- Sub plans with links (YouTube, etc.)
- Q&A



Special Education

- All student 504 and IEP information should be included in each of the teachers' substitute folders.
- If you have any questions about your special education assignment, please contact the Special Education office at x4800
- Q&A



Communications

- Remind App
- Email
- Phone
- Stevenson Website - <https://www.d125.org/>
- Other SHS communications - <https://www.d125.org/about/shs-communications>

Substitute Preferences Sheet will be sent via email. Please fill it out and return via email



Building Logistics related to Safety

- **Student Support Team (SST)**
 - Dean (Discipline, Attendance School Safety)
 - Leave detailed information for Teachers should a student issue need attention upon their return
 - Counselor (Academic Support)
 - Social Worker (Social Emotional Support)
- **Safety Procedures**
 - Please use the CALL BUTTON
 - Health Emergencies
 - Disruptive Student Behavior
 - NEVER LEAVE STUDENTS UNATTENDED!!!!
- **Mandated Reporter**
 - Child Abuse/Neglect- Immediately get in contact with Student Support Team (Ask department assistant who)



Getting to Stevenson

- **Parking**
 - Park in the yellow parking spaces
 - Forum (aka. “Point”) in Lot B
 - PWC in Lot D
 - Sports Center Lot E
- **Parking Placards**
- **Key Cards**
 - Pick up at Security Desk
 - Return at the end of the day
- **Locate Your Office**
 - Use the Division Contact list for location (folder)



Classroom Procedures - *When You Arrive*

- **Write on the Whiteboard:**
 - Your name
 - Today's date
 - Lesson plan
- **Familiarize Yourself With the Emergency Procedures:**
 - Each classroom has these procedures on the wall.
- **Emergency Button:**
 - Find the location near the classroom door
 - Press button to call for support in case of:
 - Health emergencies
 - Disruptive student behavior



Classroom Procedures - *When Students Arrive*

- Greet your students
- Introduce yourself
- Read the lesson plan
- Take attendance
 - A few minutes into class time to accommodate travelers.
 - Be mindful of name pronunciation, nicknames, pronouns.
 - Mark arrival time of any late students on the attendance sheet.
 - Student arrival more than 8 minutes after start time = late.
 - Sign and date attendance sheet.
- Return sheet to division office during free period.



Successful Substitute Practices

Do's

- Use polite and positive language
- Build rapport
- Avoid Power Struggles
- Scan, Move, Interact
- Provide hall passes when needed

Don'ts

- Use profanity or negative language
- Discuss sensitive topics (politics, religion, etc)
- Answer personal phone calls
- Let students leave before bell