

24-25 Substitute Handbook

Community Consolidated School District 15



580 N. 1st Bank Drive
Palatine, IL 60067
(847) 963-3000

Introduction

Welcome to Palatine Community Consolidated School District 15! Our District is the second largest elementary district in Illinois, and includes 14 elementary schools, 5 middle schools, one preschool early childhood center and alternative public day school, and spans seven municipalities. Our student population is 10,000+ children and we have a full-time staff of nearly 2,000 employees.

Diversity is one of our strongest assets. With 84 languages spoken by District 15 families and students, our District is home to the 13th largest second language program in the State of Illinois.

The goal of District 15 is to provide an exceptional educational program for its students during each day of the school year. We would be unable to achieve this goal without the fine services provided by our Substitute Teachers and Program Assistants. Students, teachers, parents, and administrators appreciate your work in our district.

Qualifications

To meet the Substitute Teacher qualifications, one must hold a valid Illinois Professional Educator License (PEL) or Substitute License (SUB) registered in North Cook Region 05.

Substitute Program Assistants must hold a valid PEL, SUB, or ELS (PARA) license registered in North Cook Region 5 to qualify. A Program Assistant who holds an ELS (PARA) license and has a Bachelor's Degree on file with the Illinois State Board of Education may also work as a Substitute Teacher.

Please note: You do not need to be bilingual to accept a Bilingual Program Assistant position.

To qualify as a Substitute Nurse, a current Illinois RN license must be held.

Assignments

There is a limit of 120 days or 600 hours that a Retired Teacher may work without negatively impacting their pension. Please note, it is the responsibility of the Retired Teacher to keep track of their days worked throughout the year.

Substitute Teachers who are not Retired Teachers and hold a valid PEL may work an unlimited number of days in a single school district, but not more than 120 in a single consecutive assignment. A Substitute Teacher with a valid SUB license may work an unlimited number of days in a single school district, but not more than 90 days in a single consecutive assignment.

Frontline Absence Management (formerly AESOP) is the tool you will use to find available assignments. It is the Substitute's responsibility to search for available assignments. An ID and PIN will be sent to you via email at time of hire to give you access to set up your account. You may customize your information to include days of availability/unavailability, call times, etc.

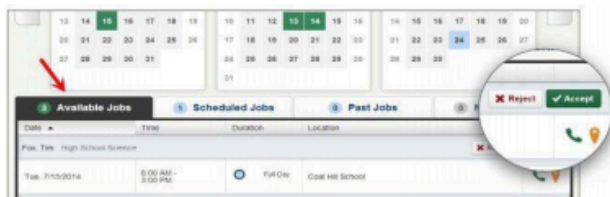
Formerly called AESOP, the Absence Management system is what you will use to find and accept substitute assignments.

Logging into the Website

To log in, type www.aesoponline.com in your web browser's address bar. Enter the ID number and PIN that was emailed to you at your time of hire. Trouble logging in? Click on the "Login Problems" link for more information.

Finding and Accepting Jobs

All available jobs can be seen from the homepage and will be shown in green on the calendar or in a list under the "Available Jobs" tab.

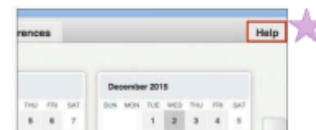


Please remember that all positions are first come, first serve. If you have any questions regarding the position itself, please contact the building for more details.

If there are days that you will be unavailable to work as a substitute, please indicate this within your preferences section Absence Management.

*** Need Help? ***

If you need additional assistance or would like to learn more about a certain feature, please click "Help" in the upper right hand corner or go to http://help1.frontlinek12.com/?b_id=3220 to access the Substitute Learning Center.



Training videos available in the Substitute Learning Center include: Basic Training, Advanced Training, Home Page Interactive Tour, Phone Calls from AESOP, and job Experience Feedback

Please note the following:

***Substitutes are not permitted to accept assignments in their own childrens' classrooms or grade level.**

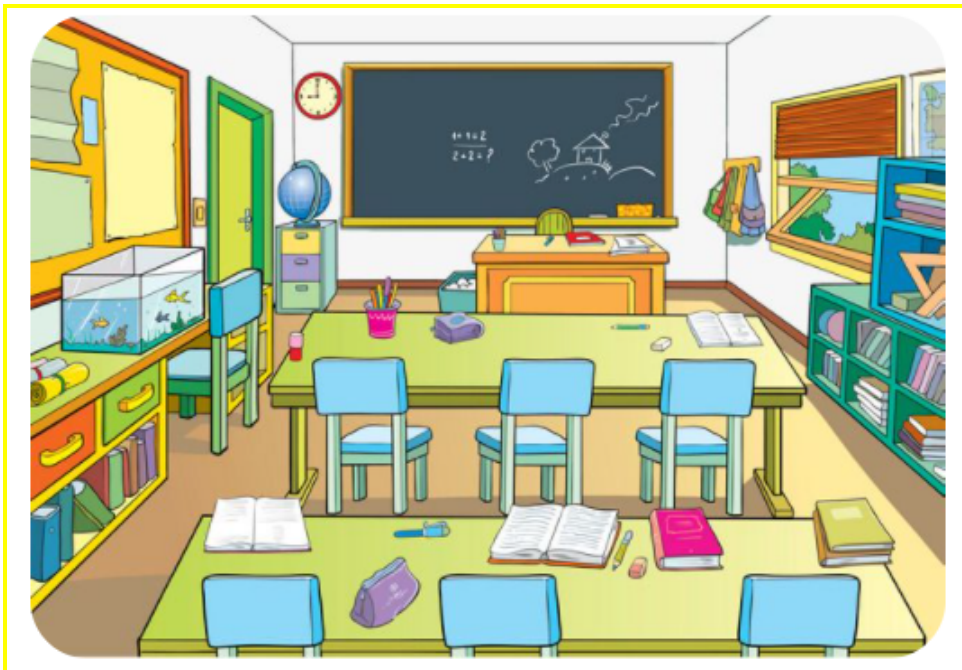
*We are asking our substitute teachers to be flexible in regards to their daily assignments. Last minute changes to a sub assignment might occur for a variety of reasons such as substitute qualifications, school need and substitute availability. We are asking for understanding as last minute changes are common in order to ensure the school is appropriately covered.

*You may be asked to cover another assignment or classroom during scheduled release time for other teachers if you are available.

Your school day is the same as the Teacher or Program Assistant for whom you are substituting. You are expected to fulfill the regular duties of those staff members which may include am/pm duty, lunch/recess duty, or other duties as assigned by the Principal or Assistant Principal. Please dress accordingly in the event you may have to be outside. If you require an accommodation, please reach out to Jamie Serna (sernaj@ccsd15.net). Accommodations must be filled out annually.

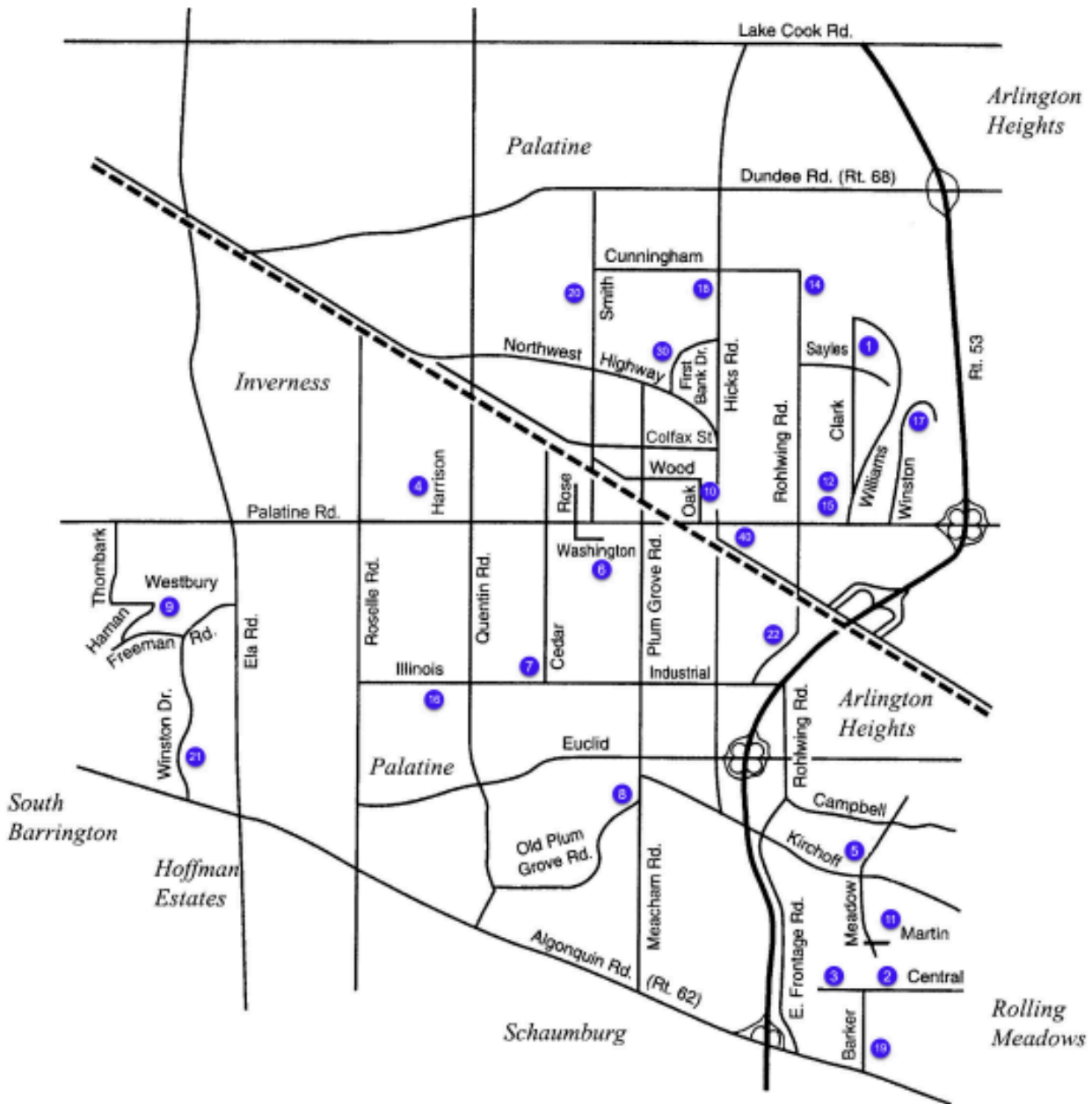
For assignments in our AIME, SIP, ABLE, STAR, REACH, MILE, and LEAP classrooms, additional responsibilities may be required. This includes but is not limited to lifting, feeding, diapering, and toileting. These programs are located in the following schools:

Conyers Learning Academy	Jane Adams	Thomas Jefferson
Carl Sandburg	Lincoln	Walter R. Sundling
Frank C. Whiteley	Marion Jordan	Willow Bend
Gray M. Sanborn	Pleasant Hill	Winston Campus
Hunting Ridge	Plum Grove	





COMMUNITY CONSOLIDATED SCHOOL DISTRICT 15 BUILDING LOCATIONS



- 1 Jane Addams School
- 2 John G. Conyers Learning Academy
- 3 Central Road School
- 4 Marion Jordan School
- 5 Kimball Hill School
- 6 Stuart R. Paddock School
- 7 Pleasant Hill School
- 8 Plum Grove Middle School
- 9 Frank C. Whiteley School

- 10 Gray M. Sanborn School
- 11 Carl Sandburg Middle School
- 12 Winston Campus Middle School
- 14 Virginia Lake School
- 15 Winston Campus Elementary
- 16 Hunting Ridge School
- 17 Lake Louise School
- 18 Lincoln School
- 19 Willow Bend School

- 20 Walter R. Sundling Middle School
- School Nutrition Services
- Transportation
- 21 Thomas Jefferson Middle School
- 22 Maintenance/Warehouse Facility
- 30 Joseph M. Kiszka
- Educational Service Center
- 40 Technology Services

COMMUNITY CONSOLIDATED SCHOOL DISTRICT 15

BUILDING LOCATIONS

- | | | |
|--|---|--|
| 1 Jane Addams School
1020 E. Sayles Drive
Palatine, IL 60074-7274
Phone: (847) 963-5000
Fax: (847) 963-5006 | 10 Gray M. Sanborn School
101 N. Oak Street
Palatine, IL 60067-5246
Phone: (847) 963-7000
Fax: (847) 963-7006 | 20 Walter R. Sundling Middle School
1100 N. Smith Street
Palatine, IL 60067-2606
Phone: (847) 963-3700
Fax: (847) 963-3706 |
| 2 John G. Conyers Learning Academy
2800 Central Road
Rolling Meadows, IL 60008-2535
Phone: (847) 963-3400
Fax: (847) 963-3406 | 11 Carl Sandburg Middle School
2600 Martin Lane
Rolling Meadows, IL 60008-2722
Phone: (847) 963-7800
Fax: (847) 963-7806 | 21 Thomas Jefferson Middle School
3805 Winston Drive
Hoffman Estates, IL 60192
Phone: (847) 963-5400
Fax: (847) 963-5406 |
| 3 Central Road School
3800 Central Road
Rolling Meadows, IL 60008-2554
Phone: (847) 963-5100
Fax: (847) 963-5106 | 12 Winston Campus Middle School
900 E. Palatine Road
Palatine, IL 60074-5552
Phone: (847) 963-7400
Fax: (847) 963-7508 | 22 Maintenance/Warehouse Facility
1001 Rohlfing Road
Rolling Meadows, IL 60008-1029
Phone: (847) 963-3950
Fax: (847) 963-3995 |
| 4 Marion Jordan School
100 N. Harrison Avenue
Palatine, IL 60067-0913
Phone: (847) 963-5500
Fax: (847) 963-5506 | 14 Virginia Lake School
925 N. Glenn Drive
Palatine, IL 60074-7189
Phone: (847) 963-7100
Fax: (847) 963-7106 | 30 Joseph M. Kiszka Educational Service Center
580 North 1st Bank Drive
Palatine, IL 60067-8110
Phone: (847) 963-3000
Fax: (847) 963-3200 |
| 5 Kimball Hill School
2905 Meadow Drive
Rolling Meadows, IL 60008-1801
Phone: (847) 963-5200
Fax: (847) 963-5206 | 15 Winston Campus Elementary
900 E. Palatine Road
Palatine, IL 60074-5552
Phone: (847) 963-7500
Fax: (847) 963-7508 | 20 School Nutrition Services
1100 N. Smith Street
Palatine, IL 60067-2606
Phone: (847) 963-3928
Fax: (847) 963-3925 |
| 6 Stuart R. Paddock School
225 W. Washington Street
Palatine, IL 60067-6147
Phone: (847) 963-5800
Fax: (847) 963-5806 | 16 Hunting Ridge School
1105 W. Illinois Avenue
Palatine, IL 60067-6628
Phone: (847) 963-5300
Fax: (847) 963-5306 | 20 Transportation
1100 N. Smith Street
Palatine, IL 60067-2606
Phone: (847) 963-3900
Fax: (847) 963-3906, 3907 |
| 7 Pleasant Hill School
434 W. Illinois Avenue
Palatine, IL 60067-6745
Phone: (847) 963-5900
Fax: (847) 963-5906 | 17 Lake Louise School
500 N. Jonathan Drive
Palatine, IL 60074-4114
Phone: (847) 963-5600
Fax: (847) 963-5606 | 40 Technology Services
530 E. Northwest Highway
Palatine, IL 60074-4846
Phone: 847-963-3230
Fax: 847-963-3235 |
| 8 Plum Grove Middle School
2600 Plum Grove Road
Rolling Meadows, IL 60008-2042
Phone: (847) 963-7600
Fax: (847) 963-7606 | 18 Lincoln School
1021 N. Ridgewood Lane
Palatine, IL 60067-3448
Phone: (847) 963-5700
Fax: (847) 963-5706 | |
| 9 Frank C. Whiteley School
4335 Haman Avenue
Hoffman Estates, IL 60192
Phone: (847) 963-7200
Fax: (847) 963-7206 | 19 Willow Bend School
4700 Barker Avenue
Rolling Meadows, IL 60008-3202
Phone: (847) 963-7300
Fax: (847) 963-7306 | |

Rate Of Pay

Position	Full Day	Half Day
Substitute Teacher	\$135	\$67.50
Retired Teacher Substitute Rate	\$165	\$82.50
Long Term Substitute Teacher*	\$214.67	\$107.34
Program Assistant	\$105.00	\$52.50
Program Assistant at Substitute Teacher Pay**	\$135	\$67.50
Nurse	\$200	\$100

*Rate begins on the 16th consecutive day of assignment and is retroactive to day one.

**Rate is paid at Substitute Teacher pay though working as a Program Assistant. This typically applies to assignments in High Needs classrooms.

Payroll Deductions

The following deductions will be taken from each pay:

- TRS - 9% (if subbing for a teacher)
- TRS Insurance - 1.24% (T.H.I.S. Teachers' Health Insurance Security - if subbing for a teacher)
- State Tax
- Federal Tax
- Fica (only if subbing for a Program Assistant)
- Medicare

Please remember that IMRF (Illinois Municipal Retirement Fund) and TRS (Teachers' Retirement System) are reciprocal systems. Any contributions to either of these systems will be considered, if vested, at retirement.

Substitute Teachers may claim mileage for travel between schools if the day's assignment is for a single teacher and requires travel between buildings. No mileage may be claimed if the Substitute works for one Teacher in the morning and at a different building for another teacher in the afternoon.



Community Consolidated School District 15
580 North First Bank Drive
Palatine, IL 60067

ONE-WAY MILEAGE GRID

	JA	CR	CLA	KH	HR	TJ	MJ	LL	LS	SRP	PH	PG	GMS	CS	WRS	VL	FCW	WB	WC	Warehouse/ Maintenance (Rohlwing)	Tremelling Technology Center
ESC	1.5	4.0	5.0	4.0	4.0	6.0	3.0	3.0	1.0	2.0	3.0	3.5	1.5	4.0	1.5	1.0	6.0	5.0	1.5	2.0	3.0
Tremelling Technology Ctr.	3.5	6.0	5.5	5.5	2.5	3.0	0	4.5	4.0	1.5	2.5	5.0	2.5	5.5	3.0	3.5	2.5	6.0	3.0	3.5	
Warehouse/ Maintenance (Rohlwing)	2.5	3.0	3.5	2.5	2.5	7.5	3.5	2.5	3.5	2.0	1.5	2.5	1.0	2.5	4.0	2.5	6.0	3.5	1.0		
WC	1.5	4.0	4.5	3.5	4.0	6.0	3.0	1.5	2.5	2.0	3.0	3.5	1.5	3.5	3.0	1.5	5.5	4.5			
WB	5.5	1.0	0.5	2.0	5.0	5.5	6.0	6.0	6.5	5.0	4.0	3.0	5.0	1.5	6.5	5.5	6.5				
FCW	6.5	6.5	7.0	7.0	4.5	1.5	2.5	6.5	6.0	4.0	4.5	6.0	4.5	7.5	5.5	6.5					
VL	1.0	5.0	5.5	4.5	5.0	7.0	3.5	2.0	1.5	3.0	4.0	4.5	2.5	5.0	2.0						
WRS	2.5	6.0	6.0	5.5	4.0	5.5	3.0	4.0	1.5	2.0	3.0	4.0	2.0	5.5							
CS	5.0	2.0	1.0	1.0	4.5	6.5	5.5	5.0	5.0	4.5	3.5	2.5	4.0								
GMS	2.5	4.0	4.0	4.0	3.0	5.0	2.5	2.5	2.0	1.5	2.5	2.5									
PG	4.5	3.0	3.0	2.5	3.0	5.0	5.0	5.0	4.5	2.5	2.0										
PH	4.0	3.5	4.5	3.5	1.0	4.5	2.5	4.5	4.0	1.5											
SRP	3.0	5.0	4.5	4.0	2.5	4.5	1.5	3.5	3.0												
LS	2.0	5.5	5.5	5.0	5.0	6.5	4.0	3.0													
LL	1.5	5.0	5.5	5.0	5.0	7.0	4.5														
MJ	3.5	6.0	5.5	5.5	2.5	3.0															
TJ	7.0	5.5	6.0	6.0	5.0																
HR	5.0	4.5	5.0	4.0																	
KH	4.5	2.0	1.0																		
CLA	5.5	0.5																			
CR	5.0																				

Factors Used in Preparing Mileage Grid:

After the exact distance was established, the following adjustments were made: all mileage was rounded to the nearest half or whole mile to compensate for parking, etc.

Pay dates are on the 15th and last working day of each month unless otherwise specified per the following payroll calendar.



COMMUNITY CONSOLIDATED SCHOOL DISTRICT 15 PAY SCHEDULE 2024-25

DAYS WORKED (Subs and Hourly Timesheet Work)	2024	PAY DATE	
05/16 to 05/31		JUNE	13
06/01 to 06/15		JUNE	27
06/16 to 06/30		JULY	15
07/01 to 07/15		JULY	31
07/16 to 07/31		AUGUST	15
08/01 to 08/15		AUGUST	30
08/16 to 08/31		SEPTEMBER	13
09/01 to 09/15		SEPTEMBER	30
09/16 to 09/30		OCTOBER	15
10/01 to 10/15		OCTOBER	31
10/16 to 10/31		NOVEMBER	15
11/01 to 11/15		NOVEMBER	22
11/16 to 11/30		DECEMBER * / **	11
12/01 to 12/15		DECEMBER	20
2025			
12/16 to 12/31		JANUARY	15
01/01 to 01/15		JANUARY	31
01/16 to 01/31		FEBRUARY	14
02/01 to 02/15		FEBRUARY	28
02/16 to 02/28		MARCH *	14
03/01 to 03/15		MARCH	31
03/16 to 03/31		APRIL	15
04/01 to 04/15		APRIL	30
04/16 to 04/30		MAY ***	15
05/01 to 05/15		MAY * / **	30
05/16 to 05/31		JUNE	13
06/01 to 06/15		JUNE	30

* CLUBS/EXTRA DUTY

** MENTOR STIPEND

*** NATIONAL BOARD (District) Separate Check Paid on the 14th

EARLY PAY DATES DUE TO WINTER / SPRING BREAK



COMMUNITY CONSOLIDATED SCHOOL DISTRICT 15

2024-25 Official Student Attendance Calendar

August/September 2024

S	M	T	W	T	F	S
25	26	27	28	29	30	31
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

8/30 No School | Teacher Plan Day
9/2 No School | Holiday-Labor Day
9/3-4 No School | Teacher Institute Days
9/5 **First Day of School |**
Grades K-8 & Early Childhood
9/26 Half Day Student Attendance

February 2025

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

2/17 No School | Teacher Plan Day

October 2024

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

10/14 No School | Teacher Plan Day

March 2025

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

3/11 Half Day Student Attendance
3/24-28 No School | Spring Break

November 2024

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

11/5 No School | Election Day
11/25-26 No School | Parent/Teacher Conferences
11/27 No School | Nonattendance Day
11/28-29 No School | Thanksgiving Recess

April 2025

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

December 2024

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

12/23-31 No School | Winter Break

May 2025

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

5/2 No School | Teacher Institute Day
5/26 No School | Holiday-Memorial Day

January 2025

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

1/1-3 No School | Winter Break
1/20 No School | Holiday-MLK Day
1/21 No School | Teacher Institute Day

June 2025

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

6/12 Last Day (Half Day) |
Grades K-7 & Early Childhood



Community Consolidated School District 15

2024-25 Time Schedule beginning September 5, 2024

School	Office Hours	Monday–Thursday		Friday	
		School Day	Lunch Hours	School Day	Lunch Hours
TIER 1 Schedule					
Carl Sandburg	6:30a–3:00p	7:30a–2:10p	Grade 6 10:40a–11:10a	7:30a–12:0p	Grade 6 10:14a–10:44a
Plum Grove			Grade 7 11:25a–11:55a		Grade 7 10:53a–11:23a
T. Jefferson			Grade 8 12:10p–12:40p		Grade 8 11:32a–12:02p
W.R. Sundling					
Winston Campus					
Winston Campus (DL)			11:00a–12:00p	11:00a–12:00p	
TIER 2 Schedule					
Frank C. Whiteley	7:25a–3:55p	8:25a–3:05p	11:30a–12:30p	8:25a–2:15p	11:30a–12:30p
Gray M. Sanborn			11:30a–12:30p		11:30a–12:30p
Hunting Ridge			11:30a–12:30p		11:30a–12:30p
Jane Addams			11:00a–12:30p		11:00a–12:30p
Kimball Hill			11:00a–12:30p		11:00a–12:30p
Lincoln			11:30a–1:00p		11:30a–1:00p
Marion Jordan			11:30a–12:30p		11:30a–12:30p
Pleasant Hill			11:00a–1:00p		11:00a–1:00p
Willow Bend			11:30a–12:30p		11:30a–12:30p
TIER 3 Schedule					
Central Road	8:00a–4:30p	9:15a–3:55p	12:20p–1:20p	9:15a–3:05p	12:20p–1:20p
Lake Louise			12:20p–1:20p		12:20p–1:20p
Stuart R. Paddock			12:00p–1:20p		12:00p–1:20p
Virginia Lake			12:00p–1:20p		12:00p–1:20p
Conyers Learning Academy	8:15a–4:45p	9:20a–4:00p AM: 9:20–11:55a PM: 1:25–4:00p	12:00p–1:00p	9:20a–3:10p AM: 9:20a–11:30a PM: 1:00–3:10p	12:00p–1:00p

Middle School Bell Schedule

All Middle Schools	6th Grade		7th Grade		8th Grade	
Period	M-Th	Fri	M-Th	F	M-Th	F
1st	7:30a-8:22a	7:30a-8:14a	7:30a-8:22a	7:30a-8:14a	7:30a-8:22a	7:30a-8:14a
2nd	8:25a-9:07a	8:17a-8:53a	8:25a-9:07a	8:17a-8:53a	8:25a-9:07a	8:17a-8:53a
3rd	9:10a-9:52a	8:56a-9:32a	9:10a-9:52a	8:56a-9:32a	9:10a-9:52a	8:56a-9:32a
4th	9:55a-10:37a	9:35a-10:11a	9:55a-10:37a	9:35a-10:11a	9:55a-10:37a	9:35a-10:11a
5th	10:40a-11:10a	10:14a-10:44a	10:40a-11:22a	10:14a-10:50a	10:40a-11:22a	10:14a-10:50a
6th	11:13a-11:55a	10:47a-11:23a	11:25a-11:55a	10:53a-11:23a	11:25a-12:07p	10:53a-11:29a
7th	11:58a-12:40p	11:26p-12:02p	11:58a-12:40p	11:26a-12:02p	12:10p-12:40p	11:32a-12:02p
8th	12:43p-1:25p	12:05p-12:41p	12:43p-1:25p	12:05p-12:41p	12:43p-1:25p	12:05p-12:41p
9th	1:28p-2:10p	12:44p-1:20p	1:28p-2:10p	12:44p-1:20p	1:28p-2:10p	12:44p-1:20p
	(30 minute lunch)					

Expectations

1. Substitutes are expected to arrive 15 minutes prior to the start of their assignment. Once you arrive at any school building, proceed to the front office. In the event an assignment is accepted just prior to the beginning of the school day or after school begins, please make every effort to arrive as soon as possible and call the school office to tell them your anticipated arrival time.
2. Sign in on the chromebook in the office. You will be required to give your license to the Secretary for the duration of the time that you are in the building. A temporary Substitute badge will be provided for you which must be worn at all times. Similarly, sign out at the end of the day and return your Substitute badge to the school Secretary.
3. Ask the Secretary for the Substitute Folder. The Secretary will give you an emergency Substitute folder with important student/building information along with the room key in case of an emergency. If the teacher does not leave their laptop for you, the office or LRC will provide you with one if it is needed to teach the class.
4. Check the teacher's mailbox for messages, appointments, and materials to be distributed throughout the day.
5. Substitute Teachers are required to complete the work related to the teaching day. Lesson plans of the Teacher or Program Assistant should be followed as closely as possible. In the event no lesson plans are available, please notify the principal or designee for instructions.
6. Familiarize yourself with the Fire Exit and Crisis Plan posted near the door.
7. Substitutes have 30 minutes of duty free lunch which may be outside of the normal school lunch hours. You may be assigned to supervise for 30 minutes or the entire lunch period. Please remember to dress for the weather since recess supervision may be outdoors.
8. Substitutes are to remain in the building until all students have been dismissed.
9. Never leave a child(ren) unattended.
10. Children may not leave the school grounds without being signed out and released to a parent/guardian in the school office.
11. You are expected to check papers and/or tests that are directly related to your assignments for the day.
12. You may leave feedback in Frontline for the teacher about the day.

13. You are expected to display professional and ethical behavior when dealing with students, staff, and parents.
14. Maintain confidentiality. No school information or documentation is to leave the school under any circumstances. Failure to abide by this can result in disciplinary action or removal from our active Substitute pool.
15. Cell phones should be silenced during the day.
16. All District 15 Substitutes are considered employees of the District while assigned to a Substitute position. As such, you are expected to:
 - i. Maintain high standards in your school relationships
 - ii. Demonstrate integrity and honesty
 - iii. Be considerate and cooperative

If an assignment is canceled by the District due to inclement weather/school closing an email and phone call will be made to inform you of the cancellation. If there is inclement weather/school closing and you have not heard about a cancellation, please check the District website at www.ccsd15.net or the Emergency Closing Center website at www.emergencyclosingcenter.com (search for Palatine District 15 or the name of a school) for information. School closure information will also be available on major radio and TV stations. Our District will be identified as District 15, Palatine, Rolling Meadows, Cook County. The District will not be canceling school for the 24-25 school year but instead, be transitioning to a virtual day. If that should happen, please consider your assignment canceled for the day. We will use our own internal staff to cover teachers on such days.

Assistance and Support

If support or assistance is needed in dealing with a disruptive student, the building administrator should be notified immediately.

Discipline

Substitute teachers are expected to use best practices and a variety of strategies to deal with student discipline including maintaining high expectations for appropriate behavior and intervening to stop inappropriate behavior.

Corporal punishment **may not be used** as a disciplinary measure.

Attendance

As a valuable member of our team, we count on Substitutes to fill vacancies so we can support our students. If you accept an assignment, we expect you to fulfill it unless there is an emergency or extenuating circumstances. Should you need to cancel an assignment, please contact the school secretary and email Debbie Cox, Executive Assistant of Human Resources, at coxd@ccsd15.net with the reason for the cancellation. Please do not cancel a half day assignment to instead pick up a full day assignment.

Should you have any reason which would prevent you from substituting for an extended period of time, please contact Debbie Cox at coxd@ccsd15.net to inform us of your unavailability.

Removal From The Substitute List

Please note that at the end of each school year we will review the work history of all Substitutes in our pool to identify those who did not accept any assignments during the year. These individuals will be removed from our active Substitute pool and, if interested in working as a Substitute again for District 15, will need to repeat the hiring process including a background check.

Substitutes may also be removed due to unsatisfactory performance, complaints from the schools, repeated failure to accept assignments on days that you have indicated that you can substitute, repetitive cancellation of accepted assignments, or for any other just and reasonable cause.

Continued Employment

The school district has regularly scheduled breaks, including the summer break, when school is not in session. During these breaks the district provides you the assurance, in good faith, that you will return to work in the same or similar position at the completion of the break. Your continued employment is on an at-will basis, which means you or the District may cease employment at any time. If you decide to discontinue substituting for District 15, please contact Debbie Cox at coxd@ccsd15.net. The District will also send a fillable form to your District email account each spring to be completed indicating whether or not you intend to return for the next school year.

Board Policies

Board Policy: 5:050 – Drug and Alcohol Free Workplace; E-cigarette, tobacco and Cannabis Prohibition

Board Policy 5:050 establishes all District 15 workplaces as drug and alcohol free. No Substitute will knowingly manufacture, distribute, dispense, possess, or use a controlled substance or alcohol while on District premises or while performing work. Being under the influence of alcohol or any controlled substance while on District 15 premises or while performing work is prohibited.

All staff shall:

- Agree to abide by the terms contained in this policy; and
- Agree to notify the District of any criminal drug statute conviction for a violation occurring on the District's premises no later than five (5) days after such a conviction.

Board Policy 5:20 – Sexual Harassment

The District does not tolerate sexual harassment by any person.

Board Policy 7:270 – Administration of Medication

No medication (including aspirin or over-the-counter) is to be administered to children, except by written order from the doctor.

Substitute Board Policy and Illinois School Code

According to Board Policy and Illinois School Code, Substitute Teachers have limits on the number of days in which they may work in the same classroom. These limits are dependent on the type of license held. Please note the following:

- **Short Term Sub License (STS)** – May not substitute for the same licensed Teacher for more than five (5) consecutive days.
- **Substitute License (SUB)** – May not substitute for the same licensed Teacher for more than 90 days total in one school year.
- **Professional Educator License (PEL)** – May not substitute for the same licensed Teacher for more than 120 days total in one school year.

The most common reason for a Substitute to approach these limits is when working in a Long-Term Substitute assignment.

Violation of these policies will result in permanent exclusion from District 15's active Substitute list.

General School Practices

All Substitutes are to exercise caution in handling any discussions of a controversial nature. Consideration must be shown for the feelings of all students and any issue which clashes with community customs and attitudes must be studied and discussed in a reasonable manner. The teacher must allow for free exchange of ideas and views and must avoid indoctrination of his or her own philosophy.

As a safety precaution, and because of transportation schedules, classes are to be dismissed promptly at the designated time. No students are to remain in the classroom or any other part of the building after the regular dismissal time unless parents have been notified and transportation, if needed, has been arranged by the teacher or parent. Students are never to remain in the building unattended.

All Substitutes are expected to assist with any special work or duties assigned as part of the teaching day.

Flyers, literature, organizational papers, etc., are not to be distributed unless approved by the school's main office in advance.

Substitute Teachers are not permitted to bring their own children to the classroom unless they are regularly enrolled in the school.

Animals are not allowed in the classroom without the approval of the Principal and agreement of the Teacher.

In order to be paid for a full assignment, substitutes must remain on duty for the full assignment, including the times that students are at specials, during a Teacher's planning time, and during staff development times. You are not permitted to leave the school premises unless it is your unpaid 30-minute lunch break.

- ❖ On Friday afternoons when students are released early, Substitutes may leave once his/her classroom responsibilities are completed.

Please keep your contact information updated (phone and personal email) and notify Human Resources of any change of name, address, or phone number.

Money collected from students is to be remitted to the school's main office by the end of the school day. No money is to be left in the classroom overnight.

- ❖ Lunch money should be remitted to the office first thing in the morning.

Technology Policies

Cell phones should be turned off and not used during the instructional work day, this does not include the lunch hour, unless supervising students. Likewise, the school office and classroom telephones are provided for school purposes only.

Substitute Teachers are not to log on to Teacher computers unless directed to by the building administration. Personal laptops are not permitted for use in the schools, and other electronic devices such as cell phones or tablets should not be used during instructional time.

Substitute Teachers should not access the internet for personal reasons. Students should access the internet for instructional purposes only. Student use should be closely monitored. Substitute Teachers are not permitted to sign in under student computer passwords.

Safety Policies

Students are never to be left alone in the classroom. If it is necessary to leave the room, the Teacher in the next room should be asked to step into the hall and watch the room until the Substitute returns.

All cases of accident or illness, including those to the Substitute, are to be reported immediately to the main office regardless of whether medical attention is required. Minor cuts and bruises are to be cared for by the Substitute with the Teacher's First Aid Kit.

All other injuries or illnesses are to be referred to the school office or school Nurse. Accident reports are completed by the Substitute on duty at the time of the accident.

All District buildings and property are gun and smoke free zones.

After Picking Up an Assignment

Arriving at the School:

1. Enter the building through the main doors and go directly to the main office.
 - a. Sign in using the chromebooks in the office
 - b. Exchange your Driver's License for a temporary substitute badge. This badge must be worn at all times during the assignment.
 - c. Ask the secretary for the Sub Folder and the room key since the doors will be locked at all times
 - d. Check the teacher's mailbox for messages, appointments, and keys. If you find something locked when you arrive, lock it before you leave. Messages should be referred to the main office unless they are routine in nature.
2. Go to your classroom.
 - a. Acquaint yourself with room order. This is how it should look at the end of the day.
 - b. Look for the Fire Exit and Crisis Plan posted near the door. Review the Crisis Plan for the school (located in the front office or the sub folder).
3. Prepare for your day
 - a. Check the Daily Schedule in the Sub Folder. This will give you a general overview of what to expect throughout the day. Check to see what special teacher, if any, will be in the room and what your role will be during that time. If there is money to be collected, decide early when this is to be done. Money collected must be remitted to the school's main office at the end of the school day. The more familiar you are with the schedule and the room, the better your class control.
 - b. Be aware that students in your charge may have health needs. For this reason, we ask that Substitutes refrain from handing out any food, candy, etc. for any reason. Review the Sub Folder for students who may have allergies, asthma, diabetes, seizures, or other conditions that may require medication or medical intervention. Additionally, students with concussions must follow protocol for their academic and physical fitness activities. Locate the blue concussion folder in the room to identify any students with concussions. Never send a student who is dizzy, weak, or confused unaccompanied to the nurse's office. If you have any questions, please contact the school's main office.



c. Read the Lesson Plans as this is the best clue to what you are to teach. As you locate the textbooks/workbooks you will use, add markers for the pages indicated. This will help you throughout the day. Organize materials so that they are easily accessible. Students are accustomed to the established routine of the regular teacher and, if the routine changes drastically, class control can become difficult.

d. In rare instances where a lesson plan is not prepared for the day in which you are subbing, please notify the main office as soon as possible. They will help you confer with other teachers in the same grade and/or subject area for some general information. Procedural information may be obtained from an individual child before the class begins. Put your name on the board.

Be resourceful! If keys do not work, if you cannot locate the Lesson Plans, materials are not in the proper location, something doesn't seem right to you... ask the school's main office or the teacher next door.

When the First Bell Rings:

1. Be in the room when the students arrive. This is not only a legal responsibility but an essential part of establishing good discipline and effective control. Greet the children with a smile and a pleasant "Good morning," but insist on students being seated and remaining so until instructions are given.
2. Introduce yourself! This is a great time to establish behavior expectations and review class procedures. Keep this time brief.
3. Check attendance (and Lunch) counts carefully. Call each name distinctly. Follow the building procedure for recording attendance carefully, and if the report is due in the office, send it in promptly. Many teachers have a procedure for taking the lunch count. Please be sure to record this on the lunch envelope and send it with the attendance.
4. If there are established routines, make no changes. For example, if students are to sharpen pencils as they come in or if helpers should take forms to the office, water plants, or get supplies, stay with this procedure.

Be Prepared

Substitutes are expected to follow the lesson plans and instructions provided by the teacher. Your ability to carry out the day's lesson as outlined will affect the class control and the students' education for that day. If you substitute for more than one day, you are under the same obligation as the regular teacher to plan for the next day.

Be Ready

Have materials ready for students, put instruction on the board if called for, and know the starting assignment. Be sure that you have the complete attention of every boy and girl in the

class before starting. Periods of waiting for materials or with no constructive work to do can be starting points for discipline problems.

Motivation is Key

Children need, and want, motivation. Remember, however, that your primary purpose is to teach, not entertain. Be brief, set the stage, arouse curiosity, and relate to the previous lesson. This can be accomplished by a picture, a key question, a story, or a shared experience.

Make Your Presentation Clear:

What the children gain from the lesson will depend on how well you present it.

- ☐ Keep the language on the child's level of understanding
- ☐ Present one point at a time
- ☐ Go from the known to the unknown, the easy to the difficult
- ☐ Stop often and review
- ☐ Do not hesitate to repeat
- ☐ Give students opportunities to ask questions

Ask Good Questions

- ☐ Asks something you really want to know
- ☐ Is concise and expressed well
- ☐ May often require some intermediate answers
- ☐ Directs a child in self-motivation
- ☐ Gives the student an idea of what is to follow
- ☐ Causes children to formulate new or unexpected ideas
- ☐ Does not call for mere repetition of book material

Mechanics of Asking Questions

- ☐ State the question, then call on a student
- ☐ Discourage hand-waving
- ☐ Respect the child's answers
- ☐ Know the correct answer yourself
- ☐ Use a positive approach

Provide for Active Participation

- ☐ During a lesson, students are engaged in organized activities. Directions should be clear, supervision constant, emphasis should be on the project.
- ☐ Leave Time for Summary
- ☐ All facts and concepts need to be brought together before the close of the lesson.

- ☐ Vary your ways of summation. It can be teacher directed, student directed, or activity directed.
- ☐ Give Clear Assignments
- ☐ Assignments should be clear, concise, purposeful, and should take into account individual differences.

Some Helpful Hints

The Substitute should always have some ideas that will add interest to each subject. The few listed here will start you thinking about others. The most successful ones are those you and your students plan together.

Mathematics

- ☐ Use many concrete objects such as sticks, blocks, cutouts, containers, coins, and the like.
- ☐ Relate problems to interests and everyday life (such as costs of a party, computing mileage, sports, comparing student heights, room size, ceiling height, etc)
- ☐ Dramatize situations involving mathematical concepts: shopping, buying tickets, going on a trip.

Language Arts

- ☐ Make much use of creative writing – stories, plays, poems, reports.
- ☐ Involve all areas of communication – planning discussions, explaining, reading, analyzing, dramatizing, reporting, summarizing, listening, questioning.
- ☐ Vary opportunities for writing – labels, letters, titles, notices, signs, requests, replies, charts, reports, stories, summaries, outlines, poems, directions, experiences.

Reading

- ☐ Dramatize part of a story or book.
- ☐ Have students give descriptions of interesting characters.
- ☐ Pantomime some part to arouse interest in reading a book.
- ☐ Explain to a class how to make something according to directions in a book.
- ☐ Give a travel talk based on a book or another country.
- ☐ Discuss ways students would like to change a story.

Science

- ☐ Listen to sounds – human, animal, insect, musical, industrial, and so on.
- ☐ Plan many observations – moon, sun, stars, weather, clouds, pets, birds, shapes, colors, sounds.

Spelling

- ☐ Enrich the spelling program with words from science, math, social studies, current events.
- ☐ Make original picture dictionaries.
- ☐ Use word games such as crossword puzzles, Scrabble, etc.

Staying on Schedule:

How close are you to the regular teacher's time schedule? Do you seem to be rushing through the day's plans? Perhaps you are not giving the class time to think through the problems and work them before you give the answer. Are you taking time to review and restate the topics so they stick?

Or maybe the teacher's plans are too lengthy for the time allotted. Was there a fire drill or an unscheduled assembly that cut into the day's schedule? Many things can interrupt the best made plans. Stop a moment, rethink the teacher's objectives, and then try to accomplish the goals you feel are important.

Before Leaving at the End of the Day

1. Dismissal Duties

a. Be sure to check the Sub Folder to see if you have an assigned dismissal duty such as Bus Duty. In the event that Bus Duty is required as part of your current assignment, appropriate outdoor attire is necessary.

2. In the classroom:

a. Put the Room in Good Order. The room should be left as orderly as you found it. In rooms with separate desks and chairs, have the students place the chairs on top of the desks. Close/lock all windows and leave everything in readiness for the next day.

b. Record Any Pertinent Information for the Teacher. This might include a short list of things that were accomplished, special problems, communications, and any accidents that occurred.

c. Report Incidents to the Office. This may include discipline problems, room damage, or accidents/injuries (if not already reported).

3. Go to the main office.

a. Sign out using the chromebook in the office.

b. Exchange your temporary name badge for your Driver's License.

- c. If applicable, complete a timesheet.
- 4. At home, Log into Absence Management.
 - a. Find the day's assignment and select the option to leave feedback.
 - b. If another assignment is available that works with your schedule, pick it up as soon as possible. Remember, all assignments are first come, first serve.

Please follow the link below to a form verifying that you have read the handbook. This form **MUST be filled out.**

HANDBOOK VERIFICATION FORM

