

Des Plaines Community  
Consolidated School  
District 62



Substitute Teacher Handbook  
2024-2025

Dear Substitute Teacher,

Welcome to Community Consolidated School District 62! We are so happy that you are able to fill this important role and hope you will enjoy your experience in our district.

High-quality substitute teachers are critical for the continuation of the learning process when our classroom teachers are absent. Whether substitute teachers are giving direct instruction to students, monitoring students, or assisting staff, they create an atmosphere that allows students to be purposeful and productive. If we support you and you do your job well, then we can be certain our students' education will benefit from your efforts.

District 62 schools are student-centered. Being student-centered means we are responsible for student learning by knowing students well, valuing every student, and placing students at the center of every decision. Students have a right to learn whether or not the regular teacher is present. It is critical that the instructional program and learning opportunities be continued for the students.

This handbook is to provide general information and guidelines concerning your employment. Nothing contained in this handbook is intended to create any contractual obligation or other legal obligations on the part of Community Consolidated School District 62. The district reserves the right to deviate from the guidelines in this handbook when appropriate.

If there is anything in this handbook that does not correspond with a Board of Education policy, the official Board policy takes precedence.

Whether you are gaining experience for a full-time teaching career, earning the money you need to support yourself and your family, or just enjoy working in a school setting, we appreciate your effort and commitment to our students. We are glad that you are here!

Sincerely,

District 62 Human Resources Department  
#62united

## **Contact Information**

### **Human Resources Department**

The Human Resources department oversees our substitute teachers. We are here to help!

<b>Name</b>	<b>Contact Info</b>	<b>Contact For</b>
Kathleen Kelly Colgan Assistant Superintendent for Human Resources	<a href="mailto:kellycolgank@d62.org">kellycolgank@d62.org</a> 847-824-1061	Licensure Personnel Issues
Janet Arroyo Human Resources Manager	<a href="mailto:arroyoj@d62.org">arroyoj@d62.org</a> 847-824-1173	IMRF/TRS Days worked Red Rover
Julie Salmons Hubbard Benefits Specialist/Assistant HR Manager	<a href="mailto:salmonshubbardj@62.org">salmonshubbardj@62.org</a> 847-824-1185	Permanent Subs only
Ariana Pinedo Human Resources Administrative Assistant	<a href="mailto:pinedoa@d62.org">pinedoa@d62.org</a> 847-824-1595	GCN (compliance training)
Erika Abreu District Receptionist	<a href="mailto:abreue@d62.org">abreue@d62.org</a> 847-824-1136	Sub Assignments Onboarding General questions

### **Technology Department:**

Contact for:

- IDs
- Laptops (Long term Sub or Permanent Sub)
- E-mail

Start a ticket at [service@62.org](mailto:service@62.org)

### **District 62 Website:**

Please check the website regularly for up-to-date district information:

<https://www.d62.org>

## **Our Schools**

Des Plaines District 62 has 1 year-round k-8 school, 8 k-5 elementary schools, 1 early learning center, and 2 middle schools. The following pages list important information for each location in our district.

### **Administration Center:**

777 E. Algonquin Road

Hours: 8:00 am - 4:00 pm

**An official District 62 ID must be worn at all times while on a substitute teaching assignment.**

<b>Algonquin Middle School</b>	
Address	767 E. Algonquin Road
Phone Number	847-824-8205
Principal	Don Jones
Assistant Principal	Patty Tzortzis
Administrative Assistant	Jeanne Jordan & Karla Sanchez
Technology Liaison	Erin Wengerhoff (library)
Student Arrival/Dismissal Hours	8-3:00 (2:45 on Monday)
Staff Reporting/Leaving Time	7:50-3:10
Enter at this Door	Door 1, next to the flag pole
Parking	Main lot or back lot
How to collect and report lunch count	Send student with paper copy to main office, mail Jeanne Jordan, or have advisory partner complete in Infinite Campus
How to collect and report attendance	Send student with paper copy to main office, email Jeanne Jordan, or have advisory partner complete in Infinite Campus

<b>Central Elementary School</b>	
Address	1526 E. Thacker
Phone Number	847-824-1580
Principal	Erica Cupuro
Administrative Assistant	TBD
Technology Liaison	Tracy Kellerhals
Arrival/Dismissal Hours	9:00 am-3:30 pm (3:15 pm dismissal on Mondays)
Staff Reporting/Leaving Time	8:50 am/3:40 pm
Enter at this Door	Door #1 (Main Office)
Parking	Staff parking lot off of Thacker
How to collect and report lunch count	Paper copy will be provided to you upon entrance. Please complete and send to office with a student.
How to collect and report attendance	Paper copy will be provided to you upon entrance. Please complete and send to office with a student.

<b>Chippewa Middle School</b>	
Address	123 N. Eighth Ave.
Phone Number	(847) 824-1503
Principal	Juliana Vissering
Assistant Principal	Lorence Reid
Administrative Assistant	Lisa Leidolf, Evelyn Blancarte
Technology Liaison	Emily Conti
Arrival/Dismissal Hours	8:00 am-3:00 pm (Mondays at 2:45 pm)
Staff Reporting/Leaving Time	7:50 am-3:10 pm (Mondays at 2:55 pm)

Enter at this Door	Door 1 - Main Entrance (by flagpole & sign)
Parking	Parking lot in front of main entrance
How to collect and report lunch count	Send count on paper to main office by 8:15am
How to collect and report attendance	Send attendance on paper to main office for each class throughout the day

<b>Cumberland Elementary School</b>	
Address	700 East Golf Road
Phone Number	847-824-1451
Principal	Marc Infante
Assistant Principal	Costantina Mazzone
Administrative Assistant	Gloria Carrillo, Debra Cullen
Technology Liaison	Sophia Garcia-Smith, Charity Briske
Arrival/Dismissal Hours	9:00 am-3:30 pm (3:15 pm dismissal on Mondays)
Staff Reporting/Leaving Time	8:50 am/3:40 pm
Enter at this Door	Door #1 (Main Office)
Parking	Parking lot off of Golf Road
How to collect and report lunch count	Send to the office
How to collect and report attendance	Send absences to the office

<b>Forest Elementary School</b>	
Address	1375 Fifth Avenue
Phone Number	847-824-1380
Principal	Amber Soike
Assistant Principal	Traci Reiner
Administrative Assistant	Erin Powell

Technology Liaison	Joanne Zienty
Arrival/Dismissal Hours	9:00-3:30 (3:15 dismissal on Mondays)
Staff Reporting/Leaving Time	8:50/3:40
Enter at this Door	Door #1
Parking	Park in the side staff lot closest to Algonquin
How to collect and report lunch count	Send to the office
How to collect and report attendance	Send absences to the office

<b>Iroquois Community School</b>	
Address	1836 East Touhy Avenue
Phone Number	847-824-1308
Principal	Kelly Krueger
Assistant Principal	John Rey
Administrative Assistant	Eileen Malony and Yanira Ocasio
Technology Liaison	Cathy Borge and Denise Wiorek
Arrival/Dismissal Hours	Arrival: 7:55 Dismissal: 2:45
Staff Reporting/Leaving Time	7:50 and 2:55
Enter at this Door	#1
Parking	Front parking lot off of Touhy Avenue
How to collect and report lunch count	A piece of paper with lunch count info will be left of the classroom teacher's desk, you can enter the information on the piece of paper and have a student deliver it to the office
How to collect and report attendance	A piece of paper with attendance info will be left on the teacher's desk, you can enter the information on the piece of paper and have a student deliver it to the office

<b>North Elementary School</b>	
Address	1789 Rand Road
Phone Number	847-824-1399
Principal	Carolyn Allar
Assistant Principal	Ashley Patterson
Administrative Assistant	Amy Rodde, Yvette Solis
Technology Liaison	Kelley Torres
Arrival/Dismissal Hours	9:00/3:30 (3:15 on Monday)
Staff Reporting/Leaving Time	8:50/3:40
Enter at this Door	Door 1
Parking	Side lot next to the school
How to collect and report lunch count	Upon arrival, you will receive a paper copy to record lunch counts. Send to the office with attendance.
How to collect and report attendance	Upon arrival, you will receive a paper copy to record attendance. Send to the office.

<b>Orchard Place Elementary School</b>	
Address	2727 Maple Street
Phone Number	847-824-1255
Principal	Jennifer Suarez Bautista
Administrative Assistant	Rosa Oviedo
Technology Liaison	Gloria Suriano and Cathy Smith
Arrival/Dismissal Hours	9:00 am-3:30 pm
Staff Reporting/Leaving Time	8:50 am-3:40 pm
Enter at this Door	Door #1, main office
Parking	Maple Street Lot (near main entrance)



	Pratt Street Lot (alternative)
How to collect and report lunch count	A printed lunch form in the sub plans will be completed by sub and sent to the front office with a student.
How to collect and report attendance	A printed attendance form in the sub plans will be completed by sub and sent to the front office with a student.

Plainfield Elementary School	
Address	1850 Plainfield Drive
Phone Number	847-824-1301
Principal	Lisa Carlos
Administrative Assistant	Rosa Chavez
Technology Liaison	Jason Hanrahan
Arrival/Dismissal Hours	9:00-3:30 (3:15 dismissal on Mondays)
Staff Reporting/Leaving Time	8:50/3:40
Enter at this Door	1
Parking	In the parking lot on the side of the school
How to collect and report lunch count	Send to Office (Rosa Chavez)
How to collect and report attendance	Send to Office (Rosa Chavez)

South Elementary School	
Address	1535 Everett Ave.
Phone Number	847-824-1566
Principal	Kristin Jares
Administrative Assistant	Marta Favela
Technology Liaison	Debbie Muraiti
Arrival/Dismissal Hours	9:00-3:30 (3:15 dismissal on Mondays)

Staff Reporting/Leaving Time	8:50/3:40
Enter at this Door	#1
Parking	You can park in the lot across the street or the lot next to the school.
How to collect and report lunch count	You will receive an attendance and lunch count sheet from the office upon your arrival. You will use this sheet to collect and report attendance and lunch count.
How to collect and report attendance	You will receive an attendance and lunch count sheet from the office upon your arrival. You will use this sheet to collect and report attendance and lunch count.

<b>Terrace Elementary School</b>	
Address	735 S. Westgate Rd.
Phone Number	847-824-1501
Principal	Bradley Stein
Administrative Assistant	Lisa Bojarski
Technology Liaison	Lisa Raczkowski
Arrival/Dismissal Hours	9:00 - 3:30 (3:15 dismissal on Mondays)
Staff Reporting/Leaving Time	8:50 / 3:40
Enter at this Door	Main Entrance - Door #1
Parking	Parking lot north of the main entrance
How to collect and report lunch count	Send 1-2 students down to the main office
How to collect and report attendance	Send 1-2 students down to the main office

<b>Westerhold Early Learning Center</b>	
Address	1375 S. 5th Ave.
Phone Number	847-824-1065

Principal	Valia Garbis
Assistant Principal	Taylor Ivan
Administrative Assistant	Tonie Leon & Jessica Fontanez
Technology Liaison	Anita Compart
Arrival/Dismissal Hours	9:00-3:00
Staff Reporting/Leaving Time	8:50/3:40
Enter at this Door	Main Entrance- Door 11
Parking	Parking lot in front of the school
How to collect and report lunch count	You will receive an attendance and lunch count sheet from the office upon your arrival. You will use this sheet to collect and report attendance and lunch count. Folder will then be picked up from the room by the school staff
How to collect and report attendance	You will receive an attendance and lunch count sheet from the office upon your arrival. You will use this sheet to collect and report attendance and lunch count. Folder will then be picked up from the room by the school staff

### **Substitute Teacher Requirements**

All substitute teachers must meet the following requirements:

- Possess a current and valid Illinois substitute teaching license or professional educator license.
- Complete an employment application and interview/hiring process including references checks
- Complete a criminal background check and fingerprint scan
- Provide a current physical examination and TB test report prior to start date
- Must have a working telephone number and email address
- Must complete annual compliance trainings

### **Annual Compliance Trainings**

Starting with the 24-25 school year, the Illinois State Board of Education has made some changes to the annual compliance training that is required each year. Many trainings are moving to a five year cycle, though some will remain annually or every other year. This year, it is required that all mandatory trainings are completed within six months, then they will move to the new cycles.

D62 will be using Global Compliance Network (also known as GCN) as our training provider.

Instructions for how to access GCN start on page 26 of this handbook.

If you have any questions about GCN or compliance trainings, please contact Ariana Pinedo at [pinedoa@d62.org](mailto:pinedoa@d62.org).

### **Dress Code**

Dress is “business casual” or in a manner that is appropriate for the assignment.

### **Compensation**

District 62 substitute assignments are typically FULL DAY assignments unless otherwise specifically communicated to the substitute teacher. A substitute who works less than three (3) class periods will be compensated for a half day of work.

Only substitute teachers who work long-term assignments must attend Professional Development on Half-Day Institute Days.

Substitute teachers are employed for the school day and are required to remain on school grounds until the end of the day. When a substitute teacher has unassigned time and the building needs the substitute in additional classes, he/she will request that the substitute combine assignments. The substitute may be requested to assist in other areas when not working in the classroom. However, it is emphasized that the substitute has sufficient time to get acclimated and acquainted with the curriculum for which he/she will be responsible. Substitute teachers are given a duty-free lunch during the school day.

If a substitute teacher is called in error for an assignment, and for whom suitable work is not available at the site, and is not subsequently reassigned to another site will be paid the equivalent of the assignment initially assigned. “Called in Error ” means that the substitute arrives at school and finds that he/she is no longer needed for the initial request. The school office should call the Human Resources Department whenever this occurs, before releasing the substitute teacher or reassigning the substitute teacher in their building.

Effective November 1, 2022 our substitute rates are as follows:

<b>Daily Sub With PEL</b>	<i>\$165/day</i>
<b>Daily Sub With Sub License</b>	<i>\$155/day</i>
<b>Long Term Sub (40 days in the same classroom)</b>	<i>\$254.07/day</i>
<b>Classified D62 Retiree</b>	<i>\$20/hour</i>
<b>Classified Sub (LMC asst; Health Clerks; Admin Asst; SPARK Pre-K)</b>	<i>\$15/hour</i>
<b>Paraeducator Sub</b>	<i>\$15/hour</i>
<b>Nurse</b>	<i>\$40/hour</i>

Additional bonus structure - For those who are able to commit more time to District 62, we also offer a year-end bonus which is paid on the June 30 payroll. The bonus structure is as follows:

<b>Number of Days Worked</b>	<b>Bonus Amount</b>
15-44 days worked	\$250
45-89 days worked	\$500
90 and above	\$750

### **Payroll Information**

The Business Office processes all payments to substitute teachers.

Pay Dates: 15th and 30th of the month

Contact: Laura Morales  
[moralesl@d62.org](mailto:moralesl@d62.org)  
847-824-1609

To enroll in direct deposit, employees must provide the Payroll Department with a voided check.

Employees can view their paycheck stubs in Resident Access portal.

Resident Access URL: <https://desplainescsd62il.tylerportico.com/portal/citizen/dashboard>

### **Emergency School Closing Information**

On occasion, it becomes necessary to close school or implement a late start schedule due to inclement weather.

The District makes every effort to make school closing determinations prior to 5:00 am. The most reliable source of information will be our district website, <http://www.d62.org>

Please check the district website to verify school closing information or call the building in which you were to sub to listen to the recorded message to learn if the school is open or closed. We will post school cancellation and/or late start schedules on our website.

Announcements will also be displayed on the district's website. The following media will carry school closing information:

#### ***Websites:***

**District 62** – [www.d62.org](http://www.d62.org)

**WGN Emergency Closing Center** - [www.emergencyclosingcenter.com](http://www.emergencyclosingcenter.com)

#### ***Radio:***

WGN – AM 720

WBBM – AM 780

WLS – AM 890

***Television:***

WBBM CBS – Channel 2

WMAQ NBC – Channel 5

WLS ABC – Channel 7

WGN – Channel 9

WFLD Fox – Channel 32

***Safety and the Standard Response Protocol***

The safety of our students and staff is paramount in District 62. As a district, we are constantly refining and enhancing our security measures.

We have introduced the Standard Response Protocol (SRP) as our action based response to any crisis, big or small, in our district.

Please review the 5 actions of the SRP and familiarize yourself with emergency paths, go-bag placement, assembly areas and safety features in any campus or classroom you will be working in. Any staff member, including you as a substitute, can call an action of the SRP when needed.

Listen carefully to instructions when an action is initiated.

# IN AN EMERGENCY

## TAKE ACTION



HOLD



SECURE



LOCKDOWN



EVACUATE



SHELTER

### Standard Response Protocol – Public Address

Medical Emergency	Hold in your Room or Area. Clear the halls.
Threat Outside	Secure! Get inside. Lock outside doors.
Threat Inside	Lockdown! Locks, Lights, Out of Sight!
Bomb	Evacuate to (location) Shelter for Bomb!
Earthquake	Shelter for Earthquake!
Fire Inside	Evacuate to the (location)
Hazmat	Shelter for Hazmat! Seal your Rooms
Weapon	Lockdown! Locks, Lights, Out of Sight!
Tornado	Evacuate to (location) Shelter for Tornado!



# IN AN EMERGENCY TAKE ACTION



## **HOLD! In your room or area. Clear the halls.**

### **OCCUPANTS**

Clear the hallways and remain in room or area until the "All Clear" is announced  
Do business as usual

### **STAFF**

Close and lock door  
Account for occupants and staff  
Do business as usual



## **SECURE! Get inside. Lock outside doors.**

### **OCCUPANTS**

Return inside  
Do business as usual

### **STAFF**

Bring everyone indoors  
Lock outside doors  
Increase situational awareness  
Account for occupants and staff  
Do business as usual



## **LOCKDOWN! Locks, lights, out of sight.**

### **OCCUPANTS**

Move away from sight  
Maintain silence  
Do not open the door  
Prepare to evade or defend

### **STAFF**

Lock interior doors  
Turn out the lights  
Move away from sight  
Do not open the door  
Maintain silence  
Account for occupants and staff  
Prepare to evade or defend



## **EVACUATE! (A location may be specified)**

### **OCCUPANTS**

Evacuate to specified location  
Bring your phone  
Instructions may be provided about retaining or leaving belongings

### **STAFF**

Lead evacuation to specified location  
Account for occupants and staff  
Notify if missing, extra or injured people



## **SHELTER! Hazard and safety strategy.**

### **OCCUPANTS**

Use appropriate safety strategy for the hazard

#### **Hazard**

Tornado  
Hazmat  
Earthquake  
Tsunami

#### **Safety Strategy**

Evacuate to shelter area  
Seal the room  
Drop, cover and hold  
Get to high ground

### **STAFF**

Lead safety strategy  
Account for occupants and staff  
Notify if missing, extra or injured people

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Revised: 10/10/2020 | <http://iluvu.org>



### **District Expectations and Policies**

Substitute teachers play a key role in continuing educational programs in the absence of classroom teachers. They have the responsibility to provide a safe and appropriate learning environment, as well as continue the academic program.

Having coverage for all substitute assignments is critical for the success of our students. To ensure all positions are covered we ask that you follow these guidelines:

- Consider the assignment before accepting.
- Do not cancel one assignment to take another.
- If you must cancel an assignment due to an illness or emergency, do so as soon as possible. It is very difficult to get last minute vacancies filled.
- Please note that it is the determination of the school administration where to place a substitute teacher. Your assignment may change based on school needs. Substitutes who refuse an amended assignment in the building will be dismissed for the day.

### **Employment At-Will**

Unless otherwise specifically provided, District employment is at-will, meaning that employment may be terminated by the District or employee at any time for any reason, other than a reason prohibited by law, or no reason at all. Nothing in Board of Education policy is intended or should be construed as altering the employment at-will relationship.

Exceptions to employment at-will may include employees who are employed annually, have an employment contract, or are otherwise granted a legitimate interest in continued employment. The Superintendent is authorized to make exceptions to employing non-certificated employees at will but shall maintain a record of positions or employees who are not at will and the reason for the exception (Board Policy 5:270)

### **Confidentiality and Professional Ethics**

In the course of your employment, you may have access to information about students, other employees, district business, and/or other school districts. Often this information is to be kept confidential. If you are uncertain about whether the information is confidential, check with the building Principal's Office BEFORE discussing it with anyone. Breach of confidentiality could result in disciplinary action up to and including dismissal.

We depend on the integrity of each substitute in preserving confidential information pertaining to students, parents, staff, and other school-related matters. **Please refrain from making adverse comments about the regular teacher or his/her procedures to the students.** Avoid discussion

of students, teachers, or procedures at other buildings. Share any concerns by using the substitute feedback sheet for communication or talk to an administrator.

Please remember that substitute employees are on the same professional level as regular instructional staff and should follow the same ethical codes. Substitute teaching involves many different situations and often more than one school. Resolve never to compare one school with another, one principal with another, one teacher with another, or one set of students with another.

### **Abused and Neglected Child Reporting**

Any District employee who suspects or receives knowledge that a student may be an abused or neglected child shall immediately report such a case to the Illinois Department of Children and Family Services. The employee shall also promptly notify the Superintendent or Building Principal that a report has been made. All District employees shall sign the "Acknowledgement of Mandated Reporter Status" form provided by the Illinois Department of Child and Family Services and the Superintendent or designee shall ensure that the signed forms are retained. (Board Policy 5:90)

### **Drug and Alcohol-Free Workplace**

All District workplaces are drug-and alcohol-free workplaces. All employees shall be prohibited from:

1. Unlawful manufacture, dispensing, distribution, possession, use, or being under the influence of a controlled substance while on District premises or while performing work for the District, and;
2. Distribution, consumption, use, possession, or being under the influence of alcohol while on District premises or while performing work for the District.

For purposes of this policy, a controlled substance means a substance that is:

1. Not legally obtainable,
2. Being used in a manner different than prescribed,
3. Legally obtainable, but has not been legally obtained, or;
4. Referenced in federal or State-controlled substances acts.

As a condition of employment, each employee shall:

1. Abide by the terms of the District policy respecting a drug-alcohol-free workplace, and
2. Notify his/her supervisor of his/her conviction under any criminal drugs statute for a violation occurring on the District premises or while performing work for the District, no later than 5 calendar days after such conviction. (Board Policy 5:50)

### **Tobacco Free Workplace**

Smoking, vaping/e-cigarettes, tobacco, and cannabis use is prohibited on school property at all times. (Board Policy 5:50)

### **Cell Phone Usage/Social Media**

Substitute teachers are not to use cell phones while supervising students during their substitute assignment, except for lunch or other designated break times. Cell phones should be turned off/silenced while in class.

Use of student images, names/identifying information on their work on ANY social media site is strictly prohibited. Recording or photographing students is strictly prohibited. (Board Policy 5:125)

### **Workplace Harassment Prohibited**

The school district expects the workplace environment to be productive, respectful, and free of unlawful harassment. District employees shall not engage in harassment or abusive conduct on the basis of an individual's race, religion, national origin, sex, sexual orientation, age, citizenship status, disability, or other protected status identified in Board Policy 5:10.

The District 62 provides employees an employment environment free of unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct, or communications constituting sexual harassment as defined and otherwise prohibited by state and federal law.

District employees shall not make unwelcome sexual advances or request sexual favors or engage in any unwelcome conduct of a sexual nature when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (3) such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment. Sexual harassment prohibited by this policy includes verbal or physical conduct. The terms intimidating, hostile, or offensive include but are not limited to, conduct that has the effect of humiliation, embarrassment, or discomfort. Sexual harassment will be evaluated in light of all the circumstances.

A violation of this policy may result in discipline, up to and including discharge. Any person making a knowingly false accusation regarding sexual harassment will likewise be subject to disciplinary action, up to and including discharge.

Aggrieved persons, who feel comfortable doing so, should directly inform the person engaging in sexually harassing conduct or communication that such conduct or communication is offensive and must stop. (Board Policy 5:20)

### **Responsibilities of the Substitute Teacher**

All interactions with students are expected to be respectful and professional. The following information is provided to help you have a day where learning is the focus.

Focus on positive interactions, kindness, and treating students respectfully. We like to acknowledge **Safe, Respectful, and Responsible** behavior from our students.

#### **1. BE PREPARED**

A substitute teacher who is well-prepared for each day will be less distracted by procedural matters and can provide more meaningful instruction to students.

- A. ARRIVE EARLY.** Arriving at least 20 minutes before the student provides you time to Obtain needed information from the office, become acquainted with the environment facility, and familiarize yourself with the learning activities planned for students. If teaching, assignments should be written on the board before class.
- B. OBTAIN NECESSARY ADMINISTRATIVE INFORMATION.** You should report immediately to the school office to obtain necessary administrative information.
- C. FAMILIARIZE YOURSELF WITH THE CLASSROOM.** While examining the facility, it is advisable to locate all posted emergency drill procedures and learn how the school's public address system is used for communication. When previewing materials, the substitute should determine what instructional outcomes are to be taught and how the instructional material is to be presented.

#### **2. START THE DAY POSITIVELY**

- A. START THE CLASS.** Substitute teachers should start the class on time, greeting the students and beginning the lesson promptly.
- B. TAKE ATTENDANCE AND LUNCH COUNT.** A substitute teacher should take attendance and lunch count accurately through the roster.  
(see school information)
- C. GET ACQUAINTED.** When the situation allows for it, get acquainted with the class. Providing students with background information on a substitute's content areas and willingness to help students as they work sets a positive tone.

- D. GIVE DIRECTIONS CONCISELY.** Provide students with clear, concise, step-by-step directions

### **3. CLARIFY EXPECTATIONS**

- A. REAFFIRM THE CLASSROOM EXPECTATIONS.** Before class starts, substitutes should go over the existing classroom expectations with the students. A firm but friendly attitude from a substitute teacher who expects good behavior will bring out the best in students.
- B. PROVIDE FEEDBACK.** During the classroom period, provide specific feedback, including information about the appropriateness of students' behavior. This feedback, delivered in a pleasant but clear tone, helps students monitor their own behavior
- C. CIRCULATE FREQUENTLY AROUND THE CLASSROOM.** It is important to set behavior and academic expectations at the beginning of each class. It is important to move quickly to areas where students are not on task or where problems are likely to arise. In the event of inappropriate behavior, first, speak with the student calmly and individually asking him/her to cooperate. If this is repeated, the procedure is to call the main office for support.

### **4. COMMUNICATE THE SIGNIFICANCE OF LEARNING.**

As a substitute, it is important to provide students with continuity. One way to ensure this goal is to communicate to students the significance of the day's learning.

- A. INVITE STUDENT ATTENTION AND PARTICIPATION.** Seek student attention when directions are being given for assignments. To ensure that students understand directions, a skillful substitute might ask individuals to repeat parts of the directions.

During group learning activities, give students as many opportunities as possible to be active learners. During individual seatwork periods, students should be held accountable for completing work within the time allotted. help students by using the clock to pace their work.

For long-term assignments, schedule a review period to determine if anyone is having difficulty and needs assistance; this also allows students to

know that the work that they are doing is important. Collected assignments are the best, but teachers must be made aware of this and be diligent in grading and recording such assignments so that the substitute teacher may work cooperatively with teachers in meeting learning outcomes. For an assignment that cannot be collected, initial the amount accomplished in class; this becomes effective only if the teacher checks the work and assigns points for the amount of work accomplished in class.

- B. PROVIDE CLOSURE AT THE END OF CLASS.** At the end of each class, leave time to bring closure to the learning activities. Remind students about homework and compliment them for their academic achievements and appropriate behavior. Allow students to start homework individually or in groups of two or three. Circulate, offering groups and individuals help and encouragement.

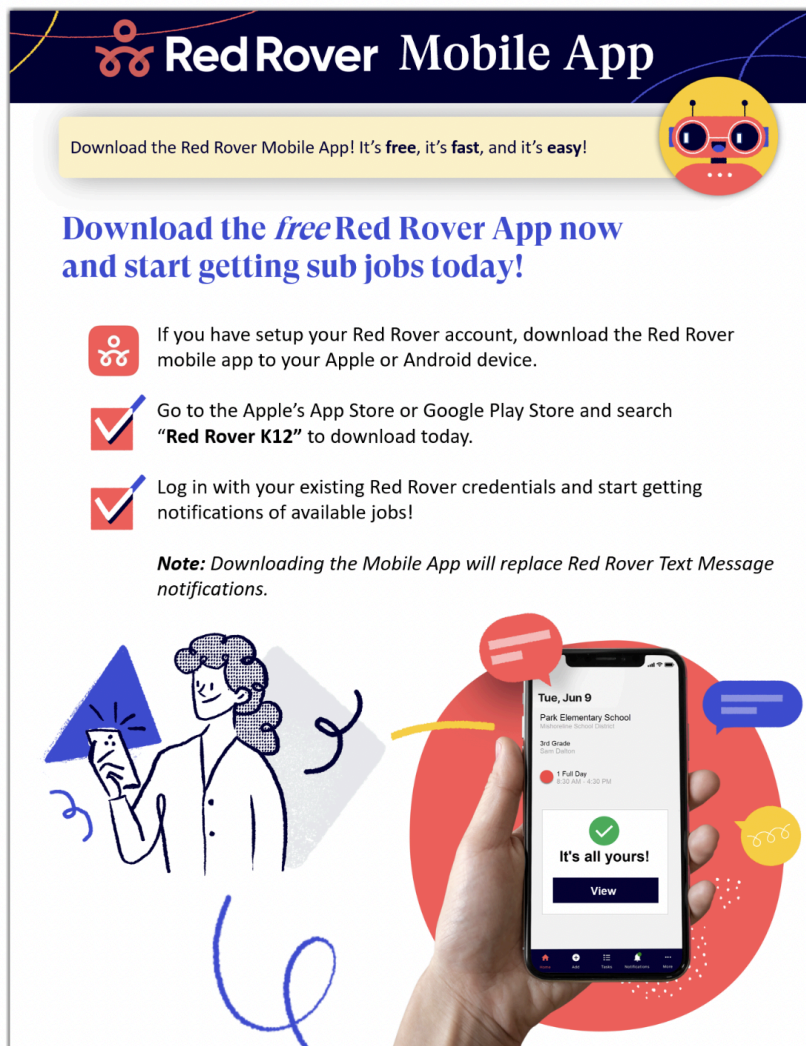
**Please leave a note in Red Rover or on the desk for the classroom teacher describing the academic work that was accomplished during the period and the level of student productivity.**

# Red Rover

District 62 uses an online platform called Red Rover for all of our absences and sub-calling. We no longer use Frontline/AESOP.

There are a variety of help guides available at <https://help.redroverk12.com/hc/en-us>




The easiest way to use Red Rover is to download the free app onto your cell phone:



**Red Rover Mobile App**

Download the Red Rover Mobile App! It's **free**, it's **fast**, and it's **easy**!

**Download the *free* Red Rover App now and start getting sub jobs today!**

-  If you have setup your Red Rover account, download the Red Rover mobile app to your Apple or Android device.
-  Go to the Apple's App Store or Google Play Store and search "**Red Rover K12**" to download today.
-  Log in with your existing Red Rover credentials and start getting notifications of available jobs!

**Note:** Downloading the Mobile App will replace Red Rover Text Message notifications.

The graphic features a cartoon illustration of a woman on the left holding a smartphone. On the right, a hand holds a smartphone displaying a notification for 'Tue, Jun 9' at 'Park Elementary School' for '3rd Grade' with '1 Full Day' (8:00 AM - 4:00 PM). The notification includes a green checkmark and the text 'It's all yours!' with a 'View' button. The background is decorated with colorful speech bubbles and abstract shapes.



## Quick Start Guide:

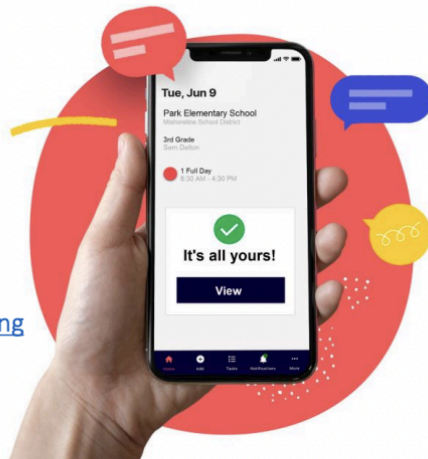


app.redroverk12.com

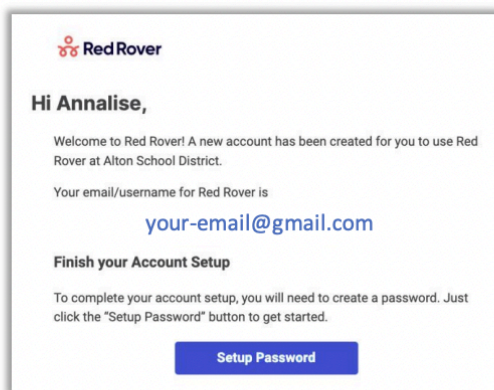
### Substitute Quick Start Guide

Welcome to Red Rover, a sub placement system built with you in mind! This guide will show you what you need to know to find and accept sub assignments in Red Rover.

A video guide is also available at [redroverk12.com/sub-training](https://redroverk12.com/sub-training)



### Logging into Red Rover



To log in to Red Rover, your district will send you a system invitation email. When you receive your invite, click the blue **Setup Password** button. You'll be directed to the Red Rover website, [app.redroverk12.com](https://app.redroverk12.com), to create a password.

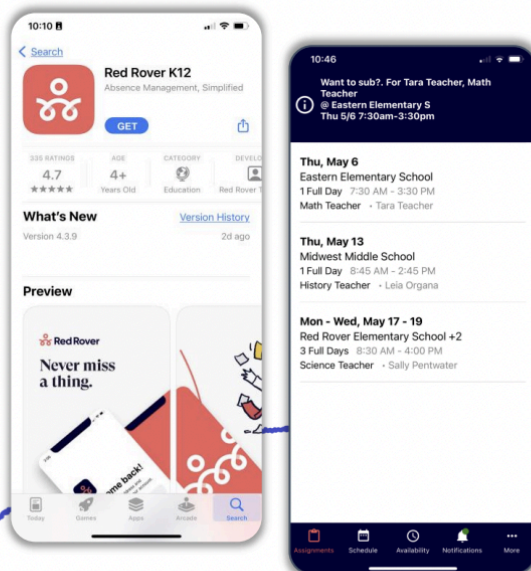
For future visits to the site or mobile app, you'll log in with your email address and password you created.

### Accepting Sub Assignments

Red Rover makes finding and accepting sub assignments easy. You can accept assignments in three ways:

- On the Red Rover website
- Through the free Red Rover mobile app (*recommended*)
- Via Text message (*if you do not use the app.*)

For the best experience, download the *free* Red Rover app for Android and iOS. To download the app, go to the Google Play Store or the Apple App Store and search "Red Rover K12". Download the app **for free** and login using the same login credentials you created when you were invited by your district!

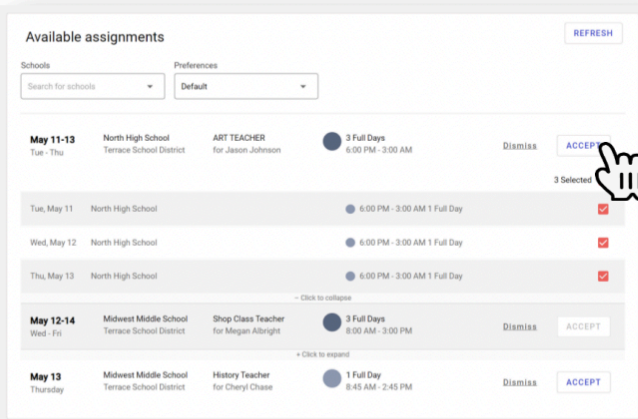
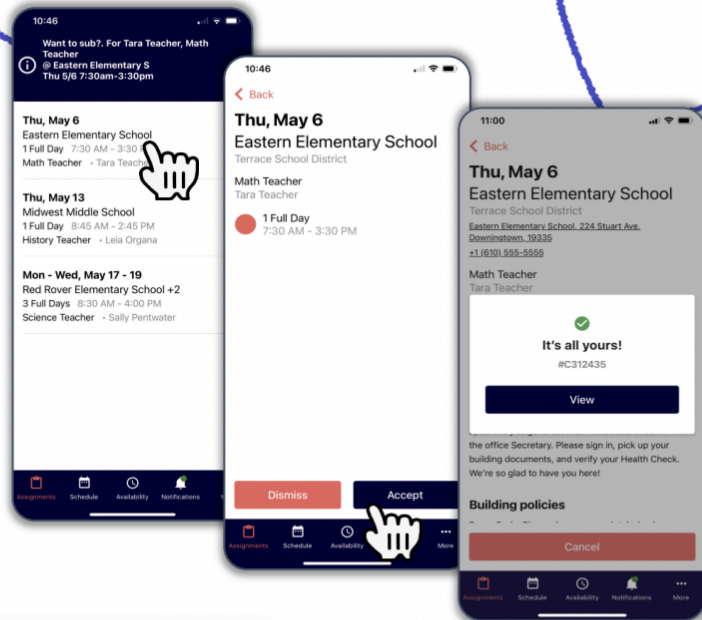


### Accept Assignments on the App

If using the app, Red Rover will send you alerts about available jobs. Tap the alert (*Android: Swipe from top of screen and tap the alert*) to see more details.

App users can also open the app to view available assignments. Tap an assignment you are interested in to view more details. Tap **Accept** to accept the assignment.

Red Rover will provide a confirmation number for your records.



### Accept Assignments on the Web

Sub assignments can be accepted on the Red Rover website at [app.redroverk12.com](http://app.redroverk12.com). Log in with your username and password. Then scroll down to your "Available Assignments."

To accept a job, click the **Accept** button.

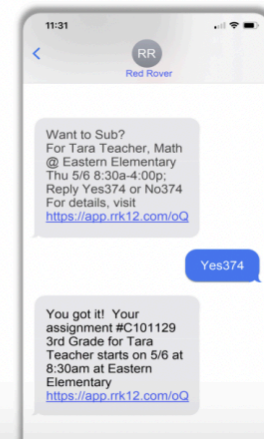
If you successfully accept the job, Red Rover will display a confirmation number.

### Accept Assignments by Text Message

If you don't install the Red Rover App, Red Rover will send you text messages about available assignments. Reply with the provided "Yes" code to accept the assignment. If you successfully accept the assignment, Red Rover will reply with a confirmation number.

### Help, Managing Notifications, & Personal Information

Help guides and videos for all these features are available in the Help Center. Access the Help Center by clicking the ? icon in the upper right-hand corner of the website or in the menu on the app.



# Annual Compliance Training

Starting with the 24-25 school year, the Illinois State Board of Education has made some changes to the annual compliance training that is required each year. Many trainings are moving to a five year cycle, though some will remain annually or every other year. This year, it is required that all mandatory trainings are completed within six months, then they will move to the new cycles.

D62 will be using Global Compliance Network (GCN) as the provider for these trainings.

In order to get started with GCN, you will have to create a User ID. Please follow the screenshots and instructions below to do that. If you have any questions, please contact Ariana Pinedo [pinedoa@d62.org](mailto:pinedoa@d62.org).

Navigate to the GCN website: <https://site.gcctraining.com/> Our organization ID is 221008d.

Click on the green box that says LOGIN TO VIEW TRAINING



For your first time using GCN, you will see the box below.

Click the ORANGE box that says I was not given a User ID

**Welcome User!**

**Des Plaines CCSD 62**

Please Enter User ID:

The User ID is unique to you, and to this Organization. If you have a User ID under a different Organization, your records will not automatically transfer.

**Submit**

**I was not given a User ID or I forgot my User ID**

[Start Over](#)

Fill in your name and email address and click submit.

**Let's find your Account**

Note: Please enter your name as commonly/officially used by your Organization. For example, if your paystub lists you as "Nicole" but you go by "Nic" please use "Nicole."

**\*First Name:**  **Middle Initial:**

**\*Last Name:**

**Email Address:**

**Search**

Check your email - your User ID will be there and should be your email address.

Return to the GCN website: <https://site.gcctraining.com/>



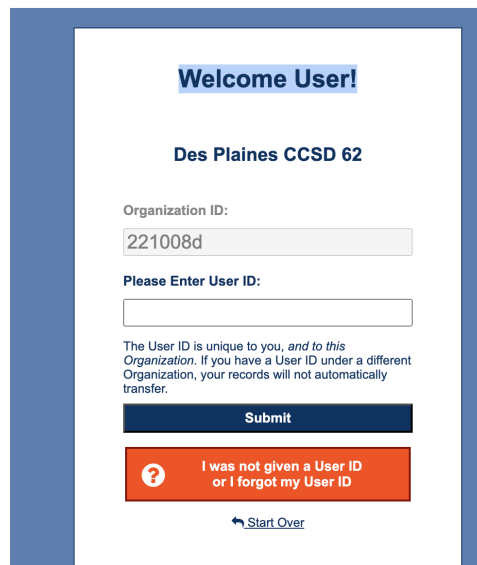
Click on the green box that says LOGIN TO VIEW TRAINING



The image shows the top section of the GCN Training website. At the top left is the GCN Training logo with the tagline "GLOBAL COMPLIANCE NETWORK YOUR SITE FOR INTERNET-BASED TRAINING". To the right of the logo is a navigation bar with buttons for HOME, LOGIN, INFO, FAQ, and CONTACT. Below the navigation bar is a large blue banner. On the left side of the banner is a green box with the text "OVER 1 MILLION TUTORIALS COMPLETED EVERY YEAR" and an image of a woman lying on grass using a laptop. Below this image is a paragraph of text about the number of tutorials and links to "Tutorials Available" and "LOGIN". On the right side of the banner is a white box with the text "If your organization has directed you here to watch GCN Training tutorials, press LOGIN below. You should have been provided an ORGANIZATION ID, check with your School or Employer for details." Below this text is a green button that says "▶▶▶ LOGIN TO VIEW TRAINING". Below the white box is another white box with the text "WHAT IS GCN TRAINING?" and an image of a woman smiling. Below this image is a paragraph of text about GCN Training and an "ABOUT GCN" button.

Make sure that our organization ID is filled in: 221008d

Use your User ID to log in and start your trainings.



The image shows the login form on the GCN Training website. The form is titled "Welcome User!" and "Des Plaines CCSD 62". It has two input fields: "Organization ID:" with the value "221008d" and "Please Enter User ID:". Below the input fields is a paragraph of text explaining that the User ID is unique to the user and to the organization, and that records will not automatically transfer if the user has a User ID under a different organization. Below the text is a "Submit" button. At the bottom of the form is a red button with a question mark icon and the text "I was not given a User ID or I forgot my User ID". Below the red button is a "Start Over" link.

Thank you for all you do for  
District 62!