

# D100 SUBSTITUTE PROFESSIONAL HANDBOOK



Belvidere School District





**Central Office**  
1201 Fifth Avenue  
Belvidere, Illinois 61008  
P: 815-544-0301

**Belvidere High School**  
Grades 9 - 12  
Principal: Billy Lewis  
Admin Asst: Sonia Jimenez  
1500 East Avenue  
Belvidere, IL 61008  
P: 815-547-6345

**Belvidere North High School**  
Grades 9-12  
Principal: James Friesema  
Admin Asst: Brenda Morales  
9393 Beloit Road  
Belvidere, IL 61008  
P: 815-544-2636

**Belvidere Central Middle School**  
Grades 6-7-8  
Principal: Casey Getty  
OP: Lisa Britton  
8787 Beloit Road  
Belvidere, IL 61008  
P: 815-544-0190

**Belvidere South Middle School**  
Grades 6 - 7 - 8  
Principal: Ben Commare  
OP: Cindy Clark  
919 E. Sixth Street  
Belvidere, IL 61008  
P: 815-544-3175

**Caledonia Elementary School**  
Grades K - 5  
Principal: Kelly Cotter  
OP: Peggy Barber/Stacey  
Emanuel  
2311 Randolph St.  
Caledonia, IL 61011  
P: 815-547-1977

**Lincoln Elementary School**  
Grades K - 5  
Principal: Beth Marchini  
OP: Ana Maria Gutierrez  
1011 Bonus Avenue  
Belvidere, IL 61008  
P: 815-544-2671

**Meehan Elementary School**  
Grades K - 5  
Principal: Donald Smith  
OP: Valerie Montante  
1401 E. Sixth Street  
Belvidere, IL 61008  
P: 815-547-3546



**Perry Elementary School**

Grades K - 5  
Principal: Catherine Hornbeck  
OP: Jessica Ferguson  
633 W. Perry Street  
Belvidere, IL 61008  
P: 815-544-9274

**Washington Academy**

Grades K-5  
Principal: Chris Walocha  
OP: Stacey Alvarez  
1031 Fifth Avenue  
Belvidere, IL 61008  
P: 815-544-3124

**Seth Whitman Elementary  
School**

Grades K - 5  
Principal: Theresa Lozdoski  
OP: Kimberly Infelise  
8989 Beloit Road, Belvidere, IL  
61008  
P: 815-544-3124



## SCHOOL HOURS AND REPORT TIMES

### High Schools:

Student Hours: 8:20 a.m. - 3:15 p.m.

Teacher Hours: 7:45 a.m - 3:30 p.m.

- Belvidere High School
- Belvidere North High School
- Everest Alternative School

### Middle Schools:

Student Hours: 8:38 a.m. - 3:10 p.m.

Teacher Hours: 8:00 a.m. - 3:45 p.m.

- Belvidere South Middle School
- Belvidere Central Middle School

### Elementary Schools:

Student Hours: 7:40 a.m. - 2:05 p.m.

Teacher Hours: 7:15 a.m. - 3:00 p.m.

- Caledonia Elementary School
- Lincoln Elementary School
- Meehan Elementary School
- Perry Elementary School
- Seth Whitman Elementary School
- Washington Academy



## Table of Contents

<b>SCHOOL HOURS AND REPORT TIMES</b>	<b>3</b>
<b>District 100 Mission</b>	<b>5</b>
<b>District 100 Values</b>	<b>5</b>
<b>Employment</b>	<b>5</b>
<b>I. General Information</b>	<b>6</b>
a. Contacting Human Resources	6
b. Change of Name, Address or Telephone	6
c. Removing Your Name from the Substitute List	6
d. License Requirements (Illinois State Board of Education requirements)	6
e. School Closing Information	6
f. Payroll Information	7
g. Benefits	8
<b>II. Emergency Procedures (D100 Emergency Procedures)</b>	<b>8</b>
1. Injury to Student	8
2. In Case of Personal Injury	8
<b>III. Responsibilities</b>	<b>8</b>
a. General School Policies	8
b. School and/or Teacher Responsibilities	9
c. Substitute Teacher Responsibilities	10
d. Use of Technology	10
<b>IV. Your Assignment</b>	<b>11</b>
a. Arrival and Instructional Times	11
b. Before the School Day Starts	11
c. The Start of the Day	11
d. Classroom Management	12
e. The End of the Day	12
<b>V. Professional Ethics</b>	<b>13</b>
a. Professional Ethics of the Substitute	13
b. Interacting with Students	13
c. Removal of a Substitute	13
<b>VI. Policies</b>	<b>13</b>
<b>SERVICE EXCELLENCE STANDARDS</b>	<b>15</b>



## District 100 Mission

Cultivate academic success so that our students become lifelong learners, innovators, and contributors to society.

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## District 100 Goals

- Academic Achievement & Growth
  - Learning Environment
  - Family & Community Partnerships
  - Premier Workforce
  - Operational Resources
- 

## District 100 Values

- Academic Achievement
  - Accountability
  - Collaborative & Inclusive Culture
  - Continuous Improvement
  - Diversity, Equity & Inclusion
  - Open & Transparent Communication
  - Resource & Financial Responsibility
  - Service Excellence
- 

## Employment

This handbook does not create or intend to create a contract of employment, either expressed or implied. A substitute is an at-will employee or independent contractor of the District and the relationship with the District may be terminated by the substitute or the District at any time, with or without cause. The District does not guarantee specific benefits or terms of employment.

I. General Information

**a. Contacting Human Resources**

- i. The Human Resources Department is open Monday through Friday from 8:00 a.m. to 4:00 p.m. For clarification of regulations or assistance, please contact them at [hr@district100.com](mailto:hr@district100.com) or (815) 544-0301.
- ii. For substitute-related inquiries, please contact Olivia Ivan, the Substitute Coordinator, at 815-544-8554 or via email at [oivan@district100.com](mailto:oivan@district100.com). She is available Monday through Friday from 6:00 a.m. to 2:30 p.m.

**b. Change of Name, Address or Telephone**

- i. For name changes, bring a new social security card to the Human Resources Department. You may email the Human Resources department with address or telephone changes.

**c. Removing Your Name from the Substitute List**

- i. If you are no longer available to work for Belvidere School District 100, please email [hr@district100.com](mailto:hr@district100.com), the Human Resources Department and request that your name be removed from the substitute list.

**d. License Requirements ([Illinois State Board of Education requirements](#))**

**i. Substitute Teaching:**

1. A [Substitute Teaching license](#) or [Professional Educator license](#) is required for substitute teaching. An ELS (Educator License with Stipulations) may qualify you for some assignments. Please discuss your ELS with the Certification Specialist, Esmeralda Mandujano, [emandujano@district100.com](mailto:emandujano@district100.com), of Human Resources.
2. [Substitute License Requirements](#)
3. [Substitute License Reimbursement Information - ISBE](#)

**ii. Substitute Paraprofessional:**

1. A [Paraprofessional license](#) is required to qualify for a paraprofessional assignment.
2. [Paraprofessional License Requirements](#)

- iii. *To view your license online and/or print a copy, go to [www.isbe.state.il.us/ELIS/default.htm](http://www.isbe.state.il.us/ELIS/default.htm)*

**e. School Closing Information**

- i. In the event of emergency school closings, it is your responsibility to use the contacts below to determine if you are to report to work. If you report to work and there is no school, you will not be paid.

On delayed opening days, all staff, including substitutes, are to report at the regular time.

- ii. Access to school closing information is available at:
  - 1. Local TV and radio stations
  - 2. District 100 website: <http://www.district100.com/>
  - 3. District 100 Facebook page
  - 4. District 100 main telephone: (815) 544-0301

**f. Payroll Information**

- i. Payroll questions or concerns: [payroll@district100.com](mailto:payroll@district100.com) or (815) 544-8502 or (815) 544-8630.
- ii. Paychecks are paid out two (2) weeks after the start of substituting.

**iii. Deductions**

- 1. When you receive a paycheck from the Belvidere School District, the following deductions will be made:
  - a. Federal Income Tax and State Income Tax
  - b. Medicare Tax – Federal law requires school district employees hired after April 1, 1986, to be covered by Medicare. Substitute teachers who serve on an “as needed” basis must be treated as new employees, even though they may have served as substitutes for many years, because they do not serve on a “regular” basis

**iv. Substitute Non-Certified Rates of Pay**

- 1. The non-certified substitute shall be paid the base rate of pay for the position. All non-certified substitutes are paid hourly for services.
- 2. Current rates:
  - a. \$16.00 per hour - All Paraprofessional positions
  - b. \$15.00 per hour - All OP/Clerical positions
  - c. \$15 per hour - All Custodian positions

**v. Substitute Teacher Rates of Pay**

- 1. Substitute teachers and certified assignments are paid by the half or full day. All other substitute assignments are paid by the number of hours worked.
- 2. Certificated Substitute Rates of Pay
  - a. \$70.00 Half day rate (**includes TRS**)
  - b. \$140.00 Full day rate (**includes TRS**)



- c. \$170.00 Long-term substitute for fifteen consecutive days or more, but less than one semester in the same assignment\* **(includes TRS)**
      - d. \$85. 00 Half Day Retired Teacher
      - e. \$185.00 Long-term Retired Substitute
    - vi. **Pay for long term assignments:** 15 consecutive school days in the same assignment will begin with the first day the teacher is absent. The long term rate will go into effect after the 15th consecutive school day.
    - vii. **Extra Duty:** If asked to work lunch duty or planning periods, the substitute teacher will not be paid any additional time.
  - g. Benefits**
    - i. The District insurance program is not available to substitutes
- II. Emergency Procedures ([D100 Emergency Procedures](#))

Substitute teachers are expected to comply with and assist in any emergency procedures. Each classroom should have a map or specific information that indicates where those students and staff are to report for any Emergency Drill procedures. In addition, the substitute is responsible for taking attendance upon arrival at the designated area and to report any discrepancies immediately to an administrator. Class lists should be readily available in the classroom.

  - 1. Injury to Student**
    - a. In case of an accident or medical need for a student, notify school office staff to receive assistance from the school nurse or school health personnel in the building. Never leave remaining students unattended. Substitute teachers are to report all accidents to the building level principal or school health office.
  - 2. In Case of Personal Injury**
    - a. Any injury sustained in the course of school duties must be reported immediately to the school nurse or school administrator. An Injury Report must be completed and submitted to the health office at the time of the injury. A substitute teacher injured on the job may be insured under the provisions of Workers' Compensation Law.
- III. Responsibilities
  - a. General School Policies**
    - i. All District 100 property is smoke-free, drug-free and alcohol-free.
    - ii. The Central Office will provide a District identification badge for the substitute teacher to wear at all times in the building.
    - iii. Students are never to be left alone in the classroom.

- iv. Corporal punishment is not to be used in any circumstance.
- v. Students are not to be released from the building during the school day without permission from the office.
- vi. 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 unless parents have been notified and transportation, if needed, has been arranged. A teacher must be present to supervise the student.
- vii. No medication (even aspirin, cough drops, etc.) is to be stored or administered in the classroom. Regularly prescribed medication will be administered in the Health Office by appropriate school personnel.
- viii. Money collected from students for any reason is to be delivered to the office at the first available opportunity.
- ix. Animals are not allowed in the building, except approved service animals. Please discuss with the Superintendent of Human Resources if applicable.
- x. Substitute teachers are not allowed to bring their own children to the building.

**b. School and/or Teacher Responsibilities**

- i. Provide directions to the teacher's mailbox, classroom and the Staff Lounge/Lunchroom.
- ii. Provide a notebook/folder which includes such things as:
  - 1. Current seating chart or class roster.
  - 2. Teacher's attendance records and attendance forms (student passes, return permits, etc.).
  - 3. Daily schedule, including bell schedule when applicable. The daily schedule may vary due to early dismissal, assemblies, testing, etc.
  - 4. Washroom, recess, and special teacher schedules and procedures.
  - 5. Grouping information, if applicable.
  - 6. Special instructions. Instructions may include allergies (food, bee stings), medication, special service providers, physician's note, parent volunteers, etc.
  - 7. Detailed lesson plans, including textbooks and necessary materials for the daily lessons.
  - 8. Emergency procedures and lockdown procedures.
  - 9. Special schedules (assemblies, early dismissal, bell schedule changes).
  - 10. Extra duty assignments (hall duty, door duty, study hall).
  - 11. Previously assigned homework or forms collection.
  - 12. Assembly seating chart, if applicable.
  - 13. A secure place where the substitute can place belongings.

**c. Substitute Teacher Responsibilities**

- i. Arrive at the school at least 30 minutes prior to the posted job time and report to the main office of the school to which you have been assigned by job number. Present a photo ID for positive identification to enter the building.
- ii. Attire should reflect a professional standard consistent with one's position. All clothing should be clean, in good condition, and without distracting embellishments. Appropriate and professional attire is required. Business casual is acceptable.
- iii. Responsibilities related to the teaching day include the following:
  1. Maintain direct supervision (line-of-sight) of students at all times.
  2. Appropriate, effective classroom management strategies including, but not limited to:
    - a. Model good manners (i.e., please, thank you, respect, and encouragement).
    - b. Complete attendance procedures and provide documentation.
    - c. Implement lesson plans prepared by the teacher utilizing District teaching methods and materials, including extra assignments such as bus duty, hall duty, and study hall.
    - d. Upon request, correct assignments given during the substitute teacher's work day in the classroom. Final grades are assigned at the discretion of the teacher on record.
    - e. Distribute hand-outs as requested by the school office.
  3. Substitute teachers are to remain in the building all day with the exception of the 30 minute lunch period.
  4. A substitute teacher may be assigned to every class period of the day, with the exception of a 30 minute duty-free lunch period. Substitutes may be assigned to more than one classroom in a day.
  5. Questions pertaining to substitute teacher responsibilities should be directed to the principal, substitute coordinator or the Superintendent of Human Resources.

**d. Use of Technology**

- i. The use of Technology by teachers is a daily occurrence. Teachers use chromebooks, laptops, digital projectors, and White Boards to allow staff and students to interact and learn in ways not previously possible.
- ii. Substitutes may only use personal devices to perform work. Personal email, phone calls, texts, etc. should not be performed while at work.

- iii. Substitutes must obtain permission from the administrator before showing any videos, video clips, social media, etc. unless it is specifically written in the teacher's lesson plans.

IV. Your Assignment

**a. Arrival and Instructional Times**

- i. Arrival time is 30 minutes prior to the start of the instructional periods listed below. Departure time is 15 minutes after dismissal.
    - 1. [Student Attendance Hours:](#)
      - a. Early Childhood/Pre-K AM: 8:00 am - 10:30 am
      - b. Early Childhood/Pre-K PM: 12:00 pm - 2:30 pm
      - c. Elementary School (K - 5): 7:40 am – 2:05 pm
      - d. Middle School (6 - 8): 8:38 am - 3:10 pm
      - e. High School (9 - 12): 8:15 am – 3:01 pm
- ii. Late Start: Substitute teachers report at the regular arrival time and report to the school office for the adjusted schedule.
- iii. Early Release: There are student early dismissal days throughout the year. Please refer to the [District 100 school calendar](#) for dates. *Substitute teachers will be paid a full day.*
  - 1. Early Release Hours
    - a. Early Childhood/Pre-K AM: 8:00 am - 10:00 am
    - b. Early Childhood/Pre-K PM: 12:30 pm - 2:30 pm
    - c. Elementary School (K - 5): 7:40 am – 1:05 pm

**b. Before the School Day Starts**

- i. Familiarize yourself with the room.
- ii. Check the daily program or schedule.
- iii. Read the plan book.
- iv. Print your name on the board.
- v. Review the seating chart to familiarize yourself with the student names.

**c. The Start of the Day**

- i. Be in the room or at the door when the students arrive.
- ii. Greet the students.
- iii. Introduce yourself.
- iv. Follow the established routine as shown in the plans.
- v. Check attendance carefully.
- vi. Your attitude will set the tone for the day. The initial impact of the substitute teacher is a key factor in successful classroom management. Self-confidence, initiative, resilience and resourcefulness, as well as

patience, honesty, enthusiasm, and acceptance are some of the necessary requisites.

**d. Classroom Management**

- i. A few simple suggestions will help you establish good class routines, provide for efficient learning situations, and establish mutual respect between teacher and student.
  1. **Gain Respect.** Setting high behavioral expectations begins with you. You gain respect beginning with your appearance. Take time to engage in dialogue. Share expectations of the day.
  2. **Expect good behavior.** Children tend to respond to whatever we expect of them. A few minutes of explanation at the start of the school day outlining your expectations will solve problems that may arise.
  3. **Be fair and consistent.** Class control depends greatly on the degree of fair and consistent treatment. Children must know the “ground rules” before they will accept them.
  4. **Recognize the importance of every child.** Children are human beings with personal feelings and individual differences. If possible, make personal corrections in private. At all times, avoid embarrassment, ridicule, and sarcasm. Positive comments or supplying “jobs” for some students will sometimes correct a trying situation.
  5. **Do not leave the group.** If a situation does arise, notify the closest teacher so that the students in your room are not left unattended. Request assistance from an administrator.
  6. **Profanity or derogatory comments** are never to be used to motivate or control students.
  7. If **discipline problems** arise which you are not able to manage, an administrator should be contacted immediately.

**e. The End of the Day**

- i. Routine dismissal procedures should be in the Substitute Folder.
- ii. Students are not allowed to remain in the building after dismissal without parental permission.
- iii. Leave the room in an orderly fashion. Return teacher manuals to the appropriate location. Leave any assignments collected for the teacher.
- iv. Leave a note for the teacher with any challenges to the day and how much of the lesson plan was completed.
- v. Return any keys you were issued to school office personnel.

V. Professional Ethics

**a. Professional Ethics of the Substitute**

- i. All information regarding students, parents, staff, or other school related matters is **confidential**. Negative comments, insulting remarks and/or inappropriate language regarding students or staff members are never acceptable.

**b. Interacting with Students**

- i. School employees should use common sense to prevent false claims of abuse and inappropriate touching.
  1. Avoid being alone with any student.
  2. Avoid physical contact with students, which could be misunderstood.
  3. Physical force to enforce discipline is not allowed.
  4. Avoid communicating with students outside of school hours.
  5. Avoid off-the-cuff comments with suggestive or double entendre overtones.
  6. Do not be drawn into discussions of sexually explicit topics, such as tasteless jokes or suggestive song lyrics, politics, or religion.
  7. If a student confides in you regarding a personal topic of a sensitive nature, refer the student to the school counselor or administrator immediately.
  8. Do not transport students in your personal vehicle.
  9. Avoid any contact/communication with current or former students, even if the students are over 18 years old.
  10. Do not interact with students or parents on social media.

**c. Removal of a Substitute**

- i. **Any substitute may be removed from the list of substitutes by action of the Assistant Superintendent of Human Resources or designee** and thus become ineligible for assignment as a result of unsatisfactory evaluations, misconduct charges or exclusion reports, when there are repeated absences or refusals to accept assignments, or for other reasons.

VI. Policies

- a. **DCFS Mandated Reporter Status:** Employees of Belvidere School District 100 are mandated reporters under the Illinois Department of Children & Family Services Abused and Neglected Child Reporting Act [325 ILCS 5/4]. Employees (including substitutes) are required to report or cause a report to be made to the DCFS child abuse hotline; number 1-800-25-ABUSE (the Hotline operates 24 hours/day, 7 days/week, 365 days/year) whenever reasonable cause to believe that a child

known to employee in their Employee or official capacity may be abused or neglected. An employee's failure to report suspected child abuse or neglect may be found guilty of a Class A misdemeanor.

- b. **Code of Ethics for Illinois Educators:** Under exhibit 5:120-E of the Code of Ethics for Illinois Educators, all school personnel are expected to maintain high standards in their school relationships and to maintain professional and appropriate relationships with students, parents, staff members, and others.
- c. **Technology Policy:** All use of the Internet shall be consistent with the District's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. This authorization does not attempt to state all required or proscribed behavior by users. However, some specific examples are provided. **The failure of any user to follow the terms of the *Authorization for Electronic Network Access* will result in the loss of privileges, disciplinary action and/or appropriate legal action.**
- d. **Employee Acceptance of Federal Regulations and Board Policy:** Belvidere Community Unit School District 100 and the Board of Education prohibits all employees from the use or manufacture of drugs, alcohol and tobacco on school property. It also prohibits all employees from physical or sexual harassment of other employees, students or third persons.
- e. **Global Compliance Network (GCN):** Only permanent substitute employees are required to complete mandated training yearly.



## SERVICE EXCELLENCE STANDARDS

The Belvidere School District believes in the importance of providing service excellence to all of our customers as well as each other. We believe that by living the Service Excellence Standards we will maintain a first class culture where families want to send their children, where our students wake up each morning excited to go to school and our staff can't wait to go to work!

### Trust

*I will be honest and transparent.*  
*I will maintain confidentiality when necessary.*  
*I will be accountable, follow through, and own my own mistakes.*

### Communication

*I will be clear.*  
*I will be accurate and reliable.*  
*I will follow through in a timely manner.*

### Professionalism

*I will be knowledgeable and accurate in my work.*  
*I will be purposeful and passionate in my work.*  
*I will be respectful and polite.*

### Approachability

*I will be friendly and sincere.*  
*I will be fully attentive to the people I interact with so they feel valued.*  
*I will actively listen.*

By signing this document you agree to live by these standards while working in our district.

Welcome to District 100!

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date