ADLAI E. STEVENSON HIGH SCHOOL
DISTRICT 125

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

Substitute Team

Sub_Coordinator@d125.org
Substitute Coordinator for Teaching and Learning (Main Contact)
Samina Imtiazi - Assistant Principal's Assistant for Teaching and Learning
Debby Marquardt & Mel Fisher - Human Resources Coordinator

SUBSTITUTE HANDBOOK

2026 – 2027

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The Professional Substitute Teacher

Through thousands of surveys, questionnaires, and interviews, permanent teachers, school administrators, and district personnel unanimously praise and value substitute teachers who are professional in dress, attitude, and presentation. Being a professional substitute teacher involves many aspects of attitude and conduct.

Stevenson High School Culture:

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

The Substitute Handbook

The Substitute Handbook is for your use as a source of information about Adlai E Stevenson High School and your substitute role. Nothing in this handbook creates or is intended to create a contract of employment, either expressed or implied.

Ongoing work as a substitute in District 125 is based on performance, and substitute teachers are assigned on an as-needed basis. The relationship of substitute teachers with the District is at-will and such work can be limited to certain departments and/or teachers or terminated at any time for any reason or for no reason, except for legally impermissible reasons at the discretion of the District. At-will employees are free to resign at any time for any reason, or for no reason. If you become employed in another capacity, relocate out of the area, or are otherwise unavailable, please send a letter/email of resignation as soon as possible. You can email your resignation letter to **sub_coordinator@d125.org**

Please understand that you may not be eligible for unemployment compensation benefits drawn on school district wages during scheduled school breaks including, but not limited to, summer, winter, and spring breaks. This assurance is contingent upon school operations and will not apply in the event of any disruption that is beyond the control of the district.

Dress Attire

First impressions count. The image each member of the Stevenson staff presents to the public reflects the professionalism of the faculty as a whole. Appropriate attire is an important part of this professionalism. Adults in the building are role models for students, and it is important to wear attire aligned with professional goals. Substitutes should dress in a manner that will add dignity to the educational environment.

Requirements for Substitute Teaching

Candidates for substitute teaching at Adlai E. Stevenson High School must have a valid Illinois teaching license (PEL) or substitute teaching license (SUB), currently registered with the Lake County Regional Office of Education (Region 34) and must comply with all state laws and regulations regarding such employment. Substitutes for various support staff positions have different requirements. Nurse substitutes must possess current Illinois RN registration and AED/CPR certification. There is no certification required for office/clerical or security substitutes.
Certified substitutes must complete the GCN online tutorials assigned to them as a substitute teacher. These tutorials are required by the ISBE and need to be completed before being cleared for employment, and each subsequent year by August 31st:

Acknowledgement
A Guide for Substitute Teachers
Anaphylaxis and Anaphylactic Shock
Asthma - IL
Bloodborne Pathogens
Chronic Health Conditions
Cultural Competency and Racial Bias
DCFS - Mandated Reporter
Diabetes Awareness
Domestic and Sexual Violence
Ethics & Boundaries for School Employees
Faith's Law/Grooming and Sexual Misconduct
First Aid in Schools
Homeless Students
Medical Emergency Response in School
Mental Illness and Disorders Awareness for Educators
Seizures SMART School Act
Sexual Harassment - IL
Suicide Prevention - IL

Substitute Nurses will also be required to complete the following tutorials:
ADHD
Confidentiality
HIPAA
IL Statutory Requirements for Healthcare Professionals
Needs of Expecting and Parenting Youth
Trauma Informed Practices - IL
(A 'Guide for Substitute Teachers' is not required for a Substitute Nurse)

Clerical/Support Subs are not required to complete: A Guide for Substitute Teachers, ADHD or Seizure SMART School Act Webinar - IL.

The outlined tutorials are provided through the Global Compliance Network (GCN) web product. Instructions to access these required tutorials are in the section that follows.

Completing the Global Compliance Network (GCN) Online Tutorials

The login screen to the GCN tutorials is accessed through the link below.

http://www.gcntraining.com

- Organization ID - adlai
- User ID - the format for user ID is usually the first initial of your first name and your full last name, unless you changed or created it differently in the past.

Once you have successfully logged into the main screen, select and complete each of the **required** tutorials from the available tutorials list. Please know that you have the ability to partially complete these online tutorials and log back in at a later time and pick up where you left off. **There is no need to**

complete paperwork or print documentation to show you completed the required tutorials. Reports will be run by Human Resources to verify your completion. If you have any questions regarding establishing your account or accessing the tutorials please email sub_coordinator@d125.org.

Obtaining an Assignment/Working with the Absence Management System

Stevenson uses Red Rover Absence Management as our online substitute coordination system. Red Rover utilizes both the Internet or App to assist you in locating assignments.

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

Understanding Your Role

You are an important component to the classroom and how you establish your presence from the very beginning of class can determine your success for the day. Your attitude, personality and teaching methods are on display and in front of the students and staff. As you are there to temporarily take the place of the regular classroom teacher, it is imperative that you provide effective instruction in an environment conducive to a positive learning experience.

- Familiarize yourself with the lesson plans left by the teacher and identify the books, handouts, and other materials you will need throughout the day.

- Enter the classroom with confidence. Put your name on the board and then familiarize yourself with the classroom. Stand at the doorway and greet the students as they enter the classroom. Be professional, friendly, and enthusiastic about the day. This first impression will take you a long way.

- Commit yourself to model, monitor, and enforce student and adult behaviors that contribute to a safe and orderly environment while respecting the rights of others within a diverse community.

- The use of cell phones, computers, iPads and reading material during class time is prohibited, unless otherwise directed per teacher sub plans.

- Refrain from any verbal, physical or visual conduct that may be viewed as inappropriate.

- Substitutes may not leave students unsupervised and should contact the division office when they need immediate assistance or coverage.

- It shall be a violation of Board policy for any employee of School District 125 to harass another individual in the workplace. The Board is committed to a work and learning environment in which all individuals are treated with respect and dignity. Each individual has the right to an atmosphere that prohibits discrimination, harassment, and retaliation. The Board will not tolerate sexual or any other type of harassment of or by any of its students, employees, customers, vendors, officers, officials, board members, volunteers, or agents. Actions, words, jokes, or comments based on an individual's race, color, religion, sex, age, national origin, citizenship status, ancestry, marital status, parental status, pregnancy, family status, military discharge status, sexual orientation, gender identity or expression, disability or handicap unrelated to an individual's ability to perform the essential functions of the job, association with a person with a disability or handicap, military status, source of income, housing status, or any other category protected by

law, will not be tolerated. Violation of this policy shall be considered grounds for disciplinary action.

Daily Procedures

Arriving to Work/Parking/Signing In

Substitute Teachers are expected to arrive promptly by 8:00 am or at least (30) thirty minutes prior to the start of class. Please note: **Due to the volume of traffic approaching Stevenson, please allow extra time to arrive and find parking.** Parking for substitute teachers is available in lots B, D or E. Please park in the spots designated for staff parking (yellow lot lines). **DO NOT** park in visitor or student parking spots (numbered). We also ask that you **DO NOT park in the fire lane, bus lanes, white lanes or 15-minute parking zones**. If you have received a parking placard, please place this in your rearview mirror. If you do not have a parking placard, please stop by Teaching and Learning, Room 7096 to pick one up. Use one of the following entrances: The Point (lot B), the Circle Drive/Principal's Office (lot B), Lot D main entrance or the Sports Center (lot E). If you are unable to find parking when you arrive, please call 847-415-4000 for assistance. Someone from outside security will help you locate an available spot.

A driver's license or state issued ID must be presented in order to receive a pass for the day. At this time, you will sign-out a door access badge for getting into classrooms and employee restrooms. A single swipe will open a classroom door. A double-swipe places the door in unlock mode, and a double swipe again returns the door to locked mode. **This card MUST be returned each day to the visitor desk, once you sign out for the day, even if you have a multiple day assignment. Please do NOT return this to the Division Assistant. If you forget to return the card, please email the Substitute Coordinator at sub_coordinator@d125.org, and return the pass the next day.**

At the end of the day, please remember to make sure your classroom door is locked when you leave the room. The badges will work from 7:30 AM - 4:00 PM daily. Unless otherwise noted, you are expected to be in the building until 3:30 pm.

After signing in at the visitor desk, please proceed to the assigned division for your assignment and sign in at that division office. The division assistant will provide you with lesson plans, attendance sheets, and seating charts needed for the day. Review lesson plans, and if you have any questions see the division assistant.

Faculty Dining Room

You are welcome to use all the services of the school. You may visit the faculty dining room, in the West Building, during free time. Food is available for purchase in both the East and West buildings throughout the school day.

Personal Property

The high school is a public building, and as such it will be necessary to be careful with your personal property. All substitutes and visitors to the building should ask in their assigned division about a safe and convenient place to store your items. Unfortunately, we are unable to assume responsibility for personal property.

Classroom Procedures

Attendance/Tardiness

Attendance must be taken each class period. Report absences to the director or division assistant after each period if possible, definitely by lunchtime and then again by 3:30 pm. You are responsible for taking daily attendance for **each** class and study hall. The following procedures are to be used:

1. Each morning you will be given a seating chart and class roster for the classes you will be covering from the director or division assistant.

2. Put an "A" over the name of the student(s) who are absent. Also indicate on this roster any students who are tardy.

3. Indicate on the class roster if the student is an authorized tardy (AT) or unauthorized tardy (UT), along with the student's time of arrival. You should consider a student "AT" only if he/she has a pass, and it has "AT" written on it. If a student arrives without a pass, he/she will be considered an unauthorized tardy (UT). **Return student hall passes to the director or division assistant.**

When to Send a Student to the Nurse's Office

1. All head injuries
2. Chronic conditions that require assistance
3. Lacerations – deep cuts or puncture wounds
4. Any new electrical, chemical, or heat burns
5. Any injury causing damage to teeth or eyes
6. New bites or stings (existing do not need to be seen)
7. Rashes or possible skin infections
8. Medication administration
9. Bloody noses lasting over 5 minutes
10. Mental health

Students who are not feeling well should be evaluated by the nurse

1. *New* onset of moderate to severe headache
2. Shortness of breath, wheezing, persistent coughing
3. Vomiting or diarrhea (ill-appearing)
4. Severe abdominal pain
5. Fatigue, body aches, and feeling feverish

Please send the student with a pass to the Nurse's Office. The nurse will write the time the student left the nurse's office and sign the pass. Please collect this pass upon their return to class and verify that they have arrived within 5 minutes of leaving the nurse's office.

WEST NURSE'S OFFICE LOCATION - ROOM 2436 (on the second floor in the West Building)

EAST NURSE'S OFFICE LOCATION - ROOM 6042 (on the first floor of the East Building)

HEALTH EMERGENCY CLASSROOM PROCEDURES CHART *(see page 24)*

Health Emergencies

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

Use the emergency call button to reach someone, and we will send a nurse to your classroom immediately. Please call the Nurse for anything that you feel should be seen or feel is an emergency!

Please note that some students manage their medical conditions independently in the classroom. Diabetic assessment and treatment equipment, asthma inhalers and epi-pens are carried by the student and used, albeit infrequently, in the classroom. Do not prevent a student from using necessary medical equipment, and send the student to the nurse or push the emergency call button for assistance as soon as you can. Some students carry a WHITE permanent pass to the nurse, which means they can leave the class to go to the nurse's office at any time for medical reasons.

There is an **Infection Control Kit** in each classroom located in the teacher's desk. This kit is used when there is exposure to blood or bodily fluids. **After pressing the emergency button to call for assistance to the classroom,** follow these directions:

1. Remove the contents of the kit. Open the red biohazard bag and fold the top over a chair or other object so that you can dispose of soiled materials without touching the bag. Unless the situation is immediately life threatening, put on latex gloves before handling blood spills.
2. Using the disposable towel provided to absorb the spill.
3. Taking care to not touch the biohazard bag, place all materials inside. Properly remove latex gloves (according to directions on bag) and seal the bag.
4. Cleanse hands with antiseptic towelette provided until soap and running water become available
5. **Be sure custodians have been notified (ext. 4477) of the incident so they may proceed as required by OSHA, and a new Infection Control Kit may be placed in the classroom.**

Classroom Emergency Procedures

Please familiarize yourself with the "Safety Plan" (condensed version attached on page 20-22) and listen for instructions.

Emergency Button Use and Protocol

Every classroom at SHS is equipped with an emergency button. When the button is pushed, an alarm sounds in the main office (room 2400). That alarm triggers a response from the office which is a call to the room inquiring about the emergency. The button is to be used for any situation that requires immediate attention from security staff, nurse or dean team. Examples include an allergic reaction, a student altercation or to notify the office of an immediate safety concern. If you experience an emergency that needs immediate attention, and the situation calls for discretion, please send an email to emergency@d125.org.

If the button is unintentionally pushed you must talk out loud telling the office it was an accident.

Daily Announcements

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

Hall and Washroom Passes

Students are not to be in the hallway when classes are in session unless they have an official student pass. Always sign the regular classroom teacher's name and countersign with your own name when you sign a student pass. It is permissible for students to use the restroom during class. Most classrooms have laminated washroom passes. Please use these when possible. If a laminated pass is not available, please use the pink pass (sample attached on page 35). **Please use a pen rather than a pencil and do not put more than one student's name on the pass.** When using the pink passes, please note the time the student leaves, collect the pass when they return (noting the return time) and place the pass in the sub folder as a record for the teacher.

Continuity of Instruction

As a professional member of the staff, you are expected to accept full responsibility for student discipline, record keeping, etc. You have an important contribution to make in providing a good learning environment for all students. Before class begins, write the day's activities/agenda on the board and the homework. Be clear with directions and monitor student work by moving around the classroom. Do not read or access email, the Internet, etc. during class time.

Classroom Management

The most effective way to maintain an orderly and safe environment is to facilitate a structured and varied lesson plan. Please follow the plans left by the teacher. If the plans are incomplete, or you have a question, please contact the director/division assistant.
Should a student's behavior become disruptive, address it with him or her. If the behavior worsens, and it requires immediate attention, please push the emergency button and request a Dean. If the behavior does not require a Dean, please leave a note for the teacher on the attendance documents.

Substitute Teachers Report

In order to maintain the instructional program with as little interruption as possible, we ask each substitute to provide the regular teacher with a written summary of the day. The director or division assistant will provide you with a form (sample attached) that should be completed and returned at the end of the day. Your assessment of your classroom experience will be extremely valuable to the director and the regular teacher.

End of the School Day

Upon completion of your day, please check with the division assistant to see whether your services are further needed. **Before leaving return your door access badge where you signed in and you are free to leave.**

Continued Service

In order to remain active, all subs MUST work at least one day per school year. Substitutes who become dormant will be removed from the system every June. Letters of Assurance for continued employment will be sent to all active substitutes (via DocuSign) for the next school year in June/July of each year.

Substitute Wages: 2026-2027

FOR TEACHING:
(TRS eligible earnings)

Substitute Teacher..... $ 30.00 per period

SUPPORT STAFF:
(Non-TRS eligible earnings)

Security..... $ 17.00 per hour
(8.5 hour day, 30-minute unpaid lunch)

Little Patriots Day School..... $ 17.00 per hour
(8.5 hour day, 30-minute unpaid lunch)

General Secretary & Testing Center..... $ 17.00 per hour
(8.5 hour day, 30 minute unpaid lunch)

ILC Paraprofessional..... $ 17.00 per hour
(8.5 hour day, 30 minute unpaid lunch)

Guided Study, Learning Center and ELL Tutor…….... $ 19.50 per hour
(8.5 hour day, 30 minute unpaid lunch)

Nurse..... $ 28.00 per hour
(8.5 hour day, 30 minute unpaid lunch)

Technical Support……. $ 17.00 per hour
(8.5 hour day, 30 minute unpaid lunch)

Stevenson High School Public Wireless Network

The d125_guest WiFi network is available in public common areas such as those listed below:

- Wood Commons
- West Commons
- Forum
- West Auditorium
- Sports Center
- Information Learning Center (Upper & Lower)
- Quiet Learning Center
- College Career Center
- Glass Commons
- East Glass Commons
- Performing Arts Center
- Little Theater
- Recital Hall
- East Learning Center
- Field House
- Natatorium (Pool)

Temporary credentials for the d125_sponsor can be obtained in the following locations:

East Main Office/Principal's Office - 3046
West Main Office - 2400
Substitute Coordinator Office - 7096
Information Services Office - 1316

MediaCAST by Inventive Technology Step-By-Step

1 Open Safari.

If your computer does not open up directly to MediaCast,
select the favorite
or type the address:

mediacast.d125.org

2 Login

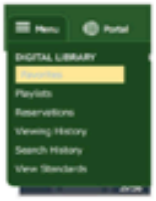
Enter the username and password.
Then, LOGIN>>
NEVER save the password

3 Find your Video/Media

Your media will be in the Favorites (if the teacher requested it ahead of time) or you will need to search to find the title.

Favorites

Hover over the word Menu.
A drop-down menu will appear
Click on Favorites



Select the Title by clicking on it.

Search to Find a Title

Enter the title and search by clicking on the magnifying glass.
Make sure you spell the title correctly.

Select the Title

You will select from a list or select on the box with the title. Either way, click on the box showing the correct video.

4 Play the Video

5 Logout

ADLAI E. STEVENSON HIGH SCHOOL
2026-2027 DIRECTORY
(847) 415-4000

District Office

Superintendent	Dr. Wendy Custable 847-415-4101
Director of Human Resources	Dr. Kim Chambers 847-415-4111
Administrative Assistant	Chrissie Popper 847-415-4113
Human Resources Coordinator	Debby Marquardt 847-415-4110
Human Resources Coordinator	Melissa Fisher 847-415-4129
Assistant Superintendent for Business Services	Sean Carney 847-415-4117
Payroll Specialist	Kelly Simon 847-415-4116

Building Administrators & Program Support

Principal	Troy Gobble 847-415-4106
Administrative Assistant	Rebecca Krause 847-415-4105
Assistant Principal, Administrative Operations	Eric Ramos 847-415-4002
Administrative Assistant	Rebecca Wheeler 847-415-4001
Assistant Principal, Teaching and Learning	Ted Goergen 847-415-4201
Administrative Assistant	Samina Imtiazi 847-415-4214
Substitute Coordinator	sub_coordinator@d125.org

Academic Directors

Applied Arts/CSET Director	Jacqueline King 847-415-4151
Administrative Assistant	Evanny Diaz 847-415-4150
Communication Arts Director	Kimberly Musolf 847-415-4326
Administrative Assistant	Theresa Watkins 847-415-4325
Fine Arts Director	Jon Grice 847-415-4751
Administrative Assistant	Mia Watkins 847-415-4750
Information Services Director	Doug Kahler 847-415-4301
Administrative Assistant	Esperanza Contreras 847-415-4300
Mathematics Director	Darshan Jain 847-415-4601
Administrative Assistant	Eunice Roman 847-415-4600
Athletic Director	DWayne Bates 847-415-4226
Administrative Assistant	Demeke Carreathers 847-415-4225
Physical Welfare Manager	Abygail Austin 847-415-4229
Administrative Assistant	Judy Mankus 847-415-4276
Science Director	Steve Wood 847-415-4401
Administrative Assistant	Sharon Pasquesi 847-415-4400
Social Studies Director	Brad Smith 847-415-4651
Administrative Assistant	Genises Mejia 847-415-4652
Special Education Director	Traci Wallen 847-415-4801
Administrative Assistant	Stephanie Bush 847-415-4800
Student Activities Director	Dave Eddy 847-415-4461
Administrative Assistant	Estephany Campos 847-415-4474
Student Learning Program Director	Brett Erdmann 847-415-4506
Administrative Assistant	Sharon Teplinsky 847-415-4556
Student Services Director	Sarah Bowen 847-415-4501
Administrative Assistant	Deborah Carver 847-415-4500
World Languages Director	Justin Fisk 847-415-4701
Administrative Assistant	Sylvia Lima 847-415-4700

Deans

(West) Student Services - Lead Dean	Carla Wood 847-415-4062
(East) Student Services	Sara Rogers 847-415-4024
(East) Student Services	Oscar Rivera 847-415-4038
(East) Student Services	David Schoenfisch 847-415-4035
(West) Student Services	Zachary Glim 847-415-4036
(West) Student Services	Kathy McCauley 847-415-4037

Stevenson High School
Substitute Payroll Schedule
2026-2027 School Year

PAYDATES	SUBSTITUTE DAYS WORKED
August 28, 2026	August 2 - 15
September 11, 2026	August 16- 29
September 25, 2026	August 30 - September 12
October 9, 2026	September 13 - 26
October 23, 2026	September 27 - October 10
November 6, 2026	October 11 - 24
November 20, 2026	October 25 - November 7
December 4, 2026	November 8 - 21
December 18, 2026	November 22 - December 5
January 1, 2027	December 6 - 19
January 15, 2027	December 20 - January 2
January 29, 2027	January 3 - 16
February 12, 2027	January 17 - 30
February 26, 2027	January 31 - February 13
March 12, 2027	February 14 - 27
March 26, 2027	February 28 - March 13
April 9, 2027	March 14 - 27
April 23, 2027	March 28 - April 10
May 7, 2027	April 11 - 24
May 21, 2027	April 25 - May 8
June 4, 2027	May 9 - 22
June 18, 2027	May 23 - June 5

2026-27 Academic Calendar

AUGUST 2026

Monday, Aug. 10, 2026	Professional Development Day - No School
Tuesday, Aug. 11, 2026	Institute Day - No School
Wednesday, Aug. 12, 2026	Freshman and Transfer Student Day
Thursday, Aug. 13, 2026	First Day of School - All Students

SEPTEMBER 2026

Monday, Sept. 7, 2026	Labor Day - No School
Monday, Sept. 21, 2026	No School

OCTOBER 2026

Monday, Oct. 12, 2026	Indigenous People's Day - No School

NOVEMBER 2026

Tuesday, Nov. 3, 2026	Election Day - No School
Wed.-Fri., Nov. 25-27, 2026	Thanksgiving Break - No School

DECEMBER 2026

Dec. 21, 2026-Jan. 5, 2027	Winter Break

JANUARY 2027

Tuesday, Jan. 5, 2027	Institute Day - No School
Wednesday, Jan. 6, 2027	Classes Resume - Start of Second Semester

Monday, Jan. 18, 2027	Martin Luther King Jr. Day - No School

FEBRUARY 2027

Monday, Feb. 15, 2027	Presidents Day - No School
Friday, Feb. 26, 2027	Institute Day - No School

MARCH 2027

Monday, March 1, 2027	Casimir Pulaski Day - No School
Friday, March 19, 2027	Not in Attendance
Mon.-Fri., March 22-26, 2027	Spring Break

MAY 2027

Wednesday, May 26, 2027	Last Day of School
Thursday, May 27, 2027	Institute Day - No School
Friday, May 28, 2027	Graduation
Monday, May 31, 2027	Memorial Day - No School

JUNE 2027

June 1-4 & 7, 2027	Emergency Days (If needed)
Friday, June 18, 2027	Juneteenth National Freedom Day (Observed) - No School
Saturday, June 19, 2027	Juneteenth National Freedom Day

ADLAI E. **STEVENSON** HIGH SCHOOL

1965

Adlai E. Stevenson High School
Home of the Patriots
1 Stevenson Drive
Lincolnshire, IL 60090
847-415-4000
www.d125.org

Regular Daily Schedule

Period	Time
Detention	7:45 - 8:25
1st	8:30 - 9:21
2nd	9:26 - 10:13
3rd	10:18 - 11:05
4th	11:10 - 11:57
4a	11:10 - 11:30
4b	11:37 - 11:57
5th	12:02 - 12:49
5a	12:02 - 12:22
5b	12:29 - 12:49
6th	12:54 - 1:41
6a	12:54 - 1:14
6b	1:21 - 1:41
7th	1:46 - 2:33
8th	2:38 - 3:25
Detention	3:35 - 4:15

Late Arrival Schedule

Period	Time
Detention	9:45 - 10:25
1st	10:30 - 11:05
2nd	11:10 - 11:40
3rd	11:45 - 12:15
4th	12:20 - 12:55
5th	1:00 - 1:35
6th	1:40 - 2:15
7th	2:20 - 2:50
8th	2:55 - 3:25
Detention	3:35 - 4:15

Activity Period Schedule

Period	Time
Detention	7:45 - 8:25
1st	8:30 - 9:15
2nd	9:20 - 10:01
Activity Period	10:06 - 10:49
3rd	10:54 - 11:35
4th	11:40 - 12:21
5th	12:26 - 1:07
6th	1:12 - 1:53
7th	1:58 - 2:39
8th	2:44 - 3:25
Detention	3:35 - 4:15

PM Assembly Schedule

Period	Time
Detention	7:45 - 8:25
1st	8:30 - 9:15
2nd	9:20 - 10:01
3rd	10:06 - 10:47
4th	10:52 - 11:33
5th	11:38 - 12:19
6th	12:24 - 1:05
7th	1:10 - 1:51
8th	1:56 - 2:37
Assembly	2:42 - 3:25
Detention	3:35 - 4:15

IN CASE OF EMERGENCY
REMAIN CALM AND FOLLOW THESE INSTRUCTIONS

Schoolwide Emergency and Safety Procedures

PROCEDURES FOR HANDLING AN EMERGENCY

· Use the emergency call button located in your room. Describe the nature and location of the emergency. The office will send a nurse/administrator to the scene of the emergency.

· If you call 911 directly, remain on the line with the dispatcher and give clear directions as to the nature and location of the emergency. After calling 911, immediately press the emergency call button to report the nature and location of the emergency.

FIRE

· When the fire alarm sounds, immediately remind your class of the appropriate exit. Close all windows.

· Walk quickly and quietly out of the building. The last one out of the room closes the door.

· Do not use elevators.

· After exiting, ensure that all students move out of the fire lane (the alley is considered a fire lane).

· Monitor students & wait for further instructions from a school or fire official.

TORNADO

· Seek shelter inside the building. Do not use elevators.

· Lead students to a designated Tornado Shelter on the lower level of the building.

· Remain with your students in order to give directions. Teachers who do not have classes at the time should report to the lower level and assist in the orderly alignment of students in the corridor. Please keep students away from glass areas, display cases, etc.

· Remain in “safe area” until released by school officials or emergency personnel.

Drop, Cover and Hold

Purpose: Drop. Cover and Hold is used when an incident occurs with little or no warning. This action is taken to protect students and staff from flying or falling debris resulting from explosions, structural failures, severe weather or earthquake.

· Inside, faculty / staff will instruct students to duck under their desks and cover their heads with their arms and hands.

· All students and staff who have moved to shelter or safe areas in the building in response to severe weather, should kneel down against the wall and cover their head with their arms and hands.

· Outside, faculty/staff will instruct students to drop to the ground, place their heads between their knees and cover their head and eyes with their arms and hands.

· Instruct everyone to move away from windows.

· Faculty/staff should account for their students and report any student missing to the administration.

· The School Commander/designee may order an evacuation if the situation warrants it.

CLOSED CAMPUS- Examples: Severe weather, environmental conditions, non-immediate safety concerns in the area.

- If outside, immediately move students inside the building.
- Continue normal operations inside the building.
- Students and staff should remain inside the building unless otherwise directed.
- Students may still be signed out by a parent/guardian through normal attendance procedures.
- Exterior doors may be monitored or secured based on the situation.
- Security and Deans will provide additional information to students and staff as appropriate.
- Await further communication from administration regarding when normal campus operations may resume.

🟡 **SECURE CAMPUS- Examples: Police activity in the surrounding area, community safety concern, suspicious activity off campus.**

- Continue normal instruction and operations inside the building.
- No one may enter or leave campus until the Secure has been lifted.
- Students and staff should not travel outside the building for any reason.
- Suspend all outdoor activities and classes.
- Students attending Tech Campus or off-campus programs will remain on campus until the Secure is lifted.
- Security will secure campus entrances, including Route 22 and Port Clinton Road.
- Await further communication from administration before resuming normal outside campus movement.

🟠 **HOLD IN PLACE- Examples: Medical emergency, student altercation, situation requiring additional information within the building.**

- Continue instruction while keeping students inside <u>their current classrooms</u>.
- Do not release students into the hallways until the Hold has been lifted.
- Students already in the hallway should report to the nearest supervised location.
- Limit hallway movement unless directed otherwise by administration.
- Await further communication from administration before resuming passing periods or normal movement.
- Continue teaching and maintain a calm classroom environment.

🔴 **LOCKDOWN- Examples: Immediate threat to the safety of students and staff inside or near the building**

- ***Use situational awareness to determine the safest course of action. If it is safe to do so, evacuating the building and moving away from the threat may be the best response.***
- During a lockdown, all keyless doors will automatically lock
- If possible, clear the hallway and nearby restrooms, moving everyone into your classroom.
- If evacuation is not possible, get safe immediately by keeping the doors locked, turning off lights, closing blinds and windows, and barricading the door if possible.
- Move students and staff away from doors and windows.
- Have everyone remain seated against an interior wall and stay quiet.
- Ignore bells and alarms unless otherwise instructed.
- Take attendance and email **"lockdown"** with any additional students in your room.
- Report injured students to **"lockdown"** if it is safe to do so.

- If the threat becomes imminent or enters your area, be prepared to protect yourself and your students by any means necessary.
- Remain in your secured location until law enforcement or the School Commander provides an in-person **"All Clear."**
- If you evacuate the building, proceed well away from campus to a safe location and await instructions from law enforcement or school officials. Do not return to campus until directed to do so.

Outside Personnel (Security):

- Notify staff and classes outside to immediately move off-campus or to designated assembly area(s), Monitor students and be prepared to evacuate off-campus to a relocation site (if necessary).
- If possible, assemble with authorities at a secure location on or near campus.

Students and staff should remain off of their cell phones, text only!

EVACUATION

- Evacuate students as instructed.
- Close your door and turn off the lights.
- Guide students to designated assembly locations.
- Take accurate attendance and report any missing students or staff to area coordinators.
- Remain in place and assist in supervision until further instructions are given.
- Await Family Reunification Protocols (if necessary).

FAMILY REUNIFICATION

Purpose: The Family Reunification Protocol is used to ensure a safe and secure means of accounting for students and reuniting parents/guardians with their children whenever the school facility or grounds is rendered unsafe and a remote site is needed.

Faculty / staff:

- Provide a list of evacuees to the reunification site staff upon arrival (use scanners if available).
- Ensure special needs students and staff are assisted. Request help if needed.
- Follow the instructions of the Family Reunification Center staff or Reunification Site Commander When you arrive you may be asked to: supervise students, be a messenger, crowd control, crisis management or assist with student records.

- **An Incident Command Structure has been established and will be initiated to coordinate with local authorities in the event of an emergency.**

AED- LOCATIONS

- **Indoor Locations**
- Trainer's office room 1114
- Outside of west staff dining room 1204
- Outside of the west nurse's office room 2436
- Fieldhouse closet
- West side of glass commons room 4110

- Outside of the east nurse's office room 6042
- Outside the aerobics/wrestling room 2110
- Inside of pool office 5012
- Rooftop area

Campus Locations

- District office men's restroom
- Grounds building near Port Clinton Lot men's restroom
- Stadium visitor stands men's restroom
- Varsity baseball field concession stand
- Vernon Hills Athletic Complex 1) concession stand 2) mobile trailer

Response Level	Normal Instruction Inside Building	Hallway Movement	Outdoor Activity	Primary Response	Typical Examples
🟢 **Closed Campus**	✅ Yes	✅ Yes	❌ Move students inside; no outdoor activities	Stay inside; parent sign out permitted	Severe weather, environmental concerns
🟡 **Secure**	✅ Yes	✅ Yes	❌ Immediately move students inside; suspend all outdoor activities	Stay inside; no one enters or leaves campus	Police activity nearby, community threat, suspicious activity
🟠 **Hold**	✅ Yes	❌ No	Depends on the situation and administrative direction	Remain in current classroom until released or further directed	Medical emergency, fight, investigation
🔴 **Lockdown**	❌ No	❌ No	**Use situational awareness. If safe, evacuate away from the threat and off campus. If evacuation is not safe, immediately seek the nearest secure location and begin lockdown procedures**	**Use situational awareness: Evacuate if safe; if not, lock, barricade, and hide**	Active threat or immediate danger inside or near the building

HEAR SOMETHING? SEE SOMETHING?

SAY SOMETHING!!!

Report Bullying

Report a Safety Concern

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

Revised 7/19

District 125
Adlai E. Stevenson High School

Acceptable Use Guidelines: Regarding Access to and Use of District Information Services Systems (2026-2027)

Introduction

The District Information Services Systems were established to support the school curriculum, facilitate appropriate communications between the school and community, and enhance performance of the operational responsibilities of the District.

For purposes of these guidelines, "Electronic Communication" is any electronic form of communication including but not limited to chat rooms, e-mail, forums, article forwarding, instant messaging, text messaging, blogs, message boards, document forwarding from home, libraries, or other outside sources.

The Acceptable Use Guidelines are designed to:

1. Raise awareness of acceptable ways to use electronic communication tools when communicating with students and staff.

2. Raise awareness of potential outcomes that may result when using electronic communication tools with students and staff.

3. Protect District 125 information system users from inappropriate use of electronic communication systems.

Using District Information Services Systems and electronic communication appropriately can help develop academic as well as social emotional skills. However, if technology, including use of social media, is not used properly, it may not meet our public and professional standards or the Vision and Values that we set for ourselves at District 125.

These guidelines may be revised from time to time as changes in law or other circumstances dictate, and posted in revised form on the District website.

Per District 125 Board of Education Policy 6:235, the term "District Information Services Systems" or "Systems" includes all computer hardware and software owned or operated by the District, District electronic mail, District websites, District online services and bulletin board systems, and electronic information systems. "Use" of the District Information Services Systems includes use of or obtaining access to the system from any electronic device and/or computer terminal, whether or not owned or operated by the District.

District Authority

The District reserves and retains the right to regulate the content of and links to the District Information Services Systems. The Systems do not constitute a public forum. The District has the right to and does monitor use of the Information Services Systems. Except as provided by federal and state statutes

protecting the confidentiality of students' records, no user of the District Information Services Systems has an expectation of privacy in connection with such use.

The District retains ownership and use rights over all information, data, and intellectual property produced through use of any and all of the district's information systems.

The District makes no warranties of any kind, express or implied, for the Information Services Systems it is providing. The District will not be responsible for any damages a user suffers. This includes loss of data resulting from delays, non-deliveries, missed deliveries, viruses, or service interruptions whether caused by the District's negligence or by a user's errors or omissions. Use of any information obtained via the Internet is at the user's own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained on the Internet through the use of the District's Systems. All users need to consider the source of any information they obtain, in evaluating the reliability of that information.

District 125 shall not be responsible for any unauthorized charges or fees resulting from access to the Internet.

Many District devices come with a built-in webcam. The District does not have the ability to remotely access the webcam. At no time will the District use webcams to monitor students or employees.

Use of the Systems is a privilege, not a right. Inappropriate, unauthorized, or illegal use may result in cancellation of use privileges and in other appropriate disciplinary and legal action. The Superintendent, or his/her designee shall have the authority to determine inappropriate use as described in these Guidelines, and his/her decision is final.

Responsibility

Use of the District Information Services Systems shall be consistent with the Board of Education policy, the Acceptable Use Guidelines, and the Vision and Values adopted by District 125, as well as with the varied instructional needs, learning styles, abilities and developmental levels of students. Administrators, teachers and staff have a professional responsibility to work together to help students develop the intellectual skills necessary to discriminate among information sources, to identify information appropriate to their age and developmental levels, and to evaluate and use the information to meet their educational goals.

When using electronic means to communicate about public business of the District, employees and officers of District 125 should use only the District Information Services Systems – not personal electronic devices – in order to ensure that communications which are public records and which are not exempt from disclosure under the Illinois Freedom of Information Act (FOIA) are available and accessible to the public if requested under FOIA, and to avoid the potential need to search personal electronic devices for records relating to public business of the District which are responsive to a FOIA request.

Students and District employees are responsible for respecting and protecting the rights of other users in the District and on the Internet.

Electronic Communication

Electronic communication should always be Transparent, Accessible and Professional (TAP) as defined below:

1. The communication is Transparent: As a public-school district, we are expected to conduct non-confidential communications in an open and accountable manner.

2. The communication is Accessible: Users of the District Information Services Systems should bear in mind that electronic communications on the Systems are potentially public records of the District, which may be accessed under the Illinois Freedom of Information Act, after content exempt under FOIA has been redacted.

3. The communication is Professional: All electronic communication from District employees to one another, to members of the public and to students should be written in the manner of professionals, representing District 125, word choices, tone, grammar and subject matter. Communications should be courteous, conscientious, and businesslike.

Communication Methods

1. Acceptable Methods

   a. School website - www.d125.org including school-sponsored websites
   b. District 125 email and collaboration tools
   c. Infinite Campus
   d. Canvas Learning Management System
   e. Parent Square messaging app
   f. Social Media

2. Unacceptable Methods

   a. Personal email accounts - District 125 employees should never use personal email accounts to communicate with students about school matters. Coaches not employed by District 125 during the school day must also follow this expectation.
   b. Personal testing - District 125 employees should never communicate with students via text, messaging, social media, WhatsApp app, etc. Coaches not employed by District 125 during the school day must also follow this expectation.
   c. Personal devices - in the event that a district employee utilizes their personal cell phone to communicate with students, communication must occur through a district-approved app.
   d. Online games and related activities - While many people enjoy gaming systems (Wii, Xbox, etc.) and recreational websites that allow them to compete with others through the Internet, these are not acceptable activities for employees to engage in with students.

Use of Email

The District's email system, and its constituent software, hardware, and data files, are owned and controlled by the School District. The School District provides email to aid students and staff members in fulfilling their duties and responsibilities, and as an education tool.

1. The District reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account's user. Unauthorized access by any student or staff member to an email account is strictly prohibited.
2. Each person should use the same degree of care in drafting an email message as would be put into a written memorandum or document. Nothing should be transmitted in an email message that would be inappropriate in a letter or memorandum.
3. Electronic messages transmitted via the School District's Internet gateway identify the author as being with the School District. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of the School District. Users will be held personally responsible for the content of any and all email messages transmitted to external recipients.
4. Downloading any file attached to any Internet-based message is prohibited unless the user is certain of that message's authenticity and the nature of the file so transmitted.

Remote Learning

Remote learning experiences may consist of several communication methods. When providing remote learning, it is imperative that you only use the acceptable methods as outlined in the above Acceptable Communications section.

There are additional guidelines for administering or participating in a remote learning experience. They are as follows:

1. Ensure your confidentiality and integrity (host or participant) as well as for the product(s) you create, receive, maintain, or transmit.
2. Protect against any reasonably anticipated threats or hazards to the security or integrity of the remote learning experience.
3. Protect against any unnecessary uses or disclosures of personal information that is not permitted or required under the privacy regulations.
4. All participants must be compliant and respect the goal and activities of each session.

Access Control

1. (Host Only) Follow technical policies and procedures that maintain your electronic protected information and allow access only to authorized school personnel.
2. Establish (and implement as needed) procedures for obtaining necessary electronic user (host or participant) health information during an emergency.
3. Implement electronic procedures that terminate an electronic session after a predetermined time of inactivity.
4. Use the school's approved mechanism for encrypting and decrypting electronic protected user (host or participant) information.

Audit Controls:

1. Use only the school approved hardware, software, and/or procedural mechanisms to record or monitor your (host or participant) activity and your (host or participant) information.

Integrity:

1. Protect your (host or participant) information from improper alteration or destruction.

Person or Entity Authentication:

1. Verify that a person or entity (host or participant) seeking access is the one claimed.
2. (Host only) Protect the session to ensure access is protected by the approved authentication system.

Transmission Security:

1. Ensure that information (of host or participant) that is being transmitted over a network is in fact secure before sending.

Official School Organizations and Social Media Communications

All district employees who use social media shall always adhere to the District's TAP guidelines as well as the high standards for appropriate school relationships required by policy 5:120 ("Employee Ethics; Conduct; and Conflict Interest") regardless of the ever-changing social media and personal technology platforms available. The following protocols must be followed with school-sponsored social media pages:

Setup of School-Sponsored Social Media Pages:
Social media may be utilized to communicate publicly to a broad range of audiences, including students who are members of your club, the broader student body and their families as well as members of our community.

Only teachers, club sponsors or coaches may set up social media pages for a school organization. Any social media accounts must be owned and monitored by a District 125 employee. Please use your @d125.org email address to register as the contact for the page so that any communications on the page are sent to an employee of the District, not to any personal email addresses.

Public Communication to the School Community:
If you decide to establish a social media page, notify the Communications team so that any activities or events can be communicated effectively to the broader school community through the school's newsletter and social media channels.

Targeted Communication to Specific Students:
If you would like to communicate only to members of your club or team, please use the Parent Square app or Canvas for these more targeted messages (rather than Facebook or Instagram, which are public to anyone on the internet).

Professional Expectations and Guidelines

1. District employees who use social media for personal reasons should consider their online activity as an extension of their public conduct. While the district does not have an expectation that employees set privacy settings on, it does have an expectation that employees conduct themselves - through publishing of posts, pictures and online dialogue - in a way that does not compromise their professionalism, integrity and ethics as District 125 professionals and does not negatively impact their ability to serve as a District employee. When engaging on social media, District 125 employees should:
    a. Use good judgment and common sense
    b. Post accurate information
    c. Not post defamatory, libelous, vulgar, obscene, abusive, profane, threatening, or otherwise offensive or illegal information or materials

d. Comply with copyright laws

2. Respect the privacy of staff members or of students

3. District 125 employees are expected to ensure that their online activities do not interfere with fulfilling their job requirements or serve as a distraction to the learning experience at Stevenson High School.

4. Employees who are not authorized to speak on behalf of District 125 in an official capacity should preface any online expression of opinions or comments about District 125 or its programs with a disclaimer clearly stating that their comments do not represent the views of District 125. *For example: "The postings on this site are my own and do not necessarily represent the views or positions of my employer," or "My online postings/opinions are my own, not those of District 125."*

5. When using the District Information Services Systems to communicate, Employees should know and comply with other existing District policies, rules and conduct standards such as including those which pertain to harassment, anti-bullying (including cyberbullying), and students/staff relations. See our Guide for Responding Online at d125.org

6. Employees must maintain the confidentiality of privileged information, including student record information, personnel information, and other confidential District information.

SOPPA Student Online Personal Protection Act

The District is required to review all K-12 educational solutions that store or link to personally identifiable information or material, in any non-publicly available format. Review will be necessary where student data provided involves a K through 12 purpose. A "K through 12 purpose" is one which aids in the administration of instruction in the classroom or at home.

Review will not be necessary if the web service is not intended for school instruction, but instead serves a general audience (e.g. Google Search Engine. the Chicago Tribune website, etc.). When in doubt, employees are instructed to contact the Tech Department. Upon review (if applicable), the District must enter into an agreement with the solution provider, which outlines what student data is stored, and what steps the provider will take in the event of a data breach.

Before a solution can be used, please consult the District database to determine if an agreement exists: https://sdpc.a4l.org/district_listing.php?districtID=6283. Or contact tech_trainers@d125.org for additional information.

Prohibitions

District students, employees, contractors, and guests are expected to act in a responsible, ethical and legal manner consistent with District policy, accepted rules of network etiquette, and federal and state law.

It is prohibited to use the District Information Services Systems:

1. To facilitate illegal activity.
2. For product advertisement or political lobbying.
3. For hate mail, discriminatory remarks, and defensive or inflammatory communication.
4. For unauthorized or illegal installation, distribution, reproduction, or use of copyrighted materials, including copyrighted software and school logo.

5. To access obscene or pornographic material.
6. For commercial or for-profit purposes.
7. To communicate with inappropriate language or profanity.
8. To transmit material likely to be offensive or objectionable to recipients.
9. To intentionally obtain or modify files, passwords, and data belonging to others.
10. To impersonate another user, or to use anonymity or pseudonyms.
11. For fraudulent copying, communications, or modification of materials in violation of copyright laws.
12. To load or use unauthorized games, programs, files, or other electronic media.
13. To disrupt the work of other users.
14. To destroy, modify, or abuse network hardware or software.
15. To quote personal communications in a public forum without the original author's or speaker's prior consent.
16. The illegal use of copyrighted software by students and District employees is prohibited.
17. To use the networks while access privileges are suspended or revoked.

Users are advised that to protect the integrity of the Information Services Systems:

1. The District has the right to and does monitor the use of the Systems.
2. Employees and students may not reveal their passwords to another individual.
3. Users must not use a computer that has been logged into using another person's name.
4. Users should not use computers to which they have not been given access by authorized personnel of the District.
5. A user who is identified as a security risk or who violates the Acceptable Use Guidelines may be denied access to the Systems.

Safety & Security

To the extent possible, users of the network will be protected from harassment or unwanted or unsolicited communication. Any network user who receives threatening or unwelcome communications should immediately bring them to the attention of a teacher or administrator.

Network users should not publish or reveal personal information about themselves or others on the network.

In order to maintain the security of the Systems, authorized users are prohibited from engaging in the following actions:

1. Use of unauthorized personal equipment attached, connected, and/or installed to the District's network.
2. Intentionally disrupting the use of the Systems network or technology resources for other users, including, but not limited to, disruptive use of any processes or programs, sharing logins and passwords or utilizing tools for ascertaining passwords, spreading computer viruses, engaging in "hacking" of any kind, use of proxy or filter avoidance software or devices, and/or engaging in computer tampering of any kind.
3. Disclosing the contents or existence of District computer files, confidential documents, e-mail correspondence, or other information to anyone other than authorized recipients.
4. Downloading and/or installing and/or using unauthorized software, games, programs, files, electronic media, and/or stand-alone applications. Staff members are authorized to download or use items that are directly related to their job duties and only by following appropriate procedures.

5. Network security is a high priority. If you can identify a security problem on the network, you must notify a system administrator. Do not demonstrate the problem to other users.

Students' Personal Electronic Devices

District personnel may temporarily confiscate a student's personal electronic device when there are reasonable grounds to suspect the student is using or has used the device to violate the law or school rules, including these Acceptable Use Guidelines.

District personnel may search content stored on a student's personal electronic device when there are reasonable grounds to suspect that doing so will reveal evidence that the student has used the device to violate the law or school rules, including these *Acceptable Use Guidelines*. Except in exigent circumstances posing a significant risk of danger to members of the school community, school personnel will obtain permission of the student whose personal electronic device they wish to search, and of his or her parent or guardian, before conducting the search. Except in such exigent circumstances, if the student and parent or guardian refuse permission, District personnel will seek a warrant to search the personal electronic device.

Consequences for Inappropriate Use and Other Violations of Acceptable Use Guidelines

In addition to the provisions of Board of Education Policy 6:235 ("Access to Electronic Networks") and these Acceptable Use Guidelines promulgated as required under 6:235, and student and personnel discipline policies.

General rules for behavior and communication apply when using District Information Services Systems and the Internet. Consequences for inappropriate use may include, but are not limited to, loss of access and other disciplinary measures. These may include temporarily confiscating and retaining electronic devices when such devices are used to access and improperly use the District Information Services Systems.

Vandalism will result in cancellation of access privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or other networks, including by uploading or creating computer viruses or making or attempting to make equipment or networks unstable.

Illegal use of the District Information Services Systems, intentional deletion of or damage to files or data belonging to others, or theft of services will be reported to law enforcement authorities for possible prosecution.

Adlai E. Stevenson High School District 125 Confidentiality Statement

Confidentiality is one of the cornerstones of professionalism and ethics in the field of education. During your time at Stevenson, you may be privy to conversations, documents, and other pieces of information which involve student or staff members. In addition, internal information (any information, oral or written, maintained or used by the District or its employees) is considered confidential.

It is a possible violation of the Family and Educational Rights and Privacy Act (FERPA) and the Illinois School Student Records Act (ISSRA) to disclose a student's personal information, information about his/her performance, or any other information about him/her.

It is a possible violation of the Illinois Personnel Records Review Act and the Health Insurance Portability and Accountability Act (HIPAA) to disclose an employee's personal information, information about his/her performance, or other information about him/her.

Information regarding students, staff members, students' parents/legal guardians, or other persons at Stevenson may only be used for carrying out volunteer or employment responsibilities (such as sharing information about the students or class with the teacher for whom a substitute is working) and may not be used, shared, or accessed without proper authorization from a member of the Administrative Team.

I understand that I cannot disclose any information that I acquire, handle, or overhear about any student, staff member, student's parent/legal guardian, or other person with whom I associate in the course of my employment, volunteer work, or student teaching/internship assignment at Stevenson District 125, unless I do so with proper authorization. I understand that violations of this may result in removal from my role at Stevenson.

ADLAI E. STEVENSON HIGH SCHOOL

PASS

_____
STUDENT

FROM _____ TO _____

DATE _____ TIME _____

_____
TEACHER

0534

Student Services Office Request

Date _____ Room _____ Period _____

To _____

Come to **Room 6064**
EAST Student Services Office

☐ NOW ☐ At end of period
☐ Time _____ ☐ Make appointment
☐ When convenient for teacher during period

Counselor/Dean/SW/Psych _____

Teacher Signature _____ Time _____

Returned to Class _____

Signature _____

Student Services Office Request

Date _____ Room _____ Period _____

To _____

Come to **Room 2414**
WEST GREEN Student Services Office

☐ NOW ☐ At end of period
☐ Time _____ ☐ Make appointment
☐ When convenient for teacher during period

Counselor/Dean/SW/Psych _____

Teacher Signature _____ Time _____

Returned to Class _____

Signature _____

Student Services Office Request

Date _____ Room _____ Period _____

To _____

Come to **Room 2412**
WEST GOLD Student Services Office

☐ NOW ☐ At end of period
☐ Time _____ ☐ Make appointment
☐ When convenient for teacher during period

Counselor/Dean/SW/Psych _____

Teacher Signature _____ Time _____

Returned to Class _____

Signature _____

SUBSTITUTE TEACHER REPORT

DIVISION: _____

Substitute Teacher _____ Date _____

Teacher _____

Please complete the following form and leave it on the teacher's desk at the end of the day along with their substitute folder(s). Please make sure to return any "borrowed" remote control or key.

Classroom Comments:

Please use the following section to leave the teacher notes, comments, problems, etc. concerning their classes.

Period _____

_____

_____

_____

Period _____

_____

_____

_____

Period _____

_____

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Period _____

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Period _____

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Period _____

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