

## VII. DISTRICT #116 BUILDING LOCATIONS & WORK SCHEDULES

<b>Round Lake Area Schools/CUSD #116 Building Locations</b>	
<b>Elementary Buildings</b>	
<b>Round Lake Beach Elementary</b> 1421 N. Ardmore Round Lake, IL 60073 Phone: 847/270-9930	<b>Murphy Elementary</b> 220 Greenwood Dr. Round Lake Park, IL 60073 Phone: 847/270-9950
<b>Indian Hill Elementary</b> 1920 N. Lotus Dr. Round Lake Heights, IL 60073 Phone: 847/270-9970	<b>Village Elementary</b> 880 W. Nippersink Rd. Round Lake, IL 60073 Phone: 847/270-9470
<b>Raymond Ellis Elementary</b> 720 Central Park Dr. Round Lake, IL 60073 Phone: 847/270-9900	<b>Pleviak Elementary School - Kindergarten</b> 304 E. Grand Ave. Lake Villa, IL 60046 Phone: 847/270-9040
<b>Early Education Center- Preschool</b> 882 Nippersink Rd. Round Lake, IL 60073 Phone: 847/270-9490	
<b>Middle Schools</b>	
<b>Round Lake Middle School</b> 2000 N. Lotus Dr. Round Lake Heights, IL 60073 Phone: 847/270-9440	<b>John T. Magee Middle School</b> 500 N. Cedar Lake Rd. Round Lake, IL 60073 Phone: 847/546-8800
<b>High School</b>	
<b>Round Lake High School</b> 800 N. High School Dr. Round Lake, IL 60073 Phone: 847/270-9300	<b>Educational Service Center</b> 801 Sunset Drive Round Lake, IL 60073

<b>District Administrative Offices</b>	
<b>Administrative Service Center</b> 884 W. Nippersink Dr. Round Lake, IL 60073 Phone: 847/270-9000	<b>Operations Service Center</b> 811 Sunset Drive Round Lake, IL 60073 Operations 847/270-9042 Transportation 847/270-9019

<b>2017-18 Teacher Schedule</b>	
<b>Building</b>	<b>Teacher Schedule</b>
Early Education Center-Preschool	8:15am - 3:45pm
Pleviak - Kindergarten	8:10am - 3:40pm
Ellis Elementary	7:30am - 3:00pm
Village Elementary	7:30am - 3:00pm
Indian Hill Elementary	7:30am - 3:00pm
Murphy Elementary	7:30am - 3:00pm
Beach Elementary	7:30am - 3:00pm
John T. Magee Middle School	7:15am - 2:45pm
Round Lake Middle School	7:15am - 2:45pm
Round Lake High School	7:45am - 3:15pm
Round Lake Transition Center (ESC)	7:15am - 2:45pm

[School Calendar for 2018-19](#)

## 2018-2019 Office Hours & Work Day Schedule

### Office Hours:

Early Education Center	8:15 a.m. – 4:00 p.m.
Pleviak Kindergarten Center	8:15 a.m. – 4:00 p.m.
Elementary Schools	7:45 a.m. – 3:45 p.m.
Middle Schools	7:00 a.m. – 3:15 p.m.
High School	7:15 a.m. – 3:45 p.m.
Operation Service Center	7:45 a.m. – 4:15 p.m.
Administrative Service Center	7:45 a.m. – 4:15 p.m.

### Instructional Teaching Assistant Hours:

Early Education Center	8:15 a.m. – 4:15 p.m.
Pleviak Kindergarten Center	8:15 a.m. – 4:15 p.m.
Elementary Schools	7:30 a.m. – 3:30 p.m.
Middle Schools	7:00 a.m. – 3:00 p.m.
High School	7:30 a.m. – 3:30 p.m.

**LMA Teaching Assistant:**

Pleviak Kindergarten Center	7:30 a.m. – 4:00 p.m.	
Elementary Schools	7:30 a.m. – 4:00 p.m.	
Middle Schools	7:00 a.m. – 3:30 p.m.	
High School	7:00 a.m. – 3:30 p.m.	8:30 a.m. – 5:00 p.m.

**MTSS Teaching Assistant:**

Pleviak Kindergarten Center	7:30 a.m. – 4:00 p.m.
Elementary Schools	7:30 a.m. – 4:00 p.m.

**Computer Lab Teaching Assistant:**

Pleviak Kindergarten Center	7:30 a.m. – 4:00 p.m.
Elementary Schools	7:30 a.m. – 4:00 p.m.

**Crossing Guard:**

Elementary Schools (ELLIS)	7:45 a.m. – 3:45 p.m.	
Middle Schools (RLMS)	6:45 a.m. – 10:30 a.m.	12:15 p.m. – 4:00 p.m.

## VIII. HELPFUL HINTS FOR SUCCESSFUL SUBSTITUTE TEACHING

1. Arrive early, not just at the required time.
2. At each school, familiarize yourself with locations of fire extinguishers, quick response chart, emergency exit routes, “call buttons” to the office or other communication devices, etc.
3. Keep a sense of humor; it helps the climate in the classroom.
4. Expect to be challenged; it comes with the territory at all grade levels.
5. Let the teacher know specifically what lessons were not completed in your detailed note that you leave for the teacher at the end of the day. (Explain reasons why, if needed.)
6. Don’t feel threatened or uncomfortable when administrators visit your classroom. They can be a great help in maintaining discipline.
7. Make sure the students know your name, but don’t let them call you by your first name; it diminishes the respect you want to establish and maintain.
8. Immediately familiarize yourself with the “helpful students” identified by the teacher or others familiar with the class. Mention their assistance in your note to the teacher.
9. Expect interruptions. Fire drills, playground injuries, visits from other teachers, and students being “pulled out” for other programs or services are all par for the course.
10. When in doubt, confused, or otherwise unable to carry out your duties, seek help from another teacher at the same grade level (elementary) or subject area (secondary).
11. Attach all referral slips (to the office, nurse, etc.) to your note to the teacher.
12. Do more than required. Your extra efforts will be noted and appreciated!