

# SUBSTITUTE HANDBOOK



ROUND LAKE AREA SCHOOLS  
*COMMUNITY UNIT SCHOOL DISTRICT 116*

## **Welcome to Substitute Teaching for Round Lake Area Schools**

Let me be the first to extend a warm welcome and a sincere thank you for the service you will provide to the students of RLAS-116! You, as a qualified substitute, are a great asset to our school district. The goal of the District's substitute program is to provide a seamless flow of the curriculum and support to our students in the absence of their regular teacher or support staff member. Having highly skilled, caring, and enthusiastic substitutes is essential for us to meet our goal.

This Handbook is designed to help you understand some of the routines, procedures, and expectations of which you will become an important part. It is meant to serve as a guide to help you fill the role to the best of your ability. In addition to providing assistance to the instructional program, another primary responsibility of substitutes is to maintain a safe, supportive educational environment for the students entrusted in your care.

Helping you become acclimated to the normal operating school day is largely the responsibility of the building administrator. Building administrators are prepared to assist you in your contribution to the ongoing program in their building. Please do not hesitate to contact the building administrator if you have questions or concerns.

We hope your work with us will be enjoyable.

Sincerely,

Dr. Donn Mendoza  
Superintendent

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This Handbook is printed for the benefit of the Substitutes in Round Lake Area Schools Community Unit School District 116. Nothing in this handbook creates or is intended to create a contract of employment, either expressed or implied. A Substitute is an at-will employee of the District and your relationship with the District may be terminated by you or the District at any time, with or without cause.

Please note that you are subject to the policies of the District's Board of Education. Some, but not all, of those policies are summarized in this handbook. Knowledge of these guidelines and procedures are your responsibility as a member of our substitute staff. In the event that a Board of Education policy and/or applicable law conflicts with a provision in this handbook, the policy and/or law shall supersede. Please read through this handbook in its entirety. Many common questions are already answered here.

## **I.ILLINOIS SUBSTITUTE LICENSURE**

### **A. REQUIREMENTS**

1. Must hold a bachelor's degree or higher from a regionally accredited institution.
2. Must submit official sealed transcripts from a regionally accredited institution reflecting a bachelor's degree or higher, including the date the degree was conferred.
3. The license is valid for substitute teaching in all grades of the public schools, prekindergarten through grade 12. Also, valid to work as a Paraprofessional (PreK-12).
4. Substitute licenses are valid for 5 years, and may be renewed with the payment of registration fees.

#### **If I hold a valid professional educator license or educator license with stipulations, am I qualified to be a substitute teacher?**

If you hold a valid professional educator license or educator license with stipulations that required a bachelor's degree for issuance, you are qualified to be a substitute teacher. You do not need to hold a substitute teaching license. **\*At the hiring district's discretion**

For more information please visit the [Illinois State Board of Education's Website](#) or you may also contact the [Lake County Regional Office of Education](#).

## **II. GENERAL INFORMATION**

### **A. ABSENCE MANAGEMENT (formerly known as AESOP)**

Once you have completed and submitted all required documentation to the Human Resources Department, you will be given an ID and PIN to our automated substitute system, Frontline Absence Management (formerly known as AESOP).

AESOP will call subs starting at 5:30 a.m. for assignments for the same day. Substitutes will also be called approximately Two days prior to an assignment, between the hours of 5:00 p.m. –10:30 p.m. Also if a staff member must leave work during the day, you may be called to fill a partial-day assignment.

All teaching and staff support assignments are to be made through the AESOP system, rather than through teachers and support staff making their own arrangements. This keeps the lines of communication clear.

Substitutes must sign the Substitute sign-in sheet every day in the school office, at the start of your workday.

### **B. NONDISCRIMINATION**

The District is committed to equal educational opportunity for all students and appropriate treatment of all staff in the District. It is the policy of the Board of Education, pursuant to Illinois Statutes, that no person, on the basis of sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability, may be denied admission to any school in this District or be denied participation in, be denied the benefits of, or be discriminated against in any curricular, extracurricular, pupil services, recreational, or other program.

This policy also prohibits discrimination under related federal statutes, including Title VI of the Civil Rights Act of 1964 (race and national origin). Title IX of the Educational Amendments of 1972 (sex), and Section 504 of the Rehabilitation Act of 1973 (handicap).

### **C. TITLE VI/IX 504 COMPLAINT PROCEDURES**

If any person believes that the District or any part of the school organization has inadequately applied the principles and/or regulations of Title VI/IX 504 or is in some way discriminatory on the basis of race, color, religion, national origin or sex, he/she may bring forward a complaint to the Human Resources Department, located at the Administrative Service Center, 884 Nippersink, Round Lake, IL 60073. ([Board Policy 5:10](#))

## D. BUILDING PROCEDURES

Substitutes should report immediately to the principal and/or building secretary upon arrival. At that time, you will receive instructions as to the building routine and hours of work, as well as to sign in.

Performance of the regular teacher or support staff's building duties is required unless the principal makes other arrangements. Please ask the building secretary for a substitute ID badge. This ID badge should be worn at all times. Upon the completion of your assignment, the ID badge should be turned in to the building secretary. You will also receive other information regarding room assignments, location of materials, plans, charts and records.

## E. BUILDING ROUTINES

- ❖ Attendance Records and Reports – Do not make any entries in the teacher's or support staff's record book. Record attendance and tardy information on the forms provided. In addition, keep on a separate sheet of paper a daily record of names of students who have been absent or tardy and leave it in the grade book for the regular teacher. In serving longer assignments, consult the building principal before recording grades.
- ❖ General Supervision - Try to fit into the regular program as nearly as possible by assuming the duties of the regular teacher or support staff. Sometimes it may be necessary for you to perform routine tasks such as hall duty, lunchroom supervision, playground duty, and the like, in addition to your regular class work.
- ❖ Mail - Do not remove mail or other articles from the regular teachers or staff support's mailbox unless directed to do so by the building principal. This policy changes when assuming long-term substitute duties.
- ❖ Fire Drills - All classrooms have directions for fire drills placed on a sign near the door of the room. Read these directions immediately! Check other safety drill regulations with the building principal

## F. TEACHING MATERIALS

Routine supplies and materials are found in each classroom. However, after you determine what supplies are needed to carry out the plan of the day, you should locate these materials immediately and notify the school office if a particular supply or teaching aid cannot be found.

## G. CLASSROOM PROCEDURES

- ❖ Plan to arrive at your assigned room well in advance of the students (see punctuality). This will afford an opportunity to become familiar with the physical setup of the room and to locate materials necessary to carrying out the assignment in a successful manner.
- ❖ Introduce yourself to each new group of students with whom you come in contact throughout the day. Write your name on the board to avoid any confusion during the day. Meet and consult with other grade level teachers or support staff. Please do not hesitate to ask questions regarding routine matters.
- ❖ Follow the lesson plans left by the regular teacher or support staff in order to maintain a certain level of continuity of instruction in the classroom! You are expected to adhere to the scope and sequence of instruction documented in the teacher's lesson plans or support staff assigned functions.
- ❖ Most of the time, teachers or support staff anticipate their absences due to scheduled appointments or staff development requirements. However, if a staff member is absent due to an emergency, you may not have lesson plans provided by the teacher. Should this occur, help is available from other teachers and support staff in the school. Teachers from the same grade level, neighboring classrooms, departments, etc., should be accessed to lend assistance when lesson plans are missing or insufficiently developed. Building administrators should also be contacted for additional support under such circumstances.
- ❖ Do not assign written work and leave it to be graded by the regular teacher unless so indicated in the lesson plans. Any written work assigned that is beyond the lesson plans of the regular teacher should be graded and left for the teacher to examine.
- ❖ On completing an assignment, a definite statement of the work done in each subject, specifying pages covered in various textbooks, should be left. New assignments should be noted in the teacher's assignment book, or on a card inserted in the desk copy of the text. All papers should be graded, records made, and preparations for the next day completed if time permits.
- ❖ You should assume the same responsibility for the order and discipline of students in the classroom, in the halls, or on the playground as does the regular teacher or staff support.
- ❖ The housekeeping arrangements of the regular teacher or support staff should be continued with all books, supplies, and equipment in order. Check windows, shades, and general classroom arrangement.

## H. PUNCTUALITY

Substitutes expected to be on duty the same length of time as the regular classroom teacher or staff support. Many experienced substitutes advise arriving to school as early as possible before the start of the school day in order to sign in, find the classroom, locate lesson plans, prepare the room and instructional materials and otherwise plan for a successful day.

The exact beginning and ending times of the working day vary from school to school. Information regarding the individual schools, starting and ending times, their locations and administrators, can be found under the Building Information section later in this booklet.

## I. DISCIPLINE

Principals and teachers are responsible for the maintenance of order within the classroom and the school. Authority to use reasonable and prudent force and restraint for the purposes of maintaining order and for safeguarding the persons of students and school employees is delegated by the Board of Education.

Problems of a pupil-personnel nature are discussed personally with the administrator in charge of the building.

As a substitute, you are expected to model and reinforce the expectations of the permanent teacher. Classroom rules are posted in most classrooms. Except for the first few days of class, all students know what the rules of behavior are and what the consequences are for not following them. Effective classroom management will lead to effective teaching.

When students cause behavior problems that are disruptive to the learning environment, you should attempt to maintain discipline in the classroom using acceptable behavior management strategies. However, sometimes even the most effective classroom management strategies will fail, and individuals or groups of students may need to modify their behavior in order to resume effective teaching. You must never administer corporal punishment, physically discipline a student in any way, or verbally abuse the students. Shouting at students or calling them derogatory names may constitute verbal abuse and is unacceptable. The building principal should be contacted in case of serious behavior problems. ([Board Policy 7:190](#))

## **J. ITEMS REQUIRING OFFICE APPROVAL**

Students are not to be dismissed or allowed to leave the school grounds during the school day under any circumstances without the permission of the building principal or office staff.

Accidents involving a student under your supervision should be reported to the school office immediately!

If a student becomes ill, you will immediately refer that student to the school office.

Notes or any communications should not be sent to parents without permission of the principal. Students should not be detained after school hours without permission from the principal's office. Parents should be informed if students are to be detained at noon or after school, and the approval of parents, as well as the principal, must be obtained before such action is taken. ([Board Policy 7:90](#))

## **K. COMPLETING AN ASSIGNMENT**

When your assignment has been completed, report to the school office. Be sure to return keys, ID badge, and other materials that you received upon your arrival. Also be sure to sign the substitute sheet upon your departure.

A summary or an outline of the work covered during an assignment or any comments/notes, which might prove helpful to the regular teacher, should be left in the office at the conclusion of your assignment. Be sure to return them to the office before leaving the building.

New assignments should be noted in the teacher's or support staff assignment book, or on a card inserted in the desk copy of the text. All papers should be graded, records made, and preparations for the next day completed.

Substitutes should follow teaching daytime schedules as designated for each building (see the punctuality section).

## **L. PERSONAL USE OF SCHOOL PROPERTY**

School facilities, equipment, and supplies are intended to support the education of students and therefore shall not be used in any manner other than for the direct or indirect benefit of the students.

School-owned supplies shall not be consumed for personal reasons, nor shall any school-owned equipment be taken from the premises for personal use purposes.

## M. COMPUTER ACCESS

Occasionally, a teacher may include a computer program or an online resource in his or her daily lesson plan. As a result, it will be important for you to follow proper procedures in preparing for such situations. To anticipate this, all substitutes are required to read and sign the Authorization for Electronic Network Access policy. If you are unsure that you have completed this, please talk with the substitute coordinator or to the technology office. The signed copy should be turned in to the substitute coordinator with the rest of your paperwork to be kept on file.

Each time you need access to the computers or online resources to perform your substitute teaching or support staff assignment, you will need to contact the building secretary or library media specialist to obtain a username and a password. Please keep in mind that this access will only be valid for the length of that particular teaching assignment. You will need to request access each time that you need it.

When using the computers it will be important to practice good security procedures to maintain the overall integrity of the network. Usernames and passwords should not be shared with students or other staff members ([Board Policy 5:125](#))

## III. PROFESSIONAL ETHICS

The District expects all of its employees to maintain high moral and ethical standards. Please read over the following expectations: ([Board Policy 5:120](#))

- ❖ Maintain a positive, professional attitude toward your work. A friendly, cheerful, and cooperative attitude toward both the building personnel and students will help to start the day right and tend to keep it running smoothly. Your attitude will have a great deal to do with your acceptance by the faculty and by the students.
- ❖ Plan to spend the entire time working with and for the students and keep all children in your room under supervision at all times. You are expected to carry out the program as outlined by the regular teacher or staff support and are not employed simply to maintain order.
- ❖ You are expected to observe the same ethical codes as regular teachers and staff support personnel. You are as legally responsible for students, equipment, and materials assigned to your care, as is the regular teacher for whom you are substituting.
- ❖ Do not have anyone visit you while you are on duty as a substitute. A principal has the right to refuse to let anyone see you while on the job. Do not expect to leave the classroom for personal telephone calls; messages will be taken and delivered to you. Personal cell phone usage during class time is prohibited.

- ❖ Do not call the regular teacher or staff support concerning the class work or anything else you are doing for the teacher unless requested to do so.
- ❖ A substitute refrains from discussing incidents that occur in one building with teachers of another or in the community at large. Conferences with parents and/or students are not conducted except by special permission of the building principal.
- ❖ As a substitute, you have a responsibility to treat with confidentiality most matters pertaining to students. Student behavior, performance, and achievement levels are not subjects of general conversation and should not be discussed outside the school setting. When working with students with special needs, you must exercise an even greater degree of caution with regard to confidentiality.
- ❖ You should exercise extreme caution and good judgment in verbal and physical relationships with students. You should establish a position of authority with the students; you may "be friendly" without "befriending" the students. Under no circumstances may a substitute engage in an inappropriate relationship with a student, regardless of who initiates the relationship.
- ❖ Yelling at students, calling them derogatory names, and using insults, or other threatening verbal attacks will not be tolerated.
- ❖ Failure to meet any directives listed above may result in your immediate removal from the substitute list without warning.

## IV. SAFETY AND HEALTH

The Round Lake Area Schools provide certain procedures and information regarding our students' health and safety while in attendance. Each school building has an emergency team of trained members to respond to injuries and/or accidents. Each school also has a procedure in place to access this team. Please check with your school principal to acquaint yourself with the procedure and team members.

Since many children have medical problems that can interfere with their school day, each school is supplied with a Confidential Health List. Students who may have a medical problem are placed on this list with parental permission. This information remains strictly confidential and is not to be shared with other sources. Please check with your principal to review this list.

All District buildings are supplied with copies of the *Comprehensive School Safety and Crisis Program Guide*, which includes the Emergency Response Team names and functions. The Guide provides a brief overview of the guidelines defining what determines an evacuation, a non-emergency hold/lock down, and an emergency hold/lock down. Please check with your building principal to locate a *copy of the Guide* so that you may access it should the need arise. ([Board Policy 4:170](#))

The Guide includes steps to respond to the following situations:

- ❖ Assault
- ❖ Bomb Threat
- ❖ Checklist for Telephone Threats
- ❖ Chemical or Biological Threat
- ❖ Demonstration
- ❖ Fight/Disturbance
- ❖ Fire
- ❖ Hazardous Materials
- ❖ Hostage
- ❖ Intruder
- ❖ Lost/Missing Child
- ❖ Medical Emergency
- ❖ Operational Failure
- ❖ Pandemic Influenza Response Plan
- ❖ Severe Weather: Tornado/Severe Thunderstorm/Flooding
- ❖ Sexual Assault
- ❖ Shooting
- ❖ Suicide Threat or Attempt
- ❖ Suspicious Package or Mail
- ❖ Terrorism
- ❖ Threat
- ❖ Threat Incident Report Form
- ❖ Weapons

In addition, each office area maintains a copy of the District's health care protocols, which contain instructions to assist in dealing with emergency medical responses to injuries and accidents. Once again, it is important for all substitutes to acquaint themselves with the procedures in each of the buildings to respond to various crisis situations.

## **V. IMPORTANT BOARD OF EDUCATION POLICIES**

As a substitute you are expected to become familiar with Board of Education policies and District procedures. You are required to pay particular attention to those policies and administrative directives that pertain to your role as a substitute. These would include Section 5, and specifically, [5:90 Abused and Neglected Child Reporting](#); [5:120 Ethics](#); [5:20 Workplace Harassment](#); [5:220 Substitute Teachers](#); [5:230 Maintaining Student Discipline](#); [5:50 Drug and Alcohol Free Workplace](#) [Section 6, Instruction](#); and [Section 7, Students](#), which includes such important topics as, [7:15 Student and Family Privacy Rights](#); [7:20 Harassment of Students Prohibited](#); [7:130 Student Rights and Responsibilities](#); [7:180 Preventing Bullying, Intimidation, and Harassment](#); and [7:340 Student Records](#).

## VI. COMPENSATION

Work performed on the 1st through the 15th will be paid on the last day of the following month. Work performed on the 16th through the last day of the month will be paid on the 15th of the following month. Please refer to the back of this handbook for the current year pay schedule.

- ❖ Per District policy, all new employees to Round Lake Area Schools will have their paychecks directly deposited. A pre-note is sent to check for valid numbers. Assuming all is correct, the direct deposit will take effect on the next pay date. In addition, you will receive a login for Skyward Employee Access, which you may use to view and print your direct deposit statement.
- ❖ All substitute teachers, with the exception of retired teachers receiving a T.R.S. retirement benefit, are required to contribute to the Teachers' Retirement System of the State of Illinois.
- ❖ All substitute teachers, including retired teachers, contribute to Medicare.
- ❖ Substitute teachers assigned to a Teaching Assistant position will not contribute to T.R.S., but will contribute to F.I.C.A (pay social security tax).
- ❖ All substitutes are reminded to contact the Human Resources Department to notify them of any name change, address change, phone number change, or bank change as soon as possible.
- ❖ Substitute teachers requesting removal from the substitute list should contact Human Resources at 847-270-9000.

If you have any questions regarding compensation or other payroll related issues, please contact the Human Resources at 847-270-9000.

### DAY-TO-DAY SUBSTITUTE

\$115.00 per full day

\$57.50 per half day (4 hrs or less)

### LONG-TERM SUBSTITUTE

30 consecutive days in same assignment

\$210.00 per day for Certified Teaching positions

\$150.00 per day for Teaching Assistant positions

Note: If the absent teacher has duties that are normally part of that teacher's day such as lunchroom duty, playground duty, etc., the substitute teacher is expected to perform these duties as part of the assignment with no additional compensation beyond the appropriate daily rate noted above. Extra duty pay is not given for internal subbing by a substitute teacher

## 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!

## IX. DISTRICT STAFF SHARED EXPECTATIONS

Our most important goal is to provide a safe and respectful educational setting for students and employees. Therefore, we have developed the following shared expectations based on professional and ethical standards that apply to all Round Lake Area Schools Community Unit School District 116 employees. They are as follows:

1. Exhibit positive examples of preparedness, punctuality, attendance, self-control, language, and appearance. When representing the District, dress and act appropriately for your role and personal safety. Always use respectful language. Avoid jokes, off-color remarks or attempts at humor that could be considered rude, inappropriate, disruptive or unprofessional. Refrain from offensive language or calling a student a derogatory name. Always speak about students and coworkers in a respectful or courteous way. Be dependable. You are responsible for maintaining a satisfactory attendance record. You are expected to report to work on time, adhere to the time periods established by the District for any breaks, and remain at your assigned work station throughout the scheduled work period or until properly relieved. Arriving to work on time will also allow sufficient time for planning and information sharing purposes. All employees must report their absence in a timely manner to their building or program administrator. Those staff members requiring substitutes must also enter their absence in AESOP – the District’s automated sub calling system. A staff member requesting a leave must contact the Human Resources Department in advance of the requested leave. Remember also that leaves are not an entitlement, but rather a benefit to be used as necessary. Accumulated sick time can help insure continued income during an extended illness or injury and can be converted to additional credits at retirement. Be a team player. Bring a positive attitude to work every day. Communicate effectively with students and the members of your team. Get to know the responsibilities of all your team members. Attempt to resolve problems closest to the source of the issue.
2. Maintain a professional relationship with all students, both in and outside the school. Personal information about your life outside of school is not appropriate and may not be appreciated by students or co-workers. This includes engaging with students on Facebook, Twitter,, and other social networking sites. You are part of the school program and your job is to provide education, support and guidance to students. Establishing “friendships” with students may create unrealistic expectations and interfere with sustaining appropriate boundaries. Be extremely careful regarding a student’s personal space. Handshakes or other touching may not be welcome or appropriate. Students should only be restrained when it is imperative to do so and only after you have successfully completed the District’s CPI training. Students are not to be disrobed or searched without appropriate training or without a second person of the same sex as the student in attendance. When in doubt, speak with your supervisor before taking action.
3. Maintain a safe and healthy environment, free from harassment, intimidation, bullying, substance abuse, and violence, and free from bias and discrimination. Inappropriate comments about race, color, religion, age, sex, sexual orientation, marital status, national origin, or other

tasteless or improper remarks will not be tolerated. The Board also has a zero tolerance workplace harassment policy that is the subject of one of our annual mandatory training modules. An important aspect to this policy is to report to your supervisor if you receive an unwelcome comment or feel threatened in any way. To the extent possible, we want you to feel safe and secure at all times. You are a mandatory reporter of suspected abuse of minors and vulnerable adults. Follow the District's emergency policies and procedures in emergency situations. Review the emergency plan for your building/location and know your role and responsibilities in each situation. First and foremost, you are responsible for your students' and your own personal safety. Therefore, you should always conduct yourself in a safety conscious manner and encourage fellow employees to do likewise. Set high expectations for behavior. Know and enforce the requirements of the "In the Know" - the District's Parent/Student and Behavior Code Handbook. This Handbook provides important information on a variety of subjects involving students and serves as a guide to student conduct.

4. Honor the public trust when entrusted with public funds and property by acting with a high level of honesty, accuracy, and responsibility.
5. Maintain integrity with students, colleagues, parents/guardians, community members, and businesses regarding business dealings and when accepting gifts and favors.
6. Respect the confidentiality of student and personnel records, standardized test materials, and other information covered by confidentiality agreements. Employees, students and their families have a right to confidentiality and data privacy. You are accountable for what you say and for information you release. Do not speak about a student in front of another student or talk about a student to employees or others in or outside school except on a need-to-know basis. Respect other employees' confidentiality. Respect the confidentiality of student and personnel records, standardized test materials, and other information covered by confidentiality agreements. Avoid sending emails with specific identifying information of students except with the students' parents or guardians or on a need-to-know basis.
7. Comply with all State and Federal laws and rules regulating public schools and School Board policies.
8. Complete all of the required Annual Mandatory Trainings. Certain State and Federal laws and Board policies are of such importance the District requires employees to participate in related training presentations each year. Annual Mandatory trainings may include: Bloodborne Pathogens; Bullying; Educator Ethics; Chronic Health Conditions; Computer Use; Peer Counseling, Anti-Violence, and Conflict Resolution Programs; and Sexual Harassment and Discrimination. Our mandatory training tutorials can be found on the homepage of the District website at [www.rlas-116.org](http://www.rlas-116.org) under Technology, Staff and Faculty Links, Human Resources GCN. Employees are required to complete these trainings every year and sign off that they have understood and agree to comply with the provisions of all the training. Employees are also expected to take advantage of other professional development opportunities offered or sponsored by the District.

9. **Foster student self-discovery, self-awareness, and self-discipline.** Develop student awareness of and appreciation for cultural diversity; stimulate student intellectual curiosity and growth. Provide students with fundamental career concepts and skills. Help students develop sensitivity to the needs and values of others and a respect for individual and group differences. Help each student strive for excellence and instill a desire to reach the limit of his or her potential. Encourage students to become lifelong learners. Provide an educational climate and culture free of bias.
  
10. **Use District technologies appropriately.** This includes Internet access, and District owned software and hardware, personal technology and social media, and usage and conduct. Systems users do not have any right to privacy in anything that is created, sent, received or stored by computer including email, fax or voicemail. District technologies are not to be used for: illegal activities; wagering, betting or gambling; harassment and illegal discrimination; fundraising for any purpose unless sanctioned; commercial activities, e.g., personal for-profit business activities; access, storage or transmission of offensive, racist, sexist, obscene, or pornographic information; promoting political or religious activities; downloading software including games, weather monitoring (e.g. Weatherbug), wallpaper (e.g. Webshots), and screensavers from the Internet unless used for educational purposes, or for any other purpose prohibited by District policy.

## **X. SUBSTITUTE HANDBOOK ACKNOWLEDGMENT AND RECEIPT**

I hereby acknowledge receipt of the substitute handbook of Round Lake Area Schools, Community Unit District 116. I understand and agree that it is my responsibility to read and comply with the policies in the handbook.

I understand that the handbook and all other written and oral materials provided to me are intended for informational purposes only. Neither it, district practices, nor other communications create an employment contract or term. I understand that the policies and benefits, both in the handbook and those communicated to me in any other fashion, are subject to interpretation, review, removal, and change by management at any time without notice.

I further understand that I am an at-will employee and that neither this document nor any other communication shall bind the district to employ me now or hereafter and that my employment may be terminated by me or the district without reason at any time. I understand that no representative of the district has any authority to enter into any agreement for employment for any specified period of time or to assure any other personnel action or to assure any benefits or terms or conditions of employment, or make any agreement contrary to the foregoing.

I also understand and agree that this agreement may not be modified orally and that only the district Human Resources Department may make a commitment for employment. I also understand that if such an agreement is made, it must be in writing and signed by the Board of Education.

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Substitute's Name in Print

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Signature of Substitute

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Date Signed by Substitute

**TO BE PLACED IN EMPLOYEE'S PERSONNEL FILE**

# XI. ABSENCE MANAGEMENT QUICK START GUIDE



## Absence and Substitute Management



### LOGGING IN ON THE WEB

To log in to the absence management system, type [aesoponline.com](http://aesoponline.com) in your web browser's address bar.

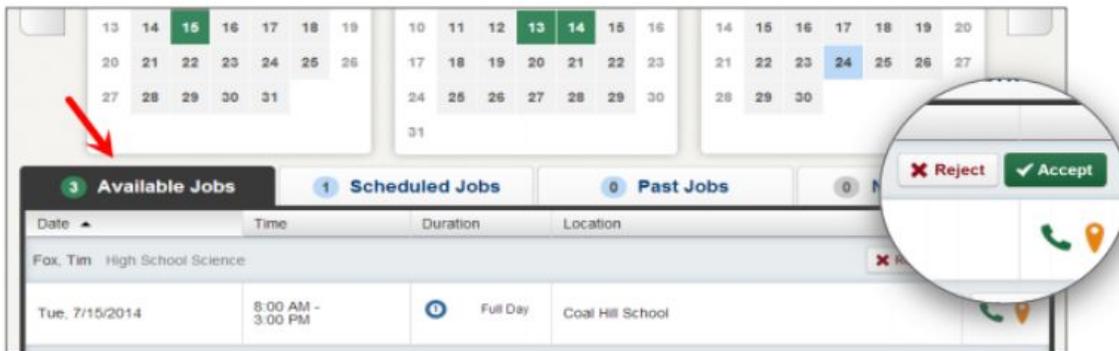
The Sign In page will appear. Enter your ID and PIN and click **Login**.

### CAN'T REMEMBER YOUR LOGIN INFO?

If you're having trouble logging in, click the **Login Problems** link next to the "Login" button for more information.

### SEARCHING FOR AVAILABLE JOBS

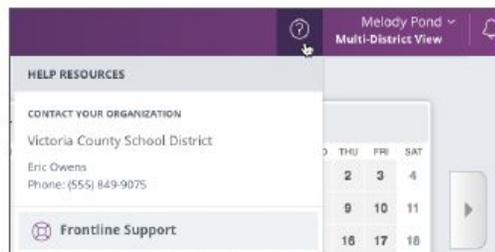
The system makes it easy to find available jobs right on the homepage. Available jobs appear in green on the calendar and in list form under the "Available Jobs" tab.



To accept a job, simply click the **Accept** button next to the absence. If you do not want to accept this job, click the **Reject** button, instead.

### GETTING HELP AND TRAINING

If you have questions, want to learn more about a certain feature, or want more information about a specific topic, click **Help Resources** and select **Frontline Support** to go to the Learning Center to search a knowledge base of help and training materials.



## ACCESSING ABSENCE MANAGEMENT ON THE PHONE

Not only is the system available on the web, but you can also find and accept available jobs, manage personal information, change your PIN number, and more, all over the phone.

### When You Call into Absence Management

To call, dial **1-800-942-3767**. You'll be prompted to enter your ID number (followed by the # sign), then your PIN number (followed by the # sign).

When calling the absence management system, you can:

- Find available jobs – **Press 1**
- Review or cancel upcoming jobs – **Press 2**
- Review or cancel a specific job – **Press 3**
- Review or change your personal information – **Press 4**

### When the Absence Management System Calls You

If an available job has not been filled by another substitute two days before the absence is scheduled to start, the system will automatically start calling substitutes, trying to fill the job.

Keep in mind, when the system calls you, it will be calling about one job at a time, even if you're eligible for other jobs. You can always call in (see "When You Call into Absence Management" section above) to hear a list of all available jobs.

**Note: When the system calls, be sure to say a loud and clear "Hello" after answering the call. This will ensure that the system knows you picked up the call.**

When you receive a call, you can:

- Listen to available jobs – **Press 1**
- Prevent absence management from calling again today – **Press 2**
- Prevent absence management from ever calling again – **Press 9**

If you are interested in the available job, **Press 1**. You will be asked to enter your PIN number (followed by the # sign). At this point, the absence management system will list the job details, and you will have the opportunity to accept or reject the job.