

SCHOOL
DISTRICT
LEMONT-BROMBEREK

113A

Substitute Teacher Handbook

2023-2024

Welcome to District 113A!

We are glad that you will be joining our district family to support quality instruction for all of our elementary school students. You have an important role in ensuring success for the students of our communities. Please read the information that is outlined in this handbook. If you need clarification of any of the general information found in this guide, please contact our Assistant Superintendent:

Dr. Daniela Fountain
District 113A Administrative Center
16100 127th Street
Lemont, Illinois 60439
630-257-2286, extension 4618

For additional information about specific school matters, please call or see the Principal or Assistant Principal. The office staff in each building also can provide information about daily procedures and school routines.

District 113A Telephone: 630-257-2286

Oakwood School (PreK – 1st)

Principal: Dimitra Georganas
Assistant Principal: Ryan Talaga
Secretaries: Becky Phillips & Joan Lenz
1130 Kim Place
Lemont, Illinois 60439
extension 1100

River Valley School (2nd – 3rd)

Principal: Kate Koch
Assistant Principal: Sara Weeks
Secretaries: Jessica Krawczyk & Mary Haughey
15425 E 127th Street
Lemont, Illinois 60439
extension 2100

Central School (4th - 5th)

Principal: Shirley Kleehammer
Assistant Principal: Ali Lincoln
Secretaries: Jen Gould & Cheryl Benoit
410 McCarthy Road
Lemont, Illinois 60439
extension 3100

Old Quarry Middle School (6th - 8th)

Principal: Joe Sweeney
Assistant Principal: Jennifer Hughes
Assistant Principal: David Jones
Secretaries: Laura Mathias & Amanda Roth
16100 W 127th Street
Lemont, Illinois 60439
extension 4100

All members of District 113A's educational team are ready and willing to assist as you provide a valuable service to the staff and students in our four schools.

Application Requirements

A person who wishes to work as a substitute teacher in District 113A will complete the hiring packet from the District 113A Administrative Office which includes:

- 1) for substitute teachers, produce a copy of a valid Illinois Professional Educator or Substitute Teaching License that is registered with the South Cook Region 7;
- 2) submit Certification of Authorization from South Cook Intermediate Service Center 4

There is no limit to the number of days a substitute may teach in a school district in a school year. However, a substitute may not teach more than 90 days for any one certified teacher in a given year. For a substitute who holds a Professional Educator License, the limit for substituting for any one teacher is 120 days in a given year. Retired teachers have restrictions regarding the number of days that can be worked on an annual basis. Retirees should contact The Teacher Retirement System (TRS) for more information. Requirements for professional development while working as a substitute teacher can be found on the Illinois State Board of Education's website:

<http://www.isbe.net>

Assignment of Substitutes

Substitutes are given no guarantee of a minimum number of assignments, a preferred assignment or any assignment at all. Assignments are made with consideration of the substitute's major subject area expertise, grade level and subject preferences, general qualifications and/or staff requests, among other considerations. When a staff member is absent for two or more consecutive days, the goal will be to place the same substitute in that assignment. In all cases, substitutes provide their own transportation. When possible, District 113A honors our teachers' requests for particular substitutes. Substitutes are assigned through the Aesop substitute placement and absence management system. Substitutes can proactively fill their work calendars by searching for available assignments anytime they wish, either by calling a toll-free number or by logging on to Aesop online. Aesop will also call substitutes based on rules managed by the district. Online training webinars are available to substitutes who register with the system. Assistance with Aesop is available through Tricia Baker (630-257-2286, extension 4612 or tbaker@sd113.org).

Note: There may be isolated cases in which a substitute would be contacted by the office staff or an administrator.

Maintaining Employment

A substitute's employment with Lemont Bromberek Combined School District 113A is "at-will," meaning that either the employer or the employee can terminate the relationship at any time and for any reason, immediately and without prior notice.

Each year all active substitutes receive a letter of reasonable assurance for continued substitute employment. At that time, substitutes who do not wish to continue their employment may notify the district and they will be removed from the active list. Substitutes wishing reactivation during subsequent school years will need to reapply.

Substitute teachers provide a valuable service to the students. That service, however, is only valuable to the extent that it meets the needs and expectations of the school's administration. The school administrator can identify those substitutes that best meet the needs of their school. When school administrators feel a substitute's performance has been unsatisfactory, they may inactivate

a substitute for their building and may notify the District administration, who may take further action, as appropriate. Substitutes inactivated for a building are not eligible to receive or accept assignments at those schools.

Cancellations of Accepted Assignments:

Substitutes who accept assignments are making a commitment to the school and are expected to serve in those assignments. If you accept a job and cannot fill the position, please cancel the assignment 24 hours before the expected start date.

- Cancel assignments through AESOP as soon as possible
- Contact the school, in addition to reporting the cancellation through AESOP, if the cancellation is the morning of the assignment. This notifies school personnel that they need to make other arrangements.

Scheduling Errors/Changes:

A substitute is entitled to a full day's pay if he/she agrees to work for a specific teacher for a given full day and arrives at school with the intention of fulfilling that assignment. All substitutes shall receive a lunch period equal to that of the teacher they replace.

- The principal has the authority to change or cancel an assignment to meet the instructional needs of the students.
- You may be asked to accept an assignment outside your background or educational training. You are not expected to be content experts. However, you are to make every attempt to follow the lesson plan and maintain a classroom environment that is conducive to learning.
- No substitute teacher shall be asked to assume the responsibility of accompanying a field trip unless the substitute is notified in advance of such a request and voluntarily wishes to do so.
- If you have a full day assignment where you have free periods (excluding lunch), you may be asked to cover other classes during this time since you are paid for a full day.
- There will be times when substitutes are assigned to a job and it is in error. If you have arrived at a school to find out that there is no assignment for you or, if the school cancels an assignment after your arrival, the school may try to find a related assignment.

Removal From Service:

SD113A expects the same high standards and performance from substitutes as is expected of full-time teachers. Failure to maintain these expectations in the performance of your responsibilities can result in your name being removed from the active list. Removal from the system may also result from:

- Not accepting jobs regularly
- Declining or canceling too many jobs within the year
- Failure to follow teacher's lesson plans
- Poor classroom/behavior management
- Excessive tardiness
- Inappropriate or unprofessional conduct as determined by building or District level administration.

If circumstances warrant it, the substitute may be restricted immediately from service. The following list contains examples of some actions that may subject a substitute to immediate removal.

- Failure to show up for an assignment without notice

- Using profanity in the presence of students or demonstrating verbal abuse
- Using alcohol or unlawful drugs on school premises
- Insubordination
- Willful violation of school rules/regulations
- Disclosing confidential information to unauthorized persons
- Intimidation or harassment of any kind
- Threats of physical action or violence
- Conduct deemed incompatible with the education mission of the school or District
- Any behavior identified as inappropriate by building or District administration

The above list of examples are not intended to be exhaustive. SD113A reserves the right to inactivate and/or terminate a substitute’s employment without reason or for any reason permitted by law that is determined by a school principal or the Board to be a disruption to the instructional program.

Changes of Telephone Number and Address

To ensure that the substitute roster remains current, please notify the district office (630-257-2286, extension 4612 or tbaker@sd113a.org) immediately of a change in address, telephone number, name or availability for work assignments.

Emergency Procedure for Substitutes

If you are going to be unavailable for an extended period of time, please contact the district office (630-257-2286, extension 4612 or tbaker@sd113a.org) and/or you may inactivate yourself in Aesop. If you become ill and cannot fulfill an assignment, please call Tricia Baker (630-257-2286, extension 4612) with as much advance notice as possible.

Assignment

Long Term Assignments

Opportunities for contract assignments are posted on the District’s website. If a substitute wishes to be considered for such an assignment, follow the directions listed in the vacancy posting. Per the limitations described in a previous section, the substitute’s license will be a factor in the consideration of substitutes for contract positions.

The pay rates for long-term assignments in the same classroom are as follows:

Type of Subbing	Rate
Starting Daily Rate	\$150 per day \$75 per half day (4hrs)
Commitment Rates	After 40 days of periodic service \$160 per day

Long Term Leaves (Consecutive Same Assignment Rates)	\$150 per day for long term leaves under 20 days \$180 per day for long term leaves 21-59 days in length \$Prorated BA1 Salary for 60 days and beyond
Retired SD113A Teacher	\$200 per day
Secretary Sub Rate	\$144.24 per day (\$18.03 per hour)
Paraprofessional Sub Rate	\$98 per day (\$14 per hour)

A full sub certified day is defined as 7.5 hours and a half day is defined as 4 hours or less. A paraprofessional day is 7 hours.

Substitutes in long-term assignments (longer than 20 days) in the same classroom will be expected to attend all functions that are scheduled for the classroom, grade level and school (e.g., parent/teacher conferences, curriculum nights, etc.) during the assignment. Long term rates are for consistent days worked with no breaks in service. A break in service, for any reason, will change the rate back to the daily rate until the 21st day of consistent subbing.

¹The rates apply for assignment days noted; the rates are NOT retroactive to the first day of the assignment.

TRS

Substitute teachers are required to participate in the Illinois Teacher Retirement System plan; contributions to that system (TRS) are noted on the payroll stub. Substitutes do not receive any benefits from District 113A.

All employees of District 113A, including substitutes, are covered under Workers' Compensation for any injury sustained in the normal course of school duties. Please report an injury to the building administrator and complete an Employee Accident Report Form (available in the school and health office) on the same day that the accident occurred.

Pay Periods

Paydays for District 113A employees occur every other Friday. Paychecks for substitutes will include payment for work completed through the Friday two weeks prior to the paycheck date.

Sign In Procedures

Substitutes for both teachers and support staff must sign the attendance register in the school office upon arrival to the school. After signing in, substitutes should obtain a substitute identification card on a District 113A lanyard; the identification card must be displayed throughout the day and returned upon signing out at the end of the day. Teacher substitutes also obtain a key from the office staff. The key must be kept secure throughout the day and returned to the office at the end of the day. Please complete all of the sections on the sign-in register to ensure

accurate payroll processing; keep a record of the days that you have worked. If there are questions regarding a check, please contact Tricia Baker at 630-257-2286, extension 4612.

School Hours:

Oakwood School (PreK- 1st)		
	Start Time:	End Time:
Student Arrival	8:45 AM	8:55 AM
Student Instructional Hours	8:55 AM	3:25 PM
Paraprofessional Hours	8:35 AM	3:35 PM
Half Day	8:55 AM	12:10 PM
PreK/EC AM	8:55 AM	11:25 AM
PreK/EC PM	12:55 PM	3:25 PM

River Valley School		
	Start Time:	End Time:
Student Arrival	8:45 AM	8:55 AM
Student Instructional Hours	8:55 AM	3:25 PM
Paraprofessional Hours	8:35 AM	3:35 PM
Half Day	8:55 AM	12:10 PM

Central School		
	Start Time:	End Time:
Student Arrival	8:30 AM	8:40 AM
Student Instructional Hours	8:40 AM	3:10 PM
Paraprofessional Hours	8:20 AM	3:20 PM
Half Day	8:40 AM	11:55 AM

Old Quarry Middle School		
	Start Time:	End Time:
Student Arrival	7:20 AM	7:30 AM
Student Instructional Hours	7:30 AM	2:30 PM
Paraprofessional Hours	7:30 AM	2:30 PM
Certified Staff Hours	7:15 AM	2:45 PM
Half Day	7:30 AM	10:45 AM

Lunch

Substitutes follow the same lunch schedule as the school in which they are working. Please check with the school secretary to verify the lunch period for your situation.

Communication from the Office

Please check the staff member's mailbox throughout the day in the event that home distribution or other pertinent materials have been placed in the mailbox.

Contact with the Office

Substitutes may contact the office from any telephone in the building. The office extensions are:

Oakwood School	1100
River Valley School	2100
Central School	3100
Old Quarry Middle School	4100

Dismissal of Students

See the teacher's substitute plans for specific information regarding student dismissal (e.g., parent pick-up, bus riders, etc.). All students go home according to their normal routine, unless you receive a note or verbal communication from the office. If in doubt about a student's transportation arrangements, contact the office. The safety of our students is a top priority. Under no circumstances may a student be allowed to leave school during the school day, unless a parent/guardian has signed out the student in the office.

Student Attendance

Classroom teacher substitutes must take attendance and notify the office of students who are absent or tardy. Additionally, at grades K-5, the classroom substitute teacher must take the lunch order and collect lunch money as soon as the bell rings for the start of school.

Communication

Telephones

Each classroom, office and area in the District is equipped with telephones. When using a black telephone handset found in the school offices, dial 5 to access an outside line. The telephone access code contained in this section is **confidential**. Please be sure to maintain that status so that we can avoid unauthorized access to the telephone lines.

Emergency Services

To request emergency services, dial "911" directly from any handset. The request for emergency services will also go through if you dial 5 first, then "911." If you make a mistake and dial "911" WITHOUT NEEDING EMERGENCY SERVICE, please advise the office immediately so that the responding police and fire department personnel do not have to locate the source of the call.

Panic Button

There is a panic button in each classroom on the school phones. Upon your first entrance to the school, the building secretary will provide you with the confidential information for the panic

button. The purpose of the button is to instantly notify law enforcement and inform the school that there is an intruder in the building.

Electronic Network

In the event of an emergency, the building or district administrator may send critical communications to teachers via the e-mail system.* Therefore, it is important that substitute teachers have access to the district's electronic network while they are on assignment in our district. A substitute must sign an "Authorization for Use of Electronic Network" form prior to being approved for the current year's substitute list.

Substitutes will not receive a @sd113a.org email address and communication will be sent to the email provided on the application unless the substitute is in a long-term assignment.

Student Discipline

The teacher/substitute has the primary responsibility for classroom management and imposing discipline in the classroom. All students must be under the supervision of staff members throughout the educational day. If students are in the hallway as part of a group working on a project, the staff member must constantly monitor their progress. **Students are not to be placed in the hallway for disciplinary reasons. Consequences that are based upon repetitive writing assignments are not used in District 113A.** Obtain the assistance of the principal, assistant principal, or a fellow teacher if a student issue escalated beyond your reasonable control.

Please read and follow the classroom management plan that has been established by the regular teacher. If one is not included in the substitute teacher plans, ask a fellow teacher for general information, and leave a note requesting that such a plan be included for future needs. Additionally, substitutes must support the expectations for student behavior that are delineated in District 113A's *Code of Conduct and Student Information Handbook*.

Instructional Program

We count on substitute teachers to complete the work related to the teaching day of the absent staff member. The regular teacher will provide plans and vital student and procedural information for the substitute teacher. Those plans should be easily located by the substitute teacher. The activities of a substitute for a support staff person will typically be outlined by a building administrator or supervising teacher upon the substitute's arrival.

As part of their responsibilities, substitute teachers will:

1. Review special instructions regarding students' medical conditions or other special needs; follow instructions indicated.
2. Carry out lesson plans left by the regular teacher.
3. Be prepared to carry on instruction in the absence of lesson plans (e.g., a staff member has an emergency during the day).
4. Assume attendance-taking responsibilities.
5. Correct assignments given during the substitute's stay in the classroom.
6. Complete all reports normally required of the regular teacher, as requested by the building administration.
7. Complete the regular assignments of the teacher as indicated in the plans or explained by a colleague/administrator, such as: bus duty, hall duty, lunchroom/recess duty.

8. Be ready and willing to work with administrative personnel (as needed) during plan or other free periods.
9. Leave the classroom/area in order, as it was upon arrival.
10. Leave a status report of lesson plans completed and any notes or feedback.

If a substitute has questions about any classroom activities or responsibilities, information may be obtained from a building administrator, grade level/team leader or classroom neighbor.

Blood Clean Up Kit

Certain diseases are transmitted by blood and certain body fluids from one person to another. Therefore, it is necessary to protect yourself from contact with these fluids in order to avoid exposure to diseases. This is why we use universal precautions when handling blood in the school setting, to avoid contact with anyone else's blood. To support a healthy environment for students and staff, each classroom/area has a blood clean up kit. The contents of the kit will help you to clean any spill of body fluids that can compromise the health and safety of students and staff. The kit contains plastic gloves, Band-Aids, Voban and red bags for disposing of contaminated waste. Please locate the blood clean up kit when you arrive to your work assignment; the cabinet where the kit is stored will be marked with a neon label. Directions for using Universal Precautions can be found on the inside cover of the kit. If you are unable to locate the kit, please contact the school's health office for assistance.

Emergency Response Procedures

Upon arrival to the classroom, take a few minutes to locate the *Emergency Response Plan* cards. This set of red/green cards outlines the key emergency procedures for District 113A instructional staff. If you cannot find the emergency response cards on or in the teacher's desk/area, please review the card that is placed near the door in the classroom/office with the building map. Please keep in mind that these procedures are **confidential**; sharing this information with unauthorized persons may compromise the safety of our schools' occupants.

Emergency Response Procedures, continued

Exit procedures and safety locations for fire and tornado emergencies are posted near the door of each room. Familiarize yourself with the maps so that you will be prepared to act in the event of a drill or real emergency.

A "shelter in place" emergency bucket is located in each classroom/teaching station in the district. Should you and your students need to lock down in the classroom for an extended period of time, the shelter in place bucket will provide emergency toileting options as well as food and water.

Food Allergy Management Program

A state law that became effective January 1, 2011, requires that all Illinois school districts implement policies and procedures for preventing and managing life-threatening allergic reactions at school. In compliance with Public Act 96-349, our Board of Education adopted Policy 7:285-Food Allergy Management Program. The Food Allergy Management Program found on our district's website outlines all procedures and forms related to the Board policy. A copy of the key procedures for substitutes is included in the substitute packet.

Student Safety

All members of the staff, including substitutes, are responsible for the safety of students under their charge. If a child appears to be ill or hurt, contact the office immediately so that assistance may be provided. Be sure to use passes and monitor the location of students who leave the room

for washroom visits or other activities. Never send an EC-5th grade child anywhere in the building alone. Monitor the location of middle school students who leave the classroom with a pass.

Visitor Security

In order to maintain a safe and secure school environment, all exterior doors of District 113A schools are locked during the school day. Visitors can gain entry only through the front door of the school. When a visitor goes into the school beyond the school office, the visitor will leave his/her driver's license in the office and wear a visitor's badge for the duration of the visit. All staff members, including substitutes, wear identification badges on clips or lanyards throughout the school day. If you come upon a person who is not wearing a staff identification badge or official visitor badge, please ask the person to go to the office immediately. The safety in our schools is maintained through the vigilance and cooperation of all of our staff members. To ensure that unauthorized visitors do not gain access to our schools, exterior doors must never be propped open.

Feedback

At the completion of your day, please submit your feedback via the Aesop system to provide information to the teacher for whom you substituted. The information you provide will help to validate your work and ensure greater continuity in the instructional program for the students.

Food and Beverages

Beverage machines are located in the staff lunch rooms in all schools. Refrigerators are also available for your use in all schools.

Substitute/Parent Building Restriction

Substitutes who have children attending District 113A schools shall be restricted from being a substitute teacher/aide in their child's classroom unless they have special permission from the building principal.

Professional Ethics and Confidentiality

Substitutes have the responsibility of maintaining confidential information that they would be made aware of during substituting in the District. Student behavior and performance are not subjects of general conversation and should not be discussed outside of the school setting. In addition, personal information regarding other teachers should not be publicly disseminated. Substitute teachers are representatives of Lemont Bromberek School District 113A.

Authorization for Technology Access (Rights and Responsibilities)

All use of technology shall be consistent with the District's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. The failure of any user to follow the terms of the Authorization for Use of Electronic Network (signed at time of employment) may result in the loss of privileges, disciplinary action, and/or appropriate legal action.

Sexual Harassment

It shall be a violation of Board Policy for any employee of District 113A to harass another individual in the workplace. Violation of this policy shall be considered grounds for disciplinary action. "Sexual harassment" consists of unwelcome sexual advances; sexual advances to students by staff whether welcome or unwelcome; requests for sexual favors; and other verbal or physical

conduct of a sexual nature when made by any member of the school staff to a student or another staff member.

Smoke Free/Drug Free Workplace

The manufacture, distribution, dispensation, sale, possession, or use of alcohol or illicit drugs, as well as the use of tobacco or tobacco products is prohibited on school property or as part of its activities.

Equal Employment Opportunity

Racial discrimination or harassment by any employee or student directed against any student, parent, or employee shall be grounds for discipline. No student, parent, or employee shall, on the basis of his or her race or ethnicity, be denied equal access to programs, activities, services or benefits, or be limited in the exercise of any right, privilege, advantage or opportunity.

Mandated Trainings and Professional Development

Within the first 30 days as a substitute at 113A, you will be required to participate in online training modules. The online mandated training modules should take approximately 3 hours to complete. There are 8 modules that include training on ADHD, anti-harassment, asthma, bloodborne pathogens, bullying, diabetes, mandated reporting, and suicide prevention. You will watch the online presentation and pass an online quiz with a score of 80% or higher.

Additional professional development sessions on teaching strategies, instructional practices, and classroom observation will be offered throughout the school year.

Lemont Bromberek 113A Acknowledgment Form

This Substitute Handbook has been prepared to provide guidelines for your understanding of the policies and practices of Lemont Bromberek School District. This handbook is an overview and nothing in the handbook is intended to supersede district policy or federal or state law. We reserve the right to make changes at any time without notice and to interpret these policies and procedures at the discretion of the district.

I understand that my substitute status is on an on-call, as-needed basis.

I understand that substitutes are not guaranteed a set number of hours.

I understand that it is my responsibility to maintain current licensure. Failure to do so will be treated as separation from employment with Lemont Bromberek 113A.

I understand that I am a non-contract employee; that I am not eligible for tenure; and that I am not covered by any negotiated agreement.

I understand that there is no guarantee of employment or continued employment for any specific duration, at any particular building, or for any particular assignment. The district has the right to terminate my employment at any time, for any reason.

I have received the following substitute materials:

- ✓ Emergency Response Procedures
- ✓ Food Allergy Management Program
- ✓ Student Code of Conduct Handbook
- ✓ Substitute Handbook
- ✓ District 113A Sexual Harassment Policy
- ✓ Authorization for Use of Electronic Networks Policy
- ✓ Abused and Neglected Child Reporting Act Policy
- ✓ Social Media Policy

By signing below, you acknowledge that you have read and understood the procedures outlined in this handbook. You understand this handbook is intended only as a general reference and is not intended to cover every situation that may arise during your employment.

Any questions regarding this handbook can be discussed with the Assistant Superintendent or building principal.

Print Name

Signature

Date