

# **MAINE EAST HIGH SCHOOL**



## **SUBSTITUTE TEACHER GUIDEBOOK**

**2019-2020**

## **SUBSTITUTE TEACHER GUIDEBOOK**

Thank you for participating in our substitute teacher program. When you come to work in Maine Township High School

District 207, you support a team of administrators, teachers, and educational support staff who cooperate each day to provide a nationally recognized secondary education program for the young people of Maine Township.

Please use this guidebook as a handy reference on employment matters while you are participating in our substitute teacher program.

Sincerely,

Dr. Ken Wallace, Superintendent

*Our Mission is to Improve Learning*

## **TABLE OF CONTENTS**

[INTRODUCTION](#)

[UNIVERSAL EXPECTATIONS FOR SUBSTITUTE TEACHERS](#)

[STARTING THE DAY](#)

[PARKING REGULATIONS](#)

[TAKING ATTENDANCE](#)

[TECHNOLOGY BASICS FOR SUBS](#)

[OTHER IMPORTANT INFORMATION](#)

[DSA \(Daily Staff Announcements\)](#)

[Pledge to the Flag:](#)

[Homeroom Period:](#)

[Delivering Messages/Passes:](#)

[Special Activities:](#)

[Assemblies:](#)

[Faculty Lounge/Cafeteria:](#)

[STUDENT DISCIPLINE](#)

[Referral to Department Chairperson:](#)

[Referral to the Alternative Learning Environment:](#)

[Completion of a Behavior Report:](#)

[Dealing with serious emergency situations:](#)

[IDENTIFICATION \(I.D.\) CARDS](#)

[GOLD CARD](#)

[DUPLICATING SERVICES](#)

[BUILDING SUPERVISION](#)

[Study Halls](#)

[MISCELLANEOUS QUESTIONS AND ANSWERS](#)

[BELL SCHEDULE](#)

[SUBSTITUTE PAY RATES](#)

[SUBSTITUTE PAY DATES](#)

## **INTRODUCTION**

Welcome to Maine East! We're pleased to have you here as a substitute teacher.

When our regular teachers are absent, we expect them to provide carefully conceived lesson plans which substitute teachers can carry out. In turn, we trust that the substitutes will implement those plans fully according to the teacher's' directions.

We realize that each school has some unique ways of doing things. Coming into a school for the first time can be challenging for a substitute teacher unfamiliar with the varied procedures and practices unique to each building.

The purpose of this detailed Guidebook is to familiarize you with some of our procedures. The Guidebook is the direct result of a survey we asked substitute teachers to complete to help us identify the questions on the minds of substitute teachers. This Guidebook is an attempt to provide clear answers to those questions.

We hope you'll find it useful. If you have questions about matters not covered in this manual, please do not hesitate to ask any building administrator for the answers.

Again, thank you for serving as a substitute teacher here at Maine East.

Sincerely,

Dr. Linda L Rutschke  
Associate Principal

## **UNIVERSAL EXPECTATIONS FOR SUBSTITUTE TEACHERS**

The following is a brief, basic list of our expectations for all substitute teachers who work at Maine East:

- Be on time to all of your assigned classes/supervisions. You are expected to be present and working “bell to bell.”
- You are responsible for ensuring that student learning takes place during classes – you must carry out the plans left by the regular teacher to the best of your ability.
- You must ensure that a safe and orderly environment is maintained in each of your classes/supervisions.
- It is not appropriate to do personal work or to receive/make phone calls during your assigned periods of teaching/supervision.
- We expect you to report any unique/unusual events or serious student misconduct to the Department Chair or to another building administrator in a timely manner (at a minimum before you leave for the day).

Please continue reading this Guidebook for detailed information pertaining to your duties as a substitute teacher at Maine East High School.

### **STARTING THE DAY**

Plan to arrive no later than fifteen (15) minutes prior to the start of first period unless directed otherwise by the switchboard receptionist.

Check in at the Principal’s Office (near the main rotunda entrance). Pick up your teaching schedule for the day, classroom keys, login information for online attendance procedure, and any other pertinent information from the receptionist. Also, please check the teacher’s mailbox for any information, which may need to be distributed to students in class.

The receptionist will provide you with a nametag, which must be worn in keeping with District 207 Board of Education policy. (See another page in this Guidebook for additional information about nametags.)

If teachers know in advance they’re going to be absent, they’ll usually leave lesson plans in the classroom, with the receptionist or in the departmental office. If they call in “last-minute,” they’ll generally communicate lesson plans to the department chair or department secretary. Finally, nearly all teachers should have contingency plans on file in the departmental office. A department chairperson or staff member should be available to assist you if you have questions or concerns about the lesson plan prepared by the absent staff member, so please feel free to contact them. You will receive a single-page set of instructions that lists contact information for Department Chairs and Department Secretaries.

***Important: If you commit in advance to substitute for us and then have an emergency that prevents you from coming in as planned, please call the school’s 24-hour voice message line at 847/692-8501 at your earliest opportunity. If you call after 5:45 a.m. on the morning you’re scheduled to sub, call the main switchboard at 847/825-4484 to speak to the receptionist who is on duty by then.***

## **PARKING REGULATIONS**

On the first day a substitute works at Maine East s/he must complete a blue parking information card for the switchboard receptionist and obtain the parking tag to be hung from the rearview mirror. People who received “hang tags” last year can continue to use them this year.

All substitutes must park in the “Faculty and Staff Only” lot. This is the southwest lot. Please consult the map on the next page to orient yourself to its location. Please do NOT park in the north lot near the main rotunda entrance. This lot is reserved for visitors & administrators.

## **TAKING ATTENDANCE**

Substitute teachers are to take attendance carefully during each class period. Attendance is taken using the student information system called Infinite Campus. Each classroom is equipped with a SIS computer that will allow you to take attendance each period (if you are subbing in physical education please see the department chair for computer locations).

On your first subbing at Maine East you will be given login and password information for the computer system.

Regular classroom teachers should have a set of seating charts available in the classroom or on file with the department chairperson to assist you in taking attendance. (If a staff member does not have updated seating charts available for you, please bring this concern to the attention of the switchboard receptionist.). You may also be able to access a seating chart set up in Infinite Campus.

## **TECHNOLOGY BASICS FOR SUBS**

There are a variety of technology resources that teachers use throughout the day - Please go to the following website for assistance with many of these resources: <http://tinyurl.com/nrtkrly>  
Logging into Infinite Campus and taking attendance - Click on [link](#)

## **OTHER IMPORTANT INFORMATION**

### **DSA (Daily Staff Announcements)**

The DSA is distributed electronically each day to staff to serve as a central point for information relative to special schedules, field trips and other staff announcements. You can get a copy from a department chair or department secretary.

### **Pledge to the Flag:**

The student public address announcer will lead the school in the Pledge to the Flag and moment of silence daily during the first minute of the first class of the school day.

### **Homeroom Period:**

If you are assigned a homeroom and there is homeroom period on that day, please report to the designated location right after first period. Take attendance as you do for any other classes.

### **Delivering Messages/Passes:**

Sometimes counselors and teachers send written messages and passes to individual students through classroom teachers. These will usually be clipped to your packet of materials when you arrive. Please be sure to deliver them on behalf of the regular classroom teacher.

### **Special Activities:**

Please check your packet carefully when you arrive. That packet may contain materials for a special activity to be carried out during the homeroom period. The Assistant Principal for Students may be conducting a survey; the Assistant Principal for Student Services may be distributing or gathering registration information; the Athletic Director may be making sports schedules available to students. The substitute homeroom teacher needs to be the “right arm” of these individuals by carrying out the intended agenda.

### **Assemblies:**

There may be an assembly scheduled for the students in your homeroom. Many of these assemblies are slated for an entire grade level of students. Juniors, for example, may get the opportunity to attend a special program on college financial assistance. We will provide you with a seating chart for the Auditorium to indicate where your homeroom students are to sit. You are to meet the students in that area, take attendance, and ensure that the students are quiet and attentive before the program begins and that they remain so during the program. No students are to be dismissed until an announcement is made from on stage by the person in charge.

### **Faculty Lounge/Cafeteria:**

The faculty lounge is located near the student cafeteria/bookstore on the first floor of the building. You may feel free to utilize this facility during your “free” periods in the day. Lunch is available for purchase during periods 3 through 6 each day the food service is in operation.

## **STUDENT DISCIPLINE**

Our students are generally well-behaved. However, if you are forced to deal with a student who seriously disrupts the learning process in the classroom, please take the following steps:

### **Referral to Department Chairperson:**

Telephone the departmental office from your classroom to see whether the department chairman is in. If the chair is available, please complete a hall pass for the student and send him/her to that office. Telephone extensions for chairs are printed at the top of the Substitute Teacher’s Log. A copy of that log is given to each substitute upon arrival each morning.

### **Referral to the Alternative Learning Environment:**

If the chairman is not available, complete a hall pass indicating the period, and direct the student to the Alternative Learning Environment (A.L.E.), room 137. **ON THE BACK OF THE PASS WRITE THE REASON FOR THE REMOVAL FROM CLASS.** The statement will indicate to the person in charge of the A.L.E. why the student has shown up. As soon as possible thereafter, complete a behavior report regarding the incident, and leave a note for the teacher indicating that the report was sent.

**Completion of a Behavior Report:**

1. Obtain behavior report forms from the department office.
2. Complete all pertinent information about the incident as well as the student's name, counselor's name, date, year in school, department chair, subject, and period.
3. Indicate that a student conference was initiated.
4. Indicate under "Comments" the teacher whose class you are taking.
5. In the "Comments" section include all pertinent facts and what was done to try to control the action of the student.
6. Submit the behavior report to the department chairman as soon as possible.

**Dealing with serious emergency situations:**

1. It is preferred that you first telephone one of the Deans at extensions 8326, 8328, or 8329.

OR

2. Telephone the main office switchboard with a request that a security officer be sent to your classroom immediately. The receptionist maintains radio contact with Security.

In either case, please give a brief indication of what the problem is.

Inform the regular teacher about discipline steps you've taken on the Substitute Teacher's Log.

**IDENTIFICATION (I.D.) CARDS**

Faculty and staff are required to wear their identification (I.D.) cards around their necks while on school grounds during the school day. Students are expected to carry their current student I.D. cards while at school or while attending school-related activities and are expected to present it to a staff member upon request. Students need their I.D. cards to enter the cafeteria and food lines, to purchase anything at the bookstore, to scan into resource areas such as the computer labs, the library, cafeteria lounge/study, etc.

**Failure for a student to present an ID to a faculty/staff member upon request may result in discipline consequences.**

Substitutes are expected to wear name tags. The switchboard/receptionist will provide an ID when you arrive. These name tags will be picture ID's which will indicate to students and colleagues that you are temporary members of the staff.

**GOLD CARD**

Students who have earned the privilege of carrying a "Gold Card" ID are bound by the following Rules and Regulations:

The Gold Card carries the following privileges and restrictions:

1. Freedom to move quietly from one authorized location to another without hall passes anytime during the period. No loitering in the halls.



2. OPT (Other Profitable Time). This privilege allows the student to request to use his time during the day to other profitable advantages.

Example: A teacher may be presenting a film or offering study time: If you have already seen the film or completed the work, you request to OPT out of the class to pursue AN OTHER ACADEMIC ACTIVITY.

- A. OPT privileges must be requested at the BEGINNING of the class after attendance has been taken; the student must also give the reason and destination.
- B. The student must return to class if the OPT activity is not available.
- C. THE CLASSROOM TEACHER MAY DENY THE OPT PRIVILEGE AT ANY TIME.

#### PLEASE NOTE

1. The Gold Card does NOT excuse tardiness to class or any authorized area. You must still present a hall pass when tardy.
2. Students with Gold Cards MUST follow all school rules and regulations and politely accept the decision of a teacher should that teacher decide not to honor the Gold Card.
3. If you find yourself in difficulty with a staff member concerning some issue, give your Gold Card/ID to the staff member who will in turn submit the card to the Deans' Office. Your situation will be reviewed.

### **DUPLICATING SERVICES**

DTI operates high speed and high volume machines in its copy center located in room 176. That room is on the east side of the Applied Technology corridor just east of the overhead doors. Sometimes the regular classroom teachers have “dropped off” materials in this Center for duplication. *As a substitute, you may be asked to pick them up there for use in class.*

Room 228 is located on the second floor of the Potter wing just south of the main rotunda stairs. This room contains a high speed, high volume copier which may be operated by the teachers themselves. On rare occasions a teacher will ask a substitute to duplicate materials for use in class. If you have questions regarding use of the equipment in this room, please consult the department chairperson. Usually enough other teachers are also in the room so that they can give you basic “pointers” on operation of the machine.




**Students should not be sent to the duplicating room for materials nor are they permitted to use copy machines located in any office.**

Federal copyright legislation governs replication of many teaching materials. Guidelines should not be violated. Copies of the specific regulations are available from department chairpersons.

## BUILDING SUPERVISION

### Maine East Student Option Areas 2018-2019

#### MEQuietZone

Age: All Grade Levels **0**   

Room: 034  
Students may use this space to work independently in a quiet environment. Students may listen to music quietly and work at individual desks. Furniture will stay in the location it is found. A tutor support area will be available during the 5th week of school. Please come prepared with work to do and have your ID ready to scan in.

#### BlueDemonDen

Age: Freshmen Only **1**   




Room: 020  
Students may use this space to work independently in a quiet environment. Students may listen to music quietly and work at individual desks. Furniture will stay in the location it is found. A tutor support area will be available during the 5th week of school. Please come prepared with work to do and have your ID ready to scan in.

#### JrSrLounge

Age: Jr/Sr Only **2**   




Room: 230  
Junior and senior students may use this space to work collaboratively with others. Students should use this space to work on group assignments, projects, or prepare for assessments. Virtual blended students should report to this space based on teacher recommendation. Furniture will stay in the location it is found and only have 8 students at a table at once. Please come prepared with work to do and have your ID ready to scan in.

#### FrSoLounge

Age: Fresh/Soph Only **2**   





Room: 231  
Freshmen and sophomore students may use this space to work collaboratively with others. Students should use this space to work on group assignments, projects, or prepare for assessments. Virtual blended students should report to this space based on teacher recommendation. Furniture will stay in the location it is found. Please come prepared with work to do and have your ID ready to scan in.

#### Commons

Age: All grade levels **2**   

Room: 330  
Students may use this space to work independently or collaboratively with others. Students should use this space to work on group assignments, projects, or prepare for assessments. Furniture will stay in the location it is found. Please come prepared with work to do and have your ID ready to scan in.

#### ALC/Coach

Age: All grade levels **2**    

Room: 220B/C  
Students may use the Academic Learning Center and Coach to get academic support in any subject. The ALC will mainly support English, Science, and Social Science. Students may be assigned here by a teacher or students can drop in for support. Please come prepared with work to do and have your ID ready to scan in.

#### MRC

Age: All Grade Levels **2**    

Room: 220A  
Students may use the Math Resource Center to get academic support for any math class. Students may be assigned here by a teacher or students can drop in for support. Please come prepared with work to do and have your ID ready to scan in.

#### LRC

Age: All Grade Levels **1**   

Room: Library  
Students may use the Library Resource Center to work collaboratively with others or independently (Mural Room). Furniture will stay in the location it is found. Covered drinks are allowed in this space. Please come prepared with work to do and have your ID ready to scan in.

#### MakerSpace

Age: All Grade Levels **2**   




Room: 174B  
Students may use this space to make, break, or create new gadgets, toys, or ideas. Please come prepared with work to do and have your ID ready to scan in.

#### MakeUpCenter

Age: All Grade Levels **0**   

Room: 131  
All students may use this space to complete a retake or make up assessment. Please come prepared with work to do and have your ID ready to scan in.

#### Guided Study

Age: All grade levels **1**   

Room: 135  
Students should be assigned to this space by a teacher. Students can receive support with specific career and life skills (i.e. organization, time management, and decision making). Please come prepared with work to do and have your ID ready to scan in.

#### Cafe

Age: All grade levels **2**    

Room: Cafeteria  
Students may use this space to work independently or collaboratively with others. Furniture will stay in the location it is found. Please come prepared with work to do and have your ID ready to scan in.

Maine East Voice Level Chart

4	Sports Event Cheering
3	Loud Voice
2	Speaking
1	Whisper
0	Silent

Independent work   
Collaborative work   
Food allowed   
Drinks allowed 

## ***Study Halls***

### Overview of Study Hall Locations:

Rooms 020 and 034 are used as an academic support study hall throughout the day for freshmen.

### General rules in quiet study halls:

1. Students should be on time.
2. Talking, sleeping, food, and beverages are not permitted.
3. Attendance should be taken using the Student Information System Attendance Program.

### Procedure for students assigned to study hall who want to use one of the alternative locations:

1. Students assigned to study halls who have an assignment in the library or any other alternative learning site will obtain a special pass from the teacher making the assignment. A teacher can indicate the duration of time s(he) feels the student will need in the library or the computer center to complete the assignment.
2. Students will take the passes to their respective study hall teachers/paraprofessionals at the beginning of each study hall period each day. The supervisors will make notations on their class rosters and permit the students to go to the alternative locations with their passes.
3. Students will check in at the library or the computer center. Before the end of the period they will get their passes stamped or signed by a supervisor in one of those locations and return to study hall with the stamped/signed pass before the end of the period each day.
4. If a student is not following procedures or misuses the privilege, study hall teachers may revoke their privileges. Substitutes can notify regular study hall teachers if they see such difficulties.

### General Comment

Late in the afternoon, students may return from field trips before the 3:20 p.m. dismissal time. In many cases, it will not be wise to allow these students to go into the various hallways. Please work with the teacher sponsoring the trip. It is probably wise to have the students go to the cafeteria until the end of the period.

## **MISCELLANEOUS QUESTIONS AND ANSWERS**

### **What is the general policy on use of hall passes?**

*Students in the hallway during a class period should have a completed hall pass. Do not send students out of your classroom to the washroom or other locations without one. Teachers usually keep hall passes in a desk drawer.*

### **What should I do if I suspect a student is under the influence of drugs or alcohol?**

*Tell the student, "It appears you're not feeling well. I'm going to notify the nurse." Then telephone the Health Office at extension 8317. If you suspect the student may try to run away, you may just want to telephone the nurse without talking to the student and encourage her to bring a security officer with her when she comes to the classroom.*

**BELL SCHEDULE**

2019 - 2020 Maine East Bell Schedule

8 Period Day	
Period	Time
1	8:20 – 9:08
2	9:13 – 10:01
3A	10:06 – 10:28
3B	10:32 – 10:54
4A	10:59 – 11:21
4B	11:25 – 11:47
5A	11:52 – 12:14
5B	12:18 – 12:40
6A	12:45 – 1:07
6B	1:11 – 1:33
7	1:38 – 2:26
8	2:31 – 3:19

Blue Day		White Day	
Period	Time	Period	Time
3X	8:20 – 9:02	4X	8:20 – 9:02
3Y	9:06 – 9:48	4Y	9:06 – 9:48
1H	9:53 – 11:25	2H	9:53 – 11:25
7X	11:30 – 12:14	8X	11:30 – 12:14
7Y	12:18 – 12:58	8Y	12:18 – 12:58
7Z	1:02 – 1:46	8Z	1:02 – 1:46
5X	1:50 – 3:20	6X	1:50 – 3:20
5Y	2:37 – 3:19	6Y	2:37 – 3:19

**SUBSTITUTE PAY RATES**

**MAINE TOWNSHIP HIGH SCHOOL DISTRICT 207  
PARK RIDGE, ILLINOIS  
2019-2020**

**SUBSTITUTE RATES**

**SUBSTITUTE TEACHERS**

	<b><u>PER DAY*</u></b>	<b><u>PER PERIOD</u></b>	<b><u>PER BLOCK</u></b>
<b>Regular:</b>	\$120	\$20.00	\$40.00
After 10 days on the same assignment	\$125	\$20.83	\$41.67
After 20 days on the same assignment	\$130	\$21.67	\$43.33
Long-term Substitute (Planning/Grading)	\$225	\$37.50	\$75.00
<b>Established *</b>	\$125	\$20.83	\$41.67
After 10 days on same assignment	\$130	\$21.67	\$43.33
After 20 days on same assignment	\$135	\$22.50	\$45.00
Long-term Substitute (Planning/Grading)	\$225	\$37.50	\$75.00
<b>District 207 Retired Teacher</b>	\$135	\$22.50	\$45.00
After 10 days on same assignment	\$140	\$23.33	\$46.67
After 20 days on same assignment	\$145	\$24.17	\$48.33
Long-term Substitute (Planning/Grading)	\$250	\$41.67	\$83.33
<b>District 207 Internal Substitute Teacher</b> (Maximum of two periods per day)	NA	\$27.00	\$54.00

*\*Established substitute is one who has served the District at least 30 days in the previous year and has received excellent evaluations by the immediate supervisor and endorsed by the building principal.*

<b>Substitute Secretary</b>	\$13.50 per hour	
<b>Substitute Security Guard</b>	\$13.50 per hour	
<b>Substitute Custodian</b>	\$15.00 per hour	
<b>Substitute Safety Monitors</b>	\$11.50 per hour	
<b>Substitute Teacher Assistant</b>	\$17.14/period	\$34.28/block
<b>Established Substitute Teacher Assistant</b>	\$17.86/period	\$35.72/block
<b>Retired D207 Teacher Subbing for a TA</b>	\$19.29/period	\$38.58/block

**SUBSTITUTE PAY DATES**

<b>PAYDATES</b>	<b>FOR</b>	<b>2019-20</b>
<b>SUBBED BETWEEN DATES</b>		<b>PAYDATE</b>
	<b>Pay Period Ends</b>	
<b>8/12/2019 - 8/23/2019</b>	<b>08/24/2019</b>	<b>08/30/2019</b>
<b>8/26/2019 - 9/06/2019</b>	<b>09/07/2019</b>	<b>09/13/2019</b>
<b>9/09/2019 - 9/20/2019</b>	<b>09/21/2019</b>	<b>09/30/2019</b>
<b>9/23/2019 - 10/04/2019</b>	<b>10/05/2019</b>	<b>10/15/2019</b>
<b>10/07/2019 - 10/18/2019</b>	<b>10/19/2019</b>	<b>10/31/2019</b>
<b>10/21/2019 - 11/01/2019</b>	<b>11/02/2019</b>	<b>11/15/2019</b>
<b>11/04/2019 - 11/15/2019</b>	<b>11/16/2019</b>	<b>11/26/2019</b>
<b>11/18/2019 - 11/29/2019</b>	<b>11/30/2019</b>	<b>12/13/2019</b>
<b>12/02/2019 - 12/20/2019</b>	<b>12/21/2019</b>	<b>12/30/2019</b>
<b>1/06/2020 - 1/17/2020</b>	<b>01/18/2020</b>	<b>01/31/2020</b>
<b>1/20/2020 - 1/31/2020</b>	<b>02/01/2020</b>	<b>02/14/2020</b>
<b>2/03/2020 - 2/14/2020</b>	<b>02/15/2020</b>	<b>02/28/2020</b>
<b>2/17/2020 - 2/28/2020</b>	<b>02/29/2020</b>	<b>03/13/2020</b>
<b>3/02/2020 - 3/20/2020</b>	<b>03/21/2020</b>	<b>03/31/2020</b>
<b>3/30/2020 - 4/03/2020</b>	<b>04/04/2020</b>	<b>04/15/2020</b>
<b>4/06/2020 - 4/17/2020</b>	<b>04/18/2020</b>	<b>04/30/2020</b>
<b>4/20/2020 - 5/01/2020</b>	<b>05/02/2020</b>	<b>05/15/2020</b>
<b>5/4/2020 - 5/22/2020</b>	<b>05/23/2020</b>	<b>05/29/2020</b>