

**MAINE TOWNSHIP HIGH SCHOOL  
DISTRICT 207**

SUBSTITUTE HANDBOOK  
2020-2021



# MAINE TOWNSHIP HIGH SCHOOL DISTRICT 207

August 2020

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.

Again, thank you for your assistance as we all work together in order to provide a safe environment and to improve student learning.

Sincerely,

Mr. Greg Dietz, Assistant Superintendent  
Mr. George Dages, Director of Human Resources

Associate Principal Human Resources and Instructional Operations

- Rebecca Stewart, Maine East
- Iris Smith, Maine South
- Matt Parrilli, Maine West

***Our Mission is to Improve Learning***

## **Employment Relationships**

Substitute teachers are employed on a day-to-day basis and are at-will employees of the District. The District may remove a substitute teacher's name from its list of eligible substitutes at any time without prior notice. Moreover, substitute teachers may be removed from an assignment at any time if they are not performing to the District's satisfaction. This handbook is not a contract and may be changed at any time by the District.

## **Expectations for Equity & Ethics in Employment**

Employees of Maine Township High School District 207 are expected to exemplify the highest levels of respect and integrity as they are role models to the students, families, and fellow employees of the district. At all times, employees should comply with Board Policies outlined in Section 5 - General Personnel as well as all policies adopted by the Maine Township HSD207 Board of Education.

Maine Township High School District 207 employees should strive to embody the principles outlined in our District 207 Equity Statement:

- We recognize, embrace, and defend the identities, abilities, and voices of our diverse community.
- We value these multiple and unique identities, abilities, and voices as assets.
- We commit to an equitable and inclusive learning environment.

Employees should strive to be aware of their own social and cultural identities and lived experiences and how that can intersect and impact their interactions with students and colleagues remembering that your experiences are unique as are the lived experiences and realities of those in our school community. Harmful language based on identity (race, gender, sexuality, religion, ability) by employees or students, intended or unintended, is unacceptable. Employees are expected to take responsibility for creating safe spaces for all students and should contact their direct supervisor or building administrator if they need support or assistance in addressing any negative or harmful interactions that they observe among employees and/or students that are based on identities.

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### Associate Principal for Human Resources & Operations

Maine East	Maine South	Maine West	Frost Academy
Rebecca Stewart	Iris Smith	Matt Parrilli	Anna Hamilton, Department Chair
847-692-8504 rstewart@maine207.org	847-692-8209 ismith@maine207.org	847-803-5930 mparrilli@maine207.org	847- ahamilton@maine207.org

## General Expectations

### Attendance

If you commit in advance to substitute on a given day and then take ill or experience some other emergency that prevents you from coming in as planned, please call the school as soon as possible.

Maine East	Maine South	Maine West	Frost Academy
Jessica Baker Reception	Nadine Kosloski Switchboard	Amanda Harrison Reception	Nadine Kosloski Switchboard
847-825-4484	847-692-8100	847-803-5942	847-692-8100

Note: This is a 24-hour voice message line.

- Be on time to all of your assigned classes and duties.
  - Arrive no later than fifteen (15) minutes prior to the start of your first assignment unless directed otherwise by the switchboard receptionist.
- You are expected to be present and working during the entire assigned class period/duty.
- Parking placards will be issued at the school you report to for your first assignment (to be placed on the rearview mirror of your car).
- Check in at the Main Office to pick up your teaching schedule and classroom keys for the day.
- Classroom keys will be attached to your teacher schedule. Return all keys to the main office at the end of your work day.
- Be sure to check the teacher's mailbox located in the Main Office for any information, which may need to be distributed to students during class.
- Report to your first assignment. A department chairperson and/or the department administrative assistant will 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.

- The receptionist at the switchboard will notify you of any additional information such as but not limited to:
  - Altered Bell Schedule (Early Dismissal, Assemblies, Planned Emergency Drills, etc.)

### **Cell Phone Use**

Substitute employees who use electronic devices or tend to personal matters on duty are taking time and attention away from their basic responsibilities and duty to students. Personal cell phone use of any kind during an assignment is strictly prohibited.

### **Emergency School Closing**

In the case of a school emergency or closure all staff members should visit the District 207 website.

### **Fire Code Regulations**

The use of wedges to prop open doors within the building is not allowed. Keeping fire doors open in the event of a fire would create drafts causing the fire to spread. The intent in keeping fire doors closed is, of course, to confine the fire to as limited an area as possible. The propping open of fire doors also poses a serious security problem in permitting unauthorized individuals to gain access to certain areas of the building. As a matter of safety and economy, electrical appliances such as heaters and fans are not to be brought into classrooms. Also, strings of lights are not to be used in classrooms. No candles or devices with wicks or flames are allowed anywhere on campus (except for devices used in Science, Applied Tech, or Art instruction). Candles and open-flame devices violate all Illinois and local school fire codes.

### **Identification Card (ID) Policy**

All staff members, including teachers and substitute teachers, are expected to wear I.D. cards while on campus. Students are required to carry I.D.s at all school functions and during the school day AND immediately present their I.D. to any adult requesting to see I.D. The switchboard receptionist will direct you to the appropriate office in order to obtain an I.D. card.

### **Injury to Staff, Students, Substitute Teachers or Visitors**

In the event of an injury to a staff, student, substitute teacher or visitor during school hours, you are required to notify the Health Office immediately. The health office will assess and contact Medcor (1-800-775-5866). Medcor will then file an official report for the district. The health office will follow the established procedures and guidelines. The health office will contact the staff member's immediate supervisor including the Associate Principal for HRIO.

\*Substitute Teachers are advised to take adequate precautions to avoid contact with blood or other body fluids consistent with the bloodborne pathogen safety procedures.

### **Parking and Traffic Regulations**

Maine Township High School District 207 has entered into an agreement with the local police department authorizing the police department to patrol our campus and enforce a comprehensive set of rules and regulations pertaining to our parking lots, roadways, walkways, athletic fields, and the campus in general. The agreement is intended to improve supervision of the grounds after school hours and on weekends. City and state traffic laws, as well as school regulations, must be observed while driving on Maine Township High School property. The police department may issue tickets for traffic or parking violations on the campus.

### **Personal Appearance/Hygiene/Work Attire**

It is important for all substitute teachers to project a professional image while at work by being appropriately dressed. Clothing must be consistent with the standards for a school environment and must be appropriate to the type of assignment/duty being performed.

### **Security and Care of Classrooms**

All faculty/staff members are responsible for any classroom, laboratory, or study hall to which they are assigned:

- All classroom and study hall doors must be closed and locked when these facilities are not in use.
  - Close and lock all windows.
  - Turn off all lights, appliances, and equipment.
  - Close and lock the door.
  - Security related to keys:
    - Keep keys assigned to you in your possession at all times. Do not give your keys to students to use.
    - Do not mark keys so that a person finding them can identify the locks in which they work.
- If you misplace your keys, IMMEDIATELY notify the Associate Principal for HRIO. You will be issued a temporary set of keys until your original set is located. If you find your keys, please make sure you notify the Associate Principal's administrative assistant that they were found.

### **The Pledge of Allegiance**

Substitute Teachers must stop teaching and recognize the time for the daily pledge of allegiance; however, by law, students are NOT to be compelled to actually say the pledge. They must however out of respect for others, not talk or disrupt others. If a student(s) chooses not to participate, it is not proper conduct for any teacher, staff member, and/or substitute teacher to interrogate student(s) as to why they do not participate, and it is not proper to subsequently respond in a negative way toward the non-participating student. Also, students who do/do not participate must not in any way disrupt the other students who say/do not say the pledge.

### **Surveillance Cameras**

- The passive use of electronic surveillance is primarily for the purpose of assisting in maintaining a safe and orderly educational environment for students and faculty/staff and the protection of school property.
- All persons present on District 207 property are subject to video surveillance.
- Video surveillance may be used to monitor the behavior and conduct of any person present on District property at any time to promote a safe school environment and protection of District property.

### **Use of Personal Property in Classrooms and Offices**

District 207 is not responsible for any personal property that substitute teachers bring to school. The school cannot reimburse substitute teachers for property that is lost, stolen, or damaged. Health and safety concerns prohibit the use of personal electrical appliances in classrooms. Such appliances may overheat, short out, or cause a fire. Exceptions to this policy must be approved by your department chair and the Associate Principal for HRIO. You may be instructed to remove unauthorized items from the building if they are determined to be

unsafe or present a nuisance. Food is not to be stored in non-kitchen/cafeteria areas, particularly classrooms. Office food storage should be in sealed plastic containers and/or approved refrigeration units.

## **Classroom/Duty Expectations**

### **Maintain a safe and orderly environment of all students**

- At all times, you must conduct yourself in a professional manner.
- We expect you to report any unique/unusual events or serious student misconduct to a department chair/building administrator and/or security in a timely manner (at a minimum before you leave for the day). In addition, please leave written documentation for the classroom teacher.
- For each period, please provide a written summary indicating class behavior and performance. If necessary, please provide documentation if the classroom teacher needs to follow up with a particular student(s).

Our students are generally well-behaved. However, if it becomes necessary to deal with a student who disrupts the learning process in the classroom contact the department chair and/or Main Office.

As soon as possible thereafter, please submit an intervention report regarding the incident, and leave a note for the teacher indicating that the report was sent. At a minimum, include the following information:

- Submit all pertinent information about the student, including the student's name, ID number, and date, year in school, subject and period.
- In the "Incident Description" section, explain all of the pertinent facts regarding the incident.
- In the "Teacher/Staff Action(s)" section, include all pertinent information and what was done to try to control the action of the student.
- Also, indicate on the report the teacher whose class you are taking and indicate your name.
- Submit the intervention report to the department chairman as soon as possible.

### **Take accurate attendance**

- You are required to take attendance carefully during each class period. Attendance is taken using the student information system (SIS). 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 assignment, 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 department chair.). You may also be able to access a seating chart set up in SIS.

### **Follow the teacher lesson plans**

- You are there to assist the learning activities of the students assigned to you for the day.
- You are responsible for ensuring that student learning takes place during classes – you must carry out the plans left by the classroom teacher to the best of your ability.



- Use the lesson plans furnished by the teacher. Lesson plans will be found on the desk in each classroom. On occasion the classroom teacher may have communicated the lesson with the students prior to class. If a teacher assistant or student teacher is assigned to the class, he or she may have additional plans for the lesson.
- If no plans are available, please contact the department chair and/or the department administrative assistant.
- There will be times when students are working independently. Please use this time to circulate throughout the classroom and interact with the students.
- It is not appropriate to do personal tasks such as but not limited to receiving/making phone calls/text messaging, computer use, etc. during your assigned periods of teaching/supervision.

### **Supervisory Assignments**

Substitutes for teachers may be asked to take over the regular supervisory assignments for those teachers. These duties include but are not limited to the following; the library, the student cafeteria, a study hall, the hallways, etc. Recognizing that student supervision is everyone's responsibility, the following general guidelines should provide some of the information helpful and necessary to provide order and consistency throughout the building. Please remember that when assigned a supervision, you are being counted on to be on time and maintain an orderly atmosphere, therefore, during that time it becomes your primary responsibility and takes precedence over personal tasks, grading papers, etc. If you have any questions, please contact the Department Chair and/or Assistant Principal for Student Experiences.

### **Medical Emergency/Non-Emergency**

- If there is a medical emergency, call 911 immediately.
- In the event of a medical non-emergency,

Maine East	Maine South	Maine West	Frost Academy
x8317 Nurse	x8199/8200 Nurse	x5753 Nurse	x8199/8200 Nurse

### **General Support**

Maine East	Maine South	Maine West	Frost Academy
x8391 Main Office	x8100 Main Office	x2100 Main Office	x6521 Maine Office

## Safety Drills and Procedures

### ALICE

ALICE protocol for heightened security and/or active shooter. ALICE is an acronym for possible reactions to heightened security and/or active shooter. The acronym is not meant to be executed in the order in which the letters are written. In addition, ALICE allows for adults and students to choose the most comfortable and meaningful route during heightened security. A: Alert people L: Lockdown I: Inform C: Counter E: Evacuate. For additional information: [ALICE](#)

### Fire Drill Procedures

The orderly evacuation of the school building when the fire alarm sounds is necessary to prevent injury and death. A comprehensive plan has been worked out to evacuate the building as quickly as possible. That plan involves a specific evacuation route for each room location in the building. ***Please look for the evacuation directions posted in the room where you are working.*** If the exit indicated for your room is blocked, go to the next nearest exit.

- Elevators are not to be used during fire drills.
- Be sure that the windows and door of your classroom are closed.
- Take students to designated outside areas and keep them a minimum of 100 feet away from the building and remain with them until relieved or until the “all clear” bell is sounded.
- Physically challenged students (typically those in wheelchairs) who are out in regular classrooms have received instructions to go to special fire safety classrooms.

### Tornado/Disaster Procedures

The signal for a DISASTER DRILL will be an announcement via the public address system.

- All students are to go to the hall area nearest the classroom, but away from the door and glass area. **DO NOT SIT OPPOSITE A DOOR.**
- Substitute teachers should look for the yellow sign posted in their classrooms to determine the specific location to which the class should go.
- Substitutes should close the door to the room and turn out the light. They should then join their groups of students and supervise them.
- In the hallways there is to be no talking. People must be extremely quiet so that they can hear any instructions that are issued over the public address system.
- An “all clear” signal will indicate when students and staff can return to the classrooms.

## Substitute Rates

	<b><u>PER</u> <u>DAY*</u></b>	<b><u>PER</u> <u>PERIOD</u></b>	<b><u>PER</u> <u>BLOCK</u></b>
<b>Regular Substitute</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 Substitute *</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>COVID-19 Phase IV Rate Adjustment</b>	\$30	\$5/period	\$10/block
<b>District 207 Internal Substitute Teacher</b> (Maximum of two periods per day)	NA	\$27.00	\$54.00
<i>*An 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.</i>			
<b>Substitute Secretary</b>	\$14.00 per hour		
<b>Substitute Security Guard</b>	\$14.00 per hour		
<b>Substitute Custodian</b>	\$15.00 per hour		
<b>Substitute Safety Monitors</b>	\$13.00 per hour		
<b>Substitute Teacher Assistant-</b>	\$17.14/period; \$34.28/block; \$120/day		
<b>Established Substitute Teacher Assistant-</b>	\$17.86/period; \$35.72/block; \$125/day		
<b>Retired D207 Teacher Subbing for a TA-</b>	\$19.29/period; \$38.58/block; \$135/day		
<b>COVID-19 Phase IV Rate Adjustment-</b>	\$4.29/period; \$8.58/block; \$150/day		