

Substitute Handbook



Table of Contents

Table of Contents	2
Disclaimer.....	3
Equal Employment Opportunity and Minority Recruitment.....	3
Requirements	3
Licensure	3
Additional Documentation	4
School Buildings and Schedules	4
Assignment Calls	4
Schedule	5
2:00 Dismissal Expectations.....	5
Calling Off for an Assignment	5
School Buildings and Building Schedule	5
Responsibilities of the Substitute	6
Expectations	6
Professional Ethics.....	6
Student Discipline	6
Student Safety	6
Provide Feedback.....	6
Emergency Procedures in the Buildings.....	7
Emergency School Closing Information.....	7
Human Resources	7
Compensation and Benefits	7
Paychecks & Automatic Payroll Deposit	7
Appearance.....	7
Policy Regarding Use of Cigarettes, Alcohol or Illegal Drugs	7
Cell Phone Usage.....	7
Abused and Neglected Child Reporting	7
Sexual and Other Unlawful Harassment	8
Appendix	9
Lockdown Procedure	9
Sheltering.....	9
Sheltering Procedure	9
Evacuation.....	10
Evacuation Procedure.....	10
Reverse Evacuation	12
Reverse Evacuation Procedure	13
Drop, Cover, and Hold	13

Disclaimer

This Substitute Handbook is for your use as a source of information about LaSalle Elementary School District 122 and your substitute role. Nothing in this Handbook creates or is intended to create a contract of employment, either expressed or implied. Nor do the Handbook provisions establish an employment relationship where one would not exist. You are an at-will employee of the District and you or the District may terminate your relationship with the District at any time, with or without cause.

Please note that you are subject to the policies of the LaSalle Elementary Board of Education. Some, but not all, of those policies are summarized in this Handbook. 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 control.

The District does not guarantee specific benefits or terms of employment. Board policies, the provisions of this Handbook, District benefits, and District procedures may be changed or revoked at any time, without notice to you and without your consent.

Equal Employment Opportunity and Minority Recruitment

The School District shall provide equal employment opportunities to all persons regardless of their race, color, creed, religion, national origin, sex, sexual orientation, age, ancestry, marital status, arrest record, military status or unfavorable military discharge, citizenship status provided the individual is authorized to work in the United States, use of lawful products while not at work, being a victim of domestic or sexual violence, physical or mental handicap or disability, if otherwise able to perform the essential functions of the job with reasonable accommodations, and other legally protected categories.

Requirements

Licensure

Persons interested in employment as a Substitute Paraprofessional or Teacher should first contact the LaSalle County Regional Office of Education (ROE) at 119 W. Madison Street, Courthouse Room 102, Ottawa, IL 61350 (phone number 815.434.0780) for instructions regarding licensure.

Effective January 1, 2011: Illinois and FBI reports must be received before an individual can be authorized to substitute. Also effective with this new law, individuals who apply to substitute teach in Illinois Public Schools are required to hold a ROE Substitute Authorization form which is portable to all the Regional Offices in the state. Individuals who wish to substitute are required by law to register in each region they work.

An individual who wishes to serve as a paraprofessional in an Illinois public school must hold a valid Illinois issued Professional Educator License, Substitute License or Educator License with Stipulations - Paraprofessional Educator Endorsement (ELS-P). To qualify for the ELS-P, you must have one of the following qualifications:

- Official (unopened) transcript showing proof of an associate degree or higher from an accredited institution plus proof of high school diploma or GED transcript.

- Official (unopened) transcript showing proof of a minimum of 60 hours of college coursework plus proof of high school diploma or GED transcript.
- Proof of passing the ACT Work Keys Assessment plus proof of high school diploma or GED transcript.
- Pass the ETS ParaPro assessment (460 score or higher) - evidence is a copy of your official score report plus proof of high school diploma or GED transcript.

Persons interested in employment as a Substitute Cook or Custodian should contact the district office.

Additional Documentation

In addition to a completed substitute application, the following forms and documents MUST be on file in the district office for all substitutes:

- A driver's license or state ID card
- A Social Security card
- Federal W-4 Tax Form
- State W-4 Tax Form
- Fingerprint-Based Background Check (completed with the ROE)
- Copy of Substitute License or Education License with Stipulations – Paraprofessional Educator Endorsement (ELS-P)
- Teachers' Retirement System (TRS) Member Information and Beneficiary Designation (if applicable)
- DCFS Acknowledgement of Mandated Reporter Status Form

School Buildings and Schedules

Assignment Calls

LaSalle Elementary uses Aesop for substitute management. Substitutes will be provided a login to Aesop. At the point you receive this login, you will be able to pro-actively fill your schedule, manage your preferences and find out about available jobs. Aesop utilizes both the telephone and internet for locating and managing jobs in this school district.

Aesop is available 24 hours a day, 7 days a week and provides multiple methods to make jobs available:

1. You can search for and accept available jobs, change personal settings, update your calendar and personalize your available call times by visiting Aesop on the internet at <http://www.frontlinek12.com/aesop>.
2. You may also interact with Aesop by way of a toll-free automated voice instruction menu at 1-800-942-3767. Here, you can proactively search for jobs and manage existing jobs.
3. Aesop will make assignment calls daily from 6:00 a.m. to 10:00 a.m. for absences for the current day. In emergency situations, substitutes may be called at other times during the day. Assignment calls will also be made in the evenings from 4:30 – 9:00 (Sunday – Thursday) for jobs available within 2 days. Keep in mind if you have caller id, the phone number that will display will be the Aesop number 1-800-942-3767.
4. There is also a smart phone app available called "Jobulator". This is available for purchase in the Apple App Store and Google Play. This app will give you job notifications on the go and more opportunity and flexibility to see available jobs.

Substitutes are given no guarantee of a minimum number of assignments. If you accept a full day assignment, you are expected to report to the school office by 8:00 a.m. and remain on assignment until all students have been dismissed.

Schedule

Report to the school office at least 5 minutes prior to your first class to receive information regarding room assignment, where materials, lesson plans, and records can be found and other necessary directions.

In some instances, you will be expected to travel between the schools in the district. This will typically happen when subbing for an art, music or PE teacher but may happen in other instances, including subbing for a paraprofessional or covering IEP meetings.

Substitutes will have a 30-minute unpaid, duty-free lunch period. Northwest and Lincoln Junior High serve hot lunch available to substitute teachers for \$3.75. Each school has a teachers' lounge available for your use during the lunch period.

2:00 Dismissal Expectations

Prior to departing on a 2:00 dismissal day, substitutes should check with the building principal for additional duties. Unless instructed otherwise, substitutes are expected to work until 3:00.

Calling Off for an Assignment

In the event that you are sick on a day you have been assigned to sub, please contact the building principal at the number provided in the *School Buildings and Building Schedule* section of this handbook. If you need to cancel an assignment for a date in the future, you will be able to do so via Aesop. If you continually cancel assignments, you may be removed from our call list at the discretion of administration. The ability for you to accept jobs in the future (>24 hour notice) can also be revoked at the discretion of administration.

School Buildings and Building Schedule

School Name	Lincoln Junior High
Grades Served	Grade 6 – Grade 8
Address	1165 St. Vincents Avenue, LaSalle, IL
Bldg. Phone	815-223-0786
Principal/Phone:	Jon Fox – 815-780-0889
Secretary Extension:	Ext. 354
Schedule	Begin: 8:00 Dismiss: 3:00

School Name	Northwest Elementary
Grades Served	K – Grade 5
Address	1735 Malcolm Avenue, LaSalle, IL
Phone	815-223-0786
Principal/Phone	Julie DeFore – 815-830-8411 Derek Kilmartin – 815-200-2466 Mary Mauck – 815-200-3971
Secretary Extension:	263, 265 or 266
Schedule	Begin: 8:00 Dismiss: 3:00

Responsibilities of the Substitute

Expectations

Substitute teachers are expected to complete the work related to the teaching day. This work includes, but is not limited to, the following:

- Carry out lesson plans left by the regular teacher.
- Assume attendance-taking responsibilities.
- Complete all reports normally required of the regular teacher.
- Complete the regular assignments of the teacher, including supervision assignments such as bus duty, hall duty, study hall, lunchroom/recess duty, and dismissal duties.

Substitute paraprofessionals will supervise and assist in the management of students under the supervision of the certified staff. Substitute paraprofessionals supervise children inside and outside the building, including but not limited to classroom, recess and lunchroom supervision. Assisting with end-of-day dismissal of students is also required.

Professional Ethics

We depend on the integrity of each substitute in preserving confidential information pertaining to students, parents, staff, and other school related matters. Please refrain from making adverse comments about the regular teacher and his/her procedures to the students. Avoid discussion of students, teachers, or procedures at other buildings. Share any concerns with a building administrator.

The substitute teacher is expected to carry out the program as outlined by the Regular teacher and is not employed to simply maintain order. The substitute paraprofessional is expected to supervise and assist under the supervision of a certified staff member.

Substitutes are expected to observe the same ethical codes as regular staff members.

Substitutes are as legally responsible for pupils, equipment, and materials assigned to your care, as is the certified teacher/paraprofessional for whom you are substituting.

Student Discipline

In the absence of the regular teacher/paraprofessional, the substitute has the primary responsibility for discipline in the classroom. Should serious disciplinary issues occur, immediately obtain the assistance of a building administrator in maintaining discipline in the classroom. Please read and follow the classroom discipline plan. If no discipline plan is included, ask a fellow teacher and leave a note requesting this plan be included for future needs.

Student Safety

As a substitute, you are responsible for ensuring the safety of the students under your charge. If a student appears to be ill or hurt, contact the main office. The District employs a full-time nurse to attend to the student.

Provide Feedback

Aesop allows you to provide feedback about your experience as a substitute teacher. We value your opinion. Please provide feedback after your assignment.

Emergency Procedures in the Buildings

As a substitute, please take a few minutes to become familiar with the building and the emergency procedures for the building. If the information cannot be located, please request it in the main office.

Instructions for all crisis management plans are posted near the door of each room. If the class is away from the classroom when the fire alarms sounds, leave the building through the nearest exit and proceed to a safe distance away from the building.

Emergency School Closing Information

Substitutes can obtain district school closing information during inclement weather by checking the local radio stations, Facebook, Twitter and the LaSalle Elementary web page at www.lasalleschools.net.

Human Resources

Compensation and Benefits

Substitute teachers with a Teacher Certificate or a Substitute Teacher Certificate are paid a daily rate of \$90.00 for a full day (7 hours) or \$45.00 for a half day serving in a certified position. Substitute paraprofessionals are paid a daily rate of \$70.00 or \$35.00 for a half day.

A long-term substitute teacher position is defined as substituting for the same teacher for more than ten (10) consecutive days. After the ten (10) consecutive days, long-term substitute teachers shall be paid the salary of a first year entry-level teacher with no experience or hours past a Bachelor's Degree.

Paychecks & Automatic Payroll Deposit

All substitutes will be paid bi-weekly. The district does offer automatic payroll deposit. Substitutes may have their paychecks electronically deposited into a checking and/or savings account. Contact the district office if you are interested in this option.

Appearance

Professional appearance (business casual attire) and neat grooming are expected of all substitutes. Inappropriate attire includes, but is not limited to, low cut pants, bare midriff shirts (shirts must cover torso), short shorts, exposed undergarments, and shirts with foul or inappropriate language and/or images.

Policy Regarding Use of Cigarettes, Alcohol or Illegal Drugs

LaSalle Elementary School District 122 policy states that any tobacco use in district buildings or on school property, including parking lots, is not permitted. Use of alcohol or illegal drugs on district property is also prohibited.

Cell Phone Usage

Please do not make or receive cell phone calls during classroom instructional time. To insure that students will not be disrupted during class time, cell phones should be turned off.

Abused and Neglected Child Reporting

Any substitute who suspects or receives information that a student may be an abused or neglected child must immediately report the case to the Illinois Department of Children and

Family Services (1-800-25A-BUSE). The substitute also must promptly notify the Superintendent or Building Principal that a report has been made.

All substitutes are required to sign an "Acknowledgement of Mandated Reporter Status" form provided by the Illinois Department of Children and Family Services.

Sexual and Other Unlawful Harassment

LaSalle Elementary School District 122 is committed to providing a work environment that is free from all forms of discrimination and conduct that can be considered harassing, coercive, or disruptive, including sexual harassment. District 122 will not tolerate any actions, words, jokes, or comments based on a person's sex, race, color, national origin, age, religion, disability, sexual orientation, or any other legally protected characteristic.

Sexual harassment is defined as unwanted sexual advances, or visual, verbal, or physical conduct of a sexual nature. This definition includes many forms of offensive behavior and includes gender-based harassment of a person of the same sex as the harasser.

If you experience or witness sexual or other unlawful harassment at work, you should report it immediately to the building administrator. If the building administrator is unavailable or you believe it would be inappropriate to discuss it with the building administrator, you should immediately contact the Superintendent. There will not be punishment or reprisal if you report sexual harassment or ask questions or raise concerns about it.

All allegations of sexual harassment will be quickly and discreetly investigated. To the extent possible, your confidentiality and the confidentiality of any witnesses and the alleged harasser will be protected against unnecessary disclosure. When the investigation is completed, you will be informed of the outcome of the investigation.

Any building administrator who becomes aware of possible sexual or other unlawful harassment must immediately advise the Superintendent so it can be investigated in a timely and confidential manner. Any employee who engages in sexual or other unlawful harassment will be subject to disciplinary action, up to and including termination of employment.

Appendix

Lockdown Procedure

- Clear the hallway and bathrooms by your room moving everyone into the classroom or closest room.
- Lock your doors.
- Close doors.
- Turn off lights.
- Remain Silent.

Additional Notes

- If a life-threatening situation exists, exit immediately to a place of safety, using any means necessary.
- Ignore all intercom announcements, bells, and alarms.
- Allow no one to enter or exit the classroom until the law enforcement gives the “ALL CLEAR” signal at the classroom or room. Once doors are closed, they remain closed. Law Enforcement will unlock the doors when the situation is safe.
- Take attendance on the Crisis Incident Attendance form (triplicate) after the “ALL CLEAR” is given, but before relocation.
- Be prepared to identify all people who are present to law enforcement.
- All occupied areas should have at least three triplicate forms available.
- If outside, teachers will move students to ...
 - Baker’s Lake (Northwest)
 - Hegler Park Shelter (Lincoln)

Sheltering

Purpose: Used when there is a threat of violence or serious incident that could jeopardize the safety of students/staff

Announcement:

- The school administrator or designee will make the following announcement using the building PA system, telephone, or megaphone.

“YOUR ATTENTION, PLEASE. WE ARE EXPERIENCING A SITUATION AND NEED TO GO INTO SHELTERING IMMEDIATELY. TEACHERS LOCK YOUR DOORS AND KEEP STUDENTS INSIDE UNTIL FURTHER NOTICE: STUDENTS OR STAFF IN THE HALLWAYS NEED TO GO TO THE NEAREST CLASSROOM OR OFFICE. IGNORE ALL ALARMS AND BELLS UNLESS ADVISED OTHERWISE.”

Sheltering Procedure

- Clear the hallway and bathrooms by your room moving everyone into the classroom or closest room.
- Close and Lock Door.
- Keep students from leaving the classroom until the “All Clear” has been given.
- Resume daily activities inside the classroom as normal.

Evacuation

Purpose: Whenever it is determined that it is safer outside than inside the building (i.e. fire, explosion, hazardous material spills, structural failure)

Announcement:

- The school administrator or designee will make the following announcement using the building PA system, telephone, or megaphone.

“YOUR ATTENTION, PLEASE. WE ARE EXPERIENCING A SITUATION AND NEED TO EVACUATE THE BUILDING. TEACHERS TAKE YOUR STUDENTS TO THEIR DESIGNATED ASSEMBLY AREA. TEACHERS TAKE YOUR CRISIS INCIDENT FORM AND FILL OUT AT THE ASSEMBLY AREA.”

Evacuation Procedure

Primary and Secondary Exits for Evacuation Procedure are the same as exits listed in “Fire Exits.”

- Push in chairs and leave classroom in single file line. Electrical components are not to be altered during the evacuation.
- Take Crisis Incident Forms
- Proceed toward “Primary Exit,” and exit the building.
 - If “Primary Exit” is unavailable, use “Secondary Exit.” Exits are to remain the same as in “Fire Exits.”
- Walk to designated area outside of the building.
- Take attendance on Crisis Incident Form.
- Wait in designated area until further instructions are provided.
- Do not allow any students to be released from your supervision until authorization by authorities or administration gives permission.
- Directions will be given to faculty and staff at the designated area.

**Evacuation Exits
Lincoln Jr. High**

Room Number	Primary Exit	Secondary Exit
101	C	B
103	B	C
104	Outside Door	B
105	B	C
106	Outside Door	B
107	C	B
108	Outside Door	C
109	C	B
110	Outside Door	C
111, 112, 113	A	C
Media Center (121, 123, 124, 126)	Outside Doors	C
Gym	Outside Gym Doors	A
Locker Rooms	Outside Gym Doors	A
Stage	Outside Gym Doors	A
Band Room	Outside Gym Doors	A
Cafeteria	F	E
Kitchen	E	F
152	F	E
153	E	F
Boiler Room	E	F
Office	A	B

Evacuation Exits
Northwest Elementary

Room Number	Primary	Secondary		Room Number	Primary	Secondary
8	E	F		102	A	Cafe
9	E	F		103 D	A	Cafe
10	E	F		104	A	B
11	E	F		108	A	B
12	E	F		111	B	C
13	E	F		112	B	C
14	F	E		113	B	C
15	E	F		114	B	C
16	F	D		115	C	B
17	F	D		116	C	B
18	F	D		117	C	B
20	F	D		118	C	B
26	F	D		119	C	B
27	F	D		120	D	C
100	Cafe			121	D	C
101 A	D	A		122	D	C
101C	Cafe	A		123	D	C
101F	D	Cafe		125	D	C
Offices	A	Cafe				

Reverse Evacuation

Purpose: When conditions are safer inside the building than outside such as: severe weather, community emergency, hazardous material released outside.

Announcement:

- The school administrator or designee will make the following announcement using the building PA system, telephone, or megaphone.

“YOUR ATTENTION, PLEASE. WE ARE EXPERIENCING A SITUATION AND TO INSTITUTE A REVERSE EVACUATION. IF YOU ARE OUTSIDE MOVE INSIDE THE BUILDING AND REPORT TO THE NEAREST CLASSROOM.”

Reverse Evacuation Procedure

- Students and staff who are outside the building will immediately move into the building and proceed to the classrooms.
- Remind in classroom; be prepared to go into Lockdown or Shelter in Place.
- Take attendance
- No one is allowed to leave the building until the All Clear is given.

Drop, Cover, and Hold

Purpose: Drop, cover, and hold is used when an incident occurs with little or no warning. This action is taken to protect students and staff from flying or falling debris resulting from severe weather, structure failure, or explosion.

- Inside, teachers will instruct students to drop to the ground. cover their heads with their hands, and remain there and silent.
- Instruct everyone to move away from windows.
- Teachers account for their students and fill out a Crisis Incident Form.
- The superintendent may order an evacuation if the situation warrants and it is safe to do so.

Letter of Reasonable Assurance

To: All Substitute Employees

Re: Letter of Reasonable Assurance for Substitute Employees

Thank you for your continued commitment as a substitute with LaSalle Elementary School District #122. This letter provides notice of reasonable assurance of continued employment with the District each school year in the same substitute capacity that existed during the previous school year.

By virtue of this notice, please understand you may not be eligible for unemployment compensation benefits on the basis of school wages during any school holiday recess or vacation period, including but not limited to, the summer, winter, and spring breaks. You may similarly not be eligible during any period between two successive academic years or during a period between two regular terms whether or not successive. This assurance is contingent upon continued school operations and will not apply in the event of any disruption that is beyond the control of the District (e.g., lack of school funding, natural disasters, court orders, public insurrections, war, etc.).

Nothing contained herein constitutes a contract of employment for a defined period of time. Your past and continued employment with LaSalle Elementary School District #122 is on an "at-will" basis. At-will employees are free to resign at any time for any reason or for no reason. Likewise, employers may terminate at-will employees at any time for any legally permissible reason, or for no reason.

If we do not hear from you, we will assume that you agree to comply with the policies of LaSalle Elementary School District 122 and plan to renew your status as a Substitute Employee annually. If you do not plan to continue to sub in our district, please email Jodeen Guisti at guistij@lasalleschools.net.

Your services on behalf of the children of LaSalle Elementary are appreciated, and we hope that you will be able to continue your association with the District.