

SUBSTITUTE PROFESSIONAL HANDBOOK



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District 100 Mission

Empower all learners to achieve personal excellence.

District 100 Vision

Personal Excellence is achieved when learners demonstrate:

Mastery of academic skills and standards that support career, civic and college readiness;

Ownership of personal growth through self-directed learning paths;

Expertise in using technology to further learning, creativity and innovations,

Social and emotional resilience;

Understanding and respect for individuals and cultural differences.

District 100 Values

Celebrate Diversity

Clear Communication

Collaborative Culture

Fiscal Responsibility

High Expectations

Service Excellence

Employment

This handbook does not create or intend to create a contract of employment, either expressed or implied. A substitute is an at-will employee or independent contractor of the District and the relationship with the District may be terminated by the substitute or the District at any time, with or without cause. The District does not guarantee specific benefits or terms of employment.

I. General Information

A. Contacting Human Resources

The Human Resources Department is open from 8:00 a.m. until 4:00 p.m. Monday through Friday. Please contact the Human Resources Department for clarification of regulations or if assistance is required at (815) 544-0301.

B. Change of Name, Address or Telephone

For name changes, bring a new social security card to the Human Resources Department. You may email the Human Resources department with address or telephone changes.

C. Removing Your Name from the Substitute List

If you are no longer available to work for Belvidere School District 100, please email the Human Resources Department and request that your name be removed from the substitute list.

D. License Requirements

A substitute teaching license or Professional Educator license is required for substitute teaching. An ELS (Educator License with Stipulations) may qualify you for some assignments. Please discuss your ELS with the Certification Specialist of Human Resources.

A substitute paraprofessional license is required to qualify for a paraprofessional assignment.

To view your license online and/or print a copy, go to www.isbe.state.il.us/ELIS/default.htm.

E. School Closing Information

In the event of emergency school closings, it is your responsibility to use the contacts below to determine if you are to report to work. If you report to work and there is no school, you will not be paid. On delayed opening days, all staff, including substitutes, are to report at the regular time.

Access to school closing information is available at:
District 100 main telephone (815) 544-0301
District 100 website <http://www.district100.com/>
District 100 Facebook page
Local TV and radio stations

F. Payroll Information

Payroll questions or concerns: (815)544-8502 or (815)544-8630.

Deductions

When you receive a paycheck from the Belvidere School District, the following deductions will be made:

- Federal Income Tax and State Income Tax
- Medicare Tax – Federal law requires school district employees hired after April 1, 1986, to be covered by Medicare. Substitute teachers who serve on an “as needed” basis must be treated as new employees, even though they may have served as substitutes for many years, because they do not serve on a “regular” basis

NON-Certified Rates of Pay

The non-certified substitute shall be paid the base rate of pay for the position. All non-certified substitutes are paid hourly for services. Timesheets are to be complete one per location. When completing timesheet remember to reflect your lunch period. (30 minute unpaid lunch period is required, after working a minimum of 6 hours).

Current rates:

- \$9.25 per hour - High Incidence/Low Incidence Paraprofessional/Bilingual Paraprofessional (must be licensed)
- \$9.00 per hour - Clerical
- \$8.25 per hour - Noon Aide
- \$20.00 per hour - Nurse

Substitute teacher and certified assignments are paid by the half or full day. All other substitute assignments are paid for the number of hours worked.

***Substitute Teachers** will have an additional **9.4% TRS** (Teachers Retirement System) contribution taken out of the gross rate. **Retired Substitute teachers** would get the substitute rate of pay without the TRS deduction.

Certificated Substitute Rates of Pay with the TRS deduction:

- \$52.50 Half day rate (**minus TRS**) **\$47.57 net rate**
- \$85.00 Full day rate (**minus TRS**) **\$77.01 net rate**
- \$110.00 Long-term substitute for fifteen consecutive days or more, but less than one semester in the same assignment* (**minus TRS**) **\$99.66 net rate**

Pay for long term assignments: 15 consecutive days in the same assignment will begin with the first day the teacher is absent. Transition days are not part of the 15 day count. The per diem rate of pay will begin after the following criteria are met:

- Human Resources is notified in writing by an administrator that “15” days have been met.
- Substitute submits proof of prior teaching experience (if applicable) to Human Resources.
- Payroll is notified in writing by Human Resources itemizing the details of the change in salary.
- All time records are on file in Payroll

Salary Schedule: Long-term substitute for one semester or more in the same assignment

1. A teaching certificate is required to receive the long-term substitute rate of pay
2. The length of the assignment must be known in advance for placement on the salary schedule, i.e., the teacher on leave of absence must have a formal Leave of Absence (LOA) approved by the Board of Education for one semester or more.
3. If employed for a semester or more, the substitute will become part of the bargaining unit (BEA) and be subject to union dues.

G. Extra Duty

If asked to work lunch duty or planning periods, the substitute teacher will be not be paid any additional time. Compensation is based on a daily rate.

H. Benefits

The District insurance program is not available to substitutes unless the substitute qualifies under provisions of the Affordable Care Act (ACA) or other federal or state mandates.

II. Emergency Procedures

Substitute teachers are expected to comply with and assist in any emergency procedures.

Each classroom should have a map or specific information that indicates where those students and staff are to report for Fire Drill and weather emergencies. In addition, the substitute is responsible for taking attendance upon arrival at the designated area and to report any discrepancies immediately to an administrator. Class lists should be readily available in the classroom.

A. Injury to Student

In case of an accident or medical need for a student, notify school office staff to receive assistance from the school nurse or school health personnel in the building. Never leave remaining students unattended. Substitute teachers are to report all accidents to the building level principal or school health office.

B. In Case of Personal Injury

Any injury sustained in the course of school duties must be reported immediately to the school nurse or school administrator. An Injury Report must be completed and submitted to the health office at the time of the injury. A substitute teacher injured on the job may be insured under the provisions of Workers' Compensation Law.

III. Responsibilities

A. General School Policies

1. All District 100 property is smoke-free, drug-free and alcohol-free.
2. Students are never to be left alone in the classroom.
3. Corporal punishment is not to be used in any circumstance.
4. Students are not to be released from the building during the school day without permission from the office.
5. Classes are to be dismissed promptly at the designated time. No students are to remain in the classroom or any other part of the building unless parents have been notified and transportation, if needed, has been arranged. A teacher must be present to supervise the student.
6. No medication (even aspirin, cough drops, etc.) is to be stored or administered in the classroom.
Regularly prescribed medication will be administered in the Health Office by appropriate school personnel.
7. Money collected from students for any reason is to be delivered to the office at the first available opportunity.
8. Animals are not allowed in the building, except approved service animals.
Please discuss with the Superintendent of Human Resources if applicable.
9. Substitute teachers are not allowed to bring their own children to the building.

B. School and/or Teacher Responsibilities

1. Provide an identification badge for the substitute teacher to wear at all times in the building.
2. Provide directions to the teacher's mailbox, classroom and the Staff Lounge/Lunchroom.
3. Provide a notebook/folder which includes such things as:
 - Current seating chart or class roster.
 - Teacher's attendance records and attendance forms (student passes, return permits, etc.).
 - Daily schedule, including bell schedule when applicable. The daily schedule may vary due to early dismissal, assemblies, testing, etc.
 - Washroom, recess, and special teacher schedules and procedures.
 - Grouping information, if applicable.
 - Special instructions. Instructions may include allergies (food, bee stings), medication, special service providers, physician's note, parent volunteers, etc.

- Detailed lesson plans, including textbooks and necessary materials for the daily lessons.
- Emergency procedures and lockdown procedures.
- Special schedules (assemblies, early dismissal, bell schedule changes).
- Extra duty assignments (hall duty, door duty, study hall).
- Previously assigned homework or forms collection.
- Assembly seating chart, if applicable.
- A secure place where the substitute can place belongings.

C. Substitute Teacher Responsibilities

1. **Arrive at the school at least 30 minutes prior to the posted job time and report to the main office of the school to which you have been assigned by job number.** Present a photo ID for positive identification to enter the building.
2. **Appropriate and professional attire is required.** Business casual is acceptable. Sweat pants, torn jeans, very short skirts, spaghetti strap tops, bare midriffs, message T-shirts, etc. are not considered to be professional or appropriate.
3. **Responsibilities related to the teaching day include the following:**
 - a. Maintain direct supervision (line-of-sight) of students at all times.
 - b. Appropriate, effective classroom management strategies including, but not limited to:
 - c. Model good manners (i.e., please, thank you, respect, and encouragement).
 - d. Complete attendance procedures and provide documentation.
 - e. Implement lesson plans prepared by the teacher utilizing District teaching methods and materials, including extra assignments such as bus duty, hall duty, and study hall.
 - f. Upon request, correct assignments given during the substitute teacher's work day in the classroom. Final grades are assigned at the discretion of the teacher on record.
 - g. Distribute hand-outs as requested by the school office.
 - h. **Substitute teachers are to remain in the building all day with the exception of the 30 minute lunch period.**
 - i. A substitute teacher may be assigned to every class period of the day, with the exception of a 30 minute duty-free lunch period. Substitutes may be assigned to more than one classroom in a day.
 - j. Questions pertaining to substitute teacher responsibilities should be directed to the principal, substitute coordinator or the Superintendent of Human Resources.

D. Use of Technology

The use of Technology by teachers is a daily occurrence. Teachers use chromebooks, laptops, digital projectors, and White Boards to allow staff and students to interact and learn in ways not previously possible.

1. Substitutes may only use personal devices to perform work. Personal email, phone calls, texts, etc. should not be performed while at work.
2. Substitutes must obtain permission from the administrator before showing any videos, video clips, social media, etc. unless it is specifically written in the teacher's lesson plans.

IV. Your Assignment

A. Arrival and Instructional Times

Arrival time is 30 minutes prior to the start of the instructional periods listed on the first page of this handbook. Departure time is 15 minutes after dismissal.

Individual school schedules may vary due to early dismissal, assemblies, testing, etc. Please check the assignment times in the Absence Management System.

Start Times:

ELEMENTARY SCHOOL HOURS: 7:40 – 2:05

MIDDLE SCHOOL HOURS: 8:30 -3:10

HIGH SCHOOL HOURS: 8:15 – 3:01

High School Late Arrival: Substitute teachers report at the regular arrival time and report to the school office for the adjusted schedule.

B. Early Dismissal

There are student early dismissal days throughout the year. Please refer to the District 100 school calendar for dates. *Substitute teachers will be paid a full day.*

C. Before the School Day Starts

1. Familiarize yourself with the room.
2. Check daily program or schedule.
3. Read the plan book.
4. Print your name on the board.
5. Review the seating chart to familiarize yourself with the student names.

D. The Start of the Day

1. Be in the room or at the door when the students arrive.
2. Greet the students.
3. Introduce yourself.
4. Follow the established routine as shown in the plans.
5. Check attendance carefully.

Your attitude will set the tone for the day. The initial impact of the substitute teacher is a key factor in successful classroom management. Self-confidence, initiative, resilience and resourcefulness, as well as patience, honesty, enthusiasm, and acceptance are some of the necessary requisites.

E. Class Control

A few simple suggestions will help you establish good class routines, provide for efficient learning situations, and establish mutual respect of teacher and student.

1. **Gain Respect.** Setting high behavioral expectations begins with you. You gain respect beginning with your appearance. Take time to engage in dialogue. Share expectations of the day.
2. **Expect good behavior.** Children tend to respond to whatever we expect of them. A few minutes of explanation at the start of the school day outlining your expectations will solve problems that may arise.
3. **Be fair and consistent.** Class control depends greatly on the degree of fair and consistent treatment. Children must know the “ground rules” before they will accept them.
4. **Recognize the importance of every child.** Children are human beings with personal feelings and individual differences. If possible, make personal corrections in private. At all times, avoid embarrassment, ridicule, and sarcasm. Positive comments or supplying “jobs” for some students will sometimes correct a trying situation.
5. **Do not leave the group.** If a situation does arise, notify the closest teacher so that the students in your room are not left unattended. Request assistance from an administrator.
6. Profanity or derogatory comments are never to be used to motivate or control students.
7. If discipline problems arise which you are not able to manage, an administrator should be contacted immediately.

F. The End of the Day

- Routine dismissal procedures should be in the Substitute Folder.
- Students are not allowed to remain in the building after dismissal without parental permission.
- Leave the room in an orderly fashion. Return teacher manuals to the appropriate location. Leave any assignments collected for the teacher.
- Leave a note for the teacher with any challenges to the day and how much of the lesson plan was completed.
- Return survey to office.
- Return any keys you were issued to school office personnel.

V. Professional Ethics

A. Professional Ethics of the Substitute

All information regarding students, parents, staff, or other school related matters is **confidential**. Negative comments, insulting remarks and/or inappropriate language regarding students or staff members are never acceptable.

B. Interacting with Students

Every parent knows that children benefit from gentle touches and hugs. Unfortunately, innocent gestures can be misinterpreted as inappropriate touching, excessive force, or even abuse. Touching children at school increases the risk that the school employees will face these types of accusations. School employees should use common sense to prevent false claims of abuse and inappropriate touching. (Edited from a document created by the Arizona Education Association.)

1. Avoid being alone with any student.
2. Avoid physical contact with students, which could be misunderstood.
3. Physical force to enforce discipline is not allowed.
4. Avoid communicating with students outside of school hours.
5. Avoid off-the-cuff comments with suggestive or double entendre overtones.
6. Do not be drawn into discussions of sexually explicit topics, such as tasteless jokes or suggestive song lyrics, politics, or religion.
7. If a student confides in you regarding a personal topic of a sexual nature, invite another adult to join the conversation and report the conversation in writing to the school counselor or administrator immediately.
8. Do not transport students in your personal vehicle.
9. Avoid any romantic contact with current or former students, even if the students are over 18 years old.

C. Removal of a Substitute

Any substitute may be removed from the list of substitutes by action of the Superintendent of Human Resources and thus become ineligible for assignment as a result of unsatisfactory evaluations, misconduct charges or exclusion reports, when there are repeated absences or refusals to accept assignments, or for other reasons.

VI. Policies

- A. **DCFS Mandated Reporter Status:** Employees of Belvidere School District 100 are mandated reporters under the Illinois Department of Children & Family Services Abused and Neglected Child Reporting Act [325 ILCS 5/4]. Employees (including substitutes) are required to report or cause a report to be made to the DCFS child abuse hotline; number 1-800-25-ABUSE (the Hotline operates 24 hours/day, 7 days/week, 365 days/year) whenever reasonable cause to believe that a child known to employee in their Employee or official capacity may be abused or neglected. An employee's failure to report suspected child abuse or neglect may be found guilty of a Class A misdemeanor.
- B. **Code of Ethics for Illinois Educators:** Under exhibit 5:120-E of the Code of Ethics for Illinois Educators, all school personnel are expected to maintain high standards in their school relationships and to maintain professional and appropriate relationships with students, parents, staff members, and others.
- C. **Technology Policy:** All use of the Internet shall be consistent with the District's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. This authorization does not attempt to state all required or proscribed behavior by users. However, some specific examples are provided. **The failure of any user to follow the terms of the *Authorization for Electronic Network Access* will result in the loss of privileges, disciplinary action and/or appropriate legal action.**
- D. **Employee Acceptance of Federal Regulations and Board Policy:** Belvidere Community Unit School District 100 and the Board of Education prohibits all employees from the use or manufacture of drugs, alcohol and tobacco on school property. It also prohibits all employees from physical or sexual harassment of other employees, students or third persons.
- E. **Global Compliance Network (GCN):** All employees are required to complete mandated training yearly.



SERVICE EXCELLENCE STANDARDS

The Belvidere School District believes in the importance of providing service excellence to all of our customers as well as each other. We believe that by living the Service Excellence Standards we will maintain a first class culture where families want to send their children, where our students wake up each morning excited to go to school and our staff can't wait to go to work!

Trust

I will be honest and transparent.

I will maintain confidentiality when necessary.

I will be accountable, follow through, and own my own mistakes.

Communication

I will be clear.

I will be accurate and reliable.

I will follow through in a timely manner.

Professionalism

I will be knowledgeable and accurate in my work.

I will be purposeful and passionate in my work.

I will be respectful and polite.

Approachability

I will be friendly and sincere.

I will be fully attentive to the people I interact with so they feel valued.

I will actively listen.

By signing this document you agree to live by these standards while working in our district.
Welcome to District 100!

Print Name

Date

Signature

Date