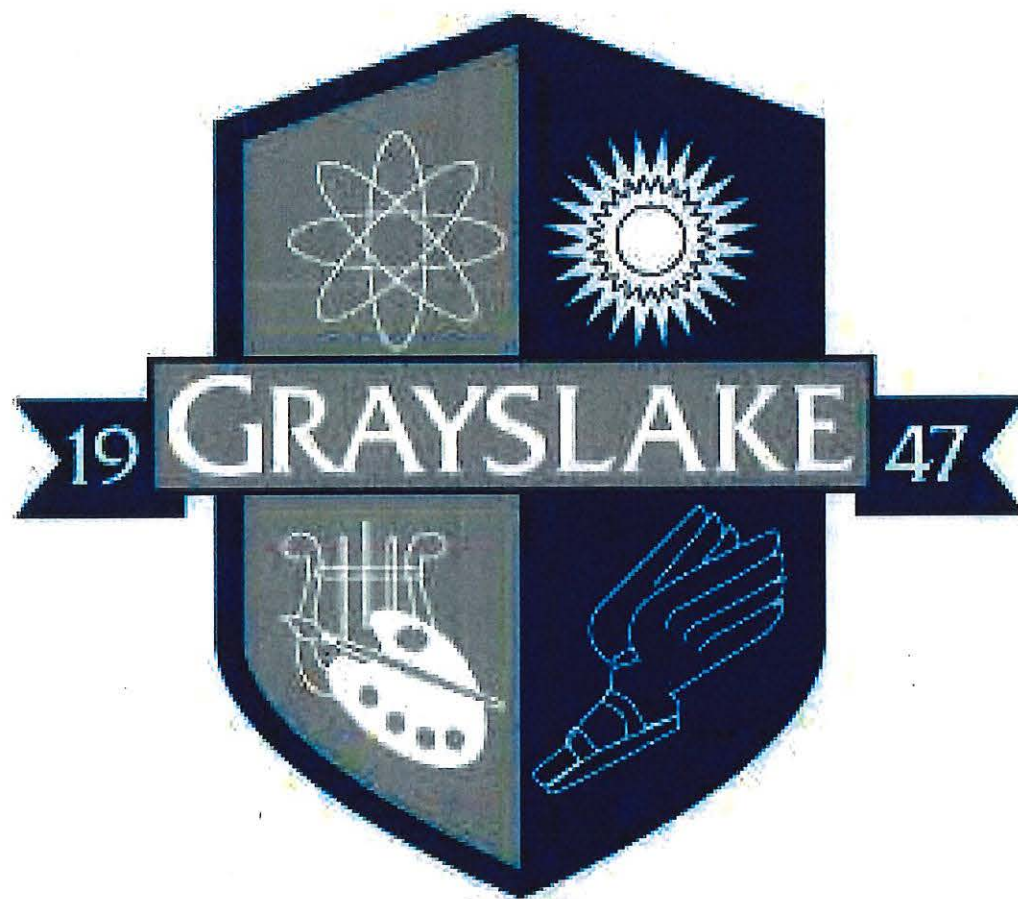


Grayslake Community High School District 127 Substitute Employee Handbook



Revised Summer 2018



Grayslake Community High School District 127

400 N. Lake Street
Grayslake, IL 60030
P: 847.986.3400
F: 847.231.6838
www.d127.org

Dear Substitute Employee:

Welcome to Grayslake Community High School District 127. The purpose of this handbook is to provide the substitute employee with practical information about the Grayslake District 127 schools, to provide references and helpful hints, and to offer guidelines in order to promote a positive experience for the substitute employee and District 127 students.

In Grayslake Community High School District 127 we consider your role a demanding and important one in the education of the students of this community. We appreciate the talent and services you offer to our students and staff and hope the following information will be of assistance to you. All Grayslake Community High School District 127 substitutes are required to familiarize themselves with the contents of this handbook. If you have questions or concerns that are not addressed in the handbook, please don't hesitate to contact the Personnel Department at (847) 986 – 3454.

Sincerely,

Renee Zoladz

Associate Superintendent for Instructional and Personnel Services

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Mission Statement

*We empower all learners to launch their futures
through relevant, engaging, authentic learning.*

District Administration

Dr. Mikkel Storaasli
Superintendent

Dr. Michael Zelek
Associate Superintendent/CSBO

Dr. Renee Zoladz
Associate Superintendent for Instructional and Personnel Services

Mark Kettering
Director of Special Education

Dr. Tracey Landry
Director of Curriculum and Instruction

Michael Marassa
Director of Technology

Board of Education

Edwin Brown
President

Kathleen Conlon-Wasik
Vice President

Ken Witkowski
Secretary

Russell Chamberlin
Ann Dingman
Amy Knutson-Strack
Douglas Nerge

District and School Contact Information



Grayslake Community High School District Office

400 N. Lake Street
Grayslake, IL 60030
(847)986-3400



Grayslake Central High School

400 N. Lake Street
Grayslake, IL 60030
(847)986-3300
School Hours: 7:30 a.m. – 2:45 p.m.



Grayslake North High School

1925 N. Rte. 83
Grayslake, IL 60030
(847)986-3100
School Hours: 7:55 a.m. – 3:10 p.m.

Substitute Services Support

Natalie Esterl

nesterl@d127.org
(847)986-3454

Payroll

Brooke Porembski

bporembski@d127.org
(847)986-3459

Central Sub Coordinator

Tracie Becker

tbecker@d127.org
(847)986-3367

Central Associate Principal
for Student Services

Mike Przybylski

mprzybylski@d127.org
(847)986-3370

North Sub Coordinator

Linda Feeney

lfeeney@d127.org
(847)986-3157

North Associate Principal
for Student Services

Megan Licht

mlicht@d127.org
(847)986-3165



Grayslake Community High School District 127

2018-2019

School Calendar

July-2018							August-2018							September-2018							Teacher Institute Days/No School
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Holidays/No School
1	2	3	4	5	6	7				1	2	3	4							1	Parent Teacher Conference Days
8	9	10	11	12	13	14	5	6	7	8	9	10	11	2	3	4	5	6	7	8	Emergency Days (if needed)
15	16	17	18	19	20	21	12	13	14	15	16	17	18	9	10	11	12	13	14	15	
22	23	24	25	26	27	28	19	20	21	22	23	24	25	16	17	18	19	20	21	22	
29	30	31					26	27	28	29	30	31		23	24	25	26	27	28	29	
														30							
October-2018							November-2018							December-2018							
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	
	1	2	3	4	5	6					1	2	3							1	
7	8	9	10	11	12	13	4	5	6	7	8	9	10	2	3	4	5	6	7	8	
14	15	16	17	18	19	20	11	12	13	14	15	16	17	9	10	11	12	13	14	15	
21	22	23	24	25	26	27	18	19	20	21	22	23	24	16	17	18	19	20	21	22	
28	29	30	31				25	26	27	28	29	30		23	24	25	26	27	28	29	
														30	31						
January-2019							February-2019							March-2019							
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	
		1	2	3	4	5						1	2						1	2	
6	7	8	9	10	11	12	3	4	5	6	7	8	9	3	4	5	6	7	8	9	
13	14	15	16	17	18	19	10	11	12	13	14	15	16	10	11	12	13	14	15	16	
20	21	22	23	24	25	26	17	18	19	20	21	22	23	17	18	19	20	21	22	23	
27	28	29	30	31			24	25	26	27	28			24	25	26	27	28	29	30	
														31							
April-2019							May-2019							June-2019							
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	
	1	2	3	4	5	6			1	2	3	4								1	
7	8	9	10	11	12	13	5	6	7	8	9	10	11	2	3	4	5	6	7	8	
14	15	16	17	18	19	20	12	13	14	15	16	17	18	9	10	11	12	13	14	15	
21	22	23	24	25	26	27	19	20	21	22	23	24	25	16	17	18	19	20	21	22	
28	29	30					26	27	28	29	30	31		23	24	25	26	27	28	29	
														30							

Students will follow a Late Start Schedule every Wednesday except for dates noted below

August 2018			January 2019		
Tuesday	08/14/2018	Institute Day - NO SCHOOL	Tues-Fri	January 1-4, 2019	Winter Break - NO SCHOOL
Wednesday	08/15/2018	Institute Day - NO SCHOOL	Monday	01/07/2019	School Resumes
Thursday	08/16/2018	First Day of Student Attendance	Monday	01/21/2019	Martin Luther King Jr Day - NO SCHOOL
September 2018			February 2019		
Monday	09/03/2018	Labor Day - NO SCHOOL	Friday	02/15/2019	Teacher Institute Day - NO SCHOOL
			Monday	02/18/2019	President's Day - NO SCHOOL
October 2018			March 2019		
Thursday	10/04/2018	Parent Teacher Conferences (Evening Only)	Mon-Fri	March 25-29, 2019	Spring Break - NO SCHOOL
Friday	10/05/2018	Parent Teacher Conferences NO SCHOOL			
Monday	10/08/2018	Columbus Day - NO SCHOOL			
November 2018			April 2019		
Wednesday	11/21/2019	Non Attendance - NO SCHOOL	Monday	04/01/2019	School Resumes
Thurs-Fri	November 22-23, 2018	Thanksgiving Break - NO SCHOOL	Friday	04/19/2019	NO SCHOOL
			Monday	04/22/2019	NO SCHOOL
December 2018			May 2019		
Mon-Fri	December 24-28, 2018	Winter Break - NO SCHOOL	Friday	05/24/2019	Last Day of Student Attendance (if no emergency days used)
Monday	12/31/2018	Winter Break - NO SCHOOL	Monday	05/27/2019	Memorial Day - NO SCHOOL
			June 2019		
			Monday	06/03/2019	Last Day of Student Attendance (if all emergency day used)

General Information

Qualifications

Substitute Teacher

All substitute teachers for District 127 must have a valid Illinois Professional Educator License (PEL) or Substitute License (SUB) registered in Lake County Region 34 in order to work in the district.

Substitute Paraprofessional

All substitute paraprofessionals must have a valid Illinois Professional Educator License or a valid Illinois Substitute License (SUB), registered in Lake County Region 34. For information and the location of the required forms please go to the Illinois State Board of Education website at <https://www.isbe.net/Pages/Educator-Licensure.aspx>

Substitute Nurse

All Nurse Substitutes must have a current Illinois RN license or current Illinois School Service Personnel License with a School Nurse Approved Program on file.

All Substitutes

Any substitute for the district must also have the following on file in the Personnel Office:

- | | |
|---|---|
| -Complete Online Application | -Signed DCFS Form |
| -Signed Policies/Procedures/Handbook Form | -Complete W-4 Forms (Federal & Illinois) |
| -Required Safe Schools Training | -Criminal History Background Investigation Form |
| -Fit to Work Physical | -Federal Employment Eligibility Verification Form (I-9) |
| -Signed Confidentiality Statement | -Signed Electronic Network Acceptable Use Form |
| -Teacher's Retirement System Membership/
Beneficiary Forms | -Fingerprint Based Criminal History Background Report |

Role of the Substitute Employee

Guest teachers are ISBE licensed personnel who are called to fill assignments for one day or more while regular teachers are absent, or to fill temporary positions created by emergencies. It is the responsibility of the guest teacher to further student learning, to teach the curriculum, to ensure student safety by maintaining order in the classroom, to maintain classroom records, and to fulfill any other teacher obligations that may be necessary (i.e. duty or supervision).

Guest paraprofessionals, RNs, and secretaries are also called to fill assignments while regular staff members are absent, or to fill temporary positions created by emergencies. It is the responsibility of all substitutes to further student learning, to teach the curriculum, to ensure student safety by maintaining order in the classroom, to maintain classroom records, and to fulfill any other obligations that may be necessary (i.e. bus duty or supervision).

Professional Responsibilities of the Substitute

All substitutes must first report to the school's Substitute Coordinator office to sign in on the substitute sign in sheet and pick up a substitute staff badge. Substitute teachers are required to complete the work related to the teaching day. This includes but not limited to the following:

1. Carry out lesson plans left by the regular teacher.
2. Assume attendance-taking responsibilities.
3. Whenever possible, correct papers for assignments given during the substitute's stay in the classroom.
4. Complete all reports normally required of the regular teacher.
5. Complete the regular assignments of the teacher, including supervision assignments such as: bus duty, hall duty, study hall, and other duties as assigned.
6. Be ready and willing to work as needed with administrative personnel during free periods. If a substitute employee is added to teach a class or engage in other types of work (supervision, etc.) during the regular teacher's free periods that substitute employee is EXPECTED to do so. A substitute employee will not receive additional salary for working during a regular teacher's free periods.

If a substitute has questions about any of the above or any other responsibilities, information may be obtained from the building administrator or department chairperson.

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 or his/her procedures to the students. Avoid discussion of students, teachers, or procedures at other buildings, especially in the teacher's lounge. Share any concerns by using the substitute feedback sheet for communication or talk to an administrator.

Please remember that substitute employees are on the same professional level as regular instructional staff and should follow the same ethical codes. Substitute teaching involves many different situations and often more than one school. Resolve never to compare one school with another, one principal with another, one teacher with another, or one set of students with another.

Confidentiality

In the course of your employment you may have access to information about students, other employees, district business and/or other school districts. Often this information is to be kept confidential. If you are uncertain about whether information is confidential, check with the department chairperson or building administrator BEFORE discussing it with anyone. Breach of confidentiality could result in disciplinary action up to and including dismissal.

Substitute Employee Compensation

The Payroll Office will prepare checks based on the absence reports submitted semi-monthly by each building. Substitute compensation rates for the 2018-2019 school year will be **\$125/day**

Payroll checks will be mailed directly to the substitute employee's home, with approximately a two-week delay, on the same regularly scheduled district paydays. Substitutes must have direct deposit for their checks the necessary documents are completed in the Personnel Department. Questions regarding your paycheck can be directed to our Payroll Department at (847) 986 - 3447. Substitutes are advised to keep track of their hours.

A full day substitute is paid for eight periods per day. Work assignments normally consist of five classes, 1 prep period, 1 supervisory duty period, and 1 period for lunch (duty-free). Period assignments are subject to change and if needed, you may be required to substitute for an additional class during a prep or supervisory duty period. Lunch is always a duty-free period.

Substitutes may arrive late or leave early if the prep period is at the beginning or end of the day only if the substitute teaches the full day.

Substitutes should always check in/out with the substitute coordinator before leaving the building during the day (including lunch and prep hours), and at the end of the day.

Long-term Assignments for teachers (10 or more consecutive days in the same position) are compensated at a higher rate due to the increased responsibilities (i.e. lesson planning, answering parent emails, grading, etc.) Compensation is determined from the teachers' salary schedule at the BA Step 1 daily rate.

Permanent substitute teachers are hired for one school year and are compensated at \$130/day. These substitutes are the only substitute employees who receive health benefits from District 127.

Amount of Time Teachers Can Work In Schools

The number of days a retired teacher can work in a school without impairing his/her retirement status will be 100 days.

Substitute teachers that are not classified as a retired teacher and have a valid Illinois PEL may work an unlimited amount of days in a single school district but not more than 120 days for a single teacher.

Change of Address or Phone Number

It is important that the District always maintains accurate information with respect to an employee's home address and phone number. This information is necessary for emergency contacts as well as for mailing of paychecks, insurance information, and other items. It is the responsibility of the employee to keep his/her supervisor and the Personnel Department up to date of any changes of address or phone number. Phone numbers that are "unlisted" will be considered confidential and distributed only to appropriate administrators. Please call 847-986-3454 or email nesterl@d127.org to update your information.

Classroom Management

The guest teacher is expected to maintain a safe and orderly classroom and is responsible for the conduct of the class. Below are some guidelines and suggestions for maintaining classroom discipline and to promote problem solving.

1. Be prepared – Arrive early in order to review lesson plans, familiarize yourself with the building and locate needed materials. Obtain information about any special activities that may affect the usual class schedule.
2. Take charge of the classroom – Start the class decisively. Greet the students at the door. Give the impression that you are in charge. Take roll efficiently. Make eye contact with each student. Give directions concisely. Be thorough, but brief.
3. Clarify expectations about student conduct – Use a classroom discipline plan. Most teachers have a plan that is usually posted in the room. If a discipline plan is not available, the guest teacher should implement his/her own plan. Give specific directions about actual behavior in a matter-of-fact tone to help students monitor their own behavior. Circulate frequently around the classroom.
4. Communicate the significance of learning – Minimize the time spent on procedural matters. Gain student attention and participation. Provide learner feedback and provide closure at the end of the class.

While it is the responsibility and goal of the Grayslake Community High School District 127 to provide educational opportunities to all children, it is important to be aware that when a student infringes on the basic rights of other students, teachers and/or administrators, it becomes the obligation of the school to respond in an appropriate fashion. No substitute is ever required to tolerate from a student any act of gross misconduct, including flagrant discourtesy, abusive and vile language or deliberate insubordination.

The intent of discipline is to correct student behavior. Students should never be demeaned, belittled, or inflicted with pain as a means to change behavior. "Corporal punishment is prohibited. Corporal punishment is defined as slapping, paddling, or prolonged maintenance of students in physically painful positions, or intentional infliction of bodily harm. Corporal punishment does not include reasonable force as needed to maintain safety for students, staff, or other persons, or for the purpose of self-defense or defense of property." (School Board Policy 7:190)

Emergency School Closing Information

Substitute staff can obtain district school closing information during in climate weather by checking the district website <http://www.d127.org>.

Emergency Procedures in the Buildings

The substitute teacher or paraprofessional should take a few minutes to become familiar with the building and the emergency procedures for the building. Each classroom and office has an Emergency Response procedures Flipbook. If the information cannot be located, please request it in the main office.

Instructions for fire and tornado drill exit procedures are posted near the door of each room. If the class is away from the classroom when the fire alarm sounds, leave the building through the nearest exit and proceed to a safe distance away from the building.

Crisis Response Plan

Each building site has an established Crisis Response Plan. In addition, Crisis Response Teams have been established to assist in managing tragedies that have significant impact on the work place/schools (i.e. student or staff deaths, natural disasters, etc...). All crises are reported to the Superintendent. **During a crisis staff members are not to talk to the media.** The Superintendent or administrative designee will distribute all information.

Building Security

As a substitute teacher, it is one of your duties to be aware of the people in the building. If you should see someone with whom you are not familiar, and they do not have a visitor, security, or employee badge on, approach the person and ask why he/she is in the building. Please direct the person to the school office where he/she must sign in and receive the proper badge.

If there is a threat to individuals within the school, an announcement will be made over the intercom saying, **“Attention all staff and students: We are in a lockdown situation. Please remain calm. All students and staff in the hallways or bathrooms report to the nearest supervised area until further notice.”** In this circumstance, teachers and substitutes will get all students, volunteers, and guests out of the hallways and into the classrooms (students shall go to the nearest classroom, not necessarily their own). Teachers and substitutes will also lock their classroom doors, turn off the lights, and move students to a portion of the classroom not visible from the hallway. Keep the students quiet; take attendance (make a list of those absent from your room and those students who you have taken into your room that are not your students). Listen for instructions from the administration and/or Police.

When there is no threat to individuals within the school but emergent circumstances require that the hallways be emptied, an announcement will be made over the intercom saying, **“Students and Staff, we are in a Soft Lockdown situation. Please remain calm. All students and staff in the hallways or bathrooms report to the nearest supervised area until further notice. All staff not in a class, please report to your departmental office.”** In this instance, follow the same procedures mentioned above, but it will not be necessary to move children away from the doorway. Wait for further instructions from an administrator as to when it is safe to resume normal activity.

Abused and Neglected Child Reporting

Any District employee who suspects or receives knowledge that a student may be an abused or neglected child, or for a student aged 18 through 21, an abused or neglected individual with a disability, shall: (1) immediately report or cause such a report to be made to the Illinois Department of Children and Family Services (DCFS) on its Child Abuse Hotline 800/25-ABUSE or 217/524-2606, and (2) follow directions given by DCFS concerning filing a written report within 48 hours with the nearest DCFS field office. The employee shall also promptly notify the Superintendent or Building Principal that a report has been made. All District employees shall sign the “Acknowledgement of Mandated Reporter Status” form provided by the Illinois Department of Child and Family Services. All employees must complete the Global Compliance Training entitled *Mandated Reporter – IL* upon employment and at least every 5 years after that date.

Any District employee who discovers child pornography on electronic and information technology equipment shall immediately report it to local law enforcement, the National Center for Missing and Exploited Children’s CyberTipline 800/843-5678, or online at www.cybertipline.com. The employee shall also promptly notify the Superintendent or Building Principal of the discovery and that a report has been made. (Board Policy 5:90)

Drug-and Alcohol-Free Workplace

All District workplaces are drug-and alcohol-free workplaces. All employees are prohibited from engaging in any of the following activities while on District premises or while performing work for the District:

1. Unlawful manufacture, dispensing, distribution, possession, or use of a controlled substance.
2. Distribution, consumption, use, possession, or being under the influence of an alcoholic beverage.
3. Possession or use of medical cannabis.

For purposes of this policy a controlled substance means a substance that is:

1. Not legally obtainable,
2. Being used in a manner different than prescribed,
3. Legally obtainable, but has not been legally obtained, or;
4. Referenced in federal or State controlled substance acts.

As a condition of employment, each employee shall:

1. Abide by the terms of the District policy respecting a drug-and alcohol-free workplace, and;
2. Notify his or her supervisor of his or her conviction under any criminal drug statute for a violation occurring on the District premises or while performing work for the District, no later than 5 calendar days after such a conviction.

District Action upon Violation of Policy

An employee who violates this policy may be subject to disciplinary action, including termination. Alternatively, the School Board may require an employee to successfully complete an appropriate drug-or alcohol-abuse rehabilitation program. The Board shall take disciplinary action with respect to an employee convicted of a drug offense in the workplace within 30 days after receiving notice of the conviction.

Should District employees be engaged in the performance of work under a federal contract or grant, or under a State contract or grant of \$5,000 or more, the Superintendent shall notify the appropriate State or federal agency from which the District receives contract or grant monies of the employee's conviction within 10 days after receiving notice of the conviction. (Board Policy 5:50)

Tobacco Prohibition

All District facilities and grounds are designated as smoke-free. The prohibition on the use of tobacco products apply both (1) when an employee is on school property, and (2) while an employee is performing work for the District at a school event regardless of the event's location. All District facilities and grounds are designed as smoke-free.

Employment At-Will

Unless otherwise specifically provided, District employment is at-will, meaning that employment may be terminated by the District or employee at any time for any reason, other than a reason prohibited by law, or no reason at all. Nothing in Board of Education policy is intended or should be construed as altering the employment at-will relationship. (Board Policy 5:270)

Equal Employment Opportunity

Grayslake Community High School District 127 provides equal employment opportunities to all persons regardless of their race, color, religion, creed, national origin, sex, sexual orientation, age, ancestry, marital status, arrest record, military status, order of protection status, 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, genetic information, physical or mental handicap or disability, if otherwise able to perform the essential functions of the job with reasonable accommodation, pregnancy, childbirth, or related medical conditions; credit history, or other legally protected categories.

Persons who believe they have not received equal employment opportunities should report their claims to the Nondiscrimination Coordinator and/or a Complaint Manager for the Uniform Grievance Procedure. These individuals are listed below. No employee or applicant will be discriminated or retaliated against because he or she initiated a complaint, was a witness, supplied information, or otherwise participated in an investigation or proceeding involving an alleged violation of this policy or State or federal laws, provided the employee or applicant did not make a knowingly false accusation nor provide knowingly false information. (School Board Policy 5:10)

Workplace Harassment

The school district expects the workplace environment to be productive, respectful, and free of unlawful harassment. District employees shall not engage in harassment or abusive conduct on the basis of an individual's race, religion, national origin, sex, sexual orientation, age, citizenship status, disability, or other protected status identified in Board Policy 5:10, *Equal Employment Opportunity and Minority Recruitment*. Harassment of students, including, but not limited to, sexual harassment, is prohibited by Board policy 7:20, *Harassment of Students Prohibited*.

Grayslake Community High School District 127 provides a workplace environment free of unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct, or communications constituting sexual harassment as defined and otherwise prohibited by State and federal law.

District employees shall not make unwelcome sexual advances or request sexual favors or engage in any unwelcome conduct of a sexual nature when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (3) such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment. Sexual harassment prohibited by this policy includes verbal or physical conduct. The terms intimidating, hostile, or offensive include, but are not limited to, conduct that has the effect of humiliation, embarrassment, or discomfort. Sexual harassment will be evaluated in light of all the circumstances.

A violation of this policy may result in discipline, up to and including discharge. Any person making a knowingly false accusation regarding harassment will likewise be subject to disciplinary action, up to and including discharge.

Aggrieved persons, who feel comfortable doing so, should directly inform the person engaging in

sexually harassing conduct or communication that such conduct or communication is offensive and must stop.

Employees should report claims of harassment to the Nondiscrimination Coordinator and/or use the Board policy 2:260, *Uniform Grievance Procedure*. Employees may choose to report to a person of the employee's same sex. There are no express time limits for initiating complaints and grievances under this policy; however, every effort should be made to file such complaints as soon as possible, while facts are known and potential witnesses are available. (Board Policy 5:20)

Nondiscrimination Coordinator:

Dr. Renee Zoladz
400 Lake Street
Grayslake, IL 60030
(847) 986 - 3448

Complaint Managers:

Dr. Renee Zoladz	Mr. Mark Kettering
(847) 986 - 3448	(847) 986 - 3460

DISCLAIMER

This Substitute Handbook is for your use as a source of information about Grayslake Community High School District 127 and your substitute role. Nothing in this Handbook creates or is intended to create a contract of employment, either express or implied. Nor does the Handbook provisions establish an employment relationship where one would not otherwise exist. You are an at-will employee or independent contractor of the District and your relationship with the District may be terminated by you or the District at any time, with or without cause.

Please note that you are subject to the policies of the District's Board of Education. Some, but not all, of those policies are summarized in the Handbook. In the event that a Board of Education policy and/or applicable law conflicts with a provision in the Handbook, the policy and/or law shall control. District 127 policies are available online at https://boardpolicyonline.com/?b=grayslake_127

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.

Required Online Professional Development Training

Need help? Email us at nesterl@d127.org

Safe Schools is our online professional development training. You should receive an email from Safe Schools inviting you to log into the system and also listing the required trainings.

Log on to the training at d127-il.safeschools.com

Username: your email

Tutorials to be completed by all Substitutes:

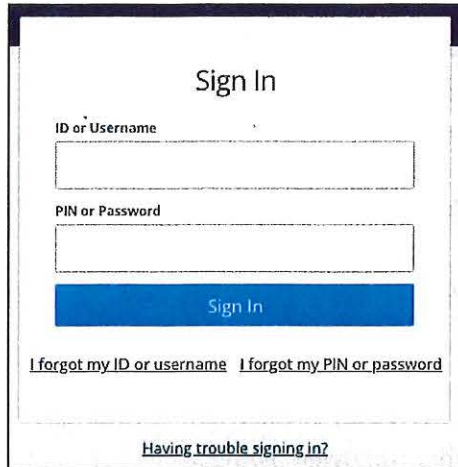
1. Bloodborne Pathogens Awareness
2. Diabetes Awareness
3. Cultural Competence and Racial Bias

All other tutorials are optional at this time. You are welcome to watch any additional videos but they are strictly optional and not a requirement for employment in District 127.

If you completed these trainings in another district, please send your certificate of completion to Natalie Esterl in the Personnel Department and she will update your employment file with this information. Natalie can be reached at nesterl@d127.org.



Absence Management



Sign In

ID or Username

PIN or Password

Sign In

[I forgot my ID or username](#) [I forgot my PIN or password](#)

[Having trouble signing in?](#)

SIGNING IN

To log in to the absence management application, type aesoponline.com in your web browser's address bar.

The Sign In page will appear. Enter your ID/username and PIN/password and click **Sign In**.

RECOVERING CREDENTIALS

If you cannot recall your credentials, use the recovery options or click the **"Having trouble signing in?"** link for more details.

SEARCHING FOR AVAILABLE JOBS

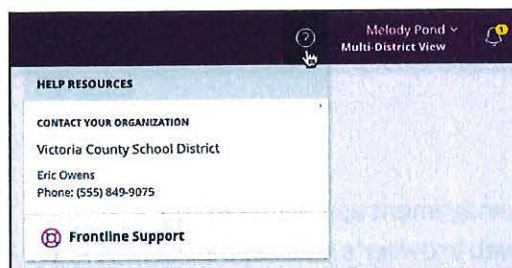
You can review available jobs directly on the homepage. These potential jobs appear in green on the calendar and in list form under the "Available Jobs" tab.

To accept a job, click the **Accept** button beside the absence (or click **Reject** to remove a job from the list).



The interface displays three monthly calendars for April 2018, May 2018, and June 2018. Available jobs are highlighted in green on the calendars. Below the calendars, there are four tabs: **2 Available Jobs**, **1 Scheduled Jobs**, **2 Past Jobs**, and **0 Non Work Days**. The **Available Jobs** tab is selected, showing a list of jobs. The first job is for **Barker, Bob** on **Mon, 4/30/2018** from **11:00 AM - 6:00 PM** for a **Full Day** at **Victoria County School District** and **Victoria County Community Schools**. The job has **Reject** and **Accept** buttons.

Date	Time	Duration	Location	Filter
Barker, Bob				
Mon, 4/30/2018	11:00 AM - 6:00 PM	1 Full Day	Victoria County School District Victoria County Community Schools	Reject Accept



GETTING HELP AND TRAINING

If you have questions, want to learn more about a certain feature, or want more information about a specific topic, click **Help Resources** and select **Frontline Support**. This opens a knowledge base of help and training materials.

ACCESSING ABSENCE MANAGEMENT ON THE PHONE

In addition to web-based, system accessibility, you can also find and accept available jobs, manage personal information, change your PIN number, and more, all on the phone.

When You Call into Absence Management

To call, dial **1-800-942-3767**. You'll be prompted to enter your ID number (followed by the # sign), then your PIN number (followed by the # sign).

When calling the absence management system, you can:

- Find available jobs – **Press 1**
- Review or cancel upcoming jobs – **Press 2**
- Review or cancel a specific job – **Press 3**
- Review or change your personal information – **Press 4**

When the Absence Management System Calls You

If an available job has not been filled by another substitute two days before the absence is scheduled to start, the system will automatically begin to call substitutes and try to fill the job.

Keep in mind, when the system calls you, it will call about one job at a time, even if you're eligible for other jobs. You can always call in (see "When You Call into Absence Management" section above) to hear a list of all available jobs.

Note: When the system calls, be sure to say a loud and clear "Hello" after answering the call. This will ensure that the system knows you picked up the call.

When you receive a call, you can:

- Listen to available jobs – **Press 1**
- Prevent absence management from calling again today – **Press 2**
- Prevent absence management from ever calling again – **Press 9**

If you are interested in the available job, **Press 1**. You will be asked to enter your PIN number (followed by the # sign). The absence management system will list the job details, and you will have the opportunity to accept or reject the job.



Grayslake Central High School



Grayslake Central High School
400 N. Lake Street
Grayslake, IL 60030
(847)986-3300

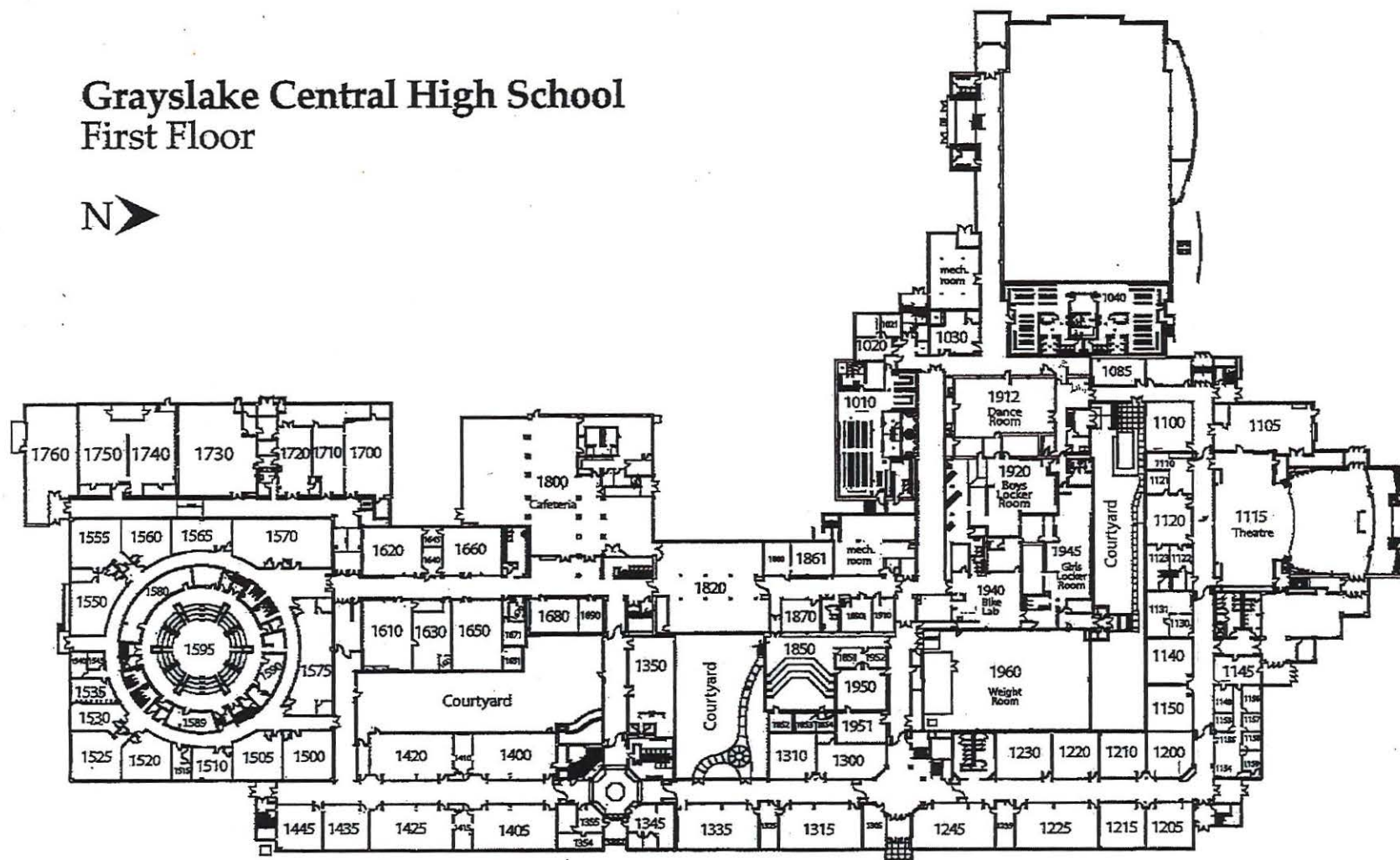
Substitute Coordinator
Tracie Becker
(847)986-3367
tbecker@d127.org

Central Bell Schedules

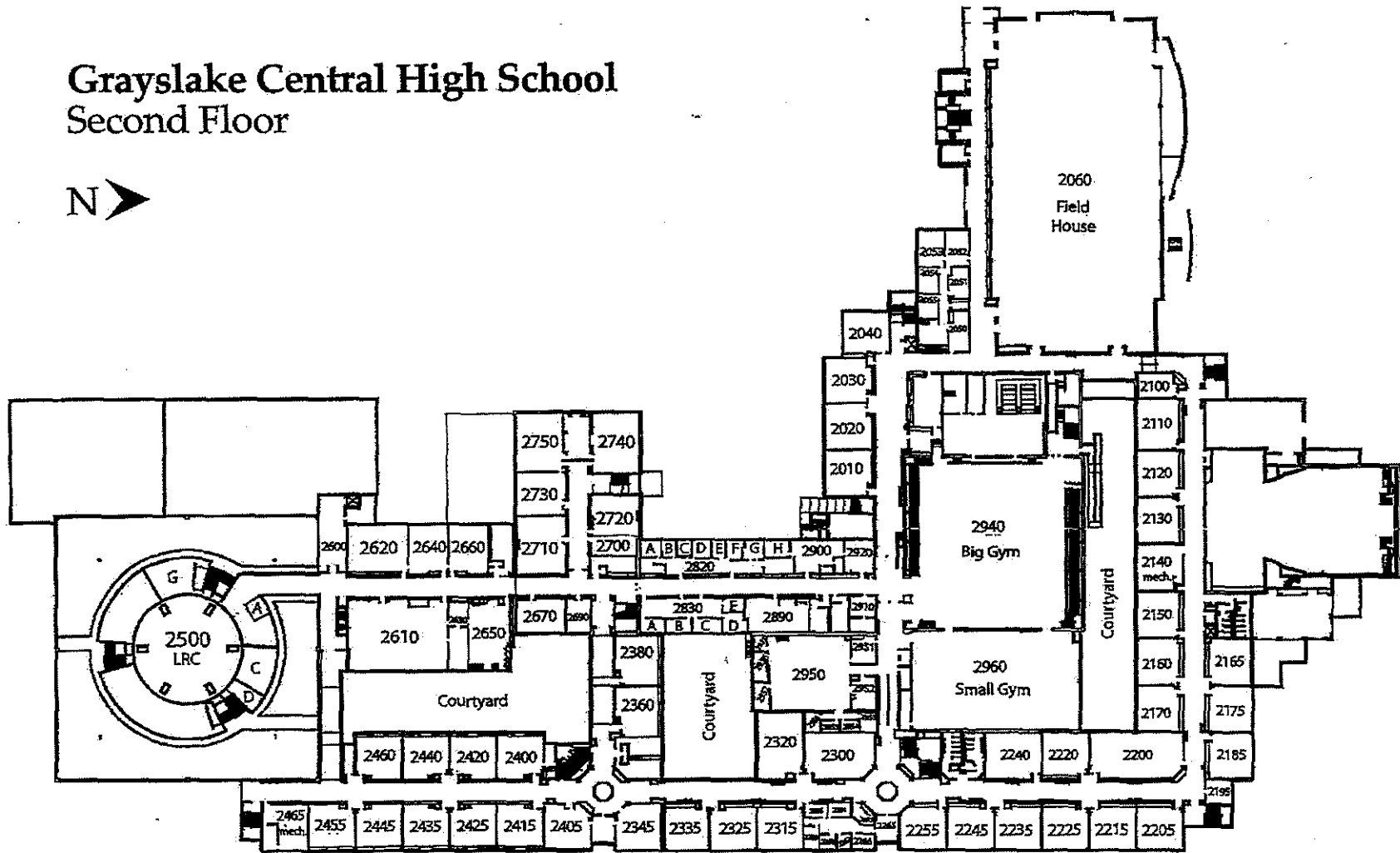
Bell Schedule			Late Arrival Schedule (Curriculum Workshop Days)		
	Starts	Ends		Starts	Ends
Period 0			Period 0		
Period 1	7:30	8:20	Period 1	8:50	9:30
Period 2	8:25	9:15	Period 2	9:35	10:15
Period 3	9:20	10:10	Period 3	10:20	11:00
Period 4 (Lunch)	10:15	11:05	Period 4	11:05	11:45
Period 5 (Lunch)	11:10	12:00	Period 5	11:50	12:30
Period 6 (Lunch)	12:05	12:55	Period 6	12:35	1:15
Period 7 (Lunch)	1:00	1:50	Period 7	1:20	2:00
Period 8	1:55	2:45	Period 8	2:05	2:45
Detention (Tues. and Thurs.)	2:50	3:40			

Late Arrival Schedule (Snow Delay)			Early Release Schedule		
	Starts	Ends		Starts	Ends
Period 0			Period 0		
Period 1	9:25	10:05	Period 1	7:30	8:04
Period 2	10:10	10:45	Period 2	8:09	8:42
Period 3	10:50	11:25	Period 3	8:47	9:20
Period 4	11:30	12:05	Period 4	9:25	9:58
Period 5	12:10	12:45	Period 5	10:03	10:36
Period 6	12:50	1:25	Period 6	10:41	11:14
Period 7	1:30	2:05	Period 7	11:19	11:52
Period 8	2:10	2:45	Period 8	11:57	12:30
Detention (Tues. and Thurs.)	2:50	3:40			

Grayslake Central High School First Floor



Grayslake Central High School
Second Floor



Attendance Procedures

ATTENTION SUBSTITUTE TEACHERS:

You must report class attendance to the attendance office EACH HOUR.

You can report attendance using any of the following methods:

- Call the Attendance Office at extension 5005
- Write down the absent students and turn the list in to the Attendance Office (Office # 1155)
- Turn in a class roster with attendance recorded on it to the Attendance Office (Office # 1155)

PLEASE BE SURE TO FILL OUT THE SUBSTITUTE FEEDBACK FORM. This can be put directly in the teacher's mailbox OR Tracie Becker's mailbox at the end of the day. If you are in the area of Office #2050, you can turn it in to Tracie Becker in person. This feedback form is very important, and is used as a tool by the teachers to see how the day/class went while they were absent. Thank you for your help!!

Classroom Rosters are hanging in a green file in every classroom. These are for emergency purposes only!! In the event you are asked to evacuate the building, take this file with you. Also....as you have time in the classroom, please familiarize yourself with the Emergency Response Procedures flip chart. This outlines what you need to do the event of an emergency.

Please call Tracie Becker at extension 3367 with any questions that you may have!

It's a great day to be a RAM!

Parking Procedures

Parking is available in the Faculty Lot near the Main Entrance of the building. If you cannot find a "Visitor Parking" spot, please park within the Faculty Lot. Check in with Security as you enter the building so they know your vehicle is in the lot. Please, DO NOT park in any space that is numbered, as those have been rented by the students for the year.

Duty Descriptions for Teachers at GCHS

Please find your duty and familiarize yourself with your responsibilities. A detailed description of each duty can be found in the Staff Manual under "supervisory responsibilities". Most of these duty descriptions reference signing in or out, the books are available in the Dean's Office.

Test Center:

Throughout the day teachers will put tests to be made up by students in a file. When students come in to the test center, check their pass and ID, have them sign in and give them their test.

The testing room needs to be silent.

The classroom teacher should indicate on the test or quiz whether calculator or other materials are allowed.

When the student has finished his/her test, you may sign their pass and send them back to study hall, unless there are less than 10 minutes remaining in the period, in which case, they should remain.

Return completed test to the classroom teacher's file. That teacher will pick up the test.

Lock everything when you leave!

Cafeteria Duty:

Rotate throughout cafeteria so students see you. Ask students to pick up after themselves as needed.

No food or beverage should leave cafeteria.

It is imperative to be up and walking around, and not sitting with your computer to supervise the cafeteria.

Work in conjunction with the security staff and hall monitors who are stationed in the café during the lunch hours. Students are not allowed to use IPODs, phones, or play cards during this time (list not all inclusive).

Voc Attendance/Café Duty

Do your best to try to keep the Voc students together so that they can leave the café and go to their bus to the Tech Campus. Make sure to take attendance. After the students have left for the Tech Campus, return to the café and supervise the remaining students. Historically, teachers have tried to keep the Tech Campus students in the Annex.

Academic Resource Center:

Teachers, either English or math, are assigned to the resource center. This is a place where students can come for help on their assignments.

Students must first report to study hall and use a pass to the ARC. Please have them sign in.

Study Hall

Take attendance and enter into Power School.

Any student leaving with a pass must sign out in the book in the study hall teacher's presence.

To leave study hall (to go to library, see another teacher, etc.) a student must have a pass from an academic classroom teacher. Study hall teachers should not issue passes to the library except on the rare occasion. Study hall teachers may issue passes to bathroom, locker, or offices. Students need to sign out when they leave.

Be sure to check times on passes upon their return.

Study hall is to be quiet study—no IPODs, card games, talking, food or drink (except café study halls).

Friday should not be considered a "free day".

It is recommended that you circulate around the room in order to help students with their work.

Sophomore Lunch/Study*

For most periods during the school year, these are held in the Arena. Previous experience gives the following recommendation- make a seating chart such that you can view all students from an area in the center of the Arena floor.

Take attendance and enter into Power School.

If students have passes to leave, have them sign out in the book.

Students should use this time as a quiet study hall– no IPODs, card games, talking, food or drink. Friday should not be a “free day”.

Freshman Transition*

The general rules are the same as Sophomore L/S above. The purpose of transition is for freshman to get acclimated to high school and learn the information they need to be successful high school students. You will be notified as activities are scheduled. Students should use this time as a quiet study hall when there is not a scheduled activity.

*On early release and late arrival days, report to the cafeteria to help with supervision as your Sophomore lunch/study or Freshman Transition will not meet.

Edgenuity

Our credit recovery program requires that staff remain vigilant in keeping the students on task so they can graduate on time. There is training for this duty. Staff can ask to remain as Edgenuity supervisors the following year.

SUBSTITUTE FEEDBACK FORM

Date: _____

Name: _____

Teacher name: _____

Please answer the following questions:

1. Were lesson plans available?
2. Were seating charts and/or class lists available?
3. Were directions clear?
4. Was there sufficient work for the students to do?

COMMENTS/CONCERNS you would like to share with the teacher:

Period 1:

Period 5:

Period 2:

Period 6:

Period 3:

Period 7:

Period 4:

Period 8:

***** Please return to Tracie Becker at the end of the day *****

Thank you for being a part of our Grayslake educational community. Please provide any suggestions that could improve your role as a teacher in our district.

Grayslake North High School



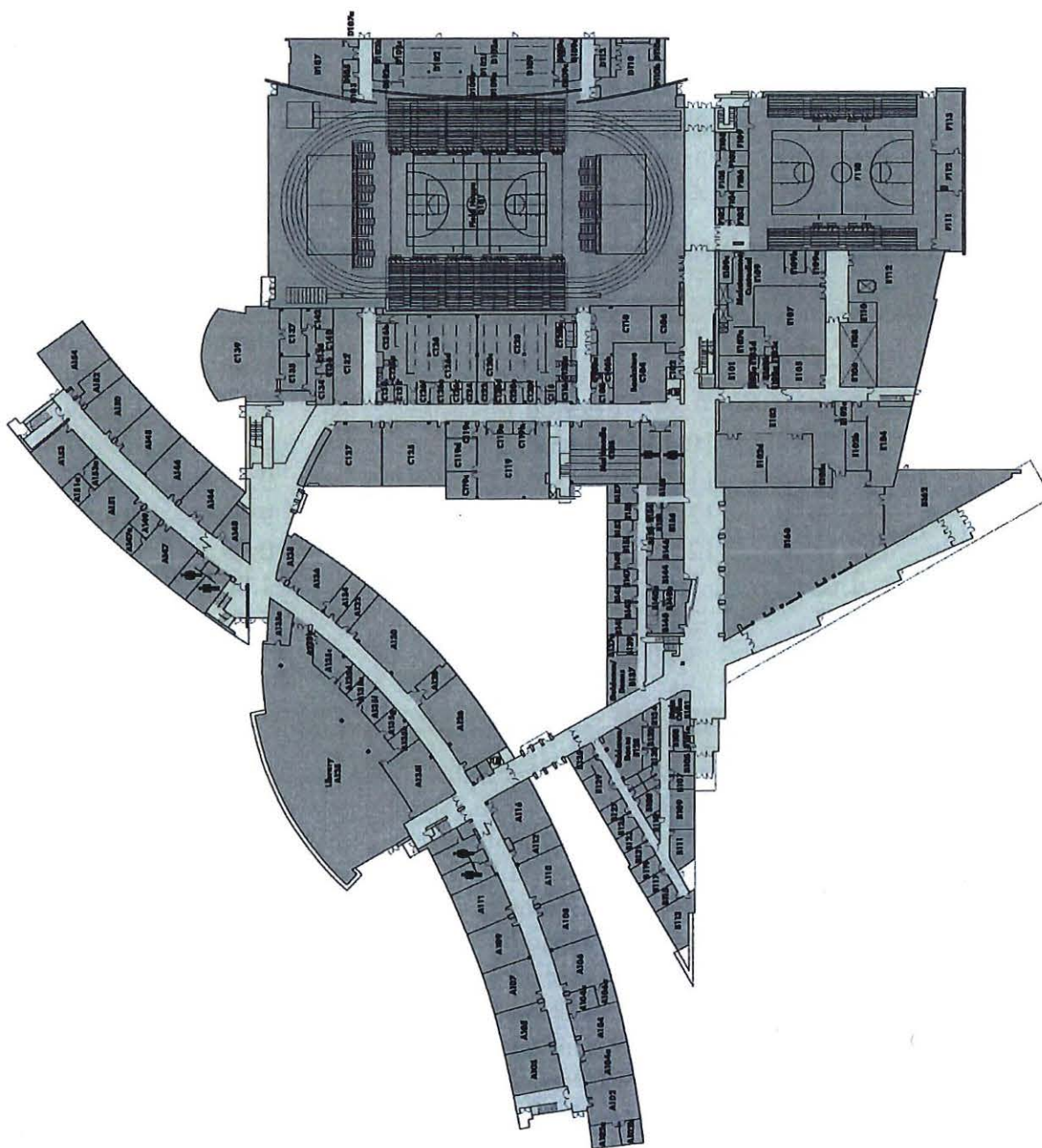
Grayslake North High School
1925 North Route 83
Grayslake, IL 60030
(847) 986-3100

Substitute Coordinator
Linda Feeney
(847) 986-3157
lfeeney@d127.org

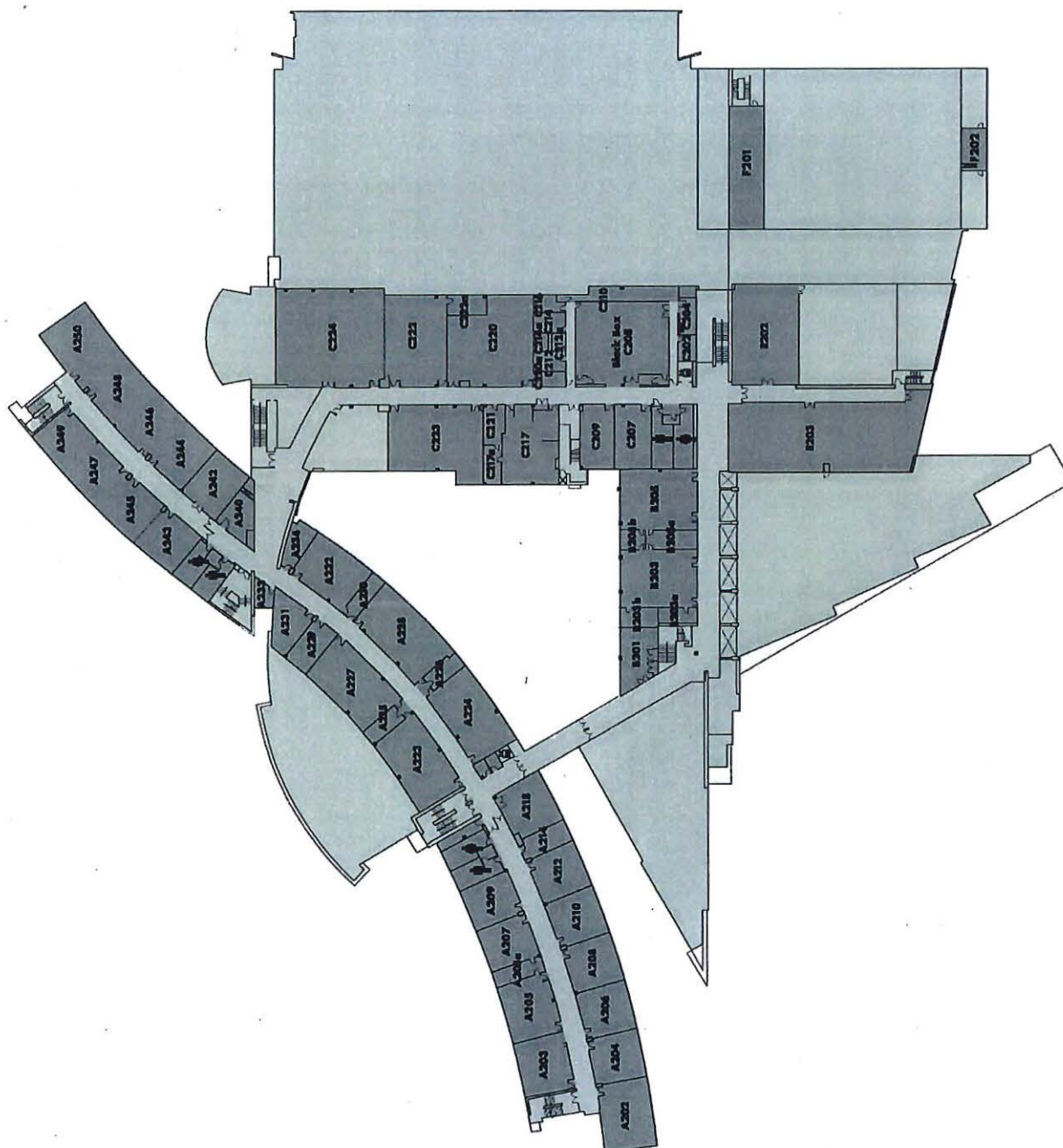
North Bell Schedules

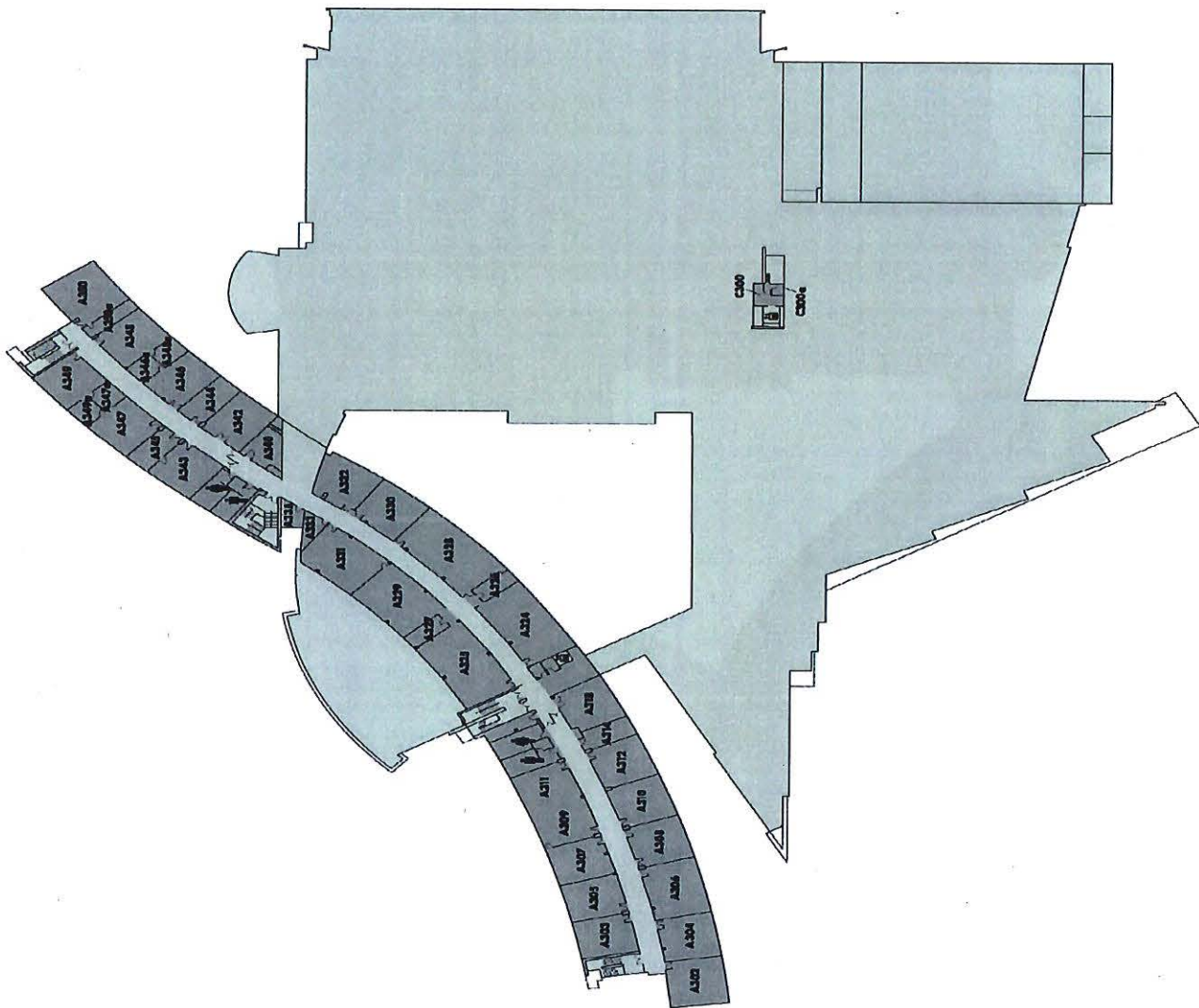
Bell Schedule			Lunch A Schedule		
	Starts	Ends		Starts	Ends
Period 0	7:00	7:50	Lunch 4a	10:40	11:05
Period 1	7:55	8:45	Lunch 5a	11:35	12:00
Period 2	8:50	9:40	Lunch 6a	12:30	12:55
Period 3	9:45	10:35	Lunch 7a	1:20	1:45
Period 4	10:40	11:30			
Period 5	11:35	12:25	Lunch B Schedule		
Period 6	12:30	1:20	Lunch 3b	10:15	10:40
Period 7	1:25	2:15	Lunch 4b	11:05	11:30
Period 8	2:20	3:10	Lunch 5b	12:00	12:25
Detention	3:15	4:05	Lunch 6b	12:55	1:20
(Tues. and Thurs.)					
Late Arrival Schedule (Curriculum Workshop Days)			Early Release Schedule		
	Starts	Ends		Starts	Ends
Period 0	8:25	9:10	Period 0	7:00	7:50
Period 1	9:15	9:55	Period 1	7:55	8:29
Period 2	10:00	10:40	Period 2	8:34	9:07
Period 3 (Lunch)	10:45	11:25	Period 3 (Lunch)	9:12	9:45
Period 4 (Lunch)	11:30	12:10	Period 4 (Lunch)	9:50	10:23
Period 5 (Lunch)	12:15	12:55	Period 5 (Lunch)	10:28	11:01
Period 6 (Lunch)	1:00	1:40	Period 6 (Lunch)	11:06	11:39
Period 7 (Lunch)	1:45	2:25	Period 7 (Lunch)	11:44	12:17
Period 8	2:30	3:10	Period 8	12:22	12:55
Late Arrival Schedule (Snow Delay)			Knights Way Schedule		
	Starts	Ends		Starts	Ends
Period 0	9:05	9:45	Period 0	8:25	9:10
Period 1	9:50	10:30	Period 1	9:15	9:53
Period 2	10:35	11:10	Lesson in 2 nd Period	9:58	10:14
Period 3	11:15	11:50	Period 2	10:14	10:52
Period 4	11:55	12:30	Period 3	10:57	11:35
Period 5	12:35	1:10	Period 4	11:40	12:18
Period 6	1:15	1:50	Period 5	12:23	1:01
Period 7	1:55	2:30	Period 6	1:06	1:44
Period 8	2:35	3:10	Period 7	1:49	2:27
Detention	3:15	4:05	Period 8	2:32	3:10
(Tues. and Thurs.)					

First Floor
N



Second Floor





Attendance Procedures

We have a new extension for reporting classroom absences.

Please remember, you need to report any absences during each class period you are subbing to **x5067**.

If there is no one absent, no call is necessary.

Attendance is to be taken at the beginning of each class period.

Please **do not** wait until the end of the day to report absences all at one time.

Parking Procedures

Please park in the faculty parking lot when you arrive on campus. This is the first parking lot on the left when you enter the Grayslake North campus.

Duty responsibilities

Please find your duty and familiarize yourself with your responsibilities. A detailed description of each duty can be found in the staff manual under “supervisory responsibilities”.

Test center: (A111) — Throughout the day teachers will place tests to be made up by students in a file. Students must sign in and present their I.D. to take a test. The students I.D. will be scanned. The testing room will remain silent. There are no cell phones or electronic devices allowed in the test center. The classroom teacher can/should indicate on the test/quiz whether calculators or other materials are allowed. Return completed test to the classroom teacher’s file. Lock everything when you leave.

Study hall: café — Take attendance!! Teachers are to be mobile!! Move around the café. When the cafeteria is open students are allowed to eat, drink, buy, etc. They are responsible for their garbage, etc.

Study hall (variety of classrooms) — Follow the guidelines in the student handbook on page 63. Take attendance!! Students are allowed to get help in the academic resource center (a135i) or take tests in the test center (a135c) during their study halls. Students will not need to “check in” with study hall supervisor to attend the lab or test center, they will have their id scanned in those areas.

Freshman transitions: (hours 3, 7) — In the café all hour. Hour 3 will have transition first, lunch second. Hour 7 will have lunch first, transition second.

Freshman transitions: (hour 4-5-6) — Teachers will remain in their assigned classroom and supervise students in a quiet study hall setting. Periodically you will have lessons to present involving information to students ***on early release and late arrival days, report to the café to help with supervision as your transition will not meet in their classroom.

Cafeteria duty — Rotate throughout the cafeteria so students can see you. It is imperative to up and walking around the entire lunch period and not sitting with your computer at a table. Watch the lunch lines at the beginning of the period. Café should not be left a mess at the end of the lunch period. Please stand by doors at the end of the period to ensure no students leave early.

Academic resource (ARC)/Math/English Labs — Have students sign in using their I.D. Main responsibility is to ensure students are receiving help.

Edgenuity — Students will be assigned as a result of team meetings amongst the Student Service Team. This duty requires that staff remain vigilant in keeping the students on task so they can graduate on time. There is training for this duty that will be set up with Patrick O’Connell. Staff can ask to remain as Edgenuity supervisors the following year. Guidance department chair, Patrick O’Connell is the Edgenuity coordinator.

Tech. attendance: (hour 1 and 6) — Assigned teacher will take attendance and report absences to attendance office. Hour 1 meet students and take attendance in the café. Hour 6 meet students outside B162. After the students have left for tech campus, return to the café and supervise remaining students.

Drivers Ed. Study hall (café M-W-F) — Teachers assigned to drivers ed. Study hall will meet the students in the café on M-W-F. On Tues.-Thur., teachers will be in their assigned study hall duty (most likely in the café). You will receive notification when this will begin.

SUBSTITUTE FEEDBACK FORM

Date: _____

Name: _____

Teacher name: _____

Please answer the following questions:

1. Were lesson plans available?
2. Were seating charts and/or class lists available?
3. Were directions clear?
4. Was there sufficient work for the students to do?

COMMENTS/CONCERNS you would like to share with the teacher:

Period 1:

Period 5:

Period 2:

Period 6:

Period 3:

Period 7:

Period 4:

Period 8:

****** Please return to Linda Feeney at the end of the day ******

Thank you for being a part of our Grayslake educational community. Please provide any suggestions that could improve your role as a teacher in our district.