SUBSTITUTE HANDBOOK

Prospect Heights
School District 23



Prospect Heights School District 23

SCHOOL DIRECTORY

Administration Center	
700 N. Schoenbeck Rd., Prospect Heights	**847/870-3850**
Don Angelaccio, Ed.D., Superintendent	847/870-5550
Craig Curtis, Ed.D., Assistant Superintendent for Teaching & Learning	847/870-5551
Amy McPartlin, Assistant Superintendent for Finance & Operations	847/870-5552
Chrystyna Sroka, Ed.D., Assistant Superintendent for Student Services	847/870-5580
Chris Alms, Director of Technology	847/870-5556
Luis Gonzalez, Director of Operations	847/870-5581
Carrie Hayes, Human Resources Coordinator	847/870-5553
Debbie Macek, Payroll Specialist	847/870-5558
MacArthur Middle School (Grade 6-8)	
710 N. Schoenbeck Rd., Prospect Heights	**847/870-3879**
Camron Nystrom, Ed.D., Principal	847/870-5190
Michael Kaper, Assistant Principal	847/870-5191
Anne Sullivan School (Grades 4-5)	
610 N. Schoenbeck Rd., Prospect Heights	**847/870-3865**
Traci Meziere, Principal	847/870-5380
Betsy Ross School (Grades 2-3)	
600 N. Schoenbeck Rd., Prospect Heights	**847/870-3868**
Stephanie Gage, Ed.D., Principal	847/870-5151
Eisenhower School (Grades Pre-K – 1)	
1 N. Schoenbeck Rd., Prospect Heights	**847/870-3875**
Luke Lambatos, Ed.D., Principal	847/870-5040

Frontline (AESOP) CONTACT INFORMATION

https://app.frontlineeducation.com

DISTRICT 23 CONTACT INFORMATION

Carrie Hayes – 847/870-5553

chayes@d23.org

Prospect Heights School District 23

Introduction

District 23 feels that substitute teachers are essential to the continuity of a successful educational program. While substituting in our school, you are viewed as a member of our professional staff. We would like your experience to be pleasant and self-satisfying. May we thank you in advance for your valuable contribution to the ongoing education of our students.

Any special concerns of yours or suggestions for improvement of our substitute program would be welcome. Please feel free to contact the Principal or the Superintendent.

Sincerely,

Don Angelaccio, Ed.D.
Superintendent

Prospect Heights School District 23

SUBSTITUTE TEACHER AND SUPPORT STAFF RATES

RATE	ASSIGNMENT
$143/day	Daily Rate Day-to-day Substitute
$71.50/day	Half Day Rate
$163/day	D23 Retired Teacher Rate
$239/day	LONG-TERM SUBSTITUTE TEACHER Rate *Will be paid the daily rate until the 21st consecutive day **in the same assignment.** After the 21st consecutive day, will receive the Long-term Sub Rate and retroactive pay for initial 21 days.

Substitutes who serve in teacher aide or clerical positions are paid at $143/day or $71.50/half day with no increase in the rate, regardless of the duration of service in the aide or clerical position.

PROCEDURES

HIRING REQUIREMENTS

If the district is hiring substitute teachers and education support professionals, district administrators will interview applicants. Please complete the online application at www.d23.org.

All substitute teachers for District 23 must have a valid Illinois Professional Educator License (PEL) or Substitute License (SUB) registered in North Cook Region 05 in order to work in the district. Substitute program assistants must have a PEL, SUB, or ELS (PARA) license. Program assistant who hold an ELS (PARA) license and have a Bachelor's Degree on file with the Illinois State Board of Education may also sub as a teacher. All Nurse substitutes must have a current Illinois RN license or PEL with the School Nurse endorsement.

It is also required that substitutes must obtain a fingerprint-based background check through the North Cook Intermediate Service Center in Des Plaines (847/824-8300) prior to substitute teaching in the district.

Effective July 1, 2023, districts are required to conduct an Employee History Review (EHR) of prior employers to determine if they have been the subject of a sexual misconduct allegation, been discharged, been asked to resign, or were disciplined due to an adjudication or finding of sexual misconduct (Faith's Law). Applicants who are offered a position will be required to affirm that they are not disqualified from employment for these reasons and to authorize this review.

If hired, the substitute teacher will complete the employment process through Human Resources. You will be given information on the Frontline (formerly known as Aesop) electronic substitute calling system, have your ID photo taken and be given any additional information regarding our buildings.

While actively on the district sub list, you will be contacted at the end of each school year to inquire whether you wish to continue substituting for District 23.

SUBSTITUTE TRAINING

We will be utilizing the Global Compliance Network (GCN) to complete state mandated training. All tutorials must be complete by October 1st of the current school year and may be viewed during free periods of sub assignments. If a sub has completed any of the same tutorials for another district, they can submit a copy of the certificate of completion to Human Resources.

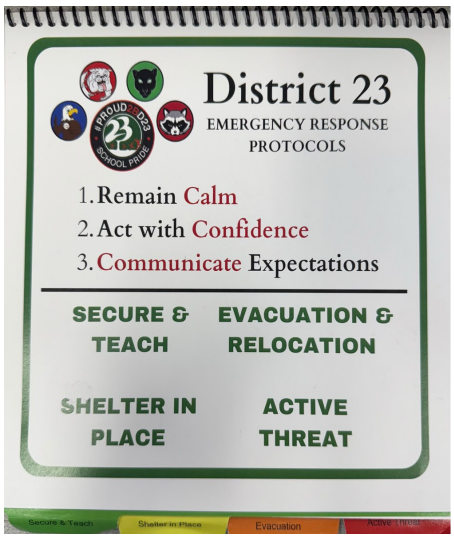
In addition to the training tutorials, we will host various training sessions throughout the year relating to the different systems used in our classrooms. Information will be provided through the Frontline web alerts.

Emergency Response Procedures

District 23 has developed a standardized school emergency and crisis plan in cooperation with local Police and Fire Departments. Link to D23 Emergency Procedures: https://docs.google.com/document/d/1mryklCKigxmkUl8BtHIQWI-rp8dRA_2dSDEcE66uN00/edit?usp=sharing. This plan addresses a wide range of potential crises and emergencies and outlines the roles and responsibilities of administrators and staff members, including substitute teachers, in these situations. In addition to this plan, emergency flip chart response procedures are posted in every classroom to ensure all staff members know the

established procedures. These are typically stored in the emergency folder (red) by the classroom door.

During any emergency situation, our responsibility is to make quick decisions and take actions to maintain the safety of our students, colleagues, and ourselves. All other directives and procedures stem from the essential actions that follow.



ASSIGNMENTS

The number of days a retired teacher can work in a school year without impairing their retirement status is 120 days/600 hours post-retirement. These limits are extended until June 30, 2029, then will go back to 100 days/500 hours. It is the responsibility of the retired teacher to keep track of their days.

Substitute teachers that are not classified as a retired teacher and have a valid PEL may work an unlimited amount of days is a single school district, but not more than 120 days in a single consecutive assignment. A substitute teacher with a SUB license may work an unlimited amount of days in a single school district, but not more than 90 days in a single consecutive assignment.

We sincerely hope that you will make yourself available for a reasonable percentage of our substitute assignments. If you repeatedly decline substitute assignments, we will presume that it is mutually desirable to cease contacting you. Should you have a personal situation that would prevent you from substituting for a period of time longer than can be scheduled in Frontline, it would be most helpful if you would call Carrie Hayes at 847/870-5553 to inform us of your temporary unavailability. It is important to keep the district informed of your status.

Due to the Affordable Care Act, there is a restriction of 91 hours per month set by the district to limit the number of hours a substitute may work in any capacity for the district over the course of a school year. This is managed through the Frontline substitute calling system, and if the limitation is reached, Frontline will show that no jobs are available to you for the balance of that month. Long-term substitute teachers are exempt for the duration of the specific assignment, but will be subject to any necessary limitations after the assignment is completed.

SCHOOL DAY

Your school day is the same as the teacher or support staff for whom you are substituting and you are expected to fulfill the regular duties of the staff member for whom you are subbing, which may include lunch supervision, bus duty or other duties assigned by the principal or assistant principal. The regular substitute day for grades kindergarten through 5th is from 7:50 a.m. – 2:50 p.m. If you are a half-day sub, the morning hours are 7:50 a.m. to 11:20 a.m. and

the afternoon hours are 11:20 a.m. to 2:50 p.m. MacArthur hours are 8:20 a.m. – 3:20 p.m., but you should expect to arrive at least 10 minutes earlier, as the students arrive at 8:25 a.m. If you are a half-day sub at MacArthur, the morning hours are 8:20 a.m. – 11:50 a.m. and the afternoon hours are 11:50 a.m. – 3:20 p.m. You should expect to arrive early at all schools to accommodate for traffic due to parking and student drop off, but no later than the above stated start times. You are also expected to stay for the entire shift, even if the school day ends earlier.

When arriving at any of the school buildings, please report to the office. You will need to sign in on the "Substitute Sign-in Sheet". The principal or designee will then give you specific instructions, if necessary. Substitute teachers are required to complete the work related to the teaching day. You may also have received instructions and/or lesson plans as an attachment in Frontline. Lesson plans of the regular teacher or support personnel should be followed as closely as possible. In the event no lesson plans are available, please notify the principal or designee for instructions.

A duty-free lunch period may be provided, and lunch may be purchased through the school lunch program. Arrangements for your lunch must be made before 8:30 with the school secretary. You are welcome to use the staff lounge and any appliances made available to our regular staff.

If you are required to fill in as a lunch supervisor during your duty-free lunch period, you will be compensated at the current year's lunch supervision rate. You should complete a time card at the school building, which the principal will sign and forward to payroll.

COMPENSATION AND BENEFITS

Substitutes are paid only for actual days worked. Substitutes are paid $143 per day for random subbing. The rate of pay for a long-term teaching assignment is $239 per day after working 21 consecutive days in the same assignment. After working the 21st consecutive day, you will be paid the long-term sub rate and retroactively paid the difference of $96 for the initial 21 days.

Substitutes who serve in teacher aide or clerical positions are paid at a basic daily rate of $143, with no increase in the rate regardless of the duration of service in the aide or clerical position.

Substitutes are paid on the 15th and 30th of each month. If you work anytime from the 1st to the 15th day of a month, you will be paid for those days on the 30th of that month. If you work anytime from the 16th to the last day of a month, you will be paid for those days on the 15th of the following month.

Employees are paid by electronic deposit and must access the district financial system to view and/or retrieve their advice of deposit. The link to the School ERP Pro Employee Portal is: https://tyler-prospectheightssd23il.okta.com/

Complete directions for logging in to the portal and viewing and printing are included with this handbook.

CONTINUED EMPLOYMENT

The school district has regularly scheduled breaks, including the summer break, when school is not in session. During these breaks the district provides you the assurance, in good faith, that you will return to work in the same or similar position at the completion of the break. Your continued employment is on an at-will basis, which means you or the district may cease employment at any time. If you decide to discontinue substituting for District 23, please contact Carrie Hayes at 847/870-5553 to let her know your intentions.

GENERAL RESPONSIBILITIES

Substitutes are expected to behave in a professional manner; this includes refraining from making judgmental and/or inappropriate remarks to others about personnel, students, parents, programs, facilities or schools in general. District 23 expects all substitutes to use good judgment in making decisions regarding proper supervision, safety, and appropriateness of the activities and materials as related to age of the children involved. **Non-class time responsibilities of the absent teacher shall be assumed by the substitute. This would include hall-duty, lunch duty, bus duty, playground, and times when students change classes from one room to another. Please come prepared and dress accordingly, as you may be outside for a period of time.**

One of the most important qualities a good substitute teacher demonstrates is strong classroom management. Occasionally, students will test a substitute to see where the limits are set. We expect our students to behave and to demonstrate courteous behavior at all times. This should be your expectation in every classroom in our school district. Please be aware that District 23 policy prohibits the use of corporal punishment.

All accidents (student or teacher) must be reported immediately to the school office. An accident report must be filled out for any injury by the end of the school day. Accident report forms are available in the nurse's office. You are covered under Workmen's Compensation insurance for any injury sustained in the course of normal school duties. Such injuries must be reported immediately to the building principal.

When children become ill, they should be sent to the nurse's office.

You should know the Fire Drill and Disaster procedures for the building in which you are working. Signs are posted in all District 23 classrooms. You should recognize the fire alarm and disaster signals, and also know how to report a fire. Familiarity with these drill procedures will enable you and the students to leave the building in a rapid, orderly manner.

Student records are confidential and the information found in them should never be discussed except with professional school personnel. If parent's request their child's records, refer them to the principal.

EMERGENCY SCHOOL CLOSINGS

In the event that school must be closed for emergency purposes prior to opening in the morning, individuals will be contacted by The School Messenger system. Notification will also be posted on the district website. Early monitoring of radio broadcasts is also recommended.

CONFIDENTIALITY

District employees are responsible for maintaining: (1) the integrity and security of all internal information, and (2) the privacy of confidential records, including but not limited to: student school records, personnel records, and the minutes of, and material disclosed in, a closed Board of Education meeting. Internal information is any information, oral or recorded in electronic or paper format, maintained by the District or used by the District or its employees. The Superintendent or designee shall manage procedures for safeguarding the integrity, security, and, as appropriate, confidentiality of internal information.

PROHIBITION OF HARRASSMENT

School District 23 prohibits harassment against any employee, applicant for employment, volunteer, student, or student applicant based upon race, color, religion, sex, age, sexual orientation, national or ethnic origin, marital status or disability. Persons alleging such harassment based upon race, color, religion, sex, age, sexual orientation, national or ethnic

origin, marital status or disability shall use the grievance procedures provided in School Board approved policy. (Board Policies 5:20, 7:20, 7:180, 2:260)

ABUSED AND NEGLECTED CHILD REPORTING

Any District employee who suspects or receives knowledge that a student may be an abused or neglected child shall: (1) immediately report or cause 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. The Superintendent or Building Principal shall immediately coordinate any necessary notifications to the student's parent(s)/guardian(s) with DCFS, the applicable school resource officer (SRO), and/or local law enforcement.

Any District employee who discovers child pornography on electronic and information technology equipment shall immediately report it to the Superintendent or Building Principal.

Any District employee who observes any act of hazing that does bodily harm to a student must report that act to the Building Principal, Superintendent, or designee who will investigate and take appropriate action. If the hazing results in death or great bodily harm, the employee must first make the report to law enforcement and then to the Superintendent or Building Principal. Hazing is defined as any intentional, knowing, or reckless act directed to or required of a student for the purpose of being initiated into, affiliating with, holding office in, or maintaining membership in any group, organization, club, or athletic team whose members are or include other students. (Board Policy 5:90)

DRUG AND ALCOHOL FREE WORKPLACE; TOBACCO PROHIBITION

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 an illegal or controlled substance, or being under the influence of any illegal substance or any detectible use of any illegal substance regardless of when or where the use occurred.

2. Distribution, consumption, use, possession, or being under the influence of an alcoholic beverage; being present on District premises or while performing work for the District when alcohol consumption is detectible, regardless of when and/or where the use occurred.
3. Possession or use of medical cannabis. (Board Policy 5:50)

BOARD POLICIES

It is important that employees understand the full range of their duties and responsibilities as well as policies and procedures. If you have any questions, please discuss them with your Principal, or contact the Superintendent's office. In addition to this Substitute Handbook, you are also directed to the following sources for information and guidance. A complete copy of the Board Policy Manual is available on line and can be found on our website at www.d23.org under the "Board of Education" tab.

EQUAL OPPORTUNITY EMPLOYER

Prospect Heights School District 23 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; 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, unless a satisfactory credit history is an established bona fide occupational requirement of a particular position; or other legally protected categories. No one will be penalized solely for his or her status as a registered qualifying patient or a registered designated caregiver for purposes of the Compassionate Use of Medical Cannabis Pilot Program Act, 410 ILCS 130/.

SUGGESTIONS FOR IMPROVEMENT

You are invited to make comments and suggestions as to how our substitute procedures might be improved. Procedures that school personnel can perform to make the work of the substitute teacher and support staff more effective will receive immediate attention. Problems might be overlooked if they are not called to our attention. Your cooperation in helping us to improve our substitute procedures will be very much appreciated.

Prospect Heights School District 23

Substitute Handbook
Acknowledgement Statement

This handbook has been prepared as a guide and sets forth general information, which should assist you during your employment as a substitute in District 23. The policies described in this handbook are not intended to be conditions of employment, nor does its terms give a substitute any contractual rights relating to their employment.

The District 23 School Board reserves the right to alter, modify, amend or terminate these policies in content or application as it deems appropriate, subject to applicable law(s), and these changes may be implemented even if they have not been communicated, reprinted, or substituted in this handbook.

I acknowledge receipt of the substitute handbook, and I agree to read and abide by the policies and procedures set forth and referenced in it.

_____ _____

Employee Signature Please Print Name

_____

Date