
HANDBOOK FOR SUBSTITUTES

2023-2024



River Trails School District 26
1900 East Kensington Road
Mt. Prospect, IL 60056

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WELCOME TO RIVER TRAILS SCHOOL DISTRICT 26

The goal of School District 26 is to provide an exceptional educational program for its students during each day of the school year. We would be unable to achieve this goal without the fine services provided by our substitute teachers. Students, teachers, parents, and administrators appreciate your work in our district.

The purpose of this handbook is to give you basic information about our system. For answers to your other questions, please feel free to ask the building principals or the staff at the Educational Service Center.

As a River Trails substitute, you make an important contribution to the education of our children. When an employee must be absent, it is reassuring to have qualified substitutes handling the position.



Euclid Elementary

711 E. Euclid Ave.
Mt. Prospect, IL 60056
Phone (847) 259-3303



Indian Grove Elementary

1340 Burning Bush Ln.
Mt. Prospect, IL 60056
Phone (847) 298-1976



Prairie Trails School

805 Burning Bush Ln.
Mt. Prospect, IL 60056
Phone (224) 265-9900



River Trails Middle School

1000 N. Wolf Rd.
Mt. Prospect, IL 60056
Phone (847) 298-1750

DISTRICT DIRECTORY

DISTRICT OFFICE FREQUENT CONTACTS

1900 E. Kensington Road, Mt. Prospect 60056
847-297-4120

Dr. Jodi Megerle-Superintendent of Schools
Mr. Jay Lerch - Payroll
Ms. Lisa Sulek - Human Resources Specialist
Ms. Alicia Duell -Director of Innovation and Technology

EUCLID SCHOOL

1211 N. Wheeling Road, Mt. Prospect 60056
847-259-3303

Ms. Karen Daly-Principal
Mrs. Sarah Hogan-Assistant Principal
Mrs. Claudia Rodriguez - Secretary
Mrs. Erni Santiago - Secretary

INDIAN GROVE SCHOOL

1340 Burning Bush Lane, Mt. Prospect 60056
847-298-1976

Mr. William Timmins-Principal
Mrs. Emily Kruzel- Assistant Principal
Mrs. Christine McLaughlin - Secretary
Mrs. Carol Delahunty – Secretary

RIVER TRAILS MIDDLE SCHOOL

1000 N. Wolf Road, Mt. Prospect 60056
847-298-1750

Mrs. Mary Krall-Meske, Principal
Mr. Kyle Henkel-Assistant Principal
Mrs. Jessica Escutia-Secretary
Mrs. Elia Esparza-Viveros-Secretary

PRAIRIE TRAILS SCHOOL

805 N. Burning Bush Lane
Mt. Prospect, IL 60056
224-265-9900

Mrs. Veytsman-Principal
Mrs. Mary Canata- Secretary

SUBSTITUTE REQUIREMENTS

Substitute teachers must have the following on file in the District office prior to assignment:

1. Completed online employment application including three references
2. Copy of college transcripts
3. Copy of Illinois certificate registered for the current year
4. Completed tax forms
5. Mandated Reporter Status
6. Criminal History Background Check
7. Pre-employment Physical
8. Employment Eligibility Verification (I-9 Form)
9. TRS forms
10. Direct Deposit Information
11. Signed Technology Use Agreement

ASSIGNMENTS

District 26 uses Frontline for substitute assignments. The phone number is 1-800-942-3767. For any Frontline question, contact Human Resources at 224-612-7318. Substitutes must enter their own information such as call times, dates of availability, etc. in Frontline.

Please remember, it is a substitute's responsibility to search for available jobs, either online or by using the Jobulator app through Frontline. **Frontline only makes calls one and two nights before an unfilled opening.** However, when you are contacted, you will be given the following information regarding your assignment:

1. Absent teacher's name
2. Grade or subject
3. School

District 26 wants substitute teachers to make themselves available for a reasonable percentage of calls. Should you have a personal situation which would prevent you from substituting for a period of time, please inform Human Resources at 224-612-7318.

PROCEDURES AND DUTIES

1. When arriving at your assigned school, please report to the school office each day and sign in on the **Substitute Sign in Form**. In the event that you will be arriving late because of an unforeseen circumstance, please contact the school immediately so that arrangements may be made until you arrive. A member of the school staff will direct you to the assigned room and provide specific information.

2. Locate the Substitute Folder and become familiar with your teaching assignment for the day. The folder should contain lesson plans, daily schedules, building regulations, class rules, seating charts, and operational procedures. Notify the principal **immediately** if there is no Substitute Folder.
3. In the elementary schools, check the regular teacher's mailbox for announcements and materials to be distributed that day.
4. Become thoroughly familiar with the fire drill and disaster plan procedures of the building and classroom in which you are teaching.
5. Unless other arrangements have been made, you are expected to assume the regular teacher's duties such as recess and hall duty. This does not include paid extra duty assignments such as clubs, lunchroom supervision, or after school sports.
Please note: When subbing for an assistant, substitutes are required to cover the assistant's morning/afternoon supervision duties as well. This could be bus, playground, or library duty. Please dress accordingly for the weather – rain, shine, or snow.
6. Know the procedure to be followed in case of an accident. Refer to the Accident/Illness Plan within this Handbook.
7. Be sure to locate the Village Crisis Plan Document and emergency exit map located near the door of each classroom.
8. Substitute teachers are expected to keep papers marked on a daily basis. If you have taken a long term substitute position (six weeks or longer) you are expected to maintain grade books and communications with staff and parents, and to keep up with email communications.
9. You are expected to remain in the building until all of the students have been dismissed even if the teacher for whom you are substituting for has a plan period at the end of the day. This includes ½ day assignments.
10. Never leave the children unattended, even for a moment.
11. Please lock the classroom windows when leaving.
12. It is important that you become familiar with the District rules and regulations that are outlined in the Parent and Student Handbook. A copy will be made available to you upon request.

SUBSTITUTE EXPECTATIONS

Please arrive at school approximately 20 minutes prior to start time per the following schedule. Below are listed student attendance hours. You will avoid unnecessary confusion if you have adequate time to familiarize yourself with plans and procedures.

Monday, Tuesday, Wednesday, Friday

School	Assistant Arrival	Supervision Begins	Teachers Ready to Work	Instruction Begins	School Day Ends	½ Day Times
Prairie Trails	8:25am	8:45am- playground and inside	8:30am	9:00am	3:30pm	8:40-12:10 12:10-3:40
Euclid and Indian Grove	8:25am	8:30am- playground	8:40am	8:50am	3:40pm	8:40-12:10 12:10-3:40
River Trails Middle School	7:15am	7:15am	7:20am	7:40am	2:58pm	7:30-11:30 11:00-3:00

Thursday

School	Assistant Arrival	Supervision Begins	Teachers Ready to Work	Instruction Begins	Professional Development	School Day Ends
Prairie Trails	8:25am	9:20am- playground 9:40am- inside	8:30am	9:50am	8:30am-9:30am	3:30pm
Euclid and Indian Grove	8:25am	9:20am - playground 9:40am - inside	8:40am	9:40am	8:40am-9:40am	3:40pm
River Trails Middle School	7:15am	8:05am- bus duty 8:23am- inside	7:20am	8:30am	7:20am-8:20am	2:58pm

Please note: Early release days are full work days if you accept a full or half day pm assignment.

1. You should be familiar with the following District publications:
 - a. Parent and Student Handbooks – pertinent information regarding rules, regulations, and policies.
 - b. Emergency School Plans and Procedures – pertinent information regarding emergency situations. This information will be available in each classroom.
 - c. In the event of an evacuation (fire) drill or a Shelter in Place (tornado) drill, substitutes should take the classroom go-packs and wear their vests.

- d. Other information – pertinent information from the administration, secretary, or classroom teacher.
2. Follow the teacher's lesson plans as much as possible. In the event the absence was due to an emergency and lesson plans are not adequate, please inform the school office.
3. Be sure to let the office know if you are leaving the building for any reason (lunch, etc.).
4. Stand outside of your classroom at the end of the day until all students have safely left the building.
5. You are expected to check papers and/or tests that are directly related to your assignments for the day.
6. Leave the teacher any information that will assist in knowing what happened during the absence, including comments on his/her lesson plans. You might also want to leave a phone number in the event a teacher has questions and wishes to contact you.
7. Do not hesitate to contact anyone in the school to help make your day pleasant for both you and your students.
8. You are expected to display professional and ethical behavior when dealing with students, staff, and parents. This includes remaining in your assigned classroom. "Visiting" other classrooms during breaks without the consent of that teacher is discouraged.
9. Maintain confidentiality. See the specific section on confidentiality in this handbook.
10. Notify the administration or secretary for assistance should an accident, illness or serious discipline problem occur. You will be required to complete any required paperwork related to the issue.
11. Dress professionally and appropriately for the substitute position you have accepted including for morning/afternoon supervision if applicable.
12. Leave the classroom in good order. Student desks and floor should be clear of all materials.
13. Personal belongings should be kept out of sight throughout the day, this includes cell phones.
14. If there is open time in your schedule (plan time, etc.) and the teacher has not left explicit directions on what needs to be done during that time, please report to the office to ask for direction.
15. Substitutes may not take an assignment in their own child's classroom.
16. Cell phones should be silenced during the day.
17. All District 26 substitutes are considered employees of the District while assigned to a substitute position. As such, they are expected to:
 - maintain high standards in their school relationships;

- demonstrate integrity and honesty;
- be considerate and cooperative; and
- maintain professional relationships with students, parents, staff members, and others.

SCHOOL DISTRICT 26 CONFIDENTIALITY STATEMENT

It is important when working with school district students and employees to respect the ethics of confidentiality. If a substitute breaches confidentiality, he/she will be removed from the active substitute list for River Trails School District 26.

DISCIPLINE – THE TEACHER'S RESPONSIBILITY

Substitute teachers are expected to use best practices and a variety of strategies to deal with student discipline. These include but are not limited to:

1. Maintaining high expectations for appropriate behavior
2. Intervening to stop inappropriate behavior
3. Using a positive approach with students
4. Prevention
5. Discussing, Counseling, Teaching, and Re-teaching appropriate behavior
6. Using a progression of consequences
7. Student Discipline Contracts and Discipline Plans
8. Contacting parents
9. Coordinating discipline plans with colleagues

ASSISTANCE & SUPPORT

If support or assistance is needed in dealing with a disruptive student, the building administrator should be notified immediately.

CORPORAL PUNISHMENT

Corporal punishment **may not be used** as a disciplinary measure.

REMOVAL FROM THE SUBSTITUTE LIST

Substitutes may be removed from the approved list for any of the following reasons:

1. Failure to notify the Human Resources of changes in address or phone numbers.
2. Unacceptable criminal record documented by the State Police Department.
3. Unsatisfactory performance as evidenced by an unsatisfactory evaluation or complaints from the school system.

4. Repeated failure to accept assignments on the days that you have indicated you can substitute (5 rejected assignments without notification to Human Resources of the need to be unavailable).
5. Repetitive cancellation of accepted assignments.
6. Any other reasonable and just cause.

ADULT LUNCHES

Lunches from our cafeteria may be purchased at all schools. Please inform the school office upon arrival if you would like to purchase a lunch.

EMERGENCY CLOSING OF SCHOOLS

When schools are closed because of severe weather or other emergencies, you will be notified via our Expedite calling system. Please keep contact information current.

BLOODBORNE PATHOGENS EXPOSURE CONTROL PLAN

All employees must comply with the standards outlined in the Bloodborne Pathogens Exposure Control Plan. Your personal protection requires strict compliance with the universal precautions and safety procedures outlined in the Plan. Each work area is equipped with an emergency kit. The items in this kit are to be used to minimize contamination and for your personal protection. After items are used, they are to be disposed of according to applicable regulations. Kits should be re-supplied immediately after use.

PAYROLL INFORMATION

Substitute teachers are paid only for actual days taught, not legal or school holidays. Please be aware that if you are substituting as an aide your earnings are not reported to TRS, they are only reported to Social Security.

**SUBSTITUTE TEACHER RATE: \$ 65 per half day
\$130.00 per day**

\$300 bonus after subbing 30 days (in a school year)

\$500 bonus after subbing 70 days (in a school year)

\$500 bonus after subbing 100 days (in a school year)

The Board of Education policy provides that a full time substitute teacher for six weeks or more in the same position will be considered a Long Term Substitute. Salary will then be paid at the rate of a teacher with a Bachelor's degree entering the teaching field.

Payroll is processed by direct deposit. Please keep banking information current.

DEDUCTIONS

The following deductions are taken from each pay:

- State and Federal income tax;
- Medicare;
- Teachers' Retirement Service; (if subbing for a teacher) and
- T.H.I.S. (Teachers' Health Insurance Security - if subbing for a teacher)
- FICA (only if subbing for an assistant)

All substitutes are eligible to participate in our 403(b)/457 plan. Please contact Jay Lerch in payroll for additional information at 224-612-7316.

ACCIDENT INSURANCE

Substitute teachers are covered under Workman's Compensation insurance for any injury sustained in the course of normal school duties. Such injuries must be reported **IMMEDIATELY** to the building principal.

EXCUSING CHILDREN DURING SCHOOL HOURS

No child shall be allowed to leave the school grounds without being signed out and released to a parent/guardian in the school office.

ACCIDENTS (STUDENT)

When a student becomes ill or an accident occurs, the following procedures go into effect. The order of the procedures will be determined by the nature of the accident or illness. In all cases, the safety of our students takes precedence.

1. Contact the school nurse or office. Do not hesitate to call 911.
2. When an injured or ill student who requires further monitoring is returned to the classroom, the teacher will be notified of the nature of the illness or injury in order to provide appropriate follow up.

CONTRABAND MATERIALS

A. Contraband Material

The possession, consumption, or distribution of contraband materials while in school facilities or school grounds or while attending school functions is strictly prohibited. Contraband materials include, but are not limited to, weapons, as defined in the Illinois School Code, 5/10-22.6d, non-medical drugs, controlled substances, marijuana, anabolic steroids, and alcohol. Employees who violate this prohibition will be subject to disciplinary action, up to and including termination.

B. Drug & Alcohol Free Work Place

It is the District policy to ensure that all District buildings and facilities be free from alcohol and illicit drugs. Employees are prohibited from the unlawful manufacture, distribution, possession, consumption, or being under the influence of alcohol or an illicit drug while on District premises or while performing work for the District. As a condition of employment, each employee shall agree to abide by the terms contained in this policy. An employee who violates the terms of this policy shall be subject to disciplinary action, up to and including termination.

C. Tobacco Free Work Place

Smoking and the use of tobacco are prohibited in all District facilities, on school grounds, and at all district events.

D. Prohibiting Guns In School

No River Trails School District employee shall be in possession of a firearm before, during, or after school hours at a school location as defined below. "School location" means any school building and all school district property; school vehicles; school sponsored or approved activities held on or off District property; or any period of time an employee is working on behalf of the School District.

A firearm is broadly defined to include any weapon which expels a projectile and any destructive device including bombs, grenades, rockets, missiles, or mines.

Any employee who is in violation of this policy shall be subject to disciplinary action up to and including termination.

UNLAWFUL DISCRIMINATION/HARASSMENT FREE POLICY

Unlawful discrimination/harassment relating to race, color, religion, age, sex, national origin, ancestry, disability, or any other characteristics protected under federal, state, or local laws, and District policy, is prohibited.

A. Unlawful Discrimination

School District 26 provides security to staff and pupils through freedom from discrimination:

1. Because of race, color, religion, sex, national origin, ancestry, age, marital status, disability, unfavorable discharge from military service in connection with employment, and the availability of public accommodations.
2. Based on:
 - a. citizenship status;
 - b. unfounded charges of unlawful discrimination;
 - c. sexual harassment.

It is the intent of the District to provide an environment free from verbal, physical, and visual impact (signs, posters, pictures, or documents) constituting unlawful discrimination or behavior which may be offensive. Everyone must be sensitive to the individual rights of others.

Anyone who believes that he or she is a victim of unlawful discrimination may bring the matter to the immediate attention of his/her building principal/ supervisor, or, where this would be inappropriate, to the attention of the Superintendent for investigation at 1900 E. Kensington Road, Mt. Prospect, IL 60056, 847-297-4120.

The complaint will be treated in a confidential manner to the extent feasible. Anyone who in good faith initiates a complaint of unlawful discrimination will not be subjected to any retaliatory action.

B. Sexual Harassment

1. Sexual harassment in employment violates the Illinois Human Rights Act, 775ILCS 5/1. In addition, sexual harassment violates school district policy and Title IX of the Education Amendments of 1972.

2. Definition & Description

Sexual harassment means unwelcome sexual advances, requests for sexual favors, and other verbal or physical sexually directed conduct or communications (directly or by innuendo). Prohibited activity includes touching, verbal comments, suggestive movements, leers, impeding progress, continuing with undesired attention, and comments about the sexual preferences of an individual.

3. Internal Complaint Process & Penalties

Employees or students who feel they have been a victim of sexual harassment can make their concerns known by:

- a. Directly informing the person engaging in the sexually harassing conduct that such conduct is offensive and must stop.
- b. Bringing the matter to the attention of his/her building principal/supervisor, or when this would be inappropriate, to the attention of the Superintendent for investigation. Although there are no time limits for initiating complaints, every effort should be made to file complaints as soon as possible, while facts are known and witnesses are available.

Violations of the sexual harassment policy may result in discipline of employees including discharge. Violation of this policy may result in discipline of students including suspension or expulsion.

4. Complaint Process Available Through the Human Rights Commission

Information on the complaint process and directions on contacting the Department are available from the Personnel Office.

C. Retaliation

The Human Rights Act provides protection against retaliation. Anyone who in good faith initiates a complaint of sexual harassment will not be subjected to any retaliatory action.

SUBSTITUTE HANDBOOK RECEIPT VERIFICATION

Name: _____

Address: _____

Home Phone: _____

Cell Phone: _____

Email Address: _____

Substitute Signature

Date

The above signature acknowledges that I have received and reviewed the Substitute Handbook.

I acknowledge that I have received and read the Unlawful Discrimination/Harassment Free Policy.