



**SALT CREEK SCHOOL DISTRICT 48**

**SUBSTITUTE TEACHER HANDBOOK**

**AUGUST 2019**



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SALT CREEK SCHOOL DISTRICT NO. 48

*SERVING THE COMMUNITIES OF ELMHURST · OAK BROOK · OAKBROOK TERRACE · VILLA PARK*

[www.saltcreek48.org](http://www.saltcreek48.org)

JOHN H. CORRELL, ED. D.  
Superintendent of Schools

ADMINISTRATIVE OFFICES  
1110 S. VILLA AVE  
VILLA PARK, IL 60181  
(630) 279-8400  
FAX (630) 279-6167

Welcome!

We are pleased that you will substitute at Salt Creek School District 48. As a substitute you are a valuable contributor to the excellence in education that Salt Creek strives to provide to all its students. Skilled substitute teachers/aides can have a significant impact on our students and schools. On behalf of the Salt Creek School District 48 Administrative Team, we thank you for the skill and experience you bring.

Please review the contents of this Handbook and familiarize yourself with our policy and procedures. If ever you have any questions, the principal and school secretary are excellent resources.

If I can be of any assistance, do not hesitate to contact me.

Sincerely,

Dr. Jake Chung  
Superintendent/Director of Human Resources



## ***Salt Creek School District No. 48***

### **MISSION STATEMENT**

*“Salt Creek School District 48 and our community will foster the development of all children and inspire them to learn, grow, and succeed in a global society.”*

### **VISION STATEMENT**

**“It is the vision of the Salt Creek School District 48 in the following areas to:”**

#### Students

- *Develop confident and capable students who will be:*
  - *Effective communicators who can read, write, speak and listen well in a wide variety of situations.*
  - *Citizens who are respectful, responsible, and independent and who embrace the world’s diversity in a positive manner.*
  - *Explorers of their world who are filled with a sense of curiosity and discovery, who will venture into the world willing to take risks, be innovative, and to truly make a difference.*
  - *Successful thinkers who are able to balance analytic and creative thought, and who have a large body of knowledge on which to base their decisions.*
  - *Life-long learners with a desire to seek out new knowledge and situations and with a capacity for fulfilling their personal mission.*

#### Student Learning Programs

- *Optimize a student’s ability to successfully learn and grow academically, socially, and emotionally*
- *Encourage and support students with a balanced academic and extracurricular education in order to be diverse thinkers*

#### Community

- *Build a unified, engaged learning community of students, staff, parents and community members*

#### Facilities

- *Maintain safety and security of existing facilities while keeping current with environmental and technical best practice*

#### Finance

- *Remain financially solvent and enhance revenue to support student learning*

## **Disclaimer**

This Substitute Handbook is for your use as a source of information about Salt Creek School District 48 (D48) and your substitute role. Nothing in this Handbook creates or is intended to create a contract of employment, either expressed or implied. Nor do the Handbook provisions establish an employment relationship where one would not exist. You are an at-will employee of the District and you or the District may terminate your relationship with the District at any time, with or without cause.

Please note that you are subject to the policies of the District's Board of Education. Some, but not all, of those policies are summarized in this Handbook. In the event that a Board of Education policy and/or applicable law conflicts with a provision in this Handbook, the policy and/or law shall control.

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

## **Equal Employment Opportunity and Minority Recruitment**

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

## **Requirements to Be a Substitute in District 48**

In addition to the completed application, the following forms and documents **MUST** be on file in Human Resources for all substitutes, whether certified teacher or support staff (such as teacher assistant, secretary, lunchroom supervisor, and

nurse):

- DuPage County ROE Fingerprint-Based Criminal Background Check. <https://register.dupageroe.org/Public/Appointment/Fingerprinting.aspx>
- Physical within the past 12 months.
- Employment Eligibility Verification (I-9 Form)
- Copies of identification documents as required by law for the I-9 form (original must be copied by HR staff member)
- Federal and State W-4 Tax Forms
- Completion of GCN modules, the Mandated Reporter Form and training (see Mandatory Training)

In addition, the following forms and documents **MUST** be on file in Human Resources to substitute in a certified teacher position:

- Copy of valid Illinois PEL (Professional Educator License) or Substitute Teaching License currently registered with the DuPage County Regional Office of Education.
- Statement Concerning Your Employment in a Job Not Covered By Social Security
- Teachers' Retirement System (TRS) Member Information and Beneficiary Designation

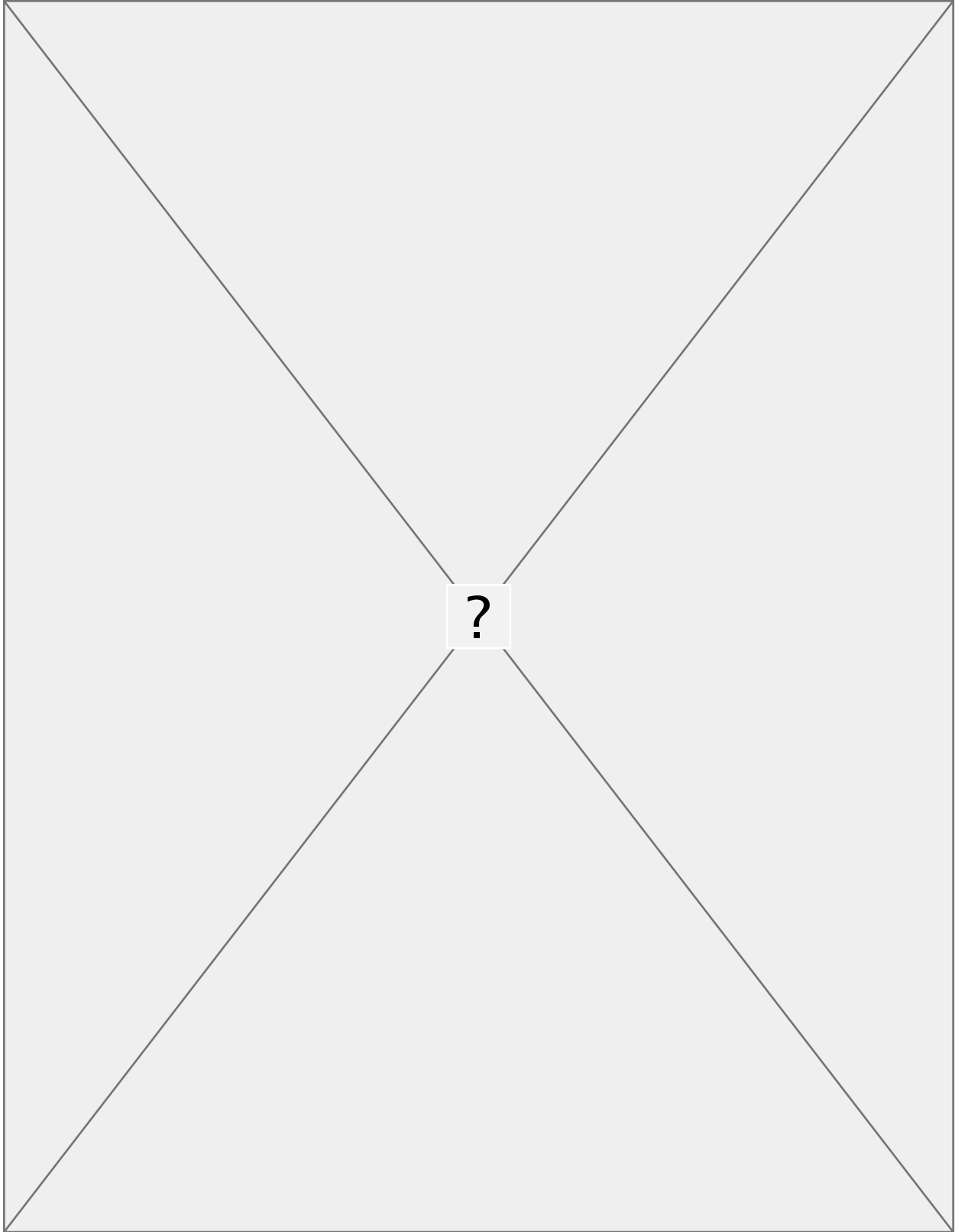
In order to substitute in a non certified teacher's assistant position a ELS (Para) (Paraprofessional Educator License) must be on file.

An optional form for direct deposit is also available.

### **Mandatory Training**

Due to increased awareness of school safety and health issues, you are required to participate in GCN mandatory training. Training must be completed annually (bi-annually in some cases) **by October 1st. Failure to comply will result in your name being removed from the substitute-calling list until all are completed.**

Directions for completing GCN Training are as follows:



- Once you login to GCN, you'll see the required modules that you need to



complete this year. If a module is listed under your login, you need to complete it. There's no need to send completion certificates. We will check online. However, if you've completed modules for another school district and want credit, please send those completion certificates to the Human Resources department.

## **Certification**

Persons interested in employment as a Certified Substitute Teacher must possess one of the following: an Illinois Professional Educator License or an Illinois Substitute Teaching License issued by the Illinois Teacher Certification Board and registered in DuPage County.

To obtain a substitute teaching license you should first contact the DuPage County Regional Office of Education (ROE) at 421 North County Farm Road, Wheaton, IL 60187 (630) 407-5800 for instructions regarding certification. Any applicant with a college degree may apply for a Substitute Teaching Certificate through the DuPage County ROE.

Instructional (classroom), Library substitute aides, as well as Special Education substitute aides must possess one of the following: an Illinois Professional Educator License an Illinois Substitute Teaching License or a State and NCLB Paraprofessional Approval. Please contact the DuPage County ROE at the above number.

## **Procedure for Contacting and Assigning Substitutes**

All assignments are made through our substitute calling service – Absence Management (formerly Aesop). Assignments may be accepted either on-line or over the phone. Login, passwords and procedure information will be sent to each substitute individually.

Substitutes are given no guarantee of a minimum number of assignments. **If you accept a full day assignment, you are expected to report to the school office by the designated reporting time and remain on assignment until the end of the day unless the school office gives special permission.**

## **Professional Responsibilities of the Substitute**

**It is imperative that substitute teachers arrive at least 20 minutes before the start of classes. Habitual tardiness will not be tolerated and will result in the forfeiture of your position as a Substitute Teacher at District 48.** This is required of both full day and half-day assignments. You must first report to the school's main office to check in and pick up a substitute staff badge. You are expected to complete the work related to the teaching day. In the case of substitute teachers, this work includes, but is not limited to, the following:

- Carry out lesson plans left by the regular teacher.
- Assume attendance taking responsibilities.
- Complete all reports normally required of the regular teacher.
- Complete the regular assignments of the teacher, including supervision assignments such as bus duty, hall duty, study hall, and lunchroom/recess duty
- Be ready and willing to work as needed with administrative personnel during free periods. You may be asked to teach a class or engage in other types of work (supervision, etc.) during the regular teacher's free periods. You will not receive additional pay for working during a regular teacher's free periods except as outlined under the Compensation and Benefits portion of this handbook.

All substitutes must:

- Not eat or drink in the classroom (a water bottle may be acceptable in some classrooms).
- Not use cell phone during classroom instruction periods.
- Demonstrate flexibility, dedication, and an ability to adjust in stressful situations.
- Not use the teacher's computer.
- NEVER LEAVE STUDENTS UNATTENDED!

If you have questions about any of the above or any other responsibilities, information may be obtained from a building administrator or secretary.

## **Professional Ethics**

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

## **Student Discipline**

In the absence of the regular teacher, the substitute teacher has the primary responsibility for discipline in the classroom. Should serious disciplinary issues occur, immediately obtain the assistance of a building administrator in maintaining discipline in the classroom. Please read and follow the classroom discipline plan. If no discipline plan is included in the substitute teacher plans, ask a fellow teacher or building administrator.

## **Emergency Procedures in the Buildings**

As a substitute teacher or teacher assistant, you should take a few minutes to become familiar with the building and the emergency procedures for the building. If the information cannot be located, please request it from the school 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 alarms sounds, leave the building through the nearest exit and proceed to a safe distance away from the building.

## **Emergency School Closing Information**

Substitutes can obtain district school closing information during inclement weather by:

- Checking the district website at [www.saltcreek48.org](http://www.saltcreek48.org).
- Checking the local radio and television stations.

## **Student Safety**

You are responsible for ensuring the safety of the students under your charge. If a student appears to be ill or hurt, contact the school office. A nurse is on duty at all times to attend to the student.

## **Appearance**

As an integral part of this community, the District encourages you to maintain a high level of personal cleanliness, dress and grooming during regular work hours. This will contribute not only to the positive image of our community but also to the morale of your co-workers. You should dress according to the requirements of your position.

## **Policy Regarding Use of Cigarettes, Alcohol or Illegal Drugs**

District 48 policy states that smoking in district buildings or on school property, including parking lots, is not permitted. Use of alcohol or illegal drugs on district property is also prohibited.

## **Cell Phone Usage**

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

## **Abused and Neglected Child Reporting**

Any District substitute who suspects or receives information that a student may be an abused or neglected child must immediately report the case to the Illinois Department of Children and Family Services. The substitute also must promptly notify the Superintendent or Building Principal that a report has been made.

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

## **Sexual and Other Unlawful Harassment**

District 48 is committed to providing a work environment that is free from all forms of discrimination and conduct that can be considered harassing, coercive, or disruptive, including sexual harassment. District 48 will not tolerate any actions, words, jokes, or comments based on a person's sex, race, color, national origin, age, religion, disability, sexual orientation, or any other legally protected characteristic.

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

- Unwanted sexual advances.
- Offering employment benefits in exchange for sexual favors.
- Making or threatening reprisals after a negative response to sexual advances.
- Visual conduct that includes leering, making sexual gestures, or displaying of sexually suggestive objects or pictures, cartoons or posters.
- Verbal conduct that includes making or using derogatory comments, epithets, slurs, or jokes.
- Verbal sexual advances or propositions.
- Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, or suggestive or obscene letters, notes, or invitations.
- Physical conduct that includes touching, assaulting, or impeding or blocking movements.

Unwelcome sexual advances (either verbal or physical), requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of employment; (2) submission or rejection of the conduct is used as a basis for making employment decisions; or, (3) the conduct has the purpose or effect of interfering with work performance or creating an intimidating, hostile, or offensive work environment.

If you experience or witness sexual or other unlawful harassment at work, report it immediately to your supervisor. If your supervisor is unavailable or you believe

it would be inappropriate to discuss it with your supervisor, you should immediately contact the Director of Human Resources or any other member of the District Office Administration. There will not be punishment or reprisal if you report sexual harassment or ask questions or raise concerns about it.

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

Any supervisor or Administrator who becomes aware of possible sexual or other unlawful harassment must immediately advise the Director of Human Resources or any member of management so it can be investigated in a timely and confidential manner. Any employee who engages in sexual or other unlawful harassment will be subject to disciplinary action, up to and including termination of employment.

### **Compensation and Benefits**

Substitute teachers with a Teacher Certificate or a Substitute Teacher Certificate are paid a daily rate as follows for a full day serving in either a certified or non-certified Special Ed teacher's assistant position:

Days 1-10    \$110.00/day, \$55.00/half day  
Days 11+     \$120.00/day, \$60.00/half day

Retired District 48 teacher rate of pay is \$130/day in each category. There is a loyalty sub rate of \$130/day for those subs who've subbed at least 60 days in the previous year.

Beginning in 2019/20, we're offering a bonus of \$1000 to any sub who subs for 50 days or more over a 2 year period.

After 21 continuous days in the same assignment, the substitute teacher will be paid the first step on the current salary schedule (\$252.59/day).

Substitute nurses (with nursing licensure) are paid \$150.00/day or \$75.00/half day.

Definitions for full day and half-day pay for substitutes are as follows:

4 hours or less = half day pay

More than 4 hours = full day pay

If you report to a building as directed for a substitute assignment and upon arrival are directed to another assignment, you are expected to accept the new assignment.

If you arrive at a building and no substitute assignment is available due to building and/or scheduling error, please ask the building secretary to contact the Substitute Teacher Coordinator. Every effort will be made to place you in another unfilled position. If no other acceptable position is found, you will be paid for no less than a half day of work.

Certified Substitute Teachers are required to participate in the Teacher's Retirement System (TRS).

Substitutes do not receive fringe benefits from District 48 except for those required by law.

District 48 encourages all substitute employees to use direct deposit.

## **Timesheets**

District 48 now uses the Skyward Sub Tracking system for payroll purposes. There is no longer a need to clock in/out for sub jobs. Please make sure your job in Frontline Absence Management is correct though. You're being paid based on that.

## **Pay Dates and Deadlines**

District 48 paydays are the 15th and 30th of every month. If the 15th or 30th falls on a weekend or other day the District is closed, checks will be issued on the prior workday. All work completed between the 1st and 15th of the month will be paid on the 30th (last payroll of the month). All work completed between the 16th and the last day of the month will be paid on the 15th (first payroll of the month). Your paycheck or pay stub will be mailed to your home the day before payday. Any inquiries about pay can be addressed to Payroll at

630-279-8400 x 1006.

### **Change of Name or Address**

You should notify the District 48 Human Resources Department immediately of any changes to your address, phone number or email address by contacting the Payroll Department. To change your name, you must bring in your new Social Security card to the Human Resources Department at 1110 S. Villa Ave, Villa Park, and show the new card to a Human Resources representative.

### **Removal from the Substitute Roster**

Substitutes may be removed from the substitute roster at their request or based upon request(s) from building administrators that substitutes not return to their respective buildings following incidents of poor performance. Failure to complete all GCN modules by October 1<sup>st</sup> may also result in removal until they're completed.

### **Schools**

**Please arrive 20 minutes before the start of school and stay 10 minutes after the end of the school day.**

Salt Creek Primary School (Pre-K-1)  
980 S. Riverside Drive  
Elmhurst, IL 60126  
(630) 832-6122  
Mrs. Sarah Smith, Principal

Student Hours:

Kindergarten & 1<sup>st</sup> Grade

7:50 am – 2:30 pm

Half Day Dismissal 10:50 am

Preschool



Monday – Thursday  
8:15 am – 11:00 am and  
11:55 am – 2:40 pm

Friday (IEP Students only)  
8:15 am – 10:45 am

Stella May Swartz (Grades 2 – 4)  
17 W 160 16th Street  
Oakbrook Terrace, IL 60181  
(630) 834-9256  
Mrs. Sarah Smith, Principal  
Mrs. Sarah Monroe, Assistant Principal

Student Hours: 7:40 am – 2:20 pm  
Half Day Dismissal 10:40 am

Albright Middle School (Grades 5 – 8)  
1110 S. Villa Avenue  
Villa Park, IL 60181  
(630) 279-6160  
Ms. Gerrie Aulisa, Principal  
Mrs. Sarah Monroe, Assistant Principal

Student Hours: 7:45 am – 2:28 pm  
Half Day Dismissal 10:53 am