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# Substitute Handbook



***Naperville* 203**  
Community Unit School District

**Substitute teachers, please arrive 20 minutes prior to the start of the instructional times below, and plan to stay 15 minutes beyond the end of the instructional times below:**

**Early Childhood - 8:30 AM-2:45 PM**

**Elementary - 8:15 AM-2:30 PM**

**Junior High - 8:00 AM-2:50 PM**

**High School - 7:45 AM-3:10 PM**

# District 203 Vision

Building a passion for life-long learning

## District 203 Beliefs

Naperville Community Unit School District 203 believes an exemplary school district...

Values the dignity and uniqueness of each individual,

Promotes responsible citizenship,

Is the result of a collective partnership of students, staff, parents and community

## District 203 Mission

The mission of Naperville Community Unit School District 203 is to empower students to develop a learner's mindset, demonstrate adaptability, communicate effectively, think critically, and become global citizens.

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## **Employment**

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

The District does not guarantee specific benefits or terms of employment.

Naperville CUSD 203 is an Equal Opportunity Employer.

## I. General Information

### A. Contacting Human Resources

The Human Resources Department is open from 6:30 a.m. until 4:00 p.m. Monday through Friday during the school year and from 6:30 a.m. until 3:30 p.m. during school breaks. Feel free to contact the Human Resources Department for clarification of regulations or if assistance is required.

### B. Change of Name, Address, Telephone, or Email

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

### C. Removing Your Name from the Substitute List

If you are no longer available to work for Naperville District 203, please call the Substitute Coordinator at (630) 548-6002 and request that your name be removed from the substitute list.

### D. License Requirements

A substitute teaching license or Professional Educator license that is registered in DuPage County (Region 19) is required for substitute teaching. An ELS (Educator License with Stipulations) may qualify you for some assignments. Please discuss your ELS with the Director of Human Resources.

Your license information can be viewed online using your ELIS account at [www.isbe.net](http://www.isbe.net).

License questions should be directed to the DuPage Regional Office of Education, 421 N. County Farm Rd., Wheaton, IL 60187, 630-407-5800, [www.dupageroe.org](http://www.dupageroe.org).

### E. School Closing Information

***In the event of an emergency school closing, it is your responsibility to use the contacts below to determine if you are to report to work.*** If you report to work and there is no school, you will not be paid. On weather-related delayed opening days, substitutes are to report 20 minutes prior to the delayed start time.

#### **Access to school closing information is available at:**

District 203 main telephone – 630-420-6300

District 203 website: [www.naperville203.org](http://www.naperville203.org)

Talk 203 Email/SMS/Phone

Social Media: Facebook (Naperville School District 203) or Twitter (@Naperville203)

Local TV and radio stations

### F. Payroll Information

***Payroll questions or concerns: (630) 420-6330.***

Substitute teachers and specialists filling certified assignments are paid on a daily basis for half- or full-days. All other substitute assignments are paid for the number of hours worked.

Payroll deductions will be made for State of Illinois (IL-W-4), Federal (Form W-4) income tax, and any other applicable taxes or deductions.

Paychecks reflect a two-week lag between days worked and payment. Substitute teachers are encouraged to sign up for the direct deposit payment option. If there are any problems or discrepancies, please call the payroll office at 630-420-6330.

## **G. Long-term Substitute**

Each year several substitutes are employed for long-term assignments. Long-term substitutes work on each student attendance day during the long-term absence, plus parent/teacher conferences if they occur during the assignment. Participation in other in-service days is at the invitation of the building administrator. To be considered for a long-term substitute assignment, you must have an IL Professional Educator License. To be considered for such an assignment, please complete an online application for that vacancy or contact the building administrator.

Substitute teachers assigned to the same classroom for more than 10 consecutive days will receive the higher long-term substitute pay rate. The higher rate will begin on the first day of the long-term assignment. Transition days when the classroom teacher and the long-term substitute work together will be paid at the regular daily substitute pay rate. Substitute rates of pay are established by the Board of Education and are subject to change.

## **H. Extra Duty**

A substitute's schedule may include extra duties outside of the classroom during the work day. These duties could include, but are not limited to, lunchroom or hallway supervision. A substitute should not be assigned extra duties during their duty-free lunch period.

## **I. Retirement Benefits for Substitute Teachers**

1. All substitute teachers, with the exception of retired teachers receiving a TRS retirement benefit, are required to contribute to the Teachers' Retirement System (TRS) of the State of Illinois.
2. All substitute teachers, including retired teachers, contribute to Medicare.
3. Substitute teachers assigned to a special education paraprofessional position will not contribute to TRS, but will contribute to FICA (social security tax).

## **J. Retirement Benefits for All Other Substitutes**

1. All other substitutes will contribute to both Medicare and FICA.
2. In some cases, a non-certified substitute may be required to contribute to the Illinois Municipal Retirement Fund (IMRF). Payroll will notify substitutes directly if this is required.

## **K. Other Benefits**

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

Substitutes are eligible to participate in a 403(B) or 457 Plan with a district-approved vendor. Please contact Payroll at 630-420-6235 for information.

## II. Emergency Procedures

***Substitute teachers are expected to comply with and assist in any emergency procedure. There is a “call” button in every classroom to call for assistance in an emergency.***

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

### **A. Injury to Student**

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

### **B. In Case of Personal Injury**

Any injury sustained in the course of school duties must be reported immediately to the school nurse, health technician, or administrator. An Injury Report must be completed and submitted to the health office at the time of the injury if able to do so. If an injury requires off-site medical attention, the report must be completed and submitted when the substitute is able to do so. A substitute teacher injured on the job may be insured under the provisions of the Illinois Workers’ Compensation Act.

### III. Responsibilities

#### A. General School Policies

1. All District 203 property is smoke-free, drug-free and alcohol-free.
2. Students are never to be left alone in the classroom.
3. Corporal punishment is not to be used in any circumstance.
4. Staff are prohibited from taking or sharing photos of students.
5. Students are not to be released from the building during the school day without permission from the office.
6. Classes are to be dismissed promptly at the designated time. No students are to remain in the classroom or any other part of the building unless parents have been notified and transportation, if needed, has been arranged. A teacher must be present to supervise the student.
7. No medication (even aspirin, cough drops, etc.) is to be stored or administered in the classroom. Regularly prescribed medication will be administered in the Health Office by appropriate school personnel.
8. Money collected from students for any reason is to be delivered to the office at the first available opportunity.
9. Animals are not allowed in the building, except approved service animals. Please discuss with the Director of Human Resources if applicable.
10. Substitute teachers are not allowed to bring their own children to the building.
11. Food, candy, and beverages should not be distributed to students.
12. Building administrators have the right to determine if a student's parent or grandparent will be allowed to substitute in their school.

#### B. School and/or Teacher Responsibilities

1. Provide an identification badge for the substitute teacher to wear at all times in the building.
2. Provide directions to the teacher's mailbox, classroom and the Staff Lounge/Lunchroom.
3. Provide a notebook/folder which includes such things as:
  - Current seating chart and/or class roster.
  - Teacher's attendance records and attendance forms (student passes, return permits, etc.).
  - Daily schedule, including bell schedule when applicable. The daily schedule may vary due to early dismissal, assemblies, testing, etc.
  - Washroom, recess, and special teacher schedules and procedures.
  - Grouping information, if applicable.
  - Special instructions. Instructions may include allergies (food, bee stings), medication, special service providers, physician's note, parent volunteers, etc.
  - Detailed lesson plans, including textbooks and necessary materials for the daily lessons.
  - Emergency procedures and ALICE response procedures.
  - Special schedules (assemblies, early dismissal, bell schedule changes).
  - Extra duty assignments (hall duty, door duty, study hall).
  - Previously assigned homework or forms collection.
  - Assembly seating chart, if applicable.
  - A secure place where the substitute can place belongings.



## **C. Substitute Teacher Responsibilities**

1. Arrive at the assigned school at least twenty (20) minutes prior to the posted job time and report to the main office. Present a photo ID for positive identification to enter the building.
2. Your teaching assignment may change after you arrive at the school or throughout the school day, and substitutes are expected to take the new assignment.
3. Substitute assignments are scheduled and paid in half- and full-day increments. If you arrive at a building and no assignment is available due to a building and/or scheduling error, you may be reassigned to work at a different school. If no other assignments are available, the substitute will be paid for a half-day. The HR Department will settle any assignment disputes.
4. Appropriate and professional attire is required. Business casual is acceptable. Sweat pants, torn jeans, very short skirts, spaghetti strap tops, bare midriffs, message T-shirts, etc. are not considered to be professional or appropriate.
5. Responsibilities related to the teaching day include the following:
  - A. Maintain direct supervision (line-of-sight) of students at all times.
    - a. If a substitute needs to leave the classroom for any reason, they must contact another teacher or the office to supervise their students.
    - b. If an emergency comes up that requires a substitute to leave their assignment early, arrangements must be made directly with the school office to find alternative coverage for their classroom.
  - B. Utilize appropriate, effective classroom management strategies including, but not limited to:
    - a. Model the behavior you expect of students.
    - b. Demonstrate good manners (i.e., please, thank you, respect, and encouragement)
    - c. Complete attendance procedures and provide documentation.
    - d. Implement lesson plans prepared by the teacher utilizing District teaching methods and materials, including extra assignments such as bus duty, hall duty, and study hall.
    - e. Upon request, collect assignments given during the substitute teacher's work day in the classroom. Final grades are assigned at the discretion of the teacher on record.
    - f. Distribute hand-outs as requested by the school office.
6. Substitute teachers are to remain in the building all day with the exception of the 30-minute lunch period. Substitutes may purchase lunch from the cafeteria.
7. A substitute teacher may be assigned to every class period of the day, with the exception of a 30 minute duty-free lunch period. Substitutes may be assigned to more than one classroom in a day.

Questions pertaining to substitute teacher responsibilities should be directed to the principal, department chair, or the Director of Human Resources and Career 203.

## **D. Use of Technology**

1. The use of Technology by teachers is a daily occurrence. Teachers use laptops, digital projectors, Elmo, and White Boards to allow staff and students to interact and learn in ways not previously possible.
2. Substitutes may only use personal devices if necessary for work purposes. Personal email, phone calls, texts, etc should not be performed while at work.
3. Substitutes must obtain permission from the building administrator or department chair before showing any videos, video clips, social media, etc, unless it is specifically written in the teacher's lesson plans.

## IV. Your Assignment

### A. Frontline

Substitute assignments are created through the District's Frontline Education Absence Management system. Frontline is available 24 hours a day, 7 days a week by telephone, via the internet, or using their app. On the website and app, you can search for available assignments or cancel a previously-accepted assignment. Substitutes can expect telephone calls to fill available assignments between 5:00 PM and 9:30 PM and beginning again at 5:30 AM. In addition, school and department staff may call substitutes directly to schedule them for a substitute assignment.

Substitutes can change their call times, indicate dates they are unable to work, and set their school preferences in their Frontline account. Substitutes can also cancel a previously-accepted assignment in Frontline until 6:00 AM on the date of the assignment. After that, substitutes must contact the Substitute Coordinator AND the school where they were scheduled to work.

### B. Arrival and Instructional Times

Arrival time is 20 minutes prior to the start of the instructional periods listed on the first page of this handbook. Departure time is 15 minutes after dismissal.

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

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

### C. Early Dismissal

There are student early dismissal days throughout the year. Please refer to the District 203 school calendar for dates. *Substitute teachers will be paid a full day.*

### D. Before the School Day Starts

1. Familiarize yourself with the room.
2. Review substitute folder contents.
3. Check daily program or schedule.
4. Read the plan book.
5. Put your name on the board or other display.
6. Review the seating chart to familiarize yourself with the student names.

### E. The Start of the Day

1. Be in the room or at the door when the students arrive.
2. Greet the students.
3. Introduce yourself.
4. Follow the established routine as shown in the plans.
5. Check attendance according to directions provided.
6. Report any missing students immediately to the main office.

***Your demeanor will set the tone for the day.***

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

## F. Classroom Management

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

1. **Expect good behavior.** Children tend to respond to what we expect of them. A few minutes of explanation at the start of the school day outlining your expectations will solve problems that may arise.
2. **Be fair and consistent.** Class control depends greatly on the degree of fair and consistent treatment. Children must know the “ground rules” before they will accept them.
3. **Recognize the importance of every child.** Children are human beings with personal feeling and individual differences. If possible, make personal corrections in private. At all times, avoid embarrassment, ridicule, and sarcasm. Positive comments or supplying “jobs” for some students will sometimes correct a trying situation.
4. **Actively monitor students.** Circulating among the students during activities and lessons helps with classroom management and monitoring student participation and understanding of the lesson.
5. **Do not leave the group.** If a situation does arise, notify the closest teacher so that the students in your room are not left unattended. Use the intercom in the room to request assistance.
6. **Use appropriate language.** Profanity or derogatory comments are never to be used to motivate or control students.
7. **Help with discipline.** If discipline problems arise which you are not able to manage, an administrator should be contacted immediately for assistance using the “call” button.

## G. The End of the Day

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

## V. Professional Ethics

### A. Professional Ethics of the Substitute

All information regarding students, parents, staff, or other school-related matters is **confidential**. Negative comments, insulting remarks and/or inappropriate language regarding students or staff members are not permitted.

### B. Interacting with Students

Every parent knows that children benefit from gentle touches and hugs. Unfortunately, innocent gestures can be misinterpreted as inappropriate touching, excessive force, or even abuse. Touching children at school increases the risk that school employees will face these types of accusations.

School employees should use common sense to prevent false claims of abuse and inappropriate touching. (Edited from a document created by the Arizona Education Association.)

1. Avoid being alone with any student.
2. Avoid physical contact with students, which could be misunderstood.
3. Ensure that interactions with students and staff remain professional.
4. Physical force to enforce discipline is not allowed.
5. Ensure that the language you use at school is appropriate and tailored to the age of the students.
6. Avoid communicating with students outside of school hours.
7. Avoid off-the-cuff comments with suggestive or double entendre overtones.
8. Do not be drawn into discussions of sexually explicit topics, such as tasteless jokes or suggestive song lyrics, politics, or religion.
9. If a student confides in you regarding a personal topic of a sexual nature, invite another adult to join the conversation and report the conversation in writing to the school counselor or administrator immediately. You must also contact DCFS if you suspect abuse or neglect.
10. Do not transport students in your personal vehicle.
11. Romantic contact is never acceptable with current or former students, even if the students are over 18 years old.

### C. Removal of a Substitute

Any substitute may be removed from the list of substitutes for any reason by action of the Director of Human Resources and Career 203 or Assistant Superintendent for Human Resources and thus become ineligible for assignments. Removal of a substitute may be for causes such as, but not limited to, unsatisfactory evaluations, misconduct charges, exclusion reports, repeated absences, or refusal to accept assignments.





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