
Substitute Handbook



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



**Substitute teachers please arrive 20 minutes prior to
the start of the instruction time 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

Our mission is to educate students to be self-directed learners, collaborative workers, complex thinkers, quality producers and community contributors.

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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.

I. General Information

A. Contacting Human Resources

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

B. Change of Name, Address or Telephone

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

License questions may be answered at the DuPage Regional Office of Education, 421 N. County Farm Rd., Wheaton, IL 60187, 630-407-5800, www.dupage.k12.il.us.

To view your license online and/or print a copy, go to www.isbe.state.il.us/ELIS/default.htm.

E. School Closing Information

In the event of 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, all staff, including substitutes, are to report at the regular time.

Access to school closing information is available at:

District 203 main telephone – 630-420-6300
District 203 website: www.naperville203.org
Talk 203 Email/SMS/Phone
District Facebook (Naperville School District 203) or Twitter (@Naperville203)
Local TV and radio stations

F. Payroll Information

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

Substitute teacher and certified assignments are paid by the half or full day. All other substitute assignments are paid for the number of hours worked.

G. Long-term Substitute

Board policy 5:220 provides details regarding pay for long term assignments. The daily sub rate increases after the 10th consecutive day of a long-term assignment. Transition days do not accrue towards the total days of a long term assignment. The per diem rate of pay will begin after the following criteria are met:

- Human Resources is notified in writing by an administrator that the first 10 days have been met.
- Substitute submits proof of prior teaching experience (if applicable) to Human Resources.
- Payroll is notified in writing by Human Resources itemizing the details of the change in salary.
- All time records are on file in Payroll. Checks will be issued in accordance with the School Board approved pay dates.

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.

H. Extra Duty

If asked to work lunch duty, the substitute teacher will be paid from an alternate pay schedule and will complete an additional timesheet. Lunch duty income is not covered as a component of the Teacher Retirement System (T.R.S.). Lunch duty income is reportable for FICA and Medicare.

I. Retirement Benefits for Substitute Teachers

1. All substitute teachers, with the exception of retired teachers receiving a T.R.S. retirement benefit, are required to contribute to the Teachers' Retirement System of the State of Illinois.
2. All substitute teachers, including retired teachers, contribute to Medicare.
3. Substitute teachers assigned to a special education assistant position will not contribute to T.R.S., but will contribute to F.I.C.A (pay social security tax).

J. Retirement Benefits for All Other Substitutes

Payroll deductions will be made for State of Illinois (IL-W-4) and Federal (Form W-4) income tax, and Medicare.

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 403B Plan with a district-approved vendor. Please contact Payroll for information. (630-420-6330).

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 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 A.L.I.C.E contained within.

A. Injury to Student

In case of an accident or medical need for a student, notify school office staff via the “call” button to receive assistance from the school nurse or school health technician in the building. Never leave 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, school health technician or school administrator. An Injury Report must be completed and submitted to the health office at the time of the injury. A substitute teacher injured on the job may be insured under the provisions of Workers’ Compensation Law.



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. Students are not to be released from the building during the school day without permission from the office.
5. 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.
6. 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.
7. Money collected from students for any reason is to be delivered to the office at the first available opportunity.
8. Animals are not allowed in the building, except approved service animals. Please discuss with the Director of Human Resources if applicable.
9. Substitute teachers are not allowed to bring their own children to the building.
10. Food, candy, beverages should not be distributed to students.

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 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 A.L.I.C.E 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 school at least thirty (20) minutes prior to the posted job time and report to the main office of the school to which you have been assigned by job number.** Present a photo ID for positive identification to enter the building.
2. **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.
3. **Responsibilities related to the teaching day include the following:**
 - A. Maintain direct supervision (line-of-sight) of students at all times.
 - B. Utilize appropriate, effective classroom management strategies including, but not limited to:
 - a. Model good manners (i.e., please, thank you, respect, and encouragement).
 - b. Complete attendance procedures and provide documentation.



- c. 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.
 - d. Upon request, correct assignments given during the substitute teacher's work day in the classroom. Final grades are assigned at the discretion of the teacher on record.
 - e. 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 coordinator, or the Director of Human Resources.

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 to perform work. Personal email, phone calls, texts, etc should not be performed while at work.
3. Substitutes must obtain permission from the administrator or department coordinator before showing any videos, video clips, social media, etc unless it is specifically written in the teacher's lesson plans.

IV. Your Assignment

A. 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 Aesop.

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

B. 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.*

C. 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. Print your name on the board.
6. Review the seating chart to familiarize yourself with the student names.

D. 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 carefully.

Your attitude 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.

E. Class Control

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 whatever 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 correction 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. **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.
5. Profanity or derogatory comments are never to be used to motivate or control students.
6. If discipline problems arise which you are not able to manage, an administrator should be contacted immediately for assistance using the “call” button.

F. The End of the Day

- Routine dismissal procedures should be in the Substitute Folder.
- Students are not allowed to remain in the building after dismissal without parental permission.
- Leave the room in an orderly fashion. Return teacher manuals to the appropriate location. Leave any assignments collected for the teacher.
- Leave a note for the teacher with any challenges to the day and how much of the lesson plan was completed.
- 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 the 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. Physical force to enforce discipline is not allowed.
4. Avoid communicating with students outside of school hours.
5. Avoid off-the-cuff comments with suggestive or double entendre overtones.
6. Do not be drawn into discussions of sexually explicit topics, such as tasteless jokes or suggestive song lyrics, politics, or religion.
7. 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.
8. Do not transport students in your personal vehicle.
9. Avoid any romantic contact 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 by action of the Director of Human Resources or Chief Human Resources Officer and thus become ineligible for assignment as a result of unsatisfactory evaluations, misconduct charges or exclusion reports, when there are repeated absences or refusals to accept assignments, or for other reasons.



Naperville 203
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