

Substitute Teachers Handbook

Mission Statement:

*The Mission of School District 34 is to inspire a passion for learning that empowers all students to achieve **personal excellence**.*

Antioch Community Consolidated School District 34
964 Spafford Street
Antioch, IL 60002
www.antioch34.com



Inspiring personal excellence

July 2018

Antioch District 34 Building Directory

Updated: July 2018

Antioch #34 Administrative Services Center

Superintendent: Dr. Jay Marino

964 Spafford Street

Antioch, IL 60002

(847) 838-8401

Director for Teaching and Learning: Kristina Guntharp

Chief Financial Officer: Cheryl Wadsworth

Administrator for the Integration of Teaching, Learning, and Technology: Adam Sax

Director of Student Services: Ann Scully

Human Resources Manager: Jason Feldman

Antioch Elementary School

Principal: David Shepherd

Grades: 2 -5

817 N. Main Street

Antioch, IL 60002

(847) 838-8901

**Secretaries: TBD, Jane Doty
and Bev Thompson**

Antioch Upper Grade School

Principal: Joe Koeune

Asst. Principal: Eric Dohrmann

Asst. Principal: Jodi Salata

Dean of Students: Josh Coon

Grades: 6 – 8

800 Highview Drive

Antioch, IL 60002

(847) 838-8301.

**Secretaries: Cindy Baba, Marcia Jerina,
Dana Lawrence and Dawn Rychtanek**

Hillcrest Elementary School

Principal: Lee Gaiser

Asst. Principal: Susan Harkins

Grades: PK - 2

433 Depot Street

Antioch, IL 60002

(847) 838-8001

**Secretaries: TBD , TBD
and Kathleen Martinez**

Oakland Elementary School

Principal: Jim Cieciva

Grades: 2 – 5

22018 W. Grass Lake Road

Antioch, IL 60002

(847) 838-8601

Secretaries: Janice Chrapla and Deb Sorby

W.C. Petty Elementary School

Principal: Joanna Gerritsen

Grades: 2 - 5

850 Highview Drive

Antioch, IL 60002

(847) 838-8101

Secretaries: Sue Abramson, Meredith Wagner

Operations/Transportation

Operations Manager: Bill Schenk

Transportation Manager: Cheryl Riesenweber

830 Highview Drive

Antioch, IL 60002

(847) 838-8388

Secretary: Sharon Bandemer

Student School Hours

All schools have early student dismissal on Wednesdays.

Antioch Upper Grade School (Grades 6-8)	SCHOOL HOURS: M, T, TH, F 7:30 A.M.-2:43 P.M. Wednesday Early Release 7:30 A.M.-1:45 P.M.
Antioch Elementary School (Grades 2-5)	SCHOOL HOURS: M, T, TH, F 8:35 A.M.-3:20 P.M. Wednesday Early Release 8:35 A.M.-2:35 P.M.
Oakland Elementary School (Grades 2-5)	SCHOOL HOURS: M, T, TH, F 8:35 A.M.-3:20 P.M. Wednesday Early Release 8:35 A.M.-2:35 P.M.
W.C. Petty Elementary School (Grades 2-5)	SCHOOL HOURS: M, T, TH, F 8:35 A.M.-3:20 P.M. Wednesday Early Release 8:35 A.M.-2:35 P.M.
Hillcrest Elementary School (Pre-K –1)	SCHOOL HOURS: 1 ST Grade/2 nd Grade: M, T, TH, F 8:30 A.M.-3:15 P.M. Wednesday Early Release 8:30 A.M.-2:30 P.M. Pre-K <i>A.M. Classes:</i> M, T, TH, F 8:30 A.M.-11:10 A.M. Wednesday Early Release 8:30 A.M.-11:00 A.M. <i>P.M. Classes:</i> M, T, TH, F 12:40 P.M.-3:20 P.M. Wednesday Early Release 12:00 P.M.-2:30 P.M.

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Introduction

Welcome to District 34! This is your handbook to keep and assists you when you substitute in our district. This handbook is designed to inform you of the normal employment policies, procedures, work rules, practices and expectations of the school district for all substitutes. Nothing in this handbook shall be deemed to create contractual language or legally enforceable rights. The policies, procedures and rules set forth in this handbook are not to be read narrowly, but rather to act as general guidelines that provide a framework for day-to-day practices. The Board or Administration may change or revoke the provisions of this handbook, with or without prior notice to employees. To the extent that an occurrence arises which is not governed by any of the policies or provisions set forth herein, the Administration may exercise discretion to resolve the matter.

Antioch Community Consolidated School District 34 may employ substitute teachers and aides as necessary to replace teachers and staff who are temporarily absent. A substitute teacher must hold a valid teaching or substitute certificate. Substitute teachers with a substitute certificate may teach only when an appropriate, fully certificated teacher is unavailable.

A substitute teacher may teach only for a period not to exceed 90 paid school days or 450 paid school hours in any one school district in any one-school term. **A retired teacher holding a regular teaching certificate may substitute teach for a period not to exceed 100 paid school days or 500 paid school hours in any one school district and in any one school term.**

In District 34, substitutes are an important member of our educational team. We depend heavily on our substitutes to help in our mission to educate our children to become life-long learners by providing a child-centered curriculum that challenges the potential of all learners.

We appreciate your dedication and willingness to be readily available when needed. We wish you much success and satisfaction while working with us.

Sincerely,

Jason Feldman
Human Resources Manager

Qualifications

Any individual interested in substituting for Antioch CCSD 34 must have the following qualifications:

1. Hold a bachelor's degree from an accredited institution of higher learning (which meets the requirements for an Illinois Substitute Teaching Certificate).
2. Hold a valid Illinois Teaching Certificate or Substitute Teaching Certificate (for certified substitute positions), registered in Lake County for the current school year.

Personnel files will be complete when the following are received and verified:

Completed application
Copy of your current, valid teaching certificate (both sides)
Copy of original transcripts
Signed W-4 forms for payroll
Current physical exam
Completed I-9 form (U.S. Citizenship and Immigration Services)
Criminal State and Federal background check/fingerprinting
Acknowledgment of DCFS policy
Teacher's Retirement System (TRS) forms
Substitute Handbook Acknowledgement

Each summer the district will contact you about continuing to substitute in the district. You will be notified if any of your credentials need to be updated and you will be asked about your availability for the next school year.

Compensation & Benefits

The Board of Education shall annually establish a daily rate of pay for substitute teachers and aides. Substitutes are paid only for actual days worked. They are not paid for legal or school holidays. Substitute teachers do qualify for the Illinois Teacher Retirement System (TRS), but not for any other fringe benefits.

Salary Information for Teachers Aides

Non-certified teachers' aides will be compensated at the starting hourly rate \$12.75. For this position you will be substituting for the actual hours worked.

Salary Information for Certified Substitutes: \$110.00 per day

Timesheet Submission – Certified Staff:

Certified substitutes must complete a "Time Sheet for Substitute Teachers" at the commencement of their assignment. The form must be complete and signed off by the principal prior to submitting to payroll for processing. All certified substitute teaching positions will have applicable TRS deductions taken.

Timesheet Submission – Non-Certified Staff:

Substitutes for a non-certified position must complete a district time sheet. Non-Certified substitutes are to report the actual hours worked with appropriate deductions of time taken for lunch and break periods. Under the “Notes” section, please note the name of the staff member for whom you substituted. The form must be complete and signed by the principal prior to submitting to payroll for processing. Non-certified positions will not receive reportable income to TRS even if the substitute holds a valid certificate.

Paydays:

Paydays are the 15th and the last day of the month.

Procedure for Long-Term Certified Substitutes:

A substitute that has accepted an assignment for more than 45 days in the same position, for the same teacher, shall be placed on the salary schedule at BA, step A and is eligible for sick leave. Long-term substitutes are expected to fulfill all teacher responsibilities including teacher meetings, grading, conferences, report cards, lesson planning and all other professional responsibilities.

After 90 days, the teacher shall also become eligible to request health insurance. In the event that a teacher is taking a year-long leave of absence, the substitute teacher shall be eligible for regular staff benefits on the first day of work.

The Substitute must contact the district office to review all paper work prior to the start of the assignment.

Confidentiality

It is unprofessional and against the law to disclose confidential information about students. School information, both written and verbal, should only be used in the context of the educational setting, and only among professional staff members in meetings.

A substitute teacher should avoid comments about individual students that convey private information (e.g. grades, address, medical condition, behavior, learning and/or discipline problems.) If you are in doubt of whether the information is confidential or not, it is best to err on the side of caution and not disclose it.

Any substitute that violates any board, district and/or school policy will be removed from the call list.

Assignments

Antioch District #34 utilizes an automated substitute calling system, AESOP. The system can be accessed by the Internet or phone. See Appendix A for instructions, log in and password information will be provided to you when you complete your initial paperwork with us. Online instructions are also available on the district’s website.

Temporary Unavailability

Substitutes who will be unavailable for an extended period should input this information in the AESOP system. (See Appendix A)

Unable to Fill Assignment

In the event that you are scheduled as a substitute and you are unable to fill the assignment, you should change the information in the AESOP system up until 7:00 A.M. for an Antioch Upper Grade assignment and 7:45 A.M. for all elementary school assignments. If it is after these times, please contact the school where you are scheduled to work.

Expectations of Substitutes

Listed below are the district's expectations for our substitutes. This list outlines the minimum expectations. Failure to follow these expectations may result in being removed from the district substitute list immediately.

1. Arrive to work on time.
2. Be professional in your conduct.
3. Support school procedures and policy.
4. Adhere to school board policy. (See Appendix B – Full document is available at www.antioch34.com)
5. Maintain high moral standards.
6. Be cooperative in relationships with other teachers, students and staff.
7. Be considerate, fair and firm in dealing with students.
8. Treat all students and fellow staff members with respect.
9. Maintain confidentiality.
10. Demonstrate a professional image in appearance and/or attire.
11. Do not leave children unattended in the classroom or playground.
12. Follow the plan for the day's work as outlined in your substitute lesson or teacher's lesson plan book.
13. Follow classroom and building discipline procedures. If these are not available or unclear, consult with a grade level team member or the school office.
14. Computers, Internet access and telephones are to be used for school business only.
15. Do not make parent contact without consulting with the school principal first.
16. Report all accidents and injuries of students or yourself to the school office immediately.
17. If you leave the building for any reason, including lunch, please sign in and out in the school office.
18. Do not allow students to leave your room unless there is a specific and legitimate need. (If you have a question about a student request to leave class, please contact the office.)
19. Do not excuse a child to leave the school building. The school office is responsible for this authorization.
20. Substitutes 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.
21. You are responsible for the security of your personal belongings.

If you have any questions relating to the above expectations, please see the building principal.

Reporting for Duty

Substitute Teacher Hours

Elementary:	8:15 a.m. – 3:40 p.m. (Wed. 8:15 a.m. – 2:45p.m.)
Middle School:	7:20 a.m. – 2:50 p.m. (Wed. 7:20 a.m. – 2:00 p.m.)

All schools have early dismissal on Wednesdays. Elementary schools dismiss at 2:30 p.m. Antioch Upper Grade School dismisses at 1:45 p.m. Substitute teachers are expected to assist with bus supervision and other duties assigned by the principal.

1. Arrive at least 15 minutes before school begins.
2. Check in with the main office.
 - Check teacher's mailbox.
 - Check for any duties.
 - Order lunch (elementary).
 - Pick up any necessary items such as badges and classroom keys.
3. Familiarize yourself with the room before the students arrive (i.e. materials, lesson plans, daily schedule.) Do not be afraid to ask a neighboring teacher for help.
4. Familiarize yourself with the school (i.e. other rooms to be used, bathrooms, gym, music room, library.) A map of each school is available in each school office.
5. Locate and be aware of the safety drill procedures and fire exits. The emergency plans contain information regarding fire, tornado, lock-down and safety procedures. Emergency evacuations and tornado routes are posted in the classrooms. In the elementary buildings, the emergency plans are in red binders located in a clear holder on the wall. In the Upper Grade, emergency plans are contained in red binders located under the teacher's desk. (Also see Appendix C)
6. Be in the room when the students arrive and introduce yourself to the class. Please write your name on the board for student reference.
7. Take attendance. The district utilizes the software PowerSchool for taking attendance. Please see directions in the Appendix D.
8. Take a lunch count for elementary students eating hot lunch that day. The District utilizes PowerSchool for submitting the lunch count to the office. (See Appendix D)
9. Any injuries or emergencies that may arise throughout the day should be directed immediately to the principal's office.
10. Follow lesson plans left by the regular teacher as closely as possible.
11. Assume **all** responsibilities of the regular teacher (i.e. playground duty, bus duty, lunch duty, hall duty.)
12. In certain instances, substitutes may not be able to replicate all the duties of a teacher's workday. The building administrator may assign alternate responsibilities such as instructional support or clerical work.
13. Leave a note for the person for whom you are substituting. The teachers appreciate knowing what went on in their absence. You might mention absences, behavior issues, materials covered, or materials that you did not understand or were not able to find.
14. Leave the room in good condition and only grade papers at the teacher's request.
15. Teachers are expected to work a typical teacher workday. Do not leave until **all** students have been dismissed.
16. NEVER dismiss without a written notice a child to anyone other than the bus driver or pre-approved dismissal arrangements.
17. At the end of the day, return keys and badge to the office.

TIPS ON CLASSROOM MANAGEMENT

1. Write your name on the chalkboard and pronounce it for the students so they can use it when addressing you.
2. Begin the day firmly. Students need to sense that you can and *will* control the situation. Once they know that, you can use humor and enthusiasm without risking that the class will get out of control.
3. Learn and use students' names as quickly as possible; relate to them as individuals.
4. Be Positive. Try to provide as many students as possible with opportunities to succeed – and to receive praise for succeeding.
5. Keep students on task – and keep activities moving. Use lesson plans – and have a game or activity in mind to make the day special.
6. Try to involve students who appear disinterested. Try to find ways to motivate them. Should a student refuse to become involved, however, do not force the issue. Let him/her observe quietly.
7. Go to students' desks when they need help. This will help minimize confusion and needless commotion.
8. Encourage students to help or express their opinions or advice in a constructive way. This will help keep them interested and motivated.
9. **AND REMEMBER** – substitute teaching demands flexibility!

Personal Attire

It is believed that proper dress by employees is in the best interest of Antioch C.C. District #34. Not only does professional dress have a positive impact upon activities at the building level, but it also contributes to a positive community view of the district and its schools.

During the hours when school is in session, employees shall dress in a manner which reflects a professional image, sets forth good standards which students may follow, and aids maintenance of respect, discipline, health and safety in the classroom. Clothing and grooming should be appropriate to the assignment of the employee. The District recognizes that the interpretation of this policy takes into consideration a reasonable degree of self-expression.

If a building administrator believes that an employee's attire is inappropriate, the administrator will ask the employee to change that clothing as soon as possible. Continued violation of these guidelines will lead to a system of progressive discipline of the employee involved.

Guidelines:

This list should not be considered all-inclusive, but the following examples are provided to give guidance to employees in the area of professional attire.

Examples of inappropriate attire may include:

- See through or bare-midriff blouses, tops that allow part of the stomach to show when arms are raised
- House shoes
- Tank tops, halter tops, low-cut tops
- Shorts, skorts, or skirts that expose upper thigh
- Skirts with slits that expose upper thigh area
- Pajama type bottoms
- Jogging or sweat suits (except for Physical Education staff)
- Jeans (exceptions may be made at the building level for casual Fridays, certain field trips, and other activities that lend themselves to such attire)
- T-shirts or sweatshirts
- Articles of clothing with vulgar, suggestive, or indecent writing or pictures
- Articles of clothing that make reference to alcohol, drugs, or bars

Compliance Tutorials

All substitutes are required to view a series of compliance tutorials that are mandated by state and federal laws. These tutorials will provide you with tips, advice, and best practices as you embark upon your substitute assignments. Please note employee training is a very important part of our staff development and regulatory compliance programs. All training is completed online and allows you to complete training at your own pace at a convenient time. A notification email will be sent to you informing you of your sign-in information and assignments.



Thank you for your interest in substituting for District 34. The District team looks forward to working with you in serving the needs of all students and fulfilling the district's mission to inspire all children to be life-long learners!

APPENDIX A

When you call Aesop

To Review or Change your Personal Information, Press **4**

- To review or change your name recording, Press **1**
- To change your Pin number, Press **2**
- To change your phone number, Press **3**

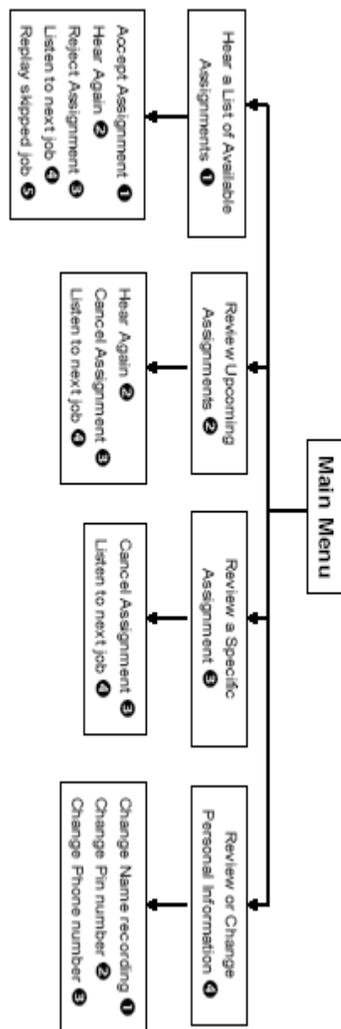
Special Things to Note

When Aesop calls you:

- The phone number that appears on Caller ID is: 1-800-942-3767.
- Typically, Aesop will not leave a message on your home answering machine.
- Please say "hello" in order for Aesop to begin the phone call.
- If you are sick and wish not to work, Press **0** - To Prevent Further Calls Today.
- If two or more substitutes have the same phone number it is to your advantage that you both voice-record your names. Aesop will then play the voice recording at the beginning of the phone call and you can enter the correct Pin number.

1.800.942.3767

Aesop Phone Menu at a Glance



Phone System Instructions for Substitutes

1.800.942.3767

Learn how to

- Search for jobs by phone
- Respond when the system offers you a job
- Personalize the phone system

FRONTLINE
PLACEMENT • TECHNOLOGIES

www.aesoponline.com

When Aesop calls you

When you answer the phone, say "Hello" and Aesop will present the following options:

If you are interested in a job, Press 1

Aesop will play you the School District Name and the School Name.

Enter your Pin number followed by the pound key ('#')

Aesop will now read off all the details of the assignment.

- To accept the assignment, Press 1
- To hear the assignment again, Press 2
- To reject but allow additional Calls today, Press 3
- To reject this assignment and prevent additional calls today, Press 4

i When you have successfully accepted an assignment Aesop will play back the **confirmation number**.

To prevent further calls today, Press 2

If you are unavailable, Press 3

To prevent Aesop from ever calling, Press 4

- If you select this option then Aesop will never call you again.

www.aesoponline.com

When you call Aesop

1. Dial 1.800.942.3767
2. Enter your ID number followed by the pound key ('#')
3. Enter your PIN number followed by the pound key ('#')

i Pressing the star key ("*") will always take you back one menu level anywhere in the phone system.

To Hear a List of Available Assignments,
Press 1

Aesop will play you a list of up to five available jobs.

- To accept the assignment, Press 1
- To hear the assignment again, Press 2
- To reject this assignment and not hear it again, Press 3
- To listen to the next assignment, Press 4
- To replay a bypassed assignment, Press 5
- To return to the Main Menu, Press 6

i When you have successfully accepted an assignment Aesop will play back the **confirmation number**.

1.800.942.3767

When you call Aesop

To Review or Cancel your Upcoming Assignments, Press 2

- To review your assignments for the next 7 days, Press 3
- To return to the previous menu, Press *

Aesop will now read off all the details of the assignment.

- To hear this again, Press 2
- To cancel this assignment, Press 3
- To listen to the next assignment, Press 4
- To return to the Main Menu, Press 6

To Review or Cancel a Specific Assignment, Press 3

Aesop will ask you to enter the confirmation number.

- To cancel this assignment, Press 3
- To listen to the next assignment, Press 4
- To return to the Main Menu, Press 6

i Please note that some options may not be available to you.

Available 24/7

APPENDIX B

BOARD POLICIES

General Personnel - Equal Employment Opportunity and Minority Recruitment (Bd. Policy 5:10)

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, order of protection 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, genetic information, physical or mental handicap or disability, if otherwise able to perform the essential functions of the job with reasonable accommodation, and other legally protected categories.

Persons who believe they have not received equal employment opportunities should report their claims to the Nondiscrimination Coordinator and/or a Complaint Manager for the Uniform Grievance Procedure. These individuals are listed below. No employee or applicant will be discriminated or retaliated against because he or she initiated a complaint, was a witness, supplied information, or otherwise participated in an investigation or proceeding involving an alleged violation of this policy or State or federal laws, rules or regulations, provided the employee or applicant did not make a knowingly false accusation nor provide knowingly false information.

Administrative Implementation

The Superintendent shall appoint a Nondiscrimination Coordinator for personnel who shall be responsible for coordinating the District's nondiscrimination efforts. The Nondiscrimination Coordinator may be the Superintendent or a Complaint Manager for the Uniform Grievance Procedure. The Superintendent shall insert into this policy the names, addresses, and telephone numbers of the District's current Nondiscrimination Coordinator and Complaint Managers.

Nondiscrimination Coordinator:

Name	Jason Feldman
Address	964 Spafford Street
Telephone No.	847/838-8457

Complaint Managers:

Name	Jason Feldman	Lisa Leigh
Address	964 Spafford Street	964 Spafford Street
Telephone No.	847/838-8457	847/838-8465

The Superintendent shall also use reasonable measures to inform staff members and applicants that the District is an equal opportunity employer, such as by posting required notices and including this policy in the appropriate handbooks.

Minority Recruitment

The District will attempt to recruit and hire minority employees. The implementation of this policy may include advertising openings in minority publications, participating in minority job fairs, and recruiting at colleges and universities with significant minority enrollments. This policy, however, does not require or permit the District to give preferential treatment or special rights based on a protected status without evidence of past discrimination.

Workplace Harassment Prohibited (Bd. Policy 5:20)

Workplace Harassment Prohibited

The School District expects the workplace environment to be productive, respectful, and free of unlawful discrimination, including harassment. District employees shall not engage in harassment or abusive conduct on the basis of an individual's race, religion, national origin, sex, sexual orientation, age, citizenship status, disability, or other protected status identified in Board policy 5:10, *Equal Employment Opportunity and Minority Recruitment*. Harassment of students, including, but not limited to, sexual harassment, is prohibited by Board policy 7:20, *Harassment of Students Prohibited*.

Sexual Harassment Prohibited

The School District shall provide a workplace environment free of unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct, or communications constituting harassment on the basis of sex as defined and otherwise prohibited by State and federal law.

District employees shall not make unwelcome sexual advances or request sexual favors or engage in any unwelcome conduct of a sexual nature when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (3) such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment. Sexual harassment prohibited by this policy includes, but is not limited to, verbal or physical conduct. The terms intimidating, hostile, or offensive include, but are not limited to, conduct that has the effect of humiliation, embarrassment, or discomfort. Sexual harassment will be evaluated in light of all the circumstances.

Making a Complaint; Enforcement

A violation of this policy may result in discipline, up to and including discharge. Any person making a knowingly false accusation regarding harassment will likewise be subject to disciplinary action, up to and including discharge. An employee's employment, compensation, or work assignment shall not be adversely affected by complaining or providing information about harassment. Retaliation against employees for bringing bona fide complaints or providing information about harassment is prohibited (see Board policy 2:260, *Uniform Grievance Procedure*).

Aggrieved persons, who feel comfortable doing so, should directly inform the person engaging in the harassing conduct or communication that such conduct or communication is offensive and must stop.

Employees should report claims of harassment to the Nondiscrimination Coordinator and/or use the Board policy 2:260, *Uniform Grievance Procedure*. Employees may choose to report to a person of the employee's same sex. There are no express time limits for initiating complaints and grievances under this policy; however, every effort should be made to file such complaints as soon as possible, while facts are known and potential witnesses are available.

Whom to Contact with a Report or Complaint

The Superintendent shall insert into this policy the names, addresses, and telephone numbers of the District's current Nondiscrimination Coordinator and Complaint Managers.

Nondiscrimination Coordinator:

Jason Feldman
964 Spafford St.
Antioch, IL 60002
jfeldman@antioch34.com
Phone: (847) 838-8457

Complaint Managers:

Jason Feldman
964 Spafford St.
Antioch, IL 60002
jfeldman@antioch34.com
Phone: (847) 838-8457

Lisa Leigh
964 Spafford St.
Antioch, IL 60002
lleigh@antioch34.com
Phone: (847) 838-8465

Adult Relationships/Bullying (Bd. Policy 5:25)

Purpose

The School Board of Antioch Community Consolidated School District No. 34 believes that a school district which is free from aggressive behavior and/or bullying, of any kind, is the best environment to promote learning and encourage the development of positive character traits and socially desirable behaviors in children.

Additionally, the Board believes that a work environment in which employees are expected to exhibit professionalism and respect of others provides positive benefits for employees, permits employees to perform at their best, facilitates professional growth and development in employees and better enables employees to experience rewarding relationships with co-workers, students and parents.

Bullying

All forms of bullying are unacceptable and hinder dignity at work. Accordingly, aggressive behavior, including, but not limited to bullying, is prohibited on school grounds, on a school bus, at any school sponsored event, or at any activity that bears a reasonable relationship to school.

Employees should be actively aware of their workplace behavior and its potentially harmful or influential effect on others. Employees shall not engage in aggressive behavior and/or bullying and are encouraged to take steps to either prevent such behavior from occurring or terminate such behavior if it occurs.

Definitions

Aggressive behavior is defined as words and/or actions towards another, oneself, or property, of a forceful, hostile, injurious or destructive nature. Bullying is defined as a type of aggressive behavior in which an individual or a group, through the improper use of real or perceived power, or the use of threats, extortion, exclusion, or by any other method, inflicts, attempts, or intends to inflict, physical, verbal or mental suffering on another person or group of persons.

Reporting Violations of the Policy

Persons who wish to report a violation of this policy must contact one of the Complaint Managers identified in the Board of Education's Uniform Grievance Policy and report the complaint pursuant to the procedures set forth in said policy. The Complaint Manager shall promptly investigate the complaint.

Violation of this Policy

Any adult who violates this policy may be subject to sanctions, or discipline under Board policy; an employee handbook; or any provision of an applicable collective bargaining agreement. Such discipline may include, but will not be limited to, verbal or written reprimand, suspension, or termination of employment.

The District reserves the right to refer any aggressive behavior or bullying to appropriate law enforcement agency(ies) for such action as the law enforcement agency(ies) may deem appropriate and necessary.

Drug and Alcohol-Free Workplace (Bd. Policy 5:50)

All District workplaces are drug- and alcohol-free workplaces. All employees shall be prohibited from:

1. Unlawful manufacture, dispensing, distribution, possession, use, or being under the influence of a controlled substance while on District premises or while performing work for the District, and
2. Distribution, consumption, use, possession, or being under the influence of alcohol while on District premises or while performing work for the District.

For purposes of this policy a controlled substance means a substance that is:

1. Not legally obtainable,
2. Being used in a manner different than prescribed,
3. Legally obtainable, but has not been legally obtained, or
4. Referenced in federal or State controlled substance acts.

As a condition of employment, each employee shall:

1. Abide by the terms of the District policy respecting a drug- and alcohol-free workplace; and
2. Notify his or her supervisor of his or her conviction under any criminal drug statute for a violation occurring on the District premises or while performing work for the District, no later than 5 calendar days after such a conviction.

In order to make employees aware of dangers of drug and alcohol abuse, the District will:

1. Provide each employee with a copy of the District Drug- and Alcohol-Free Workplace policy;
2. Post notice of the District Drug- and Alcohol-Free Workplace policy in a place where other information for employees is posted;
3. Make available materials from local, State, and national anti-drug and alcohol-abuse organizations;
4. Enlist the aid of community and State agencies with drug and alcohol informational and rehabilitation programs to provide information to District employees;
5. Establish a drug-free awareness program to inform employees about:
 - a. The dangers of drug abuse in the workplace,
 - b. Available drug and alcohol counseling, rehabilitation, re-entry, and any employee assistance programs, and
 - c. The penalties that the District may impose upon employees for violations of this policy.

District Action Upon Violation of Policy

An employee who violates this policy may be subject to disciplinary action, including termination. Alternatively, the School Board may require an employee to successfully complete an appropriate drug- or alcohol-abuse, employee-assistance rehabilitation program.

The Board shall take disciplinary action with respect to an employee convicted of a drug offense in the workplace within 30 days after receiving notice of the conviction.

Should District employees be engaged in the performance of work under a federal contract or grant, or under a State contract or grant of \$5,000 or more, the Superintendent shall notify the appropriate State or federal agency from which the District receives contract or grant monies of the employee's conviction within 10 days after receiving notice of the conviction.

Smoke Free Schools

No person on school property shall smoke or otherwise use tobacco products. School property means within school buildings, in vehicles used for school purposes, or on school grounds.

Abused and Neglected Child Reporting (Bd. Policy 5:90)

Any District employee who suspects or receives knowledge that a student may be an abused or neglected child shall immediately report such a case to the Illinois Department of Children and Family Services on its Child Abuse Hotline 800/25-ABUSE or 217/524-2606. The employee shall also promptly notify the Superintendent or Building Principal in writing that a report has been made. All District employees shall sign the *Acknowledgement of Mandated Reporter Status* form provided by the Illinois Department of Child and Family Services (DCFS) and the Superintendent or designee shall ensure that the signed forms are retained.

Any District employee who discovers child pornography on electronic and information technology equipment shall immediately report it to local law enforcement, the National Center for Missing and Exploited Children's Cyber Tipline 800/843-5678, or online at www.cybertipline.com. The Superintendent or Building Principal shall also be promptly notified of the discovery and that a report has been made.

The Superintendent shall execute the requirements in Board policy 5:150, *Personnel Records*, whenever another school district requests a reference concerning an applicant who is or was a District employee and was the subject of a report made by a District employee to DCFS. The Superintendent shall notify the State Superintendent and the regional superintendent in writing when he or she has reasonable cause to believe that a certificate holder was dismissed or resigned from the District as a result of an act that made a child an abused or neglected child. The Superintendent must make the report within 30 days of the dismissal or resignation and mail a copy of the notification to the certificate holder. The Superintendent or designee shall provide staff development opportunities for school personnel working with students in grades kindergarten through 8, in the detection, reporting, and prevention of child abuse and neglect.

Each individual Board member must, if an allegation is raised to the member during an open or closed Board meeting that a student is an abused child as defined in the Act, direct or cause the Board to direct the Superintendent or other equivalent school administrator to comply with the Act's requirements concerning the reporting of child abuse.

Access to Electronic Networks (Bd. Policy 6:235)

Electronic networks, including the Internet, are a part of the District's instructional program and serve to promote educational excellence by facilitating resource sharing, innovation, and communication. The Superintendent shall develop an implementation plan for this policy and appoint system administrator(s).

The School District is not responsible for any information that may be lost or damaged, or become unavailable when using the network, or for any information that is retrieved or transmitted via the Internet. Furthermore, the District will not be responsible for any unauthorized charges or fees resulting from access to the Internet.

Curriculum

The use of the District's electronic networks shall: (1) be consistent with the curriculum adopted by the District as well as the varied instructional needs, learning styles, abilities, and developmental levels of the students, and (2) comply with the selection criteria for instructional materials and library resource center materials. Staff members may, consistent with the Superintendent's implementation plan, use the Internet throughout the curriculum.

The District's electronic network is part of the curriculum and is not a public forum for general use.

Acceptable Use

All use of the District's electronic networks must be: (1) in support of education and/or research, and be in furtherance of the goals stated herein, or (2) for a legitimate school business purpose. Use is a privilege, not a right. Students and staff members have no expectation of privacy in any material that is stored, transmitted, or received via the District's electronic networks or District computers. General rules for behavior and communications apply when using electronic networks. The District's *Authorization for Electronic Network Access* contains the appropriate uses, ethics, and protocol. Electronic communications and downloaded material, including files deleted from a user's account but not erased, may be monitored or read by school officials.

Internet Safety

Each District computer with Internet access shall have a filtering device that blocks entry to visual depictions that are: (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by federal law and as determined by the Superintendent or designee. The Superintendent or designee shall enforce the use of such filtering devices. An administrator, supervisor, or other authorized person may disable the filtering device for bona fide research or other lawful purpose, provided the person receives prior permission from the Superintendent or system administrator.

The Superintendent or designee shall include measures in this policy's implementation plan to address the following:

1. Ensure staff supervision of student access to online electronic networks,
2. Restrict student access to inappropriate matter as well as restricting access to harmful materials,
3. Ensure student and staff privacy, safety, and security when using electronic communications,
4. Restrict unauthorized access, including "hacking" and other unlawful activities, and
5. Restrict unauthorized disclosure, use, and dissemination of personal identification information, such as, names and addresses.

Authorization for Internet Access

Each staff member must sign the District's *Authorization for Electronic Network Access* as a condition for using the District's electronic network. Each student and his or her parent(s)/guardian(s) must sign the *Authorization* before being granted unsupervised use.

All users of the District's computers to access the Internet shall maintain the confidentiality of student records. Reasonable measures to protect against unreasonable access shall be taken before confidential student information is loaded onto the network.

The failure of any student or staff member to follow the terms of the *Authorization for Electronic Network Access*, or this policy, will result in the loss of privileges, disciplinary action, and/or appropriate legal action.

Copyright (Bd. Policy 5:170)

Works Made for Hire

The Superintendent shall manage the development of instructional materials and computer programs by employees during the scope of their employment in accordance with State and federal laws and School Board policies. Whenever an employee is assigned to develop instructional materials and/or computer programs, or otherwise performs such work within the scope of his or her employment, it is assured the District shall be the owner of the copyright.

Copyright Compliance

While staff members may use appropriate supplementary materials, it is each staff member's responsibility to abide by the District's copyright compliance procedures and to obey the copyright laws. The District is not responsible for any violations of the copyright laws by its staff or students. A staff member should contact the Superintendent or designee whenever the staff member is uncertain about whether using or copying material complies with the District's procedures or is permissible under the law or wants assistance on when and how to obtain proper authorization. No staff member shall, without first obtaining the permission of the Superintendent or designee, install or download any program on a District-owned computer. At no time shall it be necessary for a District staff member to violate copyright laws in order to properly perform his or her duties.

APPENDIX C

Emergency Procedures – Substitute Staff

Emergency Procedures for Substitute Staff

- All entrance/exits are to be locked and secured. Do not let any visitors into the building. All visitors must enter at the main office. Please report any violations to the office.
- If security needs to be increased for some reason, a Security Watch will be set. The staff will be notified at a staff meeting prior to the start of school or by a hand delivered written notice. The Administration will notify the staff at that time what actions may be needed.
- In the event of an accident, call the office.
- A fire evacuation plan should be posted in the room you are substituting in. If it is missing or you are unable to read it, please contact the office.
- Each classroom has a “buddy” to assist you in emergency situations.

Notes to Permanent Staff

Substitute staff is always at a disadvantage when subbing. They may have a lack of familiarity with the students, the staff, the physical building, and the procedures of the school. Yet they are required to carry on as if they were the regular staff members.

Regular Staff:

- Be aware of any Substitute Staff in your area. Introduce yourself and offer your assistance.
- In an emergency situation, check on the Substitute Staff member near you. Don't assume that he/she know what to do.

Office Staff:

- Ensure that the Substitute Staff member has read and understands the *Emergency Procedures for Substitute Staff*.
- Check that the Substitute has a building map in his/her folder.

Ensure that the Substitute has made arrangements with, or checks out with the office at days' end, returning all required materials.

APPENDIX D

Substitute Teacher PowerSchool Procedures

Attendance and Lunch Count

Please obtain PowerSchool Procedures
from the School Office.

Acknowledgement of Receipt of Substitute Handbook

July 2018

I acknowledge that any existing Board policies and policy manuals shall not be deemed to create any contractual rights. Furthermore, neither prior practice nor oral representation by individual members of the Board or the Administration shall be deemed to create contractual rights. I acknowledge that only written agreement expressly approved and authorized for signature by the Board may be construed as creating any contractual rights.

Substitute Name (Printed)

Substitute Signature

Date