

# ***SUBSTITUTE HANDBOOK***



## ***RCS VISION***

***Rantoul City Schools is a collaborative community of empowered learners that inspires all to grow beyond limits.***

## ***RCS MISSION***

***The mission of Rantoul City Schools is to empower learners to grow beyond limits by:***

- ***Providing a nurturing environment where learners feel free to take risks***
- ***Ensuring individual needs are met through engaging opportunities***
- ***Expecting and recognizing academic and behavioral excellence***

## ***RCS MOTTO: GROW BEYOND***

Michelle Ramage  
Superintendent

Jennifer Frerichs  
Assistant Superintendent

Allison Didier  
Director of Special Education

Updated 8.2019

# WELCOME!

Welcome to Rantoul City Schools #137!



You are a vital part of our teaching staff. Your contribution as a substitute teacher/teaching assistant (TA) not only impacts the instructional program of our schools, but also greatly affects individual students, teachers, and our district, as a whole. What you do makes a difference!

As a substitute teacher/TA/secretary you are encouraged to make suggestions that you believe will contribute toward the improvement of our schools. RCS is constantly seeking to improve our educational programs, and to grow in the understanding of the needs of our students, teachers, and schools.

We are confident that you will do everything possible to meet the standards outlined by the school you are assigned to, and the teacher/TA/secretary for whom you are substituting. Every effort will be made to ensure that your day goes as smoothly as possible. When in doubt, do not hesitate to check with the office staff, an adjacent teacher, or the grade level team leader for additional information. Procedures may vary from school to school.

Please use this booklet as a guide to a successful career as a substitute teacher/TA/secretary with RCS. The content is arranged to assist you in finding answers quickly to questions that may arise as you work at the various schools. If you do not find the answer in our booklet, please don't hesitate to ask.

We want you to succeed!

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**Pleasant Acres Elementary  
1625 Short St., Rantoul, IL, 61866**

Wendy Starwalt, Principal 217-893-4141 (ext 5490)

Karen Schmitz, Assistant Principal

Yasmin Flores, Secretary 217-893-5491

Megan Taylor, Clerical 217-893-5493

**BREAKFAST IN THE CLASSROOM AT ALL SCHOOLS ALL GRADES**

Substitutes are expected to remain on duty from the time of arrival until the end of the school day as indicated by the hours listed below. This means that your start time for the day is the time you are to be ready and on duty, not walking in the door.

Substitute Teacher hours are: 7:30 – 3:00.

PreK Teachers and TA's: 8:10 am – 3:40 pm

Should any issues arise in the classroom in which you need assistance, you may contact office personnel at the following extension: 5402.

Substitutes should park in the north parking lot.

Meal cost for adults: Breakfast: FREE Lunch: \$3.50 Milk: \$ .40

There is a space on the absence sheet for your hot lunch count for students, if you would like a hot lunch please notify the kitchen and pay in the office.

When checking the teacher's mailbox only take out notes that need to go home with students if there are any.

The School Emergency Procedures is a 2 sided document available in sub folder as well as the Go-Kits in classrooms.

**Broadmeadow Elementary  
500 Sunview Rd., Rantoul, IL, 61866**

Tom Magers, Principal 893-5487

Deb Stevens, Assistant Principal

Marcy Kirk, Secretary 893-5484

Linda Rivest, Clerical 893-5485

**BREAKFAST IN THE CLASSROOM AT ALL SCHOOLS ALL GRADES**

Substitutes are expected to remain on duty from the time of arrival until the end of the school day as indicated by the hours listed below. This means that your start time for the day is the time you are to be ready and on duty, not walking in the door.

Substitute Teacher hours are 7:30-3:00

Should any issues arise in the classroom in which you need assistance, you may contact office personnel at the following extension: 5405 or 5487. You may also ask for the office to call Mrs. Carolyn Johnson for help.

Parking: Please park in the lot near the office entrance (west side of the building)

Meal cost for adults: Breakfast: Free Lunch: \$3.50 Milk: \$ .40

Please let the office know when you check in if you will be buying a lunch for the day.

Mail: The teacher has a mailbox in the office. Please check it at the beginning of the day and mid-day to see if there are any forms that need to be sent home with the children. If there are none you may leave the mail in the box.

The School Emergency Procedures is a 2 sided document available in sub folder as well as the Go-Kits in classrooms.

**Eastlawn Elementary**  
**650 N. Maplewood Dr., Rantoul, IL, 61866**

Chris Forman- Principal- 217-892-2131 (ext 5073)

Samie Sebestik, Assistant Principal

Diana Mendoza- Secretary- 217-892-2131 (ext 5462)

Yubanna Salinas - Clerical- 217-892-2131 Ex (5475)

Nurse Christina Jones – 217-893-5489

**BREAKFAST IN THE CLASSROOM AT ALL SCHOOLS ALL GRADES**

Substitutes are expected to remain on duty from the time of arrival until the end of the school day as indicated by the hours listed below. This means that your start time for the day is the time you are to be ready and on duty, not walking in the door.

Substitute Teacher hours are: Full day- 7:30 a.m. until 3:00 p.m.

Should any issues arise in the classroom in which you need assistance, you may contact office personnel at the following extension: Diana Mendoza- 5462 or Clerical (open) - 5475.

When you arrive at the school please park in the north parking lot. The office is by the main door near the front of the building. It is most easily accessed from the north parking lot.

Meal cost for adults:                      Breakfast: FREE                      Lunch: \$3.50                      Milk: \$ .40

If you would like to eat a meal at the school please notify Marissa Chavez in the main office or call her at extension 5475 by 8:30 a.m. Please pay Linda before you take your meal from the kitchen.

Please check the teacher's mailbox in the main office for any relevant notes pertaining to the students or the school day. You may leave the teacher's mail in an obvious location on his or her desk with a brief note signifying it is their mail. If you have any questions about whether any notes need to be sent home with the students that were in the mailbox, please do not hesitate to ask the office staff.

The School Emergency Procedures is a 2 sided document available in sub folder as well as the Go-Kits in classrooms.

**Northview Elementary**  
**400 N. Sheldon, Rantoul, IL, 61866**

Principal: Kelly Mahoney (217) 893- 5483

Assistant Principal: Annie Smith

Secretary: Shawna Krauth (217) 893-5479

Clerical: Brenda Chapman (217) 893-5480

Nurse Sherri White 217-893-5468

**BREAKFAST IN THE CLASSROOM AT ALL SCHOOLS ALL GRADES**

Substitutes are expected to remain on duty from the time of arrival until the end of the school day as indicated by the hours listed below. This means that your start time for the day is the time you are to be ready and on duty, not walking in the door.

Substitute Teacher hours are 7:30-3:00

Should any issues arise in the classroom in which you need assistance, you may contact office personnel at the following extension: 5479- Ms. Shawna Krauth

Parking information: on the map

Meal cost for adults:                      Breakfast: FREE                      Lunch: \$3.50                      Milk: \$ .40

When you arrive, tell the office staff if you are eating school lunch and pay for lunch at that time.

Check the teacher's mailbox at least three times a day, to make sure that all papers go home if necessary. Leave the teacher's mail on the teacher's desk.

The School Emergency Procedures is a 2 sided document available in sub folder as well as the Go-Kits in classrooms.

**JW Eater Jr. High**  
**400 E. WABASH, RANTOUL, IL 61866**

Principal – Scott Woods (217) 893- 5469  
 Assistant Principal – Beth Waldhauser  
 Head Secretary – Tierra Norwood – (2147) 893-5466

Assistant Principal – Heather Jacobs (217) 893-5465  
 Nurse – Julie Taticek – (217) 893-5464

**BREAKFAST IN THE CLASSROOM AT ALL SCHOOLS ALL GRADES**

Substitutes are expected to remain on duty from the time of arrival until the end of the school day as indicated by the hours listed below. This means that your start time for the day is the time you are to be ready and on duty, not walking in the door.

Substitute Teacher hours are 7:40-3:10

Karen Bergman, Clerical, is the person who will typically check you in each time you are at Eater (217) 893-5463

Should any issues arise in the classroom in which you need assistance, you may contact office personnel at the following extension: 5401 and tell them you need a SAM to report to your room and your room number.

Parking: You can park right out front and come up to the front door.

Meal cost for adults:                      Breakfast: FREE                      Lunch: \$3.50                      Milk: \$ .40  
 Please turn in your money for lunch to Tierra Norwood in the attendance center.

It is not necessary to check the teacher/TA’s mailbox. If there is something pressing, you will be told in person.

The School Emergency Procedures is a 2 sided document available in sub folder as well as the Go-Kits in classrooms.

Morning - doors open @ 8:05.

**Bell Schedule**

	<b>6</b>	<b>7</b>	<b>8</b>	<b>Specials</b>
Breakfast	8:05-8:20			
E101	8:20-8:58			
2/3	9:01-10:17 9:40-10:19	9:01-10:17	9:01-10:17	9:01-10:17
4/5	10:20-11:36	10:20-11:36	10:20-11:36	10:20-11:36
6	11:39-12:13 LUNCH A	11:39-12:20	11:39-12:55	11:39-12:13 Lunch or Super
7	12:19-1:35	12:23-12:55 LUNCH B		12:23-12:55 Lunch or Super
8	1:00-1:39	1:01-1:35	12:58-1:32 LUNCH C	12:58-1:32 Lunch or Super
9	1:38-2:16	1:38-2:55	1:38-2:55	1:38-2:16

10	2:18-2:55	2:20-2:55		2:18-2:55
Dismiss	2:55-3:00 Transition back to team and dismiss	2:55-3:00 Return Chromebooks	2:55-3:00 Return Chromebooks	2:55-3:05
		3:00-3:05	3:00-3:05	

### Bulldog Academy Bell Schedule

E101/ Breakfast	8:05-8:25
1	8:25-9:01
2/3	9:01-10:17
4/5	10:20-11:36
6	11:39-12:25
7	12:25-12:55 (Lunch)
8	12:58-1:32 (PE)
9	1:35-1:45

### 11:30 Dismissal

Breakfast	8:05-8:20
E101	8:20-8:39
2/3	8:41-9:20
4/5	9:22-10:01
6/7/8	10:03-10:42
9/10	10:44-11:30



## GETTING STARTED



### How do I receive my Personal Identification Number (PIN) for AESOP?

Once all of your employment documents have been completed you will receive an email from AESOP that will give your login and PIN number. You will use your PIN to access the system each time it calls you for jobs that may be available or when you search for jobs on the website. Please keep your PIN confidential. Do not give your PIN to anyone. You are responsible for all jobs you accept through the system.



### There are three ways that you can accept/decline jobs.

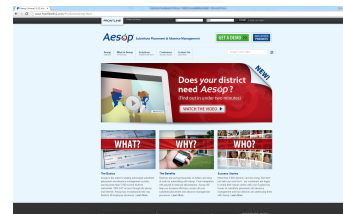
#### #1 – Through the Aesop Phone System 1-800-942-3767

Refer to your Substitute Quick Reference Guide to learn how to accept and decline jobs that the system offers you. When you accept a position, the system will give you a job number, the absent teacher/TA's name, along with any other information you may need. Be sure to write this information down. Remember you **must have a job number** to ensure that the job has been assigned to you.

If the school or an employee should ask you to come for a substitute assignment please contact the substitute coordinator at 893-5008 so she can enter you in the substitute system and assign you to that job. If the coordinator has not entered you into that position, you will continue to be called by the automated system because the system believes you are still available. Job numbers are important in your employment with RCS; without these job numbers periodic checks of your work history will not accurately record how often you have accepted work. This potentially could affect your continued employment with RCS.

#### #2 – Through the Aesop Website:

The most preferred method of accessing the Aesop system is through the internet. The Aesop website is: [www.frontlinek12.com/aesop](http://www.frontlinek12.com/aesop). Refer to the "Substitute Quick Start Guide" for directions on how to accept or reject jobs on the internet.



#### #3 –Cell Phone Website

- You can also access Aesop via your cell phone by logging into the following website: [m.aesoponline.com](http://m.aesoponline.com)
- On this mobile site you can: search for open jobs, accept jobs, review assignments as well as cancel assignments.

### Confirmation Email

Once you have accepted a position you will be sent an email with the job number and the details of the assignment. Make sure you keep this information for your records.



### What time does the system call-out to the pool of substitutes to offer jobs?

The system's "calling times" are:

Day of the Week	Today's Jobs	Future Jobs
Weekdays	Starts at 5:00 am	6:00-9:00pm
Saturdays	None	None
Sundays	None	6:00-9:00pm
Holidays	None	6:00-9:00pm



If the system cannot fill an open job, the substitute coordinator may call you to offer you a job even though the start time of the job has passed. If the coordinator states the job is no longer available, she will release you from that assignment since you have already accepted it in the sub system. This will open up your availability for other jobs that may be available that day.



### Special instructions and multiple day jobs

If the system calls you for a job that is a multiple day absence, you must be able to substitute for all of the days required, not some of the days.

### Letters of Reasonable Assurance

- Each May, a letter of "Intent" or "Reasonable Assurance" is mailed to each substitute teacher/TA's home address notifying you that the District intends to utilize your services for the ensuing school year. It is **your responsibility** to come into the Human Resource Office to return your letter in exchange for a new substitute teacher/TA ID by the

date indicated on the letter. Failure to do so will serve as notification to RCS that you no longer wish to remain as a substitute teacher/TA/secretary for the next school year.

- If you do not receive a letter of intent or assurance by the end of May, it is **your responsibility** to call the Human Resource Office at 893-5451, to verify whether or not an error has occurred. You must have a valid, unexpired ID to be on any school. (Picking up your new ID card does not renew your teaching permit or TB clearance status.)
- If you submit the letter that you do not intend to return and you do return, it may result in completion of new hire paperwork.

### **Minimum Work Day Requirement**

**RCS requires all active substitutes to work a minimum of 2 days per semester or 4 days per school year. This requirement does not apply to new substitutes hired mid-semester. Failure to work the minimum required days will result in termination of the substitute.**

### **Late Arrivals and “No Shows”**

Be sure to call the substitute coordinator at 893-5008 if you cannot show up for a job you accepted from the system or if you are going to be late for a job. She has the right to cancel you from a job and get another substitute if you are late 30 minutes or more. The system will record that you were a “No Show” for the job in your profile in the system. The school will then have the option of documenting this concern in AESOP called **Feedback About Substitute Performance Report** and request that you no longer substitute at their school.

### **Changes to your profile**

A substitute teacher/TA/secretary can modify the following items by logging into their account on the Aesop website ([www.frontlinek12.com/Aesop](http://www.frontlinek12.com/Aesop)) and choosing the **“Preferences”** tab at the top of the log in screen:

- **Phone Number:** This is the phone number that the system will use to call and offer you jobs as well as your ID number that you utilize to log in on the website.
- **Email Address:** This is the email address that Aesop and the district will utilize to send you all of your notifications and correspondence, therefore it is essential that your email address is accurate.
- **PIN number:** You can change your pin number to any 5-digit number.
- **Selection of Schools:** You can select the schools that you would like to work at. All accounts will be initially set up for the substitute to work at all schools within the district. If you want to change this default setting you will need to change it by going to the “Schools” tab under preferences and then select the schools you would like to work at.
- **Call Times:** The system will automatically set your schedule availability to our default setting of being available every day of the week. If you need to see a specific schedule you will need to change this by going to the “Call Times” tab under preferences and “edit” your daily schedule.
- **Be ADVISED** that changing your profile may affect communication within AESOP. Be sure it is what you want.

### **Setting Up Substitute Availability Schedule**

- Under the tab “Non Work Days” in the middle of the home page you will have the ability to set your weekly schedule. You can exempt a single day, a recurring day or week/s at a time. Just go to this tab and set up your own personal substitute availability schedule.
- It is extremely important that you set up this schedule if you are not available because the system will continue to call you and offer you positions.

### **What if there is a problem with a substitute job?**

**Be Flexible.** When you arrive at an assigned job and there is a problem with the job, please start with the school secretary who will communicate with the substitute coordinator. We will try to accommodate you with another assignment, if at all possible. If you report for a job that was assigned and you are not needed another position or job will be found or at least you will receive pay for the day for coming in to work. At times we have to move substitutes around at the last minute due to last minute absences and priority needs. But remember to be flexible because there will be times when this will occur.

If you know **in advance** that you are unable to report for an assignment, **immediately** call the system number or log in to the website and cancel the job so that the system may begin calling for another substitute. Then call the substitute coordinator at 893-5008 to let her know you will not be in as planned. Remember when you accept a job we expect you to carry out that obligation and commitment and therefore you should only cancel jobs in case of an emergency or illness.

If you do not cancel yourself from the job, the system will not call for another substitute to accept that assignment. Then the classroom will be left without a substitute teacher/TA/TA and the school will have to make other arrangements with teacher/TA/secretary s to cover the job. This may result in a negative **Feedback About Substitute Performance Report** by the principal requesting to no longer use your services at their school.

If an employee must cancel a job of which you are assigned, the system will contact you by telephone and send an email to inform you of the cancellation. Please listen carefully to the system. The system will tell you the job is cancelled. Then you must follow the prompts and accept notification of the cancellation. **If you do not accept notification of the cancellation the system will continue to call you until you accept the cancellation.**

### **JOB EXPECTATIONS**

#### **What is expected of me as a substitute teacher/TA/secretary?**

- Please remember that you are being paid to teach the students. Do not take your newspaper or book to the classroom. Personal use of iPad, computer or phone during instructional time is not allowed. This reflects upon your abilities as a substitute teacher/TA. You are free to use your cell phone during **lunch or plan period**.
- Be on time and work all assigned hours.
- Be prepared to teach the lesson plans left by the teacher.
- Be enthusiastic and have a sense of humor!
- Be in control of the classroom and yourself at all times.
- Be flexible.
- Be honest.
- Have a definite objective.
- Set a good example for students.
- Be neat in appearance and follow district dress code. Dress professionally, comfortably, and in good taste.
- High ethical standards are to be maintained at all times.
- RCS is a **smoke-free district**. You may not smoke on any RCS campus or work site, including the site parking lot.
- Return all supplies and equipment to storage. Secure cabinets. Be sure to leave the classroom in order.
- Turn the lights off, and lock the classroom doors. Windows are not to be opened. We have geothermal.
- **Return keys** and necessary materials to the school secretary. **DO NOT take keys home with you.**
- Check with the secretary about possibly continuing the assignment. Acceptance of pre-arranged assignments from the school secretary or a is allowed, however, you must receive a job number assigned by the system, from the secretary or employee. You will receive an email notification from Aesop with the job number.
- Be sure to sign and date your timesheet and ask the secretary for a copy before you leave the school.

#### **DOs**

- Do arrive early.
- Do let students know your expectations and the rules immediately.
- Do make sure you know the procedures for all emergency drills or situations.
- Do follow all of the lesson plans the teacher/TA left for you.
- Do get student's attention by using a positive classroom management strategy.
- Do use positive praise to assist you with classroom management.
- Do verify the seating chart is accurate. Make your own, if needed.
- Do use appropriate rewards. Do **NOT** to give students food or candy due to allergies.
- Do ask the principal or office for assistance if needed.
- Do make assignments due at the end of the period.
- Do greet adult aides at the door and establish their role.
- Do make sure you have extra ideas/plans in case you finish the lesson plans early.
- Do establish special privileges such as: line leader, P.E. captains, etc.
- Do follow school procedures for bathroom use.
- Do introduce yourself to teachers in adjacent rooms whenever possible.
- Do avoid confrontations.
- Do leave a note for the teacher at the end of the day.
- Do walk elementary classes to recess and lunch.
- Do make sure you know the dismissal procedures for elementary students.
- Do ask the secretary if you have any recess or other duties.
- Do call the office if a student vomits in the classroom so it can be cleaned appropriately.

- Do report any allegations of suspected child abuse or neglect to the administration or the secretary.

## **DON'TS**

### **We do not like to start sentences with a negative “don’t” but here they are:**

- Don't yell at the class or an individual student. This is not a good way to get the class' attention.
- Don't use belittling or foul language to discipline students.
- Don't throw things to get the attention of the class.
- Don't lose control. Take a minute to calm down before disciplining. Ask for help, if needed.
- Don't use a student's name on the board as a discipline measure.
- Don't discuss controversial issues.
- Don't allow students in your classroom or send them anywhere where they would be by themselves. An adult should always accompany them.
- Don't use the computer in the classroom for internet access for yourself.
- Don't conduct any personal business during instructional time.
- Don't talk about your personal life or business with students.
- Don't leave the classroom unattended. Please call the office for assistance, if necessary.
- Don't follow your own lesson plans. Use the lesson plans left by the teacher.
- Don't make comments to parents regarding student's particular handicap, condition, personal hygiene.
- Don't take the classroom key home.
- Don't allow students to take any type of medication.

## **YOUR FIRST DAY ON THE JOB**

### **I've accepted a job...what's next?**

When you accept a job offered to you by Aesop, write down the job number; absent teacher/TA's name; and the place, date and time of the job.

**What time do I report for the job?** The time given by the Aesop system is your report and end time.



**Remember: Be on Time! Be on Time! Be on Time!**

If you arrive late 30 minutes or more for an assignment the substitute coordinator has the right to cancel you from the job assignment and to schedule another substitute for the position.

Please be aware that you are being paid for the time you actually start the job. If you are late for a job assignment you may be paid half-day pay if the time you actually started the job causes the job to be under 3 hours and 45 minutes even though the system gives an earlier start time. Please be prompt.

### **Who do I report to?**

You will report directly to the principal's secretary. Be prepared to give her the name of the teacher/TA you are substitute teaching for. Sub teachers - ask the school secretary about keys to the classroom and the lesson plan left by the teacher. Also, ask the secretary if there are any messages, bulletins, or notices in the teacher's mailbox you should know about.

### **What should the absent teacher/TA have available for me?**

- Teacher should leave lesson plans, an extra roll sheet or class roster, and a seating chart.
- Teacher should leave answer keys to tests and worksheets.
- Teacher should leave notes as to where supplies (including paper), AV equipment, and teacher/TA's edition textbooks are located to carry on the day's activities. Materials are usually left on the teacher's desk; or they can be left with the principal's secretary. If you cannot find specific materials, ask the students, they are usually your best resource, or ask another teacher/TA for assistance. (Students are expected to come to class with all necessary supplies, but sometimes you may need to provide them with some supplies.)
- Teacher/TA should provide list of all extra duties, special duties, and responsibilities that are pertinent to the assignment of the regular teacher/TA.
- Teacher should preview any movies or videos to be used and leave a synopsis for you.
- Teacher should leave information as to why some students might be missing (band, speech therapist, etc.) as well as a list of who goes where and when.
- Teacher should leave a list of students who have severe medical problems.

- Teacher should leave information regarding who rides which bus.
- Teacher should ask the substitute teacher to report beforehand to observe classroom instruction and routine when long-term absences are anticipated. Substitute teachers will be paid for this service. One (1) day is allowed to observe.

### **What should the school make available to me?**



- School secretary should provide keys to the classroom.
- In case of student or adult injury – contact the office for forms and procedure BEFORE you leave at the end of the day. Sample forms are included in this handbook.
- School should request substitute to fill out a timesheet at the beginning of the assignment, and have the substitute sign and date the timesheet before he/she leaves for the day. The school will provide you with a copy and send the timesheet to payroll.
- School should ensure that the substitute is following the teacher’s lesson plan.
- School should provide information for the substitute to make contact with the regular teacher/TA regarding future plans if the assignment is of an indefinite period.

### **What do I do before the students arrive?**

- Review the lesson plans carefully. Be sure to follow the planned assignments left by the teacher. Avoid going beyond the day’s assignment. If the teacher did not leave a lesson plan, contact the school secretary or other office personnel to see if the teacher left lesson plans with them. If the staff does not have the teacher’s lesson plan, ask if there is a team leader or peer teacher that you can share lesson plans with. As a last resort, ask if you may present your contingent lesson plans.
- Check for extra duties such as playground supervision, bus duty, etc.
- Review attendance and discipline procedures for that particular school.
- Know and use your instructional aides, if present.
- Check emergency regulations.
- Write your name on the board.
- Check to see if the teacher left names of student helpers. They can be of value in taking attendance and other classroom routines. The student helpers enjoy this responsibility. Use them!
- Get ready to greet students at the door We know you are busy reading plans and prepping but this step will go a long way in building relationships!

### **What do I do after students arrive?**

- Start the class promptly.
- Introduce yourself to the class.
- Take attendance and lunch count as indicated by plans.
- Assume the same responsibility as the regular teacher for students, equipment, and assigned materials.
- Expect and require cooperative student responses
- All visiting adults, including administrators, should introduce themselves.

### **What do I do at the end of the workday?**

Leave a report for the teacher. You must leave a written report for the teacher explaining what happened in the classroom during his/her absence. The report should also include a summary of work accomplished or not accomplished and why, comments regarding student’s behavior (positive/negative), and any other information the teacher will find helpful.

After the students have been dismissed at the end of the day, use your last 20 or 30 minutes to correct papers, clean the classroom, and complete a report. When you are finished leave the lesson plans and teacher’s report on the teacher’s desk. Take the classroom key to the office.

### **SUBSTITUTE TEACHER CHECKLIST:**

1. Check-in with the building secretary before the first class period to obtain key(s) and a class schedule.
2. Obtain and review the teacher’s daily lesson plan(s).
3. Keep an accurate record of attendance for each class period.
4. Carry out assignments as specified on the daily lesson plan
5. Check and report on work completed during each class period.
6. Keep the room locked when not in use.
7. Leave the report of the day’s happenings in the classroom.

8. Return keys and a completed “Substitute Evaluation of Teacher/Teaching Assistant/Other Form” form at the end of your day.
9. Complete and submit timesheet to building secretary before you leave at the end of the day. A copy will be made for you at that time.
10. DO NOT HESITATE TO ASK QUESTIONS.

**SUBSTITUTE TEACHER FOLDER – TEACHER CHECKLIST**

Substitute folders are required. These will be updated by each teacher minimally at the beginning of each quarter. Make this a priority! Folder must contain the following:

- Detailed lesson plans for the entire day.
- In bold, at top of plans, list duties (AM, recess, lunch, PM) so they don’t get lost within the document.
- Provide a place for subs to provide feedback to you about their day.
- Seating Charts/Up-to-Date Class Lists – if an emergency to evacuate
- Indication of students who need an extra eye kept on them, have sensory issues, IEP accommodations, behavior intervention plans, “go-to” students for help, buddy teacher.
- How to take attendance (since no access to Skyward), Smartboard directions - use or not to use, Go-Guardian (gr 3-8), etc
- Office Discipline Referral forms since they cannot access Skyward,
- Blank “Substitute Evaluation of Teacher/Teaching Assistant/Secretary” form that the substitute is responsible for completing and submitting to secretary/clerical at end of the day. If the sub choses not to do so, that is up to him/her.
- One page emergency document – summarizes several types of evacuations.
- Have on hand a day’s worth of “ready to go” activities/plans in case there was no opportunity to prepare detailed plans for the day due to last minute unforeseen absence. This should happen very rarely.
- On Aesop, complete the sub evaluation.

**What do I do with my timesheet – ALL SUBS?**

If it is your first assignment for that pay period, then the secretary provide a new timesheet. You keep the timesheet until the end of the pay period and you must submit it to our Central Office within the deadlines provided below. You can drop it off at the Central Office, send it through our school mail if it will arrive in time, or mail it to Tara Minion, RCS Central Office, 400 E. Wabash Ave, Rantoul, IL 61866. The Central Office closes at 4:15pm.

**Pay Dates, Timesheet Dates, and Pay Period**

The RCS Board of Education approved the following payroll dates for the coming school year. Payroll dates are the 15<sup>th</sup> of the month and the 30<sup>th</sup> of the month (or last day of the month is there is no 30<sup>th</sup>). If the payroll date falls on a Saturday, Sunday the payroll date will be a Friday. If the payroll date falls on a holiday, then the payroll date will be the working day before that holiday. Timesheet due dates are for hourly employees only.

**2019-2020 PAY DATES & PAY PERIODS**

PAY PERIOD	TIME SHEETS DUE	PAY DATES
06/16/19-06/29/19	07/01/19	07/15/19
06/30/19-07/13/19	07/15/19	07/30/19
07/14/19-07/27/19	07/29/19	08/15/19
07/28/19-08/10/19	08/12/19	08/30/19
08/11/19-08//24/19	08/26/19	09/13/19
08/25/19-09/07/19	09/09/19	09/30/19
09/08/19-09/21/19	09/23/19	10/15/19
09/22/19-10/05/19	10/07/19	10/30/19
10/06/19-10/19/19	10/21/19	11/15/19
10/20/19-11/02/19	11/04/19	11/29/19
11/03/19-11/16/19	11/18/19	12/13/19
11/17/19-11/30/19	12/02/19	12/30/19
12/01/19-12/14/19	12/16/19	
12/15/19-12/28/19	12/30/19	01/15/20
12/29/19-01/11/20	01/13/20	01/30/20
01/12/20-01/25/20	01/27/20	02/14/20

01/26/20-02/08/20	02/10/20	02/28/20
02/09/20-02/22/20	02/24/20	03/13/20
02/23/20-03/07/20	03/09/20	03/30/20
03/08/20-03/21/20	03/23/20	04/15/20
03/22/20-04/04/20	04/06/20	04/30/20
4/5/2020-04/18/20	04/20/20	05/15/20
04/19/20-05/02/20	05/04/20	05/29/20
05/03/20-05/16/20	05/18/20	
05/17/20-05/30/20	06/01/20	06/15/20
05/31/20-06/13/20	06/15/20	06/28/20

## STUDENT INFORMATION

### What can students do and not do? -- Know Student Restrictions!

- Expect and require cooperative student responses.
- Students should not leave the room without authorization or permission from the teacher. If this occurs, notify the office immediately.
- No student should leave the school without permission of the principal or school office personnel. Do not assume that an adult who comes to pick up a student is authorized to do so. **Check for a pass!** If a pass is not presented, send the person to the office for a pass. If the person does not cooperate, contact the office and/or teacher in the adjacent room.
- Students should not be allowed to move any heavy equipment.
- Students should not be in the classroom unless the teacher is present. Lock doors whenever you leave the classroom.
- Students are not allowed to use the paper cutter or anything else considered unsafe.
- Students at the elementary level should not use playground equipment except under the close supervision of the teacher.
- Students should be under the supervision of a teacher at all times.



### What is the Procedure for Reporting Accidents?

Promptly report accidents to the principal's office and fill out an accident report before leaving at the day's end.

### What is the Procedure for Disciplining Students?

You must gain control of the students prior to engaging in any activity. This is very important regardless of the age of the students. You will be able to maintain control and conduct classes properly if you are familiar with the rules of the school and those set down by the regular classroom teacher. If you are "easy going" the students will take advantage of this. If you are firm and fair students will usually react accordingly. Be pleasant, yet firm.

Keeping students on task with worthwhile material and presenting lessons in an interesting manner usually keeps disciplinary problems to a minimum. If discipline problems do arise and you are unable to resolve them, the principal or assistant principal should be notified immediately. DO NOT let the situation get out of hand. Discipline can often be handled by a mutual understanding between you and the pupil. If you attempt to understand the student's problem and the student understands what you expect, problems may not develop.

- **DO NOT** use any physical force!
- **DO NOT** use foul or belittling language as a means to discipline a student. The school administrator will handle and administer any severe disciplinary measures.

You may make parent contact or arrange for a parent conference only after consulting with the administrator in charge of discipline. If it was necessary to confiscate any items from students, turn them in to the office before checking out for the day.

## PRESENTING LESSONS

The number one skill requested by students is that substitute teachers present stimulating lessons and fill-in activities.

### **“NEVER LET THEM SEE YOU SWEAT”**

Sweating can take on many forms: stuttering, staring, twitching, frantically searching for a piece of chalk, or simply looking nervous. Sweating is the sign of a person who has no control of a situation. If you show signs of this, students will see it and may use it to their advantage.

### **THEY ARE STUDENTS, NOT KIDS**

The students in your classes will be what ever you want them to be. If you call them “kids,” they will act like kids. If you call them “students,” they will act in a mature manner. The same is true with expecting respect: “Respect Breeds Respect.” This includes “listening” to every question, giving praise for student’s work, and allowing all students to participate.

### **NO PLANS?!**

For various reasons, there sometimes is either no lesson plan or too much time before the period ends. This often gives students free reign of the class, and it is never a positive experience for the substitute teacher. For each class, an assignment should be written on the chalkboard. Tell students to work silently and complete the work in a given time limit. You can also use the time wisely by putting your “bag of tricks” to work (see the next section).

## **EXTRA TIPS**

### **TRAIN YOUR VOICE**

Your voice is very important to your role as a substitute teacher/TA. The first ten words out of your mouth may determine how the rest of the class is run. Before you step foot in a classroom, decide how you want your class to view you.

### **LEAVE THE ROOM IN ORDER**

Make an effort to stack handed-in assignments in a neat and organized manner where the teacher can easily find them. Put all books away where they were at the start of the day. Be sure the room looks orderly when you leave.

### **ATTENTION IDEAS**

- You can clap a beat and have the class clap it back to you.
- Many classrooms have chimes that you can ring when you need the students to be silent in transitioning moments.
- You can say, “give me five,” to which the class responds with holding their hands in the air and being silent.
- You can also just put your hand up and they will do this when they notice you are doing it.

### **GRADE HOMEWORK**

If the absent teacher/TA leaves an answer key, it is a good idea to grade homework. This may leave such a good impression on the absent teacher/TA that you will be high on the list of substitutes the next time the teacher/TA is absent. Also, it will give the absent teacher/TA more time for other things, allowing the educational process to flow smoother.

### **SMARTBOARDS:**

Smartboards look similar to whiteboards, however they are NOT a whiteboard. Do NOT use dry erase markers on them. They have their own special markers located at the bottom of them. Directions for use are provided in teacher lesson plans. These are used for many learning activities.

**LIBRARY** Accompany the class during library time to assist with the students picking out their books.

### **WHEN A STUDENT BECOMES ILL**

When a student becomes ill send him or her to the Office with a health memo. The Office personnel will call the Nurse and/or the parents. The Office will make any of the necessary calls to inform parents of their child’s sickness.

### **SERIOUS STUDENT INJURY**

In the event of a serious student injury on the playground or in the building, please take the following actions in sequence:

1. Have the person lie still in the most comfortable position for him/her. Do not force him/her to move unless absolutely necessary.
2. The supervisor closest to the accident should contact the Office via the two-way radio, classroom phone, or dispatch another teacher or child to the Office to inform the Secretary to call the Nurse, parents, and an ambulance, if necessary.
3. As soon as possible, cover the injured person with a blanket and keep him or her warm.
4. Severe bleeding may be stopped by applying pressure to the artery between the heart and the wound, or to the spot



that is bleeding.

5. Await the arrival of the Nurse and or Principal.
6. Complete Student Injury Form as soon as possible or at minimum, before you leave for the day.

**Plan Periods**

If you accept an assignment at RCS, you may be asked to substitute in another class during the regular classroom teacher’s “plan period.” Due to the fact that you are not the regular classroom teacher you are not entitled to this plan period. Therefore, if you are asked to cover another class or do an alternate assignment during this designated plan period you must cover this assignment.

**How am I doing?**

Remember that your actions, your behavior, your manner, and your professionalism all reflect upon your ability to be a successful classroom substitute teacher and/or permanent teacher/TA. Keep in mind that someone is always observing your work as a substitute teacher/TA, whether it is the students, other teacher/TAs or secretary at the school. Remember to act in a professional manner **at all times**. Being repeatedly requested by the school is, of course, one of the best evaluations you can have. How do we evaluate? You will complete the *Substitute Evaluation of Teacher/Teaching Assistant* Form and submit to the office before you leave for the day. The teacher/TA can choose to complete an evaluation form online through Aesop. If there are concerns, the HR office will contact the teacher/TA for more information and will contact you for more information. Generally, you will discuss the situation and the HR Manager will provide some suggestions for improvement if necessary. **If you receive 3 evaluation forms with concerns, it is grounds for dismissal.**

**Disciplinary Procedure – What is the process for substitute teacher/TA disciplinary action?**

When a school deems it necessary to reprimand a substitute teacher/TA for unsatisfactory job performance, the school will notify the Human Resource Office by completing a ***Feedback About Substitute Performance Report*** on AESOP.

The Human Resource Office will review the information provided, conduct any necessary investigation with the teacher/TA, and contact you – usually by phone. If repeated concerns or if the concern is serious enough, there may not be an investigation and district has the right to exclude a substitute from their school. The substitute teacher/TA is **not** entitled to a copy of the Notice from the school and **not** entitled to any further investigation.

**Under no circumstances shall a substitute teacher/TA/secretary directly contact any school staff member regarding disciplinary action taken by the district.** All disciplinary procedures are handled through the Human Resource Office and all correspondence shall be directed to the appropriate administrator in the Central Office. Please contact the Human Resource Manager if you have any questions regarding this procedure.

If the Human Resource Office receives **3** negative ***Feedback About Substitute Performance Reports***, **the substitute teacher/TA may be terminated** from employment with RCS. If an incident was deemed egregious, a substitute teacher/TA could be terminated for the first offense. A written letter of termination will be mailed to the substitute teacher/TA’s home address indicating a termination date.

**As a substitute employee you are an “at will” employee, which means that you may be released at any time, for any or no reason. If the RCS should receive three Notices of Unsatisfactory Performance, you may receive a letter of termination. The notices do not have to be within the same school year, it is throughout your entire employment with RCS. This includes not showing up to work without notification.**

**SUBSTITUTE WAGE and HIRING INFORMATION**

**Effective 8/16/2018**

Pay rates are established each year by the Board of Education.

**Daily Rate**

**Teacher**.....\$120 full day/\$60 half day

- More than 20 consecutive days in same position for same teacher and paid in arrears to the first day of subbing for that same teacher ....\$125 full day (if absent in the middle of those 20 consecutive days, they are not consecutive)
  - Once you start a new assignment, the 20-day clock begins again.
- Full Time Full Year Permanent Sub.....\$140/day plus benefits
- Retired Teacher Sub.....\$130/day

**Teaching Assistant**.....\$90 (\$45 half day)

**Kitchen \$10/hr**

**Sub Secretary**.....\$90/day

### **Paychecks**

There are 2 payrolls per month and payroll dates are the 15<sup>th</sup> of the month and the 30<sup>th</sup> of the month (or last day of the month is there is no 30<sup>th</sup>). If the payroll date falls on a Saturday, Sunday the payroll date will be a Friday. If the payroll date falls on a holiday, then the payroll date will be the working day before that holiday. Questions regarding payroll should be directed to our Finance Manager at 217-893-5451.

### **Timesheets**

You are responsible to make sure your timesheet is completely filled out, signed and dated and submitted to the Central Office according to the dates provided above. If not submitted timely, you will not receive your pay until the next payroll is run. Timesheets received after the payroll due date will have the payment deferred until the following month's payroll.

### **Deductions**

It is necessary for the substitute teacher to furnish the HR Manager with a withholding exemption certificate (W-4). Federal and state income tax will be deducted according to established schedules. If you are a member of the Teacher's Retirement System (TRS), you will have Retirement and Medicare deducted from your paycheck. If you are not a member of TRS, you will have Social Security and Medicare deducted from your paycheck.

### **Retirement Contributions**

Retirement contributions are deducted through the payroll procedure. The current contribution rate is 9.0% for TRS. If you fill a position that is IMRF eligible, 4.5% of IMRF is paid by the employee and is deducted from his/her payroll.

### **Employment of Retired Teachers**

TRS retired personnel may be employed as substitute teachers, however, they cannot work more than 100 days per year. Check with TRS on the number of days you can sub without it affecting your pension.

### **Public Relations**

RCS operates under the policies established by the Board. Certain procedures and guidelines to those policies may vary from campus to campus, however, uniform policy compliance is expected. Because substitutes are exposed to these differences as they move from building to building, they often have the opportunity to compare administrators, teachers, schools, and even students. They also have the opportunity to create good or bad impressions as they react to the differences of the individual campuses and engage in conversation with other members of the RCS community.

Rather than to negatively criticize any school, administrator, teacher, or student, and possibly create a false impression or misunderstanding, substitutes are urged to offer whatever suggestions they might have for improving our schools to the various campus principals in the RCS school district. It is considered unethical and unprofessional for a substitute, or any school employee, to negatively criticize schools, school staff, or students while engaged in conversation with those outside the schools, but positive suggestions about the betterment of our schools are always welcome from substitutes.

By eliminating negative criticism and by offering positive suggestions, a substitute can help establish good school-community relationships for both the entire school system and the individual schools in which the substitute works.

### **General Information**

The substitute should notify Human Resource, of any change in address or phone number; also the substitute should notify HR if he/she wishes to be removed from the substitute list.

### **REMOVAL FROM THE SUBSTITUTE SYSTEM**

Failure to comply with district policies, the guidelines established in the substitute handbook, and/or the expectations of the substitute's supervisor may result in adverse employment action against the substitute including, but not limited to, termination and/or removal from the district substitute system.

All substitutes should be aware that if the HR Manager receives, in writing, three complaints about the performance of a substitute, she/he may be suspended from service until a conference is held with the Superintendent. The Superintendent may suspend or dismiss a substitute employee without three written complaints, if such action is warranted and in the best interest of the students or the district. This includes failure to show up for assigned work and failure to notify appropriate personnel of your absences.

### **What is considered a full-time substitute teacher and teaching assistant workday?**

A full day for a teacher is considered 7.5 hours, which includes your lunch break. A full day for a teaching assistant can vary so listen to the hours given by AESOP. The start and end times given by the automated system (Aesop) includes time before and after the student's start and end times for preparation and clean up of the classroom at the elementary level. If

your assignment ends before the 7.5 hours, you must contact the administrator or secretary to see if there are any other duties for you to perform. **It is not permissible for you to leave before the end of the 7.5-hour assignment.** If it is an early release day you are still obligated to stay the entire time; talk to the principal's secretary if you need an assignment during this time. It is up to them if you can be released.

### **What is considered a part-time substitute workday?**

A **part-time assignment is three hours and forty-five minutes or less** and that time **does not include the lunch break.** This is a "duty free" lunch period and is not counted as time served. The substitute must remain on campus for either the one-half day (3 hours and 45 minutes) or the full day (7 hours and 30 minutes).

### **ACCIDENT & INJURY REPORTING – STAFF AND STUDENT FORMS**

**Student:** The staff member will report injury of student, another staff member or self to the immediate supervisor prior to leaving the work place on the day of such injury. "Student Accident Report Form J" is available under the Accident Reporting Forms section of Rantoul City Schools Resource Forms. Any time a student is injured in your class or under your supervision, you are required to complete this accident report form as soon as possible following the accident and file it w/your supervisor.

**Staff:** Report **all** injuries to your supervisor immediately. All injuries/incidents are to be reported regardless of how insignificant the injury may appear.

- Superficial injuries which first aid or very little treatment is given and does not require doctor's care still needs to be reported. Your supervisor will ask you to complete the "First Aid Log – Form A". Once completed, this will be filed to the Human Resources Manager. **MUST** be completed and submitted within 24 hrs.
- If medical attention is required for a work related injury, we ask that you use the preferred medical provider that is set up for the district (Carle Occupational Medicine - 810 Anthony Dr., Urbana). Please notify the medical facility to send bills directly to Rantoul City Schools, Attn: Human Resource Manager. Provide the district with a doctor's note upon your return to work and following each visit.
- You will be asked by your supervisor to complete the Authorization for Medical Records and "Communication Release – Form C" and "First Report of Injury – Form E". These documents are available under the Accident Reporting Forms section of Rantoul City Schools Resource Forms. They will be submitted to the Human Resource Manager by your supervisor once complete.

**Visitors:** The supervisor/principal must immediately investigate the situation and put all information in writing and send in with the "Public Liability Report – Form H" injury form. The supervisor shall report/advise the Central Office (the Superintendent, Human Resources Manager, Finance Specialist, or the Superintendent's designee) of any injuries that require medical attention before the end of the workday.

### **Emergency Operations Manual**

Please refer to the Emergency Operations Manual for information regarding specific emergency situations and the appropriate course of action to follow. Each building has a written plan for fire, wind, and emergency procedures. Periodic practice drills will be conducted. It is critically important that all staff members shall be familiar with these emergency procedures. This Manual is available under the Staff section of our webpage, which is not available to the public, therefore, you will need to refer to the Emergency Binder located in your area. The index has a summary of the most common emergencies that will be provided in all sub folders for quick access.

### **Staff Dress Code**

Staff members may not wear clothing that is disruptive to the educational process; that will negatively impair the individual's ability to render assistance to students; and/or that will place the staff member in a position of being injured by a student. Therefore, staff members should carefully consider the type and nature of clothing selected to wear and one's assignment. By means of example, (a) Custodians are called upon to clear snow from school entrances before the start of school. Therefore, clothing that will protect an individual from the cold should be selected, (b) Toeless and heelless shoes present a tripping hazard. Therefore, an individual would be limited in their ability to provide assistance in an emergency evacuation of a school bus. (c) A staff member is assigned to work with a primary aged student that is emotional disturbed and has, in the past, grabbed or struck staff members. It would be unwise for this staff member to wear large "hoop" earrings around this student.

1. **Stay stylish, but not too much so.** If we can't distinguish you from a student, then it's not working.
2. **It is possible to look professional** while still wearing jeans or leggings if rules followed below. We are professionals.
3. **Items not allowed:**
  - a. **"shower/rubber" flip-flops** (prefer no flip flops at all due to safety reasons but your decision).
  - b. **shorts** (unless PE teacher) – buildings are air-conditioned.
  - c. **sweatpants** (unless PE teacher).

- d. Tank tops, spaghetti straps, visible bra straps or cleavage showing
4. **Jeans allowed** but no holes/slashes and look presentable
5. **Gym Shoes are allowed**, if necessary.
6. **Leggings/yoga pants/stretch pants/jeggings allowed ONLY** if
  - a. the front and back areas are covered by a long shirt to the thigh
  - b. if presentable and professional looking (not like you are going to the gym)
7. **No t-shirts or sweatshirts/hoodies** unless a designated school spirit day (crazy dress days or school logo/tshirt days), or hold a position which allows such dress (custodians)
8. And above all, follow the guidelines given to students– ex. no pjs, no slippers, no sagging pants, no under garments or inappropriate flesh areas showing when bending or reaching, etc.

### Lunch

Subs shall be permitted to leave the building during their lunch period but are required to notify the office so that in an emergency no one will enter the building to rescue an individual that previously left school grounds.

### Work Rules (General Rules of Conduct)

To assure orderly operations and provide the best possible work environment, the District expects employees to follow rules of conduct, performance, and attendance. This will protect the interests of all employees and the District.

For the guidance of all employees, listed below are some rules of conduct, performance and attendance. Violation of any of these rules may result in disciplinary action, including discharge, at the District's discretion. This list is by way of illustration only and should not be deemed to limit the Districts right to discipline or discharge for other reasons not specifically listed.

The following acts are prohibited and constitute violations of District Rules of Conduct.

1. Staff members shall report to work at the time assigned, and continue assigned duties throughout the workday, except as is permitted for breaks. Employees are not to take extra breaks or breaks in excess of those authorized.
2. Employees shall promptly attend to work assigned, and complete such work in a timely manner.
3. Staff members shall maintain records for that position.
4. When required staff members shall keep accurate time sheets or work time records.
5. Employees shall not engage in, while at school, at its sponsored events or during working hours, personal dress or grooming which causes, or the Administration reasonably anticipates will cause interference with the educational process or the work of other employees. Examples include wearing of apparel which is proscribed is sexually revealing clothing, or apparel which promotes use of drugs, alcohol, or behavior which is contrary to the curriculum of the district.
6. Staff members shall not engage in activities that interfere with the educational process or the work of other employees.
7. Possession of any dangerous weapon or explosive device while on District property.
8. Reporting to work under the influence of, or introducing, possessing, or using on District property, any intoxicating or controlled substance (including drug paraphernalia) not prescribed by a licensed physician. Employees with prescription drugs, which could impair motor function, must advise their administrator when first reporting for work after receiving such a prescription.
9. Fighting with, threatening, intimidating, coercing, physically abusing or interfering with another employee or persons doing business with the District.
10. Taking or receiving, without authorization, goods, materials, equipment or property belonging to the District, employees, or persons doing business with the District.
11. Practicing or promoting discrimination against or harassment of another employee or group of employees on the basis of race, color, national origin, sex, sexual orientation, age, religion, or disability.
12. Willful destruction of property, including but not limited to falsification of report(s); employment application; tallies; data; time card(s); commission of deliberate error; concealment of such acts committed by employee or others.
13. Insubordination (refusal to carry out administrator's instructions). Using profane or abusive language or displaying the abusive conduct toward an employee or person.
14. Participation or instigation of horseplay, scuffling, pranks, and/or otherwise creating a disturbance in the workplace.
15. Committing any felony or misdemeanor crimes as prohibited by federal, state, or local laws or failure to report

- unlawful conduct to the appropriate administrator immediately.
16. Transaction of personal business, including telephone calls and texts during working hours (excluding lunch) without consent of an administrator.
  17. Use of seatbelt is required while riding in or operating a District vehicle on public roads.
  18. Negligent work performance, concealment or failure to report errors, which may result in economic damage or adverse conditions.
  19. Sleeping during working time.
  20. Failure to report an accident or injury to the appropriate administrator.
  21. Excessive employee absenteeism or tardiness or failure to notify of absence or tardiness within an hour of the scheduled work time.
  22. Leaving District premises during working hours without permission. Unauthorized entrance on District property during non-working hours.
  23. Working in an unsafe manner or violating District safety policies and procedures.
  24. Falsification of employee applications.
  25. Improper use of sick leave or personal leave.
  26. Unauthorized use of District equipment.
  27. Unauthorized possession or use of District keys, keycards, or access fobs, including master keys.
  28. If permission is granted for personal items, the District assumes no liability for lost, damaged, or stolen personal property.
  29. Promoting the services, products, ideologies (political, religious, or organizational), or goals of non-school organizations, exclusive of educational goals.
  30. Failing to be truthful to the Board of Education or the administration in regard to matters relating to employment or directly related to the employee's work duties.
  31. Falsifying documents, or creating documents, which are substantially misleading.
  32. Making false claims for insurance or any other benefit.
  33. Misrepresenting to any other person the extent of her or his job authority, or purport to act on behalf of the District when not authorized to do so.
  34. Incurring expenses or entering into contracts on behalf of the District without the authority to do so.
  35. Failure to conduct oneself in a safe manner at all times. Failure to read, understand and apply all safety instructions related to procedures or equipment, or defeating or attempting to defeat any safety device.
  36. Working under the influence of any intoxicating liquor or illegal drug; concealing or maintaining any intoxicating liquor or illegal drug in or on any school property or at any school sponsored event; working while bearing the odor of alcohol or illegal drugs.
  37. Engaging in acts that are dangerous to property, health, safety, or welfare of the District, students, other employees, or the general public. This rule shall not be deemed violated by accidental acts that are not intended by the employee, but the employee shall act with prudence and ordinary caution at all times.
  38. Engaging in activities during non-school hours that intentionally cause injury or harm or attempt to cause injury or harm to other employees, children, their property, or the District or its property. Any employee who has been convicted of any felony offense or who has committed any criminal acts involving substantial risk of harm to other persons or property may be unsuitable for school employment and is subject to discharge, at the discretion of the Board.
  39. Bringing onto school property or to any school activity firearms, ammunition, explosives, fireworks, or other substances or devices likely or capable of causing harm to persons or property.
  40. Failure to report to the direct supervisor any damaged or broken equipment or other school property in his or her assigned area of responsibility.
  41. The loss of driving rights or privileges for any position requiring a current driver's license shall be cause for dismissal. The employee must advise the District of lost driving privileges.
  42. Failure to maintain or the loss of any certificate, license, or other document issued by any governmental entity or office necessary or required for the employee's position shall be cause for dismissal.
  43. Failure to promptly deposit, report or account for any funds, gate receipts, or other money or property of the District, students, or others coming into the employee's hands as a result of the employee's work, responsibilities, duties, or employment.
  44. Unauthorized use, retaining without authorization, or stealing money or property of students, other employees, or others.

45. Release, disclosure, or granting access to information found in any student record except in the exercise of job responsibilities, or when such disclosure would constitute a violation of the Illinois School Student Records Act or the Family Educational Rights and Privacy Act. Employees may seek clarification of their responsibilities under this rule from their immediate supervisor.
46. Staff members may not remove student or employee files from the building where maintained by the district without authorization from the Superintendent or his/her designee.
47. Release, disclosure, or granting access to information found in any employee file or disclosure of confidential information about other employees without advance authorization from a supervisor. Employees may seek clarification of their responsibilities under this rule from their immediate supervisor.
48. Educational support employees shall not discipline students except as authorized by job description.
49. Fighting and physical altercations of all kinds. Employees may take reasonable steps to protect themselves from physical violence and may reasonably restrain a student to protect the employee, another employee, other students, or District property.
50. Engaging in any behavior while at school, at its sponsored events, or during work hours, which constitutes gross disrespect for the property or rights of others including but not limited to insensitive remarks about another person's race, color, religion, creed, national origin, sex, age, ancestry, or marital status. Such remarks will result in employee discipline.
51. Using profanity when speaking to parents or students, or address other employees utilizing profanity.
52. Engaging in any sexual or romantic relationship with any student. Employees shall not make sexually suggestive remarks or engage in sexual conduct or acts on or towards students. Employees shall not illegally discriminate against students on the basis of the student's sex. Employees shall personally report evidence of any such activity to the Superintendent. No employee shall instruct or dissuade another employee from making such a report.
53. Making unwelcome sexual advances toward or request sexual favors from other employees. Engaging in verbal or physical conduct or communication of a sexual nature which constitutes sexual harassment or otherwise creates an intimidating, hostile, or offensive work environment.
54. Aide, solicit or engage any student, or any employee in any activity that is illegal or immoral. Employees shall personally report evidence of illegal or immoral activity to the Superintendent.
55. Conviction of any felony offense involving dishonesty or violence, or that would have precluded an employee's initial employment as a matter of law irrespective of the jurisdiction, shall be cause for dismissal.
56. Willfully refusing to obey written or oral instructions of the immediate supervisor, a member of the administrative staff.
57. Willfully refusing to obey the policies, rules and regulations of the Board of Education or attempt to violate the Board of Education policy, rule or regulation.
58. Willful behavior that interrupts the orderly process of school affairs.
59. Repeated minor incidents of misbehavior may be cause for discharge, if other disciplinary measures have failed to deter misconduct.
60. To knowingly surrender or deliver a child to a person other than the child's parents (or in the case of divorce, the custodial parent) or other guardian, without the approval from the parent, legal guardian, or the building principal. No employee shall intentionally surrender or deliver a child to a person who is prohibited such contact by an Order of Protection, or other Order of Court
61. Failure to personally report evidence of child abuse to the DCFS Hotline. No employee shall instruct or dissuade another employee from making such a report. The employee shall notify the building principal that a report was made.
62. Outside employment that may interfere with the performance of job duties.
63. Accepting unauthorized rebates, gifts, gratuities, premiums or promotional materials from suppliers for personal use or gain.
64. Utilizing District computers, networks or Internet access to view, obtain, or download any pornographic or sexually explicit material.
65. Failing to maintain strict confidentiality of passwords or other security techniques or accessing any computer, network, server, or other information thereon that the employee is not authorized to access.
66. Violation of any copyright, including, but not limited to copyright in software, information, music, data or other material obtained over the Internet.

## **BOARD POLICIES**

### ***Abused and Child Neglected Reporting***

Any District employee who suspects or receives knowledge that a student may be an abused or neglected child shall: (1) immediately report or cause a report to be made to the Illinois Department of Children and Family Services (DCFS) on its Child Abuse Hotline 800/25- ABUSE or 217/524-2606, and (2) follow directions given by DCFS concerning filing a written report within 48 hours with the nearest DCFS field office. The employee shall also promptly notify the Superintendent or Building Principal that a report has been made.

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 CyberTipline 800/843-5678, or online at [www.cybertipline.com](http://www.cybertipline.com). The Superintendent or Building Principal shall also be promptly notified of the discovery and that a report has been made.

Any District employee who observes any act of hazing that does bodily harm to a student must report that act to the Building Principal, Superintendent, or designee who will investigate and take appropriate action. If the hazing results in death or great bodily harm, the employee must first make the report to law enforcement and then to the Superintendent or Building Principal. Hazing is defined as any intentional, knowing, or reckless act directed to or required of a student for the purpose of being initiated into, affiliating with, holding office in, or maintaining membership in any group, organization, club, or athletic team whose members are or include other students.

### ***Abused and Neglected Child Reporting Act (AN CRA), School Code, and Erin's Law Training* Board Policy 5:90**

The Superintendent or designee shall provide staff development opportunities for District employees in the detection, reporting, and prevention of child abuse and neglect.

All District employees shall:

1. Before beginning employment, sign the *Acknowledgement of Mandated Reporter Status* form provided by DCFS. The Superintendent or designee shall ensure that the signed forms are retained.
2. Complete mandated reporter training as required by law within one year of initial employment and at least every five years after that date.

The Superintendent will encourage all District educators to complete continuing professional development that addresses the traits and identifiers that may be evident in students who are victims of child sexual abuse, including recognizing and reporting child sexual abuse and providing appropriate follow-up and care for abused students as they return to the classroom setting.

### **Administering Medicines to Students (7:270)**

Students should not take medication during school hours or during school-related activities unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent/guardian believe that it is necessary for the student to take a medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the child and otherwise follow the District's procedures on dispensing medication.

No School District employee shall administer to any student, or supervise a student's self administration of, any prescription or non-prescription medication until a completed and signed "School Medication Authorization Form" is submitted by the student's parent/guardian. No student shall possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in this policy and its implementing procedures.

A student may possess an epinephrine auto-injector (EpiPen®) and/or medication prescribed for asthma for immediate use at the student's discretion, provided the student's parent/guardian has completed and signed a "School Medication Authorization Form." The School District shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self administration of medication or epinephrine auto-injector or the storage of any medication by school personnel. A student's parent/guardian must indemnify and hold harmless the School District and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine auto-injector and/or medication, or the storage of any medication by school personnel.

#### **School District Supply of Undesignated Epinephrine Injectors**

The Superintendent or designee shall implement Section 22-30 of the School Code and maintain a supply of undesignated epinephrine injectors in the name of the District and provide or administer them as necessary according to State law. *Undesignated epinephrine injector* means an epinephrine injector prescribed in the name of the District or one of its schools. A school nurse or trained personnel, as defined in State law,<sup>11</sup> may administer an undesignated epinephrine injector to a person when they, in good faith, believe a person is having an anaphylactic reaction. Each building

administrator and/or his or her corresponding school nurse shall maintain the names of trained personnel who have received a statement of certification pursuant to State law.

Nothing in this policy shall prohibit any school employee from providing emergency assistance to students, including administering medication. *Board Policy 7:270*

### ***Compliance with the Fair Labor Standards Act***

#### **Job Classifications**

The Superintendent will ensure that all job positions are identified as either "exempt" or "non-exempt" according to State law and the Fair Labor Standards Act (FLSA) and that employees are informed whether they are "exempt" or "non-exempt." "Exempt" and "non-exempt" employee categories may include certificated and non-certificated job positions. All non-exempt employees, whether paid on a salary or hourly basis, are covered by minimum wage and overtime provisions.

#### **Workweek and Compensation**

The workweek for District employees will be 12:00 a.m. Sunday until 11:59 p.m. Saturday. Non-exempt employees will be compensated for all hours worked in a workweek including overtime. For non-exempt employees paid a salary, the salary is paid for a 40-hour workweek even if an employee is scheduled for less than 40 hours. "Overtime" is time worked in excess of 40 hours in a single workweek.

#### **Overtime**

A non-exempt employee shall not work overtime without his or her supervisor's express approval. All supervisors of non-exempt employees shall: (1) monitor overtime use on a weekly basis and report such use to the business office, (2) seek the Superintendent or designee's written pre-approval for any long term or repeated use of overtime that can be reasonably anticipated, (3) ensure that overtime provisions of this policy and the FLSA are followed, and (4) ensure that employees are compensated for any overtime worked. Accurate and complete time sheets of actual hours worked during the workweek shall be signed by each employee and submitted to the business office. The business office will review work records of employees on a regular basis, make an assessment of overtime use, and provide the assessment to the Superintendent. In lieu of overtime compensation, non-exempt employees may receive compensatory time-off, according to Board policy 5:310, *Compensatory Time-Off*.

#### **Suspension Without Pay**

No exempt employee shall have his or her salary docked, such as by an unpaid suspension, if the deduction would cause a loss of the exempt status. Licensed employees may be suspended without pay in accordance with Board policy 5:240, *Professional Personnel - Suspension*. Non-licensed employees may be suspended without pay in accordance with Board policy 5:290, *Educational Support Personnel - Employment Termination and Suspensions*.

#### **Implementation**

The Superintendent or designee shall implement the policy in accordance with the FLSA, including its required notices to employees. In the event of a conflict between the policy and State or federal law, the latter shall control.

*Board Policy 5:35*

### ***Court Duty***

The District will pay full salary during the time an employee is absent due to court duty or, pursuant to a subpoena, serves as a witness or has a deposition taken in any school-related matter pending in court.

The District will deduct any fees that an employee receives for such duties, less mileage and meal expenses, from the employee's compensation, or make arrangements for the employee to endorse the fee check to the District.

An employee should give at least five days' prior notice of pending court duty to the District. *Board Policy 5:80*

### ***Employment At Will***

Unless otherwise specifically provided, District employment is at-will, meaning that employment may be terminated by the District or employee at any time for any reason, other than a reason prohibited by law, or no reason at all. Nothing in School Board policy is intended or should be construed as altering the employment at-will relationship.

Exceptions to employment at-will may include employees who are employed annually, have an employment contract, or are otherwise granted a legitimate interest in continued employment. The Superintendent is authorized to make exceptions to employing nonlicensed employees at-will but shall maintain a record of positions or employees who are not at-will.

The Board will determine salary and wages for educational support personnel. Increments are dependent on evidence of continuing satisfactory performance. An employee covered by the overtime provisions in State or federal law, shall not work overtime without the prior authorization from the employee's immediate supervisor. Educational support personnel are paid twice a month.

The Superintendent is authorized to make assignments and transfers of educational support personnel. *Board Policy 5:270*



## ***Employment Termination and Suspensions***

### **Resignation and Retirement**

An employee is encouraged to provide 2 weeks' notice of a resignation. A resignation notice cannot be revoked once given. An employee planning to retire should notify his or her supervisor at least 2 months before the retirement date.

### **Non-RIF Dismissal**

The District may terminate an at-will employee at any time for any reason, subject to state and federal law. Employees who are employed annually or have a contract, or who otherwise have a legitimate expectation of continued employment, may be dismissed: (1) at the end of the school year or at the end of their respective contract after being provided appropriate notice and after compliance with any applicable contractual provisions, or (2) mid-year or mid-contract provided appropriate due process procedures are provided. The Superintendent is responsible for making dismissal recommendations to the School Board consistent with the Board's goal of having a highly qualified, high performing staff.

### **Reduction in Force and Recall**

The Board may, as necessary or prudent, decide to decrease the number of educational support personnel or to discontinue some particular type of educational support service and, as a result of that action, dismiss or reduce the hours of one or more educational support employees. When making decisions concerning reduction in force and recall, the Board will follow Sections 10-22.34c (outsourcing non-instructional services) and 10-23.5 (procedures) of the School Code, to the extent they are applicable and not superseded by legislation or an applicable collective bargaining agreement.

### **Final Paycheck**

A terminating employee's final paycheck will be adjusted for any unused, earned vacation credit. Employees are paid for all earned vacation. Terminating employees will receive their final pay on the next regular payday following the date of termination, except that an employee dismissed due to a reduction in force shall receive his or her final paycheck on or before the next regular pay date following the last day of employment.

### **Suspension**

Except as provided below, the Superintendent is authorized to suspend an employee without pay as a disciplinary measure, during an investigation into allegations of misconduct or pending a dismissal hearing whenever, in the Superintendent's judgment, the employee's presence is detrimental to the District. A disciplinary suspension shall be with pay: (1) when the employee is exempt from the overtime provisions, or (2) until an employee with an employment contract for a definite term is provided a notice and hearing according to the suspension policy for professional employees. Upon receipt of a recommendation from the Ill. Dept. Children and Family Services (DCFS) that the District remove an employee from his or her position when he or she is the subject of a pending DCFS investigation that relates to his or her employment with the District, the Board or Superintendent or designee, in consultation with the Board Attorney, will determine whether to:

1. Let the employee remain in his or her position pending the outcome of the investigation; or
2. Remove the employee as recommended, proceeding with:
  - a. A suspension with pay; or
  - b. A suspension without pay.

Any criminal conviction resulting from the investigation or allegations shall require the employee to repay to the District all compensation and the value of all benefits received by the employee during the suspension. The Superintendent will notify the employee of this requirement when the employee is suspended. *Board Policy 5:290*

## ***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; order of protection status; 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; pregnancy, childbirth, or related medical conditions; 16 credit history, unless a satisfactory credit history is an established bona fide occupational requirement of a particular position; or other legally protected categories. No one will be penalized solely for his or her status as a registered qualifying patient or a registered designated caregiver for purposes of the Compassionate Use of Medical Cannabis Pilot Program Act, 410 ILCS 130/.

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: (1) requested, attempted to request, used, or attempted to use a reasonable accommodation as allowed by the Illinois Human Rights Act, or (2) 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:** Jennifer Frerichs, Assistant Superintendent, 400 E. Wabash Ave, Rantoul 893-5400

**Complaint Managers:** Jennifer Frerichs, 400 E. Wabash Ave, Rantoul 893-5400 and Scott Woods, 400 E. Wabash Ave, Rantoul 893-5401

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. *Board Policy 5:10*

### ***Equal Opportunity & Sex Equity***

#### ***Equal Educational Opportunities***

Equal educational and extracurricular opportunities shall be available for all students without regard to color, race, nationality, religion, sex, sexual orientation, ancestry, age, physical or mental disability, gender identity, status of being homeless, order of protection status, actual or potential marital or parental status, including pregnancy. Further, the District will not knowingly enter into agreements with any entity or any individual that discriminates against students on the basis of sex or any other protected status, except that the District remains viewpoint neutral when granting access to school facilities under School Board policy 8:20, Community Use of School Facilities. Any student may file a discrimination grievance by using Board policy 2:260, Uniform Grievance Procedure.

#### ***Sex Equity***

No student shall, based on sex, sexual orientation, or gender identity be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or denied equal access to educational and extracurricular programs and activities. Any student may file a sex equity complaint by using Board policy 2:260, Uniform Grievance Procedure. A student may appeal the Board's resolution of the complaint to the Regional Superintendent (pursuant to 105 ILCS 5/3-10) and, thereafter, to the State Superintendent of Education (pursuant to 105 ILCS 5/2-3.8).

#### ***Non-RIF Dismissal***

The District may terminate an at-will employee at any time for any reason, subject to state and federal law. Employees who are employed annually or have a contract, or who otherwise have a legitimate expectation of continued employment, may be dismissed: (1) at the end of the school year or at the end of their respective contract after being provided appropriate notice and after compliance with any applicable contractual provisions, or (2) mid-year or mid-contract provided appropriate due process procedures are provided. The Superintendent is responsible for making dismissal recommendations to the School Board consistent with the Board's goal of having a highly qualified, high performing staff.

#### ***Fingerprinting and Criminal Background Checking Policy***

The Superintendent or designee shall ensure that a fingerprint-based criminal history records check and a check of the Statewide Sex Offender Database and Statewide Child Murderer and Violent Offender Against Youth Database are performed on each employee as required by School Code. A copy of the record of convictions obtained from the Illinois State Police may be provided by the District to the applicant and the Superintendent or designee shall notify the applicant if the applicant is identified in either database. Any information concerning the record of convictions obtained by the District shall be confidential and may only be transmitted or shared with the President of the School Board, Superintendent or his designee, Regional Superintendent, State Superintendent, State Teacher Certification Board, or any other person necessary to the hiring decision.

The District retains the right to not employ or to discharge any employee who makes any false or misleading statement on, or omits facts from, his or her employment application or documents, if there is any criminal history records check, Statewide Sex Offender Database check, Statewide Child Murderer and Violent Offender Against Youth Database check, or background investigation, or if the District is prohibited from employing the employee under Section 10-21.9 of the Illinois School Code.

### ***Ethics and Conduct***

All District employees are expected to maintain high standards in their school relationships, to demonstrate integrity and honesty, to be considerate and cooperative, and to maintain professional and appropriate relationships with students, parents, staff members, and others. In addition, the Code of Ethics for Illinois Educators, adopted by the Illinois State Board of Education, is incorporated by reference into this policy. Any employee who sexually harasses a student or otherwise violates an employee conduct standard will be subject to discipline up to and including dismissal.

The following employees must file a "Statement of Economic Interests" as required by the Illinois Governmental Ethics Act:

1. Superintendent, Principal, Assistant Principal, Directors, Assistant Superintendent,
2. Any employee responsible for negotiating contracts, including collective bargaining agreement, in the amount of \$1,000 or greater;
3. Any employee having supervisory authority for 20 or more employees; and
4. Any employee in a position that requires an administrative endorsement
5. Hearing officer;
6. Any employee having supervisory authority for 20 or more employees; and
7. Any employee in a position that requires an administrative or a chief school business official endorsement.

### ***Ethics and Gift Ban School***

School Board policy 2:105, *Ethics and Gift Ban*, applies to all District employees. Students shall not be used in any manner for promoting a political candidate or issue.

### ***Outside Employment and Conflict of Interest***

No District employee shall be directly or indirectly interested in any contract, work, or business of the District, or in the sale of any article by or to the District, except when the employee is the author or developer of instructional materials listed with the State Board of Education and adopted for use by the School Board.

An employee having an interest in instructional materials must file an annual statement with the Board Secretary. For the purpose of acquiring profit or personal gain, no employee shall act as an agent of the District nor shall an employee act as an agent of any business in any transaction with the District. Employees shall not engage in any other employment or in any private business during regular working hours or at such other times as are necessary to fulfill appropriate assigned duties.

Employees shall not engage in any other employment or in any private business during regular working hours or at such other times as are necessary to fulfill appropriate assigned duties. *Board Policy 5:120*

### ***Expenses***

The Board regulates the reimbursement of all travel, meal, and lodging expenses by resolution. Money shall not be advanced or reimbursed, or purchase orders issued for: (1) the expenses of any person except the employee, (2) anyone's personal expenses, or (3) entertainment expenses. Entertainment includes, but is not limited to, shows, amusements, theaters, circuses, sporting events, or any other place of public or private entertainment or amusement, unless the entertainment is ancillary to the purpose of the program or event. The District is not responsible for losses due to an employee's own negligence, losses due to normal wear, or losses due to theft, unless the theft was a result of the District's negligence. Employees must submit the appropriate itemized, signed, standardized form(s) to support any requests for expense advancements, reimbursements, or purchase orders that show the following:

1. The amount of the estimated or actual expense, with attached receipts for actual incurred expenses.
2. The name and title of the employee who is requesting the expense advancement or reimbursement. Receipts from group functions must include the names, offices, and job titles of all participants.
3. The date(s) of the official business on which the expense advancement, reimbursement, or purchase order will be or was expended.
4. The nature of the official business conducted when the expense advancement, reimbursement, or purchase order will be or was expended.

Advancements

The Superintendent may advance expenses to teachers and other licensed employees for the anticipated actual and necessary expenses to be incurred while attending meetings that are related to their duties and will contribute to their professional development, provided they fall below the maximum allowed in the Board's expense regulations.

Expense advancement requests must be submitted to the Superintendent or designee on the District's standardized estimated expense approval form for employees. After spending expense advancements, employees must use the District's standardized expense reimbursement form and submit to the Superintendent: (a) the itemized, signed advancement voucher that was issued, and (b) the amount of actual expenses by attaching receipts. Any portion of an expense advancement not used must be returned to the District. Expense advancements and vouchers shall be presented to the Board in its regular bill process.

#### Reimbursements and Purchase Orders

Expense reimbursements and purchase orders may be issued by the Superintendent or designee to employees, along with other expenses necessary for the performance of their duties, provided the expenses fall below the maximum allowed in the Board's expense regulations.

Expense reimbursements and purchase order approvals are not guaranteed and, when possible, employees should seek pre-approval of expenses by providing an estimation of expenses on the District's standardized estimated expense approval form for employees, except in situations when the expense is diminutive. When pre-approval is not sought, employees must seek reimbursement on the District's standardized expense reimbursement form for employees. Expense reimbursements and purchase orders shall be presented to the Board in its regular bill process.

#### Use of Credit and Procurement Cards

Credit and procurement card usage is governed by policy 4:55, *Use of Credit and Procurement Cards*.

#### Exceeding the Maximum Allowable Expense Amount(s)

All requests for expense advancements, reimbursements, and purchase orders exceeding the maximum allowed in the Board's expense regulations may only be approved when:

1. The Board's resolution to regulate expenses allows for such approval.
2. An emergency or other extraordinary circumstance exists; and
3. The request is approved by a roll call vote at an open Board meeting.

#### Registration

When possible, registration fees will be paid by the District in advance.

#### Travel

The least expensive method of travel will be used, provided that no hardship will be caused to the employee. Employees will be reimbursed for:

1. Air travel at the coach or economy class commercial airline rate. First class or business class air travel will be reimbursed only if emergency circumstances warrant. The emergency circumstances must be explained on the expense form and Board approval of the additional expense is required. Copies of airline tickets must be attached to the expense form.
2. Rail or bus travel at actual cost. Rail or bus travel costs may not exceed the cost of coach airfare. Copies of tickets must be attached to the expense form to substantiate amounts.
3. Use of personal automobiles at the standard mileage rate approved by the Internal Revenue Service for income tax purposes. The reimbursement may not exceed the cost of coach airfare. Mileage for use of personal automobiles in trips to and from transportation terminals will also be reimbursed. Toll charges and parking costs will be reimbursed.
4. Automobile rental costs when the vehicle's use is warranted. The circumstances for such use must be explained on the expense form.
5. Taxis, airport limousines, or other local transportation costs.

#### Meals

Employees will be reimbursed for meal costs and tips up to \$50 per day consistent with the maximum reimbursement amount(s) set by the Board. Expense forms must explain the meal charges incurred. Alcoholic beverages will not be reimbursed.

#### Lodging

Employees should request conference rate or mid-fare room accommodations. A single room rate will be reimbursed. Employees should pay personal expenses at checkout. If that is impossible, deductions for the charges should be made on the expense form.

#### Miscellaneous Expenses

Employees may seek reimbursement for other expenses incurred while attending a meeting sponsored by organizations described herein by fully describing the expenses on the expense form, attaching receipts. *Board Policy 5:60*

### ***Religious Holidays***

The Superintendent shall grant an employee's request for time off to observe a religious holiday if the employee gives at least 5 days prior notice and the absence does not cause an undue hardship. Employees may use earned vacation time or personal leave to make up the absence, provided such time is consistent with the District's operational needs. A per diem deduction may also be requested by the employee.

*Board Policy 5:70*

### ***Responsibilities Concerning Internal Information***

District employees are responsible for maintaining: (1) the integrity and security of all internal information, and (2) the privacy of confidential records, including but not limited to: student school records, personnel records, and the minutes of, and material disclosed in, a closed School Board meeting. Internal information is any information, oral or recorded in electronic or paper format, maintained by the District or used by the District or its employees. The Superintendent or designee shall manage procedures for safeguarding the integrity, security, and, as appropriate, confidentiality of internal information.

*Board Policy 5:130*

### ***Release During School Hours***

For safety and security reasons, the prior written or oral consent of a student's custodial parent/guardian is required before a student is released from school: (1) at any time other than the regular dismissal times, or other times when a school is officially closed and/or (2) to any person other than the custodial parent/guardian or Skyward documented emergency persons unless authorized by Administrator.

*Board Policy 7:90*

### ***Notification Regarding Student Accounts or Profiles on Social Networking Websites***

The Superintendent or designee shall notify students and their parents/guardians of each of the following in accordance with the Right to Privacy in the School Setting Act, 105 ILCS 75/:

1. School officials may not request or require a student or his or her parent/guardian to provide a password or other related account information to gain access to the student's account or profile on a social networking website.
2. School officials may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates a school disciplinary rule or policy. In the course of an investigation, the student may be required to share the content that is reported in order to allow school officials to make a factual determination.

*Board Policy 7:140*

### ***Student Records***

School student records are confidential. Information from them shall not be released other than as provided by law. A school student record is any writing or other recorded information concerning a student and by which a student may be identified individually that is maintained by a school or at its direction by a school employee, regardless of how or where the information is stored, except as provided in State or federal law as summarized below:

1. Records kept in a staff member's sole possession.
2. Records maintained by law enforcement officers working in the school.
3. Video and other electronic recordings (including without limitation, electronic recordings made on school buses) that are created in part for law enforcement, security, or safety reasons or purposes. The content of these recordings may become part of a school student record to the extent school officials create, use, and maintain this content, or it becomes available to them by law enforcement officials, for disciplinary or special education purposes regarding a particular student.
4. Any information, either written or oral, received from law enforcement officials concerning a student less than the age of 17 years who has been arrested or taken into custody.

State and federal law grants students and parents/guardians certain rights, including the right to inspect, copy, and challenge school student records. The information contained in school student records shall be kept current, accurate, clear, and relevant. All information maintained concerning a student receiving special education services shall be directly related to the provision of services to that child. The District may release directory information as permitted by law, but a parent/guardian shall have the right to object to the release of information regarding his or her child. However, the District will comply with an *ex parte* court order requiring it to permit the U.S.

Attorney General or designee to have access to a student's school records without notice to, or the consent of, the student's parent/guardian. Upon request, the District discloses school student records without consent to officials of another school district in which a student has enrolled or intends to enroll, as well as to any person as specifically required by State or federal law.

The Superintendent shall fully implement this policy and designate an *official records custodian* for each school who shall maintain and protect the confidentiality of school student records, inform staff members of this policy, and inform students and their parents/guardians of their rights regarding school student records. Board Policy 7:340

### ***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*.

The District will take remedial and corrective action to address unlawful workplace harassment, including sexual harassment.

#### Sexual Harassment Prohibited

The School District shall provide a workplace environment free of verbal, physical, or other 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, physical, or other 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

Employees are encouraged to promptly report information regarding violations of this policy. Employees may choose to report to a person of the employee's same gender. Every effort should be made to file such complaints as soon as possible, while facts are known and potential witnesses are available. Aggrieved employees, if they 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.

#### Whom to Contact with a Report or Complaint

An employee should report claims of harassment, including making a confidential report, to any of the following: his/her immediate supervisor, the Building Principal, an administrator, the Nondiscrimination Coordinator, and/or a Complaint Manager. Employees may also report claims using Board policy 2:260, *Uniform Grievance Procedure*. If a claim is reported using Board policy 2:260, then the Complaint Manager shall process and review the complaint according to that policy, in addition to any response required by this policy 5:20, *Workplace Harassment Prohibited*.

#### Investigation Process

Supervisors, Building Principals, or administrators who receive a report or complaint of harassment must promptly forward the report or complaint to the Nondiscrimination Coordinator or a Complaint Manager. A supervisor or administrator who fails to promptly forward a report or complaint may be disciplined, up to and including discharge. Reports and complaints of harassment will be confidential to the greatest extent practicable, subject to the District's duty to investigate and maintain a workplace environment that is productive, respectful, and free of unlawful discrimination, including harassment. The District shall investigate alleged workplace harassment when a Complaint Manager becomes aware of an allegation, regardless of whether a written report or complaint is filed.

#### Enforcement

A violation of this policy may result in discipline, up to and including discharge. A violation of this policy by a third party will be addressed in accordance with the authority of the Board in the context of the relationship of the third party to the District, i.e., vendor, parent, invitee, etc. Any employee making a knowingly false accusation regarding harassment will likewise be subject to disciplinary action, up to and including discharge.

#### Retaliation Prohibited

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*), and whistleblower protection may be available under the State Officials and Employees Ethics Act (5 ILCS 430/), the Whistleblower Act (740 ILCS 174/), and the Ill. Human Rights Act (775 ILCS 5/).

An employee should report allegations of retaliation to his/her immediate supervisor, the Building Principal, an administrator, the Nondiscrimination Coordinator, and/or a Complaint Manager. Employees who retaliate against others for

reporting or complaining of violations of this policy or for participating in the reporting or complaint process will be subject to disciplinary action, up to and including discharge.

Recourse to State and Federal Fair Employment Practice Agencies

The District encourages all employees who have information regarding violations of this policy to report the information pursuant to this policy. The following government agencies are available to assist employees: the Ill. Dept. of Human Rights and the U. S. Equal Employment Opportunity Commission. The Superintendent shall also use reasonable measures to inform staff members and applicants of this policy, which shall include reprinting this policy in the appropriate handbooks.

Board Policy 5:20

Coordinator and Complaint Managers.

**Nondiscrimination Coordinator:** Jennifer Frerichs, Assistant Superintendent, 400 E. Wabash Ave, Rantoul 893-5400

**Complaint Managers:** Jennifer Frerichs, 400 E. Wabash Ave, Rantoul 893-5400 and Scott Woods, 400 E. Wabash Ave, Rantoul 893-5401



Rantoul City Schools #137  
 400 E. Wabash, Rantoul, IL 61866  
*Phone: 217-893-4171*  
*Fax: 217-892-4313*

**These are provided in your sub plans by the teachers. Complete and submit to secretary.**

**SUBSTITUTE EVALUATION OF TEACHER/TEACHING ASSISTANT**

Substitute's Name: \_\_\_\_\_ Date you subbed: \_\_\_\_\_

Person for whom you substituted: \_\_\_\_\_

- 1. Were the lesson plans/info present?                      YES                      NO                      NA
- 2. Were the lesson plans/info easy to follow?                      YES                      NO                      NA
- 3. Were there enough materials provided to complete the lesson plans as provided?                      YES                      NO                      NA
- 4. Were the seating charts present?                      YES                      NO                      NA
- 5. Did you receive adequate support from office staff, administration, and/or other building staff?  
                     YES                      NO
- 6. What other information could the office have provided to help you better start the day?

7. What other help or information could we have provided to improve your experience at RCS?

Comments:

**SUBMIT TO THE BUILDING SECRETARY/OFFICE BEFORE YOU LEAVE FOR THE DAY**





Broadmeadow  
 Eastlawn  
 Northview  
 Pleasant Acres  
 J.W. Eater

Michelle Ramage  
 Superintendent  
 Jennifer Frerichs  
 Assistant Superintendent  
 Allison Didier  
 Director of Special Education

Rantoul City Schools #137  
 400 E. Wabash, Rantoul, IL 61866  
 Phone: 217-893-4171  
 Fax: 217-892-4313

## Rantoul City Schools #137 SUBSTITUTE Multiple Use Staff Sign-Off Page

\_\_\_\_\_  
 Last Name (*please print*)

\_\_\_\_\_  
 First Name (*please print*)

All use of the internet shall be consistent with the District’s goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. This Authorization does not attempt to state all required or proscribed behavior by users. However, some specific examples are provided. **The failure of any user to follow the terms of Administrative Procedure 6:235-AP1, Acceptable Use of Electronic Network, will result in the loss of privileges, disciplinary action and/or legal action.** The signature at the end of this document is legally binding and indicates that the individual has read the terms and conditions carefully and understands their significance.

I understand and will abide by the Acceptable Use of Electronic Networks. I understand that the District and/or its agents may access and monitor my use of the District’s electronic network, including the Internet, my email and downloaded material, without prior notice to me. I further understand that should I commit any violation, my access privileges may be revoked, and disciplinary action and/or legal action may be taken. In consideration for using the District’s electronic network connection and having access to public networks, I hereby release the School District and its School Board members, employees, and agents from any claims and damages arising from my use of, or inability to use the District’s electronic network, including the Internet.

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Date

AND

I affirm that I am aware of the board policies listed below as referenced in the Staff Handbook and as found on the District Website [www.rcs137.org](http://www.rcs137.org):

- Board Policy 5:125, Personal Technology and Social Media: Usage and Conduct
- Board Policy 5:20, Workplace Harassment Prohibited: Sexual Harassment Prohibited
- Board Policy 5:120, Ethics

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Date

AND

I acknowledge receipt of the Substitute Handbook via the district webpage at [www.rcs137.org](http://www.rcs137.org) and agree to comply with its requirements.

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Date

AND

I also affirm that I am aware that all Board Policies are available on the District website at [www.rcs.137.org](http://www.rcs.137.org).

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Date

**Please bring this paper to HUMAN RESOURCE OFFICE within 30 days of hire for placement in your personnel file**



## 2019-2020 SCHOOL YEAR

Rantoul City Schools #137  
 400 E. Wabash, Rantoul, IL 61866  
 Phone: 217-893-5400  
 Fax: 217-892-4313

### School Breakfast, Arrival and Dismissal Times

- PreKindergarten (PreK):
  - Half Day Program: (snacks only): AM session: 7:50-10:20 PM session: 11:50-2:20
- K-5 Building Student Hours: School Day 7:40-2:30
- J. W. Eater Jr High: School Day 8:05-3:05
- **½ Day Student Dismissal Fridays:** Aug 30, Sept 27, Oct 25, Nov 22, Feb 28, April 10, May 8, May 21
  - K-5: 11:00am; Jr. High: 11:30am; No PreK Attendance AM or PM
  -

### CALENDAR

August 13, 14, 15	Teachers' Institute (No Student Attendance – <i>Except Aug 15<sup>th</sup> = Kindergarten</i> )
August 15	<b>Kindergarten ONLY ½ Day as stated below</b>
	◦ Last Name A – L attend 7:40 am – 10:40 am
	◦ Last Name M – Z attend 11:30 am – 2:30 pm
August 16	First Day of Student Attendance Grades 1-8 (Full Day)
	• <b>NO School for Kindergarten or Pre-K</b>
August 19	<b>First Full Day for Kindergarten and Pre-k</b>
August 30	½ Day Student Dismissal – School Improvement
September 2	Holiday Observance – No School
September 27	½ Day Student Dismissal – School Improvement
October 10	Full Day Regular Student Attendance
	Parent/Teacher Conferences (Thursday Evening Only)
	EC-5 <sup>th</sup> gr: 3:15pm-8:15p Jr. High: 3:30pm-8:30pm
October 11	No School (Due to P/T Conferences held Thursday Evening)
October 14	Holiday Observance – No School
October 18	End of 1 <sup>st</sup> Quarter
October 25	½ Day Student Dismissal – School Improvement
November 22	½ Day Student Dismissal - School Improvement
November 27, 28, 29	Thanksgiving Break – No School
December 23 – January 3	Winter Break – No School
January 6	Teachers' Institute (No Student Attendance)
	End of 2 <sup>nd</sup> Quarter
January 7	School Resumes
January 20	Holiday Observance – No School
February 17	Holiday Observance – No School
February 28	½ Day Student Dismissal – School Improvement
March 12	Full Day Regular Student Attendance
	Parent/Teacher Conferences (Thursday Evening Only)
	EC-5 <sup>th</sup> gr: 3:15pm-8:15 pm Jr. High: 3:30 pm-8:30 pm
	End of 3 <sup>rd</sup> Quarter
March 13	No School (Due to P/T Conferences held Thursday Evening)
March 16 - 20	Spring Break – No School
March 23	School Resumes
April 10	½ Day Student Dismissal – School Improvement
April 13	No School
May 8	½ Day Student Dismissal – School Improvement
May 21	LAST DAY OF SCHOOL: ½ Day Student Dismissal – School Improvement

**The following dates will vary depending on the number of snow days used or not used:**

- May 21 Last Day of School Year for students and staff (if NO emergency days are used) **½ DAY UNLESS EMERGENCY DAYS ARE USED THEN THIS IS A FULL DAY**
- May 25 No School - Memorial Day (if school is still in session)
- May 29 Last Day of School Year (if **all 5** emergency days are used) for staff and students **½ DAY**

Job Description: **Substitute Teacher**

<b>Position:</b> Substitute Teacher	<b>Area:</b> Instructional
<b>Reports to:</b> Building Administrator	<b>Grade Level:</b> Pre K - 8

**Job Summary:**

Under the direction of the Building Administrator Teacher and in the absence of the assigned teacher, must be responsible for the instruction, progress, and discipline of all pupils in assigned classes: and performs related duties as required.

**General Qualifications:**

- **Professional Educator License** or **Substitute Teaching License** issued by the *Illinois State Board of Education (ISBE)*.
- Strong communication skills (written and oral).

**Staff member will effectively perform the following duties in a timely manner:**

- Supervises students in a variety of school related settings.
- Follows lesson plans and instructions provided by teacher to provide instruction to assigned students. If plans are not available use appropriate resources available in the classroom and nearby teachers to create plans
- Responsible for establishing positive learning expectation standards for all students
- Maintain accurate student attendance records.
- Encourages student growth in self-discipline and positive self-concept; ensures fairness in teacher-student relationships and exhibits an understanding and respect for students
- Manages classroom organization
- Cleans and organizes the rooms at the end of the day.
- Provides communication to the teacher at the end of the day. Can provide a rating to administration of the lesson plans and instructions that were left by the teacher.
- Ability to modify instruction to meet student needs, ability to work effectively with pupils, parents and guardians, staff members, and community representatives in providing an appropriate educational program; ability to understand the physical, intellectual, social, and emotional patterns of pupils.
- Skill in the application of contemporary principles and practices of teaching, good oral and written communication skills, good interpersonal skills, skill in exercising sound and professional judgment.

**Other Duties:**

- Accepts whatever position assigned, understanding that it is the purpose of a substitute teacher to fill the vacancies and needs of the district. This may involve a change in assignment after arriving to a position.
- Understands that unless it is determined a long term substitute position (several weeks), a plan period is not an expected part of a substitute teacher’s day as the substitute teacher may be needed to sub elsewhere during plan periods.
- Follow district procedures for reporting self-absences if assigned a classroom and unable to fulfill the duty.
- Performs other duties as assigned.

**Mental Demands:**

- Ability to effectively communicate (verbal and written) with parents, colleagues, administration and all other members of the educational community
- Ability to maintain emotional control under stress.
- Ability to use web-based programs, e-mail, and technology (laptop, Smartboard, etc.) effectively.

**Working Conditions:**

- Indoor classrooms/School, exposure to: student noise, lawn mowing, music, odors of food, mowed grass and possible communicable diseases.
- Outdoor schoolyard and grounds, field trips ; exposure to; temperatures (hot warm, cool, cold), and exposure to mowed grass.
- Regular work attendance.

<b>PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities</b>				
<b>Employee is required to:</b>	<b>Never</b>	<b>1-33% Occasionally</b>	<b>34-66% Frequently</b>	<b>66-100% Continuously</b>
<b>Stand</b>				X
<b>Walk</b>				X
<b>Sit</b>		X		
<b>Use hands dexterously (use fingers to handle, feel)</b>			X	
<b>Reach with hands and arms</b>			X	
<b>Climb or balance</b>		X		
<b>Stoop/kneel/crouch or crawl</b>			X	
<b>Talk or hear</b>				X
<b>Smell</b>		X		
<b>Physical (Lift &amp; carry): up to 10 pounds</b>			X	
<b>up to 25 pounds</b>			X	
<b>up to 50 pounds</b>		X		
<b>up to 75 pounds</b>	X			
<b>up to 100 pounds</b>	X			
<b>more than 100 pounds</b>	X			

Approved August 15, 2019

# **SCHOOL MAP - EASTLAWN**

# SCHOOL MAP - NORTHVIEW

# SCHOOL MAP – PLEASANT ACRES



# SCHOOL MAP - BROADMEADOW

