



*Gower School District 62*

Substitute Handbook

2020-2021



Welcome to Gower School District 62. We envision Gower to be a place where every child is at their best. Our staff, administration, parents, and community are committed to making this happen for each and every student.

As a substitute teacher, you have much to contribute. Teachers, students, parents, and principals are counting on you to implement lesson plans and curriculum, maintain classroom routines and procedures, and develop positive, constructive relationships with students.

Substitute teaching is not easy work. We appreciate the skills and experience you bring to the classroom. You can expect that the classroom teacher prepared clear lesson plans and provided you with a seating chart, list of classroom expectations, and other information so that you can be successful in your work with students. In addition, the office staff and Principal are ready to lend a hand as needed.

Substitute teachers are part of the District's professional staff. Please recognize your responsibility to maintain the privacy rights of students keeping personal information or observations about students strictly confidential. Consult with the Principal if you have any particular concerns.

We hope that your experiences with District 62 are positive. Please take a moment to read the information contained in the Substitute Handbook. If you have any questions, please contact Angie Herrera in the District Office at 630-986-5383.

Sincerely yours,

A handwritten signature in black ink, appearing to read "V. Simon III".

Dr. Victor Simon III  
Superintendent



## **DISTRICT VISION**

## **& MISSION STATEMENTS**

In July 2005, after receiving extensive input from students, staff, parents, and community members, the Board of Education adopted vision and mission statements to define the District's purpose and direct improvement efforts. The Board recognizes that we will only accomplish our vision of "Children at their best!" through the dedicated efforts of all members of the Gower community.

### Vision Statement

Children at their best!

We will be recognized for:

- Challenging the intellect
- Inspiring creativity
- Building the body
- Developing good character
- Celebrating improvement efforts
- Aligning our resources to our vision

### Mission Statement

We, the Gower community, are committed to fully developing each child as an engaged learner and as an active, caring citizen in a safe and respectful environment.

## **ADMINISTRATION AND STAFF**

**DISTRICT OFFICE • 7700 Clarendon Hills Road • Willowbrook • (630) 986-5383 • Press 3**

Victor Simon III, Ed.D	Superintendent
Rebecca Laratta	Assistant Superintendent for Curriculum, Instruction, and Student Support Services
Vesna Nikolic	Director of Finance - Payroll - Human Resources
Angie Herrera	Executive Assistant to the Superintendent– Human Resources
Yessica Alarcon Funes	Executive Secretary for Business & Student Services

**GOWER WEST SCHOOL • 7650 Clarendon Hills Road • Willowbrook • (630) 986-5383 • Press 1**

Gina Rodewald	Principal
Diane Chaps	School Office Administrative Assistant
Branka Petkovic	School Secretary
Sandy Anderson	School Nurse



**GOWER MIDDLE SCHOOL •  
(630) 986-5383 • Press 2**

**7941 S. Madison St. • Burr Ridge •**

Tracy Murphy  
Ursula McGregory  
Jacquie Boye  
Sophia Haile

Principal  
School Office Administrative Assistant  
School Secretary  
School Nurse

## **SCHOOL HOURS**

AM Early Childhood	8:45 a.m. - 11:15 a.m.
PM Early Childhood	12:15 a.m. - 2:45 p.m.
Grades K - 4	8:30 a.m. - 3:20 p.m.
Grades 5 - 8	7:45 a.m. - 2:50 p.m.

## **EMPLOYMENT**

### **Equal Opportunity Employer**

Gower School District 62 provides equal employment opportunities to all persons regardless of race, color, creed, religion, national origin, sex, sexual orientation, age, ancestry, marital status, arrest record, military status or unfavorable military discharge, citizenship status provided the individual is authorized to work in the United States, physical or mental handicap or disability, and other legally protected categories.

(Policy 5:10)

### **Initial Employment**

1. Candidates recommended for employment are contacted and asked to complete the employment requirements. These include:
  - a. Completed application form
  - b. Official transcript of college credit indicating the earning of a Bachelor's degree
  - c. Valid teaching license or a substitute teaching license
  - d. Statement of good health results: New employees shall furnish evidence of physical fitness to perform the duties assigned and freedom from communicable disease, within the last 90 days. All results must be sent to the District Office within 30 days of hire. The employee pays all costs for new employee physical examinations. (Policy 5:30)
  - e. State and federal tax forms (W-4 forms)
  - f. Mandated Reporter form (reporting child abuse)



- g. Criminal background check: Employment is contingent upon satisfactory results of a criminal history records check pursuant to the Illinois School Code. (Policy 5:30)
- h. Acceptable Use Form (Internet access)
- i. Employment Eligibility Verification form (I-9): The District is required to obtain from all new employees an Employment Eligibility Verification (I-9) form. The District will retain the completed I-9 form for 3 years after the date of hire; or one year after the date of termination, whichever is later.
- j. Teachers' Retirement System forms
- k. Two forms of identification (i.e. driver's license and social security card or passport)
- l. Complete required online training programs on Bloodborne Pathogens, Sexual Harassment, and Child Abuse. General directions for accessing and completing the training are provided.

### **ASSIGNMENT OF SUBSTITUTES**

Substitutes are entered into the Frontline Education Absence Management (Aesop) system. If a substitute teacher schedules to teach after 11:30 a.m., it will be considered one-half day. There is no extra pay for overloads.

### **SUBSTITUTE TEACHER RATE OF PAY**

Substitute teachers are paid \$100.00 per day for the first 20 days worked during a given school year. After working 20 days, the rate of pay increases to \$105.00. Any substitute teacher who worked 30 days or more the prior school year begins the next school year at the \$105 per day rate.

It is imperative that you sign in and out in the School Office and complete the substitute report form provided to you by the Building Secretary. Substitute teacher time sheets are kept in each building until the end of the pay period.

Substitute teachers are paid on the 15<sup>th</sup> and the last day of each month. Checks are mailed to your home address or direct deposit is also available. If you have any questions regarding payroll, please contact Vesna Nikolic in the District Office at (630) 986-5383, ext. 4926

### **THE SUBSTITUTE TEACHER DAY**



1. Arrive at least 20 minutes 7:25 a.m. at Gower Middle prior to the start of the student day – and 8:10 a.m. at Gower West. This will allow you sufficient time to prepare for the day.
2. Begin at the School Office and sign in. This procedure informs the school of your arrival and provides the record necessary for payroll.
3. Check the teacher's mailbox for messages or other important information for the day.
4. Go to the classroom and prepare yourself for the day. If you are unable to locate the materials listed below or some are missing, please contact the School Office immediately. Be prepared before students enter the classroom.
  - a. Locate the substitute teacher folder
  - b. Review the lesson plans for the day
  - c. Locate the needed materials (books, worksheets, and other supplies)
  - d. Review safety procedures for fire, weather, and lockdown
  - e. Review the daily schedule
  - f. Locate seating chart(s) and note the names of students, if any, with particular health concerns
  - g. Review attendance procedures
  - h. Review classroom procedures and class rules
  - i. Identify the ways to contact the school office in an emergency (intercom system)
  - j. Write your name on the Board
  - k. Familiarize yourself with the classroom layout and the location(s) of student and adult bathrooms, special subject classrooms, etc.
5. Greet students as they enter the classroom.
6. Implement the lesson plans provided for the class by the teacher. This is essential to maintaining the continuity of instruction and the students' learning.
7. Before leaving the classroom at the end of the school day:
  - a. Check to make sure that it is orderly and neat
  - b. Provide the teacher with a note about how the day went and what was accomplished
  - c. Organize any work or notes collected during the day
8. Substitutes may leave once all duties are completed but no sooner than 10 minutes after student dismissal.
9. Before leaving the school, sign out in the school office and turn in any keys or identification materials.

## **HEALTH AND SAFETY**



Children should be referred to the health assistant in the school office if they become ill or have an accident. You may send another student to assist them as needed, but you should not leave the classroom unattended. In case of an emergency, contact the School Office immediately and request assistance.

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## **PROFESSIONAL EXPECTATIONS**

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

## **OTHER EXPECTATIONS**

- Smoking and tobacco use are prohibited everywhere on school property at all times.
- Cell phones must be turned off during class time.
- Use of District Internet service and the network are governed by the Acceptable Use Policy signed as a condition of employment.
- Dress professionally at all times
- Corporal punishment is strictly forbidden
- Students are never left alone in the classroom
- No medication (even aspirin) may be administered in the classroom
- Money collected from students is to be turned in to the office by the end of the day

## **PERFORMANCE**

All substitute teachers are evaluated. Classroom teachers and principals provide feedback regarding performance. Continued employment is dependent upon meeting or exceeding expectations in all assignments.

## **CONDUCT OF STUDENTS**

Students are expected to comply with all school rules, obey promptly directions of school staff, observe good order, and conduct themselves in such a manner that is respectful of others and school property.

Gower School District 62 is implementing the Capturing Kids' Hearts Process, which involves working with students on the Illinois Social and Emotional Learning Standards in order to help students be successful in all settings. Teachers and students work together to create a "social or class contract" to define how students will treat each other and how the teacher will treat students and be treated. There are several components to the Capturing Kids' Hearts Process, however the main focus is on a way of being: respectful, respected,

building relationships, sharing "Good Things", making good decisions, self-managing behaviors, and a positive learning environment for all.



If a student is not compliant, it is privately whenever possible. We appropriately. Please refer to the Misbehavior and 4 Disrespect questions that are posted in the classroom. If a student demonstrates behavior that is dangerous or harmful to others, the student should be referred to the principal or dean of students (Gower Middle). Please contact the school office using the classroom telephone to have the student removed.

important to redirect them calmly and expect our students to behave social contract and/or utilize the 4

## **WORK ENVIRONMENT**

### **Professional Attire**

All employees are expected to wear attire that contributes to the professional environment of the District. All adults are role models for our students. The example you set for students in words, deeds, and dress teaches them important lessons. Trousers, skirts, dresses, and shirts are appropriate, however sweatpants, form-fitting fabrics (i.e. spandex), tank tops, halters, and half-shirts are not. Apparel must be neat, clean, and in good repair. Good judgment regarding work clothing and accessories should be used at all times.

### **Mobile Phone Use**

The use of a mobile phone (cell phone) during work hours is prohibited, except as required by the District to perform job responsibilities or in the instance of a personal emergency. Cell phones may be used during an employee's break time or lunch.

### **Student/Staff Interactions**

The District encourages all employees to actively support the academic progress and development of each student. Staff members, however, should be careful to avoid excessive attention to a particular student or students to avoid the appearance of favoritism or differential treatment. Employees should limit all communication and physical contact with a student to that which is appropriate to the age and maturity of the student. Social interaction between employees and students, which is not connected with school or school-related activities, should be avoided when the parents or guardians of the students are not present.

### **Harassment**

No person, including a District employee or agent, or student, shall harass or intimidate another person based upon a person's sex, color, race, religion, creed, ancestry, national origin, physical or mental disability, sexual orientation, or other protected group status. The District will not tolerate harassing or intimidating conduct, whether verbal, physical, or visual, that affects tangible benefits of employment or education, the unreasonably interferes with a person's employment or educational performance, or that creates an intimidating, hostile, or offensive workplace or educational environment.

The District shall provide employees an employment environment free of unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct, or communications constituting sexual harassment as defined and otherwise prohibited by Illinois and federal law.



A violation of this policy may including dismissal. (Policy 5:20)

result in discipline, up to and

Employees should report claims of sexual harassment to either the Nondiscrimination Coordinator (Assistant Superintendent, Rebecca Laratta) or utilize the reporting provisions within Board Policy 2:260, Uniform Grievance Procedure, and report incidents of harassment to the District's Complaint Managers (Director of Special Education, Darrell Mittelheuser, or Assistant Superintendent, Rebecca Laratta). Initiating a claim of sexual harassment shall not adversely affect the complainant's employment, compensation, or work assignment. Complaints of sexual harassment should be filed as soon as possible, while facts are known and potential witnesses are available.

### **Drug and Alcohol Free Workplace**

All District workplaces are drug and alcohol free workplaces. The District may direct an employee to undergo drug and alcohol testing if reasonable suspicion exists that this policy has been violated. An employee who violates this policy may be subject to disciplinary action, including immediate termination. (Policy 5:50)

### **Solicitations By or From Staff**

Employees shall not solicit donations or sales on school grounds without prior approval from the Superintendent. Employees shall not be solicited for donations or sales by students or other groups, without prior approval from the Superintendent. (Policy 5:140)

### **No Expectation of Privacy**

The District retains control, custody, and supervision of all computers and the network. The District reserves the right to monitor all computer and network activity by staff. Users do not have any expectation of privacy concerning information transmitted or received via the network or contained or stored on the District's computers. All employees must conform to the District's policy for Acceptable Use of Computers (Policy 6:235).

### **Ethics and Gift Ban**

As required under Illinois law and Board Policy, ESP employees must avoid participation in prohibited political activities or taking or receiving illegal gifts. No employee shall have any illegal conflict of interest in any contract, work, or business of the District, or in the sale of any article by or to the District. (Policy 2:90 and Policy 5:120)

Employees shall not engage in any other employment or in any private business during regular working hours. Employees are prohibited from using any District facilities, grounds, equipment, or materials for personal use or gain, for outside employment, or for any other activities unrelated to their job duties unless approved by the Superintendent.

### **Absence Reporting**

If you are scheduled to substitute and you must cancel due to an emergency, follow the procedures below:



1. Login to Aesop

<https://www.aesoponline.com/login2.asp> as soon as possible, but no later than 6:00 a.m., on the day of the absence; and

2. Contact the Building Principal.

### **Snow and Emergency Days**

If school is closed due to inclement weather or other emergency and you are scheduled to work, Aesop will contact you by phone, email notification, and web notification. Information will also be broadcast on [www.emergencyclosings.com](http://www.emergencyclosings.com), local radio stations, and posted on Gower websites.

### **Personnel File**

The District maintains an official personnel record for every current and former employee in the District Office. Upon giving reasonable written notice of at least one workday, an employee may review his or her personnel file, including credentials, with an administrator or designee present. All employees shall be given a copy of any material added to his or her personnel file. (Policy 5:150)

### **Confidentiality of Information**

Employees who have access to confidential District information are prohibited from disclosing such information. Confidential information includes student and personnel records. Disclosure of confidential information may constitute grounds for termination of employment.

### **Mandated Reporter Status for Abused and Neglected Children**

All employees shall sign the “Acknowledgement of Mandated Reporter Status” form provided by the Illinois Department of Child and Family Services. Any employee who has a reasonable suspicion of or receives knowledge that a student may be an abused or neglected child shall immediately report such a case to the Illinois Department of Children and Family Services. The employee shall also promptly notify the Superintendent or building Principal of suspected abuse or neglect. (Policy 5:90)

Attachments: GCN Training  
Frontline Education/ Absence Management (Aesop)  
Substitute Pay Sheets

Revised Sept. 2018