



SUBSTITUTE STAFF HANDBOOK

2012-2013 SCHOOL YEAR

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THE PURPOSE OF THIS HANDBOOK

The Human Resources Department has designed this handbook as a reference guide for substitute employees. It provides information on District policies, procedures, and practices. All substitutes are responsible for examining this handbook and becoming familiar with its content. We also encourage you to visit the Board of Education's page on the District website at <http://www.psd150.org/domain/59> to view Board Policies. Some, but not all of these policies may be summarized in this handbook. In the event that a Board of Education policy and/or applicable law conflicts with a provision in the handbook, the policy and/or law shall control. Board policies, the provisions of this handbook, District benefits and District procedures may be changed or revoked at any time, without notice to you and without your consent. Please contact the Human Resources Department at 672-6770 if you have any questions about a substitute position with District 150.

Thank you for serving as a substitute employee. We value our substitutes, because you make it possible to maintain an orderly and meaningful educational program for all of the students of District 150.

LISTING OF ALL SCHOOLS, 2012-2013

<u>SCHOOL</u>	<u>TIME</u>	<u>ADDRESS</u>	<u>PHONE</u>	<u>PRINCIPAL</u>	<u>SECRETARY</u>
<i>PRIMARY SCHOOLS</i>					
Charter Oak (K-4)	8:30-3:30	5221 W Timberedge Dr, 61615	693-4433	John Wetterauer	Connie Lowe
Franklin (K-5)	8:30-3:45	807 W Columbia Terrace, 61606	682-2693	Jane Cushing	Diane Edwards
Glen Oak (K-6)	8:30-3:30	809 E Frye, 61603	672-6518	Magnolia Branscumb	Becca Rice
Hines (K-4)	8:30-3:30	4603 N Knoxville, 61614	672-6525	Heather Young	TBD
**Irving (K-5)	8:30-3:30	519 NE Glendale, 61603	672-6528	Ursula Brown	Marsha Roberts
Kellar (K-4)	8:30-3:30	6413 N Mt Hawley Rd, 61614	693-4439	Kendall Turner	Marcia Beneventi
Northmoor (K-4)	8:30-3:45	1819 W Northmoor Rd, 61614	692-9481	Sue Malahy	Jennifer Leach
Thomas Jefferson (PK-6)	8:30-3:30	918 W Florence Ave.	672-6531	Patsy Santen	Lori Turner
Whittier (K-4)	8:30-3:30	1619 W Fredonia, 61606	672-6569	Doug Atkins	Mary Schmitt
Woodrow Wilson (K-4)	8:30-3:30	1907 W Forrest Hill Ave, 61604	672-6571	Scott Montgomery	Theresa Noel
<i>MIDDLE SCHOOLS</i>					
Calvin Coolidge (5-8)	7:30-2:30	2708 W Rohmann, 61604	672-6506	Tom Blumer	Angie Robinson
Charles Lindbergh (5-8)	7:30-2:30	6327 N Sheridan Rd, 61614	693-4427	Mike Plunkett	Dorothy Askew
Lincoln (6-8)	7:30-2:30	700 Mary St, 61603	672-6542	Ursula Brown	Felicia Harris
Mark Bills (5-8)	7:30-2:30	6001 N Frostwood Pkwy, 61615	693-4437	Laura Rodgers	Kathy Shorty
Rolling Acres (5-8)	7:30-2:45	5617 N Merrimac, 61614	689-1100	Michael Barber	Nancy Bastian
Sterling (5-8)	7:30-2:30	2315 N Sterling, 61604	672-6557	Donna O'Day	DeeDee Tillman
Von Steuben (5-8)	7:30-2:30	801 E Forrest Hill Ave, 61603	672-6561	Randy Simmons	Linda Kuhlman
Washington Gifted (5-8)	7:30-2:30	3706 N Grand Blvd, 61614	672-6563	Dave Poehls	Maureen Pantages
<i>K-8 SCHOOLS</i>					
Harrison	8:30-3:30	2702 W Krause, 61605	672-6522	Veralee Smith	Ana Olivas
Roosevelt Magnet	8:30-3:30	1704 W Aiken, 61605	672-6574	Jamie Brown	Brenda Porter
Trewyn	7:30-2:30	1419 S Folkers, 61605	672-6500	Renee Andrews	Sheila Price
<i>HIGH SCHOOLS</i>					
Manual (7-12)	7:30-2:30	811 S Griswold, 61605	672-6600	Taunya Jenkins	Tracey Jones
Peoria (9-12)	7:30-2:30	1615 N North, 61604	672-6630	Brett Elliott	Val Abel
Richwoods (9-12)	7:30-2:30	6301 N University, 61614	693-4400	Cindy Clark	Lorrie Hanlon
<i>SPECIALTY SCHOOLS</i>					
Day Treatment	7:30-2:30	1419 S Folkers, 61605	673-1898	Darryies Johnson	Renee Lozowski
Developmental Center	7:30-2:30	2018 W Cimarron Dr, 61614	693-4424	Michael Barber	Cindie Janke
Guardian Angel	7:30-2:30	2900 W Heading Ave, 61604	673-2803	Darryies Johnson	Renee Lozowski
Jamieson	8:30-3:30	2721 W Richwoods Blvd, 61604	672-6594	James Jemilo	Debbie Hoffman
Knoxville	7:30-2:30	2628 N Knoxville Ave, 61603	439-0000	Eric Thomas	Martha Young
Methodist Hospital	8:15-3:15	221 NE Glen Oak, 61636	672-5600	Maureen Langholf	N/A
OSF Hospital	8:15-3:15	530 NE Glen Oak Ave, 61637	655-2000	Maureen Langholf	N/A
Quest Charter School		2503 N University, 61604	402-0030	Engin Blackstone	Susan Stenger
Valeska Hinton ECEC	8:30-3:30	800 W R.B. Garrett Ave, 61605	672-6810	Ann Bond	Rusti Davis
Woodruff CTC	7:30-2:30	1800 NE Perry Ave, 61603	672-6665	Diann Duke	Michelle Burks

** IRVING MOVES TO LINCOLN
EFFECTIVE SECOND SEMESTER

SUBSTITUTE SCHEDULES—times you are to be at the schools

	<u>FULL DAY</u>	<u>AM ONLY</u>	<u>PM ONLY</u>
Day Treatment (@Trewyn)	7:15-2:45	7:15-11:00	11:00-2:45
Development Center (@ Rolling Acres)	7:15-2:45	7:15-11:00	11:00-2:45
Franklin	8:15-4:00	8:15-12:00	12:00-4:00
Guardian Angel	7:15-2:45	7:15-11:00	11:00-2:45
High Schools	7:15-2:45	7:15-11:00	11:00-2:45
Irving	7:15-2:45	7:15-11:00	11:00-2:45
Jamieson	8:15-3:45	8:15-12:00	12:00-3:45
Knoxville	7:15-2:45	7:15-11:00	11:00-2:45
Methodist/OSF	8:00-3:30	8:00-11:45	11:45-3:30
Middle Schools	7:15-2:45	7:15-11:00	11:00-2:45
Northmoor	8:15-4:00	8:15-12:00	12:00-4:00
Primary Schools <i>**Except Irving</i>	8:15-3:45	8:15-12:00	12:00-3:45
Rolling Acres	7:15-3:00	7:15-11:00	11:00-3:00
Roosevelt Magnet	8:15-3:45	8:15-12:00	12:00-3:45
Sterling PK	8:15-3:45	8:15-11:30	12:30-3:45
Trewyn	7:15-2:45	7:15-11:00	11:00-2:45
Valeska Hinton EC	8:15-3:45	8:15-12:00	12:00-3:45
Washington Gifted	7:15-2:45	7:15-11:00	11:00-2:45
Woodruff CTC	7:15-2:45	7:15-11:00	11:00-2:45

****CLERICAL SUBS:** You must check AESOP for the times needed for your assignment

Substitute Teachers, Attendants, Nurses, and Teacher Aides should be at the schools 15 minutes before school starts and stay up to 15 minutes afterwards if needed.

Substitute employees are employed to replace regularly assigned employees who are on personal leave, out sick, or otherwise unable to work. They may also be assigned to cover vacancy positions until a full time employee is hired. Substitute assignments are all considered part time positions. Substitute employees are not entitled to accumulate sick or vacation leave or other benefits that are allowed to permanent full time employees. Substitutes are not guaranteed a minimum number of assignments, as all substitute positions are on-call and as needed. Substitutes are expected to be available to work on a daily, consistent, and reliable basis, for at least three days per week.

Requirements for working as a Substitute:

All prospective substitutes must first complete an online application. Applications are reviewed by the Human Resources Department. You will be contacted, if selected, to fill out additional paperwork in order to be hired. Employment is contingent upon satisfactory results of a criminal history records check pursuant to Illinois School code, as well as a check of the National Sex Offender Database. The Human Resources Department must obtain all necessary paperwork and documents before placing the substitute's name on a report for approval of hire at a Board of Education meeting.

Substitute Teachers:

- Must have a Bachelor's Degree or higher in order to obtain a:
- Valid Illinois teaching or substitute certificate, registered with the Peoria County Regional Office of Education (309-672-6906).

Substitute Teacher Aides:

- Must have an Associates' Degree or higher, or 60 college credits in order to obtain a:
- NCLB Paraprofessional Approval, contact the ROE with questions (309-672-6906)

Substitute Special Education Attendants:

- Must have a High School Diploma or Equivalent
- Prefer an Associates' Degree or higher, or 60 college credits in order to obtain a:
- NCLB Paraprofessional Approval, contact the ROE with questions (309-672-6906)

Substitute Clerks:

- Must have a High School Diploma or Equivalent
- Pass a typing test at 35 wpm or higher (only selected candidates will be signed up to take the typing test)

Substitute Nurses:

- Must be a licensed, registered nurse in Illinois

Substitute Interpreters:

- Must have EIPA certification in Illinois
- Must have an Associates' Degree or higher, or 60 college credits in order to obtain a:
- NCLB Paraprofessional Approval, contact the ROE with questions (309-672-6906)

Rates of Pay:

Substitute Teachers are paid as follows:

- All substitute teachers are paid \$100/day.
- Substitute teachers who are in a long term assignment will earn \$120/day beginning the 16th consecutive day of that assignment. Long term pay is retroactive and will end upon the completion of the assignment.

Substitute Teacher Aides, Substitute Clerks, and Substitute Interpreters are paid as follows:

- All substitute teacher aides, clerks and interpreters earn \$10.00/hr.
- Substitute teacher aides, clerks and interpreters who are in a long term assignment will earn \$10.25/hr beginning the 16th consecutive day of that assignment. Long term pay is retroactive and will end upon the completion of the assignment.

Substitute Special Education Attendants are paid as follows:

- Without NCLB Approval: \$9.20/hr, \$10.15/hr after receiving special training
- With NCLB Approval: \$10.00/hr, \$10.25/hr after receiving special training

Substitute Nurses earn \$149.24/day.

Substitutes who report to a building as directed for a substitute assignment, and upon arrival at the building are directed to another substitute assignment by the building principal or supervisor, must take the changed substitute assignment. If you refuse the new assignment and choose to leave, you will not be compensated for your time. If you arrive at a building and no substitute assignment is available - due to building and/or scheduling error - you will be paid for one-half day of work (or 3.5 hours if being paid hourly).

For their very first paycheck, all substitutes will receive a paper check that will be mailed to the address on file. Following that initial paycheck, all paychecks will be direct deposited into the designated account provided. Pay schedules are provided with the initial employment paperwork, and can also be viewed on our District website.

Observation:

Once hired, substitutes are welcome to visit the schools in order to familiarize themselves with the work they are to perform by observing the regular employees. All observations are unpaid and must be pre-approved by the building principal. A principal can choose to not allow observations at his or her school. Please call the school you are interested in directly to find out what their policies for observations are.

Assignments of Substitutes:

District 150 uses the AESOP automated substitute calling system. This web-based system allows employees to create absences and substitutes to accept the absences by using either the internet or phone system. Once set up as an active substitute by the Human Resources Department, the AESOP system will automatically begin notifying substitutes of available assignments. The system is available 24 hours a day, 7 days a week via the internet (www.aesoponline.com) or phone (1-800-942-3767). The system places calls between 5:30 am and 12:00 pm and 4:00 pm and 9:00 pm. Substitutes can adjust their personal call time through their AESOP homepages. In addition, they may search for jobs themselves via the internet or phone system. Schools may also call them directly to offer work during the school day. If this happens and the substitute accepts the position, the school is to assign the substitute to the position through the AESOP system. **If at any time you are working at a school as a substitute but have not been entered into the AESOP system, you must notify the school to make sure that they get you entered to ensure that we have an accurate listing of all of your working days.**

All registered substitutes in our District will be issued a personal ID and PIN number to provide them with complete access to the system. As new users, substitutes are encouraged to complete the AESOP Substitute Basic Training Video to help become better acquainted with our new system. Once logged into the AESOP account, through www.aesoponline.com, the five-minute video may be viewed by clicking on "Substitute Basic Training Video" located near the bottom of the left menu bar on the opening page. Additional training videos and materials are also available at this site and may be accessed at any time.

AESOP Tips:

1. The call is programmed to show up as 1-800-942-3767 on your caller ID.
2. The AESOP system is voice activated, so the system will not begin to read the job until someone picks up and starts talking.
3. When the system calls a substitute, it will only ask for the PIN number, however if the substitute calls the system, it will ask for both the ID and PIN numbers.
4. The system will continue to call the substitute if the substitute is not already working, unless the substitute puts in for a non-work day through the online system, or rejects and ends calls through the phone system.
5. If you put in preferred schools, you will be called by AESOP only for jobs at those schools, and you will see jobs on the website only at those locations. This will greatly limit your chance to substitute.

If an assignment is cancelled by a staff member, the substitute will be notified through the AESOP system. If a substitute needs to cancel an assignment, he/she has up until an hour before the assignment starts to do so, either via the AESOP phone or website. If there is less than an hour left before the assignment was to start, the system will not allow the substitute to cancel. **The substitute must notify the school directly should this occur.** It is recommended that the substitute cancel an assignment as soon as possible, so that another substitute may be found for the open position. If you cannot commit to the entire span of an assignment, please do not accept the job. Failure to report to an assignment which you have accepted without notifying the school may result in disciplinary actions.

AESOP phone guide:

[https://www.aesoponline.com/manuals/IVR%20Map%20\(Substitute\).pdf](https://www.aesoponline.com/manuals/IVR%20Map%20(Substitute).pdf)

AESOP user guide:

<https://www.aesoponline.com/manuals/Quickstart%20Guide%20for%20Substitutes.pdf>

Removal from the Substitute List:

Should a substitute be unable to work for a short period of time, he/she can go onto AESOP and put in non-work days so that the system does not call. A substitute may also request to be temporarily inactivated from AESOP by the Human Resources staff if unable to work due to health or family reasons for a period of time. The substitute will be left on the referral list but will not be called through the AESOP system, and can be re-activated in AESOP at any time.

If a substitute chooses to be removed from the on-call list, he/she must submit a letter of resignation to the Human Resources Department. The substitute will then be inactivated in the AESOP system and removed from the substitute referral list. Should the substitute choose to work as a substitute again in the future, he/she would need to reapply and go through the regular hiring process. Applying for the position does not guarantee that the substitute will be re-hired.

Performance Evaluations:

To ensure satisfactory job performance, evaluations may be completed at schools and submitted to Human Resources for review. Outstanding performance may result in the substitute being placed on a school's preferred substitute list via the AESOP system. These substitutes will be called for assignments at those locations first.

Substitutes will be notified any time an unsatisfactory evaluation is received from a school principal. If three such evaluations are received, the substitute may be inactivated from the AESOP system and removed from the substitute referral list.

Performance evaluations may be reviewed when considering qualified candidates for long term or permanent employment opportunities, as well as consideration for re-employment.

Responsibilities of Substitutes:

All substitute employees have the responsibility to provide the best possible education to the students of District 150.

Substitutes must report to the school's main office when first arriving to an assignment. The office shall provide the substitute with direction and answer questions the substitute may have. Substitute teachers are to adhere to the lesson plans left by the regular classroom teacher. All substitutes should find out what is expected of them in their assignment for the day, and do their best to fill the shoes of the person they are replacing.

It is the substitute's responsibility to know where the schools are and how long it will take to get there, so that you arrive on time. Please see a map of our District by clicking on the link below:

<http://www.psd150.org/cms/lib2/IL01001530/Centricity/Domain/11/1112D150Map.pdf>

Please see additional responsibilities, guidelines, and expectations, as well as terms and conditions, on pages 10-13.

EXPECTATIONS OF SUBSTITUTE TEACHERS

Substitute Teachers shall be expected to adhere to the following guidelines at every school:

1. To report to the principal/office of the assigned school at least fifteen minutes before school starts for assignment and payroll purposes. You are also to remain up to fifteen minutes after students' dismissal to correct papers, help students, clean up the room, leave a note for the regular teacher, etc.
2. To become familiar with the lesson plan book, seating assignments, curriculum guides, class schedule, and attendance records immediately upon arrival. Ask for the Substitute Folder if you do not see one in the classroom, as it should contain this information. If plans have not been left, seek guidance from the office.
3. To accept full responsibility for the instructional program as outlined in the daily schedule and plan book.
4. To give careful attention to safety regulations, fire drills and special arrangements such as supervision of playgrounds, study halls, recess, etc.
5. To introduce yourself to the class and take roll as directed.
6. To expect and command the highest standards of discipline. To handle discipline in a mature, responsible manner; to beware of harshness. **Substitutes do not administer corporal punishment.** Ask for help from the office when necessary.
7. To be a friendly, ethical, and professional person who is a member of the faculty of each particular school to which he or she is assigned.
8. To not discuss and compare various schools, their personnel and/or practices as you work throughout the system. To keep in complete confidence any and all information made known to you about students or staff, and to discuss this information only with the appropriate school district employees.
9. To notify the principal's office immediately should a child become ill or an accident occur.
10. To dismiss your class in accordance with the practices of the assigned school. **To never leave a class unattended.** Complete the regular assignments of the teacher, including supervision assignments such as: bus, hall, study hall, lunchroom, and recess duty.
11. To complete a Substitute Teacher Report, or leave some other form of communication to the regular teacher about how the day progressed

GUIDELINES FOR SUBSTITUTES

1. If you have been assigned and have a question about your assignment or are in doubt about being released, please call the school you are assigned to.
2. If you are ill and unable to work and you have already been assigned to work, it is your responsibility to remove yourself from the assignment through the AESOP system. If it is less than an hour before your assignment is to begin, AESOP will not allow you to cancel out of it. You will need to notify the school immediately to let them know you are not coming.
3. When arriving at your assignment, check in with the school's office. **You are expected to know the name of the person you are there to sub for.** Please write this information down when accepting an assignment, along with the confirmation number. Please note that assignments may change based on the needs of the school for that day. If you choose to leave due to an assignment change, you will not be compensated for your time.
4. Dress appropriately. Present yourself as a professional educator to obtain respect, credibility, acceptance, and authority.
5. **BE ON TIME! You are responsible for knowing where the school is and how and when to get there.** If you are not going to be on time, call the school to let them know. Being consistently late to assignments is unacceptable. AESOP will call for substitutes up to an hour past the assignment's start time. If you accept such an assignment, please contact the school to let them know your estimated arrival time.
6. Come prepared with an idea of how you are going to handle any discipline problems that may arise, and ask for help when you need it. **Never use corporal punishment/place your hands on a student in any way.** Review the class rules quickly and often if you have to, and remain calm but firm and patient.
7. It is always a good idea to leave written communication for whoever you subbed for, to let them know how the day went. Make sure you are leaving the room or office tidy and as it was when you arrived. Do not go through anyone's personal items, or take anything out of the drawers unless directed to do so.
8. Give your full attention to the needs of the students. **No materials are to be brought to the substituting assignment.** This includes radios, electrical devices, religious material, newspapers, books not pertaining to the class lesson, etc. **Substitutes should not use their cell phones while in class for any reason.**
9. Substitutes are not to use District computers unless requested to do so by a District employee who has the authority to authorize such use. Computer use is limited to school related activities only. Using the computers or internet for personal reasons is prohibited.
10. Report to the principal's office to determine if you are released before leaving the building. If the school needs to retain you, they should do so through the AESOP system. If you have already accepted a different assignment for the following day, be sure that the school knows that you are unable to return if they ask to retain you.
11. If you are going to be unable to sub for a period of time, you can add Non-Work days in AESOP through the web, so that the system does not call you.

TERMS AND CONDITIONS OF TEMPORARY EMPLOYMENT AS AN ON-CALL SUBSTITUTE
WITH PEORIA PUBLIC SCHOOLS

The undersigned, _____, (PRINT NAME)
hereby agrees to the following terms and conditions as a temporary substitute with Peoria Public Schools, District #150 for the current or upcoming school year:

- Substitutes are expected to be available to work on a daily, consistent, and reliable basis (at least three times per week). They should be regularly answering their phone or using the AESOP website to accept available substitute positions. If a substitute does not work at least once within a ninety day period, he/she may be removed from the referral list.
- If a substitute accepts a position, it is expected that he/she remains in the position unless unable to work due to illness or emergency. Excessive canceling of positions may require disciplinary action. Substitutes should not cancel one assignment to exchange it for another, even though they may have the ability to do so in the AESOP system.
- If the Human Resources Department receives an unsatisfactory evaluation for a substitute asking that he/she not return to the school, the substitute will be contacted and informed. If three such evaluations are received the substitute may be recommended for termination due to poor job performance. Certain actions/policy violations may be cause for dismissal, under the discretion of the Director of Human Resources.
- Substitute employment is a non-contractual position, and can be ended by either the substitute or employer at any time. Two week's notice from the substitute is appreciated when possible.
- Substitutes are not offered any fringe benefits.
- Substitutes are expected to review the rules, policies, and emergency procedures at every school, and follow them accordingly. Other policies can be found on the Expectations of Substitute Teachers and Guidelines for Substitutes Forms, located on our webpage within the Substitute Staff Handbook at: <http://www.psd150.org>.
- If a substitute chooses to be removed from the on-call list, he/she must submit a letter of resignation or Separation Notice to the Human Resources Department. The substitute will then be inactivated in the AESOP system and removed from the substitute referral list. Should the substitute choose to work as a substitute again in the future, he/she would need to reapply and go through the regular hiring process. Applying for the position does not guarantee that the substitute will be re-hired.
- All substitute employees have the responsibility to provide the best possible education and care to the students of District 150.

Substitutes are required to place on file with the Human Resources Department, prior to being employed on the active "on-call" substitute list, the following items:

- A. Completed online application
- B. Proof of a negative tuberculosis test taken within the last twelve months
- C. Photocopies of social security card and valid Illinois driver's license
- D. Various required forms
- E. Photocopies of any required certificates or licenses

All substitutes must pass a criminal background check, which is performed at the Administration Building by appointment only, and be approved for hire by the Board of Education prior to employment.

I understand that this position is only available on days that school is in session, for the current school year, on an as-needed basis. There is no guarantee that work will be available or offered to me. I understand that while at an assignment, I am expected to be ready and willing to work as needed and as directed by administrative personnel. (For substitute teachers, this includes during planning periods. If I am asked to teach a class or engage in other types of work during the regular teacher's planning periods, I am expected to do so. I understand that I will not receive any additional pay beyond my normal daily rate for working during a regular teacher's planning periods).

I understand that I am responsible for making myself aware of School Board Policies, located on our webpage, and agree to follow those policies. I understand that being under the influence of or having possession of alcohol or any controlled substance when on District property while performing work is prohibited.

I understand that if I am convicted of any crime while employed by District 150, I must inform the Human Resources Department within three business days. I understand that being convicted of certain crimes is cause for immediate termination, and that the Director of Human Resources shall make that determination.

I understand that as a District employee I am a mandated reporter under the Abused and Neglected Child Reporting Act. I have completed DCFS training and have signed a document indicating I will report suspected child abuse or neglect by calling the child abuse Hotline number (1-800-25A-BUSE). I can complete the training at www.dcfstraining.org/manrep.

I understand that I am not to administer corporal punishment (including slapping, grabbing, paddling or prolonged maintenance of a student in physically painful positions, and intentional infliction of bodily harm) on students. I am not to touch a student unless it is absolutely necessary to do so in order to maintain the safety of myself or the student(s). I am not to make any make inappropriate comments, whether of sexual, sarcastic, degrading, or of otherwise abusive nature to students or to staff. I am not to give a student my personal information for any purpose.

If any of the information or documents I have provided are false or misleading, I understand that it shall be grounds for termination.

By signing below I acknowledge that I have read and agree to all of the policies listed above and on the opposite page. I also acknowledge that I have read and agree to the Expectations of Substitute Teachers (if applicable) and Guidelines for Substitutes form(s). I understand that if I violate any of the policies, I may be suspended or terminated.

signature

date

***** THIS FORM IS PART OF THE SUBSTITUTE EMPLOYMENT PACKET AND MUST BE SIGNED PRIOR TO BEING EMPLOYED EACH SCHOOL YEAR.**

RESOURCES FOR SUBSTITUTE TEACHERS

ProTeacher!--Substitute teacher's advice and tips for teaching in elementary school classrooms resources.

<http://www.proteacher.com/020019.shtml>

Sub Station: Tips and Resources for Substitute Teachers-- provided by Education World

http://www.educationworld.com/a_curr/curr359.shtml

Substitute Teaching: Tricks of the Trade, Written by Mr. Sturgeon-- A complete description of the good, bad and the

ugly of Subs. <http://users.qnet.com/~rsturgn>

The Educator's Reference Desk (formerly Ask Eric Lesson Plans)--2,000+ lesson plans, 3,000+ links to online education information, and 200+ question archive responses. <http://www.eduref.org>

The Teachers Net Substitute Teaching Chat-board-- Exchange ideas, stories, and questions about the wonderful world of teaching. Share those rainy lessons, and one-day wonders.

http://www.teachers.net/mentors/substitute_teaching

You Can Handle Them All--A Reference for Handling Over 117 Misbehaviors at School and Home

<http://www.disciplinehelp.com>

Discipline by Design...The Honor Level System--Techniques for effective group management

<http://www.honorlevel.com/techniques.xml>

Inspiring Teachers--These pages offer new teachers a way to network with other teachers and to get answers to their classroom questions from real veteran teachers. <http://www.inspiringteachers.com>

Super Substitute Teachers—Tips and resources specific to substitute teachers <http://supersubstituteteachers.com/>

New Substitute Teacher Help—from Suite 101.com, tips for first time substitutes

<http://www.suite101.com/content/new-substitute-teacher-help-a15257>

The Bus Stop—A Groovy Place for Substitute Teachers

<http://busstop.stedi.org/>

IMPORTANT PHONE NUMBERS

Human Resources Department	309-672-6770
Payroll Department	309-672-6749
AESOP	1-800-942-3767
IMRF	1-800-275-4673
TRS	1-800-877-7896
Regional Office of Education	309-672-6906

REQUEST FOR LONG TERM SUBSTITUTE PAY

This form must be filled out for each long term assignment you are in.

Name: _____ Date: _____

Please print

I confirm that I have been in a long term assignment at _____
school

for _____ for at least 16 consecutive days, and
employee's name/vacancy position

request to be compensated accordingly.

I began the assignment on _____, and my 16th day was on _____.
Date date

Substitute's Signature: _____

School/Department Administrator's Signature: _____

PLEASE RETURN THIS FORM TO THE HUMAN RESOURCES DEPARTMENT

FAX: 309-672-6772

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DATE STAMP/INITIALS

SUBSTITUTE TEACHER REPORT

Substitute Name _____

Date _____

Substituted For _____

Grade _____

TO THE SUBSTITUTE: Please complete and leave this form in the school office or on the regular teacher's desk at the end of the day. Explain all answers.

1. Were the lesson plans adequate and specific? YES NO N/A

2. Was enough work available to keep students busy during the day? YES NO N/A

3. Were you adequately informed of lunch procedures, dismissal procedures, etc.? YES NO N/A

4. Were students polite, orderly, and attentive? YES NO N/A

5. Were you adequately informed of special classes and procedures to take students to and from classes (PE, keyboarding, band, choir)? YES NO N/A

6. Was the school staff helpful and cooperative? In what ways? YES NO N/A

7. What did you like and/or dislike about this assignment?

8. Please list any additional comments, questions, or concerns. (Use the back side if necessary)

Signature

Date

Peoria Public School District 150
2012-2013 School Calendar

2012

August 16	-	Thursday	Faculty Institute, 8AM - 1PM	Institute
August 17	-	Friday	Faculty Institute, 8AM - 1PM	Institute
August 20	-	Monday	Full Day – All Students	
September 3	-	Monday	LABOR DAY	HOLIDAY
September 19	-	Wednesday	Professional Learning SIP – ½ Day for all Students	
October 8	-	Monday	COLUMBUS DAY	HOLIDAY
October 24	-	Wednesday	Professional Learning SIP – ½ Day for all Students	
November 1	-	Thursday	Evening Parent Conferences, 4PM - 7PM	
November 2	-	Friday	Parent Conferences, 3 hours, No school students	Conference Day
November 12	-	Monday	VETERAN’S DAY	HOLIDAY
November 21	-	Wednesday	THANKSGIVING RECESS	NO SCHOOL
November 22	-	Thursday	THANKSGIVING RECESS	HOLIDAY
November 23	-	Friday	THANKSGIVING RECESS	NO SCHOOL
December 21	-	Friday	Last day before Winter Vacation, End 1 st semester	
December 24 - January 4, 2013			WINTER VACATION	NO SCHOOL

2013

January 7	-	Monday	Faculty Institute, 8AM - 1PM	Institute
January 8	-	Tuesday	School resumes for all students	
January 21	-	Monday	MARTIN LUTHER KING’S BIRTHDAY	HOLIDAY
January 30	-	Wednesday	Professional Learning SIP – ½ Day for all Students	
February 12	-	Tuesday	LINCOLN’S BIRTHDAY	HOLIDAY
February 27	-	Wednesday	Professional Learning SIP – ½ Day for all Students	
March 4*	-	Monday	COUNT PULASKI BIRTHDAY	HOLIDAY
			Student attendance day <u>if >1 emergency day used*</u>	
March 27	-	Wednesday	Evening Parent Conferences, 4PM - 7PM	
March 28	-	Thursday	Parent Conferences, 3 hours, No school students	Conference Day
March 29 – April 5, 2013			SPRING BREAK	NO SCHOOL
April 8	-	Monday	School resumes for all students	
May 27	-	Monday	MEMORIAL DAY OBSERVANCE	HOLIDAY
May 29	-	Wednesday	Last Day of School for Students (If Emergency Days Are Not Used) ½ day for Primary and Middle School students	
May 30	-	Thursday	Faculty Institute, 8AM - 1PM Last Day for Teachers (If Emergency Days Are Not Used)	Institute

If emergency days are not used, May 31, June 3, 4, 5, 6, 7, 10, 11, 12, and 13 shall, by Board Resolution, be used as special Holidays for students; and May 30 will be a Teachers’ Institute. ****The March 4th Count Pulaski Holiday will be waived and used as a student attendance day if more than one emergency day is used.***

Peoria Public School District 150
Valeska Hinton Early Childhood Education Center
2012-2013 School Calendar

2012

July 16	-	Monday	Faculty Institute, 8AM – 1PM	Institute
July 17	-	Tuesday	Full Day – All Students	
August 16	-	Thursday	Faculty Institute, 8AM – 1PM	Institute
September 3	-	Monday	LABOR DAY	HOLIDAY
September 19	-	Wednesday	Professional Learning SIP – ½ Day for all Students	
September 27	-	Thursday	Evening Parent Conferences, 4PM – 7PM	
September 28	-	Friday	Parent Conferences, 3 hours, No school students	Conference Day
October 1	-	Monday	FALL INTERSESSION BEGINS	NO SCHOOL
October 22	-	Monday	School resumes	
October 24	-	Wednesday	Professional Learning SIP – ½ Day for all Students	
November 12	-	Monday	VETERAN’S DAY OBSERVANCE	HOLIDAY
November 21	-	Wednesday	THANKSGIVING RECESS	NO SCHOOL
November 22	-	Thursday	THANKSGIVING RECESS	HOLIDAY
November 23	-	Friday	THANKSGIVING RECESS	NO SCHOOL
December 14	-	Friday	Last Day Before Winter Intercession – Full Day	
December 17	-	Monday	WINTER INTERSESSION BEGINS	NO SCHOOL

2013

January 7	-	Monday	Faculty Institute, 8AM – 1PM	Institute
January 8	-	Tuesday	School resumes	
January 21	-	Monday	MARTIN LUTHER KING’S BIRTHDAY	HOLIDAY
January 30	-	Wednesday	Professional Learning SIP – ½ Day for all Students	
February 12	-	Tuesday	LINCOLN’S BIRTHDAY	HOLIDAY
February 21	-	Thursday	Evening Parent Conferences, 4PM – 7PM	
February 22	-	Friday	Parent Conferences, 3 hours, No school students	Conference Day
February 27	-	Wednesday	Professional Learning SIP – ½ Day for all Students	
March 4 *	-	Monday	COUNT PULASKI BIRTHDAY	HOLIDAY
			Student attendance day if >1 emergency day used*	
March 25	-	Monday	SPRING INTERSESSION BEGINS	NO SCHOOL
April 15	-	Monday	School Resumes	
May 27	-	Monday	MEMORIAL DAY OBSERVANCE	HOLIDAY
June 5	-	Wednesday	Last Day of School for Students – ½ Day for all Students (If Emergency Days Are Not Used)	
June 6 -		Thursday	Faculty Institute, 8AM – 1PM	Institute
			Last Day for Teachers (If Emergency Days Are Not Used)	

If emergency days are not used, June 7, 10, 11, 12, 13, 14, 17, 18, 19, and 20 shall, by Board Resolution, be used as special Holidays for students; and June 6 will be a Teachers’ Institute.