



SUBSTITUTE HANDBOOK

2024-2025

Our Mission

Rantoul City Schools exists to build a stronger community by educating our students.

Guiding Principles

To fulfill our mission, RCS will:

- Collaborate with the community, families, and other stakeholders.
- Encourage students who are critical thinkers, leaders, and global navigators, grounded in equity and cultural understanding,
- Provide a school environment where all learners feel free to embrace challenges and practice resilience,
- Ensure students' individual needs are met,
- Combat social and racial inequities, and
- Expect excellence from all learners and stakeholders both in the classroom and throughout our school community.

Nuestra Misión

Las escuelas de la ciudad de Rantoul existen para construir una comunidad más fuerte al educar a nuestros estudiantes.

Principios Rectores

Para cumplir nuestra misión, RCS:

- Colaborará con la comunidad, familias y otras partes interesadas.
- Alentar a los estudiantes que son pensadores críticos, líderes y navegantes globales, basados en la equidad y comprensión cultural,
- Proporcionar un entorno escolar donde todos los estudiantes se sientan libres para aceptar los desafíos y practicar la resiliencia,
- Asegurar que se satisfagan las necesidades individuales de los estudiantes,
- Combatir las desigualdades sociales y raciales, y
- Esperar la excelencia de todos los alumnos y las partes interesadas tanto en la clase como en toda la comunidad escolar.



RCS PREK



EASTLAWN
ELEMENTARY



PLEASANT ACRES
ELEMENTARY



NORTHVIEW
ELEMENTARY



BROADMEADOW
ELEMENTARY



JW EATER
JUNIOR HIGH SCHOOL



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) and/or secretary 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 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 handbook 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 handbook, please don't hesitate to ask. Please note that the majority of this information is for substitute teachers, but some areas will be applicable to all substitutes.

No Substitute Handbook can anticipate every circumstance or question about policy, procedure, or rules in the schools or district. RCS reserves the right to revise, supplement, rescind, or add policies, procedures, or rules as the District or any of its components deem necessary. Board Policies referenced throughout are subject to change by Board action or through action of State and/or Federal law. In some instances, the exact policy is included and in some instances the policy is referenced. One should not infer that the policies that are referenced but not included are of lesser importance. For the most up-to-date and accurate Board Policies, see the on-line Board Policy Manual (https://www.boardpolicyonline.com/?b=rantoul_city_137&s=338320).

We want you to succeed!

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Elementary Substitute Teacher hours are: 7:50 – 3:00
Elementary Student Hours: 8:10 – 3:15

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

Samie Sebestik, Principal 217-893-5490 LeVette Harmon, Assistant Principal 217-893-5153
Kris Martin, Secretary 217-893-5493 Rosanelly Nabarete, Clerical 217-893-5491
Kristina Stewart - Nurse 217-893-5494

- 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.
- There is a space on the absence sheet for your hot lunch count for students. If you would like 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. Please check this box at least twice a day.

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

Amy Blomberg, Principal 893-5487 Collette Oprondek, Vice Principal - 217-893-5133
Emily Hortin, Secretary 217-893-5484 Abbie Mager, Clerical 217-893-5485
Jessica Harmon, Nurse - 217-893-5478

- Should any issues arise in which you need assistance, you may contact office personnel at the following extension: 5405 or 5487.
- Parking: Please park in the lot near the office entrance (west side of the building)
- Please let the office know when you check in if you will be buying a lunch for the day.
- When checking the teacher's mailbox only take out notes that need to go home with students if there are any. Please check this box at least twice a day.

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

Jayne Bajer-- Principal- 217-893-5073 Melissa Wiegel, Assistant Principal – 217-893-5070
Yubanna Salinas , Secretary- 217-893-5475 Melissa Zamora, Clerical- 217-893-5462
Akilah Black 217-893-5489

- Should any issues arise in the classroom in which you need assistance, you may contact office personnel at extensions above.
- 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.
- If you would like to eat a meal at the school please notify Yubanna Salinas in the main office or call her at extension 5475 by 8:30 a.m. Please pay before you take your meal from the kitchen.
- When checking the teacher's mailbox only take out notes that need to go home with students if there are any. Please check this box at least twice a day.

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

Kelly Mahoney, Principal (217) 893- 5483 Jackie Huntley, Vice Principal 217-893-5107
Shawna Krauth, Secretary (217) 893-5479 Brenda Chapman, Clerical (217) 893-5480
Stephanie Coons, Nurse 217-893-5896

- Should any issues arise in the classroom in which you need assistance, you may contact office personnel at the above extensions:
- Parking information: on the map
- When you arrive, tell the office staff if you are eating school lunch and pay for lunch at that time.
- When checking the teacher's mailbox only take out notes that need to go home with students if there are any. Please check this box at least twice a day.

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

Heather Jacobs, Principal (217) 893- 5469
Charles Hogue-Assistant Principal- (217) 893-5465 Deb Stevens, Assistant Principal 893-5470
Tierra Norwood, Secretary 217-893-5466 Karen Bergman, Clerical 217-893-5463 Shelby Montoya, Clerical 217-893-5467
Danielle Derby Nurse 217-893-5464

Substitute Teacher hours are 8:15 – 3:30

Student Hours: 8:40 – 3:30

- Karen Bergman, Clerical, 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 an administrator to report to your room and your room number.
- Parking: You can park right out front and come up to the front door.
- Please turn in your money for lunch into the main office.
- It is not necessary to check the teacher/TA's mailbox. If there is something pressing, you will be told in person.
- Morning - doors open @ 8:30.

PreK Center

Lori Bednarz, PreK Director 217-893-5154

Susana Reyes, PreK Secretary 217-893-5154
PreK Student Hours: AM session: 8:00 – 10:30 PM session: 11:50 – 2:20
PreK Sub Hours: AM Session: 7:45-11L20 PM Session 11:20 – 2:55

RISE Academy

1 Aviation Center Dr., Rantoul IL 61866
DeAndre Henderson, Director (217) 893-5407
Clerical: Donyl Lewis (217) 893-5407
Staff Hours: 7:45 am – 3:30 pm
Student Hours: 9:30 am – 2:30 pm

BREAKFAST IN THE CLASSROOM AT ALL SCHOOLS ALL GRADES

- Meal cost for adults: Breakfast: Free for anyone involved in assistance with breakfast program Lunch: \$3.90 Milk: \$.40
- 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.
- The School Emergency Procedures is a 2-sided document available in sub folder as well as the Go-Kits in classrooms.

GETTING STARTED

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

Once all of your employment documents have been completed you will receive an email from FRONTLINE 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. this letter will also direct you to set up your system in the Website and from there you can download the App.



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

#1 – Through the Frontline 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.

#2 – Through the Frontline Website:

The most preferred method of accessing the Frontline system is through the internet. The Frontline website is: 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 App

- You can also access Frontline via your cell phone by logging into the following website:
www.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 if a staff member asks you to fill a job that isn’t in Frontline yet?

Sometimes staff members or office staff will catch you in the school and ask you about picking up a job that hasn’t been entered yet. Please tell them yes if it works for you! For Payroll purposes and to make sure you get paid for it, they **MUST** put it in Frontline and you **MUST** accept it in the system. Contact the Sub Coordinator and she can assist in the staff member entering the absence.

Being Proactive

Staff can request a sub up to 120 days in advance. You can see them that far out also. The system does not start to make automated calls till 2 days prior to the absence. The best subs are **VERY** proactive in searching for jobs. Look a couple times a week to see what is available for you to pick up, then you won’t get those early morning calls, or have me calling you at 6:15 in the morning begging you to cover a job.

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 5:30 am	5:30-9:00pm
Saturdays	None	None
Sundays	None	5:30-9:00pm
Holidays	None	5:30-9:00pm

Special instructions and multiple day jobs

If the system calls you or you see online a job that is a multiple day absence and you are not able to work the entire absence PLEASE call the sub coordinator. She may be able to split the absence so you can cover part of it and hopefully someone else will be able to pick up the rest. This is for short term multiple day jobs like a few days or even a week. This is NOT preferred for long term absences like a maternity or surgery leave. We like to have consistency for the students as much as possible.

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
- 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 239-281-0218 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 FRONTLINE 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 Frontline website (www.absence.frontlineeducation.com) 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 Frontline 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 4-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 FRONTLINE. 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 239-281-0218 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, if you get a plan period. It is possible you will be reassigned during the plan period since it is unlikely you will be developing lesson plans.**
- 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 the 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.
- **Leave detailed notes to the staff regarding academics and behaviors that occurred during the day.**
- **Return keys** and necessary materials to the school secretary if applicable. **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 staff member is allowed, however, You **MUST** accept the job in Frontline with a job number to ensure you get paid.
- Be sure to sign and date your timesheet and ask the secretary for a copy before you leave the school.

DOs

- Do arrive early 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. 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.
- 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 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.

DONT's:

- Don't yell at the class or an individual student. This is not a good way to get the class's 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 use your cell phone for personal business
- 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 a 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 Frontline, 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 Frontline 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 a 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 that the substitute complete a timesheet at the beginning of the assignment, and have the substitute sign and date the timesheet before he/she leaves for the day. Keep the timesheet with you at all times. You are responsible for turning it in to Central Office on the appropriate days,
- 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.
- The School Emergency Procedures is a 2-sided document available in sub folder as well as the Go-Kits in classrooms.
- 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), if applicable 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/clerk at the end of the day. If the sub chooses 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 Frontline, 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 provides 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 the Payroll, RCS Central Office, 1 Aviation Center Drive. The Central Office closes at 3:30 pm..

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 15th of the month and the 30th of the month (or last day of the month is there is no 30th). 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.

2024-2025 Pay Dates

PAYROLL NUMBER	PAY PERIODS DATES	TIME SHEETS DUE	PAYROLL DATE
1	6/4/24-6/29/24	7/3/24	7/15/24
2	6/30/24-7/13/24	7/17	7/30/24
3	7/14/24-7/27/24	7/31/24	8/15/24
4	7/28/24-8/10/24	8/14/24	8/30/24
5	8/11/24-8/24/24	8/28/24	9/15/24
6	8/25/24-9/7/24	9/11/25	9/30/24
7	9/8/24-9/21/24	9/25/24	10/15/24
8	9/22/24-10/5/24	10/9/24	10/30/24
9	10/6/24-10/19/24	10/23/24	11/15/24
10	10/20/24-11/2/24	11/6/24	11/30/24
11	11/3/24-11/16/24	11/20/24	12/15/24
12	11/17/24-11/30/24	12/04/24	12/30/24
13	12/1/24-12/14/24	12/18/24	1/15/25
14	12/15/24-1/4/25	1/8/25	1/30/25
15	1/5/25-1/18/25	1/22/25	2/15/25
16	1/19/25-2/1/25	2/5/25	2/28/25
17	2/2/25-2/15/25	2/19/25	3/15/25
18	2/16/25-3/1/25	3/5/25	3/30/25
19	3/2/25-3/22/25	3/26/25	4/15/25
20	3/23/25-4/5/25	4/9/25	4/30/25
21	4/6/25-4/19/25	4/23/25	5/15/25
22	4/20/25-5/3/25	5/7/25	5/30/25
23	5/4/25-5/17/25	5/21/25	6/15/25
24	05/18/24-LAST DAY	06/04/25	6/30/25

TIMESHEETS ARE TO BE TURNED IN ON OR BEFORE THE TIMESHEET DUE DATE DURING REGULAR BUSINESS HOURS. IF SCHOOL IS NOT IN SESSION THE DAY THE TIMESHEET IS DUE, THE TIMESHEET IS DUE THE DAY AFTER THE DATES INDICATED ABOVE.

PAYROLL DATES FALLING ON DATES NATIONAL/STATE HOLIDAYS WILL BE PAID THE DAY BEFORE THE HOLIDAY.

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 whatever 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 by 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. If the student is too ill to walk to the office alone, call the office first, and administration or the nurse will come to your class to retrieve the student safely. 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. Remove the remaining students from the classroom to a safe and secure area if possible in order to tend to the injured student.
6. Await the arrival of the Nurse and or administration or office personnel
7. 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 and do not qualify for any extra compensation.

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 Frontline. 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 an evaluation forms with concerns, it is grounds for possible dismissal. You will be contacted when there are concerns to be addressed.**

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 FRONTLINE.

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 Resources Office and all correspondence shall be directed to the appropriate administrator in the Central Office. Please contact the Human Resources Manager if you have any questions regarding this procedure.

If the Human Resource Office receives 1-3 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 WAGES

Effective **5.2024**

Substitute Teacher..... \$179.40 full day/\$89.70 half day (\$184.40/day after 25 days)

- *Consistency Incentives.*
 - For every five consecutive days worked (when you are called on to substitute) earn a \$100 bonus. If we don’t need you to substitute, you won’t lose your consecutive days. May be earned up to four times per school year.
 - After you have subbed for 25 school days in a school year, your daily rate will increase to by \$5, and you will receive a one-time \$100 bonus.
- *Long-Term Assignment.*
 - When a substitute teacher assumes full teacher responsibilities (planning, grading, family communications, participating in teacher and faculty meetings, etc.) for a teacher for five or more school days, typically in cases such as a leave of absence or other family leave, this substitute teacher will earn \$243.36 per day.

Permanent Substitute Teacher

- \$194.48/day plus benefits (and annual increases). Permanent substitutes are not eligible for other incentives.

When a permanent substitute teacher assumes full teacher responsibilities (planning, grading, family communications, participating in teacher and faculty meetings, etc.) for a teacher for five or more school days, this substitute teacher will earn \$243.36 per day (plus benefits) during the time the substitute is covering the extended teacher's absence. This situation would typically apply to coverage of teacher leaves of absences and when there is an unfilled teacher vacancy. When there is an unfilled teacher vacancy, the district will make every effort to fill the vacancy with a fully qualified teacher. When this occurs the Permanent sub must fill out a stipend form for the difference in pay.

Teaching Assistant	\$156/day (\$75 half day)
Kitchen	<u>\$15.40/hour</u>
Secretary	\$ 16.99/hour
Custodian	<u>\$15.26/hour</u>
Registered Nurse	\$35/hour

Paychecks

There are 2 payrolls per month and payroll dates are the 15th of the month and the 30th of the month (or last day of the month is there is no 30th). 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 Payroll 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. Office personnel are available to help answer any questions in regards to filling out the timesheet properly and correctly.

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 and/or assistant 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 or on social media 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 Resources 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 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 FRONTLINE. The start and end times given by the automated system (Frontline) includes time before and after the student's start and end times for preparation and cleanup 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.

Dress Code - Staff

An employee's appearance, including dress and hygiene, must not disrupt the educational process or compromise standards of health and safety. The District does not prohibit hairstyles historically associated with race, ethnicity, hair texture, or any other protected classes including, but not limited to, protective hairstyles such as braids, locks, and twists. Employees who disrupt the educational process or compromise standards of health and safety must modify their appearance. Procedures for guiding employee appearance are detailed below.

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. Staff members should carefully consider the type and nature of clothing selected to wear and one's employment assignment. It is important that employees can be easily identified as professionals in the school setting.

Allowed with guidelines:

- Jeans/Jeggings that are not ripped/slashed and look professional
- Shorts/Skirts that are at least fingertip length when standing with arms straight at your side and look professional.
- Leggings/tights/stretch pants allowed ONLY if shirt length covers past fingertip length when standing with arms straight at your side and look professional.
- T-shirts / Sweatshirts / Hoodies that are considered a "school spirit" shirt such as from a school sponsored activity/sport/club.

Not allowed:

- Flip flops and slides.
- Sweatpants/Exercise pants (unless PE teacher).
- Tank tops, spaghetti straps.
- Visible undergarments.
- Tops (e.g. T-shirts / Sweatshirts / Hoodies) that display images, slogans, words (other than a brand logo) that are not from a school sponsored activity/sport/club.
- Hats and hoods.
- Pajamas.
- Earbuds, earphones, or other listening devices.

Required:

- Beginning with the 2023-2024 school year, all employees are required to wear a visible employee/staff identification on school days when students are in attendance and during school events when students and/or parents are present. The school district will provide the employee/staff identification to employees as well as a method to display the identification such as a strap clip, lanyard, badge reel, and/or badge holders.

Enforcement:

- Building administrators/supervisors may waive portions of the dress code for special events or in response to needs within the building.
- At the discretion of the building administrator and/or your supervisor you may be directed to change clothing deemed disruptive to the educational process, unprofessional, inappropriate, or unsafe. Failure to comply with this directive may result in your removal from the workplace (resulting in loss of pay) and/or disciplinary action.

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 District's 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 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, ethnicity, 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; timecard(s); commission of deliberate error; concealment of such acts committed by employee or others.
13. Insubordination (refusal to carry out administrator's instructions).
14. Using profane or abusive language or displaying abusive conduct toward an employee or person.
15. Participation or instigation of horseplay, scuffling, pranks, and/or otherwise creating a disturbance in the workplace.
16. 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.
17. Transaction of personal business, including telephone calls and texts, and posting on social media during working hours (excluding lunch) without consent of an administrator.
18. Use of seatbelt is required while riding in or operating a District vehicle on public roads.
19. Negligent work performance, concealment or failure to report errors, which may result in economic damage or adverse conditions.
20. Sleeping during working time.
21. Failure to report an accident or injury to the appropriate administrator.
22. Excessive employee absenteeism or tardiness or failure to notify of absence or tardiness within an hour of the scheduled work time.
23. Leaving District premises during working hours without permission. Unauthorized entrance on District property during non-working hours.
24. Working in an unsafe manner or violating District safety policies and procedures.
25. Falsification of employee applications.
26. Improper use of sick leave or personal leave.
27. Unauthorized use of District equipment.
28. Unauthorized possession or use of District keys, keycards, or access fobs, including master keys.
29. If permission is granted for personal items, the District assumes no liability for lost, damaged, or stolen personal property.
30. Promoting the services, products, ideologies (political, religious, or organizational), or goals of non-school organizations, exclusive of educational goals.
31. 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.
32. Falsifying documents, or creating documents, which are substantially misleading.
33. Making false claims for insurance or any other benefit.
34. Misrepresenting to any other person the extent of her or his job authority, or purporting to act on behalf of the District when not authorized to do so.
35. Incurring expenses or entering into contracts on behalf of the District without the authority to do so.
36. 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.

37. 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.
38. 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.
39. 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.
40. 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.
41. Failure to report to the direct supervisor any damaged or broken equipment or other school property in his or her assigned area of responsibility.
42. 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.
43. 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.
44. 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.
45. Unauthorized use, retaining without authorization, or stealing money or property of students, other employees, or others.
46. 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.
47. 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.
48. 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.
49. Educational support employees shall not discipline students except as authorized by job description.
50. 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.
51. 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.
52. Using profanity when speaking to parents or students, or addressing other employees utilizing profanity.
53. 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.
54. 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.
55. Making unwelcome sexual advances toward or requesting 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.
56. Aid, 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.
57. 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.
58. Willfully refusing to obey written or oral instructions of the immediate supervisor, or a member of the administrative staff.
59. Willfully refusing to obey the policies, rules and regulations of the Board of Education or attempting to violate the Board of Education policy, rule or regulation.
60. Willful behavior that interrupts the orderly process of school affairs.
61. Repeated minor incidents of misbehavior may be cause for discharge, if other disciplinary measures have failed to deter misconduct.
62. 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

63. 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.
64. Outside employment that may interfere with the performance of job duties.
65. Accepting unauthorized rebates, gifts, gratuities, premiums or promotional materials from suppliers for personal use or gain.
66. Utilizing District computers, networks or internet access to view, obtain, or download any pornographic or sexually explicit material.
67. 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.
68. Violation of any copyright, including, but not limited to copyright in software, information, music, data or other material obtained over the Internet.
69. Leaving the building/worksite without prior permission and/or without signing out of the building/worksite.



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



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:

- 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 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.

Signature

Date

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

ADD CALENDAR



Rantoul City Schools District 137

Job Description: **Substitute Teacher**

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

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 the 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.

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

up to 75 pounds	X			
up to 100 pounds	X			
more than 100 pounds	X			

Approved 7.25.24

SCHOOL MAP - EASTLAWN

Eastlawn Elementary



Legend

- 360 Image
- AED
- Alarm Panel Keypad
- Compass
- Electrical Shut Off
- Exit
- Fire Extinguisher
- Fire Pull
- Gas Shut Off
- Key Box
- Live Camera
- Water Shut Off

**Eastlawn Elementary
Eastlawn Grade School**
650 N. Maplewood Drive
Rantoul, Illinois 61866
Office Phone: (217) 892-2131
Emergency Phone: (000) 000-0000



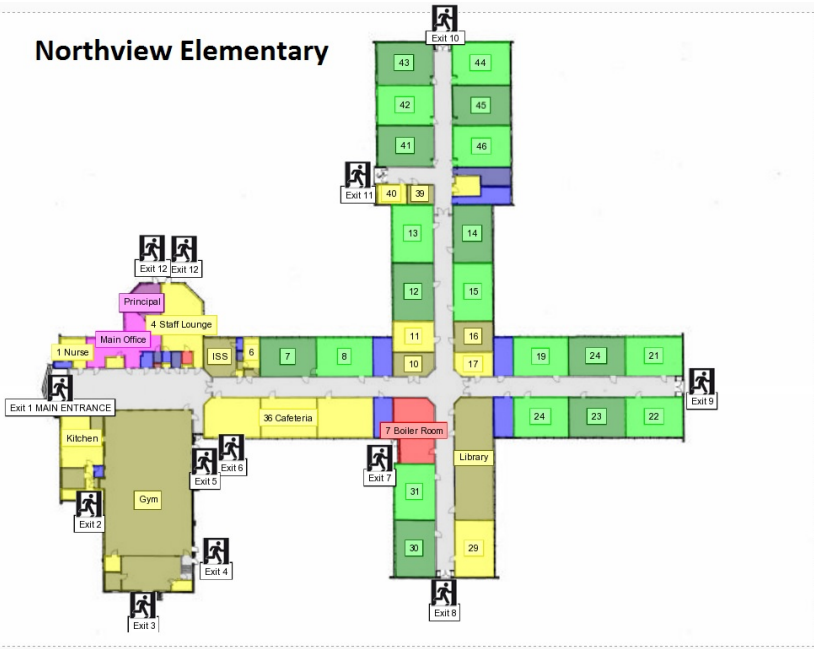
■ = Maintenance
 ■ = Miscellaneous
 ■ = Classroom
 ■ = Restroom
 ■ = Administrative
 = Hallway
 [Edit](#)

Connection Status: online



SCHOOL MAP - NORTHVIEW

Northview Elementary



Legend

- 360 Image
- AED
- Alarm Panel Keypad
- Compass
- Electrical Shut Off
- Exit
- Fire Extinguisher
- Fire Pull
- Gas Shut Off
- Key Box
- Live Camera
- Water Shut Off

**Northview Elementary
Northview Grade School**
400 N. Sheldon
Rantoul, Illinois 61866
Office Phone: (217) 892-2119
Emergency Phone: (000) 000-0000



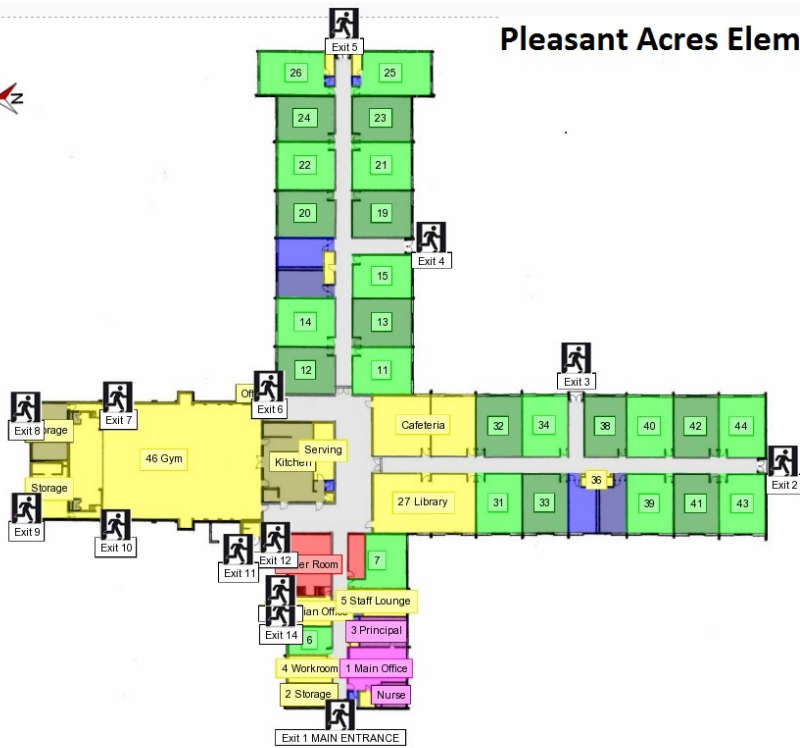
● = Maintenance ● = Miscellaneous ● = Classroom ● = Restroom ● = Administrative ● = Hallway

Connection Status: online



SCHOOL MAP – PLEASANT ACRES

Pleasant Acres Elementary



● = Maintenance
 ● = Miscellaneous
 ● = Classroom
 ● = Restroom
 ● = Administrative
 = Hallway

Legend

- 360 Image
- AED
- Alarm Panel Keypad
- Compass
- Electrical Shut Off
- Exit
- Fire Extinguisher
- Fire Pull
- First Aid Kit
- Gas Shut Off
- Hazardous Material
- Key Box
- Live Camera
- Water Shut Off

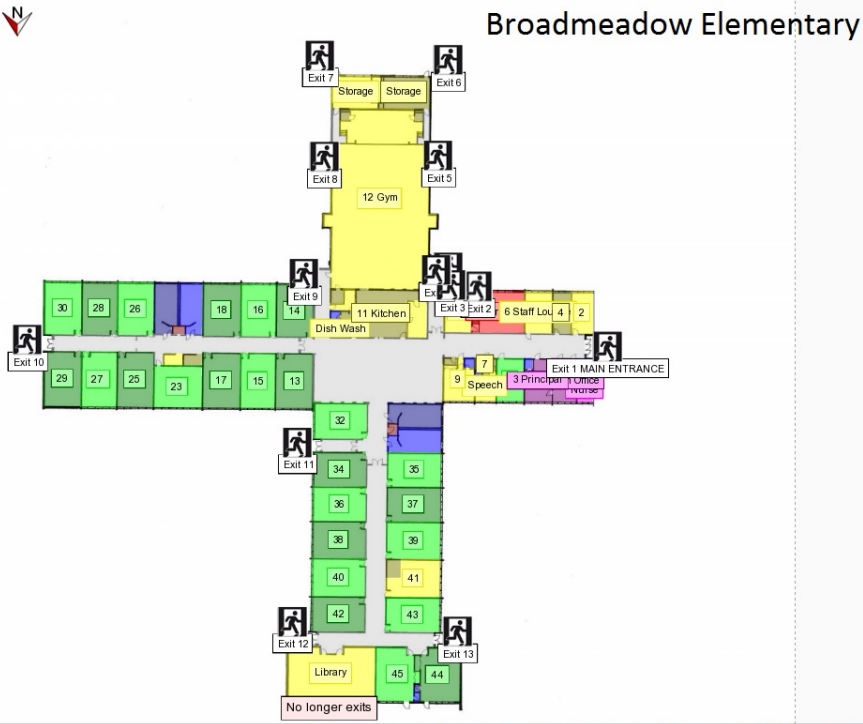
Pleasant Acres Elementary
Pleasant Acres Grade School
 1625 Short Street
 Rantoul, Illinois 61866
 Office Phone: (217) 893-4141
 Emergency Phone: (000) 000-0000



Connection Status: online



SCHOOL MAP - BROADMEADOW

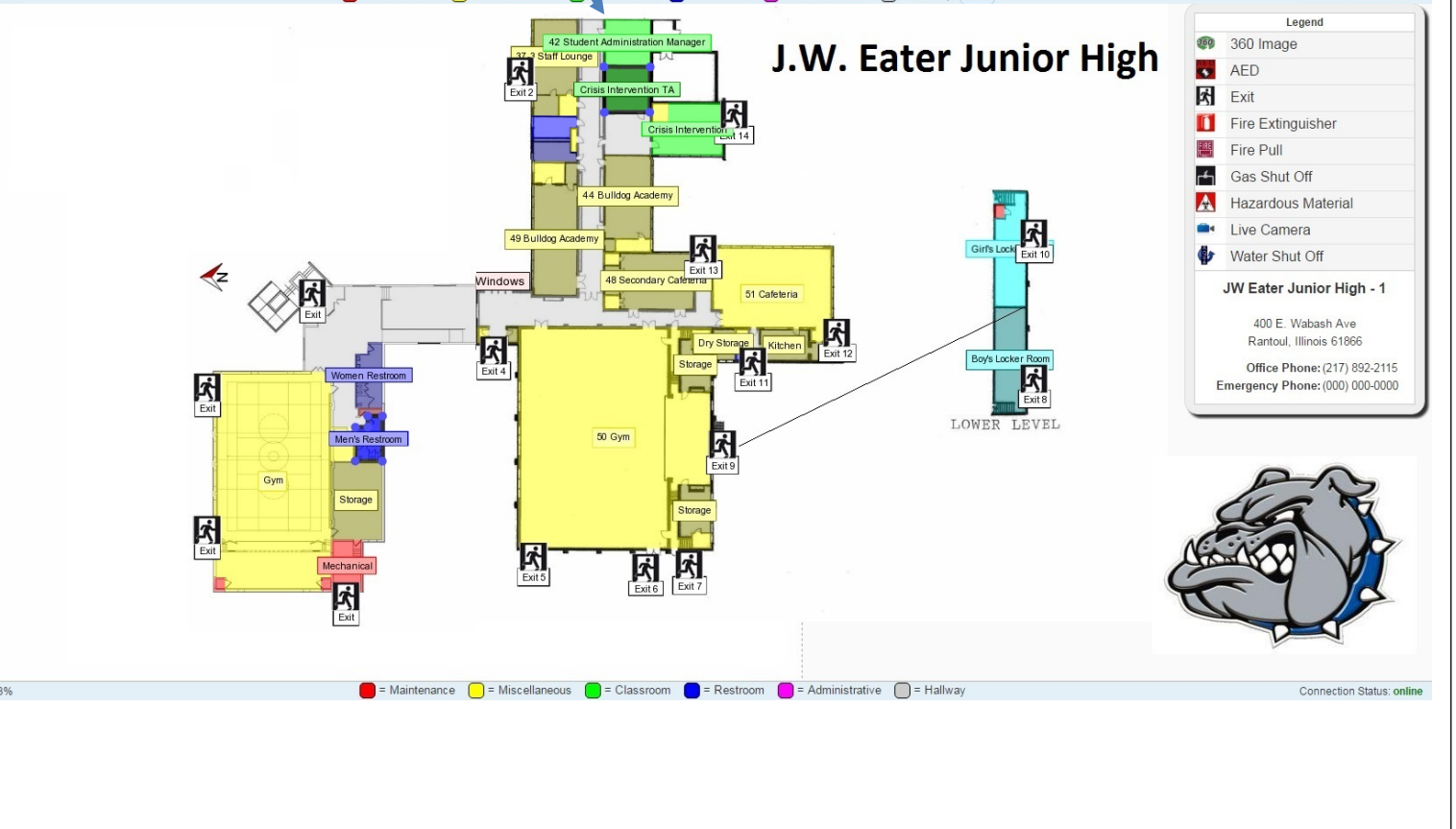
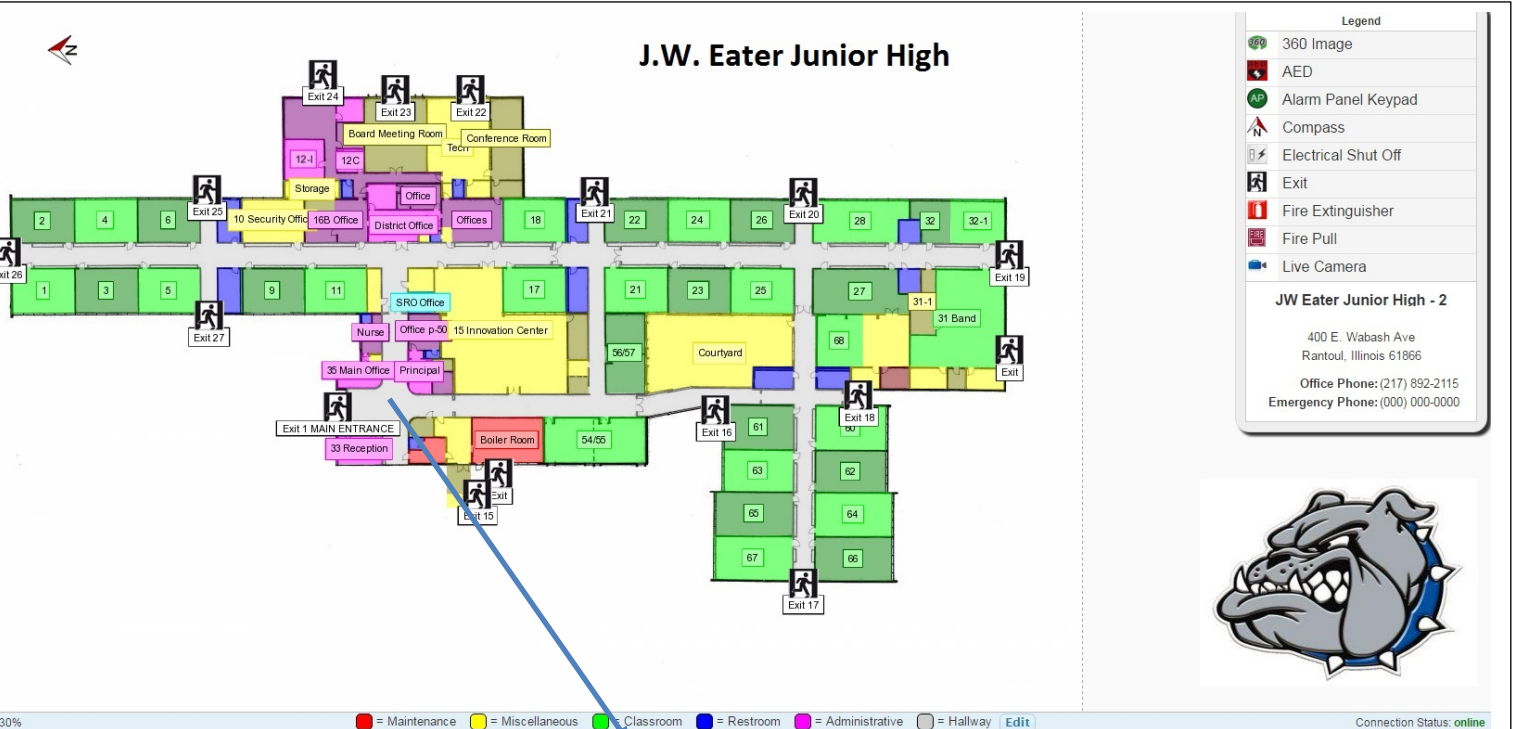


Legend

- 360 Image
- AED
- Alarm Panel Keypad
- Compass
- Electrical Shut Off
- Exit
- Fire Extinguisher
- Fire Pull
- Gas Shut Off
- Key Box
- Live Camera
- Water Shut Off

**Broadmeadow Elementary
Broadmeadow Grade School**
 500 Sunview Road
 Rantoul, Illinois 61866
 Office Phone: (217) 892-2194
 Emergency Phone: (000) 000-0000







2024-2025 School Year Calendar

Aug 13,14	Teachers' Institute (No Student Attendance)
Aug 15	First Day of Student Attendance for Grades 1-8 Only Kindergarten for Students Last Names A-L
Aug 16	Regular Attendance for Grades 1-8 Only Kindergarten for Students Last Names M-Z
Aug 15 & 16	<i>Pre-K Parent Teacher Conferences (No Pre-K Student Attendance)</i>
Aug 19	All District Students In Attendance <i>First Day of Pre-K Student Attendance</i>
Sept 2	Holiday Observance – No School
Sept 27	Teachers' Institute (No Student Attendance)
Oct 10	Full Day Regular Student Attendance Parent/Teacher Conferences (Thursday Evening Only) <ul style="list-style-type: none"> • K-5th gr: 3:15pm-8:15pm • Jr. High: 3:30pm-8:30pm • <i>Pre-K all day 8:00 am – 8:15 pm with No PreK Student Attendance</i>
Oct 11	No School (Due to P/T Conferences Thursday Evening)
Oct 14	Holiday Observance – No School
Nov 4	School Improvement Day - No Student Attendance
Nov 5	No School (Election Day)
Nov 27-29	Thanksgiving Break – No School
Dec 13	School Improvement Day - No Student Attendance
Dec 23 – Jan 3, 2025	Winter Break – No School
Jan 6	Teachers' Institute (No Student Attendance)
Jan 7	School Resumes
Jan 20	Holiday Observance – No School
Feb 14	School Improvement Day - No Student Attendance
Feb 17	Holiday Observance – No School
Mar 13	Full Day Regular Student Attendance Parent/Teacher Conferences (Thursday Evening Only) <ul style="list-style-type: none"> • K-5th gr: 3:15pm-8:15pm • Jr. High: 3:30pm-8:30pm • <i>Pre-K all day 8:00 am – 8:15 pm with No PreK Student Attendance</i>
Mar 4	No School (Due to P/T Conferences Thursday Evening)
Mar 17 - 21	Spring Break – No School
Mar 24	School Resumes
Apr 18	School Improvement Day – No Student Attendance
Apr 21	Holiday Observance – No School
May 23	Last Day of Student Attendance ½ Day School Improvement Day
June 3	Last Day K-8 th gr (if all 5 emergency days are used) for staff and students