



**SUBSTITUTE TEACHER HANDBOOK  
2010-11**

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# Millburn Community Consolidated School

DISTRICT 24

18550 MILLBURN ROAD, WADSWORTH, ILLINOIS 60083

PHONE (847) 356-8331

FAX (847) 356-9722

[www.millburn24.net](http://www.millburn24.net)

Dear Substitute Teacher:

Welcome to Millburn School District. Providing the best and highest quality education for our students is our everyday goal. Having reliable, fully qualified professional substitutes in our classrooms has always been a high priority for schools. In these days of education reform, with increased teacher in-service and outside-of regular-classroom obligations, it is even more important that our substitute teachers be focused on student learning and skilled in effective instruction. Truly we need and value you.

Since you will be in and out of so many classrooms, you have a unique perspective on this and other districts. You get a big picture of curriculum, school culture and discipline, and you can take note of best practices from school to school. Your rich experiences help enrich the classrooms where you do your important work. If there are ways we can help you be more efficient or effective, please let us know. Your building principal will welcome your suggestions. We appreciate the special contribution you make and we wish you an exciting and fulfilling year.

Sincerely,

Dr. Ellen Mauer  
Superintendent Millburn District 24

## ***School Mission Statement***

In cooperation with our communities, District #24 is committed to efficiently preparing students to become productive, responsible members of a changing world by providing a nurturing environment that stimulates a voluntary desire to learn and educational experiences that rigorously promote the realization of individual potential and excellence in achievement.

## **Responsibilities of Substitutes for Millburn C. C. School District 24**

First of all, welcome! We appreciate the fact that you have chosen to come to our district as a substitute teacher. We realize that you have many choices and places to be, so we're appreciative of the fact that you have selected our district.

### **Starting the Day**

- Report to work per the start time listed on the *Aesop* system.
- Go directly to the school office and you will need to complete two forms upon sign in; the **Substitute Teacher Salary Voucher/ Substitute Report to Teacher** and the **TRS Calendar** form.
- Please do not make/take personal phone calls during class time.
- Obtain the individual teacher's substitute book, which will contain seating chart information, medical alert forms for life-threatening medical conditions, lesson plan location, class record book and names of helpful students. Also included are classroom procedures with lunch and recess schedules.
- We ask that you do not accept a substitute position for your child's classroom if your assignment is any longer than one class period in duration.

### **Tips for Classroom Organization and Management**

- Put your name on the white board. Take time before beginning the day's activities to tell the class a little about yourself. Be brief.
- Try to put a daily schedule on the chalkboard. It helps the students anticipate what you expect of them. It also helps you keep track of the regular classroom routine.
- Let the class know that you will try to follow the normal classroom routine, but also let them know that everyone does things somewhat differently.
- Any unusual requests from parents or students are to be handled by the building principal.
- Ask the students questions: their names, classroom rules/procedures. The time spent getting oriented and becoming familiar with the class may make a difference later in the school day.
- State clearly your expectations, but expect the unexpected.
- Keep a positive attitude. Be positive in your remarks to students. When you are circulating around the room (a proven and effective management technique) you are connecting with the students.
- Organize any student papers and label them clearly. Correct the day's work and record grades, if indicated in the lesson plans.
- Leave the classroom in good order. Have students help in any housekeeping chores that would provide an orderly classroom upon the regular teacher's return.
- There will be times when students are working independently. Please use this time to circulate throughout the classroom and interact with the students. Do not engage in personal tasks such as reading, knitting, etc. Please do not use the Internet for personal use.
- Be certain to leave a note for the teacher you have substituted for letting them know how the day has gone on the bottom of your salary voucher form. Of course, if an issue has arisen, the teacher

should be made aware of what happened. However, teachers like to hear good things about their classes too...much like parents like to have a good report when they come back from the movies!

- It is important to familiarize yourself with any unusual changes in school schedules such as fire drills, altered class schedules or activities days. If the school secretary does not let you know of an unusual school schedule change be sure to ask.
- Please keep in mind that as a public facility the Millburn schools are designated No Smoking areas.

### **Attire**

Make certain you dress the part. Students tend to imitate adults, and not always the way we would like. Please make sure you are aware of the student dress code also. For questions about student attire or dress code you can refer to the **Parent/Student Handbook** found in the teacher's substitute book or online at [www.millburn24.net](http://www.millburn24.net) under the "Parents/Community" section.

### **Respect**

We at Millburn have a certain decorum we like to follow. First, please do not have the children address you with any other title than Mr., Mrs., or Ms. We feel that a certain propriety needs to be maintained to encourage respect between students and teachers. Having students address you by your first name or even a nickname is not proper. We are doing our best to emulate a positive adult figure for our students. This is something that our parents expect of us, as well as what we expect from each other. Therefore we are very careful when it comes to our word choices. Telling a student to "be quiet" says the same thing as "shut up", but in a more cordial manner. Do not use any denigrating terms. We are professionals, and while we all sometimes become flustered by a situation, thinking something and saying it out loud can make all the difference in the world!

There should be no physical contact between you and the students that can in any way be misconstrued. There should be no verbal threat of physical harm. If you are having a trouble controlling the behavior in a classroom, ask for help. A teacher next door may be able to give pointers to gain control of the classroom. Familiarize yourself with the methods of communication in each room. Each room is equipped with a button on the wall to summon the office and a telephone. **Dialing 0 will also connect you to the office.** They can send an administrator to assist you if necessary.

### **Compensation/Forms**

The district pays \$85.00 per day. Pay periods are every two weeks. A list of payroll dates is available from the comptroller or office manager. Two of the three forms you will need to complete as a substitute in the Millburn District are shown below. The other form is the TRS calendar, which you will receive upon check in at school. This form needs to be marked to indicate which days you worked. You will have a TRS calendar in both buildings. Please make sure the Payroll Department knows if you are a retired teacher.

### **Emergency Schedule**

In the event of snow, ice or wind conditions, schools will either be closed or on an emergency schedule. If you feel the weather may create hazardous travel conditions, please refer to the following for information:

- Listen to the radio or television between 5:00 a.m. and 8:00 a.m.
- Visit the school district website at: [www.millburn24.net](http://www.millburn24.net) and click on emergency closings or go directly to <http://www.emergencyclosingcenter.com/ecc/home.jsp>. No radio announcement means schools are in session with normal operating hours. If schools are closed, assigned substitutes should not report to the scheduled school.

## **Emergency Procedures**

Each school has emergency evacuation plans in place in case of fire, earthquake, chemical spill or other potentially dangerous situation so that you can successfully evacuate students safely. Know the location of the CLASSROOM EMERGENCY KIT. Inside these Red Emergency bags are the various procedure instructions for each type of emergency. These bags must accompany you and your class should you have to leave the room for any emergency. Please familiarize yourself with these at the start of your day. Know which teacher you can contact if you have any questions and where that person's room is located.

## **School Addresses, Phone Numbers and Principals**

**Millburn Central** -18550 Millburn Road,Wadsworth, IL 60083

Office Phone: 847-356-8331

School Fax: 847 356-9722

Principal: Jason Lind

Secretary: Dorothy Pazanin

**Millburn West** - 640 Freedom Way, Lindenhurst, IL 60046

Office Phone: 847 245-1600

School Fax: 847 265-8198

Principal: Jake Jorgenson

Secretary: Trish Szuhay

## **School Hours**

Millburn Central – Early Childhood through grade 8 begin at 8:10 a.m. You are expected to be here a 7:45 to be prepared for the students' arrival. School ends at 2:45 at Central.

Millburn West – Kindergarten through grade 8 begins at 8:40 a.m. You are expected to be here at 8:10 to be prepared for the students' arrival. School ends at 3:10 at West.

## Substitute Employment Forms

Name:
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*We will need the following documents:*

### PROFESSIONAL CERTIFICATION

	Teaching or Substitute Certificate(s) ( <i>Certificate must not be expired!</i> )
	Copies of Transcripts from ALL colleges/universities attended

*This Employment Packet includes the listed forms. If any are missing or you have questions, please contact Bernadette Hanna, Office Manager at [bhanna@millburn24.net](mailto:bhanna@millburn24.net) or Mary Taylor, Business Manager at [mtaylor@millburn24.net](mailto:mtaylor@millburn24.net)*

### EMPLOYMENT FORMS

	Employment Verification Form ( <i>We will need to make a copy of your driver's license</i> )
	Physical Examination Form ( <i>physical must be less than 1 year old</i> )
	TB Test ( <i>Results of test must be documented on the physical form</i> )
	Mandated Child Abuse Reporter
	District Drug and Alcohol Policy
	Internet Access Agreement
	Criminal Background Investigations (Fingerprinting)      [   ] State   [   ] Federal
	W-4 Form
	Direct Deposit ( <i>Make sure to attach a voided check or provide routing for savings account</i> )
	TRS (Teachers Retirement System)
	Not Covered by Social Security Statement
	Emergency Contact
	New Substitute Form
	So, you're going to be a sub at Millburn School District.....



Millburn C. C. School District #24  
**Substitute Teacher Salary Voucher**

ATTENTION: It is mandatory that you check the Sub Folder for any life-threatening medical conditions that a student in the class may have.

**Return this form to the Office**

Substitute Name:	Date:	
Name of Regular Classroom Teacher:		
Grade of Subject Taught:		
SUB DATE #1:	Full Day	Half Day
If subbing on consecutive days, please fill in below:		
SUB DATE #2:	Full Day	Half Day
SUB DATE #3:	Full Day	Half Day
Signature of Sub:		

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**Substitute's Report to Teacher**

Leave this form on teacher desk or take to teacher's mailbox.

To: \_\_\_\_\_ From: \_\_\_\_\_ Date: \_\_\_\_\_

Absent Students:
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**Work Accomplished**

Subject/Class	Page	Comments

Other Comments \_\_\_\_\_