

Substitute Handbook



Jacksonville School District #117

Substitute Handbook:

District Procedures:

Jacksonville School District #117 uses Aesop as our Substitute Placement System. You will be given instructions on how to utilize Aesop to enhance your substitute experience.

The school district recognizes the importance of substitutes and wants the experience to be successful for both the school and the substitute. In order to ensure the safety of our students and to enhance the substitute experience the following steps are encouraged:

- CHECK-IN with the School Secretary and CHECK-OUT when leaving the school grounds.
- Follow all school rules.

Health and Safety:

Know where the first aid kit, AED, telephone, and emergency contact information are kept.

Any injuries must be reported immediately to the school nurse or administrator.

Confidentiality:

Because you are working closely with teacher and staff, confidential information may be shared. Problems, abilities, relationships, information, and confidences of students, their parents, and the staff **MUST NEVER** be discussed with anyone (inside or outside the school) who does not have the professional right or the need to know.

Students and staff need to know they can trust the substitutes. Therefore, substitutes are bound by the guidelines of confidentiality written in Board Policy (5:120-AP2).

It is the teacher's responsibility to discuss each student's progress or concerns with their parents. Substitutes will not have the role of addressing parental concerns unless authorized by the building administrator during a long term subbing situation.

If a student confides in you about a family or personal issue, keep it private. If you have concerns about the issue, talk to the teacher or administrator privately.

As defined by the Family Education Rights and Privacy Act (FERPA), you cannot have access to certain types of information like student permanent records, medical files, teacher grade books. See Board Policy (7:340).

Talk to the teacher or administrator privately if you have concerns about the child's safety. If the substitute witnesses signs of abuse or neglect of a child they are required to report or cause a report to be made to the child abuse Hotline number. See Mandated Reporter Status for Abused and Neglected Child Reporting Act (325 ILCS 5/4)

Cell Phones:

Please turn your cell phone to silent while working. Ring tones can be very amusing and distracting to the students.

Discipline/School Rules/Classroom Rules:

Jacksonville School District 117 has adopted the District-wide Positive Behavior Intervention System (PBIS) which emphasizes teaching students how to behave in specific settings and situations. Rather than telling students what not to do, the school will focus on the preferred behaviors. For example, instead of saying, "Don't run." Say instead, "Walk." Areas of focus are Respect, Responsibility, and Safety. Students usually behave appropriately with substitutes. However, in those circumstances when a behavior challenge arises, the school has a detailed discipline plan. The responsibilities of classroom control and discipline lie with the substitute. Inform the building administrator of any issues that cannot be rectified in the classroom.

Each school has a handbook that outlines the school rules. Please refer to it as questions arise. Ask the school secretaries to explain the policy for use of school telephones, break areas, emergency drills and procedures. Talk to the secretary or building administrator if specific situations are not stated in the handbook or classroom expectations.

Possession and/or use of tobacco products is not allowed on school grounds. See Drug and Alcohol Free Workplace Policy (5:50).

Problem Solving:

Communication is the key to a positive experience. At the first sign of a problem, Be specific! Be kind! Be positive!

Release of Students:

When a student must leave school early they need to go to the school office to receive permission and sign out. In order to ensure the safety of all involved, substitutes may not release a student from school, take a student off campus, walk or drive them to their home. Schools have emergency procedures they follow to ensure that students arrive home safely.

Code of Conduct:

Substitutes, like all adults, are role models for the children around them. Make sure you are demonstrating good character, decision making, and ethical behavior. Adult initiated physical contact is discouraged. Physical contact that is encouraged includes high-fives, handshakes, fist bumps, etc.

Dress appropriately for the tasks assigned. If you will be sitting on the floor with students, pants would be more comfortable than a skirt. Business Casual clothing is acceptable as long as it is neat and professional. Clothing guidelines include no spaghetti straps, bare midriffs, t-shirts with profanity, alcohol or drugs, and short-shorts.

Commitment and Dependability:

Substitutes are very important to the operation of the school, as well as to the children they work with. Because of this, please carefully consider the commitment as you sign up. They will support future work habits.