

# Substitute Handbook 2008-2009

Dr. Stephen Daeschner, Superintendent

Indian Prairie Community Unit School District 204  
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Aurora, Illinois 60504  
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## Information At-A-Glance

Indian Prairie School District 204  
780 Shoreline Drive  
Aurora, IL 60504  
630-375-3059 HR Dept.  
630-375-3773 Payroll Dept.  
www.ipisd.org

DuPage Regional Office of Education  
421 N. County Farm Road  
Wheaton, IL 60187  
630-407-5800 Certification Dept.  
630-407-5801 Fax  
www.dupage.k12.il.us

Illinois State Board of Education: [www.isbe.net](http://www.isbe.net)  
Illinois Certificate Information: [www.isbe.net/ecs](http://www.isbe.net/ecs)  
Teacher's Retirement System: [trs.illinois.gov](http://trs.illinois.gov) or 800-877-7896

To secure a substitute placement:

**Aesop** (Automated Educational Substitute Operator)

[www.aesoponline.com](http://www.aesoponline.com) OR 1-800-942-3767

**My User ID:**

**My Pin:**

To ensure you get paid for your substitute placement:

**Kronos**

<https://kronos.ipisd.net/wfc/html/ess/logon.jsp>

**My Username:**

**My Password:**

## Disclaimer

This Substitute Handbook is for your use as a source of information about Indian Prairie Community Unit School District 204 and your substitute role. Nothing in this Handbook creates or is intended to create a contract of employment, either express or implied. Nor does the Handbook provisions establish an employment relationship where one would not otherwise exist. You are an at-will employee or independent contractor of the District, and your relationship with the District may be terminated by you or the District at any time, with or without cause.

Please note that you are subject to the policies of the District's Board of Education. Some, but not all, of those policies are summarized in the Handbook. In the event that a Board of Education policy and/or applicable law conflicts with a provision in the Handbook, the policy and/or law shall control.

The District does not guarantee specific benefits or terms of employment. Board policies, the provisions of this Handbook, District benefits, and District procedures may be changed or revoked at any time, without notice to you and without your consent.

## Requirements to be a Substitute Teacher

1. Complete an online application.
2. Must have a valid Illinois teaching or substitute (type 39) certificate registered with the DuPage County Regional Office of Education for the current year.
3. Must have photocopies of all academic transcripts.
4. Must complete Teacher Retirement System (TRS) enrollment/beneficiary forms.
5. Read and sign an Acknowledgement of Mandated Reporter Status statement.
6. Successfully complete a criminal history background investigation.
7. Have written evidence of physical fitness (physical exam) and a negative tuberculosis test taken within the last 90 days.*(See Health Requirements)*
8. Complete the INS Form #I-9, Employment Eligibility Verification.
9. Have a current telephone number.
10. Provide his/her own transportation.
11. Demonstrate flexibility, dedication, and an ability to adjust in stressful situations.

## Requirements to be a Substitute Teacher Assistant

1. Complete an online application
2. Must have a valid Paraprofessional Approval registered with the DuPage County Regional Office of Education. This applies to anyone whom serves as a teacher assistant regardless of certificate status.
3. Read and sign an Acknowledgement of Mandated Reporter Status statement.
4. Successfully complete a criminal history background investigation.
5. Have written evidence of physical fitness (physical exam) and a negative tuberculosis test taken within the last 90 days.*(See Health Requirements)*
6. Complete the INS Form #I-9, Employment Eligibility Verification.
7. Have a current telephone number.
8. Provide his/her own transportation.
9. Demonstrate flexibility, dedication, and an ability to adjust in stressful situations.

## Requirements to be a Clerical Substitute

1. Complete an online application
2. Read and sign an Acknowledgement of Mandated Reporter Status statement.
3. Successfully complete a criminal history background investigation.
4. Have written evidence of physical fitness (physical exam) and a negative tuberculosis test taken within the last 90 days.*(See Health Requirements)*
5. Complete the INS Form #I-9, Employment Eligibility Verification.
6. Have a current telephone number.
7. Provide his/her own transportation.
8. Demonstrate flexibility, dedication, and an ability to adjust in stressful situations.

## Health Requirements

All staff working with children in schools in Illinois must have a negative tuberculosis x-ray or skin test. Chest X-rays or skin tests are acceptable. X-rays or skin tests can be obtained from the DuPage County Health Department (630-682-7522) for a minimal cost. The State also requires that evidence of physical fitness and freedom from communicable disease (a physical examination) is on file with the District. A licensed physician must perform the physical examination. Once on file, these exams do not need to be repeated.

## Blood Borne Pathogen Training

In accordance with the OSHA Blood Borne Pathogens standard, 29CFR 1910.1030, an exposure control plan has been developed for Indian Prairie Community Unit School District 204. This plan covers all employees who could be “reasonably anticipated” as the result of performing their job duties, to have contact with blood and other potentially infectious materials. All new or returning substitutes must participate in the Blood Borne Pathogen training each year.

## Certification

Both certified substitutes and those with a substitute certificate (type 39) must be current. A substitute teacher with only a substitute certificate may teach in place of a certificated teacher for a period not to exceed 90 paid school days in any one school district in any one school term. Those with a substitute certificate are not eligible for long term substitute placements. A teacher holding an early childhood, elementary, high school, or special certificate may substitute teach for a period not to exceed 120 paid school days or 600 paid school hours in any one school district in any one school term. Please refer to Board Policy #550.01, included at the end of this handbook.

Substitute teachers working with a substitute teaching certificate only, are not required to complete a Certificate Renewal Plan. Substitute teachers who hold a Standard and/or Master teaching certificate(s), and work in a district less than 120 days, are not required to complete a Certificate Renewal Plan. Those who hold a Standard and/or Master teaching certificate(s), and work in a district 120 or more days, need to contact the DuPage ROE at (630) 407-5800 for specific instructions.

Transcript evaluation ([www.isbe.net/certification](http://www.isbe.net/certification)):

**American Association of Collegiate Registrars  
and Admissions Officers (AACRAO)**  
<http://www.aacrao.org/credential/>

**Consultancy on International Education**  
<http://www.international-education.com>  
Email: [cie@international-education.com](mailto:cie@international-education.com)

**Educational Credential Evaluators, Inc. (ECE)**  
<http://www.ECE.ORG>

**Educational Perspectives**  
<http://www.educational-perspectives.org>

**Josef Silny & Associates, Inc.**  
<http://www.jsilny.com>

**World Education Services**  
<http://www.wes.org/>

## Professional Responsibilities of the Substitute

All substitutes must first report to the **school's main office** to pick up a substitute staff badge, the substitute folder and log into Kronos.

Substitute teachers are required to complete the work related to the teaching day. This includes but not limited to the following:

1. **Never leave students unattended.**
2. Carry out lesson plans left by the regular teacher.
3. Maintain classroom discipline with exemplary classroom management skills/techniques
4. Complete the regular assignments of the teacher, including supervision assignments such as: bus duty, hall duty, study hall, and lunchroom/recess duty.
5. Complete all reports normally required of the regular teacher, including attendance.
6. Whenever possible, correct papers for assignments given during the substitute's stay in the classroom.
7. Maintain a high level of integrity with regard to confidential information about students, parents, staff, and other school related matters.
8. **Be ready and willing to work as needed with administrative personnel during free periods. If a substitute employee is asked to teach a class or engage in other types of work (supervision, etc.) during the regular teacher's free periods, that substitute employee is EXPECTED to do so. A substitute employee will not receive additional pay for working during a regular teacher's free periods.**
9. Please do not eat or drink in the classroom - (a water bottle ONLY is acceptable).
10. Cell phone use is not permitted during instructional time. To ensure that students are not disrupted, please turn your cell phone off or on silent.

If a substitute has questions about any of the above or any other responsibilities, contact the building administrator, grade level leader, team coordinator, or department chairperson.

Please refrain from making adverse comments about the regular teacher or his/her procedures to the students. Avoid discussion of students, teachers, or procedures at other buildings, especially in the teacher's lounge. Share any concerns by using the substitute feedback sheet on Aesop or talk to an administrator.

## Student Discipline

The teacher/substitute teacher has the primary responsibility for discipline in the classroom. Should serious disciplinary issues occur, immediately obtain the assistance of the principal, assistant principal or other appropriate school personnel in maintaining discipline in the classroom. Please read and follow the classroom discipline plan. If no discipline plan is included in the substitute teacher plans, ask a fellow teacher and leave a note requesting this plan be included for future needs.

## Student Safety

Each member of the staff is responsible for the safety of students under his/her charge. At the elementary level, if a child appears to be ill or hurt, contact the main office. Generally, a nurse or health assistant is on duty at all times at the middle schools and high schools.

## Emergency Procedures in the Building

Substitutes should take a few minutes to become familiar with the building and the emergency procedures for the building. If the information cannot be located, please request it in the main office.

Instructions for fire and tornado drill exit procedures are posted near the door of each room. If the class is away from the classroom when the fire alarm sounds, leave the building through the nearest exit and proceed to a safe distance away from the building.

## Appearance

Professional appearance (business casual attire at a minimum) and neat grooming are expected of all substitutes in District 204. Inappropriate attire includes, but is not limited to, low cut pants (includes, capris, shorts, skirts, jeans, etc), bare midriff shirts (shirts must cover torso), exposed undergarments, and shirts with foul or inappropriate language and/or images.

## School Board Policy

Indian Prairie School District 204 policy states that smoking on district property is not permitted. If you smoke, please use your car and move it off school grounds. Use of alcohol or drugs on district property is strictly prohibited.

The following Board Policies are available for review in each building's main office or on the district web site: [www.ipisd.org](http://www.ipisd.org):

Sex Equity - #500.22

Student-Staff Interaction - #500.19

Americans' With Disabilities Act - #500.23

Methods of Communication - #805.02

Sexual Harassment - #500.20

## Emergency School Closing Information

Substitutes can obtain district school closing information during severe weather by: 1) checking Aesop; 2) checking the district website: [www.ipisd.org](http://www.ipisd.org); 3) calling the District office at 630-375-3000, 4) checking local television stations, or 5) calling the Emergency Closing Center Hotline at 1-312-222-SNOW. Begin by dialing the Hotline number, and then enter the school's main phone number, beginning with area code. Staying on the line and entering the area code and the main number of the school can obtain information for additional schools.

## Change of Personal Information

Substitutes can update their phone number and email address in Aesop. Changes in address need to be made to the Human Resources department.

## Assignment of Substitutes

Substitutes are given no guarantee of a minimum number of assignments, but every effort is made to distribute assignments equitably. An assignment is made after consideration of the substitute's major subject area, grade level and subject preferences, and general qualification.

Substitutes need to make themselves available for a reasonable percentage of placements. We understand that a substitute may not be able to accept an assignment. However, if several attempts to utilize the services of a substitute are met with refusals, future attempts may be reduced and you will be removed

from the substitute roster.

When a staff member is absent for 2 or more consecutive days, every effort will be made to assign the same substitute for that staff member.

## Procedures for Substitute Placements

Substitute assignments are done through an automated placement system called **Aesop** (Automated Educational Substitute Operator). The system is available 24 hours a day, 7 days a week via the internet or phone (www.aesoponline.com OR 1-800-942-3767). Substitutes can expect a call between 5:00 AM and 11:00 AM and 4:00 PM and 10:00 PM. Calls in the morning are for placements for that day only. In special cases, substitutes are called during school hours for assignments for that day.

Please keep your Aesop **Welcome Letter** and **Phone System Instructions** in a safe and handy place so that you can refer to them for guidance.

If you are going to be unavailable for an extended period of time, please indicate that in your Aesop Interactive calendar.

Cancellations are done through Aesop unless you are within one (1) hour of your reporting time. You will need to contact the appropriate building administrator in addition to logging the cancellation in Aesop. Phone numbers of the buildings are at the end of this handbook. Should you become ill and cannot finish an assignment, contact the building administrator immediately so that a new substitute can be obtained.

## Aesop Quick Tips

1. The call is programmed to show up as 1-800-942-3767 on the Caller ID display.
2. The system is voice activated. When the system calls a substitute for an available assignment, it will not begin to read the job until the substitute picks up the phone and makes a sound (typically by saying "hello").
3. If the substitute is using a "telezapper" or some other device that blocks calls that were dialed by a computer, sub will typically not receive calls from Aesop either.
4. Substitutes are able to use their cell phones with Aesop without difficulty.
5. When the system calls a substitute, it only asks for the PIN number. When the substitute calls into the system, it asks for both the ID and PIN number.
6. There are no outbound calls on Friday night, all day Saturday or Sunday morning.
7. The system will make outbound calls up to two (2) days in advance of the start of the absence.
8. If a substitute hangs up on Aesop prior to entering the PIN, the call is "aborted" and sub will not be called for another job for one (1) hour. If the substitute hangs up on Aesop after entering the PIN or rejects the assignment by pressing 3, the call was "rejected" and sub will be called for the next job in 15 minutes. If there is no answer or the phone is busy, Aesop will call next in 20 minutes.
9. Pressing the "\*" key at any time on the phone system takes the user back to the previous menu.



10. Calls placed by Aesop in the morning are for that day's absences ONLY. The system will call in the evening for absences the next day or two days away.

## Assignment to Regular Teaching Status

To be considered as a long-term substitute teacher or hired as a certified teacher, a substitute must have an Illinois teaching certificate (elementary (type 03), secondary (type 09), or special (type 10)). Each year a number of substitutes are employed for long-term assignments or as full-time teachers. If a substitute wishes to be considered for leave of absence assignments or permanent positions, please complete an online application for that vacancy or contact the building administrator.

## Removal from the Substitute Roster

Substitutes may be removed from the substitute roster at their request or based upon request(s) from several building administrators that substitutes not return to their respective buildings. The Human Resources Department makes final decision and resolution.

## Compensation & Benefits

Substitute teachers are paid a daily rate of \$90.00.

Teacher assistant substitutes and clerical substitutes are paid \$10.75 per hour.

If a substitute teacher is on a long-term assignment, covering for the same teacher, on the 21<sup>st</sup> consecutive day the rate of pay becomes \$216.62 per day. The substitute is required complete the form included at the end of this handbook to ensure payment. Reimbursement will be calculated as follows: \$216.62 (long term substitute rate) - \$90 (typical substitute rate) = \$126.62 (difference to be paid) x (20 (days 1-20)) = \$2,532.40 (gross total of additional pay). The paperwork for the pay increase for days 1-20 should only be turned in after day 21 has passed. Please refer to board policy #550.02 included at the end of this handbook.

Substitute teachers who report to a building as directed for a substitute assignment and upon arrival at the building are directed to another substitute assignment must take the changed substitute assignment. If you choose to decline the new assignment you will only be paid on an hourly basis for the time spent in the building. If you arrive at a building and no substitute assignment is available - due to building and/or scheduling error - you will be paid for no less than one-half day of work. For example, if a substitute teacher comes in to work for an absent teacher and that assignment is no longer available, but a teaching assistant position is available, the substitute should take the teaching assistant assignment. If the substitute declines the assignment, he or she will be paid for one hour of work. Substitute teacher assistants will be paid for one hour of work, regardless of the circumstances.

All substitute teachers contribute to TRS rather than FICA. For more information regarding the specifics of these retirement plans, please contact <http://trs.illinois.gov> or [www.socialsecurity.gov](http://www.socialsecurity.gov).

Substitutes are covered under workmen's compensation insurance for any injury sustained in the normal course of school duties. Please report an injury to the building administrator and complete an Accident Report Form (found in each school's main office) on the same day as the accident occurs.

The district does offer direct deposit to all substitute employees.

Substitutes do not receive fringe benefits from District 204.

In Summary

Certified Substitute:	Subject to TRS and Medicare \$90 per day
Long-Term Certified Substitute:	Subject to TRS and Medicare \$216.62 per day
Certified Substitute acting as Teaching Assistant:	Subject to FICA and Medicare (No TRS) \$10.75 per hour
Teaching Assistant or Clerical Substitute:	Subject to FICA and Medicare (No TRS) \$10.75 per hour

**Pay Dates for 2008-2009**

Paydays for District 204 employees are on the 15<sup>th</sup> and the last day of work, each month. If either of those should fall on a weekend, pay is made on the Friday before. You are paid approximately two weeks after your dates worked. For example, if you work between January 1-15, you are paid on January 31 for those days. The exceptions to this schedule are noted below. Please remember to log yourself into Kronos and keep a record of the days you worked. If there are questions regarding a paycheck, please contact Nadeen Chmill (630/375-3773) in the Payroll Department.

07/15/08	10/15/08	1/15/09	4/15/09
07/31/08	10/31/08	1/30/09	4/30/09
08/15/08	11/14/08	2/13/09	5/15/09
08/29/08	11/25/08	2/27/09	5/29/09
09/15/08	12/15/08	3/13/09	6/15/09
09/30/08	<b>12/19/08**</b>	3/27/09	6/30/09

\*\*No checks will be cut for substitute and timesheet employees on the December 19, 2008 payroll. Substitutes will be paid on the following pay date for time worked 12/1/07-12/19/08.

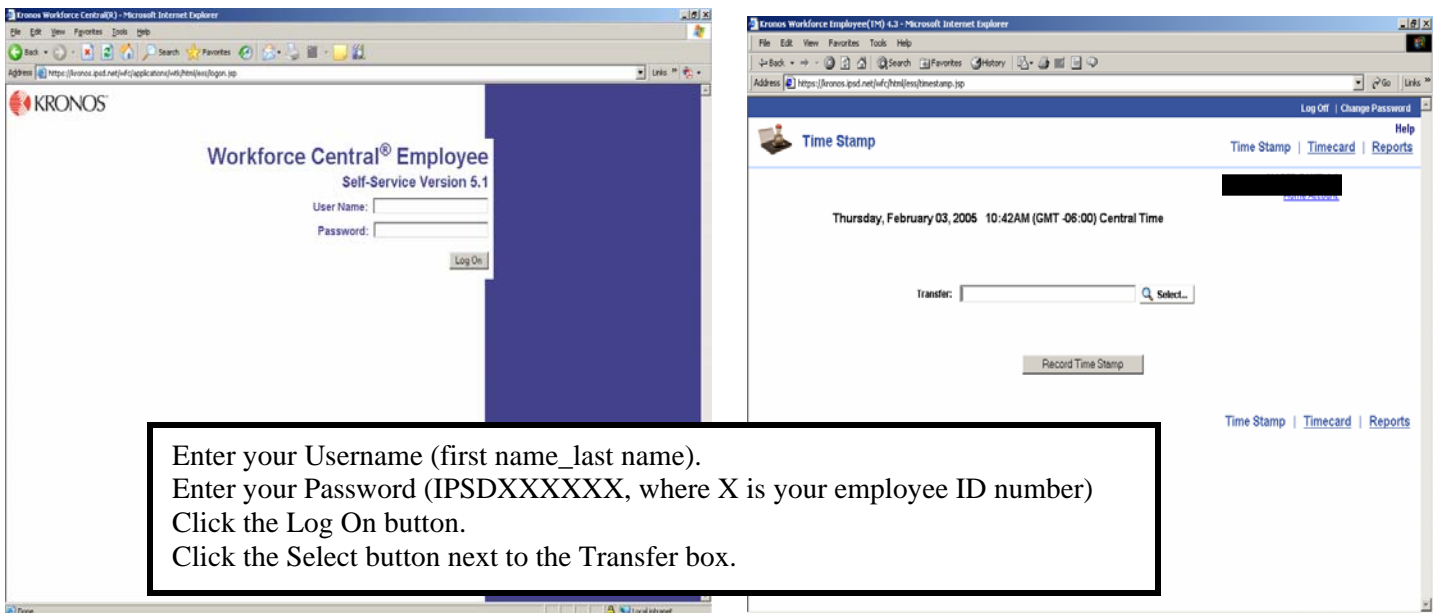
## Kronos

Indian Prairie School District 204 has implemented an automated time system called Kronos in order to eliminate the manual processing of timesheets. This is a web-based system that allows workers and supervisors easy and accurate access to your time. Each employee and substitute of District 204 has been assigned a username and ID number for use with this system. Your username is: **«First\_Name»\_«Last\_Name»**. Your ID Number is **IPSDXXXXXX**. Please remember to use all 6 digits of your ID number when logging into the system. If the ID number cannot be located, please contact the receptionist (630-375-3000) who will email the ID number to you.

The elementary schools record their time in a website using a PC. The middle and high schools record their time using either a PC or Kronos keypad terminal. Directions for using both the PC and terminal are immediately below. Building secretaries can assist in recording time, should there be any questions.

### *Instructions for recording your time on a PC*

The Kronos application will be set up as either a shortcut on the start menu or a “Favorites” in Internet Explorer. Be sure to ask the building secretary when you check in at the school where the application is located. The website address is: <https://kronos.ipspd.net/wfk/html/ess/logon.jsp>



Enter your Username (first name\_last name).  
 Enter your Password (IPSDXXXXXX, where X is your employee ID number)  
 Click the Log On button.  
 Click the Select button next to the Transfer box.

**Transfer Selection** Help

[Home Account](#)

PAYTYPE: SBTf, Substitute Teacher Full Day

LOCATION: LBR, Summer Library Bar Coding

Work Rule: SBTf, Substitute Teacher Full Day

SBTH, Substitute Teacher Half Day

SBTP, Substitute Teacher Period

SBTT, Substitute Teacher performing TA or clerical duties

SELT, Substitute Long Term Elementary

SHLT, Substitute Long Term High

SMLT, Substitute Long Term Middle

SSLT, Substitute Long Term Spec Educ

SUMR, Summer School Teacher Regular Ed Substitute

SUMS, Summer School Teacher Special Ed Substitute

[Top](#)

PAYTYPE: None

LOCATION: None

Work Rule: None

Substitute Teacher Certified

Substitute Teacher Per1\$

Substitute Teacher Per2\$

Substitute Teacher Per3\$

[Top](#)

Use this page to indicate your position and location.

- Pay Type – this code indicates what role you are performing
- Location – your building location
- Work Rule – this code indicates whether you are a regular substitute or if you are performing an extra period of substitute work.

Once you've selected the correct Pay Type and Location, click the OK button and you'll be brought back to the Time Stamp homepage.

**Time Stamp** Help

[Home Account](#)

Tuesday, February 15, 2006 4:21PM (GMT -06:00) Central Time

Transfer: //SBTF0017//Substitute Teacher Certified

[Time Stamp](#) | [Timecard](#) | [Reports](#)

**Time Stamp Results** Help

[Home Account](#)

Recorded Time: 4:22PM (GMT -06:00) Central Time

Account Name: //SBTF0017//Substitute Teacher Certified

Account Description: //Substitute Teacher Full Day/Georgetown Elementary School//

Meal Deductions:

[Time Stamp](#) | [Timecard](#) | [Reports](#)

Notice, the Transfer box is filled in with your entry.

Click the Record Time Stamp button and you'll be brought to a confirmation screen.

Click the OK button and your time stamp will be processed. You will be returned to the Time Stamp homepage, where you Log Off.

To Record your out punch:

1. Log On
2. Click the Record Time Stamp button on the Time Stamp Homepage.
3. Click the OK button on the confirmation screen and your out punch will be processed.
4. Click the Log Off link in the upper right hand corner of the page.

## ***Instructions for recording time using a Kronos keypad terminal***

Record your in punch

1. Find the activity/position you are performing on the terminal screen.
2. Press the blue key next to it.
3. Confirm the date is correct and use the blue down arrow key or Enter key to move down to the “Enter Badge” field.
4. Enter your employee ID number and press the Enter key.

Record your out punch

1. Enter your employee ID number (all 6 digits) and press the Enter key.

If you perform extra period substitute work, you will need to use the End Activity button prior to punching in for the extra period.

If you happen to make a mistake, you can use the ESC (Escape) or CLR (clear) key. Please inform the building secretary if you completely process an incorrect punch.



Positions you will see on the terminal

1. Sub Teacher (Full Day)
2. Sub Teacher (Half Day)
3. Sub for TA or Clerical
4. Sub Nurse
5. Sub Teacher 1<sup>st</sup> extra period
6. Sub Teacher 2<sup>nd</sup> extra period
7. Sub Teacher 3<sup>rd</sup> extra period
8. More
9. Athletic Worker
10. Lunchroom Supervisor
11. Medication Nurse & Sub
12. Teacher Aide Training
- 13. End Activity**
14. Blank Option
15. Review Punches
16. More

## Work Hours

### Prairie Children Preschool

#### Substitute Teacher Hours:

7:50 – 3:25 – All day  
 7:50 – 11:45 – AM half-day  
 11:45 – 3:25 – PM half-day

#### Substitute Teacher Assistant Hours:

7:50 – 3:20 – All day  
 7:50 – 11:20 – AM half day  
 11:20 – 3:20 – PM half day

### Elementary Schools

#### Substitute Teachers Hours:

8:15 – 3:50 All day  
 8:15 – 12:00 AM half day  
 12:00 – 3:50 PM half day

#### Substitute Teacher Assistant Hours:

8:20 – 3:50 All day  
 8:20 – 12:05 AM half day  
 12:05 – 3:50 PM half day

### Middle Schools

#### Substitute Teacher Hours

7:30 – 3:05 All day  
 7:30 – 11:15 AM half day  
 11:15 – 3:05 PM half day

#### Substitute Teacher Assistant Hours

7:35 – 3:05 All day  
 7:35 – 11:20 AM half day  
 11:20 – 3:05 PM half day

### High Schools – Neuqua Valley H.S. and Waubonsie Valley H.S.

#### Substitute Teacher Hours

7:10 – 2:45 All day  
 7:10 – 10:55 AM half day  
 10:55 – 2:45 PM half day

#### Substitute Teacher Assistant Hours

7:10 – 2:40 All day  
 7:10 – 10:55 AM half day  
 10:55 – 2:40 PM half day

### High School – Indian Plains Alternative HS

#### Substitute Teacher Hours

7:25 – 2:55 All day  
 7:25 – 11:10 AM half day  
 11:10 – 3:00 PM half day

#### Substitute Teacher Assistant Hours

7:25 – 2:55 All day  
 7:25 – 11:10 AM half day  
 11:10 – 2:55 PM half day

Clerical Substitute Hours – Varies based on the hours of the permanent employee in that position.

## List of Schools & Directions

### **Indian Prairie School District 204 Crouse Education Center and Prairie Children Preschool**

375-3000

375-3030

780 Shoreline Drive Aurora, IL 60504

The District Education Center is located in the Meadow Lakes Office Park north of Montgomery Road and south of Ogden Avenue, east of Frontenac Road and 1 block west of the intersection of Ogden Avenue and 75th Street. Turn south off Ogden Avenue onto Meadow Lakes Boulevard and continue to Shoreline Drive. Turn east (left) onto Shoreline Drive and continue to the second building on the left. To enter Prairie Children Preschool, turn south off Ogden Avenue onto Meadow Lakes Boulevard and continue to the first street on your left – Prairie Lake Court. Turn left and continue to the last building on the right.

LuAnn Shields – Principal

Pamela Laubenstein – Assistant Principal

### Elementary Schools

#### **Brookdale Elementary School**

1200 Redfield Road Naperville, IL 60563

428-6800

Brookdale is located north of North Aurora Road and south of Diehl Road, east of Route 59 and west of Raymond Drive in the Brookdale subdivision. From Raymond Drive, turn west onto Redfield Road.

Brian LeCrone – Principal

#### **Gwendolyn Brooks Elementary School**

2700 Stonebridge Boulevard Aurora, IL 60504

375-3200

Brooks is located north of Liberty Street and south of North Aurora Road (Indian Trail Road in Aurora), west of Eola Road and east of the DuPage/Kane County border in the Stonebridge subdivision. From Route 59 turn west onto North Aurora Road, continue past Eola Road and turn south (left) onto Stonebridge Boulevard. The school is on the southwest corner of Indian Trail Road and Stonebridge Boulevard.

David Younce – Principal

#### **Wayne Bulta Elementary School**

1835 Apple Valley Road Bolingbrook, IL 60490

226-4400

This site is located in the Cider Creek subdivision north of 111th Street and south of Boughton Road, west of King's Road and east of Plainfield-Naperville Road. Turn south off Boughton Road onto Apple Valley Road.

Randy VanWaning – Principal

#### **Robert E. Clow Elementary School**

1301 Springdale Circle Naperville, IL 60564

428-6060

Clow is located north of 95th Street and south of 87th Street, east of Book Road and west of Plainfield-Naperville Road. Turn north off 95th Street onto Long Acre Drive, turn left (west) onto Springdale Circle. Continue on Springdale Circle past Gregory Middle School.

Barbara Kaufman – Principal

**Mary Lou Cowlshaw Elementary School**

1212 Sanctuary Lane Naperville, IL 60540

428-6100

Cowlshaw is located north of 75th Street and south of Ogden Avenue, east of Route 59 and west of Book Road in the Ivy Ridge subdivision. Turn south off Ogden Avenue onto Fort Hill Drive. Turn east (left) onto Sanctuary Lane.

Karen Sullivan – Principal

**Fry Elementary School**

3204 Tallgrass Drive Naperville, IL 60564

428-7400

Fry is located north of 103<sup>rd</sup> Street and south of 95<sup>th</sup> Street, east of the EJ & E Railroad tracks and west of Route 59. Turn west off Route 59 onto 95<sup>th</sup> Street. Turn south (left) onto Tallgrass Drive and proceed to site. Fry is located in the Tallgrass subdivision.

Moira Arzich – Principal

**Georgetown Elementary School**

995 Long Grove Drive Aurora, IL 60504

375-3456

Georgetown is located north of Montgomery Road and south of Ogden Avenue, east of Eola Road west of the EJ&E Railroad tracks in the Georgetown subdivision. Turn south off Ogden Avenue onto Long Grove Drive.

Kim Stephens – Principal

**Peter M. Gombert Elementary School**

2707 Ridge Road Aurora, IL 60504

375-3700

Gombert is located north of 87th Street and south of Montgomery Road, east of Eola Road and west of the EJ&E Railroad tracks. Turn south off Montgomery Road onto Ridge Road.

Kristine Ross – Principal

**V. Blanche Graham Elementary School**

2315 High Meadow Road Naperville, IL 60564

428-6900

Graham is located north of 119th Street and south of 111th Street, east of Route 59 and west of Book Road in the High Meadow subdivision. Turn south off 111th Street onto Thatcher Drive. Follow to High Meadow Road and turn west (right) to school.

Joan Peterson – Principal

**Oliver Julian Kendall Elementary School**

2408 Meadow Lakes Drive Naperville, IL 60564

428-7100

Kendall is located north of 111th Street and south of 103rd Street, east of Route 59 and west of Book Road in the Clow Creek subdivision. Turn west off Book Road onto Wicklow Road. Continue to Pradel Drive, turn south (left) to Meadow Lakes Drive. The school is located on the southwest corner of Pradel Drive and Meadow Lakes Drive.

Lena Guerrieri – Principal

**Longwood Elementary School**

30W240 Bruce Lane Naperville, IL 60563

428-6789

Longwood is located north of North Aurora Road and south of Diehl Road, east of Eola Road and west of Route 59. Turn west off Route 59 onto Bruce Lane.

Laura Devine-Johnston – Principal



**May Watts Elementary School**

800 Whispering Hills Drive Naperville, IL 60540 428-6700

Watts is located north of 75th Street and south of Oswego Road, east of Rickert Drive and west of Plainfield-Naperville Road. Turn south off Oswego Road onto Whispering Hills Drive.

Michael Raczak – Principal

**McCarty Elementary School**

3000 Village Green Drive Aurora, IL 60504 375-3400

McCarty is located north of Ogden Avenue and south of McCoy Drive, east of Eola Road and west of Frontenac Road. Turn north off Ogden Avenue onto Long Grove Road, turn east (right) onto Village Green Drive.

Kim Earlenbaugh – Principal

**Owen Elementary School**

1560 West Glen Drive Naperville, IL 60565 428-7300

Owen is north of Bailey Road, south of 75<sup>th</sup> Street, east of Plainfield Naperville Road and west of Modaff Road. Turn west off Modaff Road onto Bailey Road. The school is located on the northeast corner of Bailey and West Glen.

Jason Bednar – Principal

**Patterson Elementary School**

3731 Lawrence Drive Naperville, IL 60564 428-6500

Patterson is located north of 104th Street and south of 95th Street, east of Book Road and west of Plainfield-Naperville Road in the Ashbury subdivision. Turn north off 104th Street onto Lawrence Drive.

Quynh Nguyen – Principal

**Peterson Elementary School**

4008 Chinaberry Lane Naperville, IL 60564 428-5678

Peterson is located north of 111<sup>th</sup> Street and south of Wolfs Crossing, east of 248 and west of Route 59. Turn south on 248 Avenue from Wolf's Crossing. Turn west on 103<sup>rd</sup> street to Honey Locust. School is located on the left side.

Terri Russell – Principal

**Reba O. Steck Elementary School**

460 Inverness Drive Aurora, IL 60504 375-3500

Steck is located north of Ogden Avenue and south of New York Street, east of the DuPage/Kane County border and west of Eola Road in the Oakhurst subdivision. Turn west off Eola Road onto McCoy Drive. Continue to Inverness Drive and turn south (left).

Kerry Merrill – Principal

**Spring Brook Elementary School**

2700 Seiler Drive Naperville, IL 60565 428-6600

Spring Brook is located north of 95th Street and south of 87th Street, east of Plainfield-Naperville Road and west of Modaff Road in the Knoch Knolls subdivision. Turn north off 95th Street onto Seiler Drive.

Dave Worst – Principal

Latrice Buck- Asst. Principal

**Arlene Welch Elementary School**

2620 Leverenz Road Naperville, IL 60564

428-7200

This site is located north of 95th Street and south of 87th Street, west of Book Road and east of Route 59. Turn east off Route 59 onto Leverenz Road.

Sharon Jennings – Principal

Terri Drendel – Assistant Principal

**Wheatland – Prairie Children Preschool Extension**

3003 West 103rd Street Naperville, IL 60564

428-7250

Wheatland is located on the northwest corner of 103rd Street and Route 59.

LuAnn Shields – Principal

Pamela Laubenstein – Assistant Principal

**White Eagle Elementary School**

1585 White Eagle Drive Naperville, IL 60564

375-3600

White Eagle is located north of 91<sup>st</sup> street and south of Montgomery Rd (83<sup>rd</sup> St), east of the EJ&E Railroad tracks and west of Route 59. Turn south off Montgomery Rd onto White Eagle Drive.

Ron Zeman – Principal

**Nancy Young Elementary School**

800 Asbury Drive Aurora, IL 60504

375-3800

This site is located north of Liberty Street and south of Indian Trail Road, east of the DuPage/Kane County border and west of Eola Road. Turn north off Liberty Street onto Asbury Drive.

Adrienne Morgan – Principal

**Middle Schools****Clifford Crone Middle School**4020 111<sup>th</sup> Street Naperville, IL 60564

428-5600

The new Crone Middle School is located north of 119<sup>th</sup> Street, south of 111<sup>th</sup> Street, east of Normantown Road and west of 248<sup>th</sup> Avenue. The school is on the southwest corner of 111<sup>th</sup> Street and 248<sup>th</sup> Avenue.

Turn west off Route 59 onto 111<sup>th</sup> Street and continue to site.

Stan Gorbatkin – Principal

Elizabeth Pohlmann – Assistant Principal

Sarah Morrison – Assistant Principal

**Francis Granger Middle School**

2721 Stonebridge Blvd. Aurora, IL 60504

375-1010

The new Granger Middle School is located north of Liberty Street and south of North Aurora Road (Indian Trail Road), west of Eola Road and east of the DuPage/Kane County border in the Stonebridge subdivision. From Route 59, turn west onto North Aurora Road (becomes Indian Trail), past Eola Road.

Turn south (left) onto Stonebridge Boulevard. The school is located one block south of Indian Trail Road.

Mary Kelly – Principal

Diana Harris, Ed.D. – Assistant Principal

Mark Carlin – Assistant Principal

**Gordon Gregory Middle School**

2621 Springdale Circle Naperville, IL 60564

428-6300

Gregory is located north of 95th Street and south of 87th Street, west of Plainfield-Naperville Road and east of Book Road. Turn north off 95th Street onto Long Acre Drive, turn left (west) onto Springdale Circle.

Steve Severson – Principal

Jonathan Vogel – Assistant Principal

Kimberly Cornish – Assistant Principal

**Thayer J. Hill Middle School**

1836 Brookdale Road Naperville, IL 60563

428-6200

Hill is located north of North Aurora Road and south of Diehl Road, east of Route 59 and west of Raymond Drive in the Brookdale subdivision. Turn east off Route 59 onto Brookdale Road.

Allan Davenport – Principal

– Assistant Principal

Michelle Stoehrmann – Assistant Principal

**Thomas G. Scullen Middle School**

2815 Mistflower Lane Naperville, IL 60564

428-7000

Scullen is located north of 103<sup>rd</sup> Street and south of 95<sup>th</sup> Street, east of the EJ & E Railroad tracks and west of Route 59. Turn west off Route 59 onto 103<sup>rd</sup> Street. Turn north (right) onto Mistflower Lane.

Kathleen Kosteck – Principal

Brad Hillman – Assistant Principal

Jennifer Broz – Assistant Principal

**Jeffrey C. Still Middle School**

787 Meadowridge Drive Aurora, IL 60504

375-3900

Still Middle School is located in the Meadow Lakes Office Park north of Montgomery Road and south of Ogden Avenue, east of Frontenac Road and west of Route 59. Meadowridge Drive is one block east of the intersection of Ogden Avenue and 75<sup>th</sup> Street. Turn south off 75<sup>th</sup> Street onto Meadowridge Drive.

Jennifer Nonnemacher – Principal

VaLarie Humphrey – Assistant Principal

Scott Dart – Assistant Principal

**High Schools****Indian Plains School**

1322 N. Eola Road Aurora, IL 60504

375-3375

Indian Plains is located north of North Aurora Road (Indian Trail Road), south of Diehl Road and east of the DuPage/Kane County border. Turn west off Eola Road onto Stonebridge Boulevard to enter the school parking lot. The school is located on the northwest corner of Eola Road and Stonebridge Boulevard.

Cecilia Tobin – Principal

**Neuqua Valley High School**

2360 95th Street Naperville, IL 60564

428-6000

Neuqua is located on the south side of 95th Street between Route 59 and Book Road.

Robert McBride. – Principal

Maree Russavage – Assistant Principal

Lance Fuhrer– Assistant Principal

Tyrone Smith – Assistant Principal

**Neuqua Valley Freshman Campus**

2720 95th Street Naperville, IL 60564

428-6400

This Freshman Center is located on 95th Street between Route 59 and Book Road. Turn east onto 95th Street off Route 59. Turn south (right) on Cedar Glade Road to reach the parking lot.

Mark Truckenbrod – Associate Principal

**Waubonsie Valley High School**

2590 Route 34 Aurora, IL 60504

375-3300

Waubonsie is located on the northwest corner of Route 34 (Ogden Avenue) and Eola Road.

Kristine Marchiando – Principal

Joy Ross, Ed.D. – Assistant Principal

Rebecca Schreiber – Assistant Principal

Michelle Brown – Assistant Principal

**Waubonsie Valley Freshman Campus**

1305 Long Grove Drive Aurora, IL 60504

375-3100

This Freshman Center is located north of Montgomery Road and south of Ogden Avenue, east of Eola Road and west of the EJ&E Railroad tracks. Turn south off Ogden Avenue onto Eola Road and continue to Long Grove Drive. Turn east (left) onto Long Grove Drive and continue to the school.

Rudy Keller, Ed.D. – Assistant Principal

**Frontier Campus**2244 W. 95<sup>th</sup> Street, Suite 200 Naperville, IL 60564

428-5570

The Frontier Campus is located on the south side of 95<sup>th</sup> Street between Route 59 and Book Road.

– Dean of Students



# INDIAN PRAIRIE SCHOOL DISTRICT

Indian Prairie Community Unit School District 204 School Calendar 2008–2009

Aug-08				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

Sep-08				
M	T	W	T	F
<del>1</del>	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

Oct-08				
M	T	W	T	F
		1	2	3
6	7	8	9	10
<del>13</del>	14	15	16	17
20	21	22	23	24
27	28	29	30	31

Nov-08				
M	T	W	T	F
3	4 <sup>PT</sup>	5	6 <sup>PT</sup>	7
10 <sup>PT</sup>	<del>11</del>	12	13	14
17	18	19	20	21
24	25	<del>26</del>	<del>27</del>	<del>28</del>

Dec-08				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

Jan-09				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
<del>19</del>	20	21	22	23
26	27	28	29	30

Feb-09				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
<del>16</del>	17	18	19	20
23	24 <sup>PT</sup>	25	26	27

Mar-09				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

Apr-09				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

May-09				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
<del>25</del>	26	27	28	29

Jun-09				
M	T	W	T	F
1	2	3	4	5 <sup>E</sup>
8 <sup>E</sup>	9 <sup>E</sup>	10 <sup>E</sup>	11 <sup>E</sup>	12
15	16	17	18	19
22	23	24	25	26
29	30			

CALENDAR LEGEND	
	Institute Day
	Legal School Holiday
	Not in Attendance
	Early Dismissal/In-Service
	Parent/Teacher Conference
	Emergency Days

Date(s)	Description
8/11/08 - 8/15/08	New Teacher Orientation
8/20/08 - 8/21/08	Institute Days
08/22/08	Teacher Work Day
08/25/08	Classes Begin
09/01/08	<b>NO SCHOOL</b> Labor Day
09/08/08	<b>NO SCHOOL</b> Building Articulation Day
10/13/08	<b>NO SCHOOL</b> Columbus Day
10/15/08	<b>NO SCHOOL in PM</b> In-Service (PSAT: HS)
<b>10/24/08</b>	<b>End of Quarter</b>
11/04/08	<b>NO SCHOOL</b> Parent/Teacher Conferences (8:00 AM - 3:00 PM)
11/06/08	Parent/Teacher Conferences (4:30 - 8:00 PM)
11/10/08	Parent/Teacher Conferences (4:30 - 8:00 PM)
11/11/08	<b>NO SCHOOL</b> Veteran's Day
11/26/08 - 11/28/08	<b>NO SCHOOL</b> Thanksgiving Break
12/22/08 - 01/02/09	<b>NO SCHOOL</b> Winter Break
01/05/09	School Resumes
<b>01/15/09</b>	<b>End of Semester</b>
01/16/09	<b>NO SCHOOL</b> Teacher Work Day
01/19/09	<b>NO SCHOOL</b> Martin Luther King Day
02/16/09	<b>NO SCHOOL</b> Presidents Day
02/24/09	<b>NO SCHOOL</b> Parent/Teacher Conferences (1:00 - 8:00 PM)
02/27/09	<b>NO SCHOOL</b> Institute Day
<b>03/20/09</b>	<b>End of Quarter</b>
03/30/09 - 04/03/09	<b>NO SCHOOL</b> Spring Vacation
04/07/09	<b>NO SCHOOL</b> School Improvement Planning
04/10/09	<b>NO SCHOOL</b> Local Holiday
05/08/09	<b>NO SCHOOL</b> School Improvement Planning
05/25/09	<b>NO SCHOOL</b> Memorial Day
06/04/09	Classes End
06/05/09 - 06/11/09	Emergency Days (if needed)
<b>** PLEASE NOTE **</b>	<b>IMPORTANT DATES</b>
State Mandated Testing	Grades 3 - 8 ISAT: March 2 - 13, 2009
	Grades 11 PSAE/ACT: April 22 - 23, 2009
	IAA: To Be Determined

Approved by the Board of Education 12/10/07

# 2008–2009

**Personnel**

**Temporary Personnel - Substitute Teachers**

The Superintendent may employ substitute teachers as necessary to replace teachers who are temporarily absent.

A substitute teacher must hold a valid teaching or substitute certificate. However, substitute teachers with a substitute certificate may teach only when an appropriate, fully certificated teacher is unavailable. Any substitute teacher who is required to be "highly qualified" in accordance with the No Child Left Behind Act must provide verification of his/her highly-qualified status.

A substitute teacher with only a substitute certificate may teach in place of a certificated teacher for a period not to exceed 90 paid school days or 450 paid school hours in any one school district in any one school term. However, a teacher holding an early childhood, elementary, high school, or special certificate may substitute teach for a period not to exceed 120 paid school days or 600 paid school hours in any one school district in any one school term. Where such teaching is partly on a daily and partly on an hourly basis, a school day will be considered as five hours.

The Board will establish a daily rate of pay for substitute teachers on an annual basis. However, no fringe benefits will be provided to substitutes.

LEGAL REF.: Illinois School Code, Sec. 21-9 (105 ILCS 5/21-9); and  
23 Ill.Admin.Code ' 1.790.

Adopted: 02/13/2006



# INDIAN PRAIRIE SCHOOL DISTRICT

DATE: \_\_\_\_\_  
 TO: Ms. Nancy Valenta, Asst Superintendent for Human Resources  
 Indian Prairie School Dist. 204  
 P.O. Box 3990  
 Naperville, IL 60567  
 FAX: 630-375-3006  
 ATTN: Human Resources Department

I hereby request reimbursement for the per-diem difference for the 1<sup>st</sup> 20 days of my long-term sub assignment at

\_\_\_\_\_ for \_\_\_\_\_  
 School Teacher

The dates of the 1st 20 days were:


Thank you,

\_\_\_\_\_  
 Substitute Teacher's Signature

\_\_\_\_\_  
 School Administrator's Signature

\_\_\_\_\_  
 Name (Please print)

\_\_\_\_\_  
 SSN#

\_\_\_\_\_  
 Address

\_\_\_\_\_  
 City, State, Zip

\_\_\_\_\_  
 Phone Number

P R E P A R I N G   A L L   S T U D E N T S   T O   S U C C E E D

District Education Center  
 P.O. Box 3990, Naperville, IL 60567  
 phone: 630-375-3000 • fax: 630-375-3001 • web: www.ipsd.org

**WORKING AS A SUBSTITUTE TEACHER ASSISTANT IN A  
SPECIAL EDUCATION CLASSROOM?**

**QUESTIONS TO ASK THE TEAM**

- Are there special strategies to use in working with this student?
- What strategies support this student (academic, social, communication and behavior strategies)?
- How independent is this student?
- Will I accompany this student to PE and to all classrooms?
- Will I be left alone with this student?
- Does this student use technology to communicate, walk, etc?
- Is there a data collection system for this student? If so, what do I do with it?
- What prompts, cues and redirections work for this student?
- Should I walk around the classroom or stay next to one student?
- Are there medical concerns? How do I help?
- What are this student's signs of anxiety?
- Does this student have personal boundary issues?
- Does this student have touch issues?
- What gives positive reinforcement to this student?