
Indian Prairie Community Unit School District 204
780 Shoreline Drive
Aurora, Illinois 60504
www.ipsd.org
630-375-3000 ph- 630-375-3006 fax
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A Substitute is.....

Smiling
Understanding;
Being
Steady and reliable
Through
Illnesses,
Trials, and the
Unexpected, while
Teaching and
Encouraging.
Information At-A-Glance

Indian Prairie School District 204 Contacts:

Rubystine York-Rhodes- Human Resources Secretary, 630-375-3055 or rubystine_york@ipsd.org

Renithea Williams-Donson, HR Leave Specialist/ Aesop & Substitute Administrator, 630-375-3059 or renithea_williams@ipsd.org

Nadeen Chmill, Payroll Specialist 630-375-3773 or nadeen_chmill@ipsd.org

Useful Contacts:

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

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

To look for and accept assignments:

Aesop
www.aesopeducation.com or 1-800-942-3767

My User ID:
My Pin:

To ensure you get paid for your substitute assignment:

Kronos (only accessible from a district computer)
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 expresses 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.

District Residents and Available Positions

Substitutes are a valued part or our school community and sometimes residents of District 204 as well. It is in the best interest of our students, particularly those in neighborhood schools, that our substitutes not seek or accept sub assignments in the school(s) in which their own children attend. Thank you for respecting the privacy of our families and your neighbors/friends.

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 license registered with the DuPage County Regional Office of Education for the current year. Those with a Type 39 Substitute License must have at least 2 years verifiable substitute teaching experience with another school district.
3. Must have photocopies of all academic transcripts.
4. Must complete all state mandated training modules via GCN training.
5. Must complete Teacher Retirement System (TRS) enrollment/beneficiary forms.
6. Read and sign an Acknowledgement of Mandated Reporter Status statement (DCFS).
7. Successfully complete a criminal history background investigation.
8. Have written evidence of physical fitness (physical exam) and a negative tuberculosis test taken within the last 90 days. (See Health Requirements)
9. Complete the INS Form #I-9, Employment Eligibility Verification.
10. Have a current telephone number.
11. Provide his/her own transportation.
12. 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/License registered with the DuPage County Regional Office of Education, Illinois teaching license or Type 39 Substitute License.
3. Must complete all state mandated training modules via GCN training.
4. Read and sign an Acknowledgement of Mandated Reporter Status statement (DCFS).
5. Successfully complete a criminal history background investigation.
6. Have written evidence of physical fitness (physical exam) and a negative tuberculosis test taken within the last 90 days. (See Health Requirements)
7. Complete the INS Form #I-9, Employment Eligibility Verification.
8. Have a current telephone number.
9. Provide his/her own transportation.
10. Demonstrate flexibility, dedication, and an ability to adjust in stressful situations.

Requirements to be a Clerical Substitute

1. Complete an online application.
2. Must complete all state mandated training modules via GCN training.
3. Read and sign an Acknowledgement of Mandated Reporter Status statement (DCFS).
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.

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 in contact with blood and other potentially infectious materials as the result of performing their job duties.

**Mandated State Tutorials**

All new or returning substitutes must participate in the completion of all state mandated tutorial training. Most tutorials are required to be done every year however there are two training topics (Bullying, Ethics and Boundaries for School Employees) that are required every other year online at [http://www.gcntraining.com](http://www.gcntraining.com).

**Certification/Licensure**

Both Illinois certified teachers (Type 03, 04, 09, 10, 73) and those with a substitute license must be current (See [http://www.dupage.k12.il.us/educators/services/licensure.shtml](http://www.dupage.k12.il.us/educators/services/licensure.shtml)) for more information. There is no limit to the number of days a substitute may teach in a school district in a school year, but not more than 90 days for any one certified teacher. For a substitute who holds a teaching license, the limit for one teacher is 120 days. (It is the substitute’s responsibility to keep track of this information). Those with a substitute license are not eligible for long term substitute placements.

Substitute teachers working with a substitute teaching license only, are not required to complete License Renewal Activities. Substitute teachers who hold a Standard and/or Master teaching license, and work in a district less than 90 days, are not required to complete License Renewal Activities. Those who hold a Standard and/or Master teaching license, and work in a district for 90 or more days may need to complete License Renewal Activities. Please contact the DuPage ROE at (630) 407-5800 for specific instructions.

Transcript evaluation (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

**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 is not limited to the following:

1. **Never leave students unattended** (A properly certified staff member should be present at all times).
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. Be actively engaged with students at all times (no sleeping, reading magazines/newspapers, etc..) during your assignment and all other duties as assigned.
6. Complete all reports normally required of the regular teacher, including attendance.
7. Whenever possible and with administrative permission, correct papers for assignments given during the substitute’s stay in the classroom.
8. Maintain a high level of integrity with regard to confidential information about students, parents, staff, and other school related matters.
9. 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.
10. Please **do not eat or drink in the classroom** - (A water bottle ONLY is acceptable).
11. Cell phone and laptop 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, department chairperson or substitute administrator.

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 student service coordinator. 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 care. If any child appears to be ill or hurt, contact the nurse’s office. Generally, a nurse or health assistant is on duty at all times at all school levels.
Emergency Procedures in the Building
Substitutes should take a few minutes to become familiar with the building and the emergency procedures (Fire Drill, Tornado Drill, and Lockdown Protocol) for the building. If the information cannot be located, please request it from 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 and Illinois Law 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 lounge/workroom or on the district web site: www.ipsd.org:

- Ethics & Conduct - [http://board.ipsd.org/Uploads/Policies/Section%205/5120.pdf](http://board.ipsd.org/Uploads/Policies/Section%205/5120.pdf)
- Americans’ With Disabilities Act - [http://board.ipsd.org/Uploads/Policies/Section%205/5180.pdf](http://board.ipsd.org/Uploads/Policies/Section%205/5180.pdf)
- Sexual Harassment - [http://board.ipsd.org/Uploads/Policies/Section%205/0520.pdf](http://board.ipsd.org/Uploads/Policies/Section%205/0520.pdf)
- Methods of Communication - [http://board.ipsd.org/Uploads/Policies/Section%202/2140.pdf](http://board.ipsd.org/Uploads/Policies/Section%202/2140.pdf)

Emergency School Closing Information
Substitutes can obtain district school closing information during severe weather by: 1) checking Aesop; 2) checking the district website: www.ipsd.org; 3) checking local television stations, or 4) calling the Emergency Closing Center Hotline at 1-312-222-SNOW.

Change of Personal Information
Substitutes can update their phone number and email address in Aesop. Changes in personal information (address) should be made with the Human Resources Department.

Assignment of Substitutes
Substitutes are not given a guarantee of a minimum number of assignments, but every effort is made to distribute assignments evenly. An assignment is made available on the Aesop website and by phone calls from the automated system.
Substitutes need to make themselves available for a reasonable percentage of placements. Substitutes must complete a minimum of 5 assignments/jobs during each quarter of the school term or 20 assignments throughout the year. We understand that a sub may not be able to accept an assignment at all times. It is the responsibility of the substitute to contact the substitute administrator and advise him/her of their inability to sub for personal or medical reasons. These requests will reviewed and a final decision will be communicated to the substitute. Substitutes that do not meet at least the minimum requirements will be removed from the substitute roster.

**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.aesopeducation.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 (Unless other time frames have been established). 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. Assignments are not guaranteed and are based on the needs of the building.

Please keep your Aesop ID and pin number and Phone System Instructions in a safe and handy place so that you can refer to them if needed.

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

Cancellations are done through Aesop unless you are within one (1) hour of your reporting time. You will need to contact the appropriate building secretary in addition to logging into Aesop to cancel the assignment. Substitutes canceling at the last minute will result in Aesop blocking viewing access for any other open assignments for that day. Phone numbers of the buildings are located at the end of this handbook as well as available on our website. Should you become ill and cannot finish an assignment, contact the building administrator/secretary immediately so that a new substitute can be obtained.

*Please do not leave your assignment without notifying the appropriate personnel.*

**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 license. 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 due to inactivity (lack of substituting), at their request or based upon request(s) from several building administrators that the substitute(s) not return to their respective buildings. Removal may be temporary or permanent. The Human Resources Department will make the 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) the Long Term Substitute pay rate will be $210.00 per day. Please refer to board policy 5:220 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 not be paid. 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 hour of work. (Final decision will be made by the Human Resources Department). 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 not be paid. Substitute teacher assistants will be paid for one hour of work due to scheduling and/or building errors.

Substitutes are paid for the hours they work (Ex: If a substitute works less than a full day but more than a ½ day, they will be paid for the hours they work. If a substitute works less than a ½ day, they will be paid for the hours they work.)

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.

Substitutes are covered under workman 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 (optional). 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 $210.00 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 2014-2015

Pay dates are on the 15th and the last day of the month. If either of those should fall on a weekend, you will be paid 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. Any exceptions to this schedule will be highlighted and 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.

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**Kronos**

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 IPSDXXXXXXX. Please remember to use all 6 digits of your ID number when logging into the system.

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-wfipsd.ipsd.org/wfis/logon

**Log On Screen**

![Log On Screen](image)

Enter your Username (first name_last name).
Enter your Password (IPSDXXXXXXX, where X is your employee ID number)
Click the Log On button.
Click the Time Stamp homepage will open.

Enter your Username (first name_last name).
Enter your Password (IPSDXXXXXXX, where X is your employee ID number)
For example: IPSD000101 (include all 6 digits) IPSD must be in caps.
Click the Log On button and the Time Stamp homepage will open.
Use this page to indicate your position and location.

- **Pay Type** – this code indicates what role you are performing as a substitute
- **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.
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.
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. 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 1st extra period
6. Sub Teacher 2nd extra period
7. Sub Teacher 3rd 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 Teacher 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 – Metea Valley, Neuqua Valley, and Waubonsie Valley**

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

**Indian Plains Alternative High School & Middle School Academy**

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

Crouse Education Center (Administrative Offices) 375-3000
780 Shoreline Drive, Aurora, IL  60504
The Crouse 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.

Prairie Children Preschool – Crouse Education Center 375-3030
780 Shoreline Drive, Aurora, IL  60504
The Crouse 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.

Sally Osborne – 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. While on Raymond Drive, turn west onto Redfield Road.

Mary Howicz – 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.

Tyrone Smith – Principal
Wayne Builta 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.
   Kim Stephens – Principal

Robert E. Clow Elementary School
1301 Springdale Circle, Naperville, IL  60564  428-6060
below 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.
   Sarah Nowak – Principal

Mary Lou Cowlishaw Elementary School
1212 Sanctuary Lane, Naperville, IL  60540  428-6100
Cowlishaw 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.
   Ken Bonomo – Principal

Fry Elementary School
3204 Tallgrass Drive, Naperville, IL  60564  428-7400
Fry is located north of 103rd Street and south of 95th Street, east of the EJ & E Railroad tracks and west of Route 59. Turn west off Route 59 onto 95th Street. Turn south (left) onto Tallgrass Drive and proceed to site. Fry is located in the Tallgrass subdivision.
   Laurel Hillman – 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.
   Janan Szurek – 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.
   Jeremy Ricken – 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.
   Claudette Walton – 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.  
Brian Lecrone – 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.  
Kevin Schnable – Principal  

Owen Elementary School  
1560 West Glen Drive Naperville, IL 60565  
428-7300  
Owen is north of Bailey Road, south of 75th 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.  
Kimberly Earlenbaugh – 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.  
Michelle Frost – Principal  

Peterson Elementary School  
4008 Chinaberry Lane, Naperville, IL 60564  
428-5678  
Peterson is located north of 111th 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 103rd 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).
Elizabeth Pohlmann – 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

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.
Joan Peterson – Principal

White Eagle Elementary School
1585 White Eagle Drive, Naperville, IL  60564  
375-3600
White Eagle is located north of 91st Street and south of Montgomery Rd (83rd St), east of the EJ&E Railroad tracks and west of Route 59. Turn south off Montgomery Rd onto White Eagle Drive.
Jonathan Vogel – 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 111th Street, Naperville, IL 60564  
428-5600  
Crone Middle School is located north of 119th Street, south of 111th Street, east of Normantown Road and west of 248th Avenue. The school is on the southwest corner of 111th Street and 248th Avenue. Turn west off Route 59 onto 111th Street and continue to site.  
Allan Davenport – Principal  
Joseph Sweeney – Assistant Principal  
– Assistant Principal

Gregory **Fischer** Middle School  
1305 Long Grove Drive, Aurora, IL 60504  
375-3100  
The new Fischer Middle School 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.  
Jennifer Nonnemacher – Principal  
Jacquelyn Spires – Assistant Principal  
Scott Dart – 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.  
Autumn Desiderio – Principal  
Nicholas Hurd – Assistant Principal  
Tim Lowe – 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  
Michelle Stoehrmann– Assistant Principal  
Leslie Mitchell – 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.  
Mike Dutdut – Principal  
Patricia Brand – Assistant Principal  
Jeff Haeger- Assistant Principal
Thomas G. Scullen Middle School
2815 Mistflower Lane, Naperville, IL 60564  428-7000
Scullen is located north of 103rd Street and south of 95th Street, east of the EJ & E Railroad tracks and west of Route 59. Turn west off Route 59 onto 103rd Street. Turn north (right) onto Mistflower Lane.
   James Seput – Principal
   Sarah Waddell – Assistant Principal
   Erica Vuilleumier – Assistant Principal

James Seput – Principal
Sarah Waddell – Assistant Principal
Erica Vuilleumier – 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 75th Street. Turn south off 75th Street onto Meadowridge Drive.
   Kimberly Cornish – Principal
   VaLarie Humphrey – Assistant Principal
   Mark Carlin – Assistant Principal
High Schools

Indian Plains School (High School and Middle School Academy)
1322 N. Eola Road, Aurora, IL  60504  
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.
   Cecelia Tobin – Principal

Metea Valley High School
1801 N. Eola Rd, Aurora, IL 60502
Metea is located north of Eola Rd. and west of Molitor Rd.
    Darrell Echols – Principal
    Joy Ross, Ed.D. – Assistant Principal
    Laura James Schrader – Assistant Principal
    Quynh Harvey- Assistant Principal

Neuqua Valley High School
2360 95th Street,  Naperville, IL  60564
Neuqua is located on the south side of 95th Street between Route 59 and Book Road.
    Robert McBride, Ed.D. – Principal
    Lance Fuhrer – Assistant Principal
    Mark Kolkman, Ed.D. – Assistant Principal
    Kerry Cahill- Assistant Principal

Neuqua Valley Freshman Campus
2720 95th Street,  Naperville, IL  60564
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.
    David Perry– Assistant Principal

Waubonsie Valley High School
2590 Route 34,  Aurora, IL  60504
Waubonsie is located on the northwest corner of Route 34 (Ogden Avenue) and Eola Road.
    Jason Stipp – Principal
    Rebecca Schreiber – Assistant Principal
    Charles Bibbs – Assistant Principal
    Jason Schmidtgall – Assistant Principal
# Indian Prairie Community Unit School District 204 School Calendar 2014-2015

<table>
<thead>
<tr>
<th>Date(s)</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>08/21/14 - 08/22/14</td>
<td>Institute Days</td>
</tr>
<tr>
<td>08/25/14</td>
<td>Teacher Work Day</td>
</tr>
<tr>
<td>08/26/14</td>
<td>Classes Begin</td>
</tr>
<tr>
<td>09/01/14</td>
<td>NO SCHOOL Labor Day</td>
</tr>
<tr>
<td>09/08/14</td>
<td>NO SCHOOL Building Articulation Day</td>
</tr>
<tr>
<td>10/13/14</td>
<td>NO SCHOOL Columbus Day</td>
</tr>
<tr>
<td>10/24/14</td>
<td>End of Quarter</td>
</tr>
<tr>
<td>11/04/14</td>
<td>NO SCHOOL Parent/Teacher Conferences (8:00 AM - 3:00 PM)</td>
</tr>
<tr>
<td>11/06/14</td>
<td>Parent/Teacher Conferences (4:30 - 8:00 PM)</td>
</tr>
<tr>
<td>11/10/14</td>
<td>Parent/Teacher Conferences (4:30 - 8:00 PM)</td>
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<tr>
<td>11/11/14</td>
<td>NO SCHOOL Veteran's Day</td>
</tr>
<tr>
<td>11/26/14 - 11/28/14</td>
<td>NO SCHOOL Thanksgiving Break</td>
</tr>
<tr>
<td>12/22/14 - 01/02/15</td>
<td>NO SCHOOL Winter Break</td>
</tr>
<tr>
<td>01/05/15</td>
<td>School Resumes</td>
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<tr>
<td>01/15/15</td>
<td>End of Semester</td>
</tr>
<tr>
<td>01/16/15</td>
<td>NO SCHOOL Teacher Work Day</td>
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<tr>
<td>01/19/15</td>
<td>NO SCHOOL Martin Luther King Day</td>
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<tr>
<td>02/15/15</td>
<td>NO SCHOOL Presidents Day</td>
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<tr>
<td>02/16/15</td>
<td>NO SCHOOL Parent/Teacher Conferences (1:00 - 8:00 PM)</td>
</tr>
<tr>
<td>02/27/15</td>
<td>NO SCHOOL Institute Day</td>
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<tr>
<td>03/15/15</td>
<td>End of Quarter</td>
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<tr>
<td>03/16/15</td>
<td>NO SCHOOL School Improvement Planning</td>
</tr>
<tr>
<td>03/30/15 - 04/03/15</td>
<td>NO SCHOOL Spring Vacation</td>
</tr>
<tr>
<td>05/25/15</td>
<td>NO SCHOOL Memorial Day</td>
</tr>
<tr>
<td>06/03/15</td>
<td>Last Day of Classes (TENTATIVE)</td>
</tr>
<tr>
<td>06/04/15</td>
<td>NO SCHOOL School Improvement Planning</td>
</tr>
<tr>
<td>06/05/15 - 06/11/15</td>
<td>Emergency Days (if needed)</td>
</tr>
</tbody>
</table>

Approved by the Board of Education 12/9/13
SMARTBoard-Sub notes

- Turn on the computer connected to the board. The board turns on with the computer.

- Turn on the data projector. When the projector will not be in use for more than 15 minutes, turn it off by pressing power 2 times.

- Log in as user: (school mascot) password: (school mascot) – Ask a neighbor teacher or the LMC Director for more the mascot if you do not know this.

- Go to Start—Programs—Smart Technologies—Notebook Software—Notebook Software 10

- The SMART Board is ready for use as a marker board. Your finger is the mouse. To write on the board select a marker and write. Only use the markers that are on the board. Real markers should NEVER be used. Use the eraser to erase.

- Notebook software is set up similar to PowerPoint. Each document is a set of slides. You can view the slides on the left. To create a new slide, click .

- If the curser is not directly under your finger when you touch the board, you need to orient the board. Press both buttons on the marker tray together. Press your finger in the center of each + sign. Make sure you touch the exact center. If you make a mistake, finish and start over.

- Only one thing can touch the board at a time. Make sure you do not drag your hand while writing.

- If you have any questions or concerns, please see the teacher next door the LMC Director in the LMC.

Created by Carrie_Ory@ipsd.org
Take Notes on Us

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