2020-2021

Guest Worker Handbook

Indian Prairie Community Unit School District 204
780 Shoreline Drive
Aurora, Illinois 60504
www.ipsd.org

630-375-3000 phone - 630-375-3006 fax
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Information At-A-Glance

For General Questions: Jennifer Jacobsen, HR Secretary, jen_jacobsen@ipsd.org
For Payroll Questions: Nadeen Chmill, Payroll Specialist, nadeen_chmill@ipsd.org

Useful Contacts:
DuPage Regional Office of Education: www.dupageroe.org – 421 N. County Farm Road, Wheaton
Illinois State Board of Education: www.isbe.net
Educator Licensure System: https://www.isbe.net/Pages/Teachers.aspx
Teacher’s Retirement System: https://www.trsil.org or 800-877-7896

To look for and accept assignments:
Absence Management (www.aesopeducation.com) or 800-942-3767
My User ID:
My Pin:

To punch in and out for assignments:
Time & Attendance: (https://veritime.aesoponline.com)
My User ID: Same as Absence Management
My Pin: Same as Absence Management

Disclaimer
This Guest Worker Handbook is for your use as a source of information about Indian Prairie Community
Unit School District 204 and your Guest Worker 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
Guest Workers are a valued part of our school community and may also be residents of District 204. It is
in the best interest of our students, particularly those in neighborhood schools, that our Guest Workers do
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. If 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 Guest Teacher

1. Complete an online application.
2. Must have a valid Illinois Educator License (PEL) or Substitute License (STL) registered in DuPage County for the current year.
3. Must complete all state mandated training modules via GCN training by their due dates.
4. Must complete Teacher Retirement System (TRS) enrollment/beneficiary forms.
5. Read and sign an Acknowledgement of Mandated Reporter Status statement (DCFS).
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 I-9 Employment Eligibility Verification form.
9. Have a current telephone number.
10. Provide his/her own transportation.
11. Demonstrate flexibility and a dedication to providing instruction.

Requirements to be a Guest Teacher Assistant

1. Complete an online application.
2. Must have a valid Illinois Educator License with Stipulations (PARA), Educator License (PEL) or Substitute License (STL) registered in DuPage County.
3. Must complete all state mandated training modules via GCN training by their due dates.
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 I-9 Employment Eligibility Verification form.
8. Have a current telephone number.
9. Provide his/her own transportation.
10. Demonstrate flexibility and a dedication to providing assistance to instruction.

Requirements to be a Clerical Guest Worker

1. Complete an online application.
2. Must complete all state mandated training modules via GCN training by their due dates.
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 I-9 Employment Eligibility Verification form.
7. Have a current telephone number.
8. Provide his/her own transportation.
9. Demonstrate flexibility and a dedication to providing assistance to instruction.

Health Requirements

All Guest Workers 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. 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 or certified nurse practitioner must perform the physical examination. Once on file, these exams do not need to be repeated.
Blood Borne Pathogens/Mandated State Tutorials

In accordance with the OSHA Blood Borne Pathogens standard, 29CFR 1910.1030, an exposure control plan has been developed for the District. 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. All new or returning Guest Workers must complete all of the mandated tutorials (http://www.gentraining.com).

Licensure

It is the Guest Teacher’s responsibility to keep track of how many days he/she works.

If a Guest Teacher holds a Professional Educator License (PEL), then s/he can work as much as they want, but only for the same teacher for up to 120 days.

If a Guest Teacher holds a Substitute License (STL), then s/he can work as much as they want, but only for the same teacher for up to 90 days. A Guest Teacher with an STL is not eligible for long term assignments.

If you need your transcripts translated and evaluated, please use one of the organizations approved by the ISBE: https://www.isbe.net/Documents/foreign-cred-eval-svcs.pdf

Professional Responsibilities of the Guest Worker

All Guest Workers must first report to the school’s main office to pick up a Guest Worker badge, the Guest Worker folder and log themselves into Time & Attendance. Guest Workers should have proper identification (Driver’s License, State ID, etc.) available for processing through the Raptor system (Sex Offender Background Check).

Guest Teachers are required to complete the work related to the teaching day. This includes but is not limited to the following:

1. Carry out the lesson plans left by the teacher.
2. Complete the regular assignments of the teacher, including supervision assignments such as: bus duty, hall duty, study hall, and lunchroom/recess duty.
3. Be actively engaged with students during your assignment and all other duties as assigned.
4. Complete all reports normally required of the regular teacher, including attendance.
5. Maintain classroom discipline with exemplary classroom management skills/techniques.
6. Whenever possible and with administrative permission, correct papers for assignments given during the Guest Worker’s stay in the classroom.
7. Be ready and willing to work as needed with administrative personnel during free periods. If a Guest Teacher is asked to teach a class or engage in other types of work (supervision, etc.) during the regular teacher's free periods, that Guest Worker employee is expected to do so. A Guest Worker will not receive additional pay for working during a regular teacher's free periods.
8. Never leave students unattended. A licensed staff member should be present at all times.
9. Maintain a high level of integrity with regard to confidential information about students, parents, staff, and other school related matters.
10. Please do not eat or drink in the classroom. A water bottle is acceptable.
11. Cell phone and laptop use is not permitted during instructional time for personal use. To ensure that students are not disrupted, please turn your cell phone off or to silent.
12. Please refrain from making adverse comments about the 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 feedback sheet on Absence Management or talk to an administrator.

If a Guest Worker has questions about any of the above or any other responsibilities, contact the building administrator, student service coordinator, department chairperson or Guest Worker administrator.
**Student Discipline**
The Guest 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 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**
Guest Workers should take a few minutes to become familiar with the building and the emergency procedures (Fire Drill, Tornado Drill, Lockdown Protocol, and Active Shooter) 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 Guest Workers 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**
Guest Workers can obtain district school closing information during severe weather by: 1) checking Absence Management; 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**
Guest Workers can update their phone number and email address in Absence Management. Changes in personal information (address) should be made with the Human Resources Department or via Lawson Employee Self Service.
Assignment of Guest Workers

Guest Workers are not guaranteed a minimum number of assignments, but every effort is made to distribute assignments evenly. Guest Workers need to make themselves available for a reasonable percentage of placements. This year, we are waiving the requirement that Guest Workers must complete a minimum of 20 assignments throughout the year. It is the responsibility of the Guest Worker to contact the Guest Worker Administrator and advise him/her of their inability to work, whether for personal or medical reasons. These requests will be reviewed and a final decision regarding status on the list will be communicated to the Guest Worker. Guest Workers that do not meet at least the minimum requirements will be removed from the Guest Worker roster.

Procedures for Guest Worker Placements

Guest Worker assignments are created through an automated placement system called Absence Management. 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). Guest Workers 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 set by the Guest Worker. Calls in the morning are for placements for that day only. In special cases, Guest Workers 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 Absence Management 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, please indicate that in your Absence Management Interactive Calendar and notify the HR Secretary or Guest Worker Manager.

Cancellations are made through Absence Management 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 Absence Management to cancel the assignment. Guest Workers canceling at the last minute will result in Absence Management 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 Guest Worker 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 licensed teacher, a Guest Worker must have an Illinois Professional Educator License (PEL). Each year several Guest Workers are employed for long-term assignments or as full-time teachers. If a Guest Worker 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 Guest Worker Roster

Guest Workers may be removed from the Guest Worker roster due to inactivity (lack of substituting), at their request or upon request(s) from several building administrators that the Guest Worker(s) not return to their buildings. Removal may be temporary or permanent. The Human Resources Department will make the final decision and communicate the resolution.
Compensation & Benefits

Guest Teachers are paid a daily rate of $100.00.

Guest Teachers who complete the Guest Teacher Academy are paid a daily rate of $110.00.

Retired 204 Teachers are paid a daily rate of $110.00.

Retired 204 Teachers who complete the Guest Teacher Academy are paid a daily rate of $120.00.

If a Guest Teacher is on a long-term assignment (covering for the same teacher for an extended period) the Long -Term Substitute pay rate is $210.00 per day.

Guest Teacher Assistant and Clerical Guest Workers are paid $11.00 per hour.

Guest Teacher Assistant and Clerical Guest Workers who complete the Guest Teacher Academy are paid $12.00 per hour.

Retired 204 IPCA staff are paid their final year’s rate of pay.

Retired 204 IPCA staff who complete the Guest Teacher Academy are paid their final year’s rate of pay plus $1.00 per hour.

All Guest Teachers contribute to TRS rather than FICA. For more information regarding the specifics of these retirement plans, please contact https://www.trsil.org or www.socialsecurity.gov.

Guest Teachers who report to a building as directed for a Guest Teacher assignment and upon arrival is made aware the assignment has changed, is expected to take the changed assignment. If you choose to decline the new assignment you will not be paid. If you arrive at a building and no Guest Worker 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 Guest Worker teacher comes in to work for an absent teacher and that assignment is no longer available, but a teaching assistant position is available, the Guest Worker (if qualified) is expected to take the teaching assistant assignment. If the Guest Worker declines the assignment, he or she will not be paid. Guest Teacher assistants will be paid for one hour of work due to scheduling and/or building errors.

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

Guest Workers who accept an assignment for a staff member that works at multiple buildings may be entitled to mileage reimbursement, if the Guest Worker has to travel to multiple buildings on the same day for that employee’s absence. If approved for reimbursement, mileage reimbursement will only be for the distance to and from each school. The Mileage Reimbursement Form is available at each school and should be submitted to the secretary at the end of the assignment that day.

Guest Workers may be 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 Guest Worker employees (optional). Guest Workers do not receive fringe benefits from District 204.
Pay Dates

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. For example, if you work from 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 Time & Attendance 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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Work Hours

Prairie Children Preschool

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

Guest 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

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

Guest 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

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

Guest 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 and Transition Program

Guest Teacher Hours: 7:10-2:45 All day
7:10-10:55 AM half day
10:55-2:45 PM half day

Guest Teacher Assistant Hours:
7:10-2:40 All day
7:10-10:55 AM half day
10:55-2:40 PM half day

Wheatland Academy and Dunham STEM Partner Academy

Guest Teacher Hours: 7:25-2:55 All day
7:25-11:10 AM half day
11:10-3:00 PM half day

Guest Teacher Assistant Hours:
7:25-2:55 All day
7:25-11:10 AM half day
11:10-2:55 PM half day

Clerical Guest Worker Hours – Varies based on the hours of the permanent employee in that position.
List of Schools & Contact Information

**Administrative Office**

Crouse Education Center  
780 Shoreline Drive, Aurora, IL  60504  
375-3000

**Early Childhood**

Prairie Children Preschool – Crouse Education Center  
780 Shoreline Drive, Aurora, IL  60504 (Please enter Door 1 on Prairie Lake Court)  
Sally Osborne – Principal

**Elementary Schools**

Brookdale Elementary School  
1200 Redfield Road, Naperville, IL  60563  
Keeley Schmid – Principal  
428-6800

Gwendolyn Brooks Elementary School  
2700 Stonebridge Boulevard, Aurora, IL  60504  
Terri Russell – Principal  
375-3200

Wayne Bultha Elementary School  
1835 Apple Valley Road, Bolingbrook, IL  60490  
Kim Stephens – Principal  
226-4400

Robert E. Clow Elementary School  
1301 Springdale Circle, Naperville, IL  60564  
Katherine Bennett – Principal  
428-6060

Mary Lou Cowlishaw Elementary School  
1212 Sanctuary Lane, Naperville, IL  60540  
Carlos Azcoitia – Principal  
428-6100

Fry Elementary School  
3204 Tallgrass Drive, Naperville, IL  60564  
Laurel Hillman – Principal  
428-7400

Georgetown Elementary School  
995 Long Grove Drive, Aurora, IL  60504  
Janan Szurek – Principal  
375-3456

Peter M. Gombert Elementary School  
2707 Ridge Road, Aurora, IL  60504  
Jeremy Ricken – Principal  
375-3700

V. Blanche Graham Elementary School  
2315 High Meadow Road, Naperville, IL  60564  
Claudette Walton – Principal  
428-6900
Oliver Julian Kendall Elementary School
2408 Meadow Lakes Drive, Naperville, IL 60564 428-7100
Breah Jerger – Principal

Longwood Elementary School
30W240 Bruce Lane, Naperville, IL 60563 428-6789
Tracey Ratner – Principal

May Watts Elementary School
800 Whispering Hills Drive, Naperville, IL 60540 428-6700
Brian Lecrone – Principal

McCarty Elementary School
3000 Village Green Drive, Aurora, IL 60504 375-3400
Kevin Schnable – Principal

Owen Elementary School
1560 West Glen Drive Naperville, IL 60565 428-7300
Ken Bonomo – Principal

Patterson Elementary School
3731 Lawrence Drive, Naperville, IL 60564 428-6500
Michelle Frost – Principal

Peterson Elementary School
4008 Chinaberry Lane, Naperville, IL 60564 428-5678
Allison Landstrom – Principal

Reba O. Steck Elementary School
460 Inverness Drive, Aurora, IL 60504 375-3500
Elizabeth Pohlmann – Principal

Spring Brook Elementary School
2700 Seiler Drive, Naperville, IL 60565 428-6600
David Worst – Principal

Arlene Welch Elementary School
2620 Leverenz Road, Naperville, IL 60564 428-7200
Sarah Nowak – Principal

White Eagle Elementary School
1585 White Eagle Drive, Naperville, IL 60564 375-3600
Mary Howicz – Principal

Nancy Young Elementary School
800 Asbury Drive, Aurora, IL 60504 375-3800
Adrienne Morgan – Principal
Middle Schools

Clifford Crone Middle School
4020 111th Street, Naperville, IL 60564  428-5600
Melissa Couch – Principal
Kibbee Lewis – Assistant Principal
Adam Chorba – Assistant Principal

Gregory Fischer Middle School
1305 Long Grove Drive, Aurora, IL 60504  375-3100
Jennifer Nonnemacher – Principal
Samantha Smith – Assistant Principal
Jacquelyn Spires – Assistant Principal

Francis Granger Middle School
2721 Stonebridge Blvd., Aurora, IL 60504  375-1010
Allan Davenport – Principal
Sherry Fredericks – Assistant Principal
Tim Lowe – Assistant Principal

Gordon Gregory Middle School
2621 Springdale Circle, Naperville, IL  60564  428-6300
Leslie Mitchell – Principal
Matthew Clark – Assistant Principal
Jennifer Wikoff – Assistant Principal

Thayer J. Hill Middle School
1836 Brookdale Road, Naperville, IL  60563  428-6200
Mike Dutdut – Principal
Patricia Brand – Assistant Principal
Milton Harmon – Assistant Principal

Thomas G. Scullen Middle School
2815 Mistflower Lane, Naperville, IL  60564  428-7000
Scott Loughrigge – Principal
Courtney DiFiore – Assistant Principal
Joseph Parratore – Assistant Principal

Jeffrey C. Still Middle School
787 Meadowridge Drive, Aurora, IL 60504  375-3900
Kimberly Cornish – Principal
Mark Carlin – Assistant Principal
Yoshakia Oden – Assistant Principal
**High Schools**

**Metea Valley High School**
1801 N. Eola Rd, Aurora, IL 60502  
Darrell Echols – Principal  
Daniel DeBruycker – Assistant Principal  
Quynh Harvey- Assistant Principal  
Laura James Schrader – Assistant Principal  
375-5900

**Neuqua Valley High School**
2360 95th Street, Naperville, IL 60564  
Lance Fuhrer – Principal  
Kerry Cahill- Assistant Principal  
Sharon Ruff – Assistant Principal  
Melissa Wilson – Assistant Principal  
428-6000

**Neuqua Valley High School (Birkett Freshman Center)**
2720 95th Street, Naperville, IL 60564  
David Perry – Assistant Principal  
428-6400

**Waubonsie Valley High School**
2590 Route 34, Aurora, IL 60504  
Jason Stipp – Principal  
Charles Bibbs – Assistant Principal  
Montrine Johnson – Assistant Principal  
Jason Schmidtgal – Assistant Principal  
375-3300

**Additional Facilities**

**John C. Dunham STEM Partnership School**
405 S. Gladstone Ave. Aurora, IL 60506  
Arin Carter- Director  
947-1240

**STEPS Transition**
Neuqua Valley High School (Birkett Freshman Center) or Waubonsie Valley High School  
Kimberly Maloney – Principal

**Wheatland Academy - Indian Plains Program (Credit Recovery)**
3003 W 103rd Street  
LaTanya Harris – Principal  
375-3375

**Wheatland Academy – Program Achieve**
3003 W 103rd Street  
LaTanya Harris – Principal  
375-3375
## Indian Prairie Community Unit School District 204 School Calendar 2020-2021

### Date(s)

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</tr>
<tr>
<td>01/04/21</td>
<td>School Resumes</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>01/18/21</td>
<td>NO SCHOOL Martin Luther King, Jr. Day</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>01/22/21</td>
<td>End of Semester</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>01/25/21</td>
<td>NO SCHOOL SIP/Teacher Work Day</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>02/25/21</td>
<td>NO SCHOOL Parent/Teacher Conferences (1:00 PM - 8:00 PM)</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>02/26/21</td>
<td>NO SCHOOL Institute Day</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>03/26/21</td>
<td>End of Quarter</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>03/29/21 - 04/02/21</td>
<td>NO SCHOOL Spring Break</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>04/05/21</td>
<td>NO SCHOOL Remote Learning Planning Day</td>
<td></td>
<td></td>
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<tr>
<td>05/31/21</td>
<td>NO SCHOOL Memorial Day</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>06/04/21</td>
<td>Last Day of School (TENTATIVE) &amp; End of Semester</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>06/07/21</td>
<td>NO SCHOOL SIP Day (Tentative)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>06/08/21</td>
<td>NO SCHOOL Teacher Work Day (Tentative)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>06/07/21 - 06/11/21</td>
<td>Emergency Days (if needed)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### CALENDAR LEGEND

- Institute Day, SIP, Teacher Work Days, and Remote Learning Planning Days
- Legal School Holiday
- Not in Attendance
- Parent/Teacher Conference
- Emergency Days

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NOTE REGARDING EMERGENCY DAYS:

For students, the official school year ends at the conclusion of the last emergency day on the calendar. No planned absences, for any reason, should be scheduled until after the last Emergency Day. For staff, the official school year ends one day after the last emergency day on the calendar.

Approved by the Board on 8/10/20
Substitutes – How to Sign In and Out

Using a scanner laptop computer:

1. Click on Use ID/PIN
2. Click on Log In
   - Same as Absence Management (formerly Aesop) ID and PIN

Special Notes: If you receive an error message or unable to log in, please inform the building secretary right away.
If you are signing in more than 7 minutes early or late, a comment may be required.

3. You will see the “Success” once signed in. You can either click on the Dismiss button or the system will automatically reset on its own.

*Repeat the steps above at the end of the day to sign out for the day*
Substitutes – How to Sign In and Out

Using a desktop computer with ID and PIN

1. Click on Time Clock
2. Displays scheduled assignment information
3. Click on Sign In
4. You will see the “Success” once signed in.
5. Click on name then logout

Special Notes: If you receive an error message or unable to log in, please inform the building secretary right away. If you are signing in more than 7 minutes early or late, a comment may be required.

*To Sign Out - Just go back into the Time Clock to click Out at the end of the job and logout of Time & Attendance*
Infor/Lawson Employee Self-Service (ESS) – Overview

https://ipsd-lsf01.cloud.infor.com:443/lawson/portal/

IMPORTANT . . . PLEASE READ
Pay stubs are available to be viewed and printed by staff through ESS.

Information on Employee Self-Service Site:

This link (https://ipsd-lsf01.cloud.infor.com:443/lawson/portal/) can also be accessed from your home computer or from anywhere outside the district.

- ESS can be accessed by all major web browsers: Internet Explorer, Chrome, Firefox, Safari and Edge.
- When logging on to ESS, always prefix your username with inforbc\ Example for Mickey Mouse: inforbc\mickey_mouse
- The initial password is Ipsd$xxxxxx (x=6-digit ID number) This can be changed by going under Bookmarks – Password Management – Change Password. If you changed your password and forgot it, you will need to contact Sherri Wendt (630-375-3098).

Issues with Accessing Infor/Lawson ESS?

- When I try to login, I get the message: Enter your user ID in the format "domain\user" or "user@domain". Enter your username with the prefix inforbc\

- I can’t access ESS on my phone or tablet. Use a PC or Mac to access ESS. ESS is not supported on most phones and tablets.

- When I click on Employee Self-Serve, the menu goes away. After you click the Bookmarks button, hover your mouse over the menu names. Without clicking, slide your mouse over into the sub-menu until you find the screen that you are looking for. Click on the screen name to open it.

- When I click on Printable Pay Stub, nothing happens. Turn off the Pop-Up Blocker for your browser and try again.

- If your difficulty is a result of not remembering your password, contact the Help Desk (from the SSO, click the NOW icon) to open a request. They will reset your password and will notify you when it is complete.
*Please, always remember to LOGOUT of Lawson when leaving your computer.
Employee Self-Service provides you with the ability to check that the district has your correct information.
Protect this information and yourself. Click on the LOGOUT button in the upper right hand corner of the screen when not at your computer.

Each of the categories, **Benefits**, **Employment**, **Life Events**, **Pay** and **Personal Information** can be expanded by **hovering** over them for more selections.

Under **Benefits**, you have Benefit Descriptions. Basic information about Benefits is displayed. Go to [www.ipsd.bswift.com](http://www.ipsd.bswift.com) for more details.

Under **Employment**, you can see the Job Profile of your Primary Position and Employee Contracts. The Job Profile-Primary Pos. will only reflect your Primary position even if you should have multiple positions. This screen will show your Employee ID Number, Process Level (Building Location), Department, Accounting Unit (account you are paid out of), Location (again), your Supervisor’s position Name, your Position Name, your position Job Code Name, your Home Phone, your Hire Date, your Adjusted Hire Date, your Next Review Date and your Next Review Type.

Under **Life Events**, you will have the ability to change your address on-line, should you Move. Once you have Updated your address, you will have an opportunity to change Emergency Contacts and/or Tax Withholding information, if you so choose.

Under **Personal Information**, you can view (if any apply to you) your Certifications (mainly for teachers), your Endorsements (mainly for teachers), your Education (again, mainly entered for teachers), **Emergency info** (if this has not been entered, please do so) and your Personal Profile which will display your Name, Social Security Number, Birth Date, Gender and Ethnicity.

Under **Pay**, you will have the ability to look at your **Pay Checks**, change your W4 Tax Withholding for Federal and State, and look at your Year to Date Pay Check Totals.
Finding your Pay Checks

1. Click the **Bookmark** button to display the menu.
2. Hover your mouse over the **Employee Self-Serve** option. Do not click the mouse here – If you do, the menu will close. Continue to hover down to **Pay**.
3. Hover over to **Pay Checks**. Click **Pay Checks**.

4. The Pay Checks will display the Pay Dates, the Gross and Net pay.
5. To print the pay stub, click Printable Pay Stub. A screen will display with a more printer friendly pay stub. Select your browser’s print option to print the stub.