

**MAINE TOWNSHIP HIGH SCHOOL
DISTRICT 207**

**SUBSTITUTE HANDBOOK
2025-2026**



Our Mission is to Improve Learning

Updated as of July 30, 2025

MAINE TOWNSHIP HIGH SCHOOL DISTRICT 207

August 2025

Thank you for participating in our substitute teacher program. When you come to work in Maine Township High School District 207, you are part of a team of administrators, teachers, and educational support staff who cooperate each day to provide a nationally recognized secondary education program for the students of District 207.

Please use this guidebook as a reference on employment matters while you are participating in our substitute teacher program. Each building substitute coordinator will provide you with specific information regarding substitute expectations and the day-to-day operations of your assignment.

Again, thank you for your assistance as we all work together to provide a safe environment and improve student learning.

Sincerely,

Mr. George Dages, Assistant Superintendent for Human Resources

Dr. Celestina Rivera, Director of Human Resources

Ms. Stephanie Baquedano, District Administrative Assistant

EMPLOYMENT RELATIONSHIPS

Substitute teachers are employed on a day-to-day basis and are at-will employees of the District. The District may remove a substitute teacher's name from its list of eligible substitutes at any time without prior notice. Moreover, substitute teachers may be removed from an assignment at any time if they are not performing to the District's satisfaction. This handbook is not a contract and may be changed at any time by the District.

EXPECTATIONS FOR EQUITY & ETHICS IN EMPLOYMENT

Employees of Maine Township High School District 207 are expected to exemplify the highest levels of respect and integrity as they are role models to the students, families, and fellow employees of the district. At all times, employees should comply with Board Policies outlined in Section 5 - General Personnel as well as all policies adopted by the Maine Township Board of Education.

- [Board Policies](#)

Maine Township High School District 207 employees should strive to embody the principles outlined in our District 207 Equity Statement:

- We recognize, embrace, and defend the identities, abilities, and voices of our diverse community.
- We value these multiple and unique identities, abilities, and voices as assets.
- We commit to an equitable and inclusive learning environment.

Employees should strive to be aware of their own social and cultural identities and lived experiences and how that can intersect and impact their interactions with students and colleagues. Your experiences are unique as are the lived experiences and realities of those in our school community. Harmful language based on identity (race, gender, sexuality, religion, ability) by employees or students, intended or unintended, is unacceptable. Employees are expected to take responsibility for creating safe spaces for all students and should contact their direct supervisor or building administrator if they need support or assistance in addressing any negative or harmful interactions that they observe among employees and/or students that are based on identities.

NON-DISCRIMINATION POLICY AND EQUAL EMPLOYMENT OPPORTUNITIES

The District shall operate in compliance with all federal and state laws, rules, and regulations prohibiting discrimination, including harassment, in the employment of personnel and in the provision of services, programs, and activities. The recruitment, hiring, and promotion of all non-certificated supportive staff shall be based on the personal abilities of the individuals and the needs of the District. Employment and personnel practices and the provision of services, programs, and activities shall be administered without regard to a person's race, color, ethnicity, religion, national origin, ancestry, age, gender identity, sexual orientation, marital status, person with a disability, unfavorable discharge from military service, or any other unlawful basis of discrimination, including harassment, as defined and provided by the Illinois Human Rights Act and all other applicable state and federal laws.

Employees shall not discriminate or retaliate against any individual because that individual has opposed any act or practice that the individual believes is discriminatory on the basis of race, color, religion, national origin, ancestry,

age, gender identity, sexual orientation, marital status, person with a disability or because that individual made a charge, testified, assisted, or participated in any manner in an Office of Civil Rights investigation or in another discrimination-related investigation. Employees shall not coerce, intimidate, threaten, or interfere with any individual in the exercise or enjoyment of the protections or rights granted by Section 504, Title II, Title IV or the Age Act and Board of Education policy.

The Superintendent shall develop administrative regulations, establish a uniform grievance procedure and designate a complaint manager to implement this policy and meet the requirements of state and federal laws. Persons who believe they have not received equal employment opportunities should report their claims to a Complaint Manager for the Uniform Grievance Procedure. No employee or applicant will be discriminated or retaliated against because he or she initiated a complaint, was a witness, supplied information, or otherwise participated in an investigation or proceeding involving an alleged violation of this policy or State or federal laws, rules or regulations, provided the employee or applicant did not make a knowingly false accusation nor provide knowingly false information. All applicants and employees may file a complaint of illegal discrimination by contacting one of the Complaint Managers below:

Mr. George A. Dages, Assistant Superintendent for Human Resources & General Administration
Maine Township High School District 207 Administration Center
1177 S. Dee Road
Park Ridge, IL 60068

Dr. Celestina Rivera, Director of Human Resources
Maine Township High School District 207 Administration Center
1177 S. Dee Road
Park Ridge, IL 60068

The Superintendent shall also use reasonable measures to inform staff members and applicants that the District is an equal opportunity employer, such as, by posting required notices and including this policy in the appropriate handbooks.

DISCRIMINATION AND HARASSMENT, INCLUDING SEXUAL HARASSMENT

No person shall be subjected to discrimination on the basis of a person's race, color, ethnicity, religion, national origin, ancestry, age, gender identity, sexual orientation, marital status, disability, unfavorable discharge from military service, or any other unlawful basis of discrimination, including harassment, as defined and provided by the Illinois Human Rights Act and all other applicable state and federal laws.

Employees shall not discriminate or retaliate against any individual because that individual has opposed any act or practice that the individual believes is discriminatory on the basis of race, color, ethnicity, religion, national origin, ancestry, age, gender identity, sexual orientation, marital status, person with a disability or because that individual made a charge, testified, assisted, or participated in any manner in an Office of Civil Rights investigation or in

another discrimination-related investigation. Employees shall not coerce, intimidate, threaten, or interfere with any individual in the exercise or enjoyment of the protections or rights granted by Section 504, Title II, Title IV or the Age Act and Board of Education policy.

The District shall provide a workplace environment free of unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct, or communications constituting harassment on the basis of sex as defined and otherwise prohibited by State and Federal law. District employees shall not make unwelcome sexual advances or request sexual favors or engage in any unwelcome conduct of a sexual nature when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (3) such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment. Sexual harassment prohibited by District policy includes verbal or physical conduct. The terms intimidating, hostile, or offensive include, but are not limited to, conduct that has the effect of humiliation, embarrassment, or discomfort. Sexual harassment will be evaluated in light of all the circumstances.

To file a complaint of discrimination, harassment or sexual harassment, please see the [Uniform Grievance Procedure](#).

UNIFORM GRIEVANCE PROCEDURE

A grievance is a claim by an employee that there has been a wrongful application of rules, regulations, or policies governing the administration of salary, hours, or working conditions. The best approach to the solution of a problem is usually through informal communication between those involved. However, if a grievance is not resolved informally, an employee may use the Uniform Grievance Procedure which outlines specific methods for reporting the grievance to the immediate supervisor, to the Principal, to the Superintendent, and to the Board of Education. [Uniform Grievance Procedure](#).

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Important Contact Information

Maine Township High School District 207 Administrative Offices

1177 S. Dee Rd., Park Ridge, Illinois, 60068

Maine Township District 207 [Website](#)

847-696-3600

Ms. Stephanie Baquedano	District Admin. Asst	sbaquedano@maine207.org	847-692-8003
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Maine East High School

2601 W. Dempster St., Park Ridge, Illinois, 60068

Maine East High School [Website](#)

847-825-4484

Ms. Rebecca Stewart	Associate Principal for Human Resources and Instructional Operations	rstewart@maine207.org	847-692-8504
Ms. Emily Ventrello	Administrative Assistant & Substitute Coordinator	eventrello@maine207.org	847-692-8391
Ms. Kathy Klein	Nurse Office	kklein@maine207.org	847-692-8317
Mr. Greg Littlejohn	Security Office	glittlejohn@maine207.org	847-692-6664

Maine South High School

1111 S. Dee Rd., Park Ridge, Illinois, 60068

Maine South High School [Website](#)

847-825-7711

Dr. Iris Smith	Associate Principal for Human Resources and Instructional Operations	ismith@maine207.org	847-692-8209
Ms. Suzanne Ferro	Administrative Assistant & Substitute Coordinator	SFerro@maine207.org	847-692-8100
Ms. Brenda Keeley	Nurse	bkeeley1@maine207.org	847-692-8633
Mr. Larry Ferdinand	Security Office	lferdinand@maine207.org	847-692-8281

Maine West High School
 1755 S. Wolf Rd., Des Plaines, Illinois, 60018
[Maine West High School Website](#)
 847-827-6176

Mr. Matthew Parrilli	Associate Principal for Human Resources and Instructional Operations	mparrilli@maine207.org	847-803-5930
Ms. Simone Graham	Administrative Assistant & Substitute Coordinator	sgraham@maine207.org	847-803-5832
Ms. Leizel 'Liz' Serowka	Nurse Office	lserowka@maine207.org	847-803-5751
Mr. Erik Lozano	Security Office	elozano@maine207.org	847-803-5782

Attendance (24-hour voice message line)

If you commit in advance to substitute on a given day and then take ill or experience some other emergency that prevents you from coming in as planned, please call the school as soon as possible.

Maine East	Maine South	Maine West	Frost Academy
Ms. Emily Ventrello Administrative Assistant /Substitute Coordinator Building Map Bell Schedule Technology Support	Ms. Suzanne Ferro Administrative Assistant /Substitute Coordinator Building Map Bell Schedule Technology Support	Ms. Simone Graham Administrative Assistant /Substitute Coordinator Building Map Bell Schedule Technology Support	Mrs. Elyza Hendrickson Administrative Assistant 1177 S. Dee Rd. Entrance to Frost is through Devon Rd.
847-692-8391	847-692-8100	847-803-5832	847-692-8284

Work Attire

Educationally appropriate attire shall be worn depending on the event, schedule and circumstances. For safety, please wear shoes with backings (no flip flops) and be mindful of footwear and weather conditions.

Staff Cell Phone/Electronic Devices Use

Personal cell phone use of any kind during an assignment is strictly prohibited. Substitute employees who use electronic devices or tend to personal matters on duty are taking time and attention away from their basic responsibilities and duty to students.

Upon Reporting to the Building

- Check in at the Main Office to pick up your teaching schedule and classroom keys for the day.
 - Arrive no later than fifteen (15) minutes before the start of your first assignment unless directed otherwise by the substitute coordinator.
 - Parking placards will be issued at the school you report to for your first assignment (to be placed on the rearview mirror of your car).
 - Classroom keys will be attached to your teacher's schedule. Return all keys to the main office at the end of your work day.
 - Computer devices should be picked-up in the main office and returned by the end of the day.
 - The administrative assistant/substitute coordinator will notify you of any additional information including but not limited to:
 - Alternative Bell Schedule (Advisory, Early Dismissal, Assemblies, Planned Emergency Drills, etc.)
- Report to all of your assigned classes and duties as communicated by the administrative assistant (substitute coordinator). You are expected to be present and working during the entire assigned class period/duty.
- Log into the computer you have been issued for the day and log into Red Rover to [access your lesson plan\(s\)](#). If lesson plans are not attached in Red Rover, contact the substitute coordinator, department chair, and department assistant.
- A department chairperson and/or the department administrative assistant will be available to assist you if you have questions or concerns about the lesson plan prepared by the absent staff member, so please feel free to contact them.

Take Accurate Attendance

- You are required to take attendance carefully during each class period. Attendance is taken using Infinite Campus (IC), the student information system (SIS). [Instructions for taking attendance using IC are here](#). Classrooms will be equipped with docking stations that will connect to the Chromebook or PC given to you when you check in.
- Instructions on how to use a [Chromebook can be found here](#) and [instructions on how to use a PC](#) can be found here.
- In some classrooms and advisories, a scanner might be available for attendance. [Here are instructions on how to use the scanner tool](#).
- On your first subbing assignment, you will be given login and password information for the computer system.
- Teachers should have a set of seating charts available in a substitute folder and/or in IC to assist you in taking attendance. If a staff member does not have updated seating charts available for you, please bring this concern to the attention of the Administrative Assistant (Substitute Coordinator).

Follow the Teacher Lesson Plans

- You are there to assist with the learning activities of the students assigned to you for the day.
- You are responsible for ensuring that student learning takes place during classes – you must carry out the plans left by the classroom teacher to the best of your ability.
- Use the lesson plans completed by the teacher. If a teacher assistant or student teacher is assigned to the class, they may have additional plans for the lesson.
- If no plans are available, please contact the Administrative Assistant (Substitute Coordinator).
- There will be times when students are working independently. Please use this time to circulate throughout the classroom and interact appropriately with the students.
- It is not appropriate to do personal tasks, such as but not limited to, receiving/making phone calls/text messaging, computer use, etc. during your assigned periods of teaching/supervision.

Student Behavior and Classroom Management

Our students are generally well-behaved. However, if it becomes necessary to deal with a student who disrupts the learning process in the classroom, contact the Assistant Principals' office.

Maine East	Maine South	Maine West	Frost Academy
Assistant Principals' Office 847-692-8327 Ms. Samantha Leuth Ms. Nelly Diaz Ms. Alana Laury	Assistant Principals' Office (847) 692-8168 Ms. Aimee Hoffman Mr. Lucas Leavenworth Ms. Lauren Olson	Assistant Principals' Office (847) 803-5884 Mr. Brian Packowitz Mr. Henry Brown Mr. Richard Wolf	Department Chairs' Office Ms. Anna Hamilton (847) 692-3790

Maintain a Safe and Orderly Environment for All Students

- At all times, you must conduct yourself in a professional manner.
- You are required to report any unusual events or serious student misconduct to the Assistant Principal's office immediately. Upon reporting the incident, you will be guided on how to complete an intervention report.
- Leave written documentation or send an email to the classroom teacher with a synopsis of your substitute assignment. For each period, please provide a brief summary indicating class behavior and performance. If necessary, please provide documentation if the classroom teacher needs to follow up with a particular student(s).

Student Cell Phone Use/Electronic Devices

The use of electronic devices during the school day is prohibited, except as approved by school personnel in specific situations. Electronic devices may include but are not limited to cell phones, headphones, iPads, netbooks, electronic tablets, etc. The school assumes no responsibility for electronic devices brought to school. If a student does bring

an electronic device to school, it should be turned off and secured when not being used in an authorized manner. When a violation occurs, the Assistant Principal will confer with the student. Consequences to these infractions may include but are not limited to, loss of privileges, detentions, reassignment, suspension, and/or expulsion. For further information, please go to [Electronic Devices/Student Cell Phone Use](#).

Emergency School Closing

In the case of a school emergency or the closure of a school or the district, several efforts will be made to alert all staff. An automated call will be made to the primary phone number staff have listed in Skyward. In addition, an email will be sent to all staff at their work email address. In addition, all staff should visit the [District 207 website](#).

Identification Card (ID) Policy

All staff members are required to display their school identification badges visibly at all times on a school issued lanyard, on a badge reel or strap clip attached to the waistline area, or clipped to the person's chest area while in the building and during school hours. The implementation of this mandatory school ID policy is in line with our ongoing efforts to ensure the safety and security of our students, staff, and school premises. This policy applies to all certified staff, non-certified staff, support staff, including substitute teachers. By wearing your ID badges, you will help us maintain a controlled and secure environment, as well as promote a sense of community within our school. We appreciate your understanding and cooperation in adhering to this important requirement.

Below are some key guidelines regarding the school ID policy:

- **Visible Display:** Your school ID badge must be worn on the school issued lanyard visibly on your person at all times during school hours. It should be displayed and easily visible to students, staff, and visitors.
- **Identification Badge Distribution:** You must obtain a new school ID badge each school year, please contact the appropriate location (see below) immediately to obtain one. Replacement badges will be issued in case of loss or damage.
 - East - Bookstore
 - South - SST Office Team White
 - West - Bookstore
- **ID Badge Responsibility:** It is your responsibility to ensure the safekeeping of your school ID badge. Do not lend or transfer your ID badge to any other individual, as it is a personal identification document.

Parking and Traffic Regulations

Specific information regarding staff parking will be communicated by each building. In summary, District 207 has entered into an agreement with the local police department authorizing the police department to patrol our campus and enforce a comprehensive set of rules and regulations pertaining to our parking lots, roadways, walkways, athletic fields, and the campus in general. The agreement is intended to improve supervision of the grounds after school hours and on weekends. City and state traffic laws, as well as school regulations, must be observed while driving on District 207 property. The police department may issue tickets for traffic or parking violations on the campus.

Security and Care of Classrooms

All faculty/staff members are responsible for any classroom, laboratory, or study hall to which they are assigned:

- All classroom and study hall doors must be closed and locked when these facilities are not in use. In addition:
 - Close and lock all windows.
 - Turn off all lights, appliances, and equipment.
 - Close and lock the door.
 - Security related to keys:
 - Keep keys assigned to you in your possession at all times. Do not give your keys to students to use.
 - Do not mark keys so that a person finding them can identify the locks in which they work.
 - Return all keys to the main office at the end of your work day.
- If you misplace your keys, **IMMEDIATELY** notify the Associate Principal for Human Resources and Instructional Operations. You will be issued a temporary set of keys until your original set is located. If you find your keys, please make sure you notify the Associate Principal's administrative assistant that they were found.

The Pledge of Allegiance and Moment of Silence

Substitute teachers must stop teaching and recognize the time for the daily Pledge of Allegiance and moment of silence; however, by law, students are NOT to be compelled to actually say the pledge. They must, however, out of respect for others, not talk or disrupt others. If a student(s) chooses not to participate, it is not proper conduct for any teacher, staff member, and/or substitute teacher to interrogate student(s) as to why they do not participate, and it is not proper to subsequently respond in a negative way toward the non-participating student. Also, students who do/do not participate must not in any way disrupt the other students who say/do not say the pledge.

A moment of silence is offered each school day after completing the Pledge of Allegiance

Surveillance Cameras

- The passive use of electronic surveillance is primarily for the purpose of assisting in maintaining a safe and orderly educational environment for students and faculty/staff and the protection of school property.
- All persons present on District 207 property are subject to video surveillance.
- Video surveillance may be used to monitor the behavior and conduct of any person present on District 207 property at any time to promote a safe school environment and protection of District 207 property.
- The use of surveillance equipment does not replace the authority and responsibility of District employees to assist in the maintenance of a safe and secure educational environment.
- Surveillance equipment will be used to monitor campus activity and such recordings may be used as evidence in student investigations, staff disciplinary investigations, workers compensation investigations, due process hearings, criminal or civil cases, or otherwise to enforce Board policy or the law.
- The passive use of video surveillance monitoring is to supplement, but not replace, written and/or submitted reports prepared by staff or the prudent reporting of misconduct observed by students or others

to school officials.

- Appropriate disciplinary action may be taken for misconduct that is captured via video surveillance recording up to and including suspension and expulsion for students and suspension without pay and dismissal for employees.
- Staff requests to view camera footage must be made to the Principal or the Principal's designee.

Persons are prohibited from tampering with or causing damage to the video surveillance cameras, recording equipment or recordings. Persons who violate this regulation shall receive a consequence in accordance with the District 207 Discipline Procedures or other District policies that may include any or all of the following; arrest, suspension or expulsion (for students), suspension without pay and dismissal (for employees) and may be required to make restitution for any property damage.

Use of Personal Property in Classrooms and Offices

District 207 is not responsible for any personal property that substitute teachers bring to school. The school cannot reimburse substitute teachers for property that is lost, stolen, or damaged. Health and safety concerns prohibit the use of personal electrical appliances (i.e. microwaves, refrigerators, etc.) in classrooms. Such appliances may overheat, short out, and/or cause a fire. Exceptions to this policy must be approved by the Associate Principal for Human Resources and Instructional Operations. You may be instructed to remove unauthorized items from the building if they are determined to be unsafe or present a nuisance. Food is not to be stored in non-kitchen/cafeteria areas, particularly classrooms. Office food storage should be in sealed plastic containers and/or approved refrigeration units.

Email Communications

District 207 email communications between all staff members including substitute teachers will be sent using a district assigned "maine207" email address. This refers to all school related issues and communications. All Maine 207 email is subject to the Freedom of Information Act (FOIA) and student record law. Write all emails as if they were going to be reported by the newspaper or read by the parents of the student(s) you are discussing. Personal email will be used only during summer months. You are responsible for keeping up to date with your Maine 207 email during the school year.

Post-Retirement Limitations

It is the responsibility of employees to monitor their post-retirement employment limitations to ensure compliance with current regulations. For more information, contact TRS or [Important Information from TRS](#)

Maximum Number of Workdays for Substitute Teachers:

Retired employees are responsible for accurately tracking the number of days and hours they work. In accordance with state retirement guidelines, retirees may work no more than 120 days and 600 hours within a fiscal year.

Exceeding these limits may impact pension benefits. Maine Township High School District 207 is not responsible for any consequences related to the loss or reduction of pension benefits resulting from a retiree exceeding the allowable work limits.

Regular substitute teachers(non-TRS retirees) are **not permitted to work more than 160 days** within a single fiscal year under the guidelines of **District 207**. If you are assigned a day to work and it gets cancelled on behalf of the school due to any reason, it will count towards your days.

All substitute teachers are expected to actively accept job assignments. If no assignments are accepted within a three-month period, and no communication has been made with a substitute coordinator at any school or with Stephanie Baquedano at the District Office regarding your availability or intent to substitute, your account will be deactivated, and your name will be removed from the substitute list.

All substitute teachers are also expected to arrive on time to their assigned job assignments; repeated last-minute cancellations without valid or documented reasons or repeated tardiness may be considered a form of insubordination. Such behavior shows a lack of dependability and failure to meet the expectations of the role. Continued occurrences may result in removal from the substitute list.

Social Media Guidelines, Interpretation Services, Other Communication Guidelines

- [District 207 Guidelines on Social Media, Interpretation Services and Other Communication](#)

Substitute Evaluation Process

The following form may be used by administrators and/or teachers to provide positive feedback and/or report areas of growth, [Performance Report for Substitute Teachers](#)

Feedback from our substitute teaching staff

Please complete this form if you would like to provide feedback on how we can better support our substitute teaching staff. [Feedback from our substitute teaching staff](#)

Supervisory Assignments

Substitute teachers may be asked to take over the regular supervisory assignments for those teachers. These duties include but are not limited to the following; the library, the student cafeteria, a study hall, the hallways, advisory, etc. Recognizing that student supervision is everyone's responsibility, general guidelines will be provided to you by the administrative assistant at each school. Please remember that when assigned supervision, you are being counted on to be on time and maintain an orderly atmosphere. Therefore, during that time it becomes your primary responsibility and takes precedence over personal tasks. If you have any questions, please contact the Substitute Coordinator.

Advisory Assignments

During the school week there is a 32 -minute advisory period. Whenever possible, a staff member will be assigned to support you during the advisory. If no one is available, a lesson plan for the advisory will be provided.

Medical Emergency/Non-Emergency

- If there is a medical emergency, call 911 immediately.
- In the event of a medical non-emergency,

Maine East	Maine South	Maine West	Frost Academy
Kathy Klein Health Office 847-692-8317	Brenda Keeley Health Office 847-692-8199	Leizel 'Liz' Serowka Health Office 847-803-5751	Elyza Hendrickson Frost 847-692-8284
Security 847-692-6664	Security 847-692-8281	Security 847-803-5782	Security 847-692-8281

General Support

Maine East	Maine South	Maine West	Frost Academy
Main Office 847-692-8391	Main Office 847-825-7711	Main Office 847-803-5832	Main Office 847-292-6521

Professional Development

- During the 2025-2026 school year, all District 207 substitute teachers are required to complete at a minimum, but not limited to two annual training courses that are mandated by the Illinois School Code and the Illinois Administrative Code. The training includes:
 - Global Compliance Network (GCN)
 - ALICE: Active Shooter Solution and Preparedness Education Program
- GCN and ALICE** courses are assigned each school year and are required annually. Failure to complete will result in termination of employment.
Substitute teachers are eligible to receive compensation for completing designated training sessions, provided the following conditions are met:
 - A total of five (5) full-day assignments OR ten (10) half days must be completed. (1 day is considered 4 blocks/ $\frac{1}{2}$ day is considered 2 blocks) by the due date of the time sheet.
 - The timesheet must be handwritten in ink, accurately completed, and submitted in person by the specified due date. Timesheets will not be accepted after the due date.

Compensation will be issued at a predetermined rate for each eligible training session once all requirements are fulfilled.

ALICE

ALICE is an acronym for possible reactions to heightened security and/or active shooter. The acronym is not meant to be executed in the order in which the letters are written. In addition, ALICE allows adults and students to choose the most appropriate and meaningful choice or choices during heightened security, which could change during the event based on circumstances. A: Alert people L: Lockdown I: Inform C: Counter E: Evacuate.

For additional information: [ALICE](#)

Fire Drill Procedures

The orderly evacuation of the school building when the fire alarm sounds is necessary to prevent injury and death. A comprehensive plan has been worked out to evacuate the building as quickly as possible. That plan involves a specific evacuation route for each room location in the building. ***Please look for the evacuation directions posted in the room where you are working.*** If the exit indicated for your room is blocked, go to the next nearest exit.

- Elevators are not to be used during fire drills.
 - Physically challenged students (typically those in wheelchairs) who are out in regular classrooms have received instructions to go to special fire safety classrooms.
- Be sure that the windows and doors of your classroom are closed.
- Take students to designated outside areas and keep them a minimum of 100 feet away from the building and remain with them until relieved or until the “all clear” bell is sounded.

Fire Code Regulations

The use of wedges to prop open doors within the building is not allowed per Regional Office of Education regulations as the propping open of doors poses a serious security problem in permitting unauthorized individuals to gain access to certain areas of the building. As a matter of safety and economy, electrical appliances such as heaters and fans are not to be brought into classrooms. Also, strings of lights are not to be used in classrooms. No candles or devices with wicks or flames are allowed anywhere on campus (except for devices used in Science, Applied Technology, Family Consumer Science, or Art instruction). Candles and open-flame devices violate all Illinois and local school fire codes. In addition, each of the buildings now have sprinklers, which require all items to be 2 feet below the ceiling.

Tornado/Disaster Procedures

The signal for a DISASTER DRILL will be an announcement via the public address system.

- All students are to go to the hall area nearest the classroom and sit, but away from the door and glass area. **DO NOT SIT OPPOSITE A DOOR.**
- Substitute teachers should look for the yellow sign posted in their classrooms to determine the specific location to which the class should go.
- Substitutes should close the door to the room and turn out the light. They should then join their groups of students and supervise them.
- In the hallways, there is to be no talking. People must be extremely quiet so that they can hear any instructions that are issued over the public address system.
- An “all clear” signal will indicate when students and staff can return to the classrooms.

Maine Township High School District 207
 2025-2026 - Substitute Teacher/TA and Substitute Support Staff Hourly Rates

Substitute Teacher	
	PER BLOCK
Regular Rate	\$50.00
Long Term Substitute(Planning/Grading)	\$300 per day (5 teaching assignments and 1 supervision)

Internal Teacher Substitute	
	PER BLOCK
Regular Rate	\$54.00

Substitute Teacher Assistant (TA)	
	PER BLOCK
Regular TA Rate	\$40.00
Regular Rate(Life Skills/Transition)	\$50.00

Support Staff Substitute	
Administrative Assistant	\$20.00
Custodian	\$20.00
Security Guard	\$20.00
Nurse	\$35.00
Technology	\$20.00

Other Staff	
Homebound Tutor	\$50.00
Interpreter	\$31.00
Saturday Reassignment	\$25.00
Student Worker(High School Grade Level)	\$17.00

PAYDATES		FOR	2025-2026
SUBBED BETWEEN DATES			PAYDATE
	Pay Period Ends		
8/11/25 - 8/22/25	8/23/25	8/29/25	
8/25/25 - 9/05/25	9/06/25	9/15/25	
9/08/25 - 9/19/25	9/21/25	9/30/25	
9/22/25 - 10/03/25	10/05/25	10/15/25	
10/06/25 - 10/17/25	10/19/25	10/31/25	
10/20/25 - 10/31/25	11/02/25	11/14/25	
11/04/25 - 11/14/25	11/16/25	11/25/25	
*11/17/25 - 12/05/25	12/07/25	12/15/25	
12/08/25 - 12/19/25	12/21/25	12/30/25	
BREAK		1/15/26	
1/05/26 - 1/16/26	1/18/26	1/30/26	
1/19/26 - 2/06/26	2/08/26	2/13/26	
2/09/26 - 2/20/26	2/22/26	2/27/26	
2/23/26 - 3/06/26	3/08/26	3/13/26	
3/09/26 - 3/20/26	3/22/26	3/31/26	
3/23/26 - 4/03/26	4/05/26	4/15/26	
4/06/26 - 4/17/26	4/19/26	4/30/26	
4/20/26 - 5/01/26	5/03/26	5/15/26	
5/04/26 - 5/15/26	5/17/26	5/29/26	
5/18/26 - 5/29/26	6/07/26	6/15/26	
* 3 weeks *			