



LEYDEN

HIGH SCHOOL DISTRICT 212

GUEST TEACHER HANDBOOK

Guest Teacher Manual

WELCOME TO LEYDEN!

Guest teachers are extremely important to the educational process. At Leyden, we have high expectations for our guest teachers to do everything they can to help our students be successful.

We encourage our staff members to attend professional meetings and to participate in staff development activities. We do this with the goal of improving staff effectiveness. We also do it with the confidence that qualified guest teachers will carry out the lesson plans of the teacher. Our goal is to maintain the educational quality of our programs during the absence of our staff members.

We rely on you to carry out the lesson plans of the absent teacher in an effective manner. With your serious dedication to the task of substitute teaching, our students will continue to learn when their teachers are absent. If you have any questions, please do not hesitate to ask. Thank you for being such an important part of the educational process.

Dr. Nick Polyak

Superintendent

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Guest Teacher Manual

Thank you for your help as a guest teacher. Please read the following information carefully and contact our Assistant Principals, Dr. Adam Roubitchek or Dr. Susana Held at East and Mrs. Meghan O'Neil or Mr. Jim Powers at West should you have any questions.

YOUR RESPONSIBILITIES

CHECKING IN

- Reporting Time: Please arrive 15 minutes prior to first period and allow an additional 5 minutes after student dismissal for materials return.
- At East Leyden, park in the lot across the street on Rose Street.
- At West Leyden, park in the north lot across from the field house.
- For teacher assignments, keys, and ID Lanyards, see Estela Cabrera (East - 847.451.3025) in the Assistant Principal's Office, Room 103 and Perla Montanez (West - 847.451.3148) in the Administration Offices Room 169-2.
- For lesson plans, see the shared Google folder. For last minute instructions, see the department chairperson or resource teacher. Check the attached listing for individual department offices.
- Check the teacher's mailbox for bulletins, attendance material, and other important information.

IN THE CLASSROOM

- Follow the designated lesson place and any special instructions from the teacher and/or AP Office.
- If lesson plans are missing, contact the AP Office via chat or phone.
- Write your name on the board and introduce yourself to the class.
- Combine decisiveness with kindness.
- Guest teachers should participate—walk around the classroom during the class.
- Be actively engaged in delivering the lesson and refrain from activities that will take your attention away from the students.
- Expect the best from all students.
- Treat each student as an individual.
- Follow Leyden district behavior policies, including cell phone holders. Contact the deans with any questions.
- Please monitor chat/e-mail communication and respond accordingly
- Enjoy your work. Have fun!
- At the end of each class, close doors, turn lights off, and see that the doors are locked.

LUNCH & SUPERVISION/SCHOOL WIDE SERVICE ASSIGNMENTS

- Maintain the teacher's supervisory assignments included with the teacher's academic classes.
- If there is a concern while supervising the cafeteria, please contact the security guard closest to your location.

ATTENDANCE & DISCIPLINE ISSUES

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- Follow the teacher's procedures for handling students who are tardy to class. The student should be admitted to class.
- All students released from class during a class period, must have a pass from you to leave the classroom.
- Use a pleasant, but firm, approach to establish rapport.
- Use a student ID or leader card to identify a student if there is a problem.
- Maintain daily attendance records as outlined by the teacher.
- Disruptive students are to be sent to the Deans' Office.

EMERGENCIES

- Directions for evacuation are posted in each classroom. In the event of a fire or disaster drill, follow the directions posted.
- There are call buttons to the administrative offices that may be used in case of an emergency. See the Deans or Assistant Principals if you have any questions on how to handle emergency situations.
- There is a phone in every classroom to be used in case of an emergency. You can contact the Deans' Office at ext. 3032 for East and ext. 3158 for West.
- Should you need immediate assistance, please use the red call button. This button should ONLY be used for emergencies, as the police liaison, security, and building administration will immediately report to your classroom.

DRESS LIKE A PROFESSIONAL

To quote Harry Wong, "Clothing may not make a person, but it can be a contributing factor in unmaking a person. Whether we want to admit it, our appearance affects how we are perceived and received in definite ways. Clothing has nothing to do with students liking a staff member. But clothing definitely has an effect on students' respect for a staff member, and respect is what a staff member must have if learning is to take place." Dress like a professional. On Fridays, when accompanied by Leyden wear, jeans may be worn.

TIME COMMITMENT

Guest Teacher assignments at Leyden are a full day commitment. Guest Teachers are expected to arrive 15 minutes prior to first period and stay an additional 5 minutes after student dismissal for materials return, for a minimum of 6 periods. If you accept an assignment at Leyden, you are expected to be at Leyden for the entire day.

Partial Student Schedule Days:

On days with modified student schedules, such as early release, late start, or testing days, Guest Teachers will receive an email from the Assistant Principal's Office outlining their required schedule and duties for the day. Guest Teachers must follow the assigned schedule in order to be counted as working a full day. The schedule may differ from a regular school day and is determined based on the needs of the building for that particular day. **Inservice days are not considered as Partial Student Schedule days. Inservice days are considered as full days and Guest Teachers must report to work 15 minutes prior to 1st period.**

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TRS INFORMATION

- If you are NOT currently receiving a TRS pension or have NOT received a lump sum payout, TRS deductions will be taken out of your earnings.
- When working as a guest security or a guest teacher aide you do not receive hours toward TRS.

BEFORE YOU LEAVE

- Return all school materials as directed by the department chair or resource teacher.
- Leave a written account of all activities with the returned materials using Frontline.
- Return your ID lanyard, keys, and your signed pay sheet to the Assistant Principal's office. See Estela Cabrera at East or Perla Montanez at West.
- Please double check with Estela Cabrera at East or Perla Montanez at West whether or not your services will be needed on the following day.

SCHOOL CLOSINGS

In case of inclement weather, please check the Leyden website at www.leyden212.org, or call the Emergency Hotline at 847-289-4650, for information related to school closings or delayed starting time.

PARKING

You will need a parking sticker for any vehicle you regularly drive to school, although you won't need a separate one for each campus. The Deans' Office at either campus will be able to register your car electronically for a parking sticker.

At West, park in the lot at the north end of the campus. At East, you may park in the lot on the east side of Rose Street across from campus or in the lot in back of school.

YOUR PAYCHECK

Daily Guest teachers are paid on the following schedule:

\$150.00 per day for 6 periods
\$175.00 per day for 7 periods
\$200.00 per day for 8 periods

DIRECT DEPOSIT

Your first paycheck may be in a paper check form, mailed to your home address. Your second check will then be direct deposit.

You can sign on to the employee portal to view your check stub by connecting to the Leyden Website. Included in the Guest Teacher folder, you will find instructions on how to create an Alio account along with your six-digit employee number which can be found at the top of the instruction sheet.

PARENT HANDBOOK

The Parent Handbook is an overview of Leyden that includes the Code of Conduct and can be found on the Leyden Website under General Info. There is an East version and a West version.

TRAINING MODULES

All Vector modules must be completed by the annual deadline each year. Guest Teachers beginning in the middle of the school year are given a month to complete the required modules. You can complete the

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required modules during the teachers “prep” period since you will have a Chromebook or at your convenience.

DAYS WORKED LIMIT

PEL License: A limit of 120 days worked per school year. If working in multiple districts it is your responsibility to keep track of your days worked so as not to go over.

SUB License: Cannot work more than 90 days consecutively for the same teacher.

LONG TERM GUEST TEACHERS

Long Term Guest Teachers have additional responsibilities. Please speak with **Bridget Bryant** regarding this additional information.

Expectations

- Check in each day with Perla Montanez/Erica Herrera in person at the West campus and Estela Cabrera/Clarissa Tojin at the East campus.
- Arrive to the building at least 15 minutes prior to your assignment.
- Sign the Daily Guest Teacher Report.
- Pick up an ID, Chromebook, ID, and master key.
- Make sure you take attendance by the end of the period.
 - If you need assistance with taking attendance, [click here](#)
- You will need to log in to your Leyden account in order to access the sub plans.
 - Lesson plans are housed in the Google Drive  Drive in the “Shared drives” under “ Guest Teachers & Faculty Subs”
 - If you need assistance finding the lesson plans, [click here](#)
- At the end of the day check out with Perla Montanez/Erica Herrera at West or Estela Cabrera/Clarissa Tojin at East at 2:40 p.m.
 - Reconnect the Chromebook into the charging station.
 - Return your name tag and key.
 - Verify with Perla Montanez at West or Estela Cabrera at East for future assignments.

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Steps for Taking Attendance

1. Click on this link: <https://mylhs.leyden212.org/sub>
2. Sign in using your network credentials
2. Choose a campus
3. Choose a teacher
4. Click "Set Attendance Teacher"
5. Click "Launch Teacher Access Center"
6. Sign in to TAC with your network credentials.

Resources:

[Guest Teacher Attendance Presentation](#)

[Guest Teacher Attendance Steps \(Video\)](#)

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Accessing Lesson Plans

1. Click on this link: <https://mylhs.leyden212.org/sub>
2. Go to your Google Drive  Drive
2. Click on “Shared drives” (Located on the left side of the page)
3. Find “Lesson Plans” (you can also [click here](#))
4. Find the teacher you are guest teaching for. (Names are listed by last name)
5. Once you find the name, click on it.
6. In the folder you will find the teacher’s seating chart and their lesson plans.
 - Lesson plans are labeled with a specific date when they should be used.
Please do not use the “Emergency Lesson Plans.”
 - If there is no lesson plan listed, contact Estela Cabrera/Clarissa Tojin at East or Perla Montanez/Erica Herrera at West

Resources:

[Lesson Plan folder instructions with screenshots](#)

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Deans Office Information

Guest Teacher Dean Presentation

Attendance Reminders:

Tardy- Student arrives after the bell, but less than 10 minutes into class.

Truant- If the student shows up to class without a pass more than 10 minutes after the bell, mark them "Absent".

Contact Information:

East Dean's Office: Room 172, Ext 3032

West Dean's Office: Room 222, Ext 3158

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ADMINISTRATORS & ADMINISTRATIVE ASSISTANTS

DISTRICT ADMINISTRATORS & ADMINISTRATIVE ASSISTANTS

Superintendent	Dr. Nick Polyak	<i>Laura Danek</i>	Ext. 3020
Assistant Superintendent Of Human Resources	Dr. Brian Mahoney	<i>Caryn Thomas</i> <i>Pamela Smith</i> <i>Bridget Bryant</i>	Ext. 3021 Ext. 3090 Ext. 2166
Director of Human Resources	Emilia Rodriguez		Ext. 3030
CSBO/CFO/CIO/Treasurer	Mr. Andrew Sharos	<i>Stephanie Ramirez</i>	Ext. 3017
Asst Superintendent of Curriculum & Instruction	Dr. Dominic Manola	<i>Vita Terenzio</i>	Ext. 3095
Asst Superintendent of Student Services	Dr. Faith Cole	<i>Julie Billapando</i>	Ext. 5748
Director of Technology	Mr. Bryan Weinert	<i>Roseanne Webb</i>	Ext. 3191
Asst. Principal for Athletics and Wellness	Rick Mason	<i>Julie Dziadosz</i>	Ext. 3071
Director of Careers	Frank Holthouse	<i>Bonnie McGee</i>	Ext. 3189
Director of Multilingual Learners	Christina Schmidt	<i>Rosario Chavez</i>	Ext. 3654
Director of Communications	Karen Geddeis	<i>Carolyn Dundovich</i>	Ext. 3118

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EAST CAMPUS ADMINISTRATORS & ADMINISTRATIVE ASSISTANTS

Principal	Dr. Julie Lam	<i>Viviana Martinez</i>	Ext. 3023
Assistant Principal for Teaching and Learning	Dr. Adam Roubitchek	<i>Estela Cabrera</i>	Ext. 3025
		<i>Clarissa Tojin</i>	Ext. 2067
Assistant Principal for Student Services	Dr. Susana Held	<i>Estela Cabrera</i>	Ext. 3025
		<i>Clarissa Tojin</i>	Ext. 2067
Dean of Students	Mr. Dennis Byrne	<i>Celeste Mendoza Rodriguez</i>	Ext. 3032
Dean of Students	Mrs. JR Andersen	<i>Celeste Mendoza Rodriguez</i>	Ext. 3032
Dean of Students	Mr. Michael D'Acquisto	<i>Celeste Mendoza Rodriguez</i>	Ext. 3032

WEST CAMPUS ADMINISTRATORS & ADMINISTRATIVE ASSISTANTS

Principal	Dr. Arturo Senteno	<i>Marlene Tinajero</i>	Ext. 3154
Assistant Principal for Teaching and Learning	Mrs. Meghan O'Neill	<i>Erica Herra</i>	Ext. 3121
		<i>Perla Montanez</i>	Ext. 3148
Assistant Principal for Student Student Services	Mr. Jim Powers	<i>Erica Herrera</i>	Ext. 3121
		<i>Perla Montanez</i>	Ext. 3148
Dean of Students	Mr. Jordan Carrero	<i>Lisa Figueroa</i>	Ext. 3158
Dean of Students	Ms. Patricia Hernandez	<i>Lisa Figueroa</i>	Ext. 3158
Dean of Students	Ms. Amelie Leparoux	<i>Lisa Figueroa</i>	Ext. 3158

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DEPARTMENT CHAIRS & RESOURCE TEACHERS – EAST & WEST EXTENSIONS

<u>DEPARTMENT</u>	<u>CHAIRPERSON</u>	<u>EAST</u>	<u>WEST</u>	<u>RESOURCE TEACHER</u>
Art	Anna Reed	3059	5764	Lynette Rosen/East Caroline Felix/West
Business Education	Tony Pecucci	3031	3620	Lauren Giuseffi/East Eric McFadden/West
English	John Rossi	3098	3167	Liz O'Malley/East Georgia Stavroulias/West
Family & Consumer Sciences	Dana Jeske	3194	3619	Jennifer Maldonado/East Anna Szymczak/West
Industrial Technology	Mike Matticks	3052	3117	Paul Potvin/East Greg Lindemann/West
Mathematics	Jeremy Babel	3648	3155	Bethany Trinko/East Amy Burke/West
Modern Languages	Elizabeth Bantel	3649	5577	Cameryn Wysocki/East Christina Moreth/West
Multilingual Learners and Literacy	Areli Diaz	6317		Karin Carlin/East Jennifer Lazar/West
Music	Jake Walker	3049	3146	
Physical Education	Chris Cook	3172	3613	Tim Stark/East Brian O'Grady/West Joe Hamilton - BTW
Science	Rob Hamann	3631	3604	Lisa Galati/East Alex Vazquez/West
Social Studies	Carolina Parra-Garcia	3641	3602	Johanna Heppeler/East Tom Rooney/West
Special Education	Joe DeGiulio		3187	
Special Education	Becky Burger	5748		
Special Education	Marianna Lorenz	3129		
Student Services	Marijana Uremovic/West		3124	
Student Services	Shamoon Ebrahimi/East	3048		
Student Supports	Paula DiDomenico	3647	5512	Gina Caneva/East Katie Aquino/West

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COUNSELORS

East and West counselors divide the student population alphabetically. This way, counselors can work with an individual student throughout his or her four years and can develop a rapport with the family. If you have concerns about a particular student, the counselor is a good place to start.

The students served by each counselor and his or her additional area of responsibility and expertise are listed below.

West Campus

Karin Dewey (x3181)	Gr-Gu, J, V, S	Outside SPED Placements/Career Coordinator
Marijana Uremovic (x3126)	B, Gi-Go	Department Chairperson
Shaina Landau (x3152)	N, R, W	BRIDGE Program/Life HS/Peer Leaders
Lilia Ortega (x3125)	C, F, T, Oa-Oj	Scholarships Coordinator
Stacey Schlaud (x3150)	A, Ga-Ge, H, Oh-Oz	College Coordinator
Angela Waddell (x3124)	L, M, U, Y	Financial Aid/Military Coordinator
Javier Vasquez (x5596)	D, E, I, K, P, Q, Z	Small Group Coordinator/HATCH Coordinator

Social Workers:

Michele Ratini (x2577)	Social Worker
Kate Sidereas (x3622)	Social Worker
Tom Trousdale (x3153)	Social Worker

East Campus

Shamoon Ebrahimi (x3073)	Department Chair / Advisory Lesson & Workshop Coordinator
Jorge Gonzalez (x3046)	Communications Coordinator
Kato Gupta (x3034)	College / Nest Coordinator
Justyna Jablonska (x3048)	Peer Leader Coordinator
Miriam Luna (x3196)	Financial Aid Coordinator
Patricia Muldoon (x3195)	New Student Ambassador
Ashley Tucker (x3026)	Career & Military Coordinator
Adrian Remeniuk (x3055)	Scholarship Coordinator / NCAA

Social Workers:

Meg Rivera (x3022)	Social Worker/Social Communication
Arturo Martinez (x3015)	Social Worker/Transition Center
Rachelle Minus (x2461)	Social Worker/PASS Program