

# Substitute Teaching

2018 - 2019

UNITED STATES  
DEPARTMENT OF EDUCATION  
BLUE RIBBON SCHOOLS  
OF EXCELLENCE

Palatine  
William Fremd  
James B. Conant  
Schaumburg  
Hoffman Estates

DISTRICT 211  
ALTERNATIVE HIGH SCHOOLS  
District 211 North Campus  
Higgins Education Center



**TOWNSHIP HIGH SCHOOL DISTRICT 211**

*Extraordinary Opportunities. Innovative Teaching. Exceptional Learning.*

Dear Colleague,

Welcome to Township High School District 211. Please review this Substitute Teacher Handbook before taking your first assignment with us. I think it will provide you with useful information which will make your adjustment and assignment easier.

As a substitute teacher in High School District 211, you can help provide quality education to our students by following the lesson plans provided and maintaining classroom control. The professional dedication and personal commitment from all teachers in District 211 — whether they are full-time, part-time, or substitute — are genuinely appreciated.

Thank you for your efforts to educate the young people in High School District 211 schools.

Sincerely,

A handwritten signature in black ink, appearing to read "Daniel E. Cates", with a long, sweeping horizontal stroke extending to the right.

Daniel E. Cates  
Superintendent

# Contents

Qualifications.....	3
Maximum Substitution Days .....	3
Automated Substitute System.....	4
First Visit.....	5
Daily Guide.....	5
Summary of Duties and Responsibilities .....	7
Emergency Response Procedures .....	8
Salary Information .....	12
Errors or Cancelled Substitute Assignments.....	13
Special Education Substituting .....	13
Partial Assignments .....	14
Media Center Substitution.....	14
Building Bell Schedules.....	15
Palatine High School .....	15
William Fremd High School.....	15
James B. Conant High School.....	15
Schaumburg High School .....	16
Hoffman Estates High School .....	16
Administrators and Department Chairs.....	17
Palatine High School .....	17
William Fremd High School.....	18
James B. Conant High School.....	19
Schaumburg High School .....	20
District 211 North Campus.....	20
Hoffman Estates High School .....	21
Higgins Education Center .....	21
High School District 211 School Year Calendar .....	22
High School District 211 Map.....	23
Personal Substitute Record .....	24



---

## TOWNSHIP HIGH SCHOOL DISTRICT 211

### G.A. McElroy Administration Center

1750 S. Roselle Road  
Palatine, Illinois 60067-7336  
Telephone: (847) 755-6600  
Website: [adc.d211.org](http://adc.d211.org)

Daniel E. Cates  
*Superintendent*

James Britton  
*Director of Human Resources*

### Township High School District 211 Board of Education

Mucia Burke, *President*  
Will Hinshaw, *Vice President*  
Anna Klimkowicz, *Secretary*  
Peter Dombrowski  
Robert LeFevre, Jr.  
Steven Rosenblum  
Edward Yung

Township High School District 211 is committed to equal opportunity, affirmative action and the requirements of Title IX of the Higher Education Amendments of 1972, which prohibit sex discrimination in all educational programs, activities and conditions of employment.



If you require assistance while visiting a District 211 school, please contact the principal's office.

For individuals who are deaf or hard of hearing, please access the following TTD/TTY telephone number: (847) 755-6654.

# Qualifications

1. Possess a baccalaureate degree from an accredited institution of higher learning (*which meets the requirements for an Illinois substitute teaching license*).
2. Hold an Illinois Professional Educator License with a teaching endorsement, an Illinois Educator License with a paraprofessional endorsement, or a substitute teacher license, registered in Cook County for the current school year. Assistance and/or forms for certification are available at the District Human Resources Office.
3. Have on file in the Human Resources Office:
  - a. Completed application and employment forms.
  - b. Record of licensure.

*If you have questions regarding qualifications, please contact Monica Petersen in the Human Resources Office at (847) 755-6771.*

## Maximum Substitution Days

While there currently are no limits to the number of days an individual may substitute during a school year, there is a limit to the number of days an individual can substitute for an individual teacher. Current law allows for persons holding a Professional Educator License endorsed to substitute teach to sub a maximum of 90 days for an individual teacher. Teachers holding a Professional Educator License with a teaching endorsement are allowed to substitute no more than 120 days for an individual teacher. These maximums will be enforced through the District 211 Human Resources Office, but also is important that substitute teachers keep a record of the total number of days served in District 211.

# Automated Substitute System

District 211 uses an automated service that greatly simplifies and streamlines the process of finding and managing substitute jobs in the district. This service, called Absence Management (formerly known as AESOP), utilizes both the telephone and the Internet to assist you in locating jobs in District 211. The Absence Management system is available 24 hours a day, 7 days a week. Absence Management uses three methods to make jobs available to substitutes:

- You can search for and accept available jobs, change personal settings, update your calendar, and personalize your available call times by visiting Absence Management on the Internet at <http://www.aesoponline.com>. If the teacher has uploaded lesson plans, you will be able to view them online once you take the job!
- You may interact with the Absence Management system by way of a toll-free, automated voice instruction menu at 1-800-942-3767. Here, you can proactively search for jobs and manage existing jobs. We recommend calling in to check the computer recording of your name by pressing Option 4.
- Absence Management also will make phone calls to pre-select substitutes to offer jobs. The administrative office has selected the following hours and standard call times when the Absence Management service may call for substitutes: 5:30 a.m. to 9:30 p.m.

## Important Notes

- To access the Absence Management system, you must enter your log-in ID and password which are provided to all substitutes once you have been accepted and activated as a substitute for District 211.
- If you accept a job, Absence Management will issue a confirmation number. Please remember that your transaction is not complete until Absence Management supplies you with a confirmation number.

*Should you experience difficulty using the Absence Management system in any way, please contact Human Resources at 847-755-6618.*

## Jobulator

Absence Management offers an optional desktop and mobile app called *Jobulator*, providing automatic continuous notifications of substitute opportunities. A 14-day free trial is available. To get the most out of the free trial, schedule your trial period during a time when school is in session and you are available to work. Those who decide to subscribe have the option of a \$49.00 annual fee or a \$5.99 monthly fee for this service. These fees are not associated with Township High School District 211. Please confirm that your device is compatible with the service prior to paying the fee. For more information or for user support issues, contact [www.jobulator.com](http://www.jobulator.com).

# Duties and Responsibilities

## First Visit

1. Report early enough to allow sufficient time to prepare for the assignment (at least 15 minutes).

A staff identification card and lanyard will be issued at the time of your first assignment. Substitutes are required to wear their staff I.D. card at all times during the school day. The I.D. card should be worn around the neck on a school-issued lanyard, unless this poses a safety hazard with respect to work around machines or other potential hazards. In these cases, the I.D. card may be worn on a clip, but should be clearly visible to others.

2. ***Report to the principal's secretary or designated person*** and obtain a copy of the Guide for Substitute Teachers — building edition.
3. Secure a copy of the master schedule (if available) and retain it for future visits and home reference.
4. The principal's secretary or designee should take you to the department office, introduce you to either the department or level chairperson and direct you to the staff cafeteria and lounges. A building map will be issued.
5. Building personnel may also provide student handbooks on your first visit. These books are quite helpful and should be retained for future use.

## Daily Guide

1. Report to the office, and sign in with the principal's secretary or designated person. Enter appropriate data in the register for substitute teachers.
2. Pick up a room key from the principal's secretary or designated person. Be careful to keep close control of this key.
3. Check the teacher's substitute folder for daily information.
4. ***Report to the department chairperson to receive instructions.***

# Duties and Responsibilities

(continued)

5. Be in your scheduled area before the bell rings.  
Locate and familiarize yourself with emergency drill procedures as posted in each classroom.
6. Introduce yourself to the class. Make it clear what you have been asked to do for the day.
7. Take accurate attendance. A seating chart or class roster will be furnished.
8. The usual classroom supplies should be in the sub folder. (Passes, forms, materials, equipment, etc.)
9. **Do not leave your class.** In some cases, it may be desirable to send a reliable student to the department office for the chairperson or needed material, or to the attendance office for the nurse. Most rooms are equipped with an emergency callback device which will allow you to contact the office in case of emergencies.
10. We insist that no student be allowed to treat any teacher with disrespect or refuse to cooperate with the teacher. Send offending students to the discipline office on a pass. Check later with the discipline office for verification or use the call button in the room if necessary.
11. Substitute teachers should not issue routine passes to any students (i.e. study hall, guidance, library passes, etc.) Only under aforementioned emergency/ discipline situations should students be allowed to leave the classroom.
12. Leave a candid note of any problems or concerns that you think the returning teacher may wish to consider.
13. When finished for the day, **you must check out** with the principal's secretary or designated person. This will assure proper processing of your payroll records.

# Summary

1. Know where each school is located and how long it takes to get there. (*Map on page 23.*)
2. Report early enough to acquaint yourself with the school and your assignment – preferably, at least 15 minutes.
3. Replace the absent teacher for all assignments, including supervision. (*Follow the schedule provided by each building.*)
4. Take an accurate role of each class. Record student absences in the teacher’s record book.
5. ***Read the lesson plans and, to whatever degree possible, carry on the plans of the regular teacher.***
6. Collect the papers and materials as directed by the teacher’s lesson plans.
7. Maintain a “firm and fair” attitude. Impress students with the concept that the substitute teacher is there to make a sincere effort to carry on in the teacher’s absence.
8. Become familiar with and follow school policy in regard to discipline cases.
9. Contact the department chairperson if a question or problem arises. However, never leave your classroom unattended.
10. Handle all school records with care. The substitute teacher may come in contact with confidential information. Please treat this professionally.
11. Leave a note for the regular teacher outlining the day’s activities and progress.
12. The type of “housekeeping” expected of regular teachers will be expected of substitute teachers, i.e., windows shut and locked, lights out, etc. Check all equipment and make sure records are returned to their proper places.
13. Return school keys and check out in the main office at the end of the day. You ***must*** sign out to assure proper processing of your payroll sheets.
14. Insofar as possible, maintain a file of ideas and aids in your teaching area.

# Emergency Response Procedures

## Hard-Lockdown Procedures

1. Students in the hallway and bathrooms should be brought into the classroom or office, if it is safe to do so.
2. Move students away from the doors and windows, and group them on the floor and have them kneel or lay down in the back of the classroom or in another safe area of the classroom.
3. Close and lock classroom and office doors; turn off lights and audio visual equipment and maintain silence.
4. Cover classroom door window, if possible, but open any exterior window coverings to allow emergency responders to see inside the classrooms.
5. Remain in classroom or office areas until further notice.
6. List absent or missing students as soon as possible and be prepared to report that information to the Unified Command or local emergency responders when told to do so.
7. Ignore fire alarms and all bells unless instructed by the Unified Command or local emergency responders.
8. If outside the building at the time of the lockdown, students and staff should report immediately to the designated on-campus assembly area.
9. Students and staff should remain in their classroom until notified by a uniformed Police Officer that it is safe to leave the room. The Police will give instructions on what to do next.
10. If circumstances are such that exiting and evacuating students from the building presents a higher degree of safety, staff may do so.
11. All options to maximize safety, minimize threats to students and staff, and prevent injury or loss of life should be considered. The options include (but are not limited to) evacuating students, barricading doors, and countering active threats.

## Soft-Lockdown Procedures

1. Students in the nearby hallway and bathrooms should be brought into the classroom or office.
2. Close classroom and office doors and windows, but leave all window coverings open unless otherwise advised.
3. Remain in classroom or office areas and continue with normal activities until further notice.
4. Take attendance and prepare to report absences to the Unified Command when asked to do so.

5. If outside the building, immediately return to your classroom or office. (Unless the Soft-Lockdown is called due to a bomb-threat. In this case, you will be notified to report to the on-campus assembly area outside the school.)
6. All exterior doors should be closed, locked, and monitored by designated staff members.
7. No one is allowed to enter the building without authority of the Unified Command or until the “All Clear” signal is given.
8. No students, staff, or visitors are allowed out of the building until the “All Clear” signal is given.

### **Shelter-In-Place Procedures (for Severe Weather)**

1. Move students and visitors into the designated shelter areas in the school. Bring the Classroom Emergency Pack with you to the shelter area.
2. Close doors and windows.
3. Have everyone kneel down and be ready to cover their heads with their arms and hands to protect them from debris.
4. Take attendance at the shelter area and prepare to report absences to the Unified Command.
5. If outside, move inside the building to designated shelter areas. Remove students from the gym area.
6. Stay at the designated shelter areas until the Unified Command gives the “All Clear” signal.

### **Drop, Cover, and Hold Procedures**

1. Instruct everyone to move away from glass windows or display cases and heavy objects.
2. Instruct students to drop down to their knees, duck under a desk or table, cover their heads with their hands and arms, and to hold in that position until further advised.
3. Take attendance and prepare to report absences or injured students to the Unified Command.
4. If outside the building and unable to move to safe shelter area, instruct students to drop to the ground, place their heads between their knees, and cover their heads with arms and hands.
5. Stay away from power lines, trees, and non-secure structures or buildings.

## **Emergency Response Procedures (continued)**

### **Bomb Threat Procedures**

1. Anyone receiving information about a bomb threat or observing anything suspicious should immediately communicate the threat to a school official.
2. Anyone who receives a bomb threat by telephone should utilize the Bomb Threat Checklist.
3. School officials will notify the Police Department and Police will be called to the school.
4. Staff needs to scan your room visually for unusual or suspicious noises, items, or objects.
5. The visual scan should include all low, middle, and high areas of the room.
6. Do not touch anything that looks suspicious.
7. If there is suspicion about any item in a classroom, evacuate your class to another area of the building and communicate the concern or any suspicious items or noises immediately to the main office.
8. School Officials will consult with the Police Department to determine if an evacuation is indicated.
9. Until an evacuation is ordered, follow the Soft-Lockdown procedures.
10. If evacuation is ordered, proceed to the designated on-campus Assembly Area(s). If you are outside the school already, stay outside and report to the Assembly Area.
11. Do not use cell phones, two way radios, or pagers within a half-mile radius of the school.
12. Do not close classroom windows or doors.
13. Take daily class roster and your Classroom Emergency Pack with you.
14. Take attendance at the designated Assembly Area and prepare to report any absences to the Unified Command when asked. Remove the orange safety vest from the pack and put it on.
15. Stay at the designated Assembly Area until receiving further instructions.
16. Be prepared to move students if an off-campus evacuation is ordered.
17. No one is allowed to re-enter the building until an "All Clear" signal is given by the Unified Command.

### **Evacuation Procedures**

*(Vacating the school building and going to the on-campus assembly area)*

1. Follow alternate evacuation routes if primary evacuation routes are blocked.

2. Close your door, turn off lights, take daily class roster, and bring the Classroom Emergency Pack with you. Remove the orange safety vest from the pack and put it on.
4. Take attendance at the designated Assembly Area and prepare to report absences to the Unified Command or local emergency responders when asked to do so.
5. Stay at the designated Assembly Area until you receive further instructions.
6. Be prepared to move students to the Off-Campus Evacuation Site, if directed to do so.
7. No one is allowed to re-enter the building until an “All Clear” signal is given by the Unified Command.

### **Off-Campus Evacuation**

*(If ordered to vacate the entire school campus and move off-campus)*

1. Be prepared to move students to the designated Off-Campus Evacuation Site.
2. Use designated evacuation routes and proceed directly to designated Off-Campus Evacuation Site.
3. Follow alternate evacuation routes if primary evacuation routes are blocked.
4. Take daily class roster and the Classroom Emergency Pack with you. Remove orange vest from the pack and put it on.
5. Take attendance at the designated Off-Campus Evacuation Site and prepare to report any missing, injured, or absent students to the Unified Command or local emergency responders.
6. Remain at the designated Off-Campus Evacuation Site until “All Clear” is announced. Follow all additional instructions from the Unified Command and local emergency responders.

### **All-Clear Procedure**

1. When the emergency subsides, an “All Clear” signal will be given by the Unified Command. Normal classroom activity may resume.
2. In the event of a Hard-Lockdown, you will be notified of the “All Clear” via a face-to-face contact by the Police or Fire Department and advised what to do next.

# Salary Information

## Base Rate

The base rate for regular substitute teachers is \$103 a day for a full-time assignment. Partial assignments will be paid at the rate of \$20.60 per class period (50 minutes).

An individual who substitute teaches in District 211 at least 35 full (5 hour) days or a minimum of 175 hours during the previous year is recognized as an established substitute teacher. The base rate of pay for established substitute teachers is \$113 a day for a full-time assignment.

<u>Salary Schedule</u>	<u>Regular Substitutes</u>	<u>Established Substitutes</u>	<u>Teacher Assistant Substitutes</u>
Base Rate	\$103	\$113	\$17.13/hour
4-Day Assignment	\$108	\$118	
16-Day Assignment	\$285 per day		

## Payroll

District 211 certified employees are paid on the 15th and the last day of each month. Substitute teachers are paid on the last working day of the month for days they were employed between the 1st and 15th of that month. For employment between the 16th and 30th of the month, payment is made on the 15th of the following month.

Federal and State taxes are withheld from each substitute's paycheck. In addition, substitute teachers are required to pay 1.45% of their salary into Medicare. Also, substitute teachers are required to contribute 9.0% of their salary into the Teacher Retirement System (T.R.S.). This will enable substitute teachers to receive service credit for their substitute teaching experience, which may be applicable towards a T.R.S. pension. Details regarding service credit or contributions may be obtained by contacting the T.R.S. office.

## Errors or Cancelled Substitute Assignments

If a substitute assignment is made in error or cancelled after the substitute reports to the building for work, every effort will be made to place the substitute in other areas within the building on that day. If the substitute is unable to be used in the building that day, the substitute will be paid for one hour of sub work.

## Special Education Substituting

It is important to District 211 that all of our students receive a qualified substitute if their regular teacher or teaching assistant is ill or unable to be present in the classroom. For this reason, all substitutes new to the District are asked to participate in substitute duty in special education classrooms when they are called upon.

Specifically, new District 211 substitutes may be asked to substitute teach or act as a substitute teaching assistant in a special education classroom in a regular education school or in a special education school (District 211 North Campus or Higgins Education Center). Substitute teachers are required to work in a special education setting at least four times during the school year and have the option of refusing a special education assignment for any reason only twice.

If you have a medical condition that precludes you from such an assignment, please let the Human Resources Office know. A physician's note explaining your restriction will be required.

# Extended Assignment

If a substitute teacher is assigned the same schedule for a period in excess of three consecutive days, the rate is increased to \$108/\$118 a day on the fourth day, provided the teacher accepts all the day-to-day responsibilities of the regular teacher.

A substitute teacher who is employed for a period *in excess of three weeks* (16 consecutive days) may be assigned the role of temporary teacher. The salary for such a temporary teacher will be that of a beginning teacher in the school system. Extended teaching assignments, for each instance, are approved by the principal.

*In both instances of extended substituting, the rate of pay is retroactive for all days, but only after the required number of days is met.*

## Partial Assignment

For partial assignments, substitute teachers will be paid for the partial assignment only. Pay will be based on the number of hours worked. Attempts will be made to provide the substitute teacher a full day of work.

## Media Center Substitution

A full-day assignment in the Media Center will consist of six periods.

# Building Bell Schedules

## Palatine High School

<b>Period 1</b>	8:15 – 9:03	
	9:07 – 9:19	Homeroom
<b>2</b>	9:24 – 10:12	
<b>3</b>	10:17 – 11:05	Lunch
<b>4</b>	11:10 – 11:58	Lunch
<b>5</b>	12:03 – 12:51	Lunch
<b>6</b>	12:56 – 1:44	Lunch
<b>7</b>	1:49 – 2:37	
<b>8</b>	2:42 – 3:30	

*Note: On Morning Work Session (student late start) days, first period begins at 9:35 a.m.*

## William Fremd High School

<b>Period 1</b>	7:30 – 8:20	
<b>2</b>	8:25 – 9:15	
<b>3</b>	9:20 – 10:10	
<b>4</b>	10:15 – 11:05	Lunch
<b>5</b>	11:10 – 12:00	Lunch
<b>6</b>	12:05 – 12:55	Lunch
<b>7</b>	1:00 – 1:50	
<b>8</b>	1:55 – 2:45	

*Note: On Morning Work Session (student late start) days, first period begins at 8:50 a.m.*

## James B. Conant High School

<b>Period 1</b>	8:15 – 9:05	
<b>2</b>	9:10 – 10:00	
<b>3</b>	10:05 – 10:55	Lunch
<b>4</b>	11:00 – 11:50	Lunch
<b>5</b>	11:55 – 12:45	Lunch
<b>6</b>	12:50 – 1:40	Lunch
<b>7</b>	1:45 – 2:35	
<b>8</b>	2:40 – 3:30	

*Note: On Morning Work Session (student late start) days, first period begins at 9:35 a.m.*

# Building Bell Schedules

## Schaumburg High School

<b>Period 1</b>	7:30 – 8:20	
<b>2</b>	8:25 – 9:15	
<b>3</b>	9:20 – 10:10	
<b>4</b>	10:15 – 11:05	Lunch
<b>5</b>	11:10 – 12:00	Lunch
<b>6</b>	12:05 – 12:55	Lunch
<b>7</b>	1:00 – 1:50	Lunch
<b>8</b>	1:55 – 2:45	

*Note: On Morning Work Session (student late start) days, first period begins at 8:50 a.m.*

## Hoffman Estates High School

<b>Block 1</b>		7:30 – 9:04
<b>Block 2</b>		9:11 – 10:45
<b>Block 3a</b>	Lunch	10:52 – 11:22
	Class	11:30 – 1:04
<b>Block 3b</b>	Class	10:52 – 11:22
	Lunch	11:26 – 11:56
	Class	12:00 – 1:04
<b>Block 3c</b>	Class	10:52 – 11:56
	Lunch	12:00 – 12:30
	Class	12:34 – 1:04
<b>Block 3d</b>	Class	10:52 – 12:26
	Lunch	12:34 – 1:04
<b>Block 4</b>		1:11 – 2:45

*Note: On Morning Work Session (student late start) days, Block 1 begins at 8:50 a.m.*

## District 211 North Campus

<b>Start Time</b>	9:15
<b>End Time</b>	3:15

## Higgins Education Center

<b>Start Time</b>	9:15
<b>End Time</b>	3:15

# Administrators and Department Chairs

## Palatine High School

1111 N. Rohlwing Road, Palatine, Illinois 60074-3777

(847) 755-1600

*phs.d211.org*

### Building Administrators

PRINCIPAL .....	Gary Steiger
Secretary .....	Cindy Rogers
ASSISTANT PRINCIPAL .....	Mike Alther
Secretary .....	Shannon Szukala
ASSISTANT PRINCIPAL .....	Tony Medina
ASSISTANT PRINCIPAL .....	Luis Arroyo
ASSISTANT PRINCIPAL .....	Mary Kate Smith
DEAN OF STUDENTS .....	Peter Gavin, Scott Hagel, and John Volgi
STUDENT SERVICES DIRECTOR .....	Fred Rasmussen
ATHLETIC DIRECTOR .....	Jerry Dobbs

### Department Chairs

APPLIED TECHNOLOGY.....	Mark Hibner*
ART .....	Russell Horvath*
BUSINESS EDUCATION .....	Cliff Watanuki
DRIVER EDUCATION .....	Ron Theberge
ENGLISH.....	Jennifer Krause
E.S.L.....	Seju Jain
FAMILY & CONSUMER SCIENCES ....	Kori Hibner
GUIDANCE .....	Susan Doran
HEALTH.....	David Brault*
MATHEMATICS .....	Craig Barnes
MEDIA.....	Elizabeth Broemmelsiek
MUSIC .....	Dung Pham*
PHYSICAL EDUCATION .....	Paul Belo*
SCIENCE .....	Carl Garrison
SOCIAL STUDIES .....	Chris Bays
SPECIAL EDUCATION .....	Daniel Gavin
TECHNOLOGY.....	Bob Schuetz
WORLD LANGUAGES .....	Gustavo Correa
NURSE.....	Mary Jo Pawlowski

*\*District Chair*

# Administrators and Department Chairs

## William Fremd High School

1000 S. Quentin Road, Palatine, Illinois 60067-7018

(847) 755-2600

*fhs.d211.org*

### Building Administrators

PRINCIPAL .....	Kurt Tenopir
Secretary .....	Donna Adcock
ASSISTANT PRINCIPAL .....	Eric Dolen
Secretary .....	Dawn Malicki
ASSISTANT PRINCIPAL .....	Kimberly Glaser
ASSISTANT PRINCIPAL .....	Hamid Mehreioskouei
ASSISTANT PRINCIPAL .....	Tiffany Reagan
DEAN OF STUDENTS .....	Kathryn Johnson
STUDENT SERVICES DIRECTOR ...	Tracy Bafia
ATHLETIC DIRECTOR.....	David Dick

### Department Chairs

APPLIED TECHNOLOGY.....	Paul Hardy
ART .....	Paul Radek
BUSINESS EDUCATION .....	Chad Jonas
DRIVER EDUCATION .....	Jim Guest*
ENGLISH.....	Kristy Loughin-Vance
E.S.L.....	Arron McCurley
FAMILY & CONSUMER SCIENCES .	Christina Parsons
GUIDANCE .....	Tom Cole
HEALTH.....	Jason Jetel
MATHEMATICS .....	Dave Yates
MEDIA .....	Toni DiModica*
MUSIC .....	Matt Moore
PHYSICAL EDUCATION .....	Andrew Kittrell
SCIENCE .....	Karl Craddock
SOCIAL STUDIES .....	Heather Schroeder*
SPECIAL EDUCATION .....	Jessica Medinah
TECHNOLOGY.....	Keith Sorensen
WORLD LANGUAGES .....	Hali Yoshimura
NURSE.....	Lori Papciak

*\*District Chair*

# Administrators and Department Chairs

## James B. Conant High School

700 E. Cougar Trail, Hoffman Estates, Illinois 60169-3659

(847) 755-3600

*chs.d211.org*

### Building Administrators

PRINCIPAL .....	Julie Nowak
Secretary .....	Julie Strzalka
ASSISTANT PRINCIPAL .....	Mark Langer
Secretary .....	Vivian Nordmeyer
ASSISTANT PRINCIPAL .....	Thomas Mocon
ASSISTANT PRINCIPAL .....	Jeanette Ardell
ASSISTANT PRINCIPAL .....	Jordan Catapano
DEAN OF STUDENTS .....	David Moravek
STUDENT SERVICES DIRECTOR .....	Brigit Cain
ATHLETIC DIRECTOR .....	John Kane

### Department Chairs

APPLIED TECHNOLOGY .....	Eric LeBlanc
ART .....	Erin Garrity-Duffey
BUSINESS EDUCATION .....	Patricia Ertl*
DRIVER EDUCATION .....	Jason Sherko
ENGLISH .....	Sue Hess
E.S.L. ....	Margaurete Comes
FAMILY & CONSUMER SCIENCES .....	Angela Drenth
GUIDANCE .....	Paula Hill*
HEALTH .....	Lorel Cunningham
MATHEMATICS .....	Derek Fivelson
MEDIA .....	Paul Kim
MUSIC .....	Tim Koll
PHYSICAL EDUCATION .....	David Cromer
SCIENCE .....	Sharon McCoy
SOCIAL STUDIES .....	John Braglia
SPECIAL EDUCATION .....	John Jonen
TECHNOLOGY .....	Paul Kim
WORLD LANGUAGES .....	Patrick Malloy
NURSE .....	Dawna Smeltzer

*\*District Chair*

# Administrators and Department Chairs

## Schaumburg High School

1100 W. Schaumburg Road, Schaumburg, Illinois 60194-4150

(847) 755-4600

shs.d211.org

### Building Administrators

PRINCIPAL .....	Timothy Little
Secretary .....	Debra Morse
ASSISTANT PRINCIPAL .....	Russell Cumings
Secretary .....	Donna Hendrickson
ASSISTANT PRINCIPAL .....	Michele Napier
ASSISTANT PRINCIPAL .....	Rico Matarazzo
ASSISTANT PRINCIPAL .....	Dan Lanser
DEAN OF STUDENTS .....	Whitney Gbur
STUDENT SERVICES DIRECTOR .....	Yassila Delgado
ATHLETIC DIRECTOR .....	Marty Manning

### Department Chairs

APPLIED TECHNOLOGY .....	Craig Johnson
ART .....	Gerry James
BUSINESS EDUCATION .....	Anna Griffin
DRIVER EDUCATION .....	Mike Levanti
ENGLISH .....	Donald Davis
E.S.L. ....	Leanne Fanelli*
FAMILY & CONSUMER SCIENCES .....	Kari McGinn*
GUIDANCE .....	Eric Melton
HEALTH .....	Kelli Carleton
MATHEMATICS .....	Matt Gruszka
MEDIA .....	Scott Weidig
MUSIC .....	Vincent Inendino
PHYSICAL EDUCATION .....	Ryan Senica
SCIENCE .....	Jason Campbell
SOCIAL STUDIES .....	Aaron Phillips
SPECIAL EDUCATION .....	Mauricio Orozco
TECHNOLOGY .....	Scott Weidig*
WORLD LANGUAGES .....	Carol Polito*
NURSE .....	Melanie Hopkins

\*District Chair

### District 211 North Campus

335 E. Illinois Avenue, Palatine, Illinois 60067-7132

(847) 755-6700

ncam.d211.org

PROGRAM ADMINISTRATOR .....	Francesca Anderson
10-MONTH ADMINISTRATOR .....	Dane Henning

# Administrators and Department Chairs

## Hoffman Estates High School

1100 W. Higgins Road, Hoffman Estates, Illinois 60169-4050

(847) 755-5600

hehs.d211.org

### Building Administrators

PRINCIPAL .....	Josh Schumacher
Secretary .....	Mary Wales
ASSISTANT PRINCIPAL .....	Brian Harlan
Secretary .....	Janice Minogue
ASSISTANT PRINCIPAL .....	Jacquese Gilbert
ASSISTANT PRINCIPAL .....	Daniel Andersen
ASSISTANT PRINCIPAL .....	Justin Onayemi
DEAN OF STUDENTS .....	Erin Hettinger
STUDENT SERVICES DIRECTOR .....	Jennifer Beers
ATHLETIC DIRECTOR.....	Steven Lacni

### Department Chairs

APPLIED TECHNOLOGY.....	Dave Ligman
ART .....	Juan Medina
BUSINESS EDUCATION .....	Kerri Largo
DRIVER EDUCATION .....	Joe Lewandowski
ENGLISH.....	Robert Coakley*
E.S.L.....	Alex Bernstein
FAMILY & CONSUMER SCIENCES.....	Jessica Ecker
GUIDANCE .....	Scott Hoefl
HEALTH.....	Karisa LaFleur
MATHEMATICS .....	Mary Thomas*
MEDIA.....	Terri Berkowitz
MUSIC .....	Jerry Lowrey
PHYSICAL EDUCATION .....	Beth Roesner
SCIENCE .....	Todd Meador*
SOCIAL STUDIES .....	Kevin Mallon
SPECIAL EDUCATION .....	Colleen Little
TECHNOLOGY.....	Christina Ordonez
WORLD LANGUAGES .....	Cherea Sparkman
NURSE.....	Dawn Leach

\*District Chair

### Higgins Education Center

1030 W. Higgins Road, Hoffman Estates, Illinois 60169-4200

(847) 755-6640

cntr.d211.org

PROGRAM ADMINISTRATOR.....	Jessica Orstead
----------------------------	-----------------

# 2018-2019 School Year Calendar

## Township High School District 211

Palatine, Illinois 60067-7336 • [adc.d211.org](http://adc.d211.org)

### First Semester - 2018

Wednesday, August 8	Teacher Institute – No Classes
Thursday, August 9	Teacher Institute – No Classes
Friday, August 10	Teacher Institute – No Classes
Monday, August 13	Opening Day of School
Tuesday, August 21	Student Late Start
Monday, September 3	Labor Day — No School
Tuesday, September 4	Student Late Start
Tuesday, September 18	Student Late Start
Tuesday, October 2	Student Late Start
Monday, October 8	Columbus Day – No School
Tuesday, October 16	Student Late Start
Tuesday, November 6	Student Late Start
Wednesday, November 21	Non-Attendance Day – No School
Thursday, November 22	Thanksgiving Day — No School
Friday, November 23	Thanksgiving Holiday — No School
Friday, December 21	End of First Semester Winter Vacation Begins at Close of School

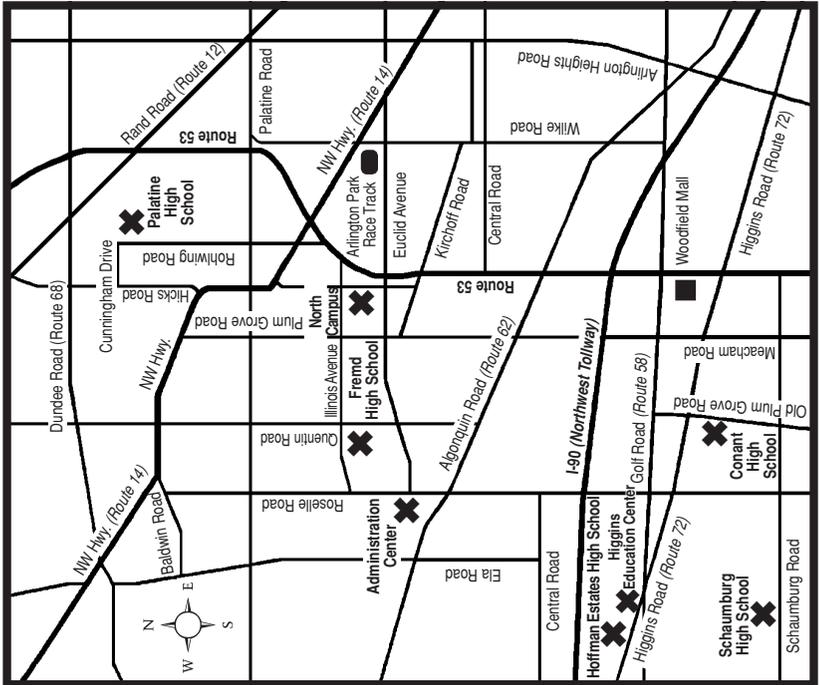
### Second Semester - 2019

Monday, January 7	Teacher Institute – No Classes
Tuesday, January 8	Opening Day of Second Semester
Monday, January 21	Martin Luther King, Jr. Day — No School
Tuesday, January 22	Student Late Start
Tuesday, February 5	Student Late Start
Monday, February 18	Presidents' Day — No School
Tuesday, February 19	Student Late Start
Tuesday, March 5	Student Late Start
Tuesday, March 19	Student Late Start
Friday, March 22	Spring Vacation Begins at Close of School
Monday, April 1	Opening Day of School After Vacation
Tuesday, April 16	Student Late Start
Thursday, May 16	Hoffman Estates High School graduation District 211 North Campus, Higgins Education Center, and Alternative High School graduations
Sunday, May 19	Palatine High School graduation
Monday, May 20	William Fremd High School graduation
Tuesday, May 21	Schaumburg High School graduation
Wednesday, May 22	James B. Conant High School graduation
Friday, May 24	Last Day of School

*Emergency days – May 28 through June 3 will serve as emergency days in the event district schools are closed for six or more student attendance days.*

*Approved by the Board of Education: December 8, 2016*

# Township High School District 211 Map



## Buildings

- |   |   |
|---|---|
| Palatine High School<br>1111 North Rohlwing Road<br>Palatine, IL 60074-3777<br>(847) 755-1600             | District 211 North Campus<br>335 East Illinois Avenue<br>Palatine, IL 60067-7132<br>(847) 755-6700          |
| William Fremd High School<br>1000 South Quentin Road<br>Palatine, IL 60067-7018<br>(847) 755-2600         | Higgins Education Center<br>1030 W. Higgins Road<br>Hoffman Estates, IL 60169-6640<br>(847) 755-6640        |
| James B. Conant High School<br>700 East Cougar Trail<br>Hoffman Estates, IL 60169-3659<br>(847) 755-3600  | G. A. McElroy Administration Center<br>1750 South Roselle Road<br>Palatine, IL 60067-7336<br>(847) 755-6600 |
| Schaumburg High School<br>1100 West Schaumburg Road<br>Schaumburg, IL 60194-4150<br>(847) 755-4600        |   |
| Hoffman Estates High School<br>1100 West Higgins Road<br>Hoffman Estates, IL 60169-4050<br>(847) 755-5600 |   |



# Township High School District 211 Mission Statement

*“Township High School District 211  
serves the educational needs of the community  
inspiring all students to successfully contribute to the world.”*

*Approved by Board of Education: August 18, 2016*

## Township High School District 211 Value Statements

### **Academic Rigor**

Our District values engaging curriculum built upon high-quality educational experiences to develop critical thinking.

### **Accountability**

Our District values the charge of providing thorough and accurate information with all shared stakeholders.

### **Communication**

Our District values an open exchange of information and perspectives.

### **Compassion, Dignity and Respect**

Our District values and honors the strengths and diversity of all individuals.

### **Education and Learning**

Our District values the continuous pursuit of knowledge, preparation and readiness to pursue future endeavors.

### **Efficiency**

Our District values systemic measures and practices to optimize the community's resources throughout the organization.

### **Financial Integrity**

Our District values strong fiscal management and reporting practices to ensure the highest degree of financial stewardship.

### **Innovation**

Our District values continuous improvement to advance educational and operational practices.

### **Opportunity**

Our District values fostering a comprehensive array of enrichment experiences to support all aspects of student development.

### **Safety**

Our District values safeguarding the welfare of all by providing a positive and respectful environment.

### **Wellness**

Our District values the healthy physical, social and emotional well-being of all.

*Approved by the Board of Education:  
August 18, 2016*



---

**TOWNSHIP HIGH SCHOOL DISTRICT 211**  
*“Extraordinary Opportunities. Innovative Teaching.  
Exceptional Learning.”*

1750 South Roselle Road  
Palatine, Illinois 60067-7336  
Telephone: (847) 755-6600  
Website: [adc.d211.org](http://adc.d211.org)

**Daniel E. Cates**  
*Superintendent*

REVISED 7/2018