

SUBSTITUTE TEACHING

2023 - 2024

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 that reads "Lisa Small". The script is fluid and cursive, with the first name "Lisa" and last name "Small" clearly distinguishable.

Lisa Small, Ed. D.
Superintendent

Township High School District 211 Mission Statement

Township High School District 211 serves the needs of our diverse community by providing relevant and rigorous learning experiences, opportunities for involvement and strong support systems that empower all students to reach their full potential.

Approved by Board of Education: August May 26, 2022

TOWNSHIP HIGH SCHOOL DISTRICT 211 VALUE STATEMENTS

COMMUNICATION & ACCOUNTABILITY

We value providing thorough and accurate information for all stakeholders through a transparent, open exchange of information and perspectives.

EQUITY AND INCLUSION

We value the individuality of each person and create a sense of belonging by ensuring access, opportunity and support.

FINANCIAL INTEGRITY

We value strong fiscal management and operational efficiency to optimize resources throughout the organization.

INNOVATION AND LEARNING

We value engaging, high-quality experiences in and outside of the classroom to support all aspects of student and staff development.

SAFETY, WELLNESS AND RESPECT

We value safeguarding the welfare of our students and staff by providing a positive and respectful environment and cultivating the physical, social and emotional well-being of all.

STATEMENT OF ORGANIZATIONAL COMMITMENT

We who serve the students and parents of Township High School District 211 pledge our continued commitment to:

- demonstrate courtesy and patience in our dealings with students, parents, and the community;
- respect the individual differences within our student body;
- respond on a timely basis to inquiries and requests for help;
- maintain our professionalism through appearance, communications, and care of school facilities;
- offer consistent, dependable service to the young people of our school community.

*Approved by the Board of Education:
May 26, 2022*

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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

Lisa Small, Ed. D.
Superintendent

James Britton, Ed. D.
Director of Human Resources

Township High School District 211 Board of Education

Anna Klimkowicz, *President*
Steven Rosenblum, *Vice President*
Kimberly Cavill, *Secretary*
Michelle Barron
Peter Dombrowski
Curtis Bradley
Tim Mc Gowan

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 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 Substitute 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 four 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 <https://app.frontlineeducation.com>. If the teacher has uploaded lesson plans, you will be able to view them online once you take the job.
- As part of the Absence Management tool used by Township High School District 211, Frontline Education has introduced a Mobile App for Substitutes, which can be downloaded through the iOS App Store or Google Play at no additional cost. [*Downloading and Accessing the Frontline Education Mobile App*](#) (Must be logged into Frontline with username and password to gain access.)

What features are available in the Frontline Mobile App?

- Job Notifications
- Accepting Assignments
- Other features will be coming soon!

Once you have logged in with your Frontline ID Account username and password, the resources below will help guide you to navigate the app and accept jobs:

[*Substitute Mobile QuickStart Guide*](#)
[*Finding and Accepting Jobs on the Mobile App*](#)

Please consider downloading the mobile app as soon as possible to help streamline the process of viewing and accepting jobs this school year.

For questions, please reach out to the district substitute contact, Caroline Kozar, ckozar@d211.org

- 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.

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.
3. The principal's secretary will direct you to the department office where you can obtain the teacher's sub plan.
4. A building map will be issued for guidance to department offices, staff cafeteria, Media Center, etc.

DAILY GUIDE

1. Report to the office, and sign in with the principal's secretary or designated person.
2. Pick up appropriate keys from the principal's secretary or designated person. Be careful to keep close control of the keys.
3. Go to the department office to obtain teacher sub plans. Check the teacher's substitute folder for daily information.
4. Be in your scheduled area before the bell rings. Locate and familiarize yourself with emergency drill procedures as posted in each classroom.
5. Introduce yourself to the class. Make it clear what you have been asked to do for the day.
6. Take accurate attendance using the seating chart or class roster. See the principal's secretary for the attendance turn-in procedure.
7. The usual classroom supplies should be in the teacher sub folder. (Passes, forms, materials, equipment, etc.)
8. ***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.
9. 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.
10. 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.
11. Leave a candid note of any problems or concerns that you think the returning teacher may wish to consider.
12. 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 School Closing – *In the event of severe weather before the school day, check the District 211 or school website for information on possible school closings.*

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.

3. 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.
4. Stay at the designated Assembly Area until you receive further instructions.
5. Be prepared to move students to the Off-Campus Evacuation Site, if directed to do so.
6. 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 \$125 a day for a full-time assignment (5 periods plus half period supervision as needed). Partial assignments will be paid at the rate of \$25.00 per class period (50 minutes). Additional periods beyond the full time assignment will be paid at \$25 per period.

<u>Salary Schedule</u>	<u>Regular Substitutes</u>	<u>Teacher Assistant Substitutes</u>
Base Rate	\$125	\$20.00 per hour
16-Day Assignment	\$326.75 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

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.

MEDIA CENTER SUBSTITUTION

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

BUILDING BELL SCHEDULES

PALATINE HIGH SCHOOL

Period 1	8:15 – 9:03	
2	9:10 – 10:00	
3	10:05 – 10:55	Lunch
4	11:00 – 11:50	Lunch
5	11:55 – 12:45	Lunch
6	12:50 – 1:40	Lunch
7	1:45 – 2:35	
8	2:40 – 3:30	

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

WILLIAM FREMD HIGH SCHOOL

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

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

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

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

Start Time	9:00
End Time	2:58

HIGGINS EDUCATION CENTER

Start Time	9:10
End Time	2:58

ADMINISTRATORS AND DEPARTMENT CHAIRS

PALATINE HIGH SCHOOL

1111 N. Rohlwing Road, Palatine, Illinois 60074-3777
(847) 755-1600
phs.d211.org

BUILDING ADMINISTRATORS

PRINCIPAL	Tony Medina
Secretary	Shannon Szukala
ASSISTANT PRINCIPAL	Kimberly Glaser
Secretary	Faith Hollander
ASSISTANT PRINCIPAL	Michelle Bremehr
ASSISTANT PRINCIPAL	Aaron Pollack
ASSISTANT PRINCIPAL	Travis Hastings
ASSISTANT PRINCIPAL	Alex Miramontes
DEAN OF STUDENTS	Robert Heitz
	and Liza Sullivan
STUDENT SERVICES DIRECTOR	Fred Rasmussen
ATHLETIC DIRECTOR	Luis Arroyo

DEPARTMENT CHAIRS

APPLIED TECHNOLOGY	Mark Hibner
ART	Russell Horvath
BUSINESS EDUCATION	Cliff Watanuki
ENGLISH	Jennifer Krause
E.S.L.	Seju Jain
FAMILY & CONSUMER SCIENCES	Kori Hibner
GUIDANCE	Nicole Capalbo
MATHEMATICS	Craig Barnes
MEDIA	Elizabeth Broemmelsiek
MUSIC	Dung Pham
WELLNESS	Scott Hagel
SCIENCE	Darius Sanchez
SOCIAL STUDIES	Chris Bays
SPECIAL EDUCATION	Daniel Gavin
TECHNOLOGY	Alexander Larson
WORLD LANGUAGES	Gustavo Correa
NURSE	Caitlin Hermanson

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	Mark Langer
Secretary	Donna Adcock
ASSISTANT PRINCIPAL	Amanda Hughes
Secretary	Elizabeth Villa-Mekaru
ASSISTANT PRINCIPAL	Michael Smith
ASSISTANT PRINCIPAL	Scott Newmark
ASSISTANT PRINCIPAL	Kevin Farrell
DEAN OF STUDENTS	Charles Nichols
STUDENT SERVICES DIRECTOR ...	Tracy Bafia
ATHLETIC DIRECTOR	Hamid Mehreioskouei

DEPARTMENT CHAIRS

APPLIED TECHNOLOGY	Paul Hardy
ART	Paul Radek
BUSINESS EDUCATION	Chad Jonas
ENGLISH	Lindsey Komperda
E.S.L.	Arron McCurley
FAMILY & CONSUMER SCIENCES ...	Christina Parsons
GUIDANCE	Miriam Castro
MATHEMATICS	Dave Yates
MEDIA	Toni DiModica
MUSIC	John Teichert
WELLNESS	Andrew Kittrell
SCIENCE	Karl Craddock
SOCIAL STUDIES	Heather Schroeder
SPECIAL EDUCATION	Jessica Medinah
TECHNOLOGY	Keith Sorensen
WORLD LANGUAGES	Hali Yoshimura
NURSE	Amanda Steinecke

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	Jeannette Ardell
Secretary	Vivian Nordmeyer
ASSISTANT PRINCIPAL	Dane Henning
ASSISTANT PRINCIPAL	Monte Holt
ASSISTANT PRINCIPAL	Jinu Joseph
DEAN OF STUDENTS	Zia Nathan
STUDENT SERVICES DIRECTOR	Brigit Cain
ATHLETIC DIRECTOR	Erik Hauser

DEPARTMENT CHAIRS

APPLIED TECHNOLOGY	Eric LeBlanc
ART	Erin Garrity-Duffey
BUSINESS EDUCATION	Patricia Ertl
ENGLISH	Sue Hess
E.S.L.	Margaurete Nedovic
FAMILY & CONSUMER SCIENCES	Angela Drenth
GUIDANCE	Paula Hill
MATHEMATICS	Derek Fivelson
MUSIC	Tim Koll
WELLNESS	David Cromer
SCIENCE	David Torpe
SOCIAL STUDIES	Jeffrey Stewart
SPECIAL EDUCATION	John Jonen
TECHNOLOGY	Paul Kim
WORLD LANGUAGES	Brian Drenth
NURSE	Dawna Smeltzer

ADMINISTRATORS AND DEPARTMENT CHAIRS

SCHAUMBURG HIGH SCHOOL

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

(847) 755-4600

shs.d211.org

BUILDING ADMINISTRATORS

PRINCIPAL	Brian Harlan
Secretary	Cathy Boyer
ASSISTANT PRINCIPAL	Russell Cumings
Secretary	Donna Hendrickson
ASSISTANT PRINCIPAL	Mary Kate Smith
ASSISTANT PRINCIPAL	Whitney Gbur
ASSISTANT PRINCIPAL	Kendra Letzel
DEAN OF STUDENTS	Adam Strauch
STUDENT SERVICES DIRECTOR	Yassila Delgado
ATHLETIC DIRECTOR	Marty Manning

DEPARTMENT CHAIRS

APPLIED TECHNOLOGY	Craig Johnson
ART	Jessica Aulisio
BUSINESS EDUCATION	Anna Griffin
ENGLISH	Donald Davis
E.S.L.	Leanne Fanelli
FAMILY & CONSUMER SCIENCES	Emily Lehky
GUIDANCE	Eric Melton
MATHEMATICS	Matt Gruszka
MEDIA	Scott Weidig
MUSIC	Vincent Inendino
WELLNESS	Ryan Senica
SCIENCE	Jason Campbell
SOCIAL STUDIES	Aaron Phillips
SPECIAL EDUCATION	Dan Lanser
TECHNOLOGY	Scott Weidig
WORLD LANGUAGES	Katherine Haskins
NURSE	Melanie Hopkins

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	Jacob Hughes

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	Michael Alther
Secretary	Susan Buck
ASSISTANT PRINCIPAL	Thomas Mocon
Secretary	Stephanie Mainock
ASSISTANT PRINCIPAL	Thomas Barlow
ASSISTANT PRINCIPAL	Anthony Ganas
ASSISTANT PRINCIPAL	Brittany Berleman
DEAN OF STUDENTS	Lindsey Hamma and Thomas Moore
STUDENT SERVICES DIRECTOR	Jennifer Beers
ATHLETIC DIRECTOR.....	Steven Lacni

DEPARTMENT CHAIRS

APPLIED TECHNOLOGY.....	Dave Ligman
ART	Juan Medina
BUSINESS EDUCATION	Kerri Largo
ENGLISH.....	Robert Coakley
E.S.L.....	Alex Bernstein
FAMILY & CONSUMER SCIENCES.....	Jessica Ecker
GUIDANCE	Tessa Strzempek
MATHEMATICS	Mary Thomas
MUSIC	Thomas Chester
WELLNESS	Wade Heisler
SCIENCE	Todd Meador
SOCIAL STUDIES	Kevin Mallon
SPECIAL EDUCATION	Colleen Little
TECHNOLOGY.....	Christina Ordonez
WORLD LANGUAGES	Cherea Sparkman
NURSE.....	Dawn Leach

HIGGINS EDUCATION CENTER

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

(847) 755-6640

cntr.d211.org

PROGRAM ADMINISTRATOR.....	Jessica Orstead
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2023-2024 ` SCHOOL YEAR CALENDAR

TOWNSHIP HIGH SCHOOL DISTRICT 211

Palatine, Illinois 60067-7336 • adc.d211.org

FIRST SEMESTER – 2023

Thursday, August 10	Teacher Institute – No Classes
Friday, August 11	Teacher Institute – No Classes
Monday, August 14	Opening Day of School
Monday, September 4	Labor Day – No School
Monday, October 9	Columbus Day – No School
Tuesday, October 10	Teacher Institute – No Classes
Wednesday, November 22	Non-Attendance Day – No School
Thursday, November 23	Thanksgiving Day – No School
Friday, November 24	Thanksgiving Holiday – No School
Thursday, December 22	End of First Semester
Winter Vacation Begins	Close of School

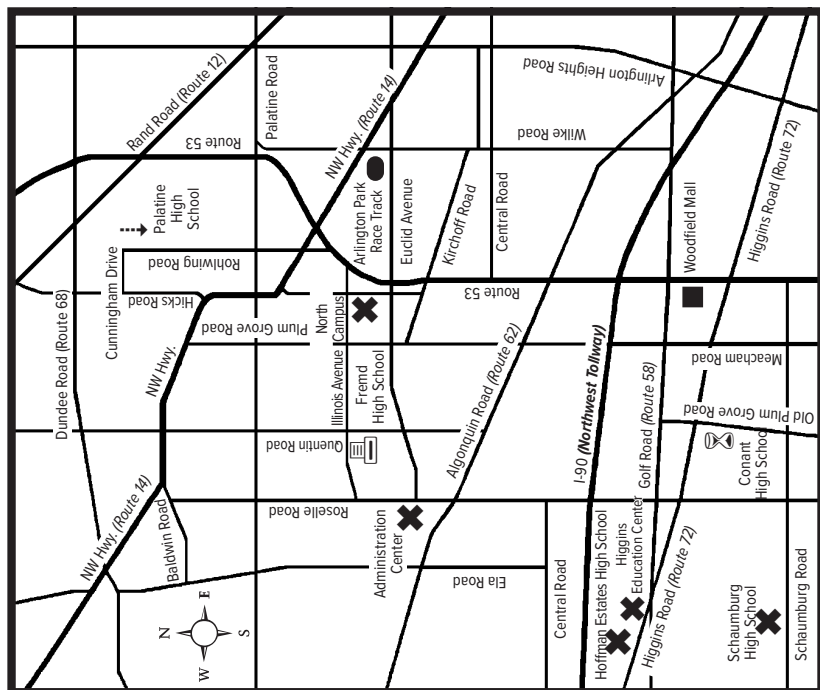
SECOND SEMESTER – 2024

Tuesday, January 9	Teacher Institute – No Classes
Wednesday, January 10	Open Day of Second Semester
Monday, January 15	Martin Luther King, Jr. Day – No School
Monday, February 19	Presidents' Day – No School
Friday, March 22	Spring Break Begins Close of Day
Monday, April 1	Opening Day of School After Vacation
Wednesday, May 15	District 211 North Campus, Higgins Education Center, and Alternative High School graduations
Friday, May 17	Hoffman Estates High School graduation
Sunday, May 19	Palatine High School graduation
Wednesday, May 20	Schaumburg High School graduation
Tuesday, May 21	James B. Conant High School graduation
Wednesday, May 22	William Fremd High School graduation
Friday, May 24	Last Day of School

Emergency days – June 1 through June 7 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: February 14, 2019, Revised July 16, 2020

TOWNSHIP HIGH SCHOOL DISTRICT 211 MAP



BUILDINGS

District 211 North Campus
335 East Illinois Avenue
Palatine, IL 60067-7132
(847) 755-6700

Higgins Education Center
1030 W. Higgins Road
Hoffman Estates, IL 60169-6640
(847) 755-6640

G.A. McElroy Administration Center
1750 South Roselle Road
Palatine, IL 60067-7336
(847) 755-6600

Palatine High School
1111 North Rohlwing Road
Palatine, IL 60074-3777
(847) 755-1600

William Fremd High School
1000 South Quentin Road
Palatine, IL 60067-7018
(847) 755-2600

James B. Conant High School
700 East Cougar Trail
Hoffman Estates, IL 60169-3659
(847) 755-3600

Schaumburg High School
1100 West Schaumburg Road
Schaumburg, IL 60194-4150
(847) 755-4600

Hoffman Estates High School
1100 West Higgins Road
Hoffman Estates, IL 60169-4050
(847) 755-5600

PERSONAL SUBSTITUTE RECORD

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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

Lisa Small, Ed. D.
Superintendent

REVISED 7/2023