

GLENBARD TOWNSHIP HIGH SCHOOL DISTRICT 87

SUBSTITUTE TEACHER'S MANUAL



2019-2020

District Administrative Center
596 Crescent Boulevard
Glen Ellyn, Illinois 60137-4297
(630) 469-9100

This manual is not a contract of employment and may be modified, disregarded, eliminated, or changed at any time, with or without notice, at the sole discretion of the Board of Education and/or Superintendent.



GLENBARD TOWNSHIP HIGH SCHOOL DISTRICT #87

596 Crescent Boulevard, Glen Ellyn, IL 60137-4297, (630) 469-9100, www.glenbard87.org

To Our Substitute Teachers

Glenbard Township High School District 87 welcomes you to our professional staff. Your role as a substitute teacher is an important one. We appreciate all the talents you bring with you each time you substitute and it is our desire to make your experience as a substitute a rewarding one for you as well as for our schools.

Your acceptance of this assignment is appreciated. We hope that this Substitute Teacher's manual will assist you in having an enjoyable, productive day in Glenbard Township High School District 87.

Sincerely,

Josh Chambers
Assistant Superintendent for Human Resources

Substitute Teaching in Glenbard Township High School District 87

Purpose: This manual was originally compiled by members of the full-time teaching staff and substitute teachers of Glenbard Township High School District 87 in order to serve as a guide to staff members and to assist Substitute Teachers in carrying on the classroom programs. Moreover, the intended goal, of this manual, is to remove any existing barriers in substitute teaching to achieve a continuous day-to-day program for every student.

1. **Licensure:** Substitute Teachers must hold an Illinois Teacher's License or Substitute License registered in Du Page County, IL. A substitute teacher with a substitute license may teach in the place of a certified teacher who is under contract with the Board. All Licenses must be registered in DuPage County. Substitute Teachers are considered at will, part-time employees of District 87. **There will be a limit of 119 days a substitute teacher can substitute in any school year. It is important to note: Substitute Teachers must be responsible for keeping track of how many days they substitute and keeping up with ever changing laws and TRS requirements as to how it may affect them.** Changes in the Illinois school code and in Federal Health Care impact the role of part-time employees. Special circumstances must be approved by Josh Chambers, Assistant Superintendent of Human Resources.

The Teacher's Retirement System (TRS) in Illinois limits a substitute teacher who is a TRS Annuitant to substitute teaching for **a period not to exceed 120 paid days or 600 paid** hours in a certified position in any school year, unless subject area is one where the Regional Superintendent has certified that a personnel shortage exists.

Apply for teaching license or substitute license at:

The DuPage County Regional Office of Education
421 North County Farm Road
Wheaton, IL 60187
(630) 407-5800

2. **Hiring Process:** When substitute teacher positions are available, the opening will be posted online at www.glenbard87.org. Substitutes are required to fill out an online application in order to be considered for employment. Applications are to be filled in completely with references as to character and teaching experience. Applicants will be screened and called for an interview before being hired. Employment is dependent on completing all hiring paperwork (see #3 below) and satisfactory Criminal Background Check taken at the Regional Office of Education and Fingerprint Report with the Glen Ellyn Police Department.
3. **Items that must be on file in the District Personnel Office:**
 - A. Completed online application form
 - B. Immigration Reform & Control Act of 1986 form (I-9) – with required identification to complete this document
 - C. State and Federal W-4 forms
 - D. Copy of official college transcripts with degree and date of conferral
 - E. Copy of PEL or Substitute Teaching License (and copy of Registered Nursing License if applicable) registered in DuPage County.
 - F. Proof of physical exam taken within 90 days of hire.
 - G. DCFS Child Abuse Reporting form
 - H. Sexual Harassment/Drug Policies/Technology Policies/Student Confidentiality
 - K. TRS Membership/Beneficiary form
 - L. Department of Education Race and Ethnicity Data Standards form

M. Copies (front and back) of Driver's License and Social Security Card or Passport

4. **Involuntary removal from the Substitute Teachers List:** Glenbard Township High School District 87 employs substitutes as "employees at will". As an employee at will, any offer of employment that Glenbard Township High School District 87 extends, or any employment that occurs if one is hired, is for an indefinite period and may be terminated at any time by Glenbard Township High School District 87 or the individual, with or without cause, and without prior notice or warning. Accordingly, Substitute Teachers may be removed from the substitute list at the discretion of Glenbard Township High School District 87.

Substitute Procedures

Substitutes are expected to be proactive in securing assignments. They are to be willing to substitute at all school buildings and substitute for all subjects.

1. **Substitute Assignments:**

- A. A request to substitute will be made by the automated Absence Management system (formerly AESOP). The Absence Management automated system may call substitutes during the following call times: 5:30 AM – 7:30 AM, 7:00 PM – 10:00 PM. Requests to substitute may also be made by our Substitute Coordinator, Marcia Sommerfeld, by phone or email. It is the expectation that when possible, a substitute will sub for 7 class periods. We would appreciate it if they make themselves available to substitute from 7:00 a.m. – 2:35 p.m., but it is not mandatory.
- B. A Substitute may search for available jobs 24 hours a day, 7 days a week on the Internet at www.aesoponline.com or by calling the Absence Management automated phone system at 1-800-942-3767. Upon hire, you will be sent a Welcome Letter with your personal log-in information after successful completion of the Substitute Application process.
- C. We expect our substitutes to substitute at all our schools and substitute all subjects.
- D. If a substitute is asked to teach out of his/her certified field, it is because there is no one available who is certified in that field.
- E. Substitutes **must be flexible** as assignments can change quickly with regard to who they substitute for, times, periods, subjects, etc.. It is the responsibility of the substitute to be sure he/she gets the information correctly. After accepting an assignment, please check the Absence Management system to see if there are notes or sub plans provided. **Recheck for any emails, updated notes or plan changes before leaving home for the day of the assignment due to a possible last minute cancellation or change.**
- F. In order to eliminate unnecessary calls by the Sub Caller or Absence Management automated system, substitutes are requested to enter all of their Non-Workdays for the entire school year into their Absence Management account and to add to them as

the year progresses. This avoids any unnecessary phone calls and accidental accepting of assignments they are unable to substitute teach.

- G. Substitute should **NOT** cancel an assignment they have secured unless it is an absolute emergency. This causes a hardship for the sub-coordinator and the school. Should an emergency arise, please email Marcia_sommerfeld@glenbard.org.

2. **Arrival at School:**

- A. It would be appreciated if you report to the building 30 minutes ahead of time to prepare for your day. The first time you sub in each school, please arrive early enough to meet with the Sub Coordinator, get a photo ID picture taken, receive a parking permit, and a substitute teacher's folder with everything you will need to substitute in that particular school.
- B. When the class arrives, introduce yourself to them. Writing one's name on the board and giving the students a clear expectation of the period is helpful to the class.

3. **Duties and Responsibilities:**

- A. Substitutes are subject to the same rules as regular teachers. They are expected to fulfill all duties of the regular teacher as far as practicable, including their supervisory assignment.
- B. Each building has its own special fire and emergency disaster drill. Your substitute folder will have some procedures as well. Instructions for fire and disaster exits are posted in each classroom. Please become acquainted with them at the beginning of each assignment.
- C. A substitute teacher is responsible for discipline in the classroom. He/she may obtain the assistance of the Department Chair, Dean, or other appropriate school personnel in maintaining this responsibility. No substitute is to administer any type of corporal punishment to a student. If a problem of discipline arises to the extent that the substitute teacher cannot verbally control the student, the substitute teacher should request assistance from the Dean or other Administrator.
- D. Substitute teachers are also responsible for student attendance every period. Attendance should be electronically entered in the Power School network.
- E. A nurse is on duty at each school to assist in situations he/she might best handle. We suggest that substitutes become acquainted with location and procedures of the Health Center.
- F. Follow and carry out the teacher's plans and leave detailed notes for the teacher.
- G. We would appreciate Substitutes make themselves available from 7:00 a.m. – 2:35 p.m.. Substitutes might pick up more instructional periods and get paid more by doing this.

4. General Information:

- A. Lunch is served daily in the faculty cafeteria.
- B. Coffee is available in the teachers' lounge. Feel free to use these facilities before or after school and/or during any time off during the day.
- C. Obtain a parking sticker/permit and a photo ID from the school where you will substitute. This **photo ID must be worn at all times** within the buildings.
- D. A Substitute Work Record form is attached for you to use as a personal work record, if desired.
- E. Substitutes must dress clean, appropriate and professional at all times which sets a good example. Business casual attire is acceptable. You may dress accordingly if substituting for a P.E. teacher or if you are participating on a field trip. No torn jeans, short skirts, or "message" T-shirts allowed.

5. Leaving the Building:

- A. Write a summary for the regular teacher explaining what was accomplished for each period. Your comments are welcome both positive and negative. Be specific in your comments.
- B. Return the teacher's books, materials, keys, etc., to the Department chair at the end of the teaching day or the end of the teaching assignment.

General Payroll Procedures and Salary Schedule

1. Certified and Non-Certified Substitution:

- A. Substitutes are assigned to substitute for certified (teachers) or non-certified employee (such as, but not limited to: Special Education Aides, Study Hall Supervisors). The pay rate is the same for both according to the substitute salary schedule. See page 7 for salary schedule.
 - We would appreciate substitutes sub for 7 class periods when needed.
 - Substitutes may be called to work less than 7 class periods for an employee. In such cases, the sub will be paid according to the "per period" rate and the number of periods subbed. The minimum assignment for a substitute is 3 class periods.
- B. Substitutes will only be paid for the class periods that they teach.
- C. Long-Term: Long-term substitution is granted in cases where a substitute works for twenty (20) **consecutive days** for the same certified employee on the salary schedule. Long-term substitutes must be endorsed in the subject area they are subbing in.

Long-term substitution is not available for non-certified substitution. The long-term substitute rate of pay will be paid after 20 consecutive days and will be paid retroactively to the first day of the assignment.

- D. School Nurse: A licensed registered nurse is required to be a substitute for the school nurse and must be willing to do all RN duties asked of them.
- E. Glenbard Township High School District 87 Certified Retiree: As a school district that strives for excellence, we encourage our valued retirees to substitute after retirement. These substitutes therefore, receive a special compensation (see “Glenbard Certified Retiree” on the salary schedule). When assigned as a long-term substitute, Glenbard Retirees are paid at the long-term rate from day one.
- F. To remain active on the sub list you must sub at least **20 times** during the school year.

2. Payroll Procedures:

- A. Substitutes are paid on the 5th and 20th of the month. The first check of the school year will be paid September 5th. Deductions will be made from each check for State and Federal Income Taxes, Medicare, TRS and IMRF if applicable.
- B. Checks are mailed to the home address of the substitute teacher unless the substitute elects direct deposit. Please contact Marcia Sommerfeld, District 87 Substitute Teacher Coordinator (630) 942-7695, if you wish to participate in direct deposit. Direct deposit information is included in your sub packet.
- C. Each substitute teacher may receive a Glenbard Township High School District 87 faculty pass for athletic contests at any of the school buildings.
- D. Salary Schedule:

Employee Type	Daily Rate
Certified and Non-Certified – Year 1	\$126 per day if 7 periods are subbed or \$18 per class period.
Certified and Non-Certified – Years 2-5	\$161 per day if 7 periods are subbed or \$23 per class period.
Certified and Non-Certified – Years 6+	\$175 per day if 7 periods are subbed or \$25 per class period.
School Nurse Years – 1-5	\$161 per day if 7 periods are subbed or \$23 per class period.
School Nurse – Years 6+	\$175 per day if 7 periods are subbed or \$25 per class period.
Glenbard Retirees – Years 1-5	\$161 per day if 7 periods are subbed or \$23 per class period.
Glenbard Retirees – Years 6+	\$175 per day if 7 periods are subbed or \$25 per class period.
Certified Long-Term (20 consecutive days)	\$200 per day or \$40 per instructional class period. (5 period day)

E. **JOBULATOR:** Jobulator is an App for a smart phone and is owned by Absence Management (formerly AESOP). It is a way to be away from your computer and be able to secure assignments while on the go. Jobulator charges \$49.99 for a 12-month subscription. Because we appreciate and value our substitutes we will reimburse them for the cost of this 12-month App up to \$49.99 **AFTER** they have substituted **20 days** in Glenbard High School District 87 during one school year. It is the responsibility of the Substitute Teacher to keep track of his/her amount of days. Once you have subbed 20 days you must attach to an email the Jobulator receipt received when signing up for Jobulator and email to Marcia Sommerfeld at Marcia_Sommerfeld@Glenbard.org no later than May 31st. You can also drop the receipt off at the District Office to Marcia Sommerfeld's attention. Most of our substitutes take advantage of this great benefit we offer them as it helps to secure more assignments.

GLENBARD TOWNSHIP HIGH SCHOOL DISTRICT #87

SUBSTITUTE TEACHER JOB DESCRIPTION

POSITION: Substitute Teacher

QUALIFICATIONS: Current Illinois Teachers or Substitute Teachers License required and License must be Registered in DuPage County. **Ability to read and write English (the standard is a local newspaper) and fluency in the English language in order to communicate verbally and in writing.**

REPORTS TO: Building Administrator and Substitute Coordinator

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES (not all inclusive):

- ✓ Follow building and classroom management rules.
- ✓ Do not physically discipline any student (if discipline is needed, call/send for the department chair, dean, or other appropriate school administrator).
- ✓ Report to Substitute Coordinator of assigned building at 7:00 a.m..
- ✓ Review substitute teacher file prior to students arriving in the classroom and follow/monitor lesson plans per teacher directions.
- ✓ Follow teacher's directions that are in substitute file, including review of the District Emergency Plan procedures, fire drills, and tornado evacuation routes.
- ✓ Complete required attendance, as it is required.
- ✓ Maintain positive classroom atmosphere – do not use any profane or abusive language with students, staff, or parents.
- ✓ Do not touch any students except as may be required in an emergency. Report the emergency to the administrator immediately when it occurs.
- ✓ Conduct yourself in a professional manner with respect to students, staff, and parents at all times.
- ✓ Report any student discipline problems to the administrator at the conclusion of the day or sooner, depending on the situation.
- ✓ Leave detailed written notes for the teacher about how the day proceeded:
 - Specific work that was accomplished, and
 - Details of any behavior issues that occurred.
- ✓ Report to Substitute Coordinator for messages and checkout at the end of the day.
- ✓ Other duties as assigned by Substitute Coordinator.

Glenbard Township High School District 87 Important Contact Information

Sub-Coordinator

Mrs. Marcia Sommerfeld (630) 942-7695 marcia_sommerfeld@glenbard.org

Absence Management Automated Sub Calling System (formerly AESOP)

1-800-942-3767
www.aesoponline.com

Building Administrators and Building Sub Coordinators

<u>School</u>	<u>Administrator</u>	<u>Sub Coordinator</u>	<u>Phone Number</u>
Glenbard East	Mr. Kurt Johansen, APO	Ms. Carrie Yugar	(630) 627-9250
Glenbard West	Athanasia Scumaci, APO	Ms. Molly Dawson	(630) 469-8600
Glenbard North	Mr. John Healy, API	Ms. Freya Standridge	(630) 653-7000
Glenbard South	Mr. Taff Nielsen, APO	Ms. Donna Heuser	(630) 469-6500

District Personnel Office

Mr. Josh Chambers – Assistant Superintendent for Human Resources (630) 942-7652

Building Locations and Daily Time Schedule

Glenbard East High School
1014 South Main Street
Lombard, IL 60148
(630) 627-9250

Starting Time: 7:30 AM
Ending Time: 2:30 PM

Glenbard West High School
670 Crescent Boulevard
Glen Ellyn, IL 60137
(630) 469-8600

Starting Time: 7:35 AM
Ending Time: 2:35 PM

Glenbard North High School
990 Kuhn Road
Carol Stream, IL 60188
(630) 653-7000

Starting Time: 7:30 AM
Ending Time: 2:30 PM

Glenbard South High School
23W200 Butterfield Road
Glen Ellyn, IL 60137
(630) 469-6500

Starting Time: 7:35 AM
Ending Time: 2:35 PM

*Substitute's Start Time at All Schools is: 7:00 a.m.

*Substitute's Leave Time at All Schools is: 2:35 p.m.

GLENBARD TOWNSHIP HIGH SCHOOL DISTRICT #87

INFORMATION SHEET FOR SUBSTITUTE

Date: _____

Regular Teacher's Name: _____

Subject Field: _____

Reason for Absence: _____

Substitute Teacher's Name: _____

Dates Substituted: _____

CLASS SCHEDULE

Period	Subject	Room	Comments on Assignments

LOCATION OF:

Keys _____ Attendance Cards _____

Seating Chart _____ Lesson Plans _____

Convo Seating Chart _____

INSTRUCTIONS TO SUBSTITUTE TEACHER

Things to do when you arrive:

- ✓ Check with Building Sub-Coordinator
- ✓ Check with Department Chairman
- ✓ Check Teacher's Mailbox only if you are a Long Term Substitute

Things to do before you leave:

- ✓ Return all materials, seating charts, lesson plans, etc., to where you found them.
- ✓ Write detailed notes on a sheet of paper that will help the regular teacher when he/she returns and place it in his/her mailbox or with his/her plans.

**GLENBARD TOWNSHIP HIGH SCHOOL DISTRICT 87
EVALUATION OF SUBSTITUTE TEACHER**

Please complete this form and return it to your department chair, who will forward a copy to the building administrator in charge of substitute teachers and to the District Personnel Office.

This evaluation form is to be used at the teacher’s or department chair’s discretion. Significant problems that arise during the day should be addressed with the substitute immediately by the Department Chair or API.

NAME OF SUBSTITUTE _____ DATE _____

TEACHER SUBSTITUTED FOR _____ BUILDING _____

PERSON(S) COMPLETING THIS EVALUATION _____

- | | <u>YES</u> | <u>NO</u> |
|--|--------------------------|--------------------------|
| 1. Did your substitute follow your lesson plans? | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Did your substitute communicate with you (verbally or in writing) concerning the progress of your class? | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Did your substitute evaluate written assignments (grade papers)? | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Did your substitute instill good discipline?
(As reported by your students and/or other staff members) | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Did your substitute seem to accomplish your goals and objectives? | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Did your substitute leave all necessary materials in good order? | <input type="checkbox"/> | <input type="checkbox"/> |

7. Comments (Please provide as much detail as possible – use back of sheet if more room is needed):
Note that substitute is entitled to know reasons for their unsatisfactory performance.

- I have discussed this evaluation with the substitute. Date _____ Initials _____
- Add substitute to my preferred list (teacher may also do this by logging onto Aesop).
- Exclude substitute from teaching in my classroom.
- Exclude substitute from teaching in _____ department. (Requires DC signature)
- Exclude substitute from teaching at Glenbard _____. (Requires Building Admin. signature)
- Exclude substitute from teaching in District 87. (Requires Building & District Admin. signature)

Teacher Signature Date DC Signature Date

Building Administrator Signature Date District Administrator Signature Date

**GLENBARD TOWNSHIP HIGH SCHOOL DISTRICT #87
SUBSTITUTE WORK RECORD**

Name: _____

Page _____

	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7	Day 8	Day 9
Date									
School									
Teacher									
	Day 10	Day 11	Day 12	Day 13	Day 14	Day 15	Day 16	Day 17	Day 18
Date									
School									
Teacher									
	Day 19	Day 20	Day 21	Day 22	Day 23	Day 24	Day 25	Day 26	Day 27
Date									
School									
Teacher									
	Day 28	Day 29	Day 30	Day 31	Day 32	Day 33	Day 34	Day 35	Day 36
Date									
School									
Teacher									
	Day 37	Day 38	Day 39	Day 40	Day 41	Day 42	Day 43	Day 44	Day 45
Date									
School									
Teacher									
	Day 46	Day 47	Day 48	Day 49	Day 50	Day 51	Day 52	Day 53	Day 54
Date									
School									
Teacher									
	Day 55	Day 56	Day 57	Day 58	Day 59	Day 60	Day 61	Day 62	Day 63
Date									
School									
Teacher									

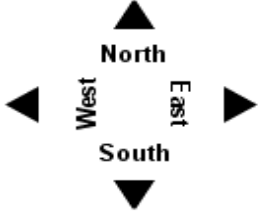
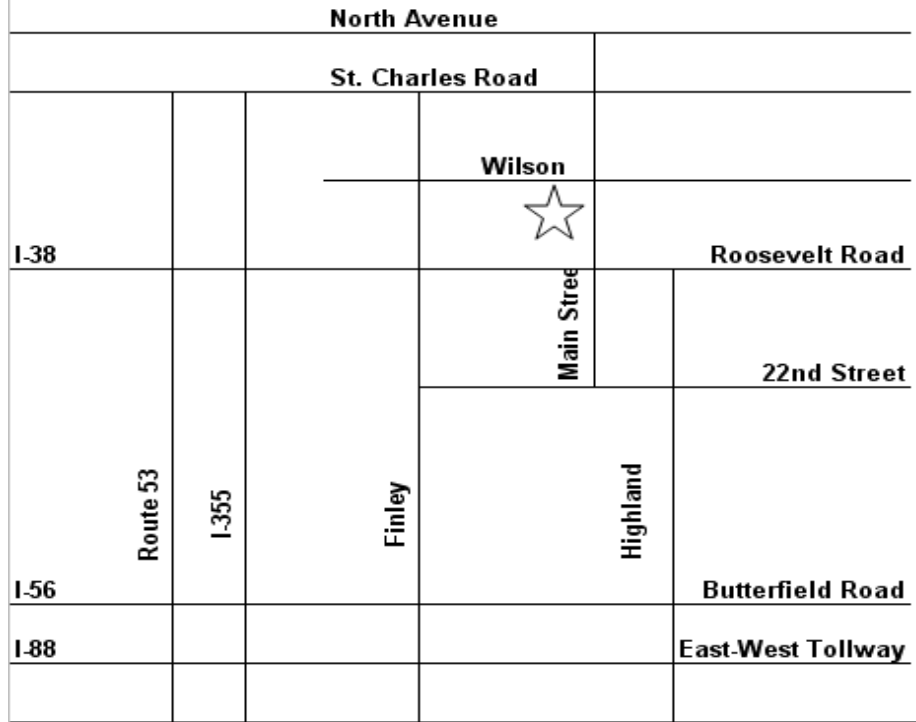
**GLENBARD TOWNSHIP HIGH SCHOOL DISTRICT #87
SUBSTITUTE WORK RECORD**

Name: _____

Page _____

	Day 64	Day 65	Day 66	Day 67	Day 68	Day 69	Day 70	Day 71	Day 72
Date									
School									
Teacher									
	Day 73	Day 74	Day 75	Day 76	Day 77	Day 78	Day 79	Day 80	Day 81
Date									
School									
Teacher									
	Day 82	Day 83	Day 84	Day 85	Day 86	Day 87	Day 88	Day 89	Day 90
Date									
School									
Teacher									
	Day 91	Day 92	Day 93	Day 94	Day 95	Day 96	Day 97	Day 98	Day 99
Date									
School									
Teacher									
	Day 100	Day 101	Day 102	Day 103	Day 104	Day 105	Day 106	Day 107	Day 108
Date									
School									
Teacher									
	Day 109	Day 110	Day 111	Day 112	Day 113	Day 113	Day 114	Day 115	Day 116
Date									
School									
Teacher									
	Day 117	Day 118	Day 119						
Date									
School									
Teacher									

Glenbard East Area Map



NOTE:
This map is not to scale.

Glenbard East High School
1014 South Main Street
Lombard, Illinois 60148
Phone: (630) 627-9250
Fax: (630) 627-9264

General Directions (More Details on Back)

From Chicago and 294: Take I-88 (East-West Tollway). Travel north on Highland, west on Roosevelt Road, north on Main Street, to Glenbard East.

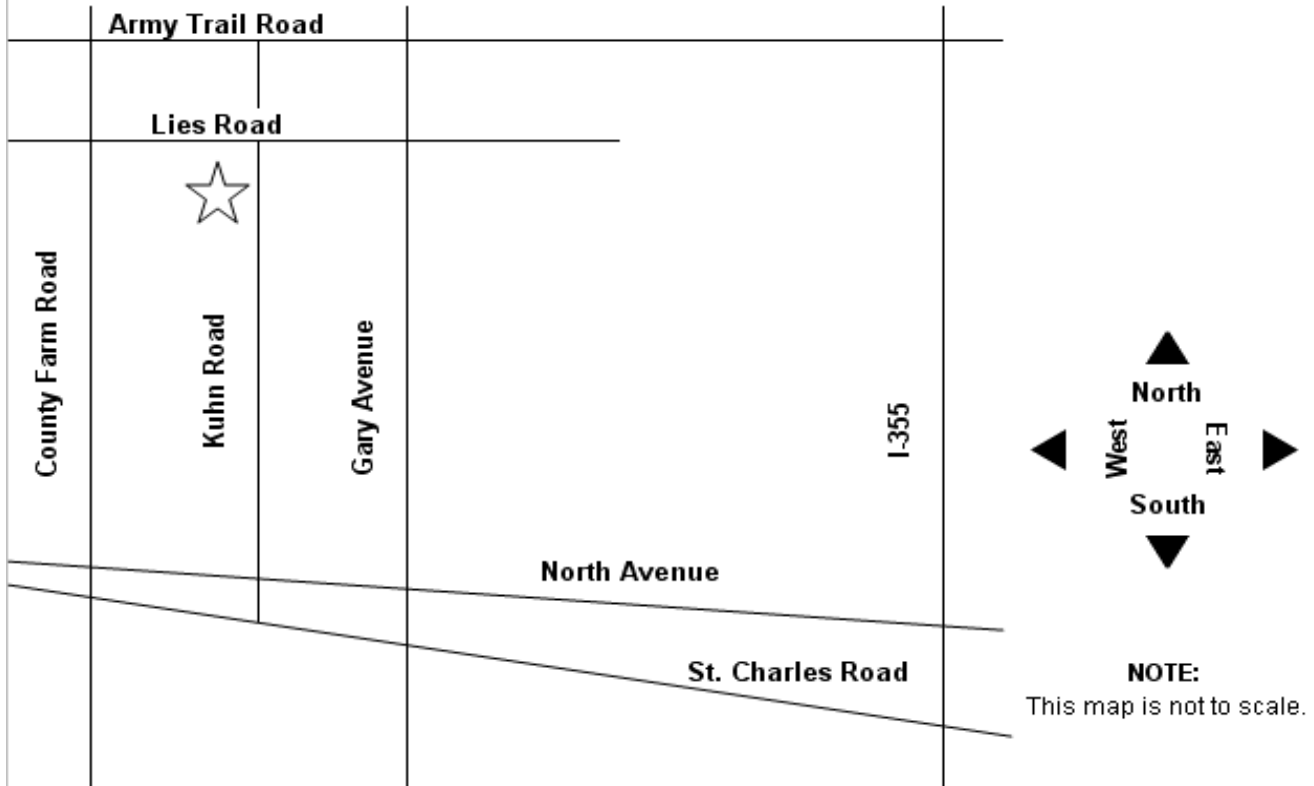
From West, Northwest, Southeast: Take Route 59 to Route 38 (Roosevelt Road), if coming from the south, or Route 64 (North Avenue), if coming from the northeast. Travel north on Main Street to Glenbard East.

I-355: Take Roosevelt Road east. Travel north on Main Street to Glenbard East.

Parking

Parking for visitors is located in the north lot (off Wilson) or the south lot (off Main Street.) Do not park in the north lot near the tennis courts, as this is the student lot with numbered and assigned spaces. If you park there, you will be ticketed and/or towed.

Glenbard North Area Map



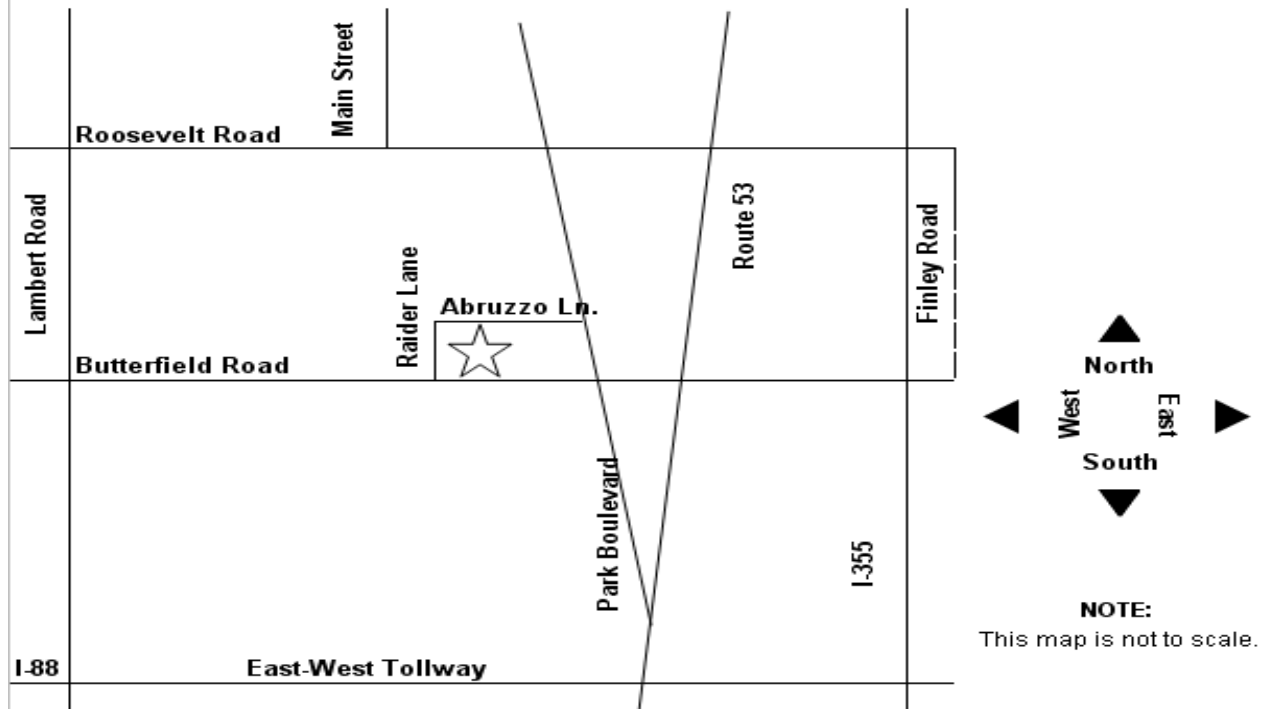
Glenbard North High School
990 Kuhn Road
Carol Stream, Illinois 60188
Phone: (630) 653-7000
Fax: (630) 653-7259

General Directions (More Details on Back)

From Chicago: Take I-90 to I-290. Exit at Route 53 south to Joliet, exit Army Trail Road. Travel west 4 miles to Kuhn Road, travel south on Kuhn Road to Glenbard North.

From West: Take North Avenue (I-64) to County Farm Road. Travel north on County Farm Road to Lies Road, head east on Lies Road to Glenbard North.

Glenbard South Area Map



Glenbard South High School
23 West 200 Butterfield Road
Glen Ellyn, Illinois 60137
Phone: (630) 469-6500
Fax: (630) 469-6572

General Directions (More Details on Back)

From North/South: Take I-355 to westbound Butterfield Road. Travel west on Butterfield Road to Glenbard South. OR Take I-294 (Tri-State), exit westbound I-88 on Route 53. Take Route 53 north to Park Boulevard (the first stoplight), travel north on Park to Butterfield Road, west on Butterfield Road to Glenbard South.

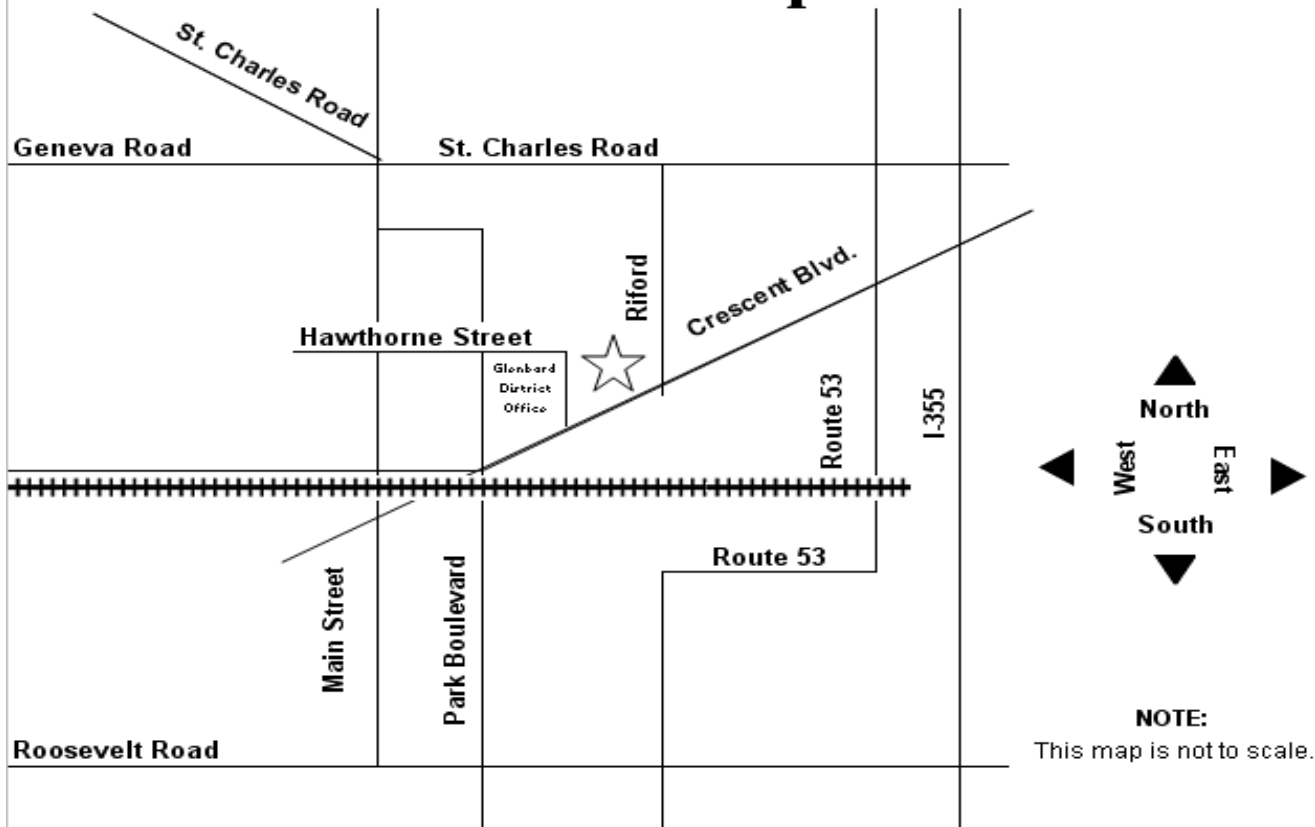
From East: Take westbound I-290 (Eisenhower) to westbound I-88 on Route 53. Take Route 53 north to Park Boulevard (the first stoplight), travel north on Park to Butterfield Road, west on Butterfield Road to Glenbard South.

From West: Take eastbound I-88, exit at Naperville Road. Travel north on Naperville Road to Butterfield Road, east on Butterfield Road to Glenbard South.

Parking

Parking for visitors is located on the north side of the building along Abruzzo Lane and the first 2 rows of parking on the west side of the building, along the football field. Do not park in any spaces designated by yellow lines, as those are assigned parking spots. If you park there, you will be ticketed and/or towed.

Glenbard West Area Map



Glenbard West High School
670 Crescent Boulevard
Glen Ellyn, Illinois 60137
Phone: (630) 469-8600
Fax: (630) 469-8615

General Directions (More Details on Back)

From South: Take I-294 (Tri-State), exit to westbound I-88 (East-West Tollway) to Route 53. Drive North on Route 53 to Park Boulevard. Turn left (North) on Park Boulevard to Crescent.

From East: Take westbound I-290 (Eisenhower) to westbound I-88 (East-West Tollway) to Route 53. Drive North on Route 53 to Park Boulevard. Turn left (North) on Park Boulevard to Crescent.

From West: Take eastbound I-88 (East-West Tollway), exit at Naperville Road. Drive north on Naperville Road. Make a right (East) on Butterfield Road. Turn left (North) on Park Boulevard to Crescent.

Parking

Parking for visitors is located on Ellyn Road. Do not park in the small parking lot (Biester's Lot) or at the back roll of the main lot, as those are assigned parking spots. If you park there, you will be ticketed and/or towed.