



Substitute Teacher Handbook 2019-20

Everything you need to know about Ripon classrooms...
but may not have had the time to ask!

Welcome Aboard!

We're glad you're with us. Substitute teaching is a demanding job. The request for your services usually comes at the last minute and you have little, if any, time to prepare; the request may come from a different school each time; the grade or class may be different each time and the Principal or Secretary has little time to orient you to your job.

As if that were not enough, we expect you to teach, discipline, know the rules, understand the students, follow proper procedures, keep up the lesson plans, and help the children learn. Almost an impossible task! However, most of you have done this before, have survived, and are back again. We are glad you are here and we have prepared this booklet with the intention of making your job a little easier.

As a substitute teacher, you are a very important member of the professional team serving our students. All school employees appreciate your service and want to assist you in every way possible.

Good luck and good substituting!

Who Do I Contact?

Administrative Service Center (ASC) - 748-4600 - 1120 Metomen Street

Dr. Mary Whitrock, Superintendent

Karin Hanke, Payroll/Benefits

Barlow Park/Journey - Grades 4PS-2 748-1550 - 100 Ringstad Drive

Tanya Sanderfoot, Principal

Dee Schmidtke, Administrative Secretary

Murray Park/Quest - Grades 3-5 748-4695 - 64 Sunset Avenue

Renee Bunge, Principal

Pam Dykstra, Administrative Secretary

Ripon Middle/Catalyst - Grades 6-8 748-4638 - 651 Metomen Street

Rick Bunge, Principal

Jenna Ernst, Administrative Secretary

Ripon High/Lumen - Grades 9-12 748-4616 - 850 Tiger Drive

Randy Hatlen, Principal

Bill Kinziger, Assistant Principal

Sue O'Brien, Administrative Secretary

Curriculum Department 748-4604 - 850 Tiger Drive

Christine Damm, Curriculum Director

Glenda Rueter, Administrative Secretary/ABSENCE MANAGEMENT Coordinator

2019-20 Employment Reminders for Substitute Teachers

Please see the District website for complete policies

Professional Responsibility

- Follow Employment Reminders for All District Staff (see next page).

Personal Responsibility

- Don't ever use or reveal confidential information for non-school purposes.
- Be the adult and a positive role model.
- Interact with students on learning activities (don't just sit and read a book or surf the 'net).
- If you are not sure if something is allowed or should be done, don't authorize it or do it until you ask a faculty member or an administrator – or call the school office.
- Be comfortable with not knowing something and demonstrate how to acquire information.
- Complete any duty that you are assigned (e.g., lunch room supervision).
- Complete any work that you are assigned (e.g., office assistance, correcting papers).
- No eating/drinking during class in accordance with school food/drink rules.
- Accept substitute teaching assignments only from the district's sub callers.

Workday

- Comply with the work hours stipulated for substitute teachers.
- Check-in at the school office(s) each day upon arriving.
- Take a ½ hour unpaid lunch.
- Check-out at the school office(s) each day upon leaving.
- Read the information in the RED Sub Folder located in each teacher's room.
- Follow the lesson plan for the day provided by the teacher.

Rules

- Follow classroom behavior rules and procedures.
- Follow school rules and ask a staff member if you don't know.
- Follow school rules when allowing a student to leave your room (e.g., passes, calls).

Safety

- Never leave any student unsupervised by an adult.

Security

- Never give a key to a student.
- Secure the classroom or area by locking it whenever you leave.

Obligations

- Indicate on the sub report form if lesson plans and the RED Sub Folder were not available.
- Use the Sub Report Form to leave a complete report of the day in the office for the regular teacher when checking out for the day. You may attach additional notes to the form.

2019-20 Employment Reminders for All District Staff

Please see the District website for complete policies

Due to increased public scrutiny, our legal and insurance advisors have encouraged us to remind all employees of the following areas that have caused employees of other school districts to be reprimanded, disciplined, and/or terminated from their employment. Following is a general list to provide some examples, but it is not all-inclusive. Please do not be offended that we are being advised to give this reminder based on real cases in Wisconsin.

- No harassment of students or adults—physical, verbal, sexual
- Report suspected bullying incidents immediately to an administrator
- Comply with the District's Acceptable Use Guidelines for Internet and email usage
- No viewing of pornography on school grounds or with school equipment
- No use of Facebook, Twitter, etc. with students other than for Board-approved curriculum, safety matters, and co-curriculars
- Don't use or reveal confidential information for non-school purposes
- No sexual relations with students
- Don't meet alone with student(s) at your house or other private locations
- Don't give rides to students without parent authorization
- No tobacco, alcohol, or illicit drug use on school grounds or with students
- Cannot be under the influence of alcohol or illicit drugs while on the job
- No unprofessional attire or behavior
- No weapons on school grounds or at school events
- No use of school equipment, vehicles, or facilities for personal reasons outside of district-sponsored programs (such as RHS Fitness Center open workout times)
- For safety and insurance reasons, staff are not to use the swimming pool or Fitness Center or tech-ed power tools when alone
- Students must be supervised at all times during school hours or school events
- IEP accommodations and 504 plans must be followed
- No religious advocacy or activity at school
- No political advocacy with students beyond the board-approved curriculum
- Embezzlement or inappropriate use of funds is prohibited
- No off-duty conduct that impedes an employee's ability to perform his/her job
- Comply with legal requirements, staff regulations, district policies, and REA Agreement

Responsibilities of the Substitute

When You Arrive at School

Substitutes should report to the office upon arrival at the building. An office secretary will be there to assist you and get you where you need to go. Routines and policies/procedures vary in each building. Please do not hesitate to ask. The office will provide you with a folder of general school information that will include:

- Emergency Procedures chart
- School rules
- School schedule
- School map
- School phone numbers
- Daily Substitute Teacher Report form (for teachers)

Substitutes are expected to report to the school office no later than 7:35 A.M. (including late-start Wednesday's) for all buildings. Afternoon-only assignments will have specific start times and you will be notified of those times when you accept the assignment.

The office staff will direct you to the classroom you'll be subbing in. Locate the red Substitute Folder in the classroom upon entering. Although the location may vary from school to school or classroom to classroom (talk with the school office about specifics), each teacher will have a red Substitute Folder with detailed information about his/her classroom. Included will be:

- Teacher's daily schedule
- classroom rules
- seating charts/lists
- information regarding special needs students
- a list of reliable students
- An emergency lesson plan will also be included in case a daily lesson plan is not available. If you cannot locate the red Substitute Folder, be sure to indicate that on the Daily Substitute Report form that you will submit to the office upon check-out.

When You Are Teaching

Establish rapport with the students. Tell them your name and the fact that you'll be subbing for their regular teacher. Write your name on the board so they can remember who you are. Include the daily schedule so the students know what to expect throughout the day. The day will go smoother if all time is well-planned and activities are well organized.

It is expected that the substitute will not be critical of the regular teacher's method of teaching. We hope that substitutes will feel part of the school system, be loyal to it, and support its program. Confidentiality is a must!

Carry out the lessons plans left by the regular teacher. When a teacher returns, he/she should find the instructional program has progressed as he/she planned it. Follow the lesson plan. This is not optional. If there is no lesson plan, be sure to indicate that on the Daily Substitute Report form that you will submit to the office upon check-out.

Accidents, notes from parents, or unusual circumstances should be taken up with the building principal. Examples include requests for permission to be dismissed early or to be excused from the classroom for a specific activity.

Students may be kept after school only when you have cleared this with the building principal. Ordinarily, a student at the secondary level who rides the bus is given one day to make necessary transportation arrangements if he/she is to be kept after school. Check with the building principal. We do not keep the whole class after school for the punishment of a few offenders.

Students should not be deprived, as punishment, of supportive teachers' classes in art, music, and phy-ed. Other privileges may be withheld, but we want our students to have the advantage of these supportive subjects.

At various times during the year, fire and tornado drills are held. Find out where your students exit. Review the emergency steps posted next to the door.

If your class must move for a special class, you will be responsible for accompanying the students to their class and also for picking them up.

Non-class time is not free time; it is paid hourly time during which you are working for the school district. When students are in specials such as art, music, and phy-ed, you should be grading papers, photocopying, changing bulletin boards, etc., as directed by the regular teacher. During preparation periods and times when an elementary teacher would have a duty, you should report to the office to be assigned a task if the teacher has not left something for you to do (such as correcting worksheets or tests, changing bulletin boards, photocopying papers, etc.).

Lunch time is a ½ hour and is unpaid free time for your own activities. Subs may leave the building or engage in personal activities during preparation periods when authorized by an administrator or the school office.

Follow the classroom rules. Students need consistency. You are being hired to follow the regular classroom teacher's rules and procedures. When you are the regular classroom teacher, then you get to make the rules—but not as a substitute teacher.

In general, substitute teachers for elementary teachers are not responsible for the regular teacher's duty assignment (e.g., lunch room supervision). In general, substitute teachers for middle/high school teachers are responsible for the regular teacher's duty assignment. This is included as part of the work day.

If technology in your classroom is not working, do not try to fix it yourself. Contact the school office.

Be sure to take accurate attendance and leave that information for the teacher.

There will be times when students are working independently. Please use this time to circulate throughout the classroom and interact with the students. Do not engage in personal tasks such as reading, knitting, etc. We also prohibit our substitutes from making/taking personal phone calls during class time, texting in classrooms, and using the internet for personal use.

At the End of the Day

Complete the Substitute Teacher Daily report and return it to the office upon check-out. Please be specific and include details on the happenings throughout the day – good and bad. Include any information about any students or issues that were challenging or wonderful so the regular teacher can follow up.

The work day for full-day assignments ends at 3:35 P.M. Subs may leave earlier if all their work is done, students have safely left the campus, and the office authorizes the sub's departure.

Report form to the school office along with your office folder, identification, any keys, and any other materials given to you.

Leave the classroom in good order. Have students help in any housekeeping chores that would provide an orderly classroom upon the regular teacher's return.

Each school principal welcomes suggestions that you may have about improving processes for substitute teachers or general observations about the school from your vantage point. Please be sure to include those suggestions with your check-out material.

2019-2020
RIPON AREA SCHOOL DISTRICT

WAGE GUIDE – SUBSTITUTE TEACHERS
Effective November 19, 2018

1.) REGULAR SUBSTITUTE PAY (certified teaching license or sub permit)

Daily rates: \$105/\$55 Half Day
\$110 Elementary/\$55
Half day

Upon the 6th day in the same teaching position, the additional substitute pay rate would apply.

2.) ADDITIONAL SUBSTITUTE PAY

Daily rate: \$115

This rate applies from the 6th consecutive days in the same teaching position to the 10th day. Upon the 11th day in the same teaching position, the intermediate substitute rate would apply.

3.) INTERMEDIATE SUBSTITUTE PAY

Daily rate: \$130

This rate applies from the 11th consecutive day in the same teaching position to the 20th day. The intermediate substitute will receive retroactive pay for the first 10 days so that the total daily rate for those days equates to \$130. Upon the 21st day in the same teaching position, the long term sub rate would apply.

4.) LONG TERM SUB or SUB in position more that 20 days

Daily Rates: \$207

Beginning with the 21st day, the teacher shall receive a daily rate of \$207. The long term substitute will also receive retroactive pay for the first 20 days so that the total daily rate for those days equates to \$207 per day.

Substitute teachers employed 46 or more consecutive days at the same position must be certified to teach the grade or subject or have a break in service one at least one day according to DPI. The district must continue to seek to obtain a substitute certified to teach the grade or subject.

In the event that a teacher has a leave of absence for more than 20 consecutive days, the long term substitute shall receive a daily rate of \$207. If the leave continues beyond 21 days, the long term substitute will continue to receive a daily rate of \$207 even if the days based on the teacher's schedule are not consecutive.

In the event that a teacher has a leave of absence for more than 20 days, but based on the substitute's schedule, the days are not consecutive, the long term substitute shall receive the regular substitute rates outlined in #1 through #3 above. An exception to this would be a prearranged absence or the break in service due to lack of DPI required certification.

5.) Substitute Training Reimbursement

Reimburse new sub applicants after 10 days of subbing for the newly required substitute training for non-certified teachers, offered by local CESAs in person and online. The cost of this training ranges from \$100-175 per approved applicant, depending on the location of the training.

Emergency Schedule

In the event of snow, ice or freezing temperatures, schools may either be closed or running on a two-hour delay. Cancellations and delays will be announced on one radio station—1600 AM (WRPN), as well as on four television stations:

ABC Channel 2 (WBAY)
NBC Channel 26 (WGBA)

CBS Channel 5 (WFRV)
FOX Channel 11 (WLUK)

The WRPN-AM website also carries cancellation and delay information. The school district's website, Facebook page and Absence Management will be updated by 6:30am the day of each closing.

No radio/TV announcement means schools are in session with normal operating hours.

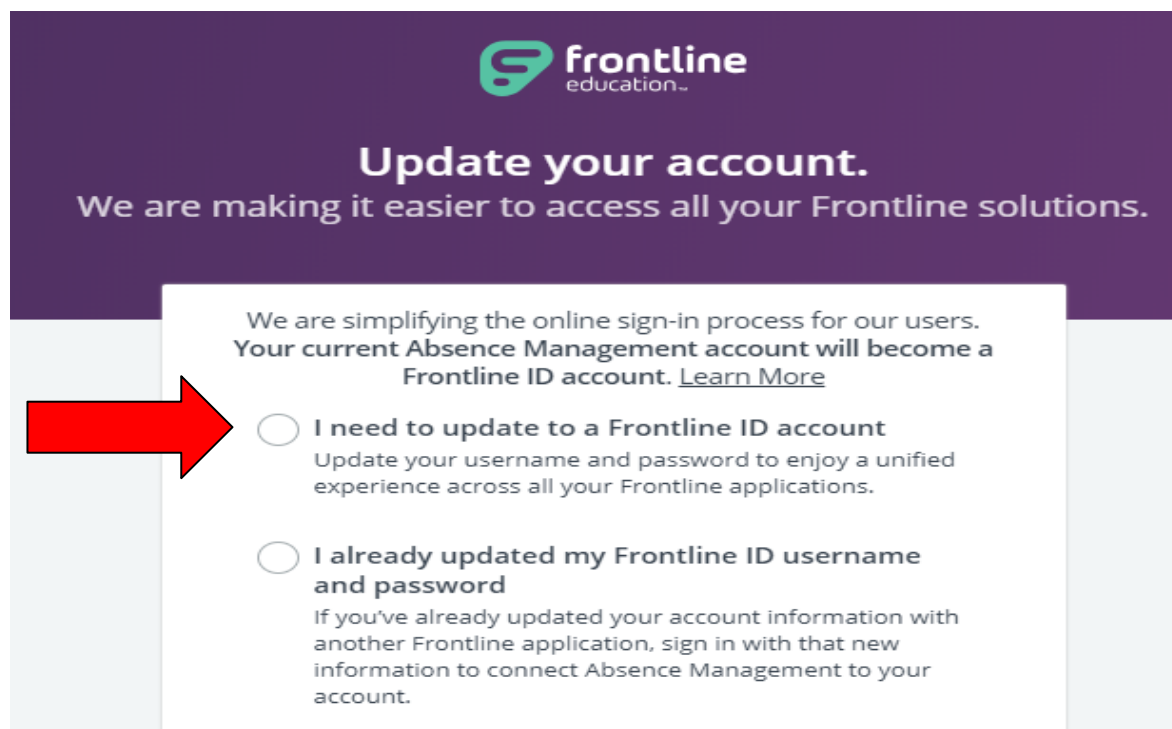
If schools are closed, assigned substitutes should not report to their scheduled school. If schools are running on a two-hour delay, the sub will report two hours later if it is a full-day or an AM ONLY shift. If you are working a PM ONLY shift, you will still report at the regular PM start time.

Substitute Assignment Procedures

The district secures substitutes via ABSENCE MANAGEMENT (formally AESOP) (Automated Educational Substitute Operator) implemented by Frontline Data, Inc. This automated system uses an internet website and voice response software via the telephone to communicate with our district subs.

Substitutes looking for assignments will go on-line to <https://adminweb.aesoponline.com/access> and the link is also available on the RASD website.

You will be given a phone number login username and pin assigned by the district and upon first sign-in to Frontline you will be automatically be brought to the "Update your account" screen as seen below prompting you to create your online credentials.



frontline
education

Update your account.
We are making it easier to access all your Frontline solutions.

We are simplifying the online sign-in process for our users. Your current Absence Management account will become a Frontline ID account. [Learn More](#)

I need to update to a Frontline ID account
Update your username and password to enjoy a unified experience across all your Frontline applications.

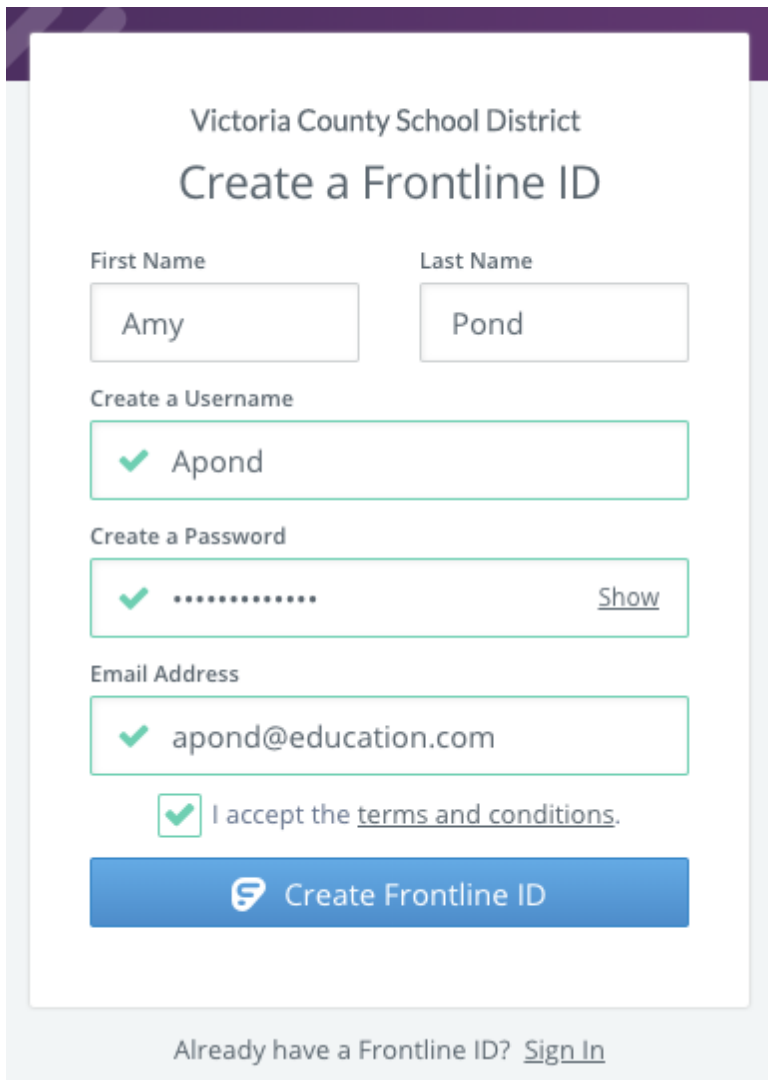
I already updated my Frontline ID username and password
If you've already updated your account information with another Frontline application, sign in with that new information to connect Absence Management to your account.

You will need to choose the top option and after you complete this step you will then be ready sign-in to create your account. I have listed the steps below that you can follow. *NOTE: The Phone Number ID and PIN will only be used as login credentials for users to sign into the phone system.

CREATING AN ACCOUNT:

- Your new username must contain 1 alphabet character and at least 4 total characters. (You can potentially use your email address or first initial and last name.)
- The password must have 1 alphabet character, 1 number or special character and 8 total characters.
- Include an email address to provide a means for password recovery and click the checkbox to accept the terms and conditions.

- Once you are finished, click **Create Frontline ID**.
The system signs you in with your new username and password and requires these credentials for any future logins on the web.



The screenshot shows a web form titled "Victoria County School District Create a Frontline ID". The form includes several input fields and a checkbox, all with green checkmarks indicating successful validation. At the bottom, there is a blue button labeled "Create Frontline ID" and a link for users who already have an account.

Victoria County School District
Create a Frontline ID

First Name: Amy
Last Name: Pond

Create a Username: ✓ Apond

Create a Password: ✓ [Show](#)

Email Address: ✓ apond@education.com

I accept the [terms and conditions](#).

[Create Frontline ID](#)

Already have a Frontline ID? [Sign In](#)

After logging in a substitute can “search available jobs”. Any jobs available will be shown to the sub and they can accept or reject the job. A confirmation number will be provided after accepting the assignment. If a confirmation number was not given, the sub job wasn’t accepted.

Any accepted/approved assignments will appear on the calendar or under the scheduled on the subs personal webpage. If any accepted assignments are canceled/changed you will be emailed via ABSENCE MANAGEMENT or you will no longer see this assignment on your own webpage. You need to check your day assignment before leaving home each day to make sure it has not been changed.

If a substitute would need to delete or cancel an assignment, it can be done by going to your interactive calendar, pull up the day, and click on the delete button next to the confirmation number. **Please note, if this is a multiple-day assignment, you will be unable to delete any single specific day. It will cancel the entire assignment so contact Glenda in this case.**

If you do not have access to the internet, you can search for jobs by calling 800-942-3767. You will only hear assignments via telephone for the next 30 days. The computer will show you jobs available for the next 90 days.

If a job opens, ABSENCE MANAGEMENT will contact you any time from 5:45 A.M. – 11:59 A.M. and again from 4:00 P.M. – 9:00 P.M. This is not a person making the call; it will be a computer and is voice activated so you must initiate the call by speaking first so the computer will continue. If you do not, it aborts the call and moves on to another substitute. At this point it becomes a random call to anyone available. ABSENCE MANAGEMENT tracks your accepted assignments as well as any jobs you reject or deny.

After logging into the system, substitutes can:

- Add non-working days (due to appointments, vacations, etc.)
- Change the times you'd like ABSENCE MANAGEMENT to call
- Change your pin, or if you are in multiple districts that use ABSENCE MANAGEMENT, you can create a multi-district pin

Personal Preferences

- Make sure you input your preferences (call times, unavailable days, etc.) in ABSENCE MANAGEMENT. Let Glenda know your school preferences (BP/J, MP/Q, MS/C or HS/L).
- Contact Glenda if you are unable to continue as a substitute at RASD and she will remove you from ABSENCE MANAGEMENT and inform Payroll.

If you are ever in need of assistance, please contact Glenda Rueter at 920-748-4604 or rueterg@ripon.k12.wi.us and you will be helped promptly.

Thank you and welcome to Ripon Area School District.