

SUBSTITUTE TEACHER HANDBOOK



**THE SCHOOL DISTRICT OF STURGEON BAY
1230 Michigan Street
Sturgeon Bay, WI 54235**

Substitute Teachers,

Thank you for your willingness to serve as a substitute teacher in The School District of Sturgeon Bay. Because of your dedicated service, we are able to release teachers for important in-service and other professional development activities in addition to the unexpected illnesses that are experienced.

The professionalism of a substitute is essential in providing a continuity of learning experiences in the classroom while the regularly assigned teacher is absent. The information in this booklet is provided to assist you in your role as a substitute teacher. Please review the information carefully. If you have questions, contact our office.

We hope you enjoy your service as a substitute teacher in our district.

Sincerely,
Dan Tjernagel,
District Administrator

Procedure for Making Annual Application

New substitute teachers are required to make application to the District Administrator. Applicants must furnish credentials and references as evidence of their professional fitness and ability to do satisfactory work. It is also necessary to provide a copy of your license, indicating the areas of your certification, and file a W-4 form in the business office.

It shall be within the authority of the District Administrator to approve or reject applications on the basis of professional training, experience, certification, accomplishments, or previous performance.

Each candidate may also be asked to interview with a principal or the District Administrator prior to beginning substitute teaching service.

A substitute teacher's name will be removed from the substitute list whenever requested by the substitute teacher. A change of address or telephone number should be relayed to the District Administrator's administrative assistant (746-2807), to insure that the approved list of substitutes is accurate.

Procedure for License Application

Substitutes are required to hold state certification and should make application on a form available on the Department of Public Instruction's website: <http://dpi.state.wi.us>, then on the right hand side, select "Educator Licensing", then the appropriate application.

The cost of the initial certificate is \$125.00 for Wisconsin graduates and \$175.00 for out-of-state graduates.

1. Five-year certificates allowing persons to be employed as substitute teachers may be issued to applicants who have held a regular Wisconsin teaching license or the equivalent license issued by another state. There is no unlimited or life license issued in Wisconsin. Previous life licenses are only valid if the teacher has taught in the past five year period.
2. A three-year license allowing persons to be employed as substitute teachers may be issued to applicants who hold a Bachelor's degree or an Associate degree from an accredited college or university.

Mandatory Reporting Training

All employees of the Sturgeon Bay School District must complete a DPI required training on the Reporting of Child Abuse and Neglect. You can access this 17 minute webinar by going to our district's website: www.sturbay.k12.wi.us and click on the Staff Resources tab. After completing the webinar, print out the completion certification and turn it in to the District Administrator's secretary with your application materials.

Long Term Substitutes

A long-term substitute is anyone who teaches for an extended period of time in the same position. A regular Wisconsin teacher's license or a substitute license in the academic area is required for such assignments.

Procedure for Calling Substitutes

1. Substitutes will normally be called between 6:00 and 6:45 a.m. unless an assignment has been made in advance or an absence occurs during the school day.

2. All pre-arranged subs will be called by the principal or his/her secretary or through Frontline/AESOP.
3. After being told the specifics of the assignment, including the school, grade and/or subject, the substitute should indicate acceptance or rejection of the assignment.
4. Substitutes are asked to notify the District Administrative Assistant (746-2807) if they will be unavailable for substitute work for an extended period of time.

Substitute Pay

1. Qualified substitute shall be paid at the daily rate established annually by the Board of Education. There are four levels of sub pay available depending on the length of service in the same position. Part-time assignments will be pro-rated on an hourly basis. A W-4 form must be on file in the payroll department before paychecks are issued.
2. An official transcript and evidence of past teaching experience must be on file in the district office in order to make the salary determination.
3. Homebound teachers will receive an hourly rate for each contact hour with a pupil. Mileage allowances paid to homebound teachers will be established annually by the Board of Education.

Pay Schedule

District employees are paid every other Wednesday. The payroll is prepared approximately seven days in advance of the check issuance date. If the Substitute Teacher Time Report form from the building administrator does not reach the payroll department in time for the current payroll, it will be necessary to hold payment until the next pay period. If you do not receive your check when expected, or if you have a question about your check, call the business manager assistant (746-3864) or district office.

Itinerant Teacher Substitutes

When a substitute teacher replaces an itinerant teacher and moves from one building to another, the substitute should carry the Substitute Teacher Time Report form from building to building. Each administrator or designee should initial the Substitute Teacher Time Report form when the itinerant substitute teacher arrives. The form should be left with the secretary or administrator in the last building served.

Sensitive Issues

All teachers should be aware that there are areas of sensitivity in working with the children of others. Discussions of controversial, sensitive issues are sometimes misinterpreted and misunderstood by students. Substitute teachers should avoid these topics if at all possible. In the short time substitutes usually spend at one location, they will do the best possible job by carefully following the lesson plans prepared by the teacher.

Duties of the Substitute Teacher

1. Report in at the school office. Each school will give the substitute further directions as to their check-in procedures.
2. Observe the regular work hours, schedules and responsibilities of the teacher. Substitute teachers are expected to remain in the building until the students are dismissed and notes for teachers are completed. Before leaving, check out in the office.

NOTE: Each elementary school may have a slightly different schedule due to busing and/or other special circumstances. If you are not certain of the exact time schedule in the building, you should inquire of the person calling you or contact the individual school office.

3. Examine the substitute teacher's folder for procedures for lunch and attendance counts, the teaching schedule and a seating chart as outlined under "Duties of the Classroom Teacher."
4. Follow the objectives and lesson plan sheets as closely as possible. If plan sheets are not available, make this known to the building administrator.
5. Write your name on the board as a manner of introduction.
6. Leave a note at the end of the day describing the work accomplished and/or assigned and listing any questions or difficulties which may have occurred. Include all information which will be important to the classroom teacher in resuming the instructional program and daily activities.
7. Leave the classroom in good order.
8. Report to the school office before leaving the building to determine if your services will be needed the following day.
9. Return any keys issued to you.

Under no condition is it permissible for the substitute teacher to use corporal punishment. This does not preclude the prudent use of physical force as a means of self defense or to prevent injury to yourself, others, or the property of others. Substitute teachers should ask each building administrator for discipline procedures specific to his or her school.

General Considerations and Expectations

We recognize that the substitute teacher is an important contributor to the instructional program, and as such should become familiar with the current procedures and follow them. Substitute teachers are also expected to maintain ethical standards. Stories and gossip hinder rather than enhance education. All administrators welcome your comments and suggestions for improvement.

Discipline

The substitute teacher is expected and required to maintain control in the classroom, homeroom, and building corridors. Pupils will often test a new teacher, so immediate control is necessary. No students should be allowed to disturb the order of the classroom. The names of disruptive students should be given to the classroom teacher. Upon returning, the regular classroom teacher will deal with classroom discipline problems. If absolutely necessary, disruptive students should be sent directly to the building administrator. If a student is sent to the office, send a detailed note on a Behavioral Referral Form describing the reason, or call the office using the classroom phone.

Immunizations

The Health Department offers hepatitis B vaccinations. When substituting, there is a possibility that you may come in contact with bodily fluids.

General Procedures

Substitutes are expected to remain with assigned classes at all times. Classes should never be left unattended. Middle school and high school classroom doors should be kept locked and closed at all times during classes. The substitute should supervise the pupils in the hallways. Any information which may necessitate a search of lockers or pupils and/or seizure of personal property should be referred to the building administrator.

Collect any homework and clip it together with notes on the classes. Correct and grade assignments as per the directions of the classroom teacher. If you collect money, place the collected money in an envelope with the teacher's name on it and leave the envelope with the office secretary. Be sure to note the source of the money. Do not leave purses, room keys, or other valuables unattended.

Consult the classroom folder for instructions on how to use the telephone system. No long distance telephone calls should be made by a substitute without the building administrator's authorization. Keys are available through the school office and may be picked up by the substitute at the beginning of the day and returned at the end of the day.

A thirty-minute, duty-free lunch period is available in each teacher's schedule. Free hot lunch is available each day in all of the buildings for the substitute. Feel free to use the faculty lounge or workroom during preparation periods. All school owned buildings and school property are, by law, smoke free. No smoking is permitted in or on school owned property.

Each building has equipment and facilities for duplication of materials and a wide variety of AV equipment for classroom use. Consult the substitute's folder for the location and procedure for use of those items. Privately owned cars are not used to transport students to school related activities without prior approval of the building administrator. Parking areas and procedures for parking permits are established by the individual buildings. Check with the building secretary or administrator.

Emergency and Health Procedures

In case of an accident or illness, notify the office immediately. Administer first aid as necessary. Familiarize yourself with the Emergency Care Policies and Procedures Manual available in each building office or in each classroom.

Be familiar with instructions for fire/tornado/lock down drills for each building and classroom as noted in the substitute teacher's folder. Fire drill procedures should be posted in each room. Everyone in the building is to take part in fire drills, including visitors, custodians, secretaries, substitutes, etc.

Registering Complaints

Any questions regarding this manual should be directed to the District Administrative Assistant (746-2807). Concerns, complaints or criticisms of the school or classroom procedures should be presented to the building administrator or District Administrator.

Hints for Successful Classroom Management

1. Start the day quickly, firmly, concisely. Be pleasant. Appear confident. Let the students know “anything doesn’t go.” The substitute’s first words and actions go a long way towards setting the tone for the day. You will gain respect with your actions more than with your words.
2. Get the students busy at the beginning of the day and at the beginning of each period. Keep them on appropriate learning tasks.
3. Problems may be eliminated if questions are phrased so only one student will answer or so children will raise their hands. For example:
 - a. “Raise your hand if you can tell me where the attendance folder is.”
 - b. “Raise your hand if you know the names of absent students.”
 - c. “John, where is the handwriting paper?”
4. Students are likely to say, “This is not the way our teacher does it.” Tell them at the beginning, “Don’t worry if I don’t do things exactly the way your teacher does. There is usually more than one good way, and a change can be fun for you.” Remember, students often feel more secure when they follow an establish routine, so try to hold to the time schedule and other established routines.
5. Compliment the students on the projects and displays in the room.
6. Gear the instruction to the students’ level. Involve the students.
7. With any group, smile, be friendly, and show enthusiasm.
8. Learn the students’ names. Have students help you. Even the smallest task can keep them on your side.
9. Remain calm and relaxed. Don’t lose your “cool.”
10. Be positive. Attempt to see that every student has some success or praise each day. Just a pleasant remark or an appreciative smile works wonders.
11. Firmness is important. Students need to know that you can and will command the situation. Rather than issuing an ultimatum, give the student a choice, e.g., meeting the needs of the classroom for the day, or not taking part in classroom activities by moving the desk to the back of the room. Give the pupil only one chance, and if he/she has made the wrong choice and cannot follow instructions, follow through.
12. Deal with the individual student when corrections are necessary. Be sure to have all the facts. Listen to both sides of the story. Focus attention on the problem. Give the student the benefit of the doubt.
13. Solve problems at the time they occur. Don’t degrade any student in front of others, but do handle situations when they occur.

Sturgeon Bay Public School District complies with the provisions of Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act 1973, Title VI of the Civil Rights Act of 1964 and the Americans With Disabilities Act and does not discriminate on the basis of age, sex, race, national origin, ancestry, creed, religion, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability or handicap as required by Ss. 118.13, Wis. Statutes in the educational programs or activities it operates.

This policy of nondiscrimination in educational programs and activities extends to employment. Please direct inquiries to Mr. Dan Tjernagel, District Administrator, at 1230 Michigan Street, Sturgeon Bay, WI 54235.

From the Business Office

Welcome to new substitute teachers and teacher associates! We are very glad to have you as a new substitute with the Sturgeon Bay School District.

In order to pay you for subbing you need you to complete the enclosed withholding forms. Please complete them and return them to me as soon as possible. We also need a copy of your driver's license and social security card or other valid proof of identity and citizenship, such as a valid passport, listed on the back of the I-9 form. If you bring them in to any school office, we can copy them for you. You may either mail these forms back to me with the proof of identity requested or return them to the school where you are hired to sub. Just ask the school secretary to send the paperwork to me.

All employees are required to watch the Department of Public Instruction's video on the mandatory reporting of child abuse. The link to this video is available via the Business Office/New Employee Documents section of the School District of Sturgeon Bay's website or at this link: <https://media.dpi.wi.gov/sspw/av/child-maltreatment-part-1/story.html> . If you need access to a computer in order to watch the video, please inquire at any school office. Let us know if you have a problem completing this task as it is now required of all Wisconsin school employees. When you have completed viewing the webcast, please print out your certificate of completion, fill in your name, and submit it to our District Office.

Our employees are paid every other Wednesday. Checks are issued ten days after the pay period ends. Direct deposit to your bank account is available and encouraged. You will find the direct deposit form in your packet. It takes two payroll cycles to initiate the direct deposit process, so your first check will be an actual check that will be mailed to you. After that you will be mailed an advice of deposit. The current pay rate schedule for substitute teachers is on the reverse side of this letter.

Direct numbers to the secretaries in our various schools in the district are as follows:

High School	Mikki	746-2819	Amy	746-3865
Middle School	Lori	746-2806		
Sawyer Elementary	Erin	746-1825		
Sunrise Elementary	Brenda	746-1829		
Special Education	Linnea	746-2816		

Angie Anderson, 493-1820, places the after-hours sub calls for the entire district. Please contact Ann DeMeuse, 746-2807, if you wish to be removed from our sub list.

Our district will provide you with a school lunch when you sub for us. Please inform the lunch server that you are a substitute teacher or teacher associate, and they will charge your lunch to the district.

If you ever have a question regarding your pay, please feel free to contact me. My direct line is 746-3864 or my email is kgordon@sbsdmail.net. We look forward to having you work with us! Thank you!

The Business Office

CURRENT SUB RATES
Effective 2018-19 School Year

Teacher Daily Rate

- \$125 for substitute teachers who did not retire from the Sturgeon Bay School District
- \$140 for retired Sturgeon Bay School District teachers
- \$140 for long-term subs who are doing planning
- \$155 for retired Sturgeon Bay School District teachers as long-term subs who are doing planning
- Free lunch for all subs
- Reimburse for sub license after subbing for 10 days in the first year

Substitute Teacher Associate Pay Rates - Hourly Rate

- Regular Ed.: \$12.50/hour
- Special Ed.: \$13.50/hour

Approved: November 20, 2019
In Effect: November 25, 2019

All substitutes are also entitled to receive a free school lunch. Please go through the lunch checkout and tell the lunch server you are subbing so they can bill us for your meal.

*It is the responsibility of the sub to count their sub days and notify the Business Office when their 20 days has been reached.

School addresses

Sunrise	1414 Rhode Island St.
Sawyer	60 Willow Dr.
Middle School	19 N. 14 th Ave.
High School	1230 Michigan St.