



NEENAH JOINT SCHOOL DISTRICT

410 South Commercial Street • Neenah, WI 54956 • Tel: (920) 751-6800 • Fax: (920) 751-6809

SUBSTITUTE HANDBOOK 2017-18



**Aesop: www.aesoponline.com
1.800.942.3767**

Janet Linke
Absence Management Coordinator/HR Assistant
(920) 751-6800, ext. 10109
jlinke@neenah.k12.wi.us



410 South Commercial Street • Neenah, WI 54956 • Tel: (920) 751-6800 • Fax: (920) 751-6809

August, 2017

Dear Colleague:

Substitute teachers play an important role in the success of our schools. We have prepared our handbook that we hope will assist you in your efforts to teach in the place of our absent staff. Every prospective substitute teacher is interviewed by central office staff to gain an understanding of the strengths of the substitute teacher and review our District's expectations for substitute teachers.

We hope that your experience as a substitute teacher in the Neenah Joint School District is a positive and rewarding one. As our school principals are interested in your substitute teaching experience, please communicate with them prior to leaving the building for the day.

Again, thank you for your interest in becoming a substitute teacher for the Neenah Joint School District. Your suggestions for improving our handbook are always appreciated. We look forward to partnering with you this coming school year.

Sincerely,

Mary Pfeiffer, Ph.D.
District Administrator

jml

TABLE OF CONTENTS

PHILOSOPHY OF THE BOARD OF EDUCATION.....	3
SUBSTITUTE APPLICATIONS	4
FRONTLINE/ABSENCE MANAGEMENT.....	4
COMPUTER USE/TECHNOLOGY	4
SCHOOL CALENDAR.....	4
SALARY SCHEDULE	5
PAYROLL INFORMATION	5
MILEAGE.....	6
WEATHER - SCHOOL CLOSINGS.....	6
WHEN YOU ARE PLACED AS A SUBSTITUTE TEACHER	6
WHEN YOU ARE TEACHING.....	8
WHAT YOU MAY EXPECT FROM THE SCHOOL	9
WHAT WE EXPECT FROM OUR SUBSTITUTE TEACHERS	9
SCHOOL DIRECTORY.....	11
PARKING/ENTRY INSTRUCTIONS.....	12
ASSIGNMENT DESCRIPTIONS	12

PHILOSOPHY OF THE BOARD OF EDUCATION

We, the community of the Neenah Joint School District, are committed to educate all students so they will attain their maximum potential. We will prepare our youth to lead productive, fulfilling and successful lives in a rapidly changing world. We will promote a passion for excellence in all aspects of the educational program. We share this responsibility with each student, family and community member.

In furtherance of this philosophy, the Neenah Joint School District will emphasize proficiency in basic educational skills and will provide the opportunity for attainment of each of the following as appropriate to each student's abilities.

- Comprehension of the knowledge and skills needed to function effectively in our changing society.
- Development of an inquiring attitude and the ability to make rational decisions.
- Development of the ability to demonstrate one's creative ability within the context of the curriculum.
- Personal development and recognition and acceptance of one's abilities, strengths, interests and attitudes.
- Understanding about safety concepts and physical and mental health needed to practice personal health and safety habits.
- Awareness of diverse groups and individuals in society and an understanding of the value of mutual tolerance.
- Understanding of the need and skills required for continued learning and personal development throughout life.

SUBSTITUTE APPLICATIONS

1. Substitutes are expected to file an application and credentials through WECAN (<http://services.education.wisc.edu/wecan/>) and complete the necessary payroll paperwork with the personnel office.
2. We invite substitutes to make arrangements to visit classes in our schools prior to their substitute work, particularly if they have not taught before in the Neenah Joint School District. Arrange this with the principal of the school you wish to visit.

FRONTLINE/ABSENCE MANAGEMENT

(SUBSTITUTE PLACEMENT AND ABSENCE MANAGEMENT SYSTEM)

1. Once all paperwork has been received and your application has been accepted, your information will be entered in Absence Management and you will receive a letter with further information on how to access the system. You may do so by computer <https://www.aesoponline.com/login2.asp> or by phone; 1-800-942-3767. This is the number that appears on Caller ID.
2. Substitutes are encouraged to utilize the Training and Reference Manuals that are provided online so that you can familiarize yourself with the Absence Management system. If you do not have access to the internet and are interested in a paper copy of Reference Manuals, please contact Janet Linke @ 920-751-6800, ext. 10109.

COMPUTER USE/TECHNOLOGY

Substitutes are expected to comply with all computer use policies. The following documents are viewable on the Neenah Joint School District website:

- Network and Computer Use Policy for Staff and Students
http://www.neenah.k12.wi.us/cms_files/resources/Network%20and%20Computer%20Use%20Policy%20for%20Staff%20and%20Students.pdf
- Social Network Guidelines
http://www.neenah.k12.wi.us/cms_files/resources/Social%20Media%20Guidelines%20-%20NJS.D.pdf

Personal cell phones should be used only during break times.

SCHOOL CALENDAR

The Neenah Joint School District Master Calendar is available on the district's website.

http://www.neenah.k12.wi.us/district/master_calendar.cfm

SALARY SCHEDULE

Substitute Teacher Rates of Pay

Full Day (7.5 – 8 hours)	\$ 106.00
Half Day (3.75 – 4 hours)	\$ 53.00
Consecutive Days	\$ 150.00 (20 or more days in the same assignment)
	Pay will increase on the 20 th day.

Substitute Administrative/Educational Assistant Rates of Pay

Full Day (7.5 – 8 hours)	\$ 70.00
Half Day (3.75 – 4 hours)	\$ 35.00

Hours for early dismissal days may vary and could be over the maximum hours listed above. If this poses an issue for you, please do not accept the assignment.

PAYROLL INFORMATION

Effective January 1, 2018, District pay dates will be gradually shifting to the 10th and 25th of the month. If the 10th or 25th is on a weekend, then the pay date will be the Friday before. **Pay dates and pay ranges in red are revised.** All employees are paid through direct deposit to an account at a participating financial institution of their choice.

Payroll information can be accessed via Skyward Employee Access. A Skyward-generated email will be sent with login information. Please check your spam folder if the email does not show up in your email inbox. The link for Skyward Employee Portal can be found on the Neenah Joint School District website. Click on “Staff Resources” in the upper right hand corner. You are encouraged to sequentially reconcile your schedule on Aesop with your advice of deposits found on the Skyward Employee Access.

Substitute payroll reports are extracted from the Aesop system on a weekly basis (Monday-Friday). Generally, you can expect each pay date to compensate you for two weeks of substituting. The following schedule is for your reference but is subject to change.

Days Worked	Pay Date
8/28/2017 - 9/8/2017	9/20/2017
9/11/2017 – 9/22/2017	10/5/2017
9/25/2017 – 10/6/2017	10/20/2017
10/9/2017 – 10/20/2017	11/3/2017
10/23/2017 – 11/3/2017	11/20/2017
11/6/2017 – 11/17/2017	12/5/2017
11/20/2017 – 12/1/2017	12/20/2017
12/4/2017 – 12/15/2017	1/5/2018
12/18/2018 – 1/12/2018	1/22/2018

Days Worked	Pay Date
1/15/2018 – 1/26/2018	2/7/2018
1/29/2018 – 2/9/2018	2/23/2018
2/12/2018 – 2/23/2018	3/8/2018
2/26/2018 – 3/9/2018	3/23/2018
3/12/2018 – 3/23/2018	4/9/2018
3/26/2018 – 4/13/2018	4/24/2018
4/16/2018 – 4/27/2018	5/10/2018
4/30/2018 – 5/11/2018	5/25/2018
5/14/2018 - 6/1/208	6/8/2018

SCHOOL HOURS

Elementary School Teacher Workday Hours - - 7:45 a.m. – 3:45 p.m.

Middle School Teacher Workday Hours - - 7:45 a.m. – 3:45 p.m.

High School Teacher Workday Hours - - 7:40 a.m. – 3:40 p.m.

Substitutes are expected to work the regularly scheduled staff workday. With approval from an administrator/designee, flexibility in end/start times is allowed.

MILEAGE

If an assignment requires you to travel to more than one building, you can request reimbursement for the mileage between schools at the current IRS reimbursement rate. To calculate your mileage, please visit the NJSD website to access the current Mileage Chart. Submit your In-District Travel Allowance Schedule to Janet Linke for processing.

Mileage Chart: http://www.neenah.k12.wi.us/cms_files/resources/Mileage%20Chart.pdf

In-District Mileage Reimbursement Request Form:

http://www.neenah.k12.wi.us/cms_files/resources/InDistrictmileage2015.pdf

WEATHER - SCHOOL CLOSINGS

In the event of inclement weather, please monitor local radio or television for possible school closings. If school is cancelled, DO NOT REPORT FOR WORK. If school is delayed, REPORT AS SOON AS POSSIBLE.

Under normal circumstances, a decision to close school will be made no later than 6:00 AM. This will provide time for local radio and television to broadcast school closings, allow time for the bus contractor to notify drivers not to report, and allow time for parents to make day care arrangements for children who will be staying home. As noted in Neenah Joint School District Board Policy 579.6, the final decision for closing schools rests with the Superintendent.

WHEN YOU ARE PLACED AS A SUBSTITUTE TEACHER

1. If possible, check Aesop for special instructions and/or lesson plans specific to your assignment. If you are unable to view lesson plans uploaded in the Aesop system, they can be accessed by the principal or administrative assistant at the school where you will be working.

2. Plan to arrive by 7:40 at the high school and 7:45 AM at the elementary and middle schools if you are placed early enough to arrange it. **Assignment times may vary from what shows on Absence Management.** If you are to substitute in the afternoon, please plan to report by 12:00 PM. Substitutes are expected to stay until 3:40 at the high school and 3:45 PM at the elementary and middle schools unless the principal/designee approves an earlier dismissal time. **Please note that early dismissal days may have various ending times. Regardless of what shows in Absence Management for an end time, you are expected to work the regular teacher workday.**
3. Substitutes should report to the office upon arrival at the building. If the principal is not there, someone will be designated to assist the substitute and will provide you with information about any routine procedures to be carried out. Schedules, individual building policies and procedures will vary somewhat from building to building. The principal/designee will have you sign in, indicating the person for whom you are substituting.
4. Substitutes are expected to put in a regular teacher's day when on duty. As the regular day will vary slightly between buildings, check with the principal/designee at the school at which you are substituting.
 - a. The lunch hour varies among schools. All substitute teachers are allowed a duty-free thirty-minute lunch period. Teacher prep time may be utilized to cover other classrooms as directed by the administrator/designee.
 - b. We realize that substitutes may at times report late for work in the morning because of the lateness in which they were notified of an absence. Substitutes may plan to leave in the afternoon at the end of the teacher day, not the student day.
5. The principal/designee will show you to your classroom. When there, you should do the following things:
 - a. Review the teacher's substitute folder. Follow the daily program and the teacher's plan to the best of your ability. The principal of the building or department chairperson will assist you. Procedures for reporting absences should be carefully followed. Check with the principal or administrative assistant as to how to do this.
 - b. A substitute should feel free to make use of some of his/her own ideas, but should refrain from making drastic changes that may change the regular class routine.
 - c. It is your responsibility to contact the principal or his/her designee if you have any questions.

WHEN YOU ARE TEACHING

1. Establish rapport with the pupils. Tell them your name and the fact that you are substituting for their regular teacher. Treat the students with respect and courtesy and follow your plans efficiently and quickly. Your mannerism and preparedness will go a long way in setting the tone for the day.
2. It is expected that the substitute will not be critical of the regular teacher's method to anyone. It is not possible for the substitute to know the whole story. We hope that substitutes will feel a part of our school system, be loyal, and support our program.
3. Substitutes must keep in mind that students may "try out" the substitute teacher both in conduct and by an attempt to confuse classroom procedure by making some statements such as, "We have never done it this way before." The day will be easier if all time is well planned and activities are well organized.
4. Students who are causing a disruption to the class should be sent to the office. It is better to ask for assistance with certain students than to allow them to deprive others of a productive learning experience. Some substitute teachers tolerate poor behavior because they feel that they will be evaluated as having poor discipline if he/she asks for assistance. This is not true.
5. Carry out (as well as possible) the lesson plans provided by the regular teacher. When a teacher returns, he/she should find the instructional program has progressed as he/she had planned it.
6. A substitute is expected to assume the responsibilities of the teacher, i.e., hall duties, playground duties, care of equipment, and housekeeping duties.
7. Notes from parents, unusual circumstances, and all accidents should be referred to the principal. All unusual requests from parents and pupils should be referred to the principal. Examples include requests for permission to be dismissed early and to be absent from the classroom for some activity.
8. Children may be kept after school only when you have cleared this with the principal and parents are notified. Ordinarily, a student who rides the bus is given one day to make necessary transportation arrangements if he/she is to be kept after school. Check with your principal. We do not keep the whole class for the punishment of a few offenders.
9. At various times during the year, fire and tornado drills are held. The fire signal may sound at any time during the school day. As soon as possible when you arrive at school find out where your students are to exit the building. The principal should acquaint each substitute with building rules, the school schedule, and other routines that affect all teachers. Drill procedures should be posted in classrooms.

10. The description of the philosophy, purpose, guidelines, and educational value of homework will be found in the teacher's handbook.
11. Keep accurate daily attendance records. There are special procedures at different grade levels, K-12.
12. As professional teachers, substitutes are expected to use discretion in discussing confidential information concerning students.
13. When supportive teachers come to the elementary classroom, you need not stay in the room, except for group guidance. In some elementary schools it is necessary to stay with the students for library/media instruction. If the students must move for a special class, the substitute will be responsible for accompanying the children to and from their classes.
14. Be sure students who ride buses are dismissed on time so that they do not miss their bus.

WHAT YOU MAY EXPECT FROM THE SCHOOL

1. The principal or designee will usually accompany you to the classroom and will assist you in getting oriented to the classroom and the school.
2. Each teacher should leave adequate plans, the daily program, and classroom attendance procedures on his/her desk at all times. The teacher should have a list of children in individualized groups. If there are teachers who work in teams or do cooperative teaching with other teachers, some special way of listing students for various classes will be a necessity. Copied material already prepared to be used by you should indicate for which group or groups it is intended.
3. The principal/designee will acquaint you with the instructional plans, teacher's guides and manuals, desk copies of textbooks, supplies and other necessary instructional materials. The principal/designee shall explain how these items are ordinarily used by the regular classroom teacher. Teachers shall leave in an easily accessible place the desk copies of all books and other teacher's manuals.
4. Special concerns regarding specific health problems, behavior issues and any other unusual circumstances may be called to your attention, along with fire/tornado drill procedures, etc.

WHAT WE EXPECT FROM OUR SUBSTITUTE TEACHERS

1. Ability to continue with the regular educational program.
2. Ability to help the children as the classroom teacher would be described as follows:

- a. Keep papers and workbook pages graded and up to date.
 - b. Have students correct their errors and then check the papers or workbooks again to “okay” them.
 - c. Keep students moving in subject areas as fast as they can reasonably progress.
 - d. Plan adequate seatwork each day.
 - e. Maintain good discipline and routines.
 - f. Teach adequately before work is assigned to students.
 - g. Maintain a good classroom climate.
 - h. Provide for individual differences through differentiated assignments if needed.
 - i. Use a variety of teaching materials to teach.
 - j. Hold high standards for the students’ work and behavior.
 - k. Use teacher’s manuals.
 - l. Follow the policies for the school (see handbooks).
 - m. Be a professional person who maintains confidentiality.
 - n. Blend into the organizational pattern set for that staff.
 - o. Leave the classroom in order at the end of the day.
3. Willingness to take the time to do the job should be noted as follows.
 - a. Come to school as early as possible.
 - b. Follow plans as outlined for the day.
 - c. Be resourceful in going on to new units or new work if the present unit or material is finished.
 - d. Stay until things are done.
 - e. Show initiative to help out until the end of the school day. Check with the office if you do not have any work to complete.
 4. Please leave feedback of the work covered that day. This should include classroom behavior, matters which should be followed up the next day, what you taught during the day in each subject and how well the students understood the concepts taught. Feedback can be left in the form of notes left in the classroom and/or entered in the Aesop system.
 5. Inform the office (principal or designee) that you are leaving for the day.

SCHOOL DIRECTORY

CLAYTON ELEMENTARY

2916 West Fairview Road
Phone: 751-6950
Principal: Ms. Amy Schumacher
Adm. Asst.: Carmen VanDomelen

COOLIDGE ELEMENTARY

321 Alcott Drive
Phone: 751-6955
Principal: Ms. April Keepers
Adm. Asst.: Carin Tijan

HOOVER ELEMENTARY & 4K

950 Hunt Avenue
Phone: 751-6960
Principal: Ms. Melissa Chrisman
Adm. Asst.: Kim Swanson

LAKEVIEW ELEMENTARY

1645 South Commercial Street
Phone: 751-6965
Principal: Ms. Mary Renning
Adm. Asst.: Teena Keesler

ROOSEVELT/ALLIANCE CHARTER ELEMENTARY

215 East Forest Avenue
Phone: 751-6970
Principal: Ms. Diane Luft
Adm. Asst.: Marsha Akkala

SPRING ROAD ELEMENTARY

1191 County Road II
Phone: 751-6975
Principal: Ms. Michaela Neitzel
Adm. Asst.: Sheila Brucks

TAFT ELEMENTARY

133 S. Western Avenue
Phone: 751-6980
Principal: Dr. Lucille Hrib
Adm. Asst.: Donna Kies

TULLAR ELEMENTARY

925 Tullar Road
Phone: 751-6985
Principal: Ms. Diane Galow-Hertel
Adm. Asst.: Katie Hintz

WILSON ELEMENTARY & 4K

920 Higgins Avenue
Phone: 751-6995
Principal: Mr. Ryan Hammerschmidt
Adm. Asst.: Amy Gunderson

WASHINGTON SCHOOL OF EARLY LEARNING & 4K

220 E. Franklin Avenue
Phone: 751-6990
Principal: Ms. Stacie Brethouwer
Adm. Asst.: Angie Calkins

A CHILD'S IMAGINATION – 4K

1368 Cold Spring Road
Phone: 729-6153
4-K Administrator: Ms. Stacie Brethouwer

HORACE MANN MIDDLE SCHOOL - GRADE 6

1021 Oak Street
Phone: 751-6940
Principal: Ms. Jackie Muñoz-Ellmann
Adm. Asst.: Debbie Dreher

SHATTUCK MIDDLE SCHOOL - GRADES 7 - 8

600 Elm Street
Phone: 751-6850
Principal: Ms. Stephanie Phernetton
Assoc. Principal: Mr. David Sonnabend
Assoc. Principal: Mr. Bill Richardson
Adm. Asst.: Cami Czech

NEENAH HIGH SCHOOL - GRADES 9 - 12

1275 Tullar Road
Phone: 751-6900
Principal: Mr. Brian Wunderlich
Assoc. Principal: Mr. Chad Buboltz
Assoc. Principal: Mr. Tim Kachur
Assoc. Principal: Mr. Michael O'Neill
Assoc. Principal: Mr. Bill Richardson
Assoc. Principal/Activity Director: Mr. Josh Murnane
Adm. Asst.: Mary Nass

NHS PARKING/CHECK-IN: To avoid being ticketed or towed, please park behind the school. The lot can be accessed from the south end of campus off Appleblossom Drive. Enter door 11 and check in with Mary Nass.

NEENAH HIGH SCHOOL - DOWNTOWN CAMPUS

109 W. Columbian Avenue
Phone: 751-6999
Administrator: Mr. Michael O'Neill

TRANSITION EDUCATION CENTER

181 East North Water Street
Phone: 751-6853
Administrator: Mr. Michael O'Neill

PARKING/ENTRY INSTRUCTIONS

SCHOOL	PARKING INSTRUCTIONS	ENTRY INSTRUCTIONS
Clayton	Park in the school parking lot (right or left side). Do not park in bus loading zone in front of building.	Enter Main door on Fairview Road.
Coolidge	Park on any of the following side streets: Alcott, Campbell, Hawthorne.	Enter at main doors on Alcott Street.
Hoover	Park in the school parking lot on Hunt Avenue.	Enter main door.
Lakeview	Park in the school lot or on Olde School Road.	Enter the main door and check in at the office.
Roosevelt/Alliance	Park in the school parking lot on N. Water Street.	Enter main door.
Spring Road	Park in the school lot.	Enter main door.
Taft	Park in back lot off of Claire Street.	Enter main door.
Tullar	Park in school lot on Tullar Road.	Enter main door.
Washington	Park in school lot on Franklin Avenue.	Enter main door on Franklin Avenue.
Wilson	Higgins Avenue (school side only).	Enter main door by sign on Higgins Ave.
Horace Mann	Park in any school lot (off of Campbell, Oak or Haylett)	Enter main door by sign on Oak Street.
Shattuck	Park in any school lot (off of Elm Street or Reed Street)	
NHS	Lot H which is accessed from the south end of campus off Appleblossom Drive.	Enter door 11 and check in with Mary Nass.

ASSIGNMENT DESCRIPTIONS

ACRONYM	DESCRIPTION
ACADEMIC ASSISTANT	Academic support for middle and high school students.
CDB	Cognitive Disabilities/Borderline
CDM	Cognitive Disabilities/Moderate
CDS	Cognitive Disabilities/Severe
COGNITIVE DISABILITIES/TRANSITION	Cognitive Disabilities (18-21 years old)
EBD	Emotional/Behavioral Disabilities
CROSS CATEGORIAL/SLD	Learning Disabilities
EC	Early Childhood
ELL	English Language Learners
ID	Intellectual Disabilities