

# **Neenah Joint School District**



## **Substitute Handbook 2023-2024**

**Effective July 1, 2023**



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## **WELCOME FROM THE DISTRICT ADMINISTRATOR**

Dear Colleague:

Substitutes play an important role in the success of our schools. We have prepared our handbook to help you in your efforts as you assist in covering the absence of our staff. Every prospective substitute is interviewed by central office staff to gain an understanding of the strengths of the substitute and to review our District's expectations.

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

Again, thank you for your interest in becoming a substitute 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

## **SUBSTITUTE APPLICATIONS**

Substitutes are expected to complete an application and credentials through Wisconsin Education Career Access Network ([WECAN](http://services.education.wisc.edu/wecan/)), <http://services.education.wisc.edu/wecan/>, as well as the necessary new hire paperwork with the Human Resources Department.

Substitutes are encouraged 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. Arrangements can be made with the principal of the school you wish to visit.

## **FRONTLINE/ABSENCE MANAGEMENT (SUBSTITUTE PLACEMENT AND ABSENCE MANAGEMENT SYSTEM)**

Once all paperwork has been received and your application has been accepted, your information will be entered in Absence Management and you will receive two emails. One email confirmation and a second email that contains further information on how to access the system. To log in to the absence management system, type [aesonline.com](http://aesonline.com) in your web browser address bar or access the system by phone at 1-800-942-3767.

Substitutes are encouraged to become familiar with the Absence Management system by utilizing their Training and Reference Manuals that are provided online. A paper copy of the Training and Reference Manuals can be requested by contacting the Human Resources Department at 920-751-6800.

## **NEENAH JOINT SCHOOL DISTRICT RETIREES**

Retiring Neenah Joint School District staff members will be required to separate from service for a minimum of 75 work days before returning to work for the District. For those staff members retiring at the end of the school year, their last work day is June 30, and the first date that the staff member can come back to work for the District in any capacity (including substitute teaching, coaching, officiating, judging, etc.), would be October 1st.

## **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
- Social Network Guidelines

**Personal cell phones should be used only during break times.**

## SALARY SCHEDULE

### Teacher Assignments - - Full Day (8 hours) - - Half Day (4 hours)

Daily Rate	\$130.00/day --- \$65.00/half day
Long-Term (over 10 days)	\$190.00/day --- \$95.00/half day

### Support Staff Assignments- - Full Day (7.5 hours) - - Half Day (3.75 hours)

Regular Education	\$90.00 --- \$45.00/half day
Special Education/Health Assistants	\$105.00 --- \$52.50/half day

\* Please note that there is not a pay rate increase for long-term support staff assignments.

## PAYROLL INFORMATION

District pay dates are the 10th and 25th of each month. If a payday falls on a weekend, the pay date will be the Friday before. 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.

The following pay schedule is for your reference but is subject to change.

2023 - 2024 PAY PERIODS & PAY DATES			
JUNE 11 - JUNE 24	PD 7/10/23	DEC 3 - DEC 16	PD 1/10/24
JUNE 25 - JULY 8	PD 7/25/23	DEC 17 - JAN 6	PD 1/25/24
JULY 9 - JULY 22	PD 8/10/23	JAN 7 - JAN 20	PD 2/9/24
JULY 23 - AUG 5	PD 8/24/23	JAN 21 - FEB 3	PD 2/23/24
AUG 6 - AUG 26	PD 9/8/23	FEB 4 - FEB 17	PD 3/8/24
AUG 27 - SEPT 9	PD 9/25/23	FEB 18 - MAR 2	PD 3/22/24
SEPT 10 - SEPT 23	PD 10/10/23	MAR 3 - MAR 16	PD 4/10/24
SEPT 24 - OCT 7	PD 10/25/23	MAR 17 - APR 6	PD 4/25/24
OCT 8 - OCT 21	PD 11/9/23	APR 7 - APR 20	PD 5/10/24
OCT 22 - NOV 4	PD 11/24/23	APR 21 - MAY 4	PD 5/24/24
NOV 5 - NOV 18	PD 12/8/23	MAY 5 - MAY 18	PD 6/10/24
NOV 19 - DEC 2	PD 12/22/23	MAY 19 - JUNE 8	PD 6/25/24

## SCHOOL CALENDAR

The Neenah Joint School District's [School Calendar](#) is available on the District website.

## SCHOOL HOURS

Elementary School Teacher	7:45 a.m. – 3:45 p.m.
Middle School Teacher	7:30 a.m. – 3:30 p.m.
High School Teacher	7:40 a.m. – 3:40 p.m.

**Substitutes are expected to work the regularly scheduled staff workday.**

If you are scheduled at more than one building for the day, please communicate with office staff regarding necessary travel time between buildings. If a staff member notes that their hours are different from the system, please follow the staff member's note to your best ability.

## 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 In-District Travel Allowance Schedules to the Substitute Coordinator for processing.

- Mileage Chart
- In-District Mileage Reimbursement Request Form

<https://www.neenah.k12.wi.us/staff/businessforms.cfm>

## WEATHER - SCHOOL CLOSINGS

In the event of inclement weather, please monitor local radio or television for possible school closings. If school is **canceled**, 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 school rests with the Superintendent.

## WHEN YOU ARE PLACED AS A SUBSTITUTE TEACHER

1. If possible, check Absence Management for special instructions and/or lesson plans specific to your assignment. If you are unable to view lesson plans uploaded in the 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 school 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 **11:45 AM**. Substitutes are expected to stay until 3:40 PM at the high school and 3:45 PM at the elementary and middle school, 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 with information about any routine procedures to be carried out. Schedules, individual building policies and procedures may vary 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 or designee will show you to your classroom. When there, you should do the following:
  - 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 desk 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 is 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.
  - a. Follow plans as outlined for the day.
  - b. Be resourceful in going on to new units or new work if the present unit or material is finished.
  - c. Stay until things are done.
  - d. 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 on 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 Frontline.
5. Inform the office (principal or designee) that you are leaving for the day.

**\*Additional Expectations as a Long-Term Substitute**

- 1. Work professional learning days.
  - a. PLD days consist of no school days for the students, however, teachers and LTS are still expected to work on these days.
- 2. Work full days at the end of each quarter.
  - a. Early dismissal will occur for students at the end of quarter days. On these days, teachers and LTS will be expected to work full days.
- 3. Participate in digital learning days.
  - a. If a no school day is called, teachers and LTS will be required to do a digital learning day.
  - b. See building principal for instructions.

Long-Term Substitutes are simply replacing the hours in which the board approved teacher would have worked. Please get approval from the building principal and email the substitute coordinator, if unable to work such days/hours.

## SCHOOL DIRECTORY

### ALLIANCE CHARTER ELEMENTARY

920 Higgins Avenue  
Phone: 920-751-6995  
Principal: Garrett Zimmerman  
Adm. Asst.: Anastasia Barstow (Anya)

### CLAYTON ELEMENTARY

2916 West Fairview Road  
Phone: 920-751-6950  
Principal: Nicole Kiplin  
Adm. Asst.: Carmen VanDomelen

### COOLIDGE ELEMENTARY

321 Alcott Drive  
Phone: 920-751-6955  
Principal: April Keepers  
Adm. Asst.: Morgan Volkman

### HOOVER ELEMENTARY & 4K

950 Hunt Avenue  
Phone: 920-751-6960  
Principal: Lyzette Maroszek  
Adm. Asst.: Misty Dorton

### LAKEVIEW ELEMENTARY

1645 South Commercial Street  
Phone: 920-751-6965  
Principal: Mary Renning  
Adm. Asst.: Teena Keesler

### SPRING ROAD ELEMENTARY

1191 County Road II  
Phone: 920-751-6975  
Principal: Diane Luft  
Adm. Asst.: Buffy Wied

### TAFT ELEMENTARY

133 S. Western Avenue  
Phone: 920-751-6980  
Principal: Karen Russell  
Adm. Asst.: Donna Kies

### TULLAR ELEMENTARY

925 Tullar Road  
Phone: 920-751-6985  
Principal: Amber Zernzach  
Adm. Asst.: Marisa Ewing

### WASHINGTON SCHOOL OF EARLY LEARNING & 4K

220 E. Franklin Avenue  
Phone: 920-751-6990  
Principal: Michaela Neitzel  
Adm. Asst.: Brittany Stobbe

### HORACE MANN ELEMENTARY

1021 Oak Street  
Phone: 920-751-6940  
Principal: Ryan Hammerschmidt  
Adm. Asst.: Miranda Plath

### NEENAH MIDDLE SCHOOL - GRADES 5 - 8

1275 Tullar Road  
Phone: 920-751-6850  
Principal: Jackie Munoz-Ellmann  
Assoc. Principal: Curtis Bartlett  
Assoc. Principal: Braden Frederickson  
Assoc. Principal: David Sonnabend  
Assoc. Principal: Jennifer Koenecke  
Adm. Asst.: Cami Czech  
Adm. Asst.: Maya Allwardt

### NEENAH HIGH SCHOOL

500 Rocket Way  
Phone: 920-751-6900  
Principal: Brian Wunderlich  
Assoc. Principal: Lindsey Lewis  
Assoc. Principal: Sae Yang  
Assoc. Principal: Kyle Popp  
Activities Director: Mike Elkin  
Adm. Assistant: Amie Priscal  
Adm. Assistant: Kylii Grambow

NEENAH HIGH SCHOOL -  
DOWNTOWN CAMPUS

109 W. Columbian Avenue  
Phone: 920-751-6999  
Administrator: Sae Yang

TRANSITION EDUCATION CENTER  
(TEC)

181 East North Water Street  
Phone: 920-751-6853  
Administrator: Sae Yang

**PARKING/ENTRY INSTRUCTIONS**

<b>SCHOOL</b>	<b>PARKING INSTRUCTIONS</b>	<b>ENTRY INSTRUCTIONS</b>
Alliance	Higgins Avenue (school side only).	Enter the main door by sign on Higgins Ave.
Clayton	Park in the school parking lot along Myron Lane or outside the fence on Fairview Road.	Enter the main door on Fairview Road.
Coolidge	Park on any of the following side streets: Alcott, Campbell, Hawthorne.	Enter at the main doors on Alcott Street.
Hoover	Park in the school parking lot on Hunt Avenue.	Enter the main door.
Lakeview	Park in the school lot or on Olde School Road.	Enter the main door and check in at the office.
Spring Road	Park in the school lot.	Enter the main door.
Taft	Park in the back lot off of Claire Street.	Enter the main door.
Tullar	Park in the school lot on Tullar Road.	Enter the main door.
Washington	Park in the school lot on Franklin Avenue.	Enter the main door on Franklin Avenue.
Horace Mann	Park in any school lot (off of Campbell, Oak or Haylett)	Enter the main door by sign on Oak Street.
Neenah Middle School	Lot H which is accessed from the south end of campus off Appleblossom Drive.	Enter door 11.
Neenah High School	Park in the front of the building (designated spots for substitutes).	Enter through the front office entrance.

**NEENAH MIDDLE SCHOOL 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.**

**NEENAH HIGH SCHOOL PARKING/CHECK-IN: To avoid being ticketed or towed, please park in the front of the building in the designated substitute parking spots with access to the front office entrance.**

## ASSIGNMENT DESCRIPTIONS

ACRONYM	DESCRIPTION
ACADEMIC ASSISTANT	Academic support
CROSS CATEGORICAL	Students with specialized needs
EA	Educational Assistant
EBD	Emotional/Behavioral Disabilities
EC	Early Childhood
EL	English Language Learners
ID	Intellectual Disabilities
INTELLECTUAL DISABILITIES/TRANSITION	Intellectual Disabilities
SLD	Learning Disabilities

## **SUBSTITUTE HANDBOOK ACKNOWLEDGEMENT**

I acknowledge that I have received, read, understand, and know where to access the Employee Policy Manual (<https://www.neenah.k12.wi.us/staff/subinformation.cfm>).

\_\_\_\_\_  
Print Full Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date