



**SHEBOYGAN AREA**  
— SCHOOL DISTRICT —

*Substitute Teacher  
Handbook  
2020~2021*

**Sheboygan Area School District**  
*Department of Human Resources*  
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# SHEBOYGAN AREA

— SCHOOL DISTRICT —

Dear Substitute Teacher:

Thank you for your willingness to join us for the upcoming school year. Your work on behalf of students in the Sheboygan Area School District will make a positive difference. We are pleased that you are ready to accept these challenges on a part-time or limited basis and know you are eager to succeed in your Substitute teaching endeavor.

A Substitute Teacher has an important and challenging responsibility to ensure continuous student growth in the classroom. This can be done more effectively if there is an understanding of the responsibilities and expectations of our schools.

You may have many questions about the standards and expectations of our school district. We hope this handbook will help you as you begin your work. Please do not hesitate to ask any of the district's principals, or any of us, if you have questions. We will be happy to help you in any way possible.

Best of luck for a successful and rewarding school year.

Sincerely,

Andrea Holschbach  
Assistant Superintendent,  
Human Resources and Administrative Services

## *Introduction*

Welcome Aboard! We are glad you are with us. Substitute teaching is a demanding job. The request for your services usually comes at the last minute; 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 it will make your job a little easier.

A fruitful Substitute teacher program is the result of cooperative efforts on the part of regular classroom Teachers, Substitute Teachers, and Administrators. Regular staff members are willing to provide help and advice to Substitute Teachers. Substitute Teachers should be willing to seek help or advice whenever it is needed.

The ultimate goal of the total staff is to provide students with meaningful learning experiences on a sustained basis. This goal can only be achieved through the organized, competent, and cooperative efforts of Administrators, Teachers, and Substitute Teachers. 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!

## *Frontline Education Absence Management*

We have the pleasure of notifying you that the Sheboygan Area School District is using an automated service that greatly simplifies and streamlines the process of finding and managing substitute jobs in this district. This service, called Frontline Education Absence Management, utilizes both the telephone and the Internet to assist you in locating jobs in this school district. The Absence Management system is available 24 hours a day, 7 days a week. Absence Management uses three methods to make jobs available to substitutes:

1. You can search for and accept available jobs, change personal settings, update your calendar, and personalize your available call times by visiting Absence Management on the internet at <https://app.frontlineeducation.com>.
2. You may interact with the Absence Management system by way of a toll-free, automated voice instruction menu at **1-800-942-3767**. Here, you can proactively search for jobs and manage existing jobs.
3. Absence Management will also make phone calls to substitutes to offer jobs. The administrative office has selected the following hours as standard call times when the Absence Management service may call for substitutes: 5:28 – 11:59 in the morning and 5:00 – 9:00 in the evening.

Upon completion of new hire paperwork, you will receive a no-reply email from Frontline Education on how to create your new login Frontline Education Absence Management.

\* Once you have logged into Absence Management, you will find valuable resources under the HELP tab. To understand your interaction with the Absence Management system, you should read through the material under "Getting Started" and watch the brief Basic Training video. The Help tab contains information on the following:

- Finding and Accepting Jobs: [click here](#)
- Adjusting Times that Absence Management Calls You: [click here](#)
- Choosing your Preferred Schools: [click here](#). *Please note that you will not be able to customize preferred subjects in Absence Management.*

\* If you accept a job, Absence Management will issue a confirmation number. **Please remember that your transaction is not complete until Absence Management supplies you with a confirmation number.**

We are confident that you will find the Absence Management experience beneficial and enjoyable.

Should you experience difficulty using the Absence Management system in any way, please contact Vicki Gutierrez by phone or email as listed below:

920-459-3988  
[vgutierrez@sasd.net](mailto:vgutierrez@sasd.net)

## *Payroll*

1. Substitute Teachers will be paid at the following rates:
  - **Substitute Teacher Rate of Pay - \$120.00 per day SU/NSU** (effective 7/7/2020)
  - **Substitute Teacher Rate of Pay - \$125.00 per day SASD Retirees** (effective 7/7/2020)
  - **Long Term Sub Assignment** (More than 10 days) - **\$175.00 per day**
    - If it is known that the assignment will be 11 consecutive days or longer, the \$175 starts on day one.
    - If a person has an assignment that is not anticipated to be over 10 days the assignment will be paid at the "per day" rate. If the assignment results in being 11 or more consecutive days, the long term pay of \$175 will be retroactive to day one.
2. If a Substitute Teacher (not Long Term) works the day before a holiday/break or Mondays or Fridays in May or June, they will receive a \$40/day incentive.  
The following dates are eligible for the increase in pay:
  - Tuesday, November 24, 2020
  - Tuesday, December 22, 2020
  - Thursday, March 25, 2021
  - Thursday, May 27th and Tuesday, June 1st (before and after Memorial Day)
3. Substitute Teachers are not eligible for any of the sick leave, emergency leave, personal day, or insurance benefits. They are automatically eligible for worker's compensation insurance. Eligibility for retirement benefits requires a Substitute to exceed 440 hours of work in the preceding twelve (12) months. If you were hired after July 1, 2011 this number increased to 880 hours.
4. The Substitute Teacher will be paid on the 15th of the month following each month during which he/she has taught providing they have turned in their timesheet to the Payroll Department.
5. To receive payment on the 15th of the month, the **Substitute Teacher Timesheet must be received in the Payroll Office by the 1st of the month.**
6. Timesheets must be filled out for each month of subbing.
7. The Substitute Teacher's workday is divided into 4 time zones, as indicated on the timesheet, and s/he will be paid  $\frac{1}{4}$  of a day's salary for each time zone in which s/he worked.

Examples: •Work 7:00 a.m. - 11:00 a.m. check time zone, columns 1 & 2 -

Receive  $\frac{1}{2}$  day's pay.

•Work 8:00 a.m. - 10:00 a.m. check time zone, column 1 -

Receive  $\frac{1}{4}$  day's pay.

Work is defined as length of time the Substitute Teacher is in a building. It is not based on the number of classes taught.

When substituting for a Teacher that has more than 100 percent contract, you will be compensated your daily rate plus an additional rate. This is recorded by the building Secretary-not on your Substitute timesheet.

8. Wednesdays are early release days. If you work the entire day (until dismissal), you may check all four time zone boxes on the timesheet.
9. Required deductions will be made for Federal withholding tax, State withholding tax, Medicare, Social Security alternative, and other deductions as specified by Federal and State authorities.
10. If you request to have your name removed from the Substitute Teacher List, please send a letter to Human Resources stating your reason(s) for the request and the date the change takes effect.

### *Worker's Compensation*

Should an injury occur while on the job, the Substitute Teacher is covered under worker's compensation? The injury should be reported at once to the office of the building where the accident occurred. A "Staff Accident Report" form should be completed and filed in the Department of Human Resources within 24 hours of the incident.

## *Your Responsibilities as a Substitute*

The success of the Substitute Teacher in carrying on the continuing educational process in the Sheboygan Area School District depends primarily upon the Principal, the regular Teacher and above all, upon the individual Substitute Teacher. When all cooperate to achieve and develop continuity, an effective school program for all students will be maintained.

The ideal Substitute Teacher is ready to answer a call even though personally inconvenienced. This call to duty may come unexpectedly — early in the morning, during the day, or at night — and may be for a period of several hours, days, or even weeks. The school expects the Substitute to:

- Become familiar with the workings of the school system and its curriculum. This includes classroom texts and materials.
- Report to the office upon arrival at the building and be present at the school in accord with the teacher's hours.
- Follow plans for classroom activities and procedures left by the regular Teacher as closely as possible.
- Assume the duties of the regular Teacher, which may include corridor and restroom supervision, collection of monies, lunch period supervision, playground supervision, and securing supplies.
- Seek guidance from the office in any unusual situation and notify them immediately in the event of an accident, severe problem, or serious disturbance.
- Be fair, impartial, considerate, and firm with all students.
- Complete the Substitute Teacher report.
- Be responsible for every student in the room during a fire drill, tornado drill, or any other emergency.
- Correct students' written work and have the classroom in order at the end of the day.
- Check out with the office and ask if help will be needed the next day.
- Attend faculty meetings if the assignment is a long-term basis.
- Treat any information about the school and its students as confidential.
- Fulfill the time commitment of the Teacher for whom you are substituting.

## *Responsibilities of the Principal to the Substitute Teacher*

The Principal has the responsibility when available to:

- Introduce the Substitutes to at least one appropriate staff member who will be close by and can be of help should the need arise.
- Welcome the Substitute and give information concerning program policies and procedures of the school.
- Provide schedules of building routines and regulations, as well as, special assignments of the Teacher and information concerning unusual situations in the classroom.
- Help the Substitute become acquainted with staff, classroom, and students.
- Explain disciplinary procedures when necessary and give support in this area when needed.
- Give assurance of backing and willingness to assist.
- Express appreciation for cooperation and achievements of the Substitute.
- Gather, compare, and analyze the classroom teacher and Substitute teacher reports.

## *Responsibilities of the Classroom Teacher to the Substitute Teacher*

The classroom Teacher should be prepared for another person to carry on in his/her place in case of emergency. A Teacher has the responsibility of posting or having on the desk:

- Lesson plans for the day completed in sufficient detail.
- Detailed weekly time schedule of classes.
- List of students' names and/or seating chart.
- List of supervisory duties designated to the classroom Teacher.
- Important information about any special student (physical disabilities, discipline problems, reliable helpers, etc.).
- Fire drill and tornado drill emergency procedures.
- List of LD, ED, etc. students and their special schedules including, but not limited to, Band, Speech, and Title 1.
- Have available the teacher copies of textbooks and workbooks used in the classroom.
- Be available by phone, when possible, to answer questions or assist in other ways.
- File the classroom teacher's report.
- Any Teacher, especially those in the same department or nearby classrooms, should be willing to assist the Substitute in any possible way

## *Helpful Hints or "The Art of Survival"*

Start the day out quickly, firmly, and concisely. Be pleasant. Appear confident. Let the students know that "anything does not go." The Substitute's first words and actions go a long way to set the day's discipline. You will gain respect with your actions more than your words. Remain calm and relaxed. Don't lose your "cool."

Get the students busy at the beginning of the day and at the beginning of each period. Keep them busy!

Problems may be eliminated if questions are phrased so only one student will answer or so they 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 the absent children."
- c. "John, where is the paper for writing?"

Students are likely to say: "This is not the way our teacher does it." Tell them at the beginning, "Don't worry if I do not do these things exactly like your teacher does. There is usually more than one good way, and a change can be fun for you." However, students often feel more secure when they follow an established routine, so try to hold to the time schedule and other "anchor" routines.

Compliment and inquire about the things around the room.

Put things on their level. Involve the students.

With any group, smile, be friendly, and show enthusiasm.

Know their name! Have students help you—even the smallest task can keep them on your side.

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.

Maintain established routines as much as possible.

Solve problems "on the spot." Don't degrade the student in front of others, but do handle situations when they occur. Deal with the individual student, not the group, 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.

Firmness is important. Students need to know that you can command the situation and will. Be firm. But, rather than issuing an ultimatum, give the student a choice (e.g., meeting the needs of the classroom activities by moving his/her desk to the back of the room). Give the student only one chance, and if s/he has made the wrong choice, and cannot follow instructions, then follow through.

If you send a student to the office, send a detailed note with a responsible student before the misbehaving student is sent or call the office on the intercom.

## *General Information*

### **Appropriate Dress**

There is no dress code in the Sheboygan Area School District. We would appreciate dress which would be complimentary toward the teaching profession. Students tend to be more respectful toward appropriately dressed Substitutes.

### **Classroom Handbook**

Each classroom has a Substitute Teacher's folder or binder. This will have the following information about the classroom and building. Please refer to this when you arrive at your room and assignment for the day. This folder or binder will include, but not be limited to, the following list of items:

1. Seating chart
2. Fire and tornado evacuation plan
3. Daily program schedule
4. List of helpful students
5. Location of lesson plans, attendance chart, etc.
6. Special assignment listing
7. List of classroom rules
8. List of critical health problems, etc.
9. List of Special Education, Speech, Reading, Instrumental Music students and their schedules

### **Ethics**

- The Teacher should be courteous, just, and professional in all relationships.
- The conduct of the Teacher should conform to the accepted patterns of behavior of the most wholesome members of the community.
- Unfavorable criticism of associates should be avoided except when made to proper officials.
- Great care should be taken to avoid interference between other Teachers and pupils.
- Official business should be transacted only through properly designated officials.
- The responsibility for reporting all matters harmful to the school rests upon each Teacher.

### **Illness, Student**

Students who become ill during the day are to be sent to the health room. Use your own judgment as to whether or not you need to accompany the student, or a dependable student could accompany the ill student.

### **Injuries, Student**

Any injury to a student under your care should be handled as though it were an illness. However, use good judgment before moving a student with what appears to be a head/back injury, or if you suspect a broken bone.

In case of an injury, no matter how minor, be sure to get all the facts straight when you submit the information to the office.

### **In-service Participation**

When appropriate and necessary, Substitute Teachers will be invited to participate in in-service activities.

### **Liability**

You, like all full-time and part-time Teachers, are liable for whatever happens to your students. The District does carry liability insurance to cover all of its employees. In no way does this insurance excuse you from personal negligence or improper conduct.

### **Lunch Time**

Each Teacher is entitled to at least one-half hour of duty-free time to eat lunch. Check with the office to determine when your lunchtime is scheduled.

### **Mileage Payments**

Teachers who Substitute for staff members who are paid mileage should submit a mileage form when submitting their monthly timesheet. They will be reimbursed at the regular IRS allowed amount. These forms are available in the office.

### **Money**

It may be necessary for you to collect money from the students for anyone of a host of reasons. Do not leave money in the room! At your first opportunity, count the money, and turn it in to the office. The School Secretary will place it in the safe.

### **Parking**

Each school building has its own parking regulations. Please check at the school office for details. A daily parking permit may be obtained from the school office or a yearly permit application may be obtained at the Central Office building in Room 3604. Police Officer Liaisons and School Administrators cannot take care of parking tickets.

**Principal**

The office staff in each building are there to help you. Any problems you have with your assignment should be called to the Principal's attention immediately.

Be sure to check in at the office when you arrive. This will give them a chance to give you keys, special instructions or tips you may need before you start to work. Check out with the office at the end of the day, especially if you were called for one day only. Leave the keys and any information the regular teacher may need for the next day.

Please convey any concerns you may have about your assignments to the Principal. S/he is one of the few contacts between you and the District. If things are not going well, we want to know about them. We can't make rash promises about having everything suited to your wishes, but we want you to be happy and satisfied when you are working for us.

**Sensitive Issues**

All Teachers should be aware 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 that Substitutes generally spend at one location, they will do the best job if they carefully follow the lesson plans prepared by the Teacher.

**Snow Day Procedure**

If a snow day is called on a day you were supposed to Substitute, you will not report for duty and thus not receive pay for that day. A late start day means Teachers and Substitutes still report as close to the normal starting time as possible.