

Welcome to the School District of Ashland!

Dream. Believe. Achieve.
*Inspire and engage every student,
every day.*



School District of Ashland
Substitute Handbook
2022 - 2023

The School District of Ashland does not discriminate on the basis of race, color, national origin, sex, disability or age in admission, treatment, or access to any of its programs or activities.

DISTRICT OFFICE • 2000 BEASER AVENUE • ASHLAND, WISCONSIN 54806
PHONE: 715-682-7080 • FAX: 715-682-7097
www.ashland.k12.wi.us

We are happy you have chosen to work with our district as a substitute. Working as a substitute can be demanding; however, rewarding at the same time. We have developed the following substitute handbook to provide you with some general guidelines that you, as a substitute, will probably wish to consider as you provide a positive climate for students to learn, to interact, and to have an effective learning process.

This handbook does not cover every area of situation that you will encounter in your work as a substitute. The suggestions offered are not foolproof. Every school has its own in-house procedures with which you will need to become familiar. An effective substitute needs to come prepared.

As you leave the school building, hopefully you'll have good thoughts about the students and staff you've helped and good thoughts about yourself as a substitute.

SCHOOL DISTRICT OF ASHLAND DISTRICT OFFICE

2000 BEASER AVE

ASHLAND, WI 54806

P - 715-682-7080 * F - 715-682-7097

www.ashland.k12.wi.us

SUPERINTENDENT: Robert Prater

EXECUTIVE ADMINISTRATIVE ASSISTANT: Michelle Vuorenmaa

BUSINESS MANAGER: Amanda Tutor

BOOKKEEPER: Patti Gilbertson

PAYROLL/BENEFITS: Laura Graf

ACCOUNTS PAYABLE: Greta Oliphant

DIRECTOR OF STUDENT LEARNING: Katie Matthias

STUDENT LEARNING ADMINISTRATIVE ASSISTANT: Patti Larson

DIRECTOR OF STUDENT SERVICES: Melissa Gessert

SPECIAL EDUCATION PROGRAM SUPPORT: Brittany Hastings

STUDENT SERVICES ADMINISTRATIVE ASSISTANT: Holly Evensen

ASHLAND HIGH SCHOOL
1900 BEASER AVE
ASHLAND, WI 54806
P - 715-682-7089 * F - 715-682-2075
Classes start at 8:10 am - Classes end at 3:25 pm
www.ashland.k12.wi.us

PRINCIPAL: Brian Trettin
ASSISTANT PRINCIPAL: Pam Huston
ADMINISTRATIVE ASSISTANT: Amy Zak
ATTENDANCE ADMINISTRATIVE ASSISTANT: Lisa Sturgal

DISTRICT CO-CURRICULAR DIRECTOR: Brian Miller
DISTRICT ASSISTANT CO-CURRICULAR: Tyler Johnson

HEALTH ADMINISTRATIVE ASSISTANT: Heather Pritzl

GUIDANCE COUNSELORS: Nancy Larson, Jennifer Kempf, Debra Eichman
HOME & SCHOOL COORDINATOR: Joe Corbin
GUIDANCE ADMINISTRATIVE ASSISTANT: Cheryl Tody

ASHLAND MIDDLE SCHOOL
203 11TH STREET EAST
ASHLAND, WI 54806
P - 715-682-7087 * F - 715-682-7944
Classes start at 8:05 am - Classes end at 3:24 pm
www.ashland.k12.wi.us

PRINCIPAL: Angela Parduhn
ASSISTANT PRINCIPAL: Paul Fandre
ADMINISTRATIVE ASSISTANT: Samantha Buley
ATTENDANCE ADMINISTRATIVE ASSISTANT: Maija Herlevi

HEALTH ADMINISTRATIVE ASSISTANT: Kathy Pingel

GUIDANCE COUNSELORS: Holly Hagstrom, Sasha Voldberg
HOME & SCHOOL COORDINATOR: Doreen Maday

LAKE SUPERIOR ELEMENTARY SCHOOL
1101 BINSFIELD ROAD
ASHLAND, WI 54806
P - 715-682-7083 * F - 715-682-7506
Classes start at 8:22 am - Classes end at 3:06 pm
www.ashland.k12.wi.us

PRINCIPAL: Kathleen Thiele
ASSISTANT PRINCIPAL: Heidi Oliphant
ADMINISTRATIVE ASSISTANT: Angelique Brilla
ADMINISTRATIVE ASSISTANT: Karen Petras

DISTRICT RN DIRECTOR: Megan Kupczyk
HEALTH ADMINISTRATIVE ASSISTANT: Sherri Langley

GUIDANCE COUNSELORS: Kelly Sundeen, Nicole Landucci
HOME & SCHOOL COORDINATOR: Myron Burns

MARENGO VALLEY ELEMENTARY SCHOOL
62408 STATE HIGHWAY 112
MARENGO, WI 54855
P - 715-278-3286 * F - 715-278-3586
Classes start at 8:22 am - Classes end at 3:06 pm
www.ashland.k12.wi.us

PRINCIPAL: Elizabeth Erickson
ADMINISTRATIVE ASSISTANT: Tracy McDonald

GUIDANCE COUNSELOR: Kelly Sundeen

ABSENCE MANAGEMENT
1-800-942-3767
www.aesonline.com

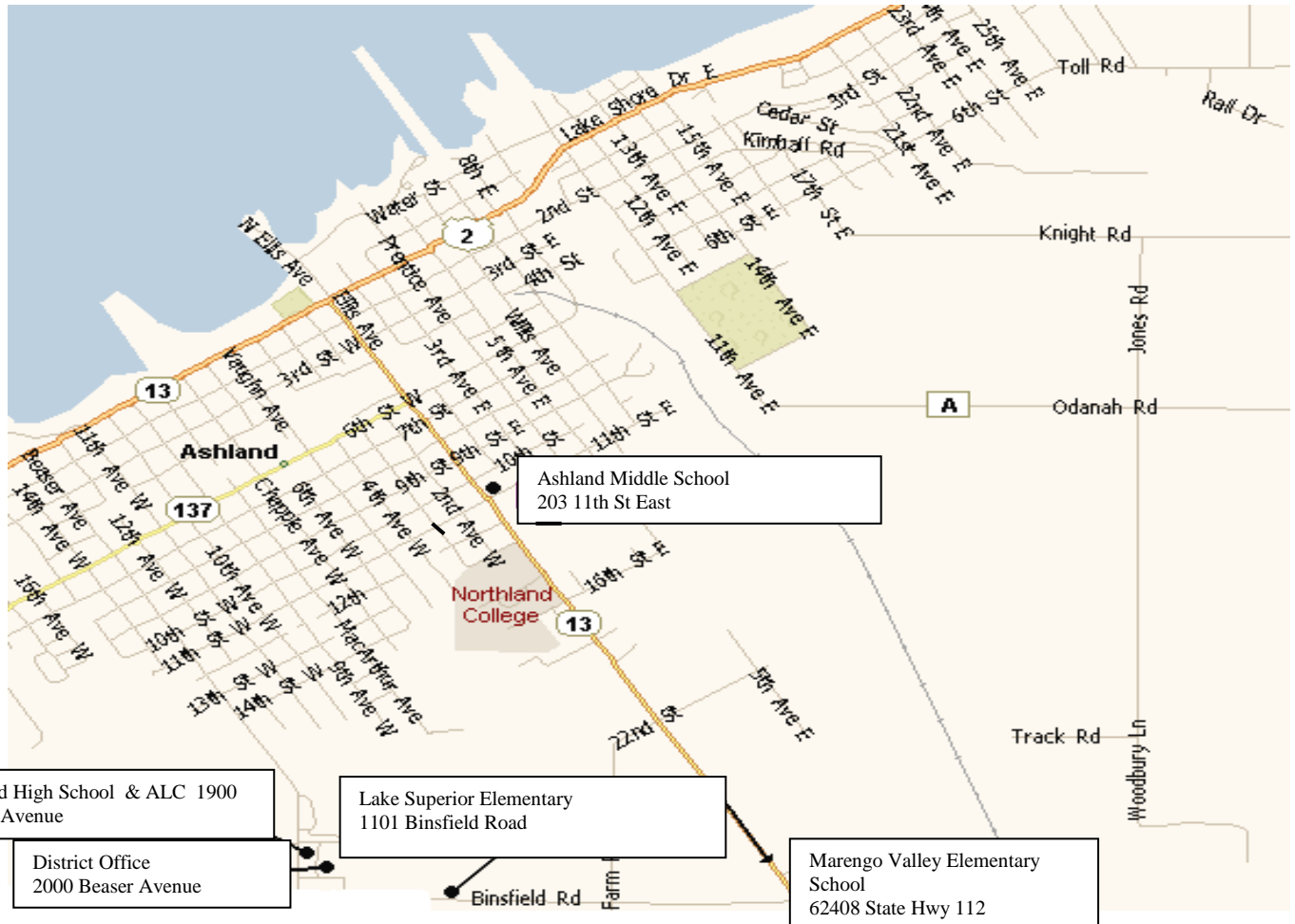
SCHOOL DISTRICT OF ASHLAND CONTACT:

COORDINATOR: Patti Larson

- 715-682-7080 ext 6019
- plarson@sdak12.net
- www.ashland.k12.wi.us

School District of Ashland

School Location Map



DISTRICT OFFICE

ASHLAND HIGH SCHOOL & ALC

ASHLAND MIDDLE SCHOOL

LAKE SUPERIOR ELEMENTARY SCHOOL

MARENGO VALLEY ELEMENTARY SCHOOL

2000 Beaser Avenue

1900 Beaser Avenue

203 11th Street East

1101 Binsfield Road

62408 State Hwy 112

School District of Ashland

2022-23 School Year



JULY 2022						
S	M	T	W	TH	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

JANUARY 2023						
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22	23	24	25	26	27	28
29	30	31				

AUGUST 2022						
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

FEBRUARY 2023						
S	M	T	W	TH	F	S
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

SEPTEMBER 2022						
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

MARCH 2023						
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

OCTOBER 2022						
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23	24	25	26	27	28	29
30	31					

APRIL 2023						
S	M	T	W	TH	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

NOVEMBER 2022						
S	M	T	W	TH	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

MAY 2023						
S	M	T	W	TH	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

DECEMBER 2022						
S	M	T	W	TH	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

JUNE 2023						
S	M	T	W	TH	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

Calendar Key	
	Vacation Day (no staff/students)
	Full Day Inservice (no students)
	1/2 day Inservice (no students)
	Last Day of the Quarters
	Oredocker Day (new students)

BOE Approved - 3/28/22

Schedules

High School: 8:10 -3:30

Middle School: 8:10 -3:30

Elementary(s): 8:25 -3:10

Open House 4K-12 (4-7 PM)

September 1, 2022

Oredocker Day (Grades 6, 9, and New Students)

September 2, 2022

Hopes & Dreams

Conferences (4K-5)

September 2, 2022

First day of School (4K-12)

September 6, 2022

First Quarter Ends

November 4, 2022

Fall Holiday Break

November 21-25, 2022

Winter Holiday Break

December 23-30, 2022

Second Quarter Ends

January 19, 2023

ACT Test Day for 11th Grade

March 7, 2023

Spring Break

March 13-17, 2023

Third Quarter Ends

April 5, 2023

Class of 2023 Graduation

June 4, 2023

Last day of School

June 7, 2023

**SCHOOL DISTRICT OF ASHLAND
PAYROLL SCHEDULING CALENDAR
2022- 2023 SCHOOL YEAR**

Attention: All Employees Submitting Time Sheets/Extra Time

Only approved time sheets will be processed if received by due date.

If you have any questions, please call Laura Graf 715-682-7080 X6008 or email lgraf@sdak12.net.

Work Performed Between These Dates	Approved Time sheets Due on:	Payday
08/07/2022-08/20/2022	08/22/2022	09/01/2022
08/21/2022-09/03/2022	09/05/2022	09/15/2022
09/04/2022-09/17/2022	09/19/2022	09/29/2022
09/18/2022-10/01/2022	10/03/2022	10/13/2022
10/02/2022-10/15/2022	10/17/2022	10/27/2022
10/16/2022-10/29/2022	10/31/2022	11/10/2022
10/30/2022-11/12/2022	11/14/2022	11/24/2022
11/13/2022-11/26/2022	11/28/2022	12/08/2022
11/27/2022-12/10/2022	12/12/2022	12/22/2022
12/11/2022-12/24/2022	12/26/2022	01/05/2023
12/25/2022-01/07/2023	01/09/2023	01/19/2023
01/08/2023-01/21/2023	01/23/2023	02/02/2023
01/22/2023-02-04/2023	02/06/2023	02/16/2023
02/05/2023-02/18/2023	02/20/2023	03/02/2023
02/19/2023-03/04/2023	03/06/2023	03/16/2023
03/05/2023-03/18/2023	03/20/2023	03/30/2023
03/19/2023-04/01/2023	04/03/2023	04/13/2023
04/02/2023-04/15/2023	04/17/2023	04/27/2023
04/16/2023-04/29/2023	05/01/2023	05/11/2023
04/30/2023-05/13/2023	05/15/2023	05/25/2023
05/14/2023-05/27/2023	05/29/2023	06/08/2023
05/28/2023-06/10/2023	06/12/2023	06/22/2023
06/11/2023-06/24/2023	06/26/2023	07/06/2023
06/25/2023-07/08/2023	07/10/2023	07/20/2023
07/09/2023-07/22/2023	07/24/2023	08/03/2023
07/23/2023-08/05/2023	08/07/2023	08/17/2023
08/06/2023-08/19/2023	08/21/2023	08/31/2023
Begin 2023-2024 School Year		
08/20/2023-09/02/2023	09/04/2023	09/14/2023
09/03/2023-09/16/2023	09/18/2023	09/28/2023
09/17/2023-09/30/2023	10/02/2023	10/12/2023

ITEMS OF INTEREST TO SUBSTITUTES

Address or Name Change

Please contact the District Office at 682-7080 ext. 6008 if you have a name or address change.

Parking

Parking is available for all staff at each building in staff parking lots. Do not park in the areas in front of each of the buildings or visitor spaces.

Check-In Procedure

All substitutes must check-in at the school office when you arrive. It is recommended that you arrive a minimum of 15 minutes prior to the start of your assignment. This is recommended, because the office can be very busy in the morning processing substitutes and this will give you a chance to review the material that is given to you and better prepare for your day. The school office will ask you to sign-in and verify your assignment information. They will provide you with any special instructions that you may need before you start your assignment (keys, visitor ID badge, additional assignment duties (see caption below), etc.).

Assignment / Hours of Duty

As a substitute, you accepted and agreed to work in a particular assignment. It is expected that you will work the hours stated in the assignment. If you have a compelling reason why you cannot work the hours stated in the assignment, please notify the office as soon as possible. If you do not work the assignment hours, you may be subject to a prorated payroll deduction.

Additionally, due to last minute staff absence(s) or due to the lack of available subs, the school office may ask you to work different and/or additional assignments.

Additional Assignment Duties

Please inquire with the office, if they haven't already informed you, of any additional assignment duties. If the staff member you are replacing has an additional assignment other than their normal duties, these duties become your duties unless other arrangements have been made. Additional duties could include, but are not limited to: Study hall, lunch duty, resource room, physical education, or a field trip.

Substitute Staff & Teacher Guidelines

- Remember, once you have accepted an assignment, you should realize that many people are counting on you to keep your assignment. The staff member you will be working for will have planned accordingly.
- Start the day out promptly, firmly, and concisely. Be pleasant. Appear confident. Let the students know that you are aware of the classroom rules and expectations and will be following the teacher's lessons; assure students that you will try to follow the regular schedule and routines and that the teacher has asked you to provide feedback to him/her about student behavior. Some students have difficulty with change and may need those assurances early in the class.
- Listen to announcements and have students listen.
- Elementary teachers escort students to and from special activities such as music, physical education, bathroom breaks, library, lunch, etc.
- Stand at the door of your classroom during passing periods.
- Please do not use your cell phone while in the presence of the students.

Lesson Plan

All teachers should have lesson plans available to the substitute. Many have their lesson plans uploaded into Absence Management; however, all teachers must have their lesson plans available in their classroom. Follow the teacher's written plans unless there is a **compelling** reason not to. **If**, you feel it is necessary to make any changes in the prepared lesson plan, be sure to leave notes for the regular teacher about the changes you made, including an explanation about why the changes were necessary.

Class Lists

All teachers should have a class list available to the substitute. Some teachers may also include a seating chart if assigned seating is required in that classroom. Also, viewable in Skyward EA+.

Student Attendance Records

Please be sure to take attendance for each class period. Please report all student absences in Skyward EA+.

Absence Excuses

Some students may bring an absence excuse slip to you, signed by a parent. These excuses should be from the previous school day. Please deliver these notes to the school office for data entry.

Money

It may be necessary for you to collect money from the students for a variety of reasons. **Do not leave the money in the room!** At your first opportunity, count the money and turn it in to the school office. The school office will transfer the money to a secure location.

Grades

Under normal circumstances you will not be required to give students a grade for a grading period. It is expected, however, that you will correct and grade any short quizzes and/or assignments that you might give. If you should substitute on an extended basis, please check with the school office about grading policies.

Lunch

All of our schools have lunch programs and breakfast programs. The cost for adult breakfast is \$2.00 and adult lunch is \$3.55. The cost for a carton of milk is \$.40. Please check with the school secretary for additional information on eating breakfast and/or lunch at the school. If you wish to bring your lunch most of the schools have refrigerators to store your lunch. Once again, please check with the school secretary.

Student Medications

Under no circumstances should a substitute administer student medications. Please refer this situation to the Health Secretary/Assistant. The Health Secretary/Assistant will ensure that the proper consent and physician order forms are on file and will handle the situation directly.

Student Illness & Injury

Students who become ill or injured during the school day are to be sent to the health / school office for further evaluation. Please use your best judgment as to whether or not you need to accompany this student or if you should request the health/office staff to escort the student on your behalf. If a student becomes injured, you must complete a Student Injury Report and submit it to the school office.

Substitute Injury

If you are injured while on the job as a substitute, you **must report** the injury to the principal immediately. This report must be completed no matter how small or insignificant your injury may be. The principal will give guidance and assistance on necessary procedures and paperwork.

Discipline

The successful substitute teacher is actively involved with instruction. This includes moving around the classroom often, checking student work and assisting with assignments. The expression, "**Be on your feet-not on your seat,**" is sage advice to the substitute. Many discipline problems can be avoided by the substitute's use of proximity to the students.

Most literature on substitute teaching indicates that in order to be successful in their treatment of students, the substitute needs to treat them in a **firm, fair, and consistent** manner. Fairness and consistency are key issues with students. The substitute must not "play favorites" when dealing with student behavior or performance. Please report any student behavior and discipline issues to the school office.

Confidentiality

Confidential information and records may not be disclosed except as authorized by Board policy and administrative guidelines. Individuals who have access to confidential information and records while employed by the Board are reminded that their legal obligation to maintain such confidences extends beyond their term of employment in the District and they are prohibited from releasing, disclosing or otherwise disseminating confidential information or records subsequent to leaving the Board's employ.

End of Day Procedure *(These tasks can and should be accomplished during planning and/or other free time.)*

- Check all student work completed during the day, label and organize the work for the regular teacher's inspection, and provide a summary of the day's activities for him/her.
- Leave notes for the teacher describing what occurred during the day. The teacher appreciates knowing how much of the lesson plan was accomplished and any other important information about the substitute's instructional efforts they might need to know about. The teacher would also want to be informed of any behavior problems or unusual events that may have occurred during his/her absence.
- Return any materials or equipment used during the day to their proper place.
- At the end of the day, take a few moments to straighten up the classroom. Pick up any papers or other debris left on the floor. Close windows, turn off all lights, and lock doors when leaving for lunch or at the end of the day.
- Substitutes must remain at school at the end of the day based on the assignment / hours of duty accepted. You must ensure that all students have been picked up by their parents, been put on the bus, or have otherwise been dismissed.
- **Sign out at the office and return all items that were provided to you (keys, visitor ID badge, etc.).**

Crisis Situations

Each building has plans in place for specific crisis situations. Please make sure you check with the office staff for directions on procedures in the building. In the event of an emergency situation in your classroom, please utilize the following internal emergency phone extensions:

Ashland High School & ALC Assistance Request = 7123

Ashland Middle School CPI Request = 7125

Ashland Middle School BI Request = 7126

Lake Superior Elementary CPI Request = 7124

Marengo Valley Elementary School CPI Request = 7121

*CPI = Crisis Prevention Institute, BI = Behavior Intervention.

Levels of Lockdown:

Active Threat -

- **Possible Scenarios:** Someone attempting to or successfully entering the building with intention to do harm.
- **Listen for:** ACTIVE THREAT. Initiate ALICE procedures.
- **Action:** Take action based on the information as per the ALICE protocol. This may include full barricade of the classroom including counter objects in hand.

Internal Situation - Medical Emergency -

- **Possible Scenarios:** A situation in or out of the building that does not present harm but needs to be handled without movement in the building (ie: medical situation, behavior situation, etc.)
- **Listen for:** CLASSROOM HOLD MEDICAL - Please hold students in classrooms until further notice.
- **Action:** Hold students in rooms until further notice. Locking doors is necessary, but there should be no students in halls or common areas.

Internal Situation - Classroom Hold -

- **Possible Scenarios:** A situation in or out of the building that does not present harm but needs to be handled without movement in the building (ie: medical situation, behavior situation, etc.)
- **Listen for:** CLASSROOM HOLD MEDICAL - Please hold students in classrooms until further notice.
- **Action:** Hold students in rooms until further notice. Locking doors is necessary, but there should be no students in halls or common areas.

External Situation -

- **Possible Scenarios:** Situation in a nearby neighborhood, business, or parking lot/sports field, etc.
- **Listen for:** Please withhold movement in and out of the building until further notice. Normal operations within the building will still take place.
- **Action:** Exterior doors will be monitored and fobs will temporarily be disabled. Students can transition and move within the school building.

Active Threat - Dial: 911

Any time a staff member faces an imminent threat, police/fire should be notified immediately by calling 911. Situations may be a health emergency, threats to safety, or when an emergency dictates, immediately notify 911.

If confronted with an ACTIVE THREAT, call 911 and follow these steps:

1. Stay calm, take a deep breath and speak clearly to the 911 call center.
2. Clearly state the nature of the emergency ("*I'm reporting a fire, injury, etc.*").
3. Provide the specific location of the emergency (school/building name, which floor, room #).
 - a. Be specific. Do not assure the responders will know where to go.
 - b. Stay on the phone until told to hang up by the 911 call center or the responders arrive.
4. Answer the 911 call center question in a calm manner.
5. Follow the 911 call center's directions, step by step. Listen carefully and ask for clarification if needed.
6. Stay alert and scan your environment. Provide specific information that may help in sending the appropriate assistance.
7. Always ensure students are safe.

Classroom Hold - Internal Situation:

A situation in or out of the building that does not present harm but needs to be handled without movement in the building (ie: medical situation, behavior situation, etc.).

Listen for:

- Classroom Hold Medical - Please hold students in classrooms until further notice

or

- Classroom Hold - Please hold students in classrooms until further notice.

Action:

- Hold students in the room until further notice. Locking doors is necessary, but there should be no students in halls or common areas.

Conclusion:

- At the end of the classroom hold, "ALL CLEAR" will be announced twice.

Communication:

- At conclusion of classroom hold, building office will communicate message in the following order:
 1. Building Staff/District Office Administration/School Board
 2. Building Parent & Guardians

Sample: "There was a Classroom Hold at Ashland High School today that lasted about 30 minutes. A student was provided medical assistance. The student is stable at this time and under the supervision of medical professionals. Thank you."

Fire

In the event of a fire, pull the nearest fire alarm (located by exits), and have students under your care evacuate the building as quickly as possible. Call 8911 to report the fire and notify the office of the location of the fire (please utilize the emergency phone extensions).

Fire Drills

The major purpose of the fire drill is to insure the safe evacuation of the building by the orderly use of all available exits. The shortest route (**the assigned/preferred route is posted above the doorway**) should be selected, without one line of students having to cross another. Each class must be given instructions as to the location of stairways and exits to use. Alternate exit routes should be indicated in case of blocked stairs of exits.

All students should immediately come to attention when the alarm is sounded. Orderly and controlled movement is important. Students must be taught to remain silent and walk in single file. Everyone (without exception) should evacuate the building immediately. After evacuation of the building, all students should move 50 feet from the building, clear of fire hydrants and driveways. You should take attendance to make sure all students have evacuated the building. An "all clear" will be signaled at which time students and teachers should return to their assigned room.

Inclement Weather or Other Emergency

In the event of a snow day or other type of school emergency, one of two announcements will be broadcast via radio stations WATW (1400 am), WEGZ (106 fm), WJJH (96.7 fm), WNXR (107.3 fm), WBSZ (93.9 fm) and channel 6 and channel 3.

Every effort will be made for the announcements to occur by 6:30 a.m. Depending upon the type of announcement, you may be expected to respond in a different manner. Please review the following so that you are aware of appropriate expectations.

Announcement A: Delay of the opening of schools.

Sample announcement: 'School District of Ashland is starting two hours late today'.

When this announcement is made, please report according to the following:

- at the time designated in the radio/television broadcast.

Announcement B: Closing of schools

Sample announcement: 'School District of Ashland will be closed today'.

When this announcement is made, please report according to the following:

- do not report to a substitute assignment. Substitutes are not paid on days when school is closed.

Substitute Teacher Mileage Reimbursement

Mileage will be paid to substitute teachers who substitute for a teacher who must travel to more than one school building during the school day as part of their regular teaching assignment. Mileage will be paid at the current federal rate. To be paid for in-district mileage, substitute teachers must complete a Mileage Reimbursement Form. Please submit this form to the school office and the building principal from either building may sign the form. Mileage is paid once a month. Mileage Reimbursement Forms are available at each school building, the district office, or the district's website > staff button > forms.

Substitute teachers are not paid mileage if they accept two different teaching assignments that are in two different buildings.

Staff Development Opportunities

Certified teachers who substitute teach in the School District of Ashland are welcome and encouraged to participate in the district's staff development program on a non-paid basis. The District's staff development days are noted on the school calendar. Additional opportunities would include training on adopted textbook series. For additional information, please contact Katie Matthias, Director of Student Learning at 682-7080 or kmatthias@sdak12.net.

Sub List Removal

In an effort to maintain our high standards and provide the best possible instruction for our students, we find it necessary to audit our system and ensure the substitutes that we have are available on a regular basis. At various times, we will review and consider the following data; 1) the number of assignments accepted and completed, 2) excessive number of assignments declined and/or canceled, 3) excessive number of assignments available and not accepted, 4) other information as necessary. Based on the above criteria, some substitutes may be removed from Absence Management.

Remember, you have the option to limit your work schedule (certain days of the week) and/or selecting locations which can aid in limiting the calls you receive. These restrictions, when recorded in Absence Management, will not affect your employment as a substitute at the School District of Ashland.

An individual school administrator can request that a substitute be restricted from substituting at that school. Such requests will be honored if the staff and administrator has a reasonable basis for the request. Depending on the circumstances and the nature of the reason for the restriction, the substitute may or may not be notified of the restriction. If several school staff and administrators request restriction of the same substitute, the substitute is subject to being removed from the Active Substitute List. The substitute will be notified, either by phone or by mail that such removal has occurred.

Unemployment Compensation

According to the State of Wisconsin Department of Workforce Development, Teachers and other employees of educational institutions generally **do not** qualify for unemployment benefits during scheduled breaks in the school year when they have a contract or **reasonable assurance* of having a job after the breaks. (*See Substitute Agreement form)

CLASSROOM MANAGEMENT PRACTICE

Tips for Substitute Teachers

1. Always, ALWAYS, follow the classroom teacher's lesson plans (or whatever substitute instructions they have left).
2. Take time before school to review material that is unfamiliar. If this still does not help, try to find another teacher who will explain it to you. Make every attempt to understand the lessons.
3. Bring some fun extra things the students can do when, and only when, their work is done. At the elementary levels bring "fun sheets" for the students. Fun sheets can be; pictures to color, dot-to-dots, word searches, mazes, or something else along that line. At the upper levels bring word puzzles and magazines.
4. Leave a note for the teacher at the end of the day. Let the classroom teacher know how the day went. Did the students struggle with a lesson? If so, let the teacher know. Did the students have fun with an activity? Again, let the teacher know. Remember to include the positives of the day as well as the negatives.
5. Make sure the room is in order before leaving. Make an effort to stack handed-in assignments in a neat and organized manner where the teacher can easily find them. Put all books away where they were at the start of the day. Be sure the room, in general, looks orderly.

SUBSTITUTE HANDBOOK SIGNATURE SHEET

This sheet must be completed and signed and returned to the District Office before a substitute will be allowed on our list.

(Print Name)

I, _____ have read and understand the School District of Ashland’s Substitute Handbook. I will refer to this handbook as questions arise. If I have further questions, I will contact a school official. I also understand that any subsequent revisions to the provisions of this Handbook will supersede those contained herein. It is also my responsibility to review the Handbook occasionally.

Signature

Date

EMPLOYEE RECEIPT AND ACKNOWLEDGMENT

Employee Handbook

As an employee of the School District of Ashland, I acknowledge receipt of this Employee Handbook, and understand that the Employee Handbook is simply a means to acquaint me with the School District of Ashland and its operations, and provide guidelines in regard to its policies and my employment.

I understand that the Employee Handbook does not constitute a contract of employment, express or implied, between the School District of Ashland and myself and that no oral statements by supervisors or management can alter this disclaimer or create a contract. Only the Board of Education has the authority to create an employment contract, and such contract must be in writing and signed by the Board to be valid.

I further understand that, unless otherwise agreed upon in a written employment contract between the Board and myself, my employment with the District is "at-will," not for any definite period of time, and may be terminated by myself or the District at any time and for any reason not prohibited by law.

I also understand that if I have an individual employment contract with the District, as required and pursuant to §118.21 (1), or §118.24 (1), this Employee Handbook does not constitute a separate contract of employment, express or implied, between the District and myself. In the event that any Employee Handbook provision conflicts with any applicable employment contract provision, the employment contract shall control.

I understand that the School District of Ashland reserves the right to modify, amend, or delete any provisions of the Employee Handbook at any time. I will receive copies of any such modifications, amendments, or deletions.

I understand that this Employee Handbook supersedes all previous manuals or handbooks that I have received or have been advised of by the District. I also understand that any subsequent revisions to the provisions of this Handbook will supersede those contained herein.

I further understand that Board policy may be adopted/updated at any time. And therefore understand, that Board policy will supersede language contained in this Employee Handbook.

Printed Name	Signature
N/A	
Building Location	Date

The School District of Ashland does not discriminate based on age, race, creed, religion, color, disability, handicap, marital status, sex, sexual orientation, national origin, citizenship status, ancestry, arrest record, conviction record, or membership in the National Guard or military forces of the United States, or other protected group status.