



SUBSTITUTE HANDBOOK



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WELCOME TO THE KENOSHA UNIFIED SCHOOL DISTRICT!

As a substitute teacher or substitute special education educational support professional (ESP) for Kenosha Unified School District (KUSD), we consider you to be an essential and valuable part of our educational team. We appreciate your willingness to provide service to our students and teachers in your role as a substitute.

This guide has been developed to assist you professionally and to present important guidelines that will enable you to make subbing a rewarding experience. Our goal is to work together to provide KUSD students with the best possible education.

We wish you a successful, productive and rewarding school year!

SUBSTITUTES

We have a number of different substitute roles at KUSD:

1. Substitute Educational Support Professional (Sub ESP)
2. Day-to-Day Substitute Teacher
3. Long Term Substitute Teacher
4. HR Substitute Teacher

Please continue to read more about each substitute role.

SUBSTITUTE SPECIAL EDUCATION EDUCATIONAL SUPPORT PROFESSIONAL

QUALIFICATIONS: Substitute Special Education ESP Qualifications

- Associates degree or 48 college/university credits. Must provide official transcripts from college or university attended, **OR**
- Proof of successfully passing the WorkKeys ACT test for Kenosha Unified School District.
 - WorkKeys ACT required minimum Proficiency Score:
 - Applied Mathematics: 4
 - Workplace Documents Assessment: 4
 - Business Writing Assessment: 3
 - If you need to take the WorkKeys test, you must contact Gateway at 262-564-2300 to set up an appointment. You will be required to pay the cost for the test. For more information on the WorkKeys, please visit www.act.org/workkeys.
- Three positive complete, professional references
- KUSD approved background check
- Successfully pass pre-employment physical, drug screen and TB test
- Current Wisconsin Special Education Program Aide license. If you do not have a Special Education Program Aide license, please work with KUSD Sub Services to obtain this license within the first 30 days of your employment.

DUTIES: Substitute Special Education ESP Duties

Your services as a Substitute SPED ESP are important to the classroom and to the students you support!

Expectations include, but are not limited to:

- Under the supervision of the classroom teacher, the substitute special education ESP support special education students 1:1 by implementing instructional services and lesson plans (e.g. reading, math, writing, communication, social skills, personal care, etc.) and attending to the health and physical needs of students, which may include feeding, toileting, diapering by using de-escalation techniques to assist with behavioral needs.
- The Substitute ESP models conversation, manners, listening skills, and everyday interactions for the purpose of demonstrating appropriate social behavior.

PAY: Substitute Special Education ESP (Sub ESP) Pay

Type of Sub ESP	Assignment	Pay Rate	Hours
Day-to-Day Sub ESP	Picks up own assignment in Frontline	\$15.00 per hour	7.25 hours
Long-term Sub ESP	Works with Sub Services to coordinate long-term placement: 10 consecutive days or longer supporting the same student in a classroom	\$17.00 per hour	7..25 hours

Substitutes are expected to work the regularly scheduled staff workday. If you are requested to work hours outside of these parameters, you must have principal approval in writing PRIOR to working the hours and notify Substitute Services via email (SubServices@KUSD.edu).

SUBSTITUTE TEACHER

QUALIFICATIONS: Substitute Teacher Qualifications

- Bachelors or Associates degree:
 - Must provide official transcripts from college or university attended
- Three complete, professional references
- Completion of background check
- Successfully pass pre-employment physical, drug screen and TB test
- Current Wisconsin Teacher Certification or Substitute Teaching License
 - *If you do not have a substitute license, you must complete KUSD online training, or other WI DPI approved training, and apply for your license within the first 30 days of your employment.*

DUTIES: Substitute Teacher Duties

Your services as a substitute teacher are important! Expectations include, but are not limited to:

ARRIVAL:

- It is strongly recommended that substitutes arrive at the building a minimum of 15 minutes prior to the start of school so before class duties can be completed, and remain at school until all students are dismissed.
- ***Failure to report on time for an assignment may result in disciplinary action.***
- A list of official school start and end times is available at KUSD.edu.
- Upon arrival, report directly to the school office to sign in.
- You will be provided a packet of school information. Please review this information prior to class beginning.
- Check with the school office for any additional assignments, such as recess or lunch duty.
- Check the teacher's mailbox for notices or communications that demand immediate release or attention.
- Observe the schedules and responsibilities of the regular teacher.
- Proceed directly to the assigned areas and prepare for the opening of school.

CLASSROOM:

- Place your name on the board in front of the class so students will know how to address you.

- Review the daily lesson plans to see what needs to be covered in class.
- If no plans are provided consult with the principal/front office for advice about your best course of action.
- Look for an attendance card or class roster in order to determine who should be present.
- Follow the teacher's program and lesson plan unless there is a compelling reason not to.
- Leave a note regarding work accomplished throughout the day including how much content from the lesson plan was completed, if there were any behavioral issues, etc.
- You have the responsibility of maintaining the regular instructional program in the classroom.
- ***Students are to be supervised at all times. At no time should students be left unattended.***
- Cell phones, headphones or other electronic devices should not be used by Substitute Teachers during instructional classroom time.
- It is the expectation that while working as a Substitute Teacher you will be actively engaging with students, walking around the room, answering questions, etc.
- Leave the room in an orderly fashion for the regular teacher, especially with reference to whiteboards, records, and assignments.

AFTER CLASS:

- Remain after school hours for a sufficient length of time to allow students to leave the building.
- Report to the school office before leaving the building and determine whether your service will be needed the following day.

NON-TEACHING DUTIES:

Substitute teachers are expected to cover non-teaching duties (i.e. recess/lunch room) usually assigned to the regular teacher during a day of service.

PREPARATION/CONFERENCE PERIODS:

Day-to day and HR substitutes will be asked to cover another teacher's class during prep times; this time is considered part of your regular work day. Long term subs are given a prep time for grading/lesson planning or other duties assigned by the principal.

CLASSROOM MANAGEMENT:

The substitute's first words and actions usually go a long way to set the day's tone. Students need to sense that you have confidence and will control the classroom and any situations that may arise. Once they know that, you can use humor and enthusiasm without risking that the class will get out of control

Suggestions:

- Write your name on the whiteboard (or type on smartboard) and pronounce it for the students so they can use it when addressing you.
- Begin the day quickly, firmly, concisely. Be pleasant. Appear confident. Let the students know "anything doesn't go."
- Assure students that although your methods or process may differ from the teacher's, there is usually more than one good way to do things and that they may enjoy the change. However, students feel more secure when they follow an established routine, so try to hold to the time schedule and other "anchor" routines.
- To help establish your authority for the day, teach in the first person. For example, say "Your assignment is _____ and I expect you to begin your work!"
- Keep students on task – and keep activities moving.

- Use lesson plans and follow the classroom routine as much as possible.
- Learn and use student names as quickly as possible; relate to them as individuals.
- Try to involve students who appear disinterested.
- Be positive! Let the students know that you are happy to be there.
- Try to provide as many students as possible with opportunities to succeed – and to receive praise or success.
- Compliment students about things in the room (if appropriate) and inquire about things around the room.
- In primary grades, give students exercises (e.g. finger plays, active songs, follow the leader) to allow for brief brain breaks.
- Remain calm and relaxed.
- If you anticipate problems, let the principal know in advance.
- Should a student refuse to participate in class, do not force the issue. Let him/her observe quietly.
- Go to students’ desks when they need help. This will help minimize confusion and needless commotion.
- Encourage students to help or express their opinions or advice in a constructive way to help keep them interested and motivated.
- AND REMEMBER – substitute teaching demands flexibility.

PAY: Substitute Teachers Pay

Type of Sub Teacher	Assignment	Pay Rate	Hours
Day-to-Day Sub Teacher	Picks up own assignment in Frontline	\$21.27 per hour	7.25 hours
Long-term Sub Teacher	Works with Sub Services to coordinate long-term placement: 10 consecutive days or longer supporting same classroom	\$27.57 per hour	7.5 hours
HR Sub Teacher	Building subs are dedicated to one particular school to support absences, may be reassigned to another school on occasion if the need arises. Assigned by the School or Sub Services.	\$27.57 per hour	7.5 hours

Day-to-Day Substitute Teacher

- Picks up daily assignments on own in FrontLine, may work different locations or classes
- License is required: Wisconsin Teacher certification, Three-Year Short-term Substitute, or Five-Year Substitute License
- Pay rate: \$21.27/hour
- Benefits eligible: No
- Paid time: 7.25 hours

Long Term Substitute Teacher

- Substitute teaches in the same classroom 10 consecutive days or longer
- Usually covering a teacher on leave or a vacant position
- Usually assigned by Sub Services

- License is required: Wisconsin Teacher certification, Three-Year Short-term Substitute, or Five-Year Substitute License
- Pay rate: \$27.57/hour
- Benefits eligible: No
- Paid time: 7.5 hours

HR Substitute Teacher

- Building subs are dedicated to one particular school to support absences, may be reassigned to another school on occasion if the need arises
- Assigned by the School or Sub Services
- License is required: Wisconsin Teacher certification, Three-Year Short-term Substitute, or Five-Year Substitute License
- Pay rate: \$27.57/hour

If you are requested to work hours outside of these parameters, you must have principal approval in writing PRIOR to working the hours and notify Substitute Services via email (SubServices@KUSD.edu).

DISTRICT AND BOARD POLICIES

All employees of the District are expected to follow all Board policies. Substitutes are provided an Employee Handbook for policies and procedures, and may find the Employee Handbook, the Substitute Handbook and current KUSD Board Policies on the District webpage KUSD.edu.

General Rules Of Conduct

General rules of conduct are essential to the safety and well-being of all employees. Employees are expected to acquaint themselves with additional departmental rules of conduct and regulations and all board policies found on kUSD.edu/board-education/policies.

- Disciplinary action or termination, depending on the severity of violation, will be recommended for violation of any, but not limited to, the following listed rules:
- Falsification or unauthorized altering of records, employment applications, time sheets, time cards, student cards, etc.
- Tardiness or absenteeism.
- Failure to report absences from scheduled work shift in accordance with policy.
- Unauthorized disclosure of information contained in communications and in personnel, student or other records of the District.
- Use and/or possession of intoxicating beverages on District property or while supervising students.
- Use and/or possession of narcotics or dangerous drugs.
- Fighting, horseplay, or use of profane, obscene or abusive language toward any manager, employee or student.
- Threatening, intimidating or coercing others on District premises.
- Carrying unauthorized weapons.
- Insubordinate conduct toward a supervisor.
- Refusing to comply with District policies and procedures and/or carry out the instructions of a supervisor.
- Sleeping while on duty.
- Creating unsafe or unsanitary conditions.

- Leaving the job without permission during regularly assigned working hours.
- Theft or unauthorized use of District equipment or possessions.
- Loss, damage, destruction or unauthorized removal or use of property belonging to the District, employees or students.
- Negligence in observing fire prevention or safety regulations, or failure to report on-the-job injuries or unsafe conditions.
- Unwillingness or inability to work in harmony with others, discourtesy or conduct creating discord.
- Engaging in acts of sabotage; willfully or with gross negligence causing destruction or damage of District property, or the property of fellow employees, students or visitors, in any manner.
- Violating a confidentiality agreement; giving confidential information to others; breach of confidentiality of student or personnel information.
- Any act of harassment, sexual, racial or other towards anyone; telling sexist or racial-type jokes, making racial or ethnic slurs.
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- Soliciting during working hours and/or in working areas; selling merchandise or collection of any kind for charities or other organizations without authorization during business hours or at a time or place that interferes with the work of another employee on District premises.
- Gambling during work hours.
- See Employee Handbook for any updates.

Electronic Communication With Students

From [KUSD Staff Technology Acceptable Use Policy 4226](#): Unless authorized to do so by the superintendent or his/her designee, **employees shall not communicate with students via their personal email addresses, social media accounts, home phones, cellphones or other application not authorized by the District for communication with students.**

As a substitute, if you have a need to contact a student you must connect with the school principal for authorization and direction on the proper approved way to do so.

If you have any questions, please reach out to Substitute Services (subservices@kUSD.edu).

Use Of Cell Phones

Technology may be used for instruction, research, communication and other educational or professional purposes. Employee use of technology shall be consistent with the educational goals and objectives of the District and shall comply with applicable Board policies and rules.

The District will maintain a District website and use social media for the purpose of collaborating, communicating and disseminating District information. Content posted on the District's website and social media pages is the property of the District.

The District's electronic communication system, which includes telephones, copy/scan/fax machines, desktop computers, laptop computers, email and the network, is the property of the District. All messages, information and data sent, received or stored on the District's electronic communication system is the property of the District. The District reserves the right to monitor employee and student use of technology and inspect any messages, information or data sent, received or stored on the District's electronic communication system.

Failure to comply with this policy and its implementing rule may result in discipline, up to and including termination. See Board Policy 4226.

Use Of Physical Force Policy

District employees may not use corporal punishment of any kind on students. District employees who violate this policy shall be subject to established disciplinary procedures. See Board Policy 5471.

Administering Medications

Only authorized district employees may administer medication to students. Please refer to the building office if a student requires medication. See Board Policy 5534.

Reporting Abuse And Neglect

Any employee of KUSD having reasonable cause to suspect that a student seen in the course of professional duties has been subject to physical, sexual or emotional abuse or has been neglected, shall immediately report such suspected abuse or neglect as required by Wisconsin Statutes. Such personnel shall also report having reason to believe that a student seen in the course of professional duties has been threatened with an injury and that abuse of student will occur. See Board Policy 5540.

Alcohol And Drug Free Workplace

The district recognizes alcohol and other drug abuse as a potential health, safety and security problem, and it is the district's intent and obligation to provide a drug-free, healthful, safe and secure work environment.

Therefore, the unlawful manufacture, distribution, dispensation, possession or use of alcohol or a controlled substance on district premises or while conducting district business off premises is absolutely prohibited by the district. See Employee Handbook and/or Board Policy 4221.

Tobacco And/Or Vaping

Smoking and the use of tobacco products and/or vaping devices in any form, including those with or without nicotine, is strictly prohibited for all persons on district premises. "Premises" is defined as all property owned by, rented by or under the control of the district, including grounds, schools, offices, work areas, school buses and other school vehicles. See Employee Handbook and/or Board Policy 1310.

Dress And Grooming

KUSD requires employees to maintain a neat and clean appearance that is appropriate for the workplace setting and for the work being performed. Substitute teachers, unless conducting a Physical Education class or special event, should be dressed in business casual dress. Please review the district employee dress code, KUSD Board of Education policy 4229 on the KUSD.edu webpage.

Emergency Operation Procedures

Each school office will provide you with a folder containing important information about the operations of the school. The classroom should also have a folder that includes classroom safety procedures. Please be sure to locate these folders and familiarize yourself with all safety procedures. If you are not able to locate a folder containing safety procedures or have any questions about safety at any time, please contact the main office.

If you have any questions or concerns about safety at any time, please contact the main office.

Training Requirements

All substitutes must attend Substitute Onboarding and ALICE training when offered, and complete all assigned training tasks in the onboarding portal, Frontline Professional learning and other training as required or mandated. Additional professional learning is available in Frontline Professional Learning District Catalog.

A.L.I.C.E

KUSD follows A.L.I.C.E. (Alert – Lockdown- Inform – Counter – Evacuate) procedures in active threat situations. A.L.I.C.E. training is provided to all KUSD employees. This training is mandatory. For information on A.L.I.C.E. training and/or procedures, contact Sub Services in Human Resources.

Attendance And Punctuality

Punctual and regular attendance is an essential responsibility of each Substitute. Tardiness or absence disrupts the education of students as well as the operations of the school. If you accept an assignment you are expected to show up approximately 15 minutes early (or earlier) and be prepared to receive students at the school's scheduled start time. Substitutes are expected to stay until students have gone home for the day.

SUBSTITUTE ASSIGNMENTS

KUSD uses Frontline Absence Management to managing substitute assignments. Please note that substitutes are paid based on the assignment accepted, i.e., if a substitute special education ESP assignment is selected, the substitute will be paid at that rate.

Frontline Absence Management offers multiple ways to find available substitute assignments:

- Phone: Call in to the Absence Management system toll-free at **1-800-942-3767**
 - You will need your phone number and PIN.
- Web: Log in at app.frontlineeducation.com,
- Mobile app: Frontline is also available as a downloadable app. Substitutes are not required to have this app for access.

These options provide the flexibility to proactively search for jobs and fill your schedule the way you want.

CANCELING ASSIGNMENTS

Our Absence Management system will not allow you to cancel. This must be done via direct contact with the school and Sub Services.

- If you cannot fulfill your commitment to an assignment, you must reach out to SubServices@KUSD.edu to cancel.
- If you need to **cancel within 24 hours of the assignment** you MUST call the school and send an email to SubServices@KUSD.edu.
- *Substitute who repeatedly decline or cancel assignments will be removed from the approved list of substitutes.*

RAISING CONCERNS

If you have a concern while in a school, please address it with the principal as soon as possible. Please make sure to contact Substitute Services at 262-359-6355 as well.

EMERGENCY CLOSING

If there is a weather event or other emergency closing, information will be posted on kUSD.edu, KUSD social media, and local news and radio stations. Substitutes will not be compensated when school is closed due to an emergency.

REMAINING ON ACTIVE SUBSTITUTE LIST

The District strives to maintain an adequate number of qualified substitutes for service. To accomplish this, we must rely on substitutes being available for assignments. Placements are made on the basis of school requests, as well as, substitute certification, preferences and availability.

- *Substitute teachers who repeatedly decline or cancel assignments within 24 hours of assignment will be removed from the approved list of substitutes.*
- *Substitutes can also request to be removed from the substitute list by sending a written request to Substitute Services.*

To remain on our active list in subsequent years, substitutes will be asked to complete and return an end of year survey, which is emailed to substitutes at or around the end of the school year.

If you have not accepted an assignment in six months, you will be removed the active substitute list.

SUBSTITUTE EVALUATION

Substitute Teachers and Substitute Special Education ESPs will be evaluated when appropriate. Principals are encouraged to evaluate substitutes whom they believe are not performing up to district standards in order to offer ideas and/or tips for improvement. Evaluation of long-term substitutes by the building principal through the use of the Substitute Evaluation Record is mandatory.

Substitute Evaluation Records, when complete, will be maintained by Human Resources in the personnel files of the substitute. Substitutes must be given the opportunity to see evaluation reports before submission to Human Resources. In essence, this means the following:

- The substitute should be allowed to read the evaluation.
- Substitutes should be provided an opportunity to discuss any allegations on the evaluation report.
- The substitute must be asked to sign the evaluation report as an indication that the report has been read by the substitute.
- Should the substitute refuse to meet with an administrator in order to discuss performance or should the substitute refuse to sign the report, the principal will make notation to that effect on the report and forward it to Human Resources.

If a principal submits an evaluation report to Human Resources and requests that a substitute be removed from the approved list for a particular building, the request will be honored provided:

- The principal has given the substitute the opportunity to see the report.
- The principal and/or Human Resources has discussed the report with the substitute, if requested.
- The request is warranted.

If three (3) or more unsatisfactory evaluations are provided to the Office of Human Resources requesting that a substitute be removed from the approved substitute list, the individual concerned will be notified of their removal from the approved substitute list.

Substitute can be immediately removed from the active sub list for violating any of the policies outlined in the Employee Handbook and KUSD Board of Education policies, including, but not limited to:

- Leaving children unattended
- Sleeping on the job
- Putting children in harm's way
- Causing bodily harm to a child
- Found to be under the influence of drugs or alcohol while on school property
- Erratic or unprofessional behavior
- Excessive Absences or No Shows
- Excessive cancellations after accepting assignments

PAYROLL

Substitute Pay Classifications

- **Substitute Teacher:** A substitute teacher accepts short term teaching assignments less than ten days and will receive the standard substitute teacher rate.
- **Long-term Substitute Teacher:** A substitute who teaches or supports a minimum of 10 consecutive days in the same classroom for the same teacher or ESP will qualify for the long-term rate.
- **HR Substitute Teacher:** Assigned to different schools daily by Sub Services, benefits (medical only), will receive higher rate of pay.
- **Substitute Special Education Educational Support Professional:** A substitute ESP accepts short term assignments less than ten days and will receive the standard substitute ESP rate.
- **Long Term Special Education Educational Support Professional:** A substitute ESP who supports a minimum of 10 consecutive days in the same classroom for the same ESP will qualify for the ESP long term rate.

Hours And Compensation

- Day-to-day Substitutes are paid for 7.25 hours a day with a .50 unpaid lunch.
- Long-term Substitutes and Building Substitutes will follow teacher hours and requirements and are paid 7.5 hours.
- Substitute Special Education Educational Support Professionals are paid at 7.0 hours per day.

Substitute teachers and Substitute Special Education Educational Support Professionals (ESPs) assigned to an elementary on the early release day may leave at the end of the student day provided that expected duties of the substitute teacher have been satisfactorily completed and the substitute is not on a long-term assignment. Substitutes will only be paid for the hours worked on early release days.

Substitute Call-In Pay

A substitute employee who is called in error for an assignment and reports to said assignment and is not

subsequently reassigned, shall receive four (4) hours of pay provided that the substitute called Sub Services in Human Resources to request reassignment and there were none available. The Substitute will not receive compensation if the substitute refuses reassignment. Should the substitute be reassigned to another location for that day, said substitute shall be reimbursed for mileage (at the recognized rate by the District) between the original and subsequent school to which the employee is assigned. Mileage forms for under \$5.00 will not be accepted and should only be submitted when \$10 or more has been accumulated. Applications for mileage reimbursement can be obtained by contacting Sub Services in Human Resources.

Employee Online /Payroll

To view paycheck stubs and vital information, employees may log into Employee Online, which can be accessed by logging into the KUSD website and clicking on the Employee Online link. Your username is your 7-digit employee ID number and the initial password is your social security number with no spaces or dashes.

Employees are responsible to make changes on Employee Online for change of address, telephone number, emergency contact, tax withholdings claimed, and/or updating direct deposit information.

Payroll Procedures

Substitutes will be paid biweekly by direct deposit. It is suggested that each substitute keep a record of the date, school, and teacher's name whenever service is rendered. For questions about pay, please contact Sub Services at 262-359-6355. A current W-4 form (Tax Withholding Certificate) must be on file with the Human Resource Department. To view the most current Timesheet Schedule, please visit the KUSD.edu staff intranet page, select Human Resources and then Payroll.

PAYROLL DEDUCTIONS

Substitute teachers are subject to payroll deductions required by law. These include, FICA Alternative, Federal Withholding Tax, State Income Tax, and once qualifications have been met, the Wisconsin Retirement System (WRS).

SUBSTITUTE BENEFITS AND OTHER INCENTIVES

- **Wisconsin Retirement System (WRS):** Substitute teachers and substitute ESPs become eligible for the WRS the year after completing 880 hours during a year. Employee contribution is mandatory. Specific information is available from the Human Resource Department.
- **Workers Compensation:** The Board of Education provides benefits and wages for employees injured on the job, pursuant to Worker's Compensation regulations.
- **Employee Assistance Program:** A free counseling service provided to all employees of the District. Call the Benefits and Leave Specialist for additional information at 262-359-6344. Information on the KUSD Staff Portal under HR/Benefits.
- **Professional Learning:** Substitutes may register for any of the professional learning programs offered through the District.

EMAIL

You will be assigned a KUSD email and a KUSD gmail account. For assistance with your email accounts, contact the Help Desk at 262-359-7700 or helpdesk@kusd.edu. Your Frontline notifications will go to the KUSD.edu email address. Please ensure you are familiar with the KUSD Board Policy 4226 regarding Guidelines for Staff Technology Acceptable Use.

EMPLOYEE ID BADGE

To ensure your safety in the workplace, KUSD IDs are required to be visibly worn by all employees while on District property (Employee Handbook pg. 19). As a substitute, you must obtain a badge. To do so, visit the Human Resources Department at the ESC, 3600 52nd Street. Office hours for HR are Monday - Friday, 7:30 -4:30. Your picture will be taken and the badge will be provided at that time.

IDs let security and coworkers know you are a KUSD employee and also your name, title and role. If you are not able to locate your KUSD ID, please work with Human Resources to secure a replacement.

Should you notice anyone unfamiliar walking around without an ID, please report it to security personnel, supervisor or building principal.

BUILDING ACCESS CARD

Substitutes should not be assigned a building access badge. You are required to check into and out of the school's office for your assignment. If on a long-term assignment or building substitute, please refer to the school principal to discuss access.