



Kenosha Unified
School District

ACADEMICS. OPPORTUNITY. SUCCESS.

SUBSTITUTE HANDBOOK



Our Mission

Provide excellent, challenging learning opportunities and experiences that prepare each student for success.



Kenosha Unified
School District

ACADEMICS. OPPORTUNITY. SUCCESS.

The Kenosha Unified School District is an Equal Opportunity Educator/Employer with established policies prohibiting discrimination on the basis of age, race, creed, religion, color, gender, national origin, disability or handicap, sexual orientation, or political affiliation in an educational program, activity, or employment in the District. The Superintendent of Schools/designee (262-359-6320) addresses questions regarding student discrimination, and the Chief Human Resources Officer (262-359-6333) answers questions concerning staff discrimination.

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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!

Should you have questions during your time as a substitute teacher or substitute special education ESP, please contact one of the following KUSD Human Resource employees:

Emily Gerstung
Substitute Services
egerstun@kUSD.edu
262-359-6355

Jennifer Hart
HR Coordinator - Recruitment and Retention
jhart@kUSD.edu
262-359-7716

Substitute Teaching in Kenosha Unified

Substitute Teacher Position Requirements

- Three complete, positive references.
- Completion of background check.
- Current Wisconsin Teacher Certification or Substitute permit.
 - *If you do not have a substitute license, you must complete KUSD online training and apply for your license within the first 30 days of your employment.*
- Official transcripts from college or university attended.
 - Bachelor's degree or Associates
- TB Test – if you have had a TB test in the last 12 months, please submit a copy. If you have not, you will need to have this completed before you begin employment.
- All new substitute teachers must attend New Hire Orientation when offered (unpaid).

Substitute Teacher Licensure

Online training is available through Frontline Professional Growth for all new substitute teachers who do not possess a valid WI substitute teacher license.

In addition to online training, orientation is offered to all new substitute teachers that provides an overview of KUSD's best practices in teaching.

After completion of the online training and orientation, a substitute candidate can apply for a substitute teaching license through the Department of Public Instruction's website (DPI) at <https://dpi.wi.gov/tepd/licensing/types/three-year-substitute>

Reviewing and Accepting Assignments

It is impossible to predict the amount of service a substitute teacher can expect. Frequency of employment depends on the absence rate of the regular staff, the number of available substitutes and the quality of the service rendered by the substitute. In general substitute service is distributed amount the active list of substitute teachers.

KUSD has a centralized system for assigning substitutes. All of our schools' request substitutes directly through the Frontline Absence Management system formerly known as AESOP.

When seeking assignments through Frontline, substitutes can be notified of open assignments three ways:

- 1.) **Log into Frontline** <https://app.frontlineeducation.com/> at any time to review, accept or decline assignments. You will be given an ID number and pin via email from Frontline.
- 2.) **Enable “Automated Calling” on Frontline.** The automated calling feature will call substitutes between 4 p.m. and 10 p.m. for advanced or next day requests and will begin

calling at 5:30 a.m. for same day requests. You can also call into the phone system to review open positions by calling **1-800-942-3767**. You will be asked to provide your phone PIN number which you can locate on your Frontline homepage under **Phone Credentials**.

- 3.) **Phone apps**. Several different absence management apps are available for purchase on Android and iPhone: **Jobulator, SubAssist, Substitute Alert**. These apps *are not* supported by KUSD and are not required for accepting jobs on your smart phone. Apps will notify you when new assignments are posted and allow you to accept or decline jobs, but purchasing such apps are not required for accepting jobs and should be done at your own risk.

Assignment of substitutes can be made *only* through Frontline, Human Resources, or a prearranged call between the school and the substitute.

Individuals interested in subbing as a Library Media Specialist must be trained through the district's Instructional Media Center. You may not sub these positions without this training.

Substitute teachers are not authorized to contact principals in pursuit of substitute assignments. However, substitutes are encouraged to notify teachers, office staff and/or building administration of their desire to sub at a particular school. Teachers may request a preferred substitute teacher for their classroom via Frontline.

Substitutes may leave personal contact information with the teacher or the school office. Should a teacher or a school contact a sub via phone or email for an assignment, that assignment must be entered by the teacher or school in Frontline and accepted by the substitute teacher because all substitute assignments are tracked through Frontline.

For information on how to utilize Frontline for reviewing, accepting or declining assignments, see the "Using the Absence Management System" section on page 15.

Tracking Assignments

We encourage substitutes to keep a record of assignments and other pertinent information. It is also highly recommended that you log into Frontline at least once per week to verify all assignments that have been accepted. Failure to report on time for an assignment may result in disciplinary action.

Canceling Assignments

If you cannot fulfill your commitment to an assignment, you may cancel the assignment through Frontline, however, if you must cancel the morning of the assignment you **MUST** call the school and send an email to subservices@kUSD.edu. Our Absence Management profiles will not allow you to cancel through the system if it is a multiday assignment, this must be done via direct contact with the school and/or Human Resources.

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 Our Active 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 assignments will be removed from the approved list of substitutes. Substitutes also can be removed from the substitute list by sending a written request to HR Substitute Services.

To remain on our active list in subsequent years, substitutes will be asked to complete and return a re-enrollment form (Substitute Status Form), which is emailed to substitutes at or around the end of the school year.

Substitute Teacher Duties

Your services as a substitute teacher is important. 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.

1. 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. A list of official school start and end times was provided to you during the hiring process.
2. Upon arrival, report directly to the school office to sign in. You will be given a packet of school information. Please review this information prior to class beginning.
3. Check with school office for any additional assignments, such as recess or lunch duty.

4. Check the teacher's mailbox for notices or communications that demand immediate release or attention.
5. Observe the schedules and responsibilities of the regular teacher.
6. Proceed directly to the assigned areas and prepare for the opening of school. 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.
7. Look for an attendance card or class roster in order to determine who should be present.
8. 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.
9. Leave the room in an orderly fashion for the regular teacher, especially with reference to whiteboards, records, and assignments.
10. Remain after school hours for a sufficient length of time to allow students to leave the building.
11. 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 usually assigned to the regular teacher during a day of service.

Preparation/Conference Periods

Unless assigned other duties by the principal, during the teacher's preparation/conference period you are responsible for completing any preparation of materials, duplicating, or grading of papers as directed in the teacher's lesson plans. You may be asked to cover another teacher's class during this time or other duties as needed by the school; this time is considered part of your regular work day.

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 dress code on page 24.

Classroom Management

- 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.” 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.
- 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.
- 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 for succeeding.
- 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.

Substitute Teacher Evaluation

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

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

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

1. The principal has given the substitute the opportunity to see the report.
2. He/she has discussed the report with the substitute if requested.
3. The request is warranted.

If three (3) or more principals submit unsatisfactory evaluations and/or forms requesting that a substitute teacher be removed from the approved list, the individual concerned will be notified of his/her removal from the approved substitute list.

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

1. Leaving children unattended
2. Sleeping on the job
3. Putting children in harm's way
4. Causing bodily harm to a child
5. Found to be under the influence of drugs or alcohol while on school property
6. Erratic or unprofessional behavior

Attendance and Punctuality

Substitutes should arrive a minimum of 15 minutes early 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. If you are unable to make it into an assigned position, you MUST call the school and send an email to subservices@kUSD.edu.

Raising Concerns

If you have a concern while in a school, please address it with the principal as soon as possible. If you need further assistance, please contact Human Resources at 262-359-6333.

Payroll

Hours and Compensation

Substitute positions are paid at 7 hours per day. (Long-term substitutes will follow teacher hours and requirements of 7.5 hours)

Substitute teachers and substitute special education 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 also 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. The substitute must call Substitute Services in Human Resources to request reassignment to be eligible for this compensation. You must wait at the school until Substitute Services confirms the new assignment, or that one is not available. The Substitute will not receive compensation under this section 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.

Hourly Pay Rates

Substitute Teacher	\$21.27/hour
Long-term Substitute Teacher (10 days or more in one classroom)	\$27.57/hour
Substitute Special Education Educational Support Professional (ESP)	\$15.00/hour
Long-term Substitute Special Education Educational Support Professional (10 days or more)	\$17.00/hour

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- A substitute teacher who teaches a minimum of 10 consecutive days for the same teacher shall qualify for the long-term rate.

Payroll Procedures

Substitute teachers 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 Substitute Services at 262-359-6355. A current W-4 form (Tax Withholding Certificate) must be on file with the Human Resource Department. Should any changes occur in the name, address, telephone number or number of exemptions claimed, the substitute teacher is obligated to notify Substitute Services.

Employee Online

To view paycheck stubs and vital information, employees may log into [Employee Online](#), which can be accessed by logging into the KUSD website & 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. An additional instruction sheet will be attached to the handbook.

Payroll Deductions

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

Substitute Benefits and Other Incentives

Wisconsin Retirement - Substitute teachers and substitute special education 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 - is a free counseling service provided to all employees of the District. Call the Benefits and Leave Specialist for additional information at 359-6344.

Professional Learning - Substitutes may register for any of the professional learning programs offered through the District.

Using the Absence Management (Frontline) System





Absence Management

SIGNING IN

Type aesoponline.com in your web browser's address bar or go to app.frontlineeducation.com if you have a Frontline Account.

The Sign In page will appear. Enter your ID/username and PIN/password and click **Sign In**.

RECOVERING CREDENTIALS

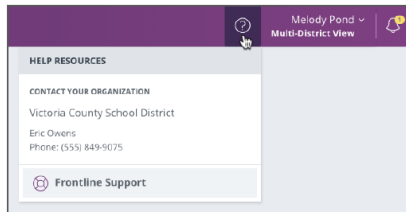
If you cannot recall your credentials, use the recovery options or click the **"Having trouble signing in?"** link for more details.

SEARCHING FOR AVAILABLE JOBS

You can review available jobs directly on the homepage. These potential jobs appear in green on the calendar and in list form under the "Available Jobs" tab.

To accept a job, click the **Accept** button beside the absence (or click **Reject** to remove a job from the list).

Date	Time	Duration	Location	Filter
Barker, Bob				<input type="button" value="Reject"/> <input type="button" value="Accept"/>
Mon, 4/30/2018	11:00 AM - 6:00 PM	1 Full Day	Victoria County School District Victoria County Community Schools	



GETTING HELP AND TRAINING

If you have questions, want to learn more about a certain feature, or want more information about a specific topic, click **Help Resources** and select **Frontline Support**. This opens a knowledge base of help and training materials.

ACCESSING ABSENCE MANAGEMENT ON THE PHONE

In addition to web-based, system accessibility, you can also find and accept available jobs, manage personal information, change your PIN number, and more, all on the phone.

When You Call into Absence Management

To call, dial **1-800-942-3767**. You'll be prompted to enter your ID number (followed by the # sign), then your PIN number (followed by the # sign).

When calling the Absence Management system, you can:

- Find available jobs – **Press 1**
- Review or cancel upcoming jobs – **Press 2**
- Review or cancel a specific job – **Press 3**
- Review or change your personal information – **Press 4**

When the Absence Management System Calls You

If an available job has not been filled by another substitute two days before the absence is scheduled to start, the system will automatically begin to call substitutes and try to fill the job.

Keep in mind, when the system calls you, it will call about one job at a time, even if you're eligible for other jobs. You can always call in (see "When You Call into Absence Management" section above) to hear a list of all available jobs.

Note: When the system calls, be sure to say a loud and clear "Hello" after answering the call. This will ensure that the system knows you picked up the call.

When you receive a call, you can:

- Listen to available jobs – **Press 1**
- Prevent Absence Management from calling again today – **Press 2**
- Prevent Absence Management from ever calling again – **Press 9**

If you are interested in the available job, **Press 1**. You will be asked to enter your PIN number (followed by the # sign). The Absence Management system will list the job details, and you will have the opportunity to accept or reject the job.



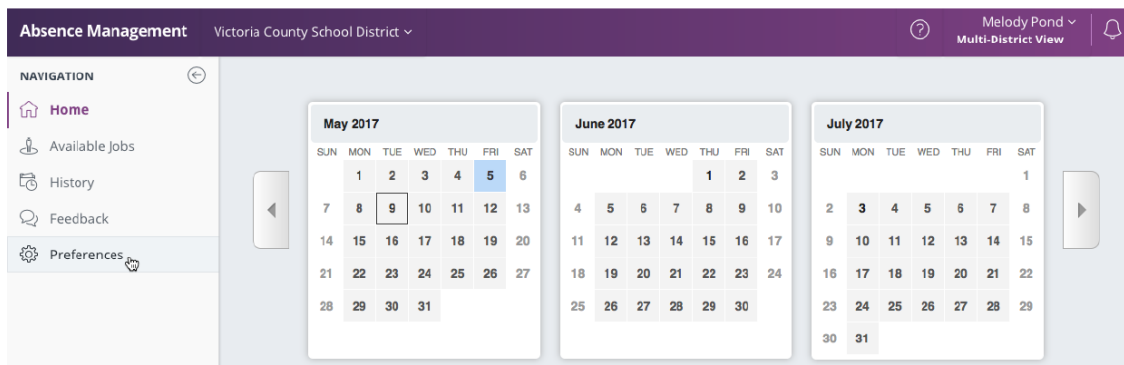
Choosing Preferred Schools

absence-help.frontlineeducation.com/hc/en-us/articles/115003266067-Choosing-Preferred-Schools

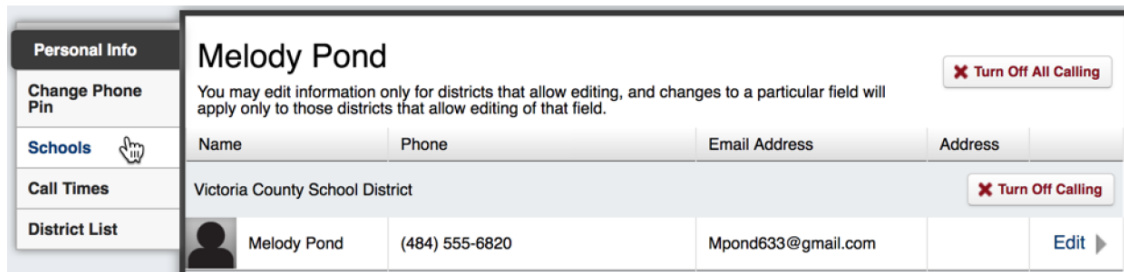
You can create a preference list within your absence management application to identify the locations where you do and do not want to work.

New substitutes will see jobs at all schools by default. You do *not* have to make any changes if you wish to maintain full visibility.

To view the "Preferred Schools" list, click **Preferences** in the side navigation.



Then, locate and select **Schools** in the side bar.



The "Schools" section includes two options at the top of the page. The first option will allow you to select all the locations where you wish to see assignments. The second list indicates the places where you do *not* want to see jobs. Click the radio button to alternate between these two lists.

Personal Info

Change Pin

Schools

Call Times

District List

Schools

Show me assignments at the schools selected below.

I don't want to see assignments at the schools selected below.

Select All None

- Victoria County Community Schools
 - Administration Building
 - Beacon School
 - VC Elementary Schools

You can now add or remove the necessary locations.

Click the checkboxes to identify the individual schools that you do or do not want to see (or click the **All** or **None** button to collectively add/remove all the locations in your list).

In the example below, the substitute does not want to see jobs from elementary schools.

Email and Badges

KUSD Email Set Up

To obtain a KUSD email, you must contact the Help Desk at 262-359-7700 or helpdesk@kUSD.edu. Frontline notifications will go to this email address.

ID Badge

As a substitute, you are required to obtain a badge. To do so, visit the Human Resources Department at the Educational Support Center, 3600 52nd St., and ask for your Employee ID number. Once you receive your ID number, visit the Facilities Department to request an access badge. Your picture will be taken and the badge will be provided at that time.

Professional Learning

Training provided for Substitute Teacher license

The district provides new substitute teachers access to free online, self-paced training that addresses the duties of a substitute teaching including classroom management, executing lesson plans, etc. This online training is required if a substitute teacher does not have their substitute license. Once this training is complete, the district will provide the substitute teacher with the documentation needed for the Department of Public Instructions' substitute teaching license.

Training provided for Virtual Instruction

The district also provides substitute teachers and ESPs access to free online, self-paced training on our virtual instruction platforms such as Seesaw and Google classroom. This training is extremely beneficial for substitute teachers who are teaching in person in the classroom or virtually. All students will be working online at some point in the day whether they are in person or learning virtually.

District and Board Policies

Substitute teachers and substitute special education ESPs are expected to follow all Board policies. Substitutes are given an Employee Handbook for policies and procedures and may find additional policies on kUSD.edu.

The following policies have been emphasized because a substitute is more likely to encounter situations related to these policies. *These excerpts may not include the entire policy, please see the Employee Handbook or kUSD.edu for the entire policy.*

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/school-board-policy. 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:

1. Falsification or unauthorized altering of records, employment applications, time sheets, time cards, student cards, etc.
2. Tardiness or absenteeism.
3. Failure to report absences from scheduled work shift in accordance with policy.
4. Unauthorized disclosure of information contained in communications and in personnel, student or other records of the District.
5. Use and/or possession of intoxicating beverages on District property or while supervising students.
6. Use and/or possession of narcotics or dangerous drugs.
7. Fighting, horseplay, or use of profane, obscene or abusive language toward any manager, employee or student.
8. Threatening, intimidating or coercing others on District premises.
9. Carrying unauthorized weapons.
10. Insubordinate conduct toward a supervisor.
11. Refusing to comply with District policies and procedures and/or carry out the instructions of a supervisor.
12. Sleeping while on duty.
13. Creating unsafe or unsanitary conditions.
14. Leaving the job without permission during regularly assigned working hours.
15. Theft or unauthorized use of District equipment or possessions.
16. Loss, damage, destruction or unauthorized removal or use of property belonging to the District, employees or students.
17. Negligence in observing fire prevention or safety regulations, or failure to report on-the-job injuries or unsafe conditions.
18. Unwillingness or inability to work in harmony with others, discourtesy or conduct creating discord.

19. 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.
20. Violating a confidentiality agreement; giving confidential information to others; breach of confidentiality of student or personnel information.
21. Any act of harassment, sexual, racial or other towards anyone; telling sexist or racial-type jokes, making racial or ethnic slurs.
22. 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.
23. Gambling during work hours. *See Employee Handbook*

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

The school board believes that all employees of the District represent the District and set an example in their dress and grooming. Therefore, professional and support staff are expected at all times during scheduled working hours to wear attire that defines a professional atmosphere to students, parents and the public. All District employees must comply with the following personal appearance standards at all times during scheduled working hours:

1. Employees are expected to dress in a manner that is normally acceptable in a professional environment. Employees should not wear suggestive or revealing attire, spaghetti straps, backless clothing, shirts or tops that reveal an exposed midriff; clothes printed with slogans, inappropriate or offensive comments; blue jeans, athletic clothing, shorts, T-shirts, baseball hats, flip-flop sandals and similar attire that do not present a professional appearance.
2. Certain employees may be required to wear special attire, depending on the nature of their job.

Any employee who does not meet the personal appearance standards outlined above will be required to take corrective action, which may include leaving work to change into appropriate clothing. Violations may also result in disciplinary action. *See Employee Handbook and/or Board Policy 4229*

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.

A.L.I.C.E

KUSD follows A.L.I.C.E. procedures in active shooter situations. A.L.I.C.E. training is provided to all KUSD employees including Substitute Teachers. This training is optional, however, it is highly recommended. For information on A.L.I.C.E. training and/or procedures, contact Sub Services in Human Resources.