

School District Of Milton
2016-2017



School District of Milton
Opportunity · Achievement
Community

Substitute
Aide Handbook



School District of Milton

*Opportunity · Achievement
Community*

To: All Substitute Aides

Re: Welcome to the School District of Milton

Dear Substitute Aide,

Welcome! You, as a qualified substitute aide, are a great asset to our school district. The goal of the district's substitute program is to provide a seamless flow of the curriculum to our students in the absence of their regular aide. Having highly skilled, caring, and enthusiastic substitute aides is essential for us to meet our goal.

This booklet is designed to help you understand some of the routines, procedures, and expectations of which you will become an important part. It is meant to serve as a guide to help you fill the role to the best of your ability. In addition to providing assistance to the instructional program, another primary responsibility of substitute aide is to maintain a safe, supportive educational environment for the students entrusted in your care.

Helping you become acclimated to the normal operating school day is largely the responsibility of the building administrator. He or she is prepared to assist you in your contribution to the ongoing program in his/her building. Please do not hesitate to contact the building administrator if you have questions or concerns.

We hope your work with us will be enjoyable.

Sincerely,

Timothy J. Schigur
District Administrator

General Information

This handbook is printed for the benefit of the substitute aides in the School District of Milton. Knowledge of these guidelines and procedures are your responsibility as a member of our substitute staff.

Absence Management (Formerly known as AESOP) – Automated Sub Calling System
www.frontlineeducation.com

Absence Management will call subs starting at 5:30 a.m. for assignments for the same day. Substitutes will also be called approximately two days prior to an assignment, between the hours of 5:00 p.m. – 9:00 p.m. If a staff member must leave work during the day, you may be called to fill a partial-day assignment.

All substitute assignments are to be made through the Absence Management system, rather than through employees making their own arrangements. This keeps the lines of communication clear.

Substitutes must sign the Absence Management sign-in sheet every day in the school office, at the start of your work day.

Non-Discrimination

Pursuant to Wis. Stat. § 118.13 and Wis. Admin Code PI § 9, it is the policy of the School District of Milton that no person may be denied the benefits of or be discriminated against in any curricular, extracurricular, pupil services, recreational, or other program on the basis of sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability.

This policy also prohibits discrimination under related federal statutes, including Title VI of the Civil Rights Act of 1964 (race and national origin). Title IX of the Educational Amendments of 1972 (sex), and Section 504 of the Rehabilitation Act of 1973 (handicap).

Title VI/IX/504 Complaint Procedure

If any person believes that the School District of Milton or any part of the school organization has inadequately applied the principles and/or regulations of Title VI/IX/504 or is in some way discriminatory on the basis of race, color, religion, national origin or sex; he/she may bring forward a complaint to the Administration Office at the following address: 448 E. High St., Milton, Wisconsin 53563.

Building Procedures

Substitute aides should report immediately to the main office and check in with the principal and/or building administrative assistant upon arrival to receive instructions as to the building routine and hours of work, as well as to sign in. Performance of the regular aide's building duties is required unless the principal makes other arrangements. Please ask the building administrative assistant for a substitute ID badge. This ID badge should be worn at all times. Upon the completion of your assignment, the ID badge should be turned in to the building administrative assistant. You will also receive other information regarding room assignments, location of materials, and duties.

Building Routines

- **General Supervision** - Sometimes it may be necessary for you to perform routine tasks such as hall duty, lunchroom supervision, playground duty, and the like, in addition to your regular schedule.
- **Mail** - Do not remove mail or other articles from the regular staff member's mailbox unless directed to do so by the building principal. This policy changes when assuming long-term substitute duties.
- **Fire Drills** - All classrooms have directions for fire drills placed on a sign near the door of the room. Read these directions immediately! Check other safety drill regulations with the building principal.

Supplies and Materials

Routine supplies and materials are found in each classroom or work area. However, after you determine what supplies are needed to carry out the working assignments of the day, you should locate these materials immediately and notify the school office if a particular supply cannot be found.

Procedures

You should assume the same responsibility for the order and discipline of students in the classroom, in the hallways, or on the playground as does the regular aide.

Punctuality

You are expected as a substitute aide to be on duty for the same length of time as the regular aide. It is best to arrive at school as early as possible before the start of the school day in order to sign in, find the classroom or work area, talk with the supervisor or supervising teacher about the assignment, and otherwise prepare for a successful day as a substitute aide.

The exact beginning and end times of the day vary from school to school. All start and end times of an assignment will be listed in Absence Management. Substitutes are required to adhere to the hours listed on the assignment, unless otherwise directed by the building principal.

Discipline

Principals and teachers are responsible for the maintenance of order within the classroom and the school. Authority to use reasonable and prudent force and restraint for the purposes of maintaining order and for safeguarding the persons of students and school employees is delegated to the supervising teacher by the Board of Education.

Problems of a student-staff nature are discussed personally with the administrator in charge of the building.

As a substitute aide, you are expected to model and reinforce the expectations of the supervising teacher. Classroom rules are posted in most classrooms and, except for the first few days of class, all students know what the rules of behavior are and what the consequences are for not following them. Effective classroom management will lead to effective teaching.

When students cause behavior problems that are disruptive to the learning environment, you should attempt to maintain discipline in the classroom using acceptable behavior management strategies.

However, sometimes even the most effective classroom management strategies will fail and individuals or groups of students may need to modify their behavior in order to resume effective teaching. You must never administer corporal punishment, physically discipline a student in any way, or verbally abuse the students. Shouting at students or calling them derogatory names may constitute verbal abuse and is unacceptable. The building principal should be contacted in case of serious behavior problems.

Items Requiring Office Approval

Students are not to be dismissed or allowed to leave the school grounds during the school day under any circumstances without the permission of the building principal or office staff.

Accidents involving a student under your supervision should be reported to the school office immediately! Also, if a student becomes ill, you should immediately refer that student to the school office.

Completing an Assignment

When your assignment has been completed, report to the school office. Be sure to return keys, ID badge, and other materials that you received upon arrival. Be sure to sign the Absence Management sheet upon departure, if required to sign out by the school office.

Personal Use of School Property

School facilities, equipment, and supplies are intended to support the education of students and therefore shall not be used in any manner other than for the direct or indirect benefit of the students. School-owned supplies shall not be used for personal reasons, nor shall any school-owned equipment be taken from the premises for personal use.

Computer Access

Occasionally, a teacher may include a computer program or an online resource in his or her daily lesson plan. As a result, it will be important for you to follow proper procedures in preparing for such situations. To anticipate this, all substitute aides are required to read and sign the ACCEPTABLE USE POLICY. If you are unsure that you have completed this, please talk with the substitute coordinator or to the technology office. The signed copy should be turned in to the substitute coordinator with the rest of your paperwork to be kept on file.

Each time you need access to the computers or online resources to perform your substitute assignment, you will need to contact the building administrative assistant or library media specialist to obtain a username and a password. Please keep in mind that this access will only be valid for the length of that particular assignment. You will need to request access each time that you need it.

When using the computers it will be important to practice good security procedures to maintain the overall integrity of the network. Usernames and passwords should not be shared with students or other staff members.

Professional Ethics

The School District of Milton expects all of its employees to maintain a high moral standard. Please read over the following ethical expectations:

- Maintain a positive, professional attitude toward your work. A friendly, cheerful, and cooperative attitude toward both the building personnel and students will help start the day right and tend to keep it running smoothly. Your attitude will have a great deal to do with your acceptance by the faculty and the students.
- Plan to spend the entire time working with and for the students and keep all children to which you are assigned under supervision at all times. You are expected to carry out the program as outlined by the supervisor and are not employed simply to maintain order.
- You are expected to observe the same ethical codes as regular aides. You are as legally responsible for students, equipment, and materials assigned to your care, as the regular aide for whom you are substituting.
- Do not have anyone visit you while you are on duty as a substitute aide. A principal has the right to refuse to let anyone see you while on the job.
- Do not expect to leave the classroom for personal telephone calls; messages will be taken and delivered to you.
- Personal cell phone usage during class time is prohibited.
- A substitute refrains from discussing incidents that occur in one building with teachers or staff of another or in the community at large.
- As a substitute, you have a responsibility to treat matters pertaining to students with confidentiality. Student behavior, performance, and achievement levels are not subjects of general conversation and should not be discussed outside the school setting. **When working with students with special needs, you must exercise an even greater degree of caution with regard to confidentiality.**
- You should exercise extreme caution and good judgment in verbal and physical relationships with students. You should establish a position of authority with the students; you may "be friendly" without "befriending" the students. Under no circumstances may a substitute aide engage in an inappropriate relationship with a student, regardless of who initiates the relationship.
- Yelling at students, calling them derogatory names, and using insults or other threatening verbal attacks will not be tolerated.

Failure to meet any directives listed above may result in your immediate removal from the substitute aide list without warning.

Safety and Health

The School District of Milton provides certain procedures and information regarding our students' health and safety while in attendance. Each school building has an emergency team of trained members to respond to injuries and/or accidents. Each school also has a procedure in place to access this team. Please check with your school principal to acquaint yourself with the procedure and team members.

Since many children have medical problems that can interfere with their school day, each school is supplied with a Confidential Health List. Students who may have a medical problem are placed on this list with parental permission. This information remains strictly confidential and is not to be shared with other sources. Please check with your principal to review this list.

All School District of Milton buildings are supplied with copies of the Staff Response – Emergency Guidelines. The Emergency Guidelines provide a brief overview of the guidelines defining what determines an evacuation, a non-emergency hold/lock down, and an emergency hold/lock down.

Please familiarize yourself with the Staff Response – Emergency Guidelines provided on the next page.

School District of Milton
Staff Response - Emergency Guidelines
 Be Calm, Do Not Speculate

Evacuation	Non-Emergency Hold Lock Down	Emergency Hold/Lock Secure
Give direction and follow last pupil from classroom	Lock doors	Lock doors
Take pen, attendance, and gradebook	Follow communications plan	Follow communications plan
Report to designated area	Take attendance (present and absent)	Take attendance (present and absent)
Take attendance (list absent only)	Release no one except by direction of principal or designee	Move away from glass and doors
No bathroom or locker breaks	No bathroom or locker breaks	Close shades
Remain in assigned area until advised by principal or designee	Only call office if you have vital information	Release no one except by direction of principal or designee
If your class is with a “special”, find them and assist in supervision	Do not call office with general information	No bathroom or locker breaks
Non-assigned teachers/staff meet with principal at identified location	Non-assigned staff will remain in place until notified	No use of radio, TV, computers, phones, iPads
Only return to classroom or move when directed by principal or designee	Only return to classroom or move when directed by principal or designee	Lay on floor if gunshots are suspected
		Only call office if you have vital information; do not call office with general information
		Non-assigned staff will remain in place until notified
		Be prepared to stay in hold/lock secure for an extended time

Building administrators or designee will call the District Office at **868-9200** for all emergencies (i.e. ambulance/medical emergency, fire trucks arriving, lock downs, bomb threats, weapons, utility failure, hazardous releases, evacuations, explosions, disorderly person, intruder, unrest on school grounds, missing child/child abduction, sexual assault). District Office will contact appropriate staff and Board Members.

Child Abuse Reporting and Crimes against Children

Child Abuse Reporting and Investigating in our Schools

The School District of Milton is dedicated to the goal of protecting our students from and responding effectively to incidents of child abuse and neglect. The district recognizes the many efforts to confront problems associated with child abuse and neglect and will work cooperatively with all agencies with responsibilities for addressing such concerns.

Wis. Stat. § 48.981(2) requires that school personnel, who in the performance of their duties encounter a child they suspect has been physically or sexually abused, is experiencing neglect or emotional damage, or is threatened with injury, are mandated to report suspicions to the appropriate authorities. Anyone in good faith, participating in the making of a report or participating in an investigation pursuant to this section, shall be immune from any liability. Whoever willfully ignores and violates this section by failure to report as required, may be fined not more than \$1,000 or imprisoned not more than six months or both.

Wisconsin law assigns the responsibility and authority to investigate certain reports of child maltreatment to law enforcement and county departments of social or human services. *Schools do not have the statutory authority to investigate reports of child maltreatment.* Mandated reporters, including all staff, are, however, required by law to make a report to Child Protective Services (CPS) or law enforcement when they have reasonable cause to suspect a child has been sexually, physically, or emotionally abused or neglected. The mandated reporter with the most direct knowledge or observation of the abuse should be the person to make this report to CPS or law enforcement. Any doubt about reporting suspecting situations should be resolved in the child's favor. The purpose is to protect the child and help the family.

Following appropriate protocol when there is reasonable suspicion that a child has been abused or neglected, or has been threatened with abuse or neglect, is essential. To help ensure that the proper procedures are followed and the overall process is not compromised, the following reporting procedures are designed to assist in referring a child for suspected physical abuse, sexual abuse, emotional damage, neglect, or threat of injury as specified in the Wisconsin Statutes:

Step #1. In an effort to better understand the definition and dynamics of child abuse/neglect, prior to making a referral, contact available building resources (school counselors and school psychologists).

Step #2. A staff member, under a duty to report and who suspects a child has been physically or sexually abused, is experiencing neglect or emotional damage, or is threatened with injury, shall immediately inform the building principal or designee if the principal is not available.

Step #3. The staff member shall also immediately contact the Rock County Department of Social Services Abuse Intake Unit. When calling Rock County Social Services, the reporting individual should identify the purpose as a child abuse/neglect referral. This referral shall be made as early in the day as possible so that a social worker from the Rock County Department of Social Services has time to begin his/her investigation by interviewing the child at school. (State Statute protects from criminal or civil liability individuals and institutions filing reports and participating in such investigations.)

Step #4. The principal or designee will document that the telephone referral was made and keep on file.

Crimes against Children

The following is an excerpt from Chapter 948, Crimes Against Children. Reproductions of the full Chapter are available through the Wis. Stat. Database.

948.095 : Sexual Assault of a Child by a School Staff Person or a Person Who Works or Volunteers With Children.

- (1) In this section:
 - (a) "School" means a public or private elementary or secondary school.
 - (b) "School staff" means any person who provides services to a school or a school board, including an employee of a school or a school board and a person who provides services to a school or a school board under a contract.
- (2) Whoever has sexual contact or sexual intercourse with a child who has attained the age of 16 years and who is not the defendant's spouse is guilty of a Class H felony if all of the following apply:
 - (a) The child is enrolled as a student in a school or a school district.
 - (b) The defendant is a member of the school staff of the school or school district in which the child is enrolled as a student.
- (3)
 - (a) A person who has attained the age of 21 years and who engages in an occupation or participates in a volunteer position that requires him or her to work or interact directly with children may not have sexual contact or sexual intercourse with a child who has attained the age of 16 years, who is not the person's spouse, and with whom the person works or interacts through that occupation or volunteer position.
 - (b) Whoever violates par. (a) is guilty of a Class H felony.
 - (c) Paragraph (a) does not apply to an offense to which sub. (2) applies.
 - (d) Evidence that a person engages in an occupation or participates in a volunteer position relating to any of the following is prima facie evidence that the occupation or position requires him or her to work or interact directly with children:
 - Teaching children
 - Child care
 - Youth counseling
 - Youth organization
 - Coaching children
 - Parks or playground recreation
 - School bus driving

On December 9, 2011, WI Act 81 went into effect. This new law requires that **every employee** of the school district receive training in identifying children who have been abused or neglected. Up until December 9, 2011 only certified teachers, pupil services staff, and administrators were considered mandated reporters of abuse and neglect; now, **ALL employees are mandated reporters**.

Roles and Responsibilities of a Substitute Aide

The School District of Milton expects all of its aides to execute the following roles and responsibilities each and every time they are at work.

- Monitor and assist students during teacher-directed, whole class instruction.
- Monitor and support students during teacher-directed independent work or cooperative learning activities under teacher direction.
- Provide follow-up instruction after teacher-directed instruction.
- Provide small group instruction (pre-teaching or alternative instruction) to students under teacher direction.
- Training others (such as peer partners or peer tutors) to provide instruction or assistance to students under the direction of any licensed staff member.
- Supporting each student's instructional program through the preparation of materials and the fulfillment of other clerical tasks.
- Monitor students in a variety of settings such as the cafeteria, bus, bus-loading area, playground, hallway, auditorium, or the community.

90-day Work Policy

- All substitutes are required to work at least once in a 90-day period to remain active on the School District of Milton's substitute list. Substitutes that are working in long term assignments in another District, and will not be able to work within a 90-day period, should notify Jodi Wilder at 608-868-9200 ext. 1825 or wilderj@milton.k12.wi.us to remain active.

Compensation

Please read the following very carefully. If any updates are to be added they will be mailed to the address that we have on file for each substitute aide.

- The rates of pay for substitute aides for 2016-2017 is as follows:

Substitute Teachers Aide:	\$11.00 per hour
Substitute Special Ed. Aide:	\$12.00 per hour

- Substitute paychecks are issued on the 15th and 30th of each month, or the day before, if the 15th or 30th falls on a weekend or holiday.

Please Note: Work performed on the 1st through the 15th will be paid on the 30th of the month. Work performed on the 16th through the last day of the month will be paid on the 15th of the following month.

Please refer to the Substitute Pay Schedule on the following page for the current year pay dates.

- Per district policy, all new substitutes to the School District of Milton will have their paychecks directly deposited and the substitute will receive an advice of deposit, which will be mailed to their home.
- All substitute aides are reminded to make sure the school district is notified of any change in name, address, email, phone number, or banking information as soon as possible.
- Substitute aides requesting removal from the substitute list should call Jodi Wilder at (608) 868-9200 ext. 1825 or wilderj@milton.k12.wi.us.

Substitute Pay Schedule

2016-2017 School Year

Work Performed	Paid On
August 16 – August 31	September 15, 2016
September 1 – September 15	September 30, 2016
September 16 - September 30	October 14, 2016
October 1 - October 15	October 28, 2016
October 16 - October 31	November 15, 2016
November 1 - November 15	November 30, 2016
November 16 - November 30	December 15, 2016
December 1 - December 15	December 30, 2016
December 16 - December 31	January 13, 2017
January 1 - January 15	January 30, 2017
January 16 - January 31	February 15, 2017
February 1 - February 15	February 28, 2017
February 16 - February 28	March 15, 2017
March 1 - March 15	March 30, 2017
March 16 - March 31	April 13, 2017
April 1 - April 15	April 28, 2017
April 16 - April 30	May 15, 2017
May 1 - May 15	May 30, 2017
May 16 – May 31	June 15, 2017
June 1 – June 15	June 30, 2017

Substitute Assignment Cancellations

Cancelling a substitute assignment should be on an emergency basis only. Substitute cancellations are carefully monitored throughout the year by the Substitute Coordinator. The District understands that last minute situations and emergencies are unavoidable. However, if it appears a substitute is often cancelling assignments in which they have previously committed to the District will remove the substitute aide from the substitute list.

It is important to give as much advance notice as possible when cancelling an assignment. This is particularly important when the assignment start time is within a 24 hour period. In addition to cancelling the assignment, within Absence Management, please call the building and speak with the Building Administrator or Building Administrative Assistant to personally make them aware of the cancellation. If no one is available at the time you call, be sure to leave a voice message.

Substitutes can cancel an assignment through Absence Management up to **one hour** before the scheduled start time. If you are unable to cancel before the “one hour” cut off time, please take the following steps:

1. Call the school where you are scheduled to work (school phone numbers listed below) and notify them that you will not be coming in. If you get voicemail, [please leave a message](#).
2. If you have left a message, please call back and talk to the principal or administrative assistant. This ensures that they have received your message and gives them adequate time to secure another substitute.

East/4K	868-9380
West	868-9230
Harmony	868-9360
Consolidated	868-9595
Northside	868-9280
Middle School	868-9350
High School	868-9300

School Directory

School Information

Milton High School
114 W. High St.
Milton, WI 53563
(608) 868-9300
Substitute Hours: 7:15am – 3:00pm

Milton Middle School
20 E. Madison Ave.
Milton, WI 53563
(608) 868-9350
Substitute Hours: 7:15am – 3:15pm

Northside Intermediate School
159 Northside Drive
Milton, WI 53563
(608) 868-9280
Substitute Hours: 8:10am – 4:00pm

Harmony Elementary
4243 E. Rotamer Rd.
Janesville, WI 53546
(608) 868-9360
Substitute Hours: 8:00am – 3:50pm

Milton East Elementary
201 S. Janesville St.
Milton, WI 53563
(608) 868-9380
Substitute Hours: 8:00am – 3:50pm

Building Principal/Secretary

Mr. Jeremy Bilhorn, Principal
Joanne Jenner, Administrative Assistant

Ms. Laura Jennaro, Principal
Emily Weinert, Administrative Assistant

Mrs. Sarah Stuckey, Principal
Randi Vicenzi, Administrative Assistant

Mr. Jon Lyon, Principal
Terry Schober, Administrative Assistant

Mrs. Jennifer Cramer, Principal
Cindy Harris, Administrative Assistant

Milton West Elementary
825 W. Madison Ave.
Milton, WI 53563
(608) 868-9230
Substitute Hours: 8:00am – 3:50pm

Mr. Daniel Grady, Principal
Julie Servantez, Administrative Assistant

Consolidated Elementary
4838 N. County Road F
Janesville, WI 53545
(608) 868-9595
Substitute Hours: 8:00am – 3:50pm

Mr. Jon Lyon, Principal
Ms. Kelli Snyder, Lead Teacher
Sheri Lopez, Administrative Assistant

4K Program – 6 Locations
(608) 868-9360

Mrs. Jennifer Cramer, Principal
Chelsy Fladhammer, Administrative Assistant

Small Wonders
East Elementary
Milton Preschool Learning Center
West Elementary
Creative Beginnings
Parker YMCA of Rock County
(Milton Location)

8:00am – 3:50pm
8:00am – 3:50pm
8:00am – 3:50pm
8:00am – 3:50pm
8:00am – 11:50am
8:00am – 3:50pm

880 McEwan Ln. Milton
725 Greenman St. Milton
241 Northside Dr. Milton
825 W. Madison Ave. Milton
247 S. John Paul Rd. Milton
1360 Parkview Dr. Milton

M.E.C.A.S
448 E. High St.
Milton, WI 53563
(608) 868-9746
(608) 868-9590
Substitute Hours: 9:00 – 2:30pm

Mrs. Tara Huber, Principal
Jane Dooley, Teacher
Josh Weiss, Teacher

2016-2017

Important Dates

August 22-24, 31	Teacher In-Service/Workshop
September 1	FIRST DAY OF SCHOOL
September 5	Labor Day/No School
October 7	Prof. Development/NO SCHOOL
October 20	Early Release All Grades
October 21	NO SCHOOL
November 11	Prof. Development/NO SCHOOL
November 23-25	Thanksgiving Break
December 9	Prof. Development/NO SCHOOL
December 23-Jan 2	Winter Break / NO SCHOOL
January 20	NO SCHOOL
February 10	Prof. Development/NO SCHOOL
February 23	Early Release All Grades
February 24	NO SCHOOL
March 10	Prof. Development/NO SCHOOL
April 10 - 14	Spring Break
May 26	Prof. Development/NO SCHOOL
May 29	Memorial Day/NO SCHOOL
June 7	Last Day of School for Students

