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School District of Menomonee Falls



Substitute Teacher and Educational Assistant

Board of Education
Effective July 1, 2013

Updated January 2017

SCHOOL DISTRICT OF MENOMONEE FALLS

Menomonee Falls, Wisconsin

INTRODUCTION

Welcome to the School District of Menomonee Falls. You have been selected for the position of substitute teacher or substitute educational assistant in our District, and we hope your experiences in our schools will be satisfying and rewarding for you personally and professionally.

The School District of Menomonee Falls maintains an excellent reputation as a quality school district. As a substitute teacher/educational assistant, we ask that you assist in maintaining quality and meaningful learning experiences for our students. We expect each substitute to perform in a manner that maintains the standards and expectations of all staff members and adults. We believe that your services as a substitute teacher/educational assistant are essential to the ongoing educational program in Menomonee Falls.

We value your work in our schools. This handbook has been compiled to assist you in your work here. If you have questions that are not answered by the information in this handbook, please contact us at 262-255-8440 during the hours of 8:00 a.m. to 4:00 p.m.

Thank you for agreeing to be a part of our educational family in Menomonee Falls.

Human Resources Team

TABLE OF CONTENTS

(Please click on a link below to view that area of the Handbook)

[Central Office Directory](#)

[School Directories](#)

[School District Mission Statement, Beliefs, Goals](#)

[District Map](#)

[Recruitment and Hiring](#)

[Application for Substitute Teaching/Educational Assisting](#)

[Certification \(Substitute Teachers Only\)](#)

Expectations of Substitutes and School Obligations to
Substitute Teachers/Educational Assistants

[Expectations of Substitutes](#)

[School Obligations](#)

[AESOP Scheduling and Calling of Substitute Teachers/Educational Assistants](#)

[Handbook Overview](#)

[Substitute Teacher/Educational Assistant Pay Rates](#)

[Extra Duty Pay](#)

[Time Sheets and Payroll Information](#)

[Student Discipline Procedures](#)

SCHOOL DISTRICT OF MENOMONEE FALLS

Menomonee Falls, Wisconsin

District Office

W156 N8480 Pilgrim Rd.
Menomonee Falls, WI 53051
Phone: 255-8440
Fax: 255-8461

Superintendent of Schools
Public Relations & Executive Assistant

Pat Greco, Ed.D.
Megan Sheridan

Director of Teaching, and Learning
Administrative Assistant

Corey Golla
Michelle Thompson

Director of Human Resources
HR Team: Julie Biksadski
Amy Ignasiak
Cindy Leiler
Sandi Rae O'Brien
Jayne Paddock

Cari Brust

Supervisor of Buildings and Grounds

Richard Fechter

Director of Finance & Operations
Accounts Receivable Clerk
Payroll Supervisor
Accounts Payable Accountant
Finance Manager

Keith Brightman
Linda Thielke
Tim Hanson
Meaghan Voigt
Gwen Husslein

Director of Pupil Services
Administrative Assistant
Administrative Assistant

Kathy Young
Laura Startz
Lisa Timpone-Lauters

Technology Coordinator
Network Manager
Network Specialist
Database Specialist
Information Support Specialist

Jeff Nennig
Mike Satterfield
John Wallis III
Betty Fezatt
Joan Meinhardt

Benjamin Franklin Elementary (4K-5)

N81 W14701 Franklin Drive
Menomonee Falls, WI 53051
Phone: 255-8470
Fax: 255-8482

Principal:

Assistant Principal:

Administrative Assistant:
Administrative Assistant:

Cassie Martin
Andrew Eisenbach
Wendy Brown
Pauline Sullivan

Riverside Elementary (4K-5)

W153 N8681 Margaret Road
Menomonee Falls, WI 53051
Phone: 255-8484
Fax: 255-8393

Principal:

Administrative Assistant:

Scott Walter
Shannon Carr

Shady Lane Elementary (4K-5)

W172 N8959 Shady Lane
Menomonee Falls, WI 53051
Phone: 255-8480
Fax: 255-8484

Principal:

Administrative Assistant:

Brad Hoffman
Cecilia Philipp

Valley View Elementary (4K-5)

W180 N8130 Town Hall Road
Menomonee Falls, WI 53051
Phone: 250-2620
Fax: 255-8476

Principal:

Administrative Assistant:

Tina Posnanski
Deb Shoemaker

North Middle School (6-8)

N88 W16750 Garfield Drive
Menomonee Falls, WI 53051
Phone: 255-8450
Fax: 255-8475

Principal:

Assistant Principal:

Administrative Assistant:
Administrative Assistant:
Administrative Assistant:
Administrative Assistant: (Guidance)

Lynn Grimm
Scott Marty
Karen Habegger
Darlene Becker
Barb Kumrow
Michelle Held

Menomonee Falls High School (9-12)

W142 N8101 Merrimac Drive
Menomonee Falls, WI 53051
Phone: 255-8444
Fax: 255-8377

Principal:

Assistant Principal:

Assistant Principal:

Administrative Assistant:
Administrative Assistant:
Administrative Assistant:
Administrative Assistant:
Administrative Assistant: (Guidance)
Administrative Assistant:

Bob Vitale
Suzy Thomas
Kirk Woosecraft
Mary Zentgraf
Bobbi VonAsten
Heidi Wood
Kathy Sanders
Tammy Meyer
Eileen Proffitt

BELIEFS

Because students are our most valuable resource, we believe:

- All students can learn.
- Students learn at different rates and in different ways.
- Learning is a lifelong process.
- Teaching how to learn is as important as teaching what to learn.
- A highly qualified, dedicated staff is essential to the delivery of a comprehensive curriculum.
- High expectations challenge individuals to reach their highest potential.
- Learning requires a safe and trusting environment for all.
- Respect for self and others is necessary for social and emotional growth.
- Educating students is a cooperative effort involving family, school, and community.
- Embracing individual and cultural differences enriches the lives of all.
- Our global community depends upon education to develop ethical, literate, productive, and contributing citizens.

Vision Statement

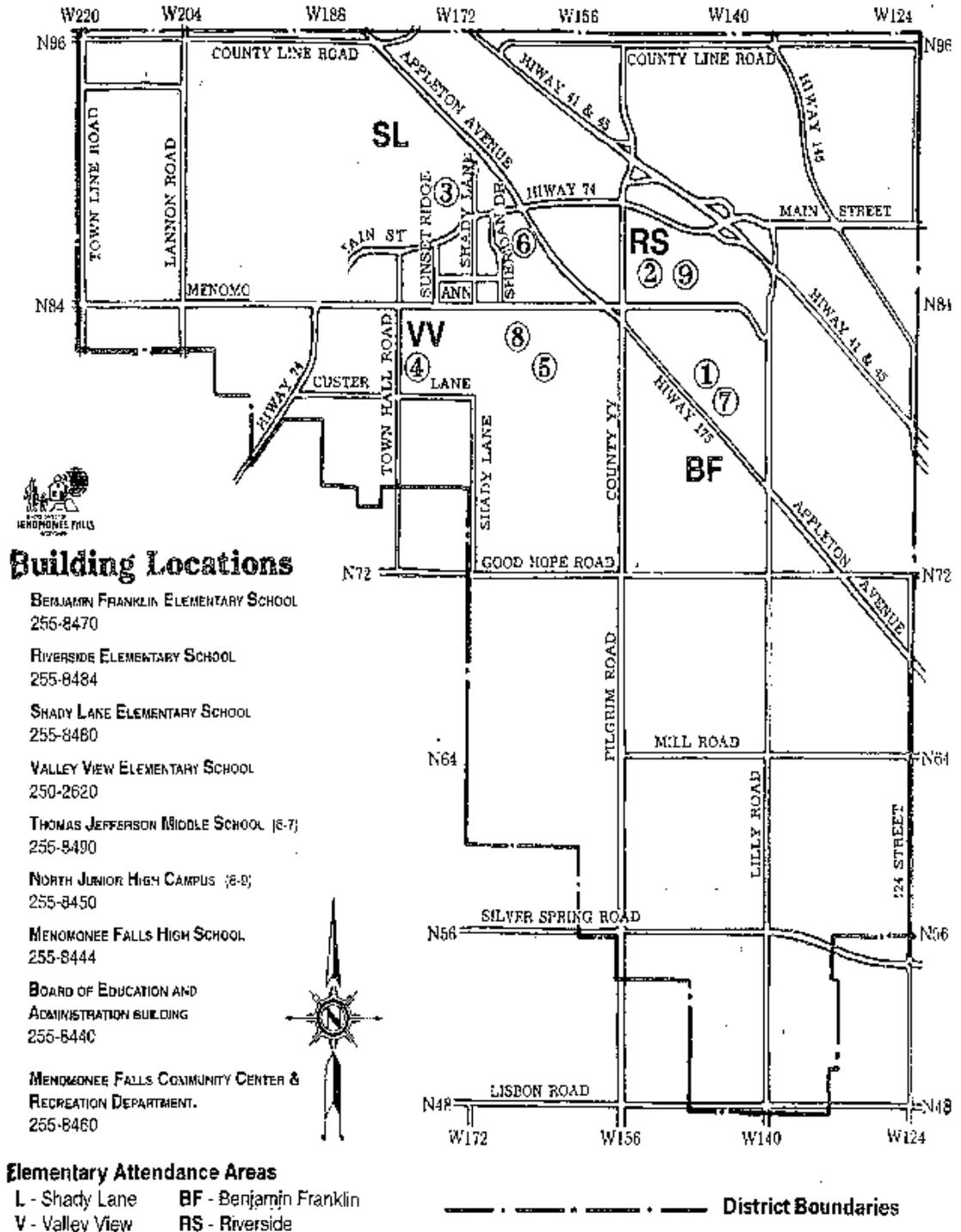
The School District of Menomonee Falls continuously pursues excellence one student at a time.

Mission Statement

In partnership with family and community, the School District of Menomonee Falls provides the best personalization and comprehensive education so our students will be prepared for, and positively contribute to a profoundly different future.

School District of Menomonee Falls

Menomonee Falls, WI



RECRUITMENT AND HIRING

The responsibility for recruiting and hiring substitute teachers/educational assistants rests with the Director of Human Resources. The Director of Human Resources will develop a list of individuals eligible to serve as substitute teachers/educational assistants. Names may be removed from the list when, in the District Administration's judgment, the needs of the District dictate such action.

APPLICATION FOR SUBSTITUTE TEACHING/EDUCATIONAL ASSISTING

New applicants for substitute teaching in the School District of Menomonee Falls must complete a standard application form on WECAN, along with a letter of application, a resume, a copy of their transcripts and a copy of the teacher's license should all be scanned into WECAN.

Each applicant will be interviewed by one of the Central Office Administrators before employment in the district begins. Proper forms, including W-4 and I-9, need to be completed prior to the start of employment. A background check will also be done on the applicant.

New applicants for substitute educational assisting in the School District of Menomonee Falls must complete an application form on WECAN. A background check will also be done on the applicant. The proper forms will need to be completed prior to the start of employment; these forms include W-4 and I-9.

CERTIFICATION (SUBSTITUTE TEACHERS ONLY)

All substitute teachers must hold a valid Wisconsin State Teaching License or Substitute Teaching License before being approved for teaching in the School District of Menomonee Falls. A copy of the license must be in your file in the School District Office.

It is the responsibility of the substitute teacher to make sure that the teaching license does not expire. Substitutes with expired or invalid licenses cannot be given assignments or remain on the substitute list.

EXPECTATIONS AND OBLIGATIONS

EXPECTATIONS OF SUBSTITUTES:

A. Professional Ethics

- 1) Substitutes should maintain a professional attitude in the matter of confidentiality of all information regarding schools, staff, and/or children with whom they work.
- 2) Any observations, suggestions, or criticisms, which seem pertinent to more effective instructional procedures should be made to the principal of the school involved.
- 3) Comments comparing one school with another, one class with another, or one student with another, are discouraged.

B. General Procedures

- 1) School hours of substitute teachers/educational assistants are the same as those for whom they are substituting. Schedules for teachers and their assignments may be secured from each school office.
- 2) Upon arrival the substitute teacher/educational assistants should report to the office of the principal for instructions and help.
- 3) The substitute teacher/educational assistants will be expected to assume responsibility for the special duties of the regular teacher/educational assistant, such as playground supervision, bus duty, cafeteria supervision, etc. unless the principal releases the substitute from a particular responsibility. Substitute teachers/educational assistants are expected to monitor student movement in the halls.
- 4) Daily class schedule and lesson plans provided by the regular teacher should be followed.
- 5) Any material or equipment used by the substitute should be returned to its proper place before leaving the school.
- 6) Substitute teachers/educational assistants are encouraged to review school handbooks and familiarize themselves with the school.

- 7) Firm, fair treatment of all students combined with explicit explanations and directions, will preclude many disciplinary problems. When individual pupils cause behavioral problems, which are disruptive to the learning environment, the substitute teacher/educational assistants should refer those students to the principal or associate principal with a disciplinary referral or note explaining the circumstances.
- 8) A classroom should never be left unattended.
- 9) Fire drill evacuation procedures should be noted.
- 10) In case of pupil illness or accident the school office should be notified immediately.
- 11) Any injuries should be reported to the principal at once and an accident report form should be completed before leaving the school.
- 12) The substitute teacher/educational assistant should leave the regular teacher a brief summary of the day's activities.
- 13) Check teacher's mailbox for notices or communications that require immediate release or attention.
- 14) Long term substitutes will attend faculty meetings or other meetings normally attended by teachers.
- 15) Check with the principal or Administrative Assistant before you leave.
- 16) Report any change of address or telephone number to the substitute office immediately.
- 17) Please inform the Central Office immediately if you will not be able to serve as a substitute in our schools at any time. You will be allowed to rejoin the substitute list.

SCHOOL OBLIGATIONS:

A. Principals/Administrative Assistants/Department Heads

- 1) Arrange to see that the substitute is informed as to the room location, teacher's schedule, lesson plans, seating charts and textbooks.
- 2) Inform the substitute of any special plans for the day, such as assemblies, speakers, field trips, homerooms, etc.
- 3) Acquaint the substitute with cafeteria, teacher's workroom (lounge), and other facilities.
- 4) Provide the substitute with names of other teachers near their room assignment.
- 5) Record days taught by the substitute.

B. Regular Teacher

- 1) Leave daily or weekly lesson plans for the substitute. Upload to AESOP is recommended.
- 2) Be sure that class lists and seating charts are up-to-date. Elementary classrooms should provide student names posted on desks.
- 3) Have the class record book available for attendance.
- 4) Provide the substitute with personal information regarding students that have special problems, such as discipline, health, physical handicaps or any other pertinent information. Also, leave a list of dependable students to call on to help with routine classroom responsibilities.
- 5) Prepare the students in advance (if possible) that a substitute teacher will be teaching the class. Such planning should emphasize helpfulness, consideration, and appropriate behavior. Inform students that you will respect and honor the substitute's comments and grades.
- 6) Do not criticize the work of the substitute in the presence of students.
- 7) Keep in touch with the substitute teacher, especially if it is a continuing absence.

AESOP SUBSTITUTE CALLING SYSTEM

The District now uses AESOP to call substitutes. You will need your ID and Pin number to access your AESOP information at WWW.AESOPOnline.com or by phone. If you have forgotten this information please call Human Resources at 262-255-8440.

Principals and teachers have the right to chose who they want to substitute in their buildings or positions. In some cases certain substitutes may be chosen to be called first (included as a preference), or even to never be called for a certain building or classroom (excluded from a building).

HAND BOOK OVERVIEW

Disclaimer: The content of this Handbook is presented as a matter of information only. The plans, policies and procedures described are not conditions of employment. The District reserves the right to modify, revoke, suspend, terminate, or change any or all such plans, policies, or procedures, in whole or in part, at any time with or without notice. The language which appears in this Handbook is not intended to create, nor is it to be construed to constitute, a contract between the District and any one or all of its substitute employees or a guaranty of continued employment. Employment may be terminated at any time, with or without cause, except as explicitly provided for in any other pertinent section of this Handbook or individual contract.

In case of a direct conflict between this Handbook, rules, regulations or policies of the Board and any specific provisions of an individual contract, the individual contract shall control.

This Handbook is intended to provide substitute employees with information regarding policies, procedures, ethics, expectations and standards of the District; however, this Handbook should not be considered all-inclusive. Copies of District Board Policies are available on the District website. It is important that each substitute employee is aware of the policies and procedures related to his/her position. The rights and obligations of all substitute employees are governed by all applicable laws and regulations, including, but not limited to the following: federal laws and regulations, the laws of the State of Wisconsin, Wisconsin State Administrative Code and the policies of the School District of Menomonee Falls.

Conformity to Law

If any provision of this Handbook is held to be invalid by operation of law or by any tribunal of competent jurisdiction, or if compliance with or enforcement of any sections, or appendices, should be restrained by such tribunal, the remainder of this Handbook shall continue in full force.

District Expectations

The District expects its substitute employees to produce quality work, maintain confidentiality, work efficiently, and exhibit a professional and courteous attitude toward other employees, parents, students and stakeholders. The District expects substitute employees to comply with all Board policies, work rules, job descriptions, terms of this Handbook and legal obligations.

The District expects substitute employees to comply with the standards of conduct set out in Board policies, this Handbook, administrative regulations/procedures, and with any other policies, regulations or guidelines that impose duties, requirements or standards which apply to their status as District substitute employees. Violation of any policies, regulations or guidelines may result in disciplinary action, up to and including dismissal.

General Personnel Policies

Additional information is included in District Board Policies. In case of a direct conflict between this Handbook, rules, regulations and policies of the Board, the District Board Policy shall control. If a direct conflict occurs between any of the foregoing and an individual contract, the individual contract will control.

LEGAL COMPLIANCE

Equal Opportunity

It is the policy of the District that persons seeking employment with the District shall not be discriminated against in employment by reason of their age, race, creed, color, religion, handicap or disability, pregnancy, marital or parental status, sex, citizenship, national origin, ancestry, sexual orientation, arrest record, conviction record, military service, membership in the National Guard, state defense or reserves, political affiliation, use or nonuse of lawful products off the employer's premises during nonworking hours, declining to attend a meeting or to participate in any communication about religious matters or political matters, the authorized use of family or medical leave or worker's compensation benefits, genetic information, physical, mental, emotional or learning disability, or any other factor protected by local, state or federal law in all employment practices including terms, conditions and privileges of employment.

Reasonable accommodations shall be made for qualified individuals with a disability, unless such accommodations would impose an undue hardship on the District. A reasonable accommodation is a change or adjustment to job duties or work environment that permits a qualified applicant or employee with a disability to perform the essential functions of a position or enjoy the benefits and privileges of employment compared to those enjoyed by employees without disabilities.

Requests from current substitute employees for accommodations under the Americans with Disabilities Act or under the Wisconsin Fair Employment Act must be made in writing using forms obtained from Human Resources. Individuals unable to submit this form in writing or needing help in completing this form can contact the Human Resources Department for assistance.

Fair Labor Standards Act

Certain types of workers are exempt from the minimum wage and overtime pay provisions, including bona fide executive, administrative, and professional employees, including teachers, who meet regulatory requirements under the Fair Labor Standards Act [FLSA]. Notification of rights under the FLSA is set forth in the employment poster section at each location.

Immigration Law Compliance

The District is committed to employing only United States citizens and aliens who are authorized to work in the United States. Therefore, in accordance with the Immigration Reform and Control Act of 1986, substitute employees must complete an I-9 form before commencing work and at other times set by applicable law or District policy.

<http://ww.wuscis.gov/files/form/i-9.pdf>.

Substitute employees whose work authorization changes or expires after the date of hire must notify the District Human Resources Department immediately.

Substitute employees are required to resolve name and social security number discrepancies that arise via no match letters from the Social Security Administration and via E-verify in a reasonable amount of time.

For more information please see <http://ww.wuscis.gov/files/form/i-9.pdf>.

Harassment and Bullying

The District is committed to providing fair and equal employment opportunities and to providing a professional work environment free of all forms of harassment and bullying. The District shall not tolerate harassment based on any personal characteristic as described above in Equal Opportunity Employment. Harassment and other unacceptable activities that could alter conditions of employment, or form a basis for personnel decisions, or interfere with a substitute employee's work performance are specifically prohibited. Sexual harassment, whether committed by supervisory or non-supervisory personnel, is unlawful and also specifically prohibited. In addition, the District shall not tolerate acts of non-employees (volunteers, vendors, visitors, etc.) that have the effect of harassing District substitute employees in the workplace. Harassment can occur as a result of a single incident or a pattern of behavior where the purpose or effect of such behavior is to create an intimidating, hostile or offensive working environment. Harassment encompasses a broad range of physical and verbal behavior that can include, but is not limited to, the following:

- A. Unwelcome sexual advances, touching private body parts, coercing or forcing a sexual act on another, comments or innuendos;
- B. Physical or verbal abuse;
- C. Conduct is so severe, persistent, or pervasive that the conduct has the purpose or effect of unreasonably interfering with the substitute employee's work performance, creates an intimidating, threatening, hostile, or offensive work environment; or otherwise adversely affects the substitute employee's employment opportunities;
- D. Jokes, insults or slurs based on any personal characteristic described above in Equal Opportunity Employment. (Such comments are unacceptable whether or not the individual within the protected

class is present in the workplace to overhear them and whether or not a member of a class professes to tolerate such remarks);

- E. Taunting based on any personal characteristic described above in Equal Opportunity Employment; and/or
- F. Requests for sexual favors used as a condition of employment or affecting any personnel decisions such as hiring, promotion, compensation, etc.

All substitute employees are responsible for ensuring that harassment and bullying do not occur. It is the intent of the District to comply with both the letter and spirit of the law in making certain that harassment and bullying do not exist in its policies, regulations and operations.

Anyone who believes that he or she has been the subject of harassment or bullying or has knowledge of violations of this policy shall report the matter to their immediate supervisor or Human Resources. Reports of harassment shall be made as soon as possible after the alleged acts. A failure to promptly report alleged harassment may impair the District's ability to investigate and address the harassment.

All reports regarding substitute employee harassment or bullying shall be taken seriously, treated fairly and promptly and be thoroughly investigated. Individual privacy shall be protected to the greatest extent possible. There shall be no retaliation against any person who files a complaint under this policy. The District shall take appropriate and necessary action to eliminate substitute employee harassment and bullying. Actions that are determined to be harassment or bullying shall be subject to disciplinary action, up to and including dismissal.

All substitute employees have a duty to report incidents of alleged harassment or bullying to their supervisor or Human Resources. If the supervisor is the subject of a complaint, the substitute employee should report the complaint directly to Human Resources. Substitute employees who fail to report incidents of alleged harassment or bullying may be subject to disciplinary action, up to and including dismissal. In addition, supervisory employees who fail to respond to harassment or bullying complaints or to act on their knowledge of violation of this policy will likewise be subject to disciplinary action, up to and including dismissal.

Upon receipt of a report of harassment or bullying, a supervisor shall immediately notify Human Resources.

Retaliation against a substitute employee alleged to have experienced harassment, a witness, or another person who makes a report or participates in an investigation is strictly prohibited. A person who makes a good faith report of prohibited harassment shall not suffer retaliation for making the report. A person who intentionally makes a false claim, offers false statements, or refuses to cooperate with a District investigation regarding prohibited harassment is subject to appropriate discipline.

For more information, please see Board Policy.

STUDENT LAWS

Accident/Incident Reports

All accidents/incidents occurring on District property, school buses or during the course of school-sponsored activities, including field trips and other away events, are to be reported to the building principal or immediate supervisor immediately. Reports should cover property damage as well as personal injury. A completed accident report form must be submitted to the building principal or Business Services Office within twenty-four (24) hours. In the event of a work-related accident or injury, please see the Worker's Compensation section of this Handbook.

Bullying and Harassment of Students Policy

The School District of Menomonee Falls and the Board of Education are committed to providing a safe, secure, respectful and nurturing learning environment for all students in school buildings, on school grounds, on school buses, and at school-sponsored activities. Bullying and harassment, whether by other students, staff or third parties, has a harmful social, physical, psychological and academic impact on bullies, victims and bystanders. The District consistently and vigorously addresses bullying and harassing behavior so that there is no disruption to the learning environment and learning process. The District does not tolerate bullying or harassment of students in any form, including sexual harassment, and will take all necessary and appropriate action to eliminate it, up to and including discipline of offenders and expulsion.

The policy applies both on school grounds and during activities that occur off school property if the student or employee is at any school-sponsored or school-related activity or function, such as field trips or athletic events where students are under the supervision of school authorities, or where an employee is engaged in school business.

This policy applies not only to students or staff who directly engage in an act of bullying or harassment, but also to students or staff who by their indirect behavior, condone or support another student's or staff member's acts of bullying or harassment.

Sanctions and Supports

Students or staff members found to have engaged in bullying or harassing behavior or who have retaliated against anyone reporting bullying or harassing behavior or participating in the investigation of such behavior will be subjected to disciplinary action. Such action may include, but is not limited to a warning, suspension, expulsion, dismissal in the case of a substitute employee and referral to law enforcement officials for possible legal action.

Substitute employees found to have participated in bullying behavior, or having become aware that bullying was taking place and failed to report the behavior, are considered to be in violation of the prohibition expressed in this policy. They may be subject to disciplinary action including but not limited to transfer, remediation, dismissal or discharge, consistent with the requirements of statutory authority, school District policies and other regulations or practices.

For more information, please see Board Policy.

Child Abuse Reporting

Wisconsin law requires any employee of a Wisconsin public school district who has reasonable cause to suspect that a child has been abused or neglected or who has reason to believe that a child has been threatened with abuse or neglect, and that abuse and neglect of the child will occur, to report the suspected child abuse and neglect to the District's Director of Pupil Services. Wis. Stat. sec. 48.981(2)(a)16m.

Confidentiality

Student information which substitute employees obtain as the result of their employment with the District is confidential and protected by law unless such information has been designated as student directory data as set forth in Board policy. Substitute employees shall not reveal confidential information concerning students unless disclosure serves a lawful professional purpose or is required by law.

Equal Educational Opportunities

The right of a student to be admitted to school and to participate fully in curricular, extra-curricular, student services, recreational or other programs or activities shall not be abridged or impaired because of sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability of the student.

In keeping with the requirement of state law, the District shall not have any vestige of discrimination in admission to any school, class, program or activity standards and rules of behavior, including student harassment, disciplinary actions including suspension and expulsion, acceptance and administration of gifts, bequests, scholarships and other aids, benefits or services to student from private agencies, organization or person; instructional and library materials used in the District; methods, practices and materials used for testing, evaluating and counseling students; location and use of facilities; opportunity for participation in athletic programs or other extra-curricular activities; and in school sponsored food service programs.

For more information, please see Board Policy.

Personnel – Student Relations

All District personnel will recognize and respect the rights of students, as established by local, state, and federal law. Substitute employees shall, at all times, maintain a professional relationship and exhibit a professional demeanor in their interactions with students. Further, substitute employees shall refrain from engaging in any actions or conduct of a sexual nature (verbal or physical) directed toward a student, including, but not limited to, sexual advances, activities involving sexual innuendo, requests for sexual favors, or sexually explicit language or conversation. Substitute employees shall not form inappropriate social or romantic relationships with students, regardless of whether or not the student is 18 years old. Substitute employees shall not use profane or obscene language or gestures in the workplace.

Blood Borne Pathogen Plan

The purpose of universal precautions surrounding blood borne pathogens is to eliminate or minimize exposure to blood or other potentially infectious body fluids. Treat all blood as potentially infectious. Appropriate barrier precautions should be used to prevent skin and mucous membrane exposure when in contact with blood or bodily fluids of any person. Hand washing is an important preventive measure in the spread of disease. Hands and other skin surfaces should be washed after contact with blood or body fluids and after the removal of gloves. Hand washing should be done with warm water and soap, vigorously scrubbing hands, wrists, between fingers and under nails. Hands should then be rinsed thoroughly, allowing water to run off finger tips. Dry hands with a paper towel, then use the towel to turn off the faucet.

All surfaces contaminated with blood or body fluids should be disinfected. Use gloves when cleaning up a spill. Call a member of the custodial staff for cleanup of any large spills, or if you need help cleaning contaminated surfaces.

Do not pick up broken glass with bare hands.

Articles contaminated with blood should be appropriately bagged and thrown away in a garbage can. If contaminated articles are thrown away in a classroom waste basket, have a custodian remove it as soon as possible. If an article is saturated with blood (blood can be squeezed out of it), it should be placed in a bagged trash bag.

Disposable latex or non-latex gloves should always be worn if any contact with blood or body fluids is anticipated. Gloves should be worn only once and thrown away. They should not be washed or decontaminated for reuse and are to be replaced as soon as practical when they become torn, punctured, or when their ability to function as a barrier is compromised. Hands should be washed immediately after removal of gloves. Goggles and masks should be worn whenever droplets of blood or other potentially infectious materials may be generated and eye, nose, or mouth contamination can be reasonably anticipated. Mucous membranes should be flushed with water immediately if exposure to blood occurs.

Needles or other sharps such as lancets used to test blood sugar in diabetic individuals should be disposed of in the sharps' container in the health room. The needles should not be recapped or broken.

Substitute employees should minimize splashing as much as possible. Do not eat, drink, put in contacts, apply cosmetics, or lip balms in areas with possible exposure.

All exposure incidents should be reported to the principal, supervisor, and school nurse and should ultimately be turned into Business Services via the accident, injury or worker compensation form, as appropriate.

Breast Feeding

Upon request, the District shall provide a reasonable break time for a substitute employee to express breast milk for her nursing child for one (1) year after the child's birth each time such substitute employee has the need to express the milk. For members of the professional teaching staff, "reasonable break time" generally means periods during the day when they are not engaged in instruction with students. Furthermore, the District shall provide a place, other than a bathroom, that is shielded from view and free from intrusion from coworkers and the public, which may be used by a substitute employee to express breast milk. Preferably, the space should have an electrical outlet for use by the substitute employee. Non-exempt employees under the Fair Labor Standards Act shall not be compensated for any break taken for the purpose of expressing milk, unless such break would otherwise be compensable. As a general matter, non-exempt employees are those who receive overtime if they work more than 40 hours in any week. Non-exempt employees shall not engage in any work-related activities during breaks used to express milk.

Jokes or harassment based on breastfeeding will not be tolerated. If a substitute employee is the subject of such jokes or harassment on that basis, she shall report the incident(s) to her supervisor. An employee engaging in any jokes or other harassment under this provision may be subject to discipline, up to, and including, dismissal.

Communications

District substitute employees are expected to abide by the following rules when using information technology and communication resources.

A. Electronic Communications:

1. Electronic communications are protected by the same laws and policies and are subject to the same limitations as other types of media. When creating, using or storing messages on the network, the user should consider both the personal ramifications and the impact on the District should the messages be disclosed or released to other parties. Extreme caution should be used when committing confidential information to the electronic messages, as confidentiality cannot be guaranteed.
2. The District may review email logs and/or messages at its discretion. Because all computer hardware, digital communication devices and software belong to the District, users have no reasonable expectation of privacy, including the use of email, text-message and other forms of digital communications, e.g. voicemail, Twitter™, Facebook™, etc. The use of the District's technology and electronic resources is a privilege which may be revoked at any time.
3. Electronic mail transmissions and other use of the District's electronic communications systems or devices by substitute employees shall not be considered confidential and may be monitored at any time by designated District staff to ensure appropriate use. This monitoring may include, but is not limited to, activity logging, virus scanning, and content scanning.
4. Participation in computer-mediated conversation/discussion forums for instructional purposes must be a function of the existing District curriculum or approved by the superintendent, your supervisor and/or Technology and Assessment.
5. External electronic storage devices are subject to monitoring if used with District resources.

B. User Responsibilities: District substitute employees are responsible for their actions in accessing available digital resources. The following standards will apply to all District substitute employees.

1. The user in whose name a system account is issued will be responsible at all times for its proper use. Users may not access another person's account without written permission from an administrator or immediate supervisor.
2. The system may not be used for illegal purposes, in support of illegal activities, or for any other activity prohibited by District policy.
3. Users may not redistribute copyrighted programs or data without the written permission of the copyright holder or designee. Such permission must be specified in the document or must be obtained directly from the copyright holder or designee in accordance with applicable copyright laws, and District policy.
4. A user must not knowingly attempt to access educationally inappropriate material including, but not limited to, illicit or pornographic material. If a user accidentally reaches such material, the user must immediately back out of the area on the Internet containing educationally inappropriate material. The user must then notify the building administrator and/or immediate supervisor of the site address that should be added to the filtering software, so that it can be removed from accessibility.
5. A user may not disable internet tracking software or implement a private browsing feature on District computers or networks. Browsing history shall only be deleted by authorized staff or in accordance with the District's technology department's directives.

- C. Electronic Communications with Students: Substitute employees are prohibited from communicating with students who are enrolled in the District through electronic media, except as set forth herein.

A substitute employee is not subject to this prohibition to the extent the substitute has a pre-existing social or family relationship with the student. For example, a substitute may have a pre-existing relationship with a niece or nephew, a student who is the child of an adult friend, a student who is a friend of the substitute employee's child, or a member or participant in the same civic, social, recreational, or religious organization. Notwithstanding the foregoing, if any such communications between a substitute employee and a student with whom the substitute has a pre-existing relationship rises to the level of an inappropriate communication, the substitute may be subject to discipline under this provision up to, and including, dismissal.

The following definitions apply for purposes of this section on Electronic Communication with Students:

"Authorized Personnel" includes classroom teachers, counselors, administrators, coaches, campus athletic coordinators, athletic trainers, and any other substitute employee designated in writing by the District Administrator.

"Communicate" means to convey information and includes a one-way communication as well as a dialogue between two (2) or more people. A public communication by a substitute employee that is not targeted at students (e.g., a posting on the substitute's personal social network page or a blog) is not a communication; however, the substitute employee may be subject to District procedures on personal electronic communications. Unsolicited contact from a student through electronic means is not a communication.

"Electronic media" includes all forms of social media including, but not limited to, the following: text messaging, instant messaging, electronic mail (email), web logs (blogs), electronic forums (chat rooms), video sharing websites (e.g., YouTube™), editorial comments posted on the internet, and social network sites (e.g., Facebook™, MySpace™, Twitter™, LinkedIn™), and all forms of telecommunication such as landlines, cell phones, and web-based applications.

- D. Limited Electronic Communication with Students: Authorized Personnel may communicate through electronic media with students who are currently enrolled in the District only within the following guidelines:

1. The substitute employee shall limit communications to matters within the scope of the substitute employee's professional responsibilities (e.g., for classroom teachers, matters relating to class work, homework, and tests).
 2. If a substitute employee receives an unsolicited electronic contact from a student which is not within the substitute employee's professional responsibilities (e.g., for classroom teachers, matters relating to class work, homework, and tests), the substitute employee shall not respond to the student using any electronic media except to address a health or safety emergency.
 3. Only a teacher, coach, trainer, Athletic Director, or other employee who has an extracurricular duty may communicate with students through text messaging. The employee may communicate only with students who participate in the extracurricular activity over which the employee has responsibility and the communication must be specifically related to the extracurricular activity.
 4. Upon request from the administration, an employee will provide the phone number(s), social network site(s), or other information regarding the method(s) of electronic media the employee uses to communicate with any one or more currently-enrolled students.
- E. Retention of Electronic Communications and other Electronic Media: The District archives all non-spam emails sent and/or received on the system in accordance with the District's adopted record retention schedule. After the set time has elapsed, email communications may be discarded unless the records may be relevant to any pending litigation, pending public records request, or other good cause exists for retaining email records.

Employees who create student records via email need to ensure that student records are retained for the period of time specified by applicable student records law. For this reason, the District heavily discourages the use of personal email as the means to communicate about individually identifiable students.

- F. Electronic Recording: Substitute employees shall not electronically record by audio, video, or other means, any conversations or meetings unless each and every person present has been notified and consents to being electronically recorded. Persons wishing to record a meeting must obtain consent from anyone arriving late to any such meeting. Substitute employees shall not electronically record telephone conversations unless all persons participating in the telephone conversation have consented to be electronically recorded. These provisions are not intended to limit or restrict electronic recording of publicly posted Board meetings, grievance hearings, or any other Board sanctioned meeting recorded in accordance with Board policy. These provisions are not intended to limit or restrict electronic recordings involving authorized investigations conducted by District personnel, or authorized agents of the District, or electronic recordings that are authorized by the District, e.g., surveillance videos, extracurricular activities, voicemail recordings, continuous improvement activities, classroom instruction for District use, etc.
- G. Compliance with Federal, State and Local Law: For all electronic media, substitute employees are subject to certain state and federal laws, local policies, and administrative regulations, even when communicating regarding personal and private matters, regardless of whether the substitute employee is using private or public equipment, on or off District property. These restrictions include, but are not limited to:

1. Confidentiality of student records.

Confidentiality of other District records, including staff evaluations, credit card numbers, and private email addresses.

Confidentiality of health or personnel information concerning colleagues, unless disclosure serves lawful professional purposes or is required by law.

Prohibition against harming others by knowingly making false statements about a colleague or the District.

2. Prohibitions against soliciting or engaging in sexual conduct or a romantic relationship with a student.
 3. Upon written request from a parent, the substitute employee shall discontinue communicating with the parent's minor student through email, text messaging, instant messaging, or any other form of one-to-one communication irrespective of whether such communication is otherwise permitted herein.
- H. Personal Web Pages: Substitute employees may not misrepresent the District by creating, or posting any content to, any personal or non-authorized website that purports to be an official/authorized website of the District. No substitute employee may purport to speak on behalf of the District through any personal or other non-authorized website.
- I. Disclaimer: The District will cooperate fully with local, state, or federal officials in any investigation concerning or relating to misuse of the District's electronic communications system. The District's electronic systems are provided on an "as is, as available" basis. The District does not make any warranties, whether expressed or implied, including, without limitation, those of merchantability and fitness for a particular purpose with respect to any services provided by the system and any information or software contained therein. The District does not warrant that the functions or services performed by, or that the information or software contained on the system will meet the system user's requirements, or that the system will be uninterrupted or error-free, or that defects will be corrected. Opinions, advice, services, and all other information expressed by system users, information providers, service providers, or other third-party individuals in the systems are those of the individual or entity and not the District. The District will cooperate fully with local, state, or federal officials in any investigation concerning or relating to misuse of the District's electronic communications system.
- J. District Resources: District computers, network resources, and other electronic or digital devices may be provided for instructional, developmental, and management purposes for use by staff. Such resources may not be used to disrupt educational or management functions. Software and hardware (including any and all programs and applications) shall not be introduced, destroyed, modified, copied, transferred, decompiled, disassembled, disabled, or otherwise abused in any manner. Unless directly related to job functions, users shall not seek information on other users on the District's resources including, but not limited to, their passwords, files, data, electronic mail, or other data that may be stored and accessible or available.
- K. Suitability of Materials: All resources or materials accessed by the substitute employee shall be directly related to the education of students, the professional development of the substitute employee, or the management of these resources. The District expects its substitute employees to exercise sound, moral, and reasonable professional judgment in this matter. Immoral conduct includes but is not limited to using the school's computer to view, seek or download pornographic material which is a violation of state law and results in substitute employee license revocation.
- L. Violations of Communication Procedures: If a substitute employee commits any violation of the communication procedures outlined in this section of the Handbook, the District may take appropriate legal action, disciplinary action up to and including dismissal, and other action to preserve the integrity of the District's property and resources.

Confidentiality

In addition to student information, confidentiality is expected in other areas, including substitute employee or District business information. Any requests for District records shall be referred to or approved by the appropriate administrator.

Should a substitute employee receive a request for a reference check specific employment status, income/wages, date of employment, etc. all requests should be forwarded to Human Resources. If a substitute employee is requesting a letter of recommendation on District letterhead, those should only be provided by an appropriate administrator. Administrators shall make a good faith effort to provide accurate information regarding the substitute employee.

Substitute Teacher/Educational Assistants Pay Rates

Substitute Educational Assistants

Hourly rate \$10.50/hour

Substitute Teachers

Substitute teachers employed by the School District of Menomonee Falls are expected to work a full day's work assignment and shall be paid in accordance with the following revised schedule:

1. Daily rate (eight (8) working hours per day) \$105.00 or \$13.50/hr
2. Longevity factor (eight (8) working hours per day) \$115.00 or \$14.38/hr
(After twenty (20) non-consecutive assignments from previous year or after twenty (20) non-consecutive assignments in present year)

For substitute teachers in categories #1 and #2 above, the pay will be either the entire day or the hourly rate, as applicable, for all hours less than eight (8) working hours per day. The pay will be rounded to the next quarter (.25) hour. The pay will be based on actual hours scheduled to work rather than periods taught. For example: teaching three (3) periods and supervising two (2) lunch periods for a total of four (4) hours would result in four (4) hours of pay.

3. Long term (eight (8) working hours per day) \$160.00
(10-60 consecutive days for same teacher, same position, same class schedule, etc. – retroactive pay if assignment is unexpectedly extended beyond nine (9) days)

For substitute teachers in #3 above, they will be paid \$10 for each additional class they instruct beyond six (6) classes for High School and Middle School class schedules. This is limited to extra classes taught and is not applicable to additional duties as assigned.

A full day's work for substitute teachers is defined as: eight (8) working hours in a day.

The principal may assign a substitute to any number of classes or duties during the eight (8) working hours.

TIME SHEETS AND PAYROLL INFORMATION

Substitute teachers/educational assistants must maintain a copy of their time sheets. Substitute teachers/educational assistants are paid on the 15th and the last workday of the month, which is standard for all District teachers. To make sure that substitute teachers/educational assistants are paid at the end of the month, time sheets must be turned in at the building level or mailed to Tim Hansen, Payroll Supervisor, by the 15th or last day of the month.

STUDENT DISCIPLINE PROCEDURE

Substitute teachers/educational assistants should become familiar with individual building expectations and rules, which are enforced. It is recommended that the following steps be taken when a discipline situation arises:

1. Confront the student directly as to his/her misbehavior.

2. Clearly inform the student of your intentions in confronting the student.
These may include:
 - A. Sending the student out of the classroom to the office.
 - B. Completing a Misconduct or Behavioral Referral Form.
 - C. Recording the incident for your benefit and keeping it for future use.

3. Documentation is an important part of the discipline procedure. It is recommended that substitute teachers make an anecdotal record of incidents that can be left for the classroom teacher or sent to the office.

4. If it becomes necessary to send a student out of the classroom, the substitute teacher/assistant may follow-up with the building Principal or Assistant Principal as to the outcome of the referral.