



**SUBSTITUTE TEACHER and
PARA-EDUCATOR
HANDBOOK**

2025-2026

**“Committed to Children - Committed to Community -
Committed to Excellence”**



WAUNAKEE

COMMUNITY SCHOOL DISTRICT

Dear Substitutes:

On behalf of the Board of Education and administration, welcome to the Waunakee Community School District! We are thrilled to have you as an essential part of our educational team. Your role as a substitute is invaluable, and we appreciate your dedication and flexibility in ensuring that our students continue to receive an exceptional education when their regular education teachers and para educators are unavailable.

We take pride in our district being ***“Committed to Children ~ Committed to Community ~ Committed to Excellence”***. Substitutes are crucial to maintaining the consistency and quality of instruction in our schools. By stepping into our classroom environments and adapting to various instructional needs, you help us uphold our commitment to providing a supportive, engaging and enriching learning experience for all students.

To help you succeed in your role, we have created this Substitute Handbook. Inside you will find important information about the school district, our school buildings, substitute schedules, substitute responsibilities and related policies/procedures. We encourage you to review the handbook thoroughly to familiarize yourself with our procedures and expectations.

We understand that stepping into a new classroom can be challenging, but please know you are not alone. Our district values a collaborative and supportive environment, and we are here to help you every step of the way.

Thank you for your commitment to our students and for choosing to be a part of the Waunakee Community School District. We look forward to working with you and witnessing the positive impact you will make in our schools.

If you have any additional questions please contact Brian Grabarski, Director of Human Resources or the principal of the building to which you have been assigned.

Sincerely,

Monica Kelsey-Brown, Ph.D.
District Administrator

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SUBSTITUTING IN OUR SCHOOLS

Teacher Requirements

Current and valid Wisconsin teacher certification. References are required as evidence of professionalism and ability to do satisfactory work. The Waunakee School District's Administration approves or rejects applications on the basis of professional training, experience, certification, accomplishments, and previous performance.

Employment Items to Be On File

- Employment Application
- Teaching License (Para-Educators are not required to provide licenses)
- Resume
- Health Forms – brief physical and TB screening
- Criminal Background Check
- Completion certificate from WI DPI “Abuse & Neglect” and “Threats of School Violence” training

Contact Amy Manzetti at 849-2000, ext. 8168, if you have any questions.

Required Employee Forms

- I-9 - Employment eligibility verification plus identification (Examples: U.S. passport or a valid driver's license and social security card or certified birth certificate.)
- W-4 - Federal tax withholding (Bring Social Security card)
- WT-4 - State tax withholding/new hire reporting
- Direct Deposit Form

To request a form, please send an email to: askhr_helpdesk@waunakee.k12.wi.us

Contact Cari Dailey at 849-2000, ext. 8475 for payroll questions.

BEFORE YOUR FIRST DAY OF EMPLOYMENT:

PLEASE STOP BY THE ADMINISTRATION OFFICE TO PROVIDE IDENTIFICATION FOR THE I-9 FORM

Administration office is located at 905 Bethel Circle, Waunakee

Professional Development

We have a comprehensive system of professional development. You are welcome to attend our in-service opportunities. We only ask you to notify the appropriate administrator of your intent to participate.

JOB RESPONSIBILITIES

Reporting for the Assignment

- **REPORT TO THE SCHOOL OFFICE**
 - Each school will give the substitute further directions as to their check-in procedures such as forms to complete and special events of the day.
 - Substitute teachers: report times in the Frontline Absence Management system are scheduled for 25 minutes before the students start time. If you accept a half-day PM assignment, please report 15 minutes prior to the start time recorded in Frontline.
 - Substitute para educators: please arrive 5 -10 minutes before the start of your day in order to sign-in and review your assignment schedule for that day.
 - Substitute para educators: please hand-write lunch breaks on the daily sub sign-in sheet in the main office.
 - Substitute para educators: if your assignment schedule changes or is different from what is listed on the daily sub sign-in sheet, please hand-write your actual work schedule on the daily sub sign-in sheet in the main office and initial next to it.

- **STUDENT HOURS**
 - Elementary Schools (grades K-4):
 - School Starts – 7:40 am
 - School Ends – 2:40 pm

 - Intermediate School (grades 5-6):
 - School Starts – 8:25 am
 - School Ends – 3:35 pm

 - Middle School (grades 7-8):
 - School Starts – 8:15 am
 - School Ends – 3:35 pm

 - High School (grades 9-12):
 - School Starts – 8:15 am
 - School Ends – 3:35 pm

Classroom Responsibilities

- SUBSTITUTE FOLDER

Each classroom teacher is required to develop a special folder for substitute teachers, which is kept with the lesson plan(s) in a place easily accessible to a substitute. The folder should contain special activities and exercises that could be used by the substitute teacher to extend, supplement, or substitute in the daily lesson plan. Through their preparation of lessons and activities, classroom teachers determine, in large measure, the success or failure of substitute teachers. It is the responsibility of each classroom teacher to have available current lesson plans which include a clear statement of the daily objectives and procedures, the text and page numbers of the subject matter under consideration, and the assignments to be corrected and/or made.

The substitute teacher folder should also include:

1. Daily schedule and procedures.
2. Lesson plans.
3. A current seating chart if students are assigned to specific seats.
4. The procedure for the checking in and out of necessary supplies and books, and the location of these materials.
5. A schedule of special activities or services and students involved. (These activities include special education classes, physical education, art, band, music, and orchestra lessons, etc.)
6. Notes on special student needs.
7. A list of detailed classroom procedures and rules or policies that the teacher expects students to follow.
8. Notes on the availability of the school nurse. A list of students with health problems. An updated list of any students who will need to report to the office for medication including:
 - a. Location of medication.
 - b. Names of students and times to be administered.
 - c. Person to contact for administering the medication.
 - d. Location and telephone number of school nurse.
9. The teachers' duty schedule such as corridor, study hall, playground and other assigned supervision, and fire/tornado drill responsibilities.
10. A building staff handbook available on: general school procedures, schedules, rules, and use of materials and equipment.
11. A list of critical material and its location. If appropriate, a list of supplies and materials the students should not handle while under the supervision of a substitute.
12. An explanation of emergency procedures: tornado, fire, bomb threat, etc.
13. Regular education classroom para-educators, as a part of their substitute assignment, should be prepared to assume recess/playground duties if required.

- **LESSON PLANS**

Follow the objectives and lesson plans as closely as possible. If lesson plans are not available, make this known to the building principal.

- **INTRODUCTION**

Introduce yourself to the class; write your name on the board.

- **REMAIN WITH ASSIGNED CLASSES AT ALL TIMES**

Substitutes are expected to remain with assigned classes at all times. Classes should never be left unattended. The substitute should supervise the pupils in the hallways. Any information that may necessitate a search of lockers or pupils and/or seizure of personal property should be referred to the building principal or assistant principal.

- **ASSISTANCE**

Substitutes will find that staff members will provide cooperation and assistance if asked.

- **COLLECT ASSIGNMENTS**

Collect any homework and clip it together with notes on the classes. Correct and grade assignments as per the directions of the classroom teacher. Do not leave purses, room keys, or other valuables unattended.

- **DISCIPLINE**

The substitute teacher is expected and required to maintain a safe environment in the classroom, homeroom, building corridors and other areas as assigned. Pupils will often test a new teacher, so a consistent, calm and responsible method of classroom management is necessary. No students should be allowed to disturb the safety of the classroom. The names of disruptive students should be given to the classroom teacher. As a last resort, disruptive students should be sent directly to the building administrator. If a student is sent to the office, create a detailed note describing the reason. Call the office immediately.

Under no condition is it permissible for the substitute teacher to use corporal punishment or foul language. District policy does not allow corporal punishment to be used. Substitutes should notify building administration immediately of any students that threaten the health, safety or property of others.

- **EMERGENCY AND HEALTH PROCEDURES**

In case of an accident or illness, notify the office immediately. Administer first aid as necessary. Familiarize yourself with the Emergency Response Actions available in each building office or in each classroom. Be familiar with instructions for fire/severe weather drills for each building as noted in the substitute teacher's folder posted in the rooms. Everyone in the building is to

take part in fire/severe weather drills including visitors, custodians, administrative assistants, substitutes, etc.

- **LUNCH/BREAKS**

A 30-minute, duty-free lunch period is available in each teacher's schedule. Hot lunch is available each day in all the buildings at faculty rates. Feel free to use the faculty lounge or workroom during your preparation period.

Consult the school office for instructions on telephone use. These vary from building to building. Keys, when necessary, are available through the school office and may be picked up at the beginning of the day and returned at the end of the day.

- **EQUIPMENT/FACILITIES**

Each building has equipment and facilities for duplication of materials and a wide variety of technology for classroom use. Consult the substitute's folder for the location and procedure for use of those items.

- **TRANSPORTATION**

Privately owned cars are not used to transport students to school related activities without prior written approval. If travel between schools is necessary, as part of the teaching job, an expense voucher should be submitted to the school office showing the mileage traveled. Mileage will be reimbursed at the current rate set by the Board of Education.

After Class Routine

- **COMPLETE DAILY REPORT**

Complete the substitute teacher daily report and assignment review. Include all information which will be important to the classroom teacher.

- **LEAVE THE CLASSROOM IN GOOD ORDER**

- **REPORT TO SCHOOL OFFICE**

Report to the school office before leaving the building to sign-out.

SUBSTITUTE PLACEMENT

The Waunakee Community School District uses an automated service called Frontline Absence Management (formerly Aesop) for substitute placement. Frontline utilizes both the telephone and the Internet to assist substitutes in locating jobs. The Frontline system is available 24 hours a day, 7 days a week. Frontline uses four methods to make jobs available to substitutes:

1. **Computer:** You can search for and accept available jobs, change personal settings, update your calendar, and personalize your available call times by visiting Frontline on the internet.
2. **Phone call in:** You may interact with the Frontline system by way of a toll-free, automated voice instruction menu at 1-800-942-3767.
3. **Phone call received:** Frontline will also make phone calls to substitutes to offer jobs.
4. **Mobile app:** Frontline has a free mobile app for substitutes that provides notification of substitute positions to your mobile device.

In order to access the Frontline Absence Management system, you will need to have all of the required paperwork on file and have been approved to substitute in the District. When you have met these requirements, you will be contacted by Amy Manzetti, the District's substitute coordinator. .

When you receive your login information, you are able to accept jobs. If you accept a job, Frontline will issue a confirmation number. The transaction is not complete until Frontline provides you with the confirmation number.

If you experience any difficulty using the Frontline Absence Management system, please contact the District's substitute coordinator, Amy Manzetti, at 608-849-2000, ext. 8168 or via email at amymanzetti@waunakee.k12.wi.us

SALARY AND PAY SCHEDULE

Salary

- **SUBSTITUTE TEACHER.** Qualified teacher substitutes shall be paid at a daily rate established annually by the Board of Education. The current rate is \$168.00 per day, \$84 per half day. If less than eight (8) hours worked (full day), pay is adjusted according to actual time worked based on the \$168 per day rate.
- **LONG-TERM SUBSTITUTE TEACHER.** For 2025/26 the long-term daily substitute rate is \$299.62 starting on the first day of a long-term assignment. Approved shadow days that are in conjunction with a long-term assignment are paid the current daily rate of \$168.00 per day. Part-time long-term assignments will be pro-rated on the full daily rate with one-half the full daily rate being the minimum.
- **SUBSTITUTE PARA-EDUCATORS (Regular Education and LMTC)** will be paid an hourly rate of \$20.62. Assignments are 2 to 8 hours.
- **SUBSTITUTE PARA-EDUCATORS (Special Education and ELL)** will be paid an hourly rate of \$21.96. Assignments are 2 to 8 hours.

Pay Schedule

- All substitutes are paid by paperless direct deposit on the 15th and 30th of each month. When the 15th or 30th fall on a Saturday, Sunday or bank holiday, payment shall be made on the preceding business day.
- Work completed on the 1st through the 15th of the month shall be paid on the 30th of the month. Work completed on the 16th through 31st of the month shall be paid on the 15th of the following month.

All payroll forms must be on file in the District Human Resource Office and a copy of the teacher's license must be on file with the substitute coordinator prior to receiving your payroll deposit.

403(b) EMPLOYEE SAVINGS PLAN

The Board of Education maintains a 403(b) Employee Savings Plan to help employees save for retirement via district approved 403(b) investment vendors. The 403(b) plan is a voluntary retirement savings program funded solely by the employee via payroll salary reduction contributions on a pre-tax or ROTH after-tax basis. The district does not make any contributions to employee 403(b) employee savings plans. It is the employee's responsibility to manage their 403(b) plan participation in accordance with 403(b) rules and regulations and district plan documents. For further information, visit:

www.tsacg.com/individual/plan-sponsor/wisconsin/waunakee-community-school-district

457(b) DEFERRED COMPENSATION PLAN

The Board of Education has established a deferred compensation plan under Section 457(b) of the Internal Revenue Code (the "457(b) Deferred Compensation Plan") that allows employees to elect to defer on a tax preferred basis a portion of their current compensation until retirement, termination of employment, or other similar events defined by the 457(b) Deferred Compensation Plan. Participation in the 457(b) Deferred Compensation Plan is voluntary, however, in order to participate an employee must comply with the terms and conditions of the 457(b) Deferred Compensation as established by the Board of Education in accordance with the Internal Revenue Code and Treasury Department regulations. The benefits available under the 457(b) Deferred Compensation Plan are funded solely by an employee's contributions. The Board of Education does not provide elective, non-elective or matching contributions to the 457(b) Deferred Compensation Plan.

WISCONSIN RETIREMENT SYSTEM / EMPLOYEE TRUST FUNDS

Some substitute staff are eligible or may become eligible in the future for enrollment in the Wisconsin Retirement System/Employee Trust Funds (WRS/ETF). Your eligibility is based on hours worked. If the Waunakee Community School District previously notified you of eligibility for WRS/ETF enrollment, or, if in the future we contact you regarding your eligibility for enrollment, please note the following information.

- All Waunakee Community School District WRS/ETF enrollees will be required to pay the employee-share contribution via payroll deduction each payroll. This deduction will be a "pre-tax" option only which means you will not pay taxes now on this employee paid contribution, but will pay taxes on the contributions when you later request to retire or obtain a separation benefit from WRS/ETF.
- Contributions (both the employee-paid and employer-paid) are sent to WRS/ETF by the payroll office.
- Please note that current law prohibits participants from opting out of WRS/ETF participation when eligible, unless you are currently receiving an annuity from WRS/ETF. If you believe this applies to you or, if you have recently processed a separation benefit from WRS/ETF, please contact Ronelle Aime, Payroll & Benefits Specialist at 849-2000, ext 8014.

School Calendar Summary

September 1, 2025	No School - Labor Day
September 2, 2025	First Day of School
October 13, 2025	Parent Teacher Conferences (7-12)
October 16, 2025	Parent Teacher Conferences (K-6)
October 17, 2025	No School - Conferences (K-12 AM)
October 23, 2025	No School - Staff Development
October 24, 2025	No School - Fall Break
November 5, 2025	First Quarter Ends
November 10-21, 2025	4K Parent Teacher Conferences
November 25, 2025	First Trimester Ends (K-6)
November 26-28, 2025	No School
December 22, 2025 - January 2, 2026	No School - Winter Break
January 19, 2026	No School - Staff Development
January 23, 2026	First Semester Ends (7-12)

January 26, 2026	No School - Staff Work Day
February 27, 2026	No School - Staff Development
March 6, 2026	Second Trimester Ends (K-6)
March 10-19, 2026	4K Parent Teacher Conferences
March 19, 2026	Parent Teacher Conferences (K-12 PM)
March 20, 2026	Parent Teacher Conferences (K-12 AM)
March 23-27, 2026	No School - Spring Break
April 3, 2026	No School - Third Quarter Ends
May 18, 2026	No School - Staff Development
May 25, 2026	No School - Memorial Day
June 9, 2026	4K Last Day of School
June 10, 2026	Last Day of School: Third Trimester Ends (K-6); Second Semester Ends (7-12)
June 11, 2026	K-12 Possible Snow Make-Up Day

TIPS ON CLASSROOM MANAGEMENT

- Start the day quickly, confidently, concisely. Be pleasant. Let the students know “anything doesn’t go”. The substitute’s first words and actions go a long way toward setting the tone for the day. You will gain respect with your actions more than with your words.
- Get the students busy at the beginning of the day and at the beginning of each period. Keep them busy working on appropriate learning tasks.
- Problems may be eliminated if questions are phrased so only one student will answer or so children will raise their hands. For example:
 - “Raise your hand if you can tell me where the attendance folder is.”
 - “Raise your hand if you know the names of absent students.”
 - “John, where is the handwriting paper?”
- Students are likely to say, “This is not the way our teacher does it.” Tell them at the beginning, “Don’t worry if I don’t do things exactly the way your teacher does. There is usually more than one good way, and a change can be fun for you.” Remember, students often feel more secure when they follow an established routine, so try to hold to the time schedule and other established routines.
- Compliment things in the room (if applicable) and inquire about the things around the room.
- Gear the instruction to the students’ levels. Involve the students.
- With any group, smile, be friendly, and show enthusiasm.
- Learn the students’ names. Have students help you.
- Remain calm and relaxed. Don’t lose your “cool”.
- Be positive. Recognize that every student has some success or praise each day. Just a pleasant remark or an appreciative smile works wonders.
- Firmness is important. Students need to know that you can and will command the situation. Rather than issuing an ultimatum, give the student a choice, e.g., meeting the needs of the classroom for that day, or not taking part in classroom activities.

- Deal with the individual student when corrections are necessary. Be sure to have all the facts. Listen to both sides of the story. Focus attention on the problem. Give the student the benefit of the doubt.
- Solve problems at the time they occur. Don't degrade any student in front of others, but do handle situations when they occur.
- Never judge the program, teachers, or activities in a negative manner in front of the students.

We recognize that the substitute teacher is an important contributor to the instructional program, and as such should become familiar with the current policies and procedures. Substitute teachers are expected to maintain ethical standards. ***Confidentiality is expected.***

All teachers should be aware that there are areas of sensitivity in working with the children of others. Discussions of controversial, sensitive issues without proper follow-up are sometimes misinterpreted and misunderstood by students. Substitute teachers should avoid these topics as you do not have a long-range curricular perspective. In the short time you usually spend at one location, you will do the best possible job by carefully following the lesson plans prepared by the teacher.

All administrators welcome your comments and suggestions for building improvement at any time. Remember that the classroom teacher should be consulted before suggestions are made to the principal about specific programs.

SCHOOL INFORMATION

PRAIRIE ELEMENTARY SCHOOL_____

700 N. Madison Street

- **Principal** - **Dean Kaminski**
- **Assistant Principal** - **Katie Schmuck**
- **Administrative Assistants** - **Erin Mayrand and Shelley Finnel**
- **Phone** - **849-2200**

- **Parking**
Is available in the parking lot.

- **Lunch**
Is available in the cafeteria.

HERITAGE ELEMENTARY SCHOOL_____

6271 Woodland Drive

- **Principal** - **Dan Carter**
- **Co-Principal** - **Emily Morehouse**
- **Administrative Assistants** - **Gina Wherley and Bridget Ziegler**
- **Phone** - **849-2030**

- **Parking**
Is available in the parking lot.

- **Lunch**
Is available in the cafeteria.

ARBORETUM ELEMENTARY SCHOOL_____

1350 Arboretum Drive

- **Principal** - **Sheila Weihert**
- **Assistant Principal** - **Miranda Moe**
- **Administrative Assistants** - **Karen Rundhaug and
Kathy Grosskopf**
- **Phone** - **849-1800**

- **Parking**
Is available in the main parking lot. Please do not park in the streets.
- **Lunch**
Is available in the cafeteria.

INTERMEDIATE SCHOOL_____

6273 Woodland Drive

- **Principal** - **Tim Mommaerts**
- **Assistant Principal** - **Lindsey Laufenberg**
- **Administrative Assistants** - **Danielle Werkheiser and
Jennifer Stephens-Roy**
- **Phone** - **849-2176**

- **Parking**
Is available in the main lot.
- **Lunch**
Is available in the cafeteria.

MIDDLE SCHOOL_____

1001 South Street

- **Principal** - **Jeff Kenas**
- **Assistant Principal** - **Michael Zibell**
- **Administrative Assistants** - **Patti Coffren and Karen Kashuk**
- **Phone** - **849-2060**

- **Parking**

Is available in the visitor parking stalls on the south side of the building.

- **Lunch**

Is available in the cafeteria.

SUBSTITUTES MAY BE ASKED TO COVER OTHER CLASSES
CLASSES RUN ON A / B DAY SCHEDULES

HIGH SCHOOL_____

301 Community Drive

- **Principal** - **Brian Borowski**
- **Assistant Principals** - **Steve Hernandez**
 - **Chad Gauerke**
 - **Deanne Lensert**
- **Administrative Assistants** - **Cindy Richardson**
 - **Barb Salverson**
 - **Denise Branshaw**
 - **Christina Raemisch**
- **Phone** - **849-2100**

- **Parking**

Is available in visitor stalls in lot A on the south side of the building.

- **Lunch**

Is available in the cafeteria.

SUBSTITUTES MAY BE ASKED TO COVER OTHER CLASSES
BLOCK SCHEDULING

CLASSES RUN ON A / B DAY SCHEDULES

Appendix A Title IX Notice

The Board of the Waunakee Community School District does not discriminate on the basis of sex in its education program or activity and is required by Title IX and its implementing regulations not to discriminate in such a manner. The requirement not to discriminate in its education program or activity extends to admission and employment. The District's Title IX Coordinator(s) is/are:

Director of Human Resources, Waunakee Community School District. 905 Bethel Circle,
Waunakee, WI 53597

Brian Grabarski, 608.849.2000, ext. 8167 briangrabarski@waunakee.k12.wi.us

Director of Special Education, Waunakee Community School District. 905 Bethel Circle,
Waunakee, WI 53597

Tiffany Loken, 608.849.2000, ext. 8268 tiffanyloken@waunakee.k12.wi.us

Any inquiries about the application of Title IX and its implementing regulations to the District may be referred to the Title IX Coordinator(s), the Assistant Secretary for the U.S. Department of Education's Office for Civil Rights, or both.

The Board has adopted a grievance process and procedures that provide for the prompt and equitable resolution of student and employee complaints alleging any action that is prohibited by Title IX and/or its implementing regulations. The grievance process and procedures are included in Policy 413/513 Nondiscrimination on the Basis of Sex in Education Programs or Activities, which is available at: <https://www.waunakee.k12.wi.us/board/policies>

The grievance process and procedures specifically address how to report or file a complaint of sex discrimination, how to report or file a formal complaint of Sexual Harassment, and how the District will respond.

The contents of this handbook are presented as a matter of information only. The procedures described are not conditions of employment. The school district reserves the right to modify, revoke, suspend, terminate, or change any or all such 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 school district and any one or all of its employees or a guarantee of continued employment. Notwithstanding any provisions of this handbook, 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.

The Waunakee School District is an equal opportunity employer and does not discriminate against any individual on the basis of age, race, religion, creed, color, disability, pregnancy, marital status, sex, citizenship, national origin, ancestry, sexual orientation, gender identity, transgender status, arrest record, conviction record, military service, membership in the National Guard, state defense force or any other reserve component of the military forces of Wisconsin or the United States, political or religious 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, or any other factor prohibited by state or federal law, or according to District policy.

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.

The Waunakee Community School District adheres to a NO SMOKING policy in all buildings, grounds, and vehicles.