

# **River Valley School District**



## **Substitute Handbook**

**DRAFT 6/30/24**

Board Approval \_\_\_\_\_

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# RIVER VALLEY SCHOOL DISTRICT

660 West Daley Street

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Spring Green, Wisconsin 53588

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Phone: 608-588-2551

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## **Welcome to River Valley School District!**

We are happy you have chosen to work with our district as a substitute teacher. Substitute teachers play an important role in the success of our schools. The special skill, talent, and caring you bring to your assignment in the River Valley School district is certainly appreciated.

Every single day in our school year is valuable. The contribution you make to help maximize student learning each school day makes a difference.

As a substitute teacher, you are a very important member of the professional team serving our students. All school employees appreciate your service and want to assist you in every way possible. We have prepared our handbook to help you in your efforts as you assist in the absence of our staff.

We hope that your experience as a substitute teacher in the River Valley School District is a positive and rewarding one.

Sincerely,

Loren Glasbrenner  
District Administrator

## Who Do I Contact?

### DISTRICT OFFICE – (608) 588-2551 – 660 W DALEY ST, SPRING GREEN

Loren Glasbrenner, District Administrator  
Pat Mahoney, Business Manager  
Julie Kuhse, Payroll/Frontline Absence Management/Skyward

### RIVER VALLEY EARLY LEARNING CENTER – (608) 546-2228 – 1370 CHERRY ST, PLAIN

Carla Peterson, Principal (608) 459-5841  
Nadine Westphal, Secretary

### RIVER VALLEY ELEMENTARY – (608) 588-2559 – 830 W DALEY ST, SPRING GREEN

Carla Peterson, Principal (608) 459-5841  
Sarah Schaller, Secretary  
Michelle Orcutt, Secretary

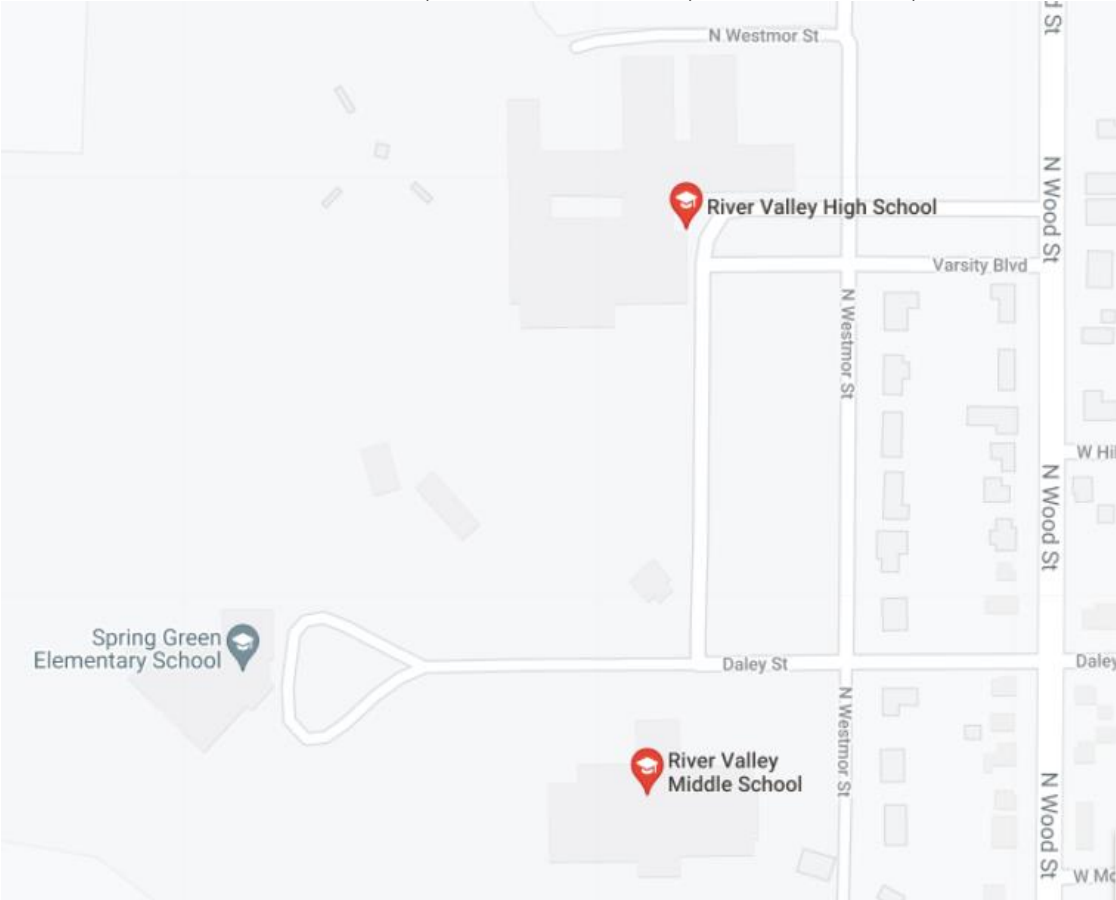
### RIVER VALLEY MIDDLE SCHOOL – (608) 588-2556 – 660 W DALEY ST, SPRING GREEN

James Radtke, Principal (608) 459-5835  
Trisha Larson, Secretary  
Nancy Tabrizi, Secretary

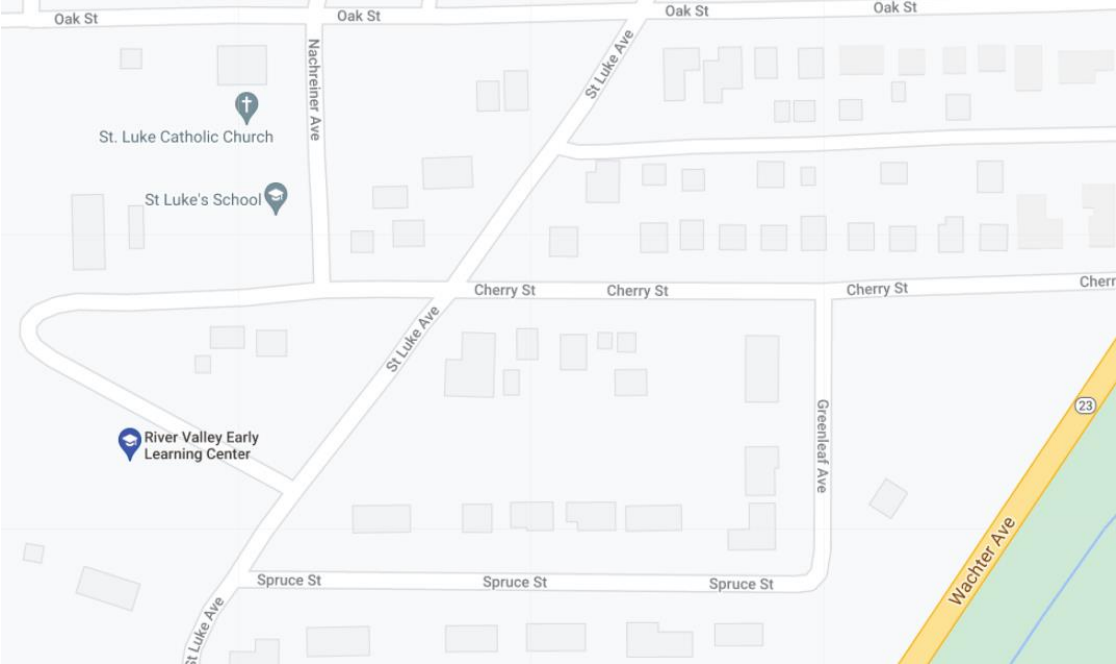
### RIVER VALLEY HIGH SCHOOL – (608) 588-2554 – 660 VARSITY BLVD, SPRING GREEN

Darby Blakley, Principal (608) 459-5843  
Luanne Kindschi, Secretary  
Timica Evans, Secretary

**RIVER VALLEY ELEMENTARY, MIDDLE SCHOOL, HIGH SCHOOL, SPRING GREEN, WI**



**EARLY LEARNING CENTER – PLAIN, WI**



**PARKING:**

Early Learning Center	Park in front of the school, or in the parking lot on the left (east) side of the school
RV Elementary	Park in one of the two lots to the right (north) of the school
Middle School	Park in the front of the school, in the parking lot by district office, or on the side street on Westmor to the east of the school
High School	Park in the visitor parking stalls in the main parking lot in front of the school

## **A. Necessary Paperwork and Certification**

Prior to subbing for the school district, the following must be on file with Human Resources in district office. Paperwork may be sent through our online portal to complete.

- Completed application - <https://www.rvschools.org/district/employmentapplication.cfm>
- Background check
- I-9 form with the required forms of identification
- Tax forms (W4 and WT-4)
- Direct deposit form

To be a support staff substitute, no additional certification is needed. To be a teacher substitute, you must have a minimum of a two-year associates degree, complete the substitute training online or in person, and obtain a short-term substitute license through the Wisconsin Department of Public Instruction, or hold a current Wisconsin teaching license. Information can be found here: <https://dpi.wi.gov/licensing/apply-educator-license/sub-permit>

## **B. How to Find Substitute Job Openings**

Substitute jobs can be found in the Frontline module. You are able to set your building preferences, call times, and non-work days on the website. If you need to cancel a job last minute, please see the “[Who Do I Contact](#)” page for contact phone numbers. Frontline login is here:

<https://login.frontlineeducation.com/login?signin=cea4f9ba0e22338f853633049b026837&clientId=su-perSuit#/login>

## **C. Payroll and Pay Dates, School Calendar**

You will be paid on the 5<sup>th</sup> and 20<sup>th</sup> of each month (or preceding day in case of weekend or holiday) through direct deposit. The payroll schedule can be found here:

<https://www.rvschools.org/district/humanresources.cfm>

The school calendar is located here: <https://www.rvschools.org/district/calendars.cfm>

## **D. Code of Ethics**

As a substitute for the River Valley School District, I realize that I am subject to a code of ethics similar to that which governs school professionals. Like them, I assume certain responsibilities and expect to account for what I do in terms of what I am asked to do. I will keep confidential student records and information about students and their personal or family life.

I understand that it is my duty to deal justly and considerately with each student, school employee or other substitute. As a substitute, I share the responsibility for improving educational opportunities for all.

I accept the fact that all children learn differently and at different rates. It is my duty to not discriminate or permit discrimination on the basis of race, color, national origin, ethnicity, sex, sexual orientation, gender identity, disability, religion or serious medical condition against any person while I am present in the buildings for the District.

## **E. Confidentiality**

All information concerning students is strictly confidential and should not be shared with others. All substitutes must adhere to the requirements of federal and state law regarding student and pupil records confidentiality as noted below.

- a. No pictures, videos or student information shall be posted on any social media site without the direct approval from the district administrator. School Board Policy 861-Exhibit 1-Confidentiality Agreement Disclosure Statement.
- b. It is not appropriate or permissible to repeat stories and personal information that students share with you.
- c. Refrain from discussing the students you work with or observe outside of school or with staff members who do not work with the student.
- d. If a student shares information with you that may affect his or her safety, you must share the information with the teacher and administration immediately.

Federal and state law requires the District to protect the privacy of student and pupil records. The Family Education Rights and Privacy Act ("FERPA") is the federal law that is designed to protect the privacy of parents and students in educational institutions that receive federal funds. Wisconsin Statute § 118.125 is the state law that requires that all pupil records maintained by a public school be confidential except as provided in the statute.

As a substitute with the District, you may interact with students and have incidental access to information about a child's school performance and behavior. This information could constitute an educational or pupil record that must be treated confidentially.

Only those individuals who have a "legitimate educational interest" in the educational or pupil record may be provided such information. You may not share information about a student even with others who may be genuinely interested in the student's welfare, such as a child's neighbor, scout leader or clergy member. You must refer all such inquiries to the student's teacher or principal.

Unauthorized disclosure of confidential information by a substitute who has access to student information by any means may result in the revocation of an individual's ability to substitute with the District. It is imperative that any disclosure or use of student information be limited to approved, authorized use. If you believe you have impermissibly disclosed an educational record, notify the principal immediately.

## **F. Job Principles**

- Subbing is a commitment; If you sign up, please keep that commitment. We depend on you for your services. Please call the school if you are coming late or will be absent within 24 hours of the sub assignment. In other instances, use Frontline if you need to cancel your position. (See "Who To

Contact” section)

- Facilities:
  - Please park in the designated lot(s) or spaces for staff. (see parking areas on maps)
  - Please sign in and out in the school’s office when you are subbing. The sign in sheet is forwarded to our human resources department for payroll.
  - Please wear identification badges provided by the school while in school.
  - Feel free to use the staff bathrooms and staff lounges. They are there for you to use including microwave, refrigerator, tables and chairs.
- Attire should be neat, clean and comfortable – appropriate for a public school setting. Please dress business casual.
- Prohibited conduct:
  - No political or religious preferences may be advocated.
  - No photography or social media postings of any kind.
  - A substitute shall not report to any school building or school event under the influence of alcohol or illegal drugs. The use of drugs, alcohol, tobacco and alternative tobacco products is strictly prohibited.
  - The District does not permit the possession or use of destructive devices (including explosives), firearms or other dangerous weapons (as defined by Wis. Stat. §948.61(1)(a) of any kind at any time. “District premises” shall include:
    - Any school or other building/facility that is owned, occupied or controlled by the District;
    - On the grounds of a school or on other school premises; or
    - At any District-sponsored program or activity not held on school grounds or on school premises, where such program or activity qualifies as a special event having restricted access that is controlled by the District.
  - Transporting of students is prohibited.
  - Remember to turn cell phones off or switch them to vibrate when in the classroom.
  - Substitutes will follow the guideline and rules of district board policies and the employee handbook.
    - [Board Policies](https://www.rvschools.org/district/policymanual2010.cfm) -  
<https://www.rvschools.org/district/policymanual2010.cfm>
    - [Employee Handbook](https://www.rvschools.org/district/allstaffemployeehandbook.cfm) -  
<https://www.rvschools.org/district/allstaffemployeehandbook.cfm>

## G. Technology

Technology is a teaching tool that is commonly used on a day to day basis with students. Here are some things to know about using technology in the classroom

### In-classroom computers or substitute laptops

- If a computer isn’t available in the classroom, see the librarian to check out a laptop
- Substitutes have a Google account with the district. Your user name is lastname.firstinitial and your email address is [lastname.firstinitial@rvschools.org](mailto:lastname.firstinitial@rvschools.org). Your password must consist of at least



eight (8) characters, any combination numbers and/or upper and lower case letters.

- You must follow the Acceptable Use of Networked Computers, Electronic Mail, and Internet Safety Policy 743 found [here](https://www.rvschools.org/cms_files/resources/7431.pdf). [https://www.rvschools.org/cms\\_files/resources/7431.pdf](https://www.rvschools.org/cms_files/resources/7431.pdf)

For technical support call contact the school office, or IT at extensions 8500, 8501, 2500 or 2501.

### **Student Devices**

- River Valley School District has a 1 to 1 device ratio at the middle school and high school; each student has a device. Devices and usage will depend on the grade level and teacher. Please refer to your substitute plans as teachers may not allow certain sites.
- If a student is misusing their device it is appropriate to revoke the privileges of technology for that student. Refer to your building principal.
- Many teachers use Google Classroom for student work. Refer to sub plans for instruction.
- For technical support, first call the office. They will contact IT if necessary.

### **F. Emergency Procedures:**

For all procedures, look for an emergency binder or flipchart and follow it accordingly.

- Fire: Immediately evacuate the building. Assist staff in any way possible. Keep children safe.
- Lock Down/Administrative Hold: Move all students to a place of safety.
- Tornado: See posted evacuation sign in each room for details.
- Missing student: Call the main office and notify the staff immediately.
- Medical: Call the main office and notify office staff; if it is an emergency the office will call 911.
- Suspicious person: All persons must register at the main office. They will be wearing a badge if they have been approved. If not, redirect guest to the main office. In the case of an emergency, notify the main office immediately.
- Hazardous materials: Evacuate inside the building or maintain an 'all clear' if outside the building. Notify the main office with both situations.
- Bomb Threat: Ask simple questions - Where? When? Why? Get any description that you can. Notify the main office immediately.
- Active Shooter/Violent Encounter: Follow the [Emergency Action Plan](#)
  - Hold! In your room or area. Clear the halls.
  - Secure! Get inside. Lock outside doors.
  - Lockdown! Locks, lights, out of sight.
  - Evacuate! A location may be specified.
  - Shelter! Hazard and safety strategy.

## **Arrival at School**

When you arrive at the designated school, [park](#) in the designated area proceed to the office. Press the call button in the entry area of the school if necessary to gain access to the school. In the office, sign in on the sub log. It is important to fill in all requested information to ensure correct record keeping and payment. Please indicate your arrival and departure time and the person you are subbing for. If it is your first time subbing for us, or your first time in the building, WELCOME! Just let us know so we can give you a few more directions.

You will be given a key/fob and substitute badge for use for the day. Please return it to the office at the end of the day unless instructed otherwise.

## **Assignment and Job Duties**

Once signed in at the office, you will be directed to the proper location to start your day. The staff member you are subbing for will have materials in their room to indicate your schedule, duties, instructions for the day, and any need to know information. In addition, the office may also request your assistance during your free periods during the day.

Carefully read the sub plans and accompanying materials provided. It is important to carry out the plans that have been left for you. Deviating from the provided plans often causes uncertainty with the students which results in behavior issues. If you have any questions or need assistance, please contact a team member, a teacher in charge, the office, or the principal.

## **Attendance**

Please take attendance as directed by the teacher. It could be morning and afternoon, or hourly depending on the school you are at. Attendance should be reported to the office each time it is taken. There are phones in each classroom for contact with the office.

## **Safety**

The school is responsible for providing the safety of the students. **No student should be left in any location without adequate supervision.** Staff are responsible for supervision of the halls. Staff should be present in the hall or doorway while students are entering and leaving.

## **Accidents/Injuries**

As an employee of the River Valley School District you are required to report all accidents or injuries that you or your students sustain. It is required that you report any student illness or injuries to the nurse/office immediately and any other injuries by the end of the day on which the injury occurred, and complete an accident/incident report. Safety is our primary responsibility and the school district makes every effort to ensure that its staff and students receive proper medical attention if necessary.

## **Discipline**

Teacher effectiveness and purposeful, well-planned activities are prerequisites to good discipline. Most students will exhibit appropriate behavior when they perceive the teacher is competent, consistent, fair, and supportive of school policies.

- Children need and will seek security and consistency
- Respect is the basis for all relationships
- Children learn the behaviors modeled by the adults in their lives
- Clear expectations and logical consequences provide a framework for helping a child learn appropriate behavior

- Children must be encouraged to practice responsible behavior, students should conduct themselves in a manner which does not interfere with the learning or safety of others.
- Behavioral expectations should be defined, taught, and appropriate behaviors acknowledged.
- Behavior errors are corrected proactively. Provide clear feedback to help prevent their unacceptable behavior from continuing or resulting in adverse consequences.

In the event you need assistance with a student, use the classroom call button or phone to contact the office.

### **Lunch Time**

Substitutes are entitled to a lunch period. Your designated lunch time should be indicated in the plans for the day. You are welcome to purchase a school lunch, bring your lunch, or leave the building during your lunch period. If you are purchasing a school lunch at the elementary level, please let the office know so they have a proper count. You may eat in the classroom, lunch room, teachers' lounge, or other designated area.

### **End of Day Procedures**

Please leave notes explaining what was covered, problems, etc. When your students are gone, check in the office to sign out on the sub log and let the office know you are leaving. Please convey any concerns you have about your assignment to the principal. He/she is one of the contacts between you and the district. If things are not going well, we want to know; we do want you to be happy and satisfied when you are working for us. If things are going well, we want to know that too!

### **Pay**

Teacher substitutes are paid on a half or full day basis unless otherwise agreed upon. No extra hourly duty pay is applied. Support Staff substitutes are paid on an hourly basis. Frontline is our portal to substitute payment so it is important that all substitute assignments appear in your job list in Frontline. If something is missing, please contact the secretary at the school where you subbed so the job can be added for payment.

Once payment is processed according to the [pay schedule](#), you are able to view your check and paystub in Skyward Employee Management. On our website [www.rvschools.org](http://www.rvschools.org), click the third icon on the left margin – Staff Tools. Click on Skyward **Employee** Access. Using your [user name](#) and password, log into Skyward. If you do not have a password, use the forgot password link to complete login information. Please contact Human Resources if you experience problems logging in.

### **Weather Delays/Early Releases/Cancellations**

If you are scheduled to substitute and the weather is questionable, please listen to and watch the local news/media outlets for information regarding late starts. If school is delayed, you will report at the delayed start time. If school releases early, you will also depart at that time. Substitutes scheduled for a full day will be paid for a full day if there is a weather delay/closure. If school is called off for any reason prior to the reporting time, substitutes are not to report to work and will not be paid. It is your responsibility to monitor local news/media outlets for River Valley's delays, releases, and closures.

## **Applicable Board Policies**

Please refer to all district policies and guidelines as needed. Policies and guidelines are posted on the district website. If you need assistance in locating a policy please contact district office. A few of the more frequently referred to and applicable policies are listed below.

### [Policy Series 100 – Board](#)

### [Policy Series 200 – Administration](#)

### [Policy Series 300 – Instruction](#)

347 – Student Records and Guidelines for Maintenance and Confidentiality of Student Records

342 – Special Education Program and Accommodations

### [Policy Series 400 – Students](#)

411 – Nondiscrimination/Equal Opportunities

411.1 – Bullying/Harassment

411.3 – Sexual Harassment

443 – Student Discipline

443.6 – Student Use of Personal Communication Devices

443.8 – Videotaping and/or Photographing and/or Digital Media Recording of Students

452 – Student Health Services

453 – Reporting Child Abuse/Neglect

### [Policy Series 500 – Personnel](#)

511 – Equal Opportunity Employment

520 – General Personnel Policies

524 – Staff Conduct

### [Policy Series 600 – Fiscal](#)

### [Policy Series 700 – Support Services](#)

722 – Emergency Plans

722.8 – Managing Life-Threatening Food Allergies

724 – Employee and Student Accident/Incident Reporting

726 – Bullying/Cyber Bullying

731 – Facility Access and Security

743 – Acceptable Use of Networked Computers, Electronic Mail, and Internet Safety Policy

751.3 – Bus Rules and Regulations

### [Policy Series 800 – School-Community](#)

831 – Public Conduct on School Property

832 – Tobacco and Electronic Smoking Devices Possession and/or Use on School Premises

835 – Alcoholic Beverage Possession and/or Use on School Premises

837 – Weapons on School Premises

860 – Visitors to School

861 – School Volunteers

861 – Exhibit 1 Confidentiality Agreement/Disclosure Statement

## EMPLOYEE HANDBOOK RECEIPT AND ACKNOWLEDGMENT

I acknowledge that I have received and read the River Valley School District Substitute Handbook and understand the provisions contained herein. I understand that the terms described in the Substitute Handbook may be altered, modified, changed, or eliminated by the district at any time, with or without prior notice. The Board will endeavor to modify the handbook no more frequently than annually. However, circumstances, including but not limited to, changes to the law may cause more frequent modifications that are in the best interest of the district.

The Substitute Handbook applies generally to all employees except where expressly noted.

I further understand that the Substitute Handbook and any other provisions contained therein do not constitute a guarantee of employment or an employment contract, express or implied.

PRINT FULL NAME \_\_\_\_\_

EMPLOYEE SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

### ***Equal Opportunity Employment***

*The River Valley School District is an equal opportunity employer. Personnel hiring and administration in the district shall be conducted so as not to discriminate against applicant or employee. The River Valley School District does not discriminate on the basis of race, color, national origin, sex, disability, age, sexual orientation, marital status, creed, political affiliation, ancestry arrest or conviction record, membership in the national guard, state defense force or any other component of the military forces of the United States or Wisconsin, or any other reason prohibited by state or federal law in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following people have been designated to handle inquiries regarding non-discrimination policies: District Administrator, Business Manager, or Pupil Services Director, 660 Varsity Blvd., Spring Green, WI 53588, 608-588-2551.*