

The Middleton - Cross Plains Area School District



**2011-2012 Handbook for
Substitute Teachers,
Substitute Para Educators,
and
Substitute Clerical Support.**

Elementary Schools (Grades K-5)	
Sub Hours:	Student Hours:
8:00 a.m. – 3:30 p.m.	8:20 a.m. – 2:54 p.m.

Elm Lawn 829-9070 6701 Woodgate Road Middleton, WI 53562 Mike Pisani, Principal Denise Duhr, Secretary	Northside 829-9130 3620 High Road Middleton, WI 53562 Roswell Craney, Principal Barbara Calderon, Secretary	Park 829-9250 1209 Park Street Cross Plains, WI 53528 Monica Schommer, Principal Monica Martin, Secretary
Sauk Trail 829-9190 2205 Branch Street Middleton, WI 53562 Chris Dahlk, Principal Sheila Lederer, Secretary	Sunset Ridge 829-9300 8686 Airport Road Middleton, WI 53562 Todd Mann, Principal Julie Kopp, Secretary	West Middleton 829-9360 7627 W Mineral Point Road Verona, WI 53593 Doug Rykal, Principal Sue Anderson, Secretary

Middle Schools (Grades 6-8)	
Sub Hours:	Student Hours:
7:30 a.m. – 3:30 p.m.	8:10 a.m. – 3:20 p.m.

Glacier Creek 829-9420 2800 Military Road Cross Plains, WI 53528 Tim Keeler, Principal Susan Piazza, Associate Principal Shari Taylor, Secretary	Kromrey 829-9530 7009 Donna Drive Middleton, WI 53562 Steve Soeteber, Principal Bill Deno, Associate Principal Cheryl Alsaker, Secretary
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High Schools (Grades 9-12)	
Sub Hours:	Student Hours:
7:45 a.m. – 3:45 p.m.	8:00 a.m. – 3:25 p.m.

Middleton High School 829-9000 2100 Bristol Street Middleton, WI 53562 Denise Herrmann, Principal Mandi Maurice, Associate Principal Laura Nyberg, Associate Principal Scott Brown, Associate Principal Brian Morstad, Dean of Students Jamie Domini, Dean of Students Patrick Godar, Dean & Student Services Coordinator Kahlen Spaulding, Dean & Student Services Coordinator Shannon Kelly, Secretary 829-9661	Middleton Alternative High School 829-9640 2417 Parmenter Street Middleton, WI 53562 Jill Gurtner, Principal Janel Kruchten, Secretary
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District Administrative Center
Office Hours: 7:30 a.m. – 4:30 p.m.

829-9000
7106 South Avenue
Middleton, WI 53562
<http://www.mcpasd.k12.wi.us/>

Administration	Board of Education
Don Johnson, Superintendent	Ellen Lindgren, President
George Mavroulis, Assistant Superintendent of Educational Service	Tim Statz, Vice President
Tom Wohlleber, Asst. Superintendent of Fiscal Services	Bob Green, Treasurer
Sherri Cyra, Director of Teaching and Learning	Diane Hornung, Clerk
Tabatha Gundrum, Director of Employee Services	Bob Hesselbein, Member
Jerry Nicholson, Director of Teaching & Learning	Annette Ashley, Member
Jeff Knutsen, Director of Technology Services	Jim Greer, Member
Kari Gault, 4K Principal & Early Childhood Coordinator	Leeanne Hallquist, Member
Nancy Wyngaard, Director of Professional Development & Special Programs	Stuart Rossmiller, Member

SubFinder

SubFinder Operator: Jane Hinrichs, 829-9068, jhinrichs@mcpasd.k12.wi.us

Backup Operator: Lacy Davis, 829-9041, ldavis@mcpasd.k12.wi.us

How to Access SubFinder:

Phone: 1-866-202-4691

Internet: mcpasd.subfinderonline.com/login/login.asp

Employee Services Contacts	
Tabatha Gundrum, Director	829-9068
Jane Hinrichs, Admin. Asst/Substitute Coordinator	829-9068
Lacy Davis, Personnel Specialist-Certified	829-9041
Diane Austin, Personnel Specialist-Classified	829-9042
Marcia Boyd, Payroll Specialist	829-9047
Ruth Post, Payroll Specialist	829-9045
Lori Krug, Benefits Specialist	829-9044



7106 South Ave. Middleton, WI 53562 (608) 829-9000 Fax (608) 836-3571 www.mcpasd.k12.wi.us

2011-12 School Year

Dear Substitute:

Welcome to the Middleton-Cross Plains Area School District! As a substitute working as a teacher, para educator, or clerical support, you play a very vital role in our educational system. Your work allows our district to continue the day-to-day operations throughout the district.

We realize how demanding substitute positions can be; you must possess a high degree of initiative, flexibility, and professional expertise. To further support you in your daily activities, our staff located in each of the main building offices, are more than willing to be of assistance. You may also find neighboring classroom teachers to be a fundamental resource. Please do not hesitate to contact us for assistance.

We truly appreciate the time and effort that you display in our schools on a daily basis. It is our hope that your experiences as a substitute in our schools will be positive, meaningful, and productive. If there is anything that our schools can do to make your experience more pleasant, please let your building secretary or myself know.

Enjoy your work with our students!

Sincerely,

Jane Hinrichs

Jane Hinrichs
Substitute Coordinator

EDUCATIONAL JARGON

LMC/IMC	Library Media Center/Instructional Media Center
IEP	Individual Education Plan
ED	Emotional Disability
LD	Learning Disability
CD	Cognitive Disability
ADD	Attention Deficit Disorder
ADHD	Attention Deficit Hyperactivity Disorder
SWD	Students with Disabilities
At Risk	Students with extra learning needs
FACE (or FCE)	Family and Consumer Education
PREP	Teacher Preparation Time
DPI	Department of Public Instruction
ISS/OSS	In-School-Suspension/Out-of-School Suspension

MISSION/VISION

To educate all students to be contributing members of a global society by challenging, inspiring and supporting them in the pursuit of their potential.

CURRENT GOALS

1. Global Awareness Initiative and 21st Century Skills Statement - Middleton-Cross Plains Area Schools strives to provide a world class education for all students. We intend to direct time and resources towards preparing our students for life in a 21st century global society. All students in our District need to be conversant in areas that will prepare them for immersion in a complex global environment, regardless of their chosen field of study or work. This initiative crosses the K-12 curriculum and will engage all schools and the community in the planning process.
2. Develop a system of curriculum alignment to achieve greater levels of staff collaboration and a more seamless instructional program.

3. Enhance and improve our technology framework and support to improve instructional delivery, student achievement, and organizational efficiency.
4. To increase overall student achievement and reduce the achievement gaps that are connected to ethnicity, socioeconomic status, using local, state and national assessment indicators to document improved learning on the part of our students.
5. To increase the overall student achievement in literacy, using local, state and national assessment indicators to document improved learning on the part of our students. Utilize federal stimulus resources to support this effort.
6. To update the district long range plan dealing with enrollment growth and overcrowding through facility utilization and expansion. Included is a possible referendum and an Enrollment Management Committee to address this issue.

REQUIREMENTS TO BECOME A SUBSTITUTE TEACHER

To be eligible to substitute in any form within the Middleton-Cross Plains Area School District, you will need to have the following forms on file with the Employee Services Department:

1. **Completed substitute application.** All application materials need to be completed online at the WECAN website. You can access WECAN through our webpage; <http://www.mcpasd.k12.wi.us/>, or you can access WECAN directly at <https://services.education.wisc.edu/wecan/>. Be sure to include 3 references!
2. **Completed substitute data sheet.** This form tells us your personal information, when you can work, which locations you're willing to work at, and which areas you are willing to substitute in.
3. **For teachers, a current Wisconsin teaching license.** It will be your responsibility to obtain and maintain a valid, current license and to furnish Employee Services with a copy of the actual teaching certification received through DPI. The DPI License page online is not an adequate replacement for the copy of your certification, per district policy.
4. **For support staff working with special needs students, a current Special Education Program Aide license.** The application will be supplied to you at orientation. The district will pay the fee to have you licensed through the state. Once you receive the certification in the mail, you will need to forward a copy to Employee Services.
5. **Completed W-4 form and WT4 form.** These forms can be updated at anytime. Please contact Employee Services if you need to submit new forms.
6. **Completed I-9 Form and two forms of Identification:** Section 1 needs to be completed by the employee. You will also need to furnish two forms of identification. Please see the back side of the I-9 form for acceptable forms of

- ID. You will need one form of ID from List A, **OR** you will need one form of ID from List B **AND** List C.
7. **Completed direct deposit authorization form with voided check:** All substitutes are required to be on direct deposit. Please remember to attach a voided check.
 8. **Completed Background Check:** Your employment is contingent upon a satisfactory background check. Please provide all information about any previous convictions on the disclosure statement. If there are not enough spaces to list all offenses, please attach another piece of paper or use the back of the disclosure statement to list remaining convictions.
 9. **A Satisfactory TB Test.** TB test must be complete and the results need to be returned to MCPASD by Concentra, before you can start subbing. If you have had a TB test done within 90 days of employment you will need to bring a copy of the results. The District will pay for the first TB test. If you fail to have the results read and are required to get a second test done, you will be responsible for the cost.
 10. **Sub Orientation.** Every new substitute needs to attend one sub orientation in order to sub.

REQUIREMENTS TO REMAIN ON OUR SUBSTITUTE LIST

1. **Act as a positive role model for students.** Our students look up to all adults. It is important that you remain positive and professional in all aspects of your work day.
2. **Be where you are supposed to be at all times.** It is expected that you will be at your assignment on time. When arriving at a school location, you are expected to be where the secretary directs you to be while you are on the clock. If for some reason you need to leave or run an errand, you will need to clear it first with the school secretary. You will also be docked for the time you are gone.
3. **Maintain proper control of the classroom.** It is very important to always be in control of the classroom setting. Some classrooms may need more guidance than others to keep the students on track.
4. **Follow the teacher's lesson plans.** You are filling in for the regular classroom teacher; therefore, you need to follow their lesson plans.
5. **Do not present personal opinions regarding controversial issues.** Discussion of controversial issues in the classroom should be on an informative and non-partisan level. Emotional Criticism and/or advocating a partisan cause within the classroom are not appropriate. Students must have a knowledge about current problems and learn where and how to find facts and use them in reaching their own tentative conclusions.

6. Work at least two days per month.

We have had many substitutes in the past who have not worked a single day for our district. We now require all substitutes to work at least twice per month.

7. Cancel four or fewer jobs per year. When you accept a position to work within our schools, we expect and depend on you to fulfill your obligation. If you need to cancel a job for whatever reason, you will need to cancel the job as soon as possible, but at least one hour prior to the start time.

We do understand that there are certain reasons that cannot be worked around (i.e. sickness of yourself or a child, family emergencies, funerals, etc), and we are willing to work around these issues with you. Please call the substitute operator prior to canceling any jobs and discuss your situation.

If you are offered a long-term position here or elsewhere, please contact the substitute coordinator before canceling any jobs. Again, we are willing to work around these situations and make sure any job cancelations during this period of time will not count against you.

It is not acceptable to cancel a job in our district for a better paying job in a different district.

8. Pre-register by calling SubFinder and follow the prompts. An e-mail is sent out early summer to pre-register during the allotted time frames. Pre-registering is your way of letting us know that you would like to return as a substitute the following year. If it is not done during the set time frame, you will be removed from the substitute list.

SUBSTITUTE EXPECTATIONS

District Policies

It will be your responsibility to familiarize yourself with current District policies and procedures. Our policies and procedures can be found on our website.

Arrival

It is expected that you arrive on time or early for your assignment and to each location that you and your students are scheduled to be at throughout the day.

Classroom Plans

As a substitute teacher, every effort should be made to follow the classroom teacher's lesson plans as closely as possible. Teachers will almost always give you more work than can be accomplished in one day. Please teach the lessons well; do not rush through them. Leave a note for the returning teacher at the end of the day letting them know where you left off.

At the end of the day, you should return the room to the order in which you found it, and correct all papers, assignments, and tests as time allows. Some teachers would prefer you not to grade their students' work. This should be specified in the substitute folder.

Discipline

Students are to be supervised at all times. As a substitute working in the classroom, it is your responsibility to maintain proper order within your assignments. It is important to remain in control of the classroom at all times. It is your job to uphold school rules and regulations. If you encounter any difficult situations or students, please notify the office.

Physical force, profanity, or derogatory remarks are never to be used to discipline, motivate, or control students.

SUBSTITUTE CALLING PROCEDURES

SubFinder can be accessed by telephone at 1-866-202-4691, or on our website (WebConnect) at <https://mcpasd.subfinderonline.com/login/login.asp>. You will be able to review current assignments along with attached lesson plans, screen available jobs, cancel a job, or review your personal information.

For a substitute who is new to the district, the following will occur:

- Once all paperwork is received by Employee Services, you will be sent an e-mail containing a pin number which will give you access to the SubFinder system. Call SubFinder to do voice over and follow prompts. This step has to be done before you can start to sub. Your pin number will typically be your birthday in the following format: mmddyyyy.
- You will receive an e-mail account through the Middleton-Cross Plains Area School District. Your e-mail will be set-up within 5 business days from the date you receive your employee number. This e-mail address will be the address that we will communicate to you through the internet.

For a returning substitute: You will have the same pin number as the previous year, except in the situation that you are told otherwise. You will be able to access your school e-mail during the summer.

Obtaining a substitute position: Available substitute positions can be previewed over the phone or by using WebConnect. For directions on how to use the phone system, please see the SubFinder brochure. Under WebConnect, you can look under Available jobs to see current jobs.

If you would prefer, you can wait for the SubFinder system to call you for an open position. The morning call out starts at 5:30 a.m. and will continue until all positions for that day are filled or until 12:00 p.m. The evening callout period is from 5:30 p.m. to 9:30 p.m. In the evening you will receive calls for the next day or future assignments. You may be contacted at other times of the day by the substitute coordinator or a building secretary if needs are high.

IT IS STRONGLY RECOMMENDED THAT YOU DO NOT PUT YOURSELF ON A DO NOT DISTURB OR UNAVAILABLE STATUS, UNLESS YOU HAVE ALREADY ACCEPTED A POSITION ELSEWHERE.

Canceling a job: If you need to cancel an assignment, please do your best to cancel the job as soon as possible. Substitutes can cancel a job in the system a minimum of one hour in advance of the start time. If you find yourself needing to cancel a job around the one hour point, please be sure to contact the building secretary to let them know that you need to cancel.

Long-term subs can not make a sub request through the internet. You will need to request a sub for an absence by calling into SubFinder. SubFinder's telephone # 1-866-202-4691. This will allow SubFinder to get a sub for you for that date. If, you find you need a sub and it is later than 6:30 a.m. the same day of the request you will need to call the building secretary.

LONG-TERM SUBBING AND TEMPORARY CONTRACTS

You may be offered a long-term subbing position at some point during your employment with the Middleton-Cross Plains Area School District. We consider a long-term substitute position to be 11 or more consecutive days in length for the same position.

If your position is deemed long-term after you have been paid for part or all of the assignment, you will be back-paid to ensure you receive the higher rate of pay for long-term subbing.

The Middleton-Cross Plains Area School District also offers a temporary contract to a substitute working a minimum of one full semester in the same position. Under a temporary contract, you are allotted the same benefits that our regular teachers receive (health and dental insurance, life insurance, short-term and long-term disability insurance, 403(b) deduction options, etc.).

If you are interested in working a long-term substitute position, you will need to apply for each position on the WECAN website. Openings will be posted on our website.

GENERAL ARRIVAL/DEPARTURE PROCEDURES

Upon arrival in the morning (or afternoon), please report directly to the building office. The building secretary will be your main contact at each location. They will direct you to your assigned area and give you any keys or other information that you might need.

At the end of the day, please be sure to stop at the main office. Please complete the Substitute Teacher's Report received when you checked in at the school's office and leave it with the office staff when you check out. Also, anytime you sub for a support position you will need to fill out a time sheet. You will also leave the time sheet with the office staff when you check out.

CHANGES IN ADDRESS AND TELEPHONE NUMBER

It is important to notify the District of any changes in your address and/or telephone number. A change in telephone number should be reported to the SubFinder Coordinator at jhinrichs@mcpasd.k12.wi.us immediately. Without the correct information, we cannot reach you for an assignment. Address or name changes must be made in writing and forwarded to the Office of Employee Services. This can be done via interoffice mail, US Mail, e-mail, or hand delivery. An employee information form is available from the Employee Services Department or from any school office for reporting these changes. You must also present your social security card for any name changes according to federal law.

CONTENTS OF THE SUBSTITUTE TEACHER FOLDER

In each classroom, you should find a folder which the classroom teacher has prepared for you. This folder may contain the following items:

<ul style="list-style-type: none">• Daily Lesson Plans• Up-to-date seating charts• Instructional groups of students• Supervision schedules• Special classes• Student health needs• Technology expectations• Behavioral expectations of students	<ul style="list-style-type: none">• Building emergency/crisis action plan• Current homeroom list of students• Special subject schedules• Lunch schedule• People available to assist you• Student IEP's
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PROFESSIONAL ETHICS

As a substitute in any classroom, you will need to be informed of any and all special circumstances surrounding any of the students you will be coming in contact with. It is also possible that you will be made aware of other issues concerning building and/or district staff or other matters. It is extremely important that you keep any and all student, personnel matters or district information that you come in contact with confidential. By keeping your knowledge confidential, you will be protecting the rights of the student/person to due process, dignity, privacy and respect.

In addition, we ask that you treat all persons with respect and remain professional at all times. Further, it is very important to maintain professionalism in the classroom and be careful not to make any comments about the regular employee's teaching methods, subjects of study, etc. Please respect that this classroom is not your own and people have different methods of teaching.

SAFE ENVIRONMENT

The Middleton-Cross Plains Area School District has taken many steps to ensure the safety of our staff and students. In the past five years, the District has taken the following actions at our buildings:

- The high school has closed all entrances except one into the building following the first morning bell.

- Each person who enters the high school after doors have been locked must present an ID.
- The middle schools have similar procedures to the high school.
- All elementary schools also lock all doors after the morning bell except by the office. All traffic is routed by the main office.
- All staff members are issued an ID badge every year, which must be worn in all buildings.
- The DAC is currently in the process of converting from a key only entrance to ID badges which have time restrictions for entering the building.

If there are any potential safety concerns that you encounter, please report it to the principal or the building secretary.

In addition to physical safety, we also strongly support emotional safety. Please be sure to always be positive. Rather than telling a student no, try to redirect their attention by suggesting they begin a different activity.

SMOKE FREE ENVIRONMENT

The Middleton-Cross Plains Area School District and its properties are all smoke-free. No smoking or use of tobacco products is permitted in any school facility, on school grounds, or in school-owned vehicles at any time.

EMERGENCY PROCEDURES

Emergencies can arise at any time, and you should be prepared to handle them in an organized way. Procedures may differ depending on whether you are at one of the elementary, middle school, or high school buildings. You should check with the secretary for information regarding emergency procedures and guidelines for handling situations involving a student accident or illness. It is important that you know where the emergency supply packs are kept in each classroom and the person(s) who are the first responders in the school.

Bloodborne pathogens are considered dangerous. Be sure to use the gloves that are found in the emergency supply pack.

At various times throughout the year, emergency drills may be conducted. Practice drills are not announced prior to the drill being conducted, therefore all drills should be treated as though they are the real thing. In the situation of a drill, you should:

- Instruct the class to use proper procedures or go to the evacuation point in an orderly manner.
- Remain calm.
- Take the class list with you when you leave the classroom to go to a safe place so that you can take roll and account for all students. If students are missing, please contact an administrator or other emergency personnel immediately.
- Only permit students to re-enter the building after you have received the proper clearance to proceed.

An emergency procedures plan is posted in every classroom and provides detailed instructions for responding to catastrophic events. Please familiarize yourself with these documents.

Ask the secretary or a neighboring classroom teacher for help if you have any questions concerning the emergency procedure.

WELLNESS POLICY

The Middleton-Cross Plains Area School District is committed to providing school environments that promote and protect children's and adult's health, well-being, and ability to learn by supporting healthy eating and physical activity. Therefore, it is the policy of the Middleton-Cross Plains Area School District that:

- The school district will engage students, parents, teachers, food service professionals, health professionals, and other interested community members in developing, implementing, monitoring, and reviewing district-wide nutrition and physical activity policies.
- All students in grades K-12 will have opportunities, support, and encouragement to be physically active on a regular basis.
- Qualified child nutrition professionals will provide students with access to a variety of affordable, nutritious, and appealing foods that meet the health and nutrition needs of students; and will provide clean, safe settings and adequate time for students to eat.
- All schools in our district will participate in the National School Lunch Program and targeted schools will participate in the School Breakfast Program.
- Schools will provide nutrition education and physical education to foster lifelong habits of healthy eating and physical activity, and will establish linkages between health education and school meal programs, and with related community service.

DISCRIMINATION AND HARASSMENT POLICY

There are many different types of discrimination and harassment according to the United States Federal Government. According to the Civil Rights Act of 1964, businesses may not discriminate on the basis of race, color, religion, sex, or national origin. In addition, amendments were passed in the following year to include additional protected classes which include: Age, people with disabilities, pregnancy, etc. Harassment may be present in the form of jokes, negative stereotyping, hostile acts or thoughtless comments.

At the Middleton-Cross Plains Area School District, there is a zero-tolerance policy for any type of discrimination or harassment. This includes all students, staff members, parents and community members. If a child or parent comes forward

with concerns or if you feel you have been discriminated against or have been the victim of some type of harassment, please contact your building administrator.

If you do not find that proper action has been taken as a result of your complaint, please contact Tabatha Gundrum, the Director of Employee Services for further action.

TECHNOLOGY USE

Computers, e-mail, and internet

All substitutes will be given a computer login to access all computers and a school e-mail address where teachers and other employees of the Middleton-Cross Plains School District may contact you at.

Guidelines are as follows:

- Deliberate accessing or transmitting materials that are obscene, sexually explicit or child pornography is prohibited.
- Deliberate transmission of any material in violation of any federal or state regulation is prohibited. This includes, but is not limited to, copyrighted material, hate mail, harassment, discriminatory or defamatory remarks and threatening material.
- Users shall abide by the rules of network etiquette. These include using appropriate language, respecting the privacy of others and not disrupting the use of the network.
- Attempts to gain unauthorized access to system software applications, passwords or computer equipment are prohibited.
- Any malicious attempt to harm, modify or destroy data of another user is prohibited.
- E-mail is not encrypted or otherwise protected and therefore privacy can not be guaranteed. E-mail should not be used to communicate confidential student or district information unless security measures are in place to protect the privacy of such information.
- E-mail messages sent or received by faculty and staff related to school business may be considered public records and subject to inspection, disclosure and retention in accordance with provisions of the state public records law and applicable District policies and procedures.

Cellular Phones

The use of cellular phones is permitted when students are not present (i.e. during prep periods or your lunch period). For no reason should your phone be seen or heard while in the presence of students.

Note regarding all technology use:

When students are present, you are expected to give them your complete and undivided attention. At no time should you be accessing the computer or using your cell phone or any other type of electronic device while students are in your presence (even if you are supervising a test session).

INJURIES ON THE JOB AND WORKERS COMPENSATION

As an employee of the Middleton-Cross Plains Area School District, you are covered under Worker's Compensation if you sustain an injury while you are working in the district. Any injury while sustained on school property during the normal course of duties should be addressed immediately. Report the injury to the school nurse or nursing assistant and fill out an accident report form. It is very important that you fill this form out before the end of the day when the accident occurred. If immediate medical attention is necessary, the school nurse, nurse's assistant, or building secretary will assist you.

For any questions regarding Worker's Compensation, please contact Lori Krug, the District's Benefits Specialist.

OPPORTUNITIES AVAILABLE TO SUBSTITUTES

Professional Development

The Middleton-Cross Plains Area School District has a variety of professional development/license renewal classes which are available to all substitutes. Classes range from Non-Crisis Intervention Training to CPR classes.

If you are in need of renewing your license and are still in need of credits, the District currently teams with Viterbo University to offer classes at a reduced cost to our employees. For questions regarding professional development, please contact Nancy Wyngaard at nwyngaard@mcpasd.k12.wi.us.

Employee Assistance Program (EAP)

For any information regarding the EAP, please contact Lori Krug in Employee Services.

Wellness Programs

Over the past year, the district has been trying to offer more wellness activities to employees, and will continue to do so in the future. Feel free to take part in any activities that are offered. If you have questions regarding certain activities, please contact Jane Hinrichs in Employee Services.

Benefits

*After you worked 440 hours in the District, you will be enrolled in the Wisconsin Retirement System. The substitute will be required to contribute the current employee rate, and the Middleton-Cross Plains Area School District will pay the employer contribution.

*This is not an elective; it is required by the state once you have worked 440 hours!

Once you have worked 440 hours, you may elect to enroll in life insurance through the Wisconsin Retirement System. You will receive information from our Benefits Specialist, Lori Krug, which will notify you of when you are eligible and how to go about enrolling.

PAYROLL

All substitute employees are paid on an hourly basis, according to the hours that they work in our schools.

2011-12 Hourly rates are paid as follows for teacher substitutes:

- \$13.60/hr for substitutes with less than five (5) years experience in our district
- \$14.40/hr for subs with more than five (5) years experience in our district

The 2011-2012 hourly rates for para-educators and other support staff are as follows:

- \$9.60/hr for regular education para-educators and secretarial substitutes
- \$10.10/hr for regular education para and secretarial substitutes following the completion of 500 working hours
- \$12.00/hr for SWD para-educators

Long-Term Subbing Rates: All long-term positions begin with the eleventh consecutive day in the same assignment and retroactive to the first day in that position.

- \$18.00/hr for long-term teaching positions
- \$11.45/hr for long-term support positions
- \$13.00/hr for long-term SWD para-educator positions

A supplementary assignment is when you will be working at the same building for more than one teacher or support employee during the day.

When you are given a split assignment between two or more buildings for the same teacher, you will receive mileage reimbursement for each day that travel is required. A mileage request form must be filled out and turned in at the "home school" of the assignment. The principal of that school must sign the request. Mileage reimbursement is given for miles between the two assignments based on the District mileage table and the payment is issued at the IRS reimbursement rate. Mileage reimbursements are done when you have reached an amount of \$5.00 dollars or more. Please hold onto your mileage sheet and make sure that someone from the school you traveled to initials the mileage entry. Once you have reached the above amount you can leave it at the last school that you traveled to on the mileage sheet.

The **building secretaries** are responsible for submitting all payroll and mileage forms to the District Administrative Center. Please be sure to leave them with the building secretaries when you check out each day.

Computer Account Information

User Account

Welcome to the district! For accessing your email account and other key district technology systems such as the files servers and student information system, your account name will be the first initial of your first name followed by your entire last name. For example, Jane Doe, would have an account username of "jdoe".

Note: on some occasions, there may be another person with the same first name initial and same last name. In this case, a number will be added to the end of the username. So a subsequent hire named John Doe would have "jdoe2" for the account username.

Your initial password is your birth date. The format for the birth date password is, for example, 04/17/1983 would be "04171983"

Please allow up to **five** working days from the date of your receiving this document for your new accounts to be created.

Technology Help

The Technology Help Desk is available to provide support through the following:

Email – helpdesk@mcpasd.k12.wi.us (preferred)

Phone – 608-829-9036

Email is designed for routine help requests, and generates a ticket for tracking the request. Phone help is intended for urgent situations, or if you are having trouble logging in the first time with your new account.

For possible answers to technology use and "how to" questions, please check the district's Tech Help web page at:

<http://www.mcpasd.k12.wi.us/techhelp/>

Key System Web Addresses:

To log in to the web based email system using your new account, please go to:

<http://www.mcpasd.k12.wi.us/email>

To log in to the web based student information system using your new account, please go to:

<https://campus.mcpasd.k12.wi.us:8443/campus/mcpasd.jsp>

The 2011-2012 payroll calendar is as follows:

Month & Year	Day of Week	Date of Pay	Pay Period Covered Time Sheet Dates	<u>TIME SHEETS DUE IN PAYROLL OFFICE</u>
July, 2011	Fri	7/15/2011	6/16 - 6/30/2011	Tue., July 5, 2011
July, 2011	Fri	7/29/2011	7/1 - 7/15/2011	Tue., July 20, 2011
Aug, 2011	Mon	8/15/2011	7/16 - 7/31/2011	Wed., Aug 3, 2011
Aug, 2011	Wed	8/31/2011	8/1 - 8/15/2011	Wed., Aug 18, 2011
Sept, 2011	Thr	9/15/2011	8/16 - 8/31/2011	Fri., Sept 5, 2011
Sept, 2011	Fri	9/30/2011	9/1 - 9/15/2011	Mon., Sept 20, 2011
Oct, 2011	Fri	10/14/2011	9/16 - 9/30/2011	Tue., Oct 5, 2011
Oct, 2011	Mon	10/31/2011	10/1 - 10/15/2011	Wed., Oct 19, 2011
Nov, 2011	Tue	11/15/2011	10/16 - 10/31/2011	Wed., Nov 3, 2011
Nov, 2011	Wed	11/30/2011	11/1 - 11/15/2011	Thr., Nov 18, 2011
Dec, 2011	Thr	12/15/2011	11/16 - 11/30/2011	Fri., Dec 5, 2011
Dec, 2011	Fri	12/30/2011	12/1 - 12/15/2011	Mon., Dec 20, 2011
Jan, 2012	Fri	1/13/2012	12/16 - 12/31/2011	Wed., Jan 4, 2012
Jan, 2012	Tue	1/31/2012	1/1 - 1/15/2012	Wed., Jan 18, 2012
Feb, 2012	Wed	2/15/2012	1/16 - 1/31/2012	Thr., Feb 3, 2012
Feb, 2012	Wed	2/29/2012	2/1 - 2/15/2012	Fri., Feb 20, 2012
Mar, 2012	Thr	3/15/2012	2/16 - 2/29/2012	Thr., Mar 5, 2012
Mar, 2012	Fri	3/30/2012	3/1 - 3/15/2012	Fri., Mar 20, 2012
Apr, 2012	Fri	4/13/2012	3/16 - 3/31/2012	Tue., Apr 4, 2012
Apr, 2012	Mon	4/30/2012	4/1 - 4/15/2012	Wed., Apr 18, 2012
May, 2012	Tue	5/15/2012	4/16 - 4/30/2012	Wed., May 3, 2012
May, 2012	Thr	5/31/2012	5/1 - 5/15/2012	Wed., May 18, 2012
June, 2012	Fri	6/15/2012	5/16 - 5/31/2012	Fri., June 5, 2012
June, 2012	Fri	6/29/2012	6/1 - 6/15/2012	Mon., June 20, 2012

2011-2012 MCPASD CALENDAR DATES

Thursday, Sept. 1	First Day of School/First Quarter/Trimester begins
Monday, Sept. 5	Labor Day - No School
Wednesday, Sept. 21	Collaborative Release Time (CRT)* (NO 4 year-old Kindergarten)
Wednesday, Oct. 26	Collaborative Release Time (CRT)* (NO 4 year-old Kindergarten)
Thursday, Oct. 27	No School
Friday, Oct. 28	No School
Friday, Nov. 4	End of First Quarter
Monday, Nov. 7	Second Quarter begins
Friday, Nov. 11	No School - Parent Teacher Conferences
Wednesday, Nov. 23	Collaborative Release Time (CRT)* (NO 4 year-old Kindergarten)
Thursday, Nov. 24	No School - Thanksgiving
Friday, Nov. 25	No School - Day after Thanksgiving
Wednesday, Nov. 30	End of First Trimester
Thursday, Dec. 1	Second Trimester begins
Friday, Dec. 9	NO 4 year-old Kindergarten
Wednesday, Dec. 21	Last day of school before Winter Break
	Winter Break Thursday, Dec. 22 - Monday, Jan. 2
Tuesday, Jan. 3	Students return to school
Monday, Jan. 16	No School - Teacher Inservice (MLK Day)
Friday, Jan. 20	Second Quarter/First Semester Ends
Monday, Jan. 23	No School - Teacher Work day
Tuesday, Jan. 24	Third Quarter begins
Tuesday, Feb. 14	Collaborative Release Time (CRT)* (NO 4 year-old Kindergarten)
Tuesday, Mar. 6	End of Second Trimester
Wednesday, Mar. 7	Third Trimester begins
Friday, Mar. 9	NO 4 year-old Kindergarten
Friday, Mar. 23	Last day of School before Spring Break/Third Quarter ends
	Spring Break - Saturday, March 24 - Sunday, April 1
Monday, April 2	Students return from Spring Break/Fourth Quarter begins
Friday, April 6	No School
Tuesday, April. 17	Collaborative Release Time (CRT)* (NO 4 year-old Kindergarten)
Friday, May 11	NO 4 year-old Kindergarten
Monday, May 28	No School - Memorial Day
Friday, June 8	Last Day of School/Fourth Quarter/Third Trimester ends

* During CRT days, elementary students are dismissed at 11:19 am, middle school students are dismissed at 11:45 a.m. and high school students are dismissed at 11:50 a.m. MCPASD 4K will not be in session.

07/21/11

Substitute Teacher's Report

(To be completed by the substitute at the end of each day and left with the building secretary.)

Substitute	Date	Classroom
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1. List children absent or tardy to class(es).
2. List behavior problems encountered during the school day, action taken, and how the problem was resolved.
3. List work not accomplished that was scheduled on basic lesson plans.
4. List parent contact or room visitation on this date.
5. List announcements from the office or from other school personnel that were made on this date.
6. List any other comments that you feel are pertinent to this report.
7. Attach a copy of mail sent home (announcements, bulletins, letters).

8. Accident reports should be filed with the office.

SUBSTITUTE STAFF DATA SHEET 2011-2012

Name: _____ Today's Date: _____

Address: _____ Primary Phone: _____

City: _____ State: _____ Zip: _____

Employ ID #: _____ Birthday: _____

Personal E-mail: _____

Emergency Contact #1: _____ Phone: _____

Emergency Contact #2: _____ Phone: _____

When are you available to work? (please circle)

Monday AM	Tuesday AM	Wednesday AM	Thursday AM	Friday AM
Monday PM	Tuesday PM	Wednesday PM	Thursday PM	Friday PM

What schools are you willing to work at? (please circle)

Elm Lawn Elem	Northside Elem	Park Elem	Sauk Trail Elem	Sunset Ridge Elem
West Middleton Elem	Glacier Creek MS	Kromrey MS	Middleton High	MASH

Please circle the area/subject code for all subjects you are willing to be called to sub for. Place a ****star** by any subjects that you are certified to teach in from DPI. Keep in mind: the more you circle, the greater your chances for calls. You can teach in **ANY** area as long as you hold a DPI Teaching Certification.

TEACHER POSITIONS	TEACHER POSITIONS	SUPPORT POSITIONS
Art	Math	Regular Education Para
Business Education	Middle School (6-8)	Special Education Para
Computer	Music	
Early Childhood Spec Ed	Phy Ed / Health	Secretary / Clerical
Elementary (K-5)	Reading	
English	Science	
English Language Learner (ELL)	Social Studies	
Family & Consumer Ed	Special Ed	
Foreign Language	Speech & Language Pathologist	
Gifted & Talented Resource	Student Support / At Risk	
Library Media	Technology Ed	

Equal Employment Opportunity Commission Reporting Survey Data (please circle the appropriate responses):

Ethnicity: Asian Black Hispanic Indian/Alaskan White Other

Gender: Male Female

Middleton High School
2011-2012

St. Bernards Lot

Stalls 15 - 34

**STUDENT TEACHER & SUBSTITUTE
PARKING**

If these stalls are filled, park in MASH Lot closest to MHS by the dumpsters. Tell office when you sign in.