



Williams Bay School District

Substitute Teacher Handbook 2025-2026

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Williams Bay School District

Substitute Teacher Handbook

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Williams Bay School District Introduction and Purpose of this Handbook

Dear Substitute Teacher:

On behalf of the Board of Education and myself, I would like to welcome each one of you to Williams Bay School District. As a substitute teacher, we consider you to be an essential and valuable part of our educational team. We appreciate your willingness to provide service to our students and teachers in your role as a substitute teacher. When you multiply the number of days substitute teachers provide service in our classrooms by the number of students in those classrooms it is easy to see the tremendous impact you have on our education program. Thank you!

This guide has been developed to assist you professionally and to present important guidelines that will enable you to make teaching in our District a rewarding experience. Our goal is to work with all our employees, to provide Williams Bay School District students with the best possible educational experience.

We wish you a successful, safe, and rewarding school year! Should you have any questions during your time as a substitute teacher in our District, please contact:

Dr. Ali Bond, Elementary Principal
abond@williamsbayschool.org
262-245-5571

Mrs. Emily Soley-Johnson, Middle/High School Principal
esoley-johnson@williamsbayschool.org
262-245-6224

Dr. William White, District Administrator
wwhite@williamsbayschool.org
262-245-1575

Sincerely,

A handwritten signature in black ink that reads "William White". The signature is stylized with a long, sweeping horizontal line extending from the end of the name.

Dr. William White
District Administrator

District Mission

The Williams Bay School Community empowers all students to achieve and excel academically, socially, and civically to reach their individual goals.

District Vision

Dream. Aspire. Achieve.

Commitments

- **Belonging**

We commit to providing a welcoming and inclusive space for all to be seen, heard, and valued as their authentic selves.

- **Growth**

We support each other in taking risks to grow professionally and positively, with the belief that all students can learn at high levels.

- **Safety**

We create an environment where all members of the school community feel physically, mentally, and emotionally safe.

- **Celebration**

We acknowledge the positive and the possible in our students, our staff, our community, and one another.



- **Continuous Improvement**

We strategically use data and high-quality instruction to advance student belonging, achievement, and growth.

- **Relationships**

We collaborate and build positive, trusting partnerships with our district and our community.

- **Communication**

We engage in clear, comprehensive, and consistent communication to make informed decisions.

- **Compassion**

We strive to teach empathy and kindness to create a community of acceptance for our differences and respect for ourselves and others.

Substitute Teacher Position Requirements

- Complete a Williams Bay Employment Application
- Completion of a background check.
- Hold a current Wisconsin Teacher Certification or Substitute Teaching License

If you do not have a substitute license, you must apply for your license through the Wisconsin Department of Public Instruction within the first 30 days of your employment.

TB Test – if you have had a TB test in the last 12 months, please submit a copy. If you have not, you will need to have this completed before you begin employment.

Frontline/Absence Management

Once all paperwork has been received and your application has been accepted, your information will be entered in Absence Management, and you will receive two emails. One email confirmation and a second email that contains further information on how to access the system. To log in to the absence management system, type aesopolnline.com in your web browser address bar or access the system by phone using the App.

Reviewing and Accepting Assignments

It is impossible to predict the amount of service a substitute teacher can expect. The frequency of employment depends on the absence rate of the regular staff, the number of available substitute teachers, and the quality of the service rendered by the substitute teacher. In general, teaching service is distributed amongst the active list of substitute teachers.

The Williams Bay School District utilizes a centralized system for assigning substitute teachers. All of our teachers and support staff request substitute teachers directly through the Frontline Absence Management system formerly known as AESOP.

When seeking assignments through Frontline, substitute teachers can be notified of open assignments in three ways:

- Log into Frontline on the web at any time you can review, accept or decline assignments. You will be given an ID number and pin via email from Frontline.
- Enable “Automated Calling” on Frontline. The automated calling feature will call substitute teachers between 4:00 p.m. and 10:00 p.m. for advanced or next-day requests and will begin calling at 5:30 a.m. for same-day requests.
- You can also call the phone system to review open positions (phone number). You will need to provide your phone PIN number which you can locate on your Frontline homepage under phone credentials.

Frontline App for Smartphone

The Frontline App is available for download on iPhone and Android smartphones. It will notify you when new assignments are posted and allow you to accept or decline jobs.

Tracking Assignments

We encourage substitute teachers to keep a record of assignments and other pertinent information. It is also highly recommended that you log into Frontline at least once per week to verify all assignments that have been accepted. Failure to report on time for an assignment may result in disciplinary action.

Remaining on Our Active List

The District strives to maintain an adequate number of qualified substitute teachers for service. To accomplish this, we must rely on substitute teachers being available for assignments. Placements are made on the basis of school requests as well as substitute teacher certification, preferences, and availability. Substitute teachers who repeatedly decline assignments will be removed from the approved list of substitute teachers.

Substitute Teachers may request to be removed from the substitute teacher list by contacting Karen Panek by phone or sending a written request via email (kpanek@williamsbayschool.org).

To remain on our active list in subsequent years, substitute teachers will be asked to complete a re-enrollment form (Substitute Teacher Status Form), which is emailed to substitute teachers before the start of the school year.

Emergency Closing

If there is a weather event or other emergency closing, information will be posted on the Williams Bay School District website, and Frontline. Information will also be on social media, local news, and radio stations. Substitute teachers will not be compensated when school is closed due to inclement weather or an emergency.

Substitute Teacher Duties

Your services as a substitute teacher are important. You have the responsibility of maintaining the regular instructional program in the classroom.

Students are to be supervised at all times. At no time should students be left unattended. **Cell phones, headphones, or other electronic devices should not be used by substitute teachers during instructional classroom time.** It is the expectation that while working as a substitute teacher you will be actively engaging with students, walking around the room, answering questions, etc.

It is strongly recommended that substitute teachers arrive at the building a minimum of 30 minutes prior to the start of school so before class duties can be completed, and remain at school until all students are dismissed.

Staff Start and End times

Williams Bay Elementary School	8:00 A.M. - 3:30 P.M.
Williams Bay Middle/High School	7:15 AM - 3:15 PM

- Upon arrival, report directly to the school office to sign in. You will be given directions to the classroom and classroom keys. Please return keys at the end of the day.
- Check with the school office for any additional assignments, such as recess or lunch duty.
- Check the teacher’s mailbox for notices or communications that demand immediate release or attention.
- Observe the schedules and responsibilities of the regular teacher.
- Proceed directly to the assigned areas and prepare for the opening of the school. Place your name on the board in front of the class so students will know how to address you. Review the daily lesson plans to see what needs to be covered in class. If no plans are provided consult with the principal/front office for advice about your best course of action.
- Look for an attendance card or class roster in order to determine who should be present. Greet students at the door and introduce yourself. Begin class on time to avoid restlessness and disinterest.
- Follow the teacher’s lesson plan unless there is a compelling reason not to. Be sure that directions given to the students are clear, and supervision is provided.
- Leave the room in an orderly fashion for the regular teacher, especially with reference to whiteboards, records, and assignments. Try your best to leave everything as you found it.
- You must let the regular teacher know how the day went: lesson, behavior, what you observed. Specifics are appreciated. Please complete the Substitute Teacher Feedback Form before you leave. Be positive and to the point in your comments.
- Report to the school office before leaving the building and determine whether your service will be needed the following day. Return classroom key.

Classroom Management

- REMAIN WITH ASSIGNED CLASSES AT ALL TIMES - Classes should never be left unattended.
- Your success in classroom management will depend greatly on your degree of fairness and consistent treatment. Students must know what to expect of you and what you expect of them. Speak positively and be patient. It is natural for a class to test a substitute teacher. You represent change for them.
- Patience, understanding, firmness, and respect towards students will diminish distrust. Be quick to forgive and difficult to offend. Don't lose your cool.
- Begin the day quickly, firmly, and concisely. Be pleasant. Appear confident. The substitute teacher's first words and actions usually go a long way to set the day's tone. Students need to sense that they have confidence and will control the classroom and any situations that may arise. Once they know that, you can use humor and enthusiasm without risking that the class will get out of control.
- Assure students that although your methods or process may differ from the teacher's, there is usually more than one good way to do things and that they may enjoy the change. However, students feel more secure when they follow an established routine, so try to hold to the time schedule and other "anchor" routines.
- Keep students on task – and keep activities moving. Utilize lesson plans.
- Be positive! Let the students know that you are happy to be there. Try to provide as many students as possible with opportunities to succeed – and to receive praise for succeeding.
- Remain calm and relaxed.
- No students should be allowed to disturb the order of the classroom. Every student has the right to a safe and non-disruptive learning environment. Any student that disrupts the learning environment loses the right to be a part of the learning environment. As a last resort, disruptive students should be sent directly to the building administrator. If a student is sent to the office, send a detailed note describing the reason or call the office.
- Under no condition is it permissible for the substitute teacher to use corporal punishment, foul language, or demeaning language. "Language does not just describe reality. Language creates the reality it describes." - Desmond Tutu
- If you experience any issues with student behavior, do not hesitate to contact the school office by dialing 0.

Non-Teaching Duties

Substitute teachers are expected to cover non-teaching duties usually assigned to the regular teacher during a day of service.

Lunch

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.

Preparation/Conference Periods

Unless assigned other duties by the principal, during the teacher's preparation/conference period you are responsible for completing any preparation of materials, duplicating, or grading of papers as directed in the teacher's lesson plans. **You may be asked to cover another teacher's class during this time or other duties as needed by the school; this time is considered part of your regular workday.**

Attendance and Punctuality

Substitute teachers should arrive a minimum of 30 minutes early and be prepared to receive students at the school's scheduled start time. Substitute teachers are expected to stay until students have gone home for the day. If you are unable to make it into an assigned position, you **MUST** call the school and send an email to the principal.

(Middle/High School – Mrs. Emily Soley-Johnson - esoley-johnson@williamsbayschool.org)

(Elementary School – Dr. Ali Bond - abond@williamsbayschool.org)

Dress and Grooming

The Williams Bay School District requires employees to maintain a neat and clean appearance that is appropriate for the workplace setting and for the work being performed. To help establish your professionalism, dress appropriately when teaching. If you look like a professional, students will be more likely to treat you as one. It is also important to keep in mind the grade level, and subject when dressing. Substitute teachers should dress appropriately for the assignment they have accepted. Please know that business casual dress is appropriate and recommended for most assignments.

Substitute Teacher Compensation

A substitute teacher who accepts any short-term teaching or aide assignments will receive the standard substitute teacher rate.

- \$140 per day
- \$70 per half day

Long Term Assignments

When a substitute teacher is employed for more than twenty (20) consecutive days for one specific teacher, the teacher will be paid \$175.00 per day for the duration of the assignment. If a short-term assignment (less than twenty (20) consecutive days) becomes a long-term assignment, the teacher will be paid \$140.00 for the first twenty days and after twenty days the salary will be \$175.00 per day for the remaining consecutive days in the assignment. Long-term teacher pay does not apply to non-teaching positions. During long-term assignments, the substitute teacher will be responsible for creating lesson plans, being present for parent/teacher conferences, and fulfilling all teaching duties.

Payroll Procedures

Substitute teachers will be paid semi-monthly by direct deposit. It is suggested that each substitute teacher keep a record of the date, school, and teacher's name whenever service is rendered. You will access payment information through our accounting system, Skyward. After the first pay period, all payments will be directly deposited, and you will be able to access payroll information through Skyward. For questions about pay, please contact Jennifer Frederick at jfrederick@williamsbayschool.org. Any changes to your name, address, withholdings, or bank account should be requested in person with Jennifer Frederick.

Work performed from the 1st through the 15th of each month is paid on the second payroll of the month (last workday of the month). Work performed from the 16th through the last day of each month is paid on the first payroll of the following month (15th of the month). Paydays are the 15th and the last workday of the month. If the 15th falls on a weekend, payday will be scheduled on the Friday before the weekend. If the payday falls over a scheduled school break (such as Christmas or Spring Break), payday will fall on the last school day prior to the scheduled break.

Payroll Deductions

Substitute teachers are subject to payroll deductions required by law. These include Social Security, Federal Withholding Tax, State Income Tax, and if eligible, the Wisconsin Retirement System (WRS).

Wisconsin State Statute Required Online Learning Modules

All school district employees are required by Wisconsin State Statute to receive training in the areas below via online learning modules. Mr. Colosimo will provide access to these modules via an online program called Vector Solutions.

Website: <https://williamsbay-wi.safeschools.com/login>

If you have completed these trainings for other Districts you substitute in, please provide documentation to Karen Panek.

Bloodborne Pathogens

An educational program on bloodborne pathogen training is required of all school employees that can reasonably be anticipated to be exposed to blood. Training frequency: upon initial assignment, then annually.

Statutory Authority: O.S.H.A. regulation 29 CFR 1910.1030 (g)(2)(ii).

Mandatory Reporting of Suspected Abuse and Neglect

Wisconsin law requires all employees of Wisconsin public school districts to report suspected child abuse and neglect, Wis. Stat. sec. 48.981(2) (a)16m. In addition, school boards are to ensure all employees receive training provided by the Department of Public Instruction within six months of initial hiring and at least every five years thereafter, Wis. Stat. sec. 118.07(5).

Mandatory Reporting of Threats of School Violence (Act 143)

Required of every school employee. Training frequency: within the first six months of employment, then every five years.

Statutory Authority: Wis. Stat. sec. 118.07(5).

Board Policies and Other Applicable Guidelines

Confidentiality of School Documents/Records ([Policy 347](#) – Student Records and [Policy 526](#) – Personnel Files)

While many school documents/records are open to the public, there are numerous laws governing the release of personal information of employees and students. Employees, in performing their job duties, often have access to confidential employee and student information. This information shall be kept confidential except to the extent needed to perform the employee's job. Examples of employee records that have confidentiality provisions are the Health Insurance Portability and Accountability Act (HIPPA), other employee medical records, and certain personnel records.

Pupil information, employees obtain as the result of their employment with the District, is confidential and protected by law unless such information has been designated as pupil directory data as set forth in Board [Policy 347](#) – Student Records. The law and respect for our students require that student issues are only discussed consistent with these laws. In addition to student information, confidentiality is expected in other areas, including employee or District business information. Any requests for District records shall be referred to the appropriate administrator.

Because it is not always clear what information is confidential, an employee should exercise discretion when talking about school related matters.

Equal Opportunity (Policy 511)

The Williams Bay School district is an equal opportunity employer. Personnel hiring and administration in the district are to be conducted so as not to discriminate against applicant or employee on the basis of age, race, sex, gender identity (including transgender status, gender nonconformity, and gender expression) marital status, handicap, creed, color, disability, national origin ancestry, sexual orientation, membership in the National Guard, state defense force or any other reserve component of the military forces of the United States or Wisconsin or any other reason prohibited by state or federal law.

In keeping with the requirements of federal and state law, the District shall strive to remove any vestige of discrimination in employment, assignment, and promotion of personnel. Discrimination complaints shall be handled in accordance with established procedures.

Policy 512 relates to reports concerning harassment against employees, except Title IX sex discrimination and such reports and complaints will be processed under that policy. Policy 511.2 relates to reports and complaints concerning Title IX sex discrimination against employees, and reports and formal complaints will be processed under that policy.

Any questions concerning the application of this policy, including application of Title IX, should be directed to the Title IX Coordinator/Compliance Officer, to the United States Department of Education's Office of Civil Rights or both.

The individual below, or his or her designee, is designated and authorized to serve as the District's Title IX Coordinator/Compliance Officer:

Chris Colosimo Director of Special Education & School Psychologist
Williams Bay School District
500 W. Geneva Street Williams Bay, WI 53191
262-245-1575
ccolosimo@williamsbayschool.org

Any person may report sex discrimination, including sex discrimination (whether the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment), in person, by email, by telephone, or by electronic email, using the contact information listed for the Title IX Coordinator/Compliance Officer. Such a report may be made at any time

(including during non-business hours) by using the telephone number or electronic mail address, or by mail to the office address list for the Title IX Coordinator/Compliance Officer.

Discrimination complaints shall be called in accordance with established procedures.

- Any complaint alleging non-compliance with federal regulations or these policies, should be filed in writing to include a statement of facts comprising the alleged non-compliance. This statement must be signed and dated.
- Written complaints should be submitted to the school's Title IX Coordinator, 500 W. Geneva Street, Williams Bay, Wisconsin 53191. All inquiries regarding the Williams Bay Schools' programs relating to Title IX may also be made to the Title IX Coordinator.
- Any employee or applicant for employment who believes that the District or any part of the school organization has in some way violated the District's equal opportunity employment policy may bring forward a complaint as follows:

Informal Procedure

Anyone who believes he/she has a valid basis for complaint shall discuss the concern with the building principal who will investigate the complaint and reply to the complainant. If this reply is not acceptable to the complainant, he/she may initiate formal procedures according to the steps listed below.

Formal Complaint Procedure

Step 1: A written complaint statement shall be prepared by the complainant and signed. It shall be presented to the Title IX Coordinator/Compliance Officer who shall immediately undertake an investigation of the suspected infraction. The Title IX Coordinator/Compliance Officer or their designee shall review with building principals and other appropriate persons the facts comprising the alleged discrimination, decide the merits of the case, determine the action to be taken, if any, and report in writing the findings and the resolution of the case to the complainant.

Step 2: If the complainant is dissatisfied with the decision, they may appeal the decision in writing to the School Board. The Board shall hear the appeal at its next regular meeting, or a special meeting may be called for the purpose of hearing the appeal. The Board shall make its decision in writing. Copies of the written decision shall be mailed or delivered to the complainant and the District Administrator.

Maintenance of Complaint Records

The maintenance of complaint records is recommended for the purpose of documenting compliance. Records should be kept for each complaint filed and, at a minimum, should include:

- The name and address of the complainant and their title or status.

- The date the complaint was filed.
- The specific allegation made and any corrective action requested by the complainant.
- The name and address of the respondents.
- The levels of processing followed, and the resolution, date and decision-making authority at each level.
- A summary of facts and evidence presented by each party involved.
- A determination of the facts, statement of the final resolution, and the nature and date(s) of any corrective or remedial action taken.

The District will prominently display its nondiscrimination policy and contact information for the Title IX Coordinator/Compliance Officer on the District's website and in each handbook or catalog that it makes available to applicants for admission (if applicable) and employment; student, parents, or legal guardians of elementary and secondary school students; employees; and unions or professional organizations holding collective bargaining or professional agreements.

The District will provide notice of the nondiscrimination policy and the contact information for the Title IX Coordinator to applicants for admission (if applicable) and employment; student, parents, or legal guardians of elementary and secondary school students; employees; and unions or professional organizations holding collective bargaining or professional agreements."

The District will provide notice of its grievance procedure for Title IX complaints and its grievance procedure for complaints of sex discrimination under Title IX to applicants for admission (if applicable) and employment; student, parents, or legal guardians of elementary and secondary school students; employees; and unions or professional organizations holding collective bargaining or professional agreements.

Employee Harassment (Policy 512)

The Williams Bay School District does not tolerate harassment, including unwelcome or nonconsensual conduct of a sexual nature in any form and will take all necessary and appropriate action to eliminate it, up to and including discipline which may result in termination of a staff member. It is the policy of the School District to maintain and attempt to ensure a working environment free of any form of harassment toward employees by students, employees, school board members, volunteers and/or applicants on the basis of sex, race, marital status, creed, religion, national origin ancestry, sexual orientation, gender identity, color, age, disability or any other factor outlined in law. Harassment undermines the integrity of the School District and the accomplishment of its educational goals. Policy 512.1 relates to reports and formal complaints concerning Title IX sexual harassment against employees, and any reports and formal complaints of sexual harassment will be processed under that policy 512.1.

All employees and regular volunteers of the District are required to be familiar with, and comply with, the policy of the District prohibiting employee harassment. This policy will be included in the Employee handbooks and will be reviewed with staff.

Harassment can arise from a broad range of unwelcome physical or verbal behavior which can include, but is not limited to, the following:

- Racial, ethnic or religious insults or slurs,
- Persistent name calling, using an employee as the focal point of jokes, offensive comments/remarks
- Physically or socially excluding an employee from work related activities
- Pushing, poking, tripping, assaulting or threatening assault
- Damaging an employee's property or work area
- Nonverbal threats or gestures that convey threatening, intimidating or insulting messages.

Sexual harassment is defined as unwelcome requests for sexual favors or deliberate verbal or physical conduct of a sexual nature, whether or not repeated, that is sufficiently severe to create a hostile work environment. Conduct which may constitute sexual harassment under this Policy and Policy 512.1 includes, but are not limited to, any of the following:

- Verbal comments, including statements or jokes of a sexual nature or jokes that are degrading or humiliating based on gender;
- subtle or overt pressure for sexual activity;
- inappropriate staring or leering at another person;
- pinching, patting or other forms of unwanted touching such as intentionally brushing against someone;
- graphic comments concerning the victim's body;
- sexually suggestive objects, pictures or gestures;
- sexually degrading words used to describe the victim;
- propositions of a sexual nature;
- the threat or insinuation that the lack of sexual submission will adversely affect the victim's employment or other conditions that affect the victim's work environment;
- persistent requests for social/sexual encounters;
- sexual assaults as defined by Wisconsin law.

Retaliation

No District employee, school board member, or student shall attempt to restrain, interfere with, coerce, discriminate or take reprisal action against the complainant or his/her witnesses during or after the presentation, processing and resolution of a complaint.

Procedure of Filing a Harassment Complaint

The building principals are responsible for coordinating regulations concerning harassment in their work sites. The Director of Special Education / School Psychologist is designated as the "Title IX Coordinator" in the District.

It is important for these procedures to respect and advance the rights of all parties, including the protection of personal privacy interests and the protection of the reputation of all concerned and involved parties. In order to ensure fair procedures and to protect these interests, all parties are encouraged to keep these matters confidential. All investigating and reviewing officers are charged with the responsibility to hold these matters in the strictest possible confidence in order to guard against the unnecessary or inadvertent disclosure of information relating to any pending charges or investigations.

Employees, or others who believe they are the victims of harassment should immediately report their concerns to the Title IX Coordinator. If an adult employee other than the principal receives the complaint, the employee shall forward the complaint to the principal or other administrator for review and action as necessary.

The District shall provide an opportunity for resolution of a harassment complaint on an informal basis after the complaint has been filed. For the informal resolution of a complaint, the principal shall act as a facilitator if the complainant wishes to resolve the matter short of a full investigation.

Formal complaints will be taken seriously and will be subject to thorough review and immediate investigation by the receiving officer or designee.

1. A person who believes he or she has been subjected to harassment by supervisors, co-workers, students, volunteers, or school board members, shall immediately report the harassment. If the complainant's charge involves someone in the complaint process or if the complainant is uncomfortable discussing the matter with one of the designated persons, he/she may report to any other supervisor up to and including school board members.
2. Any District employee who is aware of harassment, whether or not that employee is a victim of harassment, has an obligation to report such harassment to the Title IX Coordinator / Compliance Officer.
3. While complaints can be filed orally or in writing, at a time when they become a formal complaint, they should be placed in writing and signed and should include the specific nature of the harassment and corresponding dates and also the name(s) of the harasser and any witnesses.

4. The District shall provide prompt, complete, independent and impartial investigation of the complaint. The investigation will be conducted by the Title IX Coordinator / Compliance Officer or his/her designee. The investigator shall, in accordance with District policies, investigate the complaint, notify the person who has been accused of harassment, obtain a response to the allegation and arrange a meeting to discuss the complaint with all concerned parties.
5. If the complainant is satisfied with the response in an informal resolution and an informal resolution is arrived at, the terms of such resolution shall be reduced to writing and made a part of the complaint file. If the complainant is not satisfied with the response, the principal shall then proceed with the formal complaint procedures.
6. The results of the investigation of each formal complaint filed under these procedures will be reported in writing to the complainant and the District Administrator by the principal. Upon receipt of the report, the District Administrator will take such action as appropriate, based upon the results of the investigation. The complainant will be advised of any action taken as a result of the complaint.
7. If the complainant is not satisfied with the answer, a written complaint may be filed with the School Board within fifteen (15) working days after receipt of the response from the District Administrator. The Board will hold a meeting at which the complainant will be given the opportunity to present the complaint. The Board will give a written answer to the complaint following completion of the meeting.

These procedures do not deny the right of any individual to pursue other avenues of recourse, which may include filing charges with an appropriate agency or agencies, initiating civil action or seeking redress under state criminal statutes and/or federal law.

Immigration Law Compliance

The District is committed to employing only United States citizens and aliens who are authorized to work in the United States. Therefore, in accordance with the Immigration Reform and Control Act of 1986, all employees must have a completed an I-9 form as prescribed by applicable law or District policy

Child Abuse Reporting ([Policy 454](#))

All school employees are considered mandatory reporters. Any District employee who has reasonable cause to suspect that a child, seen by the person in the course of his/her duties, has been abused or neglected or has reason to believe that a child, has been threatened with abuse or neglect, or that abuse or neglect of the child will occur, shall report by telephone or present the facts and circumstances to the Walworth County Department of Health and Human Services (262) 741-3200 or Walworth County Sheriff's Department: (262) 741-4400 or Williams Bay Police Department at (262) 245-2710. See Board Policy 454 - Reporting Child Abuse.

Drug, Alcohol and Tobacco-Free Workplace ([Policy 522.1](#) and [Policy 522.2](#))

The District seeks to provide a safe, drug-free workplace for all employees.

Prohibited Acts - Drugs and Alcohol

Therefore, the manufacture, distribution, dispensation, possession, possession of drug paraphernalia, alcohol, inhalants, controlled substances or substances represented to be such, or unauthorized prescription medication, is prohibited on school premises or at school activities. In addition, the District will not condone the involvement of any employee with illicit drugs, even where the employee is not on District premises. Employees of the school system shall not possess, use, or distribute any illicit drug (including use of prescription medication without a valid prescription or use inconsistent with a valid prescription) or alcoholic beverage as defined in Wisconsin Statutes while on school premises or while responsible for chaperoning students on school-sponsored trips. Any employee who possesses, uses, or distributes any illicit drug or alcoholic beverage on school premises, or while responsible for chaperoning students on a school-sponsored trip may be

disciplined, up to and including termination of employment. All school employees shall cooperate with law enforcement agencies in investigations concerning any violation of this provision. [41 U.S.C. 702(a) (1) (A)]

Tobacco Products

The Williams Bay School District prohibits the use of all tobacco and/or nicotine products, and electronic cigarettes, at all times on school premises, whether during the school day or outside the school day, and at all school-sponsored activities off school premises in which students are a part. School premises includes all property owned by, rented by, or under the control of the District including buildings, grounds, and vehicles. Employees who violate this policy will be subject to disciplinary action, up to and including termination from employment. § 120.12(20), Wis. Stats.

Reasonable Suspicion Testing

All employees shall be required to undergo alcohol and drug testing at any time the District has reasonable suspicion to believe that the employee has violated the District's policy concerning alcohol and/or drugs. Reasonable suspicion alcohol or drug testing may be conducted when there is reasonable suspicion to believe that the employee has used or is using drugs or alcohol prior to reporting for duty, or while on duty, or prior to or while attending any District function on or off District property. The District's determination that reasonable cause exists must be based on specific, contemporaneous, accurate observations concerning the appearance, behavior, speech, or body odors of the employee. Refusal to consent to testing will result in disciplinary action, up to and including termination of employment.

Consequence for Violation

Employees who violate the District's policies and rules regarding alcohol or drug use shall be subject to disciplinary sanctions up to and including termination. Such sanctions may include referral to drug and alcohol counseling or rehabilitation programs or employee assistance programs, discipline, or discharge from employment with the District, and referral to appropriate law enforcement officials for prosecution. [41 U.S.C. 702(a) (1) (A)] Compliance with the District's policies and rules is mandatory and is a condition of employment.

Notification of Conviction

As a further condition of employment, an employee shall notify the District Administrator of any criminal drug statute conviction for a violation occurring in the workplace no later than three days after such conviction. Within ten days of receiving such notice – from the employee or any other source – the District shall notify the appropriate federal agency of the conviction. 41 U.S.C. 702(a) (1) (D). After receiving notice from an employee of a conviction for any drug statute violation occurring in the workplace, the District shall either (1) take appropriate personnel action against the employee, up to and including termination of employment, or (2) require the employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health agency, law enforcement agency, or other appropriate agency. 41 U.S.C. 703 [This notice complies with notice requirements imposed by the federal Drug-Free Workplace Act (41 U.S.C. 702)].

Employee – Student Relations (Policy 528)

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

Investigations

A. Expectation of Cooperation

In the event of a District investigation or inquiry, every District employee has an affirmative duty to provide to his/her supervisor(s) or any other District official assigned to investigate all relevant and factual information about matters inquired except as provided in other sections of this Handbook. Employees failing to volunteer such information shall receive a directive from an administrator to provide a statement. The employee's failure to comply with the directive may constitute "insubordination," a violation that will be grounds for disciplinary action up to and including termination. Intentionally making a false report, submitting a false formal complaint, or making a false statement or submitting false information during any complaint/grievance investigation/process is prohibited. Such conduct will result in disciplinary action up to and including immediate termination of employment.

B. Investigation interplay with potential criminal conduct

If the investigation might implicate potential criminal conduct by the employee, the employee may be provided a *Garrity* warning. *Garrity v. New Jersey*, 385 U.S. 493 (1967).

C. Administrative Leave

The District may place an employee on administrative leave, paid or unpaid, during an investigation into alleged misconduct by the employee.

Identification Badges (Policy 455)

The District provides employees with an employee identification badge. Employee identification badges are an important part of employee work attire and are critical to providing a secure environment for students. Employee identification badges must be worn in a visible spot while working for the District during contracted work time.

Licensure/Certification

Maintaining a valid license from the Wisconsin Department of Public Instruction is a personal responsibility of licensed staff members. Each teacher, administrator, or support staff member who is required to hold a license by the Department of Public Instruction is required to file a copy of his/her license with the district office.

To check the status of your license or to find information regarding maintaining your license, please visit the Department of Public Instruction website.

Loss, Theft of or Damages to Personal Property

The District does not assume any responsibility for loss, theft, or damages to personal property. In order to minimize risk, the District advises employees not to carry unnecessary amounts of cash or other valuables. If employees bring personal items to work, they are expected to exercise reasonable care to safeguard them. The District is not liable for vandalism, theft or any damage to cars parked on school property.

Personal Appearance/Dress Code (Policy 522.8)

The District expects that every employee's appearance is consistent with the high standards set for representatives of the District. Employees are expected to present a well-groomed, professional appearance suitable to the activities involved, and to practice good personal hygiene. It is understood that the administration can approve special dress days that promote team spirit and sense of community. Should a concern arise the employee's immediate supervisor will work directly with that employee to resolve the issue.

The District expects that all employees are neat, clean, and to be appropriately dressed for work displaying good taste and suitable for the job at hand. The District will not tolerate dress or attire from school employees that the Administration considers disruptive, inappropriate, or adversely affects the educational atmosphere.

Physical Examinations (Policy 523.1)

The District may require a physical and/or mental examination at the expense of the District where the District has concerns about the current ability of the employee to perform the duties of his or her job consistent with the limitations imposed by applicable state and federal law. Failure to comply with this request or failure to provide a doctor's certification of sufficiently sound health to perform duties assigned may result in discipline up to and including discharge/termination.

Williams Bay School District

Substitute Teacher Acknowledgment of Handbook

(to be signed and returned to the District Office)

I hereby acknowledge that it is my responsibility to read the 2025-2026 Williams Bay School District Employee Handbook. My signature below indicates that I have read the Handbook and understand the standards, policies and procedures defined or referenced in this document.

It is important to know that additional regulations, policies, and laws are in the Board Policies Manual and Administrative Guidelines located in the District Office. The Substitute Teacher Handbook and Board Policies and Guidelines are available on the District's website at www.williamsbayschools.org.

The information in this Handbook is subject to change at any time with or without notice. I understand that changes in District policies may supersede, modify, or eliminate the information summarized in this Handbook. As the District provides updated policy information, I accept responsibility for reading and abiding by the changes. I understand that this Handbook does not constitute an employment contract or alter my status as an at-will employee. Nothing in this Handbook is intended to confer a property interest in my continued employment with the District beyond the term of my current contract (if any).

I understand that I have an obligation to inform my supervisor of any changes in my personal information, such as phone number, address, etc. I also accept responsibility for contacting my supervisor if I have any questions, concerns, or need further explanation. If any contractual relationship between the District and an employee (or group of employees) conflicts with any provision of this Handbook, the contract shall govern with respect to that issue.

Printed Name

Signature

Date _____