

**SUBSTITUTE TEACHER and
PARA-EDUCATOR
HANDBOOK**

Waunakee Community School District

2011-2012

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



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SUBSTITUTING IN OUR SCHOOLS

Teacher Position Requirements

- Current and valid Wisconsin teacher certification

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

Employment Items to Be On File

- Employment Application
- Teaching License (Para-Educators are not required to provide licenses)
- Resume
- Health Form – Physical within 90 days, including TB test
- Criminal Background Check

Contact LuAnn Fabian at 849-2168, if you have any questions.

Required Payroll Forms

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

All payroll forms are available online at www.waunakee.k12.wi.us ~
For Staff ~ Staff Information/Forms ~ P ~ Payroll forms

Contact Tammy Weishoff at 849-2014 for payroll questions.

YOUR FIRST DAY OF EMPLOYMENT

PLEASE STOP BY THE PAYROLL OFFICE TO COMPLETE PAYROLL FORMS

Payroll office is located in the Administration Center - 905 Bethel Circle, Waunakee
From Highway 19, turn south onto Raemisch Road (by Culver's)
Go 1 block and turn left onto Frank H. Street (behind Culver's)
Go 1 block and turn right onto Moravian Valley Road
Turn right onto Bethel Circle
Administration office is straight ahead at the end of the circle

Professional Development

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

JOB RESPONSIBILITIES

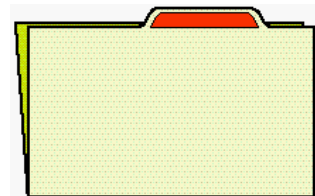
Reporting for the Assignment

- **REPORT TO THE SCHOOL OFFICE**
Each school will give the substitute further directions as to their check-in procedures such as forms to complete and special events of the day.

- **CLASS HOURS**
Refer to the following pages for school class hour information:
Prairie Elementary School - page 15
Heritage Elementary School - page 17
Arboretum Elementary - page 19
Intermediate School – page 21
Middle School - page 23
High School - page 25

Classroom Responsibilities

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



The substitute teacher folder should also include:

1. Daily schedule and procedures.
2. Lesson plans.
3. A current seating chart if students are assigned to specific seats.
4. The procedure for the checking in and out of necessary supplies and books, and the location of these materials.
5. A schedule of special activities or services and students involved. (These activities include special education classes, Chapter 1, physical education, art, band, music, and orchestra lessons, etc.)
6. Notes on special student needs.
7. A list of detailed classroom procedures and rules or policies that the teacher expects students to follow.

8. Notes on the availability of the school nurse. A list of students with health problems. An updated list of any students who will need to report to the office for medication including:
 - a. Location of medication.
 - b. Names of students and times to be administered.
 - c. Person to contact for administering the medication.
 - d. Location and telephone number of school nurse.
9. The teachers' duty schedule such as corridor, study hall, playground and other assigned supervision, and fire/tornado drill responsibilities.
10. A building staff handbook available on: general school procedures, schedules, rules, and use of materials and equipment.
11. A list of critical material and its location. If appropriate, a list of supplies and materials the students should not handle while under the supervision of a substitute.
12. An explanation of emergency procedures: tornado, fire, bomb threat, etc.
13. Regular education classroom para-educators, as a part of their substitute assignment, should be prepared to assume recess/playground duties if required.

➤ **LESSON PLANS**

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

➤ **INTRODUCTION**

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

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

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

➤ **ASSISTANCE**

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



➤ COLLECT ASSIGNMENTS

Collect any homework and clip it together with notes on the classes. Correct and grade assignments as per the directions of the classroom teacher. If you collect money, place the collected money in an envelope with the office secretary. Be sure to note the source of the monies. Do not leave purses, room keys, or other valuables unattended.

➤ DISCIPLINE

The substitute teacher is expected and required to maintain control in the classroom, homeroom, building corridors and other areas as assigned. Pupils will often test a new teacher, so immediate control is necessary. No students should be allowed to disturb the order of the classroom. The names of disruptive students should be given to the classroom teacher. As a last resort, disruptive students should be sent directly to the building administrator. If a student is sent to the office, send a detailed note describing the reason, or call the office on the intercom.

Under no condition is it permissible for the substitute teacher to use corporal punishment or foul language. State statute and district policy allows corporal punishment to be employed only by administrators following prescribed procedures. This doesn't preclude the prudent use of physical force as a means to prevent injury to oneself, others, or the property of others. Substitute teachers at the middle school and high school levels may assign students detention. The administration will follow through on all detentions.

➤ EMERGENCY AND HEALTH PROCEDURES

In case of an accident or illness, notify the office immediately. Administer first aid as necessary. Familiarize yourself with the Emergency Care Policies Manual available in each building office or in each classroom. Be familiar with instructions for fire/tornado drills for each building as noted in the substitute teacher's folder posted in the rooms. Everyone in the building is to take part in fire drills including visitors, janitors, secretaries, substitutes, etc.



➤ LUNCH/BREAKS

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



Consult the school office for instructions on telephone use. These vary from building to building. No long distance telephone calls should be made by a substitute without the building principal's authorization. Keys, when necessary, are available through the school office and may be picked up at the beginning of the day and returned at the end of the day.

➤ **EQUIPMENT/FACILITIES**

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

➤ **TRANSPORTATION**

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

After Class Routine

• **COMPLETE DAILY REPORT**

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



• **LEAVE THE CLASSROOM IN GOOD ORDER**

• **REPORT TO SCHOOL OFFICE**

Report to the school office before leaving the building to determine if your services will be needed the following day.



SUBSTITUTE CALLING PROCEDURES

- Substitutes will normally be called between 5:45 and 6:30 a.m. unless an assignment has been made in advance or an absence occurs during the same school day.
- The substitute contact person (sub coordinator) will make all assignments for day-to-day substitutes. Teachers are not authorized to arrange for your substitute services.
- After being told the specifics of the assignment, including the school grade and/or subject, the substitute should indicate acceptance or rejection of the assignment. It is expected that if a substitute is available he/she will accept the assignment offered. Requests to substitute only for a specific teacher, grade level, etc., create problems in filling the staff roster for the day.
- If you have questions about the substitute calling procedures, please contact Connie Beth, Director of Human Resources (849-2167) or LuAnn Fabian, District Substitute Coordinator (849-2168).

SUBSTITUTE STATUS CHANGES

Change in Availability

- Substitutes are to notify the substitute coordinator when they will be unavailable for an extended period of time.

Change in Name, Address, Phone Number

- A change of name, address or telephone number should be relayed to the substitute coordinator to ensure that the approved list of substitutes is accurate.

Resignation Procedures

- Substitutes are to notify the substitute coordinator when they are interested in being taken off the substitute-calling list.

SUBSTITUTE COORDINATOR

LuAnn Fabian – Work # (608) 849-2168

Sub Line # (608) 850-5767



SALARY AND PAY SCHEDULE

Salary

- **SUBSTITUTE TEACHER.** Qualified teacher substitutes shall be paid at a daily rate established annually by the Board of Education. The 2011-12 rate is \$110.00 per day, \$55.00 per half day; part-time long-term assignments will be pro-rated on the full daily rate with one-half the full daily rate being the minimum.
- **LONG-TERM SUBSTITUTE TEACHER.** After 10 consecutive days in the same position, the substitute will be considered a long-term substitute and will receive pay computed at the base salary scale. An official transcript must be on file in the District Office in order to make the salary determination. (Per Board of Education Policy 534)
- **TEACHERS OF HOMEBOUND STUDENTS** will receive an hourly rate for each contact and preparation hour with a pupil. Mileage allowances paid will be established annually by the Board of Education. Teachers of homebound pupils should document hours worked & mileage and submit this document along with a time card to the Director of Student Services on the 15th and the last day of each month.
- **SUBSTITUTE PARA-EDUCATORS (Regular Education and LMTC)** will be paid an hourly rate of \$10.53. Assignments are 2 to 8 hours.
- **SUBSTITUTE PARA-EDUCATORS (Special Education and Computer)** will be paid an hourly rate of \$10.95. Assignments are 2 to 8 hours.

Pay Schedule

- All substitutes are paid by direct deposit. Please refer to the following pay schedule for pay dates. **Substitute para-educators and long term substitute teachers** are required to complete **time cards**. Submit time cards to the building principals for signature on the 15th and last day of the month. Your payroll will not be processed without a **signed** time card.

Pay Date	For Days Worked		Pay Date	For Days Worked
09/30/11	September 1-15		02/29/12	February 1-15
10/14/11	September 16-30		03/15/12	February 16-29
10/28/11	October 1-15		03/30/12	March 1-15
11/15/11	October 16-31		04/13/12	March 16-31
11/30/11	November 1-15		04/30/12	April 1-15
12/15/11	November 16-30		05/15/12	April 16-30
12/30/11	December 1-15		05/30/12	May 1-15
01/13/12	December 16-31		06/15/12	May 16-31
01/30/12	January 1-15		06/29/12	June 1-8
02/15/12	January 16-31			

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

EMPLOYEE SAVINGS PLAN 403(b)

Waunakee Community School District Employee Savings Plan 403(b) Plan

Investing in Your Future

*Waunakee Community School District
905 Bethel Circle
Waunakee, WI 53597
Phone: 608-849-2107
www.waunakee.k12.wi.us*

Your Plan

The Waunakee Community School District (the "District") offers this 403(b) Plan to help you and other employees save money for your retirement. The 403(b) Plan is a type of tax-deferred retirement savings program. Future benefits from the 403(b) Plan will reflect the amount of a participant's voluntary salary deferral contributions plus earnings. Vesting is immediate. Whether you choose to participate in the Plan is entirely up to you.

Although the Plan is offered by the District, the Plan is not established or maintained by the District for purposes of the Employee Retirement Income Security Act of 1974, as amended ("ERISA"). Accordingly, the Plan and the District are not subject to ERISA.

Tax Treatment

The District intends to ensure that the Plan is qualified for preferential tax treatment under Internal Revenue Code ("IRC") §403(b). There are two ways you can elect to have a portion of your current pay saved and invested via salary deferral. You may contribute pre-tax 403(b) deferrals and/or Roth after-tax 403(b) deferrals.

Pre-tax Deferrals. Because you do not have to pay taxes on the amount you contribute to a 403(b) plan for the year in which you contribute to the plan, investing in a 403(b) plan can lower your overall tax burden—at least in the present. You can defer the income tax on your contributions until you begin making withdrawals from your account—typically when you retire. The earnings on your account also grow tax-free until withdrawal. Contributions to the 403(b) Plan are reported annually on your W-2 forms, but are not included in income subject to taxation. Your 403(b) contributions are deducted from your gross salary and income taxes are calculated on your remaining pay.

Roth after-tax deferrals. With Roth deferrals, you must pay current income tax on your deferral

contribution. This means that the amount you defer under the Roth portion of the 403(b) Plan is subject to income taxes in the year of the deferral, but the deferral amount and its earnings are distributed to you tax-free if certain conditions are met. These conditions are met if you follow the distribution rules of the Plan and at least 5 years have passed between your first Roth deferral and the date of your first distribution.

As described below, there are legal restrictions that limit how much you can contribute to the Plan each year. Someone from the District may need to ask you for information to show that your contributions are within these limits. You should consult with your own investment, tax and/or legal advisor about the ability to participate in the Plan. The District cannot provide you with this type of advice.

Participation

Every District employee is eligible to participate in the Plan, with the exception of (a) non-resident aliens, (b) those who do not have sufficient income to be eligible to contribute at least \$200 per year or (c) students/student teachers. To participate, you need only: (1) fill out a Salary Reduction Agreement and (2) select the investment desired from a variety of mutual funds, from the list of District approved vendors. Employees may change their salary reduction amount at any time. However, you may cease contributions at any time.

Salary Reduction Agreements

To participate in the Plan (or to change an existing contribution election), you must provide the District with a signed Salary Reduction Agreement. You must choose the whole dollar amount that you wish to contribute each payroll period. The Agreement must be signed by you and returned to the District before the start of the payroll period when your election or change will become effective.

Vendors

You can invest your deferral monies in a variety of different investment options. The Vendors through which the investment vehicles are available are approved by the District. Beginning August 30, 2008, you may only invest new deferral monies in those Vendors who have agreed by contract to conduct business with the District and the Plan. These Vendors are listed on the Approved Vendor List available from the District Office. Please Note: you will no longer be permitted to transfer assets to accounts of Vendors outside of the Plan; only those

transfers received by District-Approved Vendors will be permitted.

Contributions and Limitations

While you may choose how much of your salary you wish to contribute to the Plan, your contribution must comply with all of the following legal limitations:

1. Annual Deferral Limitation

The first limitation applies to all of your elective deferrals (both pre-tax and Roth added together) from your salary to this Plan. Elective deferrals are contributions that you make instead of receiving all of your pay at that time.

For the 2011 tax year, all of your elective deferrals to this and all other plans (including SIMPLE plans, 401k plans and other 403b plans) cannot exceed \$16,500 per calendar year (unless you qualify for one of the catch-up contributions described below). This limit will be adjusted annually thereafter by the IRS.

2. Special Catch-up Contribution

If you have worked for the District for at least 15 years and have not contributed all of the excess contributions available under this, you can elect to make “catch-up” contributions, in addition to the salary deferrals you may otherwise be eligible for. The following box summarizes the rules that apply to “catch-up” contributions:

Catch-up Limitations (As of January 1, 2011)

Increase above the \$16,500 limit is the lesser of:

- (a) \$3,000; or
- (b) \$16,500 minus your prior “catch-up” contributions; or
- (c) \$5,000 times your years of service with the District minus prior years elective deferrals of the employee.

3. “50 and over” Catch-up Contribution

A participant age 50 or over (by the end of the calendar plan year) may defer additional amounts to the Plan as an additional “catch-up” contribution. For the 2011, the additional catch-up contribution is \$5,500. (This means the total deferral contribution limitation for 2011 is \$22,000 for those over 50; or to those eligible for the Special Catch-up Contribution and over 50, a total of \$25,000 for 2011). Please Note: If you are eligible to elect the Special Catch-up and the 50 and over Catch-up, the Special Catch-up contribution must be utilized first.

Distributions

The law restricts the times when distributions are permitted from your accounts under the Plan. You may receive a distribution only if:

- You reach age 59 ½ and are employed;

- Retire or Sever Employment*;
- Die – your beneficiary will have a right to distribution;
- Become disabled.

* = The IRS requires complete severance from the District upon retirement, which means that if you are rehired by the District after you have retired, you must stop receiving distributions from your account during the time you are employed by the District after retirement—unless you are age 59 ½ or over.

Taxes and Penalties

You will be taxed on your Pretax accounts upon distribution. The IRS will also assess a 10% penalty for early withdrawal. In other words, your distribution will incur the penalty unless you:

- Are age 59 ½ and employed;
- Retire or sever employment at age 55 or later; or
- Die/become disabled.

Your Roth account distributions may be withdrawn tax-free and penalty-free as long as the IRS’ conditions described on the opposite side of this brochure are met.

Hardship Withdrawals

The Plan does not permit hardship withdrawals to be taken from Participant accounts.

Loans

The Plan does not permit loans to be taken from your account(s).

For More Information and Forms:

Call 608-849-2107

CAUTION

The information in this leaflet summarizes the terms of the District’s 403(b) Plan and the Internal Revenue Code as of January 1, 2011, and is not to be constructed as legal, tax or investment advice. This leaflet cannot, and does not, alter the terms of the Plan or the law. Changes in the Plan or the law hereafter may change this summary. Please consult with your accountant for additional information.

Limitations for the new plan year 2012 can be obtained at www.waunakee.k12.wi.us ~ For Staff ~ 403b ~ Employee Savings Plan on or around December 2011.

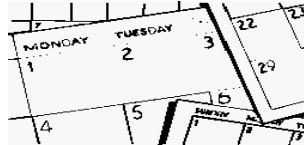
WISCONSIN RETIREMENT SYSTEM / EMPLOYEE TRUST FUNDS_____

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

- Effective July 1, 2011, all Waunakee Community School District WRS/ETF enrollees will be required to pay the employee-share contribution via payroll deduction each payroll. For 2011, that equates to 5.8% of your gross wages. This deduction will be a “pre-tax” option only which means you will not pay taxes now on this employee paid contribution, but will pay taxes on the contributions when you later request to retire or obtain a separation benefit from WRS/ETF.
- Contributions (both the 5.8% employee-paid plus 5.8% employer-paid) are sent to WRS/ETF by the payroll office.
- Please note that current law prohibits participants from opting out of WRS/ETF participation when eligible, unless you are currently receiving an annuity from WRS/ETF. If you believe this applies to you or, if you have recently processed a separation benefit from WRS/ETF, please contact Jenny Endres, Employment & Benefits Specialist at 849-2107.











2011-12 SCHOOL CALENDAR





Waunakee Community School District



September 1, 2011	School Begins-All Students Report
September 5, 2011	No School – Labor Day
September 16, 2011	Two-Hour Early Release
October 21, 2011	No School – Parent/Teacher Conferences
October 26, 2011	Two-Hour Early Release
October 27-28, 2011	No School - WEAC Convention
November 22, 2011	Two-Hour Early Release
November 23 - 25, 2011	No School - Thanksgiving Break
December 23-January 1, 2012	No School - Winter Break
January 2, 2012	School Resumes
January 16, 2012	No School – Staff Development Day
January 23, 2012	No School – Staff Work Day
February 24, 2012	Two-Hour Early Release
March 9, 2012	No School – Parent/Teacher Conferences
March 23, 2012	Two-Hour Early Release
March 26 – April 1, 2012	No School – Spring Break
April 2, 2012	School Resumes
April 6, 2012	No School – Good Friday
April 9, 2012	No School or Snow Make up Day
May 25, 2012	Two-Hour Early Release
May 28, 2012	No School - Memorial Day
June 8, 2012	Last Day of School

TIPS ON CLASSROOM MANAGEMENT

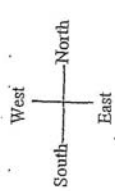
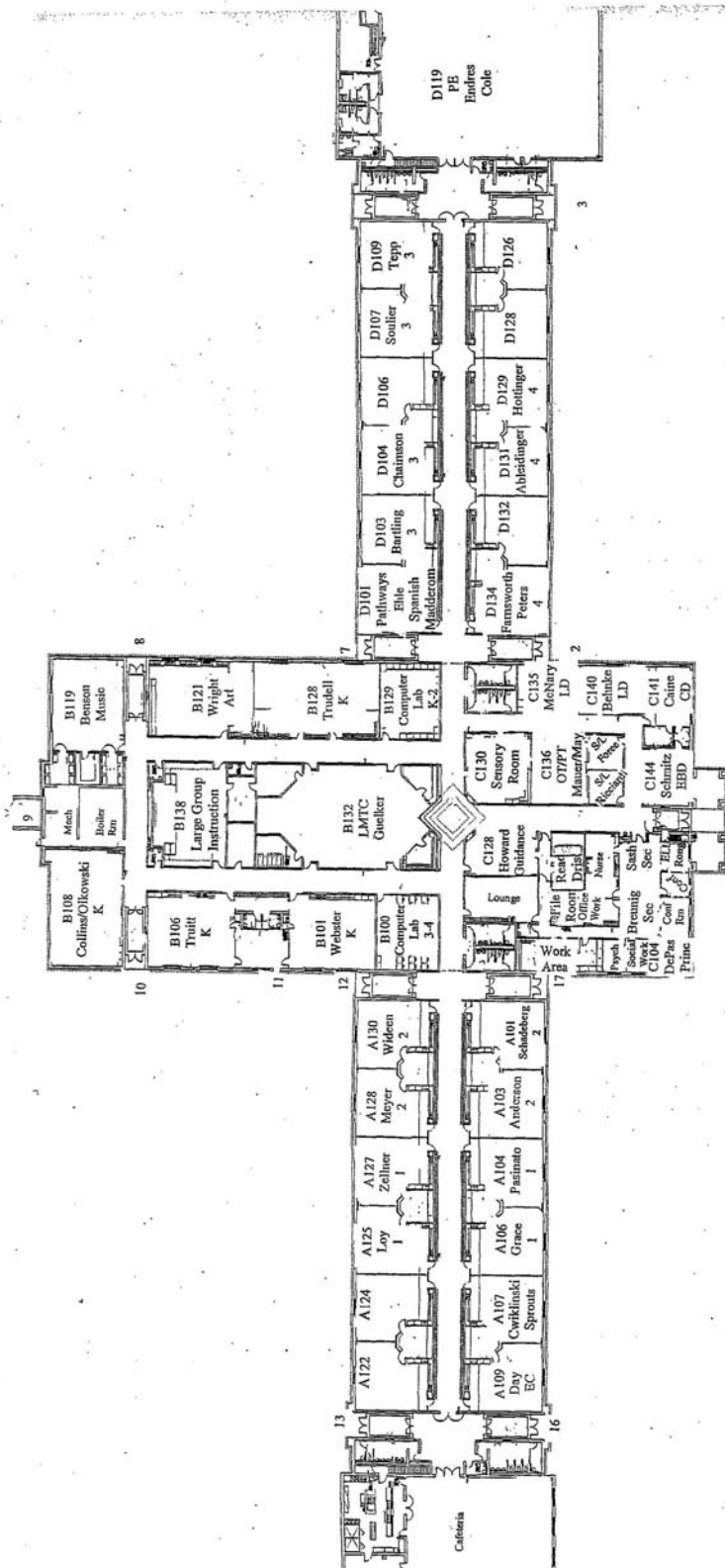
-  Start the day quickly, firmly, concisely. Be pleasant. Appear confident. Let the students know “anything doesn’t go”. The substitute’s first words and actions go a long way toward setting the tone for the day. You will gain respect with your actions more than with your words.
-  Get the students busy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

-  Firmness is important. Students need to know that you can and will command the situation. Rather than issuing an ultimatum, give the student a choice, e.g., meeting the needs of the classroom for that day, or not taking part in classroom activities by moving the desk to the back of the room. Give the pupil only one chance, and if he/she has made the wrong choice and cannot follow instructions, follow through.
-  Deal with the individual student when corrections are necessary. Be sure to have all the facts. Listen to both sides of the story. Focus attention on the problem. Give the student the benefit of the doubt.
-  Solve problems at the time they occur. Don't degrade any student in front of others, but do handle situations when they occur.
-  Never judge the program, teachers, or activities in a negative manner in front of the students.

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

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

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



Madison Street
Main Entrance

PRAIRIE ELEMENTARY SCHOOL

PRAIRIE ELEMENTARY SCHOOL

700 N. Madison Street

- **Principal** - **Dean Kaminski**
- **Administrative Assistants** - **Geri Breunig & Janice Henn**
- **Phone** - **849-2200**

- **Report Time**

Substitutes are to report to the administrative assistant by 7:20 a.m. The substitute coordinator will indicate the time for afternoon classes.

- **Parking**

Is available in the parking lot.

- **Lunch**

Is available in the cafeteria.

- **Class Hours**

FULL DAY 7:40 a.m. - 2:40 p.m.

HALF DAY 7:40 a.m. - 11:30 a.m. or 11:30 a.m. - 2:40 p.m.

(Half-day end time and beginning time may vary depending upon lunch break.)

ALL DAY KINDERGARTEN 7:40 a.m. - 2:40 p.m.

HERITAGE ELEMENTARY SCHOOL _____

501 South Street

- **Principal** - **Dan Carter**
- **Administrative Assistants** - **LaDonna Radel & Sandy Schleis**
- **Phone** - **849-2030**

- **Report Time**

Substitutes are to report to the administrative assistant by 7:20 a.m. The substitute coordinator will indicate time for afternoon classes.

- **Parking**

Is available in the South parking lot. Please do not park in the streets.

- **Lunch**

Is available in the cafeteria.

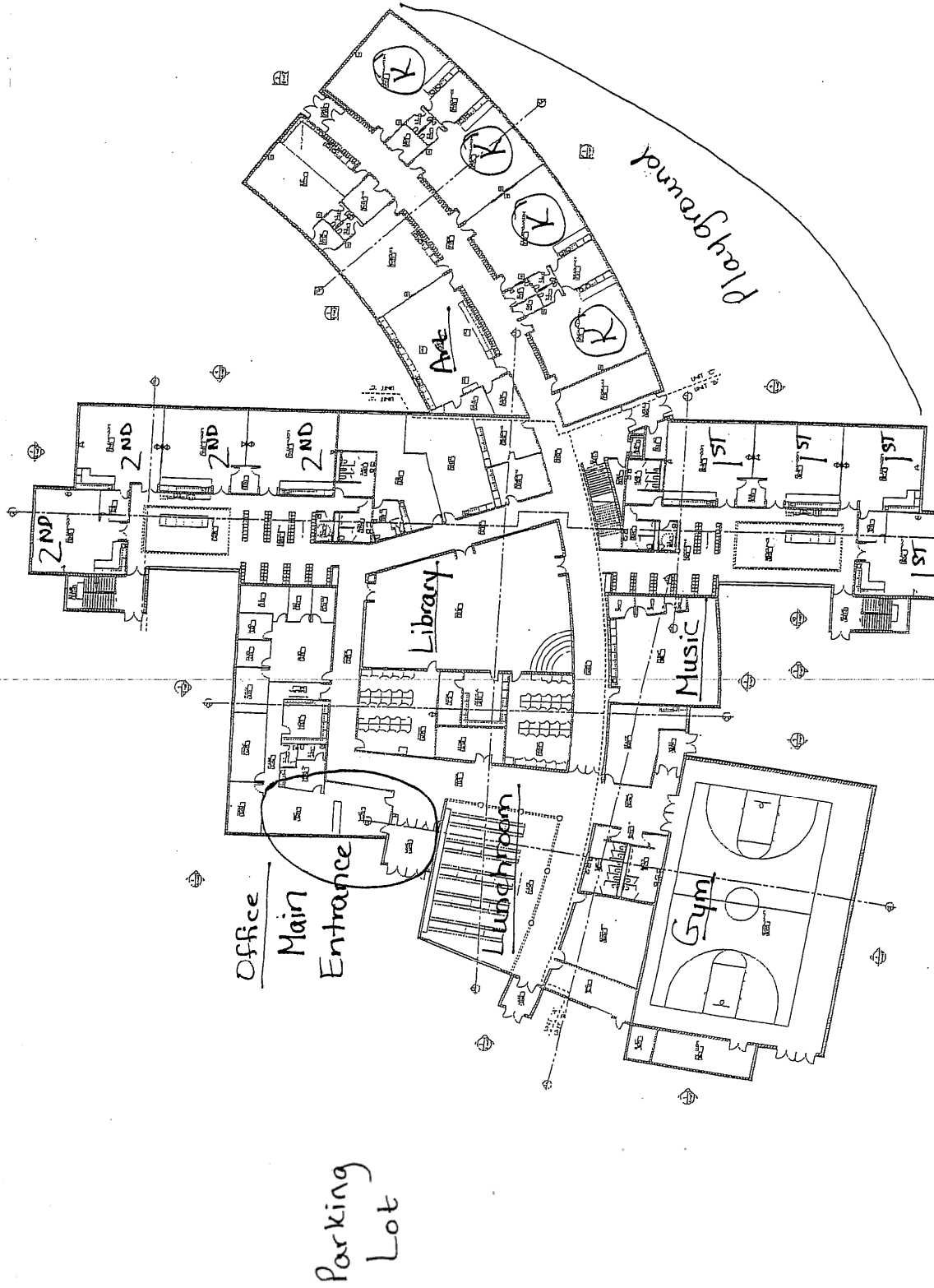
- **Class Hours**

FULL DAY 7:40 a.m. - 2:40 p.m.
HALF DAY 7:40 a.m. - 11:30 a.m. or 11:30 a.m. - 2:40 p.m.
(Half- day end time and beginning time may vary depending upon lunch break.)

All DAY KINDERGARTEN 7:40 a.m. - 2:40 p.m.

Arboretum Drive

(North)



ARBORETUM ELEMENTARY SCHOOL_____

1350 Arboretum Drive

- **Principal** - **Sheila Weihert**
- **Administrative Assistants** - **Karen Rundhaug & Mary Unger**
- **Phone** - **849-1800**

- **Report Time**

Substitutes are to report to the administrative assistant by 7:20 a.m. The substitute coordinator will indicate time for afternoon classes.

- **Parking**

Is available in the South parking lot. Please do not park in the streets.

- **Lunch**

Is available in the cafeteria.

- **Class Hours**

FULL DAY 7:40 a.m. - 2:40 p.m.

HALF DAY 7:40 a.m. - 11:30 a.m. or 11:30 a.m. - 2:40 p.m.

(Half- day end time and beginning time may vary depending upon lunch break.)

ALL DAY KINDERGARTEN 7:40 a.m. - 2:40 p.m.

INTERMEDIATE SCHOOL

303 South Street

- **Principal** - **Chris Hetzel**
- **Administrative Assistants** - **Kari Zibell & Beth Wagner**
- **Phone** - **849-2176**

- **Report Time**

Substitutes are to report to the administrative assistant by 7:45 a.m. The substitute coordinator will indicate the time for afternoon classes.

- **Parking**

Is available

- **Lunch**

Is available in the cafeteria.

- **Class Hours**

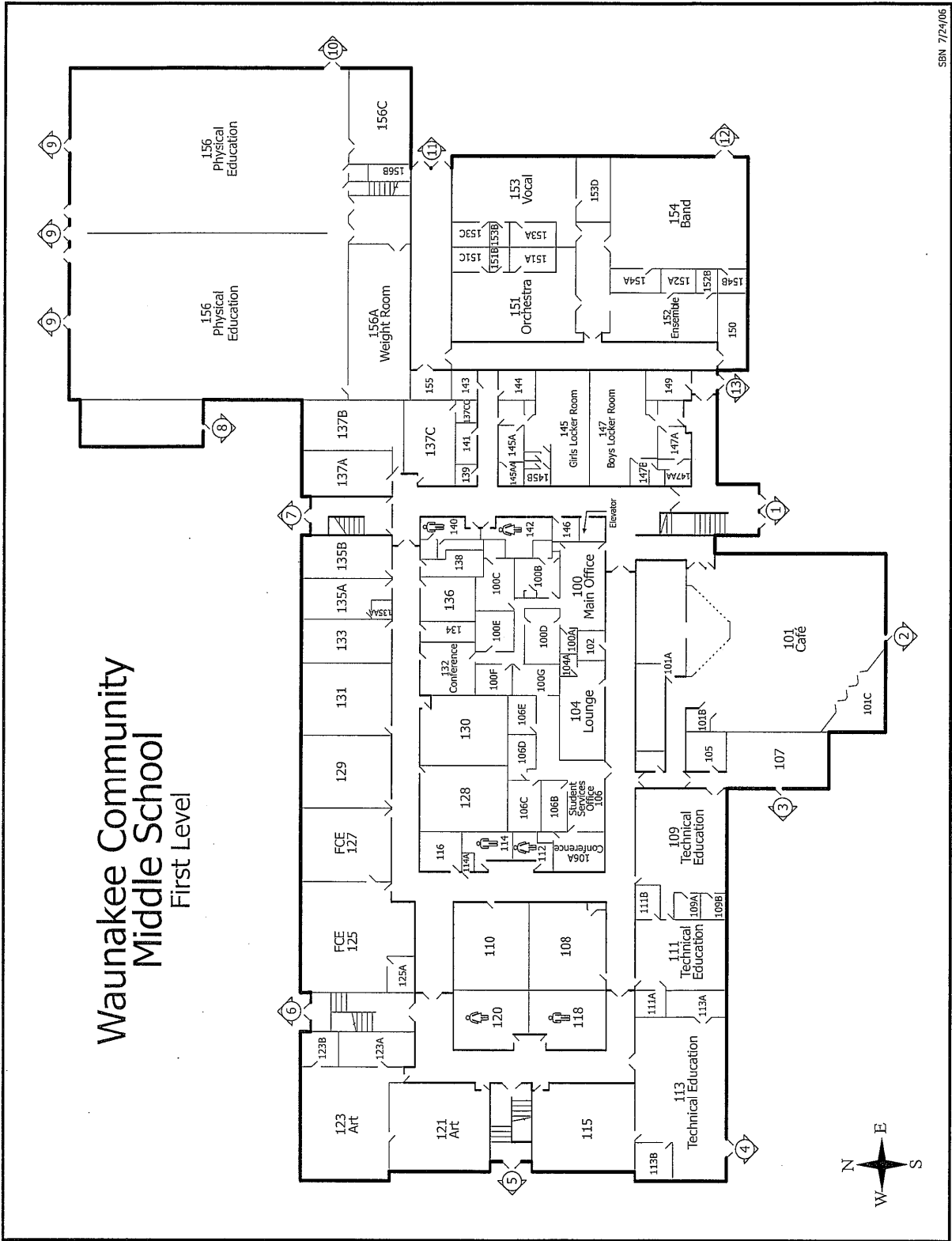
FULL DAY

8:15 a.m. - 3:25 p.m.

HALF DAY

8:15 a.m. - 12:00 p.m. or 11:30 a.m. - 3:25 p.m.

Waunakee Community Middle School First Level



SBN 7/24/06

MIDDLE SCHOOL

1001 South Street

- **Principal** - **Marceline Peters-Felice**
- **Assistant Principal** - **Michael Zibell**
- **Administrative Assistants** - **Ann Flayhan & Deb Carpenter**
- **Phone** - **849-2060**

- **Report Time**

Substitutes are to report to the administrative assistant by 7:45 a.m. The substitute coordinator will indicate the time for afternoon classes.

- **Parking**

Is available

- **Lunch**

Is available in the cafeteria. Tickets can be purchased from the food service kitchen.

- **Class Hours**

FULL DAY

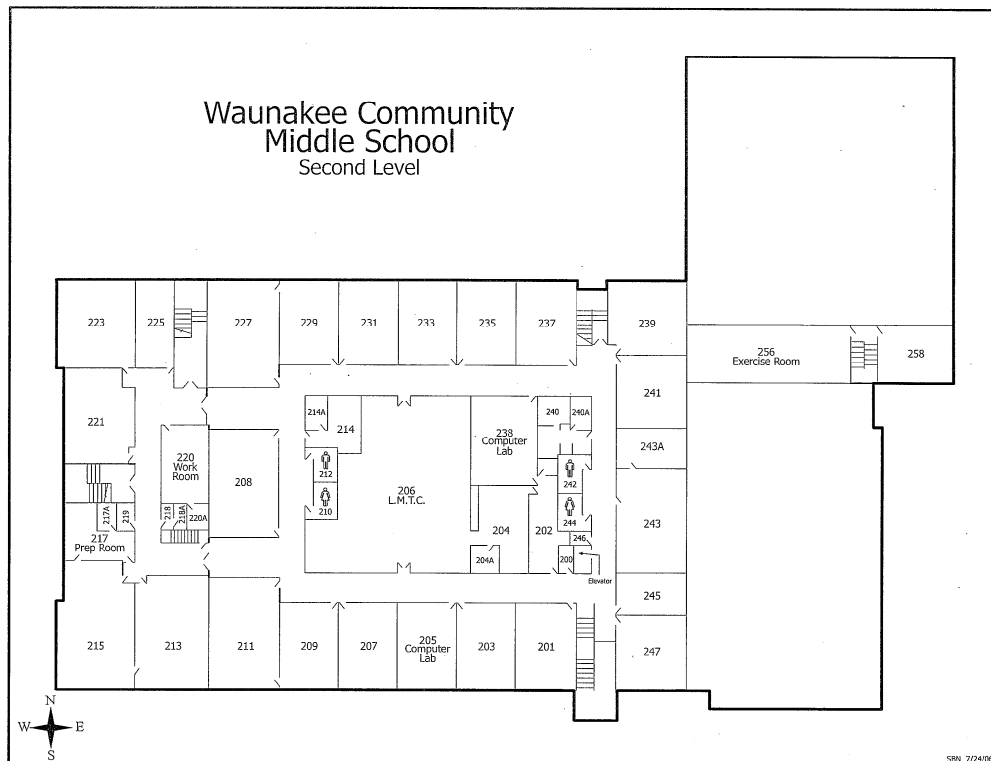
8:15 a.m. - 3:25 p.m.

HALF DAY

8:15 a.m. - 12:00 p.m. or 11:30 a.m. - 3:25 p.m.

SUBSTITUTES MAY BE ASKED TO COVER OTHER CLASSES

CLASSES RUN ON A / B DAY SCHEDULES



HIGH SCHOOL

301 Community Drive

- **Principal** - **Brian Kersten**
- **Assistant Principals** - **Tim Mommaerts**
- **Brian Grabarski**

- **Administrative Assistants** - **Cindy Richardson,**
- **Barb Salverson**
- **Pat Harrison**

- **Phone** - **849-2100**

- **Report Time**
Substitutes are to report to the administrative assistant by 7:45 a.m. The substitute coordinator will indicate the time for afternoon classes.

- **Parking**
Is available

- **Lunch**
Is available in the cafeteria. Tickets can be purchased from the food service kitchen.

- **Class Hours**
FULL DAY 8:15 a.m. - 3:25 p.m.
HALF DAY 8:15 a.m. - 12:00 p.m. or 11:30 a.m. - 3:25 p.m.

SUBSTITUTES MAY BE ASKED TO COVER OTHER CLASSES

BLOCK SCHEDULING
CLASSES RUN ON A / B DAY SCHEDULES

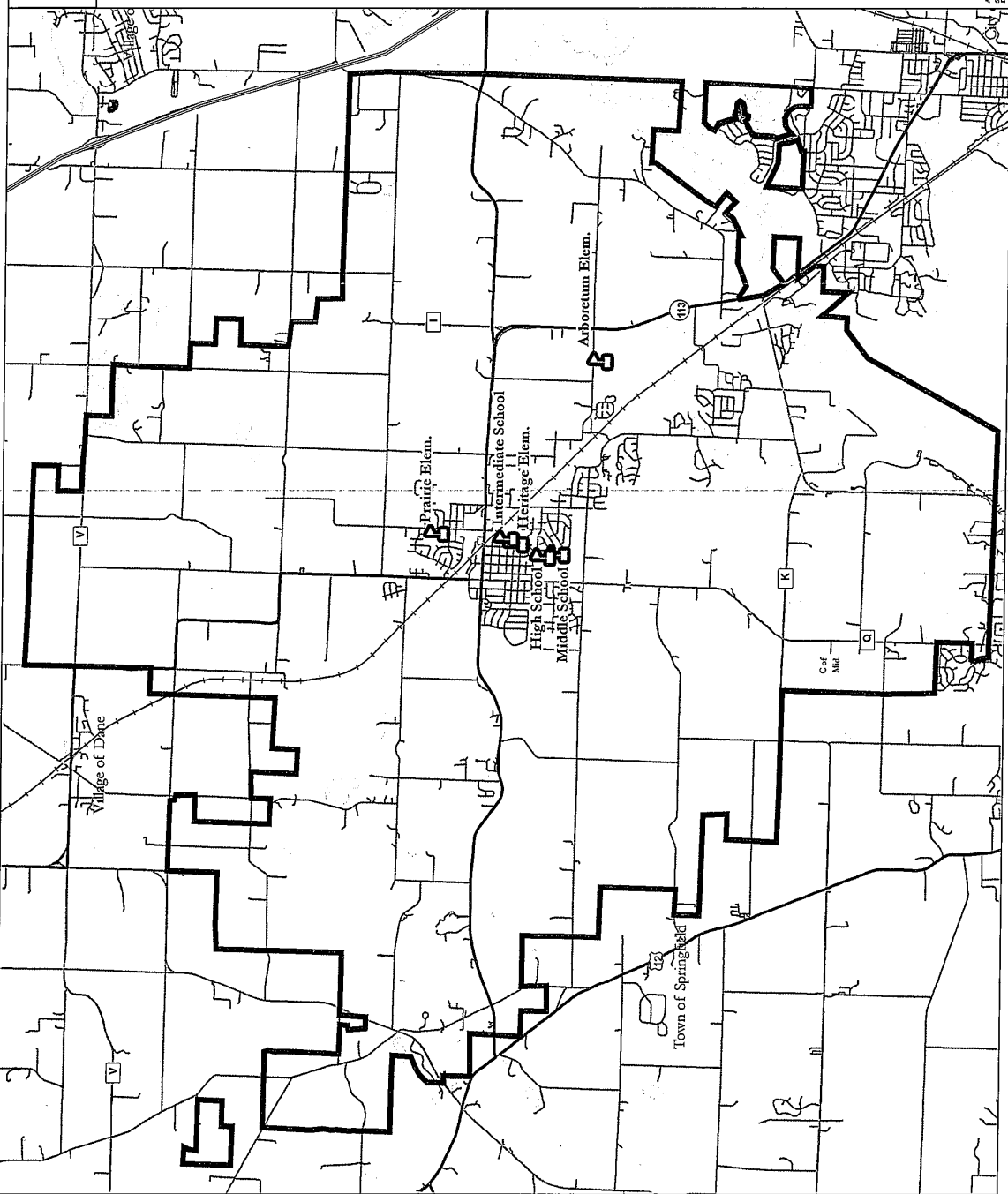
Waunakee Community School District

- Local Roads
- County Highways
- State Highways
- Interstates
- Railroads

- Ⓜ Waunakee Schools
- Ⓜ Waunakee Community School District



Aug. 3, 2006
 Waunakee Community School District
 Board of Directors
 Board of Directors Meeting Minutes



THIS HANDBOOK IS NOT TO BE CONSTRUED AS A CONTRACT WITH THE WAUNAKEE COMMUNITY SCHOOL DISTRICT.

The contents of this handbook are presented as a matter of information only. The procedures described are not conditions of employment. The school district reserves the right to modify, revoke, suspend, terminate, or change any or all such procedures, in whole or in part, at any time with or without notice. The language that appears in this booklet is not intended to create, nor is it to be construed to constitute, a contract between the school district and any one or all of its employees or a guarantee of continued employment. Notwithstanding any provisions of this handbook, employment may be terminated at any time, with or without cause.

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



The Waunakee Community School District does not discriminate against pupils on the basis of sex, race, national origin, ancestry, creed, pregnancy, religion, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability or handicap in its education programs or activities. Federal law prohibits discrimination in employment on the basis of age, race, color, national origin, sex, religion or handicap. The Wisconsin Fair Employment Law also prohibits discrimination in employment on the basis of creed, marital status, ancestry, arrest record or conviction record, or sexual orientation.