

Substitute Staff Handbook



School District of
South Milwaukee

September 2014

901 15th Avenue
South Milwaukee, WI 53172

414-766-5011
www.sdsm.k12.wi.us

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Welcome to the School District of South Milwaukee. We appreciate your service in this demanding job. Your services are essential to the educational program of the District.

Working as a substitute can be an interesting, productive challenge. It can enhance confidence in your ability and strengthen your understanding of the learning process. It provides a challenging opportunity to develop and refine your skills and talents.

This handbook has been compiled to orient you to the role and responsibilities of a substitute staff member and to acquaint you with vital information regarding school district policies and procedures.

We value the service that you provide to the district. If we can be of assistance at any time, please do not hesitate to call.

We wish you great success!

A handwritten signature in black ink that reads 'Jennifer L. Sielaff'.

Jennifer L. Sielaff
Director of Personnel, Administrative, and Legal Services

The School District of South Milwaukee does not discriminate in employment against properly qualified and eligible individuals by reason of their age, race, creed, color, handicap, disability, marital status, sex, national origin, ancestry, sexual orientation, political affiliation, citizenship, membership in the national guard, state defense force, or any other reserve component of the military forces of the United States or Wisconsin, arrest record, conviction record not substantially related to a person's job or activity in school, or the use of lawful products by individuals off school premises during nonworking hours.

Reasonable accommodations shall be made for qualified individuals with a disability or handicap. If you need an accommodation, please contact Jennifer Sielaff at 414-766-5011.

District Vision Statement

The vision of the South Milwaukee School District is to create a dynamic environment where the world becomes the classroom so the classroom impacts the world.

District Mission Statement

We, along with our community, commit to deliberate excellence for all learners by engaging and educating the whole person to succeed in our dynamic society.

AESOP PROCEDURES FOR SUBSTITUTE TEACHERS, SECRETARIES, AND AIDES

The School District has contracted with AESOP, an automated service that simplifies the process of notifying you when your services are needed in the District. AESOP utilizes the Phone and Internet to assist you in locating jobs in the District. The administrative office has selected the following hours as standard call times when the service may call for Substitutes: [5:30 AM-11:59 AM; 4:30 PM-9:30 PM].

Substitutes can select custom call times or turn off calling altogether if they prefer using the internet. There are no calls made on Saturdays. If you choose to turn off your calling feature, you will not be notified of available jobs when staff members call in on the morning of an absence, so please check online early each day for last minutes absences. We strongly request that you keep the calling feature on for mornings. You will be able to stop all calls after the first one if you are not available and you will not be called if you have accepted a job with any district through AESOP.

Aesop Access Online: www.aesoponline.com

Phone: **1-800-942-3767**

AESOP FEATURES

AESOP allows you to look for jobs anytime, anywhere. You can search their website, call in to find available jobs, or wait for AESOP to call you. AESOP also has a mobile app available for download. You will be able to set your work preferences, add non-work days, receive email reminders of upcoming jobs and receive web alerts from the District. We encourage you to be proactive and sign up for jobs online.

CONFIRMATION NUMBER

If you accept an assignment, the system will issue you a confirmation number that you might need in the event of a follow-up inquiry. **Please remember that you have not accepted the job until you receive a confirmation number.**

REPORT TIMES

Use AESOP to confirm the start and end time for each assignment you accept!

All Information in AESOP is accessed by using your ID and PIN number:

ID* is your personal phone number-no dashes (i.e. 1112223333)

PIN** is your 4-5 digit code

* The phone number assigned as your ID number is based on the number you gave the District to contact you. If this phone number changes, you must report that to Julie Hackbarth, District Office. Once changed with the District, the new phone number will become your new ID number logging in to AESOP online or by phone.

** The pin number you were assigned may be changed when logging into AESOP. Click on the "Account" tab and then click on "Change Pin". Make sure it includes only 4 or 5 digits (numbers only, no letters).

CHANGE OF ADDRESS, EMAIL OR TELEPHONE

It is important to have your correct address, email and phone number on file at all times. Contact Julie Hackbarth at 414-766-5011 or jhackbarth@sdsd.k12.wi.us with changes as they occur. Our primary method of contact with substitute staff is via email, so please check your email regularly.

CONFIDENTIALITY

It is unprofessional and illegal to disclose student information. Avoid making comments about individual student's grades, medical conditions, learning or discipline problems, etc. Do not gossip or discuss incidents about classes or students. This applies in the schools and the community.

COMMITMENT

The District relies upon your commitment to ensure that a quality education is in place each day for our students. If you commit to a position, please do not cancel except in emergency situations. We appreciate your dedication to our District. Substitute Teachers - please see "Substitute Teacher Expectations" on page 7 for more details regarding specific expectations.

DRESS CODE

All District employees work for the public, and the public often judges individuals and the District by their appearance. It is important that all staff attire is appropriate for the job and that it conveys a neat, professional and clean image. Appropriate attire should be consistent with professional responsibilities and activities. The mode of dress or grooming should not be disruptive to the educational environment. Jeans are only allowed on Spirit days. Substitutes who are working in Physical Education for the day should wear comfortable clothing for that area. When covering in an Art class or Industrial Technology you may also wish to bring a cover up.

All staff is required to wear an identification badge for safety and security. Please make sure to pick up a Guest Teacher Badge from the office in which you are substituting for the day.

SCHOOL CLOSINGS

In the event of dangerous weather conditions or building emergencies, South Milwaukee schools may be closed. Local radio and television stations will be informed and a notice is posted on the District website (sdsm.k12.wi.us). We will also send out a web alert via AESOP.

UNEMPLOYMENT

Substitute staff members are not allowed to draw unemployment benefits between two academic years or on school breaks when there is reasonable assurance that the substitute will continue to work for the District the following year and after the break. Before the end of each academic school year, the District will send a letter of "reasonable assurance" to all active substitutes.

DISTRICT CONTACTS

Personnel Department (766-5011) – Julie Hackbarth

Office Hours: 8:00am-4:00pm

Call if you have questions regarding AESOP.

Call if you have questions regarding qualifications for substitute areas.

Call if you are no longer able to work as a substitute in the district.

Call if you need to change personal information such as address, phone number or email address.

Payroll Department (766-5025) – Gaye Tonar

Office Hours: 8:00am-4:00pm

Call if you have questions related to your check.

Call if you have questions regarding pay rates.

Call if you need to change exemptions or deductions.

Schools/Principals

(See list of schools/principals on Page 9)

Call if you have questions about a specific assignment.

Call if you have encountered any problems during a specific assignment.

Call if you need to contact the regular teacher.

PAY RATES

Substitute teachers shall be paid at the rate of \$105.00 per school day. Permanent Building Substitute Teachers are paid \$110.00 per school day. Payment for assignments of less than a full day will be prorated according to the Employee Handbook.

Substitute secretaries shall be paid at the rate of \$11.00 per hour.

Substitute aides shall be paid at the rate of \$10.00 per hour.

PAYROLL DATES

Substitute staff members are paid on a bi-weekly basis. The payroll schedule will be made available to all District substitutes at the beginning of each school year or upon request.

REMOVAL FROM THE SCHOOL DISTRICT

Any substitute staff member may be removed from the substitute list for any reason as determined by the district. The Director of Personnel will notify these substitutes of their removal as necessary.

SUBSTITUTE TEACHER INFORMATION

EMPLOYMENT OPPORTUNITIES

When vacancies occur, consideration is given to the candidacy of both substitutes and outside applicants. Interviews are held when necessary to assist in determining the candidate with the most potential for success in a particular position. Substitute teaching allows a candidate to demonstrate potential. Often those substitute teachers with a successful history of teaching are among the candidates who are strongly considered for vacant positions.

New substitute staff applicants must complete an application form on-line on the WECAN website at <http://services.education.wisc.edu/wecan>. Substitute teachers must provide a copy of their Wisconsin Teaching License to the personnel office. Non-certified substitute teachers may apply to the Wisconsin Department of Public Instruction for a substitute permit. It is your responsibility to make sure that your teaching certificate/substitute permit does not expire. Substitute teachers with expired or invalid certificates cannot be given assignments.

A list of substitute staff members will be established each summer for that upcoming school year. Substitute staff who worked during the previous year will be contacted to confirm their availability. New substitutes will be added to this list upon completion of the application form and receipt of a valid teaching license. This list is continually updated throughout the year as new applicants are received.

SUBSTITUTE TEACHER EXPECTATIONS

District Expectations

A substitute teacher should be able to assume all of the duties and responsibilities of the regular teacher in a given day. Substitutes are expected to serve the regularly scheduled teacher time schedule on any day on which they are assigned. Long-term substitutes may also be required to participate in staff meetings, teacher committees, parent conferences, etc.

All substitute teachers are expected to follow all district rules, regulations and policies. A copy of the personnel policies will be provided to each new substitute.

School Expectations

Remember that you set the tone for the day. The initial impact of the substitute teacher is the key factor in successful classroom management. Self-confidence, initiative and resourcefulness as well as patience, honesty and enthusiasm are necessary prerequisites.

- The school can reasonably expect that the substitute will do the following:
- Make every effort to be on time. A late start often results in an unsuccessful experience.
- Report to the assigned school office as directed by the “Hours of Work” section of this handbook.
- Check office times for the assigned school, so you know when they open in the morning.
- Report to the school office upon arrival to check-in to pick up assignment materials for the day.
- All substitutes must wear a visible substitute I.D. while in the buildings at all times.
- Follow all school policies as they are communicated to you at each school.
- Introduce themselves to teachers in nearby classrooms.
- Locate the folder prepared for the use of the substitute teacher. It should include the daily program, seating charts, emergency instructions and special duties for specific days.
- Carry out lesson plans, classroom routines and directions left by the classroom teacher. These may be found on AESOP as well.
- Assume the regular teacher’s routine responsibilities for activities such as collecting fees, distributing supplies, recording pupil absences, etc.
- Assume the regular teacher’s responsibility for supervision of pupils in the building and on the grounds. If the regular teacher is assigned a supervision assignment for the day, the substitute is required to fulfill this duty.
- Account for student attendance and report it in a timely manner according to each school’s instructions.
- Keep students in the classroom at all times. Do not issue hall passes for any reason, including the use of the bathroom, unless it for an emergency or urgent situation.
- Contact an administrator immediately if discipline problems arise which you are not able to manage. Physical force is **never** to be used to discipline a student.
- Refer all accidents, illnesses, the administering medications, or other emergencies to school office.
- Report any injury received while on assignment in the building immediately to the school office.

Become completely familiar with all the school routines, particularly emergency, safety and fire procedures.

Leave a clear, written summary for the regular teacher of work completed and other relevant comments when your assignment is completed. If appropriate, student assignments should be corrected.

Leave the classroom neat and orderly.

Substitute Expectations

A substitute teacher may reasonably expect that the classroom teacher will:

- Leave clear and specific instructions of the learning program and of classroom management routines for each class or subject; the substitute should inform the principal if inadequate instructions are left;
- Leave an accurate list of pupils for attendance and for pupil identification;
- Leave any information pertinent to students in their classes with medical or other special needs.

A substitute teacher may reasonably expect that the school administrator will:

- Monitor the classroom to ensure that positive and orderly learning is taking place;
- Ensure that the substitute is made welcome to the school, knows where the teacher services are located, and is aware of the basic rules and organization of the school;
- Inform the substitute directly if that person is not fulfilling the role of substitute teacher appropriately.

LONG TERM ASSIGNMENTS

A substitute may be assigned to a long-term or potentially long-term assignment by the personnel department in consultation with the principal of the school. Long-term substitutes may also be required to participate in staff meetings, teacher committees, parent conferences, etc.

HOURS OF WORK

Substitutes are required to report to their assigned school as listed for each school in the chart below. Substitutes will not be paid for reporting earlier or staying later. Substitutes should not arrive late or leave early when covering for teachers who have beginning or ending of the day planning times. Schools may assign substitutes to other coverage needs in the building during planning periods.

Please note that lunch times may occur during the assigned class lunch time or during a planning time. Substitutes may be required to work lunch supervision without additional pay if at least a 30 minute duty-free period is given near the regular lunch hours.

PLEASE use AESOP to confirm the start and end time for each assignment you accept.

LEVEL	STUDENT HOURS	SUBSTITUTE HOURS
Elementary (Blakewood, Lakeview, Luther & Rawson)	8:30 a.m. - 3:35 p.m.	8:10 a.m. - 3:50 p.m. (all day) 30-45 minute duty free lunch AM 8:10-11:55 PM 12:05-3:50
Middle School (Report to HS Office)	7:30 a.m. - 3:00 p.m.	7:10 a.m. - 3:15 p.m. 30 minute duty free lunch
High School	7:30 a.m. - 2:53 p.m.	7:10 a.m. - 3:08 p.m. 30 minute duty free lunch

STAFF DEVELOPMENT OPPORTUNITIES

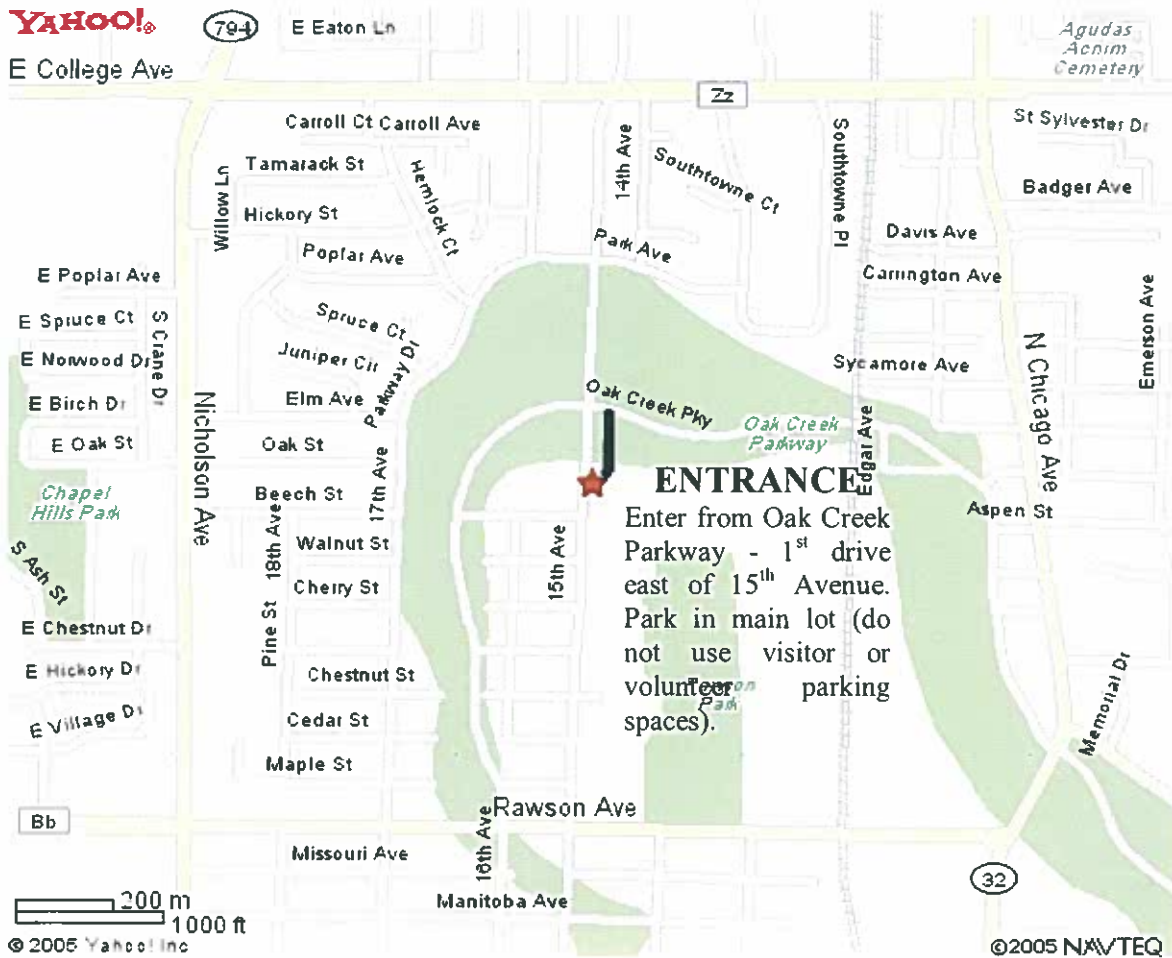
All substitute teachers may be able to participate in the District's staff development program on a non-paid basis. Please discuss with the building Principal if you are interested in attending.

SCHOOL CONTACTS

SCHOOL	ADMINISTRATOR	ASSISTANT
<p>South Milwaukee High School 801 Fifteenth Avenue South Milwaukee, WI 53172</p> <p>Office Phone: 414-766-5100 Office Fax: 414-766-5131</p>	<p>Principal Beth Kaminski 414-766-5110 bkaminski@sdsd.k12.wi.us</p>	<p>Gail Kablau Main Office - Door #9 414-766-5117 gkablau@sdsd.k12.wi.us</p>
<p>South Milwaukee Middle School 1001 Fifteenth Avenue South Milwaukee, WI 53172 (Park in high school lot)</p> <p>Office Phone: 414-766-5800 Office Fax: 414-766-5803</p>	<p>Principal Jim Hendrickson 414-766-5805 jhendrickson@sdsd.k12.wi.us</p>	<p>Gail Kablau High School Office (Door #9) 414-766-5117 gkablau@sdsd.k12.wi.us</p>
<p>Blakewood Elementary School 3501 Blakewood Avenue South Milwaukee, WI 53172</p> <p>Office Phone: 414-766-5900 Office Fax: 414-766-5905</p>	<p>Principal David Newman 414-766-5910 dnewman@sdsd.k12.wi.us</p>	<p>Colleen Bartlein School Office 414-766-5911 cbartlein@sdsd.k12.wi.us</p>
<p>Lakeview Elementary School 711 Marion Avenue South Milwaukee, WI 53172</p> <p>Office Phone: 414-766-5252 Office Fax: 414-766-5253</p>	<p>Principal Cindy Dennis 414-766-5255 cdennis@sdsd.k12.wi.us</p>	<p>Roxanne Terranova School Office 414-766-5254 rterranova@sdsd.k12.wi.us</p>
<p>E.W. Luther Elementary School 718 Hawthorne Avenue South Milwaukee, WI 53172</p> <p>Office Phone: 414-766-5326 Office Fax: 414-766-5327</p>	<p>Principal Eric Wightman 414-766-5330 ewightman@sdsd.k12.wi.us</p>	<p>Julie Schneider School Office 414-766-5328 jschneider@sdsd.k12.wi.us</p>
<p>Rawson Elementary School 1410 Rawson Avenue South Milwaukee, WI 53172</p> <p>Office Phone: 414-766-2904 Office Fax: 414-766-2905</p>	<p>Principal Colin Jacobs 414-766-2906 cjacobs@sdsd.k12.wi.us</p>	<p>Nancy Zakrzewski School Office 414-766-2907 nzakrzewski@sdsd.k12.wi.us</p>

SCHOOL MAPS

South Milwaukee High School
 801 15th Avenue
 South Milwaukee, WI 53172

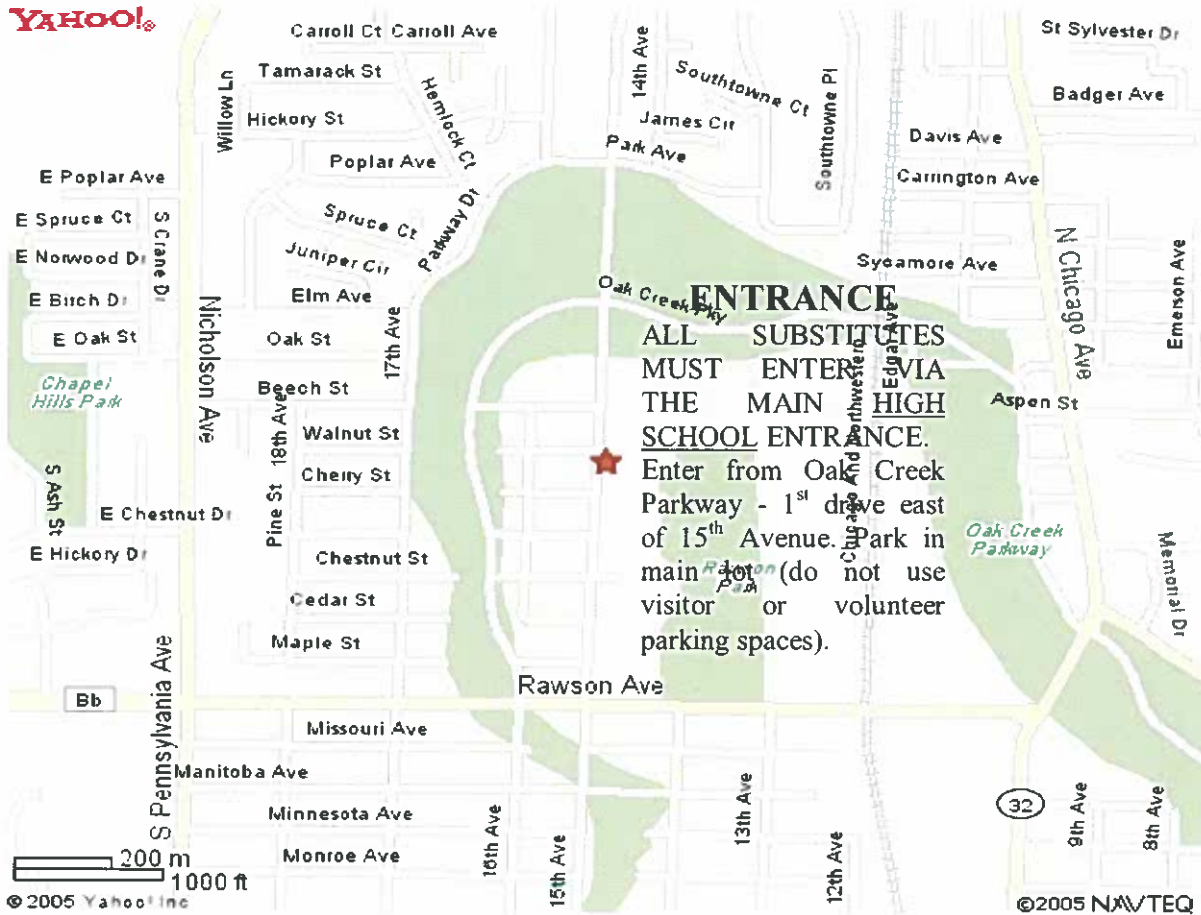


From South: traveling North on I-94 West, exit #320 CR-BB (Rawson Avenue) - turn Right onto Rawson, travel 3.1 miles - turn Left onto 15th Avenue (in South Milwaukee) - travel .5 miles - High School will be on your Right - turn Right onto the Oak Creek Parkway (see entrance/parking instruction above).

From North: traveling South on I-43, exit #72A onto I-794-East toward Lakefront, go 3.5 miles - I-794 becomes Lake Parkway [WI 794], go 3.1 miles - turn Left to follow WI-794 South, go 2.1 miles - turn Left onto College Avenue, go .5 miles - turn R onto 15th Avenue (South Milwaukee), go .5 miles - High School will be on your Left - turn Left onto the Oak Creek Parkway (see entrance/parking instruction above).

From West: traveling I-94 East toward Chicago, exit #319 CR-ZZ toward Mitchell Field (Milwaukee airport) - turn Left onto W. College Avenue, go 1.6 miles - continue on E. College Avenue 1.8 miles - turn R onto 15th Avenue (South Milwaukee), go .5 miles - High School will be on your Left - turn Left onto the Oak Creek Parkway (see entrance/parking instruction above).

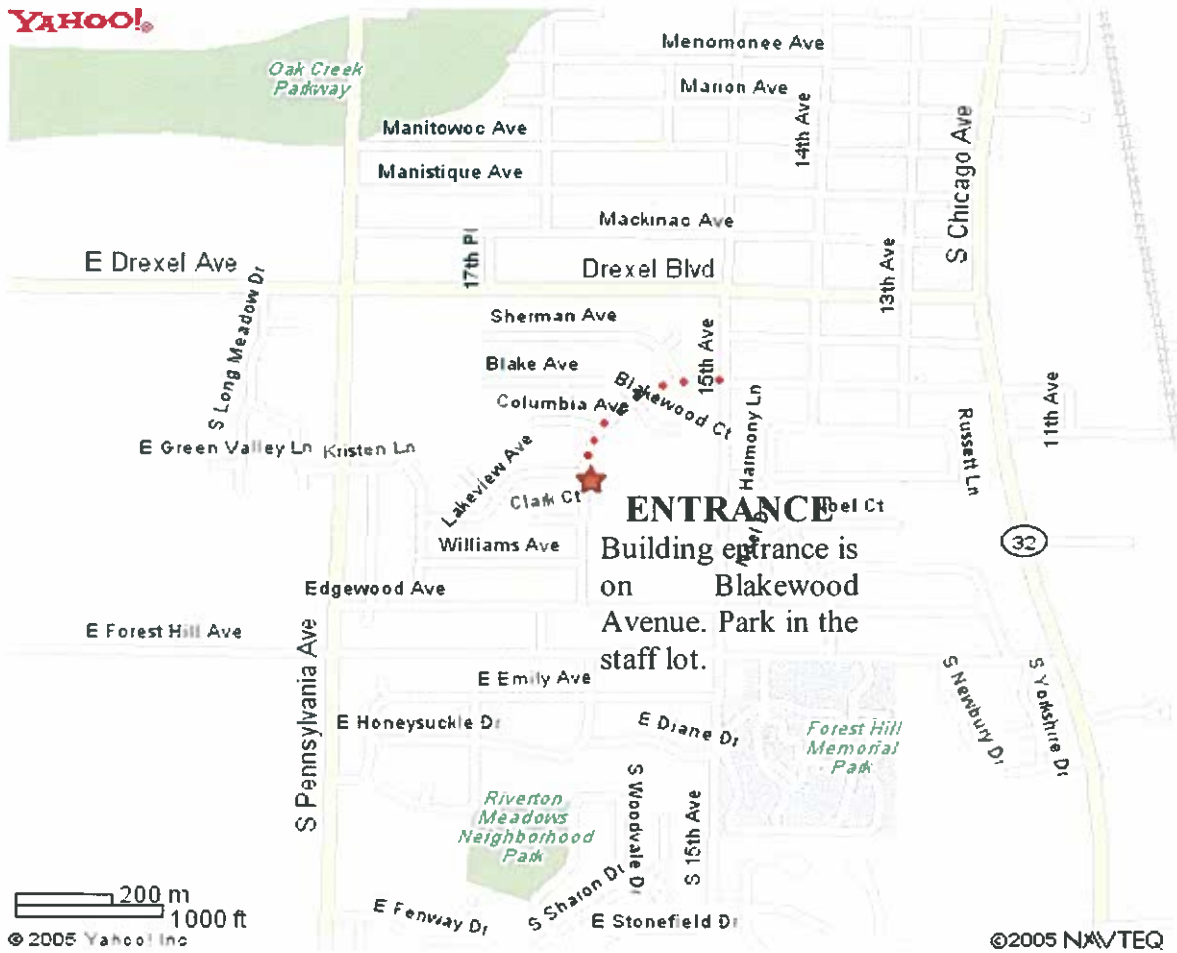
South Milwaukee Middle School
 1001 15th Avenue
 South Milwaukee, WI 53172



(All substitutes must enter via the HIGH SCHOOL entrance for Middle School Assignments)

- From South: traveling North on I-94 West, exit #320 CR-BB (Rawson Avenue) - turn Right onto Rawson, travel 3.1 miles - turn Left onto 15th Avenue (in South Milwaukee) - travel .5 miles - High School will be on your Right - turn Right onto the Oak Creek Parkway (see entrance/parking instruction above).
- From North: traveling South on I-43, exit #72A onto I-794-East toward Lakefront, go 3.5 miles - I-794 becomes Lake Parkway [WI 794], go 3.1 miles - turn Left to follow WI-794 South, go 2.1 miles - turn Left onto College Avenue, go .5 miles - turn R onto 15th Avenue (South Milwaukee), go .5 miles - High School will be on your Left - turn Left onto the Oak Creek Parkway (see entrance/parking instruction above).
- From West: traveling I-94 East toward Chicago, exit #319 CR-ZZ toward Mitchell Field (Milwaukee airport) - turn Left onto W. College Avenue, go 1.6 miles - continue on E. College Avenue 1.8 miles - turn R onto 15th Avenue (South Milwaukee), go .5 miles - High School will be on your Left - turn Left onto the Oak Creek Parkway (see entrance/parking instruction above).

Blakewood Elementary
 3501 Blakewood Avenue
 South Milwaukee, WI 53172



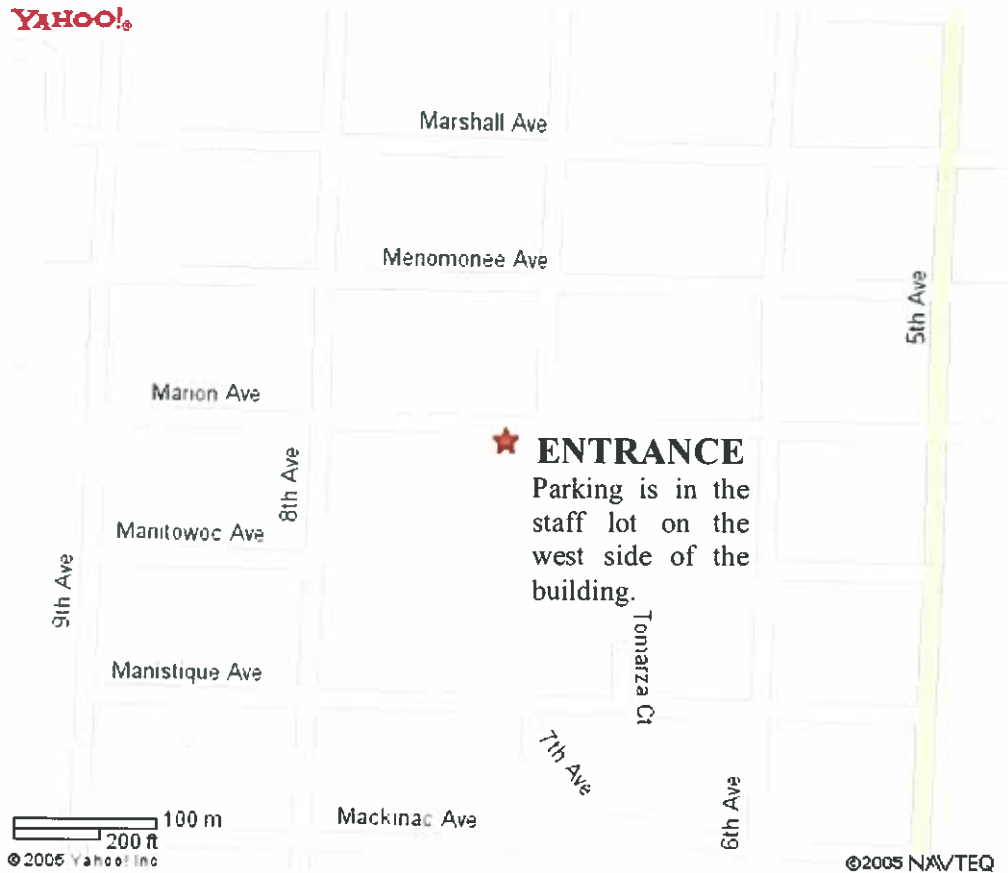
ENTRANCE
 Building entrance is
 on Blakewood
 Avenue. Park in the
 staff lot.

From South: traveling North on I-94 West, exit #322 WI-100 (Ryan Road East), go 1.3 miles - turn Left onto S. Howell Avenue (WI-38), go 1.5 miles - turn Right onto E. Forest Hill Avenue, go 1.8 miles - turn L onto 17th Avenue, go .1 mile - turn R onto Edgewood Avenue, go .1 mile - turn Left onto Blakewood Avenue, go .2 mile - school will be on your right (see entrance/parking instruction above).

From North: traveling South on I-43, exit #72A onto I-794-East toward Lakefront, go 3.5 miles - I-794 becomes Lake Parkway [WI 794], go 3.1 miles - turn Left to follow WI-794 South, go 2.1 miles - WI-794 South becomes Nicholson Avenue, go 2.3 miles - turn Left onto Drexel Avenue - turn Right onto 15th Avenue - turn Right onto Blakewood Avenue, go .1 mile - school will be on your left (see entrance/parking instruction above).

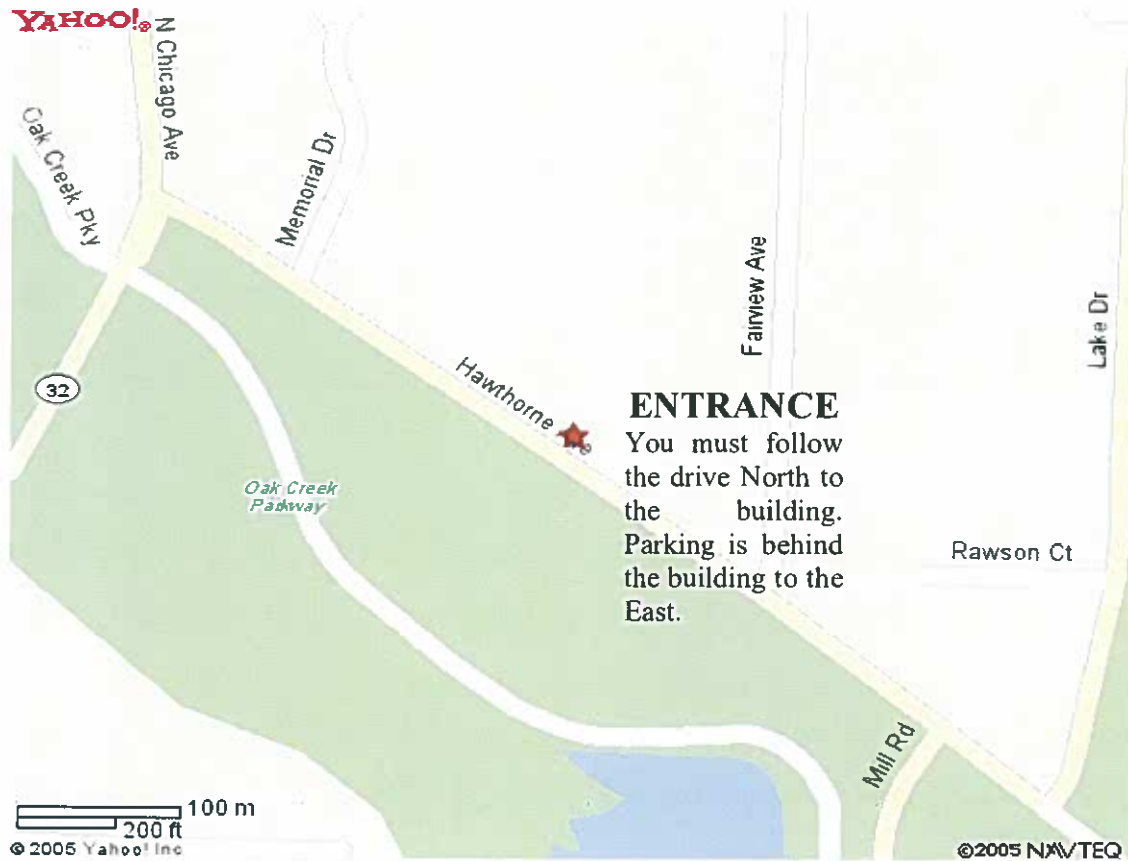
From West: traveling I-94 East toward Chicago, exit #319 CR-ZZ toward Mitchell Field (Milwaukee airport) - turn Left onto W. College Avenue, go 1.6 miles - continue on E. College Avenue 1.8 miles - turn Right onto 15th Avenue, go 1.5 miles - turn Right onto Blakewood Avenue, go .1 mile - school will be on your left (see entrance/parking instruction above).

Lakeview Elementary
711 Marion Avenue
South Milwaukee, WI 53172



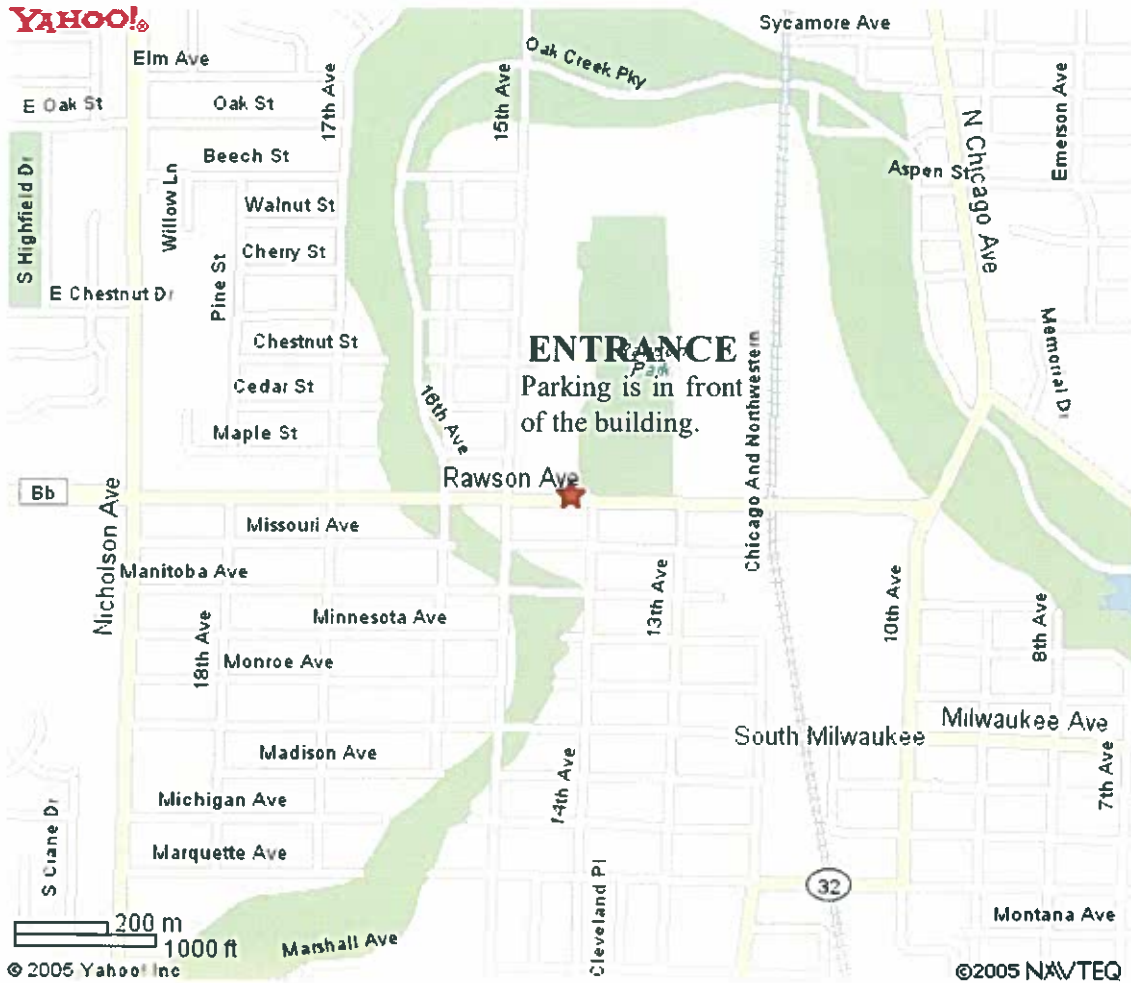
- From South:** travel North on WI-31 North - turn L onto WI-32, go 2.1 miles - continue to follow WI-32, 4 miles - turn Right onto Columbia Avenue, go .3 mile - turn Left onto 9th Avenue, go .4 mile - turn Right onto Marion Avenue, go .2 mile. The school will be on your right (see entrance/parking instruction above).
- From North:** traveling South on I-43, exit #72A onto I-794-East toward Lakefront, go 3.5 miles - I-794 becomes Lake Parkway [WI 794], go 3.1 miles - turn Left to follow WI-794 South, go 2.1 miles - WI-794 South becomes Nicholson Avenue, go 1.3 miles - turn Left onto Milwaukee Avenue, go 1.3 miles - turn Right onto 7th Avenue, go .4 mile turn Right onto Marion Avenue, go .1 mile. The school will be on your right (see entrance/parking instruction above).
- From West:** traveling I-94 East toward Chicago, exit #320 CR-BB (Rawson Avenue) - turn Left onto Rawson Avenue, go 4 miles - turn Right onto 10th Avenue, go .6 mile - 10th Avenue becomes Marshall Avenue, go .3 mile - turn Right onto 7th Avenue, go .1 mile, turn Right onto Marion Avenue, go .1 mile - school will be on your left (see entrance/parking instruction above).

E.W. Luther Elementary
718 Hawthorne Avenue
South Milwaukee, WI 53172



- From South:** travel North on WI-31 North - turn L onto WI-32, go 2.1 miles - continue to follow WI-32, 5.5 miles - turn Right onto Hawthorne, go .2 mile - school will be on your left (see entrance/parking instruction above).
- From North:** traveling South on I-43, exit #72A onto I-794-East toward Lakefront, go 3.5 miles - I-794 becomes Lake Parkway [WI 794], go 3.1 miles - turn Left to follow WI-794 South, go 1 mile - continue on E. Layton Avenue .2 mile - turn Right onto S. Whitnall Avenue, go 1.4 miles - turn R onto S. Packard Avenue, go .9 mile - S. Packard Avenue becomes N. Chicago Avenue [WI-32], go .9 mile - turn Left onto Hawthorne Avenue, go .2 mile .The school will be on your left(see entrance/parking instruction above).
- From West:** traveling I-94 East toward Chicago, exit #320 CR-BB (Rawson Avenue) - turn Left onto Rawson Avenue, go 4 miles - turn Left onto N. Chicago Avenue [WI-32], go .2 mile - turn Right onto Hawthorne Avenue, go .2 mile - school will be on your left (see entrance/parking instruction above).

Rawson Elementary
1410 Rawson Avenue
South Milwaukee, WI 53172

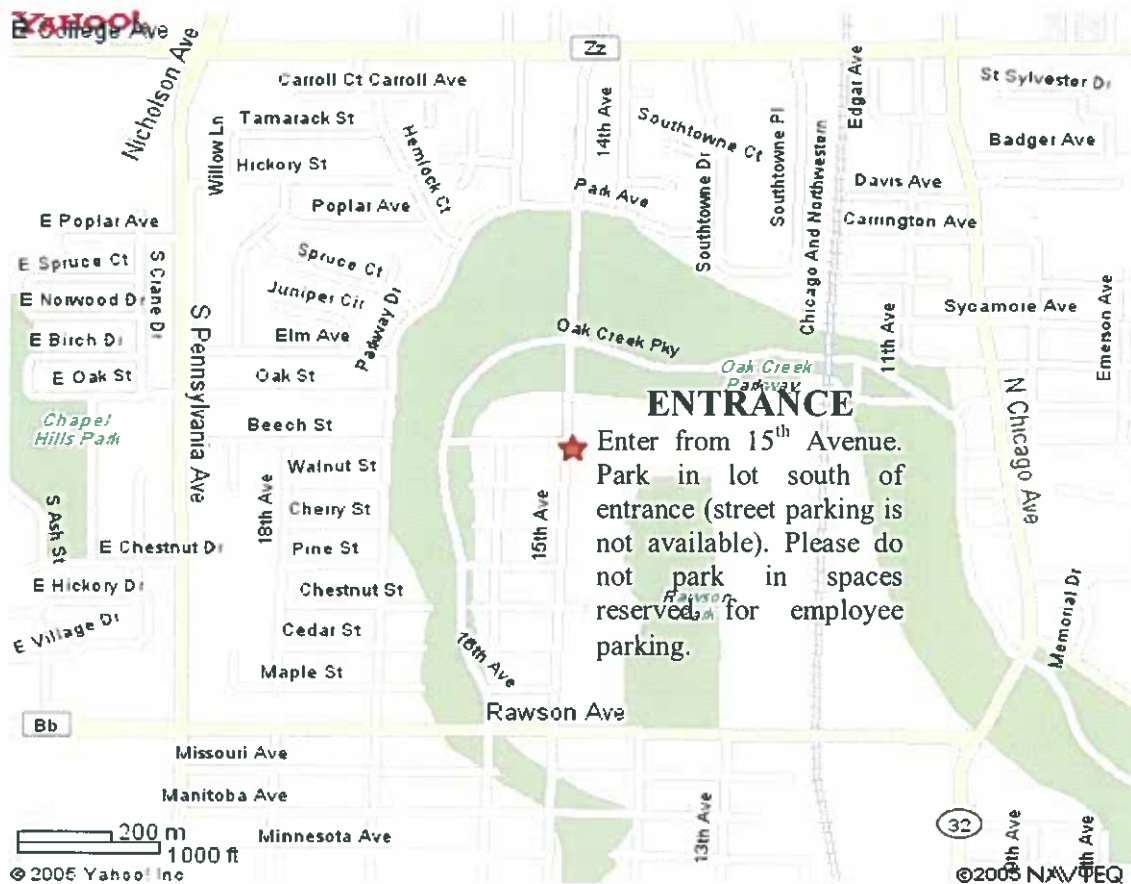


- From South: traveling North on I-94 West, exit #320 CR-BB (Rawson Avenue) - turn Right onto Rawson, travel 3.2 miles - school will be on your left (see entrance/parking instruction above).
- From North: traveling South on I-94 East, exit #320 CR-BB (Rawson Avenue) - turn Left onto Rawson, travel 3.2 miles - school will be on your left (see entrance/parking instruction above).
- From West: traveling I-94 East toward Chicago, exit #320 CR-BB (Rawson Avenue) - turn Left onto Rawson, travel 3.2 miles - school will be on your left (see entrance/parking instruction above).

South Milwaukee School District Office

901 15th Avenue

South Milwaukee, WI 53172



From South: traveling North on I-94 West, exit #320 CR-BB (Rawson Avenue) - turn Right onto Rawson, travel 3.1 miles - turn Left onto 15th Avenue (in South Milwaukee) - travel .5 miles - entrance will be on your right just past the Middle School entrance (see entrance/parking instruction above).

From North: traveling South on I-43, exit #72A onto I-794-East toward Lakefront, go 3.5 miles - I-794 becomes Lake Parkway [WI 794], go 3.1 miles - turn Left to follow WI-794 South, go 2.1 miles - turn Left onto College Avenue, go .5 miles - turn R onto 15th Avenue (South Milwaukee), go .5 miles - entrance will be on your left at top of the hill (see entrance/parking instruction above).

From West: traveling I-94 East toward Chicago, exit #319 CR-ZZ toward Mitchell Field (Milwaukee airport) - turn Left onto W. College Avenue, go 1.6 miles - continue on E. College Avenue 1.8 miles - turn R onto 15th Avenue (South Milwaukee), go .5 miles - entrance will be on your left at top of the hill (see entrance/parking instruction above).

SCHOOL DISTRICT OF SOUTH MILWAUKEE - 2014-2015 CALENDAR

Elementary Registration – (will be added once set)

MS/HS Registration – (will be added once set)

Last Friday District is Closed - 8/15

New Teacher Mentor Days - 8/20 & 8/21

Teacher First Day – 8/25; NO TEACHERS – 8/29

Professional Development - All Day 8/25, 8/26, 8/27, 8/28

MS/HS Open House - 8/26 6-8 pm & Elementary Open House - 8/27 6-8 pm

Labor Day - 9/1

First Day of School – 9/2

Early Release - 9/24

OCTOBER & FEBRUARY: Teachers have an additional .50 day of parent/teacher conferences scheduled at teacher and/or building level.

Parent/Teacher Conferences - 10/8 & 10/9

Students All Day: Evening Conferences 4-8 pm

All Schools No School (No Staff) - 10/10

Early Release - 10/15

MS/HS End of 1st Quarter – 10/31

Elementary End of 1st Trimester - 11/25

Thanksgiving Break - 11/26 to 11/28

Early Release - 12/10

Winter Break - 12/22 to 1/2

OCTOBER 2014						
S	M	T	W	T	F	S
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

NOVEMBER 2014						
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23	24	25	26	27	28	29

DECEMBER 2014						
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29	30	31				

AUGUST 2014						
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30						

SEPTEMBER 2014						
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Return from Winter Break - 1/5

MS/HS End of 2nd Quarter - 1/22

MS/HS ONLY-No School-Record Day - 1/23

Early Release - 2/4

Parent/Teacher Conferences - 2/11 & 2/12

Students All Day: Evening Conferences 4-8 pm

All Schools No School (No Staff) - 2/13 & 2/16

Elementary End of 2nd Trimester - 3/6

Elementary ONLY-No School-Record Day - 3/6

Early Release - 3/18

MS/HS End of 3rd Quarter - 3/27

Spring Break - 4/3 to 4/10

Early Release - 5/13

Memorial Day - 5/25

Half Day/Last Day for Students - 6/11

Snow Make-Up Day (if needed) - 6/12

Week of June 22: Summer School Begins

JANUARY 2015						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

FEBRUARY 2015						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

MARCH 2015						
S	M	T	W	T	F	S
						31
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

APRIL 2015						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

MAY 2015						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

JUNE 2015						
S	M	T	W	T	F	S
						31
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

RECORD DAY IS OPTIONAL FOR TEACHERS