



Long-Term Substitutes Handbook

School District of Lodi 2020-21

OUR MISSION

The mission of the School District of Lodi, a strong partnership of families, community and educators, is to inspire students to become lifelong learners who seek new understanding and skill to assume the role of responsible and contributing members of society by creating a world-class, innovative learning environment that stimulates academic and personal growth.

BELIEFS

We believe that . . .

- All people have worth as human beings;
- People are responsible for their choices;
- The family is the foundation for the development of the child;
- Family, community and school share in the responsibility for meeting the needs of one another;
- All people can learn;
- Change demands people learn throughout life;
- Emotional and physical safety are essential for learning;
- Inspiration and effort are necessary to attain one's personal best;
- Expectations are directly related to performance;
- Educated and involved citizens are necessary to strengthen our democratic society;
- Shared values are essential to maintain the health of a community;
- Balance of mind, body, and spirit is key to a meaningful life;
- Environmental stewardship is essential to sustain and improve the quality of life;
- A thriving community depends upon individual contributions for the common good.



GENERAL INFORMATION ABOUT LONG TERM SUBSTITUTES

Long Term Substitutes

The School District of Lodi school board has adopted policy No. 534 which covers long-term subs. A copy is attached for your reference. Substitute work is not considered regular work but temporary work.

What are the requirements to be a long-term substitute?

PI 34.033 states "A license issued under this section authorizes the license holder to be either a short-term substitute teacher or a long-term substitute in the subject area or position and grade level of the license, as determined by the license the applicant has held or is eligible to hold under this chapter or the equivalent license issued by another state."

An individual holding a long-term substitute license can only teach in the subject area and grade level of their license. To serve outside their subject area and grade level, they would need a one-year license with stipulations. Please see the [One-Year Licenses with Stipulations](#) page for eligibility requirements and more information.

Prior to the first day of work

New long term subs must report to Human Resources as soon as possible to complete employment and payroll information. You will not be allowed to start your job unless you have completed the necessary documents including a TB screening, drug test, background check, and other paperwork as required by law.

Any person employed by the school district as a long term substitute must hold a current and valid license issued by the Wisconsin Department of Public Instruction (DPI).

Job Shadowing

Your building administrator should discuss the possibility or need for job shadowing with you.

Payroll

Payday is the 15th and 30th of each month. You will be mailed an advice of deposit, (check stub), through the US mail after each payroll.

You should keep track of your time worked on a paper time sheet which you can obtain in your building's office or print off the district web site. (See attachment). Please fill out timesheets



accurately and make sure it is legible. All timesheets must be signed by an administrator before submission to payroll.

Benefits

Per policy No. 534, sick days or paid time off days may be earned according to board policy. Sick leave and paid time off will not be awarded until it is earned.

When you are sick or cannot work

We expect every employee to show up for work on the days they are assigned. However we understand that illness and emergencies do occur and sometimes you must call in sick.

If you know you cannot fulfill your duties, *immediately* contact your building administrator through phone or e-mail. Also place a call to the building office and leave a clear message on the phone's answering machine. This will alert the office assistants that a sub is needed giving them time to make arrangements. DO NOT wait until school is about to start! The more time we have to locate another sub, the better outcome for our students and staff that day.

TECHNOLOGY

School Email: The School District of Lodi uses g-mail (Google) as our email provider. You may be assigned a login and a password to the g-mail system.

Skyward: Skyward is the payroll/financial software used by the district.

Absence Management (Aesop by Frontline Technologies): AM is our sub calling software that is utilized for our daily on-call substitutes. Generally, long term subs are not in AM. However, if you are a daily sub in AM now working a long term assignment, remember to change your availability in AM.

Infinite Campus: Infinite Campus is our student management software. Please check with your building administrator to find out if your assignment includes an IC account.

Communications

The District is committed to providing technology resources that allow employees to communicate effectively with all employees in the District. In the District's effort to maintain current technology practices, more responsibility and cooperation is required of employees to use the following core software programs and technology resources. An employee who violates any of the district acceptable use standards or otherwise uses an electronic communication device or software to send pornographic, harassing or material deemed to be inappropriate to another employee or student will be subject to discipline including termination of employment.

A. Electronic Communications

1. Electronic communications are protected by the same laws and policies and are subject to the same limitations as other types of media. When creating, using or storing messages on the network, the user should consider both the personal ramifications and the impact on the District should the messages be disclosed or released to other parties,

Extreme caution should be used when committing confidential information to the electronic messages as confidentiality cannot be guaranteed.

2. The District may review email logs and /or messages at its discretion. Because all computer hardware, digital communication devices and software belong to the District, users have no reasonable expectation of privacy, including the use of District and non-District email, text-message and other forms of digital communications, e.g. voicemail, Twitter™, Facebook™, etc. The use of the District's technology and electronic resources is a privilege which may be revoked at any time.

3. Electronic mail transmissions and other use of the District's electronic communications systems or devices by employees shall not be considered confidential and may be monitored at any time by designated District staff to ensure appropriate use. This monitoring may include, but is not limited by enumeration to, activity logging, virus scanning, and content scanning. Participation in computer-mediated conversation/discussion forums for instructional purposes must be approved by Director of Instruction or District administration. External electronic storage devices are subject to monitoring if used with District resources.

B. User Responsibilities: Network/Internet users (students and District employees), like traditional library users or those participating in field trips, are responsible for their actions in accessing available resources. The following standards will apply to all users (students and employees) of the Network/Internet:

1. The user in whose name a system account is issued will be responsible at all times for the proper use. Users may not access another person's account without written permission from an administrator or immediate supervisor.

2. The system may not be used for illegal purposes, in support of illegal activities, or for any other activity prohibited by District policy.

3. Users may not redistribute copyrighted programs or data without the written permission of the copyright holder or designee. Such permission must be specified in the document or must be obtained directly from the copyright holder or designee in accordance with applicable copyright laws, District policy, and administrative regulations.

4. A user must not knowingly attempt to access inappropriate material. If a user accidentally reaches such material, the user must immediately back out of the area on the Internet containing educationally inappropriate material. The user must then notify the building administrator and/or immediate supervisor of the site address that should be added to the filtering software, so that it can be removed from accessibility.

5. A user may not disable internet tracing software or implement a private browsing feature on District computers or networks. Browsing history shall only be deleted by authorized staff or in accordance with the District's technology department's directives

D. Electronic Communications with Students: Employees are prohibited from communicating with students who are enrolled in the District through electronic media, except as set forth herein. An employee is not subject to this prohibition to the extent the employee has a preexisting social or family relationship with the student.

The following definitions apply for purposes of this section on Electronic communication with Students:

“Authorized Personnel” includes classroom teachers, counselors, principals, assistant principals, directors of instruction, coaches, campus athletic coordinators, athletic trainers, and any other employee designated in writing by the District Administrator or principal.

“Communicate” means to convey information and includes a one-way communication as well as a dialogue between two or more people. A public communication by an employee that is not targeted at students (e.g., a posting on the employee's personal social network page or a blog) is not a communication; however, the employee may be subject to District regulations on personal electronic communications. Unsolicited contact from a student through electronic means is not a communication.

“Electronic media” includes all forms of social media, such as, but not limited by enumeration to, the following: text messaging, instant messaging, electronic mail (email), Web logs (blogs), electronic forums (chat rooms), video sharing Websites (e.g., YouTube™), editorial comments posted on the Internet, and social network sites (e.g., Facebook™, Twitter™, LinkedIn™), and all forms of telecommunication such as landlines, cell phones, and web-based applications.

E. Limited Electronic Communication with Students: Authorized Personnel may communicate through electronic media with students who are currently enrolled in the District only within the following guidelines:

1. The employee shall limit communications to matters within the scope of the employee's professional responsibilities (e.g., for classroom teachers, matters relating to class work, homework, and tests).

2. If an employee receives an unsolicited electronic contact from a student that is not within the employee's professional responsibilities (e.g., for classroom teachers, matters relating to class work, homework, and tests), the employee shall not respond to the student using any electronic media except to address a health or safety emergency.

3. The employee is prohibited from communicating with students through a personal social network page; the employee must create a separate social network page ("professional page") for this purpose. The employee must enable administration and parents to access the employee's professional page.

4. Only a teacher, coach, trainer, or other employee who has a co-curricular duty may communicate with students through text messaging. The employee may communicate only with students who participate in the extracurricular activity over which the employee has responsibility.

5. Upon request from administration, an employee will provide the phone number(s) social network site(s), or other information regarding the method(s) of electronic media the employee uses to communicate with any one or more currently enrolled students.

6. The employee continues to be subject to applicable state and federal laws, local policies, administrative regulations, including:

- a. Prohibitions against soliciting or engaging in sexual conduct or romantic relationships with a student.
- b. Confidentiality of student records.
- c. Confidentiality of other District records, including educator evaluations, credit card numbers, and private email addresses.

7. An employee may request an exception from one or more of the limitations above by submitting a written request to his/her principal or immediate supervisor.

E. Retention of Electronic Communications and other Electronic Media: The district archives all non-spam emails sent and/or received on the system in accordance with the District's adopted record retention schedule.

F. Electronic Recording: Employees shall not electronically record by audio, or other means, any conversations or meetings unless each and every person present has been notified and consents to being electronically recorded. Unless dealing with an emergency (bomb threat, etc.), persons wishing to record a meeting must obtain consent from anyone arriving late to any such meeting. Employees shall not electronically record telephone conversations unless all



persons participating in the telephone conversation have consented to be electronically recorded. These provisions are not intended to limit or restrict electronic recording of publicly posted Board meetings, grievance hearings and any other Board sanctioned meeting recorded in accordance with Board policy. These provisions are not

intended to limit or restrict electronic recordings involving authorized investigations conducted by District personnel, or authorized agents of the District, or electronic recordings that are authorized by the District, e.g. surveillance videos, extracurricular activities, voicemail recordings.

G. Compliance with Federal, State and Local Law: For all electronic media, employees are subject to certain state and federal laws, local policies, and administrative regulations, even when communicating regarding personal and private matters, regardless of whether the employee is using private or public equipment, on or off District property. These restrictions include:

1. Confidentiality of student records.
2. Confidentiality of other District records, including educator evaluations and private email addresses.
3. Confidentiality of health or personnel information concerning colleagues, unless disclosure serves lawful professional purposes or is required by law.
4. Prohibition against harming others by knowingly making false statements about a colleague or the District.

H. Personal Web Pages: Employees may not misrepresent the District by creating, or posting any content to, any personal or non-authorized website that purports to be an official/authorized website of the District. No employee may purport to speak on behalf of the District through any personal or other non-authorized website.

I. Disclaimer: The District's electronic systems are provided on an "as is, as available" basis. The District does not make any warranties, whether expressed or implied, including without limitation, those of merchantability and fitness for a particular purpose with respect to any services provided by the system and any information or software contained therein. The District does not warrant that the functions or services performed by, or that the information or software contained on the system will meet the system user's requirements, or that the system will be uninterrupted or error-free, or that defects will be corrected. Opinions, advice, services, and all other information expressed by system users, information providers, service providers, or other



third-party individuals in the systems are those of the individual or entity and not the District. The District will cooperate fully with local, state, or federal officials in any investigation concerning or relating to misuse of the District's electronic communications system. See Board of Education Policies No. 522.7, 443.5 and 731.1.

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.

ID badges:

Depending on the length of your contract, you may be issued a picture ID that should be worn at all times while in the district. Your ID may be coded to open certain doors in your building. If you lose or misplace your ID, you must report it to the district office immediately so that the lost ID can be deactivated. You may incur a charge for lost IDs.

Keys:

You may be issued door keys. You must report any lost or misplaced keys immediately to the district office so that locks can be changed. You will incur a charge for lost keys.

For more information, contact:

School District of Lodi, Human Resources, 608-592-3851.