

SCHOOL DISTRICT OF LODI

Substitute Handbook 2020-21



District Office
115 School Street
Lodi, WI 53555
www.lodi.k12.wi.us

To reach Substitute Coordinator :
Emma Neumaier
(608) 592-1026 (M-F, 5am-2pm)
neumaem@lodischoolswi.org

Emergencies:

Call your building's office and LEAVE A MESSAGE
Primary School – 592-3855
Elementary School – 592-3842
Middle School – 592-3854
High School – 592-3853

SCHOOL DISTRICT OF LODI ADMINISTRATION

Vincent Breunig	District Administrator	592-3851, Ext. 5481
Brent Richter	Business Manager	592-3851, Ext. 5482
Dr. Nick Karls	Director of Curriculum	592-3851, Ext. 5491
Tiffany Loken	Director of Student Services	592-3851, Ext. 5486
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4404		
Joe Jelinek	Principal – High School	592-3853, Ext. 4402
Jason Marshall	Assoc. Principal – High School	592-3853, Ext.
4403		
Joe Prosek	Principal – Middle School	592-3854, Ext. 3202
Peter Franklin	Dean of Students - Middle School	592-3854, Ext. 3230
Michael Pisani	Principal – Elementary School	592-3842, Ext. 2102
Amy Fassbender	Principal – Primary School	592-3855, Ext. 1002
Paula Larrabee	Director of Food Service	592-3853, Ext. 4433
Neal Reible	Director of Facilities	592-3851, Ext. 5447
Andrea Rubino	Student Services Coordinator (K-5)	592-3851, Ext. 5485
Adrai Schroeder	Student Services Coordinator (6-12)	592-3851, Ext. 4509
Tyler Potter	Technology Integrator	592-3853, Ext. 4431
Jenna Cramer	Instructional Coach (MS & HS)	592-3854, Ext. 3218

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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 excellence.

Philosophy:

The School District of Lodi will provide all students with the opportunity to acquire a diversified education in accordance with Department of Public Instruction standards, Board of Education policies, and administrative procedures. It is the sole intent of the Board of Education and the Administration to provide learning opportunities designed to promote the maximum intellectual, social, and physical potential of each student. The School District of Lodi shall strive to provide:

- the best means for students to acquire and apply fundamental intellectual skills.

- guidance and training necessary to develop social competencies which permit children and young adults to achieve the highest degree of self sufficiency, self worth, and confidence.
- an environment which allows students to develop into emotionally stable, well-adjusted young adults who can interact in a harmonious manner with respect and concern for all human beings.
- diversified enrichment opportunities, in accordance with each student's capabilities, as a means of promoting physical and mental health.
- an education that prepares students for occupational, academic and technical programs beyond high school and also prepares them for effective participation in the economy as consumers or producers.
- opportunities for students to learn about other cultures and their own heritage.
- appropriate educational programs for students with exceptional educational needs.

The Board of Education, in cooperation with staff, administration and community, will establish annual goals to foster on-going implementation of the district philosophy.



District Office
115 School Street
Phone: 608.592.3851
Fax: 608.592.3852

High School (9-12)
1100 Sauk Street
Phone: 608.592.3853
Fax: 608.592.1045

Middle School (6-8)
900 Sauk Street
Phone: 608.592.3854
Fax: 608.592.1035

Elementary/OSC Schools (3-5)
101 School Street
Phone: 608.592.3842
Fax: 608.592.1025

Primary School (Pre-K-2)
1307 Sauk Street
Phone: 608.592.3855
Fax: 608.592.1015

Dear Substitute:

Welcome to the substitute teaching staff for the School District of Lodi. Emma Neumaier is the Substitute Coordinator and has the responsibility for your daily assignment.

As a substitute teacher you are an important member of the School District of Lodi's professional staff. Substitute teachers have the challenging responsibility of maintaining a sound educational environment in the absence of the teacher normally assigned. Your services to the children and teachers of the School District of Lodi are both necessary and important, and your work is deeply appreciated.

This handbook is designed to assist you in your responsibility, and we hope that you will find it helpful. We appreciate your efforts and wish you the very best in the task that lies ahead.

Sincerely,

Dr. Nicholas Karls

Dr. Nicholas Karls
Director of Curriculum & Instruction

Expectations

Qualifications:

- Substitute teachers must possess a valid Wisconsin Department of Public Instruction teaching license or substitute permit.
- Substitute support staff requirements will vary with each position.
- Support the mission and beliefs of the School District of Lodi in each assignment.
- Must demonstrate the ability to work effectively with students of all ability levels and to establish and maintain good rapport while working closely with other staff and administrators.

Hours and Duration of Work

Full Day – Teachers:

7:30 a.m. – 3:30 p.m.

Half Day – Teachers:

AM= 7:30 a.m. – 11:30 a.m.;

PM= 11:30 a.m. – 3:30 p.m.

Non teacher subs: Work the hours indicated in their assignment in Frontline. Most schedules include a ½ hour unpaid lunch.

Support staff substitutes are expected to work the entire scheduled hours of the staff person they are filling in for or for the hours they have been assigned. Report to the school office for directions on check-in procedures and any scheduling changes for the day. Follow all policies, rules and procedures that regular staff are subject to, and do other duties as assigned. At the end of your day, report to the office to return any necessary materials and to report any important information to the appropriate supervisor.

Substitute Assignment

The frequency of being contacted for an assignment depends on a substitute's previous job performance and availability for assignments. The teacher substitute is responsible for the teacher's workload and completion of necessary paperwork (attendance, grading etc.). It is our intention to hire substitutes in the areas in which you prefer to work, however there are times when substitute teachers will be directed to rotate to more than one classroom for their daily rate of pay. It is at the building principal's discretion as to the substitute's utilization for that assignment.

Confidentiality

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. Individual employees are not permitted to decide which pupil information is directory information such that it can be disclosed. Employees should check with their immediate supervisor before disclosing any pupil information they obtain because of their position as an employee of the District. The law and respect for our students require that student issues are only discussed with employees and parents who need to know the information. In addition to student information, requests for District records shall be referred to the appropriate administrator. Student records shall be maintained in the School District to assist school personnel in providing appropriate educational experiences for each student in the District.

For purposes of Board policy and its implementing guidelines, student records will include data kept in any form regarding students. Confidentiality provisions shall apply to

information maintained in record form and oral exchanges regarding the contents of such record information. See Board of Education Policy No. 347 Rule

All substitute staff with access to confidential information are expected to maintain strict levels of confidentiality about all children.

Supervision

Never leave a class unattended. You are expected to be with the students assigned to you at all times.

Teacher Specific Information

- Teacher substitutes are to assume the responsibility for instructing the classes when the teacher is absent as well as other responsibilities for that teacher during the time the teacher is absent (recess or hall monitoring, etc.) Please make every effort to continue the instructional program according to the lesson plans left by the classroom teacher. The Principal needs to be informed if lesson plans are not available.
- Introduce yourself to your class and write your name on the board.
- It is important to leave the teacher a brief summary of the activities of the day for continuity of learning for the students. Please include material not covered or materials and activities utilized that were not in the teacher's plans. Be accurate in reporting absences, work covered, attitudes of students, and other helpful comments. Your feedback is important.
- Prepare lesson plans with assistance, as directed by administrator, when lesson plans are not available in the classroom.
- Maintain appropriate records, including checking papers, recording grades, (if long term) student assignments for homework, projects and the necessary clerical work required to maintain student records.
- Leave the classroom/workspace orderly with collected assignments corrected if appropriate.

Procedures

Procedures for Calling Substitutes:

Frontline will call starting at 5:30 a.m. to fill assignments for the same day. Whenever possible, requests for a substitute made in advance will be filled in advance. If a staff member must leave work during the day, you may be called to fill a half-day afternoon assignment.

Substitutes should enter any days they do not wish to work into Frontline as non-work days. Frontline will not call you for jobs on those days.

Teachers Assigning Substitutes:

Teachers have the option to assign their own substitutes in Frontline. Teachers should use Frontline to check availability before asking a sub to take a job for them. If the sub is already assigned somewhere else, the teacher should not ask, nor should the sub offer, to cancel an assignment in order to take the new assignment.

Frontline may not send a confirmation email to subs when a teacher assigns them. Substitutes are encouraged to check their Frontline calendar frequently.

Canceling a Job in Frontline:

We expect every substitute to show up for their job on the day they are assigned. However we understand that illness and emergencies do occur and sometimes you must cancel your assignment. The Substitute Coordinator will monitor cancellations throughout the year. If it appears that a substitute is often cancelling assignments that they have previously accepted, the district reserves the right to remove that substitute from the substitute roster.

It is very important to give as much advance notice as possible when canceling an assignment. If you must cancel within 24 hours before your start time, please cancel in **FRONTLINE and call the building you were assigned to** so that you can make them personally aware of the need to cancel. If no one is at the building when you call you should leave a message with a call-back phone number.

Tutorials for FRONTLINE are available by logging in to your account and clicking on the “?” located on the menu bar.

Keys for unlocking rooms

Keys are issued in the main office when you check in at 7:30 a.m. and should be turned back in before you leave for the day. The charge for a lost key can be up to \$100.00. Please sign out keys in the front office.

Teacher Substitute Folders or Binders

Each classroom teacher has developed a special folder or binder for substitute teachers that are kept with the lesson plan book in a place easily accessible to a substitute. The folder should contain informational items. Through the preparation of lessons and activities, classroom teachers help make the experience successful for both the substitute teacher and the students. It is the responsibility of each classroom teacher to have current lesson plans available 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 completed and/or corrected. Please inform the building principal or office staff if a substitute binder or folder is not available.

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, Title I, physical education, art, music lessons, flextime, etc.).
6. Notes on special students' 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 critical health problems and students who will need to report to the office for medication.
9. The teacher's duty schedule such as corridor, study hall, playground and other assigned supervision, and fire/tornado drill responsibilities.
10. An explanation of emergency procedures, i.e. tornado, fire, bomb threat, etc.

11. Regular education classroom assistants, as a part of their substitute assignment, should be prepared to assume recess/playground duties if required as well as crossing guard duties.

Employee Time Sheets

Frontline will be your official record of time worked. It is very important that you sign-in at the front desk each day of an assignment. This sign-in sheet becomes part of your official timesheet.

Substitute IDs

ID badges are issued to all substitute staff at the building front office. For security purposes, you must wear this ID while subbing. Badges should be returned to the front desk at the end of the day.

Change in Availability

Enter non-work days in Frontline. This lets the district know you are not available to sub and keeps Frontline from calling you on those days when you are unavailable to sub.

Change in Name, Address, Phone Number

A change of name, address or telephone number should be relayed to the substitute coordinator.

Resignations

Substitutes are to notify the Substitute Coordinator if they would like to be taken off the substitute list.

Administrators

Building principals are available to assist you in carrying out your duties and respond to questions. Please contact them if you need something for the time you're teaching in the building, or would like to share a concern. Principals and/or teachers may complete a brief evaluation following your teaching assignment.

Substitute Employees have the responsibility to provide the best possible education for the students of the School District of Lodi. This responsibility encompasses the facilitation of educational excellence while providing a safe and caring environment.

Employees are representatives of the District, both in and out of the District. Employees will respect the rights of all students, parents, community members and other staff to be treated with courtesy.

Employees are expected to perform their duties based upon the most current factual information available. Employees will demonstrate effective interpersonal and communication skills. Oral and written communication will be timely in conveying necessary information. Employees will be conscientious and prompt in their attendance at work and appropriate meetings.

To affect the best possible learning situation for students, the Board expects that each of its employees, including Board members, will model positive behaviors. Employees will adhere to the highest educational standards.

General Rules of Conduct

All substitutes are considered employees of the School District of Lodi.

To assist with the efficient operation of the School District of Lodi and to ensure the safety and well being of those at the District, the following rules of conduct apply to all employees. The rules of conduct are not intended to restrict the legitimate rights and activities of employees, but rather are intended to help employees by defining and protecting the rights and safety of all persons working, attending, or visiting the District. Employees are expected to acquaint themselves with these rules as well as with other rules specific to their department. The conduct defined below (and specific department work rules) will subject employees to corrective action, including termination, depending upon the severity of the violation. Violations of policy include, but are not limited to:

- **Never have any kind of physical contact with a student.**
- **Absolutely no cell phone use is permitted when students are present.** This includes times you are either a hall monitor or on recess duty. If you carry your cell phone it must be on silent or vibrate. You may use your cell phone to check messages and return calls on your prep time or lunch hour only. If
- you need to be contacted in case of an emergency you should leave the phone number to the school and have the school administrative assistant notify you.
- Never bring food or beverage of any kind to share with students. Do not administer any medication to students (aspirin etc.)
- **FOLLOW THE LESSON PLAN. Do not bring personal movies or show unauthorized movies or Internet videos to the students.** If a lesson plan is not available, contact the main office.
- Falsification or unauthorized altering, deletion or omissions of records, employment applications, time sheets, work reports, departmental records, or other District documents.
- Intentional unauthorized disclosure of confidential or privileged information.
- Unauthorized use and/or possession of intoxicating beverages, narcotics or drugs on District premises; or reporting to work under the influence of intoxicating beverages, narcotics or drugs; being in an unfit condition to work.
- Threatening, intimidating or harassing others in the workplace or on District premises.
- Carrying weapons on District premises.
- Behaving in an overtly discourteous, abusive or disrespectful manner toward a fellow employee, supervisor, student or any other member of the District Community.
- Stealing, unauthorized removal, use, loss, damage, or destruction of property belonging to the District, employees, students or visitors of the District.
- Refusal to follow a work directive, carry-out assigned job duties or insubordination toward a manager, supervisor or management representative.
- Demonstrating any conduct or behavior, which constitutes sexual harassment, racial abuse or discrimination.
- Fighting, gambling, use of obscenities or abusive language at work.
- Violating or ignoring workplace safety standards and expectations.
- Unauthorized or misuse of e-resources or District software.
- Any and all other standards of conduct which the District has established or reasonably has the right to expect in conducting its business.
- BY STATE LAW, SMOKING IS NOT PERMITTED ANYWHERE ON SCHOOL GROUNDS.

Preventing Inappropriate Relationships with Students

Sexual relationships and sexual harassment between students and school employees is illegal and can result in criminal and civil penalties. Certain behaviors, even if innocent or initiated by a student, leave the school and employee vulnerable to accusations and investigations by both the district and law enforcement agencies.

We expect substitutes to respect the following guidelines.

A. Set Appropriate Boundaries with Students

Substitutes must establish and enforce clear and appropriate personal boundaries with students. Immediately discuss with the building administrator any questions on behavior that may lead to the appearance of being inappropriate. Some examples of questionable behavior are:

- Making suggestive comments.
- Giving inappropriate gifts of a personal nature.
- Offering rides to or from activities or events without approval and appropriate cause.
- Sending intimate letters, cards, text messages, e-mail messages or messages on social media.
- Telling jokes involving sexual content or innuendo.
- Touching inappropriately or repeatedly or in a manner that makes others uncomfortable.
- Flirting or “dating”.
- Engaging in familiar, playful exchanges around personal matters or physical characteristics.
- Exchanging or trying to exchange personal information without a professional reason.
- Making suggestive comments.
- Engaging in explicit sexual dialogue either in person or in writing including electronically.

B. Immediately Report any Inappropriate Behavior Initiated by a Student:

If an employee is the subject of inappropriate behavior by a student or a school employee, the employee should immediately stop it and document and report the incident in writing to the Principal or Director of Student Services. Document and report any further incidents so the Principal or Director can appropriately address the situation.

C. Immediately Report any Inappropriate Behavior Observed Between Students and Employees or Volunteers:

Employees should report observed inappropriate behavior between students and staff or volunteers.

A sexual relationship between a school employee and a student is child abuse. The law requires school employees including substitutes to report any suspected child abuse to the appropriate authorities. The School District of Lodi also requires substitutes and other employees to make a report of any suspected inappropriate behavior that they observe or consider to be sexual harassment to the Principal and/or the Director of Student Services.

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 the 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.

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, administrators, administrative assistants, substitutes etc.

Personal Emergency

Be sure the office has a copy of your personal emergency numbers on hand should you be involved in a personal emergency.

Illness in the Classroom

If a child is injured or complaining of illness, send him/her to the health room at the office with a note stating the problem. Call the office to make them aware that you are sending a student to them.

If a child has bled from an injury or vomited, avoid contact with the body fluid and call the front office to request clean up.

All head injuries should be reported to the office.

Body Fluid/Blood Borne Pathogen Exposure

Immediate Action: Contact school nurse or administrator of building to report and/or determine exposure.

Go to the nearest clinic or hospital emergency room to report exposure and begin treatment as soon as possible, preferably within an hour of exposure.

Administrator or school nurse will ensure the victim fills out the staff incident report and copies go to the District Office and Student Services.

If exposure is at an after-school activity, report to the emergency room and notify the administrator as soon as possible.

Blood Borne Pathogens:

Definition of an exposure: Blood or a body fluid containing blood (ie semen, vaginal fluid, vomit only if blood is present in it, blood itself), gets into a cut in your skin, your mouth, or eyes. This can happen if a student has a cut, nosebleed, or from a needle if you are handling a needle they may have used, i.e., insulin, epi-pen. If you have a question about an exposure, contact the administrator of the building you are subbing in. If they have questions they'll contact the school nurse or the ER. If you've been exposed you will need to be seen in the Emergency Room at Sauk Hospital preferably, as they have a protocol for exposures. They will screen your blood and if appropriate and with parents consent, test the students blood that exposed you. If adult to adult, same routine. You will then be followed up medically over a period of time. Hepatitis B shots come as a series of 3, the first 2 a month apart and the last 6 months later. You would be responsible for getting these on your own if you like. Most school sub positions are not at high risk of a BBP exposure. If you were to be exposed, you would also need to fill out an incident report and file it with the District Office and keep a copy for yourself.

COVID-19:

Please see COVID - 19 Action Plan for more information.

Any questions contact:

Jean Winter RN, School Nurse (608) 438-3100 winteje@lodischoolswi.org

Incident Reports: Incident reports are filled out for students or staff if an injury has occurred as a result of a fight or accident on school equipment. If in doubt, check with the office administrative assistant about the need to fill one out. It is better to be safe than sorry. Even if you didn't witness the accident, you are responsible for filling out the form, if you are the first adult being informed by the students. If a student reports, fill out and give to the administrator of the building. If it is you, make a copy and send to the DO and keep a copy for yourself, as well as giving one to the administrator of the building you are in. If you slip, fall, or experience anything that might result in a doctor, or chiropractor appointment, fill out an incident report.

Drug, Alcohol, and Tobacco- Free Workplace:

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

Prohibited Acts-Drugs and Alcohol: The manufacture, distribution, dispensation, possession, use of or presence under the influence of alcohol, hazardous inhalants, controlled substances or substances represented to be such, synthetic drugs or unauthorized prescription medication is prohibited on school premises or at school activities. In addition, the District prohibits an employee from engaging in the manufacture, distribution, dispensation, possession, or use of illegal drugs, controlled substances or unauthorized prescription medication at any time and in any location even where the employee is not on District premises or on work time. Employees of the school system shall not possess, use, or distribute any illicit drug 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 violates the District's Drug and Alcohol Policy may be disciplined, up to and including discharge. All school employees shall cooperate with law enforcement agencies in investigations concerning any violation of this provision. See Board of Education Policy No. 522.1& 41

Tobacco Products: Employees shall not use or possess tobacco products on District premises, in District vehicles, nor in the presence of students at school or school-related activities. Employees are also prohibited from the use of smoking of electronic "vape" or other substitute forms of cigarettes, clove cigarettes and any other lighted smoking device for burning tobacco, nicotine or any other substance on School District of Lodi premises. Employees who violate this policy will be subject to disciplinary action, up to and including termination from employment. See Board of Education Policy No. 522.1

MANDATORY REPORTING OF CHILD MALTREATMENT

The Wisconsin Department of Public Instruction requires that all school employees, including substitutes, complete a mandatory child abuse and neglect training. The training webinar can be accessed through the Wisconsin DPI website. The School District of Lodi must have a copy of your completion certificate.

Neglect and Abuse: Please see the Emergency Nursing Manual for what constitutes a report and the phone numbers for each county. Certainly contact the administrator, guidance or school nurse if you need to talk, but the person who sees or hears the student report the abuse, is the person to make the call to Social Service. This is an anonymous call, and it is up to them to determine what is going on in the home. We only need to report.

Salary and Pay Schedules

- **TEACHER.** Qualified teacher substitutes shall be paid at a daily rate established annually by the Board of Education.
- **LONG-TERM SUBSTITUTE.** Qualified long-term substitutes shall be paid at a daily rate established by the Board of Education. Please contact the District Office for more information.
- **EDUCATIONAL ASSISTANTS/ADMINISTRATIVE ASSISTANTS.** Shall be paid at an hourly rate established annually by the Board of Education. Individuals who work a minimum of 250 hours per year and work in each month of the school year (September – May) will receive an additional payment of \$0.50 per hour at the end of the school year.
- **CUSTODIANS** shall be paid at an hourly rate established annually by the Board of Education.
- **FOOD SERVICE** will be paid at an hourly rate established annually by the Board of Education.

Pay Schedule

Substitutes will be paid on the 15th of the month for work completed the 16th thru 31st of the prior month. You will be paid on the 30th of the month for work completed the 1st thru 15th of the current month.

Wisconsin Retirement System

Once an employee becomes eligible for WRS, eligibility continues until:

*The employee-employer relationship has been terminated for 12 or more consecutive months.

*The employee terminates and receives a benefit under Wis. Stat. §40.23 (retirement annuity), 40.25(1), (2) (separation benefit or lump sum payment) or 40.63 (disability annuity).

Direct Deposit

Direct deposit of your payroll check is mandatory.

Emergency School Closing Information

Should inclement weather or other emergency situation(s) require the District to close school(s) substitutes should monitor these local TV and radio stations in addition to their email and Sub News Letter. Local television and radio stations will also be notified by 6:00 a.m. or as soon as practicable. Please check local media if you do not receive a phone call or an email.

Stations:

WISC-TV Channel 3
WMTV Channel 15
WKOW TV Channel 27

The following Radio Stations will receive and broadcast information from the School District of Lodi regarding school closings or delayed start times. You should watch/listen for information when weather is questionable.

Radio Stations

Clear Channel Radio	(Includes: WTSO 1070 AM/WIBA 1310 AM/ WIBA 101.5 FM/WZEE 104.1 FM/ /WMAD 96.3 FM)/WXXM 92.1 FM)
Magnum Radio Group	(Includes: WDLN 900 AM/WNNO 106.9 FM or 95.9 FM/WBKY)
WPDR-WDDC	1350 AM/100.1 FM
WNWC	102.5 FM
WOLX/WMMM Triple M	94.9 FM/105.5 FM/105.1FM

Frontline will attempt to reach those substitutes assigned for the day to alert them of a school closing or delay, however it is recommended that you check the above listings when there is inclement weather.

Book Policy Manual Section 500 - Personnel Title Non-Teacher Substitutes
Code 544 Status Active Adopted May 5, 1986 Last Revised September 14, 2015

Non-Teacher Substitutes

No. 544

(A) 5-5-86

(R) 2-10-92

(R) 8-9-93

(R) 2-12-96

(R) 3-11-96

(R) 7-8-96

(R) 9-14-15

A substitute is defined as a person who temporarily occupies the position of a regular employee who is absent for paid or unpaid leave or vacation but who is contracted to return from such absence. A substitute may be a part-time contracted employee or a non-contracted individual. Salaries for district employed non-teacher personnel who work extra time as a substitute will be paid based on their contracted rate with the district. Salaries for non-contracted individuals hired as substitute administrative assistants, substitute educational assistants, substitute food service employees, substitute maintenance/custodian employees will be reviewed on an annual basis by the Board of Education.

After ten (10) consecutive days of substituting, the person shall be considered a long-term substitute. Long term substitutes shall earn one day sick leave for each twenty days worked, one day paid time off leave for each ninety consecutive days of substituting. Leaves may not be taken by qualifying employees until after they have been earned.

Legal

Legal Reference: s.109.03; s.111.70; s.111.31; s.111.395

Substitute Teacher Daily Report

Complete this form OR use Feedback in Frontline.

1. Review of lesson and a brief description of how the day went:

2. Students who are absent or tardy are:

3. Behavior problems and action taken to resolve problems, including a review of any parent contacts.

4. Important announcements from office or other personnel:

5. Inform the classroom teacher of anything he/she could do to make a day go better for the substitute.

Please attach:

- ◆ Copy of any handouts or letters that were sent home with students.
- ◆ Accident reports or behavioral reports.

Substitute

Date

New Health Insurance Marketplace Coverage Options

General Information

When key parts of the health care law took effect in 2014, you were eligible for a new way to buy health insurance: the Health Insurance Marketplace. To assist you as you look at options for you and your family, this notice provides some basic information about the new Marketplace and the employment based coverage offered to you.

What is the Health Insurance Marketplace?

The Marketplace is designed to help you find private health insurance that meets your needs and fits your budget. The Marketplace offers "one-stop shopping" to find and compare private health insurance options. You may also be eligible for a new kind of tax credit that lowers your monthly premium right away. Annual open enrollment for private health insurance coverage through the Marketplace runs during the months of November, December, January and February. The specific timeline will be announced each year.

Can I Save Money on my Health Insurance Premiums in the Marketplace?

You may qualify to save money and lower your monthly premium, but only if your employer does not offer coverage, or offers coverage that doesn't meet certain standards. The savings on your premium that you are eligible for depends on your household income.

Does the Health Insurance We Offer to You Affect Your Eligibility for Premium Savings Through the Marketplace?

Yes. If we have offered you health coverage that meets certain standards, you will not be eligible for a tax credit through the Marketplace and may wish to enroll in our health plan. However, you may be eligible for a tax credit that lowers your monthly premium or a reduction in certain cost-sharing if your employer does not offer coverage to you at all or does not offer coverage that meets certain standards. If the cost of self-only coverage under our health plan is more than 9.56% of your household income for the year, or if our health plan does not meet the "minimum value"¹ standard set by the Affordable Care Act, you may be eligible for a tax credit.

Note: If you purchase a health plan through the Marketplace instead of accepting our health plan coverage, then you may lose our contribution (if any) to your coverage under our health plan. Also, our contribution—as well as your employee contribution—is often excluded from income for Federal and State income tax purposes. Your payments for coverage through the Marketplace are made on an after-tax basis.

How Can I Get More Information About the Marketplace?

The Marketplace can help you evaluate your coverage options, including your eligibility for coverage through the marketplace and its cost. You can visit HealthCare.gov for more information, including an online application for health insurance coverage and contact information for a Health Insurance Marketplace in your area.

¹ An employer-sponsored health plan meets the "minimum value standard" if the plan's share of the total allowed benefit costs covered by the plan is no less than 60 percent of such costs.

Information About the Health Coverage Offered by Your Employer

If you complete an application for coverage through the Marketplace, you will be asked for information about our health plan. The information below will help you complete an application for coverage in the Marketplace.

Employer Name: School District of Lodi
Employer Identification Number (EIN): 39-6003127
Employer Address: 115 School Street, Lodi, WI 53555
Employer Phone Number: 608-592-3851
Who can we contact about employee health coverage at this job? Phone Number (if different from above): E-mail address:

- You may also be asked whether or not you are currently eligible for our health plan or whether you will become eligible within the next three months. In addition, if you are or will become eligible, you may be required to list the names of your dependents that are eligible for coverage under our health plan.

If you would like information about the eligibility requirements for our health plan, please read the eligibility provisions described in the Summary Plan Description for our health plan. You can obtain a copy of the Summary Plan Description by contacting your Employer at the phone and/or email listed above.

- If you are eligible for coverage under our health plan, you may be required to check a box indicating whether or not our health plan meets the minimum value standard. Our health plan coverage meets the minimum value standard.
- If you are eligible for coverage under our health plan, you may be asked to provide the amount of premiums you must pay for self-only coverage under the lowest-cost health plan that meets the minimum value standard. If you had the opportunity to receive a premium discount for any tobacco cessation program, you must enter the premium you would pay if you received the maximum discount possible for a tobacco cessation program.

If you would like information about the premiums for self-only coverage under our lowest-cost health plan, please contact your Employer at the phone and/or email listed above.

- You may also be asked whether or not we will be making certain changes to our health plan coverage for the new plan year. As usual, we will notify you about changes to our health plan coverage after we approve any such changes and inform employees about those changes at the appropriate time. If you are not sure how to answer this question on your Marketplace application, please contact the Marketplace.

SCHOOL DISTRICT OF LODI

403(b) UNIVERSAL AVAILABILITY NOTICE

The School District of Lodi (the "District ") offers a 403(b) plan for eligible employees of the District. Employees are eligible to participate as described below:

0All employees are eligible to participate in the 403(b) plan.

A 403(b) plan is a tax-defe1Ted retirement program that permits an employee to reduce his or her compensation on a pre-tax and /or after-ta x (Roth) basis and have the contribution deposited into a 403(b) account that the employee sets up with a 403(b) vendor. Amounts deposited into a 403(b) account and any earnings on those contributions are generally not taxed until the employee makes a withdrawal from his or her 403(b) account following separation from service with the District, unless contributions are made on an after-tax basis.

The District maintains a list of approved 403(b) vendors and appropriate contact information for each vendor. A copy of this list is available from the district business office. Employees should contact each vendor for information about the 403(b) products and services it offers.

To enroll in the'403(b) plan, an employee must complete a salary reduction agreement (SRA) and the vendor's application. The SRA will only apply to amounts earned after enrolling in the plan. This contribution will continue unless it is modified or revoked in the future. The District has established policies that enable you to increase or decrease your contribution, stop your contribution, or change from one authorized 403(b) vendor to another. Employees may get the necessary enrollment forms from the district business office. Additional information on District policies and other 403(b) plan rules can be obtained with the enrollment materials.

Year	:Basic Elective Contribution Limit	Age 50+ Catch-Up Contribution	15 Years of Service	Total Contribution Limit
2019	\$19,000	\$6,000	N/A	\$25,000

Annual contributions to the 403(b) plan are limited per IRS regulations. Below are the limits for the 2019: calendar year.

Disclosure to employees: The District has no liability for any employee's election to participate in the 403(b) plan, choice of 403(b) vendor(s), or expected tax consequences resulting from participating in the 403(b) plan. The District does not provide tax, legal or investment advice and recommends that employees seek advice from professionals who specialize in these areas.

School District of Lodi
403{b) Approved Vendor List

WEA TSA TRUST

Sharon Schmidt

PO Box 7893

Madison, WI 53707-7893

(800) 279-4030

LODI PRIMARY SCHOOL

1307 Sauk Street

Lodi, WI 53555

Phone - 608-592-3855

Fax - 608-592-1015

Teacher Workday:	7:30 a.m. – 3:30 p.m.
Student Schedule:	7:45 a.m. – 2:55 p.m.
Principal:	Amy Fassbender Ext. 1002
Office Assistants:	TBD - Ext: 1001 Andrea Giese – Ext. 1000

Check In/Check Out Procedures:

Report to the main office. You will be provided with a key to the classroom and directions to the classroom. Prior to leaving, return all items to the main office.

Substitute Hours

Substitute hours are 7:30 to 3:30. Morning assignments will be 7:30 to 11:30. Afternoon assignments will be 11:30 to 3:30.

Content of Teacher Folder at Desk:

- Student Roster and Seating Chart
- Any emergency/medical information
- Time and procedures for special classes
- Procedures for students leaving for special education, music lessons, flex time.

Lunch and “Special” Classes Procedures:

Teacher dismisses students from the classroom and walks students to the playground, recess, lunchroom, art room, gym, or music room. Students are escorted from recess back to the classroom.

Dress Code:

Please dress in an appropriate professional manner. Ties are not required. Teachers are permitted to wear shorts that are an appropriate length. PE teachers are permitted to wear wind pants or sweat suits. No hats or clothing with inappropriate slogans are allowed in the school.

Personal Belongings:

Keep all personal belongings with you at all times. Do not bring valuables with you and do not leave personal belongings unattended. The room key is your responsibility and is to be kept with you at all times during the substitute assignment. Do not lend the key to anyone.

Facilities Available for Use:

- Hot lunch is available in the cafeteria. Milk can be purchased separately.
- A tossed lettuce salad or wrap/croissant and milk are available daily for lunch. Please notify the main office by 8:30 AM if you would like to order this for lunch.

- A staff lounge with microwave, drink machine, refrigerator, and staff restroom are available.
- The Library Media Center is also available.

Daily Announcements:

Announcements will be over the P.A. beginning at 8:15 a.m. with greetings, pledge and any other appropriate messages for the day.

Emergency Procedures:

If an emergency arises, either you or a designated student **must call the main office immediately**. The office staff is trained in the building emergency procedures and will be able to assist you appropriately. Refer to the Emergency/Preparedness Procedures.

Emergency procedures are posted in each classroom and included in the teacher substitute folder. Emergency drills are conducted on a routine basis. Students are familiar with each emergency procedure.

Classroom Rules and Procedures:

Rules and procedures are included in the teacher substitute folder. For discipline issues requiring intervention, complete the Discipline Referral Form and send it with the student to the main office. In addition, call to notify the office staff that the student is to report in. Check subfolders for alternate procedures for students with special needs.

Procedures for Student Absence:

Record all absences on a note for the teacher. Report absences by putting an absence slip in your school business envelope. Put the envelope outside your door and it will be picked up by 8:30 a.m. or call the office at ext. 1000.

Handling Money:

Do not handle money at any time for any reason. Refer the student to the main office.

Keys:

Keys are issued in the main office when you check in at 7:30 a.m. Keys must be turned back in before you leave for the day. The charge for a lost key is \$100.00.

Materials/Equipment:

Check with the main office or another teacher in the department if you do not have the necessary materials/equipment needed to follow the lesson plan. If you need to make copies, contact the main office.

Special Duties:

You are expected to perform all of the duties assigned to the teacher. During teacher's prep time once all other teacher assigned tasks are completed please check in with the main office.

General Building Rules:

- Be respectful
- Be responsible
- Be safe

LODI ELEMENTARY/OSC

101 School Street

Lodi, WI 53555

Phone - 608-592-3842

Fax - 608-592-1025

Teacher Work Day: 7:45 a.m. – 3:45 p.m.
Student Schedule: 8:05 a.m. – 3:05 p.m.
Principal: Michael Pisani – Ext. 2102
Office Assistants: Beth Lang – Ext. 2100
Jen Morgan– Ext. 2101

Check In/Check Out Procedure:

Report to the main office. You will be provided with a key, daily report forms and directions to the classroom. Prior to leaving, complete the daily report forms, and return all items to the main office.

Substitute Hours

Substitute hours are 7:30 to 3:30. Mornings assignments will be 7:30 until 11:30. Afternoon assignments will be 11:30 to 3:30. **Required:** You are required to check in with the office on your prep period once all other teacher assigned tasks are completed to see if assistance is needed. You may be directed to cover another class during your prep period or assist in the office with filing or in the library etc.

Lunch Procedure:

Teacher dismisses students from the classroom and walks students to the playground/cafeteria. Students are escorted from the playground to the cafeteria or the cafeteria to the playground. Teachers pick up students at the cafeteria/playground. A 30-minute duty free lunch period is available in each teacher's schedule.

Dress Code:

Please dress in an appropriate professional manner. Ties are not required. Teachers are permitted to wear shorts that are an appropriate length. PE teachers are permitted to wear wind pants, or sweat suits. No hats or clothing with inappropriate slogans are allowed in the school.

Personal Belongings:

Keep all personal belongings with you at all times. Do not bring valuables with you and do not leave personal belongings unattended. The room key is your responsibility and is to be kept with you at all times during the substitute assignment. Do not lend the key to anyone.

Facilities Available for Use:

- Hot lunch is available in the cafeteria. Milk can be purchased separately. A chef salad and milk is available daily for lunch. Please notify the main office by 8:30 AM if you would like to order this for lunch.
- A staff lounge with microwave, drink machine, refrigerator, and staff restrooms are available.

- The Library Media Center is also available.

Daily Announcements:

Announcements will be read over the PA beginning at 8:10 a.m. with greetings, the Pledge of Allegiance and any other appropriate messages for the day.

Emergency Procedures:

If an emergency arises, either you or a designated student **must call the main office, 2100 immediately.** The office staff is trained in the building emergency procedures and will be able to assist you appropriately.

Emergency procedures are posted in each classroom and included in the teacher substitute folder. Fire/Emergency drills are conducted on a routine basis. Students are familiar with each emergency procedure.

Classroom Rules and Procedures:

Rules and procedures are included in the teacher substitute folder. For discipline issues requiring intervention, complete the Discipline Referral Form and send it with the student to the main office. In addition, call to notify the office staff (2100) that the student is coming.

Procedures for Student Absence:

Record all absences in the teacher grade book.. Report absences by calling ext. 2100. Please call by 8:20 a.m.

Handling Money:

Do not handle money at any time for any reason. Refer the student to the main office during passing time.

Keys:

Keys are issued in the main office when you check in at 7:30 a.m. Keys must be turned back in before you leave for the day. The charge for a lost key is \$100.00.

Materials/Equipment:

Check with the main office or another teacher in the grade level/department if you do not have the necessary materials/equipment needed to follow the lesson plan. If you need to make copies, contact the main office ext 2100.

Special Duties:

You are expected to perform all of the duties assigned to the teacher. During teacher's prep time once all other teacher assigned tasks are completed please check in with the main office.

General Building Rules:

- Be responsible
- Be respectful
- Be safe

TRIBES AGREEMENTS

- Mutual Respect
- Attentive Listening
- Right to Pass
- Appreciations/No Put Downs

LODI MIDDLE SCHOOL

900 Sauk Street

Lodi, WI 53555

Phone - 608-592-3854

Fax - 608-592-1035

Teacher Workday:	7:30 a.m. – 3:30 p.m.
Student Schedule:	7:58 a.m. – 3:15 p.m.
Principal:	Joe Prosek – Ext. 3202
Dean of Students:	Peter Franklin – Ext. 3203
Office Assistants:	Pam Cunningham – Ext: 3200 Jessie Lane – Ext. 3201

Check In/Check Out Procedures:

Report to the main office. You will be provided with a room key, daily report forms and directions to the classroom. Prior to leaving, please return all items to the main office.

Substitute Hours

Substitute hours are 7:30 to 3:30. You may be directed to cover another class during your prep period if needed..

Content of Staff Manual/Substitute Lesson Plans at Desk:

- Student Roster and Seating Chart
- Student medication/medical information
- Time and procedures for special classes
- Procedures for students leaving for special education, music lessons.

Lunch Procedure

Teacher dismisses students from the classroom at the bell. A teacher dining area is located in the Staff Lounge. A 30 minute duty free lunch is available in each teacher's schedule.

Dress Code:

Please dress in an appropriate professional manner. Ties are not required. Teachers are permitted to wear shorts that are an appropriate length. PE teachers are permitted to wear wind pants, or sweat suits. No hats or clothing with inappropriate slogans are allowed in the school.

Personal Belongings:

Keep all personal belongings with you at all times. Do not bring valuables with you and do not leave personal belongings unattended. The room key is your responsibility and is to be kept with you at all times during the substitute assignment. Do not lend the key to anyone.

Facilities Available for Use:

- Hot lunch is available in the Cafetorium. Milk can be purchased separately.
- A Staff Lounge with microwave, drink machine, refrigerator, and staff restrooms are available.
- The Library Media Center is also available.

Daily Announcements:

Daily announcements are read over the PA at the start of the day.

Emergency Procedures:

If an emergency arises, either you or a designated student **must call the main office immediately**. The office staff is trained in the building emergency procedures and will be able to assist you appropriately.

Emergency drills are conducted on a routine basis. There is an Emergency Preparedness Procedures manual, and a blue plastic folder, located on the wall by all classroom doors. In the case of evacuation (fire drill, etc.), the manual and folder should both be taken with you upon exiting the classroom. The blue folder contains class lists you will need for attendance purposes during an emergency. Students are familiar with each emergency procedure.

Classroom Rules and Procedures:

Rules and procedures are included in the teacher substitute folder. For discipline issues requiring intervention, please send the student to the main office. In addition, call to notify the office staff that the student has been sent there.

Procedures for Student Absence:

Record all absences each period. Report absences to the office each period by calling the office at ext. 3200 or 3201.

Handling Money:

Do not handle money at any time for any reason. Refer the student to the main office during passing time.

Keys:

Keys are issued in the main office when you check in at 7:30 a.m. Keys must be turned back in before you leave for the day. The charge for a lost key is \$100.00.

Materials/Equipment:

Check with the main office or another teacher in the grade level team if you do not have the necessary materials/equipment needed to follow the lesson plan. If you need to make copies, contact the main office.

Special Duties:

You are expected to perform all of the duties assigned to the teacher. During teacher's prep time once all other teacher assigned tasks are completed please check in with the main office.

Passes:

If a student needs to leave class, please follow the classroom teacher's procedures.

General Student Rules:

- Be respectful
- Walk, don't run
- Food or beverage in cafetorium only
- No gum or candy
- No electronics – unless being used in class.

LODI HIGH SCHOOL

1100 Sauk Street

Lodi, WI 53555

Phone - (608) 592-3853

Fax – (608) 592-1045

Teacher Workday:	7:30 a.m. – 3:30 p.m.
Student Schedule:	7:55 a.m. – 3:13 p.m.
Principal:	Joe Jelinek – Ext. 4402
Associate Principal:	Jason Marshall – Ext. 4403
Office Assistants:	Lynn Werderits – Ext. 4400 Dawn Schwartz – Ext: 4401 Cathy Treinen – Ext. 4436

Check In/Check Out Procedures:

Substitutes are to report to the main office for a room key, Substitute ID and directions. A floor plan of the high school is enclosed in this section. Prior to leaving, complete the daily report forms and return all items to the main office.

Substitute Hours

Substitute hours are 7:30 to 3:30. **Required:** You are required to check in with the office on your prep period once all other teacher assigned tasks are completed to see if assistance is needed. You may be directed to cover another class during your unassigned time or assist in the office with filing or in the library.

Content of Substitute Binder:

- Student Roster and Seating Chart
- Any emergency/medical information
- Time and procedures for special classes, homeroom supervision instructions
- Procedures for students leaving for special education, music lessons, and intervention.

Parking

Parking is available in the front west (Performing Arts Center) parking lot of the school, where staff members park.

Lunch Procedure:

A teacher dining area is located in the staff lounge. A 30-minute duty free lunch is available in each teacher's schedule. **NOTE:** If the teacher supervises lunch as part of his/her duties, we ask that you also do so (if you have 2nd or 3rd block prep available to have your duty-free lunch). Please, let the office know your plan to supervise.

Dress Code:

Please dress in an appropriate professional manner. No hats or clothing with inappropriate slogans are allowed in the school.

Electronic Communication Devices

Lodi High School has been 1:1 with Chromebooks for several years. Since cell phones and other personal devices are no longer needed as a tool for classroom use and cell phones and other devices present a constant distraction to many of our students, cell phones, Smartwatches, Fitbit, laptops or other personal electronic devices **are no longer allowed in the classroom** and are expected to remain in the student's locker.

Staff are also expected to follow these guidelines, not using their personal electronic devices in the classrooms during instructional time or when working with students. Staff may use these devices when on prep or break (support staff), but otherwise these devices are expected to be stored and turned off during instructional time with students.

Emergency Buckets

Each room is equipped with a bucket that contains emergency materials in case of a sustained lockdown/administrative hold. Staff should review the contents of these buckets in their classroom at the beginning of each school year.

Personal Belongings:

Keep all personal belongings with you at all times. Do not bring valuables with you and do not leave personal belongings unattended. The room key is your responsibility and is to be kept with you at all times during the substitute assignment. Do not lend the key to anyone.

Facilities Available for Use:

Lunch is available in the Cafeteria. Milk can be purchased. A Staff Lounge with microwave, drink machine, refrigerator, and staff restrooms are available. The Library Media Center is also available.

Daily Announcements:

Daily announcements are to be read at the beginning of your third block class. Contact the office for a copy of the daily announcements.

Emergency Procedures:

If an emergency arises, either you or a designated student must **call the main office immediately, ext. 4400**. The office staff is trained in building emergency procedures and will be able to assist you appropriately.

Emergency procedures are posted in each classroom and included in the teacher substitute folder. Emergency drills are conducted on a routine basis. Students are familiar with each emergency procedure. There is an Emergency Flip Chart by the door outlining all emergency procedures.

Classroom Rules and Procedures:

Rules and procedures are included in the teacher substitute folder. For discipline issues requiring intervention, call x 4400 to notify the office staff that the student is to report there. In addition, please complete a written version of the incident to be given to the office for possible further action.

Classroom Doors:

Classroom doors should be locked at all times. The door to the classroom may be open during teaching, but the door should be locked so that it can be pulled closed and secured quickly for safety reasons.

Procedures for Student Absence:

Record all absences each period by calling **the main office at ext. 4400** in the first 20 minutes of each period.

Unexcused Tardies:

A student who arrives late to any block without a properly completed pass is considered unexcused tardy. Students should expect consequences for unexcused tardiness. NOTE: Beyond 20 minutes tardy (1st block) or 5 minutes tardy (all other periods), a student is considered unexcused absent.

Two feet in the door is the minimum expectation for tardies, although teachers may establish stricter classroom guidelines to encourage prompt attendance and discourage tardiness. Such guidelines may include assignment of class points for student timeliness

Handling Money:

Do not handle money at any time for any reason. Refer the student to the main office during passing time.

Keys:

Keys are signed out in the main office when you check in at 7:30 a.m. Keys must be turned back in before you leave for the day. The charge for a lost key is \$100.00.

Materials/Equipment:

Check with the main office or another teacher in the department if you do not have the necessary materials/equipment needed to follow the lesson plan. If you need to make copies, there is a copier in the main office, English Wing and Math Wing.

Special Duties:

You are expected to perform all of the duties assigned to the teacher. During teacher's prep time, once all other teacher assigned tasks are completed, please check in with the main office.

Passes:

A hard blue plastic pass is available for students to check out from each classroom for emergency or bathroom needs. It contains a log of time out and in and must be filled out. Students cannot leave class at any time without a written pass from a teacher. Do not write a pass to another staff member without calling the person who is to receive the student. See the list of staff telephone extensions in the substitute folder.

Intervention Period - Substitute Expectations

Take attendance by calling down to the office like other class periods. Provide instruction and support to students assigned to your classroom for the remainder of the period.

Students may request to move to another intervention classroom. This should only be allowed under extenuating circumstances and after communication has occurred between all teachers involved. After these steps have been taken a student may move to another classroom if issued a pass from the sending teacher.

General Building Rules:

Be respectful

No passes (unless absolutely necessary, and then one person to a pass)

No backpacks, no purses, hats or hoods

Cell phones are not to be used in the classrooms.

Take attendance after students begin working; please report attendance by calling the main office at Ext. 4400 within the first 20 minutes

LODI HIGH SCHOOL

2020 – 2021

REGULAR DAILY SCHEDULE

Block 1	7:55 – 9:22
Block 2	9:32 – 10:59
1 st lunch	10:59 – 11:29
Block 3 (1 st lunch)	11:34 – 1:01
Block 3 (2 nd lunch)	11:04 – 12:31
2 nd lunch	12:31 – 1:01
Block 4	1:06 – 2:33
Intervention period	2:38 – 3:13

LATE START SCHEDULE

Block 1	9:55 – 10:54
Block 2	11:04 – 12:03
1 st lunch	12:03 – 12:33
Block 3 (1 st lunch)	12:38 – 1:37
Block 3 (2 nd lunch)	12:08 – 1:07
2 nd lunch	1:07 – 1:37
Block 4	1:42 – 2:41
Intervention Period	2:46 – 3:13

By 4:30 p.m. - All students are to be out of the building unless special advance arrangements have been made through the High School office. Access to the building will be restricted after 4:30 p.m. other than for co-curricular activities. **Students may not visit the other buildings during the school day, unless pre-approved by administration.**