Rev. Aug 2026

SCHOOL DISTRICT OF LA CROSSE

Dream • Believe • Achieve

SUBSTITUTE HANDBOOK

2026-2027 School Year

Effective: 7/1/2026

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Welcome Substitutes

(Changes and Additions to this handbook are noted in red text. Key points for substitutes to note are highlighted in yellow [gray if not printed in color].)

This booklet is a guide for the substitute staffing program in the School District of La Crosse. We hope the information will serve to inform and to assist readers in finding answers to the many questions they may have regarding substituting in the School District of La Crosse.

The School District of La Crosse recognizes substitute teachers, teacher assistants, health assistants, nurses, operation assistants, nutrition staff and administrative assistant substitutes as a very valuable asset to our educational process.

As a substitute in the district, you are a very important person. Whether your stay is short or continues over a long period of time, each time you substitute, you are responsible for the most important resource we have in this district – our students.

After you are hired as a new substitute you will receive the following emails. (Nutrition subs do not use AbMgt.)
netpost@aesoponline.com - Welcome to Frontline Education Absence Management (AbMgt)
no-reply@frontlineed.com – Invitation to set up account AbMgt account username and password.
hr@lacrossesd.org - Free Frontline Education Mobile App for substitutes...instructions

School District of La Crosse
Human Resources Administrative Assistant
24-Hour Voice Mail
(608) 789-7953

Directory of Elementary and Secondary Schools

High Schools	Address	Telephone	Principal
Central High School	1801 Losey Blvd. South	(608) 789-7900	Jeff Axness
		Associate Principal	Amber Erickson
		Activities Director	Jake Timm
		Dean of Students	Katie Green
Logan High School	1500 Ranger Drive	(608) 789-7700	Luke Madsen
		Associate Principal	Anthony Depaolo
		Activities Director	Tony Servais
		Dean of Students	Beth Forde
Polytechnic High School	228 5th Avenue South	(608) 789-8940	Quartell Roberson

Middle Schools	Address	Telephone	Principal
Logan Middle School	1450 Avon Street	(608) 789-7740	Kelly Schmitz
		Associate Principal	Samantha Parkhurst
		Dean of Students	Kalista Richardson
		Activities Director	Samantha Parkhurst
Longfellow Middle/LDI	1900 Denton Street	(608) 789-7670	Jon Baudek
		Associate Principal	Sarah Horton
		Activities Director	Abbi Strait
		Dean of Students	Abbi Strait

Elementary Schools	Address	Telephone	Principal
Emerson Elementary	2101 Campbell Road	(608) 789-7990	Eric Check
Northside Coulee Montessori	1611 Kane Street	(608) 789-7970	Sarah Bradle
Northside Elementary	1611 Kane Street	(608) 789-7970	Sarah Bradle
Hamilton Elementary	1111 South 7th Street	(608) 789-7695	Jenna Fernholz
Hamilton SOTA I	1111 South 7th Street	(608) 789-7695	Jenna Fernholz
Hintgen Elementary	3505 South 28th Street	(608) 789-7767	Amy Oliver
North Woods International	N2541 Sablewood Road	(608) 789-7000	Garrett Fischer
Southern Bluffs Elementary	4010 Sunnyside Drive	(608) 789-7020	Amanda Durnen
Spence Elementary	2150 Bennett Street	(608) 789-7773	Dana Eide
State Road Elementary	3900 Pammel Creek Rd.	(608) 789-7690	Jacquelyn Lyga
Summit Environmental	1800 Lakeshore Drive	(608) 789-7980	Oscar Uribe

District-wide Off-Site Program	Address	Telephone	Principal
Integrated Support Ctr (5th – 12th)	1525 Losey Blvd	(608) 881-7795	Curt Teff
Bluffview Academy	300 North 4th Street	(608) 785-5537	Curt Teff
Coulee Region Virtual Academy (CRVA)	228 5th Avenue South	(608) 789-8940	Quartell Roberson

Standard Workday and Student Instructional Hours 2026 – 2027

All substitutes are to report on time and stay until the end of the scheduled assignment. Substitutes are to sign in on the DAILY "Substitute Sign In" sheet located in the school's office. Each Friday substitutes should log into Absence Management (AbMgt) to verify the hours worked for the current week. If hours are not correct, please contact the school office of where you worked to get the corrections made asap.

	Standard Workday	Student Instructional Hours
High Schools	7:45 a.m. to 3:35 p.m.	8:25 a.m. to 3:30 p.m.
Middle Schools	7:50 a.m. to 3:40 p.m.	8:25 a.m. to 3:30 p.m.
Elementary Schools	7:20 a.m. to 3:10 p.m.	7:45 a.m. to 2:25 p.m.
Alternative/Charters	**Standard Workday**	**Student Instructional Hours**
Bluffview Academy	7:40 a.m. to 3:30 p.m.	9:00 a.m. to 3:25 p.m.
La Crosse Polytechnic	7:35 a.m. to 3:25 p.m.	8:25 a.m. to 3:05 p.m.
Integrated Support Ctr	7:15 a.m. to 3:05 p.m.	8:00 a.m. to 2:30 p.m.

Basic Job Descriptions

Teacher Assistant (TA): A teaching assistant (sometimes called a teacher's aide (TA) or education assistant (EA) or paraprofessional) is an individual who assists a teacher with instructional responsibilities and/or is assigned to specific students with disabilities.

Administrative Assistant (AA): Administrative Assistants provide various kinds of administrative support.

Operations Assistant (OA): An Operations Assistant is a combination of the Teacher Assistant, Administrative Assistant, Finance Assistant, and/or Nutritional Assistant.

Health Assistant (HA): Health Assistants are responsible for the administration of medication and first aid under the direction of the school nurse. Health training will be provided.

Cook (Nutrition Services): General food preparation including food for breakfast and lunch, serving and clean-up. Serve as cashier online using automated Skyward program, working in kitchen, practice work simplification techniques, and work independently. Ability to reach, carry, push, bend, stoop, crouch, lift, and handle items weighing up to 40 pounds when performing duties. Stand and walk most of the day. Other duties may be assigned.

Substitutes can perform sub duties in multiple job areas. You must meet or attain the appropriate training to have additional job skills added to your Absence Management account. Contact the HR Administrative Assistant if you would like to be available for multiple job categories.

Specialized Program Descriptions

La Crosse Polytechnic: A project-based learning middle and high school located in downtown La Crosse. La Crosse Polytechnic's mission is for each individual student to "design their education." Teachers (or advisors in our context) assist students in their individual projects by acting as coaches, sounding boards, and "problem solvers." Advisors guide students through the project process and have an opportunity to lead small- or large-group projects. As a substitute, you will have a chance to take the role of advisor through one-on-one student conversations or leading large group projects. In our open concept building, you will also be able to reach out to any other staff member if needed.

Integrated Support Center: The School District of La Crosse's Integrated Support Center is a district operated off-site program designed to meet the needs of students with complex barriers to learning. The programs focus on strengthening multiple dimensions of health, as well as, mobilizing supportive systems of care through wrap-around programming. Each student will have an integrated support and learning plan that identifies his or her growth targets and developmental goals. Staff will work with other stakeholders to ensure each child has the supports and services necessary to achieve academic, personal, and social-emotional-behavioral success.

Bluffview Academy: The School District of La Crosse provides education to individuals under the age of 18 years who are residents of the La Crosse County Juvenile Detention Facility.

LaCrosseroads: An alternative program located within Logan High School and Central High School. The mission is to provide an alternative educational setting for youth who have been unsuccessful in a traditional setting. The school is geared to meet the needs of students who have made the decision to shape a better future for themselves.

General Employment Information

Placement on the substitute list is completed annually. Once you have been placed on the substitute list and have worked in the district in that capacity, you will be contacted during the summer months to verify ongoing employment for the following year.

Teachers

A current, valid Wisconsin teaching license or substitute teaching license must be on file in the Human Resources Office at the beginning of each school year to substitute teach in our district.

Substitute teachers working a full day are expected to be at the assigned school during the entire workday hours. Half day subs are expected to work the applicable time on the front/back end of the school day.

During prep time substitutes may be assigned to fill a different classroom, assist with office work, or help supervise students as part of their daily rate.

1. What is the difference between the Five-Year Long-Term Substitute license and the Three-Year Short-Term Substitute license?

- The Five-Year Long-Term Substitute license may be issued to an applicant who has completed a state-approved educator preparation program through an accredited four-year bachelor's degree granting institution. See the Five-Year Substitute License Requirements page for more information.
- The Three-Year Short-Term Substitute license may be issued to a person who holds an associate degree or higher from an accredited degree granting institution but has not completed a state-approved educator preparation program. See the Three-year Short-Term Substitute License Requirements page for more information.

2. How long can an individual with a Three-Year Short-Term Substitute license be in a specific assignment?

The Three-Year Short-Term Substitute license allows the holder to accept short-term substitute assignments in any subject at any grade level (no more than 45 days total in a specific assignment).

3. How long can an individual with a Five-Year Long-Term Substitute license be in a specific assignment?

The Five-Year Long-Term Substitute license allows the holder to accept long-term substitute assignments in the subject and grade level in which they are licensed (more than 45 days total in a specific assignment). The Five-Year Long-Term Substitute license also allows the holder to accept short-term substitute assignments in a subject and grade level outside of their license (no more than 45 days total in a specific assignment).

QUALIFICATIONS AND REQUIREMENTS

There are several requirements for substitute teaching and substituting as a teacher assistant in the School District of La Crosse.

1. **Substitute teacher assistants** must have a high school diploma. In addition, applicants must have either two years of education beyond high school (or 48 post high school credits), or applicants can qualify with an acceptable proficiency score on a district administered Workkeys assessment.

2. A **short-term substitute teacher** (those without a teaching degree) must have a valid short-term substitute license from the DPI. This requires a minimum of an associate degree or higher outside of the teaching field from an accredited college or university. Applicants must have successfully completed additional training such as the online training available on STEDI.org.

3. The DPI now allows college students who are at least 20 years of age, enrolled in an educator preparation program approved by the state superintendent that awards a bachelor's degree, has successfully completed a minimum number of credits to have achieved junior status, and who has completed 15 hours of classroom observation to be eligible for a substitute teacher license as well. Additional training including STEDI is not required.

4. A **certified substitute teacher** must have a valid, current Wisconsin teaching license. To obtain a license, please contact:

   Wisconsin Department of Public Instruction

   Applications are available on the DPI website at https://dpi.wi.gov/licensing/apply-educator-license

   Any questions may be directed to the telephone number 1-800-441-4563 or https://dpi.wi.gov/support/contact-us

   It is the substitute teacher's responsibility to remain currently licensed and to file such license with the School District of La Crosse Human Resources Office. The present cost of a teacher license is $125 for five years; or, $175 for graduates of out-of-state approved programs.

5. We only accept online applications for all substitute positions. Please go to the School District of La Crosse website and click on "Job Opportunities." Scroll down the page and click on whichever substitute position you are interested in. Follow the directions to apply for a substitute position on the Wisconsin Education Career Access Network (WECAN). Once your employment paperwork is completed, you will be asked to schedule a meeting with the HR Administrative Assistant for a paperwork review and account set up. Please bring your employment paperwork and a copy of your DPI license, if required for the position.

6. You must complete a W-4 federal withholding tax form to be filed with the district's payroll department. Please bring this form, your Social Security Card, and your driver's license with you when you attend the training session. We will photocopy your Social Security Card and driver's license. **All substitutes are paid through direct deposit. A direct deposit authorization form and a voided blank check must be on file in the payroll department.**

Pay Dates & Pay Rates

Check date is for work completed from:		Labor Reports & Timesheets Due to Payroll:	CHECK DATE
6/7/26	6/20/26	6/23/26	**7/3/26**
6/21/26	7/4/26	7/7/26	**7/17/26**
7/5/26	7/18/26	7/21/26	**7/31/26**
7/19/26	8/1/26	8/4/26	**8/14/26**
8/2/26	8/15/26	8/18/26	**8/28/26**
8/16/26	8/29/26	9/1/26	**9/11/26**
8/30/26	9/12/26	9/15/26	**9/25/26**
9/13/26	9/26/26	9/29/26	**10/9/26**
9/27/26	10/10/26	10/13/26	**10/23/26**
10/11/26	10/24/26	10/27/26	**11/6/26**
10/25/26	11/7/26	11/10/26	**11/20/26**
11/8/26	11/21/26	11/24/26	**12/4/26**
11/22/26	12/5/26	12/8/26	**12/18/26**
12/6/26	12/19/26	12/22/26	**1/1/27**
12/20/26	1/2/27	1/5/27	**1/15/27**
1/3/27	1/16/27	1/19/27	**1/29/27**
1/17/27	1/30/27	2/2/27	**2/12/27**
1/31/27	2/13/27	2/16/27	**2/26/27**
2/14/27	2/27/27	3/2/27	**3/12/27**
2/28/27	3/13/27	3/16/27	**3/26/27**
3/14/27	3/27/27	3/30/27	**4/9/27**
3/28/27	4/10/27	4/13/27	**4/23/27**
4/11/27	4/24/27	4/27/27	**5/7/27**
4/25/27	5/8/27	5/11/27	**5/21/27**
5/9/27	5/22/27	5/25/27	**6/4/27**
5/23/27	6/5/27	6/8/27	**6/18/27**
6/6/27	6/19/27	6/22/27	**7/2/27**
6/20/27	7/3/27	7/6/27	**7/16/27**
7/4/27	7/17/27	7/20/27	**7/30/27**
7/18/27	7/31/27	8/3/27	**8/13/27**
8/1/27	8/14/27	8/17/27	**8/27/27**
8/15/27	8/28/27	8/31/27	**9/10/27**

(ALL NON-STAFF PAYROLL CHECKS WILL BE MAILED TO THEIR HOME

26/27 SUBSTITUTE HOURLY RATES*:

	Hourly Rate	Long Term Hrly Rate
SUB ADM ASST	$16.50	$17.00
SUB COOK	$15.50	$16.00
SUB TCHR ASST	$15.70	$16.20
SUB TA (SPED)	$15.70	$16.20
SUB HEALTH ASST	$15.70	$16.20
SUB NURSE	$23.00	$23.50

* After 15 days in the same role, substitutes qualify for the long-term hourly rate and will be paid retroactively for the first 15 days at the higher rate when fulfulling a long-term sub assignment. On the 16th day, the long-term hourly rate begins.

26/27 SUBSTITUTE TEACHER RATES*:

	Daily Rate	Long Term Sub Daily Rate
Certified & Short Term	$150.00	$260.00
Special Education	$155.00	$260.00
Long-Term - All Teaching Positions (16th Day)		$260.00

****LONG TERM SUBSTITUTE NOTES:**

1) The first 15 days are paid at the regular substitute rate, then on the 16th consecutive day in the same position the long term pay rate is effective.
2) The three-year short term substitute permit allows the holder to accept short-term substitute assignments in any subject at any grade level (no more than 45 days total in a specific assignment).
3) The five-year long-term substitute license allows the holder to accept long-term substitute assignments in the subject and grade level in which they are licensed (more than 45 days total in a specific assignment). The five-year long term substitute license also allows the holder to accept short-term substitute assignments a subject and grade level outside of their license (no more than 45 days total in a specific assignment).

Substitute pay is reported via Absent Management from each school. Substitutes are paid every two weeks via direct deposit. A time lapse of two weeks is necessary to allow for transfer of records to the payroll department. Benefits for substituting are noted in the benefit section of this handbook. In the event of a school cancellation, payment will not be provided. Assignments will be cancelled by the HR Administrative Assistant on cancellation days.

SUBSTITUTE TEACHERS:

All substitute teachers are paid in half day or full day increments. At the minimum, substitutes will be paid for a half-day of work based on the employee's regular full day schedule. Full day schedules include a 30-minute duty free, unpaid lunch. The pay rate for a full day will be established annually by the Human Resources Office.

Substitute Support Staff

Substitutes will be paid for the hours they work. Full day schedules include a 30-minute duty free, unpaid lunch. Substitute support staff are asked to report to work at the time staff enter and leave for the day as indicated on the AbMgt assignment.

LONG TERM SUBSTITUTE:

* The long term pay rate will be effective from Day 1. The increased amount will be added retroactively after 15 days of substitute teaching. On Day 16 the LT rate will remain even if there is a break in consecutive days of service. (Effective 12/1/2021). In the event of a school cancellation, payment will not be provided. However, long term status will be maintained. Once the employee returns to their regular job duties, the long-term sub position will end with a possible one-day transition period as approved by the Human Resources Director.

BENEFITS

The Patient Protection and Affordable Care Act, passed by Congress in 2010, requires employers to provide health insurance to individuals working an average of 30 or more hours per week (over a 12 month look back period).

Federal and state withholding, Social Security, and state retirement (for those who qualify) are withheld from the substitute's salary. Effective July 1, 2011, all Wisconsin Retirement System (WRS) eligible substitutes will have a payroll deduction for the employee share of the WRS contribution rate. The district will continue to pay the employer share of the contribution.

A substitute is covered for Worker's Compensation and under the district's liability insurance. Injuries should be reported to the principal or building Administrative Assistant immediately. At the time of the injury or illness please do the following:

1. Seek First Aid Treatment to help minimize the extent of the injury. You can see the Health Assistant if immediate first aid is required.
2. **Call Medcor at 1-855-736-9482**

Employee Assistance Program (EAP): The Gundersen Employee Assistance Program (EAP) can provide employees with the skills needed to understand and cope with problems or situations before they develop into more serious concerns. EAP is available 24 hours a day, seven days a week to District employees (including long-term substitutes) and their immediate family members. Call (608) 775-4780 or 1-800-327-9991

<u>403(b) UNIVERSAL AVAILABILITY NOTICES 2021</u>

For more information contact: the District's Benefit Coordinator
Ph: (608) 789-7640 Fax: (608) 789-7606 Email: rgavilan@lacrossesd.org
District Office, 2405 Travis Street, La Crosse, WI 54601

DID YOU KNOW ABOUT YOUR 403(b) BENEFIT?

THE OPPORTUNITY

You have the opportunity to save for retirement by participating in your Employer's 403(b) retirement plan. A 403(b) plan is a retirement plan for certain employees of public schools, tax-exempt organizations and ministries.

We recommend that all employees visit our education page which can be found here: *www.omni403b.com/Employees/Education*

WHY SAVE WITH 403(b)?

1. You do not pay income tax on allowable contributions until you begin making withdrawals from the plan, usually after your retirement.
2. Investment gains in the plan are not taxed until distribution.
3. Generally, retirement assets can be carried from one employer to another.

Future retirement savings value assuming 6% growth

Monthly Contributions	5 Year	15 Years	20 Years
$50	$3,489	$14,541	$23,102
$200	$13,954	$58,164	$92,408
$500	$34,885	$145,409	$231,020

HOW CAN I PARTICIPATE?

Prior to contributing you must open an account with an investment provider authorized in the Plan, a list of which is available on the right. You may then complete a Salary Reduction Agreement (SRA) online at: *www.omni403b.com/SRA*

If you are already contributing to your Employer's Plan and you want to change your contribution amount or investment provider, simply complete and submit a new SRA. You can begin or change your contributions as soon as your next payment cycle following our receipt of a completed SRA.

HOW MUCH CAN I CONTRIBUTE ANNUALLY?

In 2026, you may contribute up to $24,500 if you are 49 years of age or below and up to $32,500 if you are 50 years of age and over. You may also be entitled to additional catch-up provisions like the 15 Year Service Catch-up. Please contact OMNI's Customer Care Center at **877-544-6664** for further details.

2026 Maximum Allowable Contribution Limits

Elective Contribution Limits

Age 49 and under on 12/31/2026	Age 50 to 59 or 64 or older by 12/31/2026	Age 60 to 63 as of 12/31/2026
$24,500	$32,500	$35,750

15 Year Service Catch-Up amount, if eligible, is $3,000
Maximum Employer Contribution is: $72,000

Combined Limits for Elective and Non-Elective Contributions

Age 49 and under on 12/31/2026	Age 50 to 59 or 64 or older by 12/31/2026	Age 60 to 63 as of 12/31/2026
$72,000	$80,000	$83,250

LOOKING FOR HELP?

Click the link below to view your plan details

https://www.omni403b.com/PlanDetail

Compliance Services

A DAYBRIGHT FINANCIAL COMPANY

New accounts may be opened with the following approved service providers.

School Dist of La Crosse

AMERIPRISE FINANCIAL RIVERSOURCE
ASPIRE FINANCIAL SERVICES
EQUITABLE FORMERLY AXA
FIDELITY MANAGEMENT TRUST
FIDUCIARY TRUST INTL FRANKLIN TEMPLETON
ROTH ASPIRE
ROTH EQUITABLE FORMERLY AXA
ROTH FIDELITY MANAGEMENT TRUST
ROTH WISCONSIN EDUCATION ASSOCIATION
THRIVENT FINANCIAL FOR LUTHERANS
WISCONSIN EDUCATION ASSOCIATION

District Acronyms

4K	4-year-old Kindergarten
Alt Ed	Alternate Education
ASP	After School Program
BGC	Boys & Girls Club
CD	Cognitive Disability
Cross Cat or CC	Cross Categorical
EBD	Emotional/Behavioral Disability
EC	Early Childhood
ELL	English Language Learner
HI	Hearing Impaired
HPL	High Performance Learning
ID	Intellectual Disability

ISS	In School Suspension
KG	Kindergarten
LD	Learning Disability
LMC	Library Media Center
MLT	Mastery Learning Time
OT	Occupational Therapist
PE or Phy Ed	Physical Education
Pre-K	Pre-Kindergarten
PT	Physical Therapy
SLD	Specific Learning Disabilities
Sp Ed	Special Education
SPI	Spanish Partial Immersion
Tech Ed	Technology Education

Technology Services

Substitutes will be provided with a login and password to the services needed while using district technology devices. Subs will get this initial information at the Hogan Administrative Technical Services office or the Human Resources office. If a password reset is needed for future sub opportunities, Subs can call the Help Desk at (608)789-8811 option 8. Each category of substitute has different levels of access depending on the purpose of your daily work. Please use ONLY your network or resource access in the building you are serving on that day. If other access is needed, the building principal or supervisor will contact the Director of Technology Services.

AT NO TIME SHOULD YOU USE ANY OTHER EMPLOYEES' NETWORK, SKYWARD EDUCATOR (Gradebook), Gmail, OR OTHER ONLINE RESOURCE LOGIN/PASSWORD. If a person suggests to you that you should use their accounts, please refuse politely; you may also show them this letter. Use of another staff member's login/password is a direct violation of our district administrative policy. (5220.4; 5220.7; 3630.2; 7710.1; 4430.5). Substitute users should assume that NONE of their files, data or usage of district issued devices or services is private or confidential. Any communication or data may be subject to review by school administration and information technology staff. This review may result in a legal referral if necessary.

Substitute Teachers: Since the district uses Absence Management, teachers will have the opportunity to post assignments and directions in the notes area of the assignment for you to access. You may use equipment in the library or other open spaces to access that information. In addition, you may check in the library (LMC) to request a laptop (limited numbers available). Internet content is filtered, and networks are monitored.

Your LMC Director and School Administrative Assistants can help you with other procedural questions you may have regarding our instructional technology. While working for us, you may dial 8811 for Technology Services help.

Note: Access to information and online resources are integral to teaching and learning in La Crosse. We predominantly use the native device application as well as Google Education Suite applications like Gmail and Google Docs. Staff and students have the option for MS Office productivity tools. We encourage a high level of multimedia and interactive products by our students to demonstrate their learning in innovative and creative ways. This flexibility allows teachers to use the best tools for the management of their digital classrooms.

New Links

https://www.cast.org/impact/universal-design-for-learning-udl
http://www.hippasus.com/rrpweblog/archives/2012/08/23/SAMR_BackgroundExemplars.pdf
https://www.commonsense.org/education/videos/introduction-to-the-samr-model

Professional Ethics

In your role as a substitute, you may have access to student records and reports. These should be handled with extreme care. Many records are of a confidential nature and are maintained to provide information for the professional staff on child development. All such materials should be handled in a confidential manner.

Substitute teachers are responsible for knowing the principles of child development, accepted teaching techniques, educational programs, and the rules and regulations of the School District of La Crosse. These two latter areas can be fulfilled by knowing the information contained in this handbook and by learning as much as you can about the individual schools in which you teach.

As a substitute traveling from school to school, you will observe many styles of teaching. We hope that you will understand that not all teachers teach in the same manner. Make every effort to carry on the program of the regular teacher and to fit in with the schedule.

Maintain professional standards in each substituting situation. This implies you are careful not to criticize a school, teacher, or student outside of the school or in another school. Please remember, the principal is the person to hear any concerns you may have.

The district reserves the right to terminate the employment of any substitute. Reasons for such action could include lack of initiative, unsatisfactory teaching, inappropriate use of technology, inability to arrive at work on time, breaching confidentiality, inappropriate manner or language use with students, inability to follow standard requests/directions, or undue difficulty with discipline.

Calling Procedures

Substitutes whose services are required will normally be called either between 3:30 p.m. and 10:00 p.m. the previous evening or between 5:00 a.m. and 12:00 p.m. the day of the assignment, unless an assignment has been made in advance or unless an absence occurs during the same school day.

The assignment of daily substitutes is made by Absence Management, AbMgt. There is one administrative assistant responsible for the operation of the district's centralized calling system.

The assignment of long-term substitutes is made by the building principal, subject to the approval of the Director of Human Resources.

When using AbMgt, take note of the specifics pertaining to each accepted position including the school, the grade and/or subject, the name of the teacher who will be absent, the reporting and ending times, and the job confirmation number.

The substitute assignments are made considering total school needs. However, priority is given to individuals who demonstrate a willingness to be available without restriction.

If for some reason you need to cancel 48 hours prior to the start of your assignment, please initiate the following 3 steps in order:

1) Call and leave a message on the school's voicemail. The school phone number can be found on your sub assignment. DO NOT send an email.
   (IF YOU ARE A LONG-TERM SUB – ONLY DO STEP 1.)
2) Remove yourself from the assignment through your online account for that day. This will allow AbMgt to start auto generated calls for your replacement.

3) Add a "non-workday" in your online account to eliminate automated calls for that date.

To help keep us in contact, please notify the **Human Resources Administrative Assistant at (608) 789-7953 (24-hour voice mail)** of any change in your address or telephone number. Also, if you accept a long-term substitute position in another district, are temporarily unavailable, or wish to be removed from the substitute teacher list, **please keep your availability updated with AbMgt.**

Procedures for the Day (Teachers)

Unless you have received a late morning call, you are expected to arrive at your assigned school on time as designated under "Teacher Workday" on page 4. Go directly to the main office and sign in with the principal or the building Administrative Assistant. This is necessary for payroll purposes. Also, this is where you will receive instructions, which will help you in your assignment for that day. School procedures, rules, regulations, and your specific assignment will be included. Substitute assignments are subject to change depending on availability of subs building wide on a given day.

Obtain the key (if necessary) to the teacher's room and check the teacher's mailbox. Take from it anything pertinent to your teaching day but leave any personal or United States mail.

Ask about any early morning duties and find out where your first teaching station is located. Begin immediately to familiarize yourself with your teaching day. If you have not received lesson plans at the main office and find none in the teacher's room, let the principal or administrative assistant know immediately.

Other than the thirty-minute duty-free lunch period, please report to the front office for additional assignments during unscheduled time. Unless directed to do otherwise, save graded papers for the teacher to see upon their return to school.

If you have any questions or problems, just ask a neighboring teacher or the principal.

In the Classroom (Teachers)

Hopefully, most or all the information needed to carry on the regular classroom program will be available to you when you arrive at your teaching station. We request that you follow lesson plans or specific teacher instructions as closely as possible. If there is anything in the lesson plans you do not do, please leave a note of explanation.

There are other things with which you will have to become familiar: seating charts, special schedules, a list of student helpers and their assignments, lunch/recess schedule, bell schedule, bus schedule, special seating for assemblies, emergency procedures (e.g., procedures for fire drills, active shooter drills, tornado drills, etc.), and instructions to follow in case of accident or illness of pupils. Be aware some rules and procedures will vary from building to building such as whether to walk students to/from specialists. These are some of the many responsibilities that might be yours in a substitute teaching day.

A dignified, business-like, sensitive, warm, and respectful attitude toward students usually merits the respect a teacher deserves. If there are students who become major discipline problems and/or disrupt the teaching atmosphere to the extent that you cannot carry on your duties, know the procedure to use in contacting an administrator to help resolve the problem. In all other normal teaching situations, the substitute teacher is expected to be able to handle the routine discipline problems and any other normal behavior which is exhibited by students.

At the End of the Day (Teachers)

When you leave your classroom at the end of the day, please see that the classroom is in an orderly fashion, that all windows are closed, and the classroom door is closed and locked.

When you have completed your work, check out with the building Administrative Assistant. Report anything that happened during that day that the principal should know.

Find out at this time, if possible, if your services will be required again for the following day.

Return to the building Administrative Assistant any packets or forms which have been given to you during the period of your substituting.

At the end of your assignment, be sure to leave a comprehensive report for the regular teacher. Indicate the work you covered, any homework assigned, any discipline problems encountered, and notations regarding any departure from the lesson plans of the regular teacher. Positive statements concerning students, or the entire class are important as well.

If it is necessary to contact the teacher about any specific information, obtain the teacher's telephone number from the building Administrative Assistant.

Duty to Report

2.09 Obligation to Report Criminal Records

All District employees shall notify their immediate supervisor(s) or administrator(s) as soon as possible, but no more than three (3) calendar days after any arrest, indictment, conviction, no contest or guilty plea, or other adjudication of the employee for any felony or any of the other offenses indicated below:

A. Crimes involving school property or funds.
B. Crimes involving attempt by fraudulent or unauthorized means to obtain or alter any certificate that would entitle any person to hold or obtain a position as an educator.
C. Crimes that occur wholly or in part on school property or at a school-sponsored activity.
D. A misdemeanor which involves moral turpitude (an act or behavior that gravely violates moral sentiments or accepted moral standards of the community).
E. Providing alcohol, drugs, or any illegally prohibited products to minors, on or off campus.

The arrest indictment, conviction, no contest or guilty plea, or other adjudication may result in employee discipline, up to and including termination, depending upon the circumstances of the offense.

Internal Building Procedure

Classroom materials and supplies should be used with discretion, properly cared for during the day, and left in orderly fashion at the end of the day.

All money collected in the classroom for any reason should be removed from the classroom at the end of the school day and turned into the main office in accord with building procedures.

If a person not connected with the school wants information about a child or permission to take a child from the room, refer that person to the principal's office and alert the office. Under no circumstances should a child be released without permission of the principal.

Order and control should be maintained within classrooms, hallways, playground, or in any area of the school. Techniques other than shouting should be used and at no time are you to administer corporal punishment. Again, if you are having a problem, notify the principal.

All cases of accident or illness are to be reported immediately to the school office. No medicine is to be administered to students. You are responsible for learning about emergency procedures in each building where you teach.

Information concerning students, which may be confidential in nature, should be kept confidential by the substitute. Appropriate professional language shall always be used.

School District of La Crosse Administrative Policies and Regulations

These policies are general, but very important. They do pertain to all school buildings. Individual schools will also have more specific and detailed policies of which you should become aware. On the following pages are fifteen (15) policies, 4430.71, 4470.1, 5120, 5120.1, 5220, 5220.1, 5220.2, 5220.4, 5220.7, 5220.72, 5230.11, 5260.1, 5280, 6600, 8320, 3110 approved by the Board of Education that are very important to you as a substitute.

Please review the Administrative Policies and Regulations listed below. Quick links have been added for your convenience.

Po5517.01

ANTI-BULLYING & ANTI-BULLYING – ADMINISTRATIVE REGULATIONS

https://go.boarddocs.com/wi/sdlcwi/Board.nsf/goto?open&id=DM4HGK476A46

Po5630

CORPORAL PUNISHMENT

https://go.boarddocs.com/wi/sdlcwi/Board.nsf/goto?open&id=DM4HGQ476A4C

Po3362

HARASSMENT (EMPLOYEE) & HARASSMENT (EMPLOYEE) - REGULATIONS

https://go.boarddocs.com/wi/sdlcwi/Board.nsf/goto?open&id=DM4HEF476A07

Po3362.02

SEXUAL HARASSMENT (EMPLOYEE) & SEXUAL HARASSMENT (EMPLOYEE) - REGULATIONS

https://go.boarddocs.com/wi/sdlcwi/Board.nsf/goto?open&id=DM4HEG476A08

Po3210

STAFF CONDUCT

https://go.boarddocs.com/wi/sdlcwi/Board.nsf/goto?open&id=DM4HEA4769FF

Po3122.01

ALCOHOL AND OTHER DRUG USE BY STAFF MEMBER

https://go.boarddocs.com/wi/sdlcwi/Board.nsf/goto?open&id=DM4HE34769F8

Po3215

TOBACCO/SUBSTANCE FREE SCHOOL ENVIRONMENT & TOBACCO/SUBSTANCE FREE SCHOOL ENVIRONMENT - REGULATIONS

https://go.boarddocs.com/wi/sdlcwi/Board.nsf/goto?open&id=DM4HEB476A02

Po3230

STAFF ETHICS/CONFLICTS OF INTEREST & STAFF ETHICS/CONFLICTS OF INTEREST - REGULATIONS

https://go.boarddocs.com/wi/sdlcwi/Board.nsf/goto?open&id=DM4HED476A05

Po7540.04

****STAFF USE OF INFORMATION TECHNOLOGY AND COMMUNICATION RESOURCES***

https://go.boarddocs.com/wi/sdlcwi/Board.nsf/goto?open&id=DM4HJP476A87

Po3461

FITNESS FOR DUTY

https://go.boarddocs.com/wi/sdlcwi/Board.nsf/goto?open&id=DM4HEN476A0E

Po8950

EMPLOYMENT REFERENCES AND VERIFICATION (AIDING AND ABETTING SEXUAL ABUSE)

https://go.boarddocs.com/wi/sdlcwi/Board.nsf/goto?open&id=DM4HKU476AAB

Po6630

FUNDS MANAGEMENT

https://go.boarddocs.com/wi/sdlcwi/Board.nsf/goto?open&id=DM4HHP476A67

Po7217

WEAPONS ON SCHOOL PREMISES

https://go.boarddocs.com/wi/sdlcwi/Board.nsf/goto?open&id=DM4HJA476A74

Po2240

CONTROVERSAL ISSUES IN THE CLASSROOM (po2240)

https://go.boarddocs.com/wi/sdlcwi/Board.nsf/goto?open&id=DM4HD54769C7