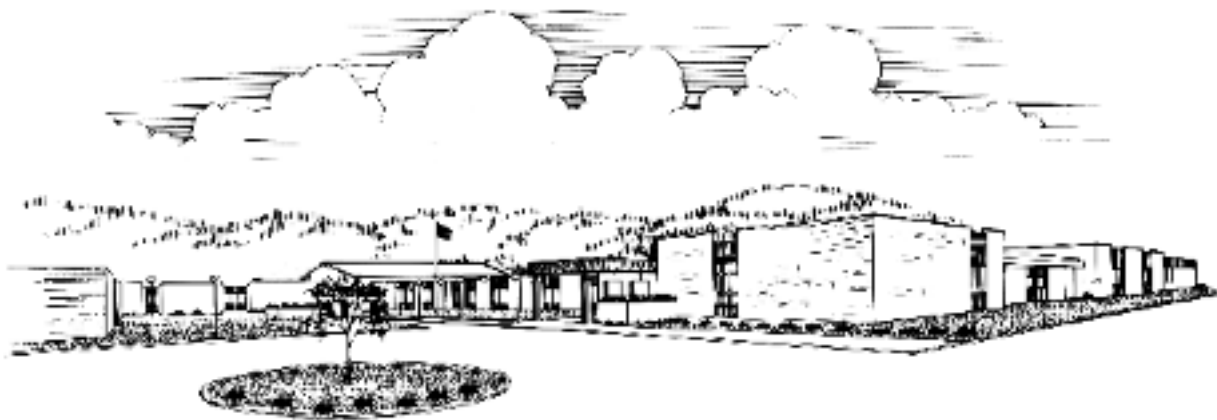


Cochrane-Fountain City Substitute Teacher Manual



C-FC SCHOOL MISSION

The Cochrane-Fountain City School District is committed to working and communicating as a team to provide a safe and positive environment for all students. By providing a quality education that promotes optimal academic and emotional growth, we empower individuals to become caring, competent, responsible citizens enabling them to succeed in an ever-changing world.

Table of Contents

Grades 7-12 Schedule of Class Periods	3
Grades 4K-6 Daily Schedule	3
General Substitute Guidelines	3
Office Hours	3
Work Hours	3
Attendance	3
Dismissal from Class	3
Passes.....	3
Meal Program	3
Supervision	4
Communications.....	4
Electric Facility.....	4
Emergency Drills	4
Pledge of Allegiance.....	4
School Building and Equipment.....	4
Student Illness.....	5
Student Privacy and Confidentiality.....	5
Volunteers.....	5
Telephone Use & “Dialing-out”	5
Tobacco/Alcohol Free School Grounds	5
Use of Physical Force	5
Weapons	5
Flame Producing Products.....	6
Non-Discrimination Statement.....	6
Staff Phone Extensions & Email Addresses.....	7
Tornado Emergency Assignments	8
Map of Elementary Building Emergency Exits	9
Map of High School Building Emergency Exits	10
Map of AED Locations.....	11
C-FC Building Evacuation Report	12
C-FC Building Evacuation Coordinator	13

GRADES 7-12 SCHEDULE OF CLASS PERIODS

1	8:00-8:48
	8:48-8:57 Breakfast Break
2	8:57-9:45
3	9:49-10:37
4	10:41-11:29
5	11:33-12:21
6	12:21-12:51 Lunch
7	12:51-1:39
8	1:43-2:31
9	2:35-3:23

GRADES 4K-6 DAILY SCHEDULE

7:45-8:10 – Breakfast Served
8:20 – Class Schedule Begins
3:15 – Dismissal Begins
3:28 - Approximate time buses leave grounds

Students are not to be in the building prior to 7:45.
Students who do arrive prior to 7:45 will remain in the commons until that time.

Outside doors are locked and the Security Buzz-In system at the main door is activated at the beginning of the school day.

GENERAL SUBSTITUTE GUIDELINES

1. Check in with the office and sign your sub slip.
2. Collect your room key, attendance slip (if subbing for grades 7-12) and any sub plans left with the office.
3. Refer to the teacher's "Substitute Folder" for class rosters/seating charts. Call the Main Office if unable to locate.
4. Take attendance. Call the office at the beginning of 1st hour to report attendance. If subbing for grades 7-12, you should record the remaining class periods on the Attendance Slip provided and return at the end of the day.
5. Follow the teacher's instructions.
6. Follow the class rules.
7. Follow the school schedule.
8. Return key (and attendance slip) to Main Office before you leave.

OFFICE HOURS

The office opens at 7:30 a.m. and closes at 4:00 p.m.

WORK HOURS

Substitute teachers are expected to be in or by their rooms by 7:45 a.m. and may leave the building following the last scheduled class of the day.

ATTENDANCE

Grades 4K-6: Take attendance by 8:30 a.m. Mark children absent using Infinite Campus Attendance or call the office to report absent students. Students who arrive or leave after attendance is taken should have a permission slip from the office. If they do not, please send them to the office to get one.

Grades 7-12: Attendance is to be taken each class period at the beginning of the period. Mark students absent using Infinite Campus Attendance or call the office to report students who are absent first period. Students who arrive after attendance is taken should have a pass from another staff member or an admit slip from the office.

DISMISSAL FROM CLASS

The substitute teacher dismisses students from class, not the bell. You should open the classroom door and remain there until the bell rings for the next period.

PASSES

Each C-FC student in grades 7-12 receives an agenda book. The book contains pass pages. The agenda book pass pages will be used to obtain passes from teachers. Students leaving an assigned area are to have the teacher/supervisor of the area sign and note the time on the pass page prior to leaving the area for another destination. Students returning to the classroom/study hall are to have the signature/time stamp of the teacher/supervisor of the designated assigned area. Passes may not be issued to any unsupervised area. Students going to an area other than the library must have a pre-signed pass from the teacher they wish to see. Students going to another classroom on a pre-signed pass are to remain there until the period ends.

MEAL PROGRAM

Substitute teachers may purchase lunch at school. The current year cost of a meal is listed in the newsletter.

SUPERVISION

Each substitute teacher is responsible for the supervision of the students assigned to his or her classroom as indicated by the class schedule. No student or group of students should be left unsupervised at any time. Leaving classes or groups of students unsupervised is negligence. Call for assistance in a time of need.

Corridors

Please be stationed by the classroom door during passing periods where you can observe both the room and the corridors. While there, you are to supervise students' behavior in the corridors. Slamming of lockers, shouting, running, throwing paper, fighting, etc., are not to be tolerated. Please call the office to report any situations you need assistance with.

Assembly Programs/Pep fests

All substitute teachers are to attend programs and pep fests during the school day when your assigned classes are attending such programs. You are to sit with the students so that you can provide supervision. You are as much responsible for the supervision of students during programs as if you had these same students in your class during that time.

COMMUNICATIONS

In addition to the newsletter, the district uses the website www.cfc.k12.wi.us to post calendars and other school information. In the high school, daily announcements are broadcast on the televisions located in the hall and commons.

Students are allowed to use a cell phone or other electronic device before and after school, during passing times and during lunch. Each teacher sets the policy for cell phone use in the classroom. Please follow the policy of the teacher you are substituting for.

ELECTRIC FACILITY

Please conserve electricity by seeing to it that lights are not left burning when not needed. Computers, printers, etc. should be turned off at the end of the day.

EMERGENCY DRILLS

State law requires schools to conduct monthly fire drills to insure the safe exit of students and personnel. All students are expected to proceed as follows when the continuous blast is sounded. Leave the room quickly and quietly in single file and orderly fashion. Students are to move away from the building through exits designated by the faculty and administration. Students are to report to their grade level teacher or to their period teacher once outside the building at a pre-assigned spot. A poster is hung in each classroom indicating the route to leave the building.

The tornado warning is a loud siren tone. When this warning is sounded, students are to report to the area designated by the poster in the room they are currently in. Sit on the floor with your back to the wall and your hands on your head. Should you not have time to report to the assigned area in the case of a tornado, try to get to an interior wall and sit in that manner. Students who are outdoors and may not have time to return to the building should huddle in a near-by ditch or low area or lay down as flat to the ground as possible using your hands to cover your head.

Any student who does not cooperate with staff during a drill will be subject to disciplinary action. Any student suspected of activating a false fire alarm will be referred to the sheriff's office.

The district encourages informal resolution of complaints under this policy. If any person believes that the C-FC School District or any part of the school organization has failed to follow the law and rules of s.118.13, Wisconsin Stats, and PI 9, Wis. Admin. Code, or in some way discriminates against pupils on the basis listed above, he/she may bring or send a complaint to District Administrator, C-FC Schools, S2770 STH 35, Fountain City, WI 54629, 608-687-7771.

PLEDGE OF ALLEGIANCE

The C-FC School District shall offer the Pledge of Allegiance at the beginning of each school day. No student shall be compelled, against his/her objections or those of his/her parents or guardian, to recite the pledge.

SCHOOL BUILDING AND EQUIPMENT

All windows and doors are to be closed and locked at the end of each school day by the teacher using that classroom at the end of the day.

School equipment may not be taken from the building for personal use. The use of the school image, letterhead, name or other such identifying articles for personal use or gain is prohibited.

STUDENT ILLNESS

If a student becomes ill in your class, fill out a pass to the nurse for the student. (In extreme emergencies, the pass is not necessary.) If the nurse confines the student to her office, she will notify the office. If the student is to be sent home, the nurse will notify the office and the student will be given a permit to leave the building.

STUDENT PRIVACY AND CONFIDENTIALITY

Cochrane-Fountain City School District respects each student's right to the confidentiality and privacy of their educational information. Consistent with our commitment and as required by Federal law, we will make every attempt to protect the privacy of student information so that such information is not heard, read or otherwise shared with others for any reason other than to promote the best educational outcomes for our students. People who substitute at our school are expected to follow the same guidelines for student privacy and confidentiality.

VOLUNTEERS

Teachers often times have volunteers help in the classroom. If a volunteer is helping on a day you sub, please welcome them.

TELEPHONE USE & "DIALING-OUT"

No personal long-distance calls may be billed to the school. Limit use of your cell phone to times you are not with students.

Using the classroom telephone to make a phone call:

- **Within the building:** Pick up receiver, dial the 3-digit extension (*see p.7 for a copy of the 'Phone Extensions' list*).
- **For local phone calls:** Pick up receiver, press '9', then dial the 7-digit phone number (no area code).

TOBACCO/ALCOHOL FREE SCHOOL GROUNDS

Staff members, as well as students, are not allowed (by state law) to use tobacco or tobacco-like products such as electronic cigarettes or consume or possess alcohol anywhere on the school grounds.

USE OF PHYSICAL FORCE

Wisconsin law is extremely clear: Do not hit, nor in any way physically harm, nor put a student in a compromising position. Physical restraint is authorized when it is necessary to prevent a child from doing harm to others or to himself.

A substitute teacher may employ reasonable and necessary force when in his/her judgment such force is necessary:

- a) to quell a disturbance or prevent an act that threatens physical injury to any person;
- b) to obtain possession of a weapon or other dangerous object within a student's control;
- c) for the purpose of self-defense or the defense of others;
- d) for the protection of property in accordance with state statutes;
- e) to remove a disruptive student from school premises, a motor vehicle or a school sponsored activity;
- f) to prevent a student from inflicting harm on him/herself; to protect the safety of others.

A substitute teacher may use incidental, minor or reasonable physical contact designed to maintain order and control. When so employed, reasonable and necessary force shall not be considered a form of corporal punishment or punitive.

Wisconsin Act 125

If restraint is necessary, school employees will need to have at least one individual who has received training in the use of physical restraint. Currently Mr. Stoppelmoor, Mr. Kjelland, Mr. King, and Mrs. Farrand have received such training. Be sure to contact the office and inform an administrator of such need.

WEAPONS

The weapons policy bans the possession of guns, knives, razors, brass knuckles, and look-alike firearms while on school premises. Students caught carrying or storing guns, knives, martial arts devices or look-alike toy guns like water pistols, cap guns and souvenir guns may be suspended or expelled.

Only school administrators have the right to search students, bags, packs, purses or lockers whenever there is a reasonable suspicion of someone having a weapon or illegal substance. A student refusing to allow a school search and seizure under the policy can be disciplined.

FLAME PRODUCING PRODUCTS

Lighters, matches or any other flame producing articles are not allowed in student possession at school. A student found in possession or in use of any of these devices will have the device confiscated and will be subject to disciplinary action.

NON-DISCRIMINATION STATEMENT

The School District of Cochrane-Fountain City does not discriminate against pupils on the basis of sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability or handicap as contained in the American Disabilities Act. Federal law prohibits discrimination in employment on the basis of age, race, color, national origin, sex, religion, or handicap as contained in the American Disabilities Act.

School administrators have the right to search students, bags, packs, purses or lockers whenever there is reasonable suspicion of someone having a weapon or illegal substance. A student refusing to allow a school search and seizure under the policy can be disciplined.

Please be familiar with the policies in the Student Handbook which may affect your duties as a substitute teacher.

Cochrane-Fountain City School District
STAFF PHONE EXTENSIONS and EMAIL ADDRESSES

Instructional Staff

Susan Baloun	315	sbaloun@cfc.k12.wi.us
Wendy Baures	165	wbaures@cfc.k12.wi.us
Diane Bjorge	121	dbjorge@cfc.k12.wi.us
Mary Bohlinger	137	mbohlinger@cfc.k12.wi.us
Keli Burchill	214	kburchill@cfc.k12.wi.us
Melissa Cole	147	mcole@cfc.k12.wi.us
Elizabeth DuBois	323	edubois@cfc.k12.wi.us
Becky Duellman	134	bduellman@cfc.k12.wi.us
Roberta Farrand	349	rfarrand@cfc.k12.wi.us
Malissa Freeman	155	mfreeman@cfc.k12.wi.us
Mary Haake	114	mhaake@cfc.k12.wi.us
Andrea Hasslinger	337	ahasslinger@cfc.k12.wi.us
Brian Holt	321	bholt@cfc.k12.wi.us
Tracy Iberg	125	tiberg@cfc.k12.wi.us
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Wayne King	314	wking@cfc.k12.wi.us
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Ann Larkin	159	alarkin@cfc.k12.wi.us
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Laurie Marsh	154	lmarsh@cfc.k12.wi.us
Theresa McCamley	135	tmccamley@cfc.k12.wi.us
Melissa Mikelson	344	mmikelson@cfc.k12.wi.us
Andrea Mohr	317	amohr@cfc.k12.wi.us
Steve Nehring	319	snehring@cfc.k12.wi.us
John Nelson	274	jnelson@cfc.k12.wi.us
Heidi Noll	111	hnoll@cfc.k12.wi.us
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Andrey Schmitt	157	aschmitt@cfc.k12.wi.us
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Jennifer Slaby	123	jslaby@cfc.k12.wi.us
Beth Stryeski	156	bstryeski@cfc.k12.wi.us
Jenna Todd	163	jtodd@cfc.k12.wi.us
Bill Wilhelmi	241	wwilhelmi@cfc.k12.wi.us

District Staff

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Karen Pehler	100	kpehler@cfc.k12.wi.us
Thomas Hiebert	313	thiebert@cfc.k12.wi.us
Lucas Kjelland	108	lkjelland@cfc.k12.wi.us
Steve Stoppelmoor	102	sstoppelmoor@cfc.k12.wi.us

Paraprofessional Support Staff

Lisa Bushman	lbushman@cfc.k12.wi.us
Cindy Cyert	ccyert@cfc.k12.wi.us
Lisa Engfer	lengfer@cfc.k12.wi.us
Jean Gibbons	jmgibbons@cfc.k12.wi.us
Ashley Grotjahn	agrotjahn@cfc.k12.wi.us
Rita Jumbeck	rjumbeck@cfc.k12.wi.us
Lori Senn	lsenn@cfc.k12.wi.us

TORNADO EMERGENCY ASSIGNMENTS

If you are in:

K-12 Office
Commons, 200
Middle School Gym 206
Kitchen
Band/Choral Area 221, 214
Gym Room 224
Weight Room 242
Business Ed/Computer Rooms 262, 258
Tech Ed/Art 274, 263
Ag Room 271
Psychologist
Art Room 251
Family/Consumer Ed Room 305
Tech Ed/Community Ed/Athletics Offices
District Office
Rooms 314, 315, 316, 317, 318, 319, 320, 321, 322, 323
Library 331
HS Social Studies Rooms 337, 339
Health Room 335
HS Science Room 336
JH Area Rooms - 344, 345, 347, 348, 349
Auditorium

4K
K1, K2, K3
Grade 1
Grade 2

Grade 3
Grade 4
Grade 5
Grade 6
Library
Computer Lab
Gym
Music Room 141
LD Rooms
Nurse's Office

Go to:

...Hallway outside of Office
Hallway outside of Office
in front of locker rooms
Pantry Area
Chorus Room
Locker Rooms/Shower Area
Locker Rooms/Shower Area
Stay in Classrooms
TE Computer Room
Ag Back Room
Psych Conference Room
Along Hall Wall outside Room
FACE Sewing Room
Interior Office
Interior Office
Hallway Outside of Rooms
Conference Room or Hallway Outside of Library
Hallway outside of room
Hallway outside of room
Science Storeroom
Hall outside restrooms by library
Auditorium along walls

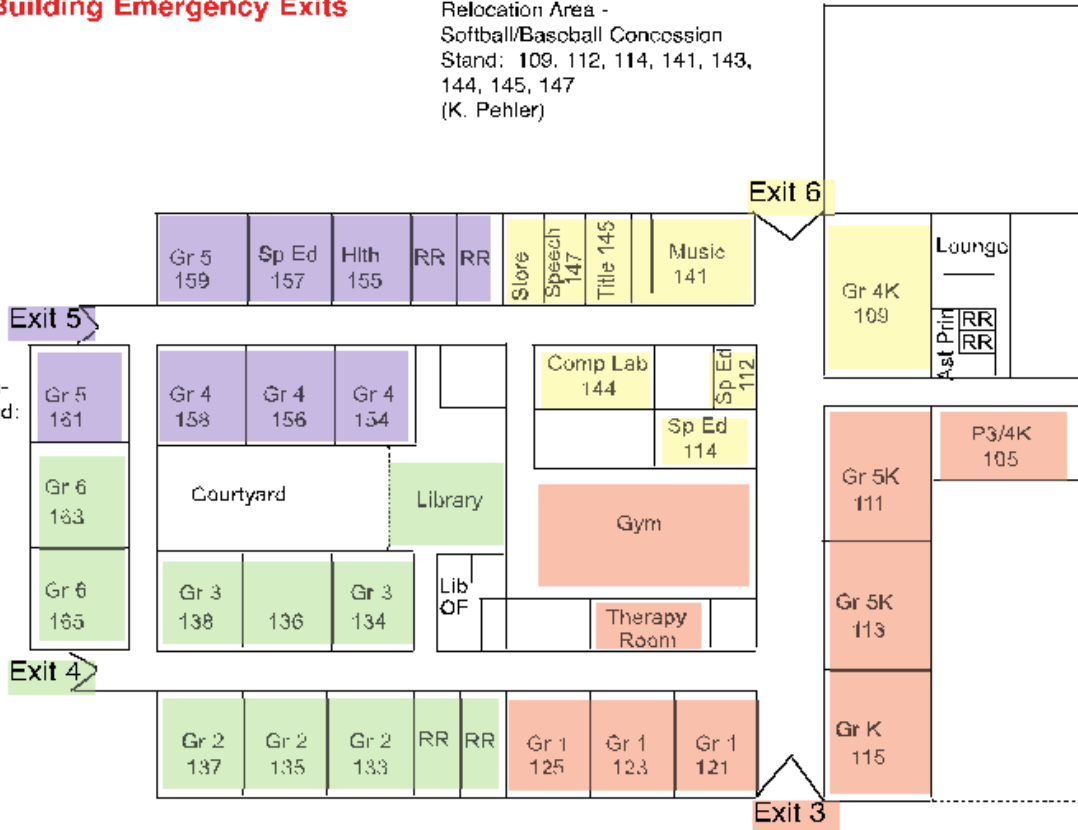
105 – Staff Lounge, 109 - Backroom
Behind Coat Racks in Classroom
Hall outside of Classroom
135 – Girl's Primary Bathroom
137 – Boys Primary Bathroom
Library Store Room
Elementary Conference Room
Intermediate Bathrooms
Hallway Entering Gym
Library Store Room
Remain in Lab
Remain in Gym
Practice Room
Remain in Room
Staff Lounge

You are to sit on the floor, backs up against the wall (where possible), knees up to chest, and hands on head. It is important to be away from all windows and doors. Should you not have time to go to the designated area, crouch down between/under desks/tables as far away from windows as possible. Once administration gives the okay to move, go to your designated area for an emergency evacuation

**Cochrane-Fountain City
Elementary
Building Emergency Exits**

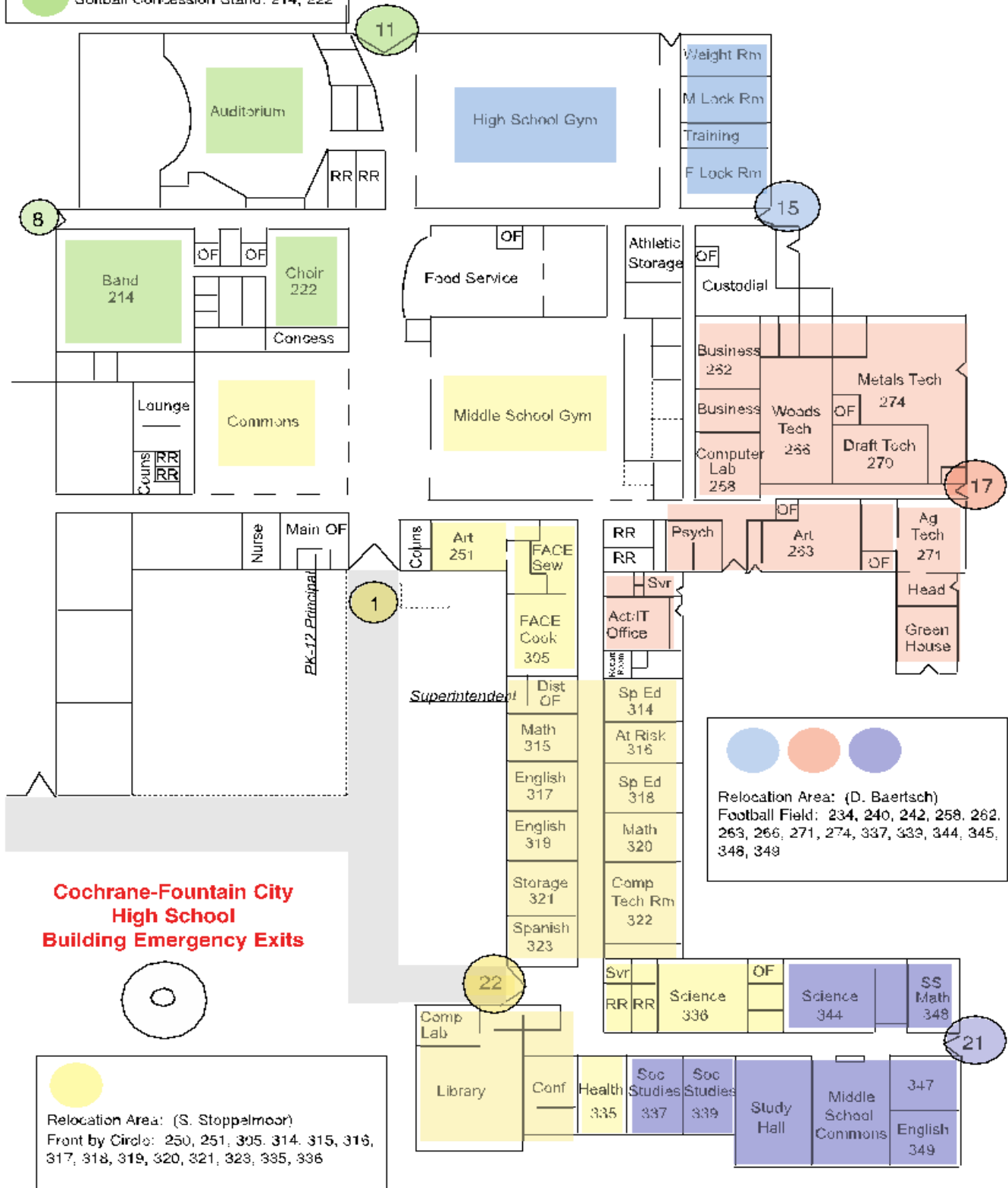
● Relocation Area -
Softball/Baseball Concession
Stand: 109, 112, 114, 141, 143,
144, 145, 147
(K. Pehler)

● ● Relocation Area-
Elem Playground:
133, 134, 135,
136, 137, 138,
154, 155, 156,
157, 158, 159,
161, 163, 165
(L. Kjolland)

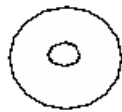


● Relocation Area-
Parking Lot Circle:
105, 113, 115, 121, 123, 125,
OT/PT
(S. Stoppelmoor)

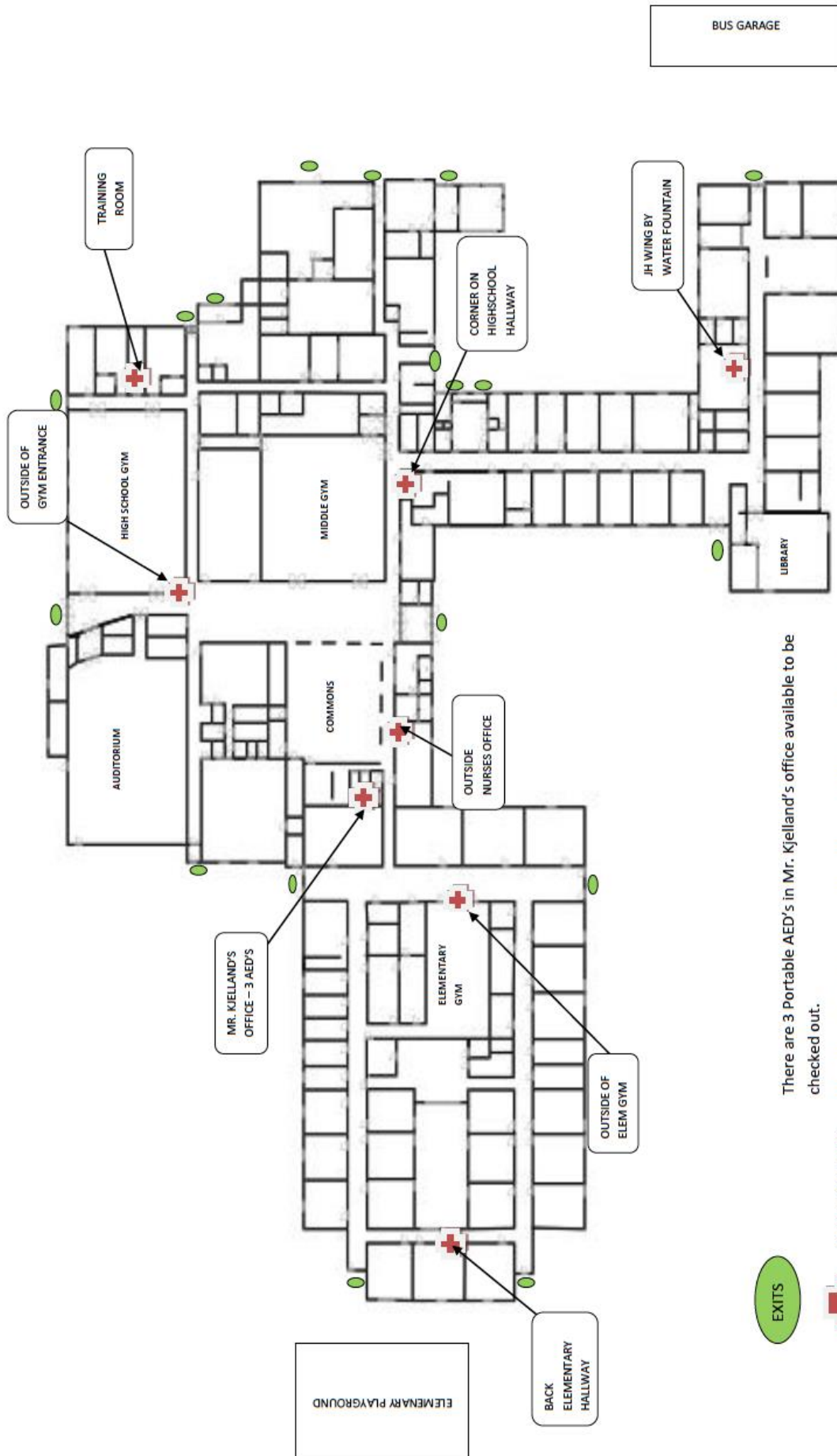
Relocation Area: (K. Pehler)
Softball Concession Stand: 214, 222



Cochrane-Fountain City High School Building Emergency Exits



Relocation Area: (S. Stoppelmoor)
Front by Circle: 250, 251, 305, 314, 315, 316, 317, 318, 319, 320, 321, 323, 335, 336



There are 3 Portable AED's in Mr. Kjelland's office available to be checked out.

Also, be aware of the exits in the school and where the AED's are located in conjunction to these exits.



AED LOCATIONS

C-FC Building Evacuation Report



Date : _____

Time: _____

Room #: _____

Instructor: _____

Number of Students Secure: _____

Number of students missing: _____

Do you have any **additional** students that are not normally assigned to you?

1. Name: _____ Grade _____
From: _____
2. Name: _____ Grade _____
From: _____
3. Name: _____ Grade _____
From: _____
4. Name: _____ Grade _____
From: _____

Missing Students:

1. Name: _____ Grade _____
From: _____
2. Name: _____ Grade _____
From: _____
3. Name: _____ Grade _____
From: _____
4. Name: _____ Grade _____
From: _____
5. Name: _____ Grade _____
From: _____
6. Name: _____ Grade _____
From: _____

Turn this form into the Evacuation Coordinator after completing the attendance.

C-FC Building Evacuation Coordinator



Name : _____

Date : _____

Elementary Playground Relocation Area

Mr. Kjelland

- 133 – Ms. Franck
- 134 – Ms. Duellman
- 135 – Ms. McCamley
- 121 – Ms. Bjorge
- 137 – Ms. Bohlinger
- 138 – Ms. Kriesel
- 155 – Ms. Freeman
- Ele PE – Mr. Wilhelmi
- 156 – Ms. Stryeski
- 157 – Ms. Schmitt
- 158 – OT / PT
- 159 – Ms. Larkin
- 161 – Ms. Looney
- 163 – Ms. Todd
- 165 – Ms. Baures
- 136 – Ms. Johnson

Front Parking Lot / Circle

Mrs. Adams

- 105 - Ms. Puetz
- 111 – Ms. Noll
- 113 – Ms. Johansen
- 115 – BC Childhood Center
- 121 – Mrs. Marsh
- 122 – Ms. Plachecki – 3 Year Olds
- 123 – Ms. Slaby
- 125 – Ms. Iberg
- 251 – Ms. Kjos – Ele. Art
- 305 – Ms. Oesau
- 314 – Mr. King
- 315 – Ms. Baloun
- 316 – Open Sp. Ed Room
- 317 – Ms. Mohr
- 318 – Ms. Jackson
- 319 – Mr. Nehring
- 320 – Mr. Cyrus
- 321 – Mr. Holt
- 322 – Science lab - Holt
- 323 – Ms. DuBois
- 331 - Library
- 335 - Mr. Lyga
- 336 – Mr. Simon
- 337 – Ms. Hasslinger
- 339 – Mr. Janezich

Softball Concession Relocation Area

Mrs. Pehler

- 105- Ms. Puetz
- 109 – Ms. Prenot
- 112 - Storage
- 114 – Ms. Haake
- 141 – Music Room -
- 143 – Back of Music Room
- 144 – Empty
- 145 – Mrs. Robinson – Title 1
- 147 – Ms. Cole
- 221 – Ms. Richert - Band
- 214 – Ms. Burchil - Choir
- Auditorium

Other: _____

Football Field

Mr. Stoppelmoor

- 234- Gym – Mr. Lyga
- 258 – Computer lab
- 262 – Ms. Logue
- 263 – Ms. Kjos – HS Art
- 274 – Mr. Nelson – Tech Ed
- 273 – Ms. Jumbeck - Ag
- 344 – Ms. Mikelson
- 345 – 4H - Study Hall Room
- 347 – Ms. Maday
- 349 – Ms. Farrand

Other: _____

Other: _____

Other: _____

Other: _____