



Johnston Community School District Substitute Handbook

2023-2024

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The administration and faculty of the Johnston Community School District would like to welcome you! As a substitute in any capacity, you are an **important** member of our staff because it is your responsibility to provide students with instruction and/or supervision when a staff member is absent.

You are welcome to visit any of our buildings or observe a classroom at any time. Simply contact the building administrator. We hope that your experiences as a substitute in the Johnston Community School District will be meaningful and productive.

JOHNSTON SCHOOLS

Map showing the locations of Johnston Schools and surrounding areas. Key locations include:

- Johnston High School (10-12)
- Beebe Creek Elementary School (K-5)
- Wellace Elementary School (K-5) & JELA
- Johnston Middle School (6-9)
- Johnston Schools District Office
- Johnston Elementary School (K-5)
- Summit Middle School (6-7)
- Harrison Elementary School (K-5)
- Timber Ridge Elementary School (K-5)
- Crow Point Community Center
- JCSO Building & Grounds/Transportation
- Public Library
- Public Safety
- City Hall
- Public Works

Major roads shown include NW 70th Ave, NW 54th Ave, NW 32nd Ave, NW 20th Ave, NW 18th Ave, NW 16th Ave, NW 14th Ave, NW 12th Ave, NW 10th Ave, NW 8th Ave, NW 6th Ave, NW 4th Ave, NW 2nd Ave, NW 1st Ave, NW 3rd Ave, NW 5th Ave, NW 7th Ave, NW 9th Ave, NW 11th Ave, NW 13th Ave, NW 15th Ave, NW 17th Ave, NW 19th Ave, NW 21st Ave, NW 23rd Ave, NW 25th Ave, NW 27th Ave, NW 29th Ave, NW 31st Ave, NW 33rd Ave, NW 35th Ave, NW 37th Ave, NW 39th Ave, NW 41st Ave, NW 43rd Ave, NW 45th Ave, NW 47th Ave, NW 49th Ave, NW 51st Ave, NW 53rd Ave, NW 55th Ave, NW 57th Ave, NW 59th Ave, NW 61st Ave, NW 63rd Ave, NW 65th Ave, NW 67th Ave, NW 69th Ave, NW 71st Ave, NW 73rd Ave, NW 75th Ave, NW 77th Ave, NW 79th Ave, NW 81st Ave, NW 83rd Ave, NW 85th Ave, NW 87th Ave, NW 89th Ave, NW 91st Ave, NW 93rd Ave, NW 95th Ave, NW 97th Ave, NW 99th Ave, NW 101st Ave, NW 103rd Ave, NW 105th Ave, NW 107th Ave, NW 109th Ave, NW 111th Ave, NW 113th Ave, NW 115th Ave, NW 117th Ave, NW 119th Ave, NW 121st Ave, NW 123rd 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NW 695th Ave, NW 697th Ave, NW 699th Ave, NW 701st Ave, NW 703rd Ave, NW 705th Ave, NW 707th Ave, NW 709th Ave, NW 711st Ave, NW 713rd Ave, NW 715th Ave, NW 717th Ave, NW 719th Ave, NW 721st Ave, NW 723rd Ave, NW 725th Ave, NW 727th Ave, NW 729th Ave, NW 731st Ave, NW 733rd Ave, NW 735th Ave, NW 737th Ave, NW 739th Ave, NW 741st Ave, NW 743rd Ave, NW 745th Ave, NW 747th Ave, NW 749th Ave, NW 751st Ave, NW 753rd Ave, NW 755th Ave, NW 757th Ave, NW 759th Ave, NW 761st Ave, NW 763rd Ave, NW 765th Ave, NW 767th Ave, NW 769th Ave, NW 771st Ave, NW 773rd Ave, NW 775th Ave, NW 777th Ave, NW 779th Ave, NW 781st Ave, NW 783rd Ave, NW 785th Ave, NW 787th Ave, NW 789th Ave, NW 791st Ave, NW 793rd Ave, NW 795th Ave, NW 797th Ave, NW 799th Ave, NW 801st Ave, NW 803rd Ave, NW 805th Ave, NW 807th Ave, NW 809th Ave, NW 811st Ave, NW 813rd Ave, NW 815th Ave, NW 817th Ave, NW 819th Ave, NW 821st Ave, NW 823rd Ave, NW 825th Ave, NW 827th Ave, NW 829th Ave, NW 831st Ave, NW 833rd Ave, NW 835th Ave, NW 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JCSD Building & Grounds/Transportation
515-278-8149 | 6350 NW Beamer Dr

Johnston Schools District Office
515-278-0470 | 6510 NW 62nd Ave

- **Community Education** 515-278-0552
- **Kids Connection (KTC)** 515-252-8490

School Directory

Beaver Creek Elementary

8701 Lyndhurst Dr
Prin: Eric Toot
AP: Nick Gomez
Sec: Joan Sparland
515-278-6228

Horizon Elementary

5905 NW 100th St
Prin: Lindsey Cornwell
AP: Char Brown
Sec: Donna Kolb
515-986-1121

Lawson Elementary

5450 NW 62nd Ave
Prin: Nikki Heidemann
AP: Stephanie Ingle
Sec: Leesa Boston
515-278-0478

Timber Ridge Elementary

7370 NW 54th Ave
Prin: Raine Mollenbeck
AP: Evan Hammans
Sec: Charmaine Alexander
515-331-4379

Wallace Elementary

6207 NW 62nd Ave
Prin: Suzie Pearson
AP: Matthew Todd
Sec: Janet Bucher
515-278-6977

Johnston Early Learning Academy

6207 NW 62nd Ave
Dir: Joy Duea Palmer
Sec: Cheryl Henkenius
Patrick Jackson
515-727-5352

Summit Middle School

9500 Windsor Pkwy
Prin: Kaniesha Pettaway
AP: Jerry Stratton
SSF: Jessica Allen
Sec: Nini Osaze-Quetel
515-986-0318

Johnston Middle School

6501 NW 62nd Ave
Prin: Luke Dillon
AP: Tron England
AP: Ben Chadwick
Sec: Cheryl Hudson
515-278-0476

Johnston High School

6500 NW 100th St
Prin: Ryan Woods
AP: Kyla Burns
AP: Randy Klein
AP: Cole Van Vark
Sec: Liz Sullivan
515-278-0449

ChildServe In-House Program

5406 Merle Hay Rd
Dir: Shawna Shanahan
515-278-0470

Alternative Learning Programs

6510 NW 62nd Ave
Dir: Mary Jane Stites
515-278-0470

Ellipsis

7085 NW Beaver Dr
Coordinator: Adam Busch
515-276-3473

2023-2024 School Calendar



Johnston Community School District 2023-24 Academic Calendar

August 2023						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

January 2024						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

September 2023						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

February 2024						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

October 2023						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

March 2024						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

November 2023						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

April 2024						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

December 2023						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

May 2024						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June 2024						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8

Dates in red denote significant start or end date

	No School Day		Staff Prof. Development/Work Day
	3 Hour Early Dismissal		Parent/Teacher Conferences
	End of Quarter		End of Trimester

Aug. 14-16	New Teacher Orientation
Aug. 17, 18, 21, 22	Staff Professional Development Days
Aug. 23	FIRST DAY OF SCHOOL GRADES K-12
Aug. 30	FIRST DAY OF PRESCHOOL
Sept. 4	NO SCHOOL - Labor Day
Sept. 25	NO SCHOOL - Staff Prof. Dev/Work Day
Oct. 9	NO SCHOOL - Columbus Day - Fall Break
Oct. 27	End of 1st Quarter
Oct. 30	NO SCHOOL - Staff Prof. Dev/Work Day
Nov. 7	K-5 P/T Conferences 4:30-8 pm, JELA No School, Pre-K Conferences 8 am-8 pm
Nov. 9	Grades K-12 P/T Conferences 1:30-8 pm 3 Hour Early Dismissal - K-12
Nov. 9	JELA No School, Pre-K Conferences 8 am-8 pm
Nov. 10	NO SCHOOL - P/T Comp Day
Nov. 13 - 21	Grades 6-12 P/T Conference Appointments
Nov. 21	End of 1st Trimester
Nov. 22-24	NO SCHOOL - Thanksgiving Break
Dec. 4	NO SCHOOL - Staff Prof. Dev/Work Day
Dec. 22 - Jan. 1	NO SCHOOL - Winter Break
Jan. 2	NO SCHOOL - Staff Prof. Dev/Work Day
Jan. 3	STUDENTS RETURN FROM BREAK
Jan. 12	End of 1st Semester, End of 2nd Quarter
Jan. 15	NO SCHOOL - Martin Luther King Jr Day Staff Prof Dev/Work Day
Feb. 19-20	NO SCHOOL - Presidents Day Staff Prof Dev/Work Days
Feb. 23 - March 7	Grades 6-12 P/T Conference Appointments
Feb. 29	Grades K-12 P/T Conferences 1:30-8 pm 3 Hour Early Dismissal - K-12
Feb. 29	JELA No School, Pre-K Conferences 8:00 am - 8:00 pm
March 1	End of 2nd Trimester
March 5	K-5 P/T Conferences 4:30-8 pm, JELA No School, Pre-K Conferences 8 am-8 pm
Mar. 8	NO SCHOOL - P/T Comp Day
Mar. 11-15	NO SCHOOL - Spring Break
Mar. 29	End of 3rd Quarter
Apr. 1	NO SCHOOL - Staff Prof. Dev/Work Day
Apr. 25	NO SCHOOL - Staff Prof. Dev/Work Day
Apr. 26	NO SCHOOL - Break Day
May 27	NO SCHOOL - Memorial Day
May 31	LAST DAY OF SCHOOL End of 2nd Semester, 3rd Trimester & 4th Qtr
June 3	Teacher Work Day
June 3 - 7	Reserved as Potential Snow Make Up Days

Professional Ethics

If, in your role as a substitute, you need access to student records, please contact the administrator. These records, which are maintained to provide the professional staff with necessary information concerning each student, must be handled with extreme care. **Information concerning students is of a confidential nature and must be kept confidential by the substitute. Any information you discover working with students or staff falls under these confidential guidelines. Johnston Schools expect our substitutes to honor the most professional ethics.**

As a substitute traveling from school to school within the District, you will observe many classroom formats. You are expected to make every effort to carry on the program of the regular staff member.

Substitute Assignment Procedures (*Absence Management*)

After you have provided the District Human Resource Office with the necessary documentation, you will be activated in *Absence Management*, the substitute system in place at Johnston schools.

This service, called *Absence Management* can be accessed through the mobile app, telephone and the internet to assist you in locating jobs in the school district. The *Absence Management* system is available 24 hours a day, 7 days a week. *Absence Management* uses three methods to make jobs available to substitutes:

1. In *Absence Management* you can search for and accept available jobs, change personal settings, update your calendar, and personalize your available call times.
2. You may interact with the *Absence Management* system by way of a toll-free, automated voice instruction menu. Here, you can proactively search for jobs and manage existing jobs.
3. *Absence Management* will also make phone calls to substitutes to offer jobs. Johnston schools selected standard call times when *Absence Management* service may call for substitutes: 5:00 AM-11:59 AM and 4:15 PM-10:00 PM.

Once you have been activated as a substitute you will receive an email with an invitation to set up your Frontline *Absence Management* account.

Emergency or Weather-Related School Cancellations

The District does not pay for scheduled substitute jobs that have been cancelled or modified due to emergency school cancellations. It is your responsibility to refer to the local television and radio stations immediately prior to your scheduled assignment. ***Absence Management* will not call you to notify you if school has been cancelled or delayed.**

Substitute Assignments

Substitutes are expected to arrive at the assigned start time and remain at the building until the assigned end time. If you are called late for an assignment, you are asked to arrive as soon as possible after accepting the assignment. **Substitutes must check in and out with the building secretary.** If you should become ill or an emergency arises during the day while substituting, always contact the building secretary before leaving the building. **If an emergency occurs the day of your assignment and you are unable to report at the assigned time, please call the building secretary directly.** The telephone numbers are listed on page 5 of this handbook.

The District has the right to move or reassign a substitute based on district need.

Staff & In-Service Meetings

Long-term substitutes should consult with the building administrator concerning attendance at staff meetings or in-service meetings and other pertinent information, (i.e. start date, end date, etc.).

Arrival Procedures

Report to the school office to confirm your assignment for the day, obtain a substitute ID badge, and any other necessary information. If you would like to purchase a school lunch, please notify the building secretary.

Certified Staff:

- When you arrive at the classroom, locate the lesson plans, substitute teacher's folder, the daily schedule, attendance slips, manuals, and other pertinent information on or in the teacher's desk. Please feel free to ask any staff member for assistance if you are unclear on anything.
- The substitute teacher folder will contain useful information and materials for your day.
- Carefully review the teacher's lesson plans and check the classroom teacher's schedule for any special duties that you may be expected to perform such as recess, lunchroom, bus duty, etc.
- Emergency Expectations charts are posted in each classroom. Familiarize yourself with emergency procedures. Fire drill and tornado drill instructions are posted as well in each classroom.

Classroom Responsibilities

Reporting Absences

Student attendance will be taken at the beginning of each day or class period. The procedure followed in the individual school will be explained in the substitute folder. No student should be excused from class or school without a pass securing the permission of the administrator or the secretary.

Classroom Management

Creating favorable rapport is an important aspect of successful substitute teaching. A few suggestions may help you establish good classroom routines.

- Provide for efficient learning situations and develop an atmosphere of mutual respect between teacher and students.
- Expect good behavior. Students tend to respond to what is expected of them. A positive approach is worth more than many negative rules. Avoid making threats that cannot be carried out.
- Have materials ready. Be organized at the beginning of class.
- Be aware of the attention span of the students. Know when to change activities.
- Except for an actual emergency, never leave the class unattended.
- Some buildings have established special approaches to discipline at certain grade levels or school wide. Check the substitute's folder for specific instructions and feel free to contact a neighboring teacher if additional information is needed.
- Corporal punishment, mechanical restraint and prone restraint are strictly prohibited as per Board Policy 503.5. At all times work to maintain the dignity of the student(s) in all learning and/or discipline situations.
- If you have questions concerning discipline, contact the administrator or as directed in substitute folder.
- Substitutes are to contact parents only under advisement of the administrator.
- Common sense should prevail when administering all rules and guidelines.
- Special care and attention should be given so all answer keys and tests are secure.

Classroom Routine

- Follow the regular classroom teacher's plans and programs as closely as possible. The teacher's lesson plans, along with other information about rooms, seating, and assigned duties will be available.
- Report any unusual or exceptional classroom situation to appropriate personnel.

- If audio-visual equipment is required, check the needed equipment out from the library media center (LMC). Request any specific operational instructions from the media specialist.
- If there is time within a daily schedule when a substitute is not supervising students, the substitute should check with the building secretary or administrator for additional assignments.

Emergency Procedures

Become acquainted with the Emergency Expectations Chart located in each room. This guide will reference fire and tornado drills and other emergency procedures. They are posted in each classroom. The secretary in each building will assist you, if necessary.

Accidents or illnesses involving students should be reported to the office immediately. An accident form must be completed as soon as possible in case of any personal injury. Ask for assistance if necessary.

Mandatory Training

All substitutes are required to complete all assigned training in the Vector Solutions online training platform.

All substitutes holding a license or certification issued through the Iowa Board of Educational Examiners are required to complete approved mandatory reporter training for child and dependent adult abuse through a state Area Education Agency (AEA) or the Department of Health and Human Services.

Medication in School

No school employee shall prescribe medicine for a student or for another employee.

1. Medication may only be administered by the school nurse.
 - a) In case of some illnesses, it may be necessary for a child to take medicine at school. In such case, a permission note signed by the parent must accompany the medication or the parent should sign a consent form.
2. The designee who has been trained under the State Department of Public Health guidelines is entrusted to give medication in the absence of the school nurse.
3. Medication must be brought in the prescription container or the container in which it was purchased with the following information:
 - a) Child's name

- b) Name of medication
- c) Dosage
- d) Time to be administered

End of the Work Day

At the end of the substitute assignment, leave a summary of the work accomplished and provide feedback to the teacher regarding the day's activities (student behavior -positive and negative, and any unusual occurrences). Correct assignments or tests unless otherwise noted. Staff will also appreciate a note highlighting a successful experience with the class or an individual student.

- Make sure all materials are stored properly and the room is empty of students before leaving.
- Turn off all lights and close the door.
- Check in the office to see if you will be needed another day. Return the completed substitute's form and substitute ID badge to the building secretary. We are interested in your feedback. Please feel free to discuss any suggestions or concerns with the building administrator.

Compensation

Substitutes are paid on the last day of the month, or the last Friday if the last day falls on a weekend. Any time worked prior to and through the 15th of the month will be deposited in your designated account on the last day of the month. Direct Deposit is required for all substitutes. Time clocks are used to track hours worked. Instructions are emailed to new substitutes before they sub for the first time. Instructions are posted by each building time clock to assist you. Time clocks are located in the hallway by the main entrance except for Lawson and Timber Ridge where they are located in the mail room in the office.

Time for substitute teachers and substitute building nurses will be in quarter-day increments. Time for substitute transportation nurses will be in half-day increments. Time for substitute associates will be in hours and minutes (minutes are rounded to the quarter of the hour). Substitute Associates are required to clock out for their lunch break. Substitutes will be emailed a report of hours worked for the previous week each Tuesday night. It is the responsibility of the substitute to verify the time worked is correct. Any associate regularly employed by the District serving as a substitute teacher or substitute nurse will be paid their hourly rate or the quarter-day rate, whichever is greater.

Substitute Teacher/Nurse Rate of Pay:

\$155.00 per day for the first 10 consecutive days**

\$185.00 per day on the 11th consecutive day **

\$235.00 on the 21st consecutive day**

**Consecutive days in the same assignment

Non-Certified Substitute Rate of Pay:

Regular Ed Associate:	\$15.50 per hour
Special Ed Associate:	\$15.50 per hour
Crossing Guard:	\$14.00 per hour
Transportation Associate:	\$15.50 per hour
Seasonal Technology:	\$14.00 per hour
Nutrition/Variable Hour Cook:	\$14.50 per hour
Severe & Profound Associate:	\$16.00 per hour
Administrative Secretary:	\$15.00 per hour
Custodian/Seasonal B&G:	\$16.00 per hour
Nutrition CDL Driver:	\$16.50 per hour

Classroom Associate Substitute Incentive

The District offers an incentive of \$4/day for associate substitutes that work 25-99 days in a school year or a \$500 bonus for associate substitutes that work 100 or more days in school year. The bonus is paid at the end of the fiscal year.

Employee Online (EO)

Employee Online is available to all staff including substitutes and other non-contracted temporary employees. EO allows users to view employment information and make changes to personal information. Access EO from the district website <http://www.johnstoncsd.org> under the Staff tab. Click on Employee Online; USER is your employee ID number (the letter E followed by six digits unique to you Exxxxxx); PASSWORD is the last 4 digits of your social security number (xxxx). Once logged in, you may select options on the left side of the screen. Since EO is used by all JCSD staff, some of the information will not pertain to substitutes (e.g. leave tracking, benefits, etc.)

Employee Online Features:

- Payroll information including pay stubs (view one day prior to payday, and ability to print), pay periods, tax withholdings (ability to update Federal and State W-4 forms), tax forms (1095-C and W-2 with ability to print), direct deposit information and form.

- Personal information including address, email, phone number(s), and emergency contacts (ability to update this information).
- Information on IPERS, workers' compensation, and applicable forms.

Withholding from Pay

Federal and state taxes and the employee's social security payments are withheld from each paycheck as required by law. IPERS (Iowa Public Employees' Retirement System) will also be deducted after earning \$1,000.00 in two consecutive quarters.

Benefits

Workers' Compensation

Substitutes are covered by workers' compensation. If a work-related injury or illness is sustained, it must be reported immediately to the building nurse for assessment and/or medical attention. Should additional treatment be necessary, the nurse will arrange care through a UnityPoint Health Occupational Medicine facility and provide the substitute a "First Report of Injury" report packet.

IPERS

The District contributes the employer's percentage (9.44%) to the Iowa Public Employee Retirement System (IPERS) for each eligible substitute. For additional information regarding IPERS, please visit www.ipers.org.

Employee Assistance Program

The Employee Assistance Program (EAP) is a benefit provided by the Johnston Community School District for all employees and their eligible family members. The EAP provides professional services to assist in addressing life issues that may interfere with an employee's wellbeing, job performance or health. In addition, the EAP can help employees set and achieve life goals.

EAP professionals help people manage many of life's challenges, including: family or relationship issues, emotional or mental health, work/life balance, substance abuse, personal growth, financial or legal issues. Eligible family members are those who live in the employee's home and legal dependents who may live elsewhere.

Employees and their eligible family members can call the EAP directly 24 hours a day, 7 days a week at 800-327-4692. Website: www.efr.org/eap. Visit www.efr.org/chat to chat Monday-Friday 8am-5pm.

Questions regarding compensation and benefits should be directed to the Finance Department.

Dawn Stephens, Finance/Payroll Specialist
dawn.stephens@johnston.k12.ia.us
515-278-0470 ext. 1631

Maria Waller, Director of Business Services
maria.waller@johnston.k12.ia.us
515-278-0470 ext. 1610

Notice of Continuance/Discontinuance of Service

Each school year substitutes are needed to temporarily replace staff who find it necessary to be absent from their assigned responsibilities. Substitutes who wish to return for the coming school year are invited to do so and will receive an email notification during the summer asking about their interest in subbing for the upcoming school year. Respond promptly by the date designated in the email if interested.

Any substitute who chooses to discontinue their service as a substitute in the Johnston Community School District must provide written notification to the Human Resources Department.

Questions regarding this handbook should be directed to the Human Resources Department.

Dr. Nate Zittergruen, Director of Human Resources
nate.zittergruen@johnston.k12.ia.us
515-278-0470 ext. 1608

Julie Manders, Human Resources Assistant
julie.manders@johnston.k12.ia.us
515-278-0470 ext. 1600

Equal Opportunity/Non-Discrimination

It is the policy of Johnston Community School District to provide equal educational and employment opportunities and not to illegally discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and employment practices.

Inquiries or grievances related to this policy may be directed to the following:

Director of Human Resources
Johnston Community School District
P.O. Box 10
Johnston, Iowa 50131
515-278-0470

Iowa Civil Rights Commission
Grimes State Office Building
400 East 14th Street
Des Moines, Iowa 50319
515-281-4121 or 800-457-4416

Director of the Region VII Office of Civil Rights
U.S. Equal Employment Opportunity Commission
Milwaukee Area Office
Reuss Federal Plaza
310 West Wisconsin Ave, Suite 500
Milwaukee, Wisconsin 53203
800-669-4000

Director of Region VII Office of Civil Rights
Department of Education
230 S. Dearborn St., 37th Floor
Chicago, IL 60604
312-730-1560