



NASHOBA

Regional School District

Substitute Teacher Handbook

2016-2017

**Nashoba Regional School District
Substitute Teacher Handbook**

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Welcome to Nashoba Regional School District

We value your contributions to our school program as a substitute teacher. This handbook has been prepared to assist you in performing your responsibilities in an efficient and professional manner. We fully realize the many responsibilities placed upon you, usually on a very short notice.

Our administrators and staff are ready to assist you in any possible way. The substitute is welcome to visit any school where (s)he is interested in working. Please feel free to contact our administrators or staff to make your job easier and more enjoyable.

ARRIVAL

Please check in to the office upon arrival where you will receive a folder with your schedule, a Substitute Teacher Activity Log and any pertinent information you need that day.

*High School Subs will need to obtain a Period Attendance Form from the school office as well.

ALL SUBS:

- ◆ Fill out the substitute time sheet available from the school secretary.
- ◆ Please use a time sheet for each building in which you substitute so that your time is authorized by each building Principal.
- ◆ You must display your photo Identification Badge at all times.
- ◆ Emergency sub plans are available. Check with the secretary as to their location. Each teacher has plans and a seating chart available for you.
- ◆ Teachers have established classroom expectations and procedures. There should be instructions in the folder.
- ◆ Please check the sub folder for any health issues in the classroom and contact the school nurse if you have any questions.
- ◆ Please make sure you fill out the Substitute Teacher Journal or Activity Log. Turn them in to the Main Office at the end of the day.
- ◆ Please inform the office of any problems you encounter during the day.
- ◆ Classroom telephones are for staff use only (if one is available).

CLASSROOM MANAGEMENT

ACCEPTABLE USE POLICY - TECHNOLOGY

The Nashoba Regional School District has an acceptable use policy related to use of computers and related technology. The Acceptable Use Policy seeks to ensure that computers and computer systems are used appropriately. Each school has an Integrated Technology Teacher who will give you expectations for acceptable use of our computers. Failure to follow the acceptable use policy will lead to loss of your computer privileges and possible removal from the rolls of substitute teachers.

AFTER SCHOOL

Students are expected to leave the school grounds at the end of the school day unless they are staying after school for extra help, an extra-curricular activity or a detention.

ATTENDANCE

It is imperative that classroom and substitute teachers take attendance each period and keep an accurate account of student attendance in their rank books. The attendance policy can only be enforced fairly and consistently by having all teachers take attendance.

ATTIRE (HATS AND DRESS CODE)

Each school has a protocol for students wearing hats or not wearing hats. The following is the actual District Policy with regard to student attire:

Dress Code (Nashoba Regional School District)

It is commonly accepted that student behavior and the school environment are strongly influenced by the dress and appearance of students. Students should maintain a clean and neat appearance, and their clothing should be in good taste at all times. The following list of inappropriate attire includes, but is not limited to the following:

- any article of clothing that does not cover or reveals underwear,
- clothes that reveal the midriff or buttock,
- underwear worn as outer wear,
- tops that are low cut and/or with straps less than 2 inches in width,
- chains worn as jewelry or on pants,
- Articles which display drug, alcohol, or tobacco logos or depict the use of same.
- Hoods may not be worn at any time in the building.

Shorts and skirts should be at least at the level of the fingertips when a student stands with arms fully extended. Words, drawings, or symbols considered being disruptive to the educational process or school activities are not permitted on any article of clothing, bags, back-packs, etc. **Hats may be worn at the discretion of the teacher and the Principal.** Footwear must be worn at all times. Any item of clothing that is substantially or materially disruptive to the activities of the school will be considered to be inappropriate. Parents of students who are not appropriately dressed will be asked to bring an acceptable change of clothing to school. Students may receive disciplinary actions for failing to abide by the policy.

Repeated violations will result in appropriate disciplinary action being taken for those who do not follow the dress code policy as interpreted by each school building administration.

Parents may be contacted if the student's response to a teacher's or administrator's request to remove the inappropriate item is inappropriate or if the student continues to wear inappropriate attire to school after being informed that the items are inappropriate.

Food in the Classrooms

Students may only consume snacks that they bring into the school or purchase themselves while at school.

- ◆ Lunch should not be eaten during snack time.
- ◆ Students are responsible for cleaning the debris they generate during snack time.
- ◆ Students should not share or apportion snacks to other students lest the other student may have allergies.

Students who consistently violate these rules will be referred to the office.

RIGHTS AND RESPONSIBILITIES

The following policies are District Policies and in some cases state laws pertaining to harassment and hazing. If you have any suspicions of harassment or hazing, please contact a member of administration immediately.

Harassment

The Nashoba Regional School Department recognizes the right of each student and employee to perform in an atmosphere free of harassment, intimidation, ridicule, hostility or offensiveness- any behavior that is perceived to be unwelcome. It is expressly against Nashoba Regional School District policy for any employee or student to engage in sexual or other types of harassment, including, but not limited to, the following:

- Unwelcome sexual advances, gestures, comments or contact, threats which imply abuse or which are inappropriate to an educational setting, offensive jokes, ridicule, slurs, derogatory action or remarks.

Acts of harassment are not only a violation of this policy but may also constitute illegal discrimination under state and federal laws.

Conduct that is harassing to students or employees will not be tolerated. Any employee or student who engages in harassment may be subject to disciplinary action for violation of this policy, up to and including termination or expulsion. Persons engaging in such conduct may also be susceptible to prosecution under criminal law. Refer to applicable state and federal law or contact the school's Title IX coordinator for clarification or questions.

Grievance Procedure

Employees and students are encouraged to inform the harasser that his/her behavior is unwelcome, offensive or in poor taste. If the employee or student feels uncomfortable with confronting the harasser or if the issue is not resolved by direct discussion with the harasser, the employee or student is encouraged to inform the building Title IX Coordinator or building principal.

Hazing

The term "hazing" means any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct includes whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical or mental health or safety of any such student or other person. Consent shall not be available as a defense to any prosecution under this action.

Each student, group, team, or organization shall receive a copy of this policy for distribution to each of its members or applicants for membership. It shall be the duty of the coach or designated officer of any group, team, or organization to distribute and explain the hazing policy to each member of said group, team, or organization.

Consequence

Organizers or participants in hazing shall be punished by a fine of not more than three thousand dollars or by imprisonment in a house of correction for not more than one year, or

both. Failure to report such crime shall be punished by a fine of not more than one thousand dollars. Suspension or expulsion may be imposed at the discretion of the administrator adjudicating the case. Student offenders may be removed from any athletic team or extra-curricular school activity. NRSD administrators may also notify law enforcement personnel of the violation for possible criminal prosecution.

Title IX Policy and Chapter 622: Anti-Discrimination Law

It is the policy of Nashoba Regional School District not to discriminate on the basis of gender, race, color, religion, age, national origin, sexual orientation or handicapping condition in educational programs, activities, or employment.

Inquiries regarding compliance may be directed to the Title IX coordinators at NRSD. Please contact the Principal for the names and telephone numbers of the NRSD Title IX Coordinators. The Title IX district level coordinator is Ann Marie Stoica (978-779-0539 Ext. 3009).

Chapter 622 of the General Laws, Acts of 1971, is referred to as “An Act to Prohibit Discrimination in the Public Schools” which reads as follows:

No person shall be excluded from, or discriminated against, regarding admission to a public school of any town, or in obtaining the advantage, privileges and courses of study of such public school on account of race, color, sexual orientation, gender, religion or national origin.

The Title VI and chapter 622 district level coordinator and the ADA Section 504 district level coordinator is Ann Marie Stoica (978-779-0539 Ext. 3009).

Smoking

The Massachusetts Education Reform Act of 1993, Ch. 71, Sec. 37H prohibits the *use* of any tobacco products in school, on school grounds, on school buses, or in school facilities. In addition, NRSD also prohibits the *possession* of any tobacco products in school, on school grounds, on school buses, or in school facilities.

NRSD is committed to having a smoke free/tobacco free environment for its students, faculty and guests. Smoking is a serious threat to both smokers and non-smokers and will not be tolerated. The following disciplinary sanctions are consistent with the law against smoking. The Smoking Policy also provides an opportunity for a student to receive some assistance in quitting *the habit*. A *smoking cessation program* will be available to those who wish to participate and shall be ***required*** for those who are caught smoking on school premises or at school-sponsored or related events and activities.

Members of athletic teams are also subject to the regulations of the Athletic Department and the MIAA.

EMPLOYMENT PROCEDURES

To qualify as a substitute teacher or instructional assistant, a person should want to work with children, have self-confidence, be a good problem solver, and be able to follow directions. Previous classroom teaching experience, student teaching or equivalent experience is desirable but is not a requirement.

Substitute teachers need to have at least two years of college. Substitute instructional assistants need to have at least a high school diploma. Current college juniors or seniors who are majoring in education are eligible to substitute teach in grades pre-kindergarten to eight only.

Any person interested in becoming a substitute teacher or instructional assistant must complete an application package in the Human Resources Department at the Office of the Superintendent. This package includes the necessary papers to issue your payroll checks.

Substitutes will be hired as needed at the discretion of the building principal. Placement on the substitute list does not entitle or guarantee an individual employment as a substitute teacher.

The district's substitute calling system, Aesop, allows substitutes to book their assignments in advance when the need is known in advance. For morning-of absences, Aesop contacts substitute teachers by phone starting at 5:30 am. Please keep in mind that some calls will be made the evening before. If the substitute is to return to the same classroom, the district will make every reasonable effort to notify the substitute prior to the end of the school day.

COMPENSATION

Daily Substitute

- ✓ \$85.00 per day \$42.50 per half day for teachers; \$75 per day (\$37.50 half day) for instructional assistants
- ✓ 7:40 – 2:20 (Nashoba Regional High School, Hale, and Luther Burbank Middle Schools)
- ✓ 8:30 – 3:10 (Florence Sawyer, Center, and Mary Rowlandson Elementary Schools)

DEFINITION(S)

"Short Term" substitutes shall be persons hired to substitute teach in a classroom situation where the duration of the assignment is unknown.

"Long-term substitute" substitutes shall be persons who are hired for eight weeks or more. The district will make every attempt to hire only certified teachers for long term placements. A long term placement is longer than eight (8) weeks and if hired will be paid on the Bachelors Step 1 pay scale.

ROLES AND RESPONSIBILITIES

PROFESSIONAL ETHICS

Substitute teachers in Nashoba Regional School District are in a unique position to interpret the educational program of our schools to our community in either a favorable or unfavorable manner. Although there may be complete agreement on the value of various techniques and procedures, the substitute must be discreet in his/her discussion about the schools and their staff. Discretion must be used in expressing personal reactions and opinions. Our district's administrators are very much interested in discussing any concerns with you at any time.

- Substitutes will be expected to perform the regular teacher's duties. These include, but are not limited to:
 - Assuming the teacher's schedule of classes
 - Assuming the teacher's schedule of duties and / or responsibility such as: Home Room, Study Hall, Lunch Duty and/or Recess Duty
 - Any other regular classroom or school duties
 - Other duties if needed during free periods (assigned by principal or assistant principal)

TEACHING AND LEARNING

FAMILY EDUCATION RIGHTS TO PRIVACY ACT (FERPA) – CONFIDENTIALITY

By law substitute teachers have access to student educational records without parental consent. This places substitutes in the unique position of seeing countless notes, grades, reports and anecdotal records that are confidential in nature and protected by the Family Education Rights and Privacy Act. Each individual functioning in the role of substitute teacher is urged to review the strict confidentiality guidelines contained in the district's Student Records policy and to respect the general rights to privacy that are accorded students and staff in the daily business of keeping school. Administrators would be glad to answer any specific questions you might have about these issues.

Students who have special education Individual Education Plans will be noted in the teacher's substitute folder. It is critical that information remain confidential. In addition, if the information provided is not enough there is a special education liaison assigned in the building to consult with you. Arrangements can be made to make contacts regarding any further information needed.

Additionally, some students may have an ADA Section 504 Plan for accommodations to provide access to learning for a disability. Again, these are confidential plans and references to them should be limited only to school personnel who have contact with that child and only in an effort to provide services or assess need. Students may also have an Individual Health Care Plan which may require further elaboration by the nurse. In many cases the students themselves understand their needs and will help you meet them, however, in such cases it is important that substitutes make sure these conversations are done in a way that notice is not brought to the students.

1. Guidelines to following lesson plans:

- A. With regular teacher's approval or written instruction, substitutes should collect written assignments,
- B. Correct and save, as necessary.
- C. Objectives of each lesson will require the substitute's review.
- D. Instruction should be adapted to meet the group's needs.
- E. A record of complete and incomplete work shall be left for the regular teacher.

2. The substitute is expected to:

- A. Be firm and fair in his/her approach to the students.

- B. Use the classroom teacher's conduct plan.
- C. Follow the lesson plan and schedule of the regular teacher.
- D. If any situation arises which the substitute feels (s)he cannot handle, the substitute will confer with an administrator. Corporal punishment shall never be used.

COMPUTER LAB

There is a computer lab in each of the buildings. There also are laptop carts the run on a wireless system. For further information please seek out the Instructional Technology Teachers.

INCLUSION INSTRUCTIONAL ASSISTANTS AND AIDES

In order to meet the needs of all students, some classes have aides or tutors to assist students with special needs and students with accommodation plans. They may also be able to help with other students depending on the case load in that individual class. If it is not noted in the teachers' plans, it may be helpful before school starts to touch based with a special education liaison in the building to inquire who may be coming into the classroom to support students.

MULTIMEDIA EQUIPMENT

There are television sets, VCR/CD players available in each school. They are usually signed out through the library/media center. Mobile laptop carts may require you to see the Instructional Technology Teacher in the building.

MEDIA CENTER

Student use of the media center is dependent on availability of the librarian and the center itself. If you need to use the library as part of the plan, or you believe you will need it because of a change in the plans please see the librarian before taking your class to the media center.

SUBSTITUTE TEACHER'S JOURNAL (Activities Log)

Must include:

1. Work completed by the class in all subject areas.
2. Assignments given for the following day. These should be in accordance with the teacher's lesson plan.
3. General conduct report should include any pupil whose lack of cooperation should be called to the attention of the regular teacher. Please remember, teachers and administrators do appreciate having reports on pupils who have performed exceptionally well in any area.
4. The reports will be left in the teacher's substitute folder at the end of the school day.

SUBSTITUTE SURVIVAL INFORMATION

BATHROOM FACILITIES

Substitutes are asked to use only faculty designated bathrooms in all schools. These are usually located in or near the room designated as the Teachers' Room.

COPY MACHINES

There are copy machines located in each office and other locations in each school. Please ask the secretary in advance as to where these machines are located and the directions as to how to use them. Each is networked to a computer and requires a passcode. If you are trying to print something from a computer, ask for assistance in locating the correct machine in the menu.

FIRE DRILLS

Fire drills are enforced by state school law and the School Committee. Specific directions are posted in each room. Exit quickly, quietly, and in an orderly manner. The first students arriving at the outside doors should hold them open for the rest of the student body. Four fire drills will be held each year. Pulling false alarms is a serious offense and is dealt with accordingly.

LUNCH

Each school has a hot lunch program. If you are interested you may order when you send the student count to the office. If you have time, you may leave the premises; however, it is imperative that you return in a timely fashion (at least five minutes prior to students arriving.)

MAILBOXES

If you need to leave the teacher something you may ask the school secretary to place the item in the teacher's mailbox.

PARKING

Parking for all schools is limited. The best thing to do is get there as early as possible and park in a designated area. Please do not park where it is designated for visitors.

PROFESSIONAL DEVELOPMENT OPPORTUNITIES

Nashoba Regional School District is pleased to encourage all substitutes to take advantage of our Professional Development Opportunities. Our PD calendar is on the website and you are encouraged to contact the Teaching and Learning Department in the Central Office to register for any offering.

TELEPHONES

If pay phones are available they may be used before or after school or during lunch. The phones in the high school's main office and in all other offices are not available for student

use. Telephone messages are not delivered to students during the school day unless they are of an emergency nature. Students should not be using a cell phone. If so, tell them to put it away. If they refuse, send them to the main office.

NASHOBA REGIONAL SCHOOL DISTRICT DIRECTORY

Superintendent's Office Phone: 978.779.0539

Brooke Clenchy, Superintendent
Aleta Masterson, Executive Assistant to the Superintendent
Ann Marie Stoica, Director Human Resources
Vikki Chartier, Treasurer / Human Resources Specialist
Darci Wardwell, Payroll/Human Resources Specialist

Special Services Phone: 978.779.0539 (ext 3014)

Joan DeAngelis, Director of Pupil Personnel Services and Special Education
Kathy Torilli, Special Education Administrative Assistant
Linda Milton, Special Education Administrative Assistant

Nashoba Regional High School Phone: 978.779.2257

Parry Graham, Principal
Brian Cote, Assistant Principal
Stephen Cullinane, Assistant Principal
Tania Rich, Athletic Director
Sheryl Femino, Administrative Assistant
Laura Kortegast, Secretary

Luther Burbank Middle School Phone: 978.368.7198

Laura Jackson-Friend, Principal
Judy Ursuliak, Administrative Assistant

Mary Rowlandson Elementary School Phone: 978.368.8482

Sean O'Shea, Principal
Scott Blanchard, Assistant Principal
Janice Kerrigan, Administrative Assistant

Florence Sawyer School Phone: 978.779.2821

Joel Bates, Principal
Steve Grant, Assistant Principal
Kaitlyn Herthel, Assistant Principal
Melissa Clericuzio, Administrative Assistant
Debra Helgoff, Secretary

Hale Middle School Phone: 978.897.4788

Patrick Perkins, Principal
Cheryl Goldstein, Administrative Assistant

Center School Phone: 978.897.0290

Ross Mulkerin, Principal
Karen Cronin, Assistant Principal
Mary O'Brien, Admin Assistant



NASHOBA

Regional School District

SUBSTITUTE NAME: _____

I HAVE RECEIVED A COPY OF THE SUBSTITUTE TEACHER HANDBOOK AND BY SIGNING THIS FORM ACKNOWLEDGE THAT I HAVE REVIEWED THIS DOCUMENT.

DATE: _____

SIGNATURE OF EMPLOYEE _____

To be filed in employee personnel folder.