

Westborough Public Schools



SUBSTITUTE Teacher Handbook

Dear Substitute Employee,

Welcome to Westborough Public Schools. Our mission is to provide a rigorous educational experience in a supportive environment that fosters respect and engagement in our diverse and global society.

The purpose of this handbook is to assist you in knowing, following, and enforcing the policies, procedures, and practices of the Westborough Public School System. We believe that the information in the Substitute Teacher Handbook will be a valuable resource to you in working as a substitute teacher, so please spend some time reading and familiarizing yourself with the information you will find here. Feel free to contact me should any questions or concerns arise.

Substitute teachers assume the same responsibilities and duties as a regular classroom teacher. We consider you a guest teacher and a vital part of our educational system. We hope you enjoy each day that you spend with our students and we thank you for being an important part of the education of our youth.

All best wishes,

Doreen Rebh
Human Resources Coordinator
Westborough Public Schools
rebhd@westboroughk12.org

**IN ORDER TO BE ADDED TO THE SUBSTITUTE LIST,
PLEASE SIGN PAGE 14, AND COMPLETE ALL OTHER
ON-BOARDING PAPERWORK, AND RETURN AS SOON
AS POSSIBLE TO DOREEN REBH.**

General Information

This handbook is printed for the benefit of the substitute teachers in the Westborough Public School District. Knowledge of these guidelines and procedures are your responsibility as a member of our substitute staff. Please read through this manual in its entirety, many common questions are already answered here.

AESOP – Automated Sub Calling System www.frontlinek12.com/aesop

AESOP will call subs starting at 5:30 a.m. for assignments for the same day. Substitutes may also be called approximately two days prior to an assignment, between the hours of 5:50 p.m. – 9:00 p.m. If a staff member must leave work during the day, you may be called to fill a partial-day assignment.

All teaching assignments are to be made through the AESOP system, rather than through teachers making their own arrangements. This keeps the lines of communication clear. The High School, however, does not use AESOP but rather, the principal makes the calls to the substitutes.

Building Procedures

Substitute teachers should report immediately to the principal and/or building administrative assistant upon arrival to receive instructions as to the building routine and hours of work, as well as to sign in. They will also receive class lists, lunch schedules and lesson plans. Performance of the regular teacher's building duties is required unless the principal makes other arrangements. Please ask the building secretary for a substitute teacher ID badge/lanyard. This ID badge/lanyard should be worn at all times. Upon the completion of your assignment, the ID badge/lanyard should be turned in to the building administrative assistant. You will also receive other information regarding room assignments, location of materials, plans, charts, and records.

Building Routines

- ◆ **Attendance Records and Reports** – **DO NOT** make any entries in the teacher's record book. Record attendance and tardy information on the forms provided. In addition, on a separate sheet of paper, keep a daily record of names of students who have been absent or tardy and leave it in the grade book for the regular teacher. In serving longer assignments, consult the building principal before recording grades.
 - At the high school, take first period attendance and have a student bring it to the front office. Attendance for the other periods should be recorded on the Substitute Teacher Report, received upon signing in with the front office. Please bring the attendance for other periods to the office during a prep period and at the end of the day.

- ◆ **General Supervision** - Try to fit into the regular program as nearly as possible by assuming the duties of the regular teacher. Sometimes it may be necessary for you to perform routine tasks such as hall duty, lunchroom supervision, playground duty, and the like, in addition to your regular class work.

- ◆ **Mail** –
 - At elementary through middle schools, do not remove mail or other articles from the regular teacher's mailbox unless directed to do so by the building principal. This policy changes when assuming long-term substitute duties.
 - At the high school, please check the teacher's mailbox for first period distribution of library notices, etc.

- ◆ **Fire Drills** - All classrooms have directions for fire drills placed on a sign near the door of the room. Read these directions immediately! Check with the building principal regarding other safety regulations and emergency procedures/protocol.

Teaching Materials

Routine supplies and materials are found in each classroom. However, after you determine what supplies are needed to carry out the plan of the day, you should locate these materials immediately. Please check with a Team Leader or neighboring colleague first, and then notify the school office if a particular supply or teaching aid cannot be found.

Classroom Procedures

- ◆ Plan to arrive at your assigned room at least 15 minutes in advance of the students (see Punctuality). This will afford an opportunity to become familiar with the physical setup of the room and to locate materials necessary to carrying out the assignment in a successful manner.

- ◆ Introduce yourself to each new group of students with whom you come in contact throughout the day. Write your name on the board to avoid any confusion during the day. Meet and consult with other grade level teachers. Please do not hesitate to ask questions regarding routine matters.

- ◆ **Follow the lesson plans left by the regular teacher in order to maintain a certain level of continuity of instruction in the classroom!** You are expected to adhere to the scope and sequence of instruction documented in the teacher's lesson plans. The substitute is expected to carry out any duties assigned, as outlined in the teacher's plans. These may include, but are not limited to, bus duty, lunch duty, recess, etc. If you have any questions, please ask a nearby teacher or a school administrator.

- ◆ Most of the time, teachers anticipate their absences due to scheduled appointments or staff development requirements. However, if a staff member is absent due to an emergency, you may not have lesson plans provided by the teacher. Should this occur, help is available from other teachers and support staff in the school. Teachers from the same grade level, neighboring classrooms, departments, etc., should be accessed to provide assistance when lesson plans are missing or insufficiently developed. Building administrators should also be contacted for additional support under such circumstances.
- ◆ Do not assign written work and leave it to be graded by the regular teacher unless so indicated in the lesson plans. Any written work assigned (*that is beyond the lesson plans*) of the regular teacher should be graded and left for the teacher to examine.
 - At the high school, assignments shall be left for the teacher to grade, and the substitute shall not give any additional assignments.
- ◆ On completing an assignment, a definite statement of the work done in each subject, specifying pages covered in various textbooks, should be left. New assignments should be noted in the teacher's assignment book or on a card inserted in the desk copy of the text. All papers should be graded, records made, and preparations for the next day completed if time permits.
 - At the high school, assignments shall be left for the teacher to grade, and the substitute shall not give any additional assignments
- ◆ You should assume the same responsibility for the order and discipline of students in the classroom, in the halls, or on the playground as does the regular teacher.
- ◆ Students who need to leave class should sign out on a sign out sheet, and have a pass. Only one student should be allowed out of class at a time.
- ◆ The housekeeping arrangements of the regular teacher should be continued with all books, supplies, and equipment in order. Check windows, shades, and general classroom arrangement.

Punctuality

Substitute teachers are expected to be on duty the same length of time as the regular classroom teacher. Many experienced substitute teachers advise arriving to school as early as possible before the start of the school day in order to sign in, find the classroom, locate lesson plans, prepare the room and instructional materials, and otherwise prepare for a successful day of substitute teaching.

The exact beginning and ending times of the teaching day vary from school to school. Information regarding the individual schools, starting and ending times, their locations, and administrators, can be found under the School Directory section later in this booklet.

Discipline

Principals and teachers are responsible for the maintenance of order within the classroom and the school. Authority to use reasonable and prudent force and restraint for the purposes of maintaining order and for safeguarding the persons of students and school employees is delegated by the Massachusetts Department of Elementary and Secondary Education.

Problems of a student-staff nature are discussed personally with the administrator in charge of the building.

As a substitute teacher, you are expected to model and reinforce the expectations of the permanent teacher. Classroom rules are posted in most classrooms and, except for the first few days of class, all students know what the rules of behavior are and what the consequences are for not following them. Effective classroom management will lead to effective teaching.

When students cause behavior problems that are disruptive to the learning environment, you should attempt to maintain discipline in the classroom using acceptable behavior management strategies. However, sometimes even the most effective classroom management strategies will fail and individuals or groups of students may need to modify their behavior in order to resume effective teaching. You must never administer corporal punishment, physically discipline on a student in any way, or verbally abuse the students. Shouting at students or calling them derogatory names may constitute verbal abuse and is unacceptable. The building principal should be contacted in case of serious behavior problems.

Items Requiring Office Approval

Students are not to be dismissed or allowed to leave the school grounds during the school day under any circumstances without the permission of the building principal or office staff.

Accidents involving a student under your supervision should be reported to the school office immediately!

If a student becomes ill, you should immediately refer that student to the school nurse.

Notes or any communications should not be sent to parents without permission of the principal. Students should not be detained after school hours without permission from the principal's office. Parents should be informed if students are to be detained at noon or after school and the approval of parents, as well as the principal, must be obtained before such action is taken.

Completing an Assignment

When your assignment has been completed, report to the school office. Be sure to return keys, ID badge/lanyard, and other materials that you received upon your arrival. Also be sure to sign the substitute sheet, if applicable, upon your departure.

A “Substitute Teacher Report” or a summary/outline of the work covered during an assignment, and/or any comments which might prove helpful to the regular teacher, should be left in the office at the conclusion of your assignment. Please leave a copy of this report with the teacher as well.

New assignments should be noted in the teacher's assignment book, or on a card inserted in the desk copy of the text. All papers should be graded, records made, and preparations for the next day completed.

- At the high school, assignments shall be left for the teacher to grade, and the substitute shall not give any additional assignments

Substitute teachers should follow teaching daytime schedules as designated for each building (see the Punctuality section).

Personal Use of School Property

School facilities, equipment, and supplies are intended to support the education of students and therefore shall not be used in any manner other than for the direct or indirect benefit of the students. School-owned supplies shall not be consumed for personal reasons nor shall any school-owned equipment be taken from the premises for personal use.

Computer Access

Occasionally, a teacher may include a computer program or an online resource in his or her daily lesson plan. As a result, it will be important for you to follow proper procedures in preparing for such situations. If you are unsure that you have completed this, please talk with the substitute coordinator or the technology office. Each time you need access to the computers or online resources to perform your substitute teaching assignment, you will need to contact the building secretary or library media specialist to obtain a username and a password. Please keep in mind that this access will only be valid for the length of that particular teaching assignment. You will need to request access each time you need it.

When using the computers it will be important to practice good security procedures to maintain the overall integrity of the network. Usernames and passwords should not be shared with students or other staff members.

Professional Ethics

Westborough Public Schools expects all of its employees to maintain a high moral standard. Please read over the following ethical expectations:

- ◆ Maintain a positive, professional attitude toward your work. A friendly, cheerful, and cooperative attitude toward both the building personnel and students will help to start the day right and tend to keep it running smoothly. Your attitude will have a great deal to do with your acceptance by the faculty and the students.
- ◆ Plan to spend the entire time working with and for the students and keep all children in your room under supervision at all times. You are expected to carry out the program as outlined by the regular teacher and are not employed simply to maintain order.
- ◆ You are expected to observe the same ethical codes as regular teachers. You are as legally responsible for students, equipment, and materials assigned to your care as is the regular teacher for whom you are substituting.
- ◆ Do not have anyone visit you while you are on duty as a substitute teacher. A principal has the right to refuse to let anyone see you while on the job. Do not expect to leave the classroom for personal telephone calls; messages will be taken and delivered to you. Personal cell phone usage during class time is prohibited.
- ◆ Do not call the regular teacher concerning the class work or anything else you are doing for the teacher unless requested to do so.
- ◆ A substitute teacher refrains from discussing incidents that occur in one building with teachers of another or in the community at large. Conferences with parents and/or students are not conducted except by special permission of the building principal.
- ◆ As a substitute teacher, you have a responsibility to treat most matters pertaining to students with confidentiality. Student behavior, performance, and achievement levels are not subjects of general conversation and should not be discussed outside the school setting. **When working with students with special needs, you must exercise an even greater degree of caution with regard to confidentiality.**
- ◆ You should exercise extreme caution and good judgment in verbal and physical relationships with students. You should establish a position of authority with the students; you may "be friendly" without "befriending" the students. Under no circumstances may a substitute teacher engage in an inappropriate relationship with a student, regardless of who initiates the relationship.
- ◆ ***Yelling at students, calling them derogatory names, and using insults or other threatening verbal or physical attacks will not be tolerated.***

Failure to meet any directives listed above may result in your immediate removal from the substitute teacher list without warning.

Safety and Health

Westborough Public Schools provides certain procedures and information regarding our students' health and safety while in attendance. Each school building has an emergency team of trained members to respond to injuries and/or accidents. Each school also has a procedure in place to access this team. Please check with your school principal to acquaint yourself with the procedure and team members.

Since many children have medical problems that can interfere with their school day, each school is supplied with a Confidential Health List. Students who may have a medical problem are placed on this list with parental permission. This information remains strictly confidential and is not to be shared with other sources. Please check with your principal to review this list.

In addition, each office area maintains emergency preparedness instructions for the district, which contains instructions on how to assist in dealing with emergency medical responses to injuries and accidents. Once again, it is important for all substitute teachers to acquaint themselves with the procedures in each of the buildings to respond to various crisis situations.

Helpful Hints for Successful Substitute Teaching

- ◆ Arrive **early**, not just at the required time.
- ◆ At each school, **familiarize yourself** with locations of fire extinguishers, quick response chart, emergency exit routes, “call buttons” to the office, or other communication devices, etc.
- ◆ Keep a **sense of humor**; it helps both the digestive system and the climate in the classroom.
- ◆ Expect to **be challenged**; it comes with the territory at all grade levels.
- ◆ Have some “**emergency plans**” in case lesson plans are either missing or inadequate or the lesson is completed in less time than the teacher anticipated. Having a "bag of tricks" on hand is helpful (i.e. a book to read aloud, word puzzles, games, brainteasers, etc.) and will always come in handy as a back-up.
- ◆ **Let the teacher know** specifically what lessons weren't completed in your detailed note that you leave for the teacher at the end of the day. (Explain reasons why, if needed.)
- ◆ Don't feel threatened or uncomfortable when **administrators visit** your classroom. They can be a great help in maintaining discipline.

- ◆ Make sure the students **know your name**, but don't let them call you by your first name; it diminishes the respect you want to establish and maintain.
- ◆ Immediately **familiarize yourself** with the “helpful students” identified by the teacher or others familiar with the class. Mention their assistance in your note to the teacher.
- ◆ **Expect interruptions.** Fire drills, electrical outages, playground injuries, visits from other teachers, and students being “pulled out” for other programs or services are all par for the course.
- ◆ When in doubt, confused, or otherwise unable to carry out your duties, **seek help** from another teacher at the same grade level (elementary) or subject area (secondary).
- ◆ **Attach all referral slips** (to the office, nurse, etc.) to your note to the teacher.
- ◆ **Do more** than required. Your extra efforts will be noted and appreciated!

Long-Term Substitute - Helpful Information

- ◆ Contact your building technology paraprofessional for help getting access to:
 - Network log-in information
 - School e-mail
 - School e-mail distribution list
- ◆ Contact your school secretary for help getting access to:
 - Connect5/Connect-Ed call/email list
 - Directions for the phone system
 - Necessary phone extensions that you may need

Compensation

SEE ATTACHMENT A

Assignment Cancellations

Last minute substitute cancellations make it difficult for school principals to ensure adequate classroom coverage. While we recognize that unexpected events and emergencies occur, we ask that substitute teachers and paraeducators make every effort to honor all vacancies they've agreed to fill.

Substitutes (except for those scheduled for the high school) can cancel an assignment through Aesop up to one hour before the scheduled start time. In the event a sub **must** cancel an assignment after the one hour “cut-off” time, please take the following steps:

- **Call the school where you are scheduled to work and notify them that you will not be coming in. If the phone is not answered by a school secretary, please leave a message.**
- **After you have left a message with the school, please call Doreen Rebh at 508-836-7700, ext. 1021, or email her at rebhd@westboroughk12.org**

School Directory

HIGH SCHOOL

90 West Main Street
508-836-7720
School hours: 7:30-1:57
(1/2 day 10:55)

Mr. Brian Callaghan, Principal

Ms. Jessica Malvey, Asst. Principal
Mr. Matt Lefebvre, Asst. Principal
Helen Benoit, Secretary
Susan Valletta, Secretary

GIBBONS MIDDLE SCHOOL

20 Fisher Street
508-836-7740
School hours: 7:30-1:57
(1/2 day 10:55)

Mr. John Foley, Principal

Mr. Patrick Nash, Asst. Principal
Kimberly Rosol, Secretary
Gail Inzer, Secretary

MILL POND SCHOOL

6 Olde Hickory Path
508-836-7780
School hours: 8:08-2:25
(1/2 day 11:30)

Ms. Suzanne Kenny, Principal

Mr. Jeffrey Slomski, Asst. Principal
Ms. Maura Kovaleski, Asst. Principal
Michele Mongeon, Secretary
Cleria Brunell, Secretary

ARMSTRONG ELEMENTARY SCHOOL

18 Fisher Street
508-836-7760
School hours: 8:50-3:05
(1/2 day 12:00)

Mr. John Mendes, Principal

Linda Sweet, Secretary
Katherine McGuire, Secretary

FALES ELEMETARY SCHOOL

50 Eli Whitney Street
508-836-7770
School hours: 8:50-3:05
(1/2 day 12:00)

Ms. Maryann Stannard, Principal

Diane Maxwell, Secretary
Susan Servello, Secretary

HASTINGS ELEMENARY SCHOOL

111 East Main Street
508-836-7750
School hours: 8:50-3:05
(1/2 day 12:00)

Ms. Leigh Becker, Principal

Betsy Krentzman, Secretary
Maria Hanson, Secretary

IMPORTANT NOTICE

Are you a retired school teacher or retiree collecting a pension? Please be sure to notify Doreen Rebh at 508-836-7700 so that the proper deductions come out of your paycheck.



WESTBOROUGH PUBLIC SCHOOLS

45 WEST MAIN STREET • WESTBOROUGH, MASSACHUSETTS 01581
TELEPHONE (508) 836-7700 • FAX (508) 836-7704 <http://westborough.ma.schoolwebpages.com>

SUBSTITUTE TEACHER HANDBOOK AGREEMENT

I, _____ formally acknowledge that I have read the Westborough Public Schools Substitute Teacher Handbook. I accept full responsibility for reading and understanding the expectations, policies and procedures of the Westborough Public Schools.

Date: _____

Employee Signature: _____

The Westborough Public Schools do not discriminate on the basis of age, race, color, sex, religion, national origin, gender identity, sexual orientation, disability or any other class protected by law.