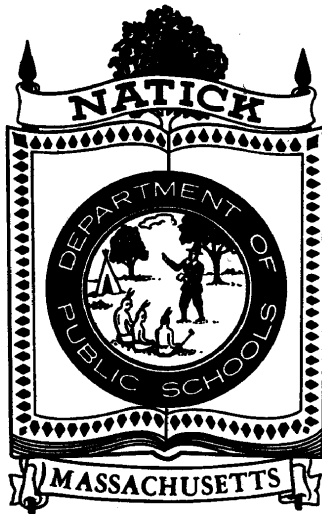


NATICK PUBLIC SCHOOLS

SUBSTITUTE TEACHER HANDBOOK 2009-2010



Human Resources
13 East Central St
Natick, MA 01760
508-647-6495
www.natickps.org

The Natick Public Schools does not discriminate on the basis of race, color, sex, religion, national origin, sexual orientation or disability.

Welcome

We are pleased that you are available and willing to share your professional training and personal interest with our students.

It is hoped that you will find this handbook helpful. Please read through it carefully and bring it with you when you substitute teach. It contains information and guidelines that you may find useful.

We appreciate your service to the Natick Public Schools.

Natick Public Schools Mission Statement

The Natick Public Schools is a community focused on and dedicated to all students achieving high standards in a safe, trusting, respectful environment where learning is exciting, dynamic and engaging.

Legal Disclaimer

This handbook is not to be construed as a promise or contract of any kind with the Natick Public Schools. The Natick Public Schools' retain the right to revise, change, add to, suspend or cancel, in whole or in part, any of the policies or procedures contained in this handbook, at any time, without notice. It is your responsibility to become familiar with the information contained in the document **Laws, Policies & Procedures**. This information is given to substitutes when they are hired and can be found on our website at www.natickps.org. It is imperative that you read these policies thoroughly prior to substituting in the classroom.

TABLE OF CONTENTS

	Page
School Directory	1
School Hours/Early Release Days	2
No School Procedures	3
School Calendar	3
Responsibilities & Guidelines for Substitute Teachers <i>Classroom Strategies & Management Tips</i>	4-7
Substitute Teacher Qualifications	8
Application Process	8
Calling Procedures	8
Pay Rates	9
Benefits [for long-term and permanent substitutes]	10
Cancellation of Assignment	11
Payment of Substitutes	11
Re-Register/Remove Name from Substitute List	11
Allergy Friendly School	11
Emergency/Crisis Response Procedures	12
Fire Drills	12
Confidentiality	12
General Information	
• Bathroom Facilities	13
• Lunch	13
• Parking	13
• Telephones	13

SCHOOL DIRECTORY

<u>School Address</u>		<u>Telephone</u>
Natick High School 15 West St	John Hughes, Principal Colleen McAuley, Secretary	508-647-6600
Kennedy Middle 165 Mill St	Rosemary Vickery, Principal Sandy Linton, Secretary	508-647-6650
Wilson Middle 22 Rutledge Rd	Anna Nolin, Principal Pam Robidoux, Secretary	508-647-6670
Bennett-Hemenway Elementary 22 East Evergreen Rd	Ian Kelly, Principal Marylee Watkins, Secretary	508-647-6580
Brown Elementary One Jean Burke Dr	Edward Quigley, Interim Principal Chris Crosby, Secretary	508-647-6660
Johnson Elementary 99 South Main St	Karen Ghilani, Principal Robin Slattery, Secretary	508-647-6680
Lilja Elementary 41 Bacon St	Barbara Brown, Principal Betty Aucoin, Secretary	508-647-6570
Memorial Elementary 107 Eliot St	Beverly McCloskey, Principal Donna Cohen, Secretary	508-647-6571
Director of Human Resources	Marianne Davis	508-647-6495
Substitute Coordinator	Gail Barbato Scoordinator@natickps.org	508-820-7795

SCHOOL HOURS

<u>School</u>	<u>Regular Hours</u>	<u>Early Release Hours</u>
High School	7:30 - 2:17	7:30 - 11:15
Kennedy Middle	7:50 - 2:05	7:50 - 11:30
Wilson Middle	7:50 - 2:05	7:50 - 11:30
Bennett-Hemenway	8:25 - 2:25	8:25 - 11:55
Brown	8:40 - 2:40	8:40 - 12:05
Johnson	8:40 - 2:40	8:40 - 12:05
Lilja	8:40 - 2:40	8:40 - 12:05
Memorial	9:00 - 3:00	9:00 - 12:30
Pre-K	9:00 - 3:00	9:00- 10:20
Pre-K A.M.	9:00 - 11:30	9:00 - 10:20
Pre-K P.M.	12:30 - 3:00	No P.M. Pre-K

EARLY RELEASE DAYS - All Grades for the 2009-2010 school year

Thursday, October 22
Wednesday, November 25
Monday, November 30
Thursday, January 14
Wednesday, February 10
Tuesday, March 9
Friday, May 21
Last day of school, date to be determined

EARLY RELEASE DAYS - Grades K-4 ONLY for the 2009-2010 school year

ELEMENTARY CONFERENCES-NO LUNCH SERVED

Thursday, November 5
Wednesday, November 18
Thursday, March 4
Wednesday, March 17

NO SCHOOL PROCEDURES

The "No School" announcement as well as delayed openings will be carried, starting at 6:00 a.m. by radio stations WBUR (FM 90.9), WBZ (AM 103.0), WRKO (AM 68.0), by television stations Channel 4, 5, 7, Fox 25, CW56 as well as a recorded message on the "School Closing Line" (508) 647-6515 (after 6:00 a.m.).

School closings or delayed openings are also on the following websites:

www.natickps.org

www.myfoxboston.com

www.thebostonchannel.com/closings

www.schoolclosings.com

www.wbzclosing.com

SCHOOL CALENDAR for 2009-2010 school year

Mon/Tues	Aug 31, Sept 1	Faculty Meetings
Wed	Sept 2	1st Day of school all grades
Fri	Sept 4	Schools Closed
Mon	Sept 7	Labor Day/Schools Closed
Fri	Sept 25	Schools Closed
Mon	Sept 28	Yom Kippur/Schools Closed
Mon	Oct 12	Columbus Day/Schools Closed
Wed	Nov 11	Veteran's Day/Schools Closed
Wed	Nov 25	Early Release Day before Thanksgiving
Thurs/Fri	Nov 26-27	Thanksgiving/Schools Closed
Week of	Dec 24-Jan 1	December Vacation/Schools Closed
Mon	Jan 4	Schools Reopen
Mon	Jan 18	Martin Luther King Jr. Day/No School
Week of	Feb 15-19	February Vacation/Schools Closed
Mon	Feb 22	Schools Reopen
Fri	Apr 2	Good Friday/Schools Closed
Week of	April 19-23	April Vacation/Schools Closed
Mon	Apr 26	Schools Reopen
Mon	May 31	Memorial Day/Schools Closed
*Fri	June 25	Early Release Day/Last Day of School

*The school calendar will be reviewed on or before April 28, 2009 with reference to the number of snow days of which 5 are included. The new schedule will reflect 180 pupil days and 182 teacher days.

RESPONSIBILITIES AND GUIDELINES FOR SUBSTITUTE TEACHERS

At the beginning of the school day, the substitute teacher shall:

- Arrive at least 30 minutes before school starts.
- Report to the office and meet with the appropriate administrator for orientation to school policies and procedures such as attendance, discipline, class schedules and lesson plans.
- Report to the nurse's office to check on medical issues of students in class(es) to which you are assigned.
- Ask about the building's emergency/crisis response procedures
- Familiarize him/herself with the school layout, classroom procedures and the emergency exit route from the assigned classroom(s).

CLASSROOM STRATEGIES AND MANAGEMENT TIPS

In the classroom, the substitute teacher shall:

- Assume all duties of the regular classroom teacher promptly and in accordance with school rules. This may include bus, lunchroom, playground, hall duty or other duties assigned by the building principal.
- Follow the instructions left by the teacher or alert the administrator if there are no plans to follow.
- Check the seating plan chart on the teacher's desk and make sure you have all necessary provisions.
- Write your name and all assignments on the board.
- Be at the door of your classroom when the students arrive.
- Introduce yourself.
- Take attendance; if no seating chart is provided, write names of students in seating diagram.
- Give a quick overview of the classroom rules provided by the teacher.
- Discuss the plan for the day (read directly from plans if necessary)
- Check to ensure that there are sufficient supplies in the classroom to carry out lesson plans.
- Go over/collect homework (if applicable).
- Spend the entire assignment working with and for the students. No personal work of any kind should be done. The substitute teacher is expected to carry out the instructions of the regular teacher, including grading daily papers and leaving a summary of work covered.
- Maintain normal classroom routines; keep to the plan provided by the teacher.
- Stay engaged with the lesson or activity.
- Check in frequently with students as they are working.

- It is advisable to walk around the classroom while the students work. This allows you to provide instant feedback to good work habits and to assist any students with questions.
- Periodically share as a class/summarize (you and/or students).
- Involve students as much as possible; maintain their interest.
- Allow students to work on other homework or read when finished with what you have given them or use short activities provided in this handbook if age appropriate.
- Try not to allow any “down time”.
- Make a point to acknowledge positive behavior.
- Never leave a child in the room unattended. If you find it necessary to leave the room, just ask another teacher to oversee the room, or call the office for assistance.
- Maintain a positive learning atmosphere in the classroom. Disruptive student conduct in class is not acceptable. If serious student behavior problems occur, assistance should be sought from a neighboring teacher or a building administrator.
- What to do in an “unruly” situation--
 - move student so that he/she is in close proximity to you
 - have a 1 on 1 conversation with the student (outside of the room)
 - give a look or a signal
 - provide verbal warning and/or reminder (will get back to the teacher)
 - send student to the office with a pass (then call down using intercom)
- If a student becomes ill or has an accident, or if an emergency situation arises, seek assistance from the neighboring teacher or contact the principal’s office and the nurse’s office immediately. Students should not be left alone in the classroom at any time.
- Connect with Special Education staff in the class; rely on information and help from them.
- When you escort children to specials such as art or phys. Ed., make a point to maintain proper hallway behavior: no talking in line and keeping in single file.
- Watch the time.
- Announce homework for the next day (if applicable).
- Have fun! (and follow the plan).
- Remain in the classroom if a student teacher or intern is teaching.
- If you have any questions during the day, please contact the principal’s office or speak to the teacher in the next room.
- Do not leave the building without checking with the principal or secretary in the man office.

PASS SYSTEM (at the middle school)

- Only allow 1 student out at a time (drink, bathroom, etc.).
- Students should ask permission before leaving.
- If a student is late to class, he/she should have a pass.

The substitute teacher shall inform the principal or department head in cases of:

- Personal injury to students or staff.
- Serious illness of any student.
- Damage to school property.
- Serious discipline problems or infractions of school rules.

It is not the substitute teacher's responsibility to:

- Grant permission for a student to leave school before the regular dismissal time.
- Detain a student after dismissal time.
- Communicate information about a student or staff member with anyone but the building principal or department head.

At the close of the school day, the substitute teacher shall:

- Leave the classroom as neat as possible with things approximately in the same place where they were found.
- Be sure all windows and doors are locked. If the school has issued a key, be sure to return it to the school office prior to leaving the building.
- Leave the teacher a report about how the day went; work that was completed and work that was not.
- Check out at the school office.

Under no circumstances shall the substitute teacher:

- Release a student from his/her jurisdiction during school hours without permission from the school office.
- Use corporal punishment. It is recommended that substitute teachers not touch students at all.
- Leave money or valuables in the classroom.
- Criticize the teacher about her/his materials or methods.
- Leave students unsupervised at any time during the day.
- Make comments about any student, teacher, administrator or parent that will reflect negatively upon that person or upon the teaching profession. Observations made and conversations held during the school day should be considered confidential and discussed only with the school principal or department head.
- Review school records without the permission of the principal. Records are legally designated as confidential and should be treated as such at all times.

What the substitute teacher can do for the regular classroom teacher:

- Follow the lesson plans. Do not allow the students to have a free day.
- Leave detailed notes about which students were helpful, disciplined, etc.
- Correct work completed by students during the day (when appropriate)
- Keep the students from opening the teacher's desk or files.
- Be consistent with existing classroom procedures.
- Keep accurate attendance reports.
- Leave student work in organized piles/files/folders for the teacher.
- Monitor classroom supplies.
- Leave the room neat and orderly.
- Leave a note for the teacher stating something positive about his/her class.

SUBSTITUTE TEACHER QUALIFICATIONS

The employment of substitutes is centralized in the Human Resource Office located at the Town Hall (School Administration Offices, 3rd floor) at 13 East Central St, Natick. Requirements for substitute teaching in Natick include a Bachelor's degree from an accredited college or university, completion of all required state and federal forms, including but not limited to, a tax withholding form (W-4), an Employment Eligibility Verification (Form I-9) and a criminal records background check. To qualify as a substitute teacher, a person should possess a desire 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.

APPLICATION PROCESS

Individuals interested in substitute teaching must apply on line at www.natickps.org. Applications are reviewed and selected candidates are scheduled for an interview with the Director of Human Resources.

CALLING PROCEDURES

According to school policy, substitutes are called to replace a staff member who is to be absent from his/her duties for at least one-half day. Substitutes are engaged as deemed necessary by the appropriate administrator(s).

Our substitute caller phones substitutes in the evening and, when necessary, early in the morning. An attempt is made to give as much advance notice as possible.

Substitutes are called based upon their area(s) of specialization and their familiarity with the given assignment. In the event that a teacher has noted a specific preference for a substitute, every effort is made to honor that request.

Placement on the Substitute List does not entitle or guarantee an individual employment as a substitute teacher. The district's substitute caller will contact substitute teachers at the earliest possible time. The District will try to give substitutes as much time as possible to prepare. The majority of the calls will be made between 5:45am and 7:00 am on the day their services are needed. Please keep in mind 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.

The substitute caller is Gail Barbato and she can be reached at 508-820-7795 or scoordinator@natickps.org

PAY RATES

The pay structure effective for the 2009-2010 school year for substitute employees is as follows:

- The daily rate for the first fifteen days that you work as a substitute teacher is \$87 (These fifteen days must be completed in one school year; they can not be spread over two or more years).
- The daily rate for working as a substitute nurse is \$105. This rate will continue from the first day and will continue for the remainder of the school year
- After completing 15 days* in one school year as a substitute employee [teacher, nurse, student/building support facilitator or media/library assistant], you will be paid \$99 per day when hired as a substitute teacher. (You do not have to complete 15 days every school year to be eligible for the \$99 rate, just once).
- After completing 90 days* in one school year as a substitute employee [teacher, nurse, student/building support facilitator or media/library assistant], you will be paid \$105 per day when hired as a substitute teacher. This rate will continue for the remainder of the school year, but will not continue into the next school year.
- Substitute student support facilitators and substitute media/library assistants will be paid \$14.33/hr; substitute building support facilitators will be paid \$13.99/hr; clerical substitutes \$13.72/hr; food service substitutes \$10.86/hr; lunch monitor substitutes \$11.48/hr.
- Substitute student support facilitators in the Preschool, Access, or NorthStar programs will be paid according to the substitute teacher daily rate. NOTE: Long-term substitute student support facilitators in these programs will be paid \$16.48 hr.
- Permanent substitute teachers will be paid \$105 per day.
- Long-Term substitute teachers & nurses will be paid \$157 per day; long-term substitute student support facilitators \$16.48/hr; long-term substitute building support facilitators \$13.99/hr; long-term substitute media/library assistants \$15.56/hr. [Long-term constitutes 20 or more consecutive days in the same assignment]

*Service as a substitute teacher, substitute nurse, substitute student/building support facilitator or media/library assistant for a half-day counts as a full-day for this purpose. Substitute service in any other capacity that is not stated here (i.e. clerical, cafeteria) does not count towards an increase in your pay structure.

BENEFITS for Long-Term & Permanent Substitute Employees

LONG-TERM SUBSTITUTE EMPLOYEES

<u>Work Year:</u>	Up to 182-days; school-year; non-union position Long-term constitutes working 20 or more days in the same assignment.
<u>Salary:</u>	Daily rate according to non-represented employee salary schedule; paid biweekly. Long-term substitutes will be paid for a full-day on any regularly scheduled half-day of school (<i>i.e. release days</i>) and are expected to participate in release day professional development activities. No pay on days when school is closed for inclement weather; school day is made up at the end of the school year
<u>Sick Leave:</u>	Accrues 1 day per month <u>after</u> 20 continuous work days in same assignment <u>and</u> works 20 hours or more per week. Does not accrue year to year
<u>Family Medical/ Maternity Leave:</u>	As per statute
<u>Jury Duty:</u>	As per statute.
<u>Retirement Plan:</u>	As offered by the Town OBRA plan.
<u>Health Insurance:</u>	As offered by the Town; eligible if long-term assignment lasts six months or more <u>and</u> works 20 hours or more per week
<u>Personal Day:</u>	Not eligible
<u>Holidays:</u>	Not eligible

PERMANENT SUBSTITUTE EMPLOYEES

<u>Work Year:</u>	174-days; school-year; non-union position. Guaranteed work daily at same pay rate regardless of assignment.
<u>Salary:</u>	Daily rate according to non-represented employee salary schedule; paid biweekly. No pay on days when school is closed for inclement weather; school day is made up at the end of the school year
<u>Sick Leave:</u>	Accrues 1 day per month <u>after</u> 20 continuous work days as permanent substitute <u>and</u> works 20 hours or more per week. Does not accrue year to year. <u>New Hires: Ninety (90) calendar day probation period before eligible to use sick days.</u>
<u>Family Medical/ Maternity Leave:</u>	As per statute
<u>Jury Duty:</u>	As per statute
<u>Retirement Plan:</u>	As offered by the Town OBRA plan.
<u>Health Insurance:</u>	As offered by the Town; eligible if permanent assignment lasts six months or more <u>and</u> works 20 hours or more per week
<u>Personal Day:</u>	Not eligible
<u>Holidays:</u>	Not eligible

CANCELLATION OF ASSIGNMENT

If for any reason you are unable to fulfill your assignment, please notify the substitute caller as soon as possible by calling Gail Barbato at 508-820-7795. In the event there is an emergency after 6:45 a.m. and you are unable to substitute, you must notify the main office of the school you were assigned that you will not be coming in.

PAYMENT OF SUBSTITUTES

Payroll computations are based on the information submitted by the school secretary weekly. In some instances, substitutes are required to complete a payroll voucher for days/hours worked. Paychecks are issued biweekly on Tuesdays and mailed to your home address unless otherwise notified. **Direct deposit is available** and forms can be obtained by calling the payroll office. A two- or three-week lag may be anticipated between your period of service and receipt of your first paycheck. For questions concerning paychecks, please contact Adam Henderson, Payroll Coordinator, 508-647-6400 x.1505 or ahenderson@natickps.org

RE-REGISTER or REMOVE YOUR NAME FROM THE SUBSTITUTE LIST

At the end of the school year, substitutes normally receive a reasonable assurance letter to re-register as a substitute for the following school year. It is the responsibility of the substitute employee to re-register annually. If during the school year you wish to have your name removed from the "on-call" substitute list, please notify the Human Resource Office in writing or e-mail ncasavant@natickps.org

ALLERGY FRIENDLY SCHOOL

You must review the substitute folder for student's individual health care plan. The school nurse will provide further consultation about any student in your class with life threatening allergies.

Many people in this school have allergies to scents, foods and other allergens.

- Please check with teachers before bringing foods in for children.
- Please do not wear perfumes, colognes, scented lotions, or hairsprays in the building.

Thank you for making our school a safe, healthy place to learn.

EMERGENCY/CRISIS RESPONSE PROCEDURES

Familiarize yourself with the **Crisis Response Procedure Manual** which is located in each classroom and is designed for faculty, staff and administrators of the Natick Public Schools to provide a set of common sense, step-by-step procedures on how to respond immediately to an emergency or crisis.

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. Multiple fire drills will be held each year. The penalty for pulling false alarms is subject to expulsion.

CONFIDENTIALITY

By law (Family Education Rights to Privacy Act) 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 case manager for each student. 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.

GENERAL INFORMATION

Bathroom Facilities

Substitutes are asked to use only adult-designated bathrooms in all schools. These are usually located in or near the room designated as the teachers' room.

Lunch

Each school has a hot lunch program and you are welcome to purchase lunch at the school cafeteria.

Parking

Parking for all schools is limited. It is advised that you arrive as early as possible and park in a designated area. Please do not park in spaces designated for visitors.

Telephones

If pay phones are available they may be used before or after school or during lunch. The telephones in the high school's main office and in all other offices are not available for student use. Telephone messages are not delivered during the school day unless they are of an emergency nature.

NOTES