

# Dracut Public Schools

## Substitute Teacher Handbook

Office of Teaching and Learning

2063 Lakeview Ave

Dracut Massachusetts, 01826

(978) 957-2617

[www.dracutps.org](http://www.dracutps.org)



*The Dracut Public Schools is a Community of Caring and a member  
of the RULER social and emotional learning community.*

The Town of Dracut is an Equal Opportunity/Affirmative Action Employer



*Dracut Public Schools*



## DRACUT PUBLIC SCHOOLS

2063 Lakeview Avenue  
Dracut, Massachusetts. 01826  
(978) 957-2617 f(978) 957-7435  
[www.dracutps.org](http://www.dracutps.org)

**Mr. Steven Stone**

*Superintendent of Schools*

**Mr. Nicholas A. Botelho**

*Director of Teaching and Learning*

September 2023

Dear Substitute Teacher in the Dracut Public Schools,

I am pleased to welcome you as a valued member of our dedicated team of substitute teachers within the Dracut Public Schools. I am in charge of the process for selecting potential substitute teacher candidates and take great pride in ensuring that each and every applicant fully understands our expectations and is prepared for the job. Your initial preparedness and subsequent success as a substitute teacher is integral to our students' learning and the continuous effective operation of our district. Our students, teachers and families depend upon you to successfully and professionally fill the role of classroom teacher in the absence of the regular teacher. We are confident that you are prepared to meet the challenges you may face within the classroom and elsewhere within each school building. Please do not hesitate to reach out to teachers within your team/grade or content area for guidance. Your building administrative team and secretarial staff are also invaluable resources should you have a pressing question or concern. My office can also assist you with issues of application and payroll and any other pertinent questions you may have. Please take your time reading this handbook as it will provide you with critical information regarding our district and the individual schools.

Thank you again for becoming a substitute teacher within the Dracut Public Schools. Please do not hesitate to seek assistance if you need it. Our goal is to support your continued success within this position.

Sincerely,

Nicholas Botelho,

Director of Teaching and Learning

**The Town of Dracut is an Equal Opportunity/Affirmative Action Employer**

## TABLE OF CONTENTS

Central Office Administration - School Committee and School Directory	4-5
No School Procedure	6
Substitute Teacher Responsibilities	6
Routine Classroom Procedures / Expectations	7
Classroom Management Strategies	7-8
Communicating with the Classroom Teacher	8
Day to Day On Call Substitute Teacher Procedure	8
Salary Rates	9
Payment of Substitutes	9
Mandated Reporting / Suspected Child Abuse or Neglect	9
Life Threatening Allergies	9
Emergency Procedures	10
A.L.I.C.E information	10
Fire Drills	10
Confidentiality	10-11
Tutors and Aides	11
General Information	11

---

### Legal Disclaimer:

This handbook is not to be construed as a promise or contract of any kind between Dracut Public Schools District. The Dracut 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 and to know all school policies and information contained in this handbook. This handbook is not a contract.

## DISTRICT DIRECTORY

### Central Office Administration

- **Office of the Superintendent**

(978) 957-2660  
2063 Lakeview Avenue  
Hours 8:30-4:00

Steven Stone - *Superintendent*  
Cyndy Curtis - *Confidential Asst. to the Supt.*  
RayAnn L'Heureux - *Director of Human Resources*  
Jean Frechette - *Assistant to HR Director*  
Mary Bowie - *Data Specialist*

- **Office of Teaching and Learning**

(978) 957-2617  
2063 Lakeview Avenue  
Hours 8:00-3:30

Nicholas Botelho - *Director*  
Hayley Wood - *Office Assistant*

- **Office of Finance and Operations**

(978) 957-5583  
2063 Lakeview Avenue  
Hours 8:30-4:00

Stefanie Fields - *Director*  
Francesco Rechia - *Assistant Director*  
Melanie Capone - *Payroll*  
Sara Davis - *Office Assistant*  
Kathi Maloney - *Accounts Payable*

- **Office of Student Services**

(978) 957-4649  
2063 Lakeview Avenue  
Hours 8:00-4:00

Kimberly Lawrence - *Director*  
Johanna Garneau - *Assistant Director*  
Jessica Gilliland - *Out of District Coordinator*  
Lissa Lessard - *Office Assistant*  
Sabrina Curtis - *Office Assistant*

- **Office of Buildings and Grounds**

(978) 957-5583  
2063 Lakeview Avenue  
Hours 8:30-4:00

Andrew Graham - *Director*  
Michelle Adamczyk - *Office Assistant*

### School Committee

Ms. Allison Volpe - *Chair*

Ms. Renee Young

Dr. Linda Trouville

Dr. Rebecca Duda

TBD

## Schools

- **Dracut High School**

(978) 957-1500  
1540 Lakeview Avenue  
Hours 7:20-1:50  
Grades 9-12

Richard Manley - *Principal*  
Denise Keefe - *Secretary*  
Sorava Lynch - *Secretary*  
Mary Carney - *Vice Principal*  
Maria Lysen - *Vice Principal*

- **Richardson Middle School**

(978) 957-3330  
1570 Lakeview Avenue  
Hours 7:15-1:45  
Grades 6-8

Maria McGuinness - *Principal*  
Jessica Lavoie - *Secretary*  
Donna Lanier - *Secretary*  
Robert Molloy - *Assistant Principal*  
Adrienne Wheeler - *Assistant Principal*

- **Brookside Elementary**

(978) 957-0716  
1560 Lakeview Avenue  
Hours 8:30-2:45  
Grades PreK-5

Monica Poitras - *Principal*  
Annette Romano - *Assistant Principal*  
Tricia Treska - *Secretary*

- **Englesby Elementary**

(978) 957-9745  
1580 Lakeview Avenue  
Hours 8:30 - 2:45  
Grades K-5

Beth Drohan - *Principal*  
Jessica Wojcik - *Assistant Principal*  
Deborah Drummond - *Secretary*

- **Greenmont Avenue**

(978) 453-1797  
37 Greenmont Avenue  
Hours 8:30 - 2:45  
Grades K-5

Marybeth Veilleux - *Principal*  
Dorothy Murach - *Secretary*

- **Campbell Elementary**

(978) 459-6186  
1021 Methuen Street  
Hours 8:30 - 2:45  
Grades PreK-5

Bonnie Faulkner - *Principal*  
Ada Greenberg - *Assistant Principal*  
Lisa Lizotte - *Secretary*

## NO SCHOOL PROCEDURE

“No School” and “Delayed Opening” notices are broadcast on television stations WBZ-TV-4, WCVB-TV-5, and WHDH-TV-7 and can be found on our website [www.dracutps.org](http://www.dracutps.org).

## SUBSTITUTE TEACHER RESPONSIBILITIES

A Substitute Teacher should:

- Arrive at least fifteen - twenty minutes before school starts, when possible.
- Report directly to the main office to identify yourself, check in, and receive any specific directions for the day.
- Familiarize yourself with the classroom and everything contained within the Substitute Folder. Lesson plans should be followed unless you are otherwise directed.
- Familiarize yourself with the area(s) outside of the classroom which your students will be using.
- Please check the Substitute Folder for any health related concerns in the classroom and contact the school nurse if you have any questions.
- Familiarize yourself with the ALICE protocol, locate the emergency procedures, and check the emergency evacuation route for that room(s).
- Be sure to be at the door of your classroom when the students arrive and greet each one.
- Be sure to take accurate and timely attendance.
- Remain engaged with students at all times.
- In the event of a discipline problem with which you need assistance, please contact the main office.
- Never leave the classroom unattended.
- If a child becomes ill, has an accident, or an emergency situation arises, seek assistance from the teacher in the next room and contact the main office and the nurse's office immediately.
- Students should not be left alone in the classroom at any time.
- Do not leave the building without notifying the Principal or designated administrator.
- If you have any questions during the day, please contact the main office or speak to the teacher in the next room.
- ACT IN A PROFESSIONAL WAY (DEMEANOR & DRESS) AT ALL TIMES
- At the end of the day:
  - Make sure the classroom is left as you found it.
  - Leave all classwork and any other pertinent information for the teacher on the teacher's desk with a detailed note of the day.
  - Report to the main office to sign the Substitute Sign In sheet which authorizes payment for the day. Please inform the Main Office of any problems you encountered.

## ROUTINE CLASSROOM PROCEDURES / EXPECTATIONS

### → CLIMATE:

- ◆ introduce yourself
- ◆ give a quick overview of the classroom rules/expectations provided by the teacher
- ◆ discuss the plan for the day. Read directly from plans if necessary and follow them as closely as possible.
- ◆ take attendance
- ◆ go over/collect homework (if applicable)
- ◆ announce homework for the next day (if applicable)
- ◆ be active and engaged!
- ◆ maintain a professional student/teacher relationship

### → HALLWAY PASS SYSTEM (Secondary Level):

- ◆ students must have a hall pass that is plainly visible and properly authorized
- ◆ only allow one student out at a time (drink, bathroom, etc.)
- ◆ students must ask permission and sign out with their first name, last name and time
- ◆ if a student is late to class, he/she must have a pass

### → CELL PHONES:

- ◆ Middle School:
  - must be off and out of sight in the building & throughout the school day
- ◆ High School:
  - should not be used in classes, detention, or in any other area that may disturb a class

### → THE DAY IN GENERAL:

- ◆ watch the time
- ◆ check in frequently with students as they are working
- ◆ circulate around the room at all times
- ◆ periodically have students share as a class/summarize
- ◆ connect with Special Education staff when appropriate

## CLASSROOM MANAGEMENT STRATEGIES

Please review the following classroom management strategies:

- What to do in a potential challenging situation with a student:
  - acknowledge student with a look or a signal
  - move student so that he/she is in close proximity to you
  - provide verbal warning and reminder that classroom teacher will be notified
  - have a confidential one on one conversation with the student either up at desk or right outside class
  - send student to the main office with a pass and inform office of the situation
- Maintain to the daily plan of instruction provided by the teacher
- Stay engaged with the lesson or activity
- Involve students as much as possible to maintain their interest

- Seek assistance/guidance from grade level or content area educators
- Allow students to work on homework or read when appropriate.
- Try not to allow any significant “down time”
- Walk around the classroom while students work to monitor progress and provide feedback.
- Make a point to consistently acknowledge positive behavior
- If you find it necessary to leave the room, just ask another teacher to oversee the room, or call the main office for assistance
- When you escort children to specials such as art or phys. ed., make a point to maintain proper hallway behavior and trail students at the back to visually see all that is occurring.

## COMMUNICATING WITH THE CLASSROOM TEACHER

Please leave detailed notes for the teacher, including:

- 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.  
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.
- 3) The reports may be left in the teacher's substitute folder at the end of the school day, or with other papers or information from the day.

## DAY TO DAY ON CALL SUBSTITUTE TEACHER PROCEDURE

Day to day, on call Substitute Teachers are given assignments as follows:

- A regular employee calls the substitute service line when they know they will be absent.
- The substitute call-in service employee proceeds to call substitutes from a list of approved names.
- Calls to on-call day-to day substitute teachers begin being placed at approximately 6:00 a.m. Calls are placed to individuals in the following order:
  1. Calls are placed to individuals who have a four-year degree.
  2. Calls are placed to individuals with an Associate's Degree.
  3. Calls are placed to individuals who do not have college degrees but are involved in a degree program.
  4. Calls are placed to other non-degreed individuals looking to work as on-call day-to day substitutes.
- If the substitute employee gets no answer or reaches an answering machine, the call in service employee [leaves a message and](#) moves on to the next name on the list.
- All individuals have the right to say they are unavailable on any day that they are called. If they refuse an assignment, the substitute employee moves on to the next name on the list.

The need for substitutes varies greatly from day to day. Placement on the substitute list does not entitle or guarantee an individual employment as a substitute teacher.

**If you are no longer available to be a substitute teacher, please call the Office of Teaching and Learning at (978) 957-2617.**



## SALARY RATES

The current substitute rates are:

- **TEACHERS = \$165.00 per day**
- **PARAPROFESSIONALS = \$115.00 per day**

## PAYMENT OF SUBSTITUTES

Substitute Teacher timesheets must be signed and presented to the Main Office in each building at the conclusion of each day. Time sheets must be sent to the Business Office by Friday, (2:00 PM) of each week. Payroll is on a biweekly basis. If you have any questions or concerns please contact the Office of Payroll at (978) 957-5583.

## MANDATED REPORTING / SUSPECTED CHILD ABUSE OR NEGLECT

Under Massachusetts law (M.G.L. c. 119 § 51A), the Department of Children and Families (DCF) is the state agency that receives all reports of suspected abuse and/or neglect of children under the age of 18. State law requires professionals whose work brings them in contact with children to immediately notify DCF if they suspect that a child is being abused and/or neglected. Any mandated reporter who fails to make required oral and written reports can be punished by a fine of up to \$1,000.

Under § 51A a school employee who believes that a child is abused or neglected can satisfy her/his legal obligation to make a Department of Children and Families report by reporting the concern at once to the person in charge of the school where the employee works. Therefore, any Dracut Public Schools and/or Dracut Public School District employee who believes that a student in one of the district's schools or programs is or may be the victim of abuse or neglect should immediately report that concern to the principal or program supervisor under whose direction that employee works.

The telephone number to call (day or night) when reporting suspected child abuse and neglect is:  
**1-800-792-5200**

## LIFE THREATENING ALLERGIES

Please make sure all students with individual healthcare plans are monitored closely and that their healthcare plans are strictly followed as prescribed. At the elementary level, the school nurse will provide further consultation about any student in your class with life threatening allergies. **Do not provide any food or candy to students.**

## EMERGENCY PROCEDURES

Please familiarize yourself with the emergency situation procedures and the ALICE protocol in particular.

- **A.L.I.C.E. - Active Shooter Response Training**

The A.L.I.C.E. training model is designed to give schools options based on a response to a serious threat either inside or out of the building. The model is not designed to be linear. There is no wrong response and staff must be prepared to change their response because situations are fluid and always changing.

If you would like additional information on the A.L.I.C.E. model and how it will apply to you when you are in the building please see the building administration or go to ALICE training institute web page and read the FAQ section.

**ALERT** - use any and all means; text, PA system, bells, sensory inputs, etc. to provide intel to as many people as possible

**LOCKDOWN**- barricade (be a harder target), once lockdown is in effect no one should be allowed into your secure room under any circumstances other than a uniformed police officer.

**INFORM**- real time information as possible will be provided by all means possible

**COUNTER**- engage in acts that will require a very high skill level to be disrupted. This can be done by making noise, movement, creating distance and distractions

**ESCAPE**- if the threat is inside the building and you can safely escape, get outside if safe to do so. If the threat is outside the building, get inside the building as quickly as possible.

## 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 remains 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 Healthcare Plans 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.

## **TUTORS AND AIDES**

In order to meet the needs of all students, some classrooms have instructional aides or tutors to assist students with IEPs and special needs and students with 504 accommodation plans. They may also be able to help with other students depending on the caseload in that individual class. It will be noted in the teachers' plans if someone is coming into the classroom to support students.

## **GENERAL INFORMATION**

- **BATHROOM FACILITIES**

Substitutes *must use only adult-designated* bathrooms in all schools.

- **LUNCH**

Each school does have a hot lunch program and you are welcome to purchase lunch at the school cafeteria and/or through the main office.

- **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.

- **CELL PHONES**

Personal cell phones are not to be used at any time when working in the classroom and/or students are present unless within an emergency type situation. Emergency situations should be reported to School Administration when possible.