

SANFORD SCHOOL DEPARTMENT



SUBSTITUTE HANDBOOK

Updated September 2022

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Introduction

Task of a Substitute Teacher: The task of a substitute teacher is to enable each student to pursue his/her education smoothly and without interruption during the absence of the regular teacher.

How Substitutes are Obtained: The Sanford School Department uses an automated service to simplify and streamline the process of finding and managing substitute jobs in our schools. This service from Frontline Education makes it possible to utilize either the telephone or the Internet to locate substitute positions in our district. The Frontline Absence Management solution is available 24 hours a day, 7 days a week and is the only method used to secure substitutes in Sanford.

Let's start with the basics - interacting with Frontline via the Phone:

You can interact with the Frontline system by way of a toll-free, automated voice instruction menu at **1-800-942-3767**. Here, you can proactively search for jobs and manage existing jobs. We recommend calling in to check the computer recording of your name by pressing Option 4 **as soon as we have you in our system and you've received your ID and PIN.**

The system will also make phone calls to substitutes to offer jobs. We have selected the following hours as standard call times when the Absence Management service may call for substitutes: 6:00 AM - 8:30 AM and 5:50 PM - 10:00 PM.

* If you accept a job, you will be issued a confirmation number. **Please remember that your transaction is not complete until Frontline supplies you with a confirmation number.**

Comfortable with technology? GREAT! You can interact with Frontline via the Website:

As soon as we have you in our system with a valid email address, you will receive a personal invitation email with the Subject Line: **Sanford School Department invites you to Absence Management**. Click "Create a New Account." Create a Username, Password, email address, and click the "I accept the terms and conditions" box. Click "Create Your Account" and you are in!

You can search for and accept available jobs, change personal settings, update your calendar, and personalize your available call times by visiting Frontline on the internet at <http://www.aesoponline.com>. If the employee has uploaded lesson plans on the Internet, you will be able to view them online once you take the job! There's even a mobile app called "Jobulator" if you'd like to use your cell phone for these tasks. Simply download Frontline's "Jobulator" from your App Store, using code 7354. (Please note that Jobulator users are charged a small monthly subscription fee.)

Note: You are NOT required to create a Frontline Account for Phone access. You automatically have Phone access as soon as you receive and ID and PIN number. However, to gain Web (Internet) access you must create a Frontline Account via your personal invitation email.

Pay Schedules

The following pay schedules for substitute teachers and educational technicians were adopted by the School Committee effective September 1, 2022:

Education level	Teacher <u>Daily*</u>	<u>Ed Tech</u> <u>Daily*</u>	Long Term Teacher <u>Daily*</u>	Long Term Ed Tech <u>Daily*</u>	Nurse <u>Daily* rate</u> LPN/RN
No active teaching certificate, no 4 year degree	110.00	100.00	181.34 (80% BA-0)	100.00	125.00/150.00
No active teaching certificate with a 4 year degree – BS, BA, MA	110.00	100.00	204.01 (90% BA-0)	100.00	
Current active teaching certificate with a 4 year degree	125.00	105.00	226.68 (100% BA-0)	105.00	
Retired teacher	130.00	105.00	226.68 (100% BA-0)	105.00	

*Daily rate is subject to ½ day proration as applicable

A short-term teacher or ed tech substitute fills in on a day to day basis when a teacher or ed tech is absent due to illness or a personal emergency.

A long-term teacher or ed tech substitute fills in for a single assignment for a minimum of 20 consecutive school days.

Please note:

- Whenever possible, only fully certified teachers or authorized ed techs shall be assigned to classes when the regular teacher or ed tech is on long-term leave
- All long term substitute assignments are subject to approval by the Superintendent of Schools
- A substitute's compensable work day cannot extend beyond 7 hours' maximum without prior administrative approval, plus an unpaid 30-minute break
- Per Maine state law, all substitutes are required to take a 30-minute unpaid break during the above work day
- Substitutes cannot work outside the following times without prior administrative approval:

Schools	No earlier than	No later than
CJL, MCS, Pride	8:00 am	3:30 pm
SMS, SHS, SRTC	7:15 am	2:45 pm

- Questions or concerns should be addressed to the Assistant Superintendent

Basic Duties:

1. Check in at the school upon arrival at least 20 minutes before the official school opening. Sign in at the Office in the Substitute log book, and pick up substitute badge.
2. Review, as appropriate, with the person designated by the principal or immediate supervisor, all plans and schedules to be followed during the day.
3. Assume responsibility for all duties (both teaching and supervisory) ordinarily assumed by the regular classroom teacher.
4. At the end of each day, write a note about the work completed and leave the note for the regular teacher.
5. Remain in the assigned classroom for 15 minutes after the official school closing, or until all students have left your assigned area for the day.

Confidentiality

All information about students is confidential. The sharing of such information in or outside of school with unauthorized persons is unethical and constitutes a violation of the student's civil rights. It is cause for termination of a substitute's employment.

School You May Be Assigned to: – the Sanford School Department consists of six schools:

School Name	School Address	Principal	Telephone No.	Classroom Hours of Operation	Grades
Carl J. Lamb	233 Shaw's Ridge Road Springvale, ME 04083	Sherri Baron	324-8481	8:25am – 3:05 pm	PreK-4
Margaret Chase Smith School	248 Twombly Road Sanford, ME 04073	Tracie Hallissey	608-8763	8:25am – 3:05 pm	PreK-4
Pride	708 Main Street Sanford, ME 04073	Susan Inman	324-8454	8:25am – 3:05pm	PreK-4
Sanford Middle School	52 Spartan Way Sanford, ME 04073	Pamela Lydon	324-3114	7:45am – 2:20pm	5-8
High School	100 Alumni Blvd. Sanford, ME 04073	Matt Petermann	324-4050	7:45am – 2:20pm	9-12
Vocational School	100 Alumni Blvd. Sanford, ME 04073	Kathy Sargent	324-2942	7:45am – 2:20pm	11-12

Ethics

A substitute, in the performance of his/her duties will:

- Recognize the basic dignities of all individuals with whom he/she interacts in the performance of professional duties.
- Exercise due care to protect the mental and physical safety of students, colleagues, and subordinates.
- Be accountable for maintaining his/her integrity and avoid accepting anything of value offered by another for the purpose of influencing his/her professional judgment.
- Be responsible for carrying out the plans left by the teacher in a comprehensive, accurate, and objective manner.
- Ensure that students have access to various points of view, unless there is just cause to act otherwise.
- Take steps to ensure that his/her actions or those of anyone acting on his/her behalf are not made with specific intent of advancing private economic interests. Private economic interest will not be construed as including fair remuneration for professional services.
- Keep in confidence such information as he/she may secure, unless disclosure serves professional purposes or is required by law.

Referenced from Sanford School Department Policy GBC

Upon Arrival

Report to the school office where a member of the office staff will direct you to your assigned classroom, sign the substitute log book and pick up a substitute identification badge. Substitute identification badges are an important part of the Sanford School Department's safety and security program. Badges are to be worn at all times. ID badges have been provided with unique numbers. Upon completion of the day, please return the ID badge to the office. **If the ID badge is not returned, pay will be withheld until the badge is returned.**

The teacher you are replacing is expected to leave materials needed for the day and detailed lesson plans with a clear schedule, including any assigned duties such as lunch, recess or bus duties. Review these plans and materials and seek assistance from a neighboring teacher, department head, or the office if there is anything that is not clear.

- ✓ Review lesson plans
- ✓ Attendance and lunch count procedures
- ✓ Classroom management
- ✓ Procedures and school rules
- ✓ Evacuation procedures
- ✓ Medical issues or procedures pertaining to students, location of the nurse's office and any other special student concerns
- ✓ Student schedules with special area teachers
- ✓ Dismissal routines, including bus schedules
- ✓ Duty responsibilities

Guidelines for the Substitute Teacher

Dress Code – Dress for Success

Research reveals that the clothing worn by staff members affects the work, attitude, and discipline of students. You dress for four main effects: *Respect, Credibility, Acceptance and Authority.*

The effective staff member uses these four traits as assets in relating to students, peers, administrators, parents and the community. If you have these four traits, you have a much greater chance of influencing young people to learn than someone who lacks these four traits.

“Clothing may not make a person, but it can be a contributing factor in unmaking a person. Whether we want to admit it, our appearance affects how we are perceived and received in definite ways. Clothing has nothing to do with students liking a staff member. But clothing definitely has an effect on students’ respect for a staff member, and respect is what a staff member must have if learning is to take place.”

--Harry Wong in his chapter entitled “How to Dress for Success”
from his book **The First Days of School.**

Professional Dress and Grooming

All school personnel are expected to dress in a professional manner, appropriate to their particular position. The following are examples of dress that is inappropriate for all school employees:

- Bare midriffs and backs
- Hats, sweatbands, sunglasses and other headgear may not be worn inside the building
- Tube or tank tops, T-shirts, spaghetti straps or excessively tight clothing
- Frayed or shredded clothing, clothing with holes
- Visible undergarments
- Visible cleavage
- Very short skirts or dresses
- Sweatpants and shorts (unless job appropriate)
- Slippers, flip-flops, shower or beach style shoes
- Other items of clothing, jewelry, body art or footwear that disrupt the educational environment.
- Blue jeans and shorts are generally not allowed. For events (such as outdoor education or field trips) where an employee feels blue jeans or shorts are appropriate, the employee is expected to discuss the event with his/her building administrator before wearing them to work.

Conversations: Discretion must be used in expressing personal reactions and opinion. Strict confidentiality must be maintained regarding children in the class, events of the day, or any school related matters that arise during a period of professional service. Any issues or concerns should be reported to the classroom teacher or a building administrator for follow-up attention. Inappropriate discussions with staff and/or students are not allowed and may lead to removal from the sub list.

Daily Schedule: Arrive at least 20 minutes prior to the scheduled start of the school day. Report to the secretary, sign the substitute log book, and pick up your ID badge.

Curriculum/Lessons Plans: Daily lesson plans are a critical part of the weekly, monthly, and yearly education plan for students. Daily lesson plans need to be followed and the concepts presented. Substitute teachers are expected to follow the plans provided for the class/day.

Once In Your Assigned Classroom

Scan the Room

- Note where the pencil sharpener, paper, pencils and other supplies are located. If they look like they are available to students, check to see that the supply is ample for the day. Replace supplies if needed, (if you cannot find them, make a note of this and inquire with another teacher or the front office).
- Look for the emergency flipchart: be certain you know which direction to take when leaving the classroom. Evacuation routes should be located in each classroom.
- **Some classes have interactive whiteboards. Please see a neighboring teacher if you are unfamiliar with how to use it.**
- Note seating arrangements and any explanations left by the teacher you are replacing. This will help when you review the kinds of activities you may introduce during the day.
- Write your name on the board and put up any work that can and should be written for students. Don't wait until your class is in session to place information on the board, as this may cause down time inviting students to misbehave and decreased motivation (at lunch time, you can write the afternoon's assignments on the board).
- Look for any classroom behavioral charts/postings.

Go to the Teacher's Desk

- Look for the plan book, substitute folder, or any specific instructions left for you, (note if there is a specific duty assigned for the day). Read these carefully to see if there is anything that needs to be arranged before class time. (Remember to plan two or three activities in case assignments are completed more quickly than anticipated).
- Locate any teacher manuals you will need and put place markers in them to be more efficient later in the day. Preview the material to be covered. Does it require special materials or techniques? Does the lesson require a TV or other device? Are there materials to be photocopied? Are there questions to be answered?
- Look for seating charts and special schedules.
- Take a sheet of paper and make a quick sketch of the day's agenda as you will conduct it. Leave it in a conspicuous place on the desk for easy reference. If you have not found times for lunch, dismissal, etc. make a note to ask a fellow teacher or the office.
- Locate pencils. Too often valuable time is lost during the day and classroom management falters when students get off task due to missing pencils. Know where there are spare pencils so you can be ready for the inevitable, "I don't have a pencil."

Other Helpful Hints

- Now that you are acquainted with the classroom and ready for the students, visit the teacher next door. Introduce yourself; ask questions you might have about such items as daily schedules, where rest rooms are located, where the teacher's lounge is, what to do about attendance and school discipline procedures, etc.
- See neighboring teacher for any supplies that may be needed that couldn't be located in the classroom.

Attendance

- Student attendance should be taken and reported to the office at the start of each day, at the time assigned for homeroom, or at the start of each period as required by the school.

Collection of Money

- Money should only be collected for milk and lunches. Monies collected should be put into an envelope and turned into the appropriate person in the school office. **Substitutes should not collect or handle money for any other reason.**

Discipline

- Please notify the Principal or Assistant Principal regarding any serious behavioral issues as they present themselves. The use of physical punishment is never permitted. If a child poses a danger to him/herself or to others, intervention by other personnel may be necessary.

Evacuation Routes

- You should acquaint yourself with the appropriate evacuation route from your classroom. Instructions can be found in the classroom. When the fire alarm sounds, all staff and students are to leave the building in an orderly fashion. Upon exiting the building make sure you take a class list with you to check attendance once the students are safely outside the building. **(Procedures for clearing the halls, lockdowns and securing the building are located in the emergency flip chart).**

Leaving School Grounds

- Check with a school administrator regarding sign out policy for staff. No child may leave the school grounds during the school day without the written request of a parent or a legal guardian and the permission of the school office. Students must check out through the schools office.

Parental Requests Regarding Changes in Dismissal

- All requests for early dismissal and/or changes in dismissal (bus dismissal), must be approved through the school office. If a parent, neighbor, sibling, etc. appears at the classroom to request early dismissal, direct them to the school office. Notes requesting early dismissal must be sent to the school office for approval.

Sickness

- If a student complains of feeling sick, seems flushed, is suffering from malaise, or has had an accident, he/she should be sent to the nurse at the office. Under no circumstances are you to administer any medication, or allow students to administer medication, e.g. Tylenol themselves.

Accidents

- All accidents occurring within the school or on school grounds must be reported to the school office immediately. A student accident report must be completed.

Supervision of Students

- Students are not to be left unsupervised. Please escort elementary students to and from their specials such as Art, Music and Physical Education. As a substitute, you should assist in the supervision of students in the hallways when students are traveling to and from classes or are visiting lockers, etc. Supervision of students shall continue until all students you are responsible for have been dismissed.

Visitors

- Visitors are welcome in our schools; however, they must report to the school office upon arrival, and must be wearing a visitor badge at all times.

Parent Communications

- Communications with parents must have prior approval by an administrator. Parent conferences should not be scheduled by a substitute.

End of the Day

- At the end of the day you should leave a written summary of the day's activities, (see the "End of the Day Report").

Expectations:

- It is the expectation that substitutes will follow the policies, guidelines and procedures presented in this handbook. Failure to comply can lead to removal from the substitute list.

Dismissals

End of the day dismissal requires a high degree of organization and cooperation among all staff. Each school has its own dismissal procedure regarding when students may leave for their buses or to walk home. Make sure you are familiar with this before the end of the school day.

Students are assigned buses at the beginning of the school year; the same bus dismissal schedule is followed daily and seldom, if ever, changes.

It is imperative that students are prepared for dismissal and the room is quiet and orderly. End-of-the-day announcements and the calling of buses via the intercom must be heard by all students.

Walking, instead of running, is emphasized at all times during the day but particularly at dismissal.

It is vital that students be dismissed promptly. Buses do not wait.

Bus changes are not permitted unless there is permission granted by the office. If a student brings a note from a parent requesting a change of bus, the office must approve this. Only in rare or emergency situations will this arrangement be approved by the office.

Students are not to leave the classroom on their own, even if they have a note from a parent. If a student is to be dismissed early, the office will call via the intercom for the student to come to the office to be dismissed.

If a parent or other adult comes to the classroom to pick up a student for dismissal (even at the end of the school day) direct this person to the office. An office staff member will then call the student to the office for dismissal. Picking up students directly from the classroom is not allowed.

End of the Day Report of Substitute Teacher

Substitute Name: _____ **Date:** _____

Teacher: _____

Please complete and leave for the classroom teacher at the end of the day. This report will be shared with the principal.

1. Work completed by the class in all subject areas:

2. Assignments given for the following day: (According to the teacher's lesson plan).

3. Highlights of the day:

4. General Discipline report: *Please list those students who were most helpful. Please also list separately any students whose lack of cooperation should be called to the attention of the regular teacher.*

5. Were you able to follow the lesson plans provided for you?

6. Do you have any suggestions which would improve your experience as a substitute teacher?

Tips for the Substitute Teacher

As a substitute teacher, it is important to recognize that students will often be affected in some way, (disappointed, anxious, etc.), when their regular teacher is absent. The following are suggestions to assist you in working with students:

DO:

- Arrive on time and begin class promptly. Students need to see that you are competent and in control.
- Make yourself familiar with behavioral expectations.
- Give the students clear expectations for behavior up front and be consistent.
- Present the lessons and assignments clearly so that students understand what to do and what to do when they finish. Be as brief as possible in explanations.
- Have a few “tricks up your sleeve” to use as fillers in the event you are left with time at the end of an activity. Impromptu games that challenge students, (brain teasers, word challenges, etc.) are extremely valuable to a substitute.
- Remain positive and flexible. A stubborn student may only need a bit of individual attention in understanding an assignment.
- Show students that you care about them. Praise good behavior and effort.
- Check rooms for exits in the event of an evacuation. Be sure to take your class list so that attendance may be taken outside.

DO NOT:

- Touch a student.
- Lose your temper. Yelling at students, slamming the desk, or name calling will only diminish your control of the classroom and result in loss of respect. Physical contact with a student is never permitted unless the safety of students or staff is in jeopardy, (review Sanford School System’s Discipline Policy).
- Overreact to situations. Handing out detentions for minor incidents may create larger problems for you.
- Punish the entire class for the misbehavior of one or two students. Address the responsible party/parties.
- Threaten students using statements such as; “if it doesn’t quiet down, I’m going to....”. This will undermine your authority. If you have clearly stated the rules, this will not be necessary.
- Be sarcastic or rude. Model behavior for students. Your attitude will reflect your expectations from students.
- Embarrass students. A look or individual comment may be all you need to correct a situation. Give students an opportunity to make a positive choice for a desired behavior.
- Let problems escalate. Ask for assistance!

Classroom Management & Discipline

Classroom management and basic discipline are the substitute teacher's responsibility. Therefore, the substitute teacher is expected to deal with minor disruptions in the classroom. However, if a student(s) behaves in a manner that severely disrupts the learning of others, administrative assistance should be sought by either sending the student to the office or sending for an administrator to help you.

A pro-active approach to classroom management works best to establish a sound learning environment. ***Refer to the Student Handbooks of Individual Schools*** as a reference of expected student behavior. The following are effective general guidelines to consider:

- ✓ Provide clear expectations for students.
- ✓ Indicate when a task is to be completed and maintain timelines.
- ✓ Apply specific and reasonable consequences for inappropriate behavior in a consistent manner.
- ✓ Use verbal and non-verbal management techniques.
- ✓ Demonstrate sensitivity to the whole child's needs.
- ✓ Demonstrate positive verbal and non-verbal behavior to students.
- ✓ Build upon student successes.

Corporal punishment is not permitted. Having students stand in a corner or sit in the hall are not appropriate. On occasion a student may need a "time out" period, (refer to school office personnel for time out procedures). Again, do not hesitate to contact the school office for administrative support if an unmanageable situation arises.