

# CAPE ELIZABETH SCHOOLS

Cape Schools Open Minds  
and Open Doors

Community • Academics • Passion • Ethics

## Substitute's Informational Booklet 2020-2021

### CAPE ELIZABETH SCHOOLS

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**Donna Wolfrom**, Superintendent of Schools  
**Cathy Stankard**, Director of Teaching & Learning  
**Del Peavey**, Director of Special Services  
**Marcia Weeks**, Business Manager

September 2020

Dear Cape Elizabeth Substitute,

Welcome to the Cape Elizabeth School Department! We value the services that our substitutes impart as we work to provide a continuous and excellent education for our students even when our teachers and support staff are unable to come to school. We appreciate your willingness to work in the district with our dedicated staff and our wonderful students.

Please review the supplied handbook, as it is an attempt to answer the commonly asked questions regarding the expectations and responsibilities of a substitute. If you have further questions or need assistance, please do not hesitate to ask a school administrator or member of our staff. Individual school plans are also available, as the day-to-day details of your work may vary from school to school.

Cape Elizabeth substitutes must be registered with the school department, and specific registration expectations are outlined in the provided booklet. Please review the expectations and responsibilities, and submit the necessary information to Arlene Rochefort, our Human Resources Coordinator.

While the job of a substitute at times can be challenging, many find this experience rewarding and positive. Please remember that you are a valued part of the Cape Elizabeth team and that students, teachers, parents, and administrators appreciate your service! Thank you for working with us!

Sincerely,

Donna Wolfrom  
Superintendent

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# SCHOOL STAFF CONTACT INFORMATION

## CENTRAL OFFICE

207-799-2217

[Donna Wolfrom](#), Superintendent of Schools

[Cathy Stankard](#), Director of Teaching & Learning

[Jennifer Lakari](#), Administrative Assistant

[Delbert Peavey](#), Director of Special Services

[Jessica Woitko](#), Office Manager for the Department of Special Services

[Marcia Weeks](#), Business Manager

[Arlene Rochefort](#), Human Resources Coordinator

[Denise Porciello](#), Payroll Coordinator/Bookkeeper

[Alymkan Sydykbekova](#), Accounts Payable/ Reception

## CAPE ELIZABETH HIGH SCHOOL

207-799-3309

[Jeffrey Shedd](#), Principal

[Nathan Carpenter](#), Assistant Principal

[Joan Moriarty](#), Administrative Assistant

## CAPE ELIZABETH MIDDLE SCHOOL

207-799-8176

[Troy Eastman](#), Principal

[Kyle Morey](#), Assistant Principal

[Michele Gagne](#), Administrative Assistant

[Kate Thibeault](#), Administrative Assistant

## POND COVE ELEMENTARY SCHOOL

207-799-7339

[Jason Manjourides](#), Principal

[Sarah Forrey-Pettit](#), Assistant Principal

[Barb McLean](#), Administrative Assistant (AESOP/Substitute Questions)

[Sarah Choi](#), Administrative Assistant

## **SCHOOL HOURS**

### **Pond Cove**

- Grades K-4
- 8:35-3:05 (Check-in at the main office by 8:00 am)

### **Middle School**

- Grades 5-8
- 7:55-2:25 (Check-in at the main office between 7:20 and 7:35 am)

### **High School**

- Grades 9-12
- 7:55-2:25 (Assistant Principal meets Subs in the school's main office by 7:35 am)

## **SUBSTITUTE APPLICATION PROCESS**

Interested individuals should [apply online](#). Once your application is completed and submitted, you will be considered for an interview, and if selected, you will receive an invitation for an interview.

Each applicant will need to provide the following application materials:

### **1. Completed application**

The Cape Elizabeth School Department Substitute Application form must be completed by each substitute and will become part of the individual's file.

### **2. Current Resume**

### **3. Department of Education Certification**

Copies of all valid certification documents from the State Department of Education should be included. These documents are required when applying for long-term substitute positions.

Hiring for long-term substitute positions is managed by building administration. Substitute qualifications to meet Highly Qualified Teacher standards and applicable certification areas will be reviewed carefully prior to filling a long-term position.

#### **4. Certification of Fingerprinting**

All employees are required to obtain a Criminal History Record Check (CHRC) approval from the Department of Education based on fingerprints. For those holding a valid teacher certificate or educational technician authorization, this process does not need to be duplicated. You can learn more about this at the following link. <https://www.maine.gov/doe/cert>

You must present a State of Maine approval identifying the completion of the fingerprinting/criminal records check requirement. Individuals will not be employed or continue to be employed as a substitute without this documentation.

- For fingerprinting, register online at <https://me.ibtfingerprint.com/>  
There is a \$55 fee for this process.
- Complete the application located at :  
<https://www.maine.gov/doe/sites/maine.gov.doe/files/2019-09/Initial%20Approval.pdf>
- Send the approval application to the Department of Education. An additional \$15 fee is to be sent with this application. Make check payable to: Treasurer State of Maine.
- CHRC approval is valid for 5 years.

Once an applicant is hired as a substitute, these materials will be kept on file as the official employment folder.

## **NEW HIRE PAPERWORK**

Once hired, each substitute will meet with Arlene Rochefort, Human Resources Coordinator. During this meeting, the following forms will be completed. Substitutes will also learn about the Frontline/AESOP system.

## **Complete Employment Documents**

1. **W-4's** for tax withholding (state and federal).
  
2. **I-9 form** – proof of citizenship/employment eligibility (listed below, please bring with you)
  - a. Current Passport or
  - b. Valid Driver's License AND Social Security
  
3. **Maine** Public Employees Retirement application.

## **SIGNING UP FOR SUBSTITUTE OPENINGS**

After being hired as a substitute, you will receive an email to set up an account with Frontline. Once you have created your Frontline account you will have access to our absence management program. You will be able to look for openings online and/or may be called by Frontline to fill an absence.

Once a full-time employee reports an absence in Frontline, the automated absence system will begin seeking a substitute. When a person is out on pre-planned personal business or professional leave, Frontline calls will be made in advance. If the person is out with sickness or emergency, the calls will begin as soon as the absence is reported. When you have successfully accepted an assignment via a phone call or on the web site, Frontline will give you a confirmation number.

Requests for your services will come via email or automatic calls through Frontline/AESOP. You will be called on a rotating basis as often as possible. Once called for a specific vacancy, you are required to remain until the end of the school day, which will be specified by the building's substitute coordinator. It is recommended that you check the system frequently in order to view jobs as soon as they are available.

In unique and rare cases, you may receive a direct call from a school who may be short on substitute coverage.

## **RESPONSIBILITIES OF THE SUBSTITUTE**

- You should arrive at least fifteen minutes before classes begin.
- Obtain the substitute folder from the teacher's desk.
- Review lesson plans, daily routine information, emergency procedures, evacuation maps, and locate important phone numbers.
- Take attendance as outlined in the lesson plan.
- Conduct the class in an orderly manner. Carry out the teacher's lesson plans and follow the teacher's usual routine as closely as possible.
- Contact the school office if you have questions arising during the day that students or another teacher cannot answer for you.
- Leave a brief summary of the work that has been done during the teacher's absence. This should include any challenges, questions, or tasks that need attention. If you are willing, please include your phone number in case the regular teacher needs to contact you.
- Leave the room in good order; windows closed, lights off, and check out at the main office.
- Report any immediate concerns to the main office.

## **CELL PHONE USE**

Substitutes should limit their use of cell phones while substituting, and personal calls should be kept to a minimum. Personal long-distance calls may not be charged to any district telephone number. Keep teachers' telephone numbers confidential and do not share them with parents without the teacher's permission. **If someone requests this information, refer her/him to the school office secretary or to the principal.**

## **DISCIPLINE**

Discipline should emphasize positive reinforcement for appropriate behavior, as well as appropriate consequences for misbehavior. Physical restraint and corporal punishment shall not be used as disciplinary methods. If support is needed, please follow the teacher's and the school's procedure outlined in the sub plans.

## **CONFIDENTIAL INFORMATION**

Substitutes for the Cape Elizabeth Schools may learn things of a confidential nature about the business or records of the school district, its students, or employees. It is your obligation as a substitute to respect the confidentiality of the information.

**Substitutes should NOT discuss or divulge confidential information to anyone. Check with the building administrators if you have any questions or concerns regarding confidential information.**

## **Substitute Guidelines/Helpful Hints**

Substitute teachers are an integral part of the ongoing instructional program of the Cape Elizabeth schools. The skills that they bring to the classroom help maintain continuity when the regular teacher is absent. The following skills and responsibilities are important if you are to be a successful substitute:

- ◆ Be prepared: know the location of the school, arrive on time, and dress appropriately (professional and polished).
- ◆ You will need to be able to adapt to many different building environments, each with its own characteristics. This includes learning and following the school rules. It may be helpful to ask faculty if there are any additional responsibilities that apply to you. Remember, you are a temporary member of that building's faculty and owe loyalty to the group.
- ◆ Please respect the existing teacher/student relationship in each classroom. Do not jeopardize that relationship in any way and never criticize the teacher or the lesson plans in front of the students.
- ◆ If you have difficulty in meeting the teacher's objective for the day for whatever reason, have a contingency plan. Prior preparation, quick thinking, and a possible supplemental lesson plan will assist you in this endeavor. Make note of it so that the teacher whom you are replacing knows where to pick up when they return.
- ◆ Do not make comparisons between buildings and do not reveal confidential information received from faculty or students.

- ◆ All relationships with administrators, teachers, and students should be kept on a professional basis.
- ◆ During your assignment, whether it is a day or a month, your job is to provide continuity of instruction in accordance with the regular teacher, the department, and the building. Ask questions. Staff members, office personnel, or administrators will be happy to assist you with any questions or concerns you may have.
- ◆ Check the daily schedule at the building where you are assigned. Each building has different procedures for lunch count, lunchroom rules, hall passes, referrals, use of the bathroom during class time, and computer and resource room privileges. If the sub plans do not indicate this information, contact another staff member or the main office.
- ◆ Make sure you are aware of any room changes and the locations of the rooms. Learn the fire drill instructions and directions to fire exits from your room.
- ◆ Stick to your commitments: if you accept an assignment, try not to cancel at the last minute for a better offer. Of course if you are ill yourself, we understand that you may have to cancel at the last minute. **If you do have to cancel at the last minute – please contact the school directly where you are scheduled to substitute.**

## **RESPONSIBILITIES OF THE TEACHER**

A Cape Elizabeth teacher is expected to provide the following information in a well-kept substitute folder.

1. Daily schedule of teaching and other activities;
2. Clearly outlined and easily followed lesson plans;
3. Appropriate materials for the lessons planned;
4. Current seating chart for each class to be taught;
5. Lists of student groupings when and where appropriate;
6. List of specific days and special schedules;
7. Routine procedures for the classroom including:
  - a. Fire drill and other emergency information;
  - b. Discipline plan;
  - c. Bathroom, lunchroom, and media procedures; and
  - d. Lunchroom expectations.

8. A Substitute packet with alternative plans for the day.
9. Important information of individual students:
  - a. Health or handicapping conditions and needs;
  - b. Behavioral plans; and/or
  - c. Special services requirements.
10. Prior instruction to the students on expected behavior.
11. Medical packet, including gloves, bandages, and quick medical supplies.
12. Information on who and how to contact in case of emergency or general needs.
13. Staff partner to turn to for assistance.

## **THE ROLE OF THE SCHOOL**

Each school is responsible for ensuring the pleasant and effective use of the building. Although this pamphlet and the materials from the teacher should answer most questions, the main office is available help the substitute by reviewing the teacher plans, answering necessary questions, and providing information regarding:

1. An explanation of the schedule and expectations of the substitute in fulfilling the teacher's role in the school;
2. Grade and subject(s) to be taught;
3. Explanation of the assignment(s);
4. Time the substitute's day will begin and end, and, when possible, the number of days the substitute will be needed;
5. Other duties the substitute needs to cover for the absent teacher;
6. Any special programs and/or deviations from the regular schedule that will affect the assignment;
7. Facilities for substitutes including available parking area, lunch and teachers' room.

Substitutes should also be given a concise explanation of the school routine. Information such as regular school hours, recess periods, lunch periods, emergency procedure, class problems, fire drills, etc. will be provided. Cape Elizabeth Staff are required to have a substitute folder labeled and visible for substitutes.

## **DISTRICT POLICIES AND PROCEDURES**

State law requires that a school system have policies to manage the operation of its schools. A copy of the actual policy manual is maintained in the office of the principal. All policies can be found at our website, [www.cape.k12.me.us](http://www.cape.k12.me.us). Go to the Menu drop-down at the top of the page and “Policies” falls under the School Board heading. This area of the website is indexed. If you have any policy questions, please refer those questions to the principal, assistant principal or Superintendent’s office.

### **Emergency School Closure**

Extreme weather or other conditions may cause the closure of the schools. When schools are closed because of inclement weather, only an emergency crew reports to work in the district. News of closures will be on the local television stations (Channels 6, 8, and 13), local radio stations, and closure is posted on the Cape Elizabeth School Department’s website at [www.cape.k12.me.us](http://www.cape.k12.me.us). In the unusual situation when a closure occurs only for certain schools, substitutes should communicate with the main office of that school.

We ask that you use your best judgment when assessing whether or not it is safe to drive in inclement/extreme weather. Please contact the school’s office or the central office if you have questions!

### **Sexual Harassment**

It is a violation of district policy for any staff member or any student to harass other staff members or students through conduct or communication of a sexual nature. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal or physical conduct of a sexual nature that has the effect of creating an intimidating, hostile, or offensive educational or work environment.

Complaints regarding sexual harassment may be made to supervisors, Principals, the [District Affirmative Action Officer](#), or to the [Superintendent](#). Filing of a complaint, when done in good faith, will not adversely affect the complainant. Bad faith allegations may result in disciplinary action against the accuser.

## Child Abuse Reporting

Substitute teachers are representatives of the school district. According to Maine law, staff must report “reasonable suspicion” of child abuse. Maine law recognizes the following types of abuse: physical, mental injury (neglect, threat of harm), and/or sexual abuse. Substitutes who have any suspicions or concerns regarding possible child abuse must contact their supervisor or the State Department of Human Services immediately.

## Injuries on the Job

As an employee of the Cape Elizabeth Schools, any injury sustained on any school property while in the normal course of duty should be reported immediately to the school office and an Accident/Injury form filled out. If it becomes necessary for you to see a doctor, contact [Arlene Rochefort](#), H.R. Coordinator at the Superintendent’s Office, for a referral.

## Emergency Procedures

The Cape Elizabeth School Department is committed to the safety and security of all members of the Cape Elizabeth school community. In times of emergency, the Cape Elizabeth School Department will provide appropriate campus-wide response to assure safety and minimize losses.

Emergency preparedness is also an individual responsibility. In each of our schools and classrooms, you will find an **Emergency Procedures** flip book available for quick reference. This will aid with efficient action during emergencies, and should be in an easily accessible location. Please take the time to ask the office staff and/or teacher about the placement of these clipboards and to become familiar with the contents of the guide before an emergency occurs.

The purpose of the Emergency Procedures is to recommend actions to employees, students, and citizens when responding to an emergency situation in our buildings. Emergencies are unexpected and unpredictable. The intent is to minimize confusion when a crisis occurs. This

plan is not an all-inclusive step-by-step guide; however, it does provide guidelines for prudent response in a variety of situations.

- Think of everyone's safety first (including your own).
- Use common sense and building procedures.
- Act quickly and calmly.
- Teacher or supervising adult – stay with your students.
- Be factual and unemotional with students and the community.

Some preparations can be made to deal with major emergencies. Knowing whom to call can save time, property, and lives. The Emergency Procedures are intended as a practical outline of what to do in a variety of emergencies. Each school is required to develop its own specific evacuation plan and make staff assignments. Please have a conversation with the office staff as to their specific evacuation plan.