



SUBSTITUTE GUIDE ***SCHOOL YEAR 2019 - 2020***

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www.nmrtd.org

Welcome to North Middlesex Regional School District. As a substitute, you provide the staff and students with a necessary and appreciated service. Regardless of the reasons for the absence, the opportunities for students to learn must continue. The services of dependable, well-prepared substitutes are essential to NMRSD as we meet the educational needs and goals of our students. The information contained in this guide is provided to assist you in this important role.

SCHOOL MISSION, VISION, CORE VALUES AND THEORY OF ACTION

Mission: To provide a comprehensive educational experience focused on students becoming contributing members of society.

Vision: The North Middlesex Regional School District is dedicated to working with students, families, and the community to ensure that every student is achieving at his or her potential. The social and emotional health of all students is supported in an engaging, inspiring, and challenging learning environment necessary for student success.

Core Values:

- The well-being of our students is at the heart of what we do.
- Learning is a lifelong process for both students and staff.
- A safe and supportive school climate is essential to student success.
- All members of the North Middlesex community have the capacity to grow and develop their character.
- We respect diversity in all its forms.

Theory of Action:

If we...

- Develop and implement an engaging, rigorous curriculum aligned with state standards;
- Strengthen our instructional practices that promote purposeful student engagement in learning;
- Provide a school climate that supports the social and emotional well-being of students and staff;
- Sustain and expand partnerships among families, schools, and community;
- Support academic growth by leveraging technology and digital resources to ensure our students are immersed in rich, authentic, relevant learning experiences that utilize 21st Century skills.

Then we will prepare our students to be successful in both education and life.

~ Substitute Teacher ~

Definition:

In the absence of the classroom teacher, the substitute teacher follows and instructs the teacher's prepared lesson plan.

The substitute teacher:

- Assumes the responsibilities for instructing classes when a teacher is absent.
- Assumes all other responsibilities for that teacher during the time the teacher is absent.
- Prepares lesson plans with assistance, as directed by the Lead Teacher or an Administrator, when lesson plans are not available in the classroom.
- Maintains appropriate records including taking attendance, checking test papers, student assignments for homework, projects and the necessary clerical work required to maintain student records for a teacher who is absent.
- Provides assistance for students who need special help on those days when no teacher is absent.
- Provides for individualized and small group assistance for students as indicated by lesson plans.
- Supervises students and oversees paraprofessionals for instructional purposes.
- Any other relative teaching duties as assigned.

Education and/or Experience:

A Bachelor's Degree is preferred but not required. Prior substitute teaching experience is desirable, or any combination of education and work experience.

SUBSTITUTE TEACHERS' HOURS OF WORK VARY FROM SCHOOL TO SCHOOL

A complete job description is available upon request from the Human Resources Office.

RESPONSIBILITIES AND GUIDELINES

1. Substitute teachers must report to the main office in the front of the school building at the beginning of each day to sign-in and obtain assigned instructional materials and substitute identification badge.
 - a. Prior to beginning work, please visit the Human Resources Office for work authorization, background checks, tax and payroll information.
 - b. All substitute teachers are expected to receive and wear substitute teacher badges. Badges must be displayed visibly and are to be returned to the School Office at the end of the day.
 - c. Substitutes, upon request, may have access to email with prior authorization from the Human Resources and Technology Departments.
 - d. Check with the Secretary in each building to ensure proper coordination regarding payroll and record keeping procedures.
2. Accidents/Emergencies/Safety: It is incumbent upon us as professionals to be vigilant and proactive with regard to safety issues. We can make the best use of our resources by focusing on prevention and reacting to all situations in an appropriate manner. In case of an accident or emergency keep in mind the following:
 - a. Crisis Intervention Strategy

- i. Remain calm.
- ii. Assess the situation.
- iii. Determine the course of action (do not overreact/do not underreact).
- iv. If possible, isolate the situation.
- v. Get help (call, send student, etc.).
- vi. When administration or the SRO arrives, give a concise report of the situation and listen for instructions.

b. Accidents

- All accidents involving students, no matter how minor, **MUST** be reported to the School Nurse and administration immediately.
- Students who are in need of medical attention and are mobile **MUST** be escorted to the Nurse's Office.
- Students who are not mobile and/or have incurred a head injury should **NOT** be moved. In such cases, the Nurse should be contacted and will attend to the injured student.
- Students should **NEVER** be left unattended.

c. Emergencies

- An emergency situation shall exist when:

- a. There is suspicion of a weapon.
- b. There is a fire emergency or bomb threat.
- c. There is a gas leak, hazardous material or chemical spill.

Response: **Contact the main office immediately.**

Be prepared to give a detailed description of the situation.

- Circumstances which may escalate to a crisis situation:
 - a. A student verbally or by his/her actions threatens harm to him/herself or others.
Response: Follow Crisis Intervention Strategy above.
 - b. There is an unidentified person (intruder) in the building or on campus.
Response: **Contact the main office immediately.**
 - c. There is suspicion of the use of controlled or narcotic drugs or alcohol.
Response: **Contact the main office immediately.**
 - d. A catastrophic event occurs in the community.

No statement of any type should be released to the news media. All communications to the press must be through the Superintendent at Central Office.

d. Safety

Student safety is a teacher's first responsibility. Safety begins with proper supervision.

~ *Substitute Paraprofessional* ~

Definition: Under the direction of the Classroom or Special Education Teacher, assist students and school personnel in accordance with the goals and directives of the schools and states.

Essential Functions: *The essential functions or duties listed below are intended only as illustration of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if work is similar, related or a logical assignment to the position.*

- Assist in maintaining a safe environment at all times
- Assist the teacher with classroom instructional tasks as assigned, including reading and listening to students, and reviewing their work
- Work with students individually and in small groups to assist with the learning of content and skills introduced by the teacher
- Observe student behavior and learning, communicating observations regularly with the teacher
- Assist the teacher with clerical work, record keeping, and preparation of instructional materials, preparation of displays and bulletin boards, and other non-instructional tasks as assigned
- Assist the teacher and students with cleanup from activities
- Assist students with the use of specialized equipment
- Accompany and assist the teacher in supervision on approved instructional field trips
- Arrange furniture and equipment for various learning activities and experiences
- Maintain the orderly arrangement of materials and equipment within the classroom
- Assist students with preparing for and moving to other classrooms, school activities, outside activities and arrival and departure from school
- Communicate to the teacher any unusual situations or needs of students
- Assist the teacher in handling interruptions and emergencies
- Protect confidentiality of records and information gained as part of exercising professional duties and use discretion in sharing such information within legal confines
- Perform any other duties and responsibilities as assigned by the teacher

Skills, Abilities & Qualifications:

- Ability to communicate effectively
- Must be able to follow oral and written directions and have the ability to establish effective working relationships with staff and students
- Ability to maintain effective classroom management strategies

PHYSICAL REQUIREMENTS:

- Duties performance typically in school settings to include: classrooms, gymnasium, cafeteria, auditorium, and recreational areas
- Constant walking, standing, stooping, and occasional lifting of equipment and/or materials weighing up to 20 pounds may be required
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels

- Visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities
- Daily personal and close contact with children to provide classroom management and learning environment support is required on assigned days
- Regular contact with other building staff members is required on assigned days as a substitute

EVACUATION PROCEDURE

Evacuation situations will start with an announcement. Instructions will then be given on how to proceed. If instructed to evacuate, the following procedure should be implemented:

Building Evacuation

- All students and staff will evacuate the building.
- Staff will assist persons with disabilities.
- Teachers with class responsibilities should remain with their classes and should make every effort to lead the students in a calm and orderly fashion. Attendance must be taken once you have arrived at the safe area. Report missing or additional students to authorized personnel.
- Do not return to the building or leave your designated area until you are given direction by authorized personnel.
- Each school and classroom will have a folder with a more detailed description of safety procedures specific to that classroom, discipline and grade level.

A.L.I.C.E. Procedure

- ALERT Use plain and specific language. Avoid code words.
- LOCKDOWN - Barricade the room. Silence mobile devices. Prepare to evacuate or counter if needed.
- INFORM - Communicate the intruder's whereabouts. Use clear and direct language.
- COUNTER - Counter is an absolute last resort. Move, make noise or throw objects to distract the intruder. Use body weight and gravity to gain control.
- EVACUATE - When safe to do so, exit through door or break a window from the top corner. Move to rally point. Keep hands visible and follow law enforcement commands.
- A.L.I.C.E. is not designed to be sequential. An educated response can save your life

Fire Drills/Alarm Procedure

When the fire alarm sounds all normal activity must be immediately suspended and the procedures below should be followed without exception (Disciplinary action will be taken with regard to any non-compliance). Every classroom teacher must review the fire drill/alarm procedures with their students on the first day of school. The following procedures should be followed:

- Fire drills will be held periodically in compliance with state and local fire regulations.
- Fire drills should be acted on as seriously as any real emergency.
- Everyone is to evacuate the building as rapidly and as safely as possible.
- Teachers and students will exit according to the fire drill plan posted in their classroom area and will assemble outside at their designated area.
- Teachers must have class rosters with them when they leave the building and take attendance at the designated area. Report missing or additional students to authorized personnel.
- Teachers are to keep students in the designated unless otherwise instructed.
- No one is to re-enter the building until directed to do so by authorized personnel.
- Students who are in a location other than their scheduled classroom or career area are to proceed to the nearest exit available.
- To the extent it can be safely done, all doors, including overhead doors and windows, are to be closed and the lights turned off upon exiting a classroom or an instructional area.

- Faculty and staff are expected to maintain order among students during the evacuation and when students are outside the building.
- Students and staff should remain away from the building and off of all roadways to ensure access of emergency vehicles.
- Staff should assist any persons with disabilities or in need of assist

SUBSTITUTE TEACHER IN THE CLASSROOM

In the classroom, the substitute teacher will:

1. Assume all duties of the classroom teacher promptly and in accordance with school rules. This may include bus, lunchroom, hall duty or other duties assigned by Administration and/or Teacher Leaders or Department Chairs.
2. Review the provided teacher's schedule and bell schedule and contact the appropriate Teacher Leader or Department Chair with questions.
3. Use the class attendance roster provided to you for student attendance.
 - a. Observe as students sign their names.
 - b. Fill in the blank areas indicating date/time/period/your signature.
 - c. Sign and bring all class attendance rosters to the main office prior to the close of the school day.
4. Follow the instructions left by the teacher or alert Administration and/or Teacher Leaders or Department Chairs if there are no instructions or plans.
 - a. Maintain normal classroom routines and discipline procedures.
 - b. Student conduct problems should be indicated on the attendance roster.
 - c. Serious conduct problems should be reported immediately to the Principal's Office.
5. Check to ensure there are sufficient supplies in the classroom to carry out lesson plans.
6. Spend the entire assignment working with and for the students. No personal work of any kind should be done.
7. Carry out the instructions of the regular teacher, including grading daily papers and leaving a summary of work covered.
8. Remain in the classroom if a student teacher or intern is teaching.
9. NEVER leave students unsupervised.
10. Never let students outside the classroom without a student pass. (Not applicable in elementary schools.)
11. Maintain a positive learning atmosphere in the classroom. Disruptive student conduct in class is not acceptable.
12. Report to the main office to sign out and return any materials at the end of each day.

It is not the substitute teacher's responsibility to:

1. Grant permission for a student to leave school before the regular dismissal time.
2. Detain a student after dismissal time.
3. Communicate information about a student or staff member with anyone but Administration and/or Teacher Leaders or Department Chairs.

Under no circumstances will the substitute teacher:

1. Release a student from his/her jurisdiction during school hours without prior permission.
2. Use corporal punishment. Substitute teachers should not touch students at all.
3. Leave money or valuables in the classroom.
4. Criticize the classroom teacher about his/her materials or methods.
5. Leave students unsupervised at any time during the day.

6. 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 Administration and/or Teacher Leaders or Department Chairs.
7. Review school records without the permission of the Principal. Records are legally designated as confidential and should be treated as such at all times.
8. Do personal business and/or use the computer/internet for personal use (including researching future substitute vacancies) while on school time. Please refer to the district's *Empowered Digital Use Agreement*, signed upon acceptance of position.
9. Use personal cell phones during class time.

What the substitute teacher can do for the classroom teacher:

1. Follow the lesson plans. Do not allow students to have a 'free' day.
2. Leave detailed notes about which students were helpful, disciplined, etc...
3. Correct work completed by students during the day, when appropriate.
 - a. Contact Administration, Teacher Leader or Department Chair for additional work if necessary.
4. Keep the students from opening the classroom teacher's desk or files or accessing teacher materials.
5. Be consistent with existing classroom procedures.
6. Keep accurate attendance reports.
7. Leave student work in organized piles/files/folders.
8. Monitor classroom supplies.
9. Leave the room neat and orderly.

If you have been hired as a long-term substitute teacher:

1. A long-term substitute is the teacher in the class and has all the duties of a regular teacher as follows:
 - a. Making lesson plans, following curriculum, preparation of daily agendas, homeroom duties, grade submissions, grading papers, communicating via email, etc.
 - b. For scheduling and grading information, please contact the Principal.

3 Strike Rule: Our faculty and staff understand and appreciate the struggles of substitute teaching, especially someone new to subbing and everyone makes mistakes. We will follow-up with any performance concerns and offer support, so mistakes won't be repeated. In the event of performance concerns, this is the procedure that is generally followed:

- Strike one - The Classroom Teacher and/or Assistant Principal will follow up.
- Strike two – A Principal and/or Human Resources Director will meet with substitute.
- Strike three - Removal from the substitute list.

Cultural Diversity:

North Middlesex Regional School District recognizes, respects, promotes, and celebrates the value of cultural diversity throughout the district. In all of its endeavors, NMRSD is guided by a fundamental concern for justice, equity, and for the dignity of all human beings.

NMRSD expresses its identity by creating a welcoming community for staff and students that:

- reflects its culture
- values and celebrates the diversity of the school community
- expresses a commitment to access and equity
- demonstrates ethical conduct

- highlights the primary values of human respect, dignity, and freedom
- appreciates the importance of cross-cultural knowledge
- demonstrates acceptance of cultural diversity
- aims to ensure that the diverse nature of the school is reflected in all aspects of its employment and education.

A commitment to cultural diversity embodies sensitive and ethical appreciation and recognition of cultural differences.

IMPORTANT CONTACTS: MAIN SCHOOL NUMBER – (978) 597-8713

CENTRAL OFFICE

Superintendent Brad Morgan, Extension 1200
Assistant Superintendent Nancy Milligan, Extension 1301
Director of Human Resources Anne Marie Tucciarone-Mahan, Extension 1601
Business Manager Nancy Haines, Extension 1404
SPED Director Brad Brooks, Extension 1501
I.T. Director Jeremy Hamond, Extension 1702
Plant & Facility Director Oscar Hills, Extension 1901
Payroll Specialist Patti Lee, Extension 1403
Administrative Benefits Support Specialist Charlene Carter, Extension 1600

SCHOOL BUILDINGS

Ashby Elementary, Extension 5000: Principal Anne Cromwell-Gapp
Hawthorne Brook Middle School, Extension 3000: Principal Jason Webster
North Middlesex Regional High School, Extension 2001: Principal Tim McMahon
Nissitissit Middle School, Extension 4000: Principal Diane Gleason
Spaulding Memorial School, Extension 6000: Principal Kate Guziejka
Squannacook Early Childhood Center, Extension 1001: Principal Anne Cromwell-Gapp
Varnum Brook Elementary School, Extension 7000: Principal Tara Hanley

ASSISTANT PRINCIPALS

Hawthorne Brook Middle School, Extension 3402: Sandra Shepherd-Gay
North Middlesex Regional High School: Christy Kervin, Extension 2402
Laurie Smith, Extension 2403
Nissitissit Middle School, Extension 7219: Lauren Young
Spaulding Memorial School Extension 6402: Kristen Pratt
Varnum Brook Elementary School, Extension 7402: Jill Jarvis

SCHOOL SPECIFIC INFORMATION

Ashby:

Substitutes report for duty from 8:40 - 3:20
In the event of a fire drill or ALICE evacuation, take the “To Go Bag”
Lunch price is \$3.85

Hawthorne Brook Middle School:

Substitute work hours: 7:45 - 2:45
School Hours: 8:00 - 2:30

High School:

School is in session from 7:00 - 2:00
Main Office extension is 2000

Spaulding Memorial School:

Substitutes report for duty from 8:30 - 3:30

Squannacook Early Childhood Center: Has split and full day sessions

Substitutes report for duty: 9:00-12:00, 12:00 to 3:00 or 9:00-3:00

WHO SHOULD I CALL / WHERE SHOULD I GO IF A STUDENT OR I NEED(S)?

Student needs to use a telephone	Office Secretary
Help with a locker	Assistant Principal's Office
Help a student finding something that's lost	School Office
Help dealing with a problem at school or at home	Student's Guidance Counselor
A bullying, harassment, hazing or sexual harassment complaint	Principal's Office
Medical assistance	Nurse's Office
Assistance with school email or internet access	Tech Support (Extension 1700)

STUDENT RESPONSIBILITIES & DISCIPLINE INTERVENTION

Each student has an individual responsibility to behave in a safe manner. Safety procedures are important in all phases of student activity, including:

- Classrooms
- Gymnasium areas
- Corridors and on all pathways
- Athletic events
- School buses/private vehicles
- School activities including, but not limited to trips, dances, and meetings

Everyone has the responsibility and obligation to report any potential or actual unsafe conditions to school personnel. This includes conditions that may exist inside or outside of the school buildings, including but not limited to classroom equipment that is not operating properly.

All school staff is expected to correct students for any violation of school rules. Failure by students to respond appropriately to any staff member will be met with discipline based on the severity of the incident.

Being on Time to Class

Students are required to be on time for all class periods, career area periods scheduled appointments and events. Tardiness is unacceptable behavior and will not be tolerated.

Expectations in the Classroom

Students are required to follow the directives and any reasonable requests of their classroom instructors. They are also required to be prepared for class, to bring to class the necessary pens, pencils, notebooks, books and any special equipment needed for the class period as stated by the instructor.

Students must:

- Attend all classes
- Arrive at class on time
- Adhere to all rules and regulations made by the substitute teacher
- Not leave class until dismissed by the substitute teacher
- Not deface books, desks or other property
- Report immediately to the Principal's Office if directed to do so by the substitute teacher

- Not use vulgar, obscene, and or derogatory language, including language that demeans an individual's race, color, gender, sexual orientation, nationality or religion

Electronic Devices

In keeping with the philosophy of North Middlesex Regional School District to develop each individual student to his/her highest potential and recognizing that handheld electronic devices possess the capabilities to enhance classroom learning and are able to be used as genuine educational tools, the use of these devices can be allowed in classrooms for educational purposes at the discretion, and with the permission of that instructor. Use of electronic devices must be courteous, appropriate and respectful at all times.

With the exception of elementary schools, which do not permit the use of electronic devices, they are permitted at the following times and/or locations:

1. Prior to homeroom during breakfast hours
2. During the students' assigned lunch in the cafeteria
3. After school hours
4. In classrooms and after school activities when part of the learning process

Electronic devices are not permitted at the following times/and or locations:

1. In hallways during instructional time
2. In classrooms without exclusive permission of the instructor as part of the learning process

These are general guidelines that may vary by school and if there are any questions, please see someone in administration for school specific policy.

*** It is absolutely prohibited for students to use any electronic devices to take pictures or video of other students or staff while on campus.**

Student Identification Badges

Students (with the exception of elementary school) MUST wear or be in possession of a personal NMRSD Identification Badge.

Substitute Computer Login

Every school has a generic user account that exists for substitute use. These accounts will allow substitutes to log into any computer within the school, access the internet, and access printers. They do also have their own H drive but it is accessible to anyone using that account. These accounts can be used for both long term and short-term substitutes.

The substitute account usernames are:

School	Login	Password
AES	aes_teacher	A3\$T3ach3r
HBMS	hbms_teacher	4bm\$T3ach3r
NMS	nms_teacher	Nm\$T3ach3r
NMRHS	rhs_teacher	Rh\$T3ach3r
SECC	ses_teacher	Se\$T3ach3r
SMS	sms_teacher	Sm\$T3ach3r
VBES	vbes_teacher	Vb3\$T3ach3r

Generic Google Apps & Discovery Ed Account

The following generic Google Apps account can be used by substitutes to log into Chromebooks or access Discovery Education Streaming.

Login: guest@nmrsd.org

Password: sublogin

This account does not have access to Google Docs or Email since it is a shared account.