

# Wareham Public Schools



## Substitute Teacher and Paraprofessional Handbook

2019-2020

*I acknowledge that I have received the substitute Teacher and Paraprofessional Handbook, that I have read it, and that I understand its content.*

*Received by:* \_\_\_\_\_ *Date:* \_\_\_\_\_

# Wareham Public Schools



## Substitute Teacher and Paraprofessional Handbook

2019-2020

*Vision Statement:* The Wareham Public Schools offers challenging, engaging, innovative, globally minded educational experiences, providing a competitive advantage for our students, our schools, and our community, to ultimately create a better world.

Dear Substitute,

I would like to welcome you to the Wareham Public Schools. The work of our substitute teachers and paraprofessionals is an essential function to the smooth operation of our programs and we value your contribution. This handbook is designed to provide you with an overview of our school system. It contains many facts that will be important to your work in Wareham. Each of our schools has its own unique set of circumstances and there will be differences in the daily operation of each building. You should rely upon the direction of principals and their staff for these necessary differences in operations.

There are over 200 teachers and 50 paraprofessionals who are responsible for the approximate 2100 students who come to our schools daily. While our staff have an excellent attendance record, it is inevitable that illness, family obligations, and professional development activities will, on occasion, require their missing days of school. Without the support and dedication of our substitute teachers and paraprofessionals, our educational program would be greatly hampered.

We have placed the care of our students in your hands. It is an important role that you fill. Please let principals or other administrators know if there is anything we can do to help you better serve our students.

This handbook is laid out in an alphabetical order that I hope will provide you with answers to some common questions and be of assistance to you in your work. Once again, our building principals are most able to assist you with answers to more specific questions.

Sincerely,

Dr. Kimberly Shaver-Hood

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## **Accidents**

If a student has an accident, he/she should be escorted to the office to seek medical attention or contact the office through the phone system. Do not send seriously ill students for help unattended. The school nurse will complete the proper forms.

Accidents to substitute teachers are covered by workers' compensation and they should be reported to the office within 24 hours. The proper form must be completed and sent to the central office.

## **American Disability Act**

In compliance with the American Disability Act, the Wareham Public Schools will make every reasonable effort defined by law to accommodate people. If you need such assistance, please give the principal of the school sufficient prior notice so that the necessary arrangements can be made.

## **Assemblies**

Substitutes are to accompany their classes to each assembly, unless excused, and are to supervise assembly behavior. Substitutes will be expected to sit with their class.

## **Attendance**

An accurate attendance must be taken in each homeroom during the opening exercises each morning. Substitute Teachers shall list absentees in the manner designated by the building office. Any child who arrives after the bell signaling the start of school must report to the office and obtain a tardy slip.

## **Audio-Visual Aids, Guest Speakers and Television**

The principal must approve any video, guest speakers, or television viewing, shown to the students that are not prescribed by the teacher, in advance.

## **Building Security**

All doors are locked throughout the school day. Do not leave doors to the exterior of the building unlocked or propped open. Do not admit individuals to the building. All visitors must enter the building through the front door.

School personnel from other buildings will be wearing school IDs.

## **Child Abuse and Neglect**

Substitutes in the Wareham Public Schools, who have reason to believe that a child is suffering from abuse or neglect, are morally and legally required to report these concerns to the principal of the school.

## **Child Custody**

The school shall assume that each parent/guardian has legal custody of a child unless the school principal is provided with legal documentation indicating other circumstances.

Dismissal of a child to an individual other than a parent or guardian will not be permitted unless a written notice of permission is provided by a parent or by a guardian having legal custody.

## **Confidentiality**

During your service as a substitute, you will access confidential information concerning students. Such data concerning student records, class work, behavior, home environment, inclusion in free and reduced lunch program, or in special education programs and other details about individual students must not be discussed outside of school.

Because you may be asked to substitute in a number of classrooms and a variety of schools, you must refrain from comparisons of these assignments. Assignments vary from teacher to teacher and any comparison would be unfair to the staff involved.

Should you have concerns, these should be discussed with the building principal.



# Daily Schedule

## WAREHAM PUBLIC SCHOOLS TIME SCHEDULE 2019-2020

	WHS Gr.8-12 COOP ALT Gr. 9-12	WMS Gr. 5-7	MINOT Gr. 3-4	DECAS PreK Gr.K-2
Teachers Begin	7:35 AM	7:30 AM	8:20 AM	8:30 AM
Students Begin	7:40 AM	7:40 AM	8:30 AM	8:40AM 8:40 AM 12:30 PM
Student Dismissal	2:10 PM	2:02 PM	2:40 PM	11:00 AM 2:50 PM 2:50 PM
Teacher Dismissal	2:50 PM M T Th 2:20 PM W F	2:45 PM M T W Th 2:12 PM F	3:20 PM M W 3:40 PM T 2:55 PM Th F	3:30 PM M W 3:50 PM T 3:05 PM Th F

### Early Dismissal Times 2019-2020 School Year:

	Thanksgiving Recess December Vacation (Half Day)	Early Release In-Service	Last Day (Half Day)
Middle	10:07 AM	12:05 PM	10:07 AM
High/Coop	10:15 AM	12:15 PM	FINALS
Minot	10:45 AM	12:45 PM	10:45 AM
Decas	10:55 AM	12:55 PM	10:55 AM

You must be on duty and prepared to begin the day when the students arrive. Plan on getting to your assignment early so that you will have time to acquaint yourself with the lessons and room management issues. Please complete substitute teacher form at the main office. Check the teacher's mailbox for notes and attendance folder.

Be sure to review the schedule for the day's activities before school begins. Check to determine classroom responsibilities and other assigned duties. A teacher schedule of all these responsibilities will be kept in the lesson plan book. Whether in the plan book or substitute's folder please adhere to the teacher's plans as closely as possible. Notify building principal if no plans are available.

## **Discipline**

The Wareham Public Schools promote a climate of mutual respect and trust. We have high expectations for the behavior of our students. Each classroom has established a routine and expected behavior for students. Occasionally, there may arise disciplinary incidents that require outside assistance. The school administration is ready to help you any time that you request assistance.

## **Discriminatory Harassment**

<https://www.warehamps.org/Page/40>

## **Dismissals**

Written requests for early dismissal should be forwarded to the office. At no time should a substitute request or permit a student to leave school grounds during school hours unless authorized by the principal. All students will be dismissed from the office.

## **Dress**

Students are expected to dress in a manner appropriate to the learning environment. Should there be concern with the dress of any student, bring these concerns to the attention of the school administration.

Dressing in a professional manner may enhance your ability to manage students. As a general rule, jeans, t-shirts, sandals and other casual clothing should not be worn. It is important to establish a business-like statement in your dress and manner.

## **Drug and Alcohol Policy**

The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance, including alcohol and tobacco products, is prohibited in the Wareham Public Schools. Employees found in violation of this prohibition will be subject to discipline up to and including termination and/or be required to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such by Federal, State or local health, law enforcement or other appropriate agency.

## **Empowered Digital Use**

<https://www.warehamps.org/Page/40>

## **End of the Day Report**

At the end of the school day, a substitute teacher report form must be completed and returned to the school secretary. The teacher will be able to review the form and forward it to the office for the review of administration. Success of lessons should be noted and the identification of any student that had difficulty with material presented. You should also report on the attitude and behavior of students. This information will be of great assistance to the teacher and school administration. A sample substitute teacher report is attached to this handbook. Required forms may vary in each school.

## **Field Trips**

Please make sure that all students have provided written parental permission slips, if these had not been collected previously. You should bring an attendance roster. A bus roster must be provided.

## **Fire and In-door Safety Drills**

In the event of a fire drill, proceed with your class of students to the exit prescribed in the posting found in each classroom. You should bring an attendance roster and conduct a roll call to confirm the whereabouts of each student in your charge. Do not allow any students to reenter the building until instructed to do so by administration.

A principal will use the intercom to announce an in-door safety drill. You will lock your classroom and keep it secure until given additional directions. Specific instructions for each school are available at the building level.

## **Handbooks**

There is a District Handbook along with a School Handbook available in each school and on the district website <https://www.warehamps.org>. These documents provide you with detailed information about the policies and procedures under which an individual school operates. It will be to your advantage to read these as our routines and policies are outlined in detail within them.

## Internet Safety

<https://www.warehamps.org/Page/40>

## Leaving the Classroom

During the course of the day students may have to leave the room for various reasons, i.e., to visit the nurse, for lavatory use, etc. Use discretion in granting these requests and be sure to follow the procedures established in each of our schools. Monitor carefully the number of students who, with your permission, leave the room. Know at all times where each student is. At dismissal listen to announcements and make sure that each student gets on her/his proper bus.

In the elementary schools, a schedule of all student specialist activities will be kept in the lesson plan book. Please be very punctual when bringing and picking up the class for lunch, recess, and supervisors. Insist on quiet passing prior to leaving the classroom.

If you should have to leave the classroom for an emergency, never leave the students unattended. Arrange to have a colleague supervise the class during your absence.

## Lunch

Your schedule will indicate your lunch period. Faculty members who bring their own lunch usually eat in the staff room. You may purchase a hot lunch in the cafeteria for \$4.00.

## Medications

Whenever possible, medications should be given at home with every effort made to avoid administration during school hours.

A parent or guardian must bring the medication to the school nurse's office. **Students should not be in possession of any medications.** This includes aspirin, Tylenol and cough preparations (drops, lozenges, cough medications) as well as prescription drugs.

The School Health Department does not provide aspirin, Tylenol, cough medicine, or other over the counter products. These will not be administered without a doctor's order.

**Students with asthma may be allowed to carry their emergency inhalator with them provided:**

- a. the prescription label is on the canister
- b. the physician/parent (guardian) form is signed and on file with the nurse indicating the doctor feels that the medical situation and the child's knowledge of his/her medical needs warrants the carrying of the medication

## **Pay**

Substitute teachers who are employed on a daily basis will receive \$92 per day. After 10 consecutive days in the same assignment, compensation will be at the level of Bachelor's first step of the teachers' contract.

Substitute paraprofessionals who are employed on a daily basis will receive \$87 per day.

Substitutes are paid weekly on Thursday. The live checks will be mailed to home address, unless instructed to do otherwise, or the substitute will be given on-line access for direct deposit. Questions related to pay issues should be addressed to the Payroll Secretary at 508-291-3500 ext. 3505.

## **Permanent Intermittent Substitutes**

Each building has been allocated several permanent intermittent substitute teachers. These substitutes work a guaranteed schedule of two days one week and three days the next. Additional days may be worked on an as need basis. Ideally, people seeking to become a full-time teacher will fill these positions. Compensation is at a higher rate of pay. Interested candidates should speak to the building principal. These are annual appointments.

## **Procedure Upon Reporting to School**

Report to the school secretary for assignment and general instructions. Items to look for: student enrollment (by class), lesson plans, identification badge (must be worn at all times during the day), and safety procedures.

**Remember you set the tone for the day. The first ten minutes often determine the success or failure of the class period.**

## **Procedure at the End of the School Day**

Report to the office before leaving school. Return all items to the school secretary. Please document any difficulties you may have encountered during the day. Complete timesheet and leave with school secretary. Thank you for your help!

## **Restraint of Students**

<https://www.warehamps.org/Page/40>

## **Smoking Policy**

Consistent with the language and intent of Chapter 71 of the Acts of 1993, the Wareham Public Schools prohibits the use of any tobacco products within the school buildings, the school facilities or on the school grounds or on school buses by an individual, including school personnel.

## **Social Networking for Staff**

<https://www.warehamps.org/Page/40>

## **Staff Ethics/Conflict of Interest**

The school committee expects members of its professional staff to be familiar with the code of ethics that applies to their profession and to adhere to it in their relationships with students, parents, coworkers, and officials of the school system.

No employee of the committee will engage in or have a financial interest in, directly or indirectly, any activity that conflicts or raises a reasonable question of conflict with his/her duties and responsibilities in the school system. Nor will any staff member engage in any type of private business during school time or on school property.

Employees will not engage in work of any type where information concerning customer, client, or employer originates from any information available to them through school sources.

Moreover, as there should be no conflict of interest in the supervision and evaluation of employees, at no time may any administrator be responsible for the supervision and/or evaluation of an employee being directly related to him/her.

Every 2 years, all current employees, including School Committee members, must complete the State Ethics Commission's online training. New employees must complete this training within 30 days of beginning employment and every 2 years thereafter. Upon completing the program, employees should print out the completion certificate and keep a copy for themselves. Employees will be required to provide a copy of the completion certificate to the municipal or district Clerk through the Superintendent's office.

In order to avoid the appearance of any possible conflict, it is the policy of the School Committee that when an immediate family member, as defined in the Conflict of Interest statute, of a School Committee member or district administrator is to be hired into or promoted within the School District, the Superintendent shall file public notice with the School Committee and the Town Clerk at least two weeks prior to executing the hiring in accordance with the law.

LEGAL REFS.: M.G.L. 71:52; 268A:1 et seq.

## **Substitute Conduct**

Substitutes are expected to abide by and maintain standards of acceptable and appropriate conduct with regard to students. The substitute's behavior is a model for student behavior. While interacting with students, a substitute must never use **profanity or touch or strike** a youngster, regardless of the provocation.

## **System Organization**

It is important to observe the chain of command when working in a school system. The principal of each school should serve to answer most questions that you may have. Principals are closest to issues that may arise at the school level. If the principal is not able to answer your questions, he/she may refer you to other system personnel.

**School Committee**

Michael Flaherty, Chair  
Apryl Rossi, Vice-Chair  
Joyce Bacchiocchi, Secretary  
Mary Morgan  
Laurie Spear

**Central Administration**

Dr. Kimberly Shaver-Hood, Superintendent  
Dr. Andrea Schwamb, Assistant Superintendent  
Susan Owen, Business Manager  
Melissa Fay, Director of Student Services  
James Andrews, District Manager of Facilities and Transportation  
Michelle Ruiz, Administrative Assistant  
Eliese Catarius, Payroll

**Principals**

Wareham High School	Scott Palladino
Wareham Middle School	Tracie Cote
Wareham Cooperative Alternative School	Jane Collins-Fondulis
John W. Decas School	Bethany Chandler
Minot Forest School	Joan Seamans



## SUBSTITUTE TEACHER REPORT

*To be turned into the school office at the end of the day*

Substitute: \_\_\_\_\_ Date: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Grade: \_\_\_\_\_

Substituted for: \_\_\_\_\_ School: \_\_\_\_\_

Were detailed lesson plans provided, if not why?

Did you have any concerns/commendations regarding student behavior?

Messages for the permanent teacher:

I also taught:

Indicate any changes that could be made to improve your performance as a substitute teacher on the back of this sheet.

## CHECK LIST

### At home:

- \_\_\_ Dress neat, clean and appropriately for the teaching assignment.
- \_\_\_ Enter the school enthusiastic and serious about your role.
- \_\_\_ If possible, arrive at the school at least 20 minutes prior to the beginning of school.

### Prior to entering the class:

- \_\_\_ Report to the principal or the office to let them know you are there.
- \_\_\_ Ask about student passes, discipline procedures, and special events.
- \_\_\_ Ask if there will be any special duties associated with the regular teacher's assignment.
- \_\_\_ Find out how to refer a student to the office.
- \_\_\_ Look for fire alarm and know drill instructions.
- \_\_\_ See if any child has medical problems.
- \_\_\_ Obtain any keys which might be necessary.
- \_\_\_ Find out how to report absences and tardies.
- \_\_\_ Find the locations of restrooms and teacher's lounge.
- \_\_\_ Ask the names of the teachers on both sides of your classroom and if possible, introduce yourself to them.

### In the classroom:

- \_\_\_ Enter the classroom with confidence, the first impression can take you a long way.
- \_\_\_ Write your name on the blackboard and introduce yourself.
- \_\_\_ If lesson plans are provided, follow them as closely as possible.
- \_\_\_ If money is to be collected, record the amount, the name of the pupil, and the purpose for the collection on a sheet to be turned into the office.
- \_\_\_ Check to see if all the books, handouts and paper are close at hand or in the classroom.
- \_\_\_ Check seating chart.

### End of day:

- \_\_\_ Remind students of homework.
- \_\_\_ Have students clean their desks and the area around their desk.
- \_\_\_ Leave desk, books, and room in good order.
- \_\_\_ Return any keys.
- \_\_\_ Fill out the Substitute Teacher Report and turn in with other materials.

# Wareham Public School District

## SUBSTITUTE CONFIDENTIALITY STATEMENT

**Confidentiality** – Except where regulations specifically authorize access by third parties, no individuals or organizations other than the parent or legal guardian, eligible student and school personnel working directly or in a supervisory capacity with the student, are allowed to have access to information in the student record, without the specific, informed, written consent of the parent or eligible student. This access to information includes both written and verbally transmitted information.

“Lunch room” or informal or casual discussions of specific children is inappropriate. As a substitute, you may overhear conversations during the course of your assignment in the school. Information concerning individual students should not be discussed with anyone except the appropriate school personnel. It is your duty to keep all student information confidential at all times, including after your assignment has ended.

***I ACKNOWLEDGE RECEIPT OF THE CONFIDENTIALITY STATEMENT ABOVE, AND UNDERSTAND MY RESPONSIBILITIES AS A SCHOOL SUBSTITUTE WITH REGARD TO CONFIDENTIALITY.***

***I HEREBY AGREE TO ABIDE BY THE RULES ESTABLISHED BY THE SCHOOL ADMINISTRATORS CONCERNING CONFIDENTIAL INFORMATION. I FURTHER UNDERSTAND THAT FAILURE TO FOLLOW THESE RULES WILL RESULT IN TERMINATION OF MY SERVICES.***

***Signature:*** \_\_\_\_\_ ***Date:*** \_\_\_\_\_

***Print name:*** \_\_\_\_\_