



Welcome

We are pleased that you are available and willing to share your professional training and personal interests with our students.

As a substitute teacher, you provide to the students in our schools a necessary and appreciated service. Regardless of the reasons for the absences of the regular teacher, the opportunities for pupils to learn must continue. The services of dependable, well-prepared substitute teachers are essential to the Webster Public Schools 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.

This Substitute Handbook is intended solely as a guide. It is not to be construed as a promise or contract of any kind between the Webster Public Schools and the substitute teacher. The Webster Public Schools retain the right to revise, change, add to, suspend or cancel in whole or in part, any of the policies or procedures contained in this handbook, at any time, without notice. It is recommended that you become familiar with additional School Committee Policies which can be found at www.webster-schools.org. This handbook is not a contract of employment.

Although we hope that your employment with the Webster Public Schools will be mutually rewarding, either you or the Webster Public Schools may terminate this relationship at any time, for any reason, with or without cause or notice. Please note that no supervisor, manager or representative of the Webster Public Schools other than the Superintendent has the authority to enter into any agreement with you for employment for any specified period of time or to make any promises or commitments relative to your employment with the Webster Public Schools.

If you have any questions about anything contained in this handbook, you can direct them to your building principal or to Lori Marrazzo at 508.943.0104 extension 2.

Webster Public Schools Mission Statement: Our mission is to provide a quality education and a safe learning environment for all students and to empower them to succeed as responsible, productive citizens in an ever-changing global society.

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Schools in the Webster Public School District

Park Avenue Elementary School

58 Park Avenue

Principal: Amy Puliafico

Grades PreK – 4

508.943.4554

Student hours: 8:35 AM to 3:05 PM

Substitutes arrive at 8:20 AM and report to the main office

Webster Middle School

75 Poland Street

Principal: Ms. Heidi Peterson

Grades 5-8

508.943.1942

Student hours: 7:35 AM to 2:10 PM

Substitutes arrive at 7:20 AM and report to the main office

Bartlett High School

52 Lake Parkway

Principal: Mr. Ryan Collins

Grades 9-12

508.943.8552

Student hours: 7:25 AM to 2:00 PM

Substitutes arrive by 7:10 AM and report to the main office

Central Office

77 Poland Street, PO Box 430

Offices are open from 8:00 AM to 4:00 PM during the school year.

Superintendent of Schools: Ruthann Petrino-Goguen, Ed.D.

Assistant Superintendent for Business and Finance: Ms. Monique Pierangeli

Executive Assistant to the Superintendent: Ms. Lori Marrazzo

Director of Student Support Services: Ms. Kathleen Baris

Director of Curriculum, Instruction and Assessment and Virtual Learning

Specialist K-12: Ms. Jill Chapdelaine

Director of Title I, ELL, Grants Management, MCAS Coordination, Mentoring and Before and After Care Programming: Patricia Mackay, Ed.D.

Director of Operations/IET Project Coordinator, Adult Education (ABE Linkages): Ms. Jenna Gouin

Statement of Nondiscrimination

The Webster Public School District does not discriminate against any qualified employee or applicant for employment and ensures equal opportunity, educational opportunity, and affirmative action regardless of race, color, creed, national origin, homelessness, ancestry, age, gender identity, sex, religion, physical or mental disability or sexual orientation, in accordance with, but not limited to, compliance with Title II of the American with Disabilities Act of 1990; Title VI of the Civil Rights Act of 1964; Title IX Of the Education Amendments of 1972; the Age Discrimination Act of 1975; Section 504 of the Rehabilitation Act of 1973; MGL Chapter 76, Section 6; Chapter 151B, Section 4(a). Individuals who need auxiliary aids for effective communication in programs and services of the Webster Public School District are invited to make their needs known to the ADA Compliance Officer.

The Committee's policy of nondiscrimination will extend to students, staff, the general public and individuals with whom it does business; no person shall be excluded from or discriminated against in admission to a public school of any town or in obtaining the advantages, privileges and courses of study of such public school on account of race, color, sex, religion, national origin, homelessness, sexual orientation or disability.

School Cancellation / Delay Announcements

Occasionally, it becomes necessary to close school because of extreme weather conditions. There are times when a later opening might be a better solution than a complete closing of all schools, or an early release may be in order. If it becomes necessary to either close school, delay the opening or dismiss early, you can receive this information by accessing the local school / cable channel 193 or network channels 4, 5, 7 and Fox 25. You may also check the district website at www.webster-schools.org for updated cancellation, delay or early release information.

Nepotism

Under Massachusetts General Law Chapter 71, Section 67, a school district may not employ a member of the immediate family of the superintendent, central office administrator, or school committee member. A school district is also prohibited from assigning a member of a principal's immediate family to work at the principal's school. Immediate family is defined as an individual, his or her spouse, and their parents, children, brothers and sisters.

Additionally, substitutes who have immediate family members working for the Webster Public Schools will not be placed in a location where said family member would have a supervisory position over the substitute.

Substitute Pay Rates

- *The daily teacher substitute rate is \$100.00 per day.*
 - Payable for all assignments of eight weeks or less (School Committee minutes of Tuesday, January 29, 2020).
 - Preference in filling teacher absences will be given to licensed individuals who hold an active certification in the area in which they are substituting.

- Daily teacher substitutes are not eligible for benefits such as health insurance, life insurance, sick days, personal days, holidays or other benefits awarded to full time employees.
- *The long term substitute teacher rate is \$135.00 per day for individuals with a bachelor's degree and \$110.00 per day for individuals with an associate's degree.*
 - This pay rate is approved for all teacher substitute positions which will last for a minimum of eight weeks in the same assignment and be retroactive to the first day of the assignment. Long term substitutes are appointed by the Superintendent of Schools only. No summer pay will be held for individuals in the long term substitute category.
 - Long term substitutes are eligible for health benefits according to Massachusetts General Law Chapter 32B if they work at least 20 hours per week on a regular basis in a permanent or temporary position. Arrangements for health insurance are made through the Superintendent's Office.
 - Preference in filling teacher substitutes will be given to licensed individuals who hold an active certification for the area in which they will be substituting. Parents will be notified by building principals if students' classes will be taught by unlicensed staff for a period of more than eight weeks.
- *The permanent substitute teacher rate is the per diem rate from the WEA contract, salary schedule for B1.*
 - Permanent substitutes are individuals who will substituting for teachers who are on leaves of absences longer than 90 days that have been approved by the Superintendent of Schools.
 - Permanent substitute teachers are appointed by the Superintendent of Schools. No summer pay will be held for individuals being paid in the permanent substitute category.
 - In order to be considered a permanent substitute teacher, the individual must have the appropriate degree and valid Massachusetts certification for the area in which they are teaching.
 - Permanent substitute teachers are eligible for health insurance benefits according employee percentages in the current teachers' contract.
 - Permanent substitutes will earn 1 ½ sick days per month for each month employed in the district in their role as a permanent substitute. These sick days can be carried over if the permanent substitute becomes a contract employee of the district in the school year immediately following the permanent substitute employment.
- *The per diem substitute nursing rate is \$150.00 per day.*
 - The nurse must hold a valid Massachusetts nursing license and/or a valid certification from the Massachusetts Department of Education as a School Nurse.
- *The daily substitute rate for Paraprofessionals and ABAs is \$85.00 with no benefits.*
- *The hourly rate for Administrative Assistants is \$15.00 per hour with no benefits*

- *The hourly substitute cafeteria rate is \$15.00 per hour with no benefits.*
- *The hourly substitute custodial rate is 75% of the shift rate, with no benefits.*

Payroll

Substitutes will receive a paycheck following the week that the work is performed. Substitute paychecks are mailed to the individual's home unless the substitute wishes to have direct deposit. For inquiries about your paycheck, please call Colleen Piasta at 508.943.0104.

Teacher Assignments

All teachers will have a substitute folder which will include written lessons for the day, the schedule, class lists and any other responsibilities you might have during the day. You are expected to assume all duties of the regular classroom teacher promptly and in accordance with school rules. This may include bus, lunchroom, playground, hall duty or other duties assigned by the building principal. It is the duty of the substitute to maintain normal classroom routines and discipline procedures.

All substitutes should follow the lesson plans and any directions that are left and maintain a positive learning atmosphere in the classroom. If there are any questions or serious student issues, seek out a neighboring teacher or building administrator. Substitute teachers are expected to remain in the building for the length of the school day and may be asked to cover other classes during unassigned periods.

Under no circumstances should the substitute teacher:

- Release a student from his/her jurisdiction during school hours without prior permission.
- Use corporal punishment. Substitute teachers should not touch students at all.
- Leave money or valuables in the classroom.
- Withhold a student's snack as punishment.
- Criticize the classroom teacher about his/her materials or methods.
- Leave students unsupervised at any time during the day.
- Review school records without the permission of the principal. Records are legally designated as confidential and should be treated as such at all times.
- Transport a student in his/her own vehicle.

Professionalism

Substitute teachers remain on the Webster Public Schools roster of eligible substitutes, contingent upon, among other factors, their ability to maintain professional standards of conduct. Substitute teachers are expected to maintain a neat and professional appearance and demeanor at all times.

Confidentiality

Substitutes will have access to confidential information regarding students, community members or school staff. You may not discuss this information with any other parties except legitimate school authorities. Substitutes should consult administrator or appropriate staff members if they determine there is a need to relay information as a result of health, safety or well-being concerns.

Discipline

Substitute teachers should be committed to creating a classroom of mutual respect. Review the school's policies for specific rules, and familiarize yourself with each school's procedures for dealing with behavior problems.

If you feel immediate follow-up is needed regarding any student behavior, contact a school administrator or counselor immediately. Do not, in a short-term substitute assignment, attempt to contact a parent or guardian directly.

No Smoking Policy

The Education Reform Act of 1993 stipulates that all public school property in Massachusetts must be smoke-free. To that end, The Webster School Committee is dedicated to providing a healthy, comfortable, and productive environment for staff, students, and citizens. The School Committee believes that education plays a critical role in establishing life-long health habits for its students. A comprehensive health curriculum K-12 emphasizing the dangers of tobacco, drugs, and alcohol remains a major goal for the school district. The Webster School Committee also has a strong interest in the health of its employees and in their serving as positive role models for students. Therefore, the Committee shall promote non-smoking among its staff, employees, students, and all visitors. Smoking and use of tobacco products of any type shall be prohibited on school property (buildings and grounds), vehicles or at any school-related events.

Fraternization

The Webster Public Schools require that all school employees maintain a professional and ethical relationship with students whether on or off school property and both during and outside of school hours. Substitute teachers like all staff members must establish appropriate personal boundaries with students and not engage in any behavior that could lead to even the appearance of impropriety, regardless of the student's age. Inappropriate employee behavior would include, but not be limited to, flirting, dating, giving inappropriate personal gifts to students, frequent personal communications with students (whether by email, phone, letters, on websites such as Facebook, notes, etc) that is unrelated to course work or official school matters, or becoming unduly familiar with a student's personal life outside of the school setting. Allegations of inappropriate staff-student behavior shall be promptly investigated through the Guidance Department and will be treated as confidential and private to the extent possible within legal constraints.

Any district employee who has knowledge of or reasonable suspicion that another employee may have engaged in inappropriate conduct with a student must report those suspicions to their building level administrator. That administrator will then forward the information to the Superintendent of Schools.

Mandated Reporting of Suspected Child Abuse or Neglect

As a substitute teacher and such as a school employee, you have a legal obligation to safeguard the rights and welfare of children. Suspicion of child abuse should immediately be reported to the Principal, Guidance Counselor and / or the School Nurse. Failure to report suspected abuse in a child under eighteen is a punishable offense under Massachusetts law Chapter 119 section 51A.

Reporting Injuries

All accidents are to be promptly reported to the building administrator. The school nurse will then file an accident report form if necessary. The forms will be forwarded to the Business Office for further processing. It is the substitute's responsibility to report all accidents regardless of how insignificant it may appear to be at that time.

Fire Drills / Evacuation Procedure

Upon arrival in the classroom, look for the specific route students in the classroom should take. Be sure to take with you a list of students for whom you are responsible and take attendance once outside the building. There is no talking during a fire drill and students must leave the building quickly but in an orderly fashion. You must wait for word from the administration to return to the classroom.

Lunch

Every schedule will include a time for lunch. Check with the main office for the location of the teachers' lounge where you may eat your lunch.

End of the school day

Substitutes should consider their duties over at the end of the school day. You are required to check in at the office before leaving. Be sure to leave written communication to the classroom teacher and please leave the classroom as neat and orderly as possible.

Reasonable Assurance for Substitute Employees

Substitutes are classified as contingent employees. Contingent employees work for the Webster Public Schools on an as-needed basis. Contingent employees may also be known as per-diem employees. The job assignment, work schedule and duration of the position will be determined on an individual basis. The Webster School District understands that you may not be eligible for unemployment compensation benefits in the period between the last day of instruction of this school year and the first day of instruction in the next school year, as well as any breaks/vacations as noted on the school calendar. Please be aware that some physical mobility may be required for certain assignments such as those at the high school where the substitute may be required to teach in different classroom locations.

I understand that as a substitute for the Webster Public Schools I may not be eligible for unemployment compensation benefits drawn on School District wages during any scheduled school breaks, including, but not limited to, summer operations and will not apply in the event of any disruption that is beyond the control of the district (i.e. lack of school funding, natural disasters).

Nothing contained herein constitutes an employment contract. Your continued employment is on an at will basis.

This offer is being extended pending successful completion of a CORI and favorable SAFIS (fingerprint results). Both requirements must be on file with the district in order for you to be eligible to substitute.

Signature_____ **Date**_____

Name Printed_____