

Greater Lowell Technical High School



SUBSTITUTE TEACHER GUIDEBOOK

2022-2023

Respect ~ Effort ~ Accountability ~ Commitment ~ Honesty

Mission Statement

Greater Lowell Technical High School commits to ensure students' readiness for career, college, and citizenship in the 21st century. We challenge and support students as they realize their individual potential for personal and professional success.

Dear Substitute Teacher,

As a substitute teacher for Greater Lowell Technical High School, you are an essential and valuable part of our educational team. Your willingness to provide service to our students and teachers is honored and greatly appreciated.

We also acknowledge the challenging nature of this task. This guidebook is to assist you with important information and make your substitute teaching a more rewarding experience. Thank you for your time and dedication. We wish you a successful, productive and enjoyable school year!

Sincerely,



Phone Directory

Construction Technology Office	4450/4882
Cooperative Education Office	4813
ELA /History Office.....	5360/4927
School Counseling Office	4952
IS Help Desk.....	4885
Library Media Center	4975
Main Office (Attendance)	4420
Main Office (Discipline)	4418
Main Office (Emergency ONLY).....	4444
Math / Science Office	4944
Nurse 1 st Floor	4411/4422/4433
Nurse 2 nd Floor	4455
Personal Services Office.....	4470/4816
Security Booth	4995
Special Education Office	4850/4853
Technology / Health Office.....	4827/4817
Transportation / Manufacturing Office	4431/4896

PAYROLL INFORMATION

Substitute teachers are advised that checks will be made available in the Main Office from 11:00 a.m. to 1:00 p.m. on each payroll date. Any checks not picked up by 1:00 p.m. on the given payroll date will be mailed to the address on file. All payroll questions should be directed to the Business Office.

PERIOD / BELL SCHEDULE

7:40	7 minutes	Homeroom
7:47 -7:49	2 minutes	Passing
7:49 - 8:31	42 minutes	Period 1
8:31 - 8:33	2 minutes	Passing
8:33 - 9:15	42 minutes	Period 2
9:15 - 9:17	2 minutes	Passing
9:17 - 9:59	42 minutes	Period 3
9:59 - 10:01	2 minutes	Passing
10:01 - 10:43	42 minutes	Period 4
10:43 - 10:45	2 minutes	Passing
10:45 - 11:05	20 minutes	Period 5 (Lunch)
11:05 - 11:07	2 minutes	Passing
11:07 - 11:27	20 minutes	Period 6 (Lunch)
11:27 - 11:29	2 minutes	Passing
11:29 - 11:49	20 minutes	Period 7 (Lunch)
11:49 - 11:51	2 minutes	Passing
11:51 - 12:11	20 minutes	Period 8 (Lunch)
12:11 - 12:13	2 minutes	Passing
12:13 - 12:33	20 minutes	Period 9 (Lunch)
12:33 - 12:35	2 minutes	Passing
12:35 - 1:17	42 minutes	Period 10
1:17 - 1:19	2 minutes	Passing
1:19 - 2:01	42 minutes	Period 11

All students will be dismissed at 2:01 p.m.

DAILY RESPONSIBILITIES

1. Report to the Main Office no later than 7:20 a.m. Obtain a substitute I.D., along with a key that locks doors from the inside and opens staff bathrooms. I.D.'s must be worn throughout the entire day and be returned, along with any keys, to the Main Office.
2. Obtain all necessary materials. All teachers are required to maintain a substitute folder containing their schedule, current rosters, and lesson plans.
3. Promptly arrive to each class before students arrive. Greet students at the door as they arrive.
4. Follow the lesson plan left by the teacher. Check teacher's desk for any special instructions.
5. If a teacher leaves specific plans other than what's in the binder, follow the most current instructions.
6. Be alert and aware. Circulate often around the classroom/shop, making certain that all students are involved in constructive and appropriate assignments, especially so when computers are used.
7. Do Not: use cell phone, read or do personal work during class time.
8. Always fill out and provide students with a yellow school issued pass. One student per pass.
9. Never leave students unsupervised. If necessary to leave, obtain coverage from another instructor.
10. Close/Lock all doors as you leave the assigned class.

SUBSTITUTING IN SHOP

Non-licensed substitute teachers, who are assigned to supervise students in a shop environment, are prohibited from operating any equipment in the shop. Alternative assignments, that do not involve the use of potentially hazardous equipment, will be used by the substitute teacher supervising students in a shop.

DUTY ASSIGNMENTS

Check your daily schedule for any assigned duty, if listed, you are responsible for coverage unless otherwise specified by the Main Office

Cafeteria Duty:

- Arrive on time. Remain for the entire time of duty.
- Situate yourself in order to completely supervise the area avoiding "clusters" with other teachers.
- See that all areas are clean of debris. Require students to pick up after themselves.
- Be especially vigilant for vandalism (writing on tables, removing screws, damaging chairs, etc).
- Remain standing. Position yourself to be visible to all the students and vice versa.
- Do not allow students to leave the cafeteria with food.

Corridors and Lavatory Duty:

- Arrive to the assigned duty area at the beginning of the specified time.
- Remain standing for the entire time. Walking in designated area is acceptable.
- Check all students for a pass. Students must have a school issued yellow hall pass or white hall pass alternative. Only one student name per pass is permitted.
- Prevent loitering in the hallways and the lavatories. Direct any stray student to destination.

Mall Area Duty:

- Arrive on time. Remain for the entire time of duty.
- Remain standing for the entire time. Walk around to ensure overall control.
- Do not allow students to linger on sidewalk in front of Mall stores. Check all students for passes.
- Noise in the Mall area must be kept to a minimum.

HOMEROOM / ATTENDANCE

- Homeroom is announced at exactly 7:37 a.m. Homeroom begins at 7:40 a.m.
- If a student arrives late to homeroom, do not send the student to the Main Office for disciplinary action. Take note of any/all late arriving students and leave this information for the regular instructor.
- From 7:40 a.m. to 7:45 a.m. all homeroom teachers take attendance.
 - a. Using the homeroom roster sheet as a guide, call off each student's name.
 - b. For any student not in attendance, mark them absent on the homeroom roster.
 - c. Make changes on late arriving students. Students are not late until after homeroom.
- At approximately 7:45 a.m., students will be asked to stand for a moment of silence and a salute to the flag. This is followed by the morning announcements, which generally are completed by 7:47 a.m.
- The homeroom attendance sheet is sent to the Main Office no later than 8:00 a.m.

BEFORE CLASS

1. Introduce self to teacher in adjacent classroom if you have questions or problems.
2. Organize all materials to be used during the day (notices from office, handouts, etc.).
3. Check all equipment that will be used to ensure that it is working properly.
4. Locate the class seating charts.
5. Locate the telephone with all emergency contact numbers.
6. Familiarize self with fire drill / emergency procedures, and the evacuation plan.
7. Locate the nearest restrooms in order to monitor student timeliness.

BEGINNING AND DURING CLASS / HALL PASSES

1. Maintain normal classroom routines. Follow the plan provided by the teacher.
2. Introduce yourself to the class. Write your name on the board.
3. Take attendance at the beginning of every class/shop period.
4. Spend the entire class working with/for the students. No personal work of any kind should be done.
5. Check in frequently with students as they are working. Get up and walk around the room.
4. Do not allow any "down time." If students complete ALL assigned work, she/he may start homework.
5. Never leave the room unattended. If it's necessary to leave, ask another teacher to briefly cover, or call the office for coverage by a hall monitor.
6. **If a student asks to use the restroom or go to the nurse or office, a yellow school issued pass (or white alternative hall pass) must be completely filled out and signed. Only one student per pass is allowed.**

END OF CLASS

1. Pass out assigned homework.
2. Ensure classroom is neat and in order, chairs all tucked in and books put away.
3. Place all student work in organized and labeled piles on teacher's desk.
3. Leave teacher a detailed report on student behavior, assignments not completed, etc.

PLANNING PERIOD AND LUNCH

1. Do not leave the school during the teacher's planning period or lunch. Remain in building for the entire day.
2. If possible, lock the classroom when you leave. Do not leave handbags or valuables unattended.
3. Attend teacher's assigned duty following the proper guidelines, unless otherwise specified by the Main Office.

EMERGENCY GUIDELINES

EMERGENCY NUMBERS

School Nurse	1st Flr. - 4411/4422/4433 - 2nd Flr. - 4455
Medical Emergency	x3333 Use this line for any serious medical problems.
Main Office	x4418 (This line rings directly to the Main Office).
Discipline Emergency	x4444 (This line rings directly to the Assistant Principals and Dean).

IMMEDIATE RESPONSE SCHOOL CRISIS STAFF HANDBOOK (Flip Chart)

- Emergency flip charts are located in each classroom/shop that summarize all school emergency protocols. Please make note of its location in each assigned area.

EMERGENCIES (MEDICAL) – Ext. 3333

- Medical problems of a serious nature should be called into the nurses' station – ext. 3333
- Any emergency situation involving an injured/ill individual is to be reported immediately to the school nurse with answers to the following questions:
 - Nature of injury
 - Location of injured/ill party
 - Approximate age of injured/ill individual
 - Is the individual breathing?
 - Is the individual conscious?

EMERGENCIES (DISCIPLINE) – Ext. 4444 ** Please try to be discreet!

- There is reasonable certainty that some type of physical harm is about to occur to you or another person, and you have personally observed and made this decision.
- You have personally observed a lethal weapon (i.e., gun, knife, etc.) or heard of a person in possession of a lethal weapon – wait for an escort to get said student.
- Any time you see what may appear to be a gun.
- A major fight or assault is in progress and you personally observe this fight and/or assault.
- An unfamiliar person is in the building that has no documented business being there, is not wearing a photo I.D., does not have a student I.D. or visitor's badge, and/or becomes uncooperative.

NO PASSING TIME

In the event there is a situation where we may want to prevent the movement of students in the school, we may announce over the PA system that we are currently in "No Passing Time." During this time frame, students will need to remain in their current location (class, shop, library, etc.) and ignore the bells until an announcement is made stating the "No Passing Time" is complete.

FIRE DRILL AND EVACUATION PROCEDURE

1. The signal for the evacuation of the building will be sounded on the regular fire alarm system and will continue to sound until all persons have left the building.
2. Upon hearing the signal, please take the necessary precautions to prevent the spread of fire (close windows, doors, shut off gas, lights, etc.).
3. Substitutes should carry out the fire drill/evacuation binder and accompany all students (in their class) to designated assembly points outside the building and take roll call once assembly is confirmed. Students should be encouraged to remain quiet.
4. Substitutes on lunch duty in the cafeteria will exit doors in cafeteria and escort students to the designated points of assembly outside of the building. All students in the pool area will remain in the designated area in the hallway outside of the pool area.
5. Any missing or additional student(s) should be reported to your station leader.
6. Once the building is cleared of any danger, the all clear is given by a station leader at your assembly point. At this time, you may re-enter the building.

Exception: Students and adults rendered disabled by physical limitations, both permanent (i.e., wheelchair, walking canes, prosthesis, significant visual impairment, etc.) or temporary (i.e., cast, crutches, etc.) report directly to the designated **areas of safe refuge** in the building.

Second Floor: Primary Area – Science Room #2157 (West End of Street 3)
Secondary Area – Engineering Room #2560 (East End of Street 3)

Third Floor: Primary Area – Science Lab West Room #3150
Secondary Area – Science Lab East Room #3642

SCHOOL SAFETY PROTOCOLS AND PROCEDURES

In the event that there is a threat of violence in or around the school, the procedures below will be followed. If the threat is **outside of the school building, a Soft Lockdown** will be put into effect. If the threat is **in the school, A.L.I.C.E. Protocols will be initiated.**

A.L.I.C.E. PROTOCOLS

1. If you are in a classroom, shop, or office space facing a corridor, immediately check the corridor outside of your classroom or office and bring students into your room.
2. Lock doors including securing doors between adjoining classrooms, turn off all lights, and pull shades.
3. Listen carefully to communications broadcast over the loudspeaker by the Administration and initiate:
 - A**LERT - Use plain and specific language to *Alert* others to the danger.
 - L**OCKDOWN - Barricade the room. Prepare to *Evacuate* or *Counter*, if needed.
 - I**NFORM - Communicate the violent intruder's location and direction in real time.
 - C**OUNTER - Create noise, movement, distance and distraction.
 - E**VACUATE - When safe to do so, remove yourself from the danger zone.

SOFT LOCKDOWN PROCEDURES

1. All exterior doors will be locked and monitored throughout Soft Lockdown.
2. Students may be required to remain in their classroom or shop.
3. Teachers may continue teaching.
4. No one leaves the building.
5. All outside activities cease during Soft Lockdown and all students/staff must be in the building.
6. Cell phone use is strictly prohibited.
7. Follow directions given over the public address system.

MAIN OFFICE EXT. – Ext. 4418

- Hearsay that some type of physical harm is about to occur to you or another person.
- Hearsay that a person is in possession of a lethal weapon (gun, knife, etc.), and/or is threatening to use it.
- Hearsay that a fight is going to happen before, during, or after school.
- If you observe a potential problem developing..
- If a Hall Monitor is needed for an escort.

DISCIPLINE CONCERNS/REFERRALS

In situations where you are unsure as to how to deal with a situation or feel that a student(s) needs to be sent out of class/shop and/or referred to the Main Office, please follow the procedure below.

1. Always feel free to contact the Main Office if you are unsure about how to handle a situation. You can ask to speak to the Dean or Assistant Principal to discuss a concern if you are unsure how to proceed.
 - Mr. Beauchamp - x4412**
 - Mr. Costa - x4416**
 - Mrs. Santiago - x4415**
 - Mr. Vercellone - x4414**
2. If you feel strongly that a student needs to be sent out of class/shop:
 - Locate a “blue Slip” in the teacher’s desk. Document the student’s name and a brief description of what occurred that caused you to send the student to the Main Office.
 - Contact the Main Office by phone to inform them that you are sending a student out of class or shop. Some students don’t always make it to the Main Office in a timely fashion so we want to know when a student is referred.
 - We may often contact you by phone to get additional insight into a situation when a student is referred out of class/shop. Please do not worry about the Main Office contacting you for more details.

CELL PHONE/OTHER PERSONAL ELECTRONIC DEVICES

During the school day all cell phones/personal electronic devices including audio devices such as I-pods and other similar devices should be on silent (or preferably turned off) and not visible in all classrooms, shops, hallways, media centers, gymnasiums, restrooms and locker rooms. This includes ear-buds. The charging of cellphones in classrooms/shops is also prohibited.

Cell phones/personal electronic devices may only be used:

- **Before school in the common areas** until the beginning of the school day (7:37 a.m. – Announcement to report to Homeroom).
- **After school as signaled by the 2:01 bell** or the bell indicating last period on early release days (unless staying for extra help or to serve a detention).
- **During a student’s lunch period (cafeteria only).**

Wireless speakers and other audio devices that can be heard by more than one person are strictly prohibited. Other electronic devices, including but not limited to gaming systems, video viewing/recording equipment, or cameras/camcorders are also strictly prohibited.

UNACCEPTABLE DRESS CODE CRITERIA

- Clothing which displays tobacco/alcohol advertising, profanity, racial/ethnic, or other inappropriate slurs, disruptive images or words, drug/gang related symbols as determined by the Main Office.
- Clothing or accessories that display offensive images or words that would be considered socially, culturally, or ethnically inappropriate and disrupt the educational process.
- Clothing that is excessively frayed/torn, as well as revealing sheer fabrics with visible undergarments.
- Hair and/or beard styles must not present a safety hazard.

HATS / HEADWEAR

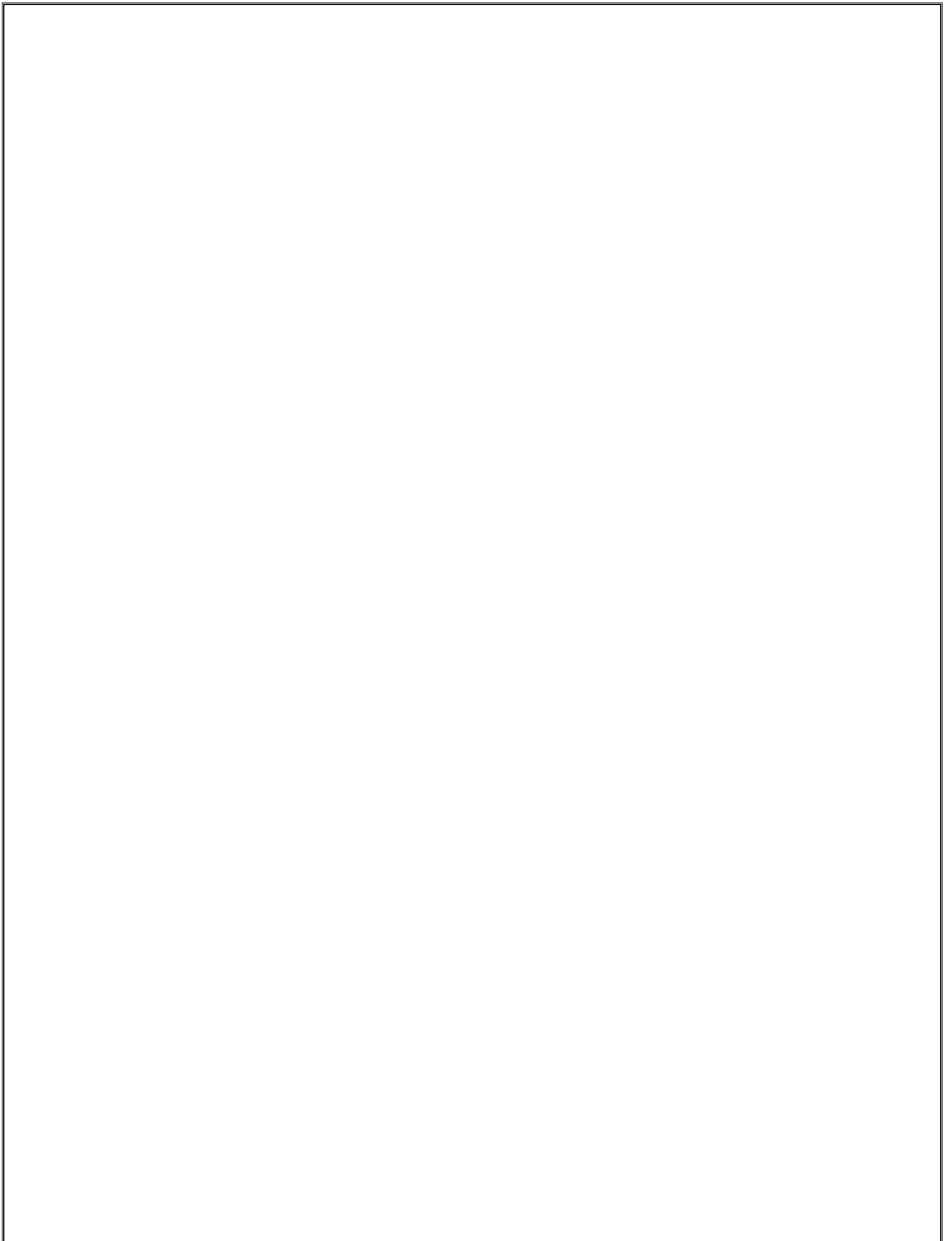
- Hats, bandannas, headbands, hoods, visors, wigs, masks, and any items that conceal one's identity are not allowed.
- If a student refuses the removal of headwear, refer that student to the Main Office.
- These items may require the parent/guardian to reclaim it at the school.

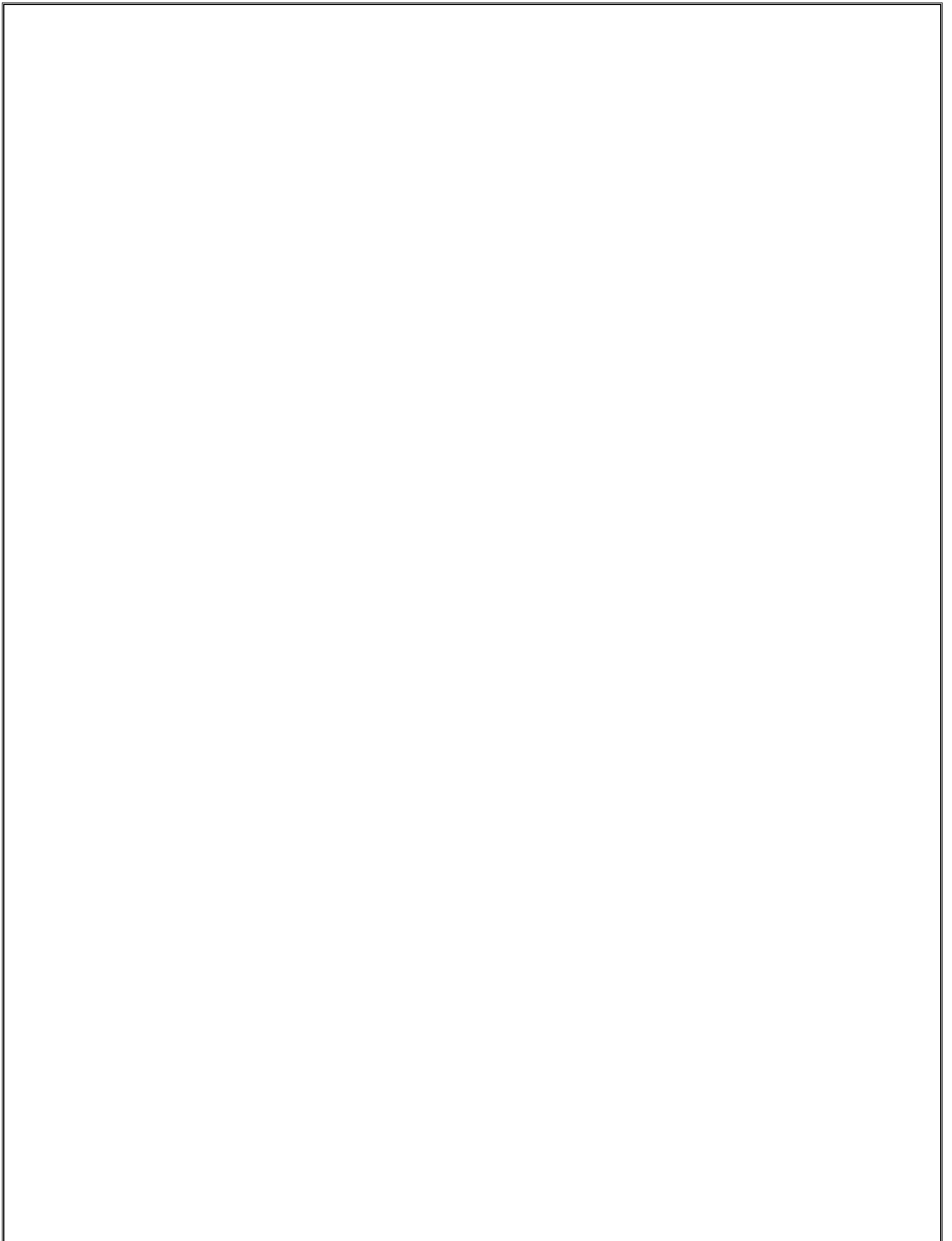
COMPUTER / INTERNET USE

The sole purpose of the Network/Internet connection is educational. The school will not provide access to non-instructional websites (e.g., Facebook, forums, blogs, chat rooms, social web). Personal use of internet is not allowed and is considered public.

NO SMOKING POLICY

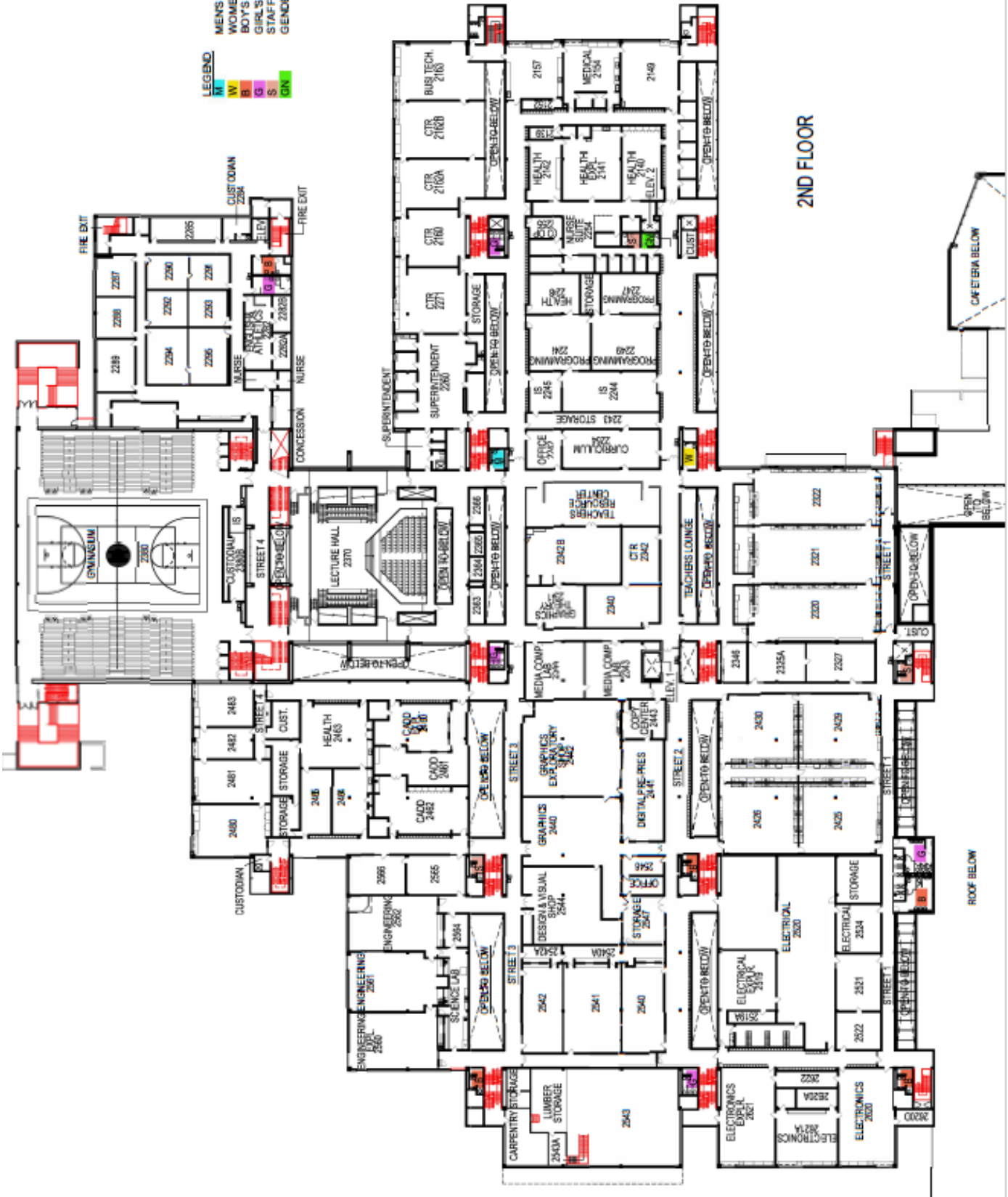
Smoking is not allowed on school property, this includes vaping and any other form.





- LEGEND**
- M
 - W
 - B
 - G
 - S
 - GN
- MEN'S STAFF BATHROOM
 WOMEN'S STAFF BATHROOM
 BOY'S BATHROOM
 GIRL'S BATHROOM
 STAFF BATHROOM
 GENDER NEUTRAL

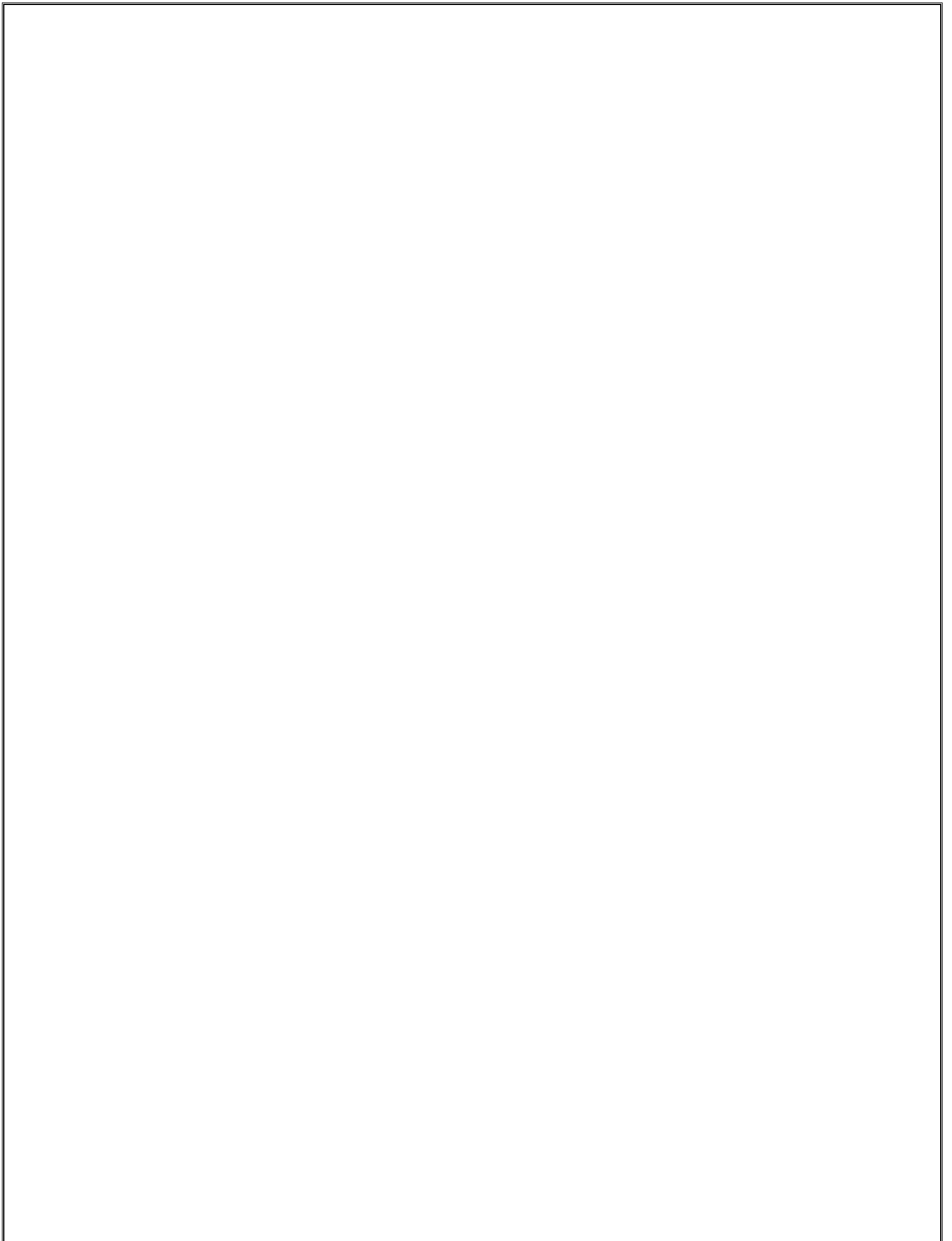
2ND FLOOR



ROOF BELOW

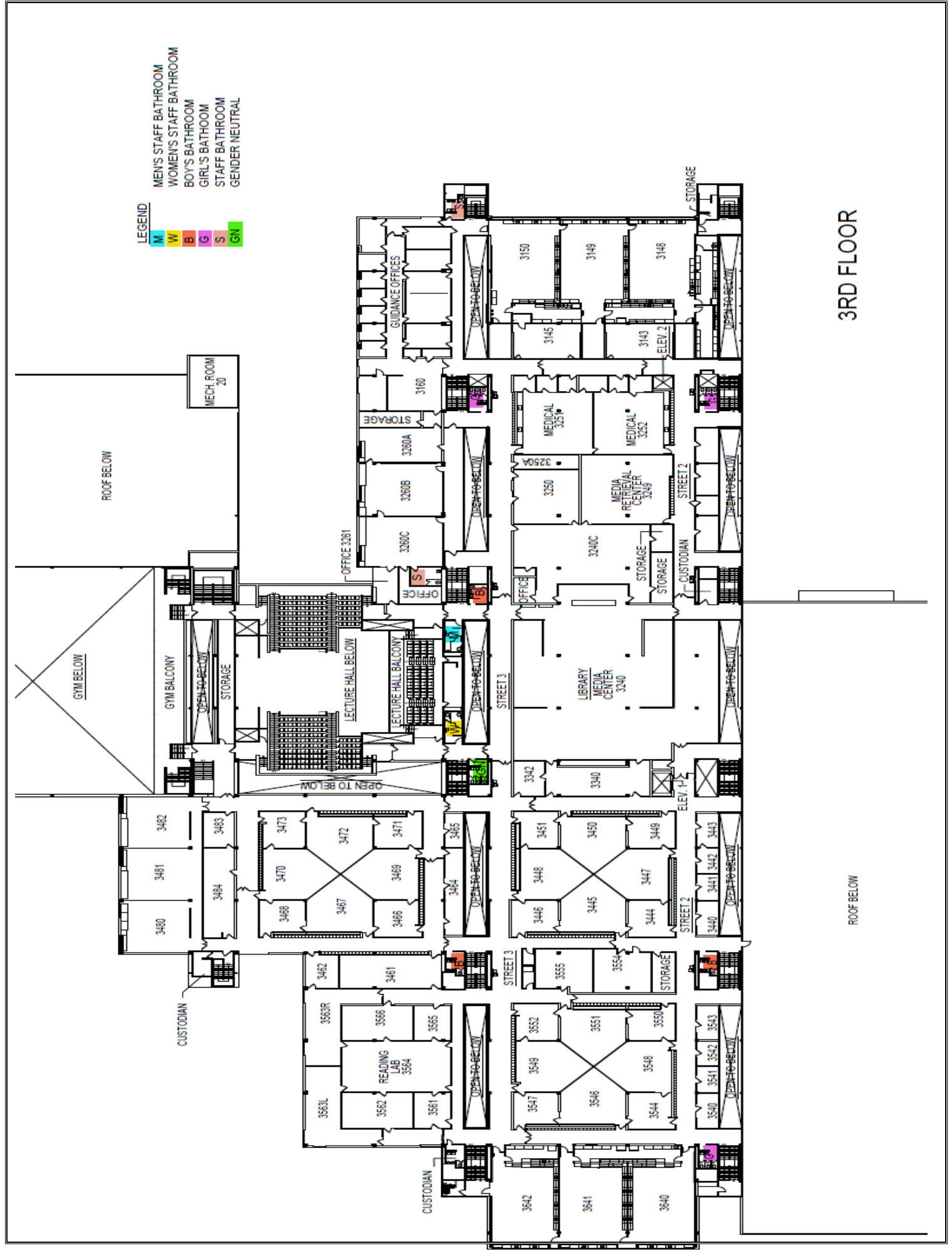
OPEN TO BELOW

CAFETERIA BELOW



LEGEND

- M MEN'S STAFF BATHROOM
- W WOMEN'S STAFF BATHROOM
- B BOY'S BATHROOM
- G GIRL'S BATHROOM
- S STAFF BATHROOM
- GN GENDER NEUTRAL



3RD FLOOR

ROOF BELOW