

MASCOMA VALLEY REGIONAL SCHOOL DISTRICT

Substitute Teacher Handbook

2025-2026



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This handbook has been prepared in the hope that it will aid you in the performance of a very important job, substitute teaching. The role of “stand-in” for the classroom teacher is a challenging and difficult task. We hope that the knowledge of your value to our schools will compensate for the frustrations.

One small handbook cannot possibly give all the answers. Each substitute teacher is urged to ask principals, teachers and staff about matters concerning school operations. It is important to make the students’ day special by using your own creativity and experiences.

With this handbook we extend our warmest welcome. We hope that you will find your substitute teaching experiences most satisfying and rewarding.

MASCOMA VALLEY REGIONAL SCHOOL DISTRICT ADMINISTRATION

Amanda Isabelle, Superintendent of Schools

Chris Beeso, Special Education Director

Michelle Lockwood, Business Administrator

April Guinness, Director of Curriculum

Craig Suttie, Director of Technology

Tina Fleming, Principal, Mascoma Valley Regional High School

Malachy Flynn, Associate Principal, Mascoma Valley Regional High School

Karin Denholm, Principal, Indian River School

Ryan Limero, Associate Principal, Indian River School

Jamie Winny, Principal, Enfield Elementary School

Megan Prince, Principal, Canaan Elementary School

Mascoma Valley Regional School District
SCHOOL INFORMATION

ENFIELD VILLAGE SCHOOL

271 US Rt. 4 - P. O. Box 329
Enfield, NH 03748
603-632-4231 phone; 603-632-5482 fax

Jamie Winny, Principal
Carol Bostwick, Administrative Assistant

Faculty Hours: 7:45 AM-3:15 PM
Student Hours: 8:15 AM-3:15 PM

CANAAN ELEMENTARY SCHOOL

31 School Street - P. O. Box 18
Canaan, NH 03741
603-523-4312 phone, 603-386-6883 fax

Megan Prince, Principal
Tammy Daley, Administrative Assistant

Faculty Hours: 7:45 AM-3:15 PM
Student Hours: 8:15 AM-3:15 PM

INDIAN RIVER SCHOOL

45 Royal Road
Canaan, NH 03741
603-632-4357 phone; 603-632-4262 fax

Karin Denholm, Principal
Ryan Limero, Associate Principal
Erica Ball, Administrative Assistant
Marissa Ignacio, Secretary
Shannon Poitras, Guidance Secretary

Faculty Hours: 7:45 AM – 3:15 PM
Student Hours: 8:00 AM – 2:55 PM

MASCOMA VALLEY REGIONAL HIGH SCHOOL

27 Royal Road
Canaan, NH 03741
603-632-4308 phone; 603-632-5419 fax

Tina Fleming, Principal
Malachy Flynn, Associate Principal
Deb Davis, Administrative Assistant
Jennifer Kahn, Guidance Secretary
Kesstan Nestle, School Secretary

Faculty Hours: 7:45 AM-3:15 PM
Student Hours: 8:00 AM – 3:00 PM

SUBSTITUTE RATE SHEET

Effective May 28, 2024

All Mascoma Valley Regional School District Substitutes will be paid in accordance with School District Policy GCG.

RATE FOR TEACHER SUBSTITUTES

The rate of pay for a temporary substitute for the first twenty consecutive school days shall be set at \$125/day pro-rated according to the number of hours worked when not covering a full day and subject to periodic review by the School Board. This rate of pay shall include professional staff as identified by the professional staff agreement between the Mascoma Valley Regional Education Association-NEA/NH and the Mascoma Valley Regional School Board.

Whenever a fully qualified teacher substitute is required for a period in excess of twenty consecutive school days, for the same teacher, and the substitute will have full responsibility for the instruction to include planning lessons and marking students, the substitute will be paid at Step 1, Track Bachelor on the teacher salary schedule, starting on the 21st day in one assignment per diem.

RATE FOR NURSE SUBSTITUTES

The rate of pay for nurse substitutes is \$175.00/day.

RATE FOR PARA-EDUCATOR SUBSTITUTES

The rate of pay for para-educator substitutes is \$16.00/hour.

RATE FOR CUSTODIAL SUBSTITUTES

The rate of pay for custodial substitutes is \$16.00 per hour.

RATE FOR SECRETARIES & ADMINISTRATIVE ASSISTANT SUBSTITUTES

The rate of pay for secretaries and administrative assistant substitutes is \$16.00/hour.

Substitute Teacher Job Description

Reports to the Principal

Job Goal: To enable each child to pursue his/her education as smoothly as possible and with continuity in the absence of his/her regular teacher.

Performance Responsibilities:

- 1. Reports to the principal/secretary upon arrival according to faculty hours for each building.**
- 2. Maintains, as fully as possible, the established routines and procedures of the school and classroom to which he/she is assigned.**
- 3. Teaches the lessons outlined and described in the lesson plans provided by the absent teacher.**
- 4. Assumes responsibility for overseeing pupil behavior in class and during lunch and recess periods.**
- 5. Follows all policies, rules and procedures to which regular teachers are subject and which good teaching practice dictates.**
- 6. Remains in the assigned classroom until the end of faculty hours for each building.**
- 7. Assumes absent teacher's duties during each teaching day such as bus duty, recess duty, study hall, etc.**
- 8. Leaves a daily summary for the classroom teacher, including information about lessons completed, student absence, behavior problems, incidents requiring follow-up, etc. (see attached form to be completed)**
- 9. Reports to the building principal/secretary at the conclusion of the teaching day, and verifies whether or not his/her services will be required on the next school day.**
- 10. Notifies the superintendent's office when he/she is no longer available to substitute for the District. (632-5563, ext. #3001)**

SUBSTITUTE TEACHER RESPONSIBILITIES

Successful substitutes exhibit a genuine interest in and concern for the welfare of students. Positive interaction between the substitute and the students is an integral part of the job. With that prerequisite firmly in mind, the substitute must carry out the following responsibilities relating to effective classroom management. A concerned, interested substitute should:

- Arrive 20-30 minutes before school day begins in order to get organized.
- Check the regular classroom teacher's mailbox and the teacher bulletin board for announcements, messages and materials.
- Review school policies regarding discipline, attendance, medication, leaving the school grounds and so forth. (All school policies and regulations can be found in the teacher's handbook and each substitute should be given a copy.)
- Review the classroom teachers' daily schedule, specific duty assignments, lesson plans, seating charts and record books. (All of this information and more is found in the teacher's substitute folder.)
- Follow the lesson plans as stated. Leave notes to the teacher about work completed or not completed, as well as any other information that would be helpful to the classroom teacher.
- Greet the students as they enter the classroom. Interact with them in a friendly but firm way.
- Record classroom attendance according to school policy.
- **Never leave the classroom unattended.** Ask a neighboring teacher, or call the office to oversee the class if an emergency arises.
- Supervise the movement of students in the halls and corridors and cover all assigned duties.
- Maintain proper discipline and classroom order. Report any disciplinary problems to the administration.
- Substitute teachers should not meet alone with a student in or out of school for any reason.
- Any tutoring or one on one work with students should be done in the library, study hall or other public place.
- Do not receive money from students, unless instructed to do so. If money is collected, deposit with the main office personnel at the first opportunity. **DO NOT LEAVE MONEY or PERSONAL VALUABLES UNATTENDED IN THE CLASSROOM.**
- Do not leave the building during the school day without permission from the administration.
- Do not read a book or work on an activity or craft while on duty in the classroom. Give the students your full attention.
- Return all materials and equipment to their proper places at the end of the day.
- Check with the administration or secretary at the end of the day to see if you are to return the following day.

PROFESSIONAL ETHICS

The substitute teacher, like the regular classroom teacher, has the following obligations:

- The first obligation of the classroom teacher and his/her substitute is to the student. The school exists to meet the educational needs of the students.
- The substitute teacher should be conscientious in the professional performance of the classroom teacher's responsibilities.
- The substitute teacher should cooperate with associates and respect the authority of those in administrative positions.
- Under no circumstances should a substitute teacher criticize a regular classroom teacher, administrator or student in the presence of other teachers or students.
- The substitute teacher should observe the same rule of **confidentiality** that all school personnel must observe: **SCHOOL PERSONNEL DO NOT DISCUSS STUDENT CONDUCT, GRADES, OR ABILITIES WITH ANYONE OUTSIDE THE SCHOOL DISTRICT OR WITH UNAUTHORIZED PERSONNEL IN THE SCHOOL DISTRICT.**

HELPFUL HINTS FOR SUBSTITUTE TEACHERS

- The most frequent concern about substitutes from the regular teacher is, "My substitute didn't follow my lesson plans." Good substitutes make every effort to follow the teacher's lesson plans and to leave a note explaining the day's events.
- Substitutes should not criticize or allow criticism of any student, teacher or administrator.
- Substitutes should not rely on the principal for every discipline concern. Sending students to the office loses its effectiveness when overused. Constant circulation and monitoring of the classroom will prevent many discipline problems.
- Using the students' names when speaking to them helps to gain and maintain their attention.
- Screaming, sarcasm and ridicule are not allowed and are an ineffective means of classroom management.
- Disciplining or saying something that embarrasses a student in front of the class is a poor practice and should be avoided if possible. Disciplining the entire class for the actions of a few is ineffective.
- A disruptive student can be isolated within the classroom but not in a corner or in a way that is humiliating. Do not put students out of the room without first contacting the office.
- Experienced teachers are the best source of advice.
- ***Appropriate dress often commands authority. Please do not substitute in jeans or shorts.***
- Substitutes should respect the student's opinions and not talk down to them. Teachers who show respect to their students have fewer discipline problems.

EMPLOYEE STUDENT RELATIONS

Category: Recommended

See also: GBEBD

The Mascoma Valley Regional School Board expects all staff members to maintain the highest professional, moral and ethical standards in their conduct with students.

Staff members are expected to maintain an atmosphere conducive to learning, through consistently and fairly applied discipline and established professional boundaries. For the purpose of this policy staff means employees, contract service providers, school volunteers, coaches and student teacher/interns.

Unless necessary to serve an educational or health-related purpose:

1. Staff members shall not make derogatory comments to students regarding the school and/or its staff.
2. The exchange of purchased gifts between staff members and students are discouraged.
3. Staff members shall not fraternize, written or verbally, with students except on matters that pertain to school-related issues.
4. Staff members shall not associate with students in any situation or activity which could be considered sexually suggestive or involve the presence or use of tobacco, alcohol or drugs.
5. Dating between staff members and students is prohibited.
6. Staff members shall not use insults or sarcasm against students as a method of forcing compliance with requirements or expectations.
7. Staff members shall maintain a reasonable standard of care for the supervision, control and protection of students commensurate with their assigned duties and responsibilities.
8. Staff members shall not send students on personal errands.
9. Staff members shall, pursuant to law and Board policy, immediately report any suspected signs of child abuse or neglect.
10. Staff members shall not attempt to counsel, assess, diagnose or treat a student's personal problem relating to sexual behavior, substance abuse, mental or physical health and/or family relationships but, instead, should refer the student to the appropriate individual or agency for assistance.
11. Staff members shall not disclose information concerning a student, other than directory information, to any person not authorized to receive such information. This includes, but is not limited to, information concerning assessments, ability scores, grades, behavior, mental or physical health and/or family background.
12. Staff members shall not be alone in a room with a door closed, a locked door, or with the lights off.

13. Staff members are strongly discouraged from socializing with students outside of school on social networking websites, consistent with the provisions of Policy GBEBD.

Staff members who violate this policy may face disciplinary measures, up to and including termination, consistent with state law and applicable provisions of a collective bargaining agreement.

Any employee who witnesses or learns of any of the above behaviors shall report it to the building principal or Superintendent immediately.

Adopted: 6/8/10

Revised: 12/28/10

Reviewed: 11/20/19; 1st Reading: 1/28/20; 2nd Reading/Adopted: 2/11/20

Questionnaire for Substitutes

Please complete this short questionnaire to help the classroom teacher support their substitutes.

Teacher: _____

Date: _____

School: _____

Class: _____

Please complete the form below. Complete the form each time you substitute. Sign and date the form. Seal the completed questionnaire in the envelope provided and clip it to the substitute plans that you were given for the day. Attach a second sheet of paper if needed.

- Please remember to sign your time card and leave it with the building secretary.

Lesson Plans

A brief report on what was completed. Please note areas that may need to be reviewed. Also note sections of the plans that you were unable to complete.

Absent Students

Please list any students that were absent.

Behavior Incidents

Please write a brief description of any behavior incidents that occurred. Include the names of all students involved, any adults who may have witnessed the incident and the circumstances surrounding the incident/incidents.

Incidents Requiring Follow-up

Please list any problems that require the teacher to follow-up. List the name of the student involved. A brief description of the incident is also necessary. (ie) John Jones took a backpack belonging to a student in Mr. X's class. The teacher will talk to John Jones and Mr. X and attempt to resolve the situation.

Your Signature: _____ Date: _____