

Regional School District 13

Engage Empower Thrive

SUBSTITUTE TEACHER HANDBOOK



Office of Human Resources
135A Pickett Lane, P.O. Box 190
Durham, CT 06422
860.349.7200
www.rsd13ct.org

Regional School District 13 does not discriminate on the basis of disability, race, color, religion, age, sex, marital status, sexual orientation, gender, gender identity and expression, national origin, or ancestry with respect to employment practices or in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups.

Welcome

We are pleased that you are available and willing to share your professionalism and personal interest with our students.

We hope that you will find this handbook helpful. Please read through it carefully and bring it with you or access it when you substitute teach. It contains information and guidelines that you should find useful.

We appreciate your service to Regional School District 13.

Regional School District 13 Mission Statement

Through engagement in authentic learning experiences, all Regional School District 13 students are empowered to thrive and contribute as global citizens.

Guiding Beliefs

Our core ethical values of respect, responsibility, kindness, honesty, and courage are the foundation of our beliefs. Creativity, critical thinking, collaboration and communication are essential for success. All members of the community contribute to the well-being of others. Learning and growth require the willingness to take risks throughout one's life.

Legal Disclaimer

This handbook is not to be construed as a promise or contract of any kind with Regional School District 13. Regional School District 13 retains 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 your responsibility to become familiar with district **Policies & Procedures**. This information is given to substitutes when they are hired and can be found on our website at www.rsd13ct.org. It is imperative that you read these policies thoroughly prior to substituting in the classroom.

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SCHOOL DIRECTORY

<u>School Name and Address</u>	<u>Telephone</u>
<u>Coginchaug Regional High School</u> 135 Pickett Lane Durham, CT 06422 Debra Stone, Principal Jennifer Natle, Secretary Eileen Chupron, Secretary (manages substitute placement)	860.349.7215
<u>Strong Middle School</u> 191 Main Street Durham, CT 06422 Cheryl Gonzalez, Principal Bonnie Mahon, Secretary	860.349.7222
<u>Memorial Middle School</u> 124 Hubbard Street Middlefield, CT 06455 Noelle Durkin, Principal Lynn Davis, Secretary	860.349.7235
<u>John Lyman Elementary School</u> 106 Way Road Middlefield, CT 06455 Tom Ford, Principal Kate McLaughlin, Secretary	860.349.7240
<u>Brewster Elementary School</u> 126 Tuttle Road Durham, CT 06422 Debra Murray, Principal Sandy Simon, Secretary	860.349.7227 860.388.1064
<u>Central Office</u> 135A Pickett Lane Durham, CT 06422 Robin Golembieski, Substitute Coordinator email: rgolembieski@rsd13.org	860.349.7200

SCHOOL HOURS, Regular and Emergency for the School Year

<u>Building</u>	<u>Student Start time</u>	<u>Student Closing time</u>
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Regular School Day Hours

Coginchaug	7:25 a.m.	2:02 p.m.
Strong	7:20 a.m.	2:00 p.m.
Memorial	8:00 a.m.	2:35 p.m.
Lyman	8:50 a.m.	3:20 p.m.
Brewster	8:50 a.m.	3:20 p.m.

Early Release - Scheduled and Weather Emergency Closings

Coginchaug	7:25 a.m.	11:30 a.m.
Strong	7:20 a.m.	11:30 a.m.
Memorial	8:00 a.m.	12:05 p.m.
Lyman	8:50 a.m.	12:30 p.m.
Brewster	8:50 a.m.	12:30 p.m.

Delayed Openings - Weather Related of Emergency

Coginchaug	9:25 a.m.	2:02 p.m.
Strong	9:20 a.m.	2:00 p.m.
Memorial	10:00 a.m.	2:35 p.m.
Lyman	10:50 a.m.	3:20 p.m.
Brewster	10:50 a.m.	3:20 p.m.

CALENDARS

Links to Regional School District 13 school calendars can be found on the district website and are linked here: [SCHOOL CALENDAR](#)

NO SCHOOL PROCEDURES

School closings, delays, and emergencies will be posted on area television stations. The channels designated to make announcements for Regional School District 13 are: WTIC Channel 61, WFSB Channel 3, WVIT Channel 30 and WTNH Channel 8. The district will also post an announcement on the district website homepage at www.rsd13ct.org.

HELPFUL RESOURCES FOR SUBSTITUTES

[Substitute Teacher Report Form: Elementary](#)

[Substitute Teacher Report Form: Middle/High](#)

[e-Book From Survive to Thrive: What Great Substitute Teacher Do Differently](#)

[The Teaching Channel: Numerous short videos to sharpen your skills in areas such as classroom management/behavior, engagement and collaboration](#)

[Teaching with a Smart Interactive Whiteboard](#)

ABSENCE MANAGEMENT SYSTEM CALLING PROCEDURES

Regional School District 13 utilizes an automated service to process substitute teaching assignments called Frontline (Absence Management). Their website is at: <https://app.frontlineeducation.com>. Their system uses both the telephone and internet to assist you in locating substitute teaching assignments in the district. You may also reach the automated service by calling 1.800.942.3767.

Substitutes will receive a login ID and a PIN number by email and instructions for accessing and using the Frontline system once their substitute packet has been approved and we have received fingerprint background check results back from the State of Connecticut.

Open positions may get posted by district personnel throughout the day but new openings do not become visible on the site until 4:00 p.m. Substitutes may check the site after 4:00 p.m. each day and sign up for available positions through the website.

Frontline also phones available substitutes in the evening between the hours of 4:00 p.m. and 8:30 p.m., and when necessary, early in the morning between the hours of 5:00 a.m. and 10:00 a.m.

Substitutes have the ability to set preferences, such as favorite schools, non-work days, call times, etc. on their own account on the Frontline site.

Schools and individual teachers have the ability to rate and select preferred substitutes for their school or classroom so your daily performance really does matter!

CANCELLATION OF ASSIGNMENT

If for any reason you are unable to fulfill your assignment, you may cancel it yourself through Frontline either online on their website or via their app up to the night prior. If you are unable to fulfill your substitute assignment on the day of the assignment you will need to call the school office first thing in the morning to let them know.

Substitutes are not allowed to “shop” for a better position. If you cancel out of a job you will not be allowed to pick up another assignment for the same day. Only school secretaries or the substitute coordinator may make those types of changes.

CHANGE OF ASSIGNMENT

Substitute assignments can be changed at the discretion of the school principal, and we ask that you remain flexible to the school's needs when arriving for your assignment. Please note, parents may substitute in any school in the district, but they may not substitute in their own child's classroom.

GENERAL INFORMATION

Bathroom Facilities

Substitutes are asked to use only adult-designated bathrooms in all schools. These are usually located in or near the room designated as the teachers' room.

Lunch

Each school has a hot lunch program and you are welcome to purchase lunch at the school cafeteria. There are designated areas in each building to keep your food refrigerated or to heat your lunch.

Parking

Parking for all schools is limited. It is advised that you arrive as early as possible and park in a designated area. Please do not park in spaces designated for visitors.

Cell Phones

Personal cell phones should not be out or in use while substituting in classrooms.

Appropriate Dress

Appropriate and professional attire is required. Business casual is acceptable.

Identification

Please wear your substitute identification badge at all times. Please return it to the office at the end of the school day or assignment.

RESPONSIBILITIES AND GUIDELINES FOR SUBSTITUTE TEACHERS

At the beginning of the school day, the substitute teacher shall:

- Arrive at least 20 minutes before school starts.
- Report to the office to sign-in and meet with the appropriate school personnel for orientation to school policies and procedures such as attendance, discipline, class schedules and lesson plans.
- Review the full sub folder, not just the lesson plan for the day.
- Review any medical alerts in the substitute folder.
- Ask about the building's emergency/crisis response procedures.
- Familiarize themselves with the school layout, classroom procedures and the emergency exit route from the assigned classroom(s).
- Print out plans left by the teacher in the Absence Management System or ask the school secretary for a copy.

CLASSROOM STRATEGIES AND MANAGEMENT TIPS

In the classroom, the substitute teacher shall:

- 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.
- Follow the instructions left by the teacher or alert the principal or team leader if there are no plans to follow.
- Check the seating plan chart on the teacher's desk and make sure you have all necessary provisions.
- Write your name and all assignments on the board, as appropriate.
- Be at the door of your classroom when the students arrive.
- Introduce yourself.
- Take attendance; if no seating chart is provided, write names of students in seating diagram.
- Give a quick overview of the classroom rules provided by the teacher.
- Discuss the plan for the day (read directly from plans if necessary).
- Check to ensure that there are sufficient supplies in the classroom to carry out lesson plans.
- Go over/collect homework (if applicable).
- Spend the entire assignment working with and for the students. No personal work of any kind should be done, including reading books and magazines of your choice. The substitute teacher is expected to carry out the instructions of the regular teacher, including upon the request of a teacher grading daily papers and leaving a summary of work covered.
- Maintain normal classroom routines; keep to the plan provided by the teacher.
- Stay engaged with the lesson or activity.
- Check in frequently with students as they are working.
- It is advisable to walk around the classroom while the students work. This allows you to provide instant feedback to good work habits and to assist any students who may have questions.
- Periodically share as a class/summarize (you and/or students).
- Involve students as much as possible; maintain their interest.
- Allow students to work on other homework or read when finished with what you have given them.
- Try not to allow any "down time."
- Make a point to acknowledge positive behavior.
- Never leave a child in the room unattended. If you find it necessary to leave the room, ask another teacher to oversee the room, or call the office for assistance.
- Maintain a positive learning atmosphere in the classroom. Disruptive student conduct in class is not acceptable. If serious student behavior problems occur, assistance should be sought from a neighboring teacher or a building administrator.

RESPONSIBILITIES AND GUIDELINES FOR SUBSTITUTE TEACHERS CONTINUED

- What to do in an “unruly” situation:
 - ❖ move student so that he/she is in close proximity to you
 - ❖ have a 1 on 1 conversation with the student (outside of the room)
 - ❖ give a look or a signal
 - ❖ provide verbal warning and/or reminder you will be informing their teacher
 - ❖ send student to the office with a pass and call the office to alert them
- If a student becomes ill or has an accident, or if an emergency situation arises, seek assistance from the neighboring teacher or contact the principal’s office and the nurse’s office immediately. *Students should not be left alone in the classroom at any time.*
- Connect with Special Education staff in the class; rely on information and help from them.
- If it is your responsibility to escort children to specials such as art or physical education, make a point to maintain proper hallway behavior: no excessive talking in line and keeping in single file, as age appropriate.
- Watch the time.
- Announce homework for the next day (if applicable).
- Have fun! (and follow the plan).
- Remain in the classroom if a student teacher or instructional coach is teaching.
- If you have any questions during the day, please contact the principal’s office, team leader or speak to the teacher in the next room.
- Do not leave the building without checking in with the Administrative Assistant in the main office, as you are expected to sign in and out of the building.

Pass System

- Only allow 1 student out at a time (drink, bathroom, etc.).
- Students should ask permission before leaving. Review the procedures used in teacher sub plans.
- If a student is late to class, he/she should have a pass or call the receiving teacher. If they do not have a pass, they need to be sent to the office to receive a pass from an administrator (Strong and CRHS).

It is *not* the substitute teacher’s responsibility to:

- Grant permission for a student to leave school before the regular dismissal time.
- Detain a student after dismissal time.
- Communicate information about a student or staff member with anyone but the building principal or team leader.

RESPONSIBILITIES AND GUIDELINES FOR SUBSTITUTE TEACHERS

The substitute teacher shall inform the principal in cases of:

- Personal injury to students or staff.
- Serious illness of any student.
- Damage to school property.
- Serious discipline problems or infractions of school rules.

See policies on *page 14* for further information regarding your responsibilities as an employee of Regional School District 13.

At the close of the school day, the substitute teacher shall:

- Leave the classroom as neat as possible with things approximately in the same place where they were found.
- Be sure all windows and doors are locked. If the school has issued a key, be sure to return it to the school office prior to leaving the building.
- Leave the teacher a report about how the day went; work that was completed and work that was not. This may be done by note or by completing an evaluation in the Absence Management System.
- Check out at the school office and return your substitute identification badge.

Under *no* circumstances shall the substitute teacher:

- Release a student from his/her jurisdiction during school hours without permission from the school office.
- Use corporal punishment. It is recommended that substitute teachers not touch students at all.
- Leave money or valuables in the classroom.
- Criticize the teacher about her/his materials or methods.
- Leave students unsupervised at any time during the day.
- 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 the school principal or team leader.
- Review school records without the permission of the principal. Records are legally designated as confidential and should be treated as such at all times.
- Not follow the confidentiality guidelines contained in the district's Student Records policy and to respect the general rights to privacy that are accorded students and staff in the daily business of keeping school.

Thank you to Natick Public Schools for guidelines and tips.

RESPONSIBILITIES AND GUIDELINES FOR SUBSTITUTE TEACHERS CONTINUED

What the substitute teacher can do for the regular classroom teacher:

- Follow the lesson plans. Do not allow the students to have a free day.
- Leave detailed notes about which students were helpful, disciplined, etc.
- Keep the students from opening the teacher's desk or files.
- Be consistent with existing classroom procedures.
- Keep accurate attendance reports.
- Leave student work in organized piles/files/folders for the teacher.
- Monitor classroom supplies.
- Leave the room neat and orderly.

MEDICAL ALERTS AND ALLERGIES

You must review the substitute folder for student's medical alerts. This is a priority prior to beginning your assignment so that you can familiarize yourself with any identified students' pictures as well as their allergies. If you have any questions upon reading the information on the student's allergies, please call the nurse or the front office immediately. The school nurse will provide further consultation about any student in your class with life threatening allergies or other medical concerns.

Thank you for making our school a safe, healthy place to learn by paying attention to students' identified medical alerts and allergies as well as the general health and safety of all students. Call the office immediately if you have health or safety concerns about any student in your classroom.

EMERGENCY/CRISIS RESPONSE PROCEDURES

Familiarize yourself with the yellow **Crisis Management Folder** which is located in each substitute folder and is designed for faculty, staff, and administrators of Regional School District 13 to provide a set of common sense, step-by-step procedures on how to respond immediately to an emergency or crisis.

DRILLS

Emergency Response drills are enforced by state school law and the school district. A Classroom Emergency Response Chart is posted in each room near an exit. Please familiarize yourself with the chart, as well as the plan of exit for the room you are in. Exit quickly, quietly, and in an orderly manner. Multiple fire drills and other emergency drills will be held each year.

CONFIDENTIALITY

By law (Family Education Rights to Privacy Act) substitute teachers have access to student educational records without parental consent. This places substitutes in the unique position of seeing countless notes, grades, reports, and anecdotal records that are confidential in nature and protected by the Family Education Rights and Privacy Act.

Each individual functioning in the role of substitute teacher is urged to review the strict confidentiality guidelines contained in the district's Student Records policy and to respect the general rights to privacy that are accorded students and staff in the daily business of keeping school. Administrators would be glad to answer any specific questions you might have about these issues. Students who have special education Individual Education Plans will be noted in the teacher's substitute folder. It is critical that information remain confidential. In addition, if the information provided is not enough, there is a special education case manager for each student. Arrangements can be made to make contacts regarding any further information needed.

Additionally, some students may have an ADA Section 504 Plan for accommodations to provide access to learning for a disability. Again, these are confidential plans and references to them should be limited only to school personnel who have contact with that child and only in an effort to provide services or assess need. Students may also have an Individual Health Care Plan which may require further elaboration by the nurse. In many cases the students themselves understand their needs and will help you meet them, however, in such cases it is important that substitutes make sure these conversations are done in a way that notice is not brought to the students.

SUBSTITUTE TEACHER QUALIFICATIONS

The following requirements are needed to substitute in Regional School District 13:

- **Substitute Teacher:** Bachelor's degree required.
- **Substitute Teacher Assistant:** High School diploma required; Associate's Degree or higher preferred. College students are welcome to apply for work during their school breaks but they will not be given a substitute placement at the high school level.
- **Nurse Substitute:** Current Connecticut R.N. License required along with up-to-date CPR/First Aid training.

APPLICATION PROCESS

The substitute application packet is available in the Employment section on the District 13 website, www.rsd13ct.org.

Fingerprinting:

All district 13 employees must have a criminal background check and are required to be fingerprinted. If you have already been fingerprinted for another position in the district, the results must be less than one year old. Instructions for the fingerprinting process will be emailed to you after your screening interview appointment at Central Office. It is strongly recommended that you have your fingerprinting done at the State Police, Department of Public Safety Building at 1111 Country Club Road, Middletown, CT.

What to bring with you to your appointment at the Central Office:

- Proof of Bachelor's Degree (if applying for Substitute Teacher position)
- Privacy Requirements - signed
- Completed DCF Background check form
- Direct Deposit form with a voided check or bank letter (mandatory)
- Completed I-9 Form and requested forms of identification
- Completed Federal W-4
- Completed State of CT W-4
- Driver's License
- EEV Information Sheet (completed & signed)
- Educational Employer Verification Forms (one form for each employer where you have previously worked with children)
- FBI Privacy Rights (VECHS Approval Letter)
- Signed Substitute Handbook Form

SCREENING INTERVIEW

Interviews with the HR Specialist are required for applicants. During the screening interview, applicants are asked general questions about substitute teaching and real-life classroom scenarios. The screening process is waived for prior District 13 employees who left the district in good standing.

Successful candidates will be recommended as substitutes and will be added to the Frontline system once fingerprint results are received from the State of CT.

PAYMENT OF SUBSTITUTES

Payroll computations are based on the information submitted weekly by the school secretaries. It is important to sign-in at the school office each day on the Absence Management generated sign-in sheet as this is what is compared against the school report. Pay periods are biweekly and end on a Friday. Paychecks are issued on the following Friday and vouchers are sent to your email address unless otherwise notified. **Direct Deposit is required** and forms can be obtained on our website or by calling the payroll office. A two or three-week lag may be anticipated between your period of service and receipt of your first paycheck.

For questions concerning paychecks, please contact Melinda Torgerson at 860.349.7200.

Daily sub rate of pay:

Substitute Teacher (Certified Sub Positions): \$120 full day and \$60 for ½ day

Substitute Teacher Assistant (Non-Certified Sub Positions): \$102 full day (6.5 hours) and \$55 for ½ day (3.5 hours).

REMOVAL FROM SUBSTITUTE LIST

A substitute teacher will be removed from the active substitute list if:

1. The substitute calls or emails the substitute coordinator requesting their removal.
2. The substitute has not taken an assignment with the district within the past 12 months.
3. The substitute receives a letter from the district indicating they were removed from the entire district or from a particular school based on the recommendation of a building principal or the HR Specialist or by a violation of district policy.
4. The substitute does not respond to the email at the end of the school year regarding continuation for the next school year.

CONTINUATION NOTIFICATION

At the end of the school year, substitutes will receive an email regarding subbing for the following school year. It is the responsibility of the substitute employee to respond in order to remain on the sub list.

BOARD OF EDUCATION POLICIES

The full list of Board of Education policies are available for viewing on our website: www.rsd13ct.org. It is important that you are familiar with all policies and review the following:

Alcohol, Tobacco and Drug Free Workplace 4118.231/4218.231	Bloodborne Pathogens 4160/4260
Employee Use of District's Computer System 4132/4232	Employment Checks 4112.1/4212.1
Non-discrimination 4118/4218	Psychotropic Drugs 4161/4261
Sex Discrimination and Sexual Harassment 4118.11/4218.11	Social Media 4118.51/4218.51
Wellness 4162/4262	Confidentiality of Student Information 5125.2
Bullying - Suspected Bullying Behavior Report Form: Form	Child Abuse and Neglect 5141.5
Computer Use/Internet Safety 5131.3	Food Allergy 5140
Grading Policy 5128	Graduation Requirements 5127
Health Services 5141	Homeless Children and Youth 5118.1
Medication Administration 5141.21	Pledge of Allegiance 5129
Restraint and Seclusion of Persons at Risk 5144	Search and Seizure 5145.2
Section 504 5142	Smoking 5131.7
Student Discipline 5114	Student Discipline and Physical Activity 5115
Student Records 5125	Student Sexual Harassment 5150
Suicide Prevention 5141.6	Video Cameras on School Buses/in School Facilities 5145
Dress and Grooming 5132	Homework 6141.2

Personal Notes

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REGIONAL SCHOOL DISTRICT 13

Substitute Teacher Handbook Acknowledgement Form

I, _____, have received a copy of the Substitute Teacher Handbook issued by the District, and understand and agree that I am to review this handbook in detail and to consult District policies and procedures and with my supervisor if I have any questions concerning its contents.

I understand:

1. that this handbook is intended as a general guide to District substitute teacher policies and procedures and that it is not intended to create any kind of contract between the District and any one or all of its substitute teachers;
2. that the District may modify any or all of these policies and procedures, in whole or in part, at any time, with or without prior notice;
3. that in the event the District modifies any of the policies or procedures contained in this handbook, the changes will become binding on me immediately upon issuance of the new policy or procedure by the District;
4. I have reviewed the school district policies via the Regional School District 13 website and I agree to abide by all of them.

I understand that as an employee of the District I am required to review and follow the policies and procedures set forth in the Substitute Teacher Handbook and District policy. I agree to do so.

Name _____

Signature of Employee

Date

Return this signed form to the substitute coordinator in Central Office.