

Wellesley Public Schools  
Wellesley, MA 02481

# **SUBSTITUTE TEACHER HANDBOOK 2019-2020**

WELLESLEY PUBLIC SCHOOLS  
Wellesley, MA 02481-4827

TO ALL SUBSTITUTES:

Congratulations on your selection as a Wellesley Public Schools substitute teacher. Substitute teachers are vital to the continuity of the instructional program and are essential to a quality education for each student.

This handbook is intended to acquaint you with all aspects of substitute assignments in Wellesley Public Schools. We hope that it will answer many of your questions and concerns. It is designed to give you as a substitute teacher, techniques and materials to be more effective in “lighting fires of interest” each day as you teach.

The important and valuable services provided by substitutes are greatly appreciated. We feel that substitutes are an integral part of our school system.

We welcome your comments and concerns about our substitute procedures and the contents of this handbook. Please let us know how you think improvements can be made.

We extend a cordial welcome to the substitute staff and hope that your experience with our school system will be rewarding.

Have a great year!

Sincerely,

Have a great year!

## **CENTRAL ADMINISTRATION**

David Lussier	Superintendent of Schools
Joan Dabrowski	Assistant Superintendent Teaching & Learning
Cynthia Mahr	Assistant Superintendent Finance & Operations
Gayle McCracken	Director of Human Resources
Sarah Orlov	Director of Student Services

## **DISTRICT SCHOOLS**

**BATES ELEMENTARY**  
tel. 781-446-6260  
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116 Elmwood Road  
Toni Jolley, Principal  
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**HUNNEWELL ELEMENTARY**  
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**FISKE ELEMENTARY**  
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45 Hastings Street  
Rachel McGregor, Principal  
Susan Drayton, Secretary

**SCHOFIELD ELEMENTARY**  
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Gerardo Martinez, Principal  
Kristin Lueken, Secretary

**HARDY ELEMENTARY**  
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293 Weston Road  
Charlene Cook, Principal  
Janet Rixon, Secretary

**SPRAGUE ELEMENTARY**  
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**PRESCHOOL**  
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Rebecca Zieminski, Director  
Isabel Cashman, Secretary

**HIGH SCHOOL**  
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**MIDDLE SCHOOL**  
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Mark Ito, Principal  
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## OVERVIEW

Substitute teachers play a very important role in the education process of the Wellesley Public Schools. Providing continuity in the classroom instructional program is essential to a sound education. Occasional teacher absences from classes are unavoidable; however, the continuity of the program can and should be maintained by substitute teachers who are well versed in the policies, procedures and expectations of the school and classroom. Through professional training and experience, the substitute teacher provides students with instruction to minimize negative effects in academic growth resulting from the teacher's absence.

A substitute teacher should expect the needs and intentions of the classroom teacher to be communicated prior to taking charge of the class; a classroom teacher should expect the plans and assignments which have been left to be carried out by the substitute teacher. Each has an important role to play in this process, and this handbook is intended to establish communication and expectation levels between the teacher and the substitute.

**Any questions about assignments or problems in substituting should be addressed with the building principal.** Concerns or issues about your availability for substituting or your enrollment on the substitute list should be addressed to Valerie Spruill, Administrative Assistant to Director of Human Resources (781) 4466210 Ext. 5603.

## QUALIFICATIONS

1. A valid Massachusetts teaching certificate is preferred.
2. Candidates must be graduates of an accredited college or university.
3. Experience with young people
4. A telephone at your place of residence
5. Your own transportation
6. Substitutes are not entitled to any benefits. Long-

10. At the end of each school year, all substitutes will receive a “renewal letter.”

11. Once you are on the substitute list, assignment for substitute teaching are handled by the substitute teacher placement system, Absence Management System formerly known as AESOP (Automated Substitute Placement & Absence Management) system. Substitutes will have the option to either log in to the Absence Management System website or receive calls for substitute assignments. A login i.d. and pin number will be assigned to all substitutes.

#### GENERAL INFORMATION

When a school has a need for a substitute teachers, the teacher and/or the secretary or principal will enter the absence on the Absence Management System. Absence Management will then begin telephoning, usually between 4:00 p.m. to 11:00 p.m. the day before or 5:30 a.m. to 11:59 a.m. the day of the absence. All assignment information will be placed on the Absence Management System. **SUBSTITUTE TEACHERS SHOULD NOT CALL TO REQUEST ASSIGNMENTS** A substitute can expect to be contacted for work at the earliest possible time. Absence Management can contact a substitute up to thirty (30) days in advance. We highly recommend a substitute keep a calendar in reference to jobs they may have been assigned to them up to 30 days in advance or your Absence Management account will keep track of this for you.

Please remember...it is not necessary for you to accept assignments on ea (M) (a)-4W-4 (3 4W-4 ( account wTd ( )t(c)8 (oth)6m n tra. (M5o)- bounr( )JTJ .001 Tc -0oTm (r)-hacM5og (n)6Tm (r(18 (nT



3. Greet students warmly as they arrive. Be attentive and present for the benefit of all students in the classroom. The most crucial reason you are in the classroom is to ensure safety. To accomplish that, your attention must be focused on the students at all times. This means:

- Do not give an assignment then sit down to read the newspaper or play on the computer or a cell phone.
- Do not walk out of the classroom.
- Do not make personal calls.
- Never use the internet at school to surf inappropriate web sites.

4. Learn the correct attendance procedures. Become familiar with lunch procedures and other school requirements so that you can accomplish these duties efficiently.

5. Never, ever, leave a student or students unsupervised!

- It is not the substitute teacher's responsibility to grant permission for a student to leave school before the regular dismissal time
- Parents may not take children from the building without the principal's knowledge
- Do not detain a student after dismissal time or communicate information about a student or staff member with anyone but the building principal or department head.

6. It is unprofessional and against the law to disclose confidential information about your students. Generally, a substitute teacher should avoid comments about individual students that convey private information: grades, medical conditions, learning or discipline problems, etc.

7. Do not gossip about classes, students or staff. This rule applies whether you are in the teachers' lounge at school or anywhere else. It is all right to ask advice about how to deal with certain students or classes, but don't let the conversation develop into one of complaining, ridiculing or spreading innuendoes about students or staff.

8. Be friendly, positive and enthusiastic. Although you are not there to become friends with students, you do need to be pleasant with them and demonstrate an interest in their assignment. Children are very quick to pick up on your overall attitude, and you want them to be at least cooperative if not deeply engaged.



9. Respect lesson plans and implement them as directed. Let the teacher know what you completed in the plans and what you did not. Keep papers collected in class bundles, along with a note on how each group did. Respect the teacher's property. Do not go through the desk and don't let the st999 1ow

## SUGGESTED SUBSTITUTE TECHNIQUES

A good attitude and a feeling of self-confidence are essential.

## GUIDELINES

Each school has been encouraged to inform substitutes of guidelines that will make the day of a substitute comfortable and rewarding.

The guidelines should include some of the following:

1. Hours of work
2. Intercom system
3. Classroom Management procedures
4. Parking information
5. Daily schedules (activity bell, lunch, etc.)
6. Layout of building for fire exits
7. Introduction to an employee within the building that a substitute could contact if a problem arises
8. Explanation of forms, if needed, such as pupil attendance
9. Explanation of form a substitute would sign when arriving and prior to leaving the building
10. Operation of audio/visual equipment

Some additional considerations:

- Know safety and evacuation procedures
- Handle accidents
- Know what to do on inclement weather days
- Escort students to school bus
- Take messages for the teacher

## **SALARY & PAYROLL PROCEDURES**

**Every Wednesday is an early release day for elementary students. One Wednesday a month is a release day for secondary students.**

If you work at the elementary level, the principal's secretary will fill out your time card. The substitute coordinator is responsible for your time card if you work at the Middle School or the High School level. Substitutes are paid on a weekly basis.

**SHORT-TERM, ON-CALL SUBSTITUTES:** Any substitute serving in any teaching position for 10 school days or less. The salary for ~~each~~ <sup>daily</sup> substitutes is as follows:

<u>Step</u>	<u>Full-Day Rate</u>	<u>Release-Day Rate</u>	<u>Total Days of Service</u>
1	\$108.08	65.93	0 - 50 days
2	115.80	70.64	51-75 days
3	123.53	75.35	76-100 days
4	131.26	80.07	101-150 days
5	138.98	84.76	151-200 days
6	154.50	94.18	over 201

**LONG-TERM SUBSTITUTES:** Any substitute teacher serving in the same teaching assignment (excludes coverage for teaching assistant positions) for





## CHECKLIST

### At Home:

- Dress neatly 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.
- Be sure to take along your sense of humor, your Super Sub Pack, an objective for the day, two aspirin and a snack for yourself.

### Prior to Entering the Class:

- Report to the principal or the office to let them know you are there.
- Ask about student passes, playground rules, bus duty, lunch procedures.
- 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 directions.
- See if any child has medical problems.
- Obtain any keys which might be necessary.
- Find out how to report absences and tardiness.
- Find the location of restrooms and teachers' lounge.
- Ask the names of the teachers on both sides of your classroom and, if possible, introduce yourself to him/her.

### 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





HARDY SCHOOL (293 Weston Road):

from Mass. Pike extension (Boston) -Mass Pike to Exit 15 (Rt.95/Rt. 128 exit) take Rt. 128 south to Route 9 west.

from Route 128 -take Rt. 128 to Route 9 west

(from Rt. 128) Route 9 West About 5 miles after Rt. 128, you take the Weston Road exit (Weston). At the end of the ramp, take a left onto Weston Road. The Hardy School is on the left.

From Mass. Turnpike (I-90), coming from the west: Mass. Pike to Exit 13 (follow signs for Rt. 30 east -Natick). Go to traffic light at Speen Street and turn right. Follow signs for Rt. 9 east. Take the Weston Road exit. At the bottom of the ramp, take a right onto Weston Road. The Hardy School is on the left.

UPHAM SCHOOL (35 Wynnewood Road):

from Mass. Pike extension (Boston) -Mass Pike to Exit 15 (Rt.95/Rt. 128 exit) take Rt. 128 south to Route 9 west.

from Route 128 -take Rt. 128 to Route 9 west

(from Rt. 128) Route 9 West: About 4 miles after Rt. 128, you take a right onto Sprague Road. There are many signs for the Upham School. Take Sprague to the end and take a left onto Lowell Road. Follow Lowell to the Upham School.

From Mass. Turnpike (I-90), coming from the west: Mass. Pike to Exit 13 (follow signs for Rt. 30 east -Natick). Go to traffic light at Speen Street and turn right. Follow signs for Rt. 9 east. Take the Weston Road exit. At the bottom of the ramp, take a left onto Weston Road. Take the second right (Pilgrim Road). Follow Pilgrim to the end and take a right onto Bristol Road. Follow Bristol until you come to Lowell Road. Take a left onto Lowell Road. Upham School parking is at the end of Lowell Road.

HUNNEWELL SCHOOL (28 Cameron Steet):

from Mass. Pike extension (Boston) -Mass Pike to Exit 15 (Rt.95/Rt. 128 exit) take Rt. 128 south to Route 9 west.

from Route 128 -take Rt. 128 to Route 9 west

(from Rt. 128) Route 9 West: About 5 miles after Rt. 128, you take a right onto Weston Road. At the end of the ramp take a left onto Weston Road. Follow Weston Road until you come to a set of lights (Rt. 16). Take a left on Rt. 16. Go through one set of lights. The very next right is Cameron Street. Hunnewell School is on the left.

From Mass. Turnpike (I-90), coming from the west: Mass. Pike to Exit 13 (follow signs for Rt. 30 east -

PRESCHOOL (63 Hastings Street):

from Mass. Pike extension (Boston) -Mass Pike to Exit 15 (Rt.95/Rt. 128 exit) take Rt. 128 south to Route 9 west.

from Route 128 - take Rt. 128 to Route 9 west

(from Rt. 128) Route 9West: About 1 mile after Rt. 128, you take the second

SCHOFIELD SCHOOL (27 Cedar Street):

from Mass. Pike extension (Boston) -Mass Pike to Exit 15 (Rt.95/Rt. 128 exit) take Rt. 128 south to Route 9 west.

from Route 128 - take Rt. 128 to Route 9 west

(from Rt. 128) Route 9 West: About 1 mile after Rt. 128 at the Mobil gas station, take the first Cedar Street exit (Newton Lower Falls W. Newton). Take a right on Cedar until you come to the Schofield School on your left.

From Mass. Turnpike (I-90), coming from the west: Mass. Pike to Exit 13 (follow signs for Rt. 30 east -Natick). Go to traffic light at Speen Street and turn right. Follow signs for Rt. 9 east. Take the Cedar Street exit. At the top of the ramp take a left. Follow Cedar until you come to the Schofield School on your left.

MIDDLE SCHOOL (40 Kingsbury Street)Wellesley Public Schools

from Mass. Pike extension (Boston) -Mass Pike to Exit 15 (Rt.95/Rt. 128 exit) - take Rt. 128 south to Route 9 west.

from Route 128 - take Rt. 128 to Route 9 west

(from Rt. 128) Route 9 West: About two miles after Rt. 128, you will see a fire station on the right. Use that as a landmark to start to get into left lane, because one mile further on, at a traffic light, you'll make a U -turn across Route 9. Immediately turn right onto Kingsbury St.

From Mass Turnpike (I-90), coming from the west: Mass Pike to Exit 13 (follow signs for Rt. 30 east -Natick). Go to traffic light at Speen Street and turn right. Follow signs for Rt. 9 east. You will go almost 4.5 miles on Rt. 9 - and turn right at traffic light, onto Kingsbury St. (Landmarks along the way - about 2.2 miles, Scrub-a-dub car wash on right -- about one more mile, Weston Rd. and Mobil station on right - Kingsbury St. is one mile after Weston Road.)

The Middle School building is on the right. Parking: Limited parking is available for 30 minutes on Kingsbury St., headed south. Please observe parking signs carefully.

OR:

Parking: Please use the parking lot at the end of Calvin Road. Enter the school using the Donizetti St. entrance. Please note you cannot drive to the Calvin Road parking lot from Donizetti St. at the Linden St. end.



HIGH SCHOOL (50 Rice Street)

from Mass. Pike extension (Boston) -Mass Pike to Exit 15 (Rt.95/Rt.128 exit) - take Rt. 128 south to Route 16 west.

from Route 128 - take Rt. 128 to Route 16 west

(from Rt. 128) Route 16 West: In about 1/4 mile, you will cross the Charles River and enter Wellesley. Go west almost 1.8 miles. After the fourth traffic light, at Playhouse Square, go a short distance and turn left on Rice Street. The high school is at the end of the street, and parking is on the right side of the building.

from Mass. Turnpike (I -90), coming from the west: Mass Pike to Exit 13 (follow signs for Rt. 30 east -Natick). Go to traffic light at Speen Street and turn right. Follow signs for Rt. 9 east. You will go almost 4.5 miles on Rt. 9 -and turn right at traffic light, onto Kingsbury St. (Landmarks along the way - about 2.2 miles, Scrub-a-dub car wash on right --about one more mile, Weston Rd. and Mobil station on right--Kingsbury St. is one mile after Weston Road). Go down Kingsbury Street, straight through the traffic light, over the railroad bridge, straight through another traffic light, onto State Street. Follow it straight, until you come to the parking lot for Wellesley High School, on the right.

Enter the main entrance of the High School by the flagpole, and go to the main office.

SPRAGUE SCHOOL (401 School Street)

from Mass. Pike extension (Boston) -Mass Pike to Exit 15 (Rt.95/Rt. 128 exit) -  
take Rt. 128 south to Route 9 west.

from Route 128 -take Rt. 128 to Route 9 west

(from Rt. 128) Route 9 West: About two miles after Rt. 128, you will see a fire  
station on the right. Use that as a landmark to start to get into left lane, because  
one mile and one half further on, you'll make a U -turn across Route 9 at Oak  
Street (tr)-1 -30.58 -1.2 Im ei(n)6 (d)56dDwB6dDwB6dDwB6dDwB6dDwB6dDw (n)6 ((n)6 (r)-1 (c

