

Whitman-Hanson Regional School District



SUBSTITUTE GUIDE

WHITMAN-HANSON REGIONAL SCHOOL DISTRICT

SUBSTITUTE GUIDE

ESSENTIAL INFORMATION

Central Office Administration, 610 Franklin Street, Whitman, MA 02382

| Name | Title | E-Mail Address | Telephone |
|-------------------------------------|---|--|---------------------|
| Mr. Jeffrey Szymaniak | Superintendent | Jeffrey.Szymaniak@whrsd.org | 781-618-7412 |
| Mr. George Ferro | Assistant Superintendent | George.Ferro@whrsd.org | 781-618-7413 |
| Mr. John Stanbrook | Director of Business & Finance | John.Stanbrook@whrsd.org | 781-618-7417 |
| Mr. Gideon Gaudette | Director of Technology | Gideon.Gaudette@whrsd.org | 781-618-7493 |
| Mrs. Nicole Semas-Schneeweis | Director of Equity and MTSS | Nicole.Semas-Schneeweis@whrsd.org | 781-618-7460 |
| Mr. Michael Losche | Director of Special Education | Michael.Losche@whrsd.org | 781-618-7428 |
| Mrs. Nadine Doucette | Director of Food Services | Nadine.Doucette@whrsd.org | 781-618-7431 |
| Mr. Michael Driscoll | District Operations Coordinator | Michael.Drisoll@whrsd.org | 781-618-7474 |

Statewide Testing Schedules are available from the Department of Elementary and Secondary Education (DESE) website at <http://www.doe.mass.edu/mcas/cal.html>

IMPORTANT PHONE NUMBERS

| | |
|--------------------------------------|------------------------------|
| Anonymous Reporting Line | 781-618-7086 |
| Storm Emergency / School Closings | 781-618-7495 |
| Poison Control Center | 800-682-9211 |
| TTY- (Poison Control) | 617-355-6089 |
| Massachusetts State Police (Norwell) | 781-659-7911 |
| Hanson Police: 781-293-4625 | Whitman Police: 781-447-1212 |
| Hanson Fire: 781-293-9571 | Whitman Fire: 781-447-7677 |

WELCOME

Substitute staff are a highly valued part of Whitman-Hanson's educational community. You provide the necessary coverage, continuity, and caring when a permanent employee must be away. This booklet of pertinent information is intended to be a resource to help make your entry into this community a positive experience for all – substitutes, permanent staff, and students alike.

We hope this booklet is useful and you will carry it with you to your assignments. Knowing these details in advance may free you to enjoy the challenge of daily changes, which is a defining feature of substituting. The ability to perform with spontaneity and skill in the midst of daily change soon becomes the substitute's unique area of expertise.

Welcome to the challenge. We are here to support you in every way we can.

Get up-to-date general and school specific information on our website.

www.whrsd.org

Mission, Vision and Core Values

Mission

The Whitman-Hanson Regional School District is committed to providing each student with a high-quality education that promotes student success and responsible citizenship.

Vision

The Whitman-Hanson Regional School District provides a safe learning environment and comprehensive student-centered learning opportunities that are relevant and challenging. In supportive partnership with all stakeholders, our district is committed to developing an academic foundation that emphasizes social-emotional learning, critical thinking, creativity, and communication skills.

Each student, as a life-long learner, is prepared to face the opportunities of the future with the skills needed to become a responsible citizen.

Core Values

The Whitman Hanson School Community supports an inclusive environment that:

- makes all decisions in the best interest of students.
- is committed to providing a safe, secure, and healthy environment.
- sets high standards that provide an opportunity for each student to achieve personal success.
- model's responsible citizenship based on equity, diversity and inclusion.
- provides student-centered learning environments where successes and mistakes are valued as part of the learning process.
- supports the continual professional growth of staff.
- shares the responsibility for education with students, families and community.
- recognizes technology as an essential part of teaching and learning.

Theory of Action

If we...

Continue to foster a learning environment that provides social, emotional and academic growth for all students,

Establish and maintain a cohesive curriculum,

Enhance instruction to improve student learning for all,

Establish a safe and secure learning environment, and

Focus on engagement and communication in all forms

Then...

Each student, will be prepared to face the opportunities of the future with

the skills needed to become a responsible citizen.

Hallmarks of Success

| | | | |
|--|--|---|-----------------------------|
| exSEL <i>(Excellence in Social Emotional Learning)</i> | A PreK-12 System of Teaching and Learning | Safe and Secure School Environments (Operations) | Community Engagement |
|--|--|---|-----------------------------|

Substitutes in the Whitman-Hanson School System

The Whitman-Hanson Regional School District substitute teachers must hold an Associate's or Bachelor's degree. Substitute teachers do not have to be certified in the field of education.

The Whitman-Hanson Regional School District prefers substitute aides to hold a high school diploma or equivalent.

Substitute candidates are to complete an application form, found under the Human Resources tab at www.whrsd.org, and submit to the Central Administration Offices along with one letter of reference and any qualifications, credentials or transcripts required. Once all paperwork is provided and reviewed, an interview will be scheduled for qualified candidates to meet with an administrator for an interview. Upon receipt of the appointment letter, the substitute will contact the Human Resources Department to complete HR and payroll paperwork.

If you are interested in the prospect of substituting in the Whitman-Hanson Regional School District, or if you have any questions about it, call Central Office at 781-618-7412. The Central Office is located at the Whitman-Hanson Regional High School, 600 Franklin Street, Room 200, Whitman, MA 02382.

Who Will Call You to Substitute

Once your application has been approved, and your employment paperwork and any associated training is completed, your name will be placed on an active list of substitutes.

Whitman-Hanson Regional School District utilizes the **Frontline Education Absence Management (formerly Aesop)**, an online, automated absence management system. Once you have completed the necessary new hire paperwork, an invitation to set up an account in Frontline will be emailed to you. The Frontline system is managed by Central Office Administration.

If you are scheduled for a vacancy and have an emergency or unforeseen schedule change, you must notify the school site main office by phone or email of the change in your inability to fill the vacancy. You may also contact the Office of the Superintendent by email Jennifer.Kroese@whrsd.org or 781-618-7412.

Please visit the Whitman-Hanson Regional School District website for more information and a copy of the Academic Calendar.

Substitute Pay Rates

GUIDELINES FOR SUBSTITUTE TEACHERS AND NURSES

A substitute teacher shall be a person fully qualified to instruct in our schools and who is employed for short or long-term periods of time in the absence of the regular teacher.

Individuals interested in substituting must fill out an application and be interviewed. Only those applicants approved by the Superintendent will be employed by the District. Preference will be given to personnel who have met the state licensure requirements, exceptions to be made as listed in C. 71, s38G as amended. Non-certified personnel will be required to have the minimum of two years of college. (Reference: 603 CMR 7.00)

Applicants for substitute positions shall be interviewed by a principal, assistant principal, or central office administrator. Qualified applicants found satisfactory shall be recommended for appointment to the Superintendent as a substitute teacher and placed on the active substitute list.

Substitutes, when possible, will be assigned to the area of their licensure or expertise. Substitutes will report to the building administrator in charge of substitutes before the start of school in order to pick up the Substitute Information Folder. The substitute will next report to the supervisor of the absent teacher to receive the class work for that day. At the end of the school day, the substitute will return all work completed by the students to the supervisor and will return the Substitute Information Folder to the Building Administrator in charge of substitutes. All categories of substitutes listed below require approval of the Superintendent.

Daily Temporary Substitute Teacher (DTST): An educator who is employed on a day to day basis or for less than 20 consecutive school days in the same role. Daily temporary substitute teachers who are non-certified staff must have at least an associate's degree or at least two years' college credit.

Long-Term Temporary Substitute Teacher (LTTST): An educator who is employed beyond twenty (20) consecutive teaching days to provide coverage for the same teacher. Any educator who is employed as a Long-term Temporary Substitute Teacher for more than 90 consecutive school days in the same role must either be licensed for the role or working under a hardship waiver.

School Year Temporary Substitute Teacher (SYTST): An educator who is employed for a full school year to provide coverage for the same teacher. Any educator employed as a School Year Temporary Substitute Teacher must either be licensed for the role or working under a hardship waiver.

Substitute School Nurses

The District's school nurse designee will determine where the substitute nurse will be placed for either a four-hour day or six-hour day. Only registered nurses may serve as substitutes.

Compensation:

The School Committee will set rates of compensation for substitute teachers. The Superintendent may adjust compensation as appropriate

Daily Temporary Substitute Teacher:

Does not hold a MA DESE license: Per Diem Rate \$100 per day

Licensed by MA DESE: Per Diem Rate \$110 per day

WHRSD Retired Teacher: Per Diem Rate \$110 per day

(Retired in good standing)

Long-Term Temporary Substitute Teacher: (21+ days, same teacher)

Does not hold a MA DESE license: Per Diem Rate \$150 per day

Licensed by MA DESE: Per Diem Rate \$160 per day

WHRSD Retired Teacher: Per Diem Rate \$160 per day

(Retired in good standing)

School Year Temporary Substitute Teacher:

Step 1, commensurate with highest degree

Substitute-nurse compensation is \$32 per hour unless filling a long-term vacancy.

The Superintendent may adjust compensation as appropriate.

| Position | Daily Rate | Sick Days | Personal Days | Health Insurance |
|----------------|-----------------|--------------|---------------|------------------|
| DTST – NL* | \$100 | no | no | no |
| DTST – L* | \$110 | no | no | no |
| DTST -RTWH | \$110 | NA | NA | NA |
| LTTST - NL | \$150 | 1 per month | no | yes |
| LTTST - L | \$160 | 1 per month | no | yes |
| LTTST -RTWH | \$160 | NA | NA | NA |
| SYTST - L | Per CBA, Step 1 | Yes, Per CBA | yes, Per CBA | yes |
| Nurse – 4 Hour | \$95 | no | no | no |
| Nurse – 7 Hour | \$135 | no | no | no |

NL = non-licensed by MA DESE

L = Licensed by MA DESE

VOTED APPROVED BY WHRSD SCHOOL COMMITTEE ON APRIL 11, 2018

Substitute Aides hourly rate is currently \$15.00 per hour.

Substitute Administrative Assistants hourly rate is listed in the Unit C Contract.

Substitute Cafeteria Workers hourly rate is listed in the Food Services Contract.

Pay rates may fall under the Federal Minimum Wage Guidelines

Your Paycheck

A biweekly paycheck, received on Thursdays, will list the number of full and half days worked in the two-week period covered, year-to-date amounts, and deductions taken.

The Whitman-Hanson Regional School District participates in a mandatory Massachusetts Deferred Compensation Plan for government employees as an alternative to FICA contributions. The plan is in accordance with the Omnibus Budget Reconciliation Act of 1990 (OBRA) and subsequent Massachusetts GENERAL Laws, Chapter 494. As an OBRA classified employee, you must contribute a minimum of 7 1/2% of your gross pay to this retirement fund. Once enrolled, this amount is automatically deducted from your pay. You may request more to be withheld, but not less or none. It remains untaxed until retirement payout. Please contact SMART Plan Service Center at 877-457-1900 or go to www.mass-smart.com.

State tax is not withheld except when the amount of a given paycheck is high enough to trigger a tax liability for you if you earned that amount consistently. Any paycheck below this amount will have no state tax withheld, no matter how much you have earned during the year. If this is a second paycheck, or you otherwise expect to have a tax liability from income earned by substitute teaching, you may wish to plan ahead. You can have the Payroll Office withhold a specific dollar amount from each paycheck or a specific percentage of whatever you make. Alternatively, you may want to consider whether you need or want to make quarterly estimated tax payments on the state or federal level. Federal tax is withheld likewise. Also, an amount (.0145%) is withheld for Medicare.

Substitutes will receive an email to create an account in [employeeforward](http://employeeforward.com) to view your payroll information and advice. Contact the payroll department if you have questions at 781-618-7483.

Non-Discrimination/Affirmative Action Policy

The Whitman-Hanson Regional School District is an equal opportunity employer. It is the policy of the Whitman-Hanson Public School System to prohibit discrimination of any type and to afford equal employment opportunities to employees and applicants, without regard to race, color, religion, sex, national origin, age, disability, sexual orientation, gender identity, genetics, homelessness, or veteran status. Any employee, volunteer, or pupil shall not demonstrate any discrimination in any activity associated with the Whitman-Hanson Regional School District.

General Procedures and Policies

1. **Arrive early** – at least 15 minutes before school starts, so you have time to do the following:

2. **Report to the school’s main office first** – Verify your placement for the day as principals may need to re-assign your placement upon your arrival. Check the teacher’s mailbox for items meant for distribution that day or information, which affects your day. Ask if this school requires you to send the attendance slip to the office or whether someone will collect it.

3. **Report to the assigned room** – Teachers will have a substitute teacher’s plans folder right on the room desk, some teachers may also upload substitute teacher plans to Frontline for you to review in advance. Student health plans will also be provided. If not, check if the teacher has a desk somewhere else, such as a department office. Locate the plan book or written description of lessons for the day and review. Locate and review textbook pages and resource materials.

Find the class list(s) and/or seating plan(s). Find the attendance slip to list absents when students arrive. Send all notes regarding attendance, early dismissal, and bus change needs to the office with the attendance slip (or leave all for pick-up by the office). They will be returned to you later for your teacher’s records. Attendance records must be completely accurate! They constitute a legal record and carry the weight of proof in a court of law.

Required morning exercises include: Morning News Broadcast/Pledge of Allegiance (conscientious/ religious objectors may refrain), and a moment of silence (for personal thought or meditation). Require excellent behavior during these exercises. In some schools exercises are led by the principal over the intercom; in others, the teacher conducts them. Substitutes should follow the lesson plans and directions as provided. Teachers suggest that when specific directions are left to do an activity as “class work,” try to finish the task in class, rather than giving students the option of finishing it for homework. Teachers usually know the work pace of their class and leave such directions to keep their classes constructively engaged.

Ask neighboring teachers, the team leader, department head, principal, or assistants for information or help as needed.

4. **Discipline** – Substitute teachers should strive to create an atmosphere of mutual respect in the classroom. Please avoid making threats and never lay a hand on a student. At the same time, require and expect good behavior.

Substitutes should be in the room when students arrive – a legal responsibility that will help establish good discipline and effective control. Never leave the group unattended.

Inquire about school-wide rules particular to your school, such as bans on wearing hats or chewing gum in the building. Check if your school has banned specialized items like cell phones in the classroom or extra-long key chains. Student handbooks are also available for review on the District website at www.whrsd.org.

In the case of serious behavior problems or unusual emergencies, you should speak directly with the office through the intercom or phone, or reach the team leader, department head, principal, or assistant principal. Unruly students may be removed to the main office for discipline. Weapons found in the school require immediate disciplinary action and school leadership should be informed. Assistant principals often take care of discipline, so know where their offices are. Generally, all employees are asked to be alert for suspicious circumstances. Only the front door is unlocked for building entry during the day. All visitors should have entry passes. Ask if your school has special emergency procedures in place.

5. **Duties** – Substitutes should perform all school-wide duties expected of the classroom teacher. Assume the same responsibility for order in the classroom, corridor, lavatories, or playground as the regular teacher would.

The substitute assumes all responsibilities for school-wide regulations, such as **fire drills**. Acquaint yourself with building specific procedures.

Substitute teachers should expect their schedule for the day to be the same as the schedule of the absent teacher. Common sense should rule in non-typical situations where an absent teacher has several “free” periods (i.e. some teachers are part-time administrators with scheduled responsibilities substitutes would not be asked to fill). Middle and high school teacher schedules usually include one preparation period per day, which the substitute would also have as “free.” Otherwise, substitutes should be available to fill reasonable school scheduling needs as requested.

6. **Specialists/Enrichment** – Schools often have special teachers who help individuals, and sometimes whole classes, with reading and math skills. Note if these teachers are expected in your room during the day and how they can be best utilized within the regular teacher’s lesson plans. Some specialists actually take over the classroom for you, conducting their own lesson. Special education teachers also may visit to help individuals with other special needs in your class.

In elementary school classes, such as art and music, may occur in your room or in the specialist’s room. Inquire what your role should be during these classes.

7. **Lunch** – Every schedule should include time for lunch. You may buy lunch from the menu offered to students or make selections from a separate service area for teachers, if one is available. While students pay a subsidized price for their lunches, teachers and substitutes pay a somewhat higher price. Each school has a teacher’s lounge where you may eat or you may choose to eat in your room.

End of the Day – Substitutes may consider their duties generally concluded at the close of school, when buses and walkers have left, or whenever all of your scheduled responsibilities are over. You do not need to check out at the office.

For safety, students may not leave the room until their bus is called or walkers are dismissed. Walkers, parent pick-up and after school care students are usually dismissed first to keep them safe from bus traffic. Please leave the room in good order. Leave pertinent information in a note for the classroom teacher to find.

8. **Confidentiality** – In the course of your work, you may become aware of confidential information about students, etc. Substitute teachers should be mindful to respect privacy, as common sense would dictate.

9. **Professional Dress & Grooming** - All employees are expected to come to school clean and to wear clothing that meets or exceeds their high regard for education and presents an image consistent with their job responsibilities.

Note: Some schools have developed their own daily packets for substitute teachers new to the building. Ask in their main office.

Smoking/Vaping

Schools are smoke-free, vape-free environments. Smoking is not allowed by anyone in school buildings or on school grounds under penalty of fine.

Alcohol and Drug Policies

Alcoholic beverages and drugs are prohibited at all schools and on school grounds. The school nurse’s office manages drugs appropriate for in-school use.

Fire Drills / Crisis Management

Fire drills are practiced randomly during the year. Room specific exit routes are posted on the wall of each classroom. Check school-specific information when you arrive, but generally this procedure is used:

- Students should be kept silent during the drill
- Line up immediately, taking jackets if needed and conveniently located
- Take the class list with you to verify that all the students are outside with you
- Leave the building quickly but in orderly fashion (lines) through the nearest exit that leads to an outdoor area where students can re-assemble at a safe distance from the building. Notice where other teachers assemble their classes
- Students remain orderly and silent outside
- Wait for word from the administration to re-enter the building

Annual Mandated Training

Annual training is mandated by the Massachusetts Department of Elementary and Secondary Education. All employees are required to participate. This training protects individuals and the district and ensures that all employees know their rights and responsibilities.

If you have questions about any information in this training, please contact the Central Administration Offices or a building administrator.

Employees will be sent an e-mail message to which they must respond by the specified date indicating they have read and understood the contents.

Federal Training

- **Non-discrimination and Equal Opportunities Act**
- **Title VI of the Civil Rights Act**
- **Title IX of the Education Amendments**
- **Title II of the Americans with Disabilities Act**
- **IDEA (2004)- Individuals with Disabilities Act**
- **Section 504**
- **ESSA**
- **McKinney-Vento**
- **FERPA**

Massachusetts General Law and Universal Precautions, W-H Background Check Requirements, Code of Excellence

- **Conflict of Interest Law**
- **Discrimination**
- **Length of School Year**
- **Attendance**
- **Mandated Reporting (51A)**
- **Chapter 71**
- **Chapter 71A**
- **Chapter 77**
- **Chapter 149**
- **Chapter 54**
- **Right to Know, Chapter 111F**
- **Universal Precautions**
- **Fingerprinting Requirements**
- **Employee Code of Excellence (ECOIE)**

The Whitman-Hanson **Employee Code of Excellence (ECO)** is posted on line at

<https://www.whrsd.org/district/human-resources/evaluation-support>. All employees are encouraged to read and be familiar with this important district document.

Employee Annual Mandated Training

Annual training is mandated by the Massachusetts Department of Elementary and Secondary Education. All employees are required to participate. Annual mandated training includes:

- WHRSD Annual Employee Training (District will email staff a link and acknowledgement form)
- Policy ACAB- Harassment (District will email staff a link and acknowledgement form)
- MA State Ethics Commission Conflict of Interest Training at

<https://massethicstraining.skillburst.com/User/index.php>

- Online Ethics Training - Every two years
- Summary of the Conflict of Interest - Annually

Employee Assistance Program (EAP): The Whitman-Hanson Regional School District has a new Employee Assistance Program (EAP) called Perspectives.

Perspectives EAP is a highly respected organization founded in 1981 and dedicated to providing employees and their family members assistance with issues in everyday living. Access to a variety of information and resources is at your fingertips, is confidential and at no cost to you. <https://www.perspectivesltd.com/>

Click on Individual & Family Login

At this screen, the username is: MEGA

The password is: perspectives

No one in the district is privy to who contacts them or what services are accessed by an employee. This program is in addition to and not in place of the health benefit options provided through the contract. The finance officer in the district will share the monthly EAP newsletter with all employees during the school year.

WHITMAN-HANSON REGIONAL SCHOOL DISTRICT

You have recently been appointed as a substitute in the Whitman-Hanson Regional School District.

Substitutes should report to school 15 minutes prior to the start times listed below. The following schools are part of the Whitman-Hanson Regional School District:

WHITMAN ELEMENTARY AND MIDDLE SCHOOL LOCATIONS

Whitman Middle School -

Principal, Brandon Frost
Assistant Principal, Kerri Sandler

Administrative Asst., Mrs. MacDonald

Telephone 781-618-7035

School Hours 7:40-2:15

Location: 100 Corthell Avenue, Whitman - from Rte. 27 S from Brockton, take right at blinking traffic signal at Corthell Avenue; from Rte. 27 N from Rte. 18, take left at blinking traffic signal at Corthell Avenue.

Conley Elementary School -

Principal, Karen Downey
Assistant Principal, Jeffrey Maynard

Administrative Asst., Mrs. Molito

Telephone 781-618-7050

School Hours 8:40-2:45

Location: 100 Forest Street, Whitman - from Rte. 27 S from Brockton, take left at blinking traffic signal to High Street, then take third right which is Forest Street.

Duval Elementary School -

Principal, Darlene Foley
Assistant Principal, Daniel Mulhall

LT Sub Administrative Asst., Mrs. Brandon

Telephone 781-618-7055

School Hours 9:15-3:20

Location: 60 Regal Street, Whitman - from Rte. 18 to Rte. 27; go east on South Avenue when Rte. 27 takes sharp right; go straight and take first left to Regal St. From Hanson on Rte. 27, at end of Franklin Street where Rte. 27 takes a sharp left take a right onto South Avenue, take first left onto Regal St.

HANSON ELEMENTARY AND MIDDLE SCHOOL LOCATIONS

Indian Head Elementary School -

Principal, Joel Jocelyn
Assistant Principal, Jennifer Costa

Administrative Asst., Mrs. McCarthy

Telephone 781-618-7065

School Hours 9:05-3:10

Location: 726 Indian Head Street, Hanson - located at the intersection of Rte. 58 and Rte. 14 in Hanson

Hanson Middle School -

Principal, William Tranter
Assistant Principal, Josh Belvis

Administrative Asst., Mrs. LaFerriere

Telephone 781-618-7575

School Hours 7:40-2:15

Location: 111 Liberty Street, Hanson - Rte. 58, west of Shaw's supermarket plaza

REGIONAL HIGH SCHOOL AND PRESCHOOL ACADEMY LOCATION

W-H Regional High School -

Principal, Christopher Jones

Assistant Principal, David Floeck

Administrative Asst., Mrs. Horton and Anna-Rita LaPietra-Costa

Telephone 781-618-7020 School Hours 7:05-1:35

Location: 600 Franklin Street, Whitman - on Rte. 27 at the Whitman/Hanson town line. From Rte 18 in Whitman take Rte. 27 East (South Avenue) go through Whitman center and take first right after railroad track (Franklin Street). About 2 miles down Franklin, school entrance is second left.

Preschool Academy at High School -

Principal, Christine Ahearn

Administrative Asst., Mrs. Wayman

Telephone 781-618-7018

School Hours 9:05-3:10

Location: 600 Franklin Street, Whitman - on Rte. 27 at the Whitman/Hanson town line. From Rte 18 in Whitman take Rte. 27 East (South Avenue) go through Whitman center and take first right after railroad track (Franklin Street). About 2 miles down Franklin, school entrance is second left.

**CENTRAL OFFICE ADMINISTRATION OFFICES ARE LOCATED AT THE REGIONAL
HIGH SCHOOL**

SECOND FLOOR, ROOM 200

Jennifer Kroese, Administrative Assistant to the Superintendent

Telephone: 781-618-7412 E-mail: Jennifer.kroese@whrsd.org