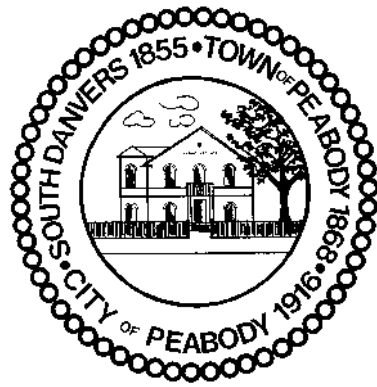


PEABODY PUBLIC SCHOOL DISTRICT



SUBSTITUTE TEACHER HANDBOOK 2024-2025

Mission and Vision Statement

Welcome to Peabody Public Schools

Mission Statement:

We prepare students to be life-long learners and critical thinkers who meet the challenges of citizenship in an event changing world.

Vision Statement

Peabody schools inspire, empower, and challenge our students to pursue excellence in reaching their potential. Professional educators and community partners collaborate to ensure success at the highest level in a safe, student-centered environment. We are a community of life-long learners who value the individual while promoting integrity, courage, and the acceptance of differences.

Students come first.

We believe...

- Each student can learn and succeed given the proper support, environment, and attention to individual learning style.
- A challenging, supportive, and respectful environment is essential for teaching and learning.
- Student achievement is predicated upon high quality professional development.
- Education is the foundation of good citizenship.
- A well-rounded education consists of core academics, fine and applied arts, physical education, and technology skills.
- Respect for self and others is essential and reflected in all learning.
- High expectations for student achievement are shared by students, family, school, and community.
- Education is the shared responsibility of students, family, school, and community.

Non-Discrimination Policy

The Peabody Public Schools does not discriminate based on race, color, age, gender identity, sexual - orientation, religion, ethnic or national origin, disability, veteran's status or any other status protected by law. Grievance Procedures for the district can be found on the Peabody Public Schools website: <http://www.peabody.k12.ma.us>

Americans with Disabilities Act

Program applicants, participants, members of the general public, employees, job applicants and others are entitled to participate in and benefit from all Peabody Public Schools' programs, activities, and services without regard to disability. Copies of this notice are available, upon request, in alternative print formats (large print, audio tape, Braille, computer disk, etc.) Our grievance procedure, self-evaluation, as well as ADA policies, practices and procedures are also available. Inquiries, requests, and complaints should be directed to: Ms. Carla Chioda, Administrator of Special Education, 27 Lowell Street, Peabody, MA 01960, 978-536-6088 (Telephone) and 978-536-5565 (Fax).

Section 504, Rehabilitation Act of 1973

The Peabody Public Schools complies with Section 504 of the Rehabilitation Act of 1973 which protects the rights of individuals with disabilities in programs and activities that receive federal funding. Section 504 regulations require the provision of free and appropriate public education to eligible students, reasonable accommodations and procedural safeguards. Grievance procedures are available upon request. Inquiries concerning the application of Section 504 may be referred to: Mr. Chris Lord, Assistant Superintendent of Schools, 27 Lowell Street, Peabody, MA 01960, 978-536-6505, or to the Office for Civil Rights, Department of Health, Education and Welfare, Washington, D.C. 20201.

Chapter 622 of Massachusetts General Laws and Title IX of the Federal Education Amendments of 1972

Regulations governing the application of Chapter 622 of the Massachusetts General Laws, Acts of 1971, were issued in June of 1975. Chapter 622 specifies "No person shall be excluded from or discriminated against in admission to a public school of any town, or in obtaining the advantages, privileges, and courses of study in such public school on account of race, color, sex, religion, national origin, or sexual orientation." These regulations focus on the services, programs and opportunities offered to students.

The Chapter 622 Regulations address five areas of school policy: school admissions, admission to courses of study, guidance, course content, and extra-curricular and athletic activities.

Title IX of the Educational Amendments of 1972 became effective in July of 1975 and is concerned only with discrimination on account of sex, while extending protection against sex discrimination to the employment practices of a school or school district. Title IX states "No person in the United

States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under an education program or activity receiving federal assistance." Title IX rules and regulations require education institutions receiving federal assistance to adopt a notification policy concerning Title IX.

The Peabody Public Schools is an equal opportunity/affirmative action employer/education institution and does not discriminate based on race, color, age, gender identity, sexual orientation, religion, ethnic or national origin, disability, veteran's status, or any other status protected by law. Any parent, student or employee who has concern related to the implementation of this policy may address it directly to the Building Principal or contact Mr. Mark Higgins Peabody Public Schools Title IX Coordinator. Mr. Higgins's office is at the school administration building, 27 Lowell Street, Peabody, MA 01960, 978-536-1600 (Telephone)

Sexual Harassment and Unlawful Discrimination Policy

It is the policy of the School Committee to maintain a work and education environment in the Peabody Public Schools that is free of sexual harassment and of discriminatory actions based on race, color, age, gender identity, sexual orientation, religion, ethnic/ national origin, disability, veteran's status, or any other status protected by law. Unlawful employment discrimination and sexual harassment by employees or students will not be tolerated.

Any concern related to the implementation of this policy (or a request for a copy of the full policy) may be addressed directly to the Building Principal, or to the Superintendent of Schools 978-536-6500. The Boston Office of the Massachusetts Commission Against Discrimination is located at One Ashburton Place, Boston, MA 02108.

Professional Image Guidelines

Substitute teacher employees are encouraged to demonstrate a positive attitude at work and to present themselves in a professional manner. Employee attire should promote cleanliness and good grooming to enhance and maintain an atmosphere most conducive to learning. It is recommended that the following attire be considered appropriate. This includes part-time, full-time, regular and substitute employees, as well as student teachers and interns. These suggestions reflect careful consideration given to the wide range of job duties performed by employees.

The following guidelines should be adhered to except on “spirit days” which may be determined by individual schools. Staff members participating in field trips would also be exempt should the type of trip require such an exemption.

Teachers*, Administrators, Clerical Staff, Other Professional and Technical Staff, Assistants, and Attendants

- Dresses
- Jumpers
- Skirts
- Blouses Shirts (woven, knit, polo, turtleneck)
- Slacks Denim slacks other than blue jeans
- Skorts/Walking shorts
- Tee Shirts/Sweatshirts that have seasonal, curricular, or school logos or designs
- Suits
- Shirts and ties
- Blazers/sports coats
- *P.E. Teachers may also wear jogging suits/sweat suits/coaching shorts

STUDENT CONFIDENTIALITY

During your service as a substitute teacher, you will have access to confidential information concerning students. To protect the confidentiality of student records, any data concerning student records, class work, behavior, home environment, inclusion in a free and reduced lunch program, enrollment in special education programs, or other details about individual students must not be discussed outside the classroom and never with anyone outside the building.

As a substitute teacher you may be asked to teach in a number of classrooms and a variety of schools, you must refrain from comparisons of these assignments. Teaching assignments vary from teacher to teacher and any comparison is unfair to the staff involved.

Should you have concerns, these should be discussed with the building principal. Failure to abide by student confidentiality will result in termination as a substitute teacher.

Substitute Teacher Pay and Classification

Per-Diem

A "Per Diem Substitute Teacher" is any person who works day-to-day assignments or reassignments to fill positions due to the absence of the regularly assigned classroom teacher or assistant teacher. Per Diem Substitutes are responsible for maintaining meaningful instruction by helping students learn subject matter material and/or skills that are required for learning outcomes.

PAY RATES

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**Daily
Rate**

\$120.00

Retired Peabody Public Teacher

Daily Rate: \$150.00

Minimum Qualifications:

- 3 years college completed preferred
- At the discretion of the Superintendent

Pay: Every 2 weeks: Direct Deposit required

Long-Term

Long Term Substitute (LTS) – A "Long Term Substitute" is any person with proper qualifications who is assigned to fill a position of teacher which is temporarily vacant and serves continuously in the same assignment in the same school. A temporary vacancy is one which is anticipated to be vacant for more than twenty (20) consecutive workdays but less than a full school year, or one in which an assigned substitute actually serves continuously for more than twenty (20) consecutive days

Pay: \$120.00 for the first 20 consecutive days, then placement on the appropriate step/lane of the current teacher salary schedule in accordance with the collective bargaining agreement.

Upon completion of the long-term assignment the substitute teacher will return to the per-diem pool at the current per-diem regular daily pay rate.

Permanent (school year)

Permanent Substitute is placed on the appropriate step/lane of the teacher salary schedule, day one of the assignment. Benefits are included.

Continuation of assignments or future educators

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Be available

Teach in Special Education classes

Actively seek assignments

Advertise your degree

Work to improve your management skills

Network with teachers and staff

Be helpful

Do whatever is asked of you with a smile

Ask if there is anything you can do to help out

Be reflective Go the extra mile

Questions should go to the building Principal

Duties and Responsibilities

Substitute Teachers must:

- Assume all duties of the regular classroom teacher promptly and in accordance with school rules. This may include bus, lunchroom, playground, hall duty or any other duties assigned by the building principal.
- Review all plans and schedules to be followed during the teaching day.
- Maintain the established routines and procedures of the district, school, and classroom to which assigned.
- Follow all policies, rules and procedures to which teachers are subject, and which good teaching practices dictate.
- Teach lessons as outlined in the teacher's substitute folder, and consult with the principal or office secretary before initiating any teaching or other procedure not specified in the teacher's substitute folder.
- Make appropriate use of media and instructional materials. (if applicable)
- Assume responsibility for overseeing student behavior in class, and during lunch/recess periods. Take all necessary and reasonable precautions to protect students, equipment, materials and facilities.
- Obtain working knowledge of all emergency procedures.
- Maintain an instructional environment necessary for the safety, health and welfare of the students.
- Maintain accurate, complete, and correct records as required by law, district or school policies and regulations.
- Maintain and respect the confidentiality of student and school personnel information.
- Be held to the same level of accountability as permanent teachers.
- Stay with the students for all assigned school daytime
- Complete other duties, as assigned.

TIPS

...

Greet the students at the door and direct them to starter activity

Manage by walking around

Reinforce appropriate behavior

Positively reinforce those who are on task

Use proximity as an attention strategy

Have a sense of humor

Teacher next door can be a valuable resource

Stay on task

Minimize time during transitions

Have students restate expectations

Provide positive feedback

Establish consequences

Make learning fun

First Day: New Substitute

- Arrive 15 minutes early and check in with the front desk clerk.
- The School Principal or designated staff will give you information of the building emergency plan, the class you will be covering, the telephone location and numbers to call if needed, and daily schedule. You should also be notified about student information, such as allergies and other details to help you service the class.
- A list of schools with their address, phone number, and start and end times is at the back of this handbook.

Prior to Entering the Classroom:

- Report to the principal or main office.
- Review Safe School policy, first aid and safety, and emergency and evacuation procedures.
- Ask about student passes, playground rules, bus duty, lunch procedures and other duties.
- Find out how to refer a student to the office.
- Ask if any students have medical problems.
- Obtain necessary keys.
- Find the locations of restrooms, staff rooms and other important places in the building.
- Introduce yourself to your neighboring teachers.

Before Class:

- Write your name on the board.
- Review the classroom rules.
- Locate and review school evacuation map and emergency procedures.
- Read through the lesson plans left by the primary teacher.
- Locate the materials you will need throughout the day.
- Study the seating chart. If you can't find one be prepared to make your own.
- When the bell rings, stand at the door to greet students as they walk in the classroom.
- Implement starter activity.

In the Classroom:

The Substitute Teacher Should Be Able To...

- Maintain a positive learning atmosphere in the classroom.
- Get and keep students on task.
- Teach expectations outlined by primary educator.
- Respond non-coercively to consequential behavior.

Throughout the Day:

- Do your best to follow the lesson plans.
- Be ready for the unexpected.
- Work to bring out the best of each student.
- Build positive working relationships with the students.

In the Classroom (Continued)

At the End of the Day:

- Make sure all classroom sets are accounted for.
- Remind students of homework.
- Have students straighten and clean the area around their desk.
- Neatly organize paperwork handed in by students.
- Leave the teacher a status report about how the day went, including work that was completed, work that was not completed, and any issues that you may have had with students, etc.
- If the school has issued a key, be sure to return it to the school office prior to leaving the building.
- Check out at the main office.

The Substitute Teacher Shall Inform the Principal or Department Head 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.

For the Protection of Your Professional Reputation

Do Not...

- invite or accept students as friends on social networking sites, Decline any student- initiated friend requests
- provide e-mail or phone contact information to students
- initiate friendship with the students
- use commentary deemed to be defamatory, obscene or slanderous, Exercise caution with regards to exaggeration, colorful language, obscenity, copyrighted materials, and derogatory remarks or characterizations
- discuss students or coworkers or publicity criticizing school policies or personnel
- post images of students to social networks
- leave students unattended
- touch a student
- use your cellphone or personal electronic devices during class time
- be confrontational with students or staff
- ignore the regular classroom rules and procedures
- leave the school premises during the hours of operation without the permission of the Building Principal
- provide or offer any goods or food to the students

Classroom Discipline

- A substitute teacher must never administer corporal punishment to any child
- Never touch or grab a child inappropriately
- A substitute teacher must maintain a level of discipline in the classroom conducive to good learning
- Firm speech, combined with explicit instructions and direction will preclude many disciplinary problems
- Avoid negative reinforcement such as punitive, non-instructional tasks equivalent to writing sentences, standing in the corner, or other intimidating and humiliating corrective measures

Assignment of Substitutes

Substitute Assignment Procedure

When a job needs to be filled, Staff Coordinator, Doreen Blaisdell (978-916-6471) for elementary and the Middle School will begin making calls to the phone numbers provided to the district during the hours of 6:30 a.m. to 8:30 a.m. in an attempt to secure a substitute for an available job. Christine Gomes (978-536-4500) at High School will start calling at 6:00 am.

Once you have accepted a job, please be sure to report to the school's main office a minimum of 15 minutes prior to the opening of school to obtain building specific rules and regulations. Please note that some schools have "peanut-free" areas.

Peabody Public Schools' substitute teachers are at-will, temporary employees who perform services on an as-needed basis at the districts discretion. Peabody Public Schools makes no representations, guarantees or assurances regarding any minimum number, duration, or frequency of work assignments to be offered during the school year.

Resignation from the Substitute Pool

If you wish to have your name removed from the substitute pool/resignation, please notify the Office of Human Resources at 27 Lowell Street, Peabody, MA by letter or email Carmen Santana-Lopez at: 978-536-6511 or santanalopezc@peabody.k12.ma.us

Termination

The school principal has the ability to restrict substitute teachers from their building due to violations of any of the practices and procedures stated in this handbook, lack of performance, school policies and/or any ethics & code of conduct violations. A substitute teacher alleged to have violated the established practices and procedures stated in this handbook will be reviewed. Based on the results of this review, an assessment of the substitute's continuation of employment will be made by the Human Resources Administrator or the Superintendent of Schools.

Cancellation of the Assignment

Substitutes may cancel accepted jobs, up to 2 hours prior the assignment. Substitutes do not have the option to cancel assignments they have accepted, if the cutoff time has passed. Please contact the school directly for cancelations within 2 hours of the assignment start time. A reason must be given to the school principal as to why you wish to cancel the job.

Please note: Cancelling on short notice creates the uncertainty of the school not being able to secure a replacement, due to the limited timeline. This may negatively impact your ability to attain future assignments.

Additional information for Substitutes

Reasonable Assurance

Pursuant to Massachusetts General Law Chapter 151A Section 28A, substitutes have a reasonable assurance of employment with Peabody Public Schools for the following academic year. Formal notification will be delivered in June to all substitutes whom are active and in good standing. Massachusetts General Law Chapter 151A Section 28A in reference to a reasonable assurance of employment precludes eligibility of unemployment benefits.

Educator Licensure is not required to work as a temporary substitute teacher in Massachusetts?

According to the Regulations for Educator Licensure and Preparation Program Approval 603 CMR 7.00, Section 7.14 (10), temporary substitute teachers are exempted from the provisions of G. L. c. 71, § 38G or M. G. L. c. 71A, § 6.

Mandatory Criminal Record (CORI) Check

M.G.L. c. 71, § 38R requires all schools to conduct criminal background checks on current and prospective employees and volunteers, including those who regularly provide school related transportation to students, who may have direct and unmonitored contact with children. CORI must be obtained from the CHSB at least every three years during an individual's term of employment or service. In addition, M.G.L. c. 6, § 172I, requires schools to obtain CORI of employees of taxicab companies that have contracted with the schools to provide transportation to pupils under M.G.L. c. 71, § 7A. Contracting taxicab companies are required to submit the names of employees who may have direct and unmonitored contact with pupils to the appropriate school committee or school superintendent prior to those drivers transporting any pupil.

Emergencies

Accidents and illnesses of students on school grounds, in the building, or occurring at any place while the pupil is under the supervision of the school, shall be immediately referred to the school principal and nurse.

Nut restricted schools / Allergies

Many students in the Peabody Public Schools have moderate to severe allergies to peanuts and other nut-based products. Although schools are not totally nut-free environments, substitute teachers must not bring nut-based products into any classroom, facility or school.

No Smoking

No person shall use a tobacco product, as defined in section 6 of chapter 270, within the school buildings or facilities or on the grounds or school buses of a public or private primary or secondary school or at a school-sponsored event.

School Closings and Delays

If the location of your scheduled assignment has a delayed opening time, report to the assignment at the appropriate time. If the location of your scheduled assignment is closed, do not report for work. In the case of inclement weather, please check the school district's web site for information about any school closings or access a local radio or television outlet for school closing updates.

Mandated Reporting

To comply with Massachusetts State Law, it is the policy of the Peabody Public Schools that any teacher or other school employee (including a substitute teacher) is considered a mandated reporter. If you have reasonable cause to believe that a child's physical, mental health or welfare may be seriously affected by abuse or neglect, you are required by law to report the situation to the building administrator. The building administrator, in-turn, will notify the in-house child abuse prevention team (CAPT). If in doubt, ALWAYS notify the building administrator.

Reports must be made by the principal or designee to Child Protective Services (CPS), whenever any member of the professional staff (including substitutes) determines that there is "reasonable cause" for concern.

OUR SCHOOLS

SCHOOL	ADDRESS	TELEPHONE	START	DISMISSAL
Brown Elementary	150 Lynn Street	978-536-4100	8:50	2:55
Burke Elementary	127 Birch Street	978-536-5400	8:50	2:55
Carroll Elementary	60 Northend Ave.	978-536-4200	8:50	2:55
Center Elementary	18 Irving Street	978-536-5475	8:50	2:55
McCarthy Elementary	76 Lake Street	978-536-5625	8:50	2:55
South Elementary	16 Maple Street	978-536-5700	8:50	2:55
Welch Elementary	50 Swampscott Ave.	978-536-5775	8:50	2:55
West Elementary	16 Bow Street	978-536-5850	8:50	2:55
Higgins Middle School	85 Perkins Street	978-536-4800	8:10	2:30
Peabody Veterans Memorial High School	485 Lowell Street	978-536-4500	7:15	1:50

Peabody Public Schools

27 Lowell Street, Peabody, Massachusetts 01960

Telephone: 978.536.6512

farrells@peabody.k12.ma.us

Josh Vadala
Superintendent of Schools

Stephen Farrell
Human Resources Administrator

SUBSTITUTE EMPLOYEE CONFIDENTIALITY AGREEMENT

Peabody Public School District

The following are the expectations of the substitute position for the Peabody Public School District:

I understand that in the course of the performance of my duties as a substitute teacher or substitute instructional assistant, I may become aware of information about students and staff members that is of a personal and confidential nature. Except when disclosure of information of this nature is mandated by law (e.g., mandatory reporting of allegations of abuse or neglect of children) or failure to disclose such information could jeopardize the health, safety or well-being of others, I may not share with others personal and confidential information about students and staff members. Examples of personal and confidential information include information about any pupil record, including but not limited to a pupil's grades, test scores, special education classification and/or contents of an individualized education plan (IEP); disciplinary actions or records; and information about the medical condition(s) of a student, staff members, parent, or any of their family members. If in doubt as to whether or not something should be discussed, consult your school principal. I further understand if it is found that I have breached the confidentiality required of me in my position, I will be removed from any and all employment in the Peabody Public School District and may be reported to State of Massachusetts officials. My signature below indicates that I have agreed to the terms of this agreement.

I have received a copy of the Peabody Public School District Substitute Handbook.

Print Name of Substitute Employee

Signature of Substitute Employee

Date: _____

Stephen Farrell, Director of Human Resources Peabody Public School District