



SUBSTITUTE MANUAL

Somerset Berkley Regional School District
Somerset Public Schools

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Welcome to the Somerset Public Schools/Somerset Berkley Regional School District!

As a substitute, you are one of the most vital parts of our school system. Quality substitutes are viewed as essential, and we are happy that you've chosen to share your knowledge, caring and professionalism with the students and staff of the Somerset Public Schools/Somerset Berkley Regional School District.

This handbook is for informational purposes only to help you pave the way for a successful school year. It describes many of your responsibilities as a substitute and outlines the policies and procedures.

No handbook or policy can cover every circumstance or situation. Somerset/Somerset Berkley Regional reserves the right to make and enforce changes from time to time at our discretion. Not all district policies and procedures are included in this handbook. School policies are available on-line at the website: www.somersetschools.org and www.sbreghional.org

NOTE:

It is the responsibility of the substitute to know the information contained within this handbook. Please remember, substitute assignments are subject to availability and no one is guaranteed an assignment. Further, substitutes are employees at will.

SUBSTITUTE QUALIFICATIONS

- Daily Substitute Teachers should have a degree from an accredited college or university.
- It is preferred that Long Term Substitutes have a current Massachusetts Educator License along with a degree from an accredited college or university.
- Substitute Nurses must be a licensed RN.
- Substitute Paraprofessionals will be required to have completed a minimum of one year of college course work.

SUBSTITUTE CLASSIFICATIONS AND RATE OF PAY

All Substitutes are paid on a bi-weekly basis, with the pay date on Friday.

Substitute Paraprofessional:	\$87.75/day
Substitute Teacher (minimum 2 year degree or equivalent):	\$99/day
Substitute Teacher (4 year degree, no teaching certificate):	\$112/ day
Substitute Teacher (certified teacher):	\$132/day
Substitute Nurse:	\$125/day
Substitute Clerical:	\$13.50/hour

Per Diem Substitute – A “Per Diem Substitute” is any person that works day-to-day assignments or reassignments to fill positions on an interim basis.

Long Term Substitute – A “Long Term Substitute” is any person with proper qualifications who is assigned to fill a position 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. A Long Term Substitute teacher may earn a daily rate which is equivalent to the Step 1 rate of the teacher’s contract/184 days.

APPLICATION PROCESS/REQUIREMENTS

The following forms and documentation are required to be hired as a substitute teacher for Somerset/Somerset Berkley Public Schools. These forms must be complete and submitted before being added to our active substitute list.

Application

Official Transcripts (If applicable)-Must state the date your degree was conferred.

CORI –Must be completed for all new and returning employees.

You cannot work until your CORI is cleared

W4 –Federal Tax Form

M4 –State Tax Form

I-9: Copy of your acceptable ID (cannot be expired)
Direct Deposit Form-**Mandatory**
Statement of no coverage by Social Security Form
OBRA Retirement System Form-**Mandatory**
Conflict of Interest Online Training <http://www.muniprogram.state.ma.us>

All newly appointed Substitutes must be fingerprinted **BEFORE** the start of employment.

Applicants who meet the deadlines, requirements, and complete the process as outlined will be added to our active substitute list. Completion of the required forms does not guarantee employment as a substitute. If during the school year, you wish to be taken off the active list, you must submit a resignation letter to Louann Cordeiro in Human Resources.

EQUAL OPPORTUNITY EMPLOYER

The Somerset Public Schools and Somerset Berkley Regional School District are equal opportunity employers and subscribe to the fullest extent to the principle of the dignity of all people and of their labors and will take action to ensure that any individual within the district who is responsible for hiring and/or personnel supervision understands that applicants are employed, assigned, and promoted without regard to their race, creed, color, disability, age, sex, national origin or sexual orientation. Every available opportunity will be taken in order to assure that each applicant for a position is selected on the basis of qualifications, merit and ability.

REASONABLE ASSURANCE

Under Massachusetts General Law Chapter 151A Section 28A, substitutes have a reasonable assurance of employment with Somerset/Somerset Berkley Regional Public Schools for the academic year. Formal notification will be delivered at the end of the school year to all substitutes who are active and in good standing. Massachusetts General Law Chapter 151A Section 28A about a reasonable assurance of employment precludes eligibility of unemployment benefits.

OUR SCHOOLS

Chace Street Elementary School	538 Chace Street, Somerset, MA 02726
• Staff Hours: 8:40 am – 3:30 pm	
North Elementary School	580 Whetstone Hill Road, Somerset, MA 02726
• Staff Hours: 8:40 am – 3:30 pm	
South Elementary School	700 Read Street, Somerset, MA 02726
• Staff Hours: 8:40 am – 3:30 pm	
Somerset Middle School	1141 Brayton Avenue, Somerset, MA 02726
• Staff Hours: 7:55 am – 2:45 pm	
Somerset Berkley Regional High School	625 County Street, Somerset, MA 02726
• Staff Hours: 7:20 am – 2:10 pm	

DRESS CODE

Employees are expected to dress professionally on a daily basis in order to set an appropriate example for students, coworkers, and the general public during school days and school related activities. Substitutes, as employees, are expected to wear appropriate dress for work that is in good taste and suitable for the job in hand.

PROFESSIONAL ETHICS/CONDUCT

Somerset/Somerset Berkley School System expects all of its employees to maintain a high moral standard. Please read over the following ethical expectations:

- ◆ Maintain a positive, professional attitude toward your work. A friendly, cheerful, cooperative attitude with mutual respect toward both building personnel and students will help to provide an atmosphere conducive to learning and to motivate each student to perform to her/his capacity. Your attitude will have a great deal to do with your acceptance by the faculty and the students.
- ◆ Plan to spend the entire time working with and for the students and keep all children in your room under supervision at all times. You are expected to carry out the program as outlined by the regular teacher and are not employed simply to maintain order.
- ◆ You are expected to observe the same ethical codes as regular teachers. You are as legally responsible for students, equipment, and materials assigned to your care as is the regular teacher for whom you are substituting.
- ◆ Do not have anyone visit you while you are on duty as a substitute teacher. A principal has the right to refuse to let anyone see you while on the job.
- ◆ Do not expect to leave the classroom for personal telephone calls; messages will be taken and delivered to you. Personal cell phone usage during class time is prohibited.
- ◆ Do not use school computers for personal use (games, social media, searches, correspondence, etc.) at any time.
- ◆ Do not call the regular teacher concerning the class work or anything else you are doing for the teacher unless requested to do so.
- ◆ Do not discuss incidents that occur in one building with teachers of another or in the community at large. Conferences with parents and/or students are not conducted.
- ◆ As a substitute teacher, you have a responsibility to treat most matters pertaining to students with confidentiality. Student behavior, performance, and achievement levels are not subjects of general conversation and should not be discussed outside the school setting. When working with students with special needs, you must exercise an even greater degree of caution with regard to confidentiality.
- ◆ You should exercise extreme caution and good judgment in verbal and physical relationships with students. You should establish a position of authority with the students; you may “be friendly” without “befriending” the students. Under no circumstances may a substitute teacher engage in an inappropriate relationship with a student.
- ◆ All student communication should be conducted face-to-face, or through district e-mail accounts, district-sponsored on-line learning management systems or district web pages. It is inappropriate to communicate with students via personal e-mail or cell phone, text messages, IM, blogs, or social

networking accounts or sites, except in an emergency or other previously approved situation, as described in the School Committee Policies IJNDB (Acceptable Use Policy –Technology) and SPS School Committee Policy IJNDD (Policy on Facebook and Social Networking Websites).

- ◆ Yelling at students, calling them derogatory names, and using insults, or other threatening verbal attacks will not be tolerated.
- ◆ No school employee, including substitute teachers, may smoke, vape, or use tobacco products in school buildings or on school grounds. (School Committee Policy ADC)

Failure to meet any directives listed above may result in your immediate removal from the district without warning.

SUBSTITUTE RESPONSIBILITIES

- ◆ Report to the main office upon arrival to receive instructions regarding assignments and responsibilities for the day.
- ◆ Assume all duties of the regular classroom teacher promptly and by 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 assigned classroom.
- ◆ 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 administrative assistant 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. **Never leave a classroom unattended.**
- ◆ Obtain working knowledge of all emergency and crisis 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.
- ◆ Remain with the students for the entire duration of your assignment.
- ◆ Discipline problems should be handled in an age-appropriate manner and according to school policy. Report significant problems and concerns to the school’s administrator. **Under no circumstances should corporal punishment be administered.**
- ◆ Complete other duties, as assigned.
- ◆ At the end of the day straighten up the classroom, and make sure any windows and outside doors are shut and locked. When your assignment has been completed, report to the school office. Be sure to return all items provided to you.

CONFIDENTIALITY

Sensitive information about students and staff that an employee obtains as a result of his/her employment with the Schools/District is confidential and must not be discussed outside the classroom and never with anyone outside the building. A substitute may discuss information about a student with members of the student's educational team only when it is relevant to the student's education. It is expected that all substitutes will honor this standard of confidentiality. We will not continue to hire as substitutes any persons who are not able to conform to these standards of professional behavior regarding confidentiality.

EMERGENCIES/FIRE DRILLS/LOCKDOWN DRILLS

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

Fire Drills: In the event of a fire drill check to see that all windows are closed, lights are shut off, and the door is closed behind you. All students should stand and walk quickly and quietly from the room immediately after the alarm begins to ring. Attendance should be taken once you are outside. Report any missing students to an administrator. The class remains outside until the signal to return is given.

Lockdown Drills: Do not exit the classroom for ANY reason. Inform students that they are not allowed to use their cell phones for calls or text messaging during the lockdown drill or situation. LOCK all exterior doors. CLOSE windows and blinds. STAY AWAY from doors and windows. SHUT OFF LIGHTS. BE QUIET! Account for every student in the room. Wait for further instructions.

SCHOOL CLOSINGS AND DELAYS

School cancellations and delayed openings are announced on television and online. Please do not contact the schools for this information.

CANCELLATION OF AN ASSIGNMENT

Prior to your arrival, if you are contacted directly by the school and notified of an assignment cancellation, the school is not obligated to pay you. If you are scheduled to work 3 or more hours, and are not provided the expected hours when you report, you shall be paid for 3 hours at minimum wage.

If you cancel on the same day of an assignment, you must contact the school to which you are assigned. If you become ill or injured while working, report to the main office.