

Agawam Public Schools



Substitute Staffing Information

WELCOME TO AGAWAM PUBLIC SCHOOLS

Thank you for choosing to work as a substitute in the Agawam Public Schools. Please take the time to become familiar with our handbook in order to clearly understand the guidelines, which we expect you to follow.

Agawam's substitutes are invaluable and essential to the successful functioning of our school district. Our expectation is that you will follow the teacher's plans and present information in a clear, organized manner in a safe environment.

We hope this handbook provides essential information to make your experience in Agawam a successful one.

If you have any questions, please do not hesitate to contact the school building principal or the Assistant Superintendent's office at 413-821-0568.

We look forward to working with you and wish you great success!

Sincerely,

Sheila Hoffman, M.Ed.
Assistant Superintendent

Our Mission Statement:

“Agawam Public Schools will provide students with a safe and technologically advanced learning environment that fosters academic excellence to maximize student potential for life-long learning in a diverse world.”

DIRECTORY OF SCHOOLS

SCHOOL	REPORT TO:
Early Childhood Center (preschool) 108 Perry Lane Agawam, MA 01001 413-821-0958 Director: Mrs. Robin Fernandes rfernandes@agawamed.org	Chris Costello, secretary ccostello@agawamed.org
Benjamin J. Phelps School (Grades K-4) 689 Main Street Agawam, MA 01001 413-821-0587 Principal: Mrs. Noelle Colbert ncolbert@agawamed.org	Maria DiLullo, secretary mdilullo@agawamed.org
Clifford M. Granger School (Grades K-4) 31 South Westfield Street Feeding Hills, MA 01030 413-821-0581 Principal: Mrs. Cheryl Salomao csalomao@agawamed.org	Christian Goulet, secretary cgoulet@agawamed.org
James Clark School (Grades K-4) 65 Oxford Street Agawam, MA 01001 413-821-0576 Principal: Mrs. Shelley Russell srussell@agawamed.org	Renee Duffus, secretary rduffus@agawamed.org
Robinson Park School (Grades K-4) 65 Begley Street Agawam, MA 01001 413-821-0584 Principal: Mr. Nicholas Bernier nbernier@agawamed.org	Tracey Chrisanthopoulos, secretary tchrisanthopoulos@agawamed.org
Roberta G. Doering School (Grades 5-6) 68 Main Street Agawam, MA 01001 413-523-0408 Principal: Mrs. Susan Federico sfederico@agawamed.org	Carrie Marino, secretary cmarino@agawamed.org

SCHOOL

REPORT TO:

Agawam Junior High School (Grades 7-8)
1305 Springfield Street, Suite 2
Feeding Hills, MA 01030
413-821-0561
Principal: Mr. Norm Robbins
nrobbins@agawamed.org

Deborah DePalma, secretary
ddepalma@agawamed.org

Agawam High School (Grades 9-12)
760 Cooper Street
Agawam, MA 01001
413-821-0521
Principal: Mr. Thomas Schnepf
tschnepf@agawamed.org

Sandy Barrows, secretary
sbarrows@agawamed.org

Kimberly O'Brien - HR
1305 Springfield Street, Suite 1
Feeding Hills, MA 01030
413-821-0555
kobrien@agawamed.org

NOTIFICATION THROUGH AESOP: Substitute teachers, substitute paraprofessionals, and substitute secretaries will use the AESOP system for assignments. AESOP utilizes both the telephone and the Internet to assist you in locating jobs in this school district. The substitute may go online to the AESOP website at www.FrontlineK12.com/Aesop or by calling 1-800-942-3767 for the phone system to search for potential jobs. Substitute teachers, paraprofessionals, and secretaries will be given a login ID number and a PIN number when hired. The usual call times are: the day before the assignment from 4:00 p.m. to 9:00 p.m., and between 5:30 a.m. and 9:00 a.m. on the day of the assignment. The substitute teacher/paraprofessional/secretary is given all information necessary for the assignment. Please be sure you write down the confirmation number given to you during the phone call, or when online, and bring it in to the secretary at the school where you will be working.

If you are unable to fulfill an accepted job, you must notify the principal where you were assigned as soon as possible by e-mail and/or phone to report that you are unable to fulfill the assignment. Please also e-mail Kimberly O'Brien at the central office
kobrien@agawamed.org

PARKING: Park in the employee parking lot area at each school.

REPORTING FOR YOUR ASSIGNMENT: Upon reporting for your assignment, please sign in at the school office. You will be given a visitor or sub badge, which you must wear at all times and return at the end of the school day. Please note that assignments are at the principal's discretion. Your assignment may differ from the one that you accepted.

The work day, including scheduled coverage such as lunch, corridor and bus duty, is to be the same as that of the classroom teacher/para/secretary unless otherwise indicated by the building principal. Early arrival can provide opportunities for the discussion of plans with the principal and other teachers/paras in the building. At the high school, ask the office what the expectations will be for the prep periods.

The substitute para or teacher is expected to be on the premises at least 10 minutes prior to the student starting times; the substitute secretary is expected to be on the premises at the times listed below:

Early Childhood Center: 8:35 am to 2:55 pm / sub secretary reports 8:00 am to 4:00 pm
Granger & Doering Schools: 8:30 am to 2:50 pm / sub secretary reports 7:30 am to 3:30 pm
Clark, Phelps, Robinson: 9:05 am to 3:25 pm / sub secretary reports 8:00 am to 4:00 pm
Junior high school: 7:53 am to 2:20 pm / sub secretary reports 7:30 am to 3:30 pm
High school: 7:20 am to 1:50 pm / sub secretary reports 7:00 am to 3:00 pm

Do not leave the classroom or building in which you are working without first notifying the principal and/or office. You are expected to remain in the school until the end of the day.

In cases of late notification, arrive at school as early as possible, go directly to the main office, and check in with the secretary.

Before going to the classroom, check the regular teacher/para's mailbox for messages or appointments. The principal should be notified about appointments or messages for the regular classroom teacher/para. Be sure to familiarize yourself about any notes written by the teacher concerning individual students. Be aware of the posted fire drill procedures in each classroom.

DAILY PROGRAM – TEACHERS

1. Your responsibility in carrying out the daily program is the same as that of the regular classroom teacher. You need to remain in the building until the end of the day.
2. Locate the plan book, seating chart or other method of identifying students, as well as instructions for fire drill procedures. These items should be in every classroom. Some teachers attach their plans to the absence information in AESOP.
3. Check the daily schedule. The more familiar you can become with the schedule, the better your classroom control will be. We are suggesting that you do not leave the building during your preparation period because your presence may be needed by the principal in case of an emergency. Inform the office if you must leave.
4. The plan book or lesson plans given to or left for you, will indicate what you are expected to teach. Read this material carefully. Locate the textbooks and other teaching materials, noting the proper pages. If audio visual materials are to be used, or material is needed to be duplicated, locate and become familiar with necessary equipment or seek any needed assistance. Students respond best to regular routine. Classroom control can suffer if the substitute teacher is indecisive or insecure.

IN THE CLASSROOM

1. Put your name on the board and pronounce it for the students.
2. Routine procedures should be followed when possible. They should be posted in the classroom.
3. Check to see if supervisors, helping teachers, resource teachers, teacher's aides or other staff members will be working with you in the daily program. Remember to check for before and after school duty, lunch duty, or bus duty on the teacher's schedule. You may be required to perform one or more of these duties.
4. Attempt to complete activities outlined in the lesson plan. Lesson plans, if the teacher posts them, can be found on AESOP when you accept an assignment.

REPORTING AT THE END OF THE DAY

1. A brief written description of the work completed by students during the regular teacher's absence should be left on the teacher's desk.
2. Daily work should be collected and left for the regular teacher to review and evaluate.
3. The principal should be informed of any unusual incidents which occur during the day, especially those which may necessitate a conference with the teacher, student or parent. In the event of any health or accident problems, the school nurse and principal are to be notified immediately.
4. The principal should be notified if class rosters or sufficient lesson plans were not left for the substitute.
5. **You must sign the "Substitute sign-in" sheet for a full or half day in order to be properly paid; see the building Secretary.**
6. You will receive an e-mail from AESOP where you can rate your experience with the assignment.

DISCIPLINE: You are expected to maintain satisfactory order in the classroom, homeroom, building corridors, and wherever your services are required. Inasmuch as pupils have a tendency to "try out" a new teacher, it is best (especially when working in a short assignment) for you to send particularly troublesome cases directly to the building principal rather than permit them to disturb the order in the classroom. This should not be necessary if measures of control are adopted which school authorities can defend and which prove successful in holding the attention of the class. Under no circumstances is it permissible to resort to corporal punishment or in any way "lay hands" on a pupil. It is essential that you get control of the room at once.

When working with students, keep in mind that it is more important to maintain respect than it is to be popular. If student interest in a lesson is established and maintained, most potential problems will be avoided.

Remain with assigned classes. Classes are not to be left unattended.

Collect any homework and clip it together with any notes on the class.

SMOKING IN THE WORKPLACE: The use of tobacco and tobacco products is prohibited in all school buildings, on school grounds, and at all off-campus school-sponsored events. This policy applies to staff, students, and guests of the School Department. The no-smoking policy is applicable on all days of the week, 24 hours per day.

PROFESSIONAL ETHICS: Substitutes, in particular, have the responsibility for exercising the highest standards of professional ethics. Comparisons of schools, teachers, and programs should be avoided. Substitutes should discuss such concerns with the respective school principals. Also, confidential matters concerning students should not become items of gossip. If it is believed that such information would be beneficial for the safety and welfare of students, please relay it to the school principal.

CONFIDENTIALITY: The substitute has a professional obligation to the regular teacher/para, the classroom, the school, and the district. Extreme caution should be used in expressing personal reactions and opinions about what is heard and seen in the classroom and school where the substitute works. Any information about students must be treated as confidential. A substitute should avoid discussing personalities and abilities of pupils, groups, teachers, and principals. Adaptability to each unique situation is a necessary characteristic for the substitute teacher.

USE OF CELL PHONES: Use of cell phones (calls, texts and internet) during school hours for any reason is prohibited.

SNOW DAYS/DELAYS: Check our district web site (agawampublicschools.org) or local television stations to learn of any school closings or delays.

SCHOOL EMERGENCY PROCEDURES:

1. **Bright Orange, Emergency Preparedness Procedure booklets are located in every classroom.** Be familiar with the instructions for fire drills, lock down drills and other emergency information for the room.
2. In case of an accident or illness, please notify the office at once.
3. Do not attempt to administer first aid unless it is absolutely essential.
4. Stay calm and keep the class calm. Send students to the school nurse if any injury occurs.
5. If the student can walk, send them with another student to the office. If there is any doubt about whether they should move, do not move them.
6. In case you are injured or become ill at school, you must notify the principal of the school at once.

DRESS GUIDELINES FOR SUBSTITUTES: In dress and conduct, teachers and other staff members should recognize that their actions and demeanor will be reflected in the conduct of the students. It is of paramount importance that staff members set good examples in conduct, manners, dress, and grooming. Substitutes, as all employees, are expected to wear appropriate dress for work that is in good taste and suitable for the job at hand.

Acceptable attire for substitutes: Open collar shirts, “polo” shirts, dress slacks, trousers, casual pants, skirts, blouses, sweaters, etc. Unacceptable attire for substitutes: T-shirts, blue jeans, leggings, sneakers, sweatshirts, shorts or other recreational clothing. Exceptions include attire directly related to a substitute role; e.g. physical education teacher. Headwear such as hats, caps, visors, sweatbands or bandanas inside buildings (except for religion-related caps or turbans) is not acceptable. Dirty, ripped/wrinkled clothing, and jewelry, which may cause injury or a distraction to learning, is also prohibited.

SALARIES: Day-to-day substitute teachers receive a daily rate of \$85 per a full day for subs without a degree, \$91 per day for a sub with a bachelor's degree, and \$105 per day for retired teachers. It is the responsibility of the substitute to ensure that a copy of their transcript and/or D.E.S.E. license has been filed with the Central Office in order to be paid at the appropriate rate.

Day-to-day substitute paraprofessionals receive a daily rate of \$74 per day regardless of whether or not they have a degree. Substitute secretaries receive \$12.14 per hour.

If you have any children in any of the Agawam Public Schools, please make every effort to not accept those positions where your child may be a student.

PAYROLL PROCESSING INFORMATION

1. All new substitutes are required to complete tax withholding forms in the Central Office prior to working. This also includes enrollment in a Deferred Compensation Plan (OBRA) which the Town participates instead of Social Security.
2. Paychecks are issued bi-weekly on Thursdays. Direct deposit is strongly encouraged. Substitutes will receive their check stubs in the mail.

For questions regarding payroll, please contact Kim Houle (khoule@agawampublicschools.org) 413-821-0549

LONG OR SHORT TERM ASSIGNMENTS

A substitute may be selected for a long or short term assignment if they are qualified for the position. Please be advised that upon completion of a long or short assignment the substitute will be placed in the daily substitute pool.

POLICIES: Agawam Public Schools has posted its policies on the district website. Please go to agawampublicschools.org to familiarize yourself with all district policies. It is expected that all employees will follow these policies.

NOTE: All appointments are conditional based on a satisfactory CORI and SAFIS Background Check per 603 CMR 51.00. All substitutes hired after July 1, 2014, must be fingerprinted BEFORE the start of employment. This is in accordance with "The Act Relative to Background Checks". A CORI will be required every 3 years.

The Agawam Public Schools is an equal opportunity employer and does not discriminate on the basis of race, creed, color, national origin, ancestry, age, marital status, sexual orientation, sex, gender identity, or expression or disability.

REMOVAL FROM SUB LIST:

The substitute list will be purged yearly based upon the number of assignments you accept.

Name of Substitute: (please print) _____

I have read this Substitute Handbook and agree to abide by what is written. Failure to follow these guidelines may result in discipline and/or removal from the substitute list.

I have reviewed the following policies and agree to follow them:

- Staff conduct policy
- Technology use agreement
- Drug and alcohol free workplace policy
- Sexual harassment policy
- Non-discrimination policy
- Tobacco use on school property by staff members

Signature of substitute

Date