



SUBSTITUTE TEACHER HANDBOOK

FPS Mission and Core Beliefs.....	2
Public Notice Protective Regulations.....	3
Substitute Teacher Pay and Classification.....	5
Duties and Responsibilities.....	6
For the Protection of Your Professional Reputation.....	9
Assignment of Substitutes.....	10
Our Schools.....	12
Map of FPS Schools.....	13

Mission

The mission of Framingham Public Schools, a system that understands and values our diversity, is to educate each student to learn and live productively as a critically thinking, responsible citizen in a multicultural, democratic society by providing academically challenging instructional programs taught by a highly-qualified and diverse staff and supported by comprehensive services in partnership with our entire community.

Core Beliefs

Framingham Public Schools strives to achieve educational excellence. The following core beliefs drive this effort:

- ❖ Learning is the central purpose of schools.
- ❖ Human differences are to be respected.
- ❖ Individuals are responsible for their behavior.
- ❖ Collegiality and professionalism characterize the school community.



FPS Kindergarten Student, 2013.

Non-Discrimination Policy

Framingham Public Schools provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, Framingham Public Schools complies with applicable state and local laws governing nondiscrimination in employment in every location in which the District has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, and transfer, leaves of absence, compensation, and training. Framingham Public Schools expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. Grievance procedures for the district can be found on the Framingham Public Schools website: <http://www.framingham.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 Framingham 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 the Office of Human Resources.

Section 504 of the Rehabilitation Act of 1973

The Framingham 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 the Office of Health and Wellness.

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, by 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 Framingham 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.

Sexual Harassment and Unlawful Discrimination Policy

It is the policy of the School Committee to maintain a work and education environment in the Framingham Public Schools that is free of sexual harassment and discriminatory actions 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. 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 (508-626-9117). The Boston Office of the Massachusetts Commission Against Discrimination is located at One Ashburton Place, Boston, MA 02108.

Per Diem Substitute

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, paraprofessionals or assistant teacher. Per Diem Substitutes are responsible for maintaining meaningful instruction by helping students learn subject matter material and skills that are required for learning outcomes.

Long Term Substitute

A “Long Term Substitute” is a designated person, with proper qualifications, assigned to fill-in for the absence of a teacher, assistant teacher, or one-to-one aide. Long term substitute positions will be posted. Substitute teachers and paraprofessionals must apply for long term positions such as maternity leaves, extended family leave, etc. To attain the higher rate of pay, these substitutes must be recommended for the long term position by the building principal with the expectation that they will be responsible for a higher level of work output.

Any Substitute Teacher serving in a long-term assignment will be awarded one (1) sick day at the completion of each month of service. These days will expire upon the completion of the long-term assignment.

Substitute teachers and paraprofessionals who work five (5) consecutive days in the same assignment will be paid as a Per Diem Substitute (Step 1, 2 or 3) unless they meet the criteria for long term assignments.

PAY RATES



Step 1*

Daily Rate

\$80

Half Day Rate

\$40

...

Step 2**

Daily Rate

\$90

Half Day Rate

\$45

...

Step 3***

Daily Rate

\$100

Half Day Rate

\$50

...

Long Term for Teachers

Daily Rate

\$140

Half Day Rate

\$70

...

Long Term for Assistants and Paraprofessionals

Daily Rate

\$110

Half Day Rate

\$55

**Step 1: First thirty (30) assignments*

***Step 2: Beyond the 30th assignment*

****Step 3: All substitutes teachers hired prior to January 1, 2013.*

Substitute Teachers Must...

- 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 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 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.
- Complete other duties, as assigned.

TIPS



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

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Manage by walking around the room.

....

Reinforce appropriate behavior.

...

Positively reinforce those who are on task.

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Use proximity.

...

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 reasonable consequences.

...

Make learning fun.

...

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.

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 the primary educator.
- Respond non-coercively to consequential behavior.
- Avoid becoming trapped.

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 cannot 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 (Continued):

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.

At the End of the Day:

- Make sure to account for all classroom sets.
- 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 about how the day went, including work that was completed and work that was not completed.
- If the school has issued a key, be sure to return it to the school office before 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.

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 publicly criticize 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 to the students.

Absence Management

1-800-942-3767

www.frontline.com/aesop

Substitutes are assigned through Absence Management (formerly Aesop) which utilizes both the Internet and the telephone to assist in locating available jobs within the district. As a substitute you may search the Aesop web client for available jobs 24 hours a day, seven days a week. You also have the ability to contact Aesop via telephone to search for available jobs. When jobs are left unfilled, Aesop will randomly begin making calls to the phone numbers provided to the district during the hours of 5:00 a.m. to 11:30 a.m. and 5:00 p.m. to 11:00 p.m. in an attempt to secure a substitute for an available job.

Once you have accepted a job, please be sure to report to the school's main office a minimum of 15 minutes before the opening of school to obtain building specific rules and regulations. You should bring a copy of the confirmation number you received from Aesop when you accepted the position. Please remember to have your Photo ID visible at all times in any school building within the district.

Framingham Public Schools' substitute teachers are at-will, temporary employees who perform services on an as-needed basis at the districts discretion. Framingham 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.

Removing Your Name from the Substitute Pool

If you wish to have your name removed from the substitute pool, please notify the Office of Human Resources in writing of your resignation.

90 Day Work Gap

If a Substitute Teacher does not work for 90 days, you will be listed as inactive. You will be eligible for rehire dependent upon the recruiting needs of the district and your performance; otherwise, you will not be eligible for rehire.

Restriction List

The school principal has the ability to restrict substitute teachers from their buildings due to violations of any of the practices and procedures stated in this handbook, lack of performance, school policies and any ethics & code of conduct violations. A substitute teacher with five (5) or more restrictions must meet with the Staffing Manager for a formal performance review. Afterward, an assessment of the substitute's continuation of employment will be made by the Office of Human Resources.

Cancellation of the Assignment

Substitutes may cancel accepted jobs up to two (2) hours prior the start of 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 two (2) hours of the assignment start time. A reason must be given to the school and AESOP administrator as to why you wish to cancel the job.

Please note: Cancelling on short notice may prevent the school from securing a replacement, due to the limited timeline. This may negatively impact your ability to attain future assignments. The district reserves the right to remove the ability to cancel jobs online from substitutes.

Reasonable Assurance

Under Massachusetts General Law Chapter 151A Section 28A, substitutes have a reasonable assurance of employment with Framingham Public Schools for the following academic year. Formal notification will be delivered in June 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.

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.

No Smoking

It is against federal and state laws to smoke on school property.

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. If you have an internet connection, we also recommend that you check the Absence Management online service for any additional information.

Preschool

B.L.O.C.K.S. Preschool	29 Upper Joclyn Avenue
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Elementary Schools

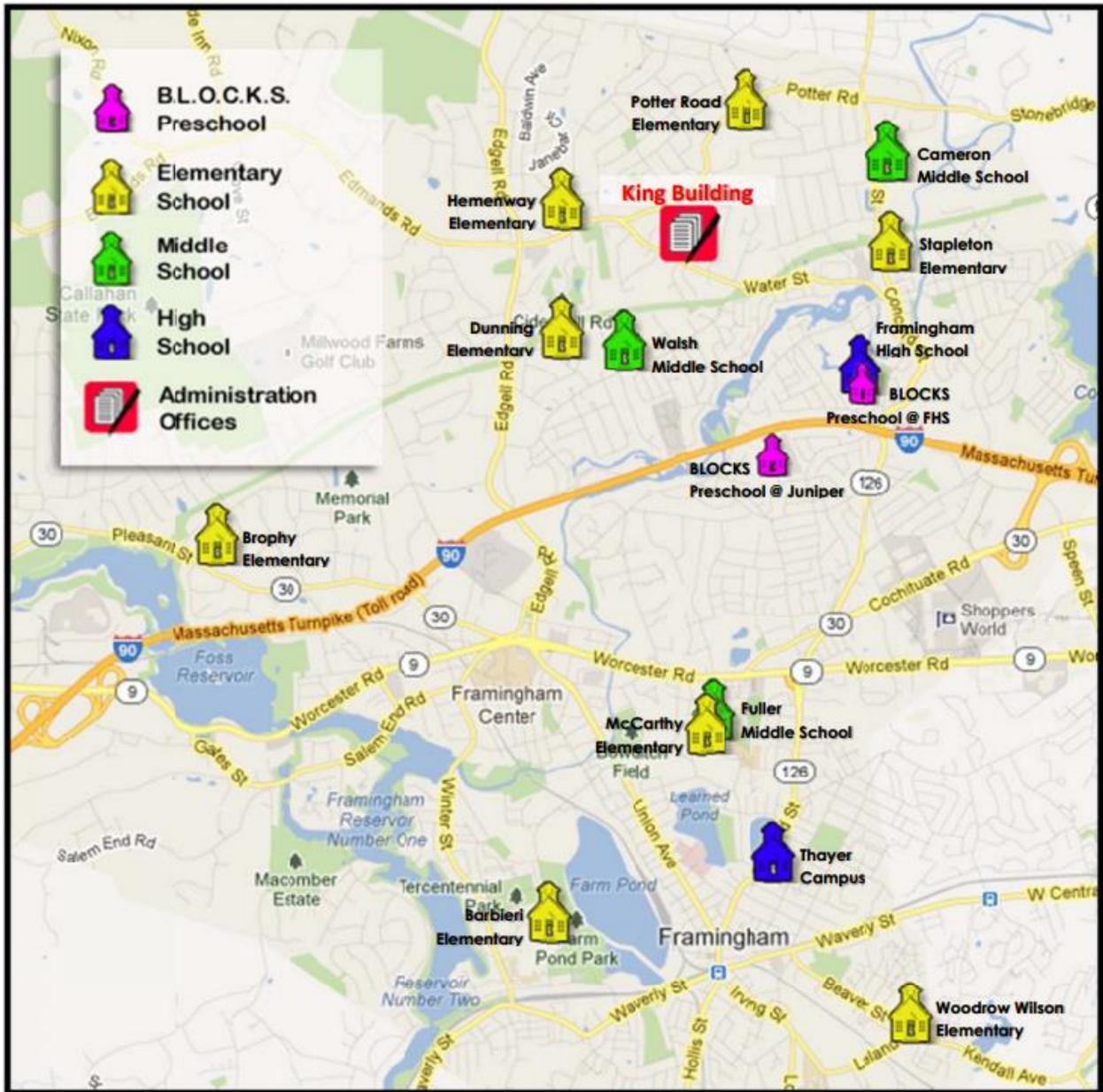
Barbieri	100 Dudley Road
Brophy	575 Pleasant Street
Dunning	48 Frost Street
Hemenway	729 Water Street
King	454 Water Street
McCarthy	8 Flagg Drive
Potter Road	492 Potter Road
Stapleton	25 Elm Street
Woodrow Wilson	169 Leland Street

Middle Schools

Cameron	215 Elm Street
Fuller	31 Flagg Drive
Walsh	301 Brook Street

High Schools

Framingham High School	115 A Street
Thayer Campus	50 Lawrence Street





Framingham Public Schools
Office of Human Resources
73 Mt. Wayte Ave, Suite 5
Framingham, MA 01702
myhr@framingham.k12.ma.us
Tel: (508) 626-9107

Designed by L. NeJaime