

PLAINFIELD PUBLIC SCHOOLS



SUBSTITUTE TEACHER MANUAL



PLAINFIELD PUBLIC SCHOOLS OFFICES

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Dear Substitute Teacher:

Welcome to the Plainfield Public Schools. The purpose of this Manual is to help make your job as a substitute teacher in the Plainfield Public Schools a little easier. School routines are an important aspect of creating a safe and orderly environment for students and are often difficult for a substitute to become familiar within a short period of time.

While this Manual will give you a general sense of our operating procedures, we encourage you to visit our schools and classrooms so that you will become more comfortable in your role. Your service to us is vital and we are always available to meet with you to discuss your concerns.

Sincerely,

Paul M. Brenton
Superintendent of Schools

INTRODUCTION

Welcome to the Plainfield Public Schools. As a substitute teacher, you are an important member of our instructional program. We place confidence in you.

Your role as a substitute is one of challenge, and must be met with a conscientious effort. It will call for alertness and resourcefulness. The service that you have agreed to render is a vital one and no school system can function effectively without it. This school system takes the position that substitute teachers should not merely provide classroom coverage but must provide competent, effective instruction. This Manual serves as a guide in answering questions about substitute procedures in the Plainfield Public Schools. If there are any questions, please feel free to contact the Assistant Superintendent of Schools.

In order to provide the quality of instructional service that can have significant impact on the learning process, the substitute teacher needs information, guidance and support. This Manual has been designed primarily as a guide for you in fulfilling your role. It is intended for general use throughout the school system, but it cannot possibly meet the unique needs of every school. You are encouraged to depend upon the administrative staff and other school personnel for additional information and support. You will be given a substitute guide by each school that contains information pertinent to that building.

Substitute teaching can be a very personally rewarding experience. A substitute teacher assists in maintaining school policy and shares directly in the learning process. To the extent that you are successful you will enhance this process. To the extent that you excel, you may open doors to other opportunities in the field of education.

Good Luck and Good Teaching!

Mission Of Plainfield Public Schools

To Prepare ALL Students To Lead Safe and Healthy Lives
With The Skills to Become Productive Members
Of the Community & the Workforce



STATEMENT OF ETHICS

The substitute teacher is expected to adhere to the same standards of professional ethics as the other staff members of the schools. Discretion is to be used in all discussions concerning students and school matters. Student records are confidential. Conferences with parents should be conducted only with the expressed permission of the building administrator.

If there are questions and/or suggestions concerning anything in the school, these should be discussed first with the administrator. If further discussions are needed, contact the Assistant Superintendent of Schools.

LIABILITY INVOLVING PUPILS AND STAFF

From Chapter 170, "Laws Relating to Education 1970." Section 10-235

"Each Board of Education shall protect and save harmless any member of such a board or any teacher or other employee or any member of its supervisory or administration staff, from financial loss and expense, arising out of any claim, demand, suit or judgment by reason of alleged negligence or act resulting in accidental bodily injury to or death of any person, or in accidental damage to or destruction of property, within or without the school building, provided such teacher, member or employee, at the time of the accident resulting in such injury, damage or destruction was acting in the discharge of his duties within the scope of his employment or under the direction of such Board of Education."

Each local Board of Education has covered its financial responsibility in these matters by liability insurance.

Teachers in Connecticut are relieved of financial responsibility through law. This does not, however, absolve them from responsibility to their students and to their school board to institute safety measures, and in this regard, can be held liable for negligent conduct.

SUBSTITUTE TEACHER APPLICATION PROCEDURE

File the following with the Superintendent's Office:

- ✓ Completed application form
- ✓ Once approved by the Superintendent's Office, Rebecca Miller from Payroll will call to make an appointment for on-boarding.
- ✓ You will need two (2) forms of ID—driver's license, birth certificate, passport, or social security card.
- ✓ Fingerprinting has been mandated by the State of Connecticut for all new employees of the Plainfield Public Schools. Fingerprinting and background check will be done in the Payroll Office.
- ✓ A drug test must be completed within 72 hours of leaving the Payroll Office.

SUBSTITUTE TEACHER REQUIREMENTS

- A substitute teacher shall be a person fully qualified to instruct in our schools and who is employed for short periods of time in the absence of the regular teacher.
- Suitable programs for training, assigning, orienting and evaluating the work of substitute teachers shall be provided by the administration and teaching staff under the direction of the Superintendent.
- Rates of compensation for substitute teachers will be set by the Board of Education.
- Retired teachers may be employed as substitute teachers without jeopardizing their retirement salary within the limits as prescribed by law.
- The Connecticut Department of Education requires that all substitutes teachers must have a minimum of a bachelor's degree.
- A substitute teacher who has completed a bachelor's degree may substitute teach each school year in random assignments and up to 40 days in one specific assignment.
- A substitute teacher may substitute teach beyond the forty (40) day limit in one assignment provided that the substitute teacher has completed a bachelor's degree and 12 semester hours of credit in the area of the teaching assignment. A Connecticut public school district must demonstrate that it is unable to secure a candidate in the subject of the substitute teaching assignment.
- A candidate who is certified (e.g. holds an Initial Educator, Provisional Educator, Professional Educator, or Standard or Permanent Certificate) may be employed as a substitute teacher in random assignments throughout the school year.
- A substitute teacher may only substitute teach in elementary subjects, secondary subjects, special subjects (i.e. health, physical education, music, etc.)
- A substitute teacher may not be hired for the following areas: administrative or supervisory, or special services (e.g. school counselor, school social worker).
- The Board of Education may employ a candidate as a substitute teacher for a certified teaching position, provided that the candidate holds a bachelor's degree. Note: A Connecticut public school district may request a waiver of the bachelor's requirement for a candidate if an appropriate qualified substitute teacher (person who has completed a bachelor's degree) cannot be found. The district must submit an appropriate application form for each candidate. These candidates may only substitute teach each school year in random assignments, and up to 40 days in one specific assignment.

TERMS OF SUBSTITUTE TEACHER EMPLOYMENT

Policy on Employment: The Plainfield Public Schools employs substitutes on a day-to-day basis for brief periods only, to replace teachers who are absent due to illness or for other reasons. Substitute teachers must meet minimum state requirements.

PAYMENT FOR SUBSTITUTE TEACHERS

1. Substitutes will be paid in accordance with rates set by the Board of Education. The Plainfield Public Schools' rate of pay is as follows:

Daily: Non-Certified ---- \$150.00
Certified ----- \$175.00

2. Substitute teachers are paid bi-weekly (see payroll schedule).
3. Each day you serve as a substitute, you must check in with the head secretary in each school and sign the Employee Attendance Form. This form supplies us with payroll information for you, as well as information regarding the absent teacher.
4. Please note: Because substitutes are paid on a bi-weekly basis, and because there may be a delay in processing the payroll, there sometimes is a lag between assignment and receipt of pay. Payroll generally covers a two-week period of time ending on a Friday. Hence, payment can be delayed as much as three weeks.
5. Should you have any questions pertaining to pay, contact the building principal or the payroll department at the Superintendent's Office.
6. Good auditing practices require verification that the substitute appeared for the assignment. Remember, it is required that you sign in at the school office on the form provided. Further, it is also expected that you check out with the head secretary in each school before departing at the end of the day.
7. Please notify the Payroll Department of any changes in your phone number or address.

8. If you accept a long-term assignment, you must complete all responsibilities, including, but not limited to—report cards, committee work and records.
9. Substitutes working for more than 3.65 hours per day will receive a full day's pay; those who work less than 3.65 hours will be paid for one-half day.

HOW SUBSTITUTES TEACHERS WILL BE NOTIFIED

Plainfield School District has implemented a new automated service that will greatly simplify and streamline the process of notifying you when your services are needed in the district. This service, called Frontline, utilizes both the telephone and the internet to assist you in locating jobs in the school district for which you work. The administrative office has selected the following hours as standard call times when the Frontline service may call for substitutes: (5:45am – 11:00am; 4:30pm-9:30pm). You may interact with the system on the internet at <http://www.frontlineeducation.com>.

Please Note: That when you arrive to your school site for substitution, schools may need to change your assignment during the course of the day. Your final assignment schedule is provided to you when you check into the main office.

After we have received the results of your fingerprints and drug test back, Rebecca Miller from Payroll will contact you to provide you with information on the Frontline System. She will also spend time with you helping you learn to use the Frontline system. We hope you find this new system easy and efficient to work with. Frontline will email you an invitation to create an account. You must create an account to choose jobs on line.

INCLEMENT WEATHER PROCEDURES

In case of inclement weather, substitutes can listen to local radio and television stations for news of school closings. Also, you will receive a call from School Messenger informing you that school is closed for the day. The stations are as follows:

WTIC 1080 AM & 96.5 FM

WINY 1350 AM

WCTY 97.7 FM

WTNH Channel 8

WFSB Channel 3

WVIT Channel 30

Substitutes will not receive compensation for days on which schools are closed, even if they report to the assignment.

RESPONSIBILITIES OF THE SCHOOL

- A substitute teacher is to be extended the same courtesy shown regular teachers. The substitute should have the status of the regular staff member.
- The substitute should be told what the general school policies are, where supplies are located, where to find forms and how to complete them, and the location of the teachers' room.
- A teacher of the same grade and subject should be designated, as someone the substitute may contact, should there be a need for additional information during the school day.

RESPONSIBILITIES OF THE PRINCIPAL

The principal or his/her designee is responsible for assisting the substitute teacher in the following ways:

- Ensure each main office provides an up to date schedule for the substitute before the start of school.
- See that the substitute has the regular teacher's lesson plans, seating plan, teaching manuals and other appropriate teaching materials.

RESPONSIBILITIES OF THE REGULAR TEACHER

In order for you to derive the most benefit from this guide, you need to know what is expected of the teacher. The teacher is expected to:

- Explain to the class (if advance notice is possible) that they will have a substitute on certain days. Tell them to treat the substitute with the same respect they give you.
- Encourage students to respect the substitute.
- Leave plans that are clearly outlined and easily followed.
- Leave an up-to-date seating plan.
- Leave daily program schedule.
- Prepare a special folder of information for substitutes. The contents of this folder should contain; lunch and snack routines, special student helpers, names and duties of para-professionals, names and times of students who are pulled out of class for various reasons, special classes (art, music, library, physical education), where to obtain materials and audio/visual equipment, names of helpful staff members, class routines, bell tone schedule, discipline procedures the substitute can follow, seating charts, spare lesson plan, class sets of copied activities (instructional materials), and a substitute comment form.
- Have a description of routine procedures available in plan book: passing paper and books, transitioning from individual to group work, hanging up and getting coats, leaving the classroom for recess, bathroom, library and dismissal, fire drill procedures.
- Leave important information about children: medication (sight, hearing, medical conditions, etc.), special privileges for the children.
- Display a poster of classroom rules when a substitute is present. This helps avoid any miscommunication and confrontations between the students and the substitute.
- Leave a lesson plan and a note for the substitute indicating what should be accomplished for the day and where course materials are located.
- Make an effort to interact with substitute teachers who might be in your school. Offer assistance and help.
- Be sure to thank the substitute and let the principal know he/she did a good job. If the substitute did a good job, be sure to request him/her again. Having a great rapport with one or two substitutes can make your life and your students' lives easier when you are not in class!
- Upon returning to the classroom, emphasize to the children the importance of work done during your absence.

RESPONSIBILITIES OF THE SUBSTITUTE TEACHER

Reporting to School:

- Report to school as early as possible, at least 20 minutes before the start of school in order to prepare for the day.
- Upon arrival at your assigned school, report immediately to the office where you will be asked to show your driver's license or other form of photo identification. The head secretary or principal will give you instructions and your room location.
- Relay information obtained from the substitute caller, and collect any necessary items, such as the lunch tickets, room key, etc.
- Complete employee attendance sheet.
- During the day, substitutes may not leave the building without the specific consent of the supervising administrator.

Please note that when you arrive to your school site for your assignment, schools may need to change your classroom assignment during the course of the day. Your frontline assignment is considered your "preferred assignment" and will be given preference as the school's assignment schedule is created. Your final is provided to you when you check into the main office.

Preparation for the Day:

- Upon arrival in the absent teacher's room, you will need to locate: substitute folder, textbooks, paper, passes and other supplies.
- Obtain, as necessary, information from the supervising administrator about the following procedures: lunch, fire drill, student release from class, students wishing to see the nurse, equipment to be used, emergencies such as accidents, special assignment teachers such as media, physical education, art and music.
- You will need to determine whether you are assigned to any of the following duties: bus, cafeteria, hall supervision, other assignments unique to the school.
- Begin your day affirmatively. Be confident. Make the students aware that "anything doesn't go". Your first words and actions as a substitute will go a long way in setting the tone for the day. You must command respect by your actions. You are the role model for the children to follow.
- Circulate among the children. This can be done while following lesson plans. Instructional sequence needs to be maintained.

- Eliminate problems by phrasing your questions so that the students will answer by raising their hands.
- In order to maintain good discipline and class control, observe the following guidelines:
 - Expect good behavior,
 - Should an interruption occur, quietly and positively ask for cooperation,
 - Should a situation develop that is relatively serious, assign a detention or contact the department chairperson or the main office,
 - Should a very serious infraction occur, send the student to the office with a brief, written description of the incident, notify the office by phone or messenger that you have sent the student involved to the office.
- NEVER USE CORPORAL PUNISHMENT IN ANY WAY OR TOUCH A CHILD IN AN EFFORT TO DISCIPLINE. NEVER VERBALLY ABUSE A CHILD. Ask for assistance if a discipline problem arises which you are unable to handle.

During Homeroom:

- Conduct opening exercises (refer each school section in this Manual for school specific details).
- When required, take attendance and lunch count
- Keep all items such as absence excuses for the regular teacher.

During Classes:

- Take attendance
- Report “unaccounted for” student names to the office.
- Follow lesson plans carefully, noting progress.
- Adhere to time schedules.
- Follow the regular teacher’s procedures whenever possible.
- Written assignments should be collected and corrected whenever appropriate and time permits.
- Lesson objectives should be aligned with lesson.
- The instruction should be adapted to meet the needs of all students.
- Anticipate those times when students must leave the room for special services provided by other professional staff members.
- Clear any communication to or from parents with the principal.
(Particularly regarding special education students.)

SUBSTITUTE TEACHER END-OF-DAY RESPONSIBILITIES

- Complete the Report of Substitute Teacher provided by each individual school.
- You are expected to remain fifteen minutes after the closing of school or until any assigned duties are completed.
- Supervise orderly dismissal.
- Perform any expected duties.
- Leave the room in good order.
- Report to the office.
- Return office/classroom items picked up in the morning.
- Obtain information regarding the next day's assignment, if applicable.

HELPFUL HINTS AND ADDITIONAL INFORMATION FOR THE SUBSTITUTE TEACHER

- All information about students is confidential information and should be treated as such by you. The divulging of such information to unauthorized persons is highly unethical and may have unfortunate results for all concerned.
- You should not schedule parent conferences without the knowledge and consent of the principal.
- You are the teacher for the length of your stay and should take full responsibility for your assignment.
- Children are likely to say, "That isn't the way our teacher does it." Tell them at the beginning, "Don't worry if I don't do things exactly the way your teacher does. In most cases, there is more than one good way, and a change will be fun for you."
- However, try to keep as close to the established routine and schedule as possible. Children need to feel secure and need consistency.
- Children are proud of their accomplishments. Compliment things in the room when possible and ask them about their unique creations.
- Learn and use your students' names in the classroom. Knowing their names makes them feel important. Know who the disruptive students are, and have them help you. The smallest of tasks can put them on your side. Your day will run more smoothly with their help.
- Stay calm and maintain self-control.
- Be fair, consistent and pleasantly firm. Children need to know you are the authority.
- Don't embarrass a student in front of others. Handle problems as they occur.
- Each student is an individual. When disciplinary actions are necessary, deal with the individual, not the group. Make sure you have all the facts. Listen to both sides of the story. Your attention should be focused on the problem at hand. Give the child the benefit of the doubt.
- Avoid using an ultimatum with uncooperative students. Always be firm and control with respect. Giving students a choice, participating in class activities or working apart from the group, usually works in controlling negative behavior.
- Raising your voice or talking loudly does not impress students for long periods of time.

- If you send a student to the office, be sure to inform the office prior to the student leaving your room.
- Students should not leave the classroom without permission. Restrict the use of passes so that students won't be tempted to wander the halls.
- Each student has his/her own individual learning level that needs to be addressed through your words, explanations, and/or activities at their level. Try not to talk above or below their instructional level.
- The principal and the staff members are here to assist you and to provide you with necessary information. Don't hesitate to ask questions.
- Look for ways to make each student feel important.
- Build up a repertoire of activities and stories that can be used on a moment's notice.
- Carry a notebook and record material that you might use elsewhere.
- Do not take on more substituting than you can effectively handle. If you do not want to be available on call, have a definite understanding with the substitute caller, possibly limiting yourself to certain days of the week or to certain schools.
- Do not go off alone for lunch, as you may miss out on professional contacts.
- Do not get "chatty" about your assignment, either within or outside the school.
- Give the regular teacher something "to be thankful for" upon his/her return: corrected papers, room in order, complete notes of what you have been doing.
- Begin your assignment positively with the students by establishing goals to be accomplished under your guidance.
- Praise as often as you sincerely can do so.
- Have something interesting "up your sleeve" to capture interest and compensate for the sense of uncertainty the children feel when their regular teacher is absent.
- **Do not openly criticize the regular teacher.** You can't know all the facts and are not in a position to pass judgment.

SUBSTITUTE TEACHER PAY SCHEDULE

2021-2022
September 10
September 24
October 8
October 22
November 5
November 19
December 3
December 17
December 31
January 14
January 28
February 11
February 25
March 11
March 25
April 8
April 22
May 6
May 20
June 3
June 17
July 1

PAYROLL DATES 2022-2023

Friday	September	23
Friday	October	7
Friday	October	21
Friday	November	4
Friday	November	18
Friday	December	2
Friday	December	16
Friday	December	30
Friday	January	13
Friday	January	27
Friday	February	10
Friday	February	24
Friday	March	10
Friday	March	24
Friday	April	7
Friday	April	21
Friday	May	5
Friday	May	19
Friday	June	2
Friday	June	16*
Friday	June	30

Employees may make arrangements to pick up their checks in the business office when the pay schedule has been altered.

*The last teacher pay for the 2021-2022 year will be August 26, 2022. The teacher's first payroll date for the 2022-2023 school year will be paid on September 9, 2022.