

Canton Public Schools  
Elementary Schools  
Guide for Substitute Educators



School Year 2021-22

# CANTON PUBLIC SCHOOLS



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*Interim Superintendent of Schools*

**To develop students who are competent and creative thinkers, curious and confident learners, and compassionate citizens.**

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August, 2021

Dear Substitute Educator,

Welcome to the Canton Public Schools in your role as a substitute educator. We want you to know that your position as a substitute educator is very important in the efficient operation of our school system.

We have developed this handbook in order to provide you with the information you will need to know to have a successful experience. Please read it over carefully, and if you have any questions, please let us know.

We wish you success in the classroom and we thank you for your service to the Canton Public Schools.

Sincerely,

David Brauninger  
*Principal*  
Hansen Elementary

Yeshi Gaskin-Lamour  
*Principal*  
Luce Elementary

Emily DiDonna  
*Principal*  
JFK Elementary

## Arrival

Proceed to the school office where you will be asked to sign in, given your substitute assignment, and be provided with a substitute badge. Please arrive at least 15 minutes before the start of the school day to allow for time to familiarize yourself with the plans.

<u>School</u>	<u>Hours</u>	<u>Arrival Time</u>
Hansen:	8:40 a.m. to 2:55 p.m.	8:20 a.m.
Kennedy:	8:40 a.m. to 2:55 p.m.	8:20 a.m.
Luce:	9:10 a.m. to 3:25 p.m.	8:50 a.m.

Upon arrival in the assigned classroom please locate the plan book and/or substitute folder. It is possible that they might be merged together into one binder. Both of these will assist you in ensuring consistency and promoting instruction within your assigned classroom.

The substitute folder will provide you with supplemental information but not specific lesson plans. It should tell you the following:

- ✓ Student Enrollment (class list) – for attendance and individual student schedules.
- ✓ Seating chart, as appropriate.
- ✓ Identify 1-2 “Helper Students” for you to rely upon.
- ✓ Daily schedules with routines, specials, classroom & student expectations, recess and lunch procedures.
- ✓ Special considerations for individual students.
- ✓ Any allergies or medical concerns re: particular students.
- ✓ Transportation assignments, dismissal procedures and authorized pick-ups.
- ✓ Instructions for utilizing the building phone system (how to access an outside line, extensions for the office, nurse, etc).
- ✓ Map of the building highlighting the teacher's room, cafeteria, art, music, physical education and nurse.
- ✓ Family Handbook (Review discipline policies)

The plan book will describe the particular lessons and assignments to follow for the day. It will serve as your general plan of operation. **Please do not teach your own lessons.** It is important to follow what the teacher has left. Please note if you could not finish all the plans.

Note the classroom rules, which may be posted.

## **Assemblies**

Substitutes are to accompany their classes to each assembly, unless excused, and are to supervise assembly behavior. A substitute is expected to sit with his/her class.

## **Attendance**

An accurate attendance must be taken at the beginning of each school day. Substitutes will list the names of absentees on the form provided. Additionally, a lunch count should be taken. This form will then be sent to the office, via students who will pick them up. Any student, who arrives after the official start of the day, must report to the school office.

## **Building Assignments**

While we utilize a substitute coordinator, who is notified by our staff as to their absence and subsequent need for coverage, it is possible that your anticipated assignment may change when you arrive at school. The office is more aware of challenges associated with particular assignments and the need for continuity of instruction for our students; including the need for those who are trained to administer epi-pens.

## **Building Security**

All doors, including the main entrance, are locked throughout the day. Entering and exiting should be done through the main entrance. **Please notify the secretary (sign out and then back in) if you must leave the building for any reason.**

## **Confidentiality**

During your service as a substitute teacher, you will have access to confidential information concerning students. Such data may concern student records, class work, behavior, home environment, participation in free or reduced lunch program, or in student service programs. This information must not be discussed outside the school nor shall it be discussed with other parents.

Since you may be asked to teach in a variety of schools, grade levels and classrooms, you will need to refrain from comparisons of these assignments. Teaching styles vary from teacher to teacher and any comparison would be unfair to the staff involved.

## **Discipline**

Our schools strive to provide a climate in which mutual respect and trust are evident. Each student is expected to follow guidelines for appropriate student behavior, which are consistent with the code of conduct in the school. In general, our students are well behaved. Occasionally, however, there are those instances which require outside assistance. The school administrators are ready to help you any time you request it. Please review Family Handbook for general behavioral guidelines.

## **Dismissals**

Parent written requests for early student dismissal should be forwarded to the office with the daily attendance. At no time should any substitute request or permit a student to leave the school grounds during school hours unless authorized by the principal. All students will be signed out from the office.

## **Emergency School Closings**

There may be times when it is necessary to have an emergency early dismissal. These may be system-wide due to such things as weather, or for a single building due to heating or a similar problem. You will receive instructions from the principal of the building on how to proceed.

## **Enhanced Lockdown**

### **Lockdown**

- Administrator will initiate a lockdown
- All doors will be shut/locked and students brought into a room
- Reinforce and barricade locked door with furniture and other items if possible
- Lights will go off in the rooms
- Student/staff move to safe place, out of view

### **Information**

- As much information will be provided to the staff via PA system
- If information given does not allow for teacher/student to move, they are to remain in place
- If information given allows you the opportunity to move from your room, exit through the closest door or window, and follow evacuation procedures

### **Evacuation**

- Proceed, with your students, to your predetermined evacuation area
- Again, if you do not receive information that allows you to exit room, remain in lockdown
- Items that may be able to be used as a deterrent should be gathered in lockdown

## **Fire Drills**

Fire drills are scheduled periodically during the course of the school year. Fire drill instructions are posted beside classroom exits. Substitutes are to familiarize themselves with the procedures to be followed. A posted exit route is available within your classroom.

Please be sure to turn off the lights, take your CLIPBOARD containing your student roster with you and close your locked door. If you are in a classroom with a walkie-talkie, PLEASE BE SURE TO TAKE IT. When you get outside, if

you do not have all of your students please hold your clipboard up in the air so the point people may quickly check to insure that everybody is accounted for. Please enforce SILENCE during the activity. Neither students nor staff should be conversing during this drill.

Substitutes are to insure that the students pass quickly and quietly out of the building. Once outside, everyone should move well away from the building as a safety precaution and wait for a signal to conclude the drill and return to the school building.

## **Food Allergies**

It is extremely important given the increasing number of students with food allergies, that we be conscientious about the potential of any of our students coming into even casual contact with a potentially dangerous food substance; nuts, shellfish, dairy, etc. Please be aware of all student allergies. Be cautious when doing any food related project where ingredients have the notation "made in a facility that processes peanuts, tree nuts, sunflower seeds, mild, soy and wheat." Such ingredients should be avoided if you have any allergy students in your room. Substitutes should NEVER provide students with snacks or a food related treat which they have brought into the classroom.

## **Handbooks**

The Family Handbook contains numerous procedures and policies under which the schools operate. Please familiarize yourself with the Family Handbook, which contains routines and policies.

## **Homework**

Homework is designed to continue the learning process by challenging each student to study independently and extend classroom activities. Please make sure to carefully explain each assignment demonstrating to the students in class what each assignment involves. Collect student homework for the classroom teacher as indicated on the provided lesson plans.

## **Lesson Plans**

A substitute is expected to follow the lesson plans provided by the teacher. **Please do not teach your own lessons.** At the end of the day, please note what was and was not accomplished on the Substitute Educator Report.

## **Lunch**

Your schedule will indicate your lunch period. Faculty members who bring their own lunches usually eat in the faculty room. You may purchase a lunch in the school cafeteria by notifying them ahead of time of your selection. **It is expected that you will not leave the building during your lunch period.**

## **Medical**

If a student has an accident, he/she should be escorted to the nurse, by another student, in order to seek medical attention. The school nurse will make the judgment as to whether medical attention is needed.

## **Parent Communication**

Please **DO NOT** send home notes relative to student behavior or missing materials. Just notify the teacher via your end of the day report and they will take care of it the following day. There may be circumstances related to a student of which you are not aware.

## **Recess Duty**

Please move about the playground area. Your responsibility is to supervise as much area and/or student activities as possible. Do not remain stationary as this significantly limits your supervisory capacity. Please familiarize yourself with the expectations for recess behavior and do not be fearful of enforcing the rules. Additionally, it is not a time to socialize with other staff on duty.

## **Shelter In Place**

Upon notification from Public Safety that an event is occurring exterior to the school building that may impact the safety of the students and faculty, the Principal or designee shall announce in plain language that the school is going into a Shelter in Place protocol. This announcement shall be repeated three times. Suggested announcement is:

***"Your attention please, (i.e. CANTON HIGH SCHOOL) is going into Shelter in Place"***

Upon receipt of notification, all exterior doors shall be secured, entry denied to any outside person other than verifiable Public Safety personnel. All windows shall be closed and secured. ***HVAC shall be shut down if instructed to do so (public safety only)***. Movement within the school can occur as usual unless advised by Public Safety to restrict and no one shall exit the school or classrooms until notified by Public Safety that it is safe to do so. **(NO BATHROOM PASS)**.

When would we need to activate a shelter in place?

1. A threat outside in the community, i.e. bank robbery, fleeing felon
2. A bio-hazard or chemical leak within the community
3. A Public Safety initiated K-9 search for weapons of drugs

## **Student Assignments**

Unless the teacher specifies, please do not correct student assignments. Also, do not send home any completed assignments with the students unless the

teacher indicates this in his/her plans. Leave them for the teacher to review relative to adjusting her lesson plans.

### **Substitute Educator Conduct**

Substitute teachers are expected to abide by and maintain standards of acceptable and appropriate conduct with regards to students. Professional behavior should be maintained at all times. Teacher behavior is a model for student behavior. Students learn by watching adults and then developing their own code of conduct. While interacting with students, a substitute must never speak in a derogatory or sarcastic manner, use profanity, touch or strike a student, regardless of the provocation.

### **Substitute Educator Report**

Please complete the Substitute Educator Report and leave it for the teacher to review upon his/her return. Your feedback will determine necessary changes in lesson plans upon the classroom teachers return. This form also holds students accountable for established classroom rules and expectations. Student expectations are held to the same standards whether the classroom teacher is present or not.

### **End of School Day**

**Please remain for 20 minutes at the end of the school day to complete the following:**

1. Turn off your computer each night.
2. Erase white boards.
3. Place your wastebasket(s) outside of your classroom door (It will be returned inside your room).
4. Either place all student chairs on top of desks or tables or stack them in groups of 3.
5. Insure that your classroom door is locked and closed. This includes all classrooms, therapy, and tutoring spaces.
6. Make sure the room was left as it was when you arrived.
7. Leave any notes for teacher.
8. Check out at the office, turn in your key/name badge and sign out.

If unsure of anything PLEASE ask another grade level teacher, the teacher in the neighboring classroom, or check in with the office.

## Substitute Educator Report

(Please complete this form at the end of the day and leave it for the classroom teacher)

Date:

Substitute:

Students Absent/Tardy/Dismissed:

Parents notes, questions, or forms sent in:

Reflection of the day: What was accomplished?

Students' Behaviors: List "Star Students" and students who were repeatedly off task.

Anything else I need to know about today?

Is there anything else I could have done to make your day go even more smoothly?