



M.S.A.D. #35

Substitute Handbook

2018-2019

Superintendents' Office
180 Depot Road
Eliot ME 03903
207-439-2438

Superintendent of Schools
Director of Human Resources
Financial Manager
Chief Operating Officer
Special Services Director
Director of Teaching & Learning
Communications Director
Transportation Coordinator
Facilities Coordinator
Technology Director

Dr. Mary C. Nash
Therese Letellier
Ryan Cormier
John Caverly
Dr. Carole Smith
Heidi Early-Hersey
Vicki Stewart
Heather Webster
Richard Jacques
Chris Russo

Welcome

Welcome to M.S.A.D. #35 schools. As a substitute you are an important member of our educational community. We are confident that you will find working in our schools productive and challenging.

Serving as a substitute is a demanding but very important job. We recognize how difficult it can be to provide meaningful educational experiences, to carry out the day-to-day routines, and maintain a positive working environment. We appreciate the energy and enthusiasm we consistently see from our substitutes. Our staff and principals will assist you.

Ethics

A substitute is in a unique position. Working in all schools and many classrooms offers the opportunity to observe a multitude of teaching styles and programs. It is essential that the substitute convey a professional attitude about techniques and procedures. Discretion should be used in describing personal reactions and opinions. The Superintendent or building principal will be glad to talk with the substitute about any procedures, circumstances or conditions.

Building Level Contact Information

Marshwood High School: 207-384-4500

260 Route 236, South Berwick ME 03908

Paul Mehlhorn, Principal
Kelly Glynn, Assistant Principal
James Daley, Assistant Principal

Richard Buzzell, Athletic Director
Lorraine Robida, Adult Education Director

Marshwood Middle School: 207-439-1399

626 H. L. Dow Highway, Eliot ME 03903

Anthony Bourbon, Principal
Kevin Fillion, Assistant Principal

Judith Doran, District Nurse Coordinator

Marshwood Great Works School: 207-384-4010 49 Academy Street, South Berwick ME 03908

Gerald Burnell, Principal

Central Elementary School: 207-384-2333 197 Main Street, South Berwick ME 03908

Nina D'Aran, Principal

Eliot Elementary School: 207-439-9004

1298 State Road, Eliot ME 03903

Maureen Goering, Principal

The road to becoming a substitute

- Candidates interested in becoming a substitute must complete a substitute application to start the process. The application may be obtained and completed electronically via www.schoolspring.com, paper copy available at the Superintendent's Office or download via the district website via www.rsu35.org.
- Candidates interested in becoming a substitute must be eligible and obtain a Maine Department of Education C.H.R.C fingerprint certificate. The certificate when issued is valid for 5 years unless notified otherwise. This is a two step process with candidate registering on line to have prints taken at a local facility and then completing the MDOE initial application and returning it to human resources to be faxed to Augusta to meet initial requirements.
- Upon completion of initial MDOE fingerprint requirements the application and supporting documents will be reviewed by human resources. If appropriate a substitute interview will be scheduled with one of the building level principals or district nurse coordinator.
- Upon recommendation of building level principal the candidate will be notified that he/she is eligible to substitute in the district. At this time, candidate completes payroll documents to include direct deposit, W4's federal and state, Maine Public Employees Retirement enrollment (optional as a substitute) and I-9 identification form (proof identification in person is needed for this form).
- Substitute teachers will be notified of assignments by the district substitute coordinator, Dawn Brown, 207-384-2587 but in some instances by the school directly.
 - Substitute teachers will be notified of an assignment between 6:00 am and 7:00 am. In some cases an evening telephone call may be made so that the substitute is given as much notification as possible.
 - When an emergency occurs it may be necessary to call during the day for a substitute teacher.
 - If the substitute is to return to the same class or same school an effort will be made to notify the substitute prior to leaving the school building.
- The district substitute list is divided into four categories: certified teachers, master degree, bachelor degree and other. In order to be a substitute in the district a candidate must have attained 60-semester hours and/or associates degree.

Substitutes should keep the sub caller, Dawn Brown, informed of availability changes throughout the school year. All other inquires can be directed to Therese Letellier at the Superintendents' Office. A renewal notification will be sent in August regarding substitutes interest for the next school year.

Compensation - 2018-19 School Year

Teacher substitutes are paid \$95.00 per day.

Long-term substitute teachers (10 days or more) are paid the per diem rate for beginning teachers (BA01) \$232.82 per day. The principal must notify the Superintendent's Office when a substitute will be paid at the long-term teacher rate.

Educational Technicians are paid at that group's Step 1 hourly rate \$13.32 per hour.

Administrative Assistants are paid at that group's Step 1 hourly rate \$15.26 per hour.

Nurse substitutes are paid \$140.00 per day.

- Payroll is made by direct deposit biweekly.
- Substitutes are compensated only for the days and/or hours they work.
- Approved substitutes should "register" (upper right corner of screen) on the district portal on the first pay date that they are eligible and then "log in" thereafter to gain access to pay stubs to include gross pay and itemized deductions - <https://ivisions.tylertech.com/rsu35ivisions/>

Role of the Principal and/or designee

On the day the substitute is subbing the principal and/or designee will review the school routine:

- Time the substitutes' day will begin and end and, if possible,
- Class location and grade and subject to be taught;
- Any extra duties the regular teacher has which the substitute will assume;
- Any special programs or deviations from the regular schedule that affect the assignment;
- The number of days the substitute will be needed;
- Location of teacher's room, bathroom and lunch room.
- An explanation of the assignments. A teacher will have a folder labeled "Plans for a substitute". This information should be kept up-to-date at all times;
 - The "Plans for a substitute" folder will contain such items as:
 - Emergency Plan.
 - Daily lesson plans and schedule; lunch, music, art, physical education, library and other special classes.
 - Instructions for special work in case of absence.
 - Class roll and seating charts.
 - Reading/math group lists.
 - Report and attendance clips.
 - Names of teacher's/team teacher's available to the sub
 - Names of one or two dependable students.
 - Names of students with special needs or behaviors.
 - Special instructions for substitutes.

When a substitute will be in the building for more than a day or two, the principal and/or designee shall visit the classroom to assure the substitute has the skills necessary to continue in the position. Following the visit the principal and/or designee should confer with the substitute to make suggestions and offer services available to help the substitutes if needed.

Building level principals must follow the rules of: 05-071 Chapter 115 Part I - Certification, Authorization, and Approval of Education Personnel – Section 12. Substitute Personnel.

Responsibilities of the Regular Teacher

The regular teacher shall be expected to:

- Leave lesson plans that are clearly outlined and easily followed;
- Leave daily schedule;
- Describe manuals and page numbers within plans;
- Provide an up-to-date seating chart;
- Provide lists of reading and/or math groups;
- List duties for specific days:

- Lunch count and attendance procedures
- Specialist's schedules and procedures
- Lists of students requiring special services.
- Describe routine procedures.
 - Emergency plans.
 - Discipline plan.
 - Bathroom, lunchroom, library procedure
- A "Substitute Packet" will be developed that provides alternate plans for one day.
- Provide important information on any student.
 - Health or handicapping conditions.
 - Behavioral concerns.
 - Special privileges.
- Instruct students on appropriate behavior with a substitute.
- Notify the principal between 6:00-6:30 am if unable to attend school that day. When necessary to extend absence, notification should be given to the school office before the end of the afternoon session.

Responsibilities of the Substitute

A substitute is on call and is depended upon for service.

Unless there is some valid reason that a substitute cannot accept an assignment, he/she will be expected to do so. If possible, the substitute should accept the position for the full term of the teacher's absence. If there will be a period of time when a substitute will not be able to accept an assignment, it is his/her responsibility to notify the sub caller, Dawn Brown. This information will be included on the substitute list. When the substitute is again available, he/she shall notify the sub caller, Dawn Brown.

Before leaving the building, substitutes will report to the office for instructions regarding the next days' employment.

1. Report to the building principal when you arrive at school.
2. Arrive at the designated time.
3. Become familiar with the routine of the school, policies, rules, and the curriculum.
4. Follow the teacher's lesson plans as closely as possible.
5. Seek guidance from the principal in any unusual situation.
6. Leave the room in an orderly condition
7. Leave a note for the regular teacher regarding the activities of the day.
8. Perform the regular teacher's extra duties.
9. Report any major disciplinary problems to the principal.

Substitutes are expected to arrive at the assigned school at least 30 minutes before students, unless told to come earlier for duties, as follows:

Marshwood High School:

Arrive at 7:15 (Monday, Tuesday, Wednesday and Friday)
School starts 7:25
School ends 2:15

Arrive at 8:45 (Late Start Thursdays)
School starts at 8:54
School ends at 2:15

Marshwood Middle School:

Arrive at 7:23 am (Monday, Tuesday, Wednesday and Friday)
Classes start at 7:30 am
Dismissal at 2:28 pm

Arrive at 8:53 am (Late Start Thursdays)
Classes start at 9:00 am
Dismissal at 2:28 pm

Marshwood Great Works School:

Arrive at 8:00 am
Classes start at 8:30 am
Dismissal at 3:10 pm (Monday, Tuesday, Wednesday and Friday)
Dismissal at 1:40 pm (Thursdays)

Central Elementary School:

Arrive at 8:00 am
Classes start at 8:20 am
Classes end at 3:10 pm
Dismissal at 3:20 pm (Monday, Tuesday, Wednesday and Friday)
Classes end at 1:40 pm (Late Start Thursdays)
Learning Lab until 3:20 pm (Late Start Thursdays)

Eliot Elementary School:

Arrive at 8:20 am
Classes start at 8:35 am
Dismissal at 3:10 pm (Monday, Tuesday, Wednesday and Friday)
Dismissal at 1:40 pm (Thursdays)

At the end of the day, substitutes will remain 30 minutes after dismissal, correcting papers when appropriate, leaving a note for the teacher summarizing what was accomplished, and leaving the classroom in reasonable order.

Substitutes: Hints for Success

AFTER YOU ARRIVE:

1. Introduce yourself to teachers in nearby classrooms.
2. Review lesson plans left by the classroom teacher.
3. Locate the materials and the equipment necessary for carrying out the planned activities.
4. Familiarize yourself with the recess times, lunch period, Music and Art periods, and the schedule and routine of the class.
5. Welcome the students at the classroom door when they arrive.
6. Try to learn each student's name.
7. Start class immediately with the assigned work.
8. Be sensitive to the mood of the class if a special situation exists.
9. Be prepared to assume all responsibilities of the classroom teacher, including special duties.
10. Advice office of free time in your schedule
11. Use "free time" to plan and prepare materials.
12. Review emergency procedures in every classroom
13. Keep notes, bulletins, and other communications for the classroom teacher.
14. Maintain students confidentiality always throughout the building
15. At the end of the day, leave the regular teacher a note
16. Before leaving the building, check with the school administrative assistant to see if you are needed the following day.

Be Prepared

1. Be adaptable - to constantly changing environments, to a variety of students' personalities, and to teach a wide range of subjects and skills.
2. Be consistent with building practices and review consequences

Checklist for Substitutes

HAVE YOU:

- ____ 1. Reported to the office on arrival?
- ____ 2. Become familiar with the routine of the school?
- ____ 3. Prepared all materials needed for the day?
- ____ 4. Written your name on the chalkboard?
- ____ 5. Introduced your self to neighboring teachers?

- ____ 6. Started class on time?
- ____ 7. Taken the time to have students give you their names?
- ____ 8. Followed lesson plans?
- ____ 9. Fulfilled the classroom teacher's extra duties?
Notified office of free time
- ____ 13. Left the room orderly
- ____ 15. Closed windows, turned off lights, turned off A-V equipment?
- ____ 16. Filled out any reports due at the end of the day?
- ____ 18. Returned keys?
- ____ 19. Written a note to the classroom teacher?
- ____ 20. Checked with the principal or secretary to see if you are needed the next day?

AFFIRMATIVE ACTION NOTICE

MAINE SCHOOL ADMINISTRATIVE DISTRICT #35

The Board of Directors of School Administrative District #35 does hereby reaffirm its commitment to equal employment opportunity and to an atmosphere for students and employees which is free of intimidation, ridicule, hostility, and offensiveness.

The Board of Directors of M.S.A.D. #35 recognizes its responsibility to comply with the provisions of the Maine Human Rights Act and those federal statutes with similar provisions that apply.

In recognition of this responsibility the Board of Directors is committed to pursuing a policy of non-discrimination in the personnel policies of School Administrative District #35. These practices include but are not limited to, recruitment, hiring, opportunities for promotion or transfer, compensation, and other terms, conditions or privileges of employment. The policies implementing these policies shall not favor or penalize any person because of race, color, religion, national origin, ancestry, sex, marital status, age or disability where these are not found to be bona fide occupational qualifications. Therefore, the Board of Directors of School Administrative District #35 does thereby direct that this policy of equal employment opportunity shall be promoted and enforced through an Affirmative Action Plan. Copies of the Affirmative Action Plan are available in each school office.

John Caverly, Chief Operating Officer, is School Administrative District #35's Affirmative Action Officer. Questions regarding affirmative action should be directed to him at the Superintendent of Schools' Office, 180 Depot Road, Eliot ME 03903; Tel (207) 439-2438.

*ANNUAL NOTIFICATION of ASBESTOS-CONTAINING BUILDING MATERIAL in ALL
M.S.A.D. #35 FACILITIES*

TO: All M.S.A.D. #35 employees, parents and guardians, and M.S.A.D. #35 residents.

DATE: July 1, 2018

All schools/buildings in M.S.A.D. #35 have been inspected for the presence of Asbestos Containing Building Materials (ACBM's). A written plan for the management has been developed. This plan noting the type and location of ACBM's is available for inspection at the Office of the Superintendent of Schools and in each Principal's Office. Copies may be made on request for a cost of ten cents per page.

The management plan is an outline of operational procedures designed for the proper maintenance and safety of all people who work, study, or are otherwise present in any of these buildings to minimize the exposure to asbestos hazards.

The condition of all ACBM's will be semi-annually subject to surveillance.

Sincerely,

Richard Jacques

Facilities Coordinator

AHERA Designated Person

Conflict of Interest

All employees of the school unit shall perform their duties in a manner free from conflicts of interest to ensure that the school unit's business transactions are made in compliance with applicable laws and regulations and in a manner that maintains public confidence in the schools.

No employee, officer, or agent of the school unit may participate in the selection, award, or administration of a contract supported by a federal award if he or she has a real or apparent conflict of interest.

A conflict of interest would arise when the employee, officer, or agent – or any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein – has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.

For the purpose of this policy, “immediate family” is defined as spouse, brother, sister, parent, son, or daughter.

Conflict of Interest Disclosure

All employees, officers, or agents with real or apparent conflicts of interest as defined above must disclose the conflict of interest to the Superintendent who will investigate the circumstances of the proposed transaction. The Superintendent will exercise due diligence in investigating the circumstances of the transaction and, if necessary, will make reasonable efforts to find alternatives to the proposed transaction or arrangement that would not give rise to a conflict of interest. If the Superintendent determines that the proposed transaction is in the best interest of the school unit and is fair and reasonable, he or she may proceed with the transaction. In the event that the Superintendent may have a conflict of interest, an ad hoc subcommittee of the School Board will investigate and make a determination regarding the transaction.

Gifts and Solicitations

The employees, officers, and agents of the school unit may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts.

Employees, officers, and agents of the school unit may accept unsolicited items of nominal value such as those that are generally distributed by a company or organization through its public relations program.

Violations

Employees of the school unit who violate this code of conduct may be subject to discipline, up to and including termination of employment and, if appropriate, referral to law enforcement.

Dispute Resolution

A bidder or respondent to a request for a proposal (RFP) may protest a procurement or contract award if he/she believes that it was made in a manner inconsistent with Board policy, specifications, or law or regulations. A protest must be submitted to the Superintendent in writing within five business days after receipt of notification of the award being made, with all documents supporting the protest.

The Superintendent shall review the protest and supporting documents and render a decision in writing within 20 business days of receipt of the protest. The Superintendent may also convene a meeting with the bidder or respondent to attempt to resolve the problem.

If the bidder or respondent is not satisfied with the Superintendent's decision, he/she may appeal to the Board. The Superintendent will provide reasonable notice to the bidder or respondent of the time for the Board's consideration of the protest. The Board's decision shall be final.

Legal Reference: 34 CFR Parts 74 and 80 (Education Department General Administrative Regulations ("EDGAR"))
(for federal awards made prior to 12/26/2014)

2 CFR § 200.318 (Uniform Administrative Requirements – General Procurement Standards) (for federal awards made on or after 12/26/2014)

Cross Reference: BCB – Board Member Conflict of Interest
DJE – Bidding Requirements
DJE-R – Federal Procurement Manual
KCD – Public Gifts/Donations to the Schools

Policy Adopted: February 24, 2016

Policy Revised: February 28, 2018

Acknowledgement Form

Dear Employee:

Please read your handbook for the 2018-2019 school year. Below is a list of School Board Policies that all employees must read. These policies can be found on the school district website, www.rsu35.org, under “Board and Budget Info”. Once you have reviewed your Handbook and policies, sign and return this form to the Superintendents Office

AC - Nondiscrimination/Equal Opportunity and Affirmative Action

ACAA – Harassment and Sexual Harassment of Students

ACAB - Harassment and Sexual Harassment of School Employees

ACAD - Hazing

ADC and ADC-R - Tobacco Use and Possession

JICK, JICK-R, JICK 1 thru 4 – Bullying, Procedures and Forms

GBEB – Staff Conduct with Students

GBEC – Drug-Free Workplace

GBEBA - Staff Conduct, Ethics, and Attire

GCSA and GCSA-R – Employee Computer, Cell Phone, Electronic Devices and Internet Use and Procedures

GBO – Family Care Leave

EGAD and EGAD-R – Copyright Compliance and Procedures

EEAEEA and EEA-R – Drug and Alcohol Testing of School Bus Drivers

If you have any questions please call our office and we will be glad to assist you.

Sincerely,

By my signature below, I am verifying that I have received, read my Handbook and School Board Policies and will abide by all policies and rules as stated.

Employee Signature

Date

Print your name

Please return to:

Director of Human Resources, Superintendents' Office, 180 Depot Road, Eliot, ME 03903

cc: Personnel File