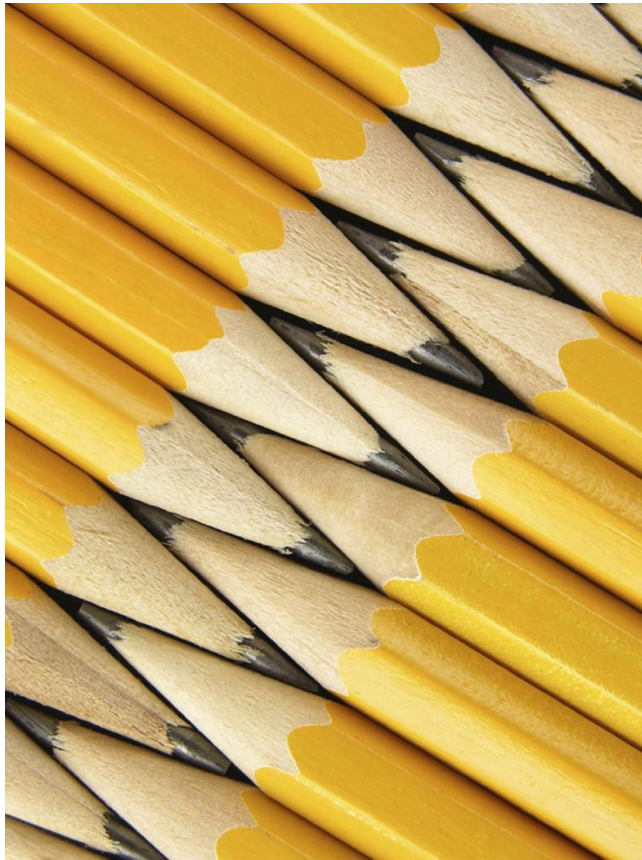


*Substitute Handbook*

*2021 / 2022*



*Acton-Boxborough Regional School District*

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## I. **FOREWORD**

*Welcome to the Acton-Boxborough Regional School District. We appreciate the contributions you make to our students, our schools, and our community. Your service is a vital ingredient in the smooth and successful operation of our system. Substituting is a challenging task. We hope this booklet of information makes it more rewarding. Thank you for choosing to substitute at the Acton-Boxborough Regional School District.*

*The Administration*

## II. HOW TO APPLY FOR SUBSTITUTING IN OUR DISTRICT

If you are interested in substituting in the Acton-Boxborough Regional School District, please apply online at <https://www.applitrack.com/abrsd/onlineapp/>. If you have any questions regarding the application process, please contact Marlene Dow at 978-264-3309.

Before beginning to substitute, you will need to have an interview with Katy Frey, in Human Resources. At that time, you will complete necessary paperwork including a W-4 tax form, Immigration Form, and a Criminal History Check (CORI). You also will be required to complete a SAFIS Fingerprinting screening, as required by law in Massachusetts, at an area MorphoTrust fingerprinting location. You cannot begin substituting until the fingerprinting screening has been completed.

## III. SUBSTITUTE PAY RATES AND PAYMENT SCHEDULE

	<u>Teacher</u>	<u>Support Staff</u>	<u>School Nurse</u>
<b>Full day:</b>	\$100.00	\$90.00	\$170.00
<b>Half day:</b>	\$50.00	\$45.00	\$ 85.00

### **Long Term Substituting Rates:**

Teacher jobs 16 days or longer: \$150 per day

Teacher jobs 45 days or longer: \$283.81 if you are a licensed teacher

Some shifts are more than a half-day and less than a full-day (>3.5 hours and <6.50 hours) which will be indicated in Frontline when you accept the assignment. For these shifts, substitutes are paid an hourly rate, up to the maximum daily rate of \$90.

Classroom/Kindergarten Asst.	\$18.85
Special Education Asst.	\$22.36

**We are paid bi-weekly on Thursdays** and paychecks will be mailed to your home. You may also complete a direct deposit form with our payroll department located in the Administration Building at 15 Charter Road. If you have worked and not received a paycheck, or believe your pay is incorrect, please contact Katy Frey at 978-264-3322 or [tcostello@abschools.org](mailto:tcostello@abschools.org).

Lunch can be purchased from the cafeteria for \$3.25. You should place your order in the morning with the student lunch count.

#### **IV. WHO WILL CALL YOU TO SUBSTITUTE**

The Acton Boxborough Regional Schools now use Frontline, an automated substitute placement and absence management system. Once you are registered with the schools as a substitute, you will receive a login id and pin where you can set your personal preferences, and accept substitute assignments. Frontline will call substitutes on a daily basis when filling next day open assignments.

#### **V. SCHOOL CONTACT INFORMATION**

<u>School &amp; Address</u>	<u>Principal</u>	<u>Office Administrator</u>	<u>Telephone</u>
Blanchard Memorial School 493 Mass Ave. Boxborough	Dana Labb	Kathy Bower	978-263-4569
Luther B. Conant School 80 Taylor Road Acton	Abigail Dressler	Ann Lack	978-266-2550
C.T. Douglas School 21 Elm Street Acton	Christopher Whitbeck	Sharen Crooks	978-266-2560
Paul P. Gates School 75 Spruce Street Acton	Lynne Newman	Louise LoBlundo	978-266-2570
McCarthy-Towne School Parker Damon Building 11 Charter Road Acton	Christy Nealon	Christine Hanley	978-264-4700 Ext. 3701
Merriam School Parker Damon Building 11 Charter Road Acton	Juliana Schneider	Kathleen Zawicki	978-264-4700 Ext. 3751
Raymond J. Grey Junior High 16 Charter Road Acton	James Marcotte	Debbie Brookes	978-264-4700 Ext. 3287
A-B Regional High School 36 Charter Road Acton	Joan Dean	Jeanne Potter Debbie Trentsch	978-264-4700 Ext 3404, 3403

## VI. SCHOOL SCHEDULES

### Elementary Schools

**8:50 am – 3:20 pm**

Half-day Kindergarten **AM: 8:50am – 11:40am, PM: 12:30pm - 3:20pm**

**WEDNESDAY IS AN EARLY RELEASE DAY: 8:50 am - 12:50 pm**

### Raymond J. Grey Junior High School

**8:00 am – 2:36 pm**

#### Bell Schedule

8:00 – 8:04 (homeroom)
8:08 – 8:52 (1 <sup>st</sup> period)
8:56 – 9:40 (2 <sup>nd</sup> period)
9:44 – 10:28 (3 <sup>rd</sup> period)
10:32 – 11:46 (4 <sup>th</sup> period)*
11:46 – 12:38 (5 <sup>th</sup> period)*
12:42 – 1:26 (6 <sup>th</sup> period)
1:26 – 1:46 (Team Study period)
1:50 – 2:36 (7 <sup>th</sup> period)

\* Includes two lunch periods

### Acton – Boxborough Regional High School

**8:00 am - 2:47 pm**

**(see Bell Schedule next page)**

# High School Bell Schedule

## **Regular Day Bell Schedule**

Period 1: 8:00-8:52  
Period 2: 8:57-9:42  
Period 3: 9:47-10:37  
Period 4: 10:42-11:27  
Period 5: 11:32-12:17  
Period 6: 12:22-1:07  
Period 7: 1:12-1:57  
Period 8: 2:02-2:47

## **Advisory Day Schedule**

Period 1: 8:00-8:51  
Period 2: 8:56-9:39  
Advisory: 9:44-9:59  
Period 3: 10:04-10:47  
Period 4: 10:52-11:35  
Period 5: 11:40-12:23  
Period 6: 12:28-1:11  
Period 7: 1:16-1:59  
Period 8: 2:04-2:47

## **1 Hour Delay Schedule**

Period 1: 9:00-9:46  
Period 2: 9:51-10:29  
Period 3: 10:34-11:12  
Period 4: 11:17-11:55  
Period 5: 12:00-12:38  
Period 6: 12:43-1:21  
Period 7: 1:26-2:04  
Period 8: 2:09-2:47

## **90 Minute Delay Schedule**

Period 1: 9:30-10:12  
Period 2: 10:17-10:52  
Period 3: 10:57-11:32  
Period 4: 11:37-12:11  
Period 5: 12:16-12:50  
Period 6: 12:55-1:29  
Period 7: 1:34-2:08  
Period 8: 2:13-2:47

## **VII. ELEMENTARY AND SECONDARY SCHOOL PROCEDURES**

All substitutes should first check in with the school office. If you are substituting as the classroom teacher, the Office Administrator will direct you to the classroom. If you are substituting for a Special Education Assistant, the Office Administrator will direct you to the Special Education teacher with whom you'll be working. If you are substituting for a Classroom Assistant or Kindergarten Assistant, the Office Administrator will direct you to the teacher with whom you'll be working. Any questions that you may have during your assignment can be directed to the Office Administrator. Substitute information including class roster and teaching plans will be on the teacher's desk. In some cases, teachers will opt to upload their lesson plans in Frontline which you should print and bring with you to the assignment. You will see these lesson plans in Frontline when you accept a teaching assignment. Many teachers have a "substitute folder" on their desk which contains pertinent information including lesson plans, class lists, schedules, and where things can be found. You are expected to arrive to the school at the time indicated in Frontline, and stay until the end time listed in Frontline. Should you need to leave your assignment unexpectedly, you **MUST** let the school Office Administrator know and never leave the class unattended.

## **VIII. SCHOOL CLOSINGS**

In the event that school is closed due to weather or for any other reason, a message will be posted in Frontline advising substitutes not to report to work. Additionally, all weather related school closings are posted on local news stations. Please watch local news stations and/or Frontline for school closing notifications during inclement weather.

## **IX. GENERAL SUBSTITUTE GUIDELINES**

We ask all substitutes to recognize the importance of the job and to remember that you are representing both the school in which you are working and the District as a whole. It is because the District trusts you to teach our students that you are on Acton Boxborough's substitute list. Please keep the guidelines below in mind each time you substitute.

1. Be in the classroom when the students arrive. This is not only a legal responsibility but a necessity in establishing good discipline and effective control.
2. Greet the students with a pleasant "Good Morning/Afternoon," introduce yourself, and write your name on the board.
3. Take attendance carefully. Check with the main office with any questions or concerns.
4. Adhere to the teacher's regular routine as much as possible and within the guidelines left for you by the teacher. Get the lessons started as soon as possible.
5. **Never leave the class unattended.** You are responsible for the students. If assistance is needed, call the main office of the school in which you are substituting.
6. If unable to maintain control during a discipline situation, contact the main office for assistance. Never raise your voice, use inappropriate language, make threats, or raise a hand to any student.



7. You are representing ABRSD. Please dress in appropriate attire.
8. Please silence your cell phone while substituting. It is only to be used for emergencies, or during free periods and/or lunch.
9. Report any injuries to the main office immediately.
10. You are expected to be in the classroom for the entire time you committed to substitute when you accepted the job in Frontline. Start and end times are clearly indicated in every substitute job you accept.
11. Should you have free periods (Junior High and High School,) check in with the school main office to see if you are needed elsewhere for that particular period.
12. At the end of the day:
  - Put the room in good order and back the way you found it.
  - Leave all papers and other pertinent information for the teacher on the teacher's desk.
  - Leave the teacher a detailed note of the day's events.
  - Sign out at the main office before leaving the building.

## **Teaching the Lesson**

1. **Be prepared:** The outcome of the lesson, as well as the class control, depends largely upon the teacher's preparedness.
2. **Be ready to start:** Follow instructions left for you by the teacher. Have materials ready before class. Be sure the class is paying attention to you.
3. **Motivate:** Students need motivation. Be brief, set the stage, arouse curiosity, and relate to the previous lesson. This can be done by a question, picture, story, or a shared experience.
4. **Make your presentation clear:** What the students gain from the lesson will depend on how well you present it.
  - Keep the language at the students' level of understanding.
  - Present one point at a time.
  - Stop often and review.
  - Do not hesitate to repeat.
  - Give students opportunities to ask questions.
  - Use your voice to emphasize and maintain interest.
5. **Provide for Active Participation:** In a really good lesson, students actively participate. Directions must be clear and proper supervision and assistance must be provided.
6. **Give Clear Assignments:** Assignments should be clear and concise. Give homework assignments as indicated in the teacher's lesson plan.

## **X. NOTICE OF NONDISCRIMINATION**

The Acton-Boxborough Regional School District does not discriminate on the basis of race, color, sex, sexual orientation, gender identity, religion, disability, age, active military/veteran status, ancestry, or national or ethnic origin in the administration of its educational policies, employment policies, and other administered programs and activities. In addition, students who are homeless or of limited English-speaking ability are protected from discrimination in accessing the course of study and other opportunities available through the schools.

Any person having inquiries or complaints concerning the Acton-Boxborough Regional School District's compliance with Title VI, Title IX, Section 504, ADA or MGL ch. 76, sec. 5 is directed to contact Dawn Bentley, Assistant Superintendent of Student Services, Administration Building, 15 Charter Road, Acton, MA, telephone number 978-264-4700, ext. 3265 who has been designated by the Acton-Boxborough Regional School District to coordinate the District's

efforts to comply with these laws or write to the Office for Civil Rights, J.F. Kennedy Federal Building, room 1875, Boston, MA 02203, or the Massachusetts Department of Elementary and Secondary Education, Office of Program Quality Assurance Services, 75 Pleasant Street, Malden, MA 02148.

Please see additional information at [www.abschools.org](http://www.abschools.org) regarding our Notice of Nondiscrimination.