



Wilmington Public Schools

Substitute Teacher Handbook

2018-2019



Policy of Non-Discrimination

It is the policy of the Wilmington Public Schools not to discriminate on the basis of race, color, sex, religion, national origin, ethnicity, sexual orientation, gender identity, homelessness, age and/or disability, and any other class or characteristic protected by law in its educational programs, services, activities, or employment practices. Inquiries regarding the application of the Wilmington Public Schools' non-discrimination policy may be referred to: Alice Brown-LeGrand, Director of Student Support Services.

Table of Contents

District Information.....	3
Welcome, Vision and Mission	4
School Directory.....	5
School Calendar.....	6
School Hours (closing of school and delayed openings)	7
Substitute Procurer.....	8
Substitute Teacher Pay Rates	8
Prohibition Against Smoking, Alcohol, and Drugs	9
Confidentiality.....	9
Mandated Reporting of Suspected Child Abuse or Neglect.....	9
Reporting Suspected Bullying	9
Emergency Procedures	10
A.L.I.C.E. Procedures.....	10
Fire Drills.....	10
Substitute Expectations	11
General Tips for Substitutes.....	11
When you arrive.....	11
Moving through the day.....	12
Before you depart	12
Classroom management tips.....	12
Where to Get Help	12
Educational Assistants.....	13
End of the Day Responsibilities.....	13

Wilmington Public Schools
Central Administration
District Information

Dr. Glenn Brand

Superintendent of Schools

Dr. Brian Reagan

Assistant Superintendent, Curriculum and Staff Development

Paul Ruggiero

Assistant Superintendent of Administration and Finance

Jacqueline Raffi

Assistant Director of Administration and Finance

Alice Brown-LeGrand

Director of Student Support Services

Andrea Stern Armstrong

Director of Human Resources

Wilmington School Committee

Julie Broussard, Chairperson

Jennifer Bryson, Vice-Chairperson

Mary Jane Byrnes, Secretary

Steve Bjork

David Ragsdale

Thomas Talbot

Jo Newhouse

Welcome

Substitute teachers are a highly valued part of the Wilmington Public Schools community. Substitutes assist us with providing the necessary coverage, continuity, and care in the absence of a permanent teacher. In addition, committed and reliable substitutes ensure that Wilmington Public Schools are providing a high quality educational experience for all students. This handbook contains pertinent information that is intended to be a resource to help make your entry into the Wilmington School community a positive experience for all – substitute teacher, regular staff, and students alike. We hope this handbook is useful and you will utilize it as a resource during your assignments. Knowing these details in advance may allow you to enjoy the day to day experiences of substitute teaching and any challenges that you may encounter. Welcome to the Wilmington Public Schools.

You can find up-to-date general and school specific information on our website: www.wpsk12.com

Vision

Wilmington Public Schools is a high-performing district where ***all*** students are provided opportunities to learn through high-quality, rigorous curriculum and engaging, personalized instruction delivered in a ***safe, supportive, inclusive*** environment. All members of our school community work together to develop confident, empathetic, life-long learners and responsible citizens. Our students become innovative, creative, collaborative problem-solvers capable of making positive contributions to society.

Mission

Wilmington Public Schools provides a challenging, relevant, personalized educational experience that promotes both the academic success and the social and emotional well-being of all students. Well-trained and highly qualified staff provide students with multiple ways to demonstrate individual learning and growth, and prepare them for success in school, work, and life.

The following four core values represent the Wilmington Public School Community:

- **Respect**
- **Responsibility**
- **Resilience**
- **Integrity**

School Directory

Administration Office (Roman House)

Dr. Glenn Brand, Superintendent of Schools
Dr. Brian Reagan, Assistant Superintendent
Paul Ruggiero, Director of Administration & Finance
Jacqueline Raffi, Assistant Director of Administration
& Finance
Andrea Stern Armstrong, Director of Human Resources
161 Church Street
Wilmington, MA 01887
978-694-6000 Fax: 978-694-6005

Alice Brown-LeGrand
Director of Student Support Services
Wildwood School
182 Wildwood Street
Wilmington, MA 01887
978-694-6032

Office of Information Technology
Wilmington High School
159 Church Street
Wilmington, MA 01887
978-694-6071

Shari Parker, CARES Coordinator
North Intermediate School
320 Salem Street
Wilmington, MA 01887
978-284-6111

Mary Palen, School Food Services Administrator
Wilmington High School
159 Church Street
Wilmington, MA 01887
978-694-6064

Doreen Crowe, R.N., Director of Nursing Services
Wilmington High School
978-694-6060

Curriculum Team Leaders

Carlos-Luis Brown, World Languages
Mollie Dickerson, Interim Guidance
Leanne Ebert, Special Education
Mia Parviainen, ELA
William Manchester, Math
Julie Kim, Science
Mark Staffier, Social Studies
Susan MacDonald, ELL

Liaisons

Ms. Laura Stinson, Physical Education & Health, 978-694-6020
Ms. Jennifer Fidler, Visual Arts, 978-694-6060
Ms. Barbara Mette, Performing Arts, 978-694-6060

Boutwell School

Kristen Walsh, Director
17 Boutwell Street
Wilmington, MA 01887
978-694-6070

North Intermediate School

Christine McMenimen, Principal
320 Salem Street
Wilmington, MA 01887
978-694-6040

Shawsheen Elementary School

Lisa King, Principal
Erin Burke, Assistant Principal
298 Shawsheen Avenue
Wilmington, MA 01887
978-694-6030

West Intermediate School

Dennis Shaw, Principal
22 Carter Lane
Wilmington, MA 01887
978-694-6050

Wildwood School

Charlotte King, Director
182 Wildwood Street
Wilmington, MA 01887
978-694-6010

Wilmington High School

Linda Peters, Principal
Jonathan Merenda, Assistant Principal
Christopher Phillips, Assistant Principal
159 Church Street
Wilmington, MA 01887
978-694-6074

Wilmington Middle School

Kevin Welch, Interim Principal
Jeanette Quirk, Assistant Principal
25 Carter Lane
Wilmington, MA 01887
978-694-6080

Woburn Street School

Jeffrey Strasnick, Principal
Frank Ferriero, Assistant Principal
227 Woburn Street
Wilmington, MA 01887
978-694-6020

Specialists

Jennifer White, Data and Assessment Specialist,
978-694-6060
Holly Banusiewicz, K-5 Literacy Coordinator,
978-694-6020

WILMINGTON PUBLIC SCHOOLS SCHOOL CALENDAR 2018-2019

<p>8/27 First Day for Teachers</p> <p>8/28 First Day for Students (grades 1-12)</p> <p>8/31 Vacation Day (Schools Closed)</p> <p>9/3 Labor Day (Schools/Offices Closed)</p> <p>9/5 Kindergarten Start Date</p> <p>9/6 High School "Meet the Teacher" Night</p> <p>9/28 Curr. Improvement time- Early Dismissal <i>22 Days</i></p>	<p>AUG./SEPT. '18</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th></tr> </thead> <tbody> <tr><td>27</td><td>28</td><td>29</td><td>30</td><td>V</td></tr> <tr><td>H</td><td>4</td><td>5</td><td>6</td><td>7</td></tr> <tr><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td></tr> <tr><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td></tr> <tr><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td></tr> </tbody> </table>	M	T	W	Th	F	27	28	29	30	V	H	4	5	6	7	10	11	12	13	14	17	18	19	20	21	24	25	26	27	28	<p>FEBRUARY '19</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th></tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td>1</td></tr> <tr><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> <tr><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr> <tr><td>H</td><td>V</td><td>V</td><td>V</td><td>V</td></tr> <tr><td>25</td><td>26</td><td>27</td><td>28</td><td></td></tr> </tbody> </table>	M	T	W	Th	F					1	4	5	6	7	8	11	12	13	14	15	H	V	V	V	V	25	26	27	28		<p>2/7 Middle School Parent Conferences (Early Dismissal)</p> <p>2/18 Presidents Day (Schools/Offices Closed)</p> <p>2/19-2/22 School Vacation</p> <p style="text-align: right;"><i>15 Days</i></p>
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<p>10/8 Columbus Day (Schools/Offices Closed)</p> <p style="text-align: right;"><i>22 Days</i></p>	<p>OCTOBER '18</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th></tr> </thead> <tbody> <tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr> <tr><td>H</td><td>9</td><td>10</td><td>11</td><td>12</td></tr> <tr><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td></tr> <tr><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td></tr> <tr><td>29</td><td>30</td><td>31</td><td></td><td></td></tr> </tbody> </table>	M	T	W	Th	F	1	2	3	4	5	H	9	10	11	12	15	16	17	18	19	22	23	24	25	26	29	30	31			<p>MARCH '19</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th></tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td>1</td></tr> <tr><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> <tr><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr> <tr><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr> <tr><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr> </tbody> </table>	M	T	W	Th	F					1	4	5	6	7	8	11	12	13	14	15	18	19	20	21	22	25	26	27	28	29	<p>3/8 Curr. Improvement time- Early Dismissal</p> <p>3/21 Early Childhood/Elementary Parent Conf. (Early Dismissal)</p> <p style="text-align: right;"><i>21 Days</i></p>
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<p>11/6 Teacher Prof. Dev. Day (no school for students)</p> <p>11/12 Veterans Day (Schools/Offices Closed)</p> <p>11/15 High School Parent Conferences (Evening)</p> <p>11/21 Early Dismissal</p> <p>11/22 Thanksgiving (Schools/Offices Closed)</p> <p>11/23 Schools/Offices Closed</p> <p>11/29 Middle School Parent Conf (Early Dismissal) <i>18 Days</i></p>	<p>NOVEMBER '18</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th></tr> </thead> <tbody> <tr><td></td><td></td><td></td><td>1</td><td>2</td></tr> <tr><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr> <tr><td>H</td><td>13</td><td>14</td><td>15</td><td>16</td></tr> <tr><td>19</td><td>20</td><td>21</td><td>H</td><td>H</td></tr> <tr><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td></tr> </tbody> </table>	M	T	W	Th	F				1	2	5	6	7	8	9	H	13	14	15	16	19	20	21	H	H	26	27	28	29	30	<p>APRIL '19</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th></tr> </thead> <tbody> <tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr> <tr><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td></tr> <tr><td>H</td><td>V</td><td>V</td><td>V</td><td>V</td></tr> <tr><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td></tr> <tr><td>29</td><td>30</td><td></td><td></td><td></td></tr> </tbody> </table>	M	T	W	Th	F	1	2	3	4	5	8	9	10	11	12	H	V	V	V	V	22	23	24	25	26	29	30				<p>4/15 Patriots Day (Schools/Offices Closed)</p> <p>4/16-4/19 School Vacation</p> <p style="text-align: right;"><i>17 Days</i></p>
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<p>12/6 Early Childhood/Elementary Parent Conf. (Early Dismissal)</p> <p>12/21 Early Dismissal</p> <p>12/24-12/31 School Vacation</p> <p>12/25 Christmas Holiday (Schools/Offices Closed)</p> <p style="text-align: right;"><i>15 Days</i></p>	<p>DECEMBER '18</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th></tr> </thead> <tbody> <tr><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td></tr> <tr><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td></tr> <tr><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td></tr> <tr><td>V</td><td>H</td><td>V</td><td>V</td><td>V</td></tr> <tr><td>V</td><td></td><td></td><td></td><td></td></tr> </tbody> </table>	M	T	W	Th	F	3	4	5	6	7	10	11	12	13	14	17	18	19	20	21	V	H	V	V	V	V					<p>MAY '19</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th></tr> </thead> <tbody> <tr><td></td><td></td><td>1</td><td>2</td><td>3</td></tr> <tr><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td></tr> <tr><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td></tr> <tr><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td></tr> <tr><td>H</td><td>28</td><td>29</td><td>30</td><td>31</td></tr> </tbody> </table>	M	T	W	Th	F			1	2	3	6	7	8	9	10	13	14	15	16	17	20	21	22	23	24	H	28	29	30	31	<p>5/10 Curr. Improvement Time- Early Dismissal</p> <p>5/24 Preschool Parent Conferences</p> <p>5/27 Memorial Day (Schools/Offices Closed)</p> <p style="text-align: right;"><i>22 Days</i></p>
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<p>1/1 New Years Day Holiday (Schools/Offices Closed)</p> <p>1/18 Preschool Parent Conferences</p> <p>1/21 ML. King Jr. Day (Schools/Offices Closed)</p> <p>1/25 Curr. Improvement time- Early Dismissal</p> <p style="text-align: right;"><i>21 Days</i></p>	<p>JANUARY '19</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th></tr> </thead> <tbody> <tr><td></td><td>H</td><td>2</td><td>3</td><td>4</td></tr> <tr><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td></tr> <tr><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td></tr> <tr><td>H</td><td>22</td><td>23</td><td>24</td><td>25</td></tr> <tr><td>28</td><td>29</td><td>30</td><td>31</td><td></td></tr> </tbody> </table>	M	T	W	Th	F		H	2	3	4	7	8	9	10	11	14	15	16	17	18	H	22	23	24	25	28	29	30	31		<p>JUNE '19</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th></tr> </thead> <tbody> <tr><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td></tr> <tr><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td></tr> <tr><td>17</td><td>18</td><td></td><td></td><td></td></tr> </tbody> </table>	M	T	W	Th	F	3	4	5	6	7	10	11	12	13	14	17	18				<p>6/18 Last Day of School- Early Dismissal (if all 5 snow days are used)</p> <p style="text-align: right;"><i>12 Days</i></p>										
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Total Pupil Days:
Days in Reserve:

180
5
185

	Early Dismissal		Early Childhood/Elementary Parent Conferences- Early Dismissal
	Holiday- Schools and Offices Closed		Middle School Parent Conferences- Early Dismissal
	Vacation- Schools Closed		No School for Students- Teacher Prof. Development Day
	Curr. Improvement time- Early Dismissal		Preschool Parent Conferences
			High School Parent Conferences (evening)

Approved by Wilmington School Committee:

5/9/2018

School Hours

<i>School</i>	<i>Hours</i>	<i>Time</i>
Boutwell	8:00 - 1:15	5 hrs. 15 min.
Wildwood	8:50 - 2:05	5 hrs. 15 min.
Shawsheen	8:55 - 3:00	6 hrs. 5 min.
Woburn Street	8:20 - 2:25	6 hrs. 5 min.
North Intermediate	8:20 - 2:25	6 hrs. 5 min.
West Intermediate	8:55 - 3:00	6 hrs. 5 min.
Middle	7:20 - 1:40	6 hrs. 15 min.
High	7:40 - 2:05	6 hrs. 25 min.
Preschool Only		
Boutwell Pre-School*	8:00 - 10:30	11:05 - 1:35
Wildwood Pre-School*	8:30 - 11:00	11:35 - 2:05

*Preschool classes are Monday – Thursday only, no classes on Friday.

Closing of School and Delayed openings

In cases of inclement weather or other emergency, cancellations and delayed openings will be posted on the district and school websites as well as local news stations.

In the event of a delayed opening, school will be postponed by 2 hours. All activities in the schools will continue as usual including the same dismissal time.

Substitute Procurer

Kathy Fuller is the Substitute Procurer for the Wilmington Public Schools. She can be reached by telephone at:

978- 479-1734

Following the completion of your new hire meeting, Kathy will contact you to introduce herself and explain how the substitute procurer process works. In addition, Kathy will work with you to determine the best process for reaching you when coverage is needed, as well as inquire about your availability and any necessary details to ensure that contacting you is efficient and works for everyone.

The task of procuring substitute teachers relies on Kathy making contact with substitute teacher's as soon as she is aware of potential absences. If you are aware that you are going to be unavailable for any period of time please communicate this information to Kathy. Please note that Kathy is available and procuring substitutes during the following times:

Sunday: 6p.m. – 8p.m.

Monday through Thursday: 5a.m. – 6:20a.m. & 6p.m. – 8p.m.

Friday: 5a.m. – 6:20a.m.

In addition, Kathy can be reached by e-mail at: subs@wpsk12.com

Pay Rates

	<u>Non-Certified</u>	<u>Certified</u>
Day – to – Day Substitute	\$75/day	\$85/day
45 – 59 Days in Same Assignment	\$100/day	\$110/day
60 – 90 Days in Same Assignment	\$115/day	\$125/day
91 or More Days in Same Assignment	\$250.84/day (Bachelor's Step 1)	\$250.84/day (Bachelor's Step 1)

Educational Assistant Substitute Pay Rate: \$60/day

LPN Substitute Pay Rate: \$100/day

Nurse Pay Rate: \$125/day

Prohibition against smoking, alcohol, and drugs

Schools are smoke-free environments. Smoking is not allowed by anyone in school buildings or on school grounds under penalty of fine.

Alcoholic beverages and drugs are prohibited at all schools, on all school grounds and at all school activities.

Confidentiality

All families and students deserve privacy in matters that are sensitive to them. The general rule is to be discreet and, if necessary, report matters directly to the teacher or an administrator in the school.

State and federal laws and regulations regarding student records prohibit all school personnel, including substitute teachers, from sharing any information about a student or the class, such as academic performance, behavioral issues, or medical information with other students, parents or other people not part of the student's teaching team in school or out.

Mandated Reporting of Suspected Child Abuse or Neglect

Under Massachusetts law (M.G.L. chapter 119 §51A) certain individuals, including those employed in a public school "to care for or work with a child," are deemed "mandated reporters." Mandated reporters are required under penalty of law to report orally and in writing to the Commonwealth's Department of Children and Families any instance of what the school employee, in her/his professional judgment, believes to be an instance of child abuse, including sexual abuse or neglect. A fine of not more than \$1,000.00 may be imposed by the Commonwealth on a mandated reporter who fails to make the necessary report to D.C.F.

Under §51A a school employee, including a substitute teacher, who believes that a child is abused or neglected can satisfy her / his legal obligation to make a Department of Children and Families- report by reporting the concern immediately to the person in charge of the school where the employee works. Therefore, any substitute teacher in the Wilmington Public School District who believes that a student in one of the district's schools or programs is or may be the victim of abuse or neglect should immediately report any suspected abuse or neglect directly *to* the Principal, Assistant Principal or Director under whose direction the substitute teacher is working.

Reporting Suspected Bullying

Massachusetts state law and district policy MANDATES the reporting of suspected bullying to the principal (or assistant principal). Bullying is defined as any behavior that is harmful to another and that is repeated and involves a power imbalance. Bullying includes verbal and physical behavior and exclusion. If you suspect bullying, do NOT attempt to get the students together to "work it out."

Emergency Procedures

Safety is our first responsibility. Which means that advance planning for emergencies and disasters is essential to provide for the safety of students and staff. Be prepared for emergency situations by getting acquainted with building specific procedures. Know where the building exits are located, as well as become familiar with the emergency procedures and evacuation maps located inside and outside the classroom. Make sure that you have reviewed the emergency procedures that are in the substitute folder and familiarize yourself with the area(s) outside of the classrooms in which your students will be using.

Be sure to check the substitute folder for any notes about students with medical conditions. Keep track of your students at all times. Never leave your students alone. If you need to go to the bathroom or leave for some reason when you are with your class, call the front office for help.

A.L.I.C.E. Procedures

A.L.i.C.E is the protocol adopted by the Wilmington Public Schools in the unlikely event of an armed intruder into one of our buildings. **A.L.i.C.E** is an acronym for:

Alert – inform people of the threat, giving as much information as possible

Lockdown – Students and Staff can choose to lockdown and barricade the room that they are in if they determine that it is not safe to evacuate

Inform – pass on as much information as possible to others and to First Responders, including contacting 911

Counter – an effort of last resort, if an armed intruder is able to get into the space that they are in; students are being trained to use every effort to stop the intruder instead of being passive victims

Evacuate – If it is safe to do so, all are encouraged to evacuate the building, and remove themselves from the threat

A.L.i.C.E is **NOT** meant to be a check list of things to do. It is a list of choices we are offering our students and staff in order to stay safe in the highly unlikely event of an armed intruder. Some may **choose** to evacuate and some may choose to lockdown and barricade. Others may be forced to counter if an armed intruder is able to enter the space they are in. **A.L.i.C.E** is about giving people choices.

Fire Drills

Specific directions are posted in each room. In case of a fire drill, exit quickly, quietly, and in an orderly manner to your designated area. As a reminder, attendance should be taken once you are lined up outside. Report any missing students to an administrator. Classes will remain outside until the signal to return is given.

Multiple fire drills will be held each year.

Wilmington Public Schools' Substitute Teachers Expectations

- Arrive on time (see start times on page 7)
- Carry out the instructions and lesson plans left by the teacher
- Prepare required records to include attendance and lunch
- Perform non-teaching duties that have been assigned to the regular teacher which may include playground supervision, lunch supervision, hall duty and other responsibilities
- Maintain control of the classroom in a respectful and safe manner
- Report discipline problems to building administrator
- Practice professional ethics in all relationships with students, parents, guardians and teachers
- Leave detailed notes of what was completed in each assigned class for the regular teacher. Include any pertinent information concerning procedures used or assignments made
- Never leave students unattended in a classroom
- Report accidents to the office
- If there are preparation times in the Substitute's schedule, the substitute teacher should contact the office to see if she/he is needed elsewhere in the building. Substitute Teachers are expected to be on-site all day unless arrangements were made ahead of time with the school principal
- Do not use your cell phone or tablet device in the presence of students

General Tips for Substitutes

- Be in the classroom when the students arrive
- Greet the students and introduce yourself
- Always dress neatly, professionally, and comfortably
- Upon arrival introduce yourself to the Administrative Assistants for pertinent information, i.e. administrators' names, a map of the school, a list of faculty, and a copy of the school's rules and procedures
- Introduce yourself to other teachers

When you arrive:

- Arrive as early as possible and check in with the school Administrative Assistant upon arrival
- Check the teacher's mailbox for announcements and attendance sheets
- Review the substitute teacher folder carefully for any accommodations, health care plans, and/or **student allergy information**
- Review the substitute teacher folder and if necessary ask the school Administrative Assistant or neighboring teacher to help you fill in any missing information
- Locate the emergency exits
- Review the day's lesson plans and locate needed materials
- Write assignments on the Whiteboard where applicable and required
- Have an activity ready for students to do as soon as they enter the room

Moving through the day:

- As students arrive, take attendance and report it to the office
- Learn the names of as many students as possible.
- Follow the teacher's lesson plans as closely as possible. Supplement with your own activities only after the assigned work is done
- Let only one student out of class at a time, with a hall pass
- Take notes throughout the day about incidents you want to share with the classroom teacher
- Any physical misbehaviors, bullying, defiance, or significant incidents MUST be reported by the substitute teacher to an administrator as soon as possible

Before you depart:

- Complete a detailed note for the teacher (changes to lesson plan, assignments given for the following day (per the lesson plan), student conduct (positive and negative)
- Return the room to the condition it was in when you arrived. Close and lock windows.
- Return Audio Visual equipment to its proper place

Classroom Management Tips:

- Use a pleasant but firm approach to quickly establish rapport with students
- Adhere to the established routine
- Uphold school rules and regulations
- Do not release a student from school without permission of an administrator
- Acquaint yourself with at least one of the teachers in adjoining classrooms
- Be cautious about administering punishments. If you need help in handling a discipline problem, contact the office
- Use the seating chart if one is available
- Be fair and consistent
- Recognize the importance of every student
- Refer extreme discipline problems to the building principal

Where to Get Help

Please call the front office for assistance to avoid potential issues. Principals and other school administrators would much rather have you reach out for assistance than to find out later that there were issues that could have been prevented.

In addition to administrators, nearby teachers at the same grade level are wonderful sources of information, particularly if you have a question about a lesson you will be teaching or if you are having trouble locating materials you need for a lesson.

Educational Assistants

In order to meet the needs of all students, some classes have Educational Assistants to assist students with special needs and students with accommodation plans. They may also be able to help with other students depending on the caseload in the class. It will be noted in the teacher's plans if an Educational Assistant is coming into the classroom to support a student(s). Educational Assistants can be a great resource for getting to know the students, the classroom and school routines. If you do not know something please ask the Educational Assistant.

End of the Day Responsibilities

Communication with the Classroom Teacher

Please leave a note for the classroom teacher telling her/him about the day. Many teachers have a form in the red substitute folder with the information they desire. The note does not need to be lengthy, but should include the following:

- Work completed by the class in all subject areas
- Any changes to the lesson plan (particularly lessons which were not completed)
- Assignments given for the following day. These should be in accordance with the teacher's lesson plan
- General conduct report regarding how the class behaved, citing students who were especially cooperative or uncooperative. Please remember, teachers and administration do appreciate having reports on students who have performed exceptionally well in any area

The note(s) should be left in the teacher's substitute folder at the end of the school day.

Communicating with an Administrator

Any physical misbehaviors, bullying, defiance, or significant incidents **MUST** be reported by the substitute teacher to an administrator **BEFORE** the substitute teacher leaves for the day.

Organizing the Classroom

The substitute teacher is expected to leave the room in the same order and condition as it was when she/he arrived. Leave all papers and any other pertinent information for the teacher on the teacher's desk.

Sign Out Procedure

All substitute teachers are required to return their badges and sign out in the front office at the end of the work day.