



Haverhill Public Schools



Substitute Handbook 2023-2024

9.19.2023



Haverhill Public Schools
Substitute Handbook
2023-2024

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Welcome to the Haverhill Public Schools

Dr. Margaret Marotta, Superintendent of Schools



Thank you for joining the Haverhill Public Schools as a substitute employee. The role you play stepping in for an absent employee makes you an important member of our team. This handbook was created to guide you through the process and to give you some basic information about our schools in order to become a successful substitute.

Haverhill has a student population of over 7,800, from many diverse backgrounds. Whether your time is short-term or long-term, a teacher or a custodian, as a substitute your first responsibility is to ensure a safe educational environment for students. We ask that if you see something, hear something, to say something immediately. Creating a safe and supportive environment for our students and staff is paramount and the top priority of the Haverhill Public Schools.

Thank you again for being part of our team and making the difference in the lives of the children of Haverhill. If you have any questions, please do not hesitate to contact the building/department administrator or the Human Resource department at 978-374-3411.

Vision Statement

In partnership with our community the Haverhill Public Schools is committed to excellence in education and will meet and exceed the academic and developmental goals of success for all students.

Mission Statement

The Haverhill Public School system is dedicated to ensuring each learner meets or exceeds rigorous academic standards to become citizens with integrity, skills, and the resources to succeed in the global community.

Civil Rights: Nondiscrimination

Haverhill Public Schools does not discriminate on the basis of race, color, religion, national origin, sex, gender identity, sexual orientation, or disability in admission to, access to, employment in, or treatment in its programs and activities.



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Confidentiality

Student Records

1. All student records maintained in the school must be private and secure. Computerized systems should be electronically secure.
2. Do not include students' names when emailing staff to discuss any sensitive issues. Any email containing a student's name will become part of the student's record.
3. School personnel should be informed of the provisions of 603 CMR 23.00 and M.G.L. c. 71, § 34H (Refer to www.doe.mass.edu/lawsregs/603cmr23.html?section=01).
4. It is important that all information contained in a student's record is private and confidential.

Family Educational Rights and Privacy Act (FERPA)

1. Employees and volunteers must maintain appropriate confidentiality with respect to conversations and/or information relating to students, families, parents/guardians, faculty, administration, and colleagues.
2. Such information is required to be maintained in strict confidence.
3. Employees and volunteers are not to discuss such information outside the confines of the school building except on an authorized need to know basis in order to perform assigned duties. All business employee, volunteer, and student records, computerized data and related information are the property of Haverhill Public Schools.
4. Employees are not to copy, distribute, alter or modify such records, materials, computerized data or information unless authorized to do so.

Mandated Reporter

MGL Chapter 119 - Section 51A Training Care and Protection of Children Under 18 (51A)

1. School personnel are mandated reporters legally obligated to contact the Massachusetts Department of Children and Families (DCF).
2. If school personnel have reasonable cause to suspect physical or emotional abuse or substantial risk of harm/neglect they must follow DCF 51A reporting requirements.
3. Please consult with school principals, school nurses, guidance counselors, the Superintendent, or the Director of Special Education for assistance if abuse or neglect is suspected.
4. The human resource link of the DCF website contains the most current mandated reporter guidelines, as well as several resources for faculty and staff.
5. The 51 A form is located at <http://www.Massachusetts-Dept.-of-Children-and-Families-DCF>.



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Dress Attire

It is expected that all staff will at all times dress in a manner that is befitting a professional organization and appropriate for the position. It is expected that all Haverhill Public School employees will be dressed appropriately while in school. Clothing, footwear, and hair should be neat and clean and conform to acceptable health and safety standards.

Substitute Expectations

1. Please be prompt in reporting to your assignment.
2. There is no personal cell phone usage during times of student instruction or supervision.
3. Report any incidents or accidents to the principal.

Substitutes may be removed from the active substitute list at any time for a violation of school rules, protocols or for a violation of a School Committee Policy. This includes but not limited to:

1. Insubordination
2. Using alcohol or unlawful drugs on school premises (Alcoholic beverages and drugs are prohibited in all schools, on all school grounds and at all school activities.)
3. Smoking including e-cigarettes on school property (Schools are smoke free environments)
4. Sharing personal beliefs (religious or political) verbally or in written form with students
5. Using profanity in the presence of students or anytime on school property
6. Making sexual or racially inappropriate comments
7. Leaving students unattended

Letter of Reasonable Assurance

A Letter of Reasonable Assurance is mailed to every substitute in the district for the new school year by June 30th. If it is your intent to accept the offer of employment then it is also your responsibility to return the form before the deadline noted on the letter. Failure to return will serve as notification that you no longer wish to remain an active substitute for the upcoming school year.

Massachusetts Department of Elementary and Secondary Education - Substitute Teacher

Temporary Substitute Teacher: An educator who is employed, on a temporary basis, for less than 90 consecutive school days in the same role, to take the place of a regularly employed educator who is absent. Any educator who is employed on a temporary basis for more than 90 consecutive school days in the same role must either be licensed for the role or working under a hardship waiver.



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Michael Downs
Principal
Haverhill High School



Eileen Doherty
Principal
Dr. Paul Nettle Middle School



Diane Seibold
Principal
Bradford Elementary School



Richard Poor
Principal
A. B. Consentino Middle School



Matthew Condon
Principal
J. G. Whittier Middle School



Paula Rodriguez
Principal
Golden Hill Elementary School



Timothy Betty
Principal
C.D. Hunking School



Erin MacKay
Principal
Tilton Lower Elementary



James Brennan
Principal
Pentucket Lake Elementary School



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Donna Martin
Principal
Silver Hill Elementary School



Kristi-Lynn Kurczy
Principal
Moody Pre-School and K I and II



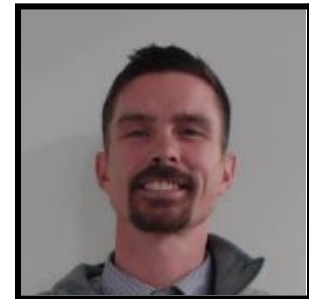
John DePolo
Principal
The Greenleaf Academy



Jennifer Rubera
Principal
Walnut Square School



Kenneth McDowell
Principal
Bartlett School & Assessment Center



Brian Edmunds
Principal
The Gateway Academy





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Haverhill Public Schools Directory (9.19.2023)

BARTLETT SCHOOL & ASSMNT CTR
8:05-2:05 Grades K-12
551 Washington Street
Haverhill, MA 01832
P 978-469-8735/F 978-469-8736
Principal: Ken McDowell
Clerk: Cassie Giardina

BRADFORD ELEMENTARY
9:00-3:15 Grades K-4
118 Montvale Street
Bradford, MA 01835
P 978-374-2443/F 978-374-0529
Principal: Diane Seibold
Asst. Principal: Nicole McGrain
Clerk: Peg O'Connell
Clerk: Carrie Torossian

CONSENTINO MIDDLE SCHOOL
8:30-2:45 Grades 5-8
685 Washington Street
Haverhill, MA 01832
P 978-374-5775/F 978-374-3442
Principal: Richard Poor
Asst. Principal: John Mele
Asst. Principal: Amy Maldonado
Clerk: Barbara O'Neil
Clerks: Kelly Diffin/Michelle Merritt

GATEWAY ACADEMY
8:30-2:45 Grades 7-12
415 Primrose Street
Haverhill, MA 01830
P 978-374-3473/F 978-374-3483
Principal: Brian Edmunds
Clerk: Michelle Bell

GOLDEN HILL ELEMENTARY
9:00-3:15 K-4
140 Boardman Street
Haverhill, MA 01830
P 978-374-5794/F 978-374-3454
Principal Paula Rodriguez
Asst. Principal: Sara Hastings
Clerks: Laura Roche/Katie Jalbert

GREENLEAF ACADEMY
8:15-2:00 Grades 5-12
58 Chadwick Street
Bradford, MA 01835
P 978-374-3487/F 978-374-3437
Principal: John DePolo
Clerk: Cheryl Rose

HAVERHILL HIGH SCHOOL
7:25-2:05 Grades 9-12
137 Monument Street
Haverhill, MA 01832
P 978-374-5700/F 978-374-5705
Principal: Michael Downs
Assoc. Principal: Tori Lu
Asst. Principal 12: Nelly Garcia Santana
Asst. Principal 11: Dinorah Peralta
Asst. Principal 10: Jorge Ortega
Asst. Principal 9: Meg Fitzgerald
Asst. Principal: Thomas Wright
Exec. Secretary: Melissa Tarpy
Clerk: Danielle Struppa
Clerk: Jaimie Touayl/Holly Arsenault

HUNKING SCHOOL
8:30-2:45 Grades K-8
480 S. Main Street
Haverhill, MA 01835
P 978-374-5787/F 978-372-5890
Principal: Tim Betty
Asst. Principal: Nathan Gage
Asst. Principal: Jennifer Russell
Clerk: Alison Dorr
Clerk: Shelley MacRae

MOODY SCHOOL
9:00-3:15 Grades Pre-K/K
59 Margin Street
Haverhill, MA 01832
P 978-374-3459/F 978-374-3496
Principal: Kristi-Lynn Kurczy
Clerk: Lisa Collins

MOODY SCHOOL EXTENSION
9:00-3:15 Grades Pre-K
26 Belmont Avenue
Haverhill, MA 01830
P 978-420-1901
Principal: Kristi-Lynn Kurczy
Bldg Spec. In Charge: Hailey French
Clerk: Vickie Steed

NETTLE MIDDLE SCHOOL
8:30-2:45 Grades 5-8
150 Boardman Street
Haverhill, MA 01830
P 978-374-5792/F 978-374-3441
Principal: Eileen Doherty
Asst. Principal: July Perez
Asst. Principal: Brendon Parker
Clerk: Cyndi O'Shaughnessy
Clerk: Giovanna Almonte

PENTUCKET LAKE SCHOOL
9:00-3:15 Grades K-5
252 Concord Street
Haverhill, MA 01830
P 978-374-2421/F 978-374-0392
Principal: Jim Brennan
Asst. Principal: TBD
Clerk: Sue Kinser
Clerk: Trish Shaw

SILVER HILL ELEMENTARY
9:00-3:15 Grades K-4
675 Washington Street
Haverhill, MA 01832
P 978-374-3448/F 978-374-3461
Principal: Donna Martin
Asst. Principal: Maureen Gray
Clerk: Sara Sanchez
Clerk: Anadelia Garcia

TILTON ELEMENTARY
9:00-3:15 Grades K-4
70 Grove Street
Haverhill, MA 01832
P 978-374-3475/F 978-374-3440
Principal: Erin Mackay
Asst. Principal: Lindsey Chastney
Clerks: Mary Conte/Beth Bertoni

WALNUT SQUARE SCHOOL
9:00-3:15 Grades K-3
645 Main Street
Haverhill, MA 01830
P 978-374-3471/F 978-374-3486
Principal: Jennifer Rubera
Clerk: Patti MacRae

WHITTIER MIDDLE SCHOOL
8:30-2:45 Grades 5-8
256 Concord Street
Haverhill, MA 01830
P 978-374-5782/F 978-372-5999
Principal: Matt Condon
Asst. Principal: Cathy Koch
Clerks: Crystal Habib/Sam Torres



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IMPORTANT CONTACTS FOR SUBSTITUTE EMPLOYEES

Please verify and sign your timesheet weekly.

Questions? Please contact Tracey Prescott at 978-420-1970 or tracey.prescott@haverhill-ps.org

School	Substitute Coordinator	Timesheet/Payroll Contact
Bartlett School and Assessment Center	Ken McDowell	Cassie Giardina
Bradford Elementary	Nicole McGrain	Peg O'Connell
Consentino Middle	John Mele	Barbara O'Neil
Golden Hill Elementary	Sara Hasting	Laura Roche
Greenleaf Academy	John DePolo	Cheryl Rose
Haverhill High	Tom Wright	Danielle Struppa
Hunking	Nathan Gage and Jennifer Russell	Alison Dorr
Moody Preschool (River)	Kristi-Lynn Kurczy	Lisa Collins
Moody Preschool Extension (Crowell)	Hailley French	Vickie Steed
Nettle Middle	July Perez	Cyndi O'Shaughnessy
Pentucket Lake Elementary	TBD	Sue Kinser
Silver Hill Elementary	Maureen Gray	Sara Langlais
Tilton Lower	Lindsey Chastney	Mary Conte
Walnut Square	Jean Sargent	Patti MacRae
Whittier Middle	Cathy Koch	Crystal Habib
Cafeteria	Anna Perracchio	Melissa Killey
Custodian	Corrine Santarlasci	Building Principal Clerk
Transportation	Kristin Eldridge	Liz Murphy



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Haverhill Public Schools Grades Pre-K-12 | 2023-2024 Student Calendar

Month	Calendar	Events	Notes																																																																																
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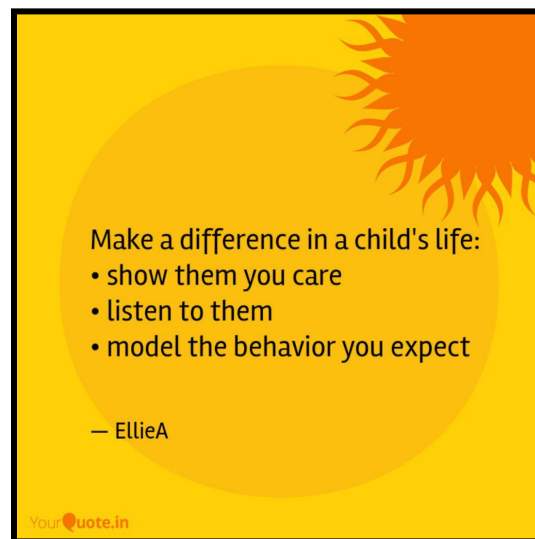


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School Closures and Delayed Opening

School Cancellations, Delayed Openings, and Emergency Early Dismissals

In the event of school cancellations for the Haverhill Public Schools, parents and staff will be notified by phone and email (if you elected to receive notifications). In addition, the following stations are notified: FOX 25, WBZ 1030 AM, WRKO 680 AM, and TV channels 4, 5, and 10. Please turn to more than one station since we cannot always reach each station in a timely manner. On occasion, it may become necessary to close school early due to an emergency, or delay the opening of school for two hours. In such cases, announcements will be made through the process listed above. A two-hour delayed opening would mean that school would start two hours later and school would end at the regular time [the school day would not be extended]. In the event of an emergency dismissal, all after school and evening activities are canceled.





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Substitute Pay Rates

TEACHERS

- Non-Certified Teachers, to include those individuals with a minimum of an Associate Degree or who have completed two (2) years of college will receive **\$105.00** per day.
- MA Certified Teachers will receive **\$135.50** per day.
- Long-Term substitutes (in the same position), to include those individuals with a minimum of a Bachelor’s will receive **\$105.00** per day for the first thirty (30) days.
- Beginning on the thirty-first (31st) day and beyond Long-Term Substitutes (in the same position) will receive **\$125.50** per day.
- Per the Collective Bargaining Agreement - Educational Support Personnel who substitute for absent teachers shall receive an additional **\$25.00** per day, unless they are certified.

SUBSTITUTE RATES PER HOUR

<u>CAFETERIA</u>	\$15.00
<u>CUSTODIAL</u>	\$15.00
<u>CLERICAL</u>	\$15.00
<u>ESP</u>	\$15.00
<u>TRANSPORTATION</u>	
CDL	\$18.04
7D	\$15.00
Monitor	\$15.00
Crossing Guards	\$15.00
<u>OTHER:</u>	
Nurse RN	\$30.00
Nurse LPN	\$25.00
Nurse CNA	\$18.00
Noon Supervisors	\$15.00
Door/Hall Monitors	\$15.00
Maintenance	\$18.00
Interns (Custodian/Student)	\$15.00
Lifeguards	\$15.00

3.15.2022



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Haverhill Public Schools
FY24 Pay Schedule

Pay Period	Pay Date	Salaried Employees		Notes	Hourly Employees	
		Sunday Period Begins	Saturday Period Ends		Sunday Period Begins	Saturday Period Ends
1	7/7/2023	6/25/2023	7/8/2023	First payroll - 12 month staff & 11 month clerical staff	6/18/2023	7/1/2023
2	7/21/2023	7/9/2023	7/22/2023		7/2/2023	7/15/2023
3	8/4/2023	7/23/2023	8/5/2023	First payroll - 11 mo staff	7/16/2023	7/29/2023
4	8/18/2023	8/6/2023	8/19/2023		7/30/2023	8/12/2023
5	9/1/2023	8/20/2023	9/2/2023	First payroll - 10 mo staff	8/13/2023	8/26/2023
6	9/15/2023	9/3/2023	9/16/2023	First of 20 benefit deductions	8/27/2023	9/9/2023
7	9/29/2023	9/17/2023	9/30/2023		9/10/2023	9/23/2023
8	10/13/2023	10/1/2023	10/14/2023		9/24/2023	10/7/2023
9	10/27/2023	10/15/2023	10/28/2023		10/8/2023	10/21/2023
10	11/9/2023	10/29/2023	11/11/2023	Thursday Payday	10/22/2023	11/4/2023
11	11/22/2023	11/12/2023	11/25/2023	Wednesday Payday	11/5/2023	11/18/2023
12	12/8/2023	11/26/2023	12/9/2023		11/19/2023	12/2/2023
13	12/22/2023	12/10/2023	12/23/2023		12/3/2023	12/16/2023
14	1/5/2024	12/24/2023	1/6/2024		12/17/2023	12/30/2023
15	1/19/2024	1/7/2024	1/20/2024		12/31/2023	1/13/2024
16	2/2/2024	1/21/2024	2/3/2024		1/14/2024	1/27/2024
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18	3/1/2024	2/18/2024	3/2/2024		2/11/2024	2/24/2024
19	3/15/2024	3/3/2024	3/16/2024		2/25/2024	3/9/2024
20	3/28/2024	3/17/2024	3/30/2024	Thursday Payday	3/10/2024	3/23/2024
21	4/12/2024	3/31/2024	4/13/2024		3/24/2024	4/6/2024
22	4/26/2024	4/14/2024	4/27/2024		4/7/2024	4/20/2024
23	5/10/2024	4/28/2024	5/11/2024		4/21/2024	5/4/2024
24	5/24/2024	5/12/2024	5/25/2024	New benefit rates begin	5/5/2024	5/18/2024
25	6/7/2024	5/26/2024	6/8/2024	Last of 20 benefit deductions	5/19/2024	6/1/2024
26	6/21/2024	6/9/2024	6/22/2024	Last payroll Lump Sum of 26 Pays = BWG * 5	6/2/2024	6/15/2024



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School Safety

Building Announcements

Lockdown: A threat or potential threat to staff and students. Most often, due to police activity unrelated to the school but in the vicinity outside the building.

Evacuation: Is used when there is an immediate danger in the building (fire, gas odor, structural damage).

Shelter-in Place: In the event of the potential exposure to a danger outside of the building (industrial accident, chemical spill, weather emergency).

Stay-in-Place: Used in the event of a **non-threatening** emergency in the building. This procedure is announced most often during medical emergencies when administrators need to temporarily limit the movement in the building. Doors are closed and classroom instruction continues.

A.L.I.C.E

Alert, Lockdown, Inform, Counter, Evacuate

Changes in best practices have occurred nationally for intruders on school campus procedures. A.L.I.C.E. is a set of proactive, options-based strategies that incorporates recommendations from multiple Federal and State agencies.

Profile of an active shooter

- An active shooter is an individual actively engaged in killing or attempting to kill people in a confined and populated area. In most cases active shooters use firearms and there is no pattern or method to their selection of victims.
- Active shooter situations are unpredictable and evolve quickly. Typically the immediate deployment of Law Enforcement is required to stop the shooting and mitigate the harm to victims.
- Active shooter situations are often under ten minutes long. Law Enforcement response could be up to or more than ten minutes, so individuals must prepare both mentally and physically for what to do in an active shooter situation.



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This is not training for A.L.I.C.E.

It is an overview and guide for all to consider.

It is important to note that the A.L.I.C.E. model gives option-based strategies in the event of an attack. These are not sequential steps. You decide how to respond based on what is happening.

A.L.I.C.E. Overview - This strategy can be used in any order:

Alert: Alert is your first notification of danger. It is when you first become aware of the threat through your senses (see or hear) or notification. Your life depends on your ability to accurately assess whether you are in danger. **ACT IMMEDIATELY!**

- Recognize and accept the alert.
- Choose the best action: lockdown, evacuate, inform, or counter
- Act quickly – seconds count! Determine the most reasonable way to protect your own life.

Lockdown: The purpose of an enhanced LOCKDOWN is to secure in place, lock door, tie a rope, cord, belt to door handle/furniture, move furniture in front of the door to barricade, and cover any windows near the room door in order to be out of the shooter's view. Spread out within the room and prepare to EVACUATE or COUNTER (all occupants have items in hand to throw at the shooter if room is breached), if needed.

- Silence your cell phone
- Turn off any source of noise (i.e., radios, televisions)
- Hide behind large items (i.e., cabinets, desks)
- Remain quiet

Inform: The purpose of INFORM is to continue to communicate the intruder's location in real time. Who, What, Where...Be factual and direct in plain language. It can be shared by anyone.

Counter: The purpose of COUNTER is to interrupt the intruder and make it difficult or impossible to aim. This is a strategy used when your life is in imminent danger. Attempt to disrupt and or incapacitate the active shooter by:

- Acting as aggressively as possible against him/her
- Throwing items and improvising weapons
- Yelling
- Committing to your actions

Swarming the shooter - As a LAST resort, attempt to take the active shooter down. Active resistance is a last resort and should only be used if there are no other survival options. When the shooter is at close range, and you cannot flee, your chance of survival is much greater if you try to incapacitate him/her. It is not fighting. It is using your body weight and gravity to take the shooter down. If you are able to subdue the shooter:

- Do not pick up their weapon
- If possible, use a trash can or box to cover the weapon until law enforcement takes possession



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Evacuate: *The purpose of EVACUATE is to remove yourself from the danger zone when it is safe to do so.*

- *If there is an accessible escape path, attempt to evacuate the premises.*
- *Have an escape route and plan in mind*
- *If safe, evacuate regardless of whether others agree to follow*
- *Leave your belongings behind*
- *Help others escape, if possible*
- *Prevent individuals from entering an area where the active shooter may be*
- *Keep your hands visible - do not carry your cell phone in your hands*
- *Follow the instructions of any police officers*
- *Do not attempt to move wounded people*
- *Staff and students should meet at the rallying site for the reunification process.*

9-1-1

All adults in the building are empowered to call or text 9-1-1 in an emergency without anyone's permission.



WHEN TO CALL OR TEXT?

In the event of a true emergency

1. Fire
2. Life-threatening situations
3. Serious medical emergency
4. High Level - Direct Threat

If you are in doubt about whether your situation is an emergency; then play it safe and call or text 9-1-1

WHEN NOT TO CALL?

1. As a disciplinary measure
2. For a disruptive student in class
3. When Crisis Team should be called



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Missing Student Procedures

The expectation is that school personnel will take attendance of all students at the end and start of each academic period as well as before and after every transition during the school day, including but not limited to recess, lunch, field trips and assemblies. As soon as a student is unaccounted for, a determination of the seriousness of the situation must occur. **If a student is under the age of 12 or has a significant disability the following procedure must be automatically and immediately.**

The following should be implemented immediately -

1. Call 911 and notify Haverhill Police Department that a child is missing.
2. Office notified and the building crisis team should be activated.
 - Conduct a search of the premises inside and outside of the location.
 - Shelter in place should be initiated.
3. Parent(s) and Superintendent's Office should be notified.

Once student is located -

1. Notify Parent and Superintendent's Office
2. Have child checked by nurse
3. Administrators debrief with police.
4. All staff that were involved are to complete an incident report by the end of the day and send it to the Superintendent's office and Special Education if applicable.
5. The incident will be assessed to see if incidents warrant filing a 51A.

All documentation must be reviewed by administration to ensure that the forms have been completed accurately and all sections filled in for the purpose of investigation.

If the incident impacts the safety of the school community the building administration will communicate with families.

Fire Drills

Schools conduct fire drills with the Haverhill Fire Department at least four times a year. These drills are unannounced and are critical in the preparation of an actual emergency. Exit instructions should be posted in a conspicuous place in each classroom. Please be sure to follow the protocols and always know the closest exterior exit to the classroom. When outside please **move away from the building and the fire emergency lane**. Take attendance immediately and report any students missing to administration.



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Reporting to Assignment - Substitutes

	Administrator	Teacher	Nurse	ESP	Clerical	Building Based
<i>Elementary</i>	8:30 a.m.	8:45 a.m.	8:30 a.m.	8:45 a.m.	8:00 a.m.	8:45 - 3:45
<i>Middle / Gateway</i>	8:00 a.m.	8:15 a.m.	8:00 a.m.	8:15 a.m.	8:00 a.m.	8:15 - 3:15
<i>High School</i>	7:00 a.m.	7:05 a.m.	7:15 a.m.	7:00 a.m.	7:00 a.m.	7:15 - 2:15
<i>Transportation</i>	NA	NA	NA	NA	6:30 a.m. or 9:30 a.m.	NA
<i>Central Office</i>	NA	NA	NA	NA	8:00 a.m.	NA

	Custodian Days	Custodian Nights	Cafeteria	Noon Supervisor/Lunch Monitors
<i>Elementary</i>	6:00 a.m.	2:00 p.m.	As Requested	As Requested by the School
<i>Middle</i>	6:00 a.m.	2:00 p.m.	As Requested	As Requested by the School
<i>High School</i>	6:00 a.m.	2:00 p.m.	As Requested	NA

Transportation

	Drivers	Monitors	Crossing Guards
<i>Elementary/ Middle/ High School</i>	6:30 a.m. - 9:15 a.m. 1:30 p.m. - 4:00 p.m. Midday - if requested 11:00 a.m. - 1:00 p.m.	6:30 a.m. - 9:15 a.m. 1:30 p.m. - 4:00 p.m. Midday - if requested 11:00 a.m. - 1:00 p.m.	7:30 a.m. - 9:15 a.m. 2:30 p.m. - 4:00 p.m.



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When you arrive

1. It is best to leave as much of your personal belongings secured in your car or at home.
2. Please bring your government issued state ID card or driver's license.
3. Report to the school's main office upon arrival.
4. Request materials, information, class roster, room key, bell schedule etc...from main office staff.
5. Please request the building protocols and locations of mask breaks - for staff and students.
6. Check the procedures for lunch and recess if applicable.
7. Sign in and receive your security badge for the day. Please be sure your badge is clearly visible throughout the day.

Identification / Badge

Since the safety of our staff and students is paramount, we require all parents, guardians, substitutes and visitors to check in at the main office upon arrival and prior to departing the building. It is imperative that everyone adheres to this policy. Under no circumstances is a visitor allowed to enter the building without permission from the school office. All are required to wear a visitor's badge issued through the Lobby Guard system.

In The Classroom

1. Familiarize yourself with the daily lesson plans
2. Post the assignments on the whiteboard when possible
3. Organize the students assignment/activity for each class so you are prepared when they arrive
4. Locate the classroom phone and number for main office
5. Locate the class roster/attendance
6. Locate seating chart(s)
7. Special procedures in that classroom
8. Name of ESPs (Paraprofessionals) in the classroom
9. Write your name on the board
10. Familiarize yourself with the closest exit in the event of an emergency evacuation
11. Locate the faculty lounge, restrooms, and cafeteria



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When the Students Arrive

1. Please greet the students at the classroom door.
2. Introduce yourself to the class.
3. Take attendance after the bell.
4. State the names aloud of the students you will be reporting as absent.
5. Present an overview of the lesson using clear instructions.

Classroom Management

1. Maintain a safe and supportive environment for all students.
2. Maintain professional boundaries with students.
3. Use appropriate language at all times.
4. Never leave the students unattended. If a student(s) exits a classroom without permission and you are the teacher in charge, do not follow the student. Immediately report it to the main office.
5. An ESP assigned to a specific student must stay with the student at all times unless otherwise directed.
6. Use a positive approach to discipline and be firm, fair and consistent. Some helpful hints for classroom management can be found in our frequently asked questions on page 25.
7. There will be times students work independently on the assignment. It is important that you circulate throughout the room interacting and checking in with the students on their progress.
8. Classroom rules are posted in most classrooms and/or have been communicated to students.
9. Keep track of the students you give a pass to during each period (bathroom, nurse, office). All students must be issued a pass unless they are accompanied by an adult.

End of Day

1. The responsibilities of the teacher are the responsibilities of the substitute. This includes the dismissal process which includes: monitoring bus duty, parent/guardian pick up, and walkers.
2. Teachers Desk
 - Neat and organized
 - Class assignments submitted organized
 - Attendance sheets/class rosters complete
 - Write notes on student behavior - Positive and Negative
3. Turn off lights, smart board projector and any other audio-visual equipment
4. Gather belongings
5. Check out in the Main Office

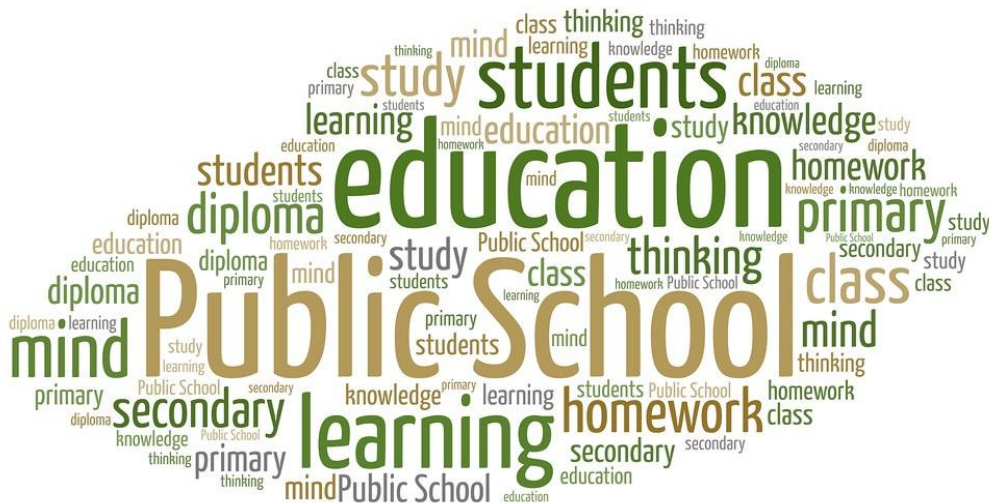


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Building Based Educational Specialist

The Haverhill Public Schools will continue to hire Building Based Educational Specialists for the 2023-2024 school year. Each Building Based Educational Specialist will be assigned to only one building. The candidates must be available both in person and remotely following the district model of instruction. The BBES is directly responsible to the Principal in all matters pertaining to the building. The annual salary is \$24,000, 181 days a year with 2 personal days and 10 sick days granted.

- Substitute daily for absent professional staff as determined by the Principal/designee.
- Maintains and respects confidentiality of student and school personnel information.
- Must possess the ability to adapt to a variety of lesson plans when covering various subjects or grades.
- Provides summary of activities accomplished, lesson plans completed and not completed and any other additional information that the classroom teacher should be aware of.
- Maintains a safe and positive learning environment for all students and reports all student discipline issues to the appropriate authority.
- Adheres to district policies for staff.
- If there is not a need for a Teacher substitute for the day the BBES will be assigned another area of responsibility for the day.
- Performs other duties assigned by the Principal or directives of the Superintendent of Schools or his/her designee, and policies of the Haverhill School Committee.





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Additional Information

Nurse

- The Director of Nursing & Health Services creates the nursing schedule and places subs in schools.
- Upon arrival at the school, please check in with the main office and introduce yourself. Please indicate if this is your first time at a particular location.
- In the health office, verify keys are in working order, location of emergency bag and other emergency supplies. Check location of school supplied PRN medications and other health supplies. turn on the ice machine and fill as appropriate.
- Please check the Sub Folder. Verify school procedures for use of phone, how to contact a classroom, how to call 911. Check medical needs, scheduled medications and treatments.
- Sign into the computer and assure access to School Brains.
- Submit hours worked and location worked on biweekly time sheet and scan/send to Director by the end of the day on the second Friday of pay period.
- Nurses may wear appropriate street clothing or scrubs. No jeans.
- Wear an HPS name badge at all times.
- Per Diem nurses must maintain their current Massachusetts license as RN or LPN, and will notify the Director of any change in licensure status immediately.
- Contact the Director or any other district school nurse with questions or concerns.

Cafeteria

- Must wear black or navy blue pants.
- Non-skid (slip resistant) shoes.
- Uniform polo shirt (Food Service will provide).
- Report to the Cafeteria Cook.
- Timesheets must be delivered to the main office of the school or dropped off to the food service office at Haverhill High School.

Custodian

- Must wear a solid color shirt with no logo.
- Navy blue pants.
- Pair of safety, steel-toed work shoes *preferred*.
- Report to the Senior Custodian.
- If you are substituting for the Senior Custodian, please review the detailed note of expectations that should be left for your shift.
- Please visit the Central Office at City Hall for a substitute ID card.
- The building principal clerk records and submits your payroll hours. Please be sure to check in with them.
- All shifts must be coordinated through the Facilities Department, 978-374-5725.



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Additional Information for Substitute Custodians

Understanding the Difference between Cleaning and Disinfecting

Cleaning and disinfecting are part of the broad approach being used to reduce the spread of germs. It is critical that we have routine cleaning and disinfecting practices in place in every building every day.

- **Cleaning and disinfection** of frequently touched surfaces is one of the major focuses of our custodians during this pandemic. The Centers for Disease Control and Prevention (CDC) recommends cleaning frequently touched surfaces and commonly shared items at least daily and when visibly soiled. Please note that disposable paper towels should be used and never cloth towels.
- **Cleaning removes germs**, dirt and impurities from surfaces or objects. Cleaning works by using soap (or detergent) and water to physically remove germs from surfaces. This process does not necessarily kill germs, but by removing them, it lowers their numbers and the risk of spreading infection.
- **Disinfecting kills the germs** on surfaces or objects. Disinfecting works by using chemicals to kill germs on surfaces or objects. This process does not clean dirty surfaces. By killing germs on a surface after cleaning, it lowers the risk of spreading infection.
- **Dwell Time** - Please be sure to refer to the product label to determine how much time the disinfectant should stay on the surface prior to wiping.

Product Safety:

A gentle reminder to pay special attention to hazard warnings and directions on all product labels. Please **do not mix** any cleaners and disinfectants unless the label indicates that it is safe to do so. Please be sure to store them in a responsible and appropriate manner according to the label.

Personal Safety:

- **Gloves:** Always wear gloves that are appropriate for the area you are cleaning and for the chemicals being used.
- **Eye protection:** Always wear eye protection when you are using specific chemicals as needed.





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Frequently Asked Questions

1. How long is my lunch break?

Lunch breaks vary from 30-60 minutes depending on your position. Please check with the main office for building protocols.

2. How can I become a long-term substitute?

Please look on our webpage (Departments - Human Resources) for long-term substitute postings and apply for all that you are interested in. If you haven't done so already, we encourage you to create a free account on SchoolSpring.

It is expected that long-term substitutes attend building faculty and curriculum meetings.

3. What do I do if no lesson plans are left for the classroom?

Please contact the main office and notify them that no materials or instructions have been left for the class.

4. What is the process if a student asks for a pass?

At the elementary and middle schools, it is expected that all students are issued a pass to the nurse, bathroom, and office unless they are accompanied by an adult.

In the 2023-2024 school year, Haverhill High School will be issuing passes through the digital SmartPass system. If you have not received training on the SmartPass system, please see an administrator in the main office.

A student excused or summoned from class must have a SmartPass. At Haverhill High School no passes shall be issued after 1:40 p.m. except in an emergency.

5. What is the process if a student asks for a pass to the nurse?

Health Services are available to all students for in-school injuries, illnesses, and school-related accidents. Students are assessed by a registered nurse, and treatment provided as appropriate. In consideration of the importance of time on learning and attendance, every effort will be made to see students in a timely manner in an effort to get students back in class.

Only the school nurse may administer medication to any student!



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6. **How do I handle a disruptive student?**

Effective classroom management is critical when dealing with disruptive verbal or physical student behavior. Creating a positive learning environment all begins from the moment they walk in the classroom. Set the tone from the beginning. Greet them with a smile, use their name if known, welcome them into the class and remember to model the behavior you expect from the students.

Here are a few key points to managing a disruptive student:

- a. **Take a deep breath and remain calm.**
- b. *Don't take the disruption personally.*
- c. *Speak with a low tone of voice.*
- d. *Be aware of your body language and facial expressions.*
- e. *Remain courteous and respectful - no matter what is said to you.*
- f. *Remember that a sense of humor is extremely valuable.*
- g. *Listen using direct eye contact without judging or reacting too quickly.*
- h. *The Glance: Sometimes a brief glance over at the student may be enough to stop the misbehavior.*
- i. *The Walk: Sometimes walking over and standing next to the student may be enough to stop the misbehavior.*
- j. *Inappropriate Language - Calmly share: We don't use that word here...That language is not appropriate...Saying that hurts people's feelings...That was not kind, please don't repeat it again.*
- k. *If it continues, address the disruption directly and immediately. Avoid making it a class issue.*
- l. **Do not** *ridicule the student or use sarcasm.*
- m. **Do not** *touch the student.*
- n. *Use phrases like: it is important we take turns speaking...please be sure to wait to speak until your name is called...please don't talk when I am talking....please, I would like to continue with the class now...please (name) you need to be listening now...*
- o. *Depending on the situation...Apologize...It will immediately take the student off the defensive. My apologies...I am sorry you feel this way...I am sorry you are upset...*
- p. *Review the classroom expectations posted in the classroom.*
- q. *Look for the good qualities in every student.*
- r. *Compliment their good behavior and effort when you can.*

If the disruptive behavior continues, please do not hesitate to contact the main office for assistance.



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7. Are students allowed to be on their cell phone?

K-8:

Cell phones, tablets, and mobile electronic devices are to be shut off and out of sight in school. The use of text messaging or the camera feature on cell phones is prohibited and shall result in confiscation and disciplinary action.

9-12

Cell phones are not to be out in the classrooms unless being used for a specific lesson. If a student has their phone out, they will be asked to put it away. If it is not put away or it is taken out again, the teacher will hold the phone for the remainder of the class/period. If the student refuses to give the teacher the phone, security will be called.

Additional items to note: Charging phones in classrooms will not be allowed. Appropriate personal use of devices is allowed in study halls, during hallway passing, lunch in the cafeteria and in the mall area. During only those times students will be allowed to listen to music (with one earbud in and low volume) and check their messages.

8. May I give students snacks in class?

*Many students have food allergies and other medical conditions associated with food. Please **do not** bring food from home and distribute it.*





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Definitions:

Core subjects shall mean the core academic subjects specified in M.G.L. c. 69, section 1D (science, technology and mathematics, history and social science, English, foreign languages and the arts), and the subjects covered in courses which are part of an approved vocational-technical education program under M.G.L. c. 74.

DESE shall mean the Department of Elementary and Secondary Education.

Other subjects shall mean subjects other than core academic subjects that are required to be taught pursuant to G.L. c. 71, sections 1 and 3, and other subjects approved by the school committee as part of the district's program of studies.

Structured learning time shall mean time during which students are engaged in regularly scheduled instruction, learning activities, or learning assessments within the curriculum for study of the "core subjects" and "other subjects." In addition to classroom time where both teachers and students are present, structured learning time may include directed study, independent study, technology-assisted learning, presentations by persons other than teachers, school-to-work programs, and statewide student performance assessments. Remote learning may constitute structured learning time if a district's remote learning model is consistent with the requirements of 603 CMR 27.08(3)(b).



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504	Rehabilitation Act and the Americans with Disabilities Act, which specifies that no one with a disability can be excluded from participating in federally funded programs and/or activities, including elementary, secondary or postsecondary schooling.
51A	Report of Child(ren) alleged to be suffering from serious physical or emotional injury by abuse or neglect.
ADA	The Americans with Disabilities Act
ADD	Attention Deficit Disorder
ADHD	Attention Deficit/Hyperactivity Disorder
ALICE	Alert, Lockdown, Inform, Counter, Evacuate
AP	Advanced Placement
ASL	American Sign Language
AYP	Adequate Yearly Progress
BARR	Building Assets Reducing Risks (Spurwink Services at HHS)
BCBA	Board Certified Behavior Analyst
BCBA/LABA	Board Certified Behavior Analyst / Licensed Applied Behavior Analyst
BRYT	Bridge for Resilient Youth in Transition Gen Ed and Special Ed
CARES	Coronavirus Aide, Relief, and Economic Security Act (Employer Focused)
CAS	Certified Autism Specialist
Chapter 766	MA State Law for Special Education
CHINS	Child in Need of Services
CORI	Criminal Offender Record Information
COTA	Certified Occupational Therapist Assistant
CVTE	Career / Vocational Technical Education
DCF	Department of Children and Families (Formally DSS)
DD	Developmentally Delayed (1 - Mild Cognitive Impairment/2 - Moderate Cognitive Impairment)
DESE	MA Department of Elementary and Secondary Education (Formerly DOE)
DH	Developmentally Handicapped
DI	Differentiated Instruction
DIP	District Improvement Plan



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DOE	Department of Education - (now DESE)
DPH	Department of Public Health
DPL	Division of Professional Licensure
DS	Developmental Support Program – Autism Focus
DSS	Department of Social Services (now DCF)
EBD	Emotional Behavior Disorder
ECC	Early Childhood Center
EI	Early Intervention
EIP	Early Intervention Program
ELA	English Language Arts
ELD	English Language Development (mode of instruction)
ELE	English Learner Education (the program)
ELL	English Language Learner (the student)
EPIMS	Education Personnel Information Management System
ERC	Educational Response Center (In House Suspension)
ESEA	Elementary and Secondary Education Act
ESL	English as a Second Language (teacher license)
ESOL	English for Speakers of Other Languages
ESP	Educational Support Person
ESSER	Elementary and Secondary School Emergency Relief Fund
ETF	Evaluation Team Facilitator (Special Education – Chairs all Special Education Meetings)
FAFSA	Financial Application for Federal Student Aid
FAPE	Free Appropriate Public Education
FASN	Federation for Children with Special Needs
FERPA	Family Educational Rights and Privacy Act
FFCRA	Families First Coronavirus Response Act (Employee Focused)
FLEP	Formerly Limited English Proficient
FMLA	Family Medical Leave Act



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FTE	Full Time Equivalent
GAFE	Google Apps for Education
GED	General Equivalency Diploma/General Educational Development
GLE	Grade Level Equivalency
GPA	Grade Point Average
HE	Higher Education
HIPAA	Health Insurance Portability and Accountability Act
HiSET	High School Equivalency Testing
HQ	Highly Qualified
HR	Homeroom
HR	Human Resources
HSSP	High School Support Program- Inclusive Autism Program
IDEA	Individuals with Disabilities Education Act
IEE	Individualized Educational Evaluation
IEP	Individualized Education Program
IME	Independent Medical Evaluation
IPDP	Individual Professional Development Plan (For Teachers)
IT	Information Technology
LASID	Locally Assigned Student Identification Number
LCC	Language & Cognitive Class – Life Skills Focus
LEA	Local Education Agency (Public School Districts)
LEP	Limited English Proficient
LLI	Leveled Literacy Intervention (Lesley University)
LRE	Least Restrictive Environment
LS	Life Skills
LSP	Life Skills Program
MCAS	Massachusetts Comprehensive Assessment System
MCAS-AIt	MCAS Alternate Assessment
MCAS-EPP	MCAS Educational Proficiency Plan Test



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MELA-O	MA English Language Assessment-Oral
MEPA	MA English Proficiency Assessment
MEPID	Massachusetts Education Personnel Identification
MIAA	MA Interscholastic Athletic Commission
ML	Multilingual Learners
MOA	Memorandum of Agreement
MSP	Multiple Support Program
MSSP	Middle School Support Program - Inclusive Autism Program
MTA	Massachusetts Teachers Association
MTEL	MA Test for Educator Licensure
MTRB	MA Teachers Retirement Board
MTSS	Massachusetts Tiered System of Support
NCLB	No Child Left Behind
NELMS	New England League of Middle Schools
OCD	Obsessive Compulsive Disorder
OT	Occupational Therapist
PAC	Parent Advisory Committee
PARA	Paraprofessional (ESP)
PASS	Positive Alternatives to School Suspension
PD	Professional Development
PDP	Professional Development Points (For Teachers)
PEP	Professional Educator's Plan (For Teachers)
PIP	Performance Improvement Plan(For Teachers)
PK	Pre-Kindergarten
PLC	Professional Learning Communities
PT	Physical Therapist
PTA	Parent Teacher Association
PTA	Physical Therapist Assistant
PTO	Parent Teacher Organization



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PTP	Professional Training Points (For ESP's)
PTS	Professional Teacher Status
RBT	Research for Better Teaching
RBT	Registered Behavior Technician
SAC	School Adjustment Counselor
SAFIS	Statewide Automated Fingerprint Identification System
SASID	State Assigned Student Identifier
SAT	Scholastic Achievement Testing
SB	School Brains - Staff and Student Database
SEI	Structured English Immersion or Sheltered English Immersion
SIFE	Students with Interrupted Formal Education
SIMS	Student Information Management System
SIP	School Improvement Plan
SLP	Speech Language Pathologist
SLPA	Speech Language Pathologist Assistant
SPED	Special Education
SPED PAC	Special Education Parent Advisory Committee
SSC	Student Support Coordinator
STAT	Student-Teacher Assistance Team
STD	Short Term Disability
STEAM	Science, Technology, Engineering, the Arts and Mathematics
STEM	Science, Technology, Engineering and Mathematics
Title I	Federal Funds for economically disadvantaged students
Title II	Federal Funds to improve the quality of teaching and principal leadership
Title III	Federal Funds to benefit Limited English Proficient children and immigrant youth.
Title IV	The priorities of Title IV are to: Support well-rounded educational opportunities; Support safe and healthy students; and Support effective use of technology.



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Notes:



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This acknowledgement must be signed, detached and returned to the Human Resources Department upon receipt.

ACKNOWLEDGMENT OF RECEIPT OF: 2023-2024 SUBSTITUTE HANDBOOK

Please print:

I, _____, have received a copy of the 2023-2024 Substitute Handbook. I understand that the contents of this substitute handbook are simply policies, procedures and guidelines, not a contract or implied contract with employees. The contents of the substitute handbook may change at any time. I also understand that this is meant to be a guide and that it is my direct responsibility to request a meeting with a Building Administrator, Department Head, and/or Human Resources if additional training or clarification is needed if applicable to my position.

I understand that after I have read, signed and returned this acknowledgement, it will be placed in my personnel file.

Employee Signature

Date

Revised: 9.19.2023